

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING**

**January 20, 2016 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**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. Election of Planning Commission Officers and ZBA and Parks and Recreation Representatives**
- 11. MINUTES: December 2 and 16, 2015 Meeting**
- 12. POLICY REVIEW AND DISCUSSION**
 - A. Lake Overlay Zoning. Discussion revisited.**
- 13. CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT: Next Regular Meeting – February 3, 2016**
- 16. ADJOURNMENT**

Northfield Township Planning Commission

Lake Overlay Consideration II – Revised

The Northfield Township Planning Commission has requested a review of recent Zoning Board of Appeals cases to assess the need for a Lake Overlay District. The purpose of such a district would be to reduce nonconformities requiring residents of SR-2 districts to obtain variances before conducting many home improvements.

At the December 2, 2015 Planning Commission meeting, the following proposal and comments were put forth:

PROPOSAL

- **Minimize street side setbacks.**

Reduce the street side (front) setbacks to the minimum that is reasonably considered to be safe for each street with parcels abutting the lake.

- **Firm up lake side setbacks.**

Determine a “best practices” distance for the lake side (rear) setback. This will likely be the same on all of the lakes, and though it should roughly accommodate the built conditions, the goal should be preserving lake health. Section 36-723: Natural Features recommends a 25’ vegetated strip to buffer any watercourse within the Township (and requires it on many, though not the three lakes surrounded by residences) and a 50’ setback for buildings and construction. Currently, only 11 parcels are not meeting the 20’ lake side setback required in both SR1 and SR2. An examination of ways to encourage further compliance with best practices may be warranted. Where street side setbacks have been minimized, an opportunity exists to encourage pushing development, and its related disturbances, away from the water.

- **Implement sliding minimum side setbacks.**

Currently, the minimum side setbacks represent 31% of the minimum lot width in the SR1 district (25ft setbacks; 80ft lot width) and 33% of the lot width in the SR2 district (20ft setbacks; 60ft lot width). A GIS analysis of all 117 lakefront parcels which do not conform to side setbacks found that half of those parcels would conform if the standard was simply that side yard open space must total 30% of the lot width. A particular benefit to this method is that it preserves the desired setbacks on parcels which are capable of handling it. If side setbacks were simply reduced to meet the most prevailing conditions, it would allow for a truly out-of-scale building with just one lot combination.

COMMENTS

- **What does the building code have to say about setbacks?**

I did not find any mention of setbacks in either the International Residential Building Code (2012) or in the Michigan Residential Code (2015).

- **Are there any provisions of the WLD form-based district that could apply successfully to all waterfront properties?**

That depends on what the Commission wants to do. All three of the WLD subdistricts have no side setback requirements, creating a continuous wall around the lake at buildout. Height incentives are offered in exchange for side setbacks with the explicit purpose of fragmenting that wall and offering lake views across parking. This is an innovative solution, but its provisions would be exceptionally difficult to achieve under a remodeling scenario as opposed to new construction. Additionally, its aim of producing “higher development yield” may not be applicable in a residential setting—but that is hardly a foregone conclusion, and if the Commission likes the idea of transferring this “broken streetwall” approach to the rest of the lake, it should consider that. However, I do not think this tool will effectively solve the issue at hand.

- **Have sliding setbacks been implemented anywhere else? Where? How did it work out?**

Not that I can find—the idea was developed by John Iacoangeli and myself in discussions that were specific to Northfield Township. We borrowed methodology from the form-based coding process by starting with an analysis of existing conditions, then using those measurements to define a range of regulations that would reduce nonconformity. This is hardly rocket science, but as a planning practice it is not yet widespread.

I did find one reference to a sliding setback in a 1971 newspaper article. Longboat Key, Florida was considering a sliding waterfront setback on properties that were too small to accommodate both the required setback and a building. I didn’t see any reference to it in the town’s current code, but since I happen to know that pretty much all planners are happy to chat about arcane zoning ordinances at length, I emailed the Longboat Key town planner to see if I could learn anything else. She replied that the Town had never adopted the methodology for reasons that were primarily related to the waterline:

“Much of the problematic aspect of adopting sliding scales was due to the potential for encroachment into environmentally sensitive lands, especially on the beachfront. All coastal property on the island is subject to a State-mandated minimum setback from the mean high water line. The Town has no authority to allow encroachment beyond that line. The sliding scale was also found to create the potential to negatively impact water views from neighboring properties, without those neighboring property owners being afforded the opportunity to be heard on the issue. Thus, handling setbacks for properties that cannot meet the requirements was determined to best be handled on a case-by-case basis.”

