

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
March 16, 2016 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. Citizen Survey – Cobalt Survey Presentation (Attachment 1)**
 - B. Proposed Zoning Ordinance Amendments-Churches (Attachment 2)**
- 10. NEW BUSINESS**
- 11. MINUTES:** December 2, 2015, December 16, 2015 & March 2, 2016 Regular Meetings
- 12. POLICY REVIEW AND DISCUSSION**
 - A. Continuing discussion on Goals and Objectives for 2016**
- 13. CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – April 6, 2016
- 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.

8350 Main Street, Whitmore Lake, MI 48189-0576
www.twp.northfield.mi.us

Telephone: (734) 449-5000

Fax: (734) 449 -0123

Website:

(ATTACHMENT 1)

Northfield Township Agreement for Research

June 4, 2015

Cobalt Community Research (Cobalt) is pleased to provide this contract for research collaboration between Cobalt and Northfield Township, (the Partner), having a business address of 8350 Main St., Whitmore Lake, MI 48189. Cobalt Community Research (www.cobaltcommunityresearch.org) is a 501c3 nonprofit organization with a mission to provide research and educational tools that help schools, local governments and other nonprofit organizations thrive as changes emerge in the economic, demographic and social landscape. Cobalt is located at 1134 Municipal Way, Lansing, Michigan 48917; (877) 888-0209; F: (517) 703-9704; E-mail: wsaintamour@cobaltcommunityresearch.org

DELIVERABLES (SECTION 1)

| Count | Core Package | Subtotal |
|---|--|----------------|
| 1 | Includes administration, meetings, correspondence, planning, executive summary in MS PowerPoint, up to 2 sheets (4 pages) of custom questions (which can include budget priority analysis, future projects, communication preference, etc), demographic questions, detailed cross-tabs with thermal mapping, raw data, phone-based follow-up with Partner on draft results, onsite presentation of final results | \$ 6,497 |
| Additional Modules and Options(See reference for Examples) | | |
| | Additional Pages: \$1000 per page | \$ - |
| | Non-English Versions: \$650 per translation | \$ - |
| | Follow-up Citizen Work Groups/Focus Groups (Partner provides location and recruits participants): \$1,200 | \$ - |
| Distribution | | |
| 1 | Web link for completion online (included) \$ Waived | \$ - |
| | Eblast distribution via email list provided by partner (3 waves): \$100 per 1,000 recipients | \$ - |
| 1 | Mail distribution: Production and 1st class postage for an initial mailing to 6,245 voters of the assessment with cover letter, a second mailing of the assessment to those who have not responded, data entry, and business reply postage. Cost: \$10,335. | \$ 10,335 |
| Total Quote | | \$16832 |


Pricing valid for 60 days from the date of this document. 50% of quoted amount of the assessment engagement upon the signing of the contract. Remaining balance upon delivery of results.

This agreement includes all of the terms and conditions agreed to by the parties. Any changes to these terms and conditions must be made in writing and signed by both parties to be effective.

ACCEPTANCE

This agreement (Sections 1 and 2) shall be deemed accepted after it has been signed by a representative of the Partner and a representative of Cobalt. Acceptance may be made by facsimile and the agreement executed in one or more counterparts, each which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

Nondisclosure Statement: All materials contained in this agreement are the confidential and proprietary property of Cobalt Community Research. The information contained herein is provided by Cobalt Community Research for evaluation by the Partner. Dissemination to other parties is prohibited.


Authorized Representative

6-16-15
Date


Cobalt Community Research, Executive Director

June 4, 2015
Date

CONTRACTUAL TERMS AND CONDITIONS (SECTION II)

1. TERM OF CONTRACT

The contract shall be effective as of the date this agreement is signed by both parties. Unless terminated earlier as set forth in Section 5 below, the contract shall remain in full force and effect for a period of twelve (12) months (the "Initial Term").

