

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
April 18, 2018 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE**
- 8. PUBLIC HEARINGS**
- 9. REPORTS OF COMMITTEES**
 - A. Board of Trustees**
 - B. ZBA**
 - C. Staff**
 - D. Planning Consultant**
 - E. Parks and Recreation**
 - F. Downtown Planning Group**
- 10. UNFINISHED BUSINESS**
 - A. Update on Sign Ordinance Text Amendment**
 - B. Discussion on Accessory Setback Clarifications**
 - C. Further Discussion on Temporary Holiday Sales**
- 11. NEW BUSINESS**
 - A. Zoning Administrator Quarterly Report January 1 - March 31, 2018**
- 12. APPROVAL OF PRECEDING MINUTES:** April 4, 2018 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – May 2, 2018
- 16. ADJOURNMENT**

This notice is posted in compliance with PA 267 Of 1976 as amended (open meetings act) MCLA 41.7 2A (2) (3) and the Americans with Disabilities Act. (ADA) Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734) 449-5000 seven days in advance.



April 16, 2018

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Accessory Setback Clarifications - Revised

Dear Commissioners:

The current zoning ordinance has conflicting requirements for structures in the side yard between the general provision section and the district regulations. The language below is intended to clarify the ambiguity of the regulations without substantively modifying the requirements. Alternatively, Planning Commission may consider reducing the side yard requirements in the SR-1, SR-2, or MR districts. We have provided sample regulations from Hamburg Township and Dexter Township for discussion.

Please consider the following to approaches to the clarify the setback ambiguity for side yards.

OPTION I: REVISE ACCESSORY USE REQUIREMENTS

A. Sec. 36-98(d)(2)(b). - General provisions, Accessory uses and buildings

(d)

Accessory uses and buildings. Where a lot is devoted to a permitted principal use or a permitted conditional use, accessory uses are permitted as listed in the applicable zoning district. Accessory uses and buildings shall be subject to the following regulations:

(1)

Where the accessory building is attached to the principal building, it shall be subject to all regulations of the district in which located.

(2)

In any SR-1, SR-2, or MR district, accessory uses and buildings not attached to the principal building shall ~~not~~:

a.

Not be located in front of the rear line of the principal building or, in the case of a corner lot, in the required side yard;

b.

~~Be located less than five feet from an interior side or rear property line; Comply with the interior side yard and rear yard requirements of the district. The minimum interior side yard and rear yard requirement shall be 5 feet.~~

- c.
Not exceed 15 feet in height.

B. Sec. 36-218 (4). - SR-1, Regulations and Standards

(4)

Yard and setback requirements.

- a.
Front yard. Not less than 35 feet.
- b.
Side yards. Least width of either yard shall not be less than ten feet, but the sum of the two side yards shall not be less than 25 feet; except in the case where the side yard on the road or street side shall not be less than 35 feet.
- c.
Rear yard. Not less than 20 feet.

The requirements of this subsection (4) shall apply to every lot, building or structure.

C. Sec. 36-248 (4). - SR-2, Regulations and Standards

(4)

Yard and setback requirements.

- a.
Front yard. Not less than 30 feet.
- b.
Side yards. Least width of either yard shall not be less than ten feet, except in the case where the side yard on the road or street side shall not be less than 30 feet.
- c.
Rear yard. Not less than 20 feet.
- d.



In the case of a through lot, the frontages along streets shall be considered front yards and all buildings and structures shall meet the minimum front yard requirements.

The regulations in this subsection (4) shall apply to every lot, building, or structure.

D. Sec. 36-278 (4) - MR, Regulations and Standards

(4)

Yard and setback requirements.

a.

Front yard. Not less than 50 feet.

b.

Side yards. Least width of either yard shall not be less than 15 feet, but the sum of the two side yards shall not be less than 35 feet except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than 50 feet.

c.

Rear yard. Not less than 35 feet.

d.

Accessory structures shall meet the same yard requirements.

The regulations in this subsection (4) shall apply to every lot, building, or structure.

OPTION II: REVISE DISTRICT REQUIREMENTS

A. Sec. 36-98(d)(2)(b). - General provisions, Accessory uses and buildings

(d)

Accessory uses and buildings. Where a lot is devoted to a permitted principal use or a permitted conditional use, accessory uses are permitted as listed in the applicable zoning district.

Accessory uses and buildings shall be subject to the following regulations:


(1)

Where the accessory building is attached to the principal building, it shall be subject to all regulations of the district in which located.