- **What are the provisions in Green Oak Township?**

Green Oak’s “Lakefront Area” district has a minimum side setback of just 7 feet, so it looks like they have decided to go with the prevailing conditions. As noted in the Proposal section, the same setback applies to buildings on all lot sizes, so one lot combination will decrease the side yard open space from 23% of the lot width to 11% (14ft of 60ft minimum width vs. 14ft of 120ft).

- **Minimizing street-side setbacks could go a long way.**

Through consultation with BRI's senior civil engineer, it has been determined that setbacks are not dependent on street type. Instead, the road right-of-way is a design feature that works with road characteristics to provide a buffer appropriate to the intended vehicle behavior. Therefore, it is theoretically possible to reduce all front setbacks to zero, though it may be preferable to retain *some* front yard setback. This is likely the best place to encourage expansion of lakefront homes, and having this option available should highly incentivize it.

- **I do think minimum lot size is an issue.**

Agreed! But it is not one that goes before the ZBA, because the applicant is never requesting to increase this particular nonconformity (that is, to make the lot smaller). The only thing we could do at the Planning Commission to reduce nonconforming small lots is change the minimum lot size to match the smallest lot in the district, which wouldn't achieve any other objectives like comfort or safety. If the Commission desires to reduce this nonconformity, that will likely be an entirely new study.

- **I would like different zones for different areas of the lake.**

The measures previously recommended are applicable to all waterfront parcels and consistent with best practices. After running the GIS model with the changes incorporated, two other patterns emerged:

- Wildwood Lake has very few nonconformities, limited to side setback issues in 9 of 11 contiguous properties. Due to the limited precision of GIS, even these properties may not actually be out of conformity. Therefore, no additional changes are recommended to properties abutting this lake.
- Whitmore Lake had a variety of nonconformities, but no regular spatial pattern suggested any particular concentration of nonconformity. Therefore, no additional changes are recommended to properties abutting this lake.
- Horseshoe Lake has a large percentage of properties that cannot even meet a minimal 10' streetside setback. Due to the low-speed, low-volume nature of the streets surrounding this lake, a complete removal of street-side setback requirements would be appropriate.

- **I am not in support of changing lakeside setbacks but may be interested in discussing lakeside structures.**

There are very few parcels which do not conform to the current 20' setback. Only 11 were officially nonconforming, and another 10 have buildings that are closer to the lake than 20' but the rear lot line is well into the lake. It is recommended that this requirement be reclassified as a "waterfront" setback, and that development within the waterfront setback is rigorously forbidden by including language to that effect in the zoning ordinance. If adopted in conjunction with relaxed front setbacks, homeowners can be educated about the benefits of waterfront buffering and offered the option to expand toward the street instead.

Waterfront Setback Nonconformity

| <i>Setback</i> | <i>SR1</i> | <i>SR2</i> | <i>Total (percentage of lakefront parcels)</i> |
|--|------------|------------|--|
| 20' (existing) | 3 | 11 | 14 (7%) |
| 25' (vegetative setback from watercourses, §36-723(d)(3)(c)) | 4 | 13 | 17 (9%) |
| 50' (building setback from watercourses, §36-723(d)(3)(c)) | 14 | 53 | 67 (34%) |

RECOMMENDATIONS

- Implement a Whitmore and Wildwood Lakes Overlay District that consists of all parcels abutting Whitmore and Wildwood Lakes. The Whitmore and Wildwood Lakes Overlay District shall replace the yard and setback requirements of the underlying district with the following regulations:
 - a. Street-front yards. Not less than 10 feet.
 - b. Side yards. Not less than 10 feet; except in the case where the lot does not meet the requirements for minimum lot width, the side yard least width shall not be less than 12% of the lot width and the sum of the two side yards shall not be less than 30% of the lot width.
 - c. Waterfront rear yards. Not less than 25 feet.
- Implement a Horseshoe Lake Overlay District that consists of all parcels abutting Horseshoe Lake. The Horseshoe Lake Overlay District shall replace the yard and setback requirements of the underlying district with the following regulations:
 - a. Street-front yards. No minimum setback.
 - b. Side yards. Not less than 10 feet; except in the case where the lot does not meet the requirements for minimum lot width, the side yard least width shall not be less than 12% of the lot width and the sum of the two side yards shall not be less than 30% of the lot width.
 - c. Waterfront rear yards. Not less than 25 feet.

