

**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
September 5, 2018**

1. CALL TO ORDER

The meeting was called to order by Zarzecki at 7:07 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	Present
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Absent with notice
Larry Roman	Absent with notice
John Zarzecki	Present

Also present:

Assessing & Building Assistant Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Assistant Planner Irvin Wyche, McKenna Associates
Ronald Cavallero, Jr., OHM, Township Engineer
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

- ▶ **Motion:** Iaquinto moved, Cousino supported, that the agenda be adopted as presented.
Motion carried 4—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

Zarzecki referred to the information about an *Intro to Planning & Zoning* Series Webcast trainings.

8. PUBLIC HEARINGS

- ▶ **Motion:** Iaquinto moved, Cousino supported, to open the public hearing.
Motion carried 4—0 on a voice vote.

- 8A. **Case JPC180004; Applicant: Smoky Acres; Location: 3500 Six Mile Road; Request for Conditional Use under Section 36-(1) for a 1,560 sq. ft. barn to provide end of living care for cats. Parcel 02-14-100-006; Zoned AR-Agricultural.**

Planning consultant Paul Lippens referred to his memo dated August 17th, noting that both indoor and outdoor spaces will be provided for the cats in care on a site that is large enough for the use. He recommended approval with minor site plan changes which he said could be handled through an administrative review and subject to the 200 foot front yard setback being met.

Chris Childs, Tri-County Builders, appeared representing Marcianne White and Jeff Korner. He said the proposed building location has been shifted to meet the 200 foot setback requirement. In answer to questions, Childs, Lippens, and White said:

- the facility will be open only to families of the cats; it will not be open to the public for drop-ins,
- letters were sent out to neighboring property owners about the proposal, and
- deceased cats will be cremated off-site.

Susan Bloom, 2301 Six Mile Road, said White and Horner are extremely responsible. Beverly Patterson, 3632 Six Mile Road, adjacent neighbors, spoke in favor of the proposal.

In answer to questions, Lippens said a conditional use permit is required because the use is considered to be comparable to a kennel.

- ▶ **Motion:** Zarzecki moved, Iaquinto supported, to close the public hearing.
Motion carried 4—0 on a voice vote.

- 8B. **Case JPC180007; Applicant: Spiritus Sanctus; Location: 4225 Joy Road Request for Conditional Use under Section 36-157(7) for a 2,622 sq. ft. office annex. Parcel 02-36-300-005; Zoned AR-Agricultural.**

- ▶ **Motion:** Iaquinto moved, Cousino supported, that the public hearing be opened.
Motion carried 4—0 on a roll call vote.

Lippens noted this is a proposal to remove an existing house and build an office building. He said the Fire Chief has approved the proposal, and the applicant is

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requesting that the Commission approve a gravel driveway on the site. He also noted the site is heavily wooded, so he is recommending that replacement not be required of trees removed for construction.

Lippens said positive findings were confirmed for all conditional use requirements and he is recommending approval.

Ken Cousino, Engineering Technologies, said this building will be used for the adjacent school and includes some classroom space. He noted the house on the site was removed because it could not meet State requirements for school building codes. He said they are requesting approval of a gravel driveway because there is limited traffic to the site and paving would create more impervious surface which would increase the flooding problem in the area during heavy rains.

He noted the required fire truck turnaround necessitated the removal of four trees, and the rest of the site is so heavily wooded there is no place to plant replacements.

- ▶ **Motion:** Zarzecki moved, Iaquinto supported, that the public hearing be closed.
Motion carried 4—0 on a roll call vote.

9. REPORTS

9A. Board of Trustees
No report.

9B. ZBA
Cousino reported in August variances were granted to allow an above-ground pool on Eric Court and to allow a six foot fence in the rear yard of a lot with a double street frontage.

9C. Staff Report
Nothing to report.

9D. Planning Consultant
Lippens reported he had sent a notice of the Township's "intent to plan" for the Master Plan revision. He proposed a public planning workshop to get input on topics including changes in land uses and zoning around US-23 interchanges, whether to expand industrial zoning to support job creation, zoning along Whitmore Lake Road, and preservation of agricultural land. It was agreed to hold this on Wednesday, October 17th starting at 6:00 P.M. prior to the Planning Commission meeting.