2. COBALT' RESPONSIBILITIES

Cobalt shall provide the Services described in the Statement of Work in accordance with the terms and conditions of this Agreement. In the course of providing the Services, Cobalt shall deliver to Partner all deliverables arising from or related to the Services and agreed upon by the parties. Each Supplemental Statement of Work entered into by the parties shall be numbered sequentially (e.g. Statement of Work #1, etc.) and shall not be binding until signed by the authorized representative of each party. In the event of a conflict between any signed Statement of Work and this Agreement, the terms and conditions of this Agreement shall prevail. Any change in the scope of Services and Fees shall be agreed upon in writing by the parties.

Cobalt will assume responsibility for all contractual activities whether or not Cobalt performs them. Cobalt is the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Partner reserves the right to interview key personnel assigned by Cobalt to this project and to recommend reassignment of personnel deemed unsatisfactory by the Partner. Cobalt may delegate any duties under this contract to a subcontractor. If any part of the work is subcontracted, Cobalt shall identify upon written request the proposed subcontractor by firm name, address and contact person, and provide the Partner with a complete description of all work to be subcontracted together with descriptive information about the subcontractor's organization and ability to perform the work. Cobalt is responsible for ensuring that subcontractors adhere to all applicable provisions of the contract.

3. CONFIDENTIALITY

"Data", as used in this Section 3, means the information contained in assessment responses received from the Partner's residents or members, but not the assessments themselves. The Partner agrees that identity information about individual assessment respondents will not be returned to the Partner to protect the confidentiality of the individuals who responded to the assessment. In addition, the Partner agrees to protect individual identities by protecting any data or analysis of data that allows individual identities to be determined. "Measurements", as used in this Section, means the deliverables to be delivered to Partner by Cobalt under any particular Statement of Work. The Partner shall own the Data and Measurements. Cobalt shall not publish or disclose to any third party individual Data or Measurements without the prior written consent of the Partner.

4. LIMITATION OF LIABILITY

Cobalt warrants that it shall provide the Services in a diligent and workmanlike manner and shall employ due care and attention in providing the Services. However, Partner agrees that Cobalt shall not be liable on account of any errors, omissions, delays, or losses unless caused by Cobalt's gross negligence or willful misconduct. In no event shall either party be liable for indirect, special, or consequential damages. In no event shall the total aggregate liability of either party for any claims, losses, or damages arising under this agreement and services performed hereunder exceed the total charges paid to Cobalt during the term, even if the party has been advised of the possibility of such potential claim, loss, or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

5. MODIFICATION AND CANCELLATION

The contract may not be modified, amended, extended, or augmented, except by a writing executed by the parties. Any change in services requested by the Partner may result in price changes by Cobalt. In the event that revised prices are not acceptable to the Partner, the contract may be canceled. Either party with 30-business days' written notice to the other may cancel the contract. In the event of cancellation by either party, the Partner shall be responsible for all fees due and payable under the contract as of the date of notice of termination.

6. GOVERNING LAW AND ARBITRATION

The contract shall be governed by and construed in accordance with the laws of the State of Michigan. In the event of any dispute, claim, question, or disagreement arising from or relating to the contract or the breach thereof, the parties shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

7. PRICE AND PAYMENT TERMS

The Partner shall pay the fees identified in any Statement of Work(s) executed by the parties. Unless otherwise agreed to in a Statement of Work, Cobalt shall invoice Partner for Services at the beginning of the Term and upon delivery of results. Payment from the Partner shall be due upon receipt of the invoice. Adjustment for any billing errors or Partner credits shall be made monthly. Cobalt may apply a monthly delinquency charge on amounts not paid within 30 days of the date of the Partner's receipt of the invoice, which charge shall be equal to five percent (5%) of any unpaid amount. Partner agrees to pay any applicable taxes and any travel costs and professional fees that Cobalt may incur from Partner-requested travel.

8. ASSUMPTIONS

The Partner shall provide contact data unless provision of such data is assigned to Cobalt in the statement of work.