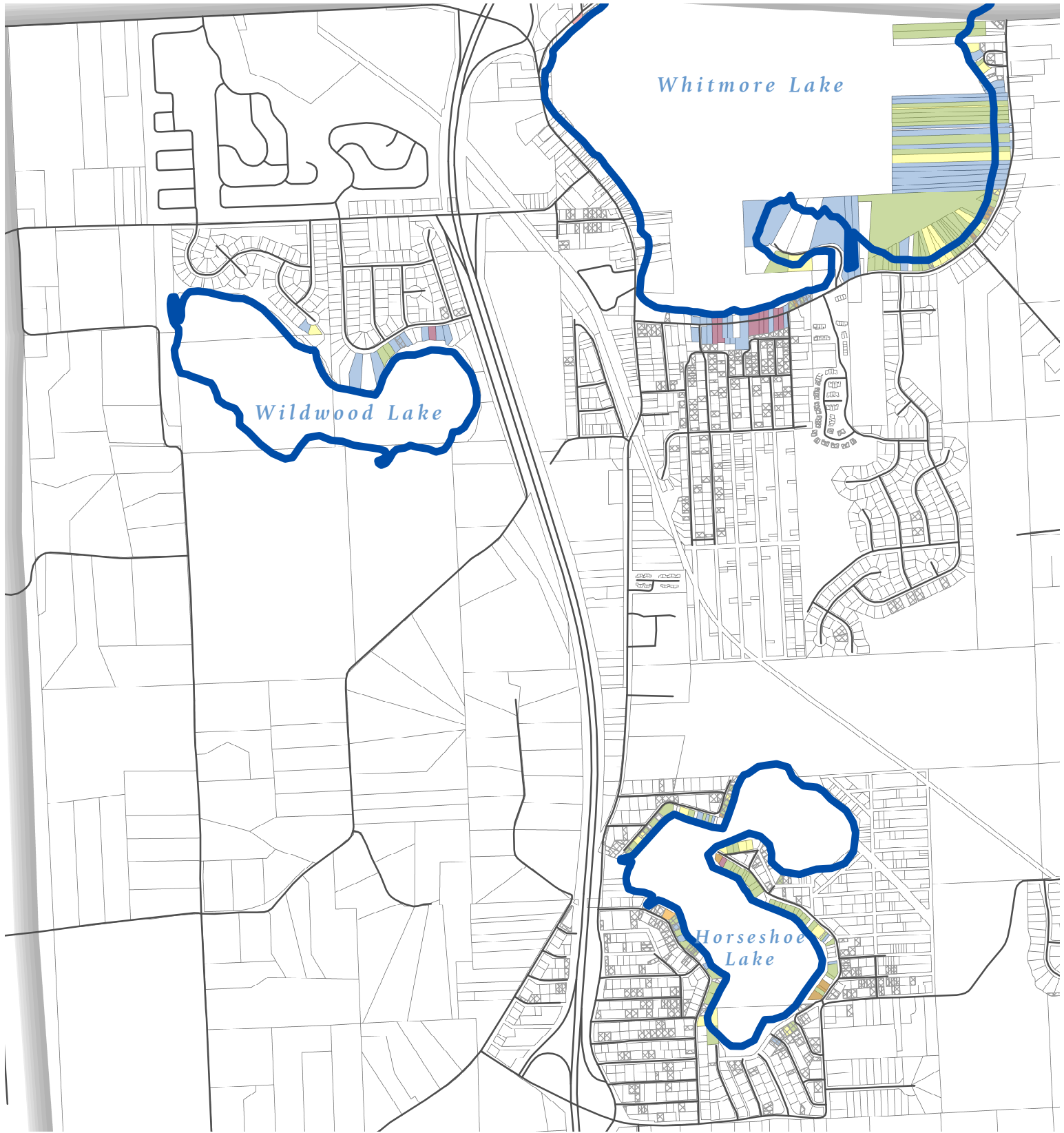
| | SR1 existing (#) | SR1 existing (%) | SR2 existing (#) | SR2 existing (%) | Both existing (#) | Both existing (%) |
|--|------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------------|
| All SR1 and SR2 Parcels | | | | | | |
| Total Parcels (in entire township, includes conforming) | 672 | | 856 | | 1528 | |
| Total Number of <i>Lakefront</i> Parcels (includes conforming) | 62 | 9% | 133 | 16% | 195 | 12.8% |

