NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
January 6, 2021 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189

The January 6, 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, January 6, 2021 at 7:00 p.m.
Join the virtual board meeting by visiting https://zoom.us/j/98846621176
or dialing (312) 626-6799
Webinar ID: 988 4662 1176

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.** Revised 2020 Annual Report and 2021 Work Plan
   - **B.** Discussion Code Enforcement Zoning Ordinance Text Amendment

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.

10. NEW BUSINESS:

A. Adopt Roberts Rules of Order – Simplified

11. APPROVAL OF PRECEDING MINUTES: December 16, 2020 Regular Meeting

12. FINAL CALL TO THE PUBLIC

13. COMMENTS FROM THE COMMISSIONERS

14. ANNOUNCEMENT: Next Regular Meeting – January 20, 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.

MCKENNA

December 29, 2020

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

Subject: 2020 Annual Report of Planning Commission Activities

As required per Public Act 33 of 2008, as amended, the "Michigan Planning Enabling Act," *Section 125.3819(2)*, the Planning Commission respectfully submits a report of its 2020 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

The Planning Commission met a total of eighteen (18) times in 2020. Meetings are typically scheduled for the first and third Wednesdays of the month. All meetings were held in compliance with the Open Meetings Act, PA 267 of 1976, as amended, under modifications made first by Governor Whitmer through Executive Order, then passed into law by the State Legislature by Senate Bill 1108 to allow for virtual meetings during the COVID-19 pandemic.

1. January 22, 2020
2. February 5, 2020
3. February 19, 2020
4. May 6, 2020
5. June 3, 2020
6. June 17, 2020
7. July 1, 2020
8. July 15, 2020
9. August 5, 2020
10. August 19, 2020
11. August 26, 2020*
12. September 2, 2020
13. September 16, 2020
14. October 21, 2020
15. November 4, 2020
16. November 18, 2020
17. December 2, 2020
18. December 16, 2020

**Denotes special meeting*

PLANNING COMMISSIONERS

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

SITE PLAN REVIEWS

1. **Hardscape Solutions (#02-19-300-012),** Approved subject to condition stated in the February 12, 2020 McKenna report – February 19, 2020.
2. **Northfield Township Community Center (#02-02-05-328-041),** Approved request to construct a parking lot, subject to the five conditions as stated in the McKenna letter of July 29, 2020, including approval of the Geopave aggregate paver system for paving the surface of the parking lot to serve the Community Center – August 5, 2020.
3. **People's Express (#02-06-400-001),** Approved subject to conditions per McKenna's report for quarterly evaluations of the parking lot – September 16, 2020.
4. **Terra Firma (#02-29-200-003 and 02-29-200-004),** Approved subject to the conditions stated in the McKenna report – October 21, 2020.
5. **Green Guys Group (#02-05-254-023),** Approved subject to conditions stated in the McKenna November 10, 2020 review – November 18, 2020.
6. **Whitmore Wellness/Pure Bud (#02-08-250-017),** Approved – November 18, 2020.
7. **Northern Trellis (#02-20-300-032),** Approved with the conditions stated on the McKenna November 12, 2020 review and the OHM September 1, 2020 review, subject to the removal of the billboard sign prior to issuance of the certificate of occupancy – November 18, 2020.
8. **Kheti (#02-20-400-004, 02-29-100-002, 02-29-100-004, and 02-29-100-005),** Approved subject to the conditions stated in the McKenna review of November 9, 2020 and the OHM review of November 10, 2020 – November 18, 2020.

CONDITIONAL USE PERMITS

1. **Hardscape Solutions (#02-19-300-012),** Approved conditional use permit to operate a landscape supply company in the AR district – February 19, 2020.
2. **GS Ashley (#02-05-253-005),** Recommend that the Township Board approve the conditional use permit to develop the existing structure into a Recreational Retail & Provisioning Center, subject to the conditions on the McKenna review and/or Planning Commission review for Case #JPC200002, and to defer the matter of precedence to the Township Board – September 2, 2020.
   a) Public Hearing – July 15
   b) Consideration of CUP/Site Plan – August 26, September 2
3. **Great Lakes Logistical Experts (#02-31-100-010),** Consideration of a conditional use permit for a Class A Marihuana Grow Facility.
   a) Public Hearing – July 15
4. **Green Guys Group (#02-05-254-023),** Recommend that the Township Board approve the conditional use permit to develop the existing structure into a Recreational Retail & Provisioning Center, subject to the conditions on the McKenna review and/or Planning Commission review for Case #JPC200005, and to defer the matter of precedence to the Township Board – September 2, 2020.
   a) Public Hearing – July 15
   b) Consideration of CUP/Site Plan – August 26

