

**NORTHFIELD TOWNSHIP PLANNING COMMISSION  
NOTICE OF REGULAR MEETING  
February 19, 2014 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**
- 7. REPORTS**
  - A. Board of Trustees Report**
  - B. ZBA**
  - C. Staff Report**
  - D. Planning Consultant Report**
- 8. PUBLIC HEARINGS**
  - A. JPC140001** – Li'l Red Properties, LLC, 341 Evergreen Place, Ann Arbor, MI 48104, represented by John Walters, is requesting a rezoning of parcel number B-02-36-200-008 from RC – Recreation Conservation to AR – Agriculture District. The parcel is owned by Daniel and Mary Ann Kantrow, 5557 North Territorial Road, Ann Arbor, MI 48105 and is located on the north side of Pontiac Trail between Earhart and Dixboro Roads.
- 9. NEW BUSINESS**
  - A. JPC140001** – Postpone, deny, or recommend approval to the Board of Trustees the request of Li'l Red Properties, LLC, 341 Evergreen Place, Ann Arbor, MI 48104, represented by John Walters, to rezone parcel number B-02-36-200-008 from RC – Recreation Conservation to AR – Agriculture District.
  - B. Review of Article 11.0 – Recreation Conservation (RC)**
  - C. Review of Article 26.0 – Mobile Home Park (MHP)**
  - D. Annual Report of the Planning Commission**
- 10. OLD BUSINESS**
  - A. Revision of Article 67.10 – Violations and Penalties**
- 11. MINUTES: February 5, 2014 Regular Meeting**
- 12. POLICY REVIEW AND DISCUSSION**
- 13. COMMENTS FROM THE COMMISSIONERS**
- 14. CALL TO THE PUBLIC**
- 15. ANNOUNCEMENT: Next Regular Meeting – March 19, 2014**
- 16. 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.

Date: January 29, 2014

## Land Use and Zoning Analysis For Northfield Township, Michigan

**Applicant:** Lil Red Properties, LLC

**Project Name:** Kantrow Rezoning

**Location:** Pontiac Trail  
B-02-36-200-008

**Zoning:** RC, Recreation Conservation

**Action Requested:** Rezoning to AR, Agriculture

**Required Information:** Provided

### SITE DESCRIPTION

The applicant proposes to rezone the subject property, which is approximately 7.85 acres in size. Currently, the property vacant/undeveloped is zoned RC, Recreation Conservation.

The applicant is seeking rezoning of the subject parcel to AR, Agriculture in order to construct a new single-family dwelling with detached garage. While single-family homes are a special land use in the RC district, the property does not contain the minimum 10 acres required to build a structure (Section 11.03).



### NEIGHBORING ZONING AND LAND USE

- North:** Zoning of the land north of the subject property is RC, Recreation Conservation and is undeveloped woodlands. This property is in common ownership with agriculturally zoned property further to the north.
- South:** South of the subject parcel, across Pontiac Trail the properties are zoned AR, Agriculture and are undeveloped woodlands and active farmland.
- East:** East of the subject parcel is Park Northfield, a Washtenaw County Park that is zoned RC, Recreation Conservation.
- West:** Immediately west of the subject parcels is German Park, which is also zoned RC, Recreation Conservation.

**MASTER PLAN**

The newly adopted Northfield Township Master Plan identifies the subject parcels and the surrounding area as RC, Recreation Conservation. The intent of the RC future land use classification is to *provide areas for an open space system that preserves and enhances significant natural features including floodplains, woodlands, and wetland areas as well as providing recreational opportunities for Township residents. It is not the intention to prohibit development within areas identified as Recreation/Conservation, but rather to raise the awareness of significant natural features that should be considered in any development proposal.* The Master Plan further provides that the RC future land use classification’s must compatible uses include: public or private conservation areas; active and passive recreation facilities; and low density single-family residential land use.

