

**RECEIVED**

JAN 27 2016

**NORTHFIELD TOWNSHIP**

January 27, 2016

Howard Fink, FOIA Coordinator  
Northfield Township Manager  
8350 Main Street  
Whitmore Lake, MI 48189

Dear Mr. Fink:

Under the Michigan Freedom of Information Act § 15.231 et seq., I am requesting an opportunity to inspect or obtain copies of public records (all electronic and written communications/documents – including text messages) regarding, or relating to or referencing :

- A) the re-appointment of the Planning Commission Chairperson – Marlene Chockley
  - 1) when her term was up, was she re-appointed and not formally re-elected?
  - 2) was this vacancy publicly announced so that other Northfield Township citizens could apply for the position?
    - a) if so, how many people applied for the position?
    - b) what were the names of the applicants?

between and among any Northfield Township elected or appointed official, staff members, contractors or professionals engaged by the township. The time period for this request is from January 2014 until the date of this request.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20.00. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest. This information is not being sought for commercial purposes.

The Michigan Freedom of Information Act requires a response to this request within five days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

If any documents are redacted, please provide an explanation.

Thank you for considering my request.

Sincerely,

  
Udo O. J. Huff

# NORTHFIELD TOWNSHIP MICHIGAN

February 3, 2016

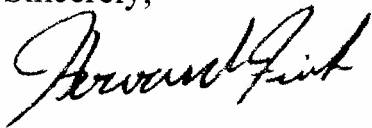
Mr. Udo Huff  
6431 Whitmore Lake Rd.  
Whitmore Lake, Michigan 48189

Re: Freedom of Information Act Request

Mr. Huff,

Attached are the documents from your FOIA request dated January 27, 2016.

Sincerely,



Howard Fink HF/C  
Northfield Township Manager

*J. Huff 02/03/2016*

NORTHFIELD TOWNSHIP **COPY**  
MICHIGAN

February 3, 2016

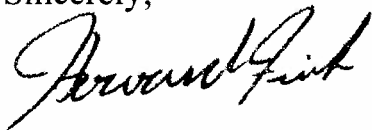
Mr. Udo Huff  
6431 Whitmore Lake Rd.  
Whitmore Lake, Michigan 48189

Re: Freedom of Information Act Request

Mr. Huff,

Attached are the documents from your FOIA request dated January 27, 2016.

Sincerely,



Howard Fink HF(C)  
Northfield Township Manager

**NORTHFIELD TOWNSHIP BOARD AGENDA**  
**December 9, 2014 - - 7:00 PM**  
**8350 Main Street, 2<sup>nd</sup> Floor**

CALL TO ORDER  
PLEDGE/INVOCATION  
ROLL CALL  
CONSENT AGENDA: Minutes, Bills  
ADOPT BALANCE OF AGENDA  
CALL TO THE PUBLIC  
BOARD MEMBER COMMENTS  
CORRESPONDENCE AND ANNOUNCEMENTS

REPORTS/UPDATES

- Department Head Reports
- ZBA Report
- Planning Commission Report
- Parks and Rec Report
- Financial Report
- Township Manager's Report

PRESENTATION

1. Light Fixture Replacement for Cost Savings

AGENDA ITEMS

1. MTT Case: Mary L. Wolowiec Living Trust vs. Northfield Township
2. Meals on Wheels Contract
3. Codification Ordinance
4. 2015 Board Meeting Schedule
5. 2015 Holiday Schedule
6. Consider Conditional Use for AT&T Cell Tower
7. People's Express Contract
8. ZBA, and Planning Commission Appointments & Re-Appointments
9. Board of Review Resignations

2<sup>nd</sup> CALL TO THE PUBLIC  
BOARD MEMBER COMMENTS  
ADJOURNMENT

\* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

# NORTHFIELD TOWNSHIP

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## MEMO

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 12/4/2014  
**Re:** ZBA and Planning Commission Appointments

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Dear Township Board,

We have two terms that are expiring on the Planning Commission, as well as one resignation and two terms expiring on the ZBA that need to be voted on at Tuesday's meeting.

