

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting August 16, 2017

## 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	Absent with notice
Brad Cousino	Present
Sam Iaquinto	Present
Cecilia Infante	Absent with notice
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:

Assessing & Building Assistant Mary Bird  
Planning Consultant Paul Lippens, McKenna Associates  
Township Supervisor Marlene Chockley  
Township Manager Steven Aynes  
Member of the Community

## 4. ADOPTION OF AGENDA

- **Motion:** Iaquinto moved, Zarzecki supported, that the agenda be adopted as presented.  
**Motion carried 5—0 on a voice vote.**

## 5. FIRST CALL TO THE PUBLIC

No comments.

## 6. CLARIFICATIONS FROM THE COMMISSION

None.

## 7. CORRESPONDENCE

None.

## 8. PUBLIC HEARINGS

None.

## 9. REPORTS

### 9A. Board of Trustees

No report.

### 9B. ZBA

Did not meet.

### 9C. Staff Report

Nothing to report.

### 9D. Planning Consultant

Nothing to report.

### 9E. Parks and Recreation

Did not meet in July; next meeting is August 17<sup>th</sup>.

### 9F. Downtown Planning Group

No report.

## 10. UNFINISHED BUSINESS

### 10A. Further Discussion on Proposed Zoning Ordinance Amendments: Signs.

Lippens referred to the proposed amendments, noting that these include changes to the Purpose and Definitions sections, addition of graphics and reorganization for clarity, conforming of language in light of legal rulings regarding free speech, and a variety of minor changes.

Commissioners recommended minor wording changes, removed the proposed requirement that all signs be made of non-combustible material, and ask for the language regarding maintenance, illumination, and substitution (in Sections 36-790 and 36-791) to be simplified. It was agreed that the Commission would review revised language at the next meeting.

## 11. NEW BUSINESS

### 11A. Introduce new Township Manager Mr. Steven Aynes.

Aynes introduced himself and Commissioners welcomed him to the community.

**11B. Discussion on North Village Developer Solicitation Process.**

Lippens referred to his July 29<sup>th</sup> memo which included a proposed work plan to request proposals for development of the North Village. He said this includes developing the RFP proposal, evaluating the responses, preparing reviews for the Commission and Township Board, working with developers, and managing the project.

Commissioners discussed the probable length of the process (approx. 9-12 months), the role of the Commission, and the different approaches for determining interest from the private sector (RFP, RFQ, RFI, etc.). They noted that the public has already had many opportunities for input on development of this site, asked for more specifics about how this proposal relates to Northfield Township, and discussed what form the public/private partnership might take.

- ▶ **Motion:** Iaquinto moved, Cousino supported, to forward the North Village development solicitation process to the Northfield Township Board for their evaluation. **Motion carried 4—1 on a roll call vote, Steffens opposed.**

**12. MINUTES**

- ▶ **Motion:** Roman moved, Zarzecki supported, that the minutes of the July 19, 2017, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**

**13. SECOND CALL TO THE PUBLIC**

No comments.

**14. COMMENTS FROM THE COMMISSIONERS**

Commissioners welcomed Manager Aynes, reiterated the need for the sign ordinance language to be clear, and wished the community a happy Labor Day.

**15. ANNOUNCEMENT OF NEXT MEETING**

**September 6, 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:** Iaquinto moved, Roman supported, that the meeting be adjourned. **Motion carried 5—0 on a voice vote.**

The meeting was adjourned at 8:25 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

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