

**NORTHFIELD TOWNSHIP PLANNING COMMISSION  
NOTICE OF REGULAR MEETING  
May 2, 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 on Accessory Setback Clarifications**
- 11. NEW BUSINESS**
  - A. Discussion on Yard Measurements – Overhang Clarification**
- 12. APPROVAL OF PRECEDING MINUTES:** April 18, 2018 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – May 16, 2018
- 16. ADJOURNMENT**

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April 23, 2018

Planning Commission  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

**MEMORANDUM: Accessory Setback Clarifications – Revision #2**

Dear Commissioners:

The current zoning ordinance has conflicting requirements for structures in the side yard between the general provision section and the district regulations. This memo has been revised to incorporate Planning Commissions Discussion at the April 18, 2018 meeting.

Please consider the following revisions to the clarify the setback ambiguity for side yards.

**A. Sec. 36-98(d)(2)(b). - General provisions, Accessory uses and buildings**

(d)

*Accessory uses and buildings.* Where a lot is devoted to a permitted principal use or a permitted conditional use, accessory uses are permitted as listed in the applicable zoning district. Accessory uses and buildings shall be subject to the following regulations:

(1)

Where the accessory building is attached to the principal building, it shall be subject to all regulations of the district in which located.

(2)

In any SR-1, SR-2, or MR district, accessory uses and buildings not attached to the principal building shall ~~not~~:

a.

Not be located in front of the rear line of the principal building or, in the case of a corner lot, in the required side yard;

b.

Not be located less than five feet from an interior side or rear property line;

c.

Not exceed 15 feet in height.

**B. Sec. 36-218 (4). - SR-1, Regulations and Standards**

(4)

*Yard and setback requirements.*

a.

Front yard. Not less than 35 feet.

b.

Side yards. Least width of either yard shall not be less than ten feet, but the sum of the two side yards shall not be less than 25 feet; except in the case where the side yard on the road or street side shall not be less than 35 feet.

c.

Rear yard. Not less than 20 feet.

The requirements of this subsection (4) shall apply to every lot, ~~and principle building or structure, and attached accessory building or structure.~~ Accessory uses and buildings not attached to the principal building shall not be located less than five feet from an interior side or rear property line per Sec. 36-98(d)(2)(b).

**C. Sec. 36-248 (4). - SR-2, Regulations and Standards**

(4)

*Yard and setback requirements.*

a.

Front yard. Not less than 30 feet.

b.

Side yards. Least width of either yard shall not be less than ten feet, except in the case where the side yard on the road or street side shall not be less than 30 feet.

c.

Rear yard. Not less than 20 feet.

d.

In the case of a through lot, the frontages along streets shall be considered front yards and all buildings and structures shall meet the minimum front yard requirements.



The regulations in this subsection (4) shall apply to every lot, ~~and principle~~ building or structure, ~~and attached accessory building or structure~~. Accessory uses and buildings not attached to the principal building shall not be located less than five feet from an interior side or rear property line per Sec. 36-98(d)(2)(b).

**D. Sec. 36-278 (4) - MR, Regulations and Standards**

(4)

*Yard and setback requirements.*

a.

Front yard. Not less than 50 feet.

b.

Side yards. Least width of either yard shall not be less than 15 feet, but the sum of the two side yards shall not be less than 35 feet except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than 50 feet.

c.

Rear yard. Not less than 35 feet.

d.

Accessory structures shall meet the same yard requirements.

The regulations in this subsection (4) shall apply to every lot, ~~and principle~~ building or structure, ~~and attached accessory building or structure~~. Accessory uses and buildings not attached to the principal building shall not be located less than five feet from an interior side or rear property line per Sec. 36-98(d)(2)(b).





**MCKENNA**

April 23, 2018

Planning Commission  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

## **MEMORANDUM: Yard Measurements – Overhang Clarification**

Dear Commissioners:

Please consider the following revisions to the clarify the setback ambiguity for overhang measurements and yard setbacks.

### **A. Sec. 36-98(f). - General provisions, Yard Measurements**

(f)

*Yard measurements.* Yards shall be measured from the exterior faces of a structure to lot lines. ~~Yards shall be measured from the~~ The outer edge of a roof overhang or cornice ~~less two feet if the roof overhang or cornice may not extends more than two feet from the exterior face of the structure into a required yard.~~ may not extends more than two feet ~~from the exterior face of the structure into a required yard.~~ Front and corner side yards shall be measured from existing right-of-way lines. All required yards shall be located parallel and adjacent to property lines. All required yards shall be measured from the right-of-way line of a public street, or from the right-of-way or easement line of a private street.