(2)

In any SR-1, SR-2, or MR district, accessory uses and buildings not attached to the principal building shall not:



- 
- a.
Be located in front of the rear line of the principal building or, in the case of a corner lot, in the required side yard;
 - b.
Be located less than five feet from an interior side or rear property line;
 - c.
Exceed 15 feet in height.

B. Sec. 36-218 (4). - SR-1, Regulations and Standards

(4)

Yard and setback requirements.

- a.
Front yard. Not less than 35 feet.
- b.
Side yards. Least width of either yard shall not be less than ten feet, but the sum of the two side yards shall not be less than 25 feet; except in the case where the side yard on the road or street side shall not be less than 35 feet.
- c.
Rear yard. Not less than 20 feet.

The requirements of this subsection (4) shall apply to every lot, ~~and principle building or structure, and attached accessory building or structure.~~ Accessory uses and buildings not attached to the principal building shall not be located less than five feet from an interior side or rear property line per Sec. 36-98(d)(2)(b).


C. Sec. 36-248 (4). - SR-2, Regulations and Standards

(4)

Yard and setback requirements.

- a.
Front yard. Not less than 30 feet.
- b.





Side yards. Least width of either yard shall not be less than ten feet, except in the case where the side yard on the road or street side shall not be less than 30 feet.

c.

Rear yard. Not less than 20 feet.

d.

In the case of a through lot, the frontages along streets shall be considered front yards and all buildings and structures shall meet the minimum front yard requirements.

The regulations in this subsection (4) shall apply to every lot, ~~and principle~~ building or structure, and attached accessory building or structure. Accessory uses and buildings not attached to the principal building shall not be located less than five feet from an interior side or rear property line per Sec. 36-98(d)(2)(b)."

D. Sec. 36-278 (4) - MR, Regulations and Standards

(4)

Yard and setback requirements.

a.

Front yard. Not less than 50 feet.

b.

Side yards. Least width of either yard shall not be less than 15 feet, but the sum of the two side yards shall not be less than 35 feet except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than 50 feet.

c.

Rear yard. Not less than 35 feet.

d.

Accessory structures shall meet the same yard requirements.

The regulations in this subsection (4) shall apply to every lot, ~~and principle~~ building or structure, and attached accessory building or structure. Accessory uses and buildings not attached to the principal building shall not be located less than five feet from an interior side or rear property line per Sec. 36-98(d)(2)(b)."



Section 7.6.1.
Schedule of Area, Height, and Bulk Regulations

District		Minimum Lot Area (Sq.Ft.) ^{1,6*}	Minimum Lot Width At Street (Feet) ^{2*}	Maximum Lot Coverage Buildings /Parking (%) ^{7*}	Minimum Yard Setback (Feet)			Maximum Building Height		Minimum Interior Space Sq.Ft./Unit	Additional Regulations Section 7.7
					F ^{3*}	S ^{4*}	R	Stories	Feet		
A.	CE – Country Estate Single Family Residential District	217,800	330	20/20	30	20	35	2.5	35	5*	Yes
B.	RAA-Low Density Rural Residential	87,120	200	20/20	30	20	35	2.5	35	5*	Yes
C.	RA-Medium Density Residential	43,560	125	35/40	25	10	30	2.5	35	5*	Yes
D.	RB-High Density Residential	10,000	70	35/40	25	8	30	2.5	35	5*	No
E.	RC-Multiple Family Residential	43,560 1st unit plus 2500 sq.ft. each additional unit	150	35/40	30	20	35	2.5	35	450-Efficiency 650-1 Bedroom Unit 800-2 Bedroom Unit 1000-3 Bedroom Unit	Yes
F.	WFR-Waterfront Residential	43,560	125	35/40	25	10	30	2.5	35	5*	Yes
G.	NR-Natural River Residential	43,560	150	35/40	25	10	30	2.5	35	5*	Yes
H.	MHP-Mobile Home Park Residential	See Section 7.7.4.						2.5	35	See Section 7.7.4.	Yes

