

**NORTHFIELD TOWNSHIP PLANNING COMMISSION**  
**NOTICE OF REGULAR MEETING**  
**April 19, 2017 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**
- 10. UNFINISHED BUSINESS**
  - A. McKenna to provide a budget proposal for Master Plan Tasks**
- 11. NEW BUSINESS**
- 12. APPROVAL OF PRECEDING MINUTES:** March 28th, March 30<sup>th</sup> & April 5, 2017 Joint and Regular Meetings
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – May 3, 2017
- 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.

April 14, 2017

Board of Trustees  
Northfield Township  
8350 Main Street – P.O. Box 576  
Whitmore Lake, MI 48189

**Subject: Proposal to Update the Northfield Township Master Plan**

Dear Board of Trustees:

At the request of the Planning Commission, we have outlined a process to work with the Township and other stakeholders to update the Master Plan, which was adopted in 2012. The Master Plan has served the Township well over the last 5 years, and the proposed update will build on the Plan by strengthening its policies, obtaining current public input, and expanding it to include more specific Subarea plans. We will also work with the Township to refine this scope to best fit your needs after discussion and your input.

#### **A. PROPOSED WORK PLAN FOR MASTER PLAN UPDATE**

- 1. General Updates.** The general updates to the Master Plan would include the following, as well assistance with noticing requirements, including preparing the required “Notice of Intent to Plan” letters and public notices:
  - **Data.** Much of the data in the Plan is prior to the 2010 Census and should be updated. Also, SEMCOG has updated population forecasts to 2040.
  - **Maps.** The maps in the Plan should be updated to include new information and other important map features. The most important update will be the Future Land Use map and its consistency with Township policies.
  - **New Policies.** This includes new policies based on activities in the Township over the last 5+ years.
  - **Removal of Outdated Policies.** This includes removal of recommendations where action has already been taken or policies may be outdated. We will work with the Township to identify these policies to determine whether to revise or remove them.
  - **Area Plan Changes.** Currently, the Master Plan has five (5) large subareas, the smallest of which is roughly 4 square miles. We recommend consolidating Subareas that share similar characteristics while shrinking other Subareas to address a unique characteristic of that particular Subarea. For example, current Subareas 1, 2, and 3 are predominantly rural residential and agricultural and these Subareas could be consolidated into a single Subarea. On the other hand, current Subarea 5 includes both lakes, downtown Whitmore Lake, and 3 expressway interchanges and could be broken up into a Lakes Subarea, a Downtown Subarea, and Interchange Subarea(s). While the upcoming Whitmore Lake Downtown Strategic Action Plan and Design Framework can serve as a Subarea to address downtown, the interchanges at Barker Road and Eight Mile Road, and part of Whitmore Lake, additional Subareas should be included to address other lakes areas and the interchanges at N. Territorial Rd. and Six Mile Road. This will provide for a greater level of specificity of the Township’s vision for these areas.

- **Zoning Plan.** The Michigan Planning Enabling Act requires that a zoning plan be included in a master plan that explains how the land use categories of the future land use map relate to the districts on the Zoning Map. The Master Plan currently has a Zoning Plan; however, with the recent repeal of the Enterprise Service (ES) District and Highway Commercial (HC) District, the Township should eliminate references to these districts in the Zoning Plan. Additionally, there are some inconsistencies between the Future Land Use Map and the Zoning Plan that must be corrected. For example, while the Zoning Plan includes a “C, Commercial” future land use classification, this category is not on the Future Land Use Map. Because the “C, Commercial” future land use classification is the only classification that recommends the General Commercial (GC) zoning district, this discrepancy must be corrected. Finally, the Future Land Use Map should be reviewed for consistency with the Zoning Map. If necessary, the Future Land Use Map will be updated.
  - **Implementation Matrix.** The implementation matrix will be at the end of the document and will list each of the projects necessary to implement the Plan, as well as a timeframe, priority, and responsible body. For example, the commercial development section may include certain Zoning Ordinance updates to be initiated by the Planning Commission within the next 1-2 years.
2. **Non-Motorized Plan.** With the adoption of Complete Streets legislation in Michigan, it is important for Northfield Township to plan for the appropriate interconnectivity of its current and future non-motorized and motorized transportation systems. While the Master Plan supports a non-motorized (e.g., pedestrian and bicycle) transportation system in the township and includes a map from the 2006 Non-Motorized Plan for Washtenaw County developed by the Washtenaw Area Transportation Study (WATS), the Master Plan should include a non-motorized inventory (including sidewalks) and include specific policies for how that non-motorized network will be developed. There are major considerations for a non-motorized system, which include the following:
- Update the WATS information, which should include any recommendations from WATS’ proposed 2040 Long Range Transportation Plan for Washtenaw County where appropriate.
  - Locations of high priority corridors within Northfield Township, including context sensitive conceptual designs.
  - Locations of opportunities to link to existing systems in adjacent communities (e.g., Lyon Township, Hamburg Township, Ann Arbor Township, etc.). For example, about 1,500 feet east of the Township’s northeast border is a 10-foot wide non-motorized trail in Lyon Township that connects directly to the Huron Valley Trail, Kensington Metropark, and Island Lake State Recreation Area. Also, about 1 mile north of the Township’s northwest border is the Lakelands Trail in Hamburg Township.
  - Potential outside funding sources.

