

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting February 15, 2017

## 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	Present
Brad Cousino	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:  
Assessing & Building Assistant Mary Bird  
Planning Consultant Patrick Sloan, McKenna Associates  
Township Engineer Jacob Rushlow, OHM  
Recording Secretary Lisa Lemble  
Members of the Community

## 4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto moved, to adopt the agenda with the order of Items 10C and 10D reversed. **Motion carried 7—0 on a voice vote.**

## 5. FIRST CALL TO THE PUBLIC

No comments.

## 6. CLARIFICATIONS FROM THE COMMISSION

No comments.

## 7. CORRESPONDENCE

Roman reported he received a letter from Rhe-Tech regarding the public hearing item.

## 8. PUBLIC HEARINGS

- 8A. Case JPC170001; Applicant: Washtenaw County Road Commission; Location: 11222 E. North Territorial Road, Parcel 02-21-300-004; Request for Conditional Use Permit (CUP) for a road maintenance facility including outdoor storage and vehicle repair; Zoned LI—Limited Industrial

- **Motion:** Roman moved, Chick supported, that the public hearing be opened.  
**Motion carried 7—0 on a voice vote.**

Roy Townsend, Managing Director of the Washtenaw County Road Commission (WCRC) explained that this proposal will re-establish a maintenance yard in the area after a yard in Salem Township was closed about 10 years ago.

Joe Maynard, Washtenaw Engineering, briefly reviewed the plans. Township planning consultant Patrick Sloan reviewed his February 9<sup>th</sup> reports regarding the site plan and conditional use permit, and he noted that the brine well and communications tower on previous versions of the plan had been removed.

Sloan provided detailed information about parking, circulation, landscaping, and screening of stored materials, noting that most requirements have been met. He recommended approval of the site plan conditioned upon the proposed block wall and evergreen trees being increased in height to meet screening requirements, only cut-off lighting fixtures being used, and the height of light poles being reduced.

Sloan recommended approval of the CUP based on the proposal satisfying the criteria in Section 36-838, subject to the conditions he cited for site plan approval and that all vehicle repair take place indoors.

Roman called for comments from the public. There were none.

- **Motion:** Iaquinto moved, Roman supported, that the public hearing be closed.  
**Motion carried 7—0 on a voice vote.**

## 9. REPORTS

### 9A. Board of Trustees

Chick reported that on February 14<sup>th</sup> the Board approved construction of Phase 3 of the Barker Road non-motorized path, adopted the zoning ordinance text amendments recommended by the Planning Commission, and accepted the resignations of the Controller and the Wastewater Treatment Plant Superintendent.

9B. ZBA  
No report.

9C. Staff Report  
Nothing to report.

9D. Planning Consultant  
Nothing to report.

**9E. Parks & Recreation**

Iaquinto reported that at their January 19<sup>th</sup> meeting officers were elected and priorities for projects were set. He noted their next meeting is February 16<sup>th</sup>.

**10. UNFINISHED BUSINESS**

**10A. Case JPC170001; Applicant: Washtenaw County Road Commission; Location: 11222 E. North Territorial Road, Parcel 02-21-300-004; Request for Conditional Use Permit (CUP) for a road maintenance facility including outdoor storage and vehicle repair; Zoned LI—Limited Industrial**

Jacob Rushlow, Township engineer, reviewed the recommendations in his letter of January 9<sup>th</sup> covering a variety of engineering and environmental issues. He said the proposal is in substantial compliance with the Township's site plan review requirements. He and Joe Maynard of Washtenaw Engineering answered questions from Commissioners about the handling of wastewater, the height of screening walls for materials stored outside, and approvals needed from the Wastewater Treatment Plan Superintendent.

- ▶ **Motion:** Roman moved, Iaquinto supported, to approve with conditions the request of the Washtenaw County Road Commission at 11222 E. North Territorial Road, Parcel 02-21-300-004 for conditional uses, the conditions being:
  1. The site plan include details and conditions noted in the McKenna site plan review letter dated February 9, 2017.
  2. That all repair of vehicles take place indoors only.
  3. That the truck wash are floor drains be approved for discharge into the public sewer by the Wastewater Treatment Plant Superintendent or alternatively discharged into a collection system for recycling or proper offsite disposal.
  4. That the vector truck dump storage be approved for discharge into the public sewer by the Wastewater Treatment Plant Superintendent or alternatively discharged into a collection system for recycling or proper offsite disposal.

