

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting June 6, 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
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Absent with notice
Larry Roman	Present
John Zarzecki	Present

Also present:

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

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Chick seconded, that the agenda be adopted as presented.
Motion carried 6—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

Roman referred to information in the meeting packet.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick provided a brief report of action taken by the Board at their May 22nd meeting. She reported that the Township will consider options for code enforcement in light of the resignation of the Code Enforcement Officer.

9B. ZBA

Cousino reported the ZBA approved variances to allow an addition to the Sutton School building to be used as a residence.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Lippens said he discussed Bark Park regulations with the Township Manager who reported he is discussing this with the Public Safety Director. Commissioners emphasized that they do not want action on this to be significantly delayed.

9E. Parks and Recreation

Iaquinto reported that at the next meeting on June 21st the Committee will be working on the Community Garden, and said plots can be reserved by calling the Township office. He added the Bark Park is open, and the Committee has applied for a streetscape grant.

9F. Downtown Planning Group

No report.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11A. Case #JPC180002; Northfield Township Library Request to add a 1200 square foot Pavilion.

Chris Childs of Tri-County Builders appeared for the Library. He said they wish to build a pavilion for public events on the site of a previously-demolished structure. He said the design will match the Library building, and noted that the west sidewalk shown on the plans from the pavilion to the parking lot is going to be eliminated due to cost restraints. He added that the plans have been revised to address issues brought up in the Township engineer's report.

Lippens referred to his report and said this will be a great addition to the property. He said his June 1st letter reflects changes made to the plans following his May 24th report, and he recommended approval.

Township Engineer Ronald Cavallero said the comments in his May 31st letter have been addressed in the revised plans.

Commissioners discussed whether use restrictions can be placed on the proposal. Margaret Avalon, Library Board President said the uses will include summer concerts, but they will typically last until about 7:30 pm. She said there will also be picnics, etc. She said there is currently no policy about getting permission to use the pavilion, but it will probably be available for use during regular library hours (10-8 Monday through Friday, 11-3 Saturdays, and closed on Sundays). Two Board members said they would not be in favor of any use restrictions.

- ▶ **Motion:** Roman moved, Iaquinto seconded, to approve the request of Northfield Township Library to construct a pavilion with the condition that the revised plans show removal of the west sidewalk and any necessary information per OHM's 5/31/18 report.
Motion carried 6—0 on a roll call vote.

11B. Review Technical Memo.

Lippens reviewed his report of 5/30/18 containing recommendations for technical review of the zoning ordinance which is the next step in the overall process of updating the zoning ordinance. He said additional issues could be added during the review process, but this memo should serve as a guide of the issues that have been previously identified.

Comments from Commissioners included:

- The Single Page Zoning District idea is very appealing for its simplicity and clarity.
- There are concerns about delays in updating the muni-code. It was noted this is a Township administrative function with costs associated, but copies of the zoning ordinance containing all amendments are available for review in the office. Lippens recommended waiting until this process is finished to update the muni-code with all changes.
- Regarding Definitions, the term "Special Land Use" is commonly used, but it is not used in the zoning ordinance. Lippens noted these are referred to as "Conditional Land Uses" in the Northfield Township zoning ordinance, and perhaps the ordinance should be changed to match State law language.
- There should be references in each zoning district to Supplemental Regulations and Standards.
- The ordinance already includes a food truck permitting system.

11C. Correspondence Discussion.

Commissioners discussed how to handle correspondence in an age of fast-paced electronic methods of communication, including email. Commissioners said they want to be able to consider the new information that is submitted by applicants, advisors, or the public after Commission packets have been published; however, it can very difficult for staff

to distribute new information and for Commissioners to review it on short notice, or to even be aware of it.

If was agreed that a cutoff as of the close of business on Monday should be set for submittal of all follow-up information regarding agenda items.

12. MINUTES

- ▶ **Motion:** Iaquinto moved, Zarzecki seconded, that the minutes of May 16 2018, 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

Jack Secrist, 7140 Nollar Road, Library Board member, thanked the Commission for approval of the Library pavilion. David Gordon, 5558 Hellner Road, asked for clarification of the decision regarding Communications.

14. COMMENTS FROM THE COMMISSIONERS

Responding to the question about Communications (Item 11C), Roman said any information received prior to a Planning Commission meeting—even after the final deadline of the close of business Monday—will be considered if possible, but the public should be aware that it may not be possible for information received after that to be distributed.

Commissioners asked that discussion of the Bark Park regulations be in the next agenda. It was noted that Saturday, June 9th, is a county-wide clean-up day.

15. ANNOUNCEMENT OF NEXT MEETING

June 20, 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, Chick seconded, that the meeting be adjourned.
Motion carried 6—0 on a voice vote.

The meeting was adjourned at 8:12 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

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<http://www.twp-northfield.org/government/>