

NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
November 4, 2020 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189

In an effort to practice social distancing and in accordance with Governor Whitmer's Stay Home, Stay Safe, Save Lives Executive Order, the Northfield Township Planning Commission will hold a virtual meeting on

Wednesday, November 4, 2020 at 7:00 p.m.

Join the virtual board meeting by visiting <https://zoom.us/j/95151624611> or dialing (312) 626-6799
Webinar ID: 951 5162 4611

Public participants will be able to address the board virtually during the public comment periods on the agenda. Visit http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php for more information.

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADOPTION OF AGENDA**
- 4. CALL TO THE PUBLIC**
- 5. CLARIFICATIONS FROM COMMISSION**
- 6. CORRESPONDENCE**
- 7. PUBLIC HEARINGS**
- 8. REPORTS OF COMMITTEES**
 - A. Board of Trustees**
 - B. ZBA**
 - C. Staff**
 - D. Planning Consultant**
 - E. Parks and Recreation**
 - F. Downtown Planning Group**
- 9. UNFINISHED BUSINESS:**
- 10. NEW BUSINESS:**
 - A. Discussion Development Manual Procedures**
 - B. Zoning Administrator Quarterly Report – July 1 – Sept 30, 2020**
- 11. APPROVAL OF PRECEDING MINUTES:** October 21, 2020 Regular Meeting
- 12. FINAL CALL TO THE PUBLIC**
- 13. COMMENTS FROM THE COMMISSIONERS ANNOUNCEMENT:** Next Regular Meeting – November 18, 2020
- 14. 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.



Memorandum

TO: Northfield Township Planning Commission
FROM: Paul Lippens, AICP
Julie Connochie, AICP
SUBJECT: **Development Packet Kick-Off Discussion**
DATE: September 30, 2020

On July 25, 2020, the Northfield Township Board authorized McKenna to update its development packet – a series of documents that include applications, checklists, and procedures for various projects. Having a clear set of instructions for applicants, consistent with the Township’s zoning ordinance and the Planning Commission’s by-laws, is essential to ensure everyone involved in the development review process is on the same page. It is our goal that these updates will also help business run more smoothly from application to approval. As part of the project initiation for this effort, we would like to take time during the October 7, 2020 Planning Commission meeting to discuss the project with you, particularly several key items that require your direction.

DISCUSSION PROMPTS

To guide our discussion, we offer the following questions for your consideration:

1. **Planning Commission Schedule.** Would the Commission be open to changing one of its monthly meetings to a workshop meeting (as identified in the By-Laws)? The other meeting (recommend 3rd Wednesday) would be a regular meeting to review cases. The workshop meeting could be used to provide updates on current and future cases, including anticipated agenda placement, as well as discussions of other PC business.
2. **Submission Deadlines.** Would the Commission be open to establishing a submission deadline? If so, what should that deadline be? Submission deadlines help applicants understand when completed materials need to be received in order to ensure agenda placement. They also help ensure staff has sufficient time to complete a thorough review prior to bringing an issue to Planning Commission. As a reference, other communities we work in require submissions at least 21 or 30 days prior to a Planning Commission meeting, typically published with the annual meeting schedule. The PC by-laws state that the Commission shall establish such deadlines.
3. **Agenda and Packet Deadlines.** Is the current process for reviewing and setting agendas working? Why or why not? Establishing a submission deadline should allow agendas to be set well in advance of the Planning Commission meeting. Packet deadlines would then be a week (or several days) before meetings.

We also welcome the Commission’s thoughts on how other aspects of the review process could be improved.

BACKGROUND MATERIALS

The current development packet materials for site plans, conditional use permits, and rezonings are included in the upcoming meeting packet to provide background for this discussion. In addition, the Planning Commission By-Laws and several Articles of the Zoning Ordinance are included (Article 27: Conditional Uses, Article 28: Site Plan Review, and Article 31: Administration and Enforcement).

Northfield Township
Planning Commission By-Laws

<u>ARTICLE NUMBER - SUBJECT</u>	<u>PAGE NUMBER</u>
ARTICLE I - PREAMBLE.....	2
ARTICLE II - AREA.....	2
ARTICLE III - PURPOSES	2
ARTICLE IV - RESPONSIBILITIES AND DUTIES	3
ARTICLE V - MEMBERSHIP	6
ARTICLE VI - OFFICERS	7
ARTICLE VII - DUTIES OF OFFICERS	8
ARTICLE VIII - MEETINGS.....	9
ARTICLE IX - FISCAL YEAR.....	12
ARTICLE X - AMENDMENTS.....	12
ARTICLE XI - PARLIAMENTARY PRACTICE.....	12
ARTICLE XII - CITIZEN PARTICIPATION.....	12
ARTICLE XIII - EFFECTIVE DATE	13
ARTICLE XIV - EFFECT AND INTERPRETATION OF BYLAWS.....	13

STATEMENT OF BY-LAWS

Northfield Township Planning Commission

ARTICLE I - PREAMBLE

SECTION 1.1 - BASIS

Pursuant to the Michigan Planning Enabling Act 33 of 2008 and the Michigan Zoning Enabling Act 110 of 2006, as amended. The Northfield Township Board created the Northfield Township Planning Commission by resolution with the power to make, adopt, extend, add to, or otherwise amend, and to carry out plans for the unincorporated portions of Northfield Township.

SECTION 1.2 - TITLE

The official title of this Commission shall be the "Northfield Township Planning Commission."

ARTICLE II - AREA

SECTION 2.1 - AREA

The area served by the Northfield Township Planning Commission shall include all lands legally within the present or future boundaries of Northfield Township.

ARTICLE III - PURPOSES

SECTION 3.1 - PURPOSES

The purposes of the Commission shall be to:

- A. Promote and carry out policy and physical planning actions regarding the preservation, protection, and appropriate use of the township's resources.
- B. Manage suitable development of the economic, social, physical, natural, and cultural resources of Northfield Township.

- C. Promote and protect public health, safety, and general welfare of the people residing in Northfield Township.
- D. Encourage use of township resources in accordance with their character and suitability.
- E. Prepare a master plan pursuant to Act 33 of the Public Acts of 2008, as amended, for the purpose of guiding the “planned and orderly” physical development of Northfield Township.
- F. Carry out research and responsibilities as directed by the Township Board.
- G. Promote cooperation between governmental units and private entities towards the fulfillment of these bylaws.
- H. Facilitate provision for a system of transportation, sewage disposal, safe and adequate water supply, recreation, and other public improvements.
- I. Affect economies in the Township through the recommendation of expenditure of funds in order to implement plans prepared for sound and orderly development of the Township.
- J. Promote the adoption and execution of plans by the Township, School Districts, County, State, Federal, and other governments and agencies responsible for making or influencing public or other improvements in the Township.
- K. Encourage and assist public and private entities in improving the attractiveness of the Township.
- L. Preserve and protect fragile lands, natural features, water resources, and the environmental safety of Northfield Township.

ARTICLE IV - RESPONSIBILITIES AND DUTIES

SECTION 4.1 - ADOPTION OF A MASTER PLAN

The Planning Commission shall make and adopt a master plan pursuant to statute as a guide for the management of the unincorporated portions of the Township. The contents of the plan shall include maps, plats, charts and descriptions, explanations, and other related materials and shall show recommendations for the physical development of the Township.

SECTION 4.2 - THE CONTENTS OF THE PLAN MAY INCLUDE:

- A. A statement of community goals and policies.

- B. A land use plan and implementation program.
- C. Recommendations as to the general location, character, and extent of traffic ways, waterways, flood prevention works, and sewer and water systems, and public utilities and structures.
- D. Recommendations as to the redevelopment or rehabilitation of blighted districts.
- E. Recommendations for the removal, widening, narrowing, vacating, abandonment, changes, or use of extension of ways, grounds, open spaces, buildings, utilities, or other facilities.
- F. Recommendations for the protection of important natural features, resources, and fragile lands.
- G. Recommendations for implementing any of the Planning Commission's proposals.

SECTION 4.3 - REVIEW OF THE MASTER PLAN

The Planning Commission shall formally review the adopted Master Plan every five (5) years and shall take action by resolution to make amendments of the plan, in whole or in part, or may determine that no amendments are in order as a result of the review.

SECTION 4.4 - AMENDMENT OF MASTER PLAN

Any amendment to the Master Plan must include notice, publishing, or posting of text, and a public hearing, and must be adopted pursuant to statute.

SECTION 4.5 - PUBLIC WORKS REVIEW

The Commission may make recommendations of either approval or disapproval to the Township Board concerning large expansions of public works projects.

SECTION 4.6 - REVIEW PUBLIC DIRECTIVES

Review and make recommendations to The Township Board on those directives of federal, state, and local public agencies that affect the physical development of the community. Examples of activities with which directives may deal are highways, airports, public transit, urban renewal and housing, parks, public buildings and structures, commercial and industrial developments, utilities, and all other public facilities or services.

SECTION 4.7 - CAPITAL IMPROVEMENT PLAN

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 cost, and proposed method of financing.

SECTION 4.8 - ZONING ORDINANCE

Prepare a zoning ordinance to be submitted for adoption and/or review to the Township Board, and make recommendations on all amendments or changes to be made in the zoning maps or the regulations of a zoning ordinance. It shall be the responsibility of the Planning Commission to review and make recommendations on special types of development permitted under the zoning ordinance.

SECTION 4.9 - SUBDIVISION REGULATIONS

Prepare subdivision (plat) regulations to be submitted for adoption by the Township Board; review, make recommendations, and participate in the approval or disapproval of all subdivision plats, street openings and other developments which involve expansion of the community's developed area.

SECTION 4.10 – DEVELOPMENT REVIEW

Review, revise, recommend, approve, and/or deny plans and programs presented to the Planning Commission.

SECTION 4.11 - ANNUAL REPORT

By March 1 of each year, the Commission shall make an annual report of its activities to the Northfield Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

SECTION 4.12 - SPECIAL STUDIES

Initiate or make special studies and reports on all matters that may be referred by the Township Board, by an operating department federal or state agency, subject to the approval of the Township Board.

SECTION 4.13 - INQUIRIES

Make inquiries, investigations, and surveys of all the resources of the Township.

SECTION 4.14 - ASSEMBLE DATA

To assemble and analyze data and formulate plans for the proper conservation and uses of all resources; including a determination of lands having various use potentials, and for services, facilities, and utilities required to equip such lands.

SECTION 4.15 - CONSULT

In the adoption of a Master Plan, the Planning Commission shall consult with representatives of the adjacent Townships, Washtenaw County, and the regional Planning Commission (SEMCOG).

On other issues of Township concern, the Commission may consult with adjacent communities.

SECTION 4.16 - ADOPT RULES

The Planning Commission shall adopt rules and regulations for the transaction of its business. The regulations may address but are not limited to such matters as forms and number of copies of material to be submitted to the Commission and requirements as to time such materials must be submitted.

Such regulations shall be adopted by resolution of the Commission and shall be published and readily available to all citizens having business before the Commission.

SECTION 4.17 - APPOINTMENT

The Commission may appoint and authorize advisory committees whose members may consist of governmental officials and individuals whose experience, training, and interest in the Commission's work qualifies them to lend valuable assistance to the Commission. The Commission may also appoint various committees of citizens to collect information and prepare reports to the Commission on the various phases of the comprehensive planning program for which the Commission is primarily responsible.

SECTION 4.18 - TRAINING

Encourage attendance at training sessions, conferences, or meetings for which appropriate funds have been approved by the Township Board as needed.

ARTICLE V - MEMBERSHIP

SECTION 5.1 - NUMBER

The Northfield Township Planning Commission shall consist of 5, 7, or 9 members who shall be qualified electors of Northfield Township except that one member may be an individual who is not a qualified elector of the Township. Members shall be representative of important segments of the community, such as the economic, governmental, educational, and social development, as well as the entire geography of the Township to the extent practicable. One

member of the Township Board shall be a member of the Planning Commission. One member of the Planning Commission shall be appointed to the Zoning Board of Appeals.

SECTION 5.2 - APPOINTMENT

All members of the Planning Commission shall be appointed by the Township Supervisor with the approval of the Township Board. The Township Board may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

SECTION 5.3 - TERM

The term of each member shall be for three (3) years such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. A commissioner may keep his or her seat past the end of the appointed term until replacement nominations have been accepted. The term of the member of the Township Board shall expire with his or her elected term.

SECTION 5.4 - SUCCESSION

Each member shall serve until his/her term shall expire. Members may be re-appointed by the Township Supervisor with the approval of the Township Board. Vacancies resulting from resignation and/or removal shall be filled in the same manner and shall be appointed for the remainder of the term of the resigning member.

SECTION 5.5 - COMPENSATION

- A. Planning Commissioners may be compensated as provided by the Township Board.
- B. Planning Commissioners may be compensated for travel expenses incurred as travel to conferences and meetings.

SECTION 5.6 - COMMISSION EMPLOYEES

The Township Board may employ appropriate and other employees and/or contract for part-time or full-time service of individuals or firms to assist the Planning Commission in its responsibilities and duties.

ARTICLE VI - OFFICERS

SECTION 6.1 - SELECTION

The first meeting in January shall be considered the Planning Commission's organizational meeting, at which the Planning Commission shall elect from its membership a Chairperson, Vice Chairperson, Secretary and any other officers deemed necessary. All officers are eligible

for re-election. The Township Supervisor shall not serve as Chairperson of the Planning Commission.

SECTION 6.2 - TERM

The term of all officers shall be one year and each officer shall serve until re-elected or his/her successor shall have been elected.

SECTION 6.3 - ELECTION

The chair, vice chair, and secretary shall be elected by a majority vote of the membership of the Commission present at the time of election.

ARTICLE VII - DUTIES OF OFFICERS

SECTION 7.1 - CHAIRPERSON

The Chairperson shall be the chief executive officer of the Commission and shall preside at all meetings of the Commission. The Chairperson shall appoint, with the approval of the Commission, all committees or advisory committees established and provided by the Commission and shall be an ex-officio member of all committees. The Chair shall have a vote on all resolutions as a commissioner. The Chair has no authority to sign contracts or legal documents authorized by the Commission, but shall refer such to the Township Board. The Chair shall also be responsible for such other duties as outlined herein.