| SR1 | SR1 existing (#) | SR1 existing (%) | SR1 proposed (#) | SR1 proposed (%) |
|---|------------------------|------------------------|------------------------|------------------------|
| Parcels < Side Yard Setback | 33 | 4.9% | 4 | 0.6% |
| Parcels < Rear Yard Setback | 5 | 0.7% | 4 | 0.6% |
| Parcels < Front Yard Setback | 26 | 3.9% | 0 | 0.0% |
| Total Lakefront Parcels Nonconforming to Setback Requirements | 64 | 9.5% | 8 | 1.2% |

| SR2 | SR2 existing (#) | SR2 existing (%) | SR2 proposed (#) | SR2 proposed (%) |
|---|------------------------|------------------------|------------------------|------------------------|
| Parcels < Side Yard Setback | 123 | 14.4% | 49 | 5.7% |
| Parcels < Rear Yard Setback | 24 | 2.8% | 10 | 1.2% |
| Parcels < Front Yard Setback | 26 | 3.0% | 28 | 3.3% |
| Total Lakefront Parcels Nonconforming to Setback Requirements | 173 | 20.2% | 87 | 10.2% |

| SR1 and SR2 | Both existing (#) | Both existing (%) | Both proposed (#) | Both proposed (%) |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| Parcels < Side Yard Setback | 156 | 10.2% | 53 | 3.5% |
| Parcels < Rear Yard Setback | 29 | 1.9% | 14 | 0.9% |
| Parcels < Front Yard Setback | 52 | 3.4% | 28 | 1.8% |
| Total Lakefront Parcels Nonconforming to Setback Requirements | 237 | 15.5% | 95 | 6.2% |

| SR1 and SR2 | SR1 | SR2 | Both |
|--|-----|-----|------|
| Total Parcels Removed from Nonconformity | 56 | 86 | 142 |