Neighboring zoning, land use, and current master plan designation is summarized in the following chart:

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	RC, Recreation Conservation	AR, Agriculture	RC, Recreation Conservation	RC, Recreation Conservation
<b>Land Use</b>	Woodland	Farmland / Woodland	Washtenaw County Park	German Park
<b>Master Plan</b>	Recreation Conservation	Agricultural	Recreation Conservation	Recreation Conservation

**Items to be Addressed: None.**

**NATURAL RESOURCES**

The site is currently undeveloped and contains significant woodlands. The applicant has provided past wetlands studies undertaken on the site by MDEQ. Four (4) non-regulated wetlands are found on-site. Based upon the site plan provided by the applicant, we don’t believe the wetlands will be impacted by the location of the proposed dwelling and detached garage.

**Items to be Addressed: None.**

**DEVELOPMENT POTENTIAL**

As currently zoned, the subject property is unbuildable due to the 10 acre minimum lot area requirement for the construction of any building or structure on a Recreation Conservation zoned lot. By rezoning the property as requested, the applicant will be able to construct a

single home with accessory structures. As the minimum lot area in the AR, Agriculture district is five (5) acres, this parcel cannot be split in the future.

**Items to be Addressed:** None.

## **TRAFFIC IMPACT AND SITE ACCESS**

Traffic impact and site access will not dramatically change as a result of the proposed rezoning. The applicant is proposing a single access drive off Pontiac Trail. As this is a single-family structure, potential traffic conflicts are minimized. A driveway permit from the Washtenaw County Road Commission will be required for the location of a new home.

**Items to be Addressed:** None.

## **ESSENTIAL FACILITIES AND SERVICES**

No essential facilities and services are available at this location. A well and septic facilities will need to be constructed to service the proposed home, and will be reviewed by the Washtenaw County Health Department.

**Items to be addressed:** None.

## **FINDINGS OF FACT**

Section 68.05 outlines the findings of fact required in reviewing any petition for a zoning amendment. The Planning Commission shall identify and evaluate all factors relevant to the petition and report their findings in full and with their recommendation for action on the petition to the Township Board. The factors to be considered shall include, but not be limited to:

1. Whether or not the requested zoning change is justified by a change in conditions since the original Ordinance was adopted, or by error in the original Ordinance.

*The requested change is justified by the size of the lot, which would require both special land use approval and lot area variance to construct the single-family dwelling under the current RC zoning category. Further, the RC future land use category explicitly demonstrates that low density single family uses are allowed, and development should not be prohibited, just that significant natural features should be maintained.*

2. The precedents and the possible effects of such precedents, which might result from approval or denial of the petition.

*The proposed rezoning does not exactly follow the future land use map; however, the intention of the Master Plan to allow for low density single-family development in this*

*area is preserved. As mentioned previously, without rezoning the property to AR, the applicant would be allowed to construct a single-family home as a special land use under the current RC zoning classification. However, the minimum 10 acre lot area for new construction would not be met (7.85 acre property), which would require a variance.*

3. The capacity of Northfield Township or any other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved.

*The subject site is vacant and not currently serviced by essential facilities. The site will have to accommodate a well and septic facilities for the proposed home. No government services will be impacted by the construction of a single dwelling unit at this location.*

4. Effect of approval of the petition on the condition and/or value of property in Northfield Township or in adjacent municipalities.

*Approval of the proposed rezoning will allow construction of a single-family dwelling on the property which will benefit the condition and/or value of property in Northfield Township. The applicant should be aware that German Park (adjacent property to the west) has various festival-type outdoor activities, such as music, dancing, food and drink, throughout the summer months. Advertised activities are open to the public, and they also rent out the park for private events.*

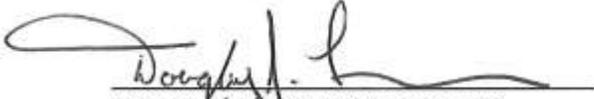
5. Relation of the petition to the adopted Master Plan of Northfield Township, and other governmental units where applicable.

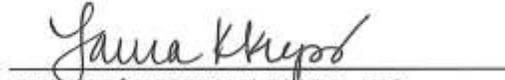
*The proposed rezoning is not specifically in accordance with the Northfield Township Master Plan; however, the use of the property as a single-family dwelling is in conformance with the intent of the Recreation Conservation future land use classification, which does not prohibit development, and lists low density single-family land use as a "most compatible use" in the RC district.*

**RECOMMENDATIONS**

Based upon the information provided, we find the proposed rezoning of the subject parcels from RC, Recreation Conservation to AR, Agriculture in accordance with the Northfield Township Master Plan and recommend approval as submitted.