A new map will be included in the Master Plan showing priorities for future non-motorized transportation and the design recommendations. Please note that the Master Plan is a document that plans for 20-30 years, so much of the development of a non-motorized system would not be imminent.

3. **Open Space Preservation Plan.** The Master Plan includes goals for preserving farmland and natural areas, but can be improved to have a stronger implementation plan. For example, the Farmland and Natural Areas Preservation Committee may have implementation policies that can be incorporated into the Master Plan. Additionally, we recommend including more policies that promote open space,

such as Transfer of Development Rights (TDR), the Ann Arbor Greenbelt Program and other Purchase of Development Rights (PDR) programs, and available grants. TDR is where development rights of a “sending zone” (e.g., a high quality agricultural or natural area) are transferred to a “receiving zone” (e.g., a targeted development area that is planned for higher densities where infrastructure is available). Receiving zones would be carefully identified areas where limited higher densities would not compromise the character of the area or the community’s ability to provide services.

For TDR and cluster development that considers potential density bonuses for preserving open space, we will include realistic illustrations (a layout plan and graphics) that show how these policies can be successfully implemented. We find that providing graphic illustrations whenever possible makes it much easier to communicate to developers and amend the Zoning Ordinance, if necessary.

If a TDR program is considered, we will identify criteria for receiving zones (e.g., areas with infrastructure that can support a fixed amount of additional density) and sending zones (e.g., agricultural land with high quality soils and sensitive environmental areas)

- 4. Whitmore Lake Downtown Strategic Action Plan and Design Framework.** With the recent approval of our proposal to Northfield Township to prepare a Downtown Strategic Action Plan and Design Framework, this is an excellent opportunity to incorporate downtown planning into the Master Plan. The Whitmore Lake Downtown Strategic Action Plan and Design Framework will begin soon and is expected to be completed in 4-5 months. The intent of the Strategic Action Plan and Design Framework is to continue the DPG’s work on the North Village Master Plan by looking at downtown Whitmore Lake and creating a vision of future development. The Strategic Action Plan will be based on public collaboration, consideration of real-life design scenarios of downtown Whitmore Lake, development of a design and connectivity framework, creation of downtown design guidelines, and adoption of a Strategic Action Plan and implementation schedule. As the Strategic Action Plan project progresses, we will format the Plan so that it can be seamlessly incorporated into the Master Plan. This will immediately increase the value of the Master Plan and reinforce the policies of the Strategic Action Plan by formally incorporating them into the Master Plan. Additionally, having the Strategic Action Plan adopted into the Master Plan will fulfill the planning criteria of the Redevelopment Ready Communities (RRC) program by having a downtown plan and identifying redevelopment sites.
- 5. Public Participation.** Much of the public input in the current Master Plan was obtained in 2010, which include a survey and two (2) planning fairs. Although the public input yielded excellent feedback, we recommend updating the public participation in the Master Plan with new data. Methods of public participation include surveys (online and paper), visioning sessions, and focus groups. We propose the following:

  - **Online Survey.** McKenna will host an online survey through its subscription to an existing online survey company (SurveyMonkey). We will work with the Planning Commission to prepare the survey (including the survey questions) before posting it. We will also solicit questions from the Township Board of Trustees, the Downtown Planning Group, and the Farmland and Natural Areas Preservation Committee. For consistency, many of the same topics in the 2010 survey will be addressed. However, we’ll want to obtain feedback regarding the proposed Subareas and current Township issues. Although the survey will be online, paper copies of the survey can be printed and we will input the paper results into the online survey database so that it is included with the results. We will work with the Township to solicit participation in the survey, and we will incorporate the survey results into the Master Plan.

- Workshops.** One (1) or more public workshops can be held to solicit feedback on specific planning objectives as well as on the proposed subareas of the Township. McKenna will give an introductory presentation to inform attendees and give them all a shared base of knowledge about the process and findings to date (including the survey results). The McKenna facilitators will introduce the purpose and desired outcomes of the planning process, and will continue with a summary of the analysis of existing conditions of each Subarea. Possible focus areas include: expressway interchange areas, lakes areas, agricultural and natural features preservation, and non-motorized transportation.

McKenna will lead several exercises to encourage participation by all attendees, which could include one or more of the following: small group discussions, visual preference survey to stimulate ideas and illustrate potentials for consideration, “One Big Idea” or inspiration boards.

Next there will be discussion and prioritization of the issues, assets and visions identified during the small group sessions. Information gathered during the small group discussions will be shared with the larger audience to build consensus around planning

**B. END PRODUCTS**

Upon adoption of the Master Plan, McKenna will deliver 10 copies of the bound document along with 1 electronic copy (PDF) for your use.

**C. SCHEDULE**

If approved, we propose to complete the Master Plan within 8-12 months depending on the scope and the participation schedule of stakeholder groups.

**D. FEES**

McKenna’s fee for the complete Work Plan, as outlined above, is \$29,000 (see table below), which includes an online survey plus one (1) public workshop.

ITEM	TASK	FEE
1	<b>General Updates:</b> Update all formatting, data, maps, Subarea Plans, policies, and include an implementation matrix.	\$19,000.00
2	<b>Non-Motorized Plan:</b> Including specific policies and a non-motorized plan map.	\$4,500.00
3	<b>Open Space Preservation Plan:</b> Including a conceptual residential development layout and graphics for TDR and cluster developments.	\$2,000.00
4	<b>Whitmore Lake Downtown Strategic Action Plan and Design Framework:</b> Incorporate into Master Plan.	Included
5	<b>Public Participation:</b> <ul style="list-style-type: none"> <li> <b>Online Survey:</b> Including preparing the survey, hosting it online, inputting results of paper surveys, and incorporating results into the Master Plan policies.           </li> <li> <b>Workshops:</b> Including preparation, materials, staffing, and production of finished products.           </li> </ul>	\$2,500.00 (Online Survey)  \$1,000.00 per Workshop
	<b>PROFESSIONAL FEE</b>	<b>\$29,000.00, plus \$1,000 per workshop for more than 1 workshop.</b>

If you are satisfied with the Work Plan described, then please return one signed copy of this letter for our files, authorizing McKenna to proceed. If the Township Board of Trustees would like us to present our proposal and answer any questions, we would be pleased to do so. Thank you.

Respectfully submitted,

**McKENNA ASSOCIATES**



Patrick Sloan, AICP  
Senior Principal Planner



Paul Lippens, AICP  
Director of Transportation and Urban Design  
Senior Principal Planner

**NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Joint Meeting with Planning Commission**  
**Minutes**  
**March 28, 2017**

**CALL TO ORDER**

The meeting was called to order at 7:03 P.M. by Supervisor Chockley at 8350 Main Street.

**INVOCATION/PLEDGE**

Otto provided an invocation and Supervisor Chockley led those present in the Pledge of Allegiance.