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting April 18, 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	Present
Brad Cousino	Present
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Present

Also present:

Assessing & Building Assistant Mary Bird  
Planning Consultant Patrick Sloan  
Recording Secretary Lisa Lemble  
Members of the Community

## 4. ADOPTION OF AGENDA

- **Motion:** Iaquinto moved, Roman supported, that the agenda be adopted as presented.  
**Motion carried 7—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

Chick reported that on April 10<sup>th</sup> the Board approved a proposal to changed street lights to LED, and delayed action on a Kiwanis proposal for use of 75 Barker Road and the proposal Chick presented prohibiting Board

members from participating in pre-development meetings with developers.

### 9B. ZBA

The ZBA did not meet in April.

### 9C. Staff Report

Nothing to report.

### 9D. Planning Consultant

Nothing to report.

### 9E. Parks and Recreation

Volunteers held a clean-up of the Bark Park and the Community Garden last weekend.

### 9F. Downtown Planning Group

Has not met since the last Planning Commission meeting.

## 10. UNFINISHED BUSINESS

### 10A. Update on Sign Ordinance Text Amendment.

Sloan reported that his office has been having discussions with the Township attorney about this, and he will report back in the future.

### 10B. Discussion on Accessory Setback Clarifications.

Sloan referred to the April 16<sup>th</sup> memo, and explained the options for making it clear whether the General Provisions for accessory uses and structures—Section 36-98(d)(2)(b)—or the requirements in individual zoning districts are applicable when there is a conflict. Commissioners agreed that the individual zoning section option best reduces confusion.

- **Motion:** Roman moved, Iaquinto supported, that Option 2 be selected for the accessory setbacks clarification as proposed in the McKenna report dated April 16, 2018.

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

### 10C. Further Discussion on Temporary Holiday Sales.

Sloan referred to the April 16<sup>th</sup> memo and briefly reviewed the goal of the revision and proposed changes. In answer to a question from Iaquinto, Roman said his understanding is the proposed language would

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allow an application to be submitted and approved in advance of the start of sales, and the start date of the permit would be the day sales started.

Dwyer said the requirement for on-site parking essentially restricts these sales to schools, churches, and downtown areas where public areas are available. Sloan said whether a permit would be approved where only shoulder parking is available would be at the discretion of the public safety official.

- ▶ **Motion:** Iaquinto moved, Roman supported, to recommend the Temporary Holiday Sales ordinance to the Township Board for approval. **Motion carried 7—0 on a roll call vote.**

**11. NEW BUSINESS**

**Zoning Administrator Quarterly Report.** Sloan briefly reviewed the report from Vidya Krishnan which covered zoning compliance applications (17 approved; one denied) and one ZBA application which was approved.

In answer to a question from Iaquinto, zoning coordinator Mary Bird said having regular office hours for the zoning administrator, as approved by the Township Board, has been extremely helpful in helping the public get what they need from the Township. Iaquinto urged Bird to let the Commission or the Board know if additional help of this kind is needed. Chick said the Board is aware of the large workload Bird has with both zoning and assessing responsibilities.

Chick said Board members often hear that improvements to commercial buildings are made too costly because of the engineering work required. Sloan said a business owner would usually only have to engage an engineer if their proposal requires an application to the Planning Commission or if large-scale renovations requiring site plan review are

proposed. He said the Commission can undertake a review of ordinance requirements to see if the threshold for a site plan being required should be changed. Chick said she also wants to make sure the zoning and building departments are working with businesses to help them figure out how to get to an approval rather than just saying no. Roman noted this on the list of projects for the Commission to work on.

**12. MINUTES**

**April 4, 2018, Regular Meeting**

Roman made one correction.

- ▶ **Motion:** Iaquinto moved, Roman supported, that the minutes of the April 4, 2018, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

**13. FINAL CALL TO THE PUBLIC**

No comments.

**14. COMMENTS FROM THE COMMISSIONERS**

Commissioners thanked Sloan for being at the meeting.

**15. ANNOUNCEMENT OF NEXT MEETING**

**May 2, 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:** Iaquinto moved, Roman supported, that the meeting be adjourned. **Motion carried 7—0 on a voice vote.**

The meeting was adjourned at 7:41 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/>