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CARLISLE/WORTMAN ASSOC., INC.  
Douglas J. Lewan, PCP, AICP  
Principal

  
CARLISLE/WORTMAN ASSOC., INC.  
Laura K. Kreps, AICP

#271-1406

cc: Lil Red Properties, LLC, 341 Evergreen Pl., Ann Arbor, MI 48104  
Daniel & Mary Ann Kantrow, 557 N. Territorial, Ann Arbor, MI 48105



CARLISLE

WORTMAN  
associates, inc.

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

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

**MEMORANDUM**

**TO:** Northfield Township Planning Commission

**FROM:** Douglas J. Lewan, Community Planner

**DATE:** February 14, 2014

**RE:** Ordinance Changes

Please find attached to this memorandum proposed changes to the RC – Recreation Conservation District. In this amendment I’ve revised the purpose to be a little more compact and understandable. We also changed the provisions regarding farming to conform with what we’ve done in the previous changes to the ordinance as well as the family day care language that we’ve also recently added to other sections.

We began to review the zoning standards for the MHP – Mobile Home Park District, but believe this is potentially a larger job than just a minor amendment. The development of Mobile Home Parks is one of those land uses that has certain exemption from local zoning regulations. The review between State Law and our zoning regulations should be ready for our next meeting and I will provide any changes that I think are necessary at that time.

Should there be any questions, please give me a call prior to our meeting Wednesday evening.

**ARTICLE 11.0**  
**RC - RECREATION CONSERVATION DISTRICT**

**Section 11.01 Purpose**

~~The value to the public of certain open areas of the Township is represented in their natural, undeveloped or unbuilt condition. It is recognized by this Ordinance that the principal use of certain open areas is and ought to be the development, management and utilization of the natural resource base possessed by these areas. In order that this value be maintained and this use encouraged, this Ordinance has established, based upon a well considered plan, a zoning district designed to regulate the location of buildings and structures and the use of parcels and lots, in order to protect and enhance the natural resources, natural amenities, natural habitats of wildlife, watershed and reservoir areas, agricultural capabilities, public recreation areas, and the public health, safety and welfare by reducing the hardship and financial burdens imposed upon the Township by the wanton destruction of resource, the improper and wasteful use of open land, wooded areas and the periodic flooding and overflow of creeks and streams. It is further the intent of this district to permit compatible uses, buildings, and structures only at a low density as an added guarantee of compatibility.~~

It is recognized that the township has an abundance of significant natural resources and features. The RC Resource Conservation District is intended to provide for those uses of land that are compatible with the need to: protect and enhance vital township natural resources and amenities; fish and wildlife habitat; woodlands; wetlands and water resources; and encourage agricultural and other resource-based production.

**Section 11.02 Permitted Uses**

The following buildings and structures, and uses of parcels, lots, buildings, and structures are permitted in this district:

- A. Public or private forest preserve, game refuge, park, or similar recreation areas of low density and which utilize the natural features of the land.
- B. Public and private conservation area and structure for the development, protection and conservation of open space, watersheds, water, soil, forest, and wildlife resources.
- C. ~~A lot may be used for general and specialized farming and agricultural activities including the raising or growing of crops, livestock, poultry and other farm~~

~~animals, products and foodstuffs, and provided that any lot that is kept as idle cropland shall be so treated as to prevent soil erosion by wind or water and so treated as to prevent excessive growth of obnoxious weeds and shrubs, and provided that any lot kept as non-cropland shall be so treated as to prevent soil erosion by wind or water.~~

Farms and Farming Operations, including a riding academy or stable.

D. A parcel may be used for the maintenance of animals, not as part of a farm or farm operation and not for the purpose of commercial production of farm products, but incidental to the use of a parcel principally for single-family residential purposes, and further subject to the following standards:

1. The following standards establish the number of non-farm animals permitted.

One (1) horse (equine) or cow (bovine), or three (3) pigs or hogs (swine), or six (6) sheep or goats (ovine) or similar animal shall be permitted for each one (1) acre.

