

**NORTHFIELD TOWNSHIP PLANNING COMMISSION  
NOTICE OF REGULAR MEETING  
April 4, 2018 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. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE**
- 8. PUBLIC HEARINGS**
- 9. REPORTS OF COMMITTEES**
  - A. Board of Trustees**
  - B. ZBA**
  - C. Staff**
  - D. Planning Consultant**
  - E. Parks and Recreation**
  - F. Downtown Planning Group**
- 10. UNFINISHED BUSINESS**
  - A. Further Discussion on Temporary Specialty Stores**
- 11. NEW BUSINESS**
- 12. APPROVAL OF PRECEDING MINUTES:** March 21, 2018 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – April 18, 2018
- 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.



March 29, 2018

Planning Commission  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

**MEMORANDUM: Temporary Specialty Stores**

Dear Commissioners:

Please consider the following revisions to the temporary use amendments for discussion. For discussion We have also include samples from Hamburg Township (See Section 8.9) and Dexter Township (section 3.06) for discussion.

**A. Add to definition – Temporary holiday sales.**

Temporary holiday sales are sales temporary in nature, lasting for less than 30 calendar days, corresponding to a recognized day of festivity or recreation in which by custom or by law normal activities, especially business or work including school, are suspended or reduced.

**B. Sec. 36-724. - Temporary specialty stores holiday sales.**

Temporary sales of products only at certain time of year and associated with seasonal holidays, including Christmas, Halloween, Thanksgiving, Fourth of July, and similar holidays, may take place on individual lots or structures subject to the following regulations: ~~Cutting of trees on individual lots for the purpose of Christmas tree sales and/or the sale of previously cut trees assembled on individual lots for sale shall be subject to the following regulations:~~

(1)

Holiday sales ~~Christmas trees~~ may be conducted ~~sold~~ in AR, LC, WLD-DD, WLD-NV, WLD-W, and GC districts. Holiday sales ~~Christmas tree sales~~ shall not be permitted in any other residentially zoned districts.

(2)

Churches, schools, or other nonprofit organizations may sell ~~Christmas trees~~ Holiday items on property or structures owned by such institution or organization in any zoning district.

(3)

A zoning compliance review application shall be submitted along with fees and a sketch plan for review by the Zoning Administrator to ensure the requirements of this section are met. Unless ~~Christmas tree~~ holiday sales are accessory to the principal use of the site, ~~a permit~~ temporary certificate of occupancy shall be obtained from the ~~building official~~ Zoning Administrator to allow temporary use of the site for such sales. Such ~~permit~~ certificate of occupancy shall be issued after an inspection of the proposed sale site is made by the building official and /or his the

~~Director of Public Safety, or a designated Township representative of the proposed sale site.~~  
Such inspection shall include, but not limited to, any and all wiring, lighting, or other apparatus to be utilized in the sale of such ~~trees~~ items.

(4)

Such use and occupancy shall be temporary and shall not adversely impact adjacent and surrounding properties. The total duration of a temporary certificate of occupancy for holiday sales shall not exceed 30 calendar days. To the extent any proposed sale items may be regulated by the State of Michigan, as with fireworks, all licenses or permits must be obtained and presented to the Township for review with the appropriate permit application. Upon inspection of the site and sketch plan, the Director of Public Safety may require a security plan, that includes limits on hours of operation, site access, site circulation, and other measures to ensure the safe operation of the temporary sale.

(5)

~~Tree~~ Storage and display areas shall comply with the minimum setback requirements for the district in which the outdoor sale of ~~trees~~ is located.

(6)

~~The portion of any parcel used for tree sales shall be located no closer than 250 feet from any other parcel that is zoned or used for residential purposes.~~

(7)

All loading and parking areas shall be confined within the boundaries of the site and shall not be permitted to spill over onto adjacent roads, except where on-street parking is permitted. Such use and occupancy will not create a traffic hazard ~~and congestion~~.

(8)

All ~~trees, parts of trees and any other~~ refuse or debris resulting from ~~Christmas tree~~ sales, and all signs, lights, poles, wires, or other items in connection therewith shall be removed from said property not later than ~~December 28 of the year~~ three days following the holidays occurrence ~~the property is so used~~ and the date of required removal shall be specified on the Temporary Certificate of Occupancy ~~appropriate permit obtained from the~~ Zoning Administrator. ~~building official~~



distraction for adjacent residential properties.