NORTHFIELD TOWNSHIP

Lakefront Overlay Parcel Study

Data Sources: State of Michigan Geographic Data Library, Washtenaw County GIS

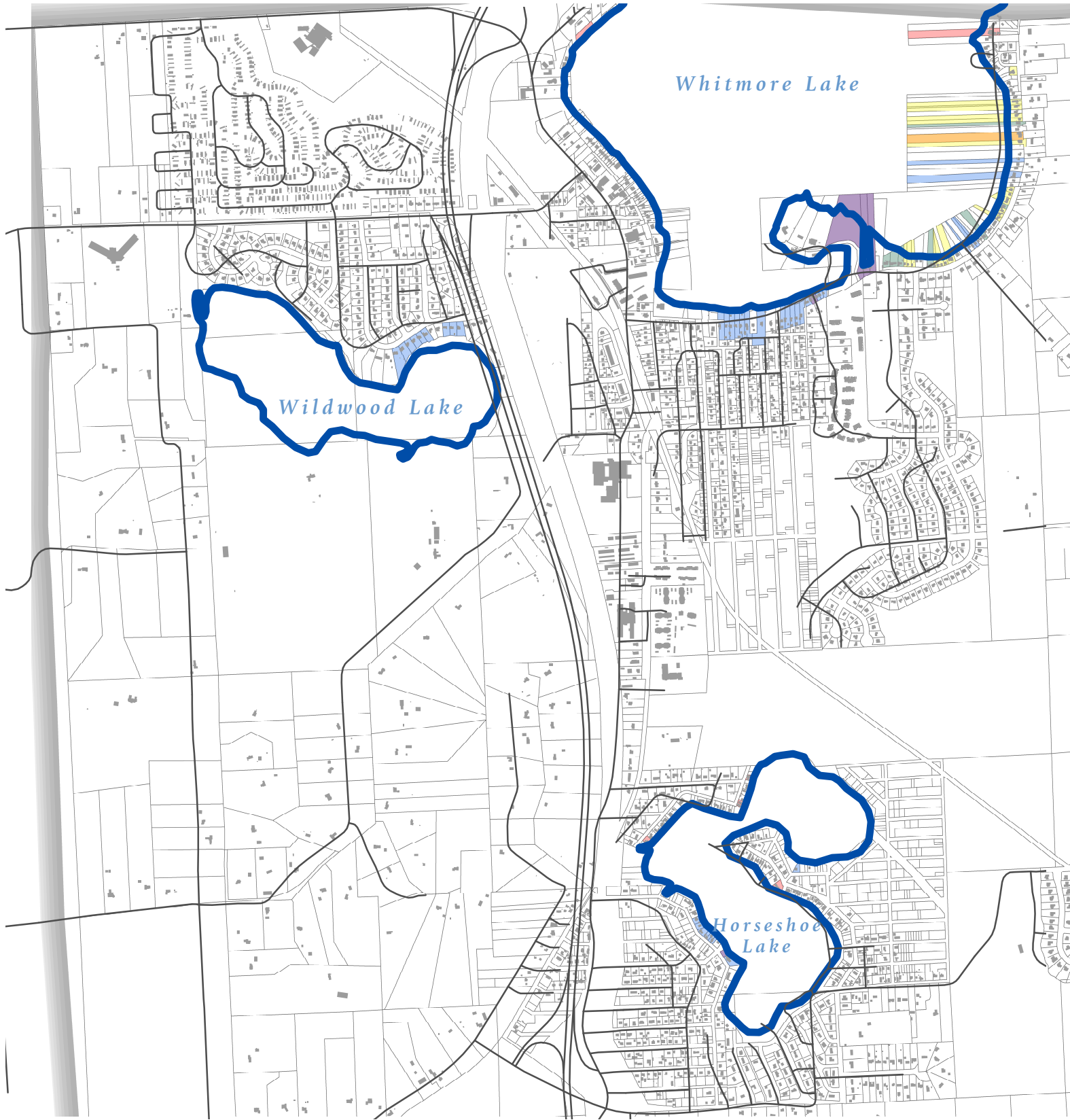
-  Township Boundary
-  Roads
-  County Boundary
-  Lakes
-  Rivers/Streams

 Parcels

-  < Front Yard Setback
-  < Side Yard Setback
-  < Back Yard Setback
-  < Minimum Lot Size

0 0.175 0.35 Miles








NORTHFIELD TOWNSHIP

Lakefront Overlay Parcel Study

Data Sources: State of Michigan Geographic Data Library, Washtenaw County GIS

-  Township Boundary
-  Roads
-  County Boundary
-  Lakes
-  Rivers/Streams
-  Parcels
-  Building Footprints

-  < Front Yard Setback
-  < Side Yard Setback
-  < Back Yard Setback

0 0.175 0.35 Miles



NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting December 2, 2015

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 | Absent with notice |
| Marlene Chockley | Present |
| Brad Cousino | Present |
| Kenneth Dignan | Present |
| Sam Iaquinto | Present |
| Larry Roman | Present |
| Mark Stanalajczco | 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

- **Motion:** Dignan moved, Iaquinto supported, that the agenda be adopted as presented
Motion carried 6—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

By-Laws Changes. David Gordon, 5558 Hellner Road, objected to the change in by-laws to allow a recommendation regarding the Master Plan by simple majority. Craig Warburton, 450 W. Joy Road, questioned the need to change the by-laws and whether the proposed changes comply with law.

6. CORRESPONDENCE

None.

7. REPORTS

7A. Board of Trustees

No report.

7B. ZBA

Did not.

7C. Staff Report

Nothing to report.

7D. Planning Consultant

DuMouchel noted a County request for rezoning for creation of a Park Preserve will be on the agenda.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

9A. Bylaws: Review of draft with incorporated changes; discussion of parliamentary procedure.

