

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
February 5, 2014 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CALL TO THE PUBLIC**
6. **CORRESPONDENCE**
7. **REPORTS**
 - A. **Board of Trustees Report**
 - B. **ZBA**
 - C. **Staff Report**
 - D. **Planning Consultant Report**
8. **PUBLIC HEARINGS**
9. **OLD BUSINESS**
 - A. **Master Plan Revision in the US 23 – North Territorial Interchange Area**
 - B. **Planning Commission By-law Revision**
10. **NEW BUSINESS**
 - A. **Review of Zoning District Language for Single Family Residential 1 (SR-1), Single Family Residential 2 (SR-2), and Multi-Family Residential (MR)**
 - B. **Zoning Ordinance Revision to Eliminate the Sign Posting Requirement in the Conditional Use Permitting Process**
11. **MINUTES: January 15, 2014 Regular Meeting**
12. **POLICY REVIEW AND DISCUSSION**
13. **COMMENTS FROM THE COMMISSIONERS**
14. **CALL TO THE PUBLIC**
15. **ANNOUNCEMENT: Next Regular Meeting – February 19, 2014**
16. **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.

P.O. Box 576 8350 Main Street, Whitmore Lake, MI 48189-0576
Website: www.twp.northfield.mi.us

Telephone: (734) 449-5000

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CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

MEMORANDUM

TO: Northfield Township Board

FROM: Douglas J. Lewan, Community Planner

DATE: January 27, 2014

RE: Distribution of Master Plan Amendment

As you are aware, the Planning Commission has been working on a revision to the text and future land use map of the Master Plan to expand upon the uses and expectations within the MU-Mixed Use designations. The proposed amendments have been attached to this correspondence for your reference.

The process to amend a Master Plan is much like what is required for a comprehensive update. The Planning Commission has prepared the proposed modifications, and is now requesting your permission to distribute the modifications to the public and neighboring jurisdictions for comment.

Once your permission to distribute is obtained, adjacent communities will be notified of the proposed changes. They will have 42 days to provide input in the modifications to the Master Plan. After the 42 day comment period has expired, the Planning Commission will hold a public hearing on the drafted changes to allow for public comment (potentially the Planning Commission March 19 or April 2 meeting).

Please feel free to contact me with any questions.

Mixed Use Land Use-North (MU-N)

Intent: The intent of the Mixed Use North designation is to provide areas where local commercial, service, office and residential activities can all take place. This designation is intended allow a flexible approach to development at specific nodes along the U.S. 23 corridor generally on the west side of Main street, south of the Village Hamlet of Whitmore Lake within the Central and Lakes Sub-areas. Uses envisioned are of a general retail / service nature to serve the residents of Northfield Township. The Mixed Use category is intended to provide transitional service area between the U.S. 23 corridor and Whitmore Lake Road/Main Street.

Description: The Mixed Use North designation is focused on the Lakes and Central Sub-areas.

Relationship to Physical and Natural Features: Areas planned for the Mixed Use designation shall have direct or indirect (access roads) access to the Eight Mile / U.S. 23 interchange, the North Territorial / U.S. 23 interchange, and the Main Street Area North of Horseshoe Lake.

Most Compatible Uses: Desirable land uses and elements of the Mixed Use designation are:

- Neighborhood commercial;
- Service;
- Office; and
- Multiple-Family Residential.

Any use which requires the need for outdoor storage is not compatible with the Mixed Use North designation as described.

Most Compatible Zoning Districts: Based on the criteria mentioned above, the zoning districts most appropriate for the Mixed Use category are the LC, Local Commercial, GC, General Commercial, ES, Enterprise Service, RO, Residential-Office, and Multiple-Family Districts. Mixed use developments in these Zoning Districts can be accommodated through the Township's Planned Unit Development (PUD) process.

Mixed Use – South (MU-S)

Intent: The intent of the Mixed Use – South designation is to provide areas where commercial, service, office, research technology, and related residential activities can all take place. This designation is intended allow a flexible approach to development along the U.S. 23 corridor within the Central Sub-area.

The Mixed Use – South designation is where more intensive office, research, and commercial growth is planned for and expected. Higher density residential growth is also permitted within the sub area when developed as a part of an overall development scheme. Stand-alone high density residential is not compatible with the MU-S designation.

Description: The Mixed Use designation is found exclusively within the Central Sub-area of the Master Plan and generally centered at the intersection of U.S. 23 and Whitmore Lake Road.

Relationship to Physical and Natural Features: Areas planned for the MU-S designation shall have direct or indirect access (access roads) to North Territorial Road or Whitmore Lake Road. Further, all planned uses shall be within or adjacent to the Northfield Township sewer service district. the following characteristics:

- Planned development within the MU-S designation shall have direct or indirect access (via access road) to either North Territorial Road or to Whitmore Lake Road.
- Planned development within the MU-S designation shall be within the MU-S designation shall be within or adjacent to the Northfield Township sewer service district.
- Planned development within the MU-S designation shall take into consideration traffic capacity and impacts to the area and specifically to the U.S. 23/North Territorial interchange. It is intended that new development will occur concurrently with needed improvements to the adjacent road system based on applicable traffic impact studies.

Most Compatible Uses: Desirable land uses and elements of the Mixed Use designation are will:

- Emphasize office -research and retail land uses in keeping with the "jobs node" concept of the Central sub-area.
- As appropriate consider a limited amount of research and industrial uses.
- As appropriate promote high density residential uses as part of an overall mixed-use development project and only as a part of an overall PUD.
- Encourage buildings to be built closer to the road right-of-way with reduced front yard setback when developed as a mixed-use PUD.
- Encourage an increased building height with residential and/or office land uses on the upper floors.

Any use which requires the need for outdoor storage is not compatible with the Mixed Use designation as described and as noted above, stand-alone high density residential is also not compatible in this area.

Most Compatible Zoning Districts: Based on the criteria mentioned above, the zoning districts most appropriate for the Mixed Use category are the:

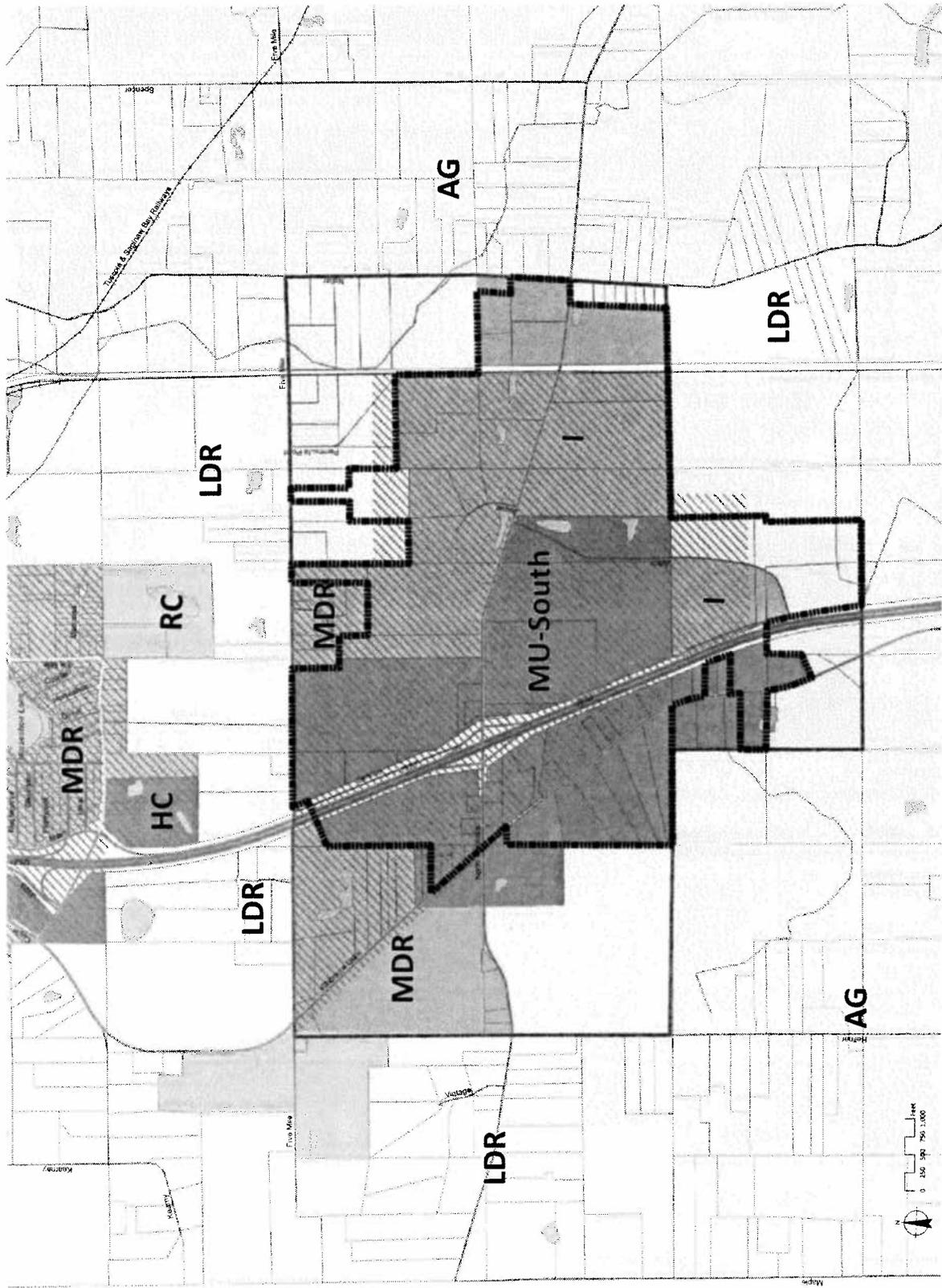
- RTM, Research Technology Manufacturing (including all office uses)
- LC, Local Commercial,
- GC, General Commercial,
- RTM, and
- Multiple-Family Districts only as a part of a mixed-use development when proposed as a PUD.

