

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting April 5, 2017

## 1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:07 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
Sam Iaquinto	Absent with notice
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Absent with notice
John Zarzecki	Absent with notice

Also present:

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

## 4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Chick supported, that the agenda be adopted with one minor correction.  
**Motion carried 4—0 on a voice vote.**

## 5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, and Craig Warburton, 450 W. Joy Road, made comments about conducting surveys of the public.

## 6. CLARIFICATIONS FROM THE COMMISSION

Chick responded to comments from the public about surveys.

## 7. CORRESPONDENCE

None.

## 8. PUBLIC HEARINGS

None.

## 9. REPORTS

### 9A. Board of Trustees

Chick reported that at their last two meetings the Board considered sewer system improvements and hiring for open Township positions, and continued to work on gaining easements for the Barker Road Non-motorized Path.

### 9B. ZBA

Chick read Steffens report about the March 30<sup>th</sup> meeting at which the ZBA upheld the zoning

administrator's decision regarding an industrial use in the AR district.

**9C. Staff Report.** Nothing to report.

**9D. Planning Consultant.** Sloan reviewed two letters he prepared for the Commission concerning sign and medical marijuana regulations as follow-up to the joint meeting of March 28<sup>th</sup> with the Township Board.

**9D. Parks and Recreation.** No report.

## 10. UNFINISHED BUSINESS

### 10A. Further Discussion of Master Plan: Northfield Township Community Park; Downtown Area, and Preservation.

Sloan reviewed his letter of February 9, 2017, concerning his firm's Community Development Work Plan which recommended addressing in the Master Plan update the new downtown community park, a non-motorized transportation plan, agricultural preservation and tourism, and an update of the zoning plan. He also reviewed the history of public input on the Master Plan and made recommendations for getting that input for this revision.

Commissioners agreed the revision process should proceed and provided suggestions for getting comments from the public and relevant businesses, including those in the agri-tourism industry.

- **Motion:** Roman moved, Chick supported, that Mr. Sloan do what is necessary to initiate the budget process and prepare the scope of work for the Master Plan review and present that at a future meeting.

There was a brief discussion about costs and what services would be included in the proposal.

**Motion carried 4—0 on a roll call vote.**

### 10B. Further Discussion of Cobalt Community Survey.

Commissioners reviewed the history of the development of the Cobalt survey, and discussed whether to continue development of it. Comments included concern about the cost and benefit to the Commission and interest in using a survey because it would reach more people than public meetings (charrettes, etc.). Sloan said what he is recommending as preparation for revising the Master Plan can stand on its own.

- **Motion:** Roman moved, Infante supported, that the Planning Commission recommend to the Board of Trustees that the use of the Cobalt survey at this time does not benefit the Commission in reviewing the Master Plan. **Motion carried 3—1 on a roll call vote, Chick opposed.**

## 11. NEW BUSINESS

### 11A. Discussion and Review of the North Village Master Plan

Sloan reviewed the history of development of this plan starting last October which included interviews with business owners and a January 17<sup>th</sup> design workshop. He said a lot of data from the resulting plan can be incorporated in the Master Plan.

In answer to questions Sloan said the plan is not something that has to be formally adopted and is not a plan—as the Master Plan is—which is addressed in the Michigan Planning Enabling Act; the eventual use of the new downtown park—including public only or public/private development options—will be a decision of the Township Board based on the response to an RFP or other engagement with developers.

In general, the Commission agreed the proposals in the plan are appropriate to be pursued by the Board.

- ▶ **Motion:** Roman moved, Infante supported, that the Planning Commission recommend to the Board of Trustees the North Village Master Plan, as presented March 28, 2017, to the Planning Commission and Township Board, and that they consider this plan a possibility for future development of that space.  
**Motion carried 4—0 on a roll call vote.**

### 11B. Discussion of Downtown Strategic Action Plan

Sloan referred to the letter of January 31<sup>st</sup> from Paul Lippens of McKenna Associates, and he said the purpose of this plan is similar to that of the North Village Master Plan, but this involves planning of private property. He said among other things it should address circulation, including for pedestrians and bicycles, and design standards. He noted the Downtown Development Authority (DDA) will be paying for this work.

In answer to a question, Sloan agreed it would be good to have one or two Planning Commissioners involved in development of this plan. Infante volunteered to serve.

### 11C. Zoning Administrator's January-March 2017 Report

Sloan referred to the report prepared by Vidya Krishnan of McKenna Associates which covered significant meetings during the first quarter of 2017. He briefly answered questions.

## 12. MINUTES

- ▶ **Motion:** Roman moved, Chick supported, that the minutes of the February 15, 2017, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 4—0 on a voice vote.**

## 13. SECOND CALL TO THE PUBLIC

Township Trustee Tawn Beliger commented on North Village Master Plan, Downtown Strategic Master Plan, and the community survey. Craig Warburton requested that the Zoning Administrator's quarterly report be made available to the public. David Gordon commented on the North Village Master Plan and medical marijuana ordinances and Sloan responded to some of his questions.

## 14. COMMENTS FROM THE COMMISSIONERS

Cousino and Roman replied to comments from David Gordon about the North Village Master Plan, and explained that the Zoning Administrator's Report is a public document and provided a copy.

## 15. ANNOUNCEMENT OF NEXT MEETING

**April 19, 2017**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

## 16. ADJOURNMENT

- ▶ **Motion:** Chick moved, Cousino supported, that the meeting be adjourned.  
**Motion carried 4—0 on a voice vote.**

The meeting was adjourned at 9:00 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 \_\_\_\_\_, 2017.

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Larry Roman, Chair

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John Zarzecki, Secretary

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<http://www.twp-northfield.org/government/>