

NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
May 3, 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. Further Discussion McKenna Master Plan Tasks and Budget Costs**
 - B. Discussion of Proposed Zoning Ordinance Amendments**
- 11. NEW BUSINESS**
 - A. Discussion of Proposed Zoning Ordinance Amendments**
- 12. APPROVAL OF PRECEDING MINUTES:** April 19, 2017 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – May 17, 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.

(ATTACHMENT 1)

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

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)

(ATTACHMENT 2)

MEMO

TO: Northfield Township Planning Commission
FROM: Patrick Sloan, AICP, Senior Principal Planner
Erin Schlutow, Associate Planner
SUBJECT: Proposed Zoning Ordinance Amendments – Public Hearing Sign Posting Requirements
DATE: April 28, 2017

At the Township's request, we have compiled the following proposed text change in order to remove special land use as requiring the posting of public hearing signage and to include conditional use permit (which is the same as a special use permit) as being exempt from sign posting requirements. Our understanding is that a proposed amendment was recommended for approval by the Planning Commission on February 5, 2014 but was not acted upon by the Board of Trustees. At this time, we recommend that the Planning Commission recommend the amendment for the Board's consideration.

The proposed amendment is presented below. Subject to any changes you wish to make, the next step would be for the Planning Commission to schedule a public hearing.

The proposed amendment is as follows. Items to be added are underlined and items to be deleted are in ~~strikethrough~~.

Amend Article XXXIII Public Notice, Sub-section 36-1034(5) – Posting of Signage *to remove "special land use" as an action that requires posting of signage, and add "conditional use permit" to items exempt from sign posting requirements.*

- (5) *Posting of signage.* To ensure that residents are made aware of certain public hearings that relate to land use, the posting of signage shall be required for rezoning, (map amendment), ~~special land use~~, and planned unit development. A variance, administrative appeal, ordinance interpretation, ~~and/or~~ zoning text amendment, and/or conditional use permit are exempt from these sign posting requirements.
- a. For any proposed zoning change or land use requiring the posting of a sign, property proposed for the zoning change or land use shall place a sign with a minimum area of four feet by four feet along the frontage of the property, which abuts a street. The sign shall not be erected in the road right-of-way or in a manner to obstruct vision of motorists or pedestrians.
 - b. If the property proposed for the zoning change or land use does not abut a street, the sign shall be placed on any contiguous land owned by the applicant or owner of such parcel, which does abut a street.
 - c. If no such contiguous property abutting a street is owned by the applicant or owner of the property proposed for zoning change or land use the signs shall be placed in such locations on the property that the zoning administrator deems will best inform the public of the proposed zoning change or land use. If the zoning administrator determines that there is no location where a sign could be placed that would be visible to the public, the zoning administrator may waive the requirement of posting.

- d.** Each sign shall be erected at least 15 days before the planning commission's public hearing on the petition for the subject zoning change or land use.
- e.** Each sign shall be removed from the property no later than three business days following the public hearing or the adjourned or continued date thereof, whichever is later.
- f.** Each sign shall have lettering easily readable from the abutting street. Each sign shall contain the words "Public Hearing" and shall state the purpose of the public hearing, give the street address or tax code parcel numbers, acreage and diagram of the property proposed for the subject zoning change or land use, state the current zoning of the property, state the purpose of the request and the date, time, and place of the public hearing.
- g.** Signs erected under this section 36-836(b) are exempt from other provisions of this chapter regulating signs.
- h.** Failure to comply with any provision of this section 36-836(b) shall not constitute grounds for invalidating or setting aside ~~the granting of~~ action on an application for ~~conditional use~~, but shall require adjourning and rescheduling the public hearing.

MEMO

TO: Northfield Township Planning Commission
FROM: Patrick Sloan, AICP, Senior Principal Planner
Erin Schlutow, Associate Planner
SUBJECT: Proposed Zoning Map Amendment – Whitmore Lake/Horseshoe Lake Overlay District
DATE: April 28, 2017

In 2016, the text of the Whitmore Lake/Horseshoe Lake (WLHL) Overlay District was adopted into the Zoning Ordinance. At that time, the Zoning Map was not amended, though the Planning Commission had discussions regarding the proposed boundaries of the WLHL Overlay District. Included on the following page is the most recent version of the WLHL Overlay District discussed by the Planning Commission in 2016.

The text of the WLHL Overlay District is enclosed. The purpose of the WLHL Overlay District is to promote the continued investment in SR-1 and SR-2 zoned single-family residential waterfront lots that abut either Whitmore Lake or Horseshoe Lake. It is also the purpose of this district to permit street front yard, side yard, and lakefront rear yard setbacks that reduce non conformities on these waterfront lots.