Cobalt cannot guarantee assessment response levels; however, a minimum of 350 completed assessments is required for accurate analysis. Cobalt (or the Partner if the Partner is mailing the assessment) will automatically conduct reminder mailings to ensure a minimum of 350, which provides a confidence interval of approximately +/- 5% with a 95% confidence. The Partner may designate a higher minimum. (Based on the number of individuals who will receive a survey, the actual expected return will likely exceed 600.)

Cobalt shall bill and the Partner agrees to pay all printing and mailing fees associated with a mailing, including postage.

The Partner is responsible for prompt review and response to draft questions and research materials, and the Partner is responsible for prompt approval to release such research materials. If the Partner fails to notify Cobalt of project status or provide the contact data or approval or edits to research materials within 90 days of receipt from Cobalt, the Partner agrees to pay Cobalt 50% of the remaining fees, and the project will go into an "inactive" status. The Partner has an additional 90 days to reactivate the project. If the project is not reactivated in that time, the project will be closed, and future work will be charged as a new project.

All research is subject to imprecision based on scope, sampling error, response error, etc. Assessment results have an overall margin of error, and the margin of error for subdivided data varies by question and is higher. All research is designed to reduce uncertainty, but it can never eliminate it. The Partner must evaluate all information thoroughly and independently and balance it with other sources of information, legal requirements, safety standards, and professional judgment before taking action based on research information.

9. TECHNICAL APPROACH

Cobalt will provide research services that comply with generally accepted research principles. In addition, projects and services will be lead by Cobalt staff certified by the Market Research Association's Professional Researcher Certification (PRC) program, which is endorsed by major national and international research organizations such as the AMA (American Marketing Association), the ARF (Advertising Research Foundation), CMOR (Council of Marketing and Opinion Research), IMRO (Interactive Marketing Research Organization), MRII (Marketing Research Institute International), the RIVA Training Institute and the Burke Institute.

10. ACCEPTANCE OF TERMS AND CONDITIONS

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract. Each provision of the contract shall be deemed to be severable from all other provisions of the contract and, if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

11. NOTICE

Any notice required or permitted to be made or given by either party hereto pursuant to this Agreement shall be in writing and shall be deemed effective if sent by such party to the other party by mail, overnight delivery, postage or other delivery charges prepaid, to the addresses set forth above, and to the attention of the Executive Director for Cobalt and Partner's designated contact person. Either party may change its address by giving notice to the other party stating its desire to so change its address.

12. SURVIVAL.

Sections 3, 4, 6 and this Section 12 shall survive the termination of this Agreement

Howard Fink

From: William SaintAmour [wsaintamour@cobaltcommunityresearch.org]
Sent: Wednesday, February 24, 2016 1:00 PM
To: finkh@twp.northfield.mi.us
Cc: 'Marlene Chockley'
Subject: Survey Options
Attachments: Northfield signed contract 2015.pdf

Good afternoon, Howard,

Including the travel for the meeting on March 16, the costs incurred by the Township are \$4,500. You have paid \$8,416, which is the first half of the contract amount. Total contract amount is \$16,832. Printing, postage, and data entry for all Township residents is \$10,355 (if you recall, sending to a random sample would have been about \$3,600). There is \$1,997 left on the contract for the development, analysis, travel, so we will need to start billing for additional travel after the meeting on 3/16.

Here are some options for you to consider.

- 1) Pause the contract and extend for 1 year so you can resume when you are ready. We would freeze the pricing as it is, although we would be charging for additional travel.
- 2) Cancel the contract and rebid when you are ready. We would refund to you the deposit that has not been used: \$8,416-\$4,500=\$3,916.
- 3) For either option, you could reduce the population being surveyed to the random sample and reduce your overall costs.

Please let me know your thoughts!

All the best,
William SaintAmour
Executive Director, Cobalt Community Research
877.888.0209x1

(ATTACHMENT 2)

MEMO

TO: Northfield Township Planning Commission
FROM: Sally Hodges, AICP, Senior Vice President
SUBJECT: Proposed Zoning Ordinance Amendments re. Churches
DATE: March 9, 2016

At your request, we have compiled the following proposed text changes to ass churches as uses subject to conditions in multiple zoning districts and to reclassify several other assembly uses as conditional uses as well. Currently in many parts of the Ordinance cemeteries are listed in the same subsection as church uses. We have separated them to facilitate future flexibility.