5. **Northern Trellis (#02-20-300-032),** Recommend that the Township Board approve the conditional use permit to develop the existing structure into a Recreational Retail & Provisioning Center, subject to the conditions on the McKenna review and/or Planning Commission review for Case #JPC200006, and to defer the matter of precedence to the Township Board – September 2, 2020.
   a) Public Hearing – July 15
   b) Consideration of CUP/Site Plan – September 2
6. **Whitmore Wellness/Pure Bud (#02-08-250-017),** Recommend that the Township Board approve the conditional use permit to develop the existing structure into a Recreational Retail & Provisioning Center, subject to the conditions on the McKenna review and/or Planning Commission review for Case #JPC200007, and to defer the matter of precedence to the Township Board – September 2, 2020.
   a) Public Hearing – July 15
   b) Consideration of CUP/Site Plan – August 26
7. **Michigan Pure Green (#02-05-253-007),** Recommend that the Township Board approve the conditional use permit to develop the existing structure into a Recreational Retail & Provisioning Center, subject to the conditions on the McKenna review and/or Planning Commission review for Case #JPC200008, and to defer the matter of precedence to the Township Board – September 2, 2020.
   a) Public Hearing – July 15
   b) Public Hearing #2 (Revised Plans) – August 19
   c) Consideration of CUP/Site Plan – September 2
8. **Pure Roots (#02-06-105-002, part of 02-05-233-007, and B-02-05-223-008),** Recommend that the Township Board approve the conditional use permit to develop the existing structure into a Recreational Retail & Provisioning Center, subject to the conditions on the McKenna review and/or Planning Commission review for Case #JPC200010, and to defer the matter of precedence to the Township Board – September 2, 2020.
   a) Public Hearing – July 15
   b) Consideration of CUP/Site Plan – September 2
9. **Kheti (#02-20-400-004, 02-29-100-002, 02-29-100-004, and 02-29-100-005),** Recommend the Township Board approve the conditional use permit for recreational grow permit, medical grow permit, and processor permit subject to the conditions in the McKenna review and/or the Planning Commission review for Case #JPC200014 and defer the matter of precedence to the Township Board – September 16, 2020.
   a) Public Hearing – September 16
   b) Consideration of CUP/Site Plan – September 16
10. **Terra Firma (#02-29-200-003 and 02-29-200-004),** Recommend the Township Board approve the conditional use request – October 21, 2020.
   a) Public Hearing – October 21
   b) Consideration of CUP/Site Plan – October 21

REZONINGS

1. **Whitmore Lake Public Schools, 168 Jennings Road (#02-06-400-007),** Recommend to the Township Board approval of the request to rezone from SR-2 to LC – October 21, 2020.
2. **Whitmore Lake Public Schools, 8877 Main Street (#02-06-400-007),** Recommend to the Township Board approval of the request to rezone from SR-1 to LC – October 21, 2020.

ORDINANCE AMENDMENTS

1. **Chapter 32, Ordinance 19-67 to permit Marihuana Event Organizers and Temporary Marihuana Events,** Tabled for 180 days – August 19, 2020.

ZONING ORDINANCE DIAGNOSTIC

The Planning Commission reviewed the zoning diagnostic report at the June 3, 2020 Planning Commission meeting. At that time, the Planning Commission made a motion to assemble a three-person zoning ordinance study committee that will review future changes to the zoning ordinance, prior to review by the Planning Commission as a whole. Commissioners Roman, Iaquinto, and Dwyer volunteered to serve on this committee.

Proposed 2021 Work Plan

As 2021 begins, we would like to recommend the following work plan for the Planning Commission and Planning and Building Department. This work plan is based on conversations we have had with the Board of Trustees, Township Manager, Planning Commission, and staff over the past year, and reflect the Township's long-term planning goals.

For clarity, we have developed two separate work plans—one for the Planning Commission and one for the Planning and Building Department, though there is some overlap between the two. We feel it is valuable for the Planning Commission to review and provide feedback on each of these work plan items, even if they are not Planning Commission-led efforts. Should the Planning Commission wish to defer the approval of the work plan to the Township Board, the Commission should note that in its motion to forward this report to the Board.