The proposed Zoning Map is presented on the following page. Subject to any changes you wish to make, the next step would be for the Planning Commission to schedule a public hearing.

ARTICLE XXIII.II. - WLHL—WHITMORE LAKE/HORSESHOE LAKE OVERLAY DISTRICT

Sec. 36-692. - Purpose.

The purpose of this district is to promote the continued investment in SR-1 and SR-2 zoned single-family residential waterfront lots that abut either Whitmore Lake or Horseshoe Lake. It is also the purpose of this district to permit street front yard, side yard, and lakefront rear yard setbacks that reduce nonconformities on these waterfront lots.

(Ord. No. 16-50, § 1, 7-12-2016)

Sec. 36-693. - District boundaries.

The WLHL Overlay District is composed of two sub-districts (Whitmore Lake and Horseshoe Lake). The boundaries of the overlay district shall be displayed on the official zoning map; the applicable sub-district regulations shall be determined by the lake upon which the lot in question fronts.

(Ord. No. 16-50, § 1, 7-12-2016)

Sec. 36-694. - Applicability.

The underlying zoning shall remain either SR-1 or SR-2 single-family residential district. Except as specifically provided in this article, all requirements of the zoning ordinance for the SR-1 and SR-2 districts shall continue to apply.

(Ord. No. 16-50, § 1, 7-12-2016)

Sec. 36-695. - Setbacks.

The following street front, side and lakefront rear yard setbacks shall apply:

Overlay Sub-district	Setbacks		
	Street Front Yard	Side Yard	Lakefront Rear Yard
Whitmore Lake	10 feet	Each not less than 10 feet *	Not less than 20 feet
Horseshoe Lake	0 feet	Each not less than 10 feet *	Not less than 20 feet

*Where the lot does not comply with the minimum required lot width, the narrowest side yard shall not be less than five feet or 15 percent of the lot width, whichever is greater, and the sum of the two side yards shall not be less than 30 percent of the lot width.

(Ord. No. 16-50, § 1, 7-12-2016)

Secs. 36-696, 36-697. - Reserved.

(ATTACHMENT 3)

MEMO

TO: Northfield Township Planning Commission
FROM: Patrick Sloan, AICP, Senior Principal Planner
Erin Schlutow, Associate Planner
SUBJECT: Proposed Zoning Ordinance Amendments – Open and Unroofed Terraces, Patios, and Porches
DATE: April 28, 2017

At the Township's request, we would like to discuss proposed changes to the type of structures that are exempt from area, placement, and height regulations in the Zoning Ordinance. Currently, open or unroofed terraces, patios, and porches are exempt from such regulations. However, the Zoning Ordinance requires structures *attached* to the home to also meet the minimum setbacks of the home. Additionally, terraces, patios, and porches that are *detached* from a home can have massing that should be subject to setback requirements. We recommend reviewing Sub-section 36-98(g)(1) to determine whether to exempt only open and unroofed terraces, patios, and porches under a certain height or a certain floor area, regardless of whether they are attached or detached from the principal building. We also recommended expanding the list to include decks and similar types of structures.

If you would like to see examples of how other communities have applied different thresholds, we can provide them for your review.

Sub-section 36-98(g)(1) reads as follows:

(g) Exemptions from area, placement, and height regulations.

- (1)** The following structures may be located anywhere on any lot: open and unroofed terraces, patios, porches and steps; awnings; flag poles; hydrants; laundry drying equipment; trellises; recreation equipment; outdoor cooking equipment; sidewalks and private driveways; trees, plants, shrubs, and hedges; fences complying with standards within section 36-715; mailboxes; and light poles. Anything constructed, erected, placed, or planted, or allowed to grow, shall conform to the provisions of section 36-98(h).

MEMO

TO: Northfield Township Planning Commission
FROM: Patrick Sloan, AICP, Senior Principal Planner
Erin Schlutow, Associate Planner
SUBJECT: Proposed Land Division Ordinance Amendments – Application Fees
DATE: April 28, 2017

At the Township's request, we have compiled the following proposed changes to the Land Division Ordinance pertaining to the application fees for a land division approval. The Land Division Ordinance currently lists the fees for a land division application. However, application fees are typically set by the Township Board of Trustees when it adopts a fee schedule and are generally not included in an Ordinance. For example, the Zoning Ordinance does not include fees for site plan applications, rezoning applications, conditional use applications, etc.

The proposed amendment revision is presented below. Subject to any changes you wish to make, the next step would be for the Planning Commission to schedule a public hearing.

The proposed amendment is as follows. Items to be added are underlined and items to be deleted are in ~~strikethrough~~.