- For the Planning Commission, Marlene Chockley (chair) and Brad Cousino (member) are requesting to be re-appointed.
- For the ZBA, Doug Delfavero (member) and Gary Wellings (alternate) are requesting to be re-appointed.
- For the open position with the ZBA, Greg Kolecki has submitted a letter of interest.

Respectfully Submitted,

  
Howard Fink

MICHIGAN PLANNING ENABLING ACT (EXCERPT)  
Act 33 of 2008

**125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.**

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission shall be qualified electors of the local unit of government, except that the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in local units of government other than those described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission, as ex officio members. In any other township, 1 member of the legislative body shall be appointed to the planning commission, as an ex officio member. In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under 1975 PA 197, MCL 125.1651 to 125.1681, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) A board created under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010.

## Howard Fink

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**From:** Marlene Chockley [mchockley@rc.net]  
**Sent:** Thursday, November 20, 2014 2:08 PM  
**To:** Marilyn Handloser Engstrom; engstromm@twp.northfield.mi.us; Howard Fink  
**Subject:** Chockley Planning Commission Letter for Reappointment  
**Attachments:** ChockleyPlanningCommission2014ApptLetter.pdf

Dear Marilyn and Howard,

Here is my letter requesting reappointment.  
Thank you for the opportunity.

Happy Thanksgiving.

Marlene

Marlene Chockley  
Chair, Northfield Township Planning Commission  
Cell 734 730-0795  
Email [chockleym@twp.northfield.mi.us](mailto:chockleym@twp.northfield.mi.us)



2665 5 Mile Road  
South Lyon, Michigan 48178  
November 20, 2014

Ms. Marilyn Engstrom  
Northfield Township Supervisor  
8350 Main Street  
Whitmore Lake, Michigan 48189

Dear Ms. Engstrom:

My three-year term on the Northfield Township Planning Commission expires at the end of December and I am writing to express my sincere hope to continue to serve the people of Northfield Township for another term. I believe my experience and knowledge are vital as the improving economy provides development opportunities for the Township.

I have been chair of the Planning Commission for the last five years. During that time the commission has tackled many major projects of importance to the future well-being of the township.

- The site plan review process has been updated and clarified to improve customer experience.
- The Master Plan has been completely rewritten and subsequently amended in the US 23 North Territorial area to expand the mixed use designation.
- We completed a set of three new zoning districts for the downtown Whitmore Lake area to help spur its revitalization.
- The open space ordinance has been rewritten and adopted.
- We have revised well over a dozen Articles to update them to current standards and community desires, such as the bed and breakfast and sign ordinances.
- We completed the Capital Improvement Plan in 2012 to bring us into compliance with state law requiring that the planning commission produce a document to assist the Board of Trustees with planning for capital expenditures. I anticipate this to be revised in next year in light of the recent information on the sewer system and make it current.

For the new members of the Board of Trustees, I would like to highlight my background as a very active county commissioner from 1995 to 2000. Many of the boards on which I served dealt with land use and development issues. These committees ranged from the SEMCOG DataCenter Advisory Committee (vice chair and then chair), the Agricultural Lands and Open Space Task Force (member), Washtenaw County Road Study Committee (chair), and Sustainable Washtenaw (member of the Transportation Sub-group). I also have a solid grasp of how development will affect the community as the population ages from serving on the Michigan Association of Counties Human Services Committee and the Michigan Association for Local Public Health.

I am currently vice-chair of the Washtenaw County Board of Canvassers. Thank you for the recent appointment to the Huron River Watershed Council.

It would be an honor to serve the community as a planning commissioner for another term. I would be happy to provide any other information that you or the Board might need.

Thank you again for your kind consideration.

Sincerely,

Marlene Chockley  
[chockleym@twp.northfield.mi.us](mailto:chockleym@twp.northfield.mi.us)  
734 730-0795

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**December 9, 2014**

**CALL TO ORDER**

The meeting was called to order at 7:00 P.M. by Supervisor Engstrom at 8350 Main Street.