Commissioners reviewed the proposed draft and made several changes including:

- specifying that the annual report to the Township Board shall be completed by March 1st,
 - stating that in the absence of the Secretary, the chair will assign those duties will to another Commissioner.
 - clarifying wording regarding preparation of a capital improvements plan to state, "In lieu of the Township Board accepting responsibility for the preparation of a Capital Improvements plan, the Planning Commission shall create a public works Capital Improvements Plan containing all projects identified in the Master Plan including public needs, estimated costs, and proposed method of public financing."
 - changing the wording in the Parliamentary Practice section to, "For meetings of the Planning Commission and advisory committees rules of parliamentary practice shall be adopted at the organizational meeting each year and shall govern in all cases."
- **Motion:** Chockley moved, Cousino supported, that a minimum of five Commissioners be required to approve a Master Plan or Master Plan amendment.

Dignan questioned whether Chockley may bring the motion since she voted against the motion regarding this at the last meeting.

Motion died.

9B. RTM zoning designation: Final review of proposed language.

DuMouchel reviewed the changes made at the last meeting. There were no additional changes. Chockley said this will be posted for public hearing at the next possible opportunity.

10. NEW BUSINESS

10A. 2016 Calendar.

- **Motion:** Iaquinto moved, Dignan supported, that the 2016 Meeting Calendar for the Planning Commission be adopted as presented.
Motion carried 6—0 on a roll call vote.

10B. Webster Township Master Plan.

DuMouchel said the plan is very focused on agriculture and land preservation, and specific mentions of Northfield Township included noting that zoning on the shared border is agricultural, that Webster considers its commercial needs to be met in surrounding townships, and that any higher density development in Webster will be focused on the borders with other Townships.

Fink said that while the Plan refers to coordinating any future sewer service needs with Northfield Township there have been no discussions with Webster Township about sewer service.

It was agreed that the response to Webster Township should:

- Correct the minimum lot size for residences in AR from 10 to 5 acres, and
- Request information about how many responses they received to their Master Plan survey.

11. MINUTES

November 18, 2015, Regular Meeting
Chockley made several minor corrections.

- **Motion:** Iaquinto moved, Stanalajczo supported, that the minutes of the November 18, 2015, regular meeting be approved as corrected, and to dispense with the reading.
Motion carried 6—0 on a voice vote.

12. POLICY REVIEW AND DISCUSSION

A. Lake Overlay Zoning District: Discussion of ways to reduce non-conformity among SR1 and SR2 parcels abutting the lakes. DuMouchel described her review of seven Zoning Board of Appeals cases, noting that most variances granted were due to irregularities in lot configuration. She reported that using GIS information it appears that 77%-89% of parcels in SR1 and SR2 districts.

DuMouchel reviewed the reasons for establishing setbacks and minimum lot sizes, and said in her opinion it is more important to establish proper setbacks than to concentrate on lot size while

protecting the lakefront with strict setbacks there, and establishing sliding scale side and street yard setbacks would greatly reduce the number of non-conformities. She noted that few parcels in the GIS survey violated the existing 20 foot lakefront setback in both SR1 and SR2.

DuMouchel said her proposal for setbacks was designed to be the least restrictive possible. Fink said there may be other zoning districts represented among lakeside lots, so this proposal should be reviewed in light of that. Dignan noted that the proposal for front yard setbacks may be appropriate on Whitmore and Horseshoe Lake, but perhaps not on Wildwood Lake or for new developments because the lots were platted with sufficient setback area.

The Commission asked for more information about how sliding scale setbacks work in other communities, how this issue is handled by Green Oak Township, and how these changes would affect areas designated for 10 foot setbacks from the lake by the ordinance.

13. SECOND CALL TO THE PUBLIC

By-Law Changes. Craig Warburton recommended (a) specifying responsibility for Planning Commission documents, and (b) using Robert's Rules of Order.

14. COMMENTS FROM THE COMMISSIONERS

Commissioner made general comments and Dignan thanked the community for their overwhelming and fast response to a fundraiser for school communities.

15. ANNOUNCEMENT OF NEXT MEETING

December 16, 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:** Dignan moved, Chockley supported, that the meeting be adjourned.
Motion carried 6—0 on a voice vote.

The meeting was adjourned at 8:50 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 _____, 2016.