The proposed amendments are presented below. Subject to any changes you wish to make, the appropriate action would be for the Commission to schedule a public hearing.

- 1. Amend ARTICLE IX SR-2, SINGLE FAMILY RESIDENTIAL DISTRICT, Section 36-247. Conditional uses to add churches and cemeteries as conditional uses.**

Add the following new subsections to Section 36-247. Conditional uses:

- (7) A church, synagogue, cathedral, mosque, temple or other building used for public worship.
- (8) A cemetery.

- 2. Amend ARTICLE XII WLD - WHITMORE LAKE DISTRICT, Section 36-340. Uses permitted to change commercial recreation facilities from a use permitted to a use subject to conditional use approval.**

Make the following changes in the Permitted Uses table in Section 36-340, subsection (b):

| | WLD-D | WLD-W | WLD-NV |
|--|-------|-------|--------|
| Commercial recreation facilities, including indoor theaters, bowling alleys, skating rinks, racket clubs | P C | P C | P C |

- 3. Amend ARTICLE XIII LC - LOCAL COMMERCIAL DISTRICT, Section 36-365. Conditional Uses to add churches and cemeteries as conditional uses.**

Add the following new subsections to Section 36-364. Conditional uses:

- (10) A church, synagogue, cathedral, mosque, temple or other building used for public worship,
- (11) A cemetery.

4. **Amend ARTICLE XIV GC - GENERAL COMMERCIAL DISTRICT** *to change commercial recreation facilities from a permitted use to a conditional use, and to add churches and cemeteries as conditional uses.*

Remove the following subsection (4) from Section 36-390. Permitted uses, and renumber the subsequent subsections accordingly:

~~(4) Commercial recreation facilities including indoor theaters, bowling alleys, skating rinks, racket clubs.~~

Add the following new subsections to Section 36-365. Conditional uses.

- (22) Commercial recreation facilities including indoor theaters, bowling alleys, skating rinks, racket clubs.
- (23) A church, synagogue, cathedral, mosque, temple or other building used for public worship.
- (24) A cemetery.

5. **Amend ARTICLE XV HC - HIGHWAY COMMERCIAL DISTRICT Section 36-415. Conditional uses** *to allow churches and cemeteries as conditional uses.*

Add the following new subsections to Section 36-415. Conditional uses.

- (9) A church, synagogue, cathedral, mosque, temple or other building used for public worship.
- (10) A cemetery.

6. **Amend ARTICLE XX. ES - ENTERPRISE SERVICE DISTRICT** *to change commercial recreation facilities from a permitted use to a conditional use, and to add churches and cemeteries as conditional uses.*

Remove the following subsection (2) from Section 36-563. Permitted uses, and renumber the subsequent subsections accordingly.

~~(2) Commercial recreation facilities, including indoor theaters, bowling alleys, skating rinks, racket clubs.~~

Add the following new subsections to Section 36-564. Conditional uses.

- (5) Commercial recreation facilities, including indoor theaters, bowling alleys, skating rinks, racket clubs.
- (6) A church, synagogue, cathedral, mosque, temple or other building used for public worship,
- (7) A cemetery.

7. **Amend ARTICLE XXI. PSC - PLANNED SHOPPING CENTER DISTRICT** *to change bowling alleys, theaters and skating rinks from permitted uses to conditional uses, and to add churches and cemeteries as conditional uses.*

Revise Section 36-596 Permitted uses, subsection (12) to remove bowling alleys, theaters and skating rinks.

- (12) Other services, such as automobile service stations, ~~bowling alleys, theaters, and skating rinks.~~

Create a new Section 36-596.A. Conditional uses, to read as follows:

Sec. 36-596.A. 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 XXVII of this chapter:

- (1) Theaters.
- (2) A church, synagogue, cathedral, mosque, temple or other building used for public worship.
- (3) A cemetery.

