

**NORTHFIELD TOWNSHIP PLANNING COMMISSION  
NOTICE OF REGULAR MEETING  
August 1, 2018 at 7:00 p.m.  
Second Floor, Public Safety Building  
8350 Main Street, Whitmore Lake, MI 48189**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE**
- 8. PUBLIC HEARINGS**
- 9. REPORTS OF COMMITTEES**
  - A. Board of Trustees**
  - B. ZBA**
  - C. Staff**
  - D. Planning Consultant**
  - E. Parks and Recreation**
  - F. Downtown Planning Group**
- 10. UNFINISHED BUSINESS:**
  - A. Further Discussion Zoning Ordinance Schedule**
- 11. NEW BUSINESS:**
  - A. Zoning Administrator Quarterly Report April 1 - June 30, 2018**
- 12. APPROVAL OF PRECEDING MINUTES:** July 25, 2018 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – Aug 15, 2018
- 16. 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.



**NORTHFIELD TOWNSHIP  
ZONING ORDINANCE REVISIONS  
Project Tasks and Schedule  
Revised July 27, 2018**

<b>Chapter Title and Description of Task</b>	<b>Tentative Meetings Schedule</b>
<p><b>Technical Review</b> Review of the current Zoning Ordinance an article-by-article summary of potential and known problems with the Ordinance in terms of format, consistency with enabling legislation and case law, and our experience in other communities. We will review the following topics for compliance with federal and state law, as well as sound planning and zoning practices:</p> <ul style="list-style-type: none"> <li>• Permitted and Conditional Uses by District</li> <li>• Standards for Specific Land Uses</li> <li>• Administrative Procedures and Standards</li> <li>• Development Standards</li> </ul>	Feb - July
<p><b>Initiate Amendment Review on Previously Identified Urgent Zoning Amendment Issues</b> An example of an urgent issue is revisions to accommodate temporary fireworks sales during the Fourth of July Celebration</p>	Feb - May
<p><b>Submit Zoning Technical and to Review with Planning Commission.</b> Currently, Planning Commission, with the advice of the Township Board, Planner, and Zoning Administrator have already identified several Zoning Amendments that are consistent with the 2014 Township Master Plan. We anticipate that the Technical Review will identify additional amendments that are consistent with the 2014 Master Plan. McKenna will prepare technical and minor amendments for approval following the Technical Review.</p>	May - July
<p><b>Definitions, Inconsistencies and Conflicts and Other City Codes and Standards</b> Recommend new or revised definitions for contemporary uses and issues. Consult with Administration for procedures and enforcement issues and problems. Review other codes and regulations provided by the Township, such as fire or engineering design standards, and identify drainage, pavement, road widths, and parking standards that need to be referenced or which may subtract from the Township's character.</p>	July - Continued
<p><b>Work with Planning Commission on Addressing Items from the Technical Review</b> When the Technical Review is completed items will be scheduled for discussion of draft amendments at each Planning Commission meeting.</p>	July - Oct



<b>Chapter Title and Description of Task</b>	<b>Tentative Project Schedule</b>
<b>Zoning Board Appeals (ZBA) Decisions and Current Legal Issues.</b> Review with Township Manager and Planning Commission recent ZBA variance applications that identify recurring problems (accessory building size, lot areas, setbacks, etc.) from ZBA minutes provided by Township Administration.  Review with the Township Attorney potential revisions generated by any relevant zoning litigation involving the Township that might be beneficial, plus revisions resulting from recent Michigan state law and new case law	Oct
<b>Goals of the 2014 Master Plan and Downtown North Village Plan (When Adopted).</b> Incorporate any new recommendations for regulations to facilitate implementing the Township's 2014 Master Plan update, including identification of priority items for implementing the Township's Future Land Use plan and Zoning Plan.  <i>Recommendations from preliminary 2019 Master Plan Update</i>	Nov
<b>Submit Zoning Ordinance Draft and Review with Planning Commission.</b> Draft and review recommendations for Definitions, Off-Street Parking, District articles, General Provisions and Schedule of Regulations to facilitate implementing the Township's 2018 Master Plan, including identification of existing provisions that may conflict with the Plan.	Dec
<b>Review / Revise Draft with Planning Commission.</b> Review the draft Zoning Ordinance with the Planning Commission at one regularly scheduled meeting and make one revision based on consolidated comments and / or comments noted in the meeting minutes.	2019 Jan - Feb
<b>Planning Commission Public Hearing and Board Review.</b> For efficiency, we recommend considering adoption of the Zoning Amendments at one time, following the adoption of the Downtown Plan and the North Village Plan,	Ongoing



# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting July 25, 2018

## 1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:03 P.M. at 8350 Main Street.

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Absent with notice
Brad Cousino	Present
Eamonn Dwyer	Present
Sam Iaquinto	Absent with notice
Cecilia Infante	Present
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, Zarzecki supported, that the agenda be adopted as presented.  
**Motion carried 5—0 on a voice vote.**

## 5. FIRST CALL TO THE PUBLIC

None present.

