

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting October 7, 2015

## 1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley at 7:06 P.M. at 8350 Main Street.

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Present (arrived at 7:08 P.M.)
Marlene Chockley	Present
Brad Cousino	Present
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Present
Mark Stanalajczo	Present

Also present:

Township Manager Howard Fink  
Mary Bird, Assessing & Building Assistant  
Planning Consultant Leah DuMouchel,  
Beckett & Raeder  
Recording Secretary Lisa Lemble  
Members of the Community

## 4. APPROVAL OF AGENDA

Dignan asked that discussion of the presentation by DuMouchel about community surveys at the September 16<sup>th</sup> meeting be added to the agenda.

- **Motion:** Dignan moved, Iaquinto supported, that the agenda be adopted as amended.  
**Motion carried 7—0 on a voice vote.**

## 5. FIRST CALL TO THE PUBLIC

**Preservation/Community Surveys/Meeting Minutes.** Craig Warburton, 450 W. Joy Road, read a statement he had prepared regarding the presentation made by DuMouchel at the September 16<sup>th</sup> meeting, the form of meeting minutes, and development in the Township. David Gordon, 5558 Hellner Road, made comments on the results of the 2010 community survey. David Perry, 9411 Earhart Road, commented on the proposed community survey, master planning, and farmland preservation. Jim Mulcrone, 366 Glenmoor Drive, critiqued the fourth draft of the proposed community survey.

## 6. CORRESPONDENCE

By-Laws.

- **Motion:** Dignan moved, Chick supported, that attorney-client privilege regarding the memo from Paul Burns concerning by-laws be waived.  
**Motion carried 7—0 on a roll call vote.**

The Commission discussed the township attorney's letter recommending that the Commission follow its by-laws.

**Community Survey.** The Commission discussed how to proceed with developing the community survey with Cobalt Research.

**Master Planning for Resilient Waterfront Communities.** Chockley called attention to this workshop being presented by the Michigan Association of Planners on November 4<sup>th</sup>.

## 7. REPORTS

### 7A. Board of Trustees

Chick summarized proceedings of the on-the September 22<sup>nd</sup> Board meeting.

### 7B. ZBA

Dignan reported the ZBA granted a variance of 5' from the 30' side yard requirement for a pole barn on E. North Territorial at their September 21<sup>st</sup> meeting.

### 7C. Staff Report

Nothing to report.

### 7D. Planning Consultant

Nothing to report.

## 8. PUBLIC HEARINGS

None.

## 9. OLD BUSINESS

### 9A. Presentation: Huron River Watershed Council (HRWC) Green Infrastructure Workshop Results

Kris Olssen of the HRWC reported on her written review of the Township's Master Plan and zoning ordinance as they relate to the green infrastructure survey. She made recommendations for elements to include in both documents and noted that many other recommended elements are already included. There were brief discussions about whether using transfer of development rights in the township could be successful, ways to encourage downtown development, and how to develop and incorporate a green infrastructure plan. Chockley asked Commissioners to let her know which of the changes recommended they would like to prioritize for implementation.

## 10. NEW BUSINESS

### 10A. Planning Commission By-Laws

DuMouchel reviewed her research (with the Michigan State Extension Services, Michigan Municipal League, and other townships) regarding the procedure for

changing by-laws and what should be in them. She noted by-laws are ~~not~~ required, ~~but~~ and are intended to indicate how the Commission agrees to operate while performing its functions.

The Commission discussed whether and how to revise the by-laws, the purpose they serve, compliance with State law, policy issues (conflicts of interest, removal of Commissioners, number of votes needed for various actions), whether to include references to State law, and whether the Commission is operating according to the current by-laws (including the duties of the Secretary). Fink said he can provide a memo regarding items he recommends be reviewed.

- ▶ **Motion:** Chockley moved, Dignan supported, that Fink be allowed to verbally review his recommendations regarding the by-laws.

Roman said he would prefer to review written proposals. Dignan agreed.

#### **Chockley and Dignan withdrew the motion and support after a brief discussion.**

- ▶ **Motion:** Dignan moved, Iaquinto supported, that DuMouchel work with staff on a line-by-line review of the by-laws, and that staff contributions be considered as well; and after that information has been gathered it be brought back to the Commission for review, discussion, and decision on the path to take to move forward.

Iaquinto said he would not like to see comparisons to by-laws in other communities.

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

### **11. MINUTES**

#### **September 16, 2015, Regular Meeting**

Commissioners made three corrections and additions.

- ▶ **Motion:** Chockley moved, Dignan supported, that the minutes of the September 16 2015, regular meeting be approved as amended, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

### **12. POLICY REVIEW AND DISCUSSION**

#### **Community Survey Presentation by DuMouchel.**

Commissioners said DuMouchel's September 16<sup>th</sup>

presentation should have been listed on the agenda, and written copies should have been made available to Commissioners and the public in advance as is usual practice to aid in understanding and participation. DuMouchel said her intent was to respond to concerns about the preparation of the draft community survey being done at the time.

### **13. SECOND CALL TO THE PUBLIC**

Craig Warburton, David Perry, David Gordon, and Jim Nelson, 7777 Sutton Road, commented on the by-laws discussion, DuMouchel's presentation about community surveys, changing the Master Plan, the Huron River Watershed Council (HRWC) Green Infrastructure presentation, and materials available on a community website. Township Manager Howard Fink, 619 East Shore Drive, apologized to DuMouchel for interrupting her during her by-laws presentation and described the services he is able to provide to Commissioners.

### **14. COMMENTS FROM THE COMMISSIONERS**

Commissioners commented on how their responses to comments made during Calls to the Public might be handled, the by-laws review, conduct of Commissioners and members of the public during the meeting, written materials presented during the Call to the Public, the Huron River Watershed Council (HRWC) Green Infrastructure presentation, DuMouchel's presentation about community surveys at the September 16<sup>th</sup> meeting, the interest Commissioners have in serving the community, and the role of staff in advising the Commission.

### **15. ANNOUNCEMENT OF NEXT MEETING**

**October 21, 2015**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

### **16. ADJOURNMENT**

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

The meeting was adjourned at 9:56 P.M.

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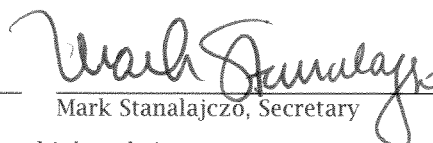
Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

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

Adopted on October 21, 2015.

  
Marlene Chockley, Chair

  
Mark Stanalajczko, Secretary

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