

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
July 1, 2015 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. **APPROVAL OF AGENDA**
5. **CALL TO THE PUBLIC**
6. **CORRESPONDENCE**
 - A. **Letter from Carlisle Wortman Associates, Inc.**
7. **REPORTS**
 - A. **Board of Trustees Report**
 - B. **ZBA**
 - C. **Staff Report**
 - D. **Planning Consultant Report**
8. **PUBLIC HEARINGS**
9. **OLD BUSINESS**
10. **NEW BUSINESS**
 - A. **Cobalt Community Research** – discussion of citizen survey objectives
11. **MINUTES:** June 3, 2015 Meeting
12. **POLICY REVIEW AND DISCUSSION**
13. **CALL TO THE PUBLIC**
14. **COMMENTS FROM THE COMMISSIONERS**
15. **ANNOUNCEMENT:** Next Regular Meeting – July 15, 2015
16. **ADJOURNMENT**

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8350 Main Street, Whitmore Lake, MI 48189-0576
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CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

June 24, 2015

Marilyn Engstrom, Supervisor
8350 Main Street
Whitmore Lake, MI 48189

Re: Consulting Services


Dear Ms. Engstrom:

Due to the recent action by the Board of Trustees to go out for bid for planning consulting services, Carlisle/Wortman Associates after much thought has made a decision to end our relationship with the Township. It is clear to us that Northfield Township would like to move in a different direction with regard to Planning and Zoning and we will step aside to allow the Township to do so.

We've taken pride in our work with the Township over the last ten years and have been an integral part of defending the Township against challenges. We also believe we have left the Township with the tools to make sound planning decisions for many years to come.

As of Wednesday July 8th we will no longer be representing the Township in any land use matters and will not be attending the July 1st Planning Commission meeting. We understand that our office houses data in relation to various maps and reports which we will provide upon request at our current rates for time and material.

Thank you,



CARLISLE/WORTMAN, ASSOCIATES, INC.
Douglas J. Lewan, AICP, PCP
Managing Director

Copy: Marlene Chockley, Planning Commission Chairperson
Howard Fink, Manager

PROPOSED OBJECTIVES FOR COMMUNITY-WIDE OPINION RESEARCH
JUNE 24, 2015

1. Give the township board and planning commission useful information to guide their decisions.
2. Broadly determine whether the residents of Northfield Township want more residential development in the township and measure the strength of their opinions.
3. To guide planning, identify which features of an ideal future township are the most important to residents.
4. Determine if and how the respondents' location affects their opinions.
5. Determine how the possible location of residential development affects opinions.
6. Determine the relative strength of opinions regarding how people perceive they might benefit from development.
7. Determine the relative strength of opinions about what is good for the community.
8. Identify other reasons why people oppose or support more development.
9. Determine if and how demographic status (age, income, education, gender) affect opinions.

**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
June 3, 2015**

1. CALL TO ORDER

The meeting was called to order by Vice-Chair Janet Chick at 7:04 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	Absent with notice
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Present
Mark Stanalajczo	Present

Also present:

Planning Consultant Laura Kreps,
Carlisle/Wortman Associates
Township Engineer Jacob Rushlow, OHM Advisors
Assessing & Building Assistant Mary Bird
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

Dignan asked that Item 10A to moved up to be Item 7.5. Stanalajczo noted that action on the public hearing items should be added to the agenda as action items under New Business.

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

5. FIRST CALL TO THE PUBLIC

Master Plan/Growth. Craig Warburton, 450 W. Joy Road, thanked the Commission for the presentation by the Huron River Watershed Council on May 20th, noting that it showed what the Township would look like as built out according to the Master Plan. He said the 2012 Master Plan is excellent as it is and Commissioners are charged with defending it. He said he hopes the citizen survey will have a list of dates of opportunities for residents to give input about any possible changes to the Plan. He added that it was disingenuous for a Planning Commission member to write an anonymous article in the local newspaper

criticizing a group of people who spoke in defense of the Master Plan.

6. CORRESPONDENCE

None.

7. REPORTS

7A. Board of Trustees

Chick reported:

- Bill Lenahan provided an overview of code enforcement activities in the Township.
- The Board reviewed the proposed fiscal year 2015-16 budget which shows the Township is in a good financial position.

7B. ZBA

Dignan reported that requests for variances were granted in two cases on June 1st. He noted that the ZBA has heard three cases concerning setbacks on corner lots, so perhaps the requirement for large setbacks such lots should be reconsidered.

7C. Staff Report

Nothing to report.

7D. Planning Consultant

Kreps reported:

- Nowatzke's detailed engineering plans are being reviewed.
- The Al Dente Pasta site plan may be ready to be on the next agenda.
- Steel Trucking applied for site plan approval today.

7.5. NEW BUSINESS

7.5A. JPC150002; O'Donnell Electric.