## 6. CLARIFICATIONS FROM THE COMMISSION

None.

## 7. CORRESPONDENCE

None

## 8. PUBLIC HEARINGS

None.

## 9. REPORTS

### 9A. Board of Trustees

No report.

### 9B. ZBA

No meeting has been held since the last Planning Commission meeting.

### 9C. Staff Report

Nothing to report.

### 9D. Planning Consultant

Nothing to report.

### 9E. Parks and Recreation

No report.

### 9F. Downtown Planning Group

From the DDA meeting held on Monday Infante reported:

- The DDA is sponsoring a Trunk-A-Palooza on 9/16/18 and a Trunk or Treat on 10/28/18.
- They are disappointed at the lack of progress on making 75 Barker available for use. A local farm group is interested in the space for a farm shop.
- Concern about the DDA legal description differing from the map was discussed.
- They reviewed the Lockwood Development proposal for the North Village property. Comments included wanting more mixed use, open space, common area, and opportunities for home ownership.

## 10. UNFINISHED BUSINESS

### 10A. Further Discussion of Technical Review of Northfield Township Zoning Ordinance.

Planning consultant Paul Lippens noted that a Reorganization section had been added to the Zoning Ordinance Technical Review as discussed at the last meeting,

He referred to a suggestion from Roman which was included in the packet to reorganize the ordinance from general to more specific, and to move Administration and Enforcement to the beginning of the ordinance. He said his recommendation is different:

- Keep all regulations that apply to all land in the Supplemental Regulations and Standards section (e.g. natural features), but move other provisions which apply only in specific cases (e.g. special land uses) to specific sections where they would be found more easily by applicants.
- One page district summaries seem to be a popular idea, and adopting those could mean eliminating the zoning district sections.
- From Article IX on, keep the order the same.

There was a brief discussion about how to proceed. It was agreed that Lippens will provide a complete document for Commissioners to review. Lippens said he would like to put a revised schedule on the next agenda, although he expects to be able to stay on track for completion in December.

**10B. North Village RFP Update.**

Lippens referred to the North Village RFP Preliminary Scoring and Evaluation document, and reported this evaluation of the Lockwood Development proposal was presented to the Township Board at their meeting last night. He noted that in addition to the evaluation, he also provided a summary of the financial information provided by Lockwood.

He said the Board decided that since there was only one proposal and there seems to be general agreement about the scoring, there is no need for any other individuals or groups to do that. He said the Board decided that he and the Township manager will work with Lockwood over the next 60 days to put together a best and final proposal.

Lippens said the Board also discussed allowing additional proposals to be submitted on a rolling RFP bases and/or changing to a request for qualifications (RFQ), but the Board did not take action on those at the meeting.

In answer to questions, Lippens said goals of negotiations with Lockwood include making the public space more central and unified, rather than being distributed around the edges of the site, and improving the financial proposal. He also said another interested developer did not submit a proposal because they could not find the financial partner they were seeking.

There was discussion about the goals for developing the property through this RFP process. Lippens said many government units were buying land during the recession, the Township is interested in a partnership that would help provide public amenities given that the Township does not have a lot of money for that, Lockwood is proposing to purchase the portion of the site with the housing on it, and a proposal for subsidies is also included in the submittal.

Commissioners said Lockwood has a very good reputation, this is an ideal location for a development

that would have a park in front of it, which gives the Township negotiating power, the lack of proposals is probably partly due to the hot real estate market that has developers involved in other projects, and having a proposal like this increases the Township's eligibility for grant funding.

**11. NEW BUSINESS**

None.

**12. MINUTES**

- ▶ **Motion:** Roman moved, Cousino supported, that the minutes of the July 11, 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**

None present.

**14. COMMENTS FROM THE COMMISSIONERS**

No comments.

**15. ANNOUNCEMENT OF NEXT MEETING**

**August 1, 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, Cousino supported, that the meeting be adjourned. **Motion carried 5—0 on a voice vote.**

The meeting was adjourned at 7:47 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 \_\_\_\_\_, 2018.

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Larry Roman, Chair

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John Zarzecki, Secretary

Official minutes of all meetings are available on the Township's website at <http://www.twp-northfield.org/government/>