Poultry, rabbits, and similar animals may be kept in addition to the animals noted above. All setback, fencing, and maintenance standards found below apply.

2. There shall be adequate fencing, or other restraining device, for the purpose of maintaining animals. Fencing for animal pens, including chicken coops, shall meet the required setbacks of this district.

3. Structures housing animals shall meet all required setbacks of this district.

4. The refuse and wastes resulting from the maintenance of animals shall be controlled upon the premises, and shall be cared for or disposed of within a reasonable time so as to minimize hazards of health and offensive effects upon neighboring people and uses.

5. All feed and other substances and materials on the premises for the maintenance of animals shall be stored so as to not attract rats, mice, or other vermin.

E. Pick your own agricultural products including berries and similar products.

F. Farm Market / Roadside Stand

- ~~D~~G. The raising or growing of plants, trees, shrubs, and nursery stock.
- ~~E~~H. The growing, stripping and removal therefrom of sod provided that said lot or portion thereof shall be reseeded after stripping by fall of the year in which it was stripped as to reduce the actual or potential erosion of soil by water or wind.
- ~~F~~I. A sign, only in accordance with the regulations specified in Article 62.0
- ~~G~~J. Distribution lines and structures, not including buildings, of essential services, when located within an existing public or utility right-of-way, and repeater buildings of a telephone utility company when location is approved by the Township Planning Commission.
- ~~H~~K. Home Occupation.

### **Section 11.03      Conditional Uses**

The following buildings and structures, and uses of parcels, lots, buildings and structures are permitted in this district subject to obtaining a conditional use permit as provided in Article 63.0.

- A. Single-family dwelling.
- B. ~~Public and private camping ground.~~  
Family Day Care homes.
- C. Adult foster care homes, foster family homes, and foster family group homes.
- ~~D~~. Public and private camping ground.
- ~~E~~E. Club, golf course and country club house, swimming pool, golf driving range, and sale of food, beverages, and recreation equipment which is incidental to a permitted principal recreation use.
- ~~F~~F. Marinas, boat launching facilities, and related sales and services, and similar water-related uses and structures; public beaches, swimming pools, and bathhouses for gain.
- ~~E~~G. Public utility structures.

- ~~F~~H. Transmission lines and structures, not including buildings, of essential services, where located in rights-of-way not a part of public or utility rights-of-way existing at the time of adoption of this Ordinance.
- ~~G~~I. Essential services, except as provided for elsewhere in this district, provided that no storage of materials, equipment, vehicles, or supplies shall be located on the premises; that no personnel shall be quartered or employed on the premises; and that the structure(s) shall be designed, erected, and landscaped in such manner as to conform to the character of the surrounding area and this district.
- ~~H~~J. All buildings and structures accessory and incidental to permitted uses in this district.
- ~~I~~K. Radio and television broadcasting and receiving antennae and related buildings and structures.
- ~~J~~L. Bed and breakfast operations.
- ~~K~~M. Commercial communications apparatus, if located on existing commercial communications or electrical towers, or other existing appropriate structure, and subject to the provisions of Section 60.23 herein, in addition to the requirements of Article 63 (“Conditional Uses”) herein.
- ~~L~~N. Agricultural Commercial/Tourism Business, subject to the provisions of Section 60.33.
- ~~M~~O. Daycare and group daycare homes, subject to the provisions of Section \_\_\_\_\_.

#### **Section 11.04      Regulations and Standards**

The following regulations shall apply in all RC - Recreation Conservation Districts.

- A. Lot Area - No building or structure shall be established on any lot less than ten (10) acres in area.
- B. Lot Width - The minimum lot width shall be three hundred (300) feet.
- C. Lot Coverage - The maximum lot coverage shall not exceed ten (10%) percent.

~~D. Floor Area Ratio - The maximum floor area shall not exceed ten (10%) percent of the lot area.~~

~~E.D.~~ Yard and Setback Requirements.

1. Front yard - not less than sixty (60) feet from the right-of-way line.
2. Side yards - least width of either yard shall not be less than thirty (30) feet; except in the case of a corner lot where the side yard on the road or street side shall not be less than sixty (60) feet.
3. Rear yard - not less than fifty (50) feet.
4. The above requirements shall apply to every lot, building, or structure.