SECTION 7.2 – VICE CHAIRPERSON

In the event that the office of Chairperson becomes vacant by death, resignation, or otherwise, the Vice Chairperson shall serve as Chairperson until a new Chairperson is elected. A new Chairperson shall be elected by the Planning Commission at its next regular or special meeting. In the event of the absence of the Chairperson or inability to discharge the duties of that office, such duties shall, for the time being, devolve upon the Vice Chairperson.

SECTION 7.3 - SECRETARY

The secretary shall serve as the liaison between the commission and the designated Northfield Township staff responsible for the execution of documents in the name of the commission and such other duties as the Commission may direct including but not limited to:

- A. Signing approved minutes.
- B. Submitting attendance records of Planning Commission meetings to Township Clerk.
- C. Reading, upon request, correspondence at Planning Commission meetings.
- D. Calling and noticing special meetings.

E. Restating Planning Commission motions made prior to a vote, in the absence of an employed recording secretary.

In the event of the absence of both the chairperson and vice chairperson, such duties shall, for the time being, devolve upon the Secretary. In the event of the absence of the Secretary, the Chair shall appoint a deputy Secretary to perform such duties.

A recording secretary may be employed to record and prepare proposed meeting minutes. Compensation for the recording secretary shall be recommended by the Planning Commission and approved by the Township Board.

ARTICLE VIII - MEETINGS

SECTION 8.1 - REGULAR MEETINGS

The regular meetings of the Commission shall be held at 7 p.m. on the first and third Wednesday of each calendar month, excluding legal holidays.

A schedule of regular meetings for the forthcoming year will be approved during the December meeting. This schedule and time of meetings will be delivered to the Township Clerk and posted in general view of the public at the Township Hall. The Chairperson in consultation with the Vice-Chair and the Secretary, or a majority vote of the members, may cancel a meeting for lack of agenda.

SECTION 8.2 - AGENDA

The Planning Commission shall establish deadlines for items to be included on the agenda. Applications may only be considered for placement on the agenda when all required documentation has been submitted and included for review in the Planning Commissioners' packet. Unless proper notice is required or necessary, items may be added to the agenda upon the majority consent of the Commissioners present at a regular meeting. Agenda items shall be listed in order of those items closest to needing deadline action.

SECTION 8.3 - SPECIAL MEETINGS

Special meetings may be held as required, subject to the call of the Chair or by two (2) members upon written request to the Secretary. Special meetings may be requested by members of the public by making application for said meeting with the Township Clerk. Notice of Special meetings shall be given by the Secretary to members of the Planning Commission at least forty-eight hours prior to such meeting and shall state the purpose and time of the meeting.

Agenda items that may be legally added without public notice may not be added at a special meeting unless all Commissioners are present and unanimously approve an addition to the agenda.

SECTION 8.4 - WORKSHOP MEETINGS

Workshop meetings for the purpose of performing Commission studies or preparing planning reports or documents may be called at the request of the Chairperson or any three members of the Planning Commission. No formal action by motion or resolution may be voted upon at a workshop meeting.

SECTION 8.5 - PUBLIC

All regular, workshop, and special meetings shall be open to the public. All meetings of the Planning Commission, hearings, records, and accounts are subject to the Open Meetings Act and shall be properly publicized prior to being held.

SECTION 8.6 - QUORUM

A majority of the total number of members shall constitute a quorum for the transaction of business and the taking of official action for all matters. A majority vote of members present at a regular or special meeting may effectuate an action or a decision of the Planning Commission in all other matters of business.

SECTION 8.7 - ORDER OF BUSINESS

The order of business for regular and special meetings shall be:

- A. Call to order by the Chair
- B. Pledge of Allegiance
- C. Roll call
 - Determination of a quorum
- D. Adoption of agenda.
- E. Call to Public
- F. Clarifications from Commission
- G. Correspondence
- H. Public Hearings
- I. Reports of committees
- J. Unfinished business
- K. New business
- L. Approval of the minutes of the last preceding meeting
- M. Final Call to Public

N. Comments from Commission

O. Adjournment

SECTION 8.8 - MOTIONS

Motions shall be restated by the Secretary before a vote is taken. The name of the maker and the supporter of a motion shall be recorded for the minutes.

SECTION 8.9 - VOTING

Voting on minutes, opening and closing of public hearings, election of officers, adoption of agenda, recess and adjournment shall be by voice and shall be recorded by yeas and nays, unless a roll call vote is requested by any member of the Commission. Roll call votes will be recorded on all other matters before the Commission. A member of the Planning Commission can only abstain from voting on a motion if he/she finds a conflict of interest on a motion.

Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member may abstain from voting on the matter, and may absent him- or herself from the room in which discussion of the matter takes place. In addition, the member may be disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as noted above constitutes malfeasance in office.

Potential conflict of interest is defined by the Northfield Township Planning Commission as involving:

- A. Property the Commissioner owns, leases, or rents.
- B. Property owned by a Commissioner's relative or employer.
- C. A party with whom a Commissioner shares pecuniary interests (such as partner, employer, lender, renter, or investor).

The affirmative vote of a majority of the seated Commissioners shall be necessary for the adoption of a masterplan or any part thereof.

SECTION 8.10 - NOTICE OF DECISION

A written notice containing the decision of the Planning Commission will be transmitted to petitioners and originators of a request for the Planning Commission to study an issue within the purview of the Commission. Such notice shall be transmitted by the Planning Commission Secretary or staff.

SECTION 8.11 - ADJOURNMENT OF MEETING

Planning Commission meetings should adjourn no later than 10:00 pm. New agenda items

shall not be taken up after 10:00 p.m. unless an agenda item is approaching an ordinance deadline for Planning Commission action or Commissioners decide by majority vote to continue with one or more agenda items after 11:00 p.m.

ARTICLE IX - FISCAL YEAR

SECTION 9.1 - FISCAL YEAR

The fiscal year of the Commission shall be the same as the fiscal year of the Northfield Township Board.

ARTICLE X - AMENDMENTS

SECTION 10.1 - AMENDMENTS

The bylaws, in whole or in part, may be altered, amended, added to, or repealed by an affirmative vote of two-thirds of the Commission at any regular or special meeting provided that notice of proposed alterations, amendment, or repeal shall be submitted by regular or electronic mail to all members of the Commission at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be considered. Public notice of any proposed alteration, amendment, or repeal shall be posted in general view at Township Hall and on the homepage of the Township website at least 15 days prior to the meeting at which they are to be considered. The notice shall either publish the text of the proposed change or advise the public of when and where the text may be inspected.

ARTICLE XI - PARLIAMENTARY PRACTICE

SECTION 11.1 - PARLIAMENTARY PRACTICE

For meetings of the Commission and the advisory committees, the rules of parliamentary practice shall be adopted at the Commission's organizational meeting in January and shall govern in all cases in which they are not inconsistent with the provisions of these bylaws and not contrary to any existing laws of the State of Michigan. Copies shall be provided to each Planning Commission member.

ARTICLE XII - CITIZEN PARTICIPATION

SECTION 12.1 - CITIZEN PARTICIPATION

For meetings of the Commission and the advisory committees, any person shall be allowed to address the Commission on items unrelated to the adopted agenda or items scheduled for Commission discussion. Individual citizens shall be allotted three (3) minutes to speak on

their own behalf. An individual citizen, recognized as representing an organization or group as their spokesperson, shall be allotted five (5) minutes to address the Commission. Commission discussion of any raised issue may result in questions directed back to the individual or representative of an organization or group addressing the Commission. Time limits in this regard shall be at the discretion of the Commission.

ARTICLE XIII - EFFECTIVE DATE

SECTION 13.1 - EFFECTIVE DATE

These bylaws of the Township Planning Commission, Township of Northfield Washtenaw County, Michigan were adopted at a regular meeting of the Planning Commission held on April 6, 2016. The rules shall have immediate effect.

ARTICLE XIV - EFFECT AND INTERPRETATION OF BYLAWS

SECTION 14.1 - EFFECT AND INTERPRETATION OF BYLAWS

All bylaws and parts thereof which conflict with any of the terms of these bylaws, specifically the bylaws enacted March 19, 2014 are hereby rescinded. The catch line headings which precede each section of these bylaws are for convenience and reference only and shall not be taken into consideration in the construction or interpretation of any of the provisions of these bylaws.

The rules were adopted following a motion by Commissioner Stanalajczo and supported by Commissioner Iaquinto. The following Commissioners voted for adoption of the rules of procedure:

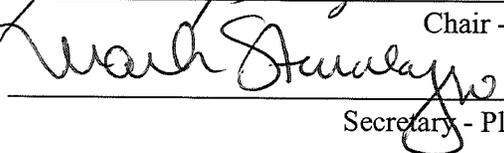
Janet Chick	Sam Iaquinto
Brad Cousino	Larry Roman
Ken Dignan	Mark Stanalajczo

Marlene Chockley opposed.

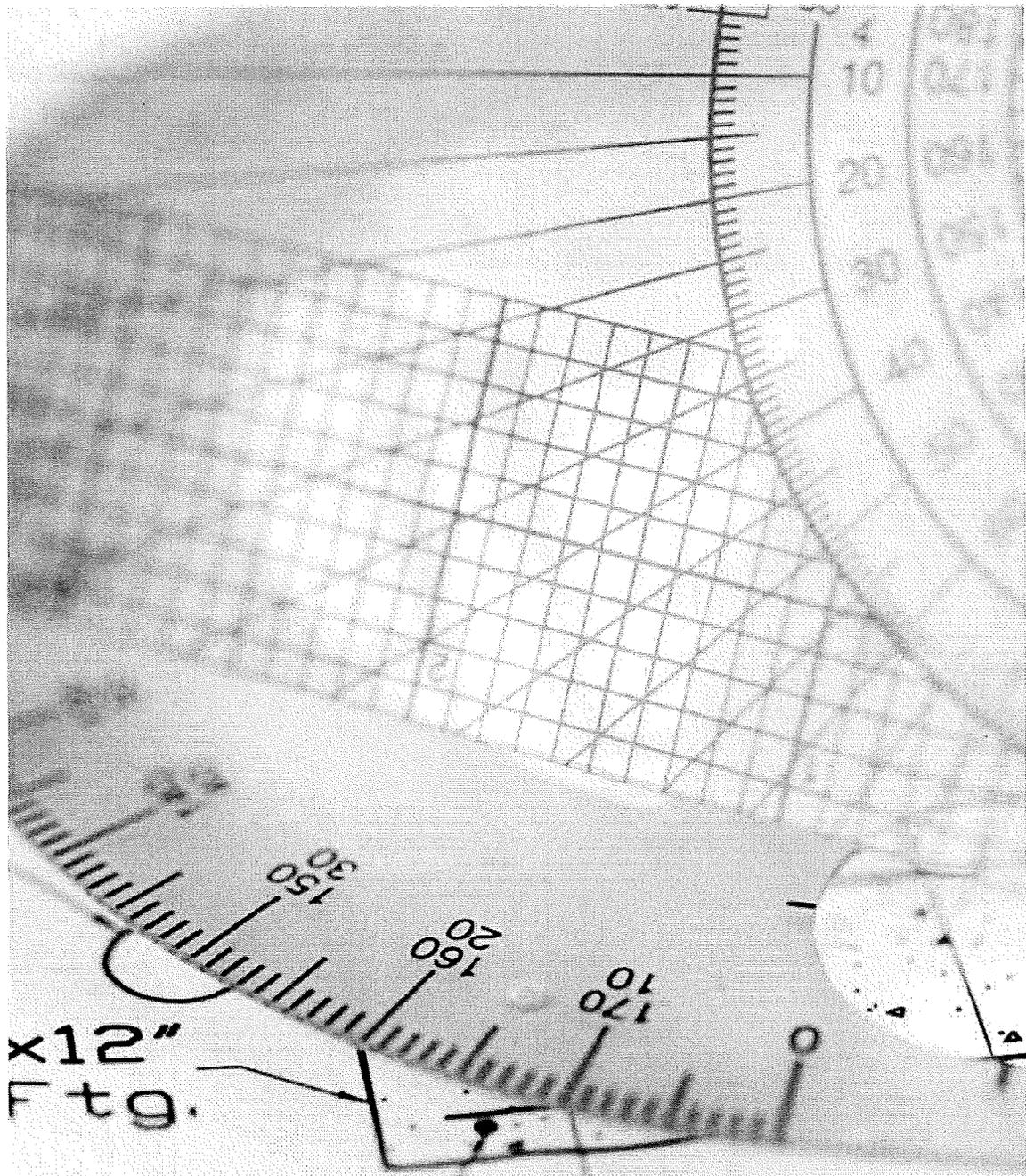
Dated: April 6, 2016



 Chair - Planning Commission



 Secretary - Planning Commission



12" x 9"

Northfield Township Site Plan Process Manual

Table of Contents

Overview2

Flowchart3

Timeline.....5

Project Concept Meeting with Township Planner & Zoning Administrator6

Submit Application.....6

Staff Review Meeting.....7

Administration8

Planning Commission Site Plan Review8

Engineer’s and Planner’s Final Review8

Appendix 1 – Site Plan Application9

Appendix 2 – Concept Meeting Form / Meeting Contact List13

Appendix 3 – Site Plan Review Checklist19

Appendix 4 – Landscape Plan Review Checklist25

Appendix 5 – Construction / Engineering Plans Checklist29

Appendix 6 – Zoning Compliance Application / Inspection Report Form33

Overview

The Township of Northfield utilizes the Site Plan Process as a tool to ensure the highest quality of site design, engineering efficiency, building architecture and landscape development. In implementing this process, the Township endeavors to protect the interests of all parties involved.