- (8) That portion of the residential structure where energy usage and heat exceeds typical residential use, such as grow room, and the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the Fire Department to insure compliance with the Michigan Fire Protection Code.
- (9) Any person who violates any provision of this article shall be responsible for violations as set forth in Chapter 22, Section 22-10a.
- (10) Revocation of Permit; Appeal: Permits issued pursuant to this section may be revoked by the City upon finding based upon competent, material and substantial evidence of the following clauses:
  1. Any fraud, misrepresentation or false statement contained in the application or in connection with the home occupation being permitted;
  2. Any violation of this section;
  3. Conviction by the permittee of any felony;
  4. Conducting the home occupation in an unlawful manner or in such a manner as to constitute breach of the peace.
  5. Conducting the home occupation in a manner that does not comply with the Medical Marihuana Act, MCL 333.26421 *et seq.* and Michigan Administrative Rules, R 333.101 *et seq.*
  6. If the medical marihuana home occupation is held invalid or unconstitutional by any court of competent jurisdiction.
  7. Notice of revocation of permit shall be given in writing, setting forth specifically the grounds for the revocation; such notice shall be mailed to the permittee at the address provided in the application. Any permittee whose permit has been revoked as herein provided shall have the right to appeal the revocation to the City Council at a public hearing. City Council shall submit to the applicant a written statement of its findings and determinations. The Council's determination shall be based upon competent, material and substantial evidence showing failure to comply with the requirements.

## **Section 3.06 TEMPORARY STRUCTURES AND USES**

### **A. General Requirements**

Temporary buildings and structures shall comply with the following requirements:

#### **1. Temporary Structures Used for Residential Purposes**

A building or structure may be approved for temporary residential use only while damage to the principal dwelling due to fire, flood, ice, wind, or other natural disaster is being repaired. Any such temporary building shall not be used as a residence without prior review and approval by the Zoning Administrator.

Also, a mobile home or other approved living quarters may be occupied as a residence on a temporary basis on sites for which a building permit has been issued for construction, major repair, or remodeling of a new dwelling unit, subject to the following:

- a. Such permits may be issued by the Zoning Administrator for up to six (6) months in duration and may be renewed for a period of up to six (6) months, provided that work is proceeding in an expeditious manner.
- b. The total duration of a temporary permit shall not exceed twelve (12) months.
- c. Temporary structures shall comply with the setback standards for the district in which they are located.
- d. The Zoning Administrator shall approve electrical and utility connections to any temporary structure.
- e. An approved temporary structure may be moved onto a site fourteen (14) days prior to commencement of construction and shall be removed within fourteen (14) days following issuance of a Certificate of Occupancy for the permanent dwelling.

**2. Temporary Structures Used for Nonresidential Purposes**

Temporary buildings for nonresidential use, including semi-trucks/trailers and concrete batch plants, shall be permitted only when the intended use is by a contractor or builder in conjunction with a construction project, and only after review and approval by the Zoning Administrator. Such temporary structures shall be removed immediately upon completion of the construction project and prior to a request for a Certificate of Occupancy for the project.

**3. Permits**

Permits for the utilization of temporary structures shall be issued by the Zoning Administrator. The permit shall specify a date for the removal of the temporary structure, and the Zoning Administrator shall require posting of a bond to ensure removal. A Certificate of Occupancy shall be required for such structures.

- a. The applicant shall furnish the City with a performance guarantee in the amount of five hundred dollars (\$500.00) to assure removal of the temporary structure.
- b. The Zoning Administrator may require a performance bond to assure proper clean-up.

**4. Use as an Accessory Structure**

A temporary building or structure shall not be used as an accessory building or structure, except as permitted herein.

**5. Special Events and Other Temporary Uses**

The Zoning Administrator may grant temporary use of land and structures for special events and other temporary uses, as defined in Article II of this Ordinance, subject to the following general conditions:

- a. Adequate off-street parking shall be provided.
- b. The applicant shall specify the exact duration of the temporary use.
- c. Electrical and utility connections shall be approved by the Zoning Administrator.