~~F.E.~~ Height - Except as otherwise provided in Article 10, the following height requirements shall apply to this district.

1. For all Buildings and Structures - No building or structure shall exceed three (3) stories or forty (40) feet.

~~G.F.~~ Required Off-Street Parking - As required in Article 61.0.

~~H.G.~~ Performance Standards - As required in Article 60.0.

~~I.H.~~ Preservation Of Environmental Quality - Specified in Article 60.0, Section 60.07.

## NORTHFIELD TOWNSHIP PLANNING COMMISSION

8350 Main Street, Whitmore Lake, MI 48189

To: Northfield Township Board of Trustees

Re: Annual Report to the Board

Date: February 12, 2014

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**2013 Quick Facts:** The Planning Commission held fifteen meetings. We heard from four applicants and revised seven sections of the zoning ordinance. The Capital Improvement Plan was completed and we began to discuss the future of the US 23 – North Territorial Interchange.

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Early in the year, the Planning Commission **completed the Capital Improvement Plan** with the obvious assistance of the department heads. We are very thankful for the time and consideration they put into this important document. The Capital Improvement Plan, required by Michigan law, is a five-year projection of the capital needs of the Township and is helpful for the budgeting considerations of the Township Board. It will be revised in the current year to reflect any changes in capital needs.

We have also begun to methodically review the zoning ordinance for consistency and to ensure it is fair and customer-friendly and that it represents the legitimate needs of zoning in our community. To that end, we **revised the agricultural and low density residential zoning districts** to clarify some of the permitted and conditional uses and to ensure that they are friendly to farm-type activities as our residents expected when the Master Plan was adopted. This methodical review continues in 2014.

The **sign ordinance** received major revisions adding the possibility of electronic message signs and digital billboards, both with an appropriate level of township control. It is hoped that over time this ordinance will encourage current owners of non-conforming signs to convert to a more attractive display to improve the overall visual experience for both residents of and visitors to the Township.

We have **revised the Repairs and Maintenance section** to ensure that residents who live in non-conforming homes would be able to rebuild them if disaster strikes. Another revision allows the **placement of accessory structures** anywhere except in the required setback areas in agricultural and low density residential zoning.

At the initiative of Township Manager Howard Fink, we developed a **food cart ordinance**. This small but forward-thinking addition to the zoning ordinance signals the desire of the Township to invite these innovative entrepreneurs into our midst to improve the downtown experience, thereby creating a draw that would potentially benefit the brick and mortar establishments.

The Planning Commission continues to work on setting the stage to take advantage of an improved economic climate and the return of development activity. In October, we began discussing **options for the US 23 – North Territorial Interchange**, a very important gateway to the Township. We hope to accomplish a “jobs node” with a compact mix of essential services, businesses, and housing to both serve the needs of Northfield Township residents and create a more prosperous tax base. As a result, we have been working on a **revision of the Master Plan**, the extensive planning document that was adopted in June 2012 and guides the Township’s future growth.

Finally, I would like to acknowledge with gratitude my fellow planning commissioners who give many hours in thoughtful consideration of the projects of the applicants and the needs of the Township. Thank you for your role in appointing them. Their willingness to offer their skills to this position enriches the value of what we do. As a group, we now have the skills of an investment advisor, a builder, an office administrator, a small business owner, a general contractor, a school board member, and a small organic farmer. We represent the needs of small and large businesses, schools, families, neighborhoods, the downtown, and the rural areas.

If you see an area where the planning commission might act, please feel welcome to bring it to our attention. Thank you.

### **The 2014 Planning Commission**

Marlene Chockley, Chair

Janet Chick, Vice-chair and Board of Trustees Representative

Ken Dignan III, Secretary and Zoning Board of Appeals Representative

Ken Cousino, Member

Andrea Darden, Member

Sam Iaquinto, Member

Larry Roman, Member

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting February 5, 2014

## 1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley 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
Marlene Chockley	Present
Brad Cousino	Present
Andrea Darden	Present
Kenneth Dignan	Present
Sam Iaquinto	Absent with notice
Larry Roman	Absent with notice

Also present:

Planning Consultant Douglas Lewan,  
Carlisle/Wortman Associates  
Recording Secretary Lisa Lemble  
Members of the Community

## 4. APPROVAL OF AGENDA

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

## 5. FIRST CALL TO THE PUBLIC

No comments.

