

**NORTHFIELD TOWNSHIP  
PLANNING COMMISSION  
Minutes of Regular Meeting  
May 3, 2017**

**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	Absent with notice
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

**4. ADOPTION OF AGENDA**

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

**5. FIRST CALL TO THE PUBLIC**

Tom Bobiney, 9488 Main Street, introduced himself as a new resident.

**6. CLARIFICATIONS FROM THE COMMISSION**

None.

**7. CORRESPONDENCE**

None.

**8. PUBLIC HEARINGS**

None.

**9. REPORTS**

**9A. Board of Trustees**

Zarzecki read Chick's report of the May 25<sup>th</sup> meeting, which noted the Board had met with the Washtenaw County Road Commission, hired a Controller, approved the Whitmore Lake weed control SAD, and made plans for interviewing Township Manager candidates.

**9B. ZBA**

No report.

**9C. Staff Report**

No report.

**9D. Planning Consultant**

No report.

**9E. Parks and Recreation**

Iaquinto reported that plots are available in the Community Garden.

**10. UNFINISHED BUSINESS**

**10A. Further Discussion of McKenna Master Plan Tasks and Costs.**

Commissioners discussed the proposal from McKenna as reviewed at the April 14<sup>th</sup> meeting. It was agreed that:

- It is important to do the general update and at least one public participation opportunity should be offered.
- McKenna should coordinate work on a non-motorized plan with the DDA (which is paying McKenna to conduct four public outreach sessions for the downtown strategic plan) and the Parks and Recreation committee (which calls for such a plan in its master plan).
- The open space preservation plan should be coordinated with the recently-appointed committee.

In answer to questions, Sloan said work could be done on the sign ordinance at the same time as the Master Plan work, and it could be completed more quickly than the Master Plan work.

- **Motion:** Roman moved, Iaquinto supported, to recommend to the Board of Trustees the proposal by McKenna regarding the Master Plan review in the amount of \$24,000 which includes \$19,000 for general updates, \$4,500 for a non-motorized plan, and \$1,000 for a workshop.  
**Motion carried 5—0 on a roll call vote.**

**10B. Discussion of Proposed Zoning Ordinance Amendments.**

The Commission discussed April 28<sup>th</sup> McKenna memos regarding zoning ordinance amendments to consider.

**Public Hearing Sign Posting Requirements.** This would eliminate the requirement for sign postings for special and conditional use permit requests.

- **Motion:** Roman moved, Iaquinto supported, that the Planning Commission recommend the amendment regarding public hearing sign posting requirements for the Board of Trustees

consideration.

**Motion carried 5—0 on a roll call vote.**

**Whitmore Lake/Horseshoe Lake Overlay District.**

This would incorporate zoning maps for the text amendments adopted in 2016. Commissioners briefly discussed how the boundaries were arrived at.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the Planning Commission schedule a public hearing on the proposed Whitmore Lake/ Horseshoe Lake Overlay District zoning map amendment.  
**Motion carried 5—0 on a roll call vote.**

**11. NEW BUSINESS**

**11A. Discussion of Proposed Zoning Ordinance Amendments.**

The Commission discussed April 28<sup>th</sup> McKenna memos regarding zoning ordinance amendments to consider.

**Open and Unroofed Terraces, Patios, and Porches.**  
How to treat these types of structures—both attached and unattached to structures—in the zoning ordinance has been identified as needing clarification. Commissioners noted that the zoning ordinance also does not include definitions of many elements, including decks, and building codes need to be taken into consideration.

The Commission asked Sloan to prepare proposed language for presentation at the next meeting based on comments made, including (a) that structures should not be allowed within required setbacks and (b) all stormwater drainage must be handled on-site.

**Application Fees.** Sloan explained that this would remove language that specifies fee amounts since these should be included in the overall fee schedule adopted by the Township Board.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the Planning Commission schedule a public hearing on the proposed zoning ordinance amendment regarding application fees.  
**Motion carried 5—0 on a roll call vote.**

**Little Free Libraries.** Sloan explained that these front yard book stands are in wide use throughout the world, and the proposal would allow them within front yard setbacks where they can be accessible to the public.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the Planning Commission schedule a public hearing on the proposed text amendment to the zoning ordinance regarding little free libraries as accessory structures.  
**Motion carried 5—0 on a roll call vote.**

**12. MINUTES**

- ▶ **Motion:** Iaquinto moved, Roman supported, that the minutes of the April 19 2017, 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**

Tom Bobiney suggested that visuals be displayed using a projector or TV during meetings to aid the public in understanding discussions. Commissioners agreed it would be worthwhile to provide this.

**14. COMMENTS FROM THE COMMISSIONERS**

None.

**15. ANNOUNCEMENT OF NEXT MEETING**

**May 17, 2017,** at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

**16. ADJOURNMENT**

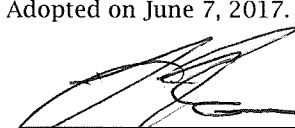
- ▶ **Motion:** Iaquinto moved, Roman supported, that the meeting be adjourned.  
**Motion carried 5—0 on a voice vote.**

The meeting was adjourned at 8:12 P.M.

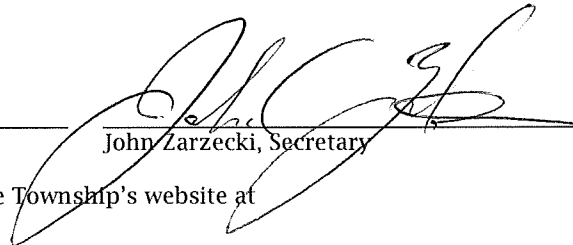
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Prepared by Lisa Lemble.  
Corrections to the originally issued minutes are indicated as follows:  
Wording removed is ~~stricken through~~;  
Wording added is underlined.

Adopted on June 7, 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/>