



MCKENNA

April 11, 2018

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

Subject: Zoning Administrator Quarterly Report 1/1/2018 – 3/31/2018

Dear Trustees and Commissioners:

Section 36-971(6) of the Zoning Ordinance requires the Zoning Administrator to submit to the Township Board and Planning Commission, a quarterly report in which a summary of the activities of the office is presented. Following is a concise summary of the activities of note in the FIRST quarter of 2018 (January 1 through March 31).

Zoning Compliance Applications: A total of 17 applications were APPROVED.

1. Approved three (3) additions to existing dwellings.
2. Approved two (2) new accessory structures such garages and pole barns.
3. Approved two (2) new decks.
4. Approved two (2) new fence permits.
5. Approved two (2) solar panel array installations.
6. Approved one (1) soil permit.

Non-residential Uses:

1. **Acceptance letter – LawNet/8350 N. Main** – Provided letter to Township re: occupancy of LawNet at Township Hall as a permitted and previously approved use under the terms of the original PUD. No new zoning compliance or site plan approval required.
2. **Quality Aire Systems/328 Six Mile Road** – Approved use of site for a HVAC business that was relocated from an AR zoned parcel where the use was not permitted. Worked with applicant and Code Enforcement extensively to find this new location for the business to move into. Administrative site plan approval is still required.
3. **Cabins/9317 Main** – Approved re-occupancy of existing cabins and maintenance work on site. No new additions or extensions of use proposed.
4. **Dominos Pizza/9567 N. Main** – Approved occupancy of vacant space by new pizza parlor. Administrative approval is pending. Applicant has issues with quality of well water which needs to be resolved with Washtenaw County Health Department.
5. **665 Eight Mile Road/MDOT park and go** – Approved use of site by MDOT. Administrative site plan approval required.

Denied

One (1) application for a new dwelling was denied. The plot plan submitted was inaccurate, not to scale and all of the setbacks noted were incorrect. Directed applicant to submit an accurate drawing to scale, which could then be approved.

HEADQUARTERS

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Zoning Board of Appeals Cases:

1. **Hobbs/442 East Shore Drive** – Request for variance to build an accessory structure (garage) on a parcel with no principal dwelling on it – Approved.

Final Site Inspections: None this quarter.

Zoning Administrator Office Hours:

Upon authorization from the Township Board, I started office hours at Township Hall every Wednesday from four (4) hours in the morning. I work with the Zoning Coordinator, Township Manager and Code Enforcement official to address and resolve issues by meeting with property owners and going on-site inspections. I am also available to meet by appointment with any citizen who has any questions or concerns regarding zoning matters.

Over the past 3 months, I have had several meetings with homeowners to help them with zoning related questions. I have also met with many existing business owners in response to code enforcement issues, to help them bring the site into compliance. While we have achieved success in getting some business owners to voluntarily comply, we are working with others currently, and some require direction from Administration, Legal Counsel and the Board of Trustees to determine next steps in enforcement.

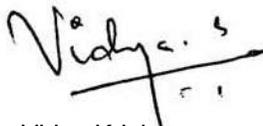
Some office hours are also spent on site visits with the Code Enforcement officer to determine the uses ongoing on various sites and to establish a good rapport with the members of the community.

Other Items: In my review of applications for Zoning Compliance and administrative site plan reviews, I constantly interact with the planner to make him aware of any discrepancies in the ordinance or any issues that need to be addressed by the Planning Commission.

We are increasingly getting interest from commercial businesses that are exploring opportunities in the Township. Our consistent application of the ordinance and predictable process and guidance through it, is now generating interest in businesses looking to locate in downtown or the existing commercial/industrial corridor. We hope to invite quality development into the Township, while upholding the integrity of our Zoning Ordinance AND helping people through the process.

As the Zoning Administrator, I strive to be prompt and attentive to the needs of the applicants while ensuring that they understand the process and also comply with the rules and regulations set forth in the Zoning Ordinance.

Respectfully submitted,
McKenna Associates



Vidya Krishnan
Senior Planner

