

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
February 3, 2021 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

The February 3, 2021 Planning Commission meeting will be conducted virtually via Zoom. The Planning Commission Board is allowing electronic participation in order to promote public safety and compliance with state and local health directives. The meeting will be held on:

Wednesday, February 3, 2021 at 7:00 p.m.
Join the virtual board meeting by visiting: <https://zoom.us/j/97028063032>

or dialing (312) 626-6799
Webinar ID: 970 2806 3032

Public participants will be able to address the board virtually during the public comment periods on the agenda. Visit http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php for more information.

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADOPTION OF AGENDA**
- 4. CALL TO THE PUBLIC**
- 5. CLARIFICATIONS FROM COMMISSION**
- 6. CORRESPONDENCE**
- 7. PUBLIC HEARINGS**
- 8. REPORTS OF COMMITTEES**
 - A. Board of Trustees**
 - B. ZBA**
 - C. Staff**
 - D. Planning Consultant**
 - E. Parks and Recreation**
 - F. Downtown Planning Group**
- 9. UNFINISHED BUSINESS:**
 - A. Further Discussion Code Enforcement Zoning Ordinance Text Amendment**
- 10. NEW BUSINESS**

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.

11. **APPROVAL OF PRECEDING MINUTES:** January 20, 2021 Regular Meeting
12. **FINAL CALL TO THE PUBLIC**
13. **COMMENTS FROM THE COMMISSIONERS**
14. **ANNOUNCEMENT:** Next Regular Meeting – February 17, 2021
15. **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.

8350 Main Street, Whitmore Lake, MI 48189-0576
www.twp.northfield.mi.us

Telephone: (734) 449-5000

Fax: (734) 449 -0123

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Memorandum

TO: Northfield Township Planning Commission
FROM: Julie Connochie, AICP
SUBJECT: **Draft Zoning Ordinance Text Amendments – Sec. 36-971. Duties of the Zoning Administration and Sec. 36-979. Code Violations and Penalties**
DATE: January 26, 2021

Following the initial discussion of the above-referenced zoning text amendments at the January 6, 2021 Planning Commission meeting, we made the following changes to *Article XXXI: Administration and Enforcement*:

- **Secs. 36-971 and 36-979:** All titles, entities, section references, and other proper nouns (e.g., Certificate of Occupancy) have been capitalized throughout both sections. We have made a note that it is the Planning Commission's preference that similar changes be made throughout the Zoning Ordinance as it is updated.
- **Sec. 36-971(a):** First sentence changed from "the Zoning Administrator shall administer and enforce all provisions..." to two separate statements: "The Zoning Administrator shall administer this ordinance. The Zoning Administrator or their designee shall enforce all provisions."
- **Sec. 36-971(c):** "or their designee" added to first sentence. Last sentence changed from "township board" to "Township Manager."
- **Sec. 36-971(d):** In first sentence, "shall work with" replaced with "shall direct."
- **Sec. 36-971(f):** "township board" replaced with "Board of Trustees."
- **Sec. 36-979(a):** "or order on" replaced with "to"; Period added after "hereunder" to break up sentence; "Within a specified timeframe" added to end of last sentence.
- **Sec. 36-979(b):** "promptly" replaced with "within the specified timeframe"; "may write" replaced with "may issue"; "in behalf" changed to "on behalf"; "and" struck from same sentence ("and shall be subject to ...")
- **Sec. 36-979(c):** "in a timely manner" changed to "within the specified timeframe."
- **Sec. 36-979(e):** First sentence added "or building official"; "be given" replaced with "be forwarded"; Third sentence "after having been served with" struck and replaced with "for which a Stop-Work Order has been served and posted"; "or their designee" added after Zoning Administrator; "daily" fine added to last sentence.

