

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
February 7, 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**
- 11. NEW BUSINESS**
 - A. Discussion Zoning Ordinance Revisions Schedule**
- 12. APPROVAL OF PRECEDING MINUTES:** January 17, 2018 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – February 21, 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.



**NORTHFIELD TOWNSHIP
ZONING ORDINANCE REVISIONS
Project Tasks and Schedule
February 2, 2018**

Chapter Title and Description of Task	Tentative Meetings Schedule
<p>Technical Review Review of the current Zoning Ordinance an article-by-article summary of potential and known problems with the Ordinance in terms of format, consistency with enabling legislation and case law, and our experience in other communities. We will review the following topics for compliance with federal and state law, as well as sound planning and zoning practices:</p> <ul style="list-style-type: none"> • Permitted and Conditional Uses by District • Standards for Specific Land Uses • Administrative Procedures and Standards • Development Standards 	First - Third
<p>Initiate Amendment Review on Previously Identified Urgent and Minor Zoning Amendment Issues An example of an urgent issue is revisions to accommodate temporary fireworks sales during the Fourth of July Celebration</p>	First - Third
<p>Submit Zoning Technical and Minor Amendments to Review with Planning Commission. Currently, Planning Commission, with the advice of the Township Board, Planner, and Zoning Administrator have already identified several Zoning Amendments that are consistent with the 2014 Township Master Plan. We anticipate that the Technical Review will identify additional amendments that are consistent with the 2014 Master Plan. McKenna will prepare technical and minor amendments for approval following the Technical Review.</p>	First - Third
<p>Definitions, Inconsistencies and Conflicts and Other City Codes and Standards Recommend new or revised definitions for contemporary uses and issues. Consult with Administration for procedures and enforcement issues and problems. Review other codes and regulations provided by the Township, such as fire or engineering design standards, and identify drainage, pavement, road widths, and parking standards that need to be referenced or which may subtract from the Township's character.</p>	Third- Continued
<p>Work with Planning Commission on Addressing Items from the Technical Review When the Technical Review is completed items will be scheduled for discussion of draft amendments at each Planning Commission meeting.</p>	Third - Seventh



Chapter Title and Description of Task	Tentative Project Schedule
Zoning Board Appeals (ZBA) Decisions and Current Legal Issues. Review with Township Manager and Planning Commission recent ZBA variance applications that identify recurring problems (accessory building size, lot areas, setbacks, etc.) from ZBA minutes provided by Township Administration. Review with the Township Attorney potential revisions generated by any relevant zoning litigation involving the Township that might be beneficial, plus revisions resulting from recent Michigan state law and new case law	Seventh
Goals of the 2014 Master Plan and Downtown North Village Plan (When Adopted). Incorporate any new recommendations for regulations to facilitate implementing the Township's 2014 Master Plan update, including identification of priority items for implementing the Township's Future Land Use plan and Zoning Plan.	Eighth
Submit Zoning Ordinance Draft and Review with Planning Commission. Draft and review recommendations for Definitions, Off-Street Parking, District articles, General Provisions and Schedule of Regulations to facilitate implementing the Township's 2018 Master Plan, including identification of existing provisions that may conflict with the Plan.	Ninth
Review / Revise Draft with Planning Commission. Review the draft Zoning Ordinance with the Planning Commission at one regularly scheduled meeting and make one revision based on consolidated comments and / or comments noted in the meeting minutes.	Tenth - Twelfth
Planning Commission Public Hearing and Board Review. For efficiency, we recommend considering adoption of the Zoning Amendments at one time, following the adoption of the Downtown Plan and the North Village Plan,	First - Twelfth



October 11, 2017

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

MEMORANDUM: 2017 ZONING AMENDMENTS AND PROJECT APPROVAL PROCEDURES

Dear Commissioners:

Per direction of the Board and Township Manager we have prepared a list of Zoning Amendments that could help to improve business relationships, resident service, and flexibility with site development. We recommend pursuing amendments that are consistent with the currently adopted Master Plan. We recommend that substantial Zoning procedural or district changes are only pursued following a Master Plan update.

