

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting January 17, 2018

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:03 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Present
Brad	Present
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Present

Also present:

Assessing & Building Assistant Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Township Engineer Marcus McNamara, OHM
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Iaquinto moved, Chick supported, that the agenda be adopted as amended.
Motion carried 7—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Polly McNichol, 7024 Nollar, asked questions about the Jomar Drive proposal. David Gordon, 5558 Hellner Road, made comments about the Proposed 2018 Community Development Work Plan and the Commission's by-laws.

6. CLARIFICATIONS FROM THE COMMISSION

Board members thanked McNichol for her questions and said they would be answered during the consideration of the Jomar Drive Private Road.

7. CORRESPONDENCE

An invitation from Susan Shink, Chair of the Land Preservation Committee, was read inviting the public to an open house on February 8th at 7:00 P.M.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported that on January 9th the Board:

- Denied funding for updating the Master Plan.
- Approved funding for work on zoning ordinance amendments.
- Approved the Open and Unroofed Terraces zoning ordinance amendment.
- Approved a lease with LАWNET for a buildout of the second floor of the Public Safety Building.
- Approve Kiwanis use of the 75 Barker Road truck bay for rummage sales.
- Appointed Ken Dignan to the ZBA and James Balsillie as alternate.
- Agreed that no Board members should participate in pre-development meetings.

9B. ZBA

No report.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Lippens said he looks forward to starting work on zoning ordinance amendments now that funding for the project has been approved by the Board.

9E. Parks and Recreation

Iaquinto noted the Bark Park is open from dawn to dusk, and he invited anyone interested to reserve a garden plot or to volunteer in the Community Garden by contacting Ms. Carlisle in the office.

9F. Downtown Planning Group

The next meeting will be in February.

10. UNFINISHED BUSINESS

10A. Jomar Drive Private Road—North of E. North Territorial and East of US-23

Lippens referred to his report of January 9, 2018, noting it is an update of the initial report issued a year ago. He recommended that the Planning Commission apply the Township ordinance regarding protection of landmark trees. He also noted the MDEQ will be

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reviewing any need for wetland mitigation and the Road Commission will must also issue a permit.

He said his review indicates all Township regulations have been met, so he is recommending approval subject to all landmark trees being mitigated, with new trees being planted in a way that aids in screening of future developments.

Rob Wagner of Midwestern Consulting appeared for the applicant. He provided a brief a history of the project starting in 2000 and noted that they are providing for bioretention in accordance with County requirements. He said a wetland permit is required and an application has been submitted to the MDEQ. Regarding tree mitigation, he said this is not required by the ordinance in the absence of a required site plan review and the proposed mitigation would cost about \$100,000.

Township engineer Marcus McNamara said the proposal meets all Township ordinance standards, but any changes required by the MDEQ and or the Road Commission which result in changing the location of the road would require additional approval by the Township.

There was considerable discussion about whether tree mitigation requirements or a full natural features review can or should be applied to this proposal. Lippens said there are concerns about allowing the mitigation to be done when lots are developed (including loss of time for trees to mature and losing track over time of the requirement to do this), but such a plan could be developed.

Wagner said he does not know the total wetland area on the site, but less than one-third of an acre of wetland would be disturbed by this project, and while lots were laid out in 2000 they do not know what the layout will be now.

- ▶ **Motion:** Roman moved, Infante supported, that consideration of the Jomar Drive Private Road proposal be tabled until further information is obtained from Lippens and/or McNamara and the applicant, if necessary.
Motion carried 7—0 on a roll call vote.

11. NEW BUSINESS

11A. Election of Planning Commission Officers

- ▶ Iaquinto nominated, Chick supported, that Roman serve as Chair. He accepted.
- ▶ Roman nominated, Iaquinto supported, that Chick serve as Vice-Chair. She accepted.

- ▶ Roman nominated, Iaquinto supported, that Zarzecki serve as Secretary. He accepted.
- ▶ Iaquinto nominated, Chick supported, that Cousino serve as ZBA representative. He accepted.
- ▶ Roman nominated, Chick supported, that Iaquinto serve as Parks and Recreation representative. He accepted.
- ▶ Roman nominated, Chick supported, that Infante serve as Downtown Planning Group representative. She accepted.
- ▶ **Motion:** Roman moved, Chick supported, that the slate of candidates be approved as presented.
Motion carried 7—0 on a roll call vote.

11B. Term Renewals of Brad Cousino and John Zarzecki (Terms through 2020)

Roman noted that Cousino and Zarzecki had been reappointed to the Planning Commission, and said he is glad to have them on the Commission.

11C. Board of Trustees: Welcome New Member Eamonn Dwyer (Term through 2019)

Roman congratulated Eamonn Dwyer on his appointment to the Commission and welcomed him.

11D. Discussion of Proposed 2018 Community Development Work Plan

Lippens noted that the Board declined to approve funding at this time for work on updating the Master Plan, but [8:13 pm] said the Commission could pursue adopting the Downtown and North Village subarea plans rather than waiting to include them in the Master Plan update.

He also suggested structuring 2018 agendas to allow dedicated time for ordinance review work.

- ▶ **Motion:** Iaquinto moved, Roman supported, that the proposed 2018 Community Development Work Plan be accepted.
Motion carried 7—0 on a roll call vote.

11E. Adoption of 2018 Planning Commission Calendar

- ▶ **Motion:** Iaquinto moved, Roman supported, that the 2018 Planning Commission Calendar be adopted as presented, with the second meeting in July being set for the 25th.
Motion carried 7—0 on a roll call vote.

11F. Adopt Robert's Rules of Order-Simplified

- ▶ **Motion:** Iaquinto moved, Chick supported, that Robert's Rules of Order-Simplified be adopted by the Planning Commission.
Motion carried 7—0 on a roll call vote.

**11G. Zoning Administrator Quarterly Report:
10/1/17 - 12/31/17**

Lippens reviewed Vidya Krishnan's report. He noted the regular office hours she is holding in the Township to improve services to the public has been positively received, and said he is assisting when possible.

- ▶ **Motion:** Iaquinto moved, Roman supported, to accept the Zoning Administrator's Quarterly Report as presented.
Motion carried 7—0 on a roll call vote.

12. MINUTES

- ▶ **Motion:** Roman moved, Iaquinto supported, that the minutes of the December 6, 2017, regular meeting be approved as presented, and to dispense with the reading.
Motion carried 7—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

Polly McNichol and Carolin Short, 6770 Nollar, commented on and asked questions about the Jomar Drive Private Road application. David Gordon commented on the Natural Features ordinance.

14. COMMENTS FROM THE COMMISSIONERS

Board members invited the public to the Pond Hockey Classic on February 9th to raise funds for school sports and expressed appreciation for planning consultants having regular office hours.

15. ANNOUNCEMENT OF NEXT MEETING

February 7, 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 7—0 on a voice vote.

The meeting was adjourned at 8:31 P.M.

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.

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/>