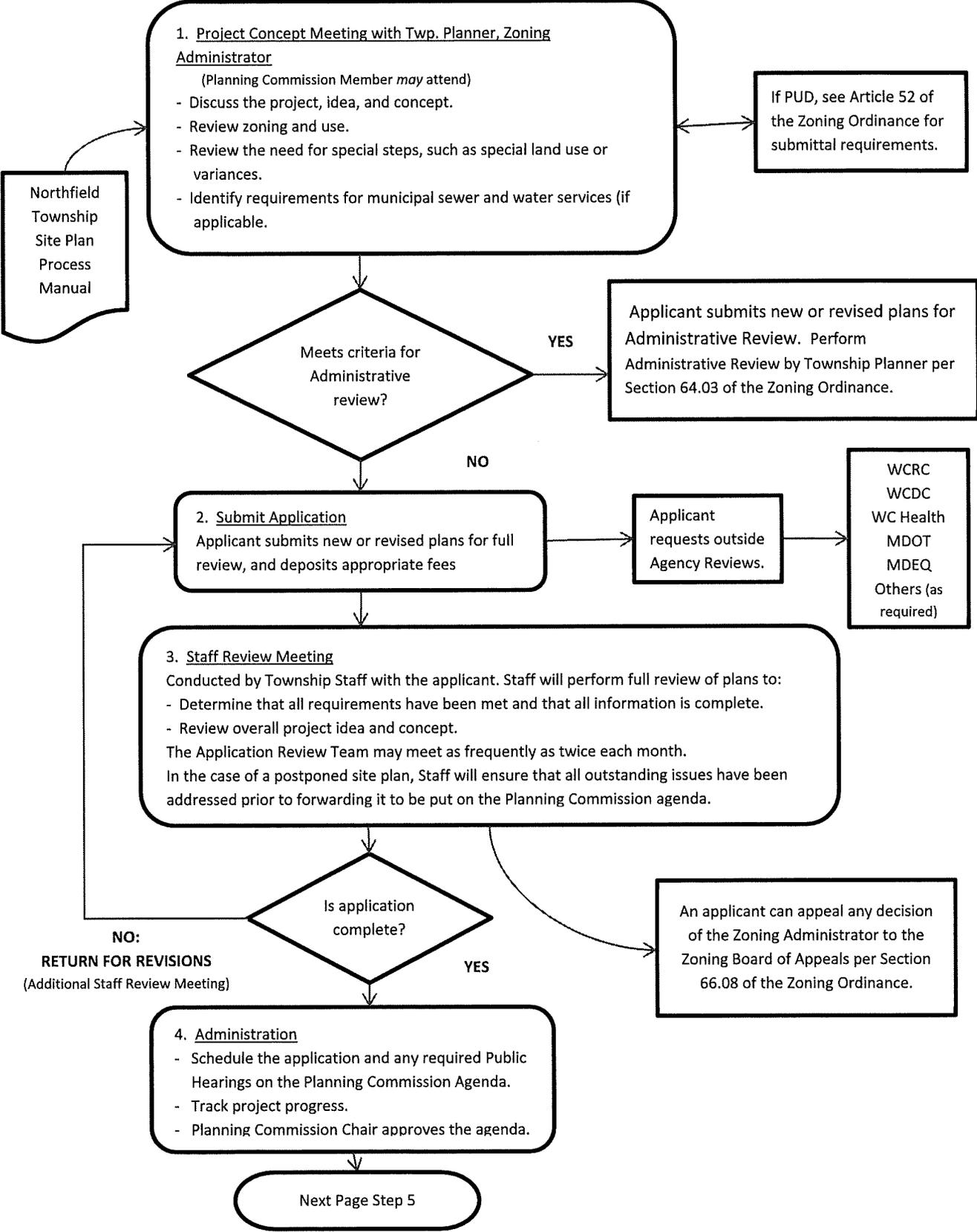
The purpose of the Site Plan Process Manual is to provide a step by step guide through the administration of the site plan process in Northfield Township.

A description of the usual submission requirements is included as a guide for applicants wishing to submit site plans. Please note that these requirements may vary based on site specific circumstances.

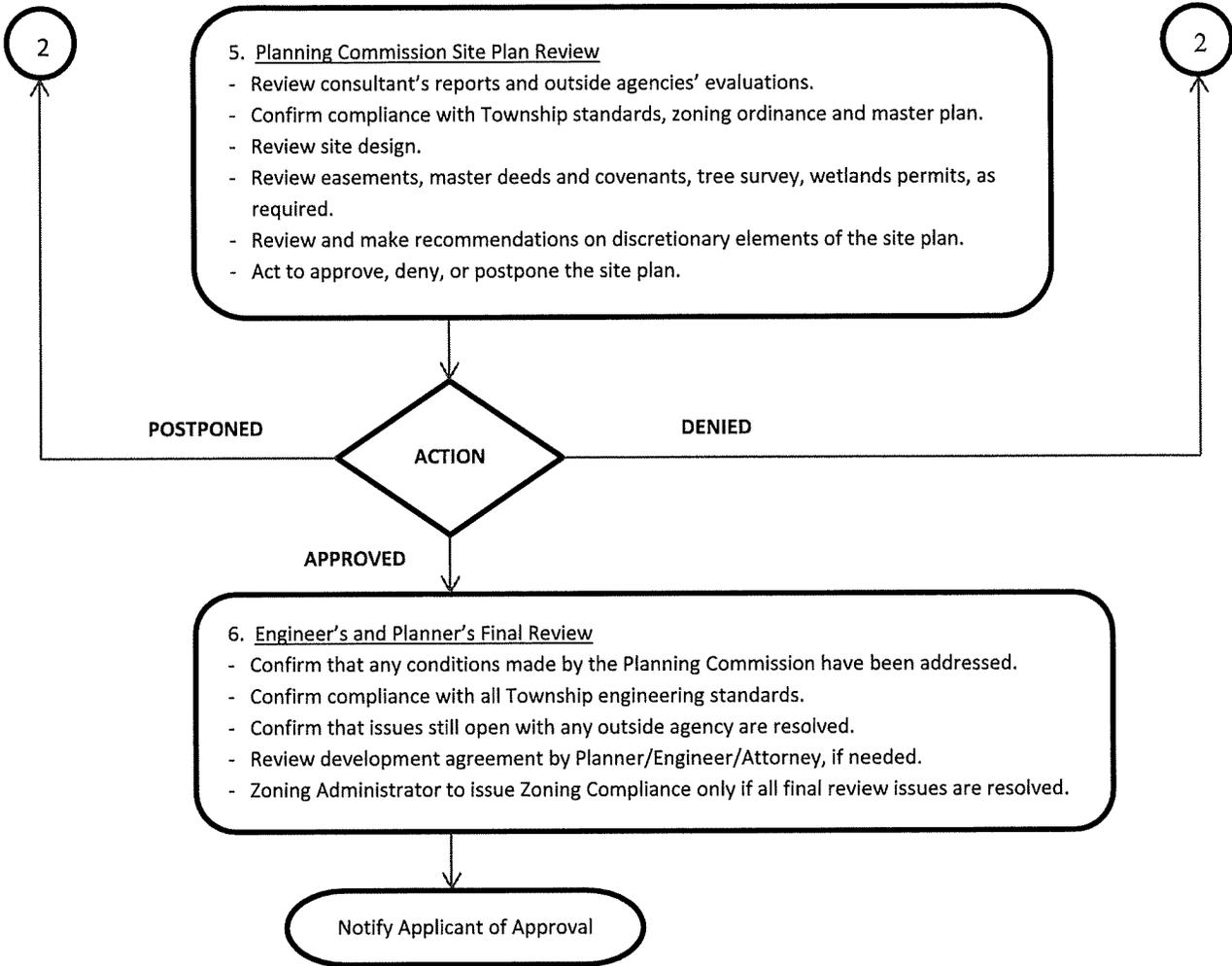
Applicants should review the Site Plan Process Manual thoroughly (along with other relevant documents) to reduce the amount of time spent on plan revisions and to fully understand Northfield Township requirements.

It should be recognized that this Site Plan Manual does not supersede or preempt any part of Article 64, Site Plan Review, of the Northfield Township Zoning Ordinance. It is the responsibility of the applicant to review Article 64.

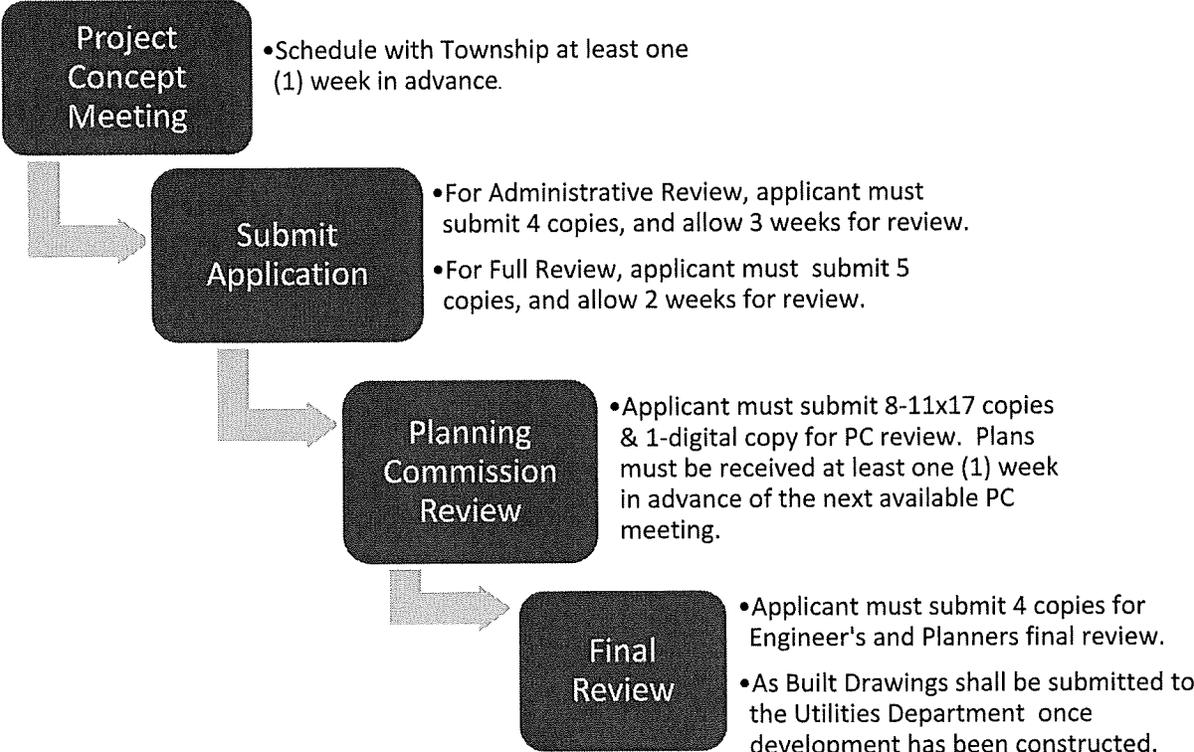
Flowchart



Flowchart (continued)



Timeline



Project Concept Meeting with Township Planner & Zoning Administrator

Applicants shall present and discuss a concept site plan with the Township Planner before submitting a formal Site Plan application.

The Concept Meeting will:

1. Identify the Applicant's contact information for all future communications.
2. Familiarize the Applicant with policy and procedural matters.
3. Identify other approvals or permits required from outside agencies.
4. Allow the Applicant and Township Staff to discuss the proposal and to revise the site plan concept and/or application, if needed, prior to submission.
5. Review submission requirements, zoning, landscaping, engineering and architectural design issues.
6. Identify relevant historical, cultural and physical land features.

The Concept Meeting Form in Appendix 2 shall be completed during the Concept Meeting by Township Staff.

Submit Application

Proposed site plans will be reviewed using one of the following three (3) processes:

1. Site Plan Review (Section 64.04 of the Township Zoning Ordinance).

Also, all applicable information contained in Appendices 3 & 4 in this manual must be provided on the proposed plan.

- a. Site Plan Review and approval is required for all proposed uses and/or structures within the Township except for detached single-family dwellings and farm buildings.
- b. Site Plan Review and approval is required for existing uses and/or structures, except detached single-family dwellings and farm buildings, where an alteration to the existing use or structure would result in one of the following:
 - 1) An increase or reduction of the floor area of a structure or land area occupied by the use.
 - 2) A change of use, even if the change of use is permitted in the subject zoning district.
 - 3) A variance from the provisions of this Ordinance, regardless of its size.

If it is determined by the Township Zoning Administrator that a Site Plan Review is required, the applicant must complete and submit a Site Plan Application to the Township.

2. Administrative Review (Section 64.03 of the Township Zoning Ordinance).

The Zoning Administrator may review site plans without submission to the Planning Commission in the following cases:

- a. Expansion or reduction of an existing, conforming structure or use that is five percent (5%) of the existing square footage or two thousand (2,000) square feet whichever is less.
- b. Provision for additional parking, loading/unloading spaces, and landscape improvements as required by the Zoning Ordinance.

3. Amendment to an Approved Site Plan (Section 64.07 of the Township Zoning Ordinance).

A site plan may be amended upon application and in accordance with the provisions and procedures provided in Section 64.04 of the Northfield Township Zoning Ordinance. Site Plans amended in order to be brought into compliance with the requirements of governmental agencies or authorities other than Northfield Township, are subject to the provisions of the Ordinance. The Township Zoning Administrator shall have the authority to determine if a proposed change is substantive and therefore requires an amendment to the approved site plan.

Staff Review Meeting

The application review is conducted by the Application Review Team together with the applicant and will:

1. Determine that all requirements have been met and that all information is complete, including the additional requirements of Appendices 3 & 4 attached herein.
2. Review the overall idea and concept of the development.
3. Review the need for special steps, such as special land use or variances.
4. Identify requirements for municipal sewer and water services.

The Application Review Team may meet as frequently as twice each month and shall include any combination of the following staff members as necessary for the review of the project:

- Township Zoning Administrator
- Township Utilities Director
- Township Planner
- Various County Agencies, as needed
- Township Engineer

Administration

After the Application Review Team agrees that the application is administratively complete, the Township Staff will:

1. Schedule the application on the Planning Commission's meeting agenda.
2. Track project progress.
3. Assemble outside agency reviews including: WCRC, WCDC, WC Health, MDOT, MEDQ, and others as required.

Note: The Planning Commission Chair approves the agenda.