* See Footnotes

Section 7.6.1. Continued
Schedule of Area, Height, and Bulk Regulations

District		Minimum Lot Area (Sq.Ft.) ^{1,6*}	Minimum Lot Width At Street (Feet) ^{2*}	Maximum Lot Coverage Buildings/ Parking (%) ^{7*}	Minimum Yard Setback (Feet)			Maximum Building Height		Minimum Interior Space Sq.Ft./Unit	Additional Regulations Section 7.7
					F ^{3*}	S ^{4*}	R	Stories	Feet		
I.	NS-Neighborhood Service	10,000	80	40/75	25	20	25	2.5	35	None	Yes
J.	CS-Community Service	43,560	150	40/75	30	20	25	2.5	35	None	Yes
K.	LI-Limited Industrial	43,560	150	40/75	30	20	25	3	40	None	Yes
L.	GI-General Industrial	87,120	200	40/75	50	20	25	3	40	None	Yes
M.	OH-Old Hamburg	5,000	50	80/80	10	5	15	2.5	35	None	Yes
N.	MD-Mixed Development	43,560	150	40/65	40	20	25	3	40	None	Yes
O.	Village Residential	21,780 ^{9*}	80	35/40 ^{11*}	20 ^{12*}	10	25	2.5	35	see note 14*	Yes
P.	Village Center	Residential with sanitary sewer: 10,600 ^{8,9,10*}	65	50/80 ^{11*}	see note 12*	10 ^{13*}	15	2.5	35	see note 14*	Yes
		18,700 ^{9*}									
Q.	PPRF – Public & Private Recreational Facilities District	1,742,400	660	20/20	100	50	100	2.5	35	None	Yes

* See Footnotes

Footnotes to Section 7.6.1. Schedule of Area, Height, and Bulk Regulations

1. Minimum lot areas are for all uses within District unless otherwise specified in Section 7.5.1., Schedule of Use Regulations. Minimum lot areas are exclusive of public street right-of-way or private road access easements.
2. Minimum lot widths are required along the street upon which lot principally fronts. *On cul-de-sacs or* Where a curvilinear street pattern results in irregularly shaped lots with non-parallel side lot lines, the following minimum lot widths shall apply:

<u>District</u>	<u>Minimum Lot Width at Right-of-Way</u>	<u>Minimum Lot Width at Building Line</u>
RAA	64 feet	106 feet
RA, WFR	64 feet	100 feet
RB	60 Feet	70 Feet
RC	100 Feet	150 Feet
NR	80 Feet	150 Feet

3. Minimum front yard setbacks are required as shown except where established buildings on adjacent lots vary from this minimum. In such case, a new building shall be constructed with a front yard of no less depth than the average front yards of buildings located on each side of the proposed building. In no case shall this provision be interpreted to allow a front yard of more than forty (40) feet or less than twenty (20) feet.

In any District where lots abut a lake or river, the yard adjacent to the water may be considered the front yard, provided all other setbacks are met.

In any District, a principal building and all attached structures shall not be permitted within fifty (50) feet of the ordinary high water mark of any body of water.

In NR-Natural River Residential, in addition to required front, side, and rear yard setbacks, all new buildings and structures shall be required to be setback a minimum of 125 feet from the ordinary high water mark, or if the ordinary high water mark cannot be determined, the setback shall be from the river's edge. The setback may be decreased ten (10) feet for every ten (10) foot rise in bank height to a minimum of seventy-five (75) feet from the ordinary high water mark.

4. On corner lots, both street yards shall provide the minimum front yard setback. The size of corner lots shall be large enough to accommodate both front yard setbacks and a building of a similar size to those on non-corner lots.

In NS-Neighborhood Service and CS-Community Service Districts, a principal building may be constructed on or near the property line provided that the combination of the two side yards shall total twenty (20) feet and the building's side wall be a fire wall meeting building code. In all cases, one side yard shall be provided which is sufficient to permit the access of emergency vehicles to the rear of the building.

5. Minimum square footage for residential dwellings shall be 1000 square feet above ground, excluding basements.
6. Lots shall contain a sufficient buildable site exclusive of any wetlands meeting the minimum zoning setback regulations plus off-street parking, septic disposal fields, well location and accessory building provisions.
7. The maximum lot coverage values are for the following:
 - a. Building lot coverage; the total footprint of buildings, parking, paved and gravel storage yards, driveways, streets, roads and sidewalks divided by the size of the site, excluding water bodies and wetlands.
 - b. Total impermeable surface; the total footprint of buildings, parking, paved and gravel storage yards, driveways, streets, roads, and sidewalks divided by the size of the site, excluding water bodies and wetlands.

Single family or two family residential lots may have up to an additional ten (10) percent lot coverage after approval of a grading and drainage plan prepared by a registered engineer of a registered Landscape Architect and approved by the Township Engineer.