**PLEDGE**

Supervisor Engstrom led those present in the Pledge of Allegiance.

**ROLL CALL**

Marilyn Engstrom, Supervisor	Present
Angela Westover, Clerk	Present
Kathy Braun, Treasurer	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present
Tracy Thomas, Trustee	Present

Also present:

Township Manager Howard Fink  
Wastewater Treatment Plant Superintendent  
Tim Hardesty  
Public Safety Director William Wagner  
Police Lt. Tim Greene  
Community Center Director Tammy Averill  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

**CONSENT AGENDA:**

- **Minutes of November 11 and 25, 2014 Bills**
- ▶ **Motion:** Engstrom moved, Thomas supported, that the items in the consent agenda be approved as presented. **Motion carried 6—0 on a voice vote.**

**ADOPT BALANCE OF AGENDA**

Engstrom asked that the Meals on Wheels Contract be discussed prior to Reports, and that the Sewer Capacity Inventory be added as item 10.

- ▶ **Motion:** Engstrom moved, Thomas supported, that the balance of the agenda be adopted as amended. **Motion carried 6—0 on a voice vote.**

**FIRST CALL TO THE PUBLIC**

No comments.

**BOARD MEMBER COMMENTS**

Otto read a statement concerning the request by Biltmore Development for an amendment to the Township Master Plan. She said noted that comments from the public have been heard and are being considered, summarized steps taken to date and future steps required by law, commented on the interpretation of information by some

members of the public, and said the process has been transparent and Manager Fink's involvement has been to do what the Township hired him to do regarding economic development.

**REPORTS**

**Department Heads**

*Township Manager.* Fink referred to his report and noted that the DDA public hearing noticed for this meeting had been canceled and will be renoticed in the future.

*Senior Center.* Averill referred to her written report and noted that at least 60 people had arrived for *Dinner with Santa* before she left the Center to come to this meeting.

**AGENDA ITEMS**

**2.**

**Meals on Wheels Contract**

Attorney Burns said the indemnification clause in the contract will be replaced with a clause from the Township and Meals on Wheels will be named as an additional insured on the Township's policy.

Otto suggested that the Township provide \$3,000 from the general fund to assist with administrative costs for the program to be used at Averill's discretion.

- ▶ **Motion:** Otto moved, Thomas supported, that the Meals on Wheels Contract be approved with the indemnification clause being deleted and the Township's own clause being inserted, and Meals on Wheels being named as an additional insured on the Township's policy, and that Averill be given approval to make line item changes within the budget at her discretion. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Thomas supported, that the Township provide \$3,000 from the general fund to assist with administrative costs for the Meals on Wheels program. **Motion carried 6—0 on a voice vote.**

**REPORTS cont.**

*Fire.* Wagner read the report summary for November. In answer to a question from Chick, He explained that the major effect on ISO insurance ratings is the Township's lack of public water system, but credit can also be given for Fire Department practices, so they have been working on making improvements in those areas where possible, including mutual aid, equipment, and dispatch before the Township is re-rated in the near future.

Otto congratulated the Township on receiving a \$5,000 grant for wild land firefighting personal protective gear.

*Police.* Lt. Greene read the November report summary.

**Northfield Township Board Meeting  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
December 9, 2014**

- ▶ **Motion:** Chick moved, Otto supported, that the purchase of three evidence lockers and shelving for the property room at a total cost of \$27,400, funds to come from the federal forfeiture fund.  
**Motion carried 6—0 on a voice vote.**

*Wastewater Treatment Plant.* Hardesty referred to his written report.

- ▶ **Motion:** Chick moved, Otto supported, that the purchase and installation of a return pump by Midwest Power, to include a 10% contingency fund, at a total cost not to exceed to \$17,420, to come from the Wastewater Treatment Plan fund  
**Motion carried 6—0 on a voice vote.**

Hardesty referred to his estimates for the Assets Management Timeline. Brian Rubel of Tetra Tech said he hopes these expenses can be spread out over a longer time period (8 years), but the four year timeline as proposed is what he expects will be approved.