Amend Chapter 14 Land Divisions and Subdivisions, Article II – Land Divisions, Section 14.22 – Application for Land Division Approval to remove the application fees from the text.

- (a) An applicant shall file all of the following with the township assessor or other official designated by the township, for review and approval of a proposed land division before making any division either by deed, land contract, lease for more than one year, or for building development:
- (1) A completed application on such written form as the township will provide, including any exhibits described therein.
 - (2) Proof of fee ownership of the land proposed to be divided. If applicant is not the fee owner, the written consent of the fee owner shall be included.
 - (3) A tentative parcel map drawn to scale including an accurate legal description of each proposed division, and showing the boundary lines, approximate dimensions, and the accessibility of each division for automobile traffic and public utilities.
 - (4) Proof that all standards of the Act and this article have been met.
 - (5) If a transfer of division rights is proposed in the land transfer, detailed information about the terms and availability of the proposed division rights transfer.
 - (6) A nonrefundable application fee of ~~\$70.00 for the first division, plus \$10.00 for each division, up to a maximum charge of \$250.00~~, shall be paid at the time of submittal of the application to cover the costs of review of the application and administration of this article and the Act.
- (b) A proposed division shall not be considered filed with the township, nor shall the time period stated in section 14-23(c) commence, until a complete application has been filed.

MEMO

TO: Northfield Township Planning Commission
FROM: Patrick Sloan, AICP, Senior Principal Planner
Erin Schlutow, Associate Planner
SUBJECT: Proposed Zoning Ordinance Amendments – Little Free Libraries as Accessory Structures
DATE: April 28, 2017

At the Township's request, we have compiled the following proposed text change to permit the establishment of Free Little Library Book Stands/Boxes as Accessory Structures, allowed in all zoning districts and subject to the proposed regulations below. Little Free Library (<https://littlefreelibrary.org>) is a global use where someone constructs a small stand at the front of their property and puts books in it for anyone to borrow. A map of all of the registered Little Free Libraries in the world are on its website.

Currently, a Little Free Library is an accessory structure that would be subject to minimum front yard setbacks, which defeats the purpose of having the stand at the front of the property along the right-of-way or sidewalk. Therefore, we recommend including provisions specific to a Little Free Library where they can be placed at the front of a lot with certain restrictions.

The proposed amendments are presented below. Subject to any changes you wish to make, the appropriate action would be for the Commission to schedule a public hearing.

The proposed amendment is as follows. Items to be added are underlined and items to be deleted are in ~~strikethrough~~.

Amend Article IV Schedule of District Regulations, Sub-section 36-98(d) – Accessory Uses and Buildings to add Little Free Library Book Stand/Box as a permitted accessory structure by adding the following new sub-section (d)(10).

- (d) *Accessory uses and buildings.* Where a lot is devoted to a permitted principal use or a permitted conditional use, accessory uses are permitted as listed in the applicable zoning district. Accessory uses and buildings shall be subject to the following regulations:
- (1) Where the accessory building is attached to the principal building, it shall be subject to all regulations of the district in which located.
 - (2) In any SR-1, SR-2, or MR district, accessory uses and buildings not attached to the principal building shall not:
 - a. Be located in front of the rear line of the principal building or, in the case of a corner lot, in the required side yard;
 - b. Be located less than five feet from an interior side or rear property line;
 - c. Exceed 15 feet in height.
 - (3) In any LR, SR-1, SR-2, or MR district, not more than 35 percent of the minimum required rear yard may be occupied by accessory structures.
 - (4) In any AR or LR district, accessory structures may not be located in any required setback.

