

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

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**AND DETERMINATION OF QUORUM**

Roll call:

Janet Chick	Absent with notice
Marlene Chockley	Present
Brad Cousino	Present
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Present
Mark Stanalajczo	Present

Also present:

Township Manager Howard Fink  
Mary Bird, Assessing & Building Assistant  
Planning Consultant Leah DuMouchel,  
Beckett & Raeder  
Recording Secretary Lisa Lemble  
Members of the Community

**4. APPROVAL OF AGENDA**

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

**5. FIRST CALL TO THE PUBLIC**

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

**6. CORRESPONDENCE**

None.

**7. REPORTS**

**7A. Board of Trustees**

No report.

**7B. ZBA**

Did not.

**7C. Staff Report**

Nothing to report.

**7D. Planning Consultant**

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

**8. PUBLIC HEARINGS**

None.

**9. OLD BUSINESS**

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

Commissioners reviewed the proposed draft and made several changes including:

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

- **Motion:** Chockley moved, Cousino supported, that a minimum of five Commissioners be required to approve a Master Plan or Master Plan amendment.

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

**Motion died.**

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

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

**10. NEW BUSINESS**

**10A. 2016 Calendar.**

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

**10B. Webster Township Master Plan.**

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

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

It was agreed that the response to Webster Township should:

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

**11. MINUTES**

**November 18, 2015, Regular Meeting**

Chockley made several minor corrections.

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

**12. POLICY REVIEW AND DISCUSSION**

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

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

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

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

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

**13. SECOND CALL TO THE PUBLIC**

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

**14. COMMENTS FROM THE COMMISSIONERS**

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

**15. ANNOUNCEMENT OF NEXT MEETING**

**December 16, 2015,** at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

**16. ADJOURNMENT**

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

The meeting was adjourned at 8:50 P.M.

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Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~; wording added is underlined.

Adopted on \_\_\_\_\_, 2016.

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Marlene Chockley, Chair

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Mark Stanalajczo, Secretary

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