As requested by the Planning Commission, once the above changes were incorporated into the draft, we forwarded the draft text to the Township Attorney for review and comment. At the recommendation of the Township Attorney, we made the following changes (note: several suggested edits altered the changes above requested by the Planning Commission):

- **Secs. 36-971 and 36-979:** Replace "shall" with "may" wherever the powers or penalties described are permissive, rather than required. The reasoning given was that this section should give the Zoning Administrator or Code Enforcement Officer permission to enforce the ordinance, but not create an obligation to enforce the ordinance. When asked to clarify, the Attorney stressed that the change in language would not dilute the Township's ability to enforce the ordinance.
- **Sec. 36-979(b):** Move sentence starting with "If, in the opinion of the Township, a municipal civil infraction..." to part (a), to clear up confusion about whether a notice of violation must be served before a municipal civil infraction may be issued.



- **Sec. 36-797(c):** “guilty of” replaced with “found responsible for.” Last sentence removed, as it was suggested that an additional penalty was unnecessary, and code violations are more appropriately categorized as civil, not criminal, offenses.
- The Attorney also advised that some sections could be revised to reduce wordiness and legalese. We made several changes to this effect.

The Township Attorney felt that the terms identified by the Planning Commission (i.e., municipal civil infraction, misdemeanor, nuisance per se, and stop-work order) need not be defined in the zoning ordinance, as they are defined elsewhere in the code of ordinances or are common legal terms. We did revise *Sec. 36-979* to use the terms “municipal civil infraction” and “municipal civil infraction citation” consistent with the Township’s Municipal Civil Infractions ordinance, where those terms are defined.

Enclosed is a clean draft of the ordinance with all changes listed above incorporated. The ordinance is in the format typically used by the Township for ordinance amendments; that format was also reviewed by the Township Attorney. A strikethrough version of the ordinance copy sent to the Township Attorney for review is attached to this memorandum as a reference as well, to show the iterative changes

NEXT STEPS

We will be at the February 3, 2021 Planning Commission meeting to discuss the proposed amendments. We seek clear direction from the Planning Commission as to how the ordinance should be changed, if at all, in order to be set for a public hearing at the first available date.



ARTICLE XXXI. - ADMINISTRATION AND ENFORCEMENT

Sec. 36-971. - Duties and powers of the Zoning Administrator.

The Zoning Administrator shall have the following duties and powers:

- (a) The Zoning Administrator ~~may shall~~ administer ~~and this ordinance. The Zoning Administrator or their designee may~~ enforce all provisions of this chapter and ~~may shall~~ issue all necessary notices or orders to ensure compliance with said provisions, except as otherwise provided elsewhere in this chapter.
- (b) The Zoning Administrator shall receive applications for and issue Certificates of Zoning Compliance in accordance with this chapter and shall issue Certificates of Occupancy as required herein.
- (c) The Zoning Administrator ~~or their designee~~ shall make all inspections required by this chapter, and all inspections necessary to enforce this chapter, and may engage the assistance of the Township Code Enforcement Officer, Fire Chief and Building Inspector as deemed necessary in making such inspections. The Zoning Administrator may engage other experts to assist in making such inspections, subject to approval by the ~~township board~~ Township Manager.
- (d) The Zoning Administrator ~~may shall work with direct~~ the Code Enforcement Officer to identify and process violations of the chapter. The Code Enforcement Officer ~~may shall~~ be responsible for making periodic inspections of the Township or parts thereof for the purpose of identifying violations of this chapter.
- (e) The Zoning Administrator shall keep official records of applications received, certificates issued, fees collected, reports of inspections, and notices and orders issued with the assistance of the Township Zoning Coordinator.
- (f) The Zoning Administrator shall submit to the ~~township board~~ Board of Trustees and ~~planning commission~~ Planning Commission a quarterly report in which a summary of the activities of the office is presented.

Sec. 36-979. - Violations and penalties.