- (5) In any business or industrial district, any accessory use or building not attached to the principal building shall comply with all area, placement, and height regulations of the district in which located.
- (6) In any business or industrial district, except the AR agricultural district where buildings may be constructed for agricultural purposes, the ground floor area of an accessory building shall not exceed the ground floor area of the principal building.
- (7) In any zoning district, a detached accessory building shall be located at least ten feet from any other principal or accessory building.
- (8) No accessory building shall be used prior to the principal building or use, except as a construction facility for the principal building. An accessory building attached to the principal building of a lot shall be made a structural part thereof and shall comply with the provisions of this chapter.
- (9) Accessory structures that are intended to be made a structural part of an existing or proposed principal building shall meet the following requirements:
 - a. Continuous foundations shall be required for habitable and occupiable space.
 - b. Porches with roofs structurally attached to the principal building shall have continuous footings.
- (10) A Little Free Library Book Stand is a permitted accessory use in any zoning district, provided all such Little Free Book Stands meet the following requirements:**
 - a. Location.** The Little Free Library Book Stand structure may be placed anywhere on a lot, except as follows:
 1. The Little Free Library Book Stand structure shall not be located within or overhang the public street right-of-way or any other easement.
 2. The Little Free Library Book Stand structure must meet the clear vision standards of Section 36-98(h).
 - b. Maximum Number.** Not more than one (1) Little Free Library Book Stand is permitted for each lot.
 - c. Obstruction Prohibited.** The Little Free Library Book Stand structure shall not obstruct vehicular, bicycle, or pedestrian traffic, either physically, or by a person utilizing the Little Free Library. It shall also not obstruct barrier free access.
 - d. Design.** The Little Free Library Book Stand structure shall be constructed with similar materials and colors as the principal structure, if applicable.
 - e. Enclosure Requirements and Maximum Dimensions.** The Little Free Library Book Stand Box enclosure shall be mounted on a post that shall be secured in the ground. The Box enclosure of the Little Free Library Book Stand shall not exceed 24 inches in width, 24 inches in height, and 16 inches in depth. The Box enclosure must have a door that will fasten close to prevent rain, snow, or animals from getting into the enclosure.
 - f. Maximum Height.** The maximum height of the Little Free Library Book Stand structure, measured from the finished grade to the top of the Box enclosure, is 5 feet.
 - g. Identification Signage.** The Little Free Library Book Stand Box enclosure may have non-commercial sign content anywhere on the structure enclosure.
 - h. Land Use Permit Required.** Applications and plans for a Little Free Library Book Stand must be reviewed for Land Use approval by the Township prior to construction.

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting April 19, 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	Present
Brad Cousino	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
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:** Iaquinto moved, Chick supported, that the agenda be adopted as presented.
Motion carried 6—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Craig Warburton, 450 W. Joy Road, and David Gordon, 5558 Hellner Road, commented on the McKenna Associates proposal for a five year review of the Master Plan.

6. CLARIFICATIONS FROM THE COMMISSION

Chick provided information in response to a comment made during the First Call to the Public about the Capital Improvements Plan the Township is required to produce.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported on actions taken at the April 11, 2017, Board meeting, and noted that she reported the Planning Commission's recommendation not to proceed with the Cobalt community survey.

In answer to a question about the North Village Master Plan recommended by the Planning Commission to the Township Board, Sloan confirmed that the next steps on that plan should be initiated by the Board with involvement of the Downtown Planning Group.

9B. ZBA

Has not met since the last Planning Commission meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Nothing to report.

9E. Parks and Recreation

Iaquinto reported briefly on the Riverwalk, Community Garden, and Bark Park projects the Commission is working on

10. UNFINISHED BUSINESS

10A. McKenna Budget Proposal for Master Plan Tasks.

Planning Consultant Patrick Sloan reviewed his April 14, 2017, proposal to update the Master Plan for fees ranging from \$19,000 to \$30,000. He answered questions about various plan elements and fees. Comments and suggestions included:

- delaying the update until next year when more information from other groups (e.g. Downtown Planning, Parks and Recreation, Open Space Preservation) can be incorporated and when the cost can be incorporated into the Township's budget,
- not including the smaller plan elements or the online survey in the scope of work.
- the current plan is sufficient to allow delaying a full review until next year.

- working on some of the elements (e.g. transportation) at the Planning Commission level to reduce the fees.

Sloan explained the basis for developing the fee schedule and said the work can be done over a longer period of time than the 8-12 months stated in the proposal. He said this is not an urgent matter, and the proposal can be refined based on comments made by Commissioners. He said the bare minimum requirement for the five year review is look at the plan and make a public declaration that the current plan is sufficient.

- ▶ **Motion:** Roman moved, Iaquinto supported, that discussion be tabled to the next meeting of the Planning Commission, and that McKenna Associates consider the comments made at this meeting by Commissioners and prepare a revised recommendation.

Motion carried 6—0 on a roll call vote.

11. NEW BUSINESS

None.

12. MINUTES

Steffens made two minor corrections to the minutes of the April 5, 2017, regular meeting.

- ▶ **Motion:** Roman moved, Chick supported, that the minutes of the March 28, 2017, joint meeting with the Township Board and the March 30, 2017, Joint Training with ZBA be approved as presented, and April 5, 2017, Regular Meeting minutes be approved as amended, and to dispense with the

13. SECOND CALL TO THE PUBLIC

Craig Warburton commented on the Master Plan.

14. COMMENTS FROM THE COMMISSIONERS

Chick suggested that the Commission start work on the signage ordinance and other projects. Iaquinto invited the public to the next Parks and Recreation Committee meeting on April 20th.

15. ANNOUNCEMENT OF NEXT MEETING

May 3, 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, Chick supported, that the meeting be adjourned.
Motion carried 6—0 on a voice vote.

The meeting was adjourned at 8:26 P.M.

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.

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/>