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/>

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting December 16, 2015

1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley 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 | 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
Township Engineer Jacob Rushlow, OHM
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

Chockley suggested that New Business be handled before Unfinished Business.

- **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

David Gordon, 5558 Hellner Road, said he was glad to see a park project on the agenda.

6. CORRESPONDENCE

Chockley referred to letters regarding the Nowatzke request, the park proposal, and the proposed by-laws.

7. REPORTS

7A. Board of Trustees

Chick reported that most of the December 9th meeting concerned the Whitmore Lake sewer special assessment district.

7B. ZBA

Did not meet.

7C. Staff Report

Nothing to report.

7D. Planning Consultant

Nothing to report.

8. PUBLIC HEARINGS

- 8A. Case #JPC150006; Washtenaw County Parks and Recreation; Request for rezoning from Local Commercial and Agriculture to Recreation Conservation (Section 36-125). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, and 02-09-200-001.

- **Motion:** Iaquinto moved, Dignan supported, that the public hearing be opened.
Motion carried 7—0 on a roll call vote.

Tom Freeman, Washtenaw County Parks & Recreation, explained that 235 acres of contiguous land had been purchased two years ago through the natural area preservation program to establish a nature preserve. He said land purchased through this program is intended to be used as passive preserves rather than active recreation parks.

James Bagley, 1565 Seven Mile, asked how the rezoning and construction of the parking area would affect his adjacent property. John Flanigan, 9127 Spencer Road, asked for clarification of the area being rezoned. Shaun Greene, 9382 Spencer Road, asked what would happen without rezoning. Peter Sanderson, County park planner, said the current zoning would require a paved parking lot rather than the gravel lot they are proposing.

- **Motion:** Iaquinto moved, Dignan supported, that the public hearing be closed.
Motion carried 7—0 on a roll call vote.

- 8B. Case #JPC150006; Washtenaw County Parks and Recreation; Site plan review to propose installation of a 4-car gravel parking lot with a paved apron, kiosk, entry sign, and bike racks (Section 36-864). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, 02-09-200-001.

- **Motion:** Iaquinto moved, Chick supported, that the public hearing be opened.
Motion carried 7—0 on a roll call vote.

Sanderson reviewed the proposed plan for paths and a parking area, noting that the driveway aprons would be paved at the request of the Road Commission, but the lot would be gravel. He said three new oaks would be planted to replace some small trees that would be

Northfield Township Planning Commission
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
December 16, 2015

removed. Freeman said the County will put up a fence along the property line if Bagley wants one.

Debbie Lambert, 9089 Spencer Road, expressed concern about security, lack of sufficient parking, liability, and limitation of her hunting rights. Freeman said the preserve would be open from 8:00 A.M. to dusk, the County contracts with the Sheriff's department for security, and County ordinance requires only passive use for properties purchased under the natural area preservation program. He said this could be a field study site for Whitmore Lake High School. Iaquinto said there have been no problems with the Northfield Woods, the Township's existing nature preserve.

In answer to questions from Karen Bagley, 1565 Seven Mile Road, Freeman said there will be no driveway gates or toilets.

David Perry, 9411 Earhart Road, spoke in favor of this proposal. In answer to questions from Debbie Lambert, Dignan said this proposal will provide more protection for the rural character of this property.

A member of the public expressed concern about his liability due to someone being hurt on his property. In answer to question from Paul Edwards, 1875 Old Orchard Lake, Freeman said they hope to open the property to the public in 2016 if the rezoning and site plan are approved. James Bagley, 1565 Seven Mile, expressed concern about people parking in his driveway.

- **Motion:** Dignan moved, Iaquinto supported, that the public hearing be closed.
Motion carried 7—0 on a roll call vote.

10. NEW BUSINESS

10A. Case #JPC150006; Washtenaw County Parks and Recreation; Request to rezoning from Local Commercial and Agriculture to Recreation Conservation (Section 36-125). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, 02-09-200-001.

and

10B. Case #JPC150006; Washtenaw County Parks and Recreation; Site plan review to propose installation of a 4-car gravel parking lot with a paved apron, kiosk, entry sign, and bike racks (Section 36-864). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, 02-09-200-001.