- (a) *Notice of violation.* At the direction of the Zoning Administrator, the Code Enforcement Officer ~~may shall~~ serve a notice of violation ~~or order onto~~ the person responsible for the erection, construction, alteration, extension, repair, use, or occupancy of a structure or lot in violation of the provisions of this chapter, ~~or in violation of~~ a site plan or application approved hereunder, or ~~in violation of~~ a Zoning Compliance Certificate issued hereunder, ~~and such.~~ Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation within a specified timeframe. If, in the opinion of the Township, a municipal civil infraction citation is more appropriate for the first offense, the Code Enforcement Officer may write issue a municipal civil infraction citation as the first notice of violation.
- (b) *Prosecution of violation.* If the notice of violation is not complied with ~~promptly, the zoning administrator is hereby authorized to issue an appearance ticket to the suspected violator pursuant to Public Act No. 175 of 1927 (MCL 760.1 et seq.) within the specified timeframe,~~ the Code Enforcement Officer ~~may is hereby authorized to~~ issue a municipal civil infraction citation. in accordance with Chapter 16, Article IV of the Northfield Township Code of Ordinances. Any person, persons, firm, or corporation, or anyone acting ~~in on their~~ behalf ~~found of the person, persons, firm or corporation~~ responsible for a municipal civil infraction shall be subject to a fine in an amount established by the Township. The imposition of any fine shall not exempt the offender from compliance with the requirements of this Ordinance. ~~If upon issuance of the municipal civil infraction citation(s) the violation is still not corrected within the specified timeframe, the offense shall be upgraded to a misdemeanor.~~ At such time, the Zoning Administrator ~~or and~~ Code Enforcement Officer ~~may shall~~ also request that the Township Attorney ~~to institute initiate~~ the appropriate proceeding at law or in equity to restrain, correct, or abate such violation, or to require the removal or termination of the unlawful use of the lot or structure in violation of the provisions of this chapter or the ~~order or~~ direction made pursuant thereto.



- (c) *Violation penalties.* Any person who shall violate a provision of this chapter or shall fail to comply with any of the requirements thereof or who shall erect construct, alter, or repair a structure in violation of an approved site plan ~~or~~ directive of the Zoning Administrator or ~~of a Zoning Compliance Certificate~~ issued under the provisions of this chapter, ~~may~~ shall be found responsible for guilty of a municipal civil infraction, ~~which shall be upgraded to a misdemeanor if the violation is not corrected within the specified timeframe.~~
- (d) *Abatement of violation.* The imposition of the penalties herein prescribed shall not preclude the Township Attorney from taking institution of appropriate action to:
- (1) prevent unlawful construction; ~~or to~~
 - (2) restrain, correct, or abate a violation; ~~or to~~
 - (3) prevent illegal occupancy of a structure or premises; ~~or to~~
 - (4) stop an illegal act, conduct, business, or use of a structure or premises.
- (e) *Stop-work Order.* Upon notice from the Code Enforcement Officer or Building Official that work on any structure or premises is being prosecuted contrary to this chapter, such work shall be immediately stopped. ~~A written stop-work order shall be posted on the property. The stop-work order~~ Stop-Work Order, stating the conditions under which the work may be resumed, shall be ~~in writing and shall be posted on the property and given forwarded~~ to the owner of the property involved, ~~or to~~ the owner's agent, or to the person doing the work, ~~and shall state the conditions under which the work may be resumed.~~ Any person who ~~shall continue~~ any work in or about the structure or premises ~~after having for which a Stop-Work Order has~~ been served ~~with a stop-work order and posted,~~ except such work ~~as such person is~~ directed by the Zoning Administrator or their designee to perform to remove a violation or unsafe conditions, shall be liable to a daily fine of not less than \$100.00 per day.
- (f) *Public nuisance per se.* Any structure which is erected, altered, or converted, or any use of any structure or lot which is commenced or changed after the effective date of the ordinance from which this chapter is derived, in violation of any of the provisions herein is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

ORDINANCE NO. _____

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, TO MAKE AMENDMENTS TO SECTIONS 36-971 AND 36-979 THE ZONING ORDINANCE TO AUTHORIZE THE CODE ENFORCEMENT OFFICER TO ENFORCE THE ZONING ORDINANCE AND TO MODIFY THE PROCESSES AND PENALTIES FOR VIOLATIONS.