Development within the MU-S designation is intended to be completed in a comprehensive approach. Incompatible "spot-type" Single uses that are not planned as part of a mixed use complex or campus-type setting -zoning is are not considered compatible to the surrounding area and not in compliance with the Township Master Plan.

Mixed use developments in these Zoning Districts can be accommodated through the Township's Planned Unit Development (PUD) process.

WHITMORE LAKE-NORTH TERRITORIAL STUDY AREA

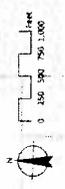
NORTHFIELD TOWNSHIP - MICHIGAN



FUTURE LAND USE

- AG - Agricultural (5 Ac)
- LDR - Low Density Residential (2 Ac)
- MDR - Medium Density Residential (1/4-1 Ac)
- MU - Mixed Use
- HC - Highway Commercial
- I - Industrial
- RC - Recreation/Conservation
- Lake
- Stream
- Freeway
- Rural Major Collector
- Rural Minor Collector
- DDA Boundary
- Sewer Service Area
- Study Area Boundary

Source: SEMCOG & Washtenaw County Data
 1-29-14
 Carlisle/Wortman Associates, Inc.
 Ann Arbor, Michigan



Uses allowed in the Mixed Use – South Area

RTM – Research/Technology/Manufacturing

Permitted Uses:

- Agriculture (prior to development)
- Industrial research, development, and testing laboratories
- Scientific research, development, and testing laboratories
- Business research, development, and testing laboratories
- Automated production equipment, such as robots
- Pharmaceutical drugs
- Office, computing and accounting machinery
- Electric lamps; current carrying and non-current carrying wiring devices; radio and television receiving equipment; electronic components and accessories
- Space vehicles and parts
- Measuring, analyzing, and controlling instruments; photographic (except chemicals and sensitized materials); medical and optical goods; watches and clocks
- Printing, publishing and allied industries
- Production and processing of genetic materials
- Electricity transmission and distribution lines, gas and oil pipelines, and related structures; electricity switching and step-down stations

Conditional Uses:

- Commercial communications apparatus

LC – Local Commercial

Permitted Uses:

- Clothing and apparel services, including laundry pick-up, automatic laundry, dressmaking, millinery, tailor shop and shoe repair shop
- Food services including grocery, meat market, bakery, restaurant, delicatessen and fruit market, and similar self-serve units but not including any business of a drive-in type.
- Personal services, including barber shop and beauty salon, medical and dental clinics, music studios, banks and saving and loan associations and other similar uses.
- Personal service offices, such as accountant, attorney, and real estate offices.
- Retail services, including drug store, hardware, gift shop, and dry goods and notions store.
- Essential services

Conditional Uses:

- Animal hospital or clinic
- Transmission lines and structures
- Restaurants serving alcoholic beverages
- Business and professional offices, such as legal, engineering, accounting, financial and insurance
- Public and private nursery school; primary and secondary school
- One (1) dwelling unit within the principle building or structure for security purposes only
- Temporary outdoor sales
- Outdoor seating and/or service when associated with a restaurant
- Mini-warehousing
- Commercial communications apparatus

GC- General Commercial

Permitted Uses:

- All permitted uses allowed in the LC District
- Business and professional offices, such as legal, engineering, accounting, financial and insurance
- Retail services, including department stores, furniture stores, appliance stores, and super markets
- Commercial recreation facilities including indoor theaters, bowling alleys, skating rinks, racket clubs
- Agricultural services, including machinery sales and repair establishments, and farm supply stores
- Showroom and sales of new automobiles, farm machinery, and other vehicle and equipment, and the display and sale of used cars, farm machinery, and other vehicles and equipment when in conjunction with a showroom and sales of new units thereof; and repair of same when in conjunction with a showroom and sales of new units thereof
- Equipment services, including repair; radio and television, electrical appliance shop, plumber, electrician and other similar services and trades
- Printing, lithographic, blueprinting and similar uses
- Mobile home and trailer court sales and repair

Conditional Uses:

- Establishments primarily devoted to serving alcoholic beverages for consumption on the premises, and/or providing entertainment
- Funeral establishments, mortuary

- Hotel, tourist home and boarding and rooming house
- Animal hospital or clinic
- Open air display area for the sale of manufactured products such as or similar to garden furniture, earthenware, hardware items and nursery stock, or the rental of manufactured products or equipment, small tools, pneumatic-tired two and four wheeled utility trailers, pneumatic-tired cement mixers, wheelbarrows, rollers and similar products or equipment.
- Automotive service station, including minor repair services
- Contractor wholesale supply within in conjunction with general retail sales of items including electrical, plumbing, lumber, and/or garden supplies.
- Transmission lines and structures
- Boat sales and marinas
- One (1) dwelling unit within the principle building or structure for security purposes only.
- Mini Storage
- Lots for the sale of used cars, used farm machinery and other used vehicles and equipment, when no sold in conjunction with sales of new cares, machinery, vehicles, or equipment.
- Minor repair of vehicles
- Drive-in facilities for a use permitted in the GC district.
- Temporary outdoor sales
- Outdoor seating and service when associated with a restaurant
- Bowling alleys, miniature golf courses, commercial swimming pools, skating rinks
- Controlled uses
- Arcades and commercial amusement or recreation establishments including but not limited to dance halls or pool or billiard halls
- Public lodging houses
- Restaurants serving alcoholic beverages
- Day care facilities
- Commercial communications apparatus
- Sexually oriented businesses

MR-Multiple Family Residential District

Permitted Uses:

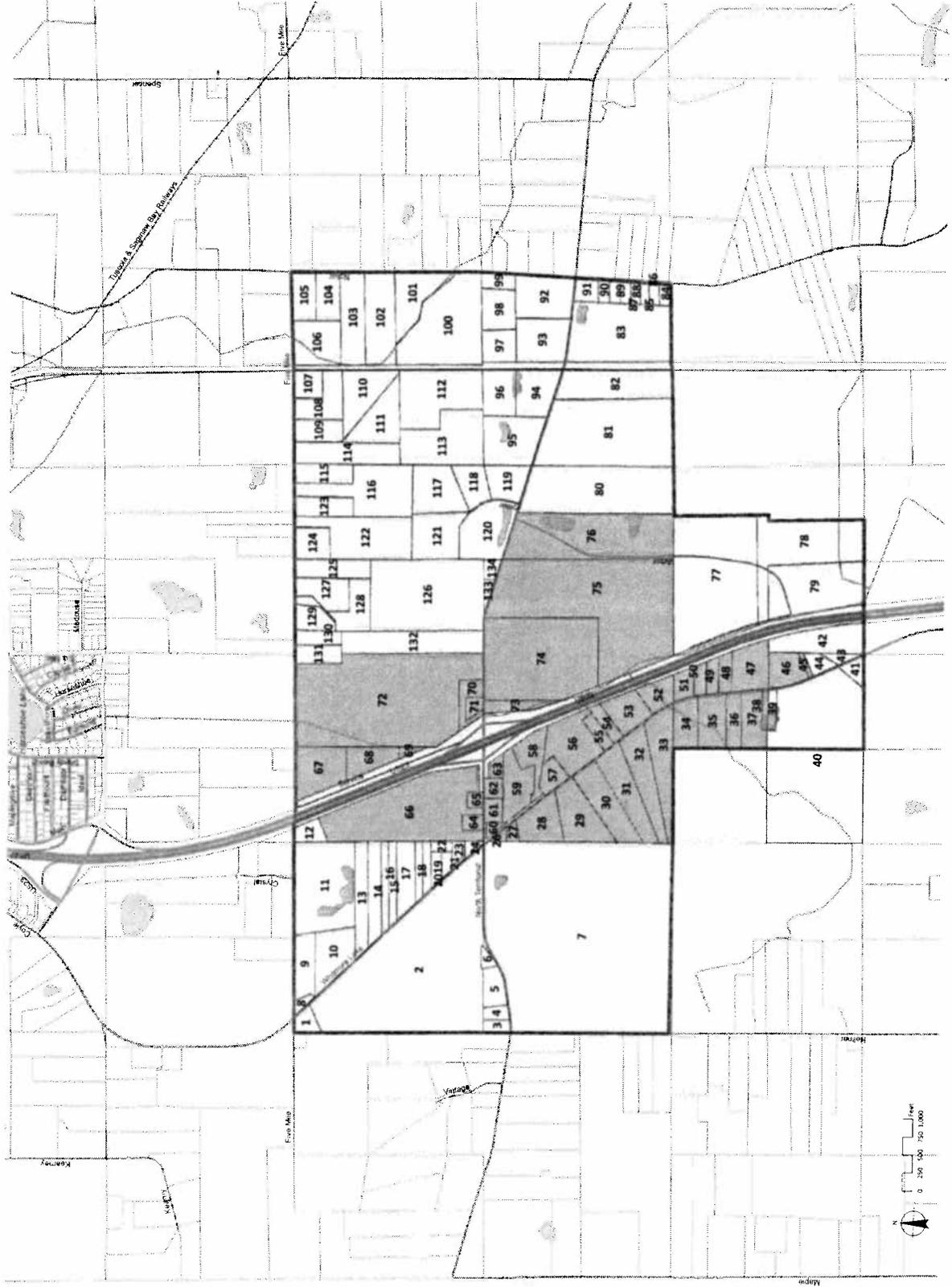
- Single family dwellings
- Two family dwellings
- Multiple family dwellings