**Motion carried 7—0 on a roll call vote.**

**10B. Case JPC170001; Applicant: Washtenaw County Road Commission (WCRC); Location: 11222 E. North Territorial Road, Parcel 02-21-300-004; Request for Site Plan for a road maintenance facility including outdoor storage and vehicle repair; Zoned LI—Limited Industrial**

Joe Maynard of Washtenaw Engineering presented the site plan and reviewed details include landscaping, storage bins, and handling of runoff. Marty Ruitter, Project Architect with the WCRC, reviewed the plans

for the proposed building and outdoor storage, and said all unloading and loading of materials will take place inside. He and Township Engineer Jacob Rushlow answered questions from Commissioners about the structure of the fuel tank, containment for the tank, how metering of wastewater will be determined, and how waste material will be handled.

Sloan briefly reviewed the five conditions of approval in his report of February 9<sup>th</sup> and Rushlow reviewed the nine comments in his letter of the same date. Both recommended approval subject to their stated conditions.

Zarzecki read a letter from the president of Rhe-Tech, an adjacent business, which stated that after a detailed review of the plans they have no objection to the proposal. Joe Maynard explained that the County and the MDEQ require approval from this neighbor regarding the isolation distance between Rhe-Tech's wells and the proposed fuel tank and the salt storage, and that the brine tank location will be changed per Rhe-Tech's suggestion.

- ▶ **Motion:** Roman moved, Iaquinto supported, to approve with conditions the site plan of the Washtenaw County Road Commission 11222 E. North Territorial Road, Parcel 02-21-300-004, conditions being:
  1. Items 1-5 on page 6 of the McKenna 2/9/2017 site plan review #2.
  2. Items 1-9 on page 2 and all items on Page 3 of the OHM 2/9/2017 site plan review #2.**Motion carried 7—0 on a roll call vote.**

**10C. Further Discussion of Master Plan: Northfield Township Community Park; Downtown Area & Preservation.**

Sloan reviewed his *Proposed 2017 Community Development Work Plan* dated February 9<sup>th</sup>, which listed proposed projects for McKenna to work on with the Township including updating the Master Plan, downtown strategic planning, zoning ordinance updates, updating the Parks & Recreation Master Plan, and assisting with preparation of a Capital Improvements Plan.

Commissioners discussed the cost of working on these projects, how the various groups involved will work with each other, and working cooperatively with the Township Board while acting as an independent entity, including possibly holding a joint meeting.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the Planning Commission table the *Proposed 2017 Community Development Work Plan* until a joint meeting with the Township Board of Trustees at a future date. **Motion carried 7—0 on a voice vote.**

**10D. Further Discussion of Cobalt Survey.**

Commissioners made comments including:

- The length of the current draft will deter people from completing it.
- The Township has no control over the school district, so questions about it should not be included.
- Questions about support for land preservation—and willingness to pay for it—should be included.
- The downtown development group has already done a survey, so questions about that may not need to be included.
- The Planning Commission's past direction to Cobalt conflicted with their judgment as survey professionals.
- While updates should be made this year, the current Master Plan is still valid.
- Questions about why development has not occurred and what needs to be improved to make that happen should be included.
- The progression of questions in the current draft is not orderly, and the focus has been lost.

Roman asked Commissioners to consider specifically what they need to know as a result of the survey to prepare for further discussion at the next meeting. Sloan noted that it will also be useful to get public input regarding the Master Plan in other ways, including small group gatherings (e.g. charrettes).

#### 11. NEW BUSINESS

None.

#### 12. MINUTES

##### February 1, 2017, Regular Meeting

Roman made one minor correction.

- ▶ **Motion:** Zarzecki moved, Chick supported, that the minutes of the February 1, 2017, regular meeting be approved as amended, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

#### 13. SECOND CALL TO THE PUBLIC

Craig Warburton, 450 W. Joy Road, commented on the community survey and Master Plan.

#### 14. COMMENTS FROM THE COMMISSIONERS

Commissioners asked about the status of a private road application and noted a developer had made an initial inquiry about a possible 100+ home development at the northwest corner of Whitmore Lake and North Territorial.

#### 15. ANNOUNCEMENT OF NEXT MEETING

**March 1, 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:** Chick moved, Iaquinto supported, that the meeting be adjourned. **Motion carried 7—0 on a voice vote.**

The meeting was adjourned at 9:20 P.M.

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Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

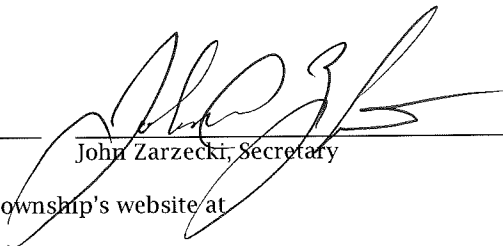
Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on April 5, 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/>