WHEREAS The Planning Commission reviewed the roles and responsibilities of the Zoning Administrator and Code Enforcement Officer in prosecuting violations of the Zoning Ordinance and the penalties that apply for such violations;

WHEREAS The Planning Commission wishes to authorize the Code Enforcement Officer to enforce violations of the Zoning Ordinance; and,

WHEREAS The Planning Commission held a public hearing and recommended approval of the following amendments.

NOW, THEREFORE, BE IT ORDAINED by the Northfield Township Board of Trustees that the below zoning text and various sections be amended as follows:

Section 1: Article XXXI, Administration and Enforcement, Section 36-971, be amended by deleting the following section in its entirety:

Sec. 36-971. - Duties and powers of the zoning administrator.

The zoning administrator shall have the following duties and powers:

- (1) The zoning administrator shall administer and enforce all provisions of this chapter and shall issue all necessary notices or orders to ensure compliance with said provisions, except as otherwise provided elsewhere in this chapter.
- (2) The zoning administrator shall receive applications for and issue certificates of zoning compliance in accordance with this chapter and shall issue certificates of occupancy as required herein.
- (3) The zoning administrator shall make all inspections required by this chapter, and all inspections necessary to enforce this chapter, and may engage the assistance of the township fire chief and building inspector as deemed necessary in making such inspections. The zoning administrator may engage other experts to assist in making such inspections, subject to approval by the township board.
- (4) The zoning administrator shall identify and process violations of the chapter. The zoning administrator shall be responsible for making periodic inspections of the township or parts thereof for the purpose of identifying violations of this chapter.
- (5) The zoning administrator shall keep official records of applications received, certificates issued, fees collected, reports of inspections, and notices and orders issued.
- (6) The zoning administrator shall submit to the township board and planning commission a quarterly report in which a summary of the activities of the office is presented.

And replacing it with a new section, to read as follows in its entirety:

Sec. 36-971. - Duties and powers of the Zoning Administrator.

The Zoning Administrator shall have the following duties and powers:

- (a) The Zoning Administrator may administer this ordinance. The Zoning Administrator or their designee may enforce all provisions of this chapter and may issue all necessary notices or orders to ensure compliance with said provisions, except as otherwise provided elsewhere in this chapter.
- (b) The Zoning Administrator shall receive applications for and issue Certificates of Zoning Compliance in accordance with this chapter and shall issue Certificates of Occupancy as required herein.
- (c) The Zoning Administrator or their designee shall make all inspections required by this chapter, and all inspections necessary to enforce this chapter, and may engage the assistance of the Township Code Enforcement Officer, Fire Chief and Building Inspector as deemed necessary in making such inspections. The Zoning Administrator may engage other experts to assist in making such inspections, subject to approval by the Township Manager.
- (d) The Zoning Administrator may direct the Code Enforcement Officer to identify and process violations of this chapter. The Code Enforcement Officer may be responsible for making periodic inspections of the Township or parts thereof for the purpose of identifying violations of this chapter.
- (e) The Zoning Administrator shall keep official records of applications received, certificates issued, fees collected, reports of inspections, and notices and orders issued with the assistance of the Township Zoning Coordinator.
- (f) The Zoning Administrator shall submit to the Board of Trustees and Planning Commission a quarterly report in which a summary of the activities of the office is presented.

Section 2: Article XXXI, Administration and Enforcement, Section 36-979, be amended by deleting the section in its entirety:

- (a) *Notice of violation.* The zoning administrator shall serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, use, or occupancy of a structure or lot in violation of the provisions of this chapter, or in violation of a site plan or application approved hereunder, or in violation of a zoning compliance certificate issued hereunder, and such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.
- (b) *Prosecution of violation.* If the notice of violation is not complied with promptly, the zoning administrator is hereby authorized to issue an appearance ticket to the suspected violator pursuant to Public Act No. 175 of 1927 (MCL 760.1 et seq.). The zoning administrator shall also request the township attorney to institute the appropriate proceeding at law or in equity to restrain, correct, or abate such violation or to require the removal or termination of the

unlawful use of the lot or structure in violation of the provisions of this chapter or the order or direction made pursuant thereto.