**ROLL CALL**

Township Board	
Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Planning Commission	
Janet Chick	Present
Brad Cousino	Absent
Sam Iaquinto	Absent with notice
Cecila Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:

Wastewater Treatment Plant Superintendent Dan Willis  
Township Engineer Brian Rubel, Tetra Tech  
Township Attorney Brad Maynes  
Township Planner Patrick Sloan, McKenna Associates  
Township Planner Paul Lippens, McKenna Associates  
Recording Secretary Lisa Lemble  
Members of the community

**ADOPT AGENDA**

Chockley asked that *Acceptance of Two Outstanding Easements for Non-Motorized Path* be added to the agenda as Item 5.

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

**FIRST CALL TO THE PUBLIC**

Mary Devlin, 9211 Brookside, and David Gordon, 5558 Hellner Road, made comments about proposed plans for the Township and hiring of a Township manager,

**BOARD MEMBER CLARIFICATIONS**

Otto replied to comments made during the Call to the Public.

**CORRESPONDENCE AND ANNOUNCEMENTS**

None.

**JOINT SESSION WITH PLANNING COMMISSION**

**1.**  
**Downtown Planning Group Presentation:**  
**North Village Concept Plan**

Chockley called on Barbara Griffith to introduce the members of the Downtown Planning Group. Paul Lippens of McKenna Associates presented the North Village Master Plan. He described the public engagement efforts, including a survey, and noted that top features people hope will develop as a result of the development of the downtown community park is a beach/lake access, a restaurant/bar, and a bakery/deli. He noted that Design Workshop participants were generally open to a variety of development options, including private development as long as it subsidizes public improvements, and that any development needs to complement the downtown area, with public elements (including parking) needing to come first.

Lippens explained the planning group would like the Township to issue an RFP for the site to help determine what might be possible for a public/private development. He answered questions from Township Board members and Planning Commissioners.

**2.**  
**Downtown Strategic Action Plan**  
**and Design Framework: McKenna Associates**

Paul Lippens of McKenna Associates briefly described the process McKenna recommends to move forward with a strategic plan for the downtown area from looking at key sites to considering parking needs and developing design guidelines.

**3.**  
**Proposed 2017 Community Development**  
**Work Plan: McKenna Associates**

Patrick Sloan of McKenna Associates reviewed McKenna's proposal to continue to work on updating the Master Plan, develop the downtown strategic action plan and a design framework, update the Parks and Recreation Master Plan to incorporate the North Village plan, and assist with the Township's capital improvement program (CIP). He also recommended that the zoning ordinance be updated in light of recently enacted State law.

Sloan answered questions, and Board members provided input to the Planning Commission concerning various projects, development ideas, and methods of getting public input, including the community survey.

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Chockley recessed the meeting for five minutes.

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**BOARD OF TRUSTEES AGENDA ITEMS**

**1.**

**Change Order for Whitmore Lake Road  
Sewer Assessment District (SAD)**

Township Engineer Brian Rubel explained that this project was completed under budget.

- ▶ **Motion:** Chick moved, Otto supported, to approve the change order showing a reduction of \$36,763.08 for the Whitmore Lake sanitary sewer extension, to authorize the supervisor to sign the change order, and to approve the application for payment.  
**Motion carried 7—0 on a voice vote.**

**2.**

**Sewer System Interceptor  
Flow Monitoring Proposal**

- ▶ **Motion:** Chockley moved, Chick supported, to accept the proposal from Tetra Tech dated March 22, 2017, for interceptor flow monitoring in an amount not to exceed \$34, 800 without prior written approval, and to authorize the Supervisor to sign the proposal document.

Rubel said the grant application for \$595,000—90% of the project cost—for this project was submitted in 2013 and he expects to hear about funding by November of this year. Dan Willis noted the grant will reimburse the Township for many hours of work Township staff have already performed. The Board discussed seeking other engineering bids.

**Dockett requested a roll call vote. Motion carried 5—2 on a roll call vote, Beliger and Dockett opposed.**

**3.**

**Promotion of Mike Spirl to System Supervisor**

- ▶ **Motion:** Chockley moved, Beliger supported, that Mike Spirl be promoted to the position of System Supervisor at a base salary of \$45,000 as recommended by Dan Willis, Wastewater Treatment Plant Superintendent.  
**Motion carried 7—0 on a voice vote.**

**4.**

**Update on Controller Position**

Zelenock reviewed the memo of March 23<sup>rd</sup> outlining the difficulties encountered in hiring a new Controller.