- 8. Amend ARTICLE XXII. RTM- RESEARCH/ TECHNOLOGY/ MANUFACTURING DISTRICT** *to remove theaters, auditoriums, meeting facilities, and churches.*

Revise Section 36-637.(2). Permitted accessory uses, subsection c. to remove theaters, auditoriums, and meeting facilities and keep the remainder of the subsection as follows:

- c. Commercial, office, and service uses which are located, designed, and intended to support and complement permitted principal uses which are located in an RTM district, such as the following: banks and other financial institutions; restaurants; transient lodging facilities; day care facilities; barber and beauty shops; pharmacies; sales of newspaper magazines, and books; office supply sales; medical and dental offices; ~~theaters, auditoriums and meeting facilities;~~ dry cleaning (pick-up and delivery only); product display facilities; power plants; water treatment plants; automobile service stations and car washing facilities; gift and flower sales; data processing and computing centers; computer and office machine service and repair establishments; printing and copying services.

Such uses shall either be located in a building containing the permitted principal uses which will be served, or in service centers consisting of one or more buildings, designed with common drives, parking and loading areas, and landscaping. Such service centers shall be located within the district as to clearly serve only the permitted principal uses within the district and not the surrounding area and communities.

Remove the following subsection (2) from Section 36-638. Conditional uses.

- ~~(2) A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery.~~

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 Stanalajczko | 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",
- 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.

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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.

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.

Marlene Chockley, Chair

Mark Stanalajczo, Secretary

Official minutes of all meetings are available on the Township's website at
<http://www.twp-northfield.org/government/>

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting December 16, 2015

1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley at 7:04 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 |
| 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
Township Engineer Jacob Rushlow, OHM
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

Chockley suggested that New Business be handled before Unfinished Business.

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

5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, said he was glad to see a park project on the agenda.

6. CORRESPONDENCE

Chockley referred to letters regarding the Nowatzke request, the park proposal, and the proposed by-laws.

7. REPORTS

7A. Board of Trustees

Chick reported that most of the December 9th meeting concerned the Whitmore Lake sewer special assessment district.

7B. ZBA

Did not meet.

7C. Staff Report

Nothing to report.

7D. Planning Consultant

Nothing to report.

8. PUBLIC HEARINGS

- 8A. Case #JPC150006; Washtenaw County Parks and Recreation; Request for rezoning from Local Commercial and Agriculture to Recreation Conservation (Section 36-125). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, and 02-09-200-001.

- **Motion:** Iaquinto moved, Dignan supported, that the public hearing be opened.
Motion carried 7—0 on a roll call vote.

Tom Freeman, Washtenaw County Parks & Recreation, explained that 235 acres of contiguous land had been purchased two years ago through the natural area preservation program to establish a nature preserve. He said land purchased through this program is intended to be used as passive preserves rather than active recreation parks.

James Bagley, 1565 Seven Mile, asked how the rezoning and construction of the parking area would affect his adjacent property. John Flanigan, 9127 Spencer Road, asked for clarification of the area being rezoned. Shaun Greene, 9382 Spencer Road, asked what would happen without rezoning. Peter Sanderson, County park planner, said the current zoning would require a paved parking lot rather than the gravel lot they are proposing.

- **Motion:** Iaquinto moved, Dignan supported, that the public hearing be closed.
Motion carried 7—0 on a roll call vote.

- 8B. Case #JPC150006; Washtenaw County Parks and Recreation; Site plan review to propose installation of a 4-car gravel parking lot with a paved apron, kiosk, entry sign, and bike racks (Section 36-864). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, 02-09-200-001.

- **Motion:** Iaquinto moved, Chick supported, that the public hearing be opened.
Motion carried 7—0 on a roll call vote.

Sanderson reviewed the proposed plan for paths and a parking area, noting that the driveway aprons would be paved at the request of the Road Commission, but the lot would be gravel. He said three new oaks would be planted to replace some small trees that would be

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removed. Freeman said the County will put up a fence along the property line if Bagley wants one.