- Lines and structures of essential services
- A planned unit residential development
- Home occupation

Conditional Uses:

- Golf course including golf driving range
- Country club, public swimming pool and recreation club, public and private park and playground
- A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery; public building
- Public and private nursery schools, primary and secondary school, college and university
- Medical and dental clinic, when associate with a hospital, nursing home or sanitarium
- Funeral establishment
- Hospitals, nursing homes, sanitariums
- Essential services
- Commercial communications apparatus

WHITMORE LAKE-NORTH TERRITORIAL STUDY AREA NORTHFIELD TOWNSHIP - MICHIGAN



Source: SEMCOG & Washtenaw County Data
1-29-14
Carlisle/Wortman Associates, Inc.
Ann Arbor, Michigan

Property Owners within Study Area Boundary

1. Dennis Leland	47. Sparrow + Thornsberry	93. Carter Lumber Company
2. Dennis Leland	48. David + Jewella Clair	94. B.F. Walter LLC
3. Jennifer Cook	49. Michael + Tammera Bollman	95. Moehrle, Inc.
4. Jennifer Cook	50. Nursery Merchants, Inc.	96. Menlo Park LC
5. Charles + Mary Linblade	51. John + Mary Bakhaus	97. Monroes Rubbish Removal
6. Francine Dolins	52. Bradley + Edward Hamlin	98. Ann Arbor Dog Training Club
7. A. Barbone + M.Niemen	53. Goldbrick Properties, LLC	99. John + Cynthia Owens
8. Robert + Sharon St. Charles	54. Aba Muldoon, LLC	100. KX Investments, LLC
9. Robert + Sharon St. Charles	55. Ferdinando + Julie Ulisse	101. Ethel Paul
10. Adam + Sally Bolgos	56. Whitmore Lake Climate Storage	102. Richard + David Paul
11. Robert St. Charles	57. Prokes Realty Company, LLC	103. Lawrence + Nancy Roman
12. Robert + Sharon St. Charles	58. Colts V, LLC	104. Harvey + Elaine Shevchik
13. Michael + Karen Alexa	59. Colts V, LLC	105. Arthur + Geraldine Klein
14. Pete + Edna Stanfield	60. Albert Johna	106. Kenneth + Jeri Ritter
15. Robert Schumacher	61. WFD, LLC	107. Cynthia Tenerovich
16. Rocky + Laurie Fletcher	62. Barger Petroleum, Inc.	108. Paul + Sandra Turnau
17. William Kyle	63. WFD, LLC	109. Romualdo + Diane Montanari
18. Kirk + Deborah Burkhart	64. R. LaFave + D. Rodwan	110. Joseph + Christine Damiani
19. David + Judy Schumacher	65. Canton HRG, Inc.	111. John + Debra Moretto
20. Kurt Weiland + Lore Rogers	66. Canton HRG, Inc.	112. Falls North Investment, LLC
21. Bruce Judkins	67. 23NT Associates, LLC	113. Falls North Investment, LLC
22. Kurt Weiland + Lore Rogers	68. Mallard Properties Partnership	114. Gary Wuotinen
23. Phillip + Bonnie Stone	69. 23NT Associates, LLC	115. Fred Bowles
24. Samantha Lund	70. Chom Suk Meyers	116. Robert Head + Holly Hinson
25. Chester + Leola Troczynski	71. Northfield Properties, LLC	117. Falls North Investment, LLC
26. A. Barbone + M. Niemen	72. 23NT Associates, LLC	118. Nohr + Associates, LLC
27. A. Barbone + M. Niemen	73. BMH Realty Company	119. Horizon Development Co., LLC
28. Robbin Alexander	74. Meijer, Inc.	120. SBC Ventures
29. Richard + Polly Bradburn	75. Gold Corridor-23, LLC	121. JEM Construction, LLC
30. Ken Muldoon et. al.	76. Gold Corridor-23, LLC	122. Gregory + Florence Kupolnek
31. Ferdinando Ulisse	77. Greenberg + Applefield	123. John, Jason + Evon Springart
32. Rock Connection, Inc.	78. Greenberg + Applefield	124. Bruce + Carol Henry
33. Rock Connection, Inc.	79. Greenberg + Applefield	125. Ryan Edwards
34. Sherry Wagar	80. DTE Electric Company	126. Edwards + Sons, LLC
35. Sherry Wagar	81. En Maisel + Associates	127. Michael + Rebecca Lusk
36. Barbara Gregg	82. County Road Commission	128. Kathleen Edwards
37. David Horton Trust	83. Graham Orley	129. Ryan + Denise Trotter
38. Steven + Carolyn Winkler	84. Michael Curry	130. William Morgan
39. Steven + Carolyn Winkler	85. Patricia Burkhart	131. Gregory + Mary Kendall
40. Ora Herbert Ellis Trust	86. Anne Chadwick	132. 23NT Associates, LLC
41. Kleinschmidt Family Limited	87. Delores Fox	133. Alan Burt
42. Donald + Rita Laforest	88. David + Marion Beard	134. Gregory + Tamara Gerber
43. Ian + Laura Wilson	89. John + Catherine Haling	
44. Betty Stevens	90. Michael Starr	
45. Bruce + Retha Hansen	91. Charles + Daniel LaMont	
46. Regal Thornton, LLC	92. Monroes Rubbish Removal	

~~ARTICLE XIV - EFFECTIVE DATE~~

~~SECTION 14.1 - EFFECTIVE DATE~~

~~These rules of procedure of the Township Planning Commission, Township of Northfield, Washtenaw County, Michigan were adopted at a regular meeting of the Planning Commission held on January 19, 1994. The rules shall have immediate effect.~~

ARTICLE XV - EFFECT AND INTERPRETATION OF BYLAWS

SECTION 15.1 - EFFECT AND INTERPRETATION OF BYLAWS

All bylaws and parts thereof which conflict with any of the terms of these bylaws, specifically the bylaws enacted ~~May, 1974~~ January 19, 1994 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 _____ and supported by Commissioner _____. The following Commissioners voted for adoption of the rules of procedure:

_____ was absent.

Dated _____

Chair - Planning Commission

Secretary - Planning Commissioner

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ARTICLE XII -- PARLIAMENTARY PRACTICE

SECTION 12.1 - PARLIAMENTARY PRACTICE:

For meetings of the Commission and the advisory committees, the rules of parliamentary practice as set forth in "Roberts' Rules of Parliamentary Procedure" 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 XIII -- CITIZEN PARTICIPATION

SECTION 13.1 - 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 spokes person, 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 XIV - EFFECTIVE DATE

SECTION 14.1 - EFFECTIVE DATE

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

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Northfield Township Planning Commission By-Laws
Draft Changes
November 27, 2013 January 29, 2014

The rules of procedure, 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 mail to ~~an~~ all members of the Commission at least ~~fourteen~~ 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 published in a newspaper of general circulation in the Township 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.

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Failure of a member to disclose a potential conflict of interest as noted above constitutes malfeasance in office.

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.

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 (A) an agenda item is approaching an ordinance deadline for Planning Commission action; or (B) Commissioners decide by majority vote to continue with one or more agenda items after 11:00 p.m.

ARTICLE IX - ANNUAL REPORT

SECTION 9.1 - ANNUAL REPORT:

The Commission shall make an annual report of its activities to the Northfield Township Board ~~prior to the annual meeting of the Township Electors~~ concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

ARTICLE X - FISCAL YEAR

SECTION 10.1 - FISCAL YEAR:

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

ARTICLE XI - AMENDMENTS

SECTION 11.1 - AMENDMENTS:

- Determination of a quorum.
- D. Adoption of agenda.
- E. Call to Public
- F. Correspondence
- G. Public Hearings
- H. Reports of committees.
- I. Old business.
- J. New business.
- K. Approval of the minutes of the last preceding meeting.
- L. Comments From Commission
- M. Final Call to Public
- N. Adjournment.

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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. This can occur only if a matter involves:

- 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 financial interests (such as partner, employer, lender, renter, or investor); or
- D. A matter that would give rise to the appearance of impropriety.

