

**NORTHFIELD TOWNSHIP  
PLANNING COMMISSION  
Minutes of Regular Meeting  
January 18, 2017**

**1. CALL TO ORDER**

The meeting was called to order by Larry Roman at 7:07 P.M. at 8350 Main Street.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**AND DETERMINATION OF QUORUM**

Roll call:

Janet Chick	Present (arrived 7:12 P.M.)
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  
Recording Secretary Lisa Lemble  
Members of the Community

Roman welcomed the three new Commissioners.

**4. ADOPTION OF AGENDA**

- ▶ **Motion:** Iaquinto moved, Cousino supported, that the agenda be adopted as amended.

Roman recommended changes to the agenda.  
**Iaquinto withdrew his motion.**

- ▶ **Motion:** Roman moved, Cousino supported, to add Zoning Official Quarterly report as Item 11E.  
**Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Roman moved, Cousino supported, to postpone items 10A and 11A from the agenda, pending resubmittal due to reviewing reports indicating they are not ready for consideration.  
**Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Iaquinto moved, Zarzecki supported, that the agenda be adopted as amended.  
**Motion carried 6—0 on a voice vote.**

[Chick arrived].

**5. FIRST CALL TO THE PUBLIC**

Scott Brown, 7024 Nollar Road, supported postponing the request from the Road Commission.

**6. CLARIFICATIONS FROM THE COMMISSION**

No comments.

**7. CORRESPONDENCE**

None.

**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/Site Plan for a road maintenance facility including outdoor storage and vehicle repair; Zoned LI—Limited Industrial**

Postponed.

**9. REPORTS**

**7A. Board of Trustees**

Chick reported that January 10<sup>th</sup> the Board:

- made appointments to several boards and commissions,
- sent back to the Commission proposed changes to Ordinance 16-53 and related rezonings for further consideration, and
- approved a contract extension with Cobalt Research for the community survey.

**7B. ZBA**

Did not meet.

**7C. Staff Report**

Nothing to report.

**7D. Planning Consultant**

Sloan said he will be preparing information for Commissioners to review regarding Ordinance 16-53 which was sent back to the Commission from the Township Board.

**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/Site Plan for a road maintenance facility including outdoor storage and vehicle repair; Zoned LI—Limited Industrial**

Postponed.

**11. NEW BUSINESS**

- 11A. **Case JPC170002; Applicant: Falls North Investment, LLC; Request for construction of a new private road; Zoned RTM.**

Postponed.

**11B. Adoption of Parliamentary Practice.**

- ▶ **Motion:** Iaquinto moved, Chick supported, to adopt Parliamentary practice for Planning Commission meetings per the adopted by-laws.  
**Motion carried 7—0 on a roll call vote.**

**11C. Adoption of 2017 Meeting Schedule**

- ▶ **Motion:** Iaquinto moved, Zarzecki supported, to adopt the Northfield Township Planning Commission calendar as presented, from January 4 2017, through December 20, 2017.  
**Motion carried 7—0 on a roll call vote.**

**11D. Election of Planning Commission Officers.**

- ▶ **Motion:** Iaquinto moved, Chick supported, that Roman serve as Chair of the Planning Commission for 2017.

Roman called for other nominations. There were none.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Roman moved, Iaquinto supported, that Chick serve as Vice-Chair of the Planning Commission for 2017.

Roman called for other nominations. There were none.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Roman supported, that Zarzecki serve as Secretary of the Planning Commission for 2017.

Roman called for other nominations. There were none.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Roman moved, Cousino supported, that Steffens serve as Zoning Board of Appeals Representative of the Planning Commission to the Zoning Board of Appeals for 2017.

Roman called for other nominations. There were none.  
**Motion carried 7—0 on a voice vote.**

- ▶ **Motion:** Chick moved, Roman supported, that Iaquinto served as the Parks & Recreation Commission Representative for the Planning Commission for 2017.

Roman called for other nominations. There were none.  
**Motion carried 7—0 on a voice vote.**

**11e. Zoning Official Quarterly Report**

Roman noted that per Section 36-971 of the Zoning Ordinance this report is required and he listed reasons this would be beneficial. Commissioners discussed what the scope of the report should be, elements that

could be included, etc. Sloan agreed this would be beneficial to keep Commissioners informed and said he will work with Mary Bird to prepare a proposed report format for the Commission to review based on the discussion at this meeting.

- ▶ **Motion:** Roman moved, Cousino supported, the Planning Commission receive a quarterly zoning administrator report as per Article 31, Section 36-971.  
**Motion carried 7—0 on a roll call vote.**

**12. MINUTES**

**December 7, 2016, Regular Meeting**  
Chockley made several minor corrections.

- ▶ **Motion:** Chick moved, Iaquinto supported, that the minutes of the December 7, 2016, Planning Commission meeting be approved as presented and to dispense with the reading. **Motion carried 6—0—1 on a voice vote, Steffens abstaining as she was not present at that meeting.**

**12. POLICY REVIEW AND DISCUSSION**

None.

**13. SECOND CALL TO THE PUBLIC**

No comments.

**14. COMMENTS FROM THE COMMISSIONERS**

Commissioners thanked former Commissioners Kenneth Dignan and Mark Stanalajczo for their service, welcomed new members, and agreed that applications should be ready to be considered before being placed on an agenda.

**15. ANNOUNCEMENT OF NEXT MEETING**

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

The meeting was adjourned at 7:45 P.M.

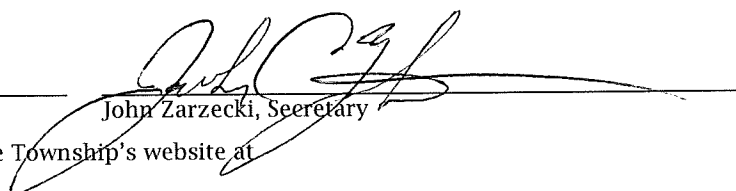
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Prepared by Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~; wording added is underlined.

Adopted on February 1, 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/>