## 6. CORRESPONDENCE

None.

## 7. REPORTS

### 7A. Board of Trustees

Chick reported that at the Board's January workshop session they:

- Performed a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis regarding contributing to the parks and recreation plan.
- Discussed creating special assessment districts for road improvements within subdivisions.

She also noted that the Board did not have time to address the subject of returning authority for approval of Conditional Use Permits to the Planning

Commission, although some members of the public made comments on the subject.

### 7B. ZBA

No meeting has been held since the last Planning Commission meeting.

### 7C. Staff Report

Nothing to report.

### 7D. Planning Consultant

Nothing to report.

## 8. PUBLIC HEARINGS

None.

## 9. OLD BUSINESS

### A. Master Plan Revision in the US 23/North Territorial Interchange Area.

Lewan referred to the final draft of the Master Plan revision attached to his memo of January 27<sup>th</sup> to the Township Board. He explained that the Board must approve distribution to neighboring communities which would then have 42 days to comment, and after that a public hearing would be held. He said at that point the Commission could recommend adoption and send it to the Township Board for final approval.

He said the public hearing could possibly be held in March or April. He noted that the map in the current draft has been improved and updated to provide a clearer picture of what is being proposed and is what the current situation is in the US-23/North Territorial area. He noted that a list of possible uses in the various zoning districts in the area was also included. He pointed out that while a multiple-family residential district (MR) is included, it is the intention that this kind of development not occur as standalone projects. Finally, he said a list of all property owners in and around the area was included with the locations of each property noted on an accompanying map.

Lewan said it would be possible to exclude certain allowed uses as part of this master plan revision at this point if desired. Chockley noted that the Planning Commission does not have discretion over uses listed as permitted in any zoning district.

Dignan said he would prefer to see used car sales in the General Commercial (GC) district permitted in conjunction with a new car dealership, and requiring a

conditional use permit (CUP) for standalone used car sales. He said new car franchisees must meet aesthetic standards to keep their franchise license, but there are no such requirements for independent used car dealers. Lewan said that division is not unusual in zoning ordinances, but that change would require a separate amendment to the GC section of the zoning ordinance.

In response to a question from Chockley, Lewan said although Commercial Communications Apparatus is listed as a conditional use in the LC district, any cell phone provider would have to provide evidence of the need for a tower at a specific location and meet the requirements of the zoning ordinance for cell towers.

Chockley said it seems unlikely that a single-family home would be appropriate or affordable in the MR-Multiple Family Residential District. Lewan said zoning ordinances typically allow single-family and duplex dwellings in multiple-family districts. Fink said while that is true, there is a movement in the field of planning away from Euclidian-based downward zoning (e.g. everything in the "lower" districts is allowed in the more intensive district). Lewan said it would be appropriate in the Master Plan to specifically prohibit single-family and duplex development in the MR District. Chockley noted that what is desired in mixed use areas is residential along with the uses that would support it.

Fink said in looking at the proposed map again, he is reconsidering his comments about residential development. He said he could see that—partly because of the lack of sewer service—low-density residential could be appropriate west of US-23 and also potentially south of the commercial area along North Territorial.

Dignan said he is concerned about mini-storage being allowed as a conditional use in this area. Darden said she does not like sexually-oriented businesses being allowed in this area. Lewan said legally those types of businesses must be allowed somewhere or it would be considered an example of exclusionary zoning. Darden said the main concerns of Commissioners are about conditional uses, and she questioned how much discretion the Commission has to deny such requests. Lewan briefly reviewed the standards listed in the zoning ordinance which CUPs must meet and said requests can be denied if they do not meet those standards.

Dignan questioned whether it might make sense for the Planning Commission to initiate rezoning in areas where the zoning is quite jumbled. Lewan noted that this issue was raised in the master plan concerning the downtown area, and the suggestion was made to develop a mixed-use zoning for that area. He said he could prepare language to do just that for the US-23/Territorial area, e.g. creating some kind of "North Territorial Mixed Use" district if the Commission wants him to. Chockley recalled that when new zoning districts were developed for use in the downtown area

every property owner was notified and a public hearing was held, and there was very little concern expressed.