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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.~~

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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.

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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.

Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold an informal discussion for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official.

The affirmative vote of six members shall be necessary for the adoption of a ~~comprehensive master plan~~ or any part thereof.

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.

Northfield Township Planning Commission By-Laws
Draft Changes
November 27, 2013/January 29, 2014

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.

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The Secretary shall attend all meetings of the Commission and shall see to the safe keeping of the official minute books and records of the Commission. The Secretary shall be the facilitator for the receipt and transmission for all correspondence, notices, and minutes pertaining to meetings and official acts of the Commission and such other duties as the Commission may direct including but not limited to:

- A. Signing all approved site plans.
- B. Signing and record approved minutes.
- C. Submitting attendance records of Planning Commission meetings to Township Clerk.
- D. Reading, upon request, correspondence at Planning Commission meetings.
- E. Calling and noticing special meetings, ~~and~~
- F. Restating Planning Commission motions made prior to a vote.

In the event of the absence of both the chairperson and vice chairperson, such duties shall, for the time being, devolve upon the Secretary.

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 on the first and third Wednesday of each calendar month, excluding legal holidays. (Amended 02/18/98)

A schedule of regular meetings for the forthcoming year will be determined 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.

SECTION 8.2 - AGENDA:

The Planning Commission shall establish deadlines for items to be included on the agenda. 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:

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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:

At the January meeting of each year, 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.
(Amended 03/17/99)

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. 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:

SECTION 5.2 - APPOINTMENT:

All members of the Planning Commission shall be appointed by the Township Supervisor with the approval of the Township Board. ~~Members may be removed by the Township Supervisor after a hearing 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, except that of the members first appointed; one-third (1/3) shall serve one (1) year, one-third (1/3) shall serve two (2) years and one-third (1/3) shall serve three (3) years. 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 - OPERATING FUNDS

- A. The Planning Commission shall prepare a budget at its regular meeting during the month of February; for transmittal to the Township Supervisor for consideration.
- B. Operating funds are provided annually by the Township Board.
- C. The Township Board may accept gifts and grants for Planning Commission purposes.
- D. It is the Chairperson's responsibility to properly manage the Planning Commission's budget so as not to exceed the amount approved by the Township Board. The Planning Commission shall keep the Board advised of its financial activities and request an adjustment in the allocated amount if necessary.

SECTION 5.7 - COMMISSION EMPLOYEES

SECTION 4.13 - CONSULT

In the adoption of a ~~Land Use~~ Master Plan, the Planning Commission shall consult with representatives of the adjacent Townships, Washtenaw County Planning Commissions, and ~~incorporated municipalities within Township and with the regional Planning Commission (SEMCOG).~~

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

SECTION 4.14 - 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 4.15 - 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.

ARTICLE V - MEMBERSHIP

SECTION 5.1 - NUMBER:

The Northfield Township Planning Commission shall consist of ~~not less than five or more than nine~~ 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.

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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 4.6 - REVIEW PUBLIC DIRECTIVES ~~(REVIEW SECTION)~~

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, schools, 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

Assist the local governmental unit in preparing a public works capital improvement plan, based upon the land use plan, which defines all "project type" public needs, estimated cost, and the proposed method of financing.

SECTION 4.8 - ZONING ORDINANCE

Prepare a zoning ordinance to be submitted for adoption to the Township Board and/or review 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, ~~such as site plan review, planned unit developments, condominiums, special housing projects, shopping centers, industrial parks, medical centers, educational centers, and others.~~

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 - 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 4.11 - INQUIRIES

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

SECTION 4.12 - ASSEMBLE DATA

SECTION 4.5 - PUBLIC WORKS REVIEW ~~(REVIEW SECTION)~~

After the Commission has adopted a plan then no public works shall be constructed until they are submitted to and approved by the Commission. However, disapproval can be overruled by a majority vote of the Township Board; or other body having jurisdiction contemplating particular public works. If no report from the Commission is made within 60 days of application, the proposed public work shall be considered approved; unless overruled by the Township Board at the next regularly scheduled meeting that may be convened for such purpose.

ARTICLE IV -- RESPONSIBILITIES AND DUTIES

SECTION 4.1 - ADOPTION OF A LAND USE MASTER PLAN

The Planning Commission shall make and adopt a ~~basic 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 ~~descriptive-explanatory descriptions, explanations,~~ and other related ~~matters-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 LAND USE MASTER PLAN

The Planning Commission shall formally review the adopted Land Use 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 ~~as a result of its review~~ that no amendments are in order as a result of the review.

SECTION 4.4 - AMENDMENT OF LAND USE MASTER PLAN

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

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- 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 ~~adaptability~~ suitability.
- E. Prepare a ~~basic master plan~~ pursuant to Act ~~468-33~~ of the Public Acts of ~~1959~~ 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 ~~agencies~~ entities towards the fulfillment of these bylaws.
- H. ~~Avoid the overcrowding of land by buildings or people.~~
- I.H. ~~Lessen congestion on public roads and streets.~~ Promote a network of public roads and streets that functions efficiently.
- J.I. ~~Facilitate provision for a system of transportation, sewage disposal, safe and adequate water supply, recreation, and other public improvements.~~
- K.J. ~~Effect 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.~~
- L.K. ~~Consider the character of the Township and its suitability for particular uses judged in terms of such factors as the suitability of the land and the trends in land use and population developments.~~
- M. ~~Implement the "planned and orderly growth" of the Township by officially adopting a basic master plan to guide the physical development of the Township~~
- N.L. ~~Promote the adoption and execution of plans by the Township, School Districts, County, State, Federal, and other governments and agencies responsible for making public or influencing public or other improvements in the Township.~~
- O.M. ~~Encourage and assist public and private agencies/entities in improving the attractiveness of the Township.~~
- P.N. ~~Preserve and protect fragile lands, natural features, water resources, and the environmental safety of Northfield Township.~~

STATEMENT OF BY-LAWS

Northfield Township Planning Commission

ARTICLE I - PREAMBLE

SECTION 1.1 - BASIS:

Pursuant to ~~Township Planning Commission Act 168 of Public Acts of 1959~~ the Michigan Planning Enabling Act 33 of 2008, 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.

Planning Commission By-Laws

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Add the following definitions to Article 2.0:

Day Care Facility means the following:

- (1) *Day care center.* A facility, other than a private residence, receiving one or more preschool or school age children for care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child. The term "day care center" includes a facility which provides care for not less than two consecutive weeks, regardless of the number of hours of care per day. The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group or drop-in center. The term "day care center" does not include any of the following:
 - a. A Sunday school, a vacation bible school or a religious instructional class that is conducted by a religious organization where children are in attendance for not greater than three hours per day for an indefinite period, or not greater than eight hours per day for a period not to exceed four weeks during a 12-month period.
 - b. A facility operated by a religious organization where children are cared for not greater than three hours while persons responsible for the children are attending religious services.
 - c. A program that is primarily supervised, school-age-child-focused training in a specific subject, including, but not limited to, dancing, drama, music, or religion. This exclusion applies only to the time a child is involved in supervised, school-age-child-focused training.
 - d. A program that is primarily an incident of group athletic or social activities for school-age children sponsored by or under the supervision of an organized club or hobby group, including, but not limited to, youth clubs, scouting, and school-age recreational or supplementary education programs. This exclusion applies only to the time the school-age child is engaged in the group athletic or social activities and if the school-age child can come and go at will.
- (2) *Family day care home.* A private home in which one but fewer than seven minor children are received for care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage or adoption. The term "family day care home" includes a home that gives care to an unrelated child for more than four weeks during a calendar year. Child family day care homes shall be specifically exempt from regulations by this chapter but are otherwise subject to applicable state law. The operator of the child family day care home business must be a bona fide resident of the private home.
- (3) *Group day care home.* A private home in which more than six but not more than 12 minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage or adoption. The term "group day care home" includes a home that gives care to an unrelated minor child for more than four weeks during a

calendar year. The operator of the child group day care home business must be a bona fide resident of the private home.

- (4) *Private home.* A private residence in which the licensee or registrant permanently resides as a member of the household, which residency is not contingent upon caring for children or employment by a licensed or approved child placing agency.

(Delete current definition of “Daycare Facilities”)

Foster care facility, adult, means a governmental or nongovernmental establishment that provides foster care to adults. It include facilities and foster care homes for adults who are aged, mentally ill, developmentally disabled, or physically disabled who require supervision or an ongoing basis but who do not require continuous nursing care. An adult foster care facility does not include nursing homes, homes for the aged, hospitals, alcohol or substance abuse rehabilitation center, residential centers for persons released from or assigned to a correctional facility, or any other facilities which have been exempted from the definition of adult foster care facility by the Michigan adult foster care facility licensing act, Public Act No. 218 of 1979 (MCL 400.701 et seq.). The types of licensed adult foster care facilities include the following:

- (1) *Small group home.* A facility with the approved capacity to receive 12 or fewer adults who are provided supervision, personal care, and protection in addition to room and board, for 24 hours a day, five or more days a week, and for two or more consecutive weeks for compensation.
- (2) *Large group home.* A facility with approved capacity to receive at least 13 but not more than 20 adults to be provided supervision, personal care, and protection in addition to room and board, for 24 hours a day, five or more days a week, and for two or more consecutive weeks for compensation.
- (3) *Family home.* A private residence with the approved capacity to receive six or fewer adults to be provided with foster care for five or more days a week and for two or more consecutive weeks. The adult foster care family home licensee must be a member of the household and an occupant of the residence.
- (4) *Congregate facility.* An adult foster care facility with the approved capacity to receive more than 20 adults to be provided with foster care.