8. In VC and VR, for multiple family dwellings with sanitary sewer, the following maximum densities shall be allowed:

Housing type	Maximum dwelling units per acre	
	Village Center	Village Residential
Apartments	10	8
Townhouses	8	6
Duplexes	6	5

9. In VC and VR, the minimum lot area for residential (single and multiple family) may be reduced by up to twenty five (25) percent, provided that at least half the total area by which residential lots are reduced below the minimum lot size be provided as common open space, meeting the requirements of Section 7.7.9.
10. In VC and VR, the minimum lot area for residential (single and multiple family) with sanitary sewer may be reduced to the sanitary sewer minimum lot size.
11. In VC and VR, no building shall be greater than thirty thousand (30,000) square feet gross floor area except for a group of uses, each with individual pedestrian entrances.
12. In VC and Vr, buildings shall be placed no more than twenty (20) feet from the front lot line. A lesser setback may be required by the Planning Commission where the established setbacks of adjacent buildings is less than twenty (20) feet. Where the average front yard setbacks for the

adjacent buildings on either side of the proposed use is greater than twenty (20) feet the Planning Commission may permit a front yard setback above twenty (20) feet but not to exceed the average front yard setbacks for the adjacent buildings. For a structure with a garage door facing a public street or private road, the accessory garage building, or the front wall of the attached garage, shall be setback a minimum of five (5) feet behind the front building line of the principal structure.

13. In VC, the side yard setback shall be a minimum ten (10) feet except a zero (0) foot setback may be permitted where the building abuts another building which is separated by an approved fire wall.

14. In VC and VE, minimum floor area per dwelling unit shall be as follows:

Single-family/Duplex - 1000 square feet

Multiple-family:Efficiency - 450 square feet

1 Bedroom Unit - 550 square feet

2 Bedroom Unit - 650 square feet

3 Bedroom Unit - 800 square feet

Section 7.7. Additional District Regulations

7.7.1. RAA-Low Density Rural Residential; RA-Medium Density Residential; WFR-Waterfront Residential; and NR-Natural River Residential.

- A. General and specialized farming and agricultural activities shall be subject to the following conditions:
1. Minimum lot size shall be ten (10) acres.
 2. No building housing animals shall be located nearer than seventy-five (75) feet from any property line.
- B. Raising and keeping of horses and other domestic animals shall be subject to the following conditions:
1. Minimum lot size shall be two (2) acres.
 2. Two (2) horses or large domestic animals are permitted on parcels meeting the minimum lot size. For each additional horse or large domestic animal, two (2) additional acres shall be required.
 3. Animals must be kept within a fenced area which shall be located no nearer than one hundred feet (100) from any water body. This requirement shall not apply to a water body which is located entirely within the subject property and is not connected to any water body off the subject property.

E. Continued Conformity With Yard and Bulk Regulations

1. No building or structure shall hereafter be erected or altered to exceed the height; to occupy a greater percentage of lot area; to have (a) narrower or smaller rear yards, front yards, side yards, or other open spaces than prescribed for the district in which the building or structure is located.
2. No yard or lot existing at the time of passage of this Ordinance shall be reduced in dimension or area below the minimum requirements set forth for the district in which the yard or lot is located. Yards or lots created after the effective date of this ordinance shall meet at least the minimum requirements established by this Ordinance.
3. No part of yard or other open space required for or in connection with, any structure for the purpose of complying with this Ordinance, shall be included as part of a yard or open space similarly required for any other structure.

F. Division and Consolidation of Land

The division and consolidation of land shall be in accordance with the Subdivision Control Act, Michigan Public Act 288 of 1967, as amended. No lot or parcel shall hereafter be divided into two or more lots and no portion of any lot shall be sold, unless all lots resulting from each such division or sale conform with all regulations of the zoning district in which the property is located.

G. Unlawful Buildings, Structures, Site Designs and Uses

A building, structure, or use which was not lawfully existing at the time of adoption of this Ordinance shall not be made lawful solely by adoption of this Ordinance. In case any building, or part thereof, is used, erected, occupied or altered contrary to the provisions of this Ordinance, such building or use shall be deemed an unlawful nuisance and may be required to be vacated, torn down or abated by any legal means, and shall not be used or occupied until it has been made to conform to the provisions of this Ordinance. Public expenditures toward abating any such nuisance shall become a lien upon the land.