- (c) *Violation penalties.* Any person who shall violate a provision of this chapter or shall fail to comply with any of the requirements thereof or who shall erect construct, alter, or repair a structure in violation of an approved site plan or directive of the zoning administrator or of a zoning compliance certificate issued under the provisions of this chapter, shall be guilty of a misdemeanor.
- (d) *Abatement of violation.* The imposition of the penalties herein prescribed shall not preclude the township attorney from institution of appropriate action to prevent unlawful construction or to restrain, correct, or abate a violation, or to prevent illegal occupancy of a structure or premises, or to stop an illegal act, conduct, business, or use of a structure or premises.
- (e) *Stop-work order.* Upon notice from the zoning administrator that work on any structure or premises is being prosecuted contrary to this chapter, such work shall be immediately stopped. The stop-work order shall be posted on the property. The stop-work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work, and shall state the conditions under which the work may be resumed. Any person who shall continue any work in or about the structure or premises after having been served with a stop-work order, except such work as such person is directed by the zoning administrator to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$100.00 per day.
- (f) *Public nuisance per se.* Any structure which is erected, altered, or converted, or any use of any structure or lot which is commenced or changed after the effective date of the ordinance from which this chapter is derived, in violation of any of the provisions herein is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

And replacing it with a new section to read as follows in its entirety:

- (a) *Notice of violation.* At the direction of the Zoning Administrator, the Code Enforcement Officer may serve a notice of violation to the person responsible for the erection, construction, alteration, extension, repair, use, or occupancy of a structure or lot in violation of the provisions of this chapter, a site plan or application approved hereunder, or a Zoning Compliance Certificate issued hereunder. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation within a specified timeframe. If, in the opinion of the Township, a municipal civil infraction citation is more appropriate for the first offense, the Code Enforcement Officer may issue a municipal civil infraction citation as the first notice of violation.
- (b) *Prosecution of violation.* If the notice of violation is not complied with within the specified timeframe, the Code Enforcement Officer may issue a municipal civil infraction citation in accordance with Chapter 16, Article IV of the Northfield Township Code of Ordinances. Any person, persons, firm, or corporation or anyone acting on their behalf found responsible for a municipal civil infraction shall be subject to a fine in an amount established by the Township. The imposition of any fine shall not exempt the offender from compliance with the requirements of this Ordinance. At such time, the Zoning Administrator and Code Enforcement Officer may also request that the Township Attorney initiate the appropriate

proceeding at law or in equity to restrain, correct, or abate such violation, or to require the removal or termination of the unlawful use of the lot or structure in violation of the provisions of this chapter or the direction made pursuant thereto.

- (c) *Violation penalties.* Any person who shall violate a provision of this chapter or shall fail to comply with any of the requirements thereof or who shall erect construct, alter, or repair a structure in violation of an approved site plan, directive of the Zoning Administrator, or a Zoning Compliance Certificate issued under the provisions of this chapter may be found responsible for of a municipal civil infraction.
- (d) *Abatement of violation.* The imposition of the penalties herein prescribed shall not preclude the Township Attorney from taking appropriate action to:
 - (1) prevent unlawful construction;
 - (2) restrain, correct, or abate a violation;
 - (3) prevent illegal occupancy of a structure or premises; or
 - (4) stop an illegal act, conduct, business, or use of a structure or premises.
- (e) *Stop-work Order.* Upon notice from the Code Enforcement Officer or Building Official that work on any structure or premises is being prosecuted contrary to this chapter, such work shall be immediately stopped. A written Stop-Work Order, stating the conditions under which the work may be resumed, shall be posted on the property and forwarded to the owner of the property involved, the owner's agent, or to the person doing the work. Any person who continues any work in or about the structure or premises for which a Stop-Work Order has been served and posted, except such work directed by the Zoning Administrator or their designee to remove a violation or unsafe conditions, shall be liable to a daily fine of not less than \$100.00 per day.
- (f) *Public nuisance per se.* Any structure which is erected, altered, or converted, or any use of any structure or lot which is commenced or changed after the effective date of the ordinance from which this chapter is derived, in violation of any of the provisions herein is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

Section 3: Miscellaneous

If any portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

Section 4: Effective Date

The provisions of this Zoning Code amendment are hereby ordered to take effect the day following its publication in a newspaper of general circulation within the Township. This Ordinance is

hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this ____th day of _____, 2021.