Foster family homes. *Foster family homes.* Foster family homes shall include the following:

- (1) *Foster family home.* A private home in which one but not more than four minor children, who are not related to an adult member of the household by blood or marriage, or who are not placed in the household under the Michigan adoption code, chapter X of the probate code of 1939, Public Act No. 288 of 1939 (MCL 710.21 et seq.), are given care and supervision for 24 hours a day, for four or more days a week, for two or more consecutive weeks, unattended by a parent or legal guardian.

(2) *Foster family group home.* A private home in which more than four but fewer than seven minor children, who are not related to an adult member of the household by blood or marriage, or who are not placed in the household under the Michigan adoption code, chapter X of the probate code of 1939, Public Act No. 288 of 1939 (MCL 710.21 et seq.), are provided care for 24 hours a day, for four or more days a week, for two or more consecutive weeks, unattended by a parent or legal guardian.

ARTICLE 21.0
SR-1 SINGLE-FAMILY RESIDENTIAL DISTRICT

Section 21.01 Purpose

This district is composed of those areas of the Township whose principal use is and ought to be single-family dwellings on moderately small-sized lots. The regulations of this district are designed to create predominately suburban character in those areas which are served by a central sanitary sewer system. In addition to the dwellings permitted in this zoning district, certain residential and public uses are permitted which have been strictly regulated to make them compatible with the principal use of this district.

Section 21.02 Permitted Uses

The following buildings and structures, and uses of parcels, lots, buildings and structures are permitted in this district:

- A. Single-family dwelling and any use, building or structure accessory thereto.
- B. Two-family dwelling and any use, building or structure accessory thereto.
- C. ~~Lines and structures of essential services.~~ Family Day Care homes.
- D. ~~A sign, only in accordance with the regulations specified in Article 62.0, herein.~~ Adult foster care homes, foster family homes, and foster family group homes.
- E. ~~A sign, only in accordance with the regulations specified in Article 62.0, herein.~~ A planned unit residential development, only in accordance with the procedures and regulations specified in Article 52.0, herein.
- F. Home Occupations.
- G. An Open Space Development where a minimum of fifty (50%) percent of the Total Buildable Area is permanently preserved as Dedicated Open Space in accordance with

Sections 60.21 and 60.29 and density does not exceed the standards set forth in Section 60.21.E.1.

Section 21.03 Conditional Uses

The following buildings and structures, and uses of parcels, lots, buildings and structures are permitted subject to obtaining a conditional use permit as provided in Article 63.0, herein:

- A. Golf course with golf driving range.
- B. Country club, public swimming pool, and recreation club, public/private park and playground.
- C. A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery; public building.
- D. ~~Public and private day care facilities,~~ Primary and secondary school.
- E. Essential services, as provided in Section 3.17, herein.
- F. Public utility structure located on the surface of the ground including but not limited to transformer sub-stations, pumping stations, communications relay stations, gas and steam regulating valves and stations; provided that storage of materials, inoperative equipment, vehicles, or supplies shall be located in a building, that no personnel shall be quartered or employed on the premises, and that structure shall be designed, erected, and landscaped in such a manner as to conform as much as possible with the character of this district.
- G. Commercial communications apparatus, if located on existing commercial communications or electrical towers, or other existing appropriate structure, and subject to the provisions of Section 60.23 herein, in addition to the requirements of Article 63 (“Conditional Uses”) herein.
- G. An Open Space Development where less than fifty (50%) percent of the Total Buildable Area is permanently preserved as Dedicated Open Space in accordance with Sections 60.21 and 60.29 or density exceeds the standards set forth in Section 60.21.E.1.
- H. Bed and Breakfast operations, as provided in Section 60.14, herein.
- H.I. ~~Daycare and group day care homes, subject to the provisions of Section _____.~~

Section 21.04 Regulations and Standards

The following regulations shall apply in all SR-1 – Single-Family Residential Districts:

A. Lot Area - Where a lot is served with a central sanitary sewerage system there shall be provided a minimum of one fourth (1/4) acre of lot area for each single-family dwelling unit and one half (1/2) acre of lot area for each two-family dwelling. Where a lot is not so served, there shall be provided a minimum of one (1) acre of lot area for each single-family dwelling unit and two (2) acres of lot area for each two-family dwelling. The minimum lot area for all other principal buildings and structures listed in Section 21.03 shall be one (1) acre where central services are provided and three (3) acres where a lot is not so served.

B. Lot Width - The minimum lot width for a single-family for lots served with a central sanitary sewerage system shall be eighty (80) feet. Where a lot is not so served, the minimum lot width shall be one hundred fifty (150) feet.

The minimum lot width for two-family dwellings served with a central sanitary sewerage system shall be one hundred twenty (120) feet. Where a lot is not so served, the minimum lot width shall be one hundred fifty (150) feet.

C. Lot Coverage - The maximum lot coverage shall not exceed thirty (30%) percent.

D. Floor Area Ratio - The maximum floor area shall not exceed thirty (30%) percent of the lot area.

E. Yard and Setback Requirements

1. Front yard - Not less than thirty-five (35) feet.

2. Side yards - Least width of either yard shall not be less than ten (10) feet, but the sum of the two (2) side yards shall not be less than twenty-five (25) feet; except in the case where the side yard on the road or street side shall not be less than thirty-five (35) feet.

3. Rear yard - Not less than twenty (20) feet.

4. The above requirements shall apply to every lot, building or structure.

F. Height Requirements - Except as otherwise provided in Article 10.0, the following height requirements shall apply in this district:

± For Buildings and Structures: No building and no structure shall exceed a height of two and one half (2-1/2) stories, but not exceeding thirty-five (35) feet

~~2. For Detached Accessory Buildings: No detached accessory building shall exceed a height of fifteen (15) feet.~~

- G. Required Off-Street Parking - As required in Article 61.0.
- H. Supplemental Regulations - As required in Article 60.0.
- I. Performance Standards - As required in Article 60.0.

ARTICLE 22.0
SR-2 - SINGLE-FAMILY RESIDENTIAL DISTRICT

Section 22.01 Purpose

This district is composed of those areas of the Township whose principal use is and ought to be single-family dwellings on small sized lots. Land within this district is found primarily within the proximity of Whitmore Lake and Horseshoe Lake. All of the areas encompassed by this district have been previously subdivided and platted in a manner which is considered substandard today. The SR-2 zoning district, therefore, only recognizes lands having the characteristics of these aforementioned areas of the Township. There is no intent to rezone any additional lands of the Township into this zoning district than are currently recognized by this district on the zoning map. The regulations of this district are intended to prohibit any further substandard development which would seriously threaten the public health, safety and convenience. The regulations of this district are designed to establish adequate minimum standards for further development or redevelopment of these areas, and to maintain a predominantly suburban character in those areas which are served by central sanitary sewer. In addition to dwellings permitted in this zoning district, certain residential and public uses are permitted which have been strictly regulated to make them compatible with the principal use of the district.

Section 22.02 Permitted Uses

The following buildings and structures, and uses of parcels, lots, buildings and structures are permitted in this district:

- A. Single-family dwelling and any use, building or structure accessory thereto.
- B. Family day care homes.
- C. Home Occupations.
- DG. An Open Space Development where a minimum of fifty (50%) percent of the Total Buildable Area is permanently preserved as Dedicated Open Space in accordance with Sections 60.21 and 60.29 and density does not exceed the standards set forth in Section 60.21.E.1.
- E. Adult foster care homes, foster family homes, and foster family group homes.

Section 22.03 Conditional Uses

The following buildings and structures, and uses of parcels, lots, buildings, and structures are permitted subject to obtaining a conditional use permit as provided in Article 63.0.

- A. Two-family dwelling and any use, building or structure accessory thereto.
- B. Public utility structure located on the surface of the ground including but not limited to transformer substations, pumping stations, communications relay stations, gas and steam regulation valves and stations; provided that storage of materials, inoperative equipment, vehicles, or supplies shall be located in a building, that no personnel shall be quartered or employed on the premises, and that structure shall be designed, erected, and landscaped in such a manner as to conform as much as possible with the character of this district.
- C. Commercial communications apparatus, if located on existing commercial communications or electrical towers, or other existing appropriate structure, and subject to the provisions of Section 60.23 herein, in addition to the requirements of Article 63 ("Conditional Uses") herein.
- D. An Open Space Development where less than fifty (50%) percent of the Total Buildable Area is permanently preserved as Dedicated Open Space in accordance with Sections 60.21 and 60.29 or density exceeds the standards set forth in Section 60.21.E.1.
- E. Bed and Breakfast operations, as provided in Section 60.14, herein.
- F. Daycare and group daycare homes, subject to the provisions of Section _____.