There was discussion about whether changes in the Master Plan would affect property taxes and whether a developer could rely on a Master Plan designation when proposing uses for a property. Fink said Northfield Township has the unusual situation of having a master plan that is more progressive than its zoning. Lewan said communities often do not follow their master plan, but he agreed a developer should be able to rely on it.

- **Motion:** Dignan moved, Chick supported that the Planning Commission advance the master plan amendment to the Township Board after changes are made by Lewan as discussed, with a recommendation for distribution for comment.  
**Motion carried 5—0 on a roll call vote.**

#### **B. Planning Commission By-law Revision.**

Commissioners reviewed the draft dated January 29<sup>th</sup> and made comments including:

- Lewan said Section 4.5, which requires review by the Planning Commission of all public works projects, is something the Commission does not do. Dignan said it seems that review of things such as sewer expansion would be appropriate for the Commission to review to comment on compatibility with the Master Plan. Fink agreed that while the Township Board makes the final decision about such things, it could be useful for the Board to have that type of input, especially since preventing leapfrogging of development is a crucial element in planning. It was agreed to alter the language to indicate that the Commission's role is to make a recommendation to the Board. Fink said the language should also indicate that only projects of a significant size are intended to be covered by this section.
- Regarding Section 4.6, Review of Public Directives, Chockley noted that in order for the Commission to make recommendations to the Board it would have to be notified of these types of projects and that does not always happen now.
- Regarding preparation of an annual Commission budget, it was noted that the Township budget includes funds for planning and for the Commission and Zoning Board of Appeals (ZBA), but it would be appropriate for the Commission to make a recommendation to the Board if it feels funds for specific functions are necessary to provide for good planning for the Township.
- Dignan questioned whether the Commission Secretary actually signs approved site plans. Lewan said that is done once finalized plans meeting all conditions are submitted.

Chick noted that it is almost time for the Commission to prepare the annual update to the Capital Improvement Plan (CIP) referred to in Section 4.7.

Chockley said she will make the changes discussed and noted that a public hearing is requested prior to adopting revised by-laws.

- ▶ **Motion:** Darden moved, Chick supported that the revised Planning Commission By-Laws be scheduled for public hearing.  
**Motion carried 5—0 on a voice vote.**

## 10. NEW BUSINESS

### 10A. Review of Zoning District Language for Single Family Residential 1 (SR-1), Single Family Residential 2 (SR-2), and Multi-Family Residential (MR).

Lewan noted that various types of day care, foster care, and group care must be included in various zoning districts as defined in State law as either permitted or conditional uses. He reviewed the definitions of each of these.

Chockley questioned the need to control the size of a house on any given lot with floor area ratio (FAR) and lot coverage regulations in the SR-1 Single-Family Residential District. Dignan said having FAR restrictions makes no sense given that there are height restrictions in these districts. Chockley recalled that it was eliminated in the AG district because it made no sense there.

Lewan said the point of lot coverage is to prevent lots from being overbuilt and to allow for sufficient light, air, distance between structures. He said how much open area is required is up to the Township, and getting rid of the lot coverage requirement could lead to significantly disparate massing of buildings—a small house sandwiched in between two very large ones—which would not be desirable. He said he could prepare information to show what might result without a lot coverage requirement.

Regarding the Purpose section of the SR-2 Single-Family Residential District, Lewan suggested removing the language referring the historical platting of lots in the district. Chockley said she would like to eliminate the FAR regulation in the SR-2 and MR-Multiple Family Residential districts, too.

There was discussion about the requirements in Section 25.04A for minimum square footage per bedroom in any development. Cousino said this might be a good place to use lot coverage and FAR regulations to get the desired result. He suggested something that is less cumbersome and less restrictive. Lewan said this is relatively standard language in zoning ordinances, but he will research options.

Lewan noted that section 60.34 Day Care Facilities must be added to meet State law requiring these facilities. Chockley questioned the minimum site area of 1,500 sq. ft. for each adult in such a facility. Lewan said he believes that is part of the State standards, but he will check on it.