- ▶ **Motion:** Zelenock moved, Chick supported, to hire a temporary controller if it is deemed necessary before a permanent part-time controller can be hired.  
**Motion carried 7—0 on a voice vote.**

**5.**

**Acceptance of Two Outstanding Easements for  
Non-Motorized Path**

- ▶ **Motion:** Chockley moved, Otto supported, to authorize the acceptance of two outstanding easements for the Barker Road Non-Motorized Path if the offers are accepted. **Dockett requested a roll call vote. Motion carried 4—3 on a voice vote, Beliger, Zelenock, and Dockett opposed.**

**SECOND CALL TO THE PUBLIC**

Andy Lakatos, 9249 Lakewood Drive, made comments about the Barker Road Non-Motorized Path construction.

**BOARD MEMBER COMMENTS**

Board members made comments about supporting local businesses, the Barker Road Non-Motorized Path, the Wastewater Treatment Plant, the source of grant funding, the community survey, and how the Board makes decisions. They thanked the Downtown Development Group, Planning Commission, and other Township committees for their work on community plans.

**ADJOURNMENT**

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

The meeting adjourned at 9:54 P.M.

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Submitted by Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:  
Wording removed is ~~stricken through~~; wording added is underlined.

Approved by the Township Board on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Kathleen Manley, Clerk

Approved by the Planning Commission on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Larry Roman, Chair

\_\_\_\_\_  
John Zarzecki, Secretary

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



**NORTHFIELD TOWNSHIP  
PLANNING COMMISSION  
And  
ZONING BOARD OF APPEALS  
Minutes of Joint Training Session  
March 30, 2017**

The meeting began at 6:20 P.M. at 8350 Main Street.

Planning Commissioners present:

Janet Chick	Present
Brad Cousino	Present (Arrived at 7:00 P.M.)
Sam Iaquinto	Absent with notice
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Zoning Board of Appeals present:

Greg Kolecki	Present
Jacqueline Otto	Present
Stephen Safranek	Absent with notice
Amy Steffens	Present
Gary Wellings	Absent with notice
Jeff Lehrke, Alternate (Presence not required)	Absent

Also present:  
Assessing & Building Assistant Mary Bird  
Planning Consultant Patrick Sloan, McKenna Associates  
Planning Consultant Vidya Krishnan, McKenna Associates  
Members of the Community

- Statutory basis for PC & ZBA enabling acts; case laws
- Why we plan
- What zoning is
- The relationship of planning to zoning
- The planning and zoning team
- Board of trustee role (adoption and Planning Commission role (recommends to the Board))
- The Zoning Administrator and enforcement of the zoning ordinance
- Planning and zoning tools
- Basis for the Master Plan and history of the Plan and future land use map in Northfield Township
- The zoning ordinance as public policy
- Zoning ordinance content & organization
- Using the Master Plan in Northfield Township
- Master Plan amendment procedure
- Site Plan review process
- Conditional Use process
- Nonconformities
- ZBA powers
- Incorrect reasons to grant a variance
- Tips for smooth hearing and for decision making
- Avoiding ex parte communication
- Risk management
- Planning Commission and ZBA meeting minutes

**PRESENTATIONS**

Planning consultant Patrick Sloan and Vidya Krishnan gave presentations on a variety of subjects including:

**ADJOURNMENT**

The meeting was adjourned 9:00 P.M.

Prepared by Mary Bird and Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:  
Wording removed is ~~stricken through~~; wording added is underlined.

Adopted by the Planning Commission on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Larry Roman, Chair

\_\_\_\_\_  
John Zarzecki, Secretary

Adopted by the Zoning Board of Appeals on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Stephen Safranek, Chair

\_\_\_\_\_  
Greg Kolecki, Secretary

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[http://www.twp-northfield.org/government/zoning\\_board\\_of\\_appeals/](http://www.twp-northfield.org/government/zoning_board_of_appeals/)

# 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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