Section 22.04 Regulations and Standards

The following regulations shall apply in all SR-2 - Single-family Residential Districts.

- A. Lot Area - Where a lot is served with a central sanitary sewerage system there shall be provided a minimum of seven thousand five hundred (7,500) square feet of lot area for each single-family dwelling unit and twelve thousand five hundred (12,500) square feet of lot area for each two-family dwelling unit. Where a lot is not so served, there shall be provided a minimum of one (1) acre of lot area for each single-family dwelling and two (2) acres of lot area for each two-family dwelling unit. The minimum lot area for all other principal buildings and structures listed in Section 22.03 shall be one (1) acre where central services are provided and three (3) acres where a lot is not so served.

B. Lot Width - The minimum lot width for single-family lots served with a central sanitary sewerage system shall be a minimum of sixty (60) feet. Where a single-family lot is not so served, the minimum lot width shall be one hundred fifty (150) feet.

The minimum lot width for two-family dwellings served with a central sanitary sewerage system shall be one hundred twenty (120) feet. Where a lot is not so served, the minimum lot width shall be one hundred fifty (150) feet.

C. Lot Coverage - The maximum lot coverage shall not exceed thirty (30%) percent.

D. Floor Area Ratio - The maximum floor area shall not exceed thirty (30%) percent of the lot area.

E. Yard and Setback Requirements.

1. Front Yard - Not less than thirty (30) feet.

2. Side Yards - Least width of either yard shall not be less than ten (10) feet, except in the case where the side yard on the road or street side shall not be less than thirty (30) feet.

3. Rear Yard - Not less than twenty (20) feet.

4. In the case of a through lot, the frontages along streets shall be considered front yards and all buildings and structures shall meet the minimum front yard requirements.

5. The preceding regulations shall apply to every lot, building, or structure.

F. Height Requirements - The following height requirements shall apply in this district:

1. For Buildings and Structures: No building and no structure shall exceed a height of two and one half (2-1/2) stories, but not exceeding thirty-five (35) feet.

~~2. For Detached Accessory Buildings: No detached accessory building shall exceed a height of fifteen (15) feet.~~

G. Required Off-Street Parking - As required in Article 61.0.

H. Performance Standards - As required in Article 60.0.

I. Supplemental Regulations - As required in Article 60.0.

ARTICLE 25.0
MR - MULTIPLE FAMILY RESIDENTIAL DISTRICT

Section 25.01 Purpose

This district is composed of those areas of the Township whose principal use is or ought to be multiple family dwellings. The regulations of this district are designed to permit a moderate density of population and a moderate intensity of land use in those areas which are served by a central sanitary sewerage system, and which abut or are adjacent to such other uses, buildings, structures, or amenities which support, complement or serve such a density and intensity. In addition to the dwellings permitted in this zoning district, there are permitted certain residential and public uses which have been strictly regulated to make them compatible with the principle use of this district.

Section 25.02 Permitted Uses

The following buildings and structures and uses of parcels, lots, buildings, and structures are permitted in this district:

- A. Single-family dwelling and any use, building or structure accessory thereto.
- B. Two-family dwellings and any use, building or structure accessory thereto.
- C. Multiple family dwelling and any use, building or structure accessory thereto.
- D. ~~Lines and structures of essential services.~~ Family day care homes.
- E. Adult foster care homes, foster family homes, and foster family group homes.
- F. A sign, only in accordance with the regulations specified in Article 62.0.
- ~~FG.~~ A planned unit residential development, only in accordance with the procedures and regulations specified in Article 52.0.
- ~~HG.~~ Home occupation may be located on a lot with a single-family dwelling.

Section 25.03 Conditional Uses

The following buildings and structures and uses of parcels, lots, buildings and structures are permitted subject to obtaining a conditional use permit as provided in Article 63.0.

- A. Golf course including golf driving range.
- B. Country club, public swimming pool and recreation club, public/private park and playground.
- C. A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery; public building.
- D. ~~Public and private nursery schools, p~~Primary and secondary school, college and university.
- E. Medical and dental clinic, when associated with a hospital, nursing home or sanitarium.
- F. Funeral establishment.
- G. Hospitals, nursing homes, sanitariums.
- H. Essential services as provided in Section 3.17, herein.
- I. Commercial communications apparatus, if located on existing commercial communications or electrical towers, or other existing appropriate structure, and subject to the provisions of Section 60.23 herein, in addition to the requirements of Article 63 ("Conditional Uses") herein.
- J. Daycare and group daycare homes, subject to the provisions of Section _____.

Section 25.04 Regulations and Standards

The following regulations shall apply in all MR Multiple Family Residential Districts:

- A. Lot Area - Every lot or parcel of land occupied by a single-family dwelling shall contain an area of ten thousand (10,000) square feet. Every lot or parcel of land occupied by a two-family dwelling shall contain an area of not less than seventeen thousand five hundred (17,500) square feet. Every lot or parcel of land occupied by a multiple family dwelling structure which has three (3) or more dwelling units shall contain an area of not less than the following:

1. For each dwelling unit having no bedroom unit, nineteen hundred (1,900) square feet.
2. For each dwelling unit having one (1) bedroom unit, twenty three hundred (2,300) square feet.
3. For each dwelling unit having two (2) bedroom units, three thousand (3,000) square feet.
4. For each dwelling unit having more than two (2) bedroom units, three thousand (3,000) square feet plus seven hundred (700) square feet for each bedroom unit in excess of two (2) bedroom units.

Provided further than every lot which has multiple dwelling structure(s) which has three (3) or more dwelling units shall contain not less than one (1) acres of lot area.

B. Lot Width.

1. For a single-family dwelling the minimum lot width shall be eighty (80) feet.
2. For a two-family dwelling, the minimum lot width shall be one hundred twenty (120) feet.
3. For a multiple family dwelling structure, the minimum lot width shall be one hundred fifty (150) feet.

C. Lot Coverage.

1. For one (1) and two (2) family dwellings, the maximum lot coverage shall not exceed thirty (30%) percent.
2. For multiple family buildings, the maximum lot coverage shall not exceed thirty-five (35%) percent.

D. Floor Area Ratio.

1. For one (1) and two (2) family dwellings, the maximum floor area shall not exceed thirty (30%) percent of the lot area.

2. For multiple family buildings, the maximum floor area shall not exceed thirty-five (35%) percent of the lot area.

E. Yard Requirements.

1. Front Yard - Not less than fifty (50) feet.
2. Side Yards - Least width of either yard shall not be less than fifteen (15) feet, but the sum of the two (2) side yards shall not be less than thirty five (35) feet except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than fifty (50) feet.
3. Rear yard - Not less than thirty five (35) feet.
4. Accessory structures shall meet the same yard requirements.
5. The above requirements shall apply to every lot, building or structure.

F. Height Requirements - Except as is otherwise provided in Article 10.0, no building or structure shall exceed two and one-half (2-1/2) stories above finished grade or thirty-five feet which ever is the lesser.

G. Distance Between Grouped Buildings - In addition to the required setback lines provided elsewhere in this Ordinance, in group dwellings (including semi-detached and multiple dwellings) the following minimum distances shall be required between each said dwelling:

1. Where buildings are front to front or front to rear, three (3) times the height of the taller building, but not less than seventy (70) feet.
2. Where buildings are side to side, one and one half (1-1/2) times the height of the taller building but not less than twenty (20) feet.
3. Where buildings are front to side, rear to side, or rear to rear, two (2) times the height of the taller building but not less than forty-five (45) feet.

In applying the above standards, the front of the building shall mean that face of the building having the greatest length; the rear is that face opposite the front. The side is the face having the smallest dimension.

H. Required Off-Street Parking - As required in Article 61.0.

~~I. Required Site Plan Review By The Planning Commission - As required in Article 64.0.~~

~~IJ. Performance Standards - As required in Article 60.0~~

~~JK. Supplemental Regulations - As required in Article 60.0.~~

Section 60.34 Day Care facilities

(a) Intent. It is the intent of this section to establish standards for day care facilities which will ensure compatibility with adjacent land uses and maintain the character of the neighborhood.

(b) Application of regulations.

(1) A state-licensed family day care home shall be considered a residential use of property and a permitted use in all residential districts. Family day care homes shall be prohibited in all other districts.

(2) The township may, by issuance of a conditional use permit, authorize the establishment of group day care homes and day care centers as specified in district regulations and subject to the standards herein.

(c) Standards for group day care homes. Group day care homes shall be considered as a conditional land use subject to the requirements and standards of article 63.0 of this chapter and the following additional standards:

(1) The subject parcel shall meet the minimum lot area requirements for the zoning district in which it is located.

(2) The property is maintained in a manner that is consistent with the visible characteristics of the neighborhood.

(3) Fencing shall be provided that is designed to discourage climbing, and is at least four feet in height, but no higher than six feet. The area to be fenced shall be determined by the planning commission.

(4) The hours of operation do not exceed 16 hours within a 24-hour period. Activity between the hours of 10:00 p.m. and 6:00 a.m. shall be limited so that the dropoff and pickup of children is not disruptive to neighboring residents.