Debbie Lambert, 9089 Spencer Road, expressed concern about security, lack of sufficient parking, liability, and limitation of her hunting rights. Freeman said the preserve would be open from 8:00 A.M. to dusk, the County contracts with the Sheriff's department for security, and County ordinance requires only passive use for properties purchased under the natural area preservation program. He said this could be a field study site for Whitmore Lake High School. Iaquinto said there have been no problems with the Northfield Woods, the Township's existing nature preserve.

In answer to questions from Karen Bagley, 1565 Seven Mile Road, Freeman said there will be no driveway gates or toilets.

David Perry, 9411 Earhart Road, spoke in favor of this proposal. In answer to questions from Debbie Lambert, Dignan said this proposal will provide more protection for the rural character of this property.

A member of the public expressed concern about his liability due to someone being hurt on his property. In answer to question from Paul Edwards, 1875 Old Orchard Lake, Freeman said they hope to open the property to the public in 2016 if the rezoning and site plan are approved. James Bagley, 1565 Seven Mile, expressed concern about people parking in his driveway.

- **Motion:** Dignan moved, Iaquinto supported, that the public hearing be closed.
Motion carried 7—0 on a roll call vote.

10. NEW BUSINESS

10A. Case #JPC150006; Washtenaw County Parks and Recreation; Request to rezoning from Local Commercial and Agriculture to Recreation Conservation (Section 36-125). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, 02-09-200-001.

and

10B. Case #JPC150006; Washtenaw County Parks and Recreation; Site plan review to propose installation of a 4-car gravel parking lot with a paved apron, kiosk, entry sign, and bike racks (Section 36-864). Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, 02-09-200-001.

Township Planner DuMouchel reviewed her written report, noting the proposal is compatible with the Master Plan and recommended approval with conditions. Jacob Rushlow, Township Engineer, reviewed his report and also recommended approval. There was discussion about whether a waiver is required for an unpaved parking lot since parking is not required in RC zoning and about making sure the drainage problem in the area is not worsened.

- **Motion:** Iaquinto moved, Chick supported, that in Case #JPC150006, Washtenaw County Parks and Recreation, the rezoning of Parcels 02-04-100-002, 02-04-300-001, 02-04-400-003, and 02-09-200-001 from Local Commercial District and Agricultural District to Recreation Conservation District be recommended to the Northfield Township Board.
Motion carried 7—0 on a roll call vote.

- **Motion:** Iaquinto moved, Stanalajczko supported, that the site plan in Case #JPC150006 be approved for the purpose of the installation of a 4-car gravel parking lot with a paved apron, kiosk, entry sign, and bike racks per Section 36-864, subject to compliance with the conditions stated in DuMouchel's report:

- The applicant shall secure permits associated with wetlands disturbance from the MDEQ
- The applicant shall identify the size and species of trees to be removed
- Existing drainage patterns and alterations arising from improvements shall be submitted to Engineering
- First flush capture basin shall meet Washtenaw County Water Resources Commission standards
- The applicant shall increase the proposed drive to 20' to accommodate two-way traffic.
- The applicant shall provide construction detail of the proposed tire stops.
- The applicant shall secure permits associated with the driveway improvements from the Washtenaw County Road Commission.
- The applicant shall satisfy the concerns of the Township Engineering in his report dated December 8, 2015.

In answer to a question from Dignan, Freeman said the parking lot could be expanded in the future if necessary.

Motion carried 7—0 on a roll call vote.

- **Motion:** Dignan moved, Roman supported, that the meeting be adjourned for 5 minutes.
Motion carried 7—0 on a voice vote.

10C. Case #JPC150007; Nowatzke Truck and Trailer/Damrath Group, LLC; 6900 Whitmore Lake Road; Site plan amendment to retain existing chain link fence rather than build 8' cedar screening shown on the site plan approved 4-15-2015.

DuMouchel reviewed her report dated November 11th and recommended denial of the request.