The following conditions apply to specific temporary uses:

- a. Carnival or Circus
  - Maximum duration: 10 days.
  - Operator or sponsor: Non-profit entity
  - Location: Shall not be located in or adjacent to any developed residential area except on church, school or park property.
- b. Sidewalk Display and Sale of Bedding Plants
  - Maximum duration: 90 days.
  - Location: In commercial districts only.
  - Sidewalk Coverage: Shall not cover more than 50 percent of the width of the sidewalk.
- c. Christmas Tree Sales
  - Maximum duration: 45 days.
  - Location: Shall not be located in or adjacent to any developed residential area.
  - Clean-up: Stumps, branches, and other debris shall be completely removed from site.

**Section 3.07 USES NOT OTHERWISE INCLUDED WITHIN A DISTRICT**

**A. General Requirements**

A land use which is not cited by name as a permitted use in a zoning district may be permitted upon determination by the Planning Commission that such use is clearly similar in nature and compatible with the listed or existing uses in that district. In making such a determination, the Planning Commission shall consider the following:

**1. Determination of Compatibility**

In making the determination of compatibility, the Planning Commission shall consider specific characteristics of the use in question and compare such characteristics with those of the uses which are expressly permitted in the district. Such characteristics shall include, but are not limited to, traffic generation, types of service offered, types of goods produced, methods of operation, and building characteristics.

**2. Conditions by which Use May Be Permitted**

If the Planning Commission determines that the proposed use is compatible with permitted and existing uses in the district, the Commission shall then decide whether the proposed use shall be permitted by right, as a special land use, or as a permitted accessory use. The proposed use shall be subject to the review and approval requirements for the district in which it is located. The Planning Commission shall have the authority to establish additional standards and conditions under which a use may be permitted in a district.

No use shall be permitted in a district under the terms of this section if the use is specifically listed as a use permitted by right or as a special or conditional use in any other district.

**Section 3.08 YARD AND BULK REGULATIONS**

**A. General Regulations**

All lots, buildings, and structures shall comply with the following general yard and bulk regulations unless specifically stated otherwise in this Ordinance:

**1. Minimum Lot Size**

Every building hereafter erected on a lot or parcel of land created subsequent to the effective date of this Ordinance shall comply with the lot size, lot coverage, and setback requirements for the district in which it is located. No yards in existence on the effective date of this Ordinance, shall subsequently be reduced below, or further reduced if already less than, the minimum yard requirements of this Ordinance.

**2. Number of Principal Uses per Lot**

Only one principal building shall be placed on a lot of record or parcel in single-family residential districts. In a single-family site condominium

project, only one principal building shall be placed on each condominium lot, as defined in Article II.

**3. Clear Vision Areas**

All corners at an intersection of two public streets shall maintain a clear vision zone free of buildings, fences, walls, signs, structures and landscaping. The clear vision zone shall be provided vertically between a height of thirty (30) inches and six (6) feet above the centerline elevation of the intersecting streets. The clear vision area shall be provided within a triangular area twenty five (25) feet in length measured along abutting public street right-of-way lines with the third side being a line connecting these two sides. A non-obscuring fence may have a maximum height of thirty six (36) inches in a clear vision zone.

**4. Relocation of Existing Buildings Into the City**

No existing building or structure shall be relocated upon any parcel or lot in City of Dexter unless the building or structure conforms to all requirements for the district in which the building or structure is to be located.

**Section 3.09 STREETS, ROADS AND OTHER MEANS OF ACCESS**

- A. In all districts, every use, building, or structure established after the date of this Ordinance shall be on a lot or parcel which adjoins a public street, such street right-of-way to be at least sixty (60) feet in width unless a lesser width has been established and recorded prior to the effective date of this Ordinance. This provision does not include alleys.
- B. Every building and structure constructed or relocated after the effective date of adoption or amendment of this Ordinance shall be so located on lots as to provide safe and convenient access for fire protection vehicles and required off-street parking and loading areas.
- C. Curb cuts and driveways may be located only upon approval by the Zoning Administrator and such other county and state authorities as required by law; provided however, such approval shall not be given where such curb cuts and driveways shall unnecessarily increase traffic hazards.
- D. Concrete curb and gutter shall be required for all private roadway and parking lot construction in the City of Dexter. This requirement shall apply to all zoning districts in the City with the following exception:

In RD district, private roadway and parking lots may be constructed without concrete curb except for the approach and the first fifty (50) feet beyond the radii of any approach connecting a private drive to a public street. In the absence of concrete curb and gutter, site improvements must be designed, engineered, and



- f. Proposed limits within which principal structure and accessory building shall be confined on such parcel, with dimensions

E. **Standards for Review.** In reviewing a requested land division regulated by this section, the following shall be considered:

1. The land division will not create or increase nonconforming situations, unless a variance has been granted by the Board of Appeals.
2. Net area: Each parcel resulting from the proposed division shall have, exclusive of any area occupied by an access easement, a net area not less than that required for a lot in the zoning district.
3. Building envelope: Within each parcel shown on such site plan, there shall be delineated and fully dimensioned, an area within which the principal structure shall be confined (i.e. illustrate the building setback lines to illustrate the total area where the building could be placed). The building envelope shall not infringe on any lake, stream, drain, regulated wetland, wetland setback or easements; shall demonstrate compatibility with existing development in the vicinity; and shall be of sufficient size to meet minimum dimensional requirements of the zoning district.
4. **Easements:** Any lot or parcel created shall include adequate provision or easements for current or future public utilities and franchised utilities.
5. **Access:** No lot or parcel shall be created unless accessibility is provided either by a public street or private road within a permanent easement. All public roads shall meet the standards of the Livingston County Road Commission. All private roads shall be designed and constructed according to the Hamburg Township Private Road Ordinance. The number, spacing, location and design of driveways meets the standards contained in Section 10.8.

## Section 8.9. Temporary Structures

**8.9.1.** No structure shall be used for dwelling purposes that does not comply with the requirements of this Ordinance or applicable building codes, except as provided in this section.

## Section 8.9.2. Temporary Buildings and Uses.

A. **Permitted Temporary Buildings and Uses.** The following buildings and uses are permitted subject to meeting all of the following requirements of this section:

1. **Temporary Dwellings.** No temporary dwelling shall be erected or moved onto a lot and used for dwelling purposes except during construction of a permanent dwelling on the premises which has been issued a building permit. The reasonable date for removal of the temporary dwelling, established on the permit issued by the Zoning Administrator, shall not to

exceed one (1) year from the date of occupancy of the permanent structure. The temporary dwelling shall be connected to private water supply and sewage disposal systems approved by the County Health Department or to public water supply and sewage disposal systems. No temporary dwelling shall be erected in any lot which is a part of a platted subdivision.

2. **Temporary Construction Structures.** Temporary building and/or structure used for storage of equipment and construction offices may be used only during construction of a permanent structure which has been issued a building permit. The temporary building and/or structure shall be removed from the site prior to issuance of a certificate of occupancy.
3. **Special Events and Other Temporary Uses.** The Township Zoning Administrator may grant temporary use of land and structures for special events and other temporary uses. The following conditions apply to specific temporary uses:
  - a. Carnival, Circus and Musical Concert or Other Transient Entertainment or Recreational Enterprise
    - (1) Maximum duration: 10 days.
    - (2) Operator or sponsor: Non-profit entity
    - (3) Location: Shall not be located in or adjacent to any developed residential area except on church, school or park property.
  - b. Sidewalk or Tent Sale or Other Similar Outdoor Sale
    - (1) Maximum duration: 7 days.
    - (2) Location: In commercial districts only.
    - (3) Sidewalk Coverage: Shall not cover more than 50 percent of the width of the sidewalk.
    - (4) Parking Lot Coverage: Sufficient number of parking spaces shall remain to meet the existing zoning requirements for that district.
  - c. Christmas Tree Sales
    - (1) Maximum duration: 45 days.
    - (2) Location: Shall not be located in or adjacent to any developed residential area.
    - (3) Clean-up: Stumps, branches, and other debris shall be completely removed from site.
  - d. Sporting or Outdoor Recreational Event and any overnight camping associated with these events.
    - (1) Maximum duration: 10 days.
  - e. Search light or other apparatus used for the projection of a high intensity light beam.

- C. **Temporary Building or Use Permit.** A temporary building or use shall require issuance of a land use permit from the Zoning Administrator under Section 3.3 of the Zoning Ordinance. The Township Zoning Administrator may also require the applicant to submit a minor site plan under Section 4.8 of the Zoning Ordinance. Applications shall be accompanied by payment of a fee in accordance with the duly adopted schedule of fees, to cover costs of processing the application.