(5) One off-street parking space per employee not a member of the group day care home family shall be provided.

(6) Appropriate licenses with the state shall be maintained.

(d) Standards for day care centers. Day care centers shall be considered as a conditional land use subject to the requirements and standards of article 63.0 of this chapter and the following standards:

(1) Frontage on either a principal or minor arterial street shall be required.

(2) A separate dropoff and pickup area shall be provided adjacent to the main building entrance, located off of a public street and the parking access lane, and shall be of sufficient size so as to not create congestion on the site or within a public roadway.

(3) Off-street parking shall be provided at a rate of one space per employee plus one space for every five children enrolled at the facility.

(4) There shall be an outdoor play area of at least 1,000 square feet provided on the premises. Said play area shall not be located within the front setback. This requirement may be waived by the planning commission if public play area is available 500 feet from the subject parcel.

(5) Appropriate licenses with the state shall be maintained.

Section 60.35 Adult foster care facilities and foster family homes.

(a) Intent. It is the intent of this section to establish standards for adult foster care facilities and foster family homes which will ensure compatibility with adjacent land uses and maintain the character of the neighborhood.

(b) Application of regulations.

(1) A state-licensed adult foster care home, foster family home or foster family group home serving six persons or less shall be considered a residential use of property and a permitted use in all residential districts.

(2) The township may, by issuance of a conditional use permit, authorize the establishment of adult foster care homes serving more than six persons in the

MR district. Such facilities shall be prohibited in all other districts.

(3) The township may, by issuance of a conditional use permit, authorize the establishment of an adult foster care congregate facility in the MR district. Such facilities shall be prohibited in all other districts.

(c) Standards for adult foster care homes serving more than six persons. Such homes shall be considered as a conditional land use subject to the requirements and standards of article 63.0 of this chapter and the following additional standards:

(1) A site plan, prepared in accordance with article 64.0 of this chapter, shall be required to be submitted.

(2) The subject parcel shall meet the minimum lot area requirements for the zoning district in which it is located, provided there is a minimum site area of 1,500 square feet per adult, excluding employees and/or caregivers.

(3) The property is maintained in a manner that is consistent with the character of the neighborhood.

(4) One off-street parking space per employee and/or caregiver shall be provided.

(5) In its sole discretion, the township may determine that landscape transition strip in accordance with section 60.09 is required.

(6) Appropriate licenses with the State of Michigan shall be maintained.

(d) Standards for adult foster care congregate facilities. Such facilities shall be considered as a conditional land use in the MR district, subject to the requirements and standards of article 63.0 of this chapter and the following standards:

(1) A site plan, prepared in accordance with article 64.0 of this chapter, shall be required to be submitted.

(2) The subject parcel shall meet the minimum lot area requirements for the zoning district in which it is located, provided there is a minimum site area of 1,500 square feet per adult, excluding employees and/or caregivers.

(3) Parking requirements as required for convalescent homes and similar facilities, set forth in article 61.0 of this chapter shall be met.

(4) All landscape requirements set forth in section 60.25 shall be met.

(5) Appropriate licenses with the state shall be maintained.

ARTICLE 63.0
CONDITIONAL USES

Section 63.01 Purpose

The formulation and enactment of this Ordinance is based upon the division of the unincorporated portions of Northfield 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.

This Ordinance, 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 10.0, "Schedule of District Regulations", and in Article 60.0, "Supplemental District Regulations", if applicable and this Article 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 therefore in accordance with this Ordinance.

Section 63.02 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 Ordinance.

Section 63.03 Application and Fee

Application for any conditional use permit permissible under the provisions of this Ordinance 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 Northfield 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.

Section 63.04 Data, Exhibits, and Information Required in Application

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

- A. The applicant's name, address, and telephone number.
- B. The names and address of all record owners and proof of ownership.
- C. The applicant's interest in the property, and if not the fee simple owner, a signed authorization from the owner(s) for the application.
- D. Legal description, address, and tax parcel number of the property.
- E. A scaled and accurate survey drawing, correlated with the legal description, and showing all existing buildings, drives and other improvements.
- F. A detailed description of the proposed use.
- G. A site plan, meeting the requirements of a preliminary site plan, as set forth in Section 64.03, herein.
- H. A written statement from the Zoning Administrator regarding the existing conditions of the property and its compliance with the Zoning Ordinance.

Section 63.05 Public Hearing

- A. 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 Section 69.0 of this ordinance.

~~B. Posting of Signage~~

- ~~1. For any proposed conditional use, the applicant(s) or owner(s) of the property proposed for the conditional use shall place a four (4) by eight (8) foot sign on each side of the property, which abuts a street. The sign~~

shall not be erected in the road right of way or in a manner to obstruct vision of motorists or pedestrians.

- ~~2. If the property proposed for the conditional use does not abut a street, the sign shall be placed on each side of any contiguous land owned by the applicant(s) or owner(s) of such parcel, which does abut a street.~~
- ~~3. If no such contiguous property abutting a street is owned by the applicant(s) or owner(s) of the property proposed for the conditional use, the sign(s) shall be placed in such location(s) on the property that the Zoning Administrator deems will best inform the public of the proposed conditional use. If the Zoning Administrator determines that there is no location where a sign could be placed that would be visible to the public, the Zoning Administrator may waive the requirement of posting.~~
- ~~4. Each sign shall be erected at least twenty one (21) days, but not more than thirty (30) days, before the Planning Commission's public hearing on the petition for conditional use.~~
- ~~5. Each sign shall be removed from the property no later than three (3) business days following the public hearing or the adjourned or continued date thereof, whichever is later.~~
- ~~6. Each sign shall have lettering easily readable from the abutting street. Each sign shall state "PROPERTY PROPOSED FOR A CONDITIONAL USE," give the street address or tax code parcel number(s), acreage and diagram of the property proposed for the conditional use, state the zoning of the property, state the conditional use that is being requested, and the date, time, and place of the initial public hearing on the application for conditional use.~~
- ~~7. The applicant shall post a bond in an amount not to exceed one hundred dollars (\$100.00) per sign to ensure the removal of the sign as provided in Paragraph D (3) preceding.~~
- ~~8. The Zoning Administrator shall inspect the property proposed for a conditional use to see that it complies with the requirements of this Section 63.05B, and shall submit an affidavit of such determination to the Planning Commission not less than seven (7) days prior to the public hearing on the application.~~

9. ~~Signs erected under this Section 63.05B are exempt from other provisions of this Ordinance regulating signs.~~

10. ~~Failure to comply with any provision of this Section 63.05B shall not constitute grounds for invalidating or setting aside the granting of an application for conditional use, but shall require adjourning and rescheduling the public hearing.~~

**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
Minutes of Regular Meeting
January 15, 2014**

1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley at 7:00 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

**3. ROLL CALL
AND DETERMINATION OF QUORUM**

Roll call:

Janet Chick	Present
Marlene Chockley	Present
Brad Cousino	Present
Andrea Darden	Present
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Present

Also present:

Township Manager Howard Fink
Planning Consultant Douglas Lewan,
Carlisle/Wortman Associates
Recording Secretary Lisa Lemble
Members of the Community

Chockley welcomed Andrea Darden as a newly-appointed member of the Commission. Darden said she has lived in the Township for 10 years and is interested in becoming more involved in the community.

4. APPROVAL OF AGENDA

- **Motion:** Iaquinto moved, Dignan supported, that the agenda be adopted as presented.
Motion carried 7—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CORRESPONDENCE

Chockley noted that all Commissioners should be receiving the *Michigan Planner* publication regularly.

7. REPORTS

7A. Board of Trustees

Chick reported:

- On December 10th the Board denied the Conditional Use Permit request from D&G Nature's Way.
- On January 14th the Board:
 - held a joint meeting with the Whitmore Lake Public Schools, and
 - appointed Andrea Darden to the Planning Commission.

She also noted that the US-23 expansion project has been delayed to allow for an environmental assessment.

7B. ZBA

No meeting has been held since the last Planning Commission meeting.

7C. Staff Report

Township Manager Fink noted that the Township's new website is up in draft format.

7D. Planning Consultant

Lewan reported:

- He met with someone who would like to building a home on Pontiac Trail Road east of German Park on property which is zoned Recreation Conservation, so a rezoning to AR may be requested. He noted a home may be built on RC-zoned land, but the minimum lot size is 10 acres, and this parcel is only seven acres, so rezoning may be more appropriate.
- A proposal for a full service gas station on the Nowatzke Trucking site may come to the Commission for a Conditional Use Permit (CUP).

Iaquinto asked whether the Township may decline to accept rezoning or CUP applications involving tax delinquent properties or from applicants owing taxes to the Township. Fink said he will ask for a legal opinion about that.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

None.

10. NEW BUSINESS

10A. Master Plan Revision in the US-23/North Territorial Interchange Area. Lewan noted that the change being discussed constitutes an amendment to the master plan, which requires notifying neighboring communities, a public hearing, and approval by the Township Board.