Section 3.02 ACCESSORY STRUCTURES

All accessory buildings and structures permitted in this Zoning Ordinance shall be subject to the following:

- A. Relation to principal building:** Accessory buildings, structures and uses are permitted only in connection with, incidental to and on the same lot with, a principal building, structure or use which is permitted in the particular zoning district. No accessory building, structure or use shall be occupied or utilized unless the principal structure to which it is accessory is occupied or utilized.

- B. Maximum number and coverage:** There shall be a maximum of one (1) detached building of over one hundred (100) square feet and a maximum of two (2) total detached accessory buildings on any lot. The combined total of all accessory buildings, structures and uses, excluding swimming pools, shall occupy a maximum of twenty five percent (25%) of a required rear yard (as defined by minimum set backs).
- C. Restrictions on placement:** Accessory buildings shall not be erected in any right-of-way, easement, or required front yard. When an accessory building is located on a corner lot, the side lot line of which is substantially a continuation of the front lot line of the lot to its rear, said building shall not project beyond the front yard setback required on the lot to the rear of such corner lot. In the case of attached residential dwelling developments, detached parking garages or carports may be permitted in the non-required front yard provided the Planning Commission recommends approval of the site plan, landscaping, elevation drawings and construction materials. In reviewing such structures, the Planning Commission shall consider the impact of headlights and views from nearby public streets and adjacent properties.
- D. Required setbacks (attached):** Where the accessory building, structure or use is structurally attached to a principal building, structure or use (e.g. a deck, garage or breezeway), it shall be subject to all the regulations of this section applicable to principal buildings, structures and uses.
- E. Required setbacks (detached):** Detached accessory buildings shall be at least ten (10) feet from any principal building or other accessory building or public street right-of-way line, at least three (3) feet from any side or rear lot line, at least fifty (50) feet from any shoreline and at least ten (10) feet from the boundary of a wetland regulated by the Michigan Department of Natural Resources or the federal government.
- F. Maximum, height:** The maximum building height of any detached accessory building or structure in any One-Family Districts shall be fourteen (14) feet, measured from the average height between the eaves and the ridge. Accessory buildings in all other districts may be constructed to equal the permitted maximum height of structures in said districts, subject to Board of Zoning Appeals' review and approval if the building exceeds one (1) story or fourteen (14) feet in height.
- G. Drainage:** The placement and design of any accessory building or structure shall not have a significant impact on stormwater runoff. The Zoning Administrator may require grading plans or a sketch plan to ensure compliance with this provision.
- H. Restrictions on use:** Accessory buildings shall not be occupied for dwelling purposes nor used for any business profession, trade or occupation.



April 16, 2018

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Temporary Holiday Sales

Dear Commissioners:

Please consider the following revisions to the temporary use amendments for discussion. For discussion We have also include samples from Hamburg Township (See Section 8.9) and Dexter Township (section 3.06) for discussion.

A. Add to definitions – Temporary Holiday Sales.

Temporary Holiday Sales are sales temporary in nature, lasting for less than 30 calendar days, corresponding to a recognized day of festivity or recreation in which by custom or by law normal activities, especially business or work including school, are suspended or reduced.

B. Sec. 36-724. - Temporary specialty stores Holiday Sales.

Temporary sales of products only at certain time of year and associated with seasonal holidays, including Christmas, Halloween, Thanksgiving, Fourth of July, and similar holidays, may take place on individual lots or structures subject to the following regulations: ~~Cutting of trees on individual lots for the purpose of Christmas tree sales and/or the sale of previously cut trees assembled on individual lots for sale shall be subject to the following regulations:~~

(1)

Temporary Holiday Sales Christmas trees may be conducted ~~sold~~ in AR, LC, WLD-DD, WLD-NV, WLD-W, and GC districts. Temporary Holiday Sales Christmas tree sales shall not be permitted in any other residentially zoned districts.

(2)

Churches, schools, or other nonprofit organizations may ~~sell Christmas trees~~ conduct Temporary Holiday Sales on property or structures owned by such institution or organization in any zoning district.