Cost estimates for new planning projects are provided below to help the Township prioritize and budget for potential projects.

PLANNING COMMISSION WORK PLAN

1. **Zoning Ordinance Updates.** Planning Commission has expressed interest in reviewing a small section of the draft Ordinance at regular meetings in 2021, with the Zoning Ordinance Subcommittee as the coordinating group for work between meetings. The Planning Commission Subcommittee should convene to review the draft Ordinance, and make a recommendation to Planning Commission and the Board for a process to review the draft, and present final draft for adoption. This work includes adoption of the text amendments to *Article XXXI. Administration and Enforcement* previously introduced to the Planning Commission in November 2018 regarding the (1) duties and powers of the Code Enforcement Officer and (2) code violations and penalties.
2. **Support and Advise the Planning and Building Department on the Completion of the 2021 Work Plan.** Planning Commission has both a statutory role and an advisory role in the completion or the Planning and Building functions.

RECOMMENDED PLANNING AND BUILDING DEPARTMENT WORK PLAN

1. **Issue Draft Zoning Ordinance and Work with Planning Commission through Adoption Process.** The Township Planning and Building Department will issue the draft Zoning Ordinance to the Planning Commission for consideration. All work on the draft Ordinance has been completed, excepting the administrative sections; which will be coordinated with the Development Packet and Procedures update prior to issuing the draft. The Planning Commission Subcommittee will recommend a process for Planning Commission review.

   Estimated Cost (Revisions, Committee Meetings, and Adoption): $8,000 - 10,000

2. **Code Enforcement Zoning Ordinance Amendment.** As mentioned above, a draft update of the Zoning Ordinance has been completed for most sections of the ordinance, except for the administrative articles. A text amendment was previously considered by the Planning Commission in November 2018 for *Article XXXI. Administration and Enforcement* to clarify the powers of the Code Enforcement Officer in enforcing code violations, and to give the Township the authority to issue tickets for violations. It is recommended that this amendment be considered and adopted as soon as possible. Staff will address any outstanding issues and present a final draft to the Planning Commission for discussion and public hearing in early 2021.

3. **Revise Development Packet and Procedures.** Phase 1 of this work was authorized in October 2020, and is anticipated to conclude in early 2021. The Planning and Building Department Staff will update the Township's development procedures and develop a new set of applicant guides that clearly identify deadlines, application requirements, and steps for approval. Following the completion of the new draft development packets, the Planning and Building Department will seek guidance for additional phases of work from the Planning Commission and Township Board. This work should include updating all Township applications to match the new development packets.

   Estimated Cost (Phase 2): $3,000

4. **Parks and Recreation Plan.** This work was initiated in 2020, and is anticipated to conclude in early 2021. Following the completion of the Park and Recreation Plan, the Township may use that plan to begin applying for MDNR grants to update park facilities and begin implementing objectives and goals outlined in the Plan. Planning and Building Department staff should work closely with the Parks and Recreation Committee and Board of Trustees to identify grant priority projects.

   Estimated Cost: Ongoing

5. **Downtown Development Authority (DDA) Development/TIF Plan.** The Northfield DDA is in need of an updated, well-articulated plan for implementation, based on the 2017 Downtown Strategic Action Plan. Public Act 57 of 2018, which establishes the authorities of DDAs, requires DDAs to prepare a Development Plan and/or Tax Increment Financing (TIF) Plan that describes the costs, location, and resources for public improvements projected to take place in the DDA district. The DDA last adopted a Development Plan and Tax Increment Financing (TIF) Plan in 2003. This document is outdated and no longer serves as an accurate roadmap for downtown improvements. An updated plan would be based on the community's existing assets, long-term vision for the downtown, and additional stakeholder input (as-needed). This plan could be completed within a three to fourth month timeframe.

   Estimated Cost: $7,500 - $9,500

6. **Redevelopment Ready Communities (RRC) Certification.** The Township Board has identified RRC certification as a priority for 2021. RRC is a voluntary, no-cost certification program through the Michigan Economic Development Corporation (MEDC) promoting effective redevelopment strategies through a set of best practices. The first step of this process is an MEDC evaluation of the Township's Zoning Ordinance and procedures against their "best practices." The Planning and Building Department will support this effort throughout the next year, particularly in ensuring that updates to the Development Packet and Procedures are aligned with RRC Best Practices.