Lewan described the proposed changes to the Mixed Use North and Mixed Use South sections:

- Changing the descriptions of each area.
- Specifying that uses in the Mixed Use South area must have access to North Territorial or Whitmore lake Road and be in or adjacent to the sewer district, and will be required to provide a traffic study.
- Emphasizing that although commercial development is allowed, the focus in these areas should be on office and research developments; and high-density residential should be developed only as part of a mixed-use development

Regarding the sewer service district, Lewan said he confirmed with Wastewater Treatment Plant Superintendent Hardesty that this is correctly shown on the map as outlined in red. He added that the dashed blue line indicates the Downtown Development Authority (DDA) area.

Dignan noted that State Representative Driskell told the Township Board yesterday that funding is available for job demand studies as part of an effort to get people to move back to Michigan. Fink said he spoke with Driskell today and he will be looking into what the opportunities are. He said in his experience with target market analyses, gaps in service (restaurants, retail, etc.) are identified, but the analysis does not identify why those things are not present. He said the problem with that is that, for instance, restaurants do not locate where there are none; rather they locate where there are an abundance of them. He said he will still contact MISHDA to look into the funding that is available.

Lewan said the changes the Commission is working on would open up the US-23/Territorial area substantially to different types of development, so if a market-analysis identified a need for a type of development there would be an increased possibility that there would be a space for it in Northfield Township.

Chockley pointed out that the Local Commercial (LC) district has wording that requires access to municipal water, yet that is not available in the Township. Lewan agreed that wording needs to be changed.

Chockley noted a wide variety of uses are allowed by right or with a conditional use permit (CUP) in the Local Commercial district, and she questioned whether all of those would be desirable in these areas. Lewan said the Commission can certainly deny CUP

requests based on the criteria cited in the ordinance which includes compatibility with other uses and external effects.

In answer to a question from Cousino, Lewan said the Township currently has mixed use zoning in the Whitmore Lake District. Cousino asked whether successive, piecemeal industrial, commercial, and high-density residential could occur in this district. Lewan said the residential specifically cannot be done as a standalone project, and while commercial and industrial developments could be planned and built independently, ideally developments would contain a mix of uses.

Lewan recalled that the Commission is considering this change because of interest in developing properties in the sewer district that is being formed along Whitmore Lake where the zoning is currently mainly industrial. In answer to a question from Chockley, Lewan said the language at the end of the Mixed Use South section is intended to allow the Commission to prevent piecemeal development of small parcels in this area.

Chockley said light industrial uses are not even mentioned in this section, and she questioned whether those types of uses are desired in this area. Fink said that term has changed over the last 20 years to be more like general commercial with a mixture of offices and commercial. Lewan said RTM allows high-tech light industrial types of operations, but they generally look more like offices.

Lewan said form-based code could be discussed as potential strategy to help define the types of businesses that are desired in this area, but it is important to note that the action under consideration is not zoning. He said while light industrial could be added as a type of allowed use in this area, but it was his impression that the desire was to move away from that in these areas in favor of more RTM-type uses.

Dignan asked if an industrial operation such as Balance Technology wanted to expand whether it would essentially be squeezed out because of proper zoning. Iaquinto said that operation is zoned RTM.

Lewan questioned whether it would be helpful for the Commission to review an inventory of some of the properties in the area and the zoning categories they properly fall into. Chockley agreed that would help and noted that some existing businesses in the area operate under CUPs. Lewan said he will come up with a list of all of the uses and districts being discussed so the Commission can review them at the next meeting as well as the inventory referred to.

Chockley asked if the DDA boundary in this area could be enlarged. Iaquinto said that would require going through the same process used to create the district originally.

10B. Civil Infraction Ordinance.

Lewan explained that zoning ordinance violations are currently misdemeanors, but there is interest in pursuing these ~~are~~ as civil infractions, so he prepared a draft of changes to Section 67.10 at the request of Township Manager Fink to allow for that. He noted that currently the zoning administrator is charged with enforcement. Fink said it would be beneficial to change the wording to allow the zoning administrator, code enforcement officer, or Township manager to take enforcement action as is commonly done in zoning ordinances.

There was a brief discussion about the difference between misdemeanors and civil infractions. Dignan asked if the \$100 fine referred to in Section 67.10.E can be assessed as part of a civil infraction.

Cousino said he ~~thought~~ thinks that typically the remedy for someone who, for example, builds a deck without a permit would be to require application for a building permit and payment of double the fee. Fink at this point the ordinances the Township Board have been concentrating on concern things like weeds, junk cars, illegal signs, and debris. He said as part of this it will useful to have any zoning violation be enforceable as a civil infraction.

In answer to questions from Cousino, Fink said he is in the process of hiring a code enforcement officer who will have experience in code enforcement, construction, or policing, and the Township will start to be proactive about enforcing the Township's ordinances rather than only reactive. He said the fines received rarely cover the cost of having a code enforcement officer and that is generally bad policy. He said if enforcement is done correctly there will be few fines assessed; rather he expects the officer will have conversations with people that result in agreements about how violations can be corrected in a reasonable amount of time. Chick said she has seen efforts of this type make a significant difference in the community.

Lewan said he will make the minor changes discussed and have it reviewed by the Township attorney.

10C. Election of Officers and ZBA Representative.

- ▶ **Motion:** Roman moved, Iaquinto supported, that Kenneth Dignan serve as the Planning Commission representative to the Zoning Board of Appeals for 2014. **Motion carried 7—0 on a roll call vote.**
- ▶ **Motion:** Iaquinto moved, Roman supported, that Marlene Chockley serve as Planning Commission Chair for 2014. **Motion carried 7—0 on a roll call vote.**

▶ **Motion:** Iaquinto moved, Roman supported, that Janet Chick serve as Planning Commission Vice-Chair for 2014. **Motion carried 7—0 on a roll call vote.**

▶ **Motion:** Chockley moved, Iaquinto supported, that Kenneth Dignan serve as Planning Commission Secretary for 2014. **Motion carried 7—0 on a roll call vote.**

11. MINUTES

December 4, 2013, Regular Meeting

- ▶ **Motion:** Iaquinto moved, Roman supported, that the minutes of the December 4, 2013, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

12. POLICY REVIEW & DISCUSSION

A. Conditional Use Permitting Process. Chockley said she thought it would be a good idea to review the process involved in considering Conditional Use Permit (CUP) requests. Lewan said the Township's CUP ordinance is essentially identical to those of most of communities and they apply to uses in each district which are considered potentially intensive enough to require Commission review.

He said a public hearing is required and under the Township's ordinance the Planning Commission makes a recommendation to the Township Board which makes the final decision. He said State law allows CUPs to be approved by an individual, the Planning Commission, or the Township Board, and until several years ago in Northfield Township the Planning Commission made the final decision on these requests. Lewan said he would not recommend investing the power to approve CUPs in one person, but it is perfectly appropriate to have either the Commission or the Board make the final decision.

Chick said she can bring up at the next Board workshop whether it is interested in changing the ordinance again to give the Planning Commission power of approval for CUPs.

Lewan said the Commission recently made the effort to remove all public hearing language from individual ordinance sections and to replace it with a reference to a unified Public Hearing section, but that effort missed the language in Section 63.05. He said that should be corrected to avoid the confusion that arose recently about whether posting of a sign is required. There was a brief discussion about whether a sign should be required for rezoning and CUP requests. Lewan said the current language requiring a sign is an administrative problem. Roman said if there is no State law requiring a sign and it is not required for

rezonings he does not see a need for it for CUP requests.

Cousino questioned why the Planning Commission is interested in changing the ordinance to allow the Planning Commission to make the final decision on CUPs. He noted that the Commission recommended approval of the last CUP request, but the Township Board denied it. Fink noted that for that request there were split decisions at both levels which is an indication of that the decision could have gone either way.

Fink said the Planning Commission has time for more analysis, can take a more detailed approach, and will have seen most proposals more than one time before making a decision. He said on the other hand the Township Board is elected while the Planning Commission is appointed. He said both approaches are valid.

Chockley referred to Section 63.01 which states that the "right to a CUP shall exist" if all of the applicable requirements are met. Lewan said it is the discretionary standards that are the key. Dignan said those standards and whether they are being met or not should be included in every approval or denial of a CUP request.

Chockley said considering conditional uses is an important function of the Planning Commission and more of these types of requests will likely be coming to the Commission.

13. COMMENTS FROM THE COMMISSIONERS

Pond Hockey. Iaquinto noted the Pond Hockey Tournament will be held Feb 17th-19th and he encouraged any groups that want to be involved to contact me him or see their website.

New Community Center Director. Chick noted that a welcoming reception will be held this Friday afternoon at the Township Hall for Tami Averill, the new Community Center Director.

Township Cooperation with School Board. Dignan said it came up during the joint meeting of the Township Board and school board yesterday that slow, steady growth best helps schools. He said there also seemed to be a consensus that that the two Boards should work together on a variety of projects such as the Jennings Road Park

14. SECOND CALL TO THE PUBLIC

None present.

15. ANNOUNCEMENT OF NEXT MEETING

February 5, 2014, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

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

The meeting was adjourned at 9:25 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on February 5, 2014.

Marlene Chockley, Chair

Kenneth Dignan, Secretary

Official minutes of all meetings are available on the Township's website at http://twp-northfield.org/boards/planning_commission/Minutes