

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting June 7, 2017

## 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 Cousino	Absent with notice
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:  
Assessing & Building Assistant Mary Bird  
Planning Consultant Patrick Sloan, 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 6—0 on a voice vote.**

## 5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, and Mary Devlin 9211 Brookside Drive, commented on public hearing items 8B and 8C

## 6. CLARIFICATIONS FROM THE COMMISSION

Roman made clarifying statements about the content of proposals in items 8B and 8C.

## 7. CORRESPONDENCE

None.

## 8. PUBLIC HEARINGS

### 8A. Zoning Ordinance Amendment: Official Zoning Map to Include the Whitmore Lake/Horseshoe Lake (WLHL) Overlay District

- ▶ **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.  
**Motion carried 6—0 on a roll call vote.**

Roman noted this had been previously discussed by the Commission, and Sloan briefly explained that the

maps of this overlay district were not adopted at the time of the zoning ordinance text amendment in 2016.

Roman called for comments from the public. There were none.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.  
**Motion carried 6—0 on a roll call vote.**

### 8B. Zoning Ordinance Amendment: Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage

- ▶ **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.  
**Motion carried 6—0 on a roll call vote.**

Roman noted this had been previously discussed by the Commission, and Sloan briefly explained the amendment.

Roman called for comments from the public. David Gordon said many conditional uses can have significant effects on neighboring properties, and he objected to the requirement for posting of a sign being eliminated.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.  
**Motion carried 6—0 on a roll call vote.**

### 8C. Zoning Ordinance Amendment: Zoning Article IV Schedule of District Regulations, Subsection 36-90(d); Accessory Uses and Buildings to add Little Free Library Book Stand as permitted accessory structure by adding Subsection (d)(10).

- ▶ **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.  
**Motion carried 6—0 on a roll call vote.**

Roman called for comments from the public. There were none.

- ▶ **Motion:** Roman moved, Chick supported, that the public hearing be closed.  
**Motion carried 6—0 on a roll call vote.**

### 8D. Amendment to Code of Ordinance Chapter 14, Land Divisions and Subdivision, Article 3 II—Land Division, Section 14.22, Application for Land Division Approval to remove the application fees from the text.

- ▶ **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.  
**Motion carried 6—0 on a roll call vote.**

Sloan briefly explained that the purpose of this amendment is to remove the listing of the specific fee as such fees are set by the Township Board.

Roman called for comments from the public. There were none.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.  
**Motion carried 6—0 on a roll call vote.**

## 9. REPORTS

### 9A. Board of Trustees

Chick reported that since the Commission last met the Board held two regular meetings and three special meetings to interview candidates for the Township Manager position, and provided updates on planned roadwork.

### 9B. ZBA

Steffens reported the ZBA has not met since the last Commission meeting.

### 9C. Staff Report

Nothing to report.

### 9D. Planning Consultant

Nothing to report.

### 9E. Parks and Recreation

Iaquinto reported 40 Community Garden has 40 plots, the Bark Park is doing well, and they are working with the school district on plans for a Riverwalk.

## 10. UNFINISHED BUSINESS

### 10A. Zoning Ordinance Amendment: Official Zoning Map to Include the Whitmore Lake/Horseshoe Lake (WLHL) Overlay District

- ▶ **Motion:** Roman moved, Iaquinto supported, to adopt the official Zoning Map to Include the Whitmore Lake/Horseshoe Lake (WLHL) Overlay District and to forward it to the Board of Trustees for approval.  
**Motion carried 6—0 on a roll call vote.**

### 10B. Zoning Ordinance Amendment: Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage

Sloan noted that this was originally brought up in 2014, but it appears no formal action was taken. Roman clarified this eliminates the wording “special land use” which is not otherwise used in the ordinance and specifies that “conditional use permit” (CUP) is among the actions exempt from the requirement to post a sign. Sloan and Commissioners noted that the ordinance requires the mailing of notices to property owners within 300 feet of the subject property for CUP applications.