   Estimated Cost: Ongoing, specific scope to be determined

7. **Explore the Redevelopment Potential of the Woodbridge Site.** The Woodbridge site, on the west side of US-23 and potentially accessible from the North Village site via a railway underpass, has been considered an opportunity site within the Township for some time. There are multiple ways a redevelopment process for this site could proceed, beginning with engaging the property owner in an exploratory discussion. Any development concept for this site should be consistent with the Downtown Strategic Action Plan to the greatest extent possible.

   Estimated Cost: Ongoing, specific scope to be determined

8. **North Village Park Master Plan.** Develop a master park plan for the North Village site that will achieve the Township's vision for this site articulated in the North Village Master Plan. The North Village Master Plan identifies three distinct concepts for the public park portion of the site, including key features such as a perimeter trail, beach, and town green. A master park plan would advance this conceptual work into a set of construction documents that will finalize the physical design of the park and allow Township to pursue funding for park feature development. Specifically, a Park Master Plan for the public space is necessary to seek MDNR parks acquisitions grants for acquiring additional lake frontage, and other grants for developing park amenities. The Township should proceed with the public park design in partnership with the preferred developers to best realize the public vision in the North Village Master Plan on the proposed site.

   Estimated Cost: $10,000 – 15,000

9. **Condemnation and Demolition Program.** A condemnation and demolition program would help the Township address safety issues with dangerous buildings and bolster code enforcement efforts. Building Department staff will work closely with the Zoning Administrator and Building Official to develop a program, which the Township Board could implement without amending the General Code of Ordinances.

   Estimated Cost: $3,500 – 5,000

MCKENNA

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: December 29, 2020

As requested at the December 16, 2020 Planning Commission meeting, enclosed are the proposed text amendments to the Administration and Enforcement Article of the Northfield Township Zoning Ordinance previously considered by the Planning Commission in November 2018. As we noted in 2018, the ordinance changes are meant to address two key issues.

First, the Zoning Ordinance gives the authority to enforce the ordinance to the Zoning Administrator. Some of the functions required are actually within the purview of the Code Enforcement Officer and should be appropriately assigned. In addition, the Zoning Ordinance has no set authority defined for the Code Enforcement Officer; the proposed changes would rectify that. Second, the changes clarify and strengthen the Township's powers to handle code violations. Though the ordinance notes that code violations shall be considered misdemeanors, it does not explicitly authorize any entity to issue tickets to that effect. As such, this section lacks teeth. The changes will allow the Code Enforcement Officer to issue citations, either (1) after a notice of violation has been issued and not complied with or (2) as a first notice of violation at the discretion of the Township.

A strikethrough edit of the ordinance language is enclosed for your review. In substance, the ordinance is the same as the previous draft we developed and distributed to the Planning Commission. Several small changes have been made since that 2018 draft to provide clarity and clean up formatting standards (changes previously reviewed are in blue; new changes are in red). We worked with both the Township Attorney and Zoning Administrator to develop the proposed text amendments.

NEXT STEPS

We will be at the January 6, 2021 Planning Commission meeting to discuss the proposed amendments. Should the Planning Commission determine that the language is satisfactory, or only minor revisions are needed, we recommend the Planning Commission set a date for a public hearing on the amendment. If more substantive changes are needed, the Planning Commission may choose to have a second discussion session or move ahead with a public hearing.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

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) ~~(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.

(b) ~~(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.

(c)~~(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 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.

(d) ~~(4)~~ The zoning administrator shall work with the code enforcement officer to identify and process violations of the chapter. The ~~zoning administrator~~ code enforcement officer shall be responsible for making periodic inspections of the township or parts thereof for the purpose of identifying violations of this chapter.

(e) ~~(5)~~ 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) ~~(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.

Sec. 36-979. - Violations and penalties.

(a) *Notice of violation.* ~~The~~ At the direction of the zoning administrator, the code enforcement officer 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~~ code enforcement officer 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.).~~ a civil infraction citation. ~~i~~If, in the opinion of the Township, a civil infraction is more appropriate for the first offense, the code enforcement officer may write a civil infraction citation as the first notice of violation. Any person, persons, firm or corporation or anyone acting in behalf of the person, persons, firm or corporation responsible for a civil infraction and 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 civil infraction citation(s), the violation is still not corrected in a timely manner as required by the code enforcement officer, the offense shall be upgraded to a misdemeanor. At such time, ~~T~~the zoning administrator and code enforcement officer 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 civil infraction which shall be upgraded to a misdemeanor if the violation is not corrected in a timely manner.