Township Planner DuMouchel reviewed her written report, noting the proposal is compatible with the Master Plan and recommended approval with conditions. Jacob Rushlow, Township Engineer, reviewed his report and also recommended approval. There was discussion about whether a waiver is required for an unpaved parking lot since parking is not required in RC zoning and about making sure the drainage problem in the area is not worsened.

- **Motion:** Iaquinto moved, Chick supported, that in Case #JPC150006, Washtenaw County Parks and Recreation, the rezoning of Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, and 02-09-200-001 from Local Commercial District and Agricultural District to Recreation Conservation District be recommended to the Northfield Township Board.
Motion carried 7—0 on a roll call vote.

- **Motion:** Iaquinto moved, Stanalajczko supported, that the site plan in Case #JPC150006 be approved for the purpose of the installation of a 4-car gravel parking lot with a paved apron, kiosk, entry sign, and bike racks per Section 36-864, subject to compliance with the conditions stated in DuMouchel's report:

- The applicant shall secure permits associated with wetlands disturbance from the MDEQ
- The applicant shall identify the size and species of trees to be removed
- Existing drainage patterns and alterations arising from improvements shall be submitted to Engineering
- First flush capture basin shall meet Washtenaw County Water Resources Commission standards
- The applicant shall increase the proposed drive to 20' to accommodate two-way traffic.
- The applicant shall provide construction detail of the proposed tire stops.
- The applicant shall secure permits associated with the driveway improvements from the Washtenaw County Road Commission.
- The applicant shall satisfy the concerns of the Township Engineering in his report dated December 8, 2015.

In answer to a question from Dignan, Freeman said the parking lot could be expanded in the future if necessary.

Motion carried 7—0 on a roll call vote.

- **Motion:** Dignan moved, Roman supported, that the meeting be adjourned for 5 minutes.
Motion carried 7—0 on a voice vote.

10C. Case #JPC150007; Nowatzke Truck and Trailer/Damrath Group, LLC; 6900 Whitmore Lake Road; Site plan amendment to retain existing chain link fence rather than build 8' cedar screening shown on the site plan approved 4-15-2015.

DuMouchel reviewed her report dated November 11th and recommended denial of the request.

J. D. Damrath, project engineer, said the screening does not provide a benefit given the commercial uses on both sides of the subject property, and said Nowatzke added landscaping that was requested, but not required, along US-23. Nowatzke said he was not aware the fence was included on the approved plan. Commissioners expressed concern about the likelihood that

Northfield Township Planning Commission
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
December 16, 2015

- **Motion:** Chockley moved, Chick supported, that the request in Case #JPC150007 for site plan amendment be denied.
Motion carried 7—0 on a roll call vote.

9. UNFINISHED BUSINESS

9A. By-Laws: Final review of proposed language.

- **Motion:** Stanalajczo moved, Dignan supported, that the Planning Commission finalize the by-laws, send out the finalized version to all Planning Commissioners, and post in the Township's newspaper of record that the by-laws will be adopted as presented at the next meeting in January.

Chick recommended several minor changes that were agreed to by all Commissioners. She also recommended that changes to the Master Plan require a minimum of five affirmative votes.

- **Amended motion:** Stanalajczo moved, Dignan supported, that the Planning Commission by-laws as amended be sent in a final form as amended to all Planning Commissioners via email and then posted in a paper of record so that at the next meeting they can be considered for adoption.

DuMouchel strongly recommended that changes to the Master Plan require a minimum of five affirmative votes.

Motion carried 7—0 on a roll call vote.

9B. Webster Township Master Plan: Approval of proposed letter of response.

- **Motion:** Stanalajczo moved, Chick supported, that the letter be accepted and presented to Webster

Township as presented.

Motion carried 7—0 on a roll call vote.

11. MINUTES

Not available.

12. POLICY REVIEW AND DISCUSSION

None.

13. SECOND CALL TO THE PUBLIC

None.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners made general comments and announcements about the Whitmore Lake School District.

15. ANNOUNCEMENT OF NEXT MEETING

January 6, 2016, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

Chockley noted the terms of Iaquinto and Roman are expiring, and anyone interested in serving should contact the Township.

16. ADJOURNMENT

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

The meeting was adjourned at 9:34 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/>