Commissioners discussed the pros and cons of requiring a sign, including not wishing to unduly burden property owners, lack of widely read local newspaper for notices, and the length of time that has elapsed since this last was discussed.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the amendment to Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage, be approved, with the ordinance section references in items (g) and (h) being corrected.  
**Motion failed 2—4 on a roll call vote, Chick, Infante, Steffens, and Zarzecki opposed.**

- ▶ **Motion:** Chick moved, Zarzecki supported, that the amendment to Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage, be approved, with the following changes:

- Removing Conditional Uses as being exempt from signage requirements, and
- ordinance section references in items (g) and (h) being corrected.

**Motion carried 4—2 on a roll call vote, Iaquinto and Roman opposed.**

### 10C. Zoning Ordinance Amendment: Zoning Article IV Schedule of District Regulations, Subsection 36-90(d); Accessory Uses and Buildings to add Little Free Library Book Stand as permitted accessory structure by adding Subsection (d)(10).

Sloan explained the requirements to be met for installing a little free library according to this proposal, noting that the intent is to allow them while preventing abuse of the ordinance. Commissioners discussed whether design requirements should be included, whether a land use permit should be required, and enforcement.

- ▶ **Motion:** Iaquinto moved, Chick supported, that the proposed text amendment to Zoning Article IV Schedule of District Regulations, Subsection 36-90(d); Accessory Uses and Buildings to add Little Free Library Book Stand as permitted accessory structure by adding Subsection (d)(10), be approved, with items (e) and (h) being eliminated.  
**Motion carried 6—0 on a roll call vote.**

### 10D. Amendment to Code of Ordinance Chapter 14, Land Divisions and Subdivision, Article 3 II—Land Division, Section 14.22, Application for Land Division Approval to remove the application fees from the text.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the Amendment to Code of Ordinance Chapter 14, Land Divisions and Subdivision, Article 3 II—Land Division, Section 14.22, Application for Land Division Approval to remove the application fees from the text be approved as presented.  
**Motion carried 6—0 on a roll call vote.**

**10E. Further Discussion of Proposed Zoning Ordinance Amendment: Open and Unroofed Terraces, Patios, and Porches**

Sloan explained this was discussed at the May 3<sup>rd</sup> Commission meeting. He said this would result in the same requirements being applied to unattached terraces, patios, porches, and awnings as are currently applied to such structures that are attached to structures.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the proposed ordinance amendment regarding and Unroofed Terraces, Patios, and Porches be set for public hearing at a future Planning Commission meeting. **Motion carried 6—0 on a roll call vote.**

**10F. Discussion of Review and Proposed Revisions to Sign Regulations**

Sloan reviewed his June 1<sup>st</sup> memo regarding the need for a review of the Township's sign regulations to insure compliance with a 2015 Supreme Court ruling regarding sign content. He also recommended a variety of other amendments identified as part of his review.

- ▶ **Motion:** Roman moved, Chick supported, to provide the Commission with an updated sign regulation ordinance at a future meeting. **Motion carried 6—0 on a roll call vote.**

**11. NEW BUSINESS**

None.

**12. MINUTES**

- ▶ **Motion:** Iaquinto moved, Chick supported, that the minutes of the May 3, 2017, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

**13. SECOND CALL TO THE PUBLIC**

David Gordon thanked the Commission for their amendment to the zoning ordinance to require posting of signs for conditional use permit requests.

**14. COMMENTS FROM THE COMMISSIONERS**

Commissioners called attention to the Township Cleanup Day on June 6<sup>th</sup> and thanked Mr. Lakatos for raising funds to allow the Barker Road non-motorized path to be completed.

**15. ANNOUNCEMENT OF NEXT MEETING**

**June 21, 2017**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

**16. ADJOURNMENT**

- ▶ **Motion:** Chick moved, Roman supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote.**

The meeting was adjourned at 8:27 P.M.

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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 \_\_\_\_\_, 2017.

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Larry Roman, Chair

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John Zarzecki, Secretary

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