

**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
February 21, 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	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

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 required.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

No report.

9B. ZBA

Cousino reported no meeting has been held since the last Planning Commission meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Lippens noted a question and answer session about the North Village Request for Proposals was held earlier in the day. He will be posting notes of this on the Township website. The deadline for proposal submissions is May 16th.

9E. Parks and Recreation

No report.

9F. Downtown Planning Group

Infante reported no meeting has been held since the last Planning Commission meeting.

10. UNFINISHED BUSINESS

10A. Northfield Preserve: Site Plan Extension.

Lippens referred to his February 14th report and noted that the preliminary site plan for this proposal was originally approved in 2008, and extensions have been granted since then. He recommended a 180 day extension with conditions, as follows:

1. The applicant is required to work with the Township Attorney and Zoning Board of Appeals to determine the validity of prior variances and acquire new variances for any that have expired.
2. The applicant is required to obtain all necessary county, state, and engineering approvals and submit documentation of these approvals with the final site plan.
3. The applicant is required to submit a final site plan and application to the Township within 180 days.
4. The applicant is required to pay all Township fees generated by the review and consideration of Northfield Preserve Condominiums.

- **Motion:** Roman moved, Zarzecki supported, that the Planning Commission accept the recommendation in the February 14th McKenna report, with the conditions stated.

Commissioners made comments and asked questions regarding what the status of the proposal would be if the requirements were not met within the next 180 days, whether any zoning ordinance changes since preliminary approval will affect completion of the proposal, what the legal status is of the Zoning Board of Appeals variances, and that producing a final site plan within 180 days would require a significant amount of work, but that is a sufficient amount of time. Lippens said the conditions of their recommendation are an attempt to determine answers to the questions posed.

Motion carried 5—0 on a roll call vote.

**10A. Further Discussion on 2018 Zoning Ordinance
Schedule: Urgent, Minor, and Major
Amendments.**

Lippens referred to his February 14th memo which arranged ordinance amendments into the categories "urgent," "minor," and "major," and provided a schedule for Planning Commission consideration. He reviewed the urgent amendments scheduled for consideration in March, April, and May.

Roman suggested accelerating this schedule if agendas allow. Lippens said that might be possible, but noted that while these initial amendments are being prepared he will also be conducting the technical review of the ordinance for future consideration.

There was a brief discussion about how order of action on major amendments will be determined. In answer to a question, Lippens said review of administrative procedures—which had specifically been requested by the Township Board—is included within the list of major amendments, and more details will likely emerge as part of the technical review. He added he had noted that this is a priority.

11. NEW BUSINESS

None.

12. MINUTES

- ▶ **Motion:** Roman moved, Cousino supported, that the minutes of the February 7, 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

In answer to a question from Roman, Lippens said Commissioners should feel free to email him any topics that they identify that should possibly be included in the zoning amendment work.

15. ANNOUNCEMENT OF NEXT MEETING

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


The meeting was adjourned at 7:39 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 March 7, 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/>