



MCKENNA

January 31, 2019

Board of Trustees and Planning Commission
Northfield Township
8350 Main Street
P.O. Box 576
Whitmore Lake, Michigan 48189

Subject: 2018 Annual Report of Activities by the Planning Commission

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as Amended), the Planning Commission respectfully submits a report of its 2018 activities.

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

MEETINGS

1. Wednesday, January 17, 2018
2. Wednesday, February 7, 2018
3. Wednesday, February 21, 2018
4. Wednesday, March 7, 2018
5. Wednesday, March 21, 2018
6. Wednesday, April 4, 2018
7. Wednesday April 18, 2018
8. Wednesday, May 2, 2018
9. Wednesday, May 16, 2018
10. Wednesday, June 6, 2018
11. Wednesday, July 11, 2018
12. Wednesday, July 25, 2018
13. Wednesday, August 1, 2018
14. Wednesday, August 15, 2018
15. Wednesday, September 5, 2018
16. Wednesday, September 19, 2018
17. Wednesday, October 3, 2018
18. Wednesday, November 7, 2018
19. Wednesday, December 5, 2018
20. Wednesday, December 19, 2018

DETROIT
28 West Adams Street
Suite 1000
Detroit, Michigan 48226

○ 313.888.9882
F 248.596.0930
MCKA.COM

Communities for real life.

PLANNING COMMISSIONERS

1. Janet Chick, Trustee
2. Brad Cousino
3. Eamon Dwyer
4. Sam Iaquinto
5. Cecilia Infante
6. Larry Roman, Chair
7. John Zarzceki, Secretary

CONDITIONAL USE

1. **Smoky Acres Cat Sanctuary**, (Parcel 02-14-100-006) approved with conditions. – September 5, 2018.
2. **Spiritus Sanctus Resubmittal**, (Parcel 02-36-3000-005) initially looked at on January 17, 2018 and later approved to remove existing house and build office building September 5, 2018.
3. **People's Express**, (Parcel 02-06-400-001) people express recommended approval to Township Board. -September 19, 2018

SITE PLANS

1. **Northfield Township Library**, approved with condition for plans to show removal of the west side walk and conditions be met by OHMs. – June 6, 2018
2. **Little Fish**, (Parcel #09-100-024-200-030-00), Approved with conditions from Washtenaw County Road Commission. - December 5, 2018
3. Peoples Express (02-06-400-01) Commissioners Commented that the surface made of asphalt millings would be adequate for the proposed use.

PRIVATE ROAD REVIEW

1. **Jomar; James W. Kugler**, approved with conditions that the replacement of landmark trees be met -January 17, 2018
2. **Speedway**, approved with conditions that the paved surface must be centered in the right of way August 15, 2018

ZONING ORDINANCE AMENDMENTS

1. **Revised Language for Setbacks and Yards on Waterfront lots**. Recommended that the setbacks be measured from the high waterline and a definition be provided. – March 7, 2018
2. **Accessory Set Back Clarification**. Referred to proposal to clarify accessory setbacks based on the Commissions' discussion. – May 2, 2018
3. **Bark Park**. Recommended that separate ordinance be made to make sure rules are followed at Bark Park. – July 11, 2018
4. **Overhang Clarification**. Recommended that a over hang of two feet is allowed in the setback. – May 2, 2018



-
5. **Sign Regulation.** Recommended that the reviewed sign ordinance be referred to the Township Board for approval or denial. – December 19, 2018

OTHER ITEMS


1. **Northfield Preserve Site Plan Extension.** Granted 180-day extension without filing – February 21, 2018.

Proposed 2019 Work Plan

As 2019 begins, we would like to recommend the following work plan for the Township Planner and Planning Commission.

1. **Master Plan and Zoning ordinance:** Continue work with Planning Commission to finish update to Master Plan and Zoning Ordinance.
2. **Code Enforcement.** Continue to support Township efforts to formalize code enforcement procedures and support the implementation of the Master Plan and Zoning Ordinance.
3. **Revise Development Packet and Procedures.** Continue work to update Township Development procedures and services. Develop a monthly log of inquiring and report procedure for Township Boards and Planning Commission.
4. **North Village Site Development.** Continue for work with potential developers to achieve the Township's vision for North Village. Consider parks acquisitions grants, for acquiring additional lake frontage, and DNR grants for developing park amenities.
5. **Downtown Parking Study.** Develop a parking plan for downtown that includes provisions for encouraging shared parking and providing a payment in lieu of parking for developing Township parking lots.
6. **Continue Support on Growth Management and Policy Evaluation.** Provide support to Planning Commission and Township Board on sustainable growth management practices; including evaluating funding sources, financing options, and impacts of development. Assist as needed with evaluation of the proposed equalization basin. Provide assistance in developing fact sheets, presentations, and facilitating discussions.
7. **Parks & Recreation Master Plan Update.** The Parks & Recreation Master Plan was adopted in 2015, so it will not expire until 2020. However, in order to remain eligible for many State and Federal grants, the Plan must stay up-to-date as grant opportunities arise. To implement the North Village Plan, we recommend incorporating it into the Parks & Recreation Master Plan so that the Township is able to take advantage of any grant opportunities for recreation, water access, and trail connections.



- 
8. **DDA Meetings Ongoing Assistance and update to the DDA Plan.** Continue to work with the DDA to foster more activities and development in the downtown area by implementing the goals and objectives of the Whitmore Lake Downtown Strategic Action Plan and Design Framework. The DDA is in need of an updated plan that includes redefining the DDA district boundaries and contributing parcels.

A proactive work program can help build a quality community, and we look forward to working with the Township as it actively seeks to preserve its rural character and sense of place.

Respectfully submitted,

MCKENNA



Paul Lippens, AICP
Director of Transportation and Urban Design



Irvin Wyche,
Assistant Planner