- ▶ **Motion:** Otto moved, Chick supported, that the Northfield Township Assets Management Timeline from 2015 to 2018 be approved.  
**Motion carried 6—0 on a voice vote.**

Fink said next steps will be determining the details of the first contract for eventual approval by the Board.

#### **Other**

*Financial.* Braun referred to the Revenue and Expenditures reports.

*DDA.* Has not met since the last Board meeting.

*Planning Commission.* Has not met since the last Board meeting.

*Parks and Recreation.* No report.

*Township Manager.* Fink referred to his written report.

#### **PRESENTATION:**

##### **Light Fixture Replacement for Cost Savings**

Chief Wagner explained that the project report proposes to replace all light fixtures in the Public Safety Building with LED lights and some sensors to control them. He said one funding option is the Public Safety Building Repairs and Maintenance fund balance which had a \$55,000 fund balance at the beginning of the fiscal year.

Firefighter Shaun Barrows said the cost of this replacement program will likely be recovered faster than indicated in the proposal for a variety of reasons, maintenance costs will be lowered because LEDs last much longer, and LED lighting levels to not decline as much as the current metal halides. Julie Hill from Green Electrical Supply, said the proposed bulbs meet stringent standards, the proposed plan will also improve lighting levels in several important areas, and the sensors will add to the utility costs. Wagner said Green Oak is seeing savings from a similar replacement program.

It was agreed that a contract should be prepared for the Board to vote on at the next meeting.

#### **AGENDA ITEMS**

1.

##### **Michigan Tax Tribunal Case: Mary Wolowiec Living Trust vs. Northfield Township**

- ▶ **Motion:** Engstrom moved, Chick supported, that the settlement in Michigan Tax Tribunal case No. 4-005631 be approved in the amount of \$142,500.  
**Motion carried 6—0 on a voice vote.**

2.

##### **Meals on Wheels Contract**

Discussed earlier.

3.

##### **Codification Ordinance**

- ▶ **Motion:** Engstrom moved, Thomas supported, adoption of Ordinance No. 14-33 An Ordinance Adopting and Enacting a New Code for the Township of Northfield, Washtenaw County, Michigan; Providing for the Repeal of Certain Ordinances not included therein; Providing a Penalty for the Violation thereof; Providing for the Manner of Amending such Code; and Providing when such Code and this Ordinance shall become effect. **Motion carried 6—0 on a voice vote.**

4.

##### **2015 Board Meeting Schedule**

- ▶ **Motion:** Engstrom moved, Chick supported, that the 2015 Northfield Township Board Meeting dates be approved as presented.  
**Motion carried 6—0 on a voice vote.**

5.

##### **2015 Holiday Schedule**

- ▶ **Motion:** Engstrom moved, Otto supported, that the Northfield Township Holiday Schedule be approved as presented. **Motion carried 6—0 on a voice vote.**

6.

##### **Conditional Use Permit for AT&T Cellular Tower**

- ▶ **Motion:** Engstrom moved, Chick supported, that the Conditional use Permit for the AT&T Cellular Tower at 6741 Sutton Road, Case JZB1400004, Parcel 02-22-400-001, be approved with the following conditions:
  - 1) The applicant provide an environmental impact statement.
  - 2) Provision of an affidavit stating other carriers will be allowed to co-locate on this tower.
  - 3) Provision of an application for full site plan review.

Westover said she will abstain from voting because she is an AT&T Wireless employee.

**Motion carried 5—0--1 on a voice vote, Westover abstaining.**

7.  
People's Express Contract

Lenore Zelenock appeared for People's Express.

- ▶ **Motion:** Otto moved, Thomas supported, that the contract with People's Express for the amount of \$10,000 be approved. **Motion carried 5—1 on a voice vote, Engstrom opposed.**

10.  
Tetra Tech:

Sewer Capacity Inventory

Brian Rubel of Tetra Tech said the scope of this project was developed since the Board last discussed the project, and it would fit within a larger plan to be developed later. Fink said this would work that would be required as part of the Asset Management Plan, so some of this expense could come back to the Township through the Department of Environmental Quality's Stormwater, Asset Management and Wastewater (SAW). He noted that this concentrates on sewer capacity, but includes the option for including sizing of a basin. Engstrom suggested asking Biltmore Development to pay for part of this cost as part of their request for amendment of the Master Plan.