Below we have summarized changes that could be pursued at this time. This memo is for Planning Commission discussion purposes. Following a discussion at Planning Commission we can work to formalize priority projects with Planning Commission and the Township Manager.

Zoning Ordinance Flexibility:

1. Clarify change of use requirements.
 - a. Clarify change of use determination procedures in a matrix or table. Change of use is triggered by substantive changes in site uses that result in parking and loading modifications, access modifications, waste disposal, noise, and other impacts on neighboring properties.
 - b. Make change of use an administrative sign off for properties that conform to current Zoning Ordinance requirements
 - i. Create a checklist that considers site inspection, recently approved site plans, evidence of compliance.
 - c. Adopt minimum development requirements for properties that do not conform to site design, access, and safety standards.
2. Refine Administrative review procedures. Administrative review is already permitted by Zoning Administrator and the Zoning Administrator can waive or require planner, engineering review as needed by site constraints and uses. Potential revisions include:
 - a. Permit a sketch plan for sites that do not require architectural or engineering level details.
 - b. Develop a “required site plan information” check list to permit administration to waive items that are not essential for project review.
3. Planning Commission waivers.
 - a. Establish formalized waivers with standards for Planning Commission to consider alternative development proposals for:
 - i. Parking and loading requirements.
 - ii. Landscaping and screening requirements.
4. Revise non-conforming use and non-conforming site standards to encourage blighted and violating sites owners to take steps toward compliance with the Zoning Ordinance and make needed site improvements.
 - a. Establish Class A and Class B non-conforming use status with standards and procedures.

Zoning Ordinance Amendments from the annual work plan

1. Amendments to encourage more development activity downtown.
 - a. Review the land uses of the WLD and try to include more uses as Permitted Uses.
 - b. Codify and update design guidelines with accompanying graphics based Downtown Strategic Action Plan
 - c. Consider “pop-up” retail and pre-approval provisions for tenant ready spaces.
2. Amendments to encourage more agricultural tourism uses.
 - a. Review these regulations to ensure they are consistent with the Right to Farm Act.
 - b. The Township may want to obtain comment from the Farmland & Natural Areas Preservation Committee.
3. Adopt a land use table to simplify uses and fix discrepancies between similar uses.
 - a. McKenna prepared a Non-Residential District Use Matrix, which is an administrative tool, we recommend adopting a similar table into the Zoning Ordinance that also includes the residential zoning districts.
 - b. Resolve conflicts between similar uses as part of the adoption process of the land use table.
 - c. Clarify definitions of uses to be consistent with the Master Plan and purpose of the Zoning Districts.

Zoning Ordinance Housekeeping Issues:

1. Develop temporary uses and standards in the Zoning Ordinance.
2. Clarify discrepancy in SR-1 and SR-2 districts regarding setbacks for detached accessory structures. Specifically, Section 36-218 and 36-248 footnote (4), and Section 36-98(d)(2)(b).
3. Addition issues as identified.

Non-Zoning Ordinance Procedural Improvements:

1. Create a “7 Steps to Project Approval” brochure for residential, administrative approval, and planning commission approval.
2. Formalize and simplify basic checklists, fees, and requirements to streamline process for Administrative and Planning Commission approval.
3. Update Planning and Building development packets and Township website information to simplify procedures and make the process more user friendly.

This preliminary list of Zoning Amendments and procedural updates is not intended to be all inclusive. We look forward to discussing these ideas with Planning Commission.

McKenna is committed to providing excellence in customer service and personally connecting with residents, business owners, and prospective business owners. We understand that every project is unique.

Respectfully submitted,
McKenna Associates



Paul Lippens
Director of Transportation and Urban Design

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

**Northfield Township Planning Commission
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
January 17, 2017**

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/>