J. D. Damrath, project engineer, said the screening does not provide a benefit given the commercial uses on both sides of the subject property, and said Nowatzke added landscaping that was requested, but not required, along US-23. Nowatzke said he was not aware the fence was included on the approved plan. Commissioners expressed concern about the likelihood that

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- **Motion:** Chockley moved, Chick supported, that the request in Case #JPC150007 for site plan amendment be denied.
Motion carried 7—0 on a roll call vote.

9. UNFINISHED BUSINESS

9A. By-Laws: Final review of proposed language.

- **Motion:** Stanalajczo moved, Dignan supported, that the Planning Commission finalize the by-laws, send out the finalized version to all Planning Commissioners, and post in the Township's newspaper of record that the by-laws will be adopted as presented at the next meeting in January.

Chick recommended several minor changes that were agreed to by all Commissioners. She also recommended that changes to the Master Plan require a minimum of five affirmative votes.

- **Amended motion:** Stanalajczo moved, Dignan supported, that the Planning Commission by-laws as amended be sent in a final form as amended to all Planning Commissioners via email and then posted in a paper of record so that at the next meeting they can be considered for adoption.

DuMouchel strongly recommended that changes to the Master Plan require a minimum of five affirmative votes.

Motion carried 7—0 on a roll call vote.

9B. Webster Township Master Plan: Approval of proposed letter of response.

- **Motion:** Stanalajczo moved, Chick supported, that the letter be accepted and presented to Webster

Township as presented.

Motion carried 7—0 on a roll call vote.

11. MINUTES

Not available.

12. POLICY REVIEW AND DISCUSSION

None.

13. SECOND CALL TO THE PUBLIC

None.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners made general comments and announcements about the Whitmore Lake School District.

15. ANNOUNCEMENT OF NEXT MEETING

January 6, 2016, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

Chockley noted the terms of Iaquinto and Roman are expiring, and anyone interested in serving should contact the Township.

16. ADJOURNMENT

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

The meeting was adjourned at 9:34 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 _____, 2015.

Marlene Chockley, Chair

Mark Stanalajczo, Secretary

Official minutes of all meetings are available on the Township's website at
<http://www.twp-northfield.org/government/>

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting March 2, 2016

1. CALL TO ORDER

The meeting was called to order by Chair Kenneth Dignan at 7:04 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 |
| Kenneth Dignan | Present |
| Sam Iaquinto | Present |
| Larry Roman | Present |
| Mark Stanalajczo | Present |

Also present:

Township Manager Howard Fink
Assessing & Building Assistant Mary Bird
Planning Consultant Sally Hodges, McKenna Associates
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

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

5. FIRST CALL TO THE PUBLIC

Laura Wojtys, 6235 Hellner Road, Craig Warburton, 450 W. Joy Road, Jennifer DeLisle, 7441 Spender Road, David Perry, 9441 Earhart Road, and Kittle Burkhardt, 6187 Nollar Road, asked that no further action be taken on the Biltmore Development request and the current Master Plan be followed. Warburton objected to the Commission discussing business not on the agenda at the last meeting, and DeLisle spoke against increasing the residential density in AR zoning.

6. CORRESPONDENCE

A. Letter from GYOA Trucking listing materials to be stored on-site. Dignan referred to two letters from members of the public that had been distributed to Commissioners.

7. REPORTS

7A. Board of Trustees

Chick reported on the February 23rd Board meeting, including that the Board approved a maintenance agreement for lighting on the 8 Mile Road bridge and reappointed Amy Steffens to the ZBA.

7B. ZBA

No meeting since the last Planning Commission meeting.

7C. Staff Report

Nothing to report.

7D. Planning Consultant

Nothing to report.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

9A. Biltmore Request to Amend Master Plan.

Fink explained that in the opinion of the Township attorney the letter sent by the Commission to Biltmore Development in 2015 was not sufficient to constitute a response to their request to amend the Master Plan, and action—which should be based on findings of fact after analysis by the Township planning consultant—still needs to be taken. Commissioners discussed how to proceed, including whether Biltmore is still interested in receiving a response and whether a written opinion from the Township attorney is necessary.