- ▶ **Motion:** Otto moved, Chick supported, that the proposal for the capacity inventory at an estimated cost of \$24,900 not to be exceeded without prior written communication, and an additional fee to cover the evaluation of the storage basin which the Township requires in the amount of \$20,500. **Motion carried 6—0 on a voice vote.**

8.  
Zoning Board of Appeals  
and Planning Commission  
Appointments and Reappointments

- ▶ **Motion:** Engstrom moved, Chick supported, that Marlene Chockley be reappointed to the Planning Commission for a term ending 12/31/17, effective immediately. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Chick supported, that Brad Cousino be reappointed to the Planning Commission for a term ending 12/31/2017, effective immediately. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Engstrom supported, that Doug DelFavero be reappointed to the Zoning Board of

Appeals for a term ending 12/31/2017.  
**Motion carried 6—0 on a voice vote.**

- ▶ **Motion:** Otto moved, Chick supported, that Gary Wellings be reappointed as an alternate member of the Zoning Board of Appeals for a term ending 12/31/2017. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Otto moved, Chick supported, that Greg Kolicki be appointed to an open position on the Zoning Board of Appeals for a term ending 12/31/2017. **Motion carried 6—0 on a voice vote.**

9.  
Board of Review Resignations  
and Appointment

- ▶ **Motion:** Engstrom moved, Chick supported, that the resignation of Bob Cameron from the Board of Review be accepted with regret as of 11/24/2015. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Chick supported, that the resignation of James Purrington from the Board of Review be accepted as with regret as of the end of his term on 12/13/2014. **Motion carried 6—0 on a voice vote.**
- ▶ **Motion:** Engstrom moved, Thomas supported, that the Terry Webb be appointed to the Board of Review for a two year term beginning 1/1/2015 through 1/1/2017. **Motion carried 6—0 on a voice vote.**

10.  
Tetra Tech:  
Sewer Capacity Inventory

Discussed earlier.

SECOND CALL TO THE PUBLIC  
AND BOARD MEMBER COMMENTS

None.

ADJOURNMENT

- ▶ **Motion:** Engstrom moved, Thomas supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote.**

The meeting adjourned at 8:20 P.M.

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 January 13, 2015.

Angela Westover, Clerk

Official minutes of all meetings are available at [www.twp-northfield.org](http://www.twp-northfield.org).

**NORTHFIELD TOWNSHIP PLANNING COMMISSION  
NOTICE OF REGULAR MEETING  
January 7, 2015 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. **APPROVAL OF AGENDA**
5. **CALL TO THE PUBLIC**
6. **CORRESPONDENCE**
7. **REPORTS**
  - A. **Board of Trustees Report**
  - B. **ZBA**
  - C. **Staff Report**
  - D. **Planning Consultant Report**
8. **PUBLIC HEARINGS**
9. **OLD BUSINESS**
  - A. **Northfield Preserve** – Approve or deny the request by David F. Sherman on behalf of Northfield Hills, LLC, to extend the site plan approval for the Northfield Preserve site condominium which was originally granted August 6, 2008 and which expired December 16, 2014.
10. **NEW BUSINESS**
  - A. **Review Ann Arbor Township's Master Plan**
  - B. **Election of Planning Commission Officers and ZBA Representative**
11. **MINUTES:** December 17, 2014 Regular Meeting and December 22, 2014 Special Meeting
12. **POLICY REVIEW AND DISCUSSION**
13. **CALL TO THE PUBLIC**
14. **COMMENTS FROM THE COMMISSIONERS**
15. **ANNOUNCEMENT:** Next Regular Meeting – January 14, 2015
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.

