

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting August 5, 2015

1. CALL TO ORDER

[The meeting was called to order](#) by Chair Marlene Chockley 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
Marlene Chockley	Present
Brad Cousino	Present
Kenneth Dignan	Present
Sam Iaquinto	Absent with notice
Larry Roman	Present
Mark Stanalajczo	Absent with notice

Also present:

Township Manager Howard Fink
Mary Bird, Assessing & Building Assistant
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

- **Motion:** Roman moved, Dignan supported, that the agenda be adopted as presented.

Chockley referred to email discussion initiated by Commission Secretary Stanalajczo about changing the format of minutes. [Manager Fink explains Board position.](#) Commissioners discussed legal considerations and pros and cons of different levels of detail. It was agreed that this should be discussed more fully at a future meeting, and direction should be given to the recording secretary regarding minutes for this meeting at an appropriate point in the agenda.

Motion carried 5—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Minutes/Meeting Procedure. Jim Nelson, 7777 Sutton Road, commented that the public record of meetings can include text and video. [Craig Warburton, 450 W. Joy Road, objected](#) to a Commissioner criticizing comments from a member of the public at the July 15th meeting and commented on the proposed community survey content.

6. CORRESPONDENCE

[Chockley referred](#) to comments from Renee Mulcrone regarding the draft community survey prepared by Cobalt Community Research.

- **Motion:** [Dignan moved, Chockley supported](#), that at this time for this meeting and the following meeting that the recording secretary follow the

guidelines given to her by the Township Board for taking minutes until such time this issue can be discussed by the Commission under Policy Review and Discussion at the next meeting.

[Roman said](#) he would have preferred to see the email giving direction to the recording secretary prior to this meeting because information of that type should be shared and discussed.

Motion carried 5—0 on a roll call vote.

7. REPORTS

7A. Board of Trustees

[Chick reported](#) briefly on the actions and discussions at the July 28th workshop session.

7B. ZBA

[Dignan reported](#) that the ZBA approved a driveway length variance.

7C. Staff Report

[Bird reported](#) the updated list of materials stored on the Steele Trucking site was received today, and she will add this to the next meeting agenda.

7D. Planning Consultant

[Leah DuMouchel](#) of Beckett & Rader, the firm hired as the Township's new planning consultants, said she will begin work next week.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

9A. [Discussion of the Citizen Survey Questionnaire.](#)

William SaintAmour of Cobalt Community Research referred to the draft community survey his firm had prepared and noted that the Township Board expressed serious concerns about it. He said his firm obviously missed the target and he asked for clarity about the information the Township would need to continue working with Cobalt. He reviewed the advantages and disadvantages of various question formats (multiple choice, weighted scales, etc.). He said Cobalt needs to understand what decisions are that the Township hopes to make based on the data.

Commissioners made comments, including:

- The Township Board did not have a problem with the objectives of the survey, but had concerns about the questions themselves and their structure, and wanted the Commission to discuss them.

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- The survey should be oriented toward what people want to see in the community rather than being about the Biltmore development proposal. Question 11 referencing the Biltmore development should not be included.
- The Board and Commission already know there are differing opinions on various issues in the community, so it will be important to know how strongly people feel about those issues.
- Many people will have trouble providing useful answers to questions without visuals, definitions of terms, etc.
- Some things, such as community events, fall outside the scope of the survey.
- Questions about the level of support for public amenities (public beach, downtown gathering space) should be included.
- Questions about farmland and open space preservation are needed.

SaintAmour said including lots of maps and technical backup information in an attempt to educate those taking the survey is not practical, but the input from Commissioners has been helpful.

It was agreed that Cobalt should work with the Commission until Commissioners feel the survey is ready to be considered by the Board of Trustees.

- ▶ **Motion:** [Dignan moved, Chick supported](#), to postpone discussion of the Citizen Survey Questionnaire until such time as there is a draft to consider and there is time available on an agenda to discuss it.
Motion carried 4—1, Roman opposed.

10. NEW BUSINESS

None.

11. [MINUTES](#)

July 15, 2015, Regular Meeting

Commissioners amended the minutes, as follows:

- The word “eschewed” should be “ensued.”
- The motion regarding GYOA leasing was amended to reference various conditions.

- [The wording in the motion regarding selection of a planning consultant should be changed to “alternate choice” rather than “second choice”](#)
- ▶ **Motion:** [Dignan moved, Roman supported](#), that the minutes of the July 15, 2015, regular meeting be approved as amended, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**

12. [POLICY REVIEW AND DISCUSSION](#)

Future Agenda Items. Commissioners suggested the following as potential future discussion topics:

- Whether more administrative approvals should be authorized regarding zoning matters.
- Considering allowing different kinds of businesses in the RTM district.
- Difficulties in redeveloping sites in the SR2 district.

13. [SECOND CALL TO THE PUBLIC](#)

Community Survey. [Craig Warburton](#), 450 W. Joy Road, said the Township should stick with the current Master Plan, and there is no need for a new community survey.

Filming Opportunity. [Jim Nelson](#), 7777 Sutton Road, reported a filmmaker is looking for an attractive barn to use in a new movie.

14. [COMMENTS FROM THE COMMISSIONERS](#)

None.

15. [ANNOUNCEMENT OF NEXT MEETING](#)

August 19, 2015, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location. Chockley noted the Huron River Watershed Council will be presenting results of the workshop they conducted.

16. ADJOURNMENT

- ▶ **Motion:** [Chockley moved, Dignan supported, that the meeting be adjourned.](#)
Motion carried 5—0 on a voice vote.

The meeting was adjourned at 8:56 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 _____, 2015.

Marlene Chockley, Chair

Mark Stanalajczo, Secretary

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