NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
February 1, 2017

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 (arrived at ~~10~~ 7:15 P.M.)
Sam Iaquinto	Absent with notice
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:
Assessing & Building Assistant Mary Bird
Planning Consultant Patrick Sloan, McKenna Associates
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

▶ **Motion:** Chick moved, Roman supported, that the agenda be adopted as amended.
Motion carried 6—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Jack Secrist, 7140 Nollar Road, Downtown Planning Group member, reported that the group voted unanimously to encourage the Planning Commission to support the zoning ordinance amendments on the agenda as proposed at the public hearing.

6. CLARIFICATIONS FROM THE COMMISSION

Roman thanked Secrist.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees
Chick reported that on January 24th the Board saw a presentation on the budget and discussed options for hiring a Township manager or continuing without one.

9B. ZBA
Steffens reported that on January 23rd the ZBA approved expansion of a non-conforming residential use in industrial zoning.

9C. Staff Report
Nothing to report.

9D. Planning Consultant
Nothing to report.

10. UNFINISHED BUSINESS

10A. Revised proposed amendments to the Northfield Township Zoning Ordinance text to Repeal the ES-Enterprise Service District and rezone all existing ES-Enterprise Service District parcels to GC-General Commercial District

10B. Revised proposed amendments to the Northfield Township Zoning Ordinance text to Repeal the HC-Highway Commercial District and rezone all existing HC-Highway Commercial parcels to GC-General Commercial District

10C. Revised proposed amendments to the Northfield Township Zoning Ordinance text to revised the GC-General Commercial District, RO-Residential/Office District, LC-Local Commercial District, General Provisions, Sign Regulations, and Supplementary Regulations and Standards; and to delete Floor Area Ratio Standards from the GC-General Commercial District

Sloan referred to his memo of January 26th and reviewed the history of developing these recommendations, which includes elimination of the Essential Services and Highway Commercial districts and rezoning those properties GC. He also explained that the Township Board had sent these amendments back to the Commission for additional consideration out of concern about certain uses (hotels, automotive service stations, and minor repair of vehicles) being added following the public hearing to the list of permitted uses in the GC zoning district within one-half mile of an expressway, rather than being Conditional Uses.

[Cousino arrived].

He recommended holding another public hearing if Commissioners wish to proceed with the amendments as presented to the Township Board. The Board briefly discussed the issues.

- **Motion:** Roman moved, Zarzecki supported, that the Planning Commission withdraw the changes it made to Section 36-390 of the Zoning Ordinance and recommend approval of the amendments as they were presented to the Planning Commission at the 12/7/16 public hearing, and to forward the recommendations to the Township Board for approval. **Motion carried 6—0 on a roll call vote.**

10D. Zoning Administrator Quarterly Report: October - December, 2016

Roman referred to the report for the period 10/1/16 through 12/31/16. Cousino said it would be helpful to have dates or a time frame for each item listed. Roman said the detail provided was helpful and suggested that it be listed after the Planning Consultant's report on future agendas. Sloan answered a question about addressing Little Free Libraries in the zoning ordinance.

10E. Discussion of Cobalt Survey

Chick reviewed the history of the Township hiring Cobalt Community Research to conduct a survey of the public to be used in preparing the next update to the Master Plan. She noted the Township has already paid Cobalt $8,000 and the Board approved a contract extension for this work through August 24th.

The Commission agreed to discuss continuing work on the survey at a future meeting. Regarding matters to consider as part of the upcoming Master Plan revision, Sloan said these should include incorporating the Park Master Plan, the Strategic Action Plan for the downtown area, and farmland preservation. Chick suggested scheduling charrettes to get public input as part of the Master Plan revision.

11. NEW BUSINESS

None.

12. MINUTES

Cousino noted one minor correction.

- **Motion:** Chick moved, Cousino supported, that the minutes of the January 18, 2017, regular meeting be approved as amended, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

13. SECOND CALL TO THE PUBLIC

Jack Secrist said the Downtown Planning Group will be working on a plan for the downtown community park to present to the Board soon. Craig Warburton, 450 W. Joy Road, said the Cobalt survey as developed was biased to produce pro-development results.

14. COMMENTS FROM THE COMMISSIONERS

Chick noted copies of the zoning ordinance will be provided to new members when updates are done. Cousino said he believes the Cobalt survey as developed was unbiased. Infante said she believes the survey is too long but has a lot of good questions in it. Roman said he believes Cobalt will develop an unbiased survey, and it makes sense for the Township to proceed with this.

15. ANNOUNCEMENT OF NEXT MEETING

February 15, 2017, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

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

The meeting was adjourned at 7:58 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 February 15, 2017.

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/