8350 Main Street, Whitmore Lake, MI 48189-0576  
Website: [www.twp.northfield.mi.us](http://www.twp.northfield.mi.us)

Telephone: (734) 449-5000

Fax: (734) 449 -0123

**NORTHFIELD TOWNSHIP  
PLANNING COMMISSION  
Minutes of Regular Meeting  
January 7, 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	Present
Larry Roman	Present
Mark Stanalajczo	Present

Also present:

Township Manager Howard Fink  
Kathleen Manley, Assistant to the Assessor  
Planning Consultant Douglas Lewan,  
Carlisle/Wortman Associates  
Recording Secretary Lisa Lemble  
Members of the Community

**4. APPROVAL OF AGENDA**

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

**5. FIRST CALL TO THE PUBLIC**

No comments.

**6. CORRESPONDENCE**

None.

**7. REPORTS**

**7A. Board of Trustees**

Chick reported that the Board has not met since the Commission last met.

**7B. ZBA**

Dignan reported that ZBA has not met since the last Commission meeting, but the Township Board has advertised the current opening on the ZBA and will be adding a second alternate.

**7C. Staff Report**

Fink said depending on action by the Township Board next Tuesday it is possible that Kathleen Manley may be attending future Planning Commission meetings.

**7D. Planning Consultant**

Lewan reported that a site plan application for the Northfield Township Library was received, and he has been working through site plan issues with Tom Nowatzke.

**8. PUBLIC HEARINGS**

None.

**9. OLD BUSINESS**

- 9A. Case #JPC050003; Request for Extension of site plan approval for the Northfield Preserve site condominium originally granted August 6, 2008 and expired December 16, 2014. David Sherman, Applicant; Parcel 02-09-200-007.**

Lewan referred to his memo dated December 30<sup>th</sup> which provided background on this project. He noted that Zoning Board of Appeals action in 2006 allowed the project to be reviewed under the 2006 zoning ordinance in addition to granting all variances requested. He said he believes the ZBA took that action because several changes being made to the ordinance at that time would have negatively affected the proposal.

He recommended granting the request for extension of the site plan, and said he believes any determination about the validity of variances could be determined later.

- ▶ **Motion:** Stanalajczo moved, Iaquinto supported, that the extension to Northfield Preserve be granted through December 16, 2017, with the understanding that the preliminary site plan approval is governed under zoning ordinances prior to 2006.

Stuart Farber, applicant, said he would like nothing better to actually build this project, but financing is holding that up at this point. Iaquinto said he would be opposed to requiring the applicant to incur any additional costs during the three year extension period, such as having to submit a final site plan.

In answer to a question from Chick, Lewan suggested that the Township attorney be consulted about the

issue of the ZBA variances. Chick thanked Farber for being patient with this process.

Fink cautioned against applying 2006 engineering standards, such as for detention ponds, because those standards would be vastly different. Lewan said those standards are separate from the zoning ordinance. In answer to a question from Cousino, Lewan said if the site connects to a County drain the Water Resources Commissioner would be involved. Farber said there were approvals from that office in 2006 and he imagines those permits would no longer be valid.

**Motion carried 7—0 on a roll call vote.**

## 10. NEW BUSINESS

### 10A. Review Ann Arbor Township Master Plan.

Lewan explained that under State law neighboring communities are allowed time to review changes to master plans of neighboring Townships. He noted that his firm represents Ann Arbor Township and a principal in his firm prepared their master plan.

Lewan said no changes are proposed in the six square miles of Ann Arbor Township adjacent to Northfield Township. He reviewed the densities of the three master plan districts in that area (Agriculture Production, Residential, and Open Space Preservation) and noted:

- While there is an area planned for higher density than that planned in Northfield Township those parcels along the Township border are for the most part already divided and developed with homes in a large lot configuration.
- Pontiac Trail is identified as an "arterial" road similar to the Northfield plan and also identifies it as a "priority non-motorized corridor." The Northfield plan identifies this corridor as a "bike improvement" non-motorized pathway.
- Municipal services are not found along the Northfield Township border within Ann Arbor Township.

In answer to a question from Iaquinto, Lewan said the northwest area of Ann Arbor Township adjacent to Northfield Township is designated Agricultural Production.