9E. Parks and Recreation
Iaquinto noted Parks and Recreation will have a joint meeting with the Township Board on September 11th.

9F. Downtown Planning Group
No report.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

10A. Case JPC180004; Applicant: Smoky Acres; Location: 3500 Six Mile Road; Request for Site Plan and Conditional Use under Section 36-(1) for a 1,560 sq. ft. barn to provide end of living care for cats. Parcel 02-14-100-006; zoned AR-Agricultural.

- ▶ **Motion:** Iaquinto moved, Cousino supported, to make a recommendation to the Township Board to approve the Conditional Use in Case JPC180004 by Smoky Acres as requested.
Motion carried 4—0 on a roll call vote.
- ▶ **Motion:** Iaquinto moved, Zarzecki supported, to approve the site plan in Case JPC180004, request of Smoky Acres, with the condition that the building meet the 200 foot required setback, and subject to the proposal meeting the conditions set forth by the Township planners and engineers in their letters dated August 21, 2018.
Motion carried 4—0 on a roll call vote.

11B. Case JPC180007; Applicant: Spiritus Sanctus; Location: 4225 Joy Road Request for Site Plan under Section 36-157(7) for a 2,622 sq. ft. office annex. Parcel 02-36-300-005; zoned AR-Agricultural.

Cousino said he would abstain from voting on this request due to a potential conflict of interest.

- ▶ **Motion:** Zarzecki moved to accept Cousino's recusal regarding Case JPC180007 due to his brother serving as the project engineer and the possibility that he himself may be the contractor for the project. **Motion carried 3—0—1 on a roll call vote, Cousino abstaining.**
- ▶ **Motion:** Iaquinto moved, Zarzecki supported, to approve the conditional use permit for Case JPC180007, Spiritus Sanctus Academy at 4225 Joy Road. **Motion carried 3—0—1 on a roll call vote, Cousino abstaining.**
- ▶ **Motion:** Zarzecki moved, Iaquinto supported, to approve the site plan for Case JPC180007, based on the recommendations of the planning consultants, McKenna, and conditional upon completion of all recommendations in McKenna's letter of July 27, 2018.

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There was a brief discussion about the zoning ordinance requirement that trees being removed be replaced. Lippens said this is not really possible because the site is fully wooded.

- ▶ **First amendment to motion:** Iaquinto moved, Zarzecki supported, to amend the motion to waive the requirements for (a) replacement elsewhere on the property of the seven trees being removed, and (b) an asphalt driveway.
- ▶ **Second amendment to motion:** Zarzecki moved, Iaquinto, supported, to amend the motion to require that approval be subject to all conditions listed in the OHM letter of July 25, 2018, being met and approved administratively.

First amendment to motion carried 3—0—1 on a voice vote, Cousino abstaining.

Second amendment to motion carried 3—0—1 on a voice vote, Cousino abstaining.

- ▶ **Amended motion:** Zarzecki moved, Iaquinto supported, to approve the site plan for Case JPC180007, based on the recommendations of the planning consultants, McKenna,
 - subject to upon completion of all recommendations in McKenna's letter of July 27, 2018,
 - subject to all conditions listed in the OHM letter of July 25, 2018, being met and approved administratively, and
 - waiving the requirements for (a) replacement elsewhere on the property of the seven trees being removed, and (b) an asphalt driveway.

Amended motion carried 3—0—1 on a voice vote, Cousino abstaining.

- ▶ **Motion:** Iaquinto moved, Zarzecki supported, that staff review the Planning Commission by-laws to determine whether three positive votes and one abstention are sufficient for legal approval of requests before the Commission.
Motion carried 4—0 on a roll call vote.

12. MINUTES

- ▶ **Motion:** Iaquinto moved, Zarzecki supported, that the minutes of the August 15, 2018, regular meeting be approved as presented, and to dispense with the reading.
Motion carried 4—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

None present.

14. COMMENTS FROM THE COMMISSIONERS

No comments.

15. ANNOUNCEMENT OF NEXT MEETING

September 19, 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:** Zarzecki moved, Iaquinto supported, that the meeting be adjourned.
Motion carried 4—0 on a voice vote.

The meeting was adjourned at 7:55 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 September 19, 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/>