

**NORTHFIELD TOWNSHIP  
PLANNING COMMISSION  
Minutes of Regular Meeting  
June 15, 2016**

**1. CALL TO ORDER**

The meeting was called to order by Chair Kenneth Dignan 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
Marlene Chockley	Absent with notice
Brad Cousino	Present
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Absent with notice
Mark Stanalajczo	Present

Also present:

**Township Manager Howard Fink**  
Assessing & Building Assistant Mary Bird  
Planning Consultant Sally Hodges, McKenna Associates  
Township engineer, Jacob Rushlow, OHM  
Recording Secretary Lisa Lemble  
Members of the Community

**4. ADOPTION OF AGENDA**

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

**5. FIRST CALL TO THE PUBLIC**

David Gordon, 5558 Hellner Road, made comments about the report on the Biltmore request for amendment to the Master Plan.

**6. CORRESPONDENCE**

Dignan referred to correspondence regarding the conditional use permit request on this agenda.

**7. REPORTS**

**7A. Board of Trustees**

Chick reported on Board actions on June 14<sup>th</sup> including planning for public input on uses of the Van Curler property.

**7B. ZBA**

No report.

**7C. Staff Report**

Nothing to report.

**7D. Planning Consultant**

Hodges asked that the Planning Commission make a formal request to the Township attorney for guidance on the process for sharing the McKenna Associates report about the Biltmore Master Plan amendment request.

- ▶ **Motion:** Dignan moved, Iaquinto supported, that a written legal opinion be requested from the Township attorney with regards to the process with Biltmore Development LLC.  
**Motion carried 5—0 on a voice vote.**

**8. PUBLIC HEARINGS**

- 8A. Case JPC160003; Living Water Lutheran Church of Whitmore Lake request for Conditional Use Permit to allow a church at 200 Barker Road in General Commercial (GC) zoning under Section 36-391(23).**

Dignan and Iaquinto recused themselves from the public hearing as members of Living Water Church. Dignan turned over the meeting to Chick.

- ▶ **Motion:** Stanalajczo moved, Chick supported, that the public hearing be opened.  
**Motion carried 3—0--2 on a voice vote, Dignan and Iaquinto abstaining.**

Brad Harrison, Pastor of Living Water Lutheran Church of Whitmore Lake, asked for approval of the requested conditional use permit (CUP). He said they are willing to be flexible and are choosing to locate downtown to show their interest in being active members of the community.

Planning consultant Sally Hodges reviewed her written report and recommended approval of the CUP subject to site plan approval.

Doug Del Favero, 8996 Main Street and Penny Armbruster, Living Water Church member, spoke in favor of the request.

- ▶ **Motion:** Stanalajczo moved, Chick supported, that the public hearing be closed.  
**Motion carried 3—0—2 on a voice vote, Dignan and Iaquinto abstaining.**

Chick returned conduct of the meeting to Dignan.

9.  
OLD BUSINESS

- 9A. Case #JPC160001; Applicant, Northfield Township; Request for Conditional Use Permit to allow a Wireless Communication Facility (Cellular Telephone Tower) for New Par dba Verizon Wireless; Location: Fire Station #2, 2727 E. North Territorial Road; Parcel 02-27-100-003; Zoned AR.

Jonathan Crane, civil engineer and attorney, appeared on behalf of Verizon Wireless. He noted that they have changed their proposal to increase the height to 150 ft. and move it west on the site so it will be hidden behind trees.

Planning consultant Hodges referred to her report of June 9, 2016, and noted that per the zoning ordinance since this is tower is within two miles of another tower the Planning Commission can approve it as long as enhancements are included. She recommended approval of the Conditional Use Permit with three conditions:

- The PCs concurrence and communication that that the significant additional landscaping proposed along the two Fire Station driveways and at the corners of the Fire Station building allows the tower installation to be considered exceptional design and a positive environmental feature sufficient to allow for the placement of this monopole less than 2 miles from 2 other existing towers.
- The addition of evergreen trees on the west side of the fenced in area.
- Site plan approval.

She also recommend approval of site plan subject to:

- Approval of CUP by Township Board.
- Increasing the number of junipers in the noted location to reduce the spacing to 5 feet apart.
- Notation that light fixtures on the equipment shelter will be used only when servicing the equipment.
- Approval of the Township engineer and all agencies with jurisdiction.

