

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting January 20, 2021

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:00 P.M. via tele-conference.

2. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Present
Eamonn Dwyer	Present
Scott Gustafson	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Present

Also present:

Building/Planning/Zoning Coordinator Mary Bird
Planning Consultant Julie Connochie, McKenna Assoc.
Planning Consultant Natalie Bond, McKenna Assoc.
Recording Secretary Lisa Lemble
Members of the Community

3. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, to adopt the agenda as presented.
Motion carried 7—0 on a voice vote.

4. FIRST CALL TO THE PUBLIC

No comments.

5. CLARIFICATIONS FROM THE COMMISSION

None.

6. CORRESPONDENCE

None.

7. PUBLIC HEARINGS

None.

8. REPORTS

8A. Board of Trustees

Chick reported that on January 12th Zarzecki was reappointed and Gustafson was appointed to the Planning Commission, the Board briefly discussed a proposal from Al Dente Pasta to purchase one-half acre of the North

Village property, and they heard a presentation from McKenna on the Parks & Recreation Master Plan.

8B. ZBA

No ZBA representative present.

8C. Staff Report

Nothing to report.

8D. Planning Consultant

Connochie reported:

- All changes discussed at the last meeting to the zoning ordinance amendments regarding code enforcement have been made and forwarded to attorney for review.
- She is working applicants on some projects to get them ready for Planning Commission review, including one quite large project.

8E. Parks and Recreation

Iaquinto reported the Committee will be meeting tomorrow, and the public is welcome.

8F. Downtown Planning Group

Infante noted the group has not met.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

10A. Member Term Renewal

Roman congratulated John Zarzecki on his reappointment to the Planning Commission by the Township Board for term ending December, 2023.

10B. Introduction of New Member

Roman welcomed Scott Gustafson who had been appointed to the Planning Commission by the Township Board for term ending December, 2023. Gustafson noted he is an architect, has served on the ZBA for the last two years, and also is the Chair of the Michigan Board of Architects.

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10C. Election of Officers

- ▶ **Nomination:** Iaquinto nominated Roman to serve as Chair of the Planning Commission. Chick supported. Roman accepted.
- ▶ **Nomination:** Roman nominated Chick to serve as Vice-Chair of the Planning Commission. Infante supported. Chick accepted.
- ▶ **Nomination:** Roman nominated Zarzecki to serve as Secretary of the Planning Commission. Iaquinto supported. Zarzecki accepted.
- ▶ **Nomination:** Roman nominated Dwyer to serve as Planning Commission representative to the ZBA. Chick supported. Dwyer accepted.
- ▶ **Nomination:** Roman nominated Iaquinto to serve as Planning Commission representative to Parks and Recreation. Infante supported. Iaquinto accepted.
- ▶ **Nomination:** Roman nominated Infante to serve as the Planning Commission representative to the Downtown Planning Group. Chick supported. Infante accepted.
- ▶ **Motion:** Roman moved, Chick supported, that Roman be elected Chair, Chick be elected Vice-Chair, Zarzecki be elected Secretary, Dwyer be elected representative to the ZBA, Iaquinto be elected representative to Parks & Recreation, and Infante be elected representative to the Downtown Planning Group.
Motion carried 7—0 on a roll call vote.

10D. Parks and Recreation Plan Presentation

Julie Bond, McKenna Associates, provided an overview of the proposed Parks and Recreation Master Plan. She noted Planning Commission approval is not required, but doing so prior to Township Board approval adds evidence of community support to the Department of Natural Resources (DNR).

She gave a slide presentation and made comments, including:

- The Township must file an approved plan with the Michigan DNR by February 1st to be eligible from grants from that department.
- The goals and objectives were developed using input from the public via a survey as well as Board input. There were about 225 responses to the survey, and from that major themes and priority projects were developed including collaborating on the Northfield Community park plan, beginning

development of that park, creating a border-to-border trail in the Township, and creating a river walk along the Horseshoe Lake Drain.

- The Action Plan includes projected timelines, estimated costs, project descriptions, and potential funding sources for each project.
- The plan was made available online to the public for comment on December 27th and comments submitted have been integrated into the plan. The Parks Board will review and approve the plan tomorrow, and the Township Board will review and approve it on January 26th prior to it being submitted to the State.
- ▶ **Motion:** Iaquinto moved, Chick supported, that the Planning Commission recommend approval of the Parks & Recreation Master Plan by the Board of Trustees.

In answer to questions, Bond said there are a variety of MDNR grants available, percentages of funding varies, and each project is tailored to be eligible for at least one available grant.

Iaquinto noted grants from other sources also often require that the Township have a plan accepted by the DNR. Infante said this is a great plan that shows a lot of enthusiasm and hard work. She suggested some editing for punctuation and elimination of redundancy, and she asked if there is a County millage for funding. Chick said matching funds from the Township would come from the general fund, and there are also opportunities for private funding.

Iaquinto said the Parks & Recreation Board has discussed asking the Township Board to consider a millage for park and recreation purposes and may proceed with that request after approval of the plan by the Board.

Motion carried 7—0 on a roll call vote.

**10E. Zoning Administrator Quarterly Report:
10/1/20 - 12/31/20**

Connochie referred to the written report from Vidya Krishnan, noting that this covers administrative work by the planning consultant. She said during this period 15 zoning compliance applications (fences, pole barns, etc.) were approved, five zoning compliance applications were denied for lack of compliance with ordinance requirements or inaccurate measurements, and one ZBA request was approved.

11. MINUTES

- ▶ **Motion:** Roman moved, Iaquinto supported, that the minutes of the January 6, 2021, regular meeting be approved as presented and to dispense with the reading.
Motion carried 7—0 on a voice vote.

12. SECOND CALL TO THE PUBLIC

In answer to a question from Adam Olney, Infante said the Downtown Planning Group is a subset of the Downtown Development Authority.

In answer to another question, Connochie said the existing North Village Master Plan would be a good supplement to grant applications, but a Parks & Recreation Master Plan is essential for eligibility for most grants.

Steve Grono from Chestnut Development said all of his projects to date have been in Livingston County, but he has submitted a proposal for project in Northfield Township which will be very similar to Chestnut Crossing in Howell.

13. COMMENTS FROM THE COMMISSIONERS

Commissioners welcomed Gustafson, complimented the Parks & Recreation Master Plan, and thanked Zarzecki for continuing to serve. In answer to a question from Chick, Connochie said the Development Packet has been sent to staff for review.

14. ANNOUNCEMENT OF NEXT MEETING

February 3, 2021, at 7:00 P.M. via tele-conference was announced as the next regular Commission meeting time and location.

15. ADJOURNMENT

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

The meeting was adjourned at 7:47 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 _____, 2021.

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/>