(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~~ code enforcement officer 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.

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
Everyone has the right to know what is going on at all times.
Only urgent matters may interrupt a speaker.
Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
Call for orders of the day.

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.
Without being recognized, call for a “division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

You may INTERRUPT a speaker for these reasons only:

to get information about business – **point of information**
to get information about rules – **parliamentary inquiry**
if you can't hear, safety reasons, comfort, etc. – **question of privilege**
if you see a breach of the rules – **point of order**
if you disagree with the president of the board’s ruling – **appeal**

Quick Reference					
	Must Be Seconded	**Open for Discussion**	**Can be Amended**	**Vote Count Required to Pass**	**May Be Reconsidered or Rescinded**
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
December 16, 2020

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
Brad Cousino	Present
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Present

All Commissioners indicated they were participating from Northfield Township.

Also present:
Building/Planning/Zoning Coordinator Mary Bird
Township Engineer Marcus McNamara, OHM
Planning Consultant Julie Connochie, McKenna Associates
Recording Secretary Lisa Lemble
Members of the Community

3. ADOPTION OF AGENDA

▶ **Motion:** Roman moved, Zarzecki seconded, to approve the agenda as presented.
Motion carried 7—0 on a roll call 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 December 8th the Board approved the rezoning of two Whitmore Lakes Public Schools properties to accommodate billboards on them, encouraged residents to apply for positions on various boards, set a policy for operating the Township offices under COVID-19 restrictions, approved soil mitigation at 75 Barker Road, and discussed reimbursement to commission and boards members for tele-conferencing expenses. They also made Board liaison appointments, including:

Janet Chick.....Planning Commission
Nate Muchow..... Zoning Board of Appeals
Jacki Otto ..... Parks & Recreation
Lenore Zelenock.....Land Preservation

8B. ZBA
Has not met since the last Planning Commission meeting.

8C. Staff Report
Nothing to report.

8D. Planning Consultant
Connochie reported that drafts of the Parks & Recreation plan and the first draft of the development packet will be available within a couple days.

8E. Parks and Recreation
The next meeting is December 17th at 7:00 P.M.

8F. Downtown Planning Group
Infante reported that the items of greatest interest are qualifying for Redevelopment Ready Communities status and streamlining application processes for new businesses.

9. UNFINISHED BUSINESS

None.

10.NEW BUSINESS

10A. Review 2020 Annual Report and Work Program

Connochie noted the Commission is legally obligated to submit a report of its activities annually to the Township Board, and she reviewed the report included in the packet.

She also referred to the Work Program for 2021, noting the items listed for the Planning Commission are Zoning Ordinance Updates and providing support and advice for the other work plan items listed. It was agreed Commissioners would like to review the proposed code enforcement text amendment before a public hearing is set. Cousino suggested considering an

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amendment to allow accessory dwelling units, especially on 5+ acre parcels, noting this would be especially helpful for elderly and disabled family members.

Commissioners and Connochie discussed the *Recommended Building and Planning Department Proposed Work Plan for 2021,* and made comments, including:

Issue Draft Zoning Ordinance. No additional comments.

Code Enforcement Ordinance Amendment. Connochie noted the Township Manager has indicated this is a high priority.

Revise Development Packet and Procedures. This is in process, and will be brought to the Planning Commission after review by the Planning and Building Department. Infante reported DDA members have expressed frustration about apparent lack of progress on this, but preparation of it appears to be further along than they are aware of, and improved communications about this can help in the future.

Parks & Recreation Master Plan Update. Connochie said this is the big picture of how community recreation assets will be handled over time and what the vision is for those assets, so it recognizes the North Village Park property, but does not include a detailed development plan for it.

Downtown Development Authority (DDA) Plan. Connochie agreed it should be clearer that this is an implementation plan to be based on the Downtown Strategic Action Plan done in 2017 which is part of the Master Plan, and she will revise the wording to reflect that.

Redevelopment Ready Communities (RRC) Certification. Chick noted former Supervisor Chockley brought this to the Board a year or two ago, and the process to qualify is an extremely involved and comprehensive. She said the new Board discussed it briefly and is interested and will continue to review it. Infante noted new Supervisor Dignan has taken training related to this and supports participating.

In answer to a question from Roman, Connochie said many zoning ordinances McKenna drafts meet RRC best practices, but that should be examined more closely given the Township is interested in certification. Roman asked that wording in the 2021 Work Plan be amended to make it clear that work on the zoning ordinance is not the responsibility of the staff. ["The Planning and Building Department will support this effort throughout the next year, particularly in ensuring that updates to the ~~Zoning Ordinance and~~ Development Packet and Procedures are aligned with RRC Best Practices."]

