

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
Oct 3, 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**
- 11. NEW BUSINESS:** Master Plan Update Tentative Schedule
- 12. APPROVAL OF PRECEDING MINUTES:** Sept 19, 2018 Regular Meeting
- 1. FINAL CALL TO THE PUBLIC**
- 2. COMMENTS FROM THE COMMISSIONERS**
- 3. ANNOUNCEMENT:** Next Regular Meeting – October 17, 2018
- 4. ADJOURNMENT**

This notice is posted in compliance with PA 267 Of 1976 as amended (open meetings act) MCLA 41.7 2A (2) (3) and the Americans with Disabilities Act. (ADA) Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734) 449-5000 seven days in advance.



**NORTHFIELD TOWNSHIP
MASTER PLAN UPDATE
Tentative Schedule
September 27, 2018**

Chapter Title and Description of Task	Tentative Meetings Schedule
<p>Public Participation:</p> <ul style="list-style-type: none"> • 1 Workshop: Including preparation, materials, staffing, and production of finished products. 	October
<p>Non-Motorized Plan: Including specific policies and a non-motorized plan map.</p>	November
<p>Open Space Preservation Plan: Including a conceptual residential development layout and graphics for TDR and cluster developments.</p>	December
<p>General Updates: Update all formatting, data, and maps, Subarea Plans, policies, and include an implementation matrix.</p> <p>Whitmore Lake Downtown Strategic Action Plan and Design Framework: Incorporate into Master Plan.</p>	January
<p>Adoption: Parallel to Zoning Ordinance</p>	February - March



HELP US PLAN NORTHFIELD TOWNSHIP

PUBLIC OPEN HOUSE

WEDNESDAY
OCTOBER 17
7:00-8:30 PM

Northfield Township Office
8350 Main Street, #A
Whitmore Lake, MI

You are invited to participate in an upcoming event to discuss future development in Northfield Township. The Township is hosting an open house at the Township Offices during the regular Planning Commission Meeting on October 17. Your input is vital.

ADDITIONAL INFO:

- Please contribute to the future development vision for Northfield Township over the next 10 to 20 years.
- The Master Plan is a living document that is updated every five years.
- The Master Plan is the primary guiding document that informs zoning decisions.
- The Master Plan guides the decision-making process for future agricultural preservation, commercial uses, industrial development, transportation connections and many other important local efforts.
- A successful Master Plan will help implement the preferred vision of Northfield residents and stakeholders. Please come share your opinions and great ideas for the future of the Township!

For more information, contact Mary Bird (Building / Planning / Zoning Coordinator) at birdm@northfieldmi.gov

**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
September 19, 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 Paul Lippens, McKenna Associates
Township Engineer Ronald Cavallero, Jr.
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- ▶ **Motion:** Roman moved, Chick supported, that the agenda be adopted as presented.
Motion carried 7—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

- 8A. Case JPC180003; People's Express, 175 Barker Road; Request for Conditional Use under Section 36-838, minor repair of fleet vehicles. zoned GC-General Commercial; Parcel 02-06-400-001**

- ▶ **Motion:** Iaquinto moved, Roman supported, to open the public hearing.
Motion carried 7—0 on a roll call vote.

Doug Anderson, Director of People's Express, said the business is currently operating at 10 Jennings Road. He said they are a non-profit, 501(c)3 transportation operation funded mainly by grants to provide rides mostly to senior citizens using a fleet of 20 vehicles. He noted the organization started out as part of Northfield Human Services, but at MDOT's request broke off to provide transportation to a larger area, and they now work with various entities including Salem Township and the Ann Arbor Area Transportation Authority.

Township Planner Paul Lippens said the Township has been working with People's Express to find a new location in Northfield Township suitable for their operation. He said this use most closely aligns with the Equipment Service definition in that all of the fleet will be providing services off-site, but will be parked on-site when not in use. He said there is a barn where minor repairs will be done, but major repairs will be done off-site. He said no structural changes to the barn will be needed for this use.

He noted some site paving, landscaping improvements, and some fencing to protect the site are included in the proposal. He added that the People's Express desires in the future to provide indoor parking for the fleet, but that would require significant funding and is not included in this proposal.

He said the proposal is consistent with conditional use requirements and will be an improvement to the area, so he is recommending approval. He said he is also recommending approval subject to the conditions in his report and in the engineering report.

Roman called for public comments; no public were present.

- ▶ **Motion:** Iaquinto moved, Roman supported, to close the public hearing.
Motion carried 7—0 on a roll call vote.

9. REPORTS

9A. Board of Trustees

Chick reported that on September 11th the Board held a joint meeting with the Parks and Recreation Board, discussed the use of several recreation-related properties, including North Village. The Township Board approved requests for funding by the Parks and Recreation and Land Preservation Committees. The amendment to the dog leash ordinance was approved as recommended by the Planning Commission.

9B. ZBA

Did not meet.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Lippens reported that the vote on the Spiritus Sanctus request at the September 5th Planning Commission meeting was valid; he confirmed that a majority vote of Commissioners present is all that is required as long as a quorum is present.

Regarding the public workshop discussed at the last meeting to get input on updating the Master Plan, and this will be planned for the October 17th Commission meeting.