Planning Commission Site Plan Review

The Northfield Township Planning Commission will:

1. Confirm compliance with Township standards, Zoning Ordinance and Master Plan.
2. Review site design.
3. Review easements, master deeds and covenants, tree surveys and wetlands permits.
4. Review and make recommendations on discretionary elements on the site plan as permitted by the Northfield Township Zoning Ordinance.
5. Review outside agencies' evaluations.
6. Take action on the pending site plan. The Planning Commission may approve, table for future review, or deny each site plan request.

Engineer's and Planner's Final Plan Review

After Planning Commission approval, the applicant shall provide all site plan information previously submitted and all applicable information as required in Appendix 5 of this manual.

The Engineer's and Planner's final review will:

1. Confirm compliance with all Township engineering standards.
2. Confirm that issues still open with any outside agency are resolved.
3. Review development agreement by Planner/Engineer/Attorney.

Please note that all final review issues will have to be resolved before Zoning Compliance can be obtained.

Once the Engineer and Planner have reviewed and approved the final plans, four (4) copies of the approved plans will be signed and placed on file/distributed.

APPENDIX 1 – SITE PLAN APPLICATION

NORTHFIELD TOWNSHIP SITE PLAN REVIEW APPLICATION	
PROJECT NAME:	
PROJECT ADDRESS:	
Applicant Information:	Owner Information:
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
If the applicant is not the property owner, then a statement from the owner MUST be attached authorizing the application.	
Proof of ownership OR Statement if applicant is not owner is attached. <input type="checkbox"/>	
If applicant is not the owner, describe applicant's interest in the property	
PROPERTY DESCRIPTION	
Legal Description: <input type="checkbox"/> Attached <input type="checkbox"/> On Site Plan	Parcel ID(s):
Description of Proposed Use:	
Total Acreage of Site:	Total Floor Area:
	Existing:
	Proposed:
Height of Structure(s) (in stories & feet):	Sanitary Facilities: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic
	Water: <input type="checkbox"/> Municipal <input type="checkbox"/> Private Well
Zoning Classification(s):	
<input type="checkbox"/> RC <input type="checkbox"/> AR <input type="checkbox"/> LR <input type="checkbox"/> SR1 <input type="checkbox"/> SR2 <input type="checkbox"/> MR <input type="checkbox"/> VC <input type="checkbox"/> LC <input type="checkbox"/> GC <input type="checkbox"/> ES <input type="checkbox"/> HC <input type="checkbox"/> GI <input type="checkbox"/> LI <input type="checkbox"/> Other _____	
SITE PLAN REVIEW OPTIONS	
Administrative Site Plan Review: <input type="checkbox"/> Expansion or reduction of an existing, conforming structure less than 2,000 sq. ft. / 5% of floor area <input type="checkbox"/> Additional parking, loading / unloading spaces and landscape improvements	Site Plan Review: <input type="checkbox"/> New Construction <input type="checkbox"/> Building Addition
Development Plan Review: <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Planned Residential Development <input type="checkbox"/> Site Condominium Plan	Amendment to Approved Site Plan or Development Plan: <input type="checkbox"/> Site Plan <input type="checkbox"/> Development Plan
Site or Development Plan Review in conjunction with: <input type="checkbox"/> Rezoning Request <input type="checkbox"/> Special Land Use Request	

Application # _____

AUTHORIZED SIGNATURE	
I hereby state that all of the above statements and all of the accompanying information are true and correct.	
Applicant's Signature: _____ Date: _____	
FOR OFFICE USE ONLY	
Application Received Date:	Planning Commission Received Date:
Planning Commission Action: <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Denied Date: _____	
Expiration Date: _____	
Fee Received: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	

**APPENDIX 2 – CONCEPT MEETING FORM / MEETING
CONTACT LIST**

NORTHFIELD TOWNSHIP

CONCEPT MEETING FORM

PROJECT NAME:

Applicant Contact Information:

Name:

Address:

Phone:

Facsimile:

Email:

MEETING AGENDA

The following items should be discussed during the project concept meeting. This form should be completed during the project concept meeting and distributed to all parties.

Review of policy and procedural matters including scheduling.	<input type="checkbox"/>
Review required outside agency reviews and approvals.	<input type="checkbox"/>
Review all submission requirements including the Northfield Township Site Plan Process Manual and all checklists.	<input type="checkbox"/>
Review of the concept plan including any general zoning, landscaping, engineering and architectural design issues.	<input type="checkbox"/>
Identify relevant historic, cultural and physical land features.	<input type="checkbox"/>
Indicate to the applicant if a second project concept meeting will be required prior to apply for full site plan approval.	<input type="checkbox"/>

AUTHORIZING SIGNATURES

By signing below I attest to the fact that each of the above items was discussed at the project concept meeting:

Applicant: _____

Date: _____

Township Staff: _____

Date: _____

Please attach the project concept meeting sign-in sheet to this form.

NORTHFIELD TOWNSHIP

CONCEPT MEETING CONTACT LIST

PROJECT NAME:

Meeting Date:

APPLICANT / OWNER / REPRESENTATIVES

	Name	Phone	Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			

TOWNSHIP STAFF

1.			
2.			
3.			
4.			
5.			
6.			
7.			

The above persons attended the concept meeting for the project listed above.

Applicant: _____

Date: _____

Township Staff: _____

Date: _____

Please attach to the the project concept meeting form.

APPENDIX 3 – SITE PLAN REVIEW CHECKLIST

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW CHECKLIST

PROJECT NAME:

A Site Plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review and recommendation as provided in Article 64. Site plans shall consist of an overall plan for the entire development.

Five (5) full size plan sets shall be submitted of at least 24" x 36". In addition to the five (5) full size plan sets, ten (10) reduced plan sets of 12" x 18" shall be submitted for review, with the required review fee and application forms.

The following minimum information shall be included on all site plans submitted to Northfield Township:

GENERAL INFORMATION

Contact Info	Development Team information including Proprietors', Applicants', and Owners' names, addresses and telephone numbers.	<input type="checkbox"/>
Title Block	Name, address and telephone number of the site plan preparer, project name, and date (month, day, year) including revisions.	<input type="checkbox"/>
Location Map	A location map drawn at a scale of 1"=2,000' with north point, and indicating the proximity of the site to major roads and intersections.	<input type="checkbox"/>
Scale / North Point	Plans shall be drawn to a scale not greater than 1"=20' nor less than 1"=200'. A north arrow shall be indicated on all pages.	<input type="checkbox"/>
Legal Description	A legal description and certified survey of all subject parcels. Where a metes and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon the boundary survey prepared by a registered surveyor and shall correlate to the legal description.	<input type="checkbox"/>
	General description of deed restrictions, if any.	<input type="checkbox"/>
Professional Seal	The plans shall be sealed by a registered architect, engineer, landscape architect or planner.	<input type="checkbox"/>
Existing Features to include:	Existing lot lines, building lines, structures, parking areas, etc., on the parcel(s), and within 100 feet of the site.	<input type="checkbox"/>
	Existing and proposed lot line dimensions and lot area.	
	Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts. Provide a clear indication of improvements to remain or be removed.	<input type="checkbox"/>
	Centerline and existing and proposed right-of-way lines of any street.	<input type="checkbox"/>
	Owner, use and zoning classification and land use of petitioner's parcel(s) and all abutting parcels. Location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.	<input type="checkbox"/>
	Gross and net acreage figures; total ground floor area and lot coverage (percent); floor area ratio.	<input type="checkbox"/>
	Proximity to major thoroughfares and section corners.	<input type="checkbox"/>

PHYSICAL FEATURES

Structures	Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; all required setbacks; distances between buildings; height in feet and stories; finished floor elevations and contact grade elevations.	<input type="checkbox"/>
Streets / Drives	Name, right-of-way, location and alignment of all proposed streets and drives; rights-of-way; surface type and width; location and typical detail of curbs; turning lanes with details; location, width, surface elevations and grades of all entries and exits; curve radii.	<input type="checkbox"/>
	Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted.	<input type="checkbox"/>
	Designation of fire lanes.	<input type="checkbox"/>

Parking	Location and dimensions of proposed parking lots; parking calculations; number of spaces in each lot; dimensions of spaces and aisles; angle of spaces; drainage pattern; surface type.	<input type="checkbox"/>
Landscaping	Landscape plan showing location and size of plant materials of all existing and proposed plant materials.	<input type="checkbox"/>
	Location and description of all existing and proposed landscaping berms, fencing and walls.	<input type="checkbox"/>
	Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.	<input type="checkbox"/>
	Location and type of proposed screens and fences; height, typical elevation and vertical selection of screens, showing materials and dimensions.	<input type="checkbox"/>
Pathways	Location, width and surface of proposed sidewalks and pedestrian ways.	<input type="checkbox"/>
Trash Receptacles	Location of existing and proposed outdoor trash container enclosures; size, typical elevation and vertical section of enclosures; showing materials and dimensions.	<input type="checkbox"/>
Exterior Lighting	A lighting plan prepared in accordance with Section 60.31.	<input type="checkbox"/>
Signs	Location, dimensions, area and height of proposed signs.	<input type="checkbox"/>
Service Facilities	Location of existing and proposed service facilities above and below ground, including: <ol style="list-style-type: none"> 1. Well sites; 2. Septic systems and other wastewater treatment systems. The location of the septic tank and drain field (soil absorption system) should be clearly distinguished; 3. Chemical and fuel storage tanks and containers; 4. Storage, loading and disposal areas for chemicals, hazardous substances, salt and fuels; 5. Water mains, hydrants, pump houses, standpipes and building; 6. Sanitary sewers and pumping stations (General Information); 7. Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes (General Information); and 8. Location of all easements. 	<input type="checkbox"/>
Historic Places	Historic structures as identified by the State of Michigan and/or National Registry of Historic Places pursuant to U.S. Department of the Interior review.	<input type="checkbox"/>
Other	Any other pertinent physical features.	<input type="checkbox"/>
NATURAL FEATURES		
General	Existing natural features such as trees, wooded areas, streams, marshes, ponds and other wetlands. A clear indication of all natural features to remain and to be removed shall be provided.	<input type="checkbox"/>
Soil	Soil characteristics of the parcel(s) to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Washtenaw County, Michigan"	<input type="checkbox"/>
	A description of measures to control soil erosion and sedimentation during grading and construction operations until a permanent ground cover is established. Such plan shall be approved by the County Soil Erosion and Sedimentation Control Agent.	<input type="checkbox"/>
	Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.	<input type="checkbox"/>
Topography	Existing topography with a maximum contour interval of two (2) feet. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated.	<input type="checkbox"/>
	A grading plan showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading. All finished contour lines are to be connected to existing contour lines at or before the property lines.	<input type="checkbox"/>
Wetlands / Drainage	Location of existing drainage courses and associated bodies of water, on and off-site, and their elevations.	<input type="checkbox"/>
	Location of existing wetlands, regardless of whether State regulated or not.	<input type="checkbox"/>

	Location of flood plains pursuant to Township FEMA maps.	<input type="checkbox"/>
	Township groundwater recharge areas as they relate to the plan.	<input type="checkbox"/>
Woodlands	Groups of trees shall be shown by an approximate outline of the total canopy; individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees, shall be accurately located on the site plan.	<input type="checkbox"/>
	Listing of rare or endangered species of flora or fauna, as identified by the State of Michigan and/or the Michigan Natural Feature Inventory (MNFI).	<input type="checkbox"/>
	A tree replacement plan in accordance with Section 60.26 F and H.	<input type="checkbox"/>
Natural Features Impact Statement	When at least one (1) natural feature is determined to exist on-site, a Natural Features Impact Statement in accordance with Section 60.26 B.4. must be provided.	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS FOR RESIDENTIAL DEVELOPMENTS		
	Dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units.	<input type="checkbox"/>
	Designation of units by type and number of units in each building.	<input type="checkbox"/>
	Carport locations and details where proposed	<input type="checkbox"/>
	Specific amount, location and type of facilities in all existing and proposed recreation areas.	<input type="checkbox"/>
	Details of any community buildings and fencing of swimming pool(s) if proposed.	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL DEVELOPMENTS		
	Loading / unloading areas.	<input type="checkbox"/>
	Gross and usable floor area.	<input type="checkbox"/>
	Number of employees in peak usage.	<input type="checkbox"/>

APPENDIX 4 – LANDSCAPE PLAN REVIEW CHECKLIST

NORTHFIELD TOWNSHIP

LANDSCAPE PLAN REVIEW CHECKLIST

PROJECT NAME:

A separate detailed landscape plan shall be submitted as part of the site plan review process. On sites of greater than one (1) acre, landscape plans shall be prepared and sealed by a registered landscape architect licensed in the State of Michigan.

The landscape plan shall be included as a part of the overall site plan and shall meet the submittal requirements outlined in the Northfield Township Site Plan Review Checklist. The checklist provided below is only a general guide to the detailed requirements of Section 60.25 of the Northfield Township Zoning Ordinance. The applicant must meet the detailed standards of Section 60.25 as a part of any site plan submittal.

The landscape plan shall include, but not necessarily be limited to, the following items as detailed in Section 60.25 of the Northfield Township Zoning Ordinance.

LANDSCAPE PLAN INFORMATION

1.	Existing and proposed topography, by contours, correlated with the grading plan.	<input type="checkbox"/>
2.	Location, type, size and condition of existing plant material to be saved, moved, or removed; proposed means of protecting existing plant materials during construction.	<input type="checkbox"/>
3.	Location of proposed plant materials; a planting list of proposed materials, showing sizes, height, botanical and common names, spacing, and root type (bare root or balled and burlapped).	<input type="checkbox"/>
4.	Location of all proposed improvements as shown on the site plan.	<input type="checkbox"/>
5.	Sections, elevations, plans and details of landscape elements, such as berms, walls, ponds, retaining walls and tree wells.	<input type="checkbox"/>
6.	Proposed planting dates.	<input type="checkbox"/>
7.	Irrigation system plan for watering and draining landscape areas.	<input type="checkbox"/>
8.	Planting and staking details, in text or graphic form, explaining the method of installation, type and depth of mulch, and any special planning requirements.	<input type="checkbox"/>
9.	Typical straight cross-section including slope, height and width of berms.	<input type="checkbox"/>
10.	Buffering between land uses and adjacent to existing natural features.	<input type="checkbox"/>
11.	Parking lot landscaping.	<input type="checkbox"/>
12.	Subdivision and site condominium landscaping.	<input type="checkbox"/>
13.	General site landscaping.	<input type="checkbox"/>
14.	Refuse container screening.	<input type="checkbox"/>
15.	Miscellaneous landscape requirements.	<input type="checkbox"/>

**APPENDIX 5 – CONSTRUCTION / ENGINEERING PLANS
CHECKLIST**

NORTHFIELD TOWNSHIP

DETAILED CONSTRUCTION AND ENGINEERING PLANS REVIEW CHECKLIST

PROJECT NAME:

After a site plan has been approved, the following minimum information shall be included on all detailed construction and engineering plans submitted to Northfield Township.