Exploring the Redevelopment Potential of the Woodbridge Site. Connochie noted this is on the west site of US-23 on the south side of Eight Mile Road. Commissioners noted the former owner had presented a preliminary mixed-use development plans partially based on the idea of a once-planned passenger rail line connecting to it. Roman said the proposed subarea is addressed in the 2017 Downtown Strategic Action Plan, so he does not see a need to amend the Master Plan with a new subarea plan. He expressed concern that doing so would limit development options. He said desired development features, such as a pathway through it, are in the Township's Master Plan and could be addressed at the time of any development proposal. The other Commissioners agreed with Roman's comments.

Connochie said she had discussed this with Supervisor Dignan, but both of them are new to the Township's long-term plans and had not done enough in-depth review. She said the second paragraph could be deleted and the rest of the wording revised to include, "Where possible we would encourage development on the site to be aligned with the Downtown Strategic Action Plan."

North Village Park Master Plan. It was agreed it needs top be clear that this will build on work already done to address actual physical park improvements desired for the site. Cousino asked for an update on the proposed Livonia Builders proposal for the site. Chick reported the company is still interested, but negotiations have been delayed, likely due to COVID-19. She said the Township Board has asked for an update to be presented at their first meeting in 2021.

Connochie said it will be necessary to know what land is being preserved for the park before proceeding with specific plans, and the Board should continue to negotiate to preserve a park that supports the plan envisioned for it. Iaquinto cautioned that if the park is too small it will end up mainly serving the residents of development on the rest of the site, so it is important for the Township Board to preserve a park parcel that is of an appropriate size and configuration for public use.

Dwyer said there was not a huge response to the Request for Proposals for this site, and developers want density, so it will be necessary to work with a developer to get a park that works for everyone or risk having no development and no developed park. He said planning and building a park first may result in something that does not work with a developer's needs. Infante said it is important to remember this land was purchased with public money and the Township needs to be extremely careful with the public trust.

Connochie said from this conversation she would revise the language in the 2021 Work Plan for this item to "recommend that the Township work in partnership with a potential developer to realize the vision for the

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park portion of the North Village site in alignment with its publicly-accepted plan."

Condemnation and Demolition Program. Roman said it seems condemnation is the building official's responsibility and would be addressed through building codes, and demolition is almost always related to litigation, costs, etc. He said this is, however, worthy of consideration.

Connochie agreed to provide a revised draft of the 2021 Work Plan for consideration at the next Commission meeting. She also said she will include a cover letter for the Board when it is transmitted to them.

10B. Approval of 2021 Planning Commission Submission Deadlines

Connochie recalled that when work on the Development Packet was discussed McKenna proposed establishing submission deadlines for applications prior to each Commission meeting. She recommended that this be adopted each year when the Commission's meeting schedule is adopted. In answer to a question from Roman, she said the 21-day deadline could also be included in the zoning ordinance.

▶ **Motion:** Roman moved, Iaquinto seconded, to approve the 2021 Planning Commission submission deadlines as presented.
Motion carried 7—0 on a roll call vote.

11. MINUTES

▶ **Motion:** Roman moved, Iaquinto seconded, that the minutes of December 2, 2020, 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

Township Engineer Marcus McNamara said establishing the submission deadlines for developers will be very helpful.

13. COMMENTS FROM THE COMMISSIONERS

- Iaquinto reported that a dollar store is replacing a pharmacy in the Lakeview Center in about 90 days.
- Cousino noted this is his last meeting as Planning Commissioner after about 10 years, and said it has been a pleasure working with the other Commissioners.
- Dwyer thanked Cousino for his candor and expertise as a Commissioner. Other Commissioners also thanked Cousino for his contributions to the Commission.
- Commissioners wished everyone happy and safe holidays, Happy Hannukah, Merry Christmas, and a Happy New Year.

14. ANNOUNCEMENT OF NEXT MEETING

January 6, 2021, at 7:00 P.M. via tele-conference at the Public Safety Building was announced as the next regular Commission meeting time and location.

15. ADJOURNMENT

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

The meeting was adjourned at 8:15 P.M.

Prepared by Lisa Lemble.
Corrections to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~;
Wording added is <u>underlined</u>.

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/

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