**TOWNSHIP OF NORTHFIELD,
WASHTENAW COUNTY, MICHIGAN**

Kenneth J. Dignan III, Supervisor

ATTEST:

Kathleen Manley, Clerk

I, Kathleen Manley, Northfield Township Clerk, hereby certify as follows:

A. The above Ordinance was passed by the Northfield Township Board of Trustees on the _____ day of _____, 2021. The names of the members voting thereon and how each member voted was as follows:

Yeas:

Nays:

Absent:

B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the _____ day of _____, 2021, and;

C. The effective date of the above Ordinance is the _____ day of _____, 2021.

NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

By: _____

Kathleen Manley, Clerk

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting January 20, 2021

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:00 P.M. via tele-conference.

2. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

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

Also present:

Building/Planning/Zoning Coordinator Mary Bird
Planning Consultant Julie Connochie, McKenna Assoc.
Planning Consultant Natalie Bond, McKenna Assoc.
Recording Secretary Lisa Lemble
Members of the Community

3. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, to adopt the agenda as presented.
Motion carried 7—0 on a voice vote.

4. FIRST CALL TO THE PUBLIC

No comments.

5. CLARIFICATIONS FROM THE COMMISSION

None.

6. CORRESPONDENCE

None.

7. PUBLIC HEARINGS

None.

8. REPORTS

8A. Board of Trustees

Chick reported that on January 12th Zarzecki was reappointed and Gustafson was appointed to the Planning Commission, the Board briefly discussed a proposal from Al Dente Pasta to purchase one-half acre of the North

Village property, and they heard a presentation from McKenna on the Parks & Recreation Master Plan.

8B. ZBA

No ZBA representative present.

8C. Staff Report

Nothing to report.

8D. Planning Consultant

Connochie reported:

- All changes discussed at the last meeting to the zoning ordinance amendments regarding code enforcement have been made and forwarded to attorney for review.
- She is working applicants on some projects to get them ready for Planning Commission review, including one quite large project.

8E. Parks and Recreation

Iaquinto reported the Committee will be meeting tomorrow, and the public is welcome.

8F. Downtown Planning Group

Infante noted the group has not met.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

10A. Member Term Renewal

Roman congratulated John Zarzecki on his reappointment to the Planning Commission by the Township Board for term ending December, 2023.

10B. Introduction of New Member

Roman welcomed Scott Gustafson who had been appointed to the Planning Commission by the Township Board for term ending December, 2023. Gustafson noted he is an architect, has served on the ZBA for the last two years, and also is the Chair of the Michigan Board of Architects.

**Northfield Township Planning Commission
Minutes of Regular Meeting
Held via tele-conference
January 20, 2021**

10C. Election of Officers

- ▶ **Nomination:** Iaquinto nominated Roman to serve as Chair of the Planning Commission. Chick supported. Roman accepted.
- ▶ **Nomination:** Roman nominated Chick to serve as Vice-Chair of the Planning Commission. Infante supported. Chick accepted.
- ▶ **Nomination:** Roman nominated Zarzecki to serve as Secretary of the Planning Commission. Iaquinto supported. Zarzecki accepted.
- ▶ **Nomination:** Roman nominated Dwyer to serve as Planning Commission representative to the ZBA. Chick supported. Dwyer accepted.
- ▶ **Nomination:** Roman nominated Iaquinto to serve as Planning Commission representative to Parks and Recreation. Infante supported. Iaquinto accepted.
- ▶ **Nomination:** Roman nominated Infante to serve as the Planning Commission representative to the Downtown Planning Group. Chick supported. Infante accepted.
- ▶ **Motion:** Roman moved, Chick supported, that Roman be elected Chair, Chick be elected Vice-Chair, Zarzecki be elected Secretary, Dwyer be elected representative to the ZBA, Iaquinto be elected representative to Parks & Recreation, and Infante be elected representative to the Downtown Planning Group.
Motion carried 7—0 on a roll call vote.