(3)

A Zoning Compliance Application shall be submitted along with fees and a sketch plan for review by the Zoning Administrator to ensure the requirements of this section are met. Unless ~~Christmas tree~~ Temporary Holiday Sales are accessory to the principal use of the site, ~~a permit~~ a Temporary Certificate of Occupancy shall be obtained from the building official Zoning Administrator to allow temporary use of the site for such sales. Such permit Temporary

~~Certificate of Occupancy shall~~ may be issued after an inspection ~~of the proposed sale site is made by the Building Official and or his the Director of Public Safety, or their representative of the proposed sale site.~~ Such inspection shall include, but not limited to, any and all wiring, lighting, or other apparatus to be utilized in the sale of such ~~trees items.~~ Sales shall not commence until final site approval is obtained and issuance of a Temporary Certificate of Occupancy.

(4)

Such use and occupancy shall be temporary and shall not cause a nuisance to adversely impact adjacent and surrounding properties. The total duration of a Temporary Certificate of Occupancy for Temporary Holiday Sales shall not exceed 30 calendar days. Temporary Holiday Sales for Christmas may be permitted to last 45 calendar days. To the extent any proposed sale items may be regulated by the State of Michigan, as with fireworks, all licenses or permits must be obtained and presented to the Township for review with the Zoning Compliance Application. Upon inspection of the site and sketch plan, the Director of Public Safety may require a security plan, that includes limits on hours of operation, site access, site circulation, and other measures to ensure the safe operation of the Temporary Holiday Sale.

(5)

~~Tree s~~ Storage and display areas shall comply with the minimum setback requirements for the district in which the Temporary Holiday Sale ~~outdoor sale of trees is located.~~

~~(6)~~

~~The portion of any parcel used for tree sales shall be located no closer than 250 feet from any other parcel that is zoned or used for residential purposes.~~

~~(76)~~

All loading and parking areas shall be confined within the boundaries of the site and shall not be permitted to spill over onto adjacent roads, except where on-street parking is permitted. Such use and occupancy will not create a traffic hazard ~~and congestion.~~

~~(87)~~

~~All trees, parts of trees and any other refuse or debris resulting from Christmas tree sales, and all signs, lights, poles, wires, or other items in connection therewith shall be removed from said property not later than December 28 of the year three days following the holidays occurrence the property is so used and the date of required removal shall be specified on the Temporary Certificate of Occupancy appropriate permit obtained from the~~ Zoning Administrator. building official





March 28, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: 2018 ZONING ORDINANCE SCHEDULE URGENT, MINOR, AND MAJOR AMENDMENTS

Dear Commissioners:

To follow up from the PC meeting on 2/7/18, we have prepared the following assessment and schedule for *urgent, minor, and minor* amendments based on consultation with the Zoning Administrator and Planning Commission.

- **Urgent amendments** are time sensitive and consistent with the Master Plan. We recommend Planning Commission proceed with these updates immediately.
- **Minor amendments** are technical changes and minor substantive changes consistent with the Master Plan. We recommend Planning Commission Pursue these changes following the technical review. More minor amendments will be identified during the technical review.
- **Major amendments** are new amendments and procedures recommended consistent with the 2014 Master Plan, and the Downtown and North Village Plans, when adopted.

A. Urgent Amendments*

Section #	Title	Issue	Proposed PC Schedule
36.29	Definitions	<ul style="list-style-type: none"> • Revise setback and yard definitions to address waterfront properties. • Add definition for equipment services. 	3/7/18
36-724	Temporary specialty stores	<ul style="list-style-type: none"> • Revise to include fireworks sales and other holidays. 	3/21/18, 4/4/18
36-98 (d)(2)(b) 36-218 (4) 36-248 (4) 36-278 (4)	General provisions, Accessory uses and buildings SR-1, Regulations and Standards SR-2, Regulations and Standards MR, Regulations and Standards	<ul style="list-style-type: none"> • Clarify the discrepancy in side yard setback measurements to resolve ambiguity 	4/18/18
36-98 (f)	General provisions, Yard measurements.	<ul style="list-style-type: none"> • Resolve ambiguity on permitted encroachments by the overhangs 	5/2/18

B. Minor Amendments*

Section #	Title	Issue	Proposed PC Schedule
New	Temporary Structures	<ul style="list-style-type: none">Need regulations for clothing bins, firewood racks, and similar temporary structures	5/16/18
New Revise 36-701 Revise 36-702	Outdoor Display Storage of materials Parking and storage of vehicles.	<ul style="list-style-type: none">Add a distinction between outdoor display and outdoor storage.	6/6/18

Additional minor amendments will be identified in the technical review.

