

**NORTHFIELD TOWNSHIP  
PLANNING COMMISSION  
Minutes of Regular Meeting  
April 19, 2017**

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

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

**5. FIRST CALL TO THE PUBLIC**

Craig Warburton, 450 W. Joy Road, and David Gordon, 5558 Hellner Road, commented on the McKenna Associates proposal for a five year review of the Master Plan.

**6. CLARIFICATIONS FROM THE COMMISSION**

Chick provided information in response to a comment made during the First Call to the Public about the Capital Improvements Plan the Township is required to produce.

**7. CORRESPONDENCE**

None.

**8. PUBLIC HEARINGS**

None.

**9. REPORTS**

**9A. Board of Trustees**

Chick reported on actions taken at the April 11, 2017, Board meeting, and noted that she reported the Planning Commission's recommendation not to proceed with the Cobalt community survey.

In answer to a question about the North Village Master Plan recommended by the Planning Commission to the Township Board, Sloan confirmed that the next steps on that plan should be initiated by the Board with involvement of the Downtown Planning Group.

**9B. ZBA**

Has not met since the last Planning Commission meeting.

**9C. Staff Report**

Nothing to report.

**9D. Planning Consultant**

Nothing to report.

**9E. Parks and Recreation**

Iaquinto reported briefly on the Riverwalk, Community Garden, and Bark Park projects the Commission is working on

**10. UNFINISHED BUSINESS**

**10A. McKenna Budget Proposal for Master Plan Tasks.**

Planning Consultant Patrick Sloan reviewed his April 14, 2017, proposal to update the Master Plan for fees ranging from \$19,000 to \$30,000. He answered questions about various plan elements and fees. Comments and suggestions included:

- delaying the update until next year when more information from other groups (e.g. Downtown Planning, Parks and Recreation, Open Space Preservation) can be incorporated and when the cost can be incorporated into the Township's budget,
- not including the smaller plan elements or the online survey in the scope of work.

- the current plan is sufficient to allow delaying a full review until next year.
- working on some of the elements (e.g. transportation) at the Planning Commission level to reduce the fees.

Sloan explained the basis for developing the fee schedule and said the work can be done over a longer period of time than the 8-12 months stated in the proposal. He said this is not an urgent matter, and the proposal can be refined based on comments made by Commissioners. He said the bare minimum requirement for the five year review is look at the plan and make a public declaration that the current plan is sufficient.

- ▶ **Motion:** Roman moved, Iaquinto supported, that discussion be tabled to the next meeting of the Planning Commission, and that McKenna Associates consider the comments made at this meeting by Commissioners and prepare a revised recommendation.  
**Motion carried 6—0 on a roll call vote.**

#### 11. NEW BUSINESS

None.

#### 12. MINUTES

Steffens made two minor corrections to the minutes of the April 5, 2017, regular meeting.

- ▶ **Motion:** Roman moved, Chick supported, that the minutes of the March 28, 2017, joint meeting with the Township Board and the March 30, 2017, Joint Training with ZBA be approved as presented, and April 5, 2017, Regular Meeting minutes be approved as amended, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

#### 13. SECOND CALL TO THE PUBLIC

Craig Warburton commented on the Master Plan.

#### 14. COMMENTS FROM THE COMMISSIONERS

Chick suggested that the Commission start work on the signage ordinance and other projects. Iaquinto invited the public to the next Parks and Recreation Committee meeting on April 20<sup>th</sup>.

#### 15. ANNOUNCEMENT OF NEXT MEETING

**May 3, 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:** Iaquinto moved, Chick supported, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

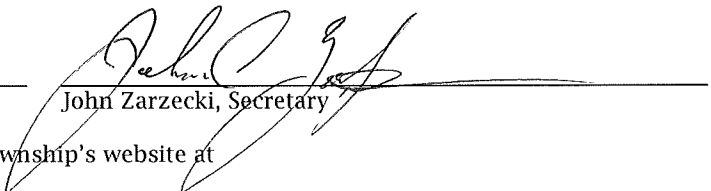
The meeting was adjourned at 8:26 P.M.

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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 May 3, 2017.

  
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/>