- ▶ **Motion:** Dignan moved, Stanalajczo supported, that the Planning Commission recommend approval of the Conditional Use for the proposed monopole to the Township Board of Trustees with the three conditions outlined on page 6 of the planner's communication dated June 8, 2016.  
**Motion carried 5—0 on a roll call vote.**

- ▶ **Motion:** Dignan moved, Chick supported, that the Planning Commission grant site plan approval of the proposed monopole to the Township Board of Trustees with the four conditions outlined on page 6 on the planner's communication dated June 9, 2016, which includes approval of the Conditional Use Permit.  
**Motion carried 5—0 on a roll call vote.**

10. OLD BUSINESS

- 10A. Case JPC160003; Living Water Lutheran Church of Whitmore Lake request for Conditional Use Permit to allow a church at 200 Barker Road in General Commercial (GC) zoning under Section 36-391(23).

Dignan and Iaquinto recused themselves from the public hearing as he is a member of Living Water Church. Dignan turned over the meeting to Chick.

- ▶ **Motion:** Chick moved, Stanalajczo supported, to recommend approval to the Township Board of the request in Case JPC160003 by Living Water Lutheran Church of Whitmore Lake, 200 Barker Road, Parcel B-02-06-105-025, for Conditional Use Permit to allow an approximately 7,200 sq. ft. church under Section 36-391(23), in General Commercial (GC) zoning, conditioned upon site plan approval.

Township planning consultant Hodges referred to her written report and recommended approval of the conditional use permit and the site plan. Township engineer Jacob Rushlow also recommended approval of the CUP and site plan. In answer to questions Rushlow and Hodges said most of their concerns about the site plan were related to parking, and that has been resolved by submittal of proof of the use of additional parking at 175 Barker Road. Hodges noted the zoning ordinance allows church to provide up to 50% of their parking off-site within 300 feet.

**Motion carried 3—0—2 on a roll call vote, Dignan and Iaquinto abstaining.**

Hodges listed additional minor site plan concerns which she said can be addressed administratively.

- ▶ **Motion:** Stanalajczo moved, Chick supported, to approve the site plan for Living Water Lutheran Church at 200 Barker Road, Parcel B-02-06-105-025, with the conditions as discussed tonight and presented in our planner's letter dated June 8, 2016, and approval of the Fire Marshall for fire suppression. **Motion carried 3—0—2 on a roll call vote, Dignan and Iaquinto abstaining.**

Chick returned conduct of the meeting to Dignan.

**10B. Discussion of 2016 Goals & Objectives.**

Lakeside Community Park, Main Street, Business-oriented zonings, and what the Planning Commission can do to make it more attractive for prospective businesses, including Main Street concepts.

Planning consultant Hodges reviewed the Commission's top goals and objectives for the year. She recommended that the Commission undertake a review of the zoning ordinance districts and what uses should be allowed in them, review the effect of zoning ordinance requirements on downtown businesses, and consider a land use analysis of the Master Plan to determine what a buildout might look like.

Commissioners, Fink, and Hodges discussed the considerable changes already made to the zoning ordinance in recent years, what makes downtowns successful, why the desired improvements in the Northfield Township downtown area has not occurred, and the need to compare the downtown ordinances to current market forces.

**11. MINUTES**

- ▶ **Motion:** Stanalajczo moved, Iaquinto supported, that the minutes of the May 18, 2016, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**

**12. POLICY REVIEW AND DISCUSSION**

None.

**13. SECOND CALL TO THE PUBLIC**

Doug Del Favero thanked the Commission for approving the Living Water Church proposal. Pastor Harrison said the church would like to work on developing additional parking for the church and the community without creating additional paved area. Craig Warburton, 450 W. Joy Road, questioned the procedures for approving the church proposal.

**14. COMMENTS FROM THE COMMISSIONERS**

Commissioners asked everyone to remember those serving in uniform, noted that a representative from Arvin Sango gave high praise to the Township staff for their help with their project, pointed out that public input can be given on the Township website regarding the Van Curler property, and invited the public to several events (carnival at the school on June 28<sup>th</sup>, Kiwanis Run and Fireworks on July 2<sup>nd</sup>, Parade of Lights on the evening of July 3<sup>rd</sup>, and the parade on July 4<sup>th</sup>).

**15. ANNOUNCEMENT OF NEXT MEETING**

**June 29, 2016**, at 7:00 P.M. at the Public Safety Building was announced as the next Commission meeting time and location.

**16. ADJOURNMENT**

- ▶ **Motion:** Iaquinto moved, Chick supported, that the meeting be adjourned. **Motion carried 5—0 on a voice vote.**

The meeting was adjourned at 8:21 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 July 6, 2016.

  
Kenneth Dignan, Chair

  
Mark Stanalajczo, Secretary

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