The Township Zoning Administrator shall make a determination that the location of any temporary buildings or uses will not adversely affect adjoining properties, nor adversely affect public health, safety, and the general welfare of the Township. The permit shall establish a reasonable date for removal of the temporary structure and/or use, and shall set forth other conditions of permission as deemed necessary by the Zoning Administrator. Any temporary buildings shall be placed so as to conform to all yard requirements of the zoning district in which it is located.

- D. **Conditions.** In order to protect the adjacent property owners and citizens of the Township, the Township shall impose conditions and restrictions on all temporary buildings and uses to insure the following:

1. Adequate off-street parking shall be provided.
2. The applicant shall specify the exact duration of the temporary use.
3. Electrical and utility connections shall be approved by the Building Official.
4. Adequate site and surrounding area clean up shall be done following event.
5. A minimum of one toilet shall be provided for each 50 persons estimated to attend.
6. Closure of commercial or similar activity shall be from midnight to 9:00 a.m.
7. One security person shall be provided for each 50 persons estimated to attend.
8. There will be no gambling or use of alcohol or controlled substances contrary to law.
9. There will be no generation of bright lights, loud noises, or strong odors at a level or intensity sufficient to create a nuisance to adjacent properties.

- E. **Performance Guarantee.** The Township may require a deposit by the applicant with the Township Clerk in the form of a certified check, cash, or a surety bond in an amount sufficient to hold the Township free of all liabilities incident to the operation of a temporary building or use, to indemnify any adjoining land owner for any damages resulting from the operation of such activity and to ensure proper and complete clean-up after temporary use and removal of all temporary buildings. The amount of such bond, cash, or check shall be estimated by the Zoning Administrator. The Township shall rebate to the applicant upon satisfactory removal of all

temporary buildings and uses. Such rebate shall be based upon the report and recommendation of the Zoning Administrator. The Zoning Administrator may refer the application to the Township Engineer for review of the proposed improvements and recommendations of performance guarantees.

### **Section 8.10. Unsafe Buildings**

Nothing within this Ordinance shall be construed to prevent compliance with an order by the appropriate authority to correct, improve, strengthen, or restore to a safe or healthy condition, any part of a building or premises declared unsafe or unhealthy.

### **Section 8.11. Structural Damage**

Any structure or building which may be in whole or in part destroyed by fire, windstorm, or other such cause, if rebuilt, shall be rebuilt in accordance with this Ordinance and other pertinent codes and ordinances or shall be restored to a safe and healthy condition with all debris removed from the site within ninety (90) days from the occurrence of such damage.

### **Section 8.12. Building Grades**

The finished surface of ground areas outside the walls of any building or structure hereafter erected, altered, or moved shall be so designed that surface water shall flow away from the building walls in such a direction and with such a method of collection that inconvenience or damage to adjacent properties will not result. When property is developed adjacent to existing properties previously developed, existing grades shall have priority.

### **Section 8.13. Street Closures**

Whenever any street, alley, or other public way is vacated by official action, the zoning district adjoining each side of such public way shall automatically be extended to the center of such vacation, and all area included therein shall henceforth be subject to all appropriate regulations of that district within which such area is located.

### **Section 8.14. Fences, Walls and Screens**

**Section 8.14.1.** All fences, walls and other protective barriers (referred to in this section as “fences”) of any nature, description located within any district of Hamburg Township shall meet all of the following regulations:



March 28, 2017

Planning Commission  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

**MEMORANDUM: 2018 ZONING ORDINANCE SCHEDULE  
URGENT, MINOR, AND MAJOR AMENDMENTS**

Dear Commissioners:

To follow up from the PC meeting on 2/7/18, we have prepared the following assessment and schedule for *urgent, minor, and minor* amendments based on consultation with the Zoning Administrator and Planning Commission.

- **Urgent amendments** are time sensitive and consistent with the Master Plan. We recommend Planning Commission proceed with these updates immediately.
- **Minor amendments** are technical changes and minor substantive changes consistent with the Master Plan. We recommend Planning Commission Pursue these changes following the technical review. More minor amendments will be identified during the technical review.
- **Major amendments** are new amendments and procedures recommended consistent with the 2014 Master Plan, and the Downtown and North Village Plans, when adopted.

