

July 11, 2017

Township Board of Trustees and Planning Commission  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

**Subject: Zoning Administrator Quarterly Report 3/1/17 – 6/30/17**

Dear Trustees and Commissioners:

Section 36-971(6) of the Zoning Ordinance requires the Zoning Administrator to submit to the Township Board and Planning Commission, a quarterly report in which a summary of the activities of the office is presented. Following is a concise summary of the activities of note in the SECOND quarter of 2017 (March 1 through June 30).

**Zoning Compliance Applications: A total of 38 applications were APPROVED**

1. Approved eight (8) new dwellings and additions to six (6) other existing dwelling.
2. Approved seven (7) new accessory structures such as garages and pole barns.
3. Approved two (2) swimming pools.
4. Approved seven (7) new/replacement fences.
5. Approved one (1) solar panel array.
6. Approved one (1) new driveway which requires ZBA approval for length.
7. Approved soil permit for one (1) residential use parcel.

**Non-residential Uses:**

1. Approved wireless equipment upgrades at one (1) existing wireless communication facility with no addition equipment cabinets or changes to site.
2. Approved sign permit for one (1) commercial use (Advance Auto Parts).
3. ***Spiritus Sanctus Church/4101 E. Joy Road*** – Administratively approved a 1,688 square feet addition on the southeast corner of the building to accommodate teacher/staff area. The proposed addition qualified for administrative site plan approval and issues related to parking, sidewalk, landscaping and building were reviewed and approved.
4. ***Fun Time Dog Shop LLC/100 & 102 Barker*** – Approved proposed retail dog shop use with limited dog training classes to differentiate it from any kennel or dog club use; site plan approval required.
5. ***SLM/Big Tex Trailers/6480 Whitmore Lake Road*** – Approved proposed change of ownership after removal of sign installed with no permits and unauthorized expansion of trailer storage area. The trailer storage area on site did not comply with the original site plan or expansion authorized by the Planning Commission. Approval was granted after site was brought into compliance.

*Some other requests are pending submission of required and/or adequate information/documentation from applicants.*

**A total of 5 applications were DENIED as follows:**

1. ***Vacant lot on Main Street/New Dwelling*** – Existing non-conforming lot of record. Applicant was advised that the SR-1 zoned lot was still buildable but the drawing submitted was non-compliant with all Ordinance requirements. Applicant was advised to submit revised drawings for approval.
2. ***9205 N. Main/Massage Parlor*** - The subject site is zoned Residential-Office district. Massage therapy offices/parlors are considered as personal service establishments and included in the same category as a beauty parlor, spa, barber shop etc., which provide personal service to customers. The R-O District does not allow personal service establishments as principal permitted or conditional land uses. The Master Plan does not support the use either.
3. ***175 Barker/Asphalt Paving Company Vehicle Storage and Use*** – Site is zoned GC General Commercial. Existing towing company use is also not permitted in the district but is a non-conforming existing use. The proposed asphalt paving company use and vehicle storage is not allowed in the GC district. Attempted to help owner understand the uses allowable in the district.
4. ***Vacant Parcel on Main/Fireworks Sales*** – Proposed temporary sales of fireworks or any other retail use is not permitted in the SR-2 Single Family Residential District.
5. ***Quality Aire Systems/6880 Earhart Road*** – The applicant has a commercial HVAC business on a parcel zoned AR (Agriculture) district. The use is not permitted or similar to any other use allowable in the district. Further, the business is not an existing legal non-conforming use since the Assessor's office has no record of a business being conducted on this site, which is registered as a homestead.

**Zoning Board of Appeals Cases:**

No requests this quarter.

**Meetings:**

1. Met with representative of 238 Jennings on 4/7/17 to discuss if a billboard would be allowed on the site.
2. Met with prospective owners of land in US-23/8 Mile area on 4/7/17 for potential retail development. Discussed process, timeline, and support the Township can offer.

**Other Issues:**

1. Identified need for including temporary uses and standards in the Zoning Ordinance.
2. Identified need to clarify discrepancy in SR-1 and SR-2 districts regarding setbacks for detached accessory structures. Specifically, Section 36-218 and 36-248 footnote (4), and Section 36-98(d)(2)(b).
3. Identified need to amend Zoning Map to reflect the Whitmore Lake/Horseshoe Lake Overlay district.

**Administrative:**

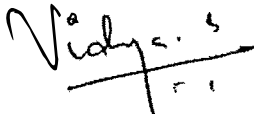
1. Discussed with Township Supervisor, Zoning Coordinator, Building Official, and Planner process or system for checking site plan compliance and ensure code compliance.

2. Created a basic checklist of requirements based on the Ordinance for Zoning Compliance applications to streamline process and ensure proper drawings are submitted.
3. Letter for municipal approval for Big Tex trailers to meet State Licensing requirements.

I am aware that the Board and PC have heard from property owners regarding Zoning Compliance denials that have been issued. The approvals or denials are not arbitrary, and they are based completely on the Zoning Ordinance adopted by the Township. As the Zoning Administrator, it is my role to apply the letter of the Ordinance. While the Zoning Administrator can interpret provisions of the Zoning Ordinance when required, I do not have the authority to modify regulations or alter them to accommodate applications. At times when I perceive a requirement in the Zoning Ordinance as being unreasonable, I convey the same to the planner to bring to the attention of the Planning Commission to initiate a possible change in the Ordinance language. I try my best to help applicants through the process by communicating via email and phone conversations through the Township and directly in an attempt to resolve any issues. However, if the Ordinance does not allow a use, I am not at a liberty to make exceptions or grant approvals that are against the Township's regulations. Appeals of a Zoning Administrator's decision or applications for a non-use variance from the Zoning Ordinance can be taken to the Board of Zoning Appeals.

As the Zoning Administrator, I strive to be prompt and attentive to the needs of the applicants while ensuring that they understand the process and also comply with the rules and regulations set forth in the Zoning Ordinance.

Respectfully submitted,  
**McKenna Associates**

A handwritten signature in black ink that reads "Vidya Krishnan". The signature is written in a cursive style with a horizontal line crossing through the middle of the name.

Vidya Krishnan  
Senior Planner

**ZONING COMPLIANCE  
MONTH OF JULY 2017**

<b>Property Address</b>	<b>Name</b>	<b>Parcel ID</b>	<b>Description</b>	<b>Status</b>
3738 E N Territorial	Dillon, Gary	B-02-26-400-006	Additon/Front Deck	Approved
7190 Peninsula Pt	Montanari, Romualdo	B-02-21-200-014	32x44 Pole Barn	Approved
7899 Lakeshore Dr	Brooks, Chris	B-02-17-131-007	15x20 Deck	Approved
Vacant Main Street	Horvath, Robert	B-02-06-105-023	2017 Temp Firework Sales	Approved subject to PC & BOT approval