The design of storm sewers, stormwater facilities, roads, parking lots, driveways, water mains, sanitary sewers and other site improvements must meet the design and construction standards of Northfield Township and other appropriate agencies.

CONSTRUCTION AND ENGINEERING PLAN INFORMATION

1.	Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities.	<input type="checkbox"/>
2.	Location and size of retention ponds and degrees of slope of sides of ponds.	<input type="checkbox"/>
3.	Calculations for size of storm drainage facilities.	<input type="checkbox"/>
4.	Location of electricity and telephone poles and wires.	<input type="checkbox"/>
5.	Location and size of underground tanks where applicable.	<input type="checkbox"/>
6.	Location and size of outdoor incinerators.	<input type="checkbox"/>
7.	Location and size of wells, septic tanks and drain fields, where applicable.	<input type="checkbox"/>
8.	Name, location, alignment and right-of-way of existing and proposed streets and drives on or adjacent to the property; surface type and width; spot elevations of street surface, including elevations at intersections with streets and drives of the proposed development.	<input type="checkbox"/>
9.	Typical cross-sections of all proposed streets and drives showing surface, base and sub-base materials, dimensions and slopes.	<input type="checkbox"/>
10.	Location and dimensions of existing and proposed parking lots; drainage patterns; and typical cross-sections showing surface, base and sub-base materials.	<input type="checkbox"/>
11.	Location, width and surface of all proposed sidewalks and pedestrian ways; typical cross-sections showing surface, base and sub-base materials.	<input type="checkbox"/>
12.	Right-of-way reservation or dedication is to be clearly noted. Dedication of right-of-way shall be executed or provisions made.	<input type="checkbox"/>
13.	Other requirements:	
14.	Comments:	

**APPENDIX 6 – ZONING COMPLIANCE APPLICATION /
INSPECTION REPORT FORM**

NORTHFIELD TOWNSHIP**ZONING COMPLIANCE APPLICATION / CERTIFICATION**

Zoning Compliance is required prior to new construction or alterations to an existing structure. Zoning Compliance is required prior to occupancy.

This application must be accompanied by two (2) copies of scale site plans meeting the information requirements of the Zoning Administrator.

Applications for zoning compliance certificates shall be deemed abandoned six (6) months after the date of filing unless diligently pursued or a building permit or certificate of occupancy is issued.

Any certificate shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after commencement of work.

PROJECT NAME:

PROJECT ADDRESS:

PARCEL ID(S):

Applicant Information:

Owner Information:

Name:

Name:

Address:

Address:

Phone:

Phone:

Email:

Email:

If application is made by other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.

Proof of ownership **OR** Affidavit if applicant is not owner is attached.

If applicant is not the owner, describe applicant's interest in the property.

PROPERTY DESCRIPTION

Description of Proposed Use:

Sanitary Facilities: Sewer Sewer Tap Permit # _____ Septic WCHD Permit # _____

Zoning Classification(s):

RC AR LR SR1 SR2 MR VC LC GC ES HC GI LI Other _____

Type of Construction / Alteration:

Project Start Date:

Project Completion Date:

PC / ZBA Case #(s): _____ **Action:** _____ **Date:** _____

AUTHORIZED SIGNATURE

In the case of a false statement or misrepresentation of fact in the application or on the plans on which the certificate is based, any zoning compliance certificate issued thereto shall be null and void.

I hereby acknowledge the above facts and those on the attached site sketch and prints to be true to the best of my

Application # _____

knowledge and state that said construction and/or occupancy of the structure and/or site shall occur in accordance with this certificate. Further, I agree to give permission for officials of Northfield Township, Washtenaw County and the State of Michigan to enter the property for the purposes of inspection.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Received Date:

Existing Legal Non-Conformities:

Zoning Compliance Certificate: Approved Date: _____ Approved as Noted Date: _____

Comments / Reasons for Denial:

Denied Date: _____

Zoning Administrator's Signature: _____ Date: _____

Inspection Date: _____

ZC# _____

NORTHFIELD TOWNSHIP FINAL ZONING COMPLIANCE CHECKLIST					
PROJECT NAME:					
PROJECT ADDRESS:					
AREA OF CONCERN					
LANDSCAPING			Complies	Does Not Comply	N/A
1.	Greenbelt		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Parking lot islands, etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Site landscaping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Foundation plantings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Dumpster screening		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Comments:				
PAVEMENT					
7.	Base course		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Final course		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Striping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Aisle width		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Number of spaces		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Comments:				
LIGHTING					
13.	Number of fixtures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Type of fixtures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Comments:				
SIGNS					
16.	Number of signs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Size and area		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:				

Inspection Date: _____

ZC# _____

ENGINEERING COMMENTS:

UTILITIES COMMENTS:

Connection fees paid

FIRE CHIEF'S COMMENTS:

ACCESS:

OTHER CONDITIONS OF APPROVAL:

Inspected By: _____

ARTICLE XXVIII. - SITE PLAN REVIEW⁽¹¹⁾

Footnotes:

--- (11) ---

State Law reference— Submission and approval of site plan, MCL 125.3501.

Sec. 36-863. - Purpose.

It is the purpose of this article to require site plan approval for certain buildings, structures, and uses that can be expected to have a significant impact on natural resources, traffic patterns, adjacent parcels and land uses, and on the character of future development. It is further the purpose of this article to achieve, through site plan review, safe and convenient traffic movement, both within a site and in relation to access streets; harmonious relationships of buildings, structures, and uses, both within a site and with adjacent sites; and to conserve natural features and resources. It is further the intent of this article to delegate all aspects of site plan review authority to the township planning commission, within the standards and requirements set forth in this article.

(Ord. of 7-22-2013, § 64.01)

Sec. 36-864. - Site plan approval.

- (a) No grading, removal of trees or other vegetation, land filling, or construction of improvements shall commence for any development which requires site plan approval, until a site plan is approved and preliminary zoning compliance has been issued.
- (b) Site plan review and approval is required for all proposed uses and structures within the township except for individual single-family dwellings. Farm buildings and structures shall not be exempt from the site plan review and approval process except where buildings or structures conform to and are regulated by an applicable generally accepted agricultural management practices (GAAMP) as adopted and published by the state commission on agriculture, or its successor, and as amended from time to time. Further, such buildings and structures shall be exempt from the site plan approval process only as to those details, regulations and requirements which are specifically delineated and set forth in the applicable GAAMP.
- (c) Site plan review and approval is required for existing uses or structures, except individual single-family detached dwellings and farm buildings, where an alteration to the existing use or structure would result in one of the following:
 - (1) An increase or reduction of the floor area of a structure or land area occupied by the use.
 - (2) A change of use, even if the change of use is permitted in the subject zoning district.
 - (3) A variance from the provisions of this chapter, regardless of its size.
- (d) The zoning administrator shall not issue a zoning compliance permit for construction of, or an addition to, any subject buildings or developments until the site plan has been reviewed and approved by the township planning commission.
- (e) When required, site plan review shall follow either the administrative review procedures pursuant to section 36-865 or the full site plan review procedures pursuant to section 36-866. The appropriate procedure will be determined during the project concept meeting as described in the township site plan process manual.

(Ord. of 7-22-2013, § 64.02)

Sec. 36-865. - Administrative review.

The township zoning administrator may review a site plan without submission to the planning commission, subject to all of the criteria, requirements and standards set forth in this article and the following standards:

- (1) The zoning administrator may review and consider approval, conditional approval or denial of site plans without submission to the planning commission in the following cases:
 - a. Expansion or reduction to an existing conforming structure or use of 2,000 square feet or less or five percent of the floor area of the structure, whichever is less.
 - b. Provision for additional parking, loading/unloading spaces and landscape improvements as required by ordinance.
- (2) The zoning administrator is authorized to employ the township planner, township engineer or other experts to assist in the review of site plans submitted under this section.
- (3) At the direction of the zoning administrator, any information required in the township site plan process manual may be required for administrative site plan approval. The township site plan process manual is explicitly incorporated and made a part of this ordinance by reference, requiring amendment of the ordinance to amend the manual. However, at a minimum, submissions of a site plan shall include the following information:
 - a. Proprietors', applicants', and owners' names, addresses and telephone numbers.
 - b. Date (month, day, year), including revisions.
 - c. Title block and scale.
 - d. North point.
 - e. Proposed and existing structures, utilities, parking areas, etc., on the parcel, and within 100 feet of the parcel.
- (4) The zoning administrator shall consider the criteria set forth in section 36-866 in the review of the site plans submitted under this section.

(Ord. of 7-22-2013, § 64.03)

Sec. 36-866. - Final site plan review procedure.

- (a) *Project concept meeting.* Prior to formal site plan application, all projects requiring site plan review (either administrative or full site plan review) shall schedule a project concept meeting with the township planner and township engineer. During this conceptual review phase, a generalized site plan is presented by a prospective applicant for consideration of the overall idea of the development. Basic questions of use, density, integration with existing development in the area and impacts on the availability of public infrastructure are discussed. Township planning staff and other such township representatives as appropriate, including a member of the planning commission, may attend this informal meeting. At this meeting, the applicant or his representative is also presented with the applicable procedures required by this chapter for approval of the proposed development and with any special problems or steps that might have to be followed, such as requests to the zoning board of appeals for a variance. Fees for the project concept will be based on the current township fee schedule.
- (b) *Application.* Any person may file a request for full site plan approval by filing with the township planning and zoning secretary the completed site plan application, site plan, as well as other data, exhibits and information hereinafter required as set forth in the township site plan process manual.

The township site plan process manual is explicitly incorporated and made a part of this chapter by reference, requiring amendment of the chapter to amend the manual. Upon receipt of the application, the site plan drawings shall be processed in accordance with the procedures set forth in the site plan process manual. At this time, all applicable fees shall be paid in full.

(c) *Effect of approval.*

- (1) Approval of a site plan authorizes the owner or applicant to apply for a preliminary zoning compliance certificate. Please note that a preconstruction meeting shall be required prior to the issuance of a preliminary zoning compliance certificate. Prior to the issuance of preliminary zoning compliance certificate, all applicable fees shall be paid, including any required utility tap fees.
- (2) Upon approval of the final site plan, the applicant and/or owner of record, and the township clerk or his designee, shall sign four copies of the approved plan along with the township planner and planning commission secretary. The township clerk shall transmit two such signed copies of the approved final site plan to the applicant. Two such copies shall be retained in the township files.
- (3) Approval shall expire and be of no effect after 365 days following approval by the planning commission unless a building permit, when required, is applied for and granted within that time period. Approval shall expire and be of no effect 545 days following the date of approval by the planning commission unless construction has begun and is being diligently pursued to completion. The planning commission may extend the time limits upon a showing of good cause.

(Ord. of 7-22-2013, § 64.04)

Sec. 36-867. - Criteria of site plan review.

The site plan shall be reviewed and approved upon a finding that the following criteria are met:

- (1) The proposed use will not be injurious to the general health, safety and welfare of the township and surrounding neighborhood.
- (2) The location of buildings, outside storage receptacles, parking areas, screen walls and utility areas is such that the adverse effects of such uses will be minimized for the occupants of that use and surrounding areas.
- (3) The design of storm sewers, stormwater facilities, roads, parking lots, driveways, water mains, sanitary sewers and other site improvements meets the design and construction standards of the township and other appropriate agencies.
- (4) Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides. Site features such as, but not limited to, trees and other plant materials, fences, retaining walls, berms, outdoor furniture, outdoor structures, and natural and artificial water bodies shall be arranged to permit adequate emergency vehicle access.
- (5) Site planning and design of specific improvements will accomplish the preservation and protection of existing natural resources and features such as lakes, ponds, streams, wetlands, floodplains, steep slopes, groundwater, trees, and wooded areas, including associated shrubs, small trees, and ground cover.
- (6) The proposed development respects the natural topography to the maximum extent possible by minimizing the amount of cutting, filling and grading required.
- (7) The proposed development will meet the requirements and preventative soil erosion and sedimentation provisions of the governing body. The drainage plan is adequate to handle

anticipated stormwater runoff in accordance with the rules of the county drain commissioner's office and township engineer.

- (8) A stormwater management system and facility will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and will not substantially reduce or increase the natural retention or storage capacity of any wetland, waterbody or watercourse, or cause alterations which could increase flooding or water pollution on or off site.
 - a. The rules of the county drain commissioner's standards shall be used for the review and approval of all stormwater management systems.
 - b. The county drain commissioner's office shall provide review comments on the stormwater management system of all site plans for the consideration of the planning commission when county drains are involved. Comments shall be provided for all site plans.
 - c. Site plan approval shall not be granted until approval or notice of no jurisdiction is granted by the drain commissioner's office with regard to the stormwater management plan.
- (9) Wastewater treatment systems, including on-site septic systems, will be located to minimize any potential degradation of surface water or groundwater quality, and shall conform to the township community wastewater utility systems ordinance.
- (10) Sites which include storage of hazardous materials, waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the ground, to the air, to groundwater, or to nearby waterbodies, with a specific plan to achieve such objectives being incorporated as part of the site plan.
- (11) The location of buildings, parking, drives, landscaping and other improvements on the site is appropriate and consistent with good design standards for the lot size, shape and general location.
- (12) Landscaping, including grass, trees, shrubs and other vegetation, is provided to maintain and improve the aesthetic quality of the site and area.
- (13) The means of ingress and egress to and from the site shall be planned with the objective of achieving recognized planning, engineering and safety standards, and shall not result in an unreasonable risk of danger to persons and/or property on the site and/or off site. In general, this standard shall be met based upon the design of ingress and egress in terms of the number, location and design of accesses, and utilization of acceleration, deceleration and passing lanes and approaches. The planning commission shall review the ingress and egress proposed for the purpose of promoting and protecting traffic safety, and shall require improvements accordingly.
- (14) The site plan complies with all township ordinances and design standards, and any other applicable laws.