C. Major Amendments*

Section #	Title	Issue
36-340	WLD District(s)	<ul style="list-style-type: none">Revise uses permitted and standards
36-383	Site Plan Review	<ul style="list-style-type: none">Revise and update Site Plan review procedures and requirements to encourage flexibility, including adding sketch plans options
36-98	General Provisions	<ul style="list-style-type: none">Add land use table summarizing permitted and conditional uses by districtInclude modifications to uses by district
36-902	Nonconforming uses	<ul style="list-style-type: none">Establish Class A and Class B non-conforming use status with standards and procedures
36-761	General provisions for off-street parking.	<ul style="list-style-type: none">Establish Planning Commission waiver with standards and procedures
36-722	Landscaping	<ul style="list-style-type: none">Establish Planning Commission waiver with standards and procedures
ARTICLE XXIII.I.	WLNT, Whitmore lake/north territorial overlay district	<ul style="list-style-type: none">Revise uses permitted and standardsPotentially revise district boundaries via a map amendment
36-864 (c)2	Site plan approval, Change of Use	<ul style="list-style-type: none">Clarify change of use determination procedures in a matrix or table.Add minimum development requirements for properties that do not conform to site design, access, and safety standards
36-156 36-157	AR - Permitted and Conditional Uses	<ul style="list-style-type: none">Revise agricultural uses to make sure that agricultural tourism is supported
36-723	Natural features preservation	<ul style="list-style-type: none">Review and revise natural features requirements to ensure they are consistent with State and County regulations and consistently applied across project types.

Additional major amendments will be identified in the technical review.

- NOTE: the terms *Urgent*, *Major*, and *Minor*, are used for scheduling planning purposes only and are not meant to convey any subjective value, priority level or impact assessment.





April 11, 2018

Township Board of Trustees and Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Zoning Administrator Quarterly Report 1/1/2018 – 3/31/2018

Dear Trustees and Commissioners:

Section 36-971(6) of the Zoning Ordinance requires the Zoning Administrator to submit to the Township Board and Planning Commission, a quarterly report in which a summary of the activities of the office is presented. Following is a concise summary of the activities of note in the FIRST quarter of 2018 (January 1 through March 31).

Zoning Compliance Applications: A total of 17 applications were APPROVED.


1. Approved three (3) additions to existing dwellings.
2. Approved two (2) new accessory structures such garages and pole barns.
3. Approved two (2) new decks.
4. Approved two (2) new fence permits.
5. Approved two (2) solar panel array installations.
6. Approved one (1) soil permit.

Non-residential Uses:

1. **Acceptance letter – LawNet/8350 N. Main** – Provided letter to Township re: occupancy of LawNet at Township Hall as a permitted and previously approved use under the terms of the original PUD. No new zoning compliance or site plan approval required.
2. **Quality Aire Systems/328 Six Mile Road** – Approved use of site for a HVAC business that was relocated from an AR zoned parcel where the use was not permitted. Worked with applicant and Code Enforcement extensively to find this new location for the business to move into. Administrative site plan approval is still required.
3. **Cabins/9317 Main** – Approved re-occupancy of existing cabins and maintenance work on site. No new additions or extensions of use proposed.
4. **Dominos Pizza/9567 N. Main** – Approved occupancy of vacant space by new pizza parlor. Administrative approval is pending. Applicant has issues with quality of well water which needs to be resolved with Washtenaw County Health Department.
5. **665 Eight Mile Road/MDOT park and go** – Approved use of site by MDOT. Administrative site plan approval required.

Denied

One (1) application for a new dwelling was denied. The plot plan submitted was inaccurate, not to scale and all of the setbacks noted were incorrect. Directed applicant to submit an accurate drawing to scale, which could then be approved.



Zoning Board of Appeals Cases:

1. **Hobbs/442 East Shore Drive** – Request for variance to build an accessory structure (garage) on a parcel with no principal dwelling on it – Approved.

Final Site Inspections: None this quarter.

Zoning Administrator Office Hours:

Upon authorization from the Township Board, I started office hours at Township Hall every Wednesday from four (4) hours in the morning. I work with the Zoning Coordinator, Township Manager and Code Enforcement official to address and resolve issues by meeting with property owners and going on-site inspections. I am also available to meet by appointment with any citizen who has any questions or concerns regarding zoning matters.

Over the past 3 months, I have had several meetings with homeowners to help them with zoning related questions. I have also met with many existing business owners in response to code enforcement issues, to help them bring the site into compliance. While we have achieved success in getting some business owners to voluntarily comply, we are working with others currently, and some require direction from Administration, Legal Counsel and the Board of Trustees to determine next steps in enforcement.