9E. Parks and Recreation

Iaquinto reported that at the joint meeting with the Township Board the Board approved the Parks and Recreation budget request and asked Parks and Recreation to prepare a plan to make the North Village more user friendly to residents.

9F. Downtown Planning Group

Infante reported that at the Group's August 27th meeting they discussed how to integrate local farms and the slow food movement into the downtown area, continued discussions about having 75 Barker Road evaluated for possible future use, and agreed the proposed Wastewater Treatment Plant equalization basin needs to be a priority.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11A. Case JPC180003; People's Express, 175 Barker Road; Request for Conditional Use under Section 36-838, minor repair of fleet vehicles. zoned GC-General Commercial; Parcel 02-06-400-001

Lippens reviewed the conditional use standards and Minor Repair regulations and said he found the site plan as proposed is consistent with all conditional use requirements. He noted there are some minor conditions for the site plan approval as well as requirements for approval from the County.

- **Motion:** Iaquinto moved, Roman supported, to recommend approval to the Township Board of the request in Case PC180003 by People's Express for Conditional Use under Section 36-838, Minor Repair of Fleet Vehicles.

Motion carried 7—0 on a roll call vote.

11B. Case JPC180003; People's Express, 175 Barker Road; Request for Site Plan approval to store and maintain a fleet of 27 vehicles. zoned GC-General Commercial; Parcel 02-06-400-001

Township planning consultant Lippens reviewed his report of August 22, 2018, and noted the parking calculation was complicated because both the service vehicles and driver vehicles will be parked on the site. He recommended approval with THE four conditions listed in his report, and referred to engineering requirements from OHM.

Lippens noted that the Fire Marshal's comments regarding sprinkler requirements was in reference to the future proposed building for indoor parking of vehicles, but there are no concerns about the current proposal.

Township engineer Cavallero referred to his September 10, 2018, report and reviewed issues concerning utilities, paving/grading, drainage, and approvals from other agencies.

In answer to questions from Commissioners, Director Doug Anderson said the barn will be used for very minor maintenance such as changing windshield wipers, but they do not employ mechanics, so the space will be used mainly for drivers to complete paperwork.

In answer to a question from Dwyer, Lippens said the future proposed buildings appears preliminarily to be feasible on this site and would be an improvement for the site.

In answer to a question from Cousino, Anderson said the purchase of this property by People's Express will remove the property from the property tax rolls.

Cousino asked how follow-up on conditions placed on approvals by the Planning Commission are handled by staff and consultants. Lippens said if there are any substantial issues that cannot be met administratively, including approvals by other agencies, the proposal would be brought back to the Planning Commission. Cousino said he appreciates processes being streamlined for developers, but the Commission needs to know that conditions are followed up on. Lippens said it is his intent that the Commission approve proposals with the conditions listed by him, the engineer, and any others that are applicable. Lippens

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Public Safety Building; 8350 Main Street
September 19, 2018**

and Cavallero said they do not approve projects for construction without conditions being met.

Iaquinto said it is his understanding that the ordinance requires the parking area to be paved, but that requirement can be waived by the Commission. Anderson said it is their intent to eventually pave the parking area, but that can only be done with federal grant funding which is not available right now. He said they have the money to do the other improvements (lighting, fencing, etc.).

Iaquinto said many issues have been identified for which the resolution is ambiguous, and it would not be doing the applicant justice to approve the site plan without clarifying them. Lippens said the plans were reviewed with the parking area paved and striped as shown, and if the Commission approves the plan as shown that is what will be required. Anderson said the parking is asphalt millings now, and he intends to seal and stripe it, but they cannot afford to repave it now.

Lippens said the issue seems to be the quality of the existing pavement, but it is his understanding that the plan proposes to improve what is there. He said if the Commission wishes to approve something other than what is currently shown on the plan the request would have to return to the Commission for approval.

It was noted that the site surface is currently millings, which is difficult to seal and stripe. Commissioners discussed options for proceeding, noting that they support this use of the site, but need to have the proposal properly reflected on the site plan. Lippens and Iaquinto noted no additional public hearing—which was required only for the conditional use—would be required if action on the site plan were to be delayed.

- ▶ **Motion:** Roman moved, Chick supported, to table Case JPC180003 to the next available meeting which is convenient for both the planning consultant and the applicant, and to have the items discussed addressed before then.
Motion carried 7—0 on a roll call vote.

12. MINUTES

- ▶ **Motion:** Roman moved, Iaquinto supported, that the minutes of the September 5, 2018, regular meeting be approved as presented, and to dispense with the reading.
Motion carried 7—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

None present.

14. COMMENTS FROM THE COMMISSIONERS

Zarzecki suggested that quarterly reports from McKenna include lists of approved and pending projects which have been before the Planning Commission.

Chick invited all interested to attend the next Township Board meeting on September 26th at which there will be an open forum and presentations on the North Village area and the wastewater treatment plant equalization basin.

15. ANNOUNCEMENT OF NEXT MEETING

October 3, 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:** Roman moved, Iaquinto supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting was adjourned at 8:05 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 _____, 2018.

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/>