(Ord. of 7-22-2013, § 64.05)

Sec. 36-868. - Phasing of development.

An applicant may divide a proposed development into two or more phases with the approval of the planning commission. Such phasing shall be in conformance with section 36-867. Future development beyond approved phases shall not appear on the approved site plan. Any changes to the approved phasing plan shall be subject to section 36-869.

(Ord. of 7-22-2013, § 64.06)

Sec. 36-869. - Amendment of approved site plan.

A site plan may be amended upon application and in accordance with provisions and the procedures in section 36-866 for a site plan. Site plans amended in order to be brought into compliance with the requirements of governmental agencies of authority, other than the township, are subject to the provisions of this article. The township zoning administrator shall have the authority to determine if a proposed change is substantive and therefore requires an amendment to the approved site plan.

(Ord. of 7-22-2013, § 64.07)

Sec. 36-870. - Modifications of plan during construction.

All improvements shall conform to the approved site plan. If the applicant chooses to make any changes in the development in relations to the approved site plan, he shall do so at his own risk, without any assurance that the township will approve the changes. It shall be the responsibility of the applicant to notify the zoning administrator of any such changes. The zoning administrator may require the applicant to correct the changes so as to conform to the approved site plan.

(Ord. of 7-22-2013, § 64.08)

Sec. 36-871. - Inspection.

- (a) All subgrade improvements, such as utilities subbase and base installations for drives and parking lots, and similar improvements, shall be inspected by the building inspector and approved prior to covering. The zoning administrator shall be responsible for the inspection of all improvements for conformance to the approved site plan. The zoning administrator is authorized to employ the township planner, township engineer, or other township departments or experts to assist in the inspection of all site improvements required by the approved site plan.
- (b) The applicant shall be responsible for requesting the necessary inspections. The zoning administrator shall notify the building inspector and the planning commission, in writing, when a development for which a site plan was approved has passed inspection with respect to the approved site plan. The zoning administrator shall notify the building inspector and the planning commission, in writing, of any development for which a site plan was approved which does not pass inspection with respect to the approved site plan, and shall advise the planning commission of the steps to be taken to achieve compliance. In such case, the zoning administrator shall periodically notify the planning commission of progress towards compliance with the approved site plan, and when compliance is achieved.

(Ord. of 7-22-2013, § 64.09)

Sec. 36-872. - Performance guarantees.

- (a) Irrevocable bank letters of credit, cash deposits, or other security, acceptable to the township board, shall be provided by the applicant to the township clerk. The guarantee shall be provided after a final site plan is approved but prior to issuance of a certificate of occupancy for any building covered by the site plan. The guarantee shall cover site improvements shown on the approved final site plan which will not be completed prior to issuance of the certificate of occupancy. Site improvements shall include, among other items, the following: streets and drives, parking lots, sidewalks, grading, required landscaping, required visual screens, storm drainage, exterior lighting and utilities.
- (b) The applicant shall provide a cost estimate of the improvements to be covered by the guarantee and such estimate shall be verified as to amount by the township engineer. The form of the guarantee shall be approved by the township attorney.
- (c) If the applicant shall fail to provide any site improvements according to the approved plans within the time period specified in the guarantee, the township board shall be entitled to enter upon the site

and complete the improvements. The township board may reimburse itself for the cost of such work, including administrative costs, by appropriating funds from the deposited security, or may require performance by the bonding company.

- (d) If a cash deposit is used, the applicant and township clerk shall decide at the time of deposit on the means of rebating portions of the deposit in proportion to the amount of work completed on the covered improvements. All required inspections for improvements for which the cash deposit is to be rebated shall have been made before any rebate shall be made.
- (e) The zoning administrator may refuse to sign a certificate of occupancy in order to achieve compliance with the approved final site plan, and approved engineering plans related thereto. In such cases, a certificate of occupancy shall be signed by the zoning administrator upon compliance with the approved plans or upon provision of adequate security to guarantee compliance following occupancy.

(Ord. of 7-22-2013, § 64.10)

State Law reference— Performance guarantee, MCL 125.3505.

Sec. 36-873. - Fees.

Fees for the review of site plans and inspections as required by this article shall be established and may be amended by resolution of the township board.

(Ord. of 7-22-2013, § 64.11)

Sec. 36-874. - As-built drawings.

- (a) The applicant shall provide as-built drawings of all sanitary sewer, water, and storm sewer lines and all appurtenances which were installed on a site for which a final site plan was approved. The drawings shall be submitted to the township building inspector, and shall be approved by the township engineer prior to the release of any performance guarantee or part thereof covering such installation.
- (b) The as-built drawings shall show, but shall not be limited to, such information as the exact size, type and location of pipes; location and size of manholes and catchbasins; location and size of valves, fire hydrants, tees and crosses; depth and slopes of retention basins; and location and type of other utility installations. The drawings shall show plan and profile views of all sanitary and storm sewer lines and plan views of all water lines.
- (c) The as-built drawings shall show all work as actually installed and as field verified by a professional engineer or a representative thereof. The drawings shall be identified as "as-built drawings" in the title block of each drawing and shall be signed and dated by the owner of the development or the owner's legal representative and shall bear the seal of a professional engineer.

(Ord. of 7-22-2013, § 64.12)

Sec. 36-875. - Violations.

The approved final site plan shall become part of the record of approval and all subsequent action relating to the site in question shall be consistent with the approved final site plan, unless the planning commission agrees to such changes as provided in this article. Any violation of the provisions of this article, including any improvement not in conformance with the approved final site plan, shall be deemed a violation of this chapter as provided in section 36-979, and shall be subject to all penalties therein.

(Ord. of 7-22-2013, § 64.13)

Secs. 36-876—36-898. - Reserved.

ARTICLE XXVII. - CONDITIONAL USES¹⁰¹

Footnotes:

--- (10) ---

State Law reference— Special land uses, MCL 125.3502 et seq.

Sec. 36-832. - Purpose.

- (a) The formulation and enactment of this chapter is based upon the division of the unincorporated portions of the township into districts in each of which are permitted specified uses which are mutually compatible and permitted by right. In addition to such permitted compatible uses, however, it is recognized that there are certain other uses which it may be necessary or desirable to allow in certain locations in certain districts but which on account of their actual or potential impact on neighboring uses or public facilities need to be carefully regulated with respect to their location for the protection of the township. Such uses, on account of their peculiar locational need or the nature of the service offered, may have to be established in a district in which they cannot be reasonably allowed as a permitted use.
- (b) This chapter, therefore, requires approval of a conditional use permit of each use listed in the several zoning districts as conditional uses and specifies in this article the procedures and standards to be followed in granting such permits. If compliance with the procedures and standards set forth in this article and in article IV of this chapter, the schedule of district regulations, and in article XXIV of this chapter, supplemental district regulations, if applicable, are found, then the right to a conditional use permit shall exist, subject to specific safeguarding conditions as may be imposed by reason of the nature, location, and external effects of such use. No conditional use shall commence until a conditional use permit is issued therefor in accordance with this chapter.

(Ord. of 7-22-2013, § 63.01; Ord. of 6-4-2014, § 63.01)

Sec. 36-833. - Authority to grant permits.

The township board shall have the authority to grant conditional use permits, subject to such conditions of design and operation, safeguards and time limitations as it may determine for only those conditional uses specified in the various district provisions of this chapter.

(Ord. of 7-22-2013, § 63.02; Ord. of 6-4-2014, § 63.02)

Sec. 36-834. - Application and fee.

Application for any conditional use permit permissible under the provisions of this chapter shall be made to the township board by filling in the official conditional use permit application form, submitting required data, exhibits and information, and depositing the required fee with the township clerk. Such application shall be accompanied by a fee as set by the township board, except that no fee shall be required of any governmental body or agency. No part of such fee shall be returnable to the applicant.

(Ord. of 7-22-2013, § 63.03; Ord. of 6-4-2014, § 63.03)

Sec. 36-835. - Data, exhibits, and information required in application.

An application for a conditional use permit shall contain the following information:

- (1) The applicant's name, address, and telephone number.

- (2) The names and address of all record owners and proof of ownership.
- (3) The applicant's interest in the property, and if not the fee simple owner, a signed authorization from the owner for the application.
- (4) Legal description, address, and tax parcel number of the property.
- (5) A scaled and accurate survey drawing, correlated with the legal description, and showing all existing buildings, drives and other improvements.
- (6) A detailed description of the proposed use.
- (7) A site plan, meeting the requirements of a preliminary site plan, as set forth in section 36-865.
- (8) A written statement from the zoning administrator regarding the existing conditions of the property and its compliance with this chapter.

(Ord. of 7-22-2013, § 63.04; Ord. of 6-4-2014, § 63.04)

Sec. 36-836. - Public hearing; establishing date.

Upon receipt of the application and information from the township clerk, the zoning administrator shall set a date for a public hearing thereon, and shall notify the township clerk and applicant of the date. The clerk will then give notice of the public hearing as described in article XXXIII of this chapter.

(Ord. of 7-22-2013, § 63.05; Ord. of 6-4-2014, § 63.05)

Sec. 36-837. - Planning commission action.

The planning commission shall review the application for a conditional use permit in reference to the standards and findings required herein and in relation to the information provided at the public hearing. The planning commission shall recommend approval, approval with conditions, or denial of a conditional use permit application and shall transmit its recommendations, together with a report, to the township board. The report shall contain the planning commission's analysis of the application in relation to the required standards and findings, and shall include a summary of the findings made as a result of the public hearings.

(Ord. of 7-22-2013, § 63.06)

Sec. 36-838. - Required standards and findings for making determinations.

The planning commission and the township board shall review the particular circumstances and facts of each proposed use in terms of the following standards and required findings, and with respect to any additional standards set forth in article XXIV of this chapter, and shall find and record adequate data, information and evidence showing that such a use on the proposed site, lot or parcel:

- (1) Will be harmonious with and in accordance with the general objectives, intent and purposes of this chapter;
- (2) Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity;
- (3) Will be compatible with the natural environment and existing and future land uses in the vicinity;
- (4) Will be compatible with the township land use development plan;
- (5) Will be served adequately by essential public facilities and services, such as highways, streets, police, and fire protection, drainage structures, refuse disposal or that the persons or agencies

responsible for the establishment of the proposed use shall be able to provide adequately any such service;

- (6) Will not be hazardous or disturbing to existing or future neighboring uses; and
- (7) Will not create excessive additional requirements at public cost for public facilities and services.

(Ord. of 7-22-2013, § 63.07)

Sec. 36-839. - Conditions of approval.

In approving a conditional use permit, the township board may impose conditions it deems necessary to achieve the objectives and standards of this chapter, the standards of the Michigan zoning enabling act, Public Act No. 110 of 2006 (MCL 125.3101 et seq.), and the public health, safety and welfare of the township. Failure to comply with any such conditions shall be a violation of this chapter. An approved conditional use permit, including all attached conditions, shall run with the land in the approval and shall be binding upon all successors and assigns. The conditions shall remain unchanged except upon mutual consent of the township board and the landowner. Any such changes shall be entered into township records and recorded in the minutes of the township board meeting at which the action occurred. A public hearing shall be held on any proposed changes, as required for original application.

(Ord. of 7-22-2013, § 63.08)

Sec. 36-840. - Continuation and expansion.

- (a) Continuation. Any use lawfully existing on the date of adoption of the ordinance from which this chapter is derived, or an amendment thereof, and that is permitted as a conditional use under this chapter or amendment shall be deemed a conforming use, and may continue without approvals required in this article.
- (b) Expansion of a conditional use shall require a conditional use permit.

(Ord. of 7-22-2013, § 63.09)

Sec. 36-841. - Re-application.

No application for a conditional use permit which has been denied wholly or in part by the township board shall be resubmitted for a period of 365 days from such denial, except on grounds of new evidence or proof of changed conditions found by the township board to be valid.

(Ord. of 7-22-2013, § 63.10)

Sec. 36-842. - Revocation of permit.

The township board may, after hearing and cause shown, revoke a conditional use permit in case of false statement or misrepresentation of fact on which the permit was approved, or in case of failure to correct violations of this chapter, or in case of lack of compliance with the approved site plan or any conditions of the permit.

(Ord. of 7-22-2013, § 63.11)

Secs. 36-843—36-862. - Reserved.

ARTICLE XXXI. - ADMINISTRATION AND ENFORCEMENT

Sec. 36-970. - Zoning administrator.

The office of zoning administrator is hereby created. The zoning administrator shall be hired by the township board.

(Ord. of 7-22-2013, § 67.01)

Sec. 36-971. - Duties and powers of the zoning administrator.

The zoning administrator shall have the following duties and powers:

- (1) The zoning administrator shall administer and enforce all provisions of this chapter and shall issue all necessary notices or orders to ensure compliance with said provisions, except as otherwise provided elsewhere in this chapter.
- (2) The zoning administrator shall receive applications for and issue certificates of zoning compliance in accordance with this chapter and shall issue certificates of occupancy as required herein.
- (3) The zoning administrator shall make all inspections required by this chapter, and all inspections necessary to enforce this chapter, and may engage the assistance of the township fire chief and building inspector as deemed necessary in making such inspections. The zoning administrator may engage other experts to assist in making such inspections, subject to approval by the township board.
- (4) The zoning administrator shall identify and process violations of the chapter. The zoning administrator shall be responsible for making periodic inspections of the township or parts thereof for the purpose of identifying violations of this chapter.
- (5) The zoning administrator shall keep official records of applications received, certificates issued, fees collected, reports of inspections, and notices and orders issued.
- (6) The zoning administrator shall submit to the township board and planning commission a quarterly report in which a summary of the activities of the office is presented.

(Ord. of 7-22-2013, § 67.02)

Sec. 36-972. - Certificates of zoning compliance.