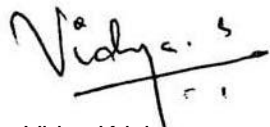
Some office hours are also spent on site visits with the Code Enforcement officer to determine the uses ongoing on various sites and to establish a good rapport with the members of the community.

Other Items: In my review of applications for Zoning Compliance and administrative site plan reviews, I constantly interact with the planner to make him aware of any discrepancies in the ordinance or any issues that need to be addressed by the Planning Commission.

We are increasingly getting interest from commercial businesses that are exploring opportunities in the Township. Our consistent application of the ordinance and predictable process and guidance through it, is now generating interest in businesses looking to locate in downtown or the existing commercial/industrial corridor. We hope to invite quality development into the Township, while upholding the integrity of our Zoning Ordinance AND helping people through the process.

As the Zoning Administrator, I strive to be prompt and attentive to the needs of the applicants while ensuring that they understand the process and also comply with the rules and regulations set forth in the Zoning Ordinance.

Respectfully submitted,
McKenna Associates



Vidya Krishnan
Senior Planner



NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting April 4, 2018

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:00 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:	
Janet Chick	Present
Brad Cousino	Present (arrived at 7:05 P.M.)
Eamonn Dwyer	Absent with notice
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Absent with notice

Also present:
Assessing & Building Assistant Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, that the agenda be adopted as presented.
Motion carried 4—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

[Cousino arrived].

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported that on March 27th the Board approved funding for the Master Plan review and repair of the Horseshoe Lake/Catholic Church drain.

9B. ZBA

Did not meet in March.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Sloan said the Board's authorization for work on the Master Plan means the North Village and Downtown plans can officially be incorporated into it.

9E. Parks and Recreation

Iaquinto announced the committee will be holding a cleanup on Saturday, April 1st, starting at 1:00 P.M. in the Bark Park and the Community Garden.

9F. Downtown Planning Group

Infante reported that there was not a quorum on March 26th, but the group discussed possible future uses for 75 Barker Road.

10. UNFINISHED BUSINESS

10A. Further Discussion on Temporary Specialty Stores.

Lippens briefly reviewed the changes he had made to the first draft based on the Commission's discussion on March 21st, including removing the 250 ft. buffer from residences or residential zoning. He noted he had included copies of the Hamburg Township and the City of Dexter regulations as had been suggested. He said it is desirable to get these revised regulations into place before summer to address fireworks sales.

- One of the ordinances requires a \$500 bond to insure site cleanup. In the absence of a such a bond, there was discussion of whether a statement such as "The site shall be returned to its previous condition" should be included, or whether cleanup would simply be the responsibility of the property owner.
- Fees are set by the Board, and the Board will be discussing all Township fees at a future meeting.

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- Thirty days is a sufficient period for most sales, but 45 days may be needed for Christmas tree sales in some years and fireworks sales which typically start in June and run through the 4th of July.
- The intent is that the 30 day period includes all set up and clean up, and that consecutive 30 day sales periods will not be allowed.
- These sales are differentiated from sidewalk sales because they are not secondary to the operation of a principal store.

Lippens said he will have a revision ready for the next meeting.

11. NEW BUSINESS

None.

12. MINUTES

- **Motion:** Iaquinto moved, Roman supported, that the minutes of the March 21, 2018, regular meeting be approved as presented, and to dispense with the reading.
Motion carried 5—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

No comments.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on _____, 2018.

14. COMMENTS FROM THE COMMISSIONERS

In answer to questions, Lippens said he has answered questions received from developers about the North Village Request for Proposals (RFP), and responses are due to the Township on May 16th. He noted the Township had advertised the RFP on the Urban Land Institute website to reach developers on a national level.

Chick reported that the Washtenaw County Road Commission has rejected a grant to remove trees along North Territorial and Mast Roads following public comments about the project and will be revising its public input protocol.

15. ANNOUNCEMENT OF NEXT MEETING

April 18, 2018, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

- **Motion:** Iaquinto moved, Roman supported, that the meeting be adjourned.
Motion carried 5—0 on a voice vote.

The meeting was adjourned at 7:57 P.M.

Larry Roman, Chair

John Zarzecki, Secretary

Official minutes of all meetings are available on the Township's website at
<http://www.twp-northfield.org/government/>