Planning consultant Kreps said O'Donnell Electric has provided all of site plan changes and other information requested. She said the only outstanding issue is Washtenaw County Road Commission approval of the driveway access.

Jacob Rushlow, Township Engineer, reviewed his letters provided in the Planning Commission packet. He said a few items can be addressed administratively including curbing of the parking lot to direct water into the stormwater detention area. He noted that sewage Residential Equivalent Units (REUs) should not be increased as the building addition is only for storage.

**Northfield Township Planning Commission
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
June 3, 2015**

He said the site plan is in substantial compliance, and he is recommending approval subject to his comments being addressed during the next step of detailed engineering review.

Stanalajczo asked why the flow of water from the site is being changed from toward US-23 to toward Whitmore Lake Road. Rushlow said the way grading is being done on the site makes it easier to direct the flow of water in that direction. In answer to a question from Chick, Rushlow said he thinks this will work well, and the Road Commission will require the applicant to meet or exceed the current detention rate.

Iaquinto noted the site plan review application is dated February 16th, and he asked why it took until now for the proposal to be placed on an agenda. Rushlow said reviews were done starting in March. He said if planning staff do not think a proposal is ready for Planning Commission consideration they will delay action until changes are submitted.

- ▶ **Motion:** Dignan moved, Iaquinto supported, that in case JPC150002; O'Donnell Electric, the site plan be approved with the conditions listed in the OHM report dated May 29, 2015.
Motion carried 6—0 on a roll call vote.

8. PUBLIC HEARINGS

- 8A. Zoning Ordinance Text Change.** Proposed text change to the Enterprise Service District (ES) to amend permitted uses (Section 36-563) to include single-family dwellings and accessory buildings and structures.

Kreps briefly reviewed the proposed changes. Dignan called for comments from the public. There were none.

- ▶ **Motion:** Iaquinto moved, Stanalajczo supported, that the public hearing be opened.
Motion carried 6—0 on a roll call vote.
 - ▶ **Motion:** Iaquinto moved, Stanalajczo supported, that the public hearing be closed.
Motion carried 6—0 on a roll call vote.
- 8B. Official Zoning Map Amendment.** Reclassification of 12 parcels along Main Street and in the Horseshoe Lake area from Enterprise Service (ES) and/or Agriculture (AR) to Single Family Residential (SR1).
- ▶ **Motion:** Iaquinto moved, Dignan supported, that the public hearing be opened.
Motion carried 6—0 on a roll call vote.

Kreps reviewed the proposal to reclassify these properties. Dignan called for comments from the public. There were none.

- ▶ **Motion:** Dignan moved, Iaquinto supported, that the public hearing be closed.
Motion carried 6—0 on a roll call vote.

- 8C. Site Plan Review Manual.** Various amendments to Manual including updating new Municode reference numbers, adding language indicating the Planning Commission reviews the application materials and full plan set, and updating Township contact information.

- ▶ **Motion:** Iaquinto moved, Dignan supported, that the public hearing be opened.
Motion carried 6—0 on a roll call vote.

Kreps briefly reviewed the proposal amendments to the Site Plan Review Manual.

- ▶ **Motion:** Iaquinto moved, Dignan supported, that the public hearing be closed.
Motion carried 6—0 on a roll call vote.

9. OLD BUSINESS

- 9A. Citizen Survey/Master Plan Status Report.**

Kreps reported the Township attorney is reviewing the Cobalt contract for a citizen survey, and more details will be available at the next meeting.

10. NEW BUSINESS

- ▶ **Motion:** Dignan moved, Iaquinto supported, that the PC forward to the Board of Trustees the following amendments with a recommendation of approval:
 - Zoning Ordinance Text Change
 - Official Zoning Map Amendment
 - Site Plan Review Manual, Section 36-866(b)

Motion carried 6—0 on a roll call vote.

11. MINUTES

May 20, 2015, Workshop Session

- ▶ **Motion:** Dignan moved, Stanalajczo supported, that the minutes of the May 20, 2015, workshop 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

No comments.

14. COMMENTS FROM THE COMMISSIONERS

Thank yous. Dignan thanked Mary Bird for her work preparing packets for the Planning Commission.

Congratulations. Stanalajczo welcomed Howard and Eliza's baby boy to the community.

Community Matters. Jaquinto noted that the Whitmore Lake High School Varsity Boys Baseball team won

districts for the first time since 2003. Stanalajczo asked everyone to remember the men and women in uniform.

15. ANNOUNCEMENT OF NEXT MEETING

June 17, 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:** Stanalajczo moved, Dignan supported, that the meeting be adjourned.
Motion carried 5—0 on a voice vote.

The meeting was adjourned at 7:35 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 _____, 2015.

Marlene Chockley, Chair

Mark Stanalajczo, Secretary

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