- (a) Applications for certificates of zoning compliance shall be made to the zoning administrator. Each application shall include a site plan as required in article XXVIII of this chapter and all information necessary to determine zoning compliance.
- (b) All plans to be submitted to the building inspector for a building permit shall first be submitted for review and approval by the zoning administrator with respect to the requirements of the zoning ordinance. No building permit shall be issued unless a certificate of zoning compliance has been issued by the zoning administrator for the same development and is in effect.
- (c) In all cases in which an occupancy permit is required, but a building permit is not required, the occupancy permit shall not be issued unless a certificate of zoning compliance has been issued by the zoning administrator and is in effect.
- (d) A certificate of zoning compliance shall not be issued for any use or structure unless said use or structure and the lot on which situated meet all requirements of this chapter; provided, however, that a certificate of zoning compliance shall be issued for a use or structure and the lot on which situated on which one or more legal nonconformities exist. In such case, the certificate of zoning compliance

shall not be issued for any use or structure and the lot on which situated if any illegal nonconformity exists thereon.

- (e) Application for a certificate of zoning compliance may be made by the owner or lessee of the structure or lot, or agent of either, or by the licensed engineer or architect employed in connection with the proposed work or operation. If the application is made by a person other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. The full name and address of the owner, lessee, applicant, and of the responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.
- (f) Subject to limitations of subsection (h) of this section, approved amendments to a plan, application, or other records accompanying the same may be filed at any time with the zoning administrator before completion of the work for which the certificate was approved and before a certificate of occupancy is issued; and such amendments, when approved, shall be deemed part of the original application and shall be filed therewith.
- (g) The zoning administrator shall examine or cause to be examined all applications for certificates of zoning compliance and amendments thereto within a reasonable time after filing. If an application or the plans do not conform to all requirements of this chapter, the zoning administrator shall reject such application in writing, stating the reasons therefor. If the application and plans do so conform, the zoning administrator shall promptly issue the preliminary certificate of zoning compliance. The zoning administrator shall attach his signature to every certificate or may authorize a subordinate to affix such signature. The zoning administrator shall stamp or endorse all sets of corrected and approved plans submitted with such application as "Approved."
- (h) An application for a certificate of zoning compliance shall be deemed to have been abandoned six months after the date of filing unless such application has been diligently pursued or a building permit shall have been issued, or a certificate of occupancy shall have been issued for a use not requiring a building permit. The zoning administrator may, for reasonable cause, grant one or more extensions of time for additional periods not exceeding 90 days each. Any certificate issued shall become invalid if the authorized work is suspended or abandoned for a period of six months after time of commencing the work.
- (i) In case of any false statement or misrepresentation of fact in the application or on the plans on which the certificate was based, any zoning compliance certificate issued thereto shall be deemed null and void.
- (j) Issuance of a certificate of zoning compliance shall be subject to the following conditions:
 - (1) No certificate shall be issued until the required fees have been paid.
 - (2) All work shall conform to the approved application and plans, including approved site plans, for which the certificate has been issued and any approved amendments thereto.
- (k) An application for a certificate of zoning compliance shall be accompanied either by a site plan as required in this section, or be a site plan as required under article XXVIII of this chapter, whichever applies. If a site plan is not required under article XXVIII of this chapter, a site plan shall be submitted as required by this section. A required site plan shall be drawn to scale, submitted in two copies, and shall provide the following information:
 - (1) Scale, date, and north point.
 - (2) Location, shape, and dimensions of the lot.
 - (3) Dimensioned location, outline, and dimensions of all existing and proposed structures, and the location and extent of all uses not involving structures.
 - (4) A clear description of existing and intended uses of all structures.
 - (5) Additional information as required by the zoning administrator for the purposes of determining compliance with the provisions of this chapter.

(Ord. of 7-22-2013, § 67.03)

Sec. 36-973. - Building permits.

No building permit shall be issued for the erection, alteration, moving, placement, or repair of any structure or part thereof that does not comply with this chapter and unless a preliminary certificate of zoning compliance has been issued therefor by the zoning administrator and is in effect. No structure shall be erected, moved, placed on a lot, added to, or structurally altered unless a building permit shall have been issued therefor by the building inspector.

(Ord. of 7-22-2013, § 67.04)

Sec. 36-974. - Certificate of occupancy.

- (a) *Requirement; issuance.* It shall be unlawful to use or occupy or to permit the use or occupancy of any structure or premises, or both, or part thereof, hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a certificate of occupancy shall have been issued by the building inspector. A certificate of occupancy shall not be issued until it has been signed by the zoning administrator, said signature signifying compliance with all provisions of this chapter. A certificate of occupancy shall not be issued for any building or structure or a part thereof, or for the use of land, which does not comply with all provisions of this chapter. The certificate shall state that the building, structure, and lot and use thereof, conform to the requirements of this chapter, and shall list each legal nonconformity existing on the premises. Failure to obtain a certificate of occupancy when required shall be a violation of this chapter and punishable under section 36-979.
- (b) *Use of lot without structure.* Any lot vacant at the effective date of the ordinance from which this chapter is derived shall not be used, nor may any use of a lot without a structure existing at the effective date of the ordinance from which this chapter is derived be changed to any other use, unless a certificate of occupancy shall have first been issued for the new or different use. A certificate of occupancy shall not be required for agriculturally used lands, such as cropland, pasture land, and woodland.
- (c) *Change in structure.* A structure, or part thereof, shall not be changed to or occupied by a use different from that existing at the effective date of the ordinance from which this chapter is derived unless a certificate of occupancy is first issued for the different use.
- (d) *New or altered structure.* Any structure, or part thereof, which is erected or altered after the effective date of the ordinance from which this chapter is derived, shall not be occupied or used for occupancy or use, cause to be done, until a certificate of occupancy is issued for such structure.
- (e) *Existing structure and use.* A certificate of occupancy shall be issued, upon request of the owner, for an existing structure or part thereof, or for an existing use of land, including legal nonconforming uses and structures, if after inspection of the premises, it is found that such structures or uses comply with all provisions of this chapter, or otherwise have legal, nonconforming status. All legal nonconformities shall be clearly described on the certificate of occupancy. A certificate of occupancy shall not be issued for any premises on which illegal nonconformities exist.
- (f) *Accessory structures.* An accessory structure shall require a separate certificate of occupancy, unless included in the certificate of occupancy issued for the principal structure, when such accessory structure is completed under the same building permit as the principal structure.
- (g) *Application.* Application for certificates of occupancy shall be made in writing to the building inspector on forms furnished therefor.
- (h) *Certificates to include zoning.* Certificates of occupancy as required by the state construction code for new buildings or structures, or parts thereof, or for alterations or repairs to existing buildings or structures shall also constitute certificates of occupancy as required by this chapter; provided said certificates are signed by the zoning administrator.

- (i) *Temporary certificates.* Where permitted under the state construction code, a temporary certificate of occupancy may be issued provided that the temporary certificate is signed by the zoning administrator.

(Ord. of 7-22-2013, § 67.05)

Sec. 36-975. - Inspection.

The applicant for a certificate of occupancy shall notify the zoning administrator and the building inspector when inspection is desired. The zoning administrator shall sign the certificate of occupancy within ten days after inspection of such application if the zoning administrator finds, after inspection, that the building or structure, or part thereof, or the use of land, complies with the provisions of this chapter and with all approved site plans. If the zoning administrator refuses to issue such certificate, he shall notify the applicant in writing of such refusal and the reasons therefor, within the aforesaid ten-day period.

(Ord. of 7-22-2013, § 67.06)

Sec. 36-976. - Records.

The zoning administrator and building inspector shall each maintain records of all certificates and permits issued under this chapter and said records shall be open for public inspection.

(Ord. of 7-22-2013, § 67.07)

Sec. 36-977. - Fees.

The township board shall establish by resolution a schedule of fees for administering this article. The schedule of fees shall be posted on public display in the office of the zoning administrator and may be changed only by the township board. No certificate or permit shall be issued unless required fees have been paid in full.

(Ord. of 7-22-2013, § 67.08)

Sec. 36-978. - Compliance with plans.

Building permits and certificates of zoning compliance issued on the basis of plans and applications approved by the zoning administrator and the building inspector authorize only the use, arrangement, and construction set forth in such approved plans and applications, and no other use, arrangement, or construction. Use, arrangement, or construction at variance with that authorized shall be deemed a violation of this chapter and punishable as provided by this article.

(Ord. of 7-22-2013, § 67.09)

Sec. 36-979. - Violations and penalties.

- (a) *Notice of violation.* The zoning administrator shall serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, use, or occupancy of a structure or lot in violation of the provisions of this chapter, or in violation of a site plan or application approved hereunder, or in violation of a zoning compliance certificate issued hereunder, and such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

- (b) *Prosecution of violation.* If the notice of violation is not complied with promptly, the zoning administrator is hereby authorized to issue an appearance ticket to the suspected violator pursuant to Public Act No. 175 of 1927 (MCL 760.1 et seq.). The zoning administrator shall also request the township attorney to institute the appropriate proceeding at law or in equity to restrain, correct, or abate such violation or to require the removal or termination of the unlawful use of the lot or structure in violation of the provisions of this chapter or the order or direction made pursuant thereto.
- (c) *Violation penalties.* Any person who shall violate a provision of this chapter or shall fail to comply with any of the requirements thereof or who shall erect construct, alter, or repair a structure in violation of an approved site plan or directive of the zoning administrator or of a zoning compliance certificate issued under the provisions of this chapter, shall be guilty of a misdemeanor.
- (d) *Abatement of violation.* The imposition of the penalties herein prescribed shall not preclude the township attorney from institution of appropriate action to prevent unlawful construction or to restrain, correct, or abate a violation, or to prevent illegal occupancy of a structure or premises, or to stop an illegal act, conduct, business, or use of a structure or premises.
- (e) *Stop-work order.* Upon notice from the zoning administrator that work on any structure or premises is being prosecuted contrary to this chapter, such work shall be immediately stopped. The stop-work order shall be posted on the property. The stop-work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work, and shall state the conditions under which the work may be resumed. Any person who shall continue any work in or about the structure or premises after having been served with a stop-work order, except such work as such person is directed by the zoning administrator to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$100.00 per day.
- (f) *Public nuisance per se.* Any structure which is erected, altered, or converted, or any use of any structure or lot which is commenced or changed after the effective date of the ordinance from which this chapter is derived, in violation of any of the provisions herein is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

(Ord. of 7-22-2013, § 67.10)

Secs. 36-980—36-1001. - Reserved.



October 20, 2020

Township Board of Trustees and Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Zoning Administrator Quarterly Report 7/1/2020 – 9/30/2020

Dear Trustees and Commissioners:

Section 36-971(6) of the Zoning Ordinance requires the Zoning Administrator to submit to the Township Board and Planning Commission, a quarterly report in which a summary of the activities of the office is presented. Following is a concise summary of the activities of note in the THIRD quarter of 2020 (July 1 through September 30, 2020).

Zoning Compliance Applications: A total of 28 applications were APPROVED.

1. Approved six (6) new dwellings.
2. Approved additions to two (2) existing dwellings.
3. Approved eight (8) new accessory structures – decks, sheds, ramp, garage.
4. Approved seven (7) new accessory structures – pole barns.
5. Approved four (4) new fences.
6. Approved one (1) temporary structure.

Eight (8) applications were approved for Non-residential Uses:

1. ***New Sign Permit***– For vacant RTM zoned parcel on south side of North Territorial Road.
2. ***Wireless Communication Facility/66425 Eight Mile Road*** – Approved replacement of antennas and equipment upgrade at existing wireless facility.
3. ***Northfield Estates Clubhouse/158 Emerald Circle Drive*** - The site is located in the MHC district (MHP on Zoning Map) on an internal road within the development. The applicant on proposes to construct a new 30' x76' (2,280 square feet) modular clubhouse building and a 30' x 40' (1,200 square foot) modular office building. The plan also proposes the creation of additional parking spaces off an internal drive, and the creation of a playground space. The proposed office and clubhouse are permitted as accessory structures in the MHC district per Section 36-307 (b) and (c). The use will require review and approval by the Planning Commission per Section 36-864 (b). The square footage of the proposed structures exceeds the limit of 2,000 square feet permitted for Administrative Review and approval per section 36-865 (1).

4. **Northfield Community Center/9101 Main Street** - The subject site is located in the RO district. The Community Center is classified as a public building, and permitted as a conditional land use in the district per Section 36-448 (2) of the Zoning Ordinance. The applicant's proposal to create a parking area to serve the existing use is permissible as an expansion of the use. The proposed expansion could be processed for site plan approval under my administrative authority. However, the applicant proposed to use gravel/alternate material for the parking lot than recommended by the Ordinance. Therefore, I deferred the proposal to the PC for their action.
5. **Northfield Estates Water Treatment Plant** - The applicant proposes to build a 34' x 42' (1,428 square feet) water treatment addition to an existing building. The proposed well-house expansion will provide necessary equipment to remove iron from the existing well water system before entering the community water distribution system and provide equipment to clean/backwash the filter media and discharge the backwash to the sanitary sewer system. Since the proposed addition is an expansion of a structure previously existing and approved, it did not require site plan approval at this time. Zoning Compliance approval was granted.
6. **Northfield Community Garden Shed/9142 Main** – A proposal to construct a shed and fence on the property was previously approved. However, the applicant chose a new location for the shed. Therefore, the plan was reviewed for compliance to the Ordinance again and revised approval was granted.
7. **6062 Maple** - The applicant owns an 11.34 acre parcel on the east side of Maple Road in the AR district and proposes to use it as a "low intensity recreational area". He also proposes to construct a 162 square feet (13.5' x 12') shed to be used as an "accessory structure" incidental to the recreational use. The use is permitted as a principal land use per Section 36-156 (8) of the Zoning Ordinance which states *Public and private recreation areas, such as forest preserves, game refuges, recreation parks and reservations, and similar public and private use of low intensity use.* The proposed new use would require site plan approval from the Planning Commission. I recommended the applicant meet with the Planner to get direction on submission requirements.
8. **Team Gator Office/7020 Whitmore Lake Road** - The subject site is located on the east side of Whitmore Lake Road and is occupied by an existing single family dwelling with attached garage which the applicant proposes to use as a real estate office. The site is zoned GC (General Commercial) District. Professional offices are permitted as principal uses in the district per Section 36-390 (2) of the Zoning Ordinance. The proposed change of use will require administrative site plan approval.

