

**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
August 1, 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	Absent
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
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, that the agenda be adopted as amended.
Motion carried 5—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported that on July 24th the Board heard a presentation from the Huron River Watershed Council, discussed the proposal submitted for North Village and how to proceed, approved remaining ordinance proposals submitted by the Planning Commission, reviewed the WWTP proposal and approved increased sewer usage fees.

9B. ZBA

No meeting since the last Planning Commission meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Nothing to report.

9E. Parks and Recreation

Iaquinto noted the Bark Park is available for use by Township residents and all Community Garden plots are being used.

9F. Downtown Planning Group

No report.

10. UNFINISHED BUSINESS

10A. Further Discussion of Zoning Ordinance Schedule.

Lippens referred to the July 27th update of the schedule and said the project can stay on track, despite having fallen slightly behind to this point while conducting the technical review of the ordinance. He noted that submittal of a draft ordinance in December is still possible, and he hopes to schedule a public hearing in September as part of the 2019 Master Plan update.

In answer to a question, Lippens said they have not completed their review of past ZBA agendas and minutes to identify any potential issues that need to be addressed.

1. NEW BUSINESS

**10A. Zoning Administration Quarterly Report;
April 1 - June 30, 2018.**

Lippens reviewed the report on zoning compliance applications (29 approved, 4 denied), ZBA cases, meetings with homeowners and business owners, and the current lack of zoning ordinance enforcement.

There was discussion about whether anyone else in the Township can act on the zoning violations listed while the hiring of a new code enforcement officer is in process. Bird explained a staff person is working on a couple of cases and a stop work order has been issued in the case of building code violation, but it is important for the legal process to have the same person involved in any enforcement action from start to finish. Options were discussed including whether any changes to the ordinance would help address the issue. Chick noted the code enforcement officer is currently a part-time position, but the Township has discussed possibly making it full-time due to the number of issues to be addressed.

12. MINUTES

- ▶ **Motion:** Iaquinto moved, Roman supported, that the minutes of the July 25, 2018, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**

13. SECOND CALL TO THE PUBLIC

No comments.

14. COMMENTS FROM THE COMMISSIONERS

No comments.

15. ANNOUNCEMENT OF NEXT MEETING

August 15, 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:** Roman moved, Iaquinto supported, that the meeting be adjourned.
Motion carried 5—0 on a voice vote.

The meeting was adjourned at 7:29 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 August 15, 2018.


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/>