**A. Urgent Amendments\***

Section #	Title	Issue	Proposed PC Schedule
36.29	Definitions	<ul style="list-style-type: none"> <li>• Revise setback and yard definitions to address waterfront properties.</li> <li>• Add definition for equipment services.</li> </ul>	3/7/18
36-724	Temporary specialty stores	<ul style="list-style-type: none"> <li>• Revise to include fireworks sales and other holidays.</li> </ul>	3/21/18, 4/4/18
36-98 (d)(2)(b) 36-218 (4) 36-248 (4) 36-278 (4)	General provisions, Accessory uses and buildings SR-1, Regulations and Standards SR-2, Regulations and Standards MR, Regulations and Standards	<ul style="list-style-type: none"> <li>• Clarify the discrepancy in side yard setback measurements to resolve ambiguity</li> </ul>	4/18/18
36-98 (f)	General provisions, Yard measurements.	<ul style="list-style-type: none"> <li>• Resolve ambiguity on permitted encroachments by the overhangs</li> </ul>	5/2/18

### B. Minor Amendments\*

Section #	Title	Issue	Proposed PC Schedule
New	Temporary Structures	<ul style="list-style-type: none"> <li>Need regulations for clothing bins, firewood racks, and similar temporary structures</li> </ul>	5/16/18
New Revise 36-701 Revise 36-702	Outdoor Display Storage of materials Parking and storage of vehicles.	<ul style="list-style-type: none"> <li>Add a distinction between outdoor display and outdoor storage.</li> </ul>	6/6/18

*Additional minor amendments will be identified in the technical review.*

### C. Major Amendments\*

Section #	Title	Issue
36-340	WLD District(s)	<ul style="list-style-type: none"> <li>Revise uses permitted and standards</li> </ul>
36-383	Site Plan Review	<ul style="list-style-type: none"> <li>Revise and update Site Plan review procedures and requirements to encourage flexibility, including adding sketch plans options</li> </ul>
36-98	General Provisions	<ul style="list-style-type: none"> <li>Add land use table summarizing permitted and conditional uses by district</li> <li>Include modifications to uses by district</li> </ul>
36-902	Nonconforming uses	<ul style="list-style-type: none"> <li>Establish Class A and Class B non-conforming use status with standards and procedures</li> </ul>
36-761	General provisions for off-street parking.	<ul style="list-style-type: none"> <li>Establish Planning Commission waiver with standards and procedures</li> </ul>
36-722	Landscaping	<ul style="list-style-type: none"> <li>Establish Planning Commission waiver with standards and procedures</li> </ul>
ARTICLE XXIII.I.	WLNT, Whitmore lake/north territorial overlay district	<ul style="list-style-type: none"> <li>Revise uses permitted and standards</li> <li>Potentially revise district boundaries via a map amendment</li> </ul>
36-864 (c)2	Site plan approval, Change of Use	<ul style="list-style-type: none"> <li>Clarify change of use determination procedures in a matrix or table.</li> <li>Add minimum development requirements for properties that do not conform to site design, access, and safety standards</li> </ul>
36-156 36-157	AR - Permitted and Conditional Uses	<ul style="list-style-type: none"> <li>Revise agricultural uses to make sure that agricultural tourism is supported</li> </ul>
36-723	Natural features preservation	<ul style="list-style-type: none"> <li>Review and revise natural features requirements to ensure they are consistent with State and County regulations and consistently applied across project types.</li> </ul>

*Additional major amendments will be identified in the technical review.*

- NOTE: the terms *Urgent*, *Major*, and *Minor*, are used for scheduling planning purposes only and are not meant to convey any subjective value, priority level or impac assessment.



# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting March 21, 2018

## 1. CALL TO ORDER

The meeting was called to order by Chair Roman 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
Brad Cousino	Present
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Absent with notice

Also present:

Assessing & Building Assistant Mary Bird  
Planning Consultant Paul Lippens, McKenna Associates  
Recording Secretary Lisa Lemble  
Members of the Community

## 4. ADOPTION OF AGENDA

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

## 5. FIRST CALL TO THE PUBLIC

None present.