- **Motion:** Iaquinto moved, Chick supported, to ask the planner to review the request for amendment to the Master Plan dated May 29, 2014, from Biltmore Land LLC, addressed to Mr. Howard Fink, Township Manager, Northfield Township.

Chick proposed that the motion include review by the Township Engineer and Public Safety Director.

Amendment to motion carried 6—1 on a roll call vote, Cousino opposed.

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- **Amended motion:** Iaquinto moved, Chick supported, to ask the Township's planning consultant, engineer, and Public Safety Director to review the request for amendment to the Master Plan dated May 29, 2014, from Biltmore Land LLC, addressed to Mr. Howard Fink, Township Manager, Northfield Township. **Motion carried 6—1 on a roll call vote, Cousino opposed.**

9B. Consider Churches in all Zoning Districts.

Iaquinto and Dignan recused themselves due to having been involved in matters leading to the request from Living Water Church which prompted this discussion. Dignan turned over conduct of the meeting to Vice-Chair Chick.

Planning Consultant Hodges referred to her memo of February 24th indicating that churches do not have to be permitted in all zoning districts and making recommendations for ordinance amendments to:

- allow churches as conditional uses in WLD, GC, HC, PSC, and RTM,
- allow them by right in ES or make other amendments to district, and
- consider whether they should be allowed in SR2.

Commissioners discussed the recommendations, including the need to comply with the federal Religious Land Use and Institutionalized Persons Act (RLUIPA).

- **Motion:** Stanalajczko moved, Roman supported, that the planner is directed to facilitate the recommendations for zoning changes as presented at this meeting, making churches conditional uses along with similar uses allowed by conditional use permit, and amending the RTM district to remove churches, theaters, auditoriums, and meeting facilities as uses allowed in the district. **Motion carried 4—1—2 on a roll call vote, Chockley opposed, and Dignan and Iaquinto recusing themselves.**

9C. Review Request from Living Water Church in General Commercial (GC) District.

Iaquinto and Dignan recused themselves due to having been involved in matters leading to the request from Living Water Church which prompted this discussion. Dignan turned over conduct of the meeting to Vice-Chair Chick.

The Commission, Fink, and Hodges discussed the proper procedure for considering this request. Hodges recommended that it would have been best if the Township had made available an application form for the church to submit a request for a zoning ordinance text amendment. The Commission agreed that Living Water's request had been addressed in the previous agenda item, but that if churches are eventually

allowed in the GC district it does not guarantee a favorable action on a request for rezoning of their specific property.

10. NEW BUSINESS

None.

11. MINUTES

February 17, 2016, Regular Meeting

Chockley made one correction.

- **Motion:** Stanalajczko moved, Iaquinto supported, that the minutes of the February 17, 2016, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

12. POLICY REVIEW AND DISCUSSION

A. Goals and Objectives for 2016 (continued). Dignan referred to the list of 11 objectives provided to him by Commissioners. It was agreed that Commissioners will each provide ranked lists to Dignan for compilation.

B. Review Process of how an Applicant Petitions the Planning Commission. There was further discussion about providing a formal method for property owners and others to request zoning ordinance text amendments, including assessing appropriate and reasonable fees.

- **Motion:** Stanalajczko moved, Roman supported, to direct the Township planner and Township staff to put together and make recommendations to the Planning Commission for a process for applications coming before the Commission, along with any type of fees they suggest be reviewed. **Motion carried 7—0 on a roll call vote.**

13. SECOND CALL TO THE PUBLIC

Craig Warburton commented on the issue of how applications to the Planning Commission should be made.

14. COMMENTS FROM THE COMMISSIONERS

Iaquinto commented on a statement made during the First Call to the Public, thanked Hodges for her work, requested that she prepare recommended motions, and commented on the proposed changes to the RTM district.

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15. ANNOUNCEMENT OF NEXT MEETING

March 16, 2016, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

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

The meeting was adjourned at 8:47 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on _____, 2016.

Kenneth Dignan, Chair

Mark Stanalajczo, Secretary

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