Chockley said this should be ready for public hearing with the changes discussed.

- ▶ **Motion:** Dignan moved, Darden supported, that a public hearing be scheduled for the revisions to Article 21, SR-1, Article 22, SR2, Article 25, MR, Sections 60.34 and 60.35, and the addition of definitions to Article 2.  
**Motion carried 5—0 on a voice vote.**

### 10B. Zoning Ordinance Revision to Eliminate the Sign Posting Requirement in the Conditional Use Permitting Process.

Lewan suggested that the sign posting requirement for Conditional Use requests be eliminated because it often unintentionally trips up applicants. He said if the Board or Commission is opposed to that, he would recommend that the posting of signs be required for all public hearings, not just some of them.

- ▶ **Motion:** Chick moved, Darden supported that the changes to Article 53.0 be approved as presented.  
**Motion carried 5—0 on a voice vote.**

Chockley said this will have to be scheduled for public hearing.

## 11. MINUTES

### January 15, 2014, Regular Meeting

Chockley made several non-substantive corrections.

- ▶ **Motion:** Dignan moved, Chick supported, that the minutes of the January 15, 2014, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**

## 12. POLICY REVIEW & DISCUSSION

**A. Civil Infractions Ordinance.** Lewan referred to a letter from Township attorney Brad Maynes recommending certain language changes for this ordinance. Fink said these changes will be made and the ordinance will be on the Commission's next agenda for review.

## 13. COMMENTS FROM THE COMMISSIONERS

**School Board.** Dignan reported the Whitmore Lake school board is in the process of establishing the position of liaison to the Township to improve communications.

**Planning Commission Experience/Expertise.**

Chockley said the diversity of experience represented on the Planning Commission—such as Cousino’s experience and viewpoint as a builder—is very valuable.

**Distribution of Documents to Commissioners.**

Chockley noted not every Commissioner has an updated version of the zoning ordinance. It was noted the electronic version is available on-line, and it might make more sense to provide it—and Commission packets—electronically to save money. Fink said the Commission can direct that to be done. He cautioned that whenever an ordinance is acted on each Commissioner should have a paper copy of the version being voted on.

Fink noted that the Township Board has discussed improving the public meeting room structure, and part of that could include some kind of electronic reader—tablet, laptop—where packet materials could be reviewed, or perhaps simply provision of a method for people to use their own tablets to access documents during meetings might be sufficient.

**Pond Hockey Tournament.** Chick invited everyone to the Pond Hockey Tournament downtown this weekend, and she noted the Township is also sponsoring a carriage rider from Noon to 3:00 P.M.

**14. SECOND CALL TO THE PUBLIC**

Dale Brewer, former Green Oak Township Supervisor, cautioned that if the Township decides to electronically distribute Board or Commission packets that they make sure everyone’s email box is large enough to receive them. He said the option for Board and Commission members to receive paper copies of all documents if they desire should also be insured.

He also noted that the Township’s website is not up-to-date with minutes, packets of materials being discussed, and updated ordinances and the master plan. He said it is important for the public to have access for these.

Regarding the Whitmore Lake sewer district, he said the one sewer tap per acre being planned is not sufficient for the zoning and uses proposed. He said it is imperative that planning for this be done quickly so it keeps pace with the development of the sewer district. He said the Master Plan is the first step in supporting development in this district, but other steps, including rezoning, will be needed.

Chick noted that the Township is in the process of developing a new website which will include all of the items Mr. Brewer mentioned. Fink said the Township has engaged MuniCode to make all of its ordinances searchable online.

**15. ANNOUNCEMENT OF NEXT MEETING**

**February 19, 2014**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location. Chockley noted a public hearing will be held that evening. She also noted that at least three Commissioners and will not be available for the March 5<sup>th</sup> meeting, so she will cancel that meeting.

**16. ADJOURNMENT**

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

The meeting was adjourned at 9:40 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 \_\_\_\_\_, 2014.

Marlene Chockley, Chair

Kenneth Dignan, Secretary

Official minutes of all meetings are available on the Township’s website at [http://twp-northfield.org/boards/planning\\_commission/Minutes](http://twp-northfield.org/boards/planning_commission/Minutes)