10D. Parks and Recreation Plan Presentation

Julie Bond, McKenna Associates, provided an overview of the proposed Parks and Recreation Master Plan. She noted Planning Commission approval is not required, but doing so prior to Township Board approval adds evidence of community support to the Department of Natural Resources (DNR).

She gave a slide presentation and made comments, including:

- The Township must file an approved plan with the Michigan DNR by February 1st to be eligible from grants from that department.
- The goals and objectives were developed using input from the public via a survey as well as Board input. There were about 225 responses to the survey, and from that major themes and priority projects were developed including collaborating on the Northfield Community park plan, beginning

development of that park, creating a border-to-border trail in the Township, and creating a river walk along the Horseshoe Lake Drain.

- The Action Plan includes projected timelines, estimated costs, project descriptions, and potential funding sources for each project.
- The plan was made available online to the public for comment on December 27th and comments submitted have been integrated into the plan. The Parks Board will review and approve the plan tomorrow, and the Township Board will review and approve it on January 26th prior to it being submitted to the State.
- ▶ **Motion:** Iaquinto moved, Chick supported, that the Planning Commission recommend approval of the Parks & Recreation Master Plan by the Board of Trustees.

In answer to questions, Bond said there are a variety of MDNR grants available, percentages of funding varies, and each project is tailored to be eligible for at least one available grant.

Iaquinto noted grants from other sources also often require that the Township have a plan accepted by the DNR. Infante said this is a great plan that shows a lot of enthusiasm and hard work. She suggested some editing for punctuation and elimination of redundancy, and she asked if there is a County millage for funding. Chick said matching funds from the Township would come from the general fund, and there are also opportunities for private funding.

Iaquinto said the Parks & Recreation Board has discussed asking the Township Board to consider a millage for park and recreation purposes and may proceed with that request after approval of the plan by the Board.

Motion carried 7—0 on a roll call vote.

**10E. Zoning Administrator Quarterly Report:
10/1/20 - 12/31/20**

Connochie referred to the written report from Vidya Krishnan, noting that this covers administrative work by the planning consultant. She said during this period 15 zoning compliance applications (fences, pole barns, etc.) were approved, five zoning compliance applications were denied for lack of compliance with ordinance requirements or inaccurate measurements, and one ZBA request was approved.

11. MINUTES

- ▶ **Motion:** Roman moved, Iaquinto supported, that the minutes of the January 6, 2021, regular meeting be approved as presented and to dispense with the reading.
Motion carried 7—0 on a voice vote.

12. SECOND CALL TO THE PUBLIC

In answer to a question from Adam Olney, Infante said the Downtown Planning Group is a subset of the Downtown Development Authority.

In answer to another question, Connochie said the existing North Village Master Plan would be a good supplement to grant applications, but a Parks & Recreation Master Plan is essential for eligibility for most grants.

Steve Grono from Chestnut Development said all of his projects to date have been in Livingston County, but he has submitted a proposal for project in Northfield Township which will be very similar to Chestnut Crossing in Howell.

13. COMMENTS FROM THE COMMISSIONERS

Commissioners welcomed Gustafson, complimented the Parks & Recreation Master Plan, and thanked Zarzecki for continuing to serve. In answer to a question from Chick, Connochie said the Development Packet has been sent to staff for review.

14. ANNOUNCEMENT OF NEXT MEETING

February 3, 2021, at 7:00 P.M. via tele-conference was announced as the next regular Commission meeting time and location.

15. ADJOURNMENT

- ▶ **Motion:** Roman moved, Iaquinto supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting was adjourned at 7:47 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 _____, 2021.

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/>