Marijuana Applications - Revised zoning compliance applications were received from 2 applicants who were previously denied for lack of adequate information. The revised submissions included adequate info for granting of approval and sending them on to the Planning Commission review stage.

Denied

A total of 11 applications were denied. They were for decks, sheds, garage, pole barn and new dwellings. The applications were denied for lack of proper scale, incorrect drawings, inaccurate measurements and missing information. Subsequently 9 of the 11 re-submitted correct drawings and were granted approval. One applicant has not yet re-applied while one application for firearms sales as a home occupation was denied.



Administrative Site Plan Approvals:

None this quarter.

Zoning Board of Appeals Cases:

1. **REVISED 587 W. Northfield Church Road/Private Road** – The applicant submitted a revised application for construction of a Class B road to serve 3 residential dwellings when the Ordinance requires the construction of a Class A road, when the road length exceeds 2000 feet. A previously proposed marijuana grow proposal was eliminated from the project. The ZBA granted approval.
2. **6140 Whitmore Lake Road** – The property owner proposed to build a new shed and redo existing porches on a non-conforming dwelling located on an unusually shaped nonconforming parcel. The proposal required variance from the front and rear yard setback requirements. The ZBA granted approval.

Final Site Inspection:

1. People's Express/75 Barker – A final site inspection was conducted and approved for People's Express transportation facility located at 75 Barker. The site improvements are in compliance with the approval granted by the PC for the amended site plan.

Zoning Administrator Office Hours:

Due to the ongoing pandemic, upon direction from the Township Manager, I have suspended my office hours at the Township Offices since March 2020. However, the service we provide to applicants and property owners has not been discontinued. Mary Bird, the Zoning Coordinator, consolidates all the queries received during the week into an email communication to me at the end of the day Tuesday. I call each and every applicant/property owner on that list on Wednesday and help them with their questions and concerns. I provide Mary with a written documentation on the conversations I have had with each person and the direction given to them, in order to ensure that if and when they apply for any approvals, Mary and I are on the same page with regard to the process.

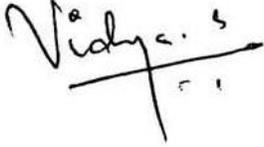
I also communicate with the Township Code Enforcement officer via phone and email, as needed, to resolve any pending case issues or answer zoning related questions.

Other Items: Notwithstanding the unusual and unprecedented situation we all find ourselves in, as the Zoning Administrator, I strive to be prompt and attentive to the needs of the applicants while ensuring that they understand the process and also comply with the rules and regulations set forth in the Zoning Ordinance. I work hard to ensure that applicants and property owner's needs are met without delay.



Respectfully submitted,

McKENNA

A handwritten signature in black ink that reads "Vidya Krishnan". The signature is written in a cursive style with a horizontal line crossing through the middle of the name.

Vidya Krishnan
Principal Planner

Cc: Steven Aynes, Township Manager
Mary Bird, Zoning Coordinator
Jim Turner, Code Enforcement Officer
Paul Lippens, Planning Consultant



**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
October 21, 2020**

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
Brad Cousino	Present (arrived at 7:05 P.M.)
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Present

Also present:
Planning Consultant Paul Lippens, McKenna Associates
Planning Consultant Julie Connochie, McKenna Associates
Township Engineer Marcus McNamara, OHM
Recording Secretary Lisa Lemble
Members of the Community

3. ADOPTION OF AGENDA

- ▶ **Motion:** Roman moved, Iaquinto supported, that the agenda be adopted as presented.
Motion carried 6—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

- 7A. **Case #JPC200018; TerraFirma;
Location: 6410 Whitmore Lake Road;
Conditional Use to operate a landscaping
business with outdoor storage;
Parcels 02-29-200-003 and
02-29-200-004; Zoned LI.**

- ▶ **Motion:** Roman moved, Iaquinto supported, to open the public hearing.
Motion carried 6—0 on a voice vote.

[Cousino arrived].

Architect James Korf and owner Eric Patterson said the only change to the site plan is the addition of segmented block bin storage outside the buildings, but within the privacy screening. They said the original intention was to store all materials in the barn, but this will allow FOR outdoor storage when specific projects call for it.

Lippens called for comments from the public. There were none.

- ▶ **Motion:** Roman moved, Iaquinto supported, to close the public hearing.
Motion carried 7—0 on a voice vote.

- 7B. **Case #JPC190011; Whitmore Lake Public Schools;
Location: 168 Jennings Road; Approx. 35.15 acres;
Request to rezone from SR-2 to LC;
Parcel 02-06-400-007**

- ▶ **Motion:** Roman moved, Iaquinto supported, to open the public hearing.
Motion carried 7—0 on a voice vote.

Lippens said this request arose because there is a billboard on this site, and State law requires commercial zoning for billboards. He noted the school district has offered conditions which limit the number of commercial uses that could be developed on the property.

Whitmore Lake Schools Superintendent Tom DeKeyser said this property is known as the Jennings Road athletic fields, and the district was made aware that the sign was installed many years ago without the proper zoning. He said the intended long-term use of the property is for school and community uses as is currently the case.

**Northfield Township Planning Commission
Minutes of Regular Meeting
Held via tele-conference
October 21, 2020**

Lippens called for comments from the public. Ken Dignan, member and past President of the Whitmore Lake Board of Education, said the billboards on this property and the other property on this agenda were installed in 2007 and have generated \$600,000 in revenue for the district which is critical to the district. Regarding potential uses of the properties, he said even in hard economic times the Board has committed to retaining them for their current uses and have made improvements to them. He noted a recreation millage was recently approved by residents, and this property will be improved with that funding.

- ▶ **Motion:** Roman moved, Iaquinto supported, to close the public hearing.
Motion carried 7—0 on a voice vote.

**7C. Case #JPC190010; Whitmore Lake Public Schools;
Location: 8877 Main Street; Approx. 1.54 acres;
Request to rezone from SR-1 to LC;
Parcel 02-08-250-006**

- ▶ **Motion:** Roman moved, Zarzecki supported, to open the public hearing.
Motion carried 7—0 on a voice vote.

Lippens said this request arose because there is a billboard on this site, and State law requires commercial zoning for billboards. He noted the school district has offered conditions which limit the number of commercial uses that could be developed on the property.

Lippens called for comments from the public. Steven Thomas, 8945 Main Street, asked if this rezoning will affect property taxes, permits, etc. Lippens said the requested rezoning is intended to allow the existing uses to remain while bringing the zoning into conformance with State requirements. He said in his opinion he does not think this will negatively affect any of the surrounding properties, nor will it allow any undesirable commercial uses to be established on the site.

Whitmore Lake Schools Superintendent Tom DeKeyser said it is very important to continue revenue sources for the school district, and that is relevant to all property owners.

- ▶ **Motion:** Roman moved, Iaquinto supported, to close the public hearing.
Motion carried 7—0 on a voice vote.

9. REPORTS

8A. Board of Trustees

Chick reported on October 13th the Board approved a proposal for management of the construction of a sewer plant retention basin, a bid for the construction of the basin, and bonds to fund the project.

8B. ZBA

Cousino reported on October 19th the ZBA approved a variance for TerraFirma to allow it to use gravel surfacing in lieu of asphalt on their site at 6410 Whitmore Lake Road.

8C. Staff Report

Nothing to report.

8D. Planning Consultant

Lippens reported that as a result of his promotion to Vice-President of McKenna Associates he has moved to Kalamazoo, and principal planner Julie Connochie will be taking over as community manager for the Township's planning needs. Connochie introduced herself, noting she holds degrees from the University of Michigan in both architecture and urban planning, and reviewed her experience.

8E. Parks and Recreation

Iaquinto reported the Community Garden is winding down for the season, and the new shed has been constructed on the site.

8F. Downtown Planning Group

Infante reported the group met on September 23rd, discussing a marketing plan for the Township. She said they also discussed concern about the stagnation of the redesigning and streamlining of the approval and permitting process for new businesses.

Lippens suggested that a McKenna planner be scheduled to attend a future meeting of the DDA to discuss the group's goals. He said he, Mary Bird, and Connochie recently met to review the development packet in order to improve it. He said that was not placed on this agenda because of the large number of other items on it, and he recommended that it be placed on a working session agenda.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

- 10A. Case #JPC200018; TerraFirma;
Location: 6410 Whitmore Lake Road;
Conditional Use to operate a landscaping
business with outdoor storage; Parcels 02-29-
200-003 and 02-29-200-004; Zoned LI.**

Lippens recommended approval of the conditional use request, and said it meets the standards. He said the outdoor storage of mulch, rock, etc., is part of the normal operation of a landscape property, and the LI zoning allows it with a conditional use permit.

**Northfield Township Planning Commission
Minutes of Regular Meeting
Held via tele-conference
October 21, 2020**

Dwyer said it is almost impossible to operate a landscape business without outdoor storage of materials and there is sufficient screening.

- ▶ **Motion:** Roman moved, Iaquinto supported, to recommend to the Township Board to approve the conditional use request of the applicant in Case #JPC200018. **Motion carried 7—0 on a roll call vote.**

**10B. Case #JPC200018; TerraFirma;
Location: 6410 Whitmore Lake Road;
Site Plan to operate a landscaping business
with outdoor storage; Parcels 02-29-200-003
and 02-29-200-004; Zoned LI.**

Lippens reported the Zoning Board of Appeals granted a variance for gravel surfacing in lieu of asphalt for this site, and the site plan has also been revised to show the proposed outdoor storage.

Township Engineer Marcus McNamara said the revised plan shows the extended pipe for overflow drainage as he previously recommended, and MDOT has approved the outlet as proposed. Roman noted the Northfield Township Fire Department identified no issues. Chick noted the neighbor indicated approval of the driveway.

Chick suggested the Commission may want to consider an amendment to the zoning ordinance to take similar situations of underground utilities into consideration. Lippens noted his report includes the provision that other agency approvals as required are addressed as a condition of approval.

- ▶ **Motion:** Roman moved, Iaquinto supported, to approve with the conditions stated in the McKenna report the request for site plan approval of TerraFirma at 6410 Whitmore Lake Road. **Motion carried 7—0 on a roll call vote.**

**10C. Case #JPC190011; Whitmore Lake Public Schools;
Location: 168 Jennings Road; Approx. 35.15 acres;
Request to rezone from SR-2 to LC;
Parcel 02-06-400-007**

Lippens explained the Township and the State allow for conditional rezoning, and he said the proposal is consistent with the Master Plan to maintain the existing uses on the site, including the billboard which provides significant financial support for the school district. He said the conditions offered by the district include that several permitted uses in the LI district be eliminated for the site including clothing and apparel sales, food and grocery, personal services, professional service, and retail services. He said in addition they have voluntarily removed conditional uses including veterinarians, restaurants serving alcohol and with outdoor seating, mini-warehousing, religious organizations, and cemeteries. He noted under State

law the Commission cannot modified the offered conditions or place additional conditions.

In answer to a question from Iaquinto, Lippens said these restrictions are being offered to make the rezoning request consistent with the Master Plan, which is a primary test for a rezoning request.

Chick said this is the first conditional rezoning she is aware of, and asked for an explanation of the difference between this and spot zoning. Lippens said conditional zoning is not common, but is allowed under the State law to address situations exactly like this, and the term “spot zoning” does not apply.

Iaquinto said he supports this because the revenue from the billboard supports the equivalent of at least a teacher’s annual salary. Infante thanked Lippens for the clarification about this type of action. In answer to a question from Roman, Lippens confirmed that accessory uses or structures, temporary outdoor sales, and commercial communication apparatus remain as allowed uses on the site in LI zoning. There was a brief discussion about what would be allowed under temporary outdoor sales.

Roman asked when the State requirement for commercial zoning for billboards went into effect. Superintendent DeKeyser said in 2013 a previous Superintendent was informed of the zoning requirement, and he was informed of it in late 2018.

Roman asked where the document regarding supplemental uses originated. Lippens said it was submitted by the applicant, and it is possible it was produced as a result of school district personnel conversations with planning staff.

- ▶ **Motion:** Iaquinto moved, Chick supported, regarding Case #JPC190011, Whitmore Lake Public Schools, 168 Jennings Road, to recommend to the Township Board of Trustees approval of the request to rezone from SR-2 to LC with conditions as proposed by the applicant in the packet. **Motion carried 7—0 on a roll call vote.**

**10D. Case #JPC190010; Whitmore Lake Public Schools;
Location: 8877 Main Street; Approx. 1.54 acres;
Request to rezone from SR-1 to LC;
Parcel 02-08-250-006**

Lippens said the applicant has offered conditions for this rezoning to remove permitted uses including clothing and apparel sales, food and grocery, personal services, and office and retail, and conditional uses including veterinarians, single-family dwellings, restaurants serving alcohol and with outdoor seating, mini-warehousing, religious organizations, and cemeteries. He said he recommends approval with the conditions offered by the applicant.

**Northfield Township Planning Commission
Minutes of Regular Meeting
Held via tele-conference
October 21, 2020**

- ▶ **Motion:** Iaquinto moved, Chick supported, regarding Case JPC190010, Whitmore Lake Public Schools, 8877 Main Street, Parcel 02-08-250-006, to recommend to the Township Board of Trustees approval of the request to rezone from SR1 to LC with conditions as proposed by the applicant in the packet. **Motion carried 7—0 on a roll call vote.**

11. MINUTES

- ▶ **Motion:** Roman moved, Iaquinto supported, that the minutes of the September 16, 2020, 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

Ken Dignan, 9821 Hillcrest, thanked the Commission for their approval of the school district requests, congratulated Lippens and welcomed Connochie.

13. COMMENTS FROM THE COMMISSIONERS

Commissioners welcomed Connochie and wished Lippens well, said the Township Board also wants to see a streamlining of the application process for businesses coming to the Township, and urged everyone to vote.

14. ANNOUNCEMENT OF NEXT MEETING

November 4, 2020, at 7:00 P.M. via tele-conference was announced as the next regular Commission meeting time and location.

15. ADJOURNMENT

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

The meeting was adjourned at 8:16 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 _____, 2020.

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/>