## 6. CLARIFICATIONS FROM THE COMMISSION

None.

## 7. CORRESPONDENCE

**Zoning Administrative Site Plan Approvals.** None to report.

## 8. PUBLIC HEARINGS

None.

## 9. REPORTS

### 9A. Board of Trustees

Chick reported on the March 13<sup>th</sup> Board meeting, including that they approved purchase of a water meter for the Public Safety Building to reduce sewer

usage costs, approved DDA by-law changes, and will investigate having the County provide building inspections.

### 9B. ZBA

No meeting since the last Planning Commission meeting.

### 9C. Staff Report

Nothing to report.

### 9D. Planning Consultant

Lippens reported the Q&A period on the North Village RFP ended today; answers to questions received will be issued within one week and posted on the RFP webpage.

### 9E. Parks and Recreation

Iaquinto reported that last week community garden plans were formalized (contact Jennifer Carlisle in the Township for a plot), and they are working on a better water source. They also formulated rules for the Bark Park which they hope can be made into ordinances for better enforcement,.

### 9F. Downtown Planning Group

Infante reported that at the February 26<sup>th</sup> the group discussed the rezoning revisions being undertaken by the Planning Commission, noting that they want them to be coordinated with the Master Plan, expressed interest in the Township participating in the Redevelopment Ready Communities program, and passed a motion in support of the DDA committing up to \$2,000 for inspections of 75 Barker Road to determine whether the structural issues can be resolved.

## 10. UNFINISHED BUSINESS

### 10A. Further Discussion on Zoning Ordinance Revised Language.

Lippens referred to his March 14<sup>th</sup> memo on Temporary Specialty Stores. He explained that this is an attempt to amend the ordinance language that references only Christmas tree sales within holiday sales to include other holiday sales, in particular for 4<sup>th</sup> of July. He noted that:

- Only simple sketch plans will be required with permit applications,
- Applications will be reviewed and approved administratively,
- The fee would be the same as for zoning compliance, and
- The districts where such sales are allowed would be expanded to include the WLD (downtown, waterfront, and North Village) districts.

Board members made comments including:

- Fees are too high for this type of use; reducing them would require Board action.
- The requirement for separation from residences and residential districts is too large; the downtown areas may have to be treated differently.
- Not allowing such sales on some residential properties makes the ordinance too strict and does not reflect the special character of the community.
- It is unlikely that most places such sales are held could meet standard parking requirements.
- It is not clear whether this would apply only to outdoor sales or also use of a building.
- There should be a definition of temporary holiday sales.
- Language should be changed to recognize AR as a residential district.
- “Temporary certificate of occupancy” rather than “Permit” should be the permission granted.
- For some sales inspection by the Building Official and the Fire Chief (and possibly the Public Safety Director for security purposes) would be appropriate, and that should be decided by the Zoning Administrator, rather than the Township Manager.
- It might be appropriate to have special provisions for firework sales to avoid overburdening other less dangerous items (trees, pumpkins, etc.).
- How far in advance of a specific holiday sales may begin should be narrow (max. 30 days) and specified.
- The phrase “shall not adversely impact” is subjective; “shall not pose a nuisance” might be more appropriate.
- “Parking congestion” is out of the control of any one business.
- Dexter’s ordinance has language that might be useful here.

Lippens said he would work on revised language.

## 11. NEW BUSINESS

None.

## 12. MINUTES

- ▶ **Motion:** Roman moved, Iaquinto supported, that the minutes of the March 7, 2018, regular meeting be approved as presented and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

## 13. SECOND CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, asked the Commission and Township Board to protest the removal of 450 trees—many of them landmark specimens—along roads in Northfield and Webster Townships by the Washtenaw County Road Commission.

## 14. COMMENTS FROM THE COMMISSIONERS

Commissioners made a range of comments about Road Commission removal of trees along roads, including that it is shocking and out of step with community desires, it is sad to lose trees but may be necessary, and that the removals are appropriate.

## 15. ANNOUNCEMENT OF NEXT MEETING

**April 4, 2018**, 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, Iaquinto supported, that the meeting be adjourned. **Motion carried 7—0 on a voice vote.**

The meeting was adjourned at 8:35 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 \_\_\_\_\_, 2018.

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Larry Roman, Chair

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John Zarzecki, Secretary

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