In answer to a question from Chockley, Lewan said he believes there is no sewer available in the area designated for residential at a density of .50-1.0 units/acre, but he can check. Cousino noted a development proposed for the south part of that area would use a private sewer system, so it is unlikely there is sewer further north.

Chockley said she appreciates the opportunity to review this plan, but she does not see any effect on Northfield Township. Lewan said a letter to that effect should come from the Township.

### 10B. Election of Planning Commission Officers and ZBA Representative.

Iaquinto nominated Stanalajczo to serve as Chair of the Planning Commission for 2015. Dignan supported.

Chick nominated Chockley to serve as Chair of the Planning Commission for 2015. Cousino supported.

Iaquinto asked that Stanalajczo and Chockley each speak about serving in this position. Stanalajczo said he believes meetings have not been run well and there has been a lot of chaos. He said he speaks and organizes his thoughts well, and he has experience running Township Board meetings in the absence of the Supervisor.

Chockley said she has five years of experience as Chair of the Commission, and while she is not perfect she has many ideas for the future work of the Commission, including making sure materials are distributed in a timely manner, reviewing planning going on in neighboring Townships, and doing more goal setting. She said the Commission has accomplished a lot in recent years, a lot of work goes into being Chair behind the scenes, and she works with the community and planners well and listens to all input from the community.

Iaquinto said he respects Chockley immensely, but he feels there were attacks on Board members from the public that should have been stopped, public comment time limits have not been enforced, last minute items have been added several times to agendas, and meetings have been allowed to run on and on. He said the accomplishments Chockley listed have been group efforts of the entire Board.

Chick said moderating meetings is not the most important work of the Commission Chair, and the significant amount of other work put in needs to be considered. Iaquinto said he has seen Stanalajczo as being very dedicated in his public service. Stanalajczo said regardless of the outcome of this vote the by-laws adopted last year need to be amended to be more specific about the duties and responsibilities of members because the work Chockley has been doing is not a part of the Chair's official duties.

**Chockley was elected Chair on a 4—3 vote, with Cousino, Chick, Roman, and Chockley voting for Chockley, and Iaquinto, Stanalajczo, and Dignan voting for Stanalajczo.**

Chockley noted Chick has done an outstanding job as Vice-Chair during the past year and nominated her to serve as Planning Commission Vice-Chair for 2015.



Cousino supported. Chockley called for other nominations. There were none.

- ▶ **Motion:** Chockley moved that nominations be closed and a unanimous ballot be cast for Chick as Vice-Chair of the Planning Commission. **Motion carried 7—0 on a voice vote.**

Chick nominated Stanalajczo to serve as Planning Commission Secretary. Dignan supported. Stanalajczo said he is willing to serve. Chockley called for other nominations. There were none.

- ▶ **Motion:** Chockley moved that nominations be closed and a unanimous ballot be cast for Stanalajczo as Secretary of the Planning Commission. **Motion carried 7—0 on a voice vote.**

Chockley nominated Dignan as the Planning Commission representative to the Zoning Board of Appeals for 2015. Roman supported.

- ▶ **Motion:** Chockley moved that nominations be closed and a unanimous ballot be cast for Dignan as Planning Commission representative to the Zoning Board of Appeals. **Motion carried 7—0 on a voice vote.**

## 11. MINUTES

### December 17, 2014, Regular Meeting

Chockley noted three corrections.

- ▶ **Motion:** Iaquinto moved, Dignan supported, that the minutes of the December 17, 2014, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

### December 22, 2014, Special Meeting

Iaquinto and Chockley made three corrections.

- ▶ **Motion:** Iaquinto moved, Dignan supported, that the minutes of the December 22, 2014, special meeting be approved as corrected, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

## 12. POLICY REVIEW & DISCUSSION

None.

## 13. SECOND CALL TO THE PUBLIC

### Proposed Master Plan Amendment (Biltmore).

David Gordon, 5558 Hellner Road, briefly reviewed a list of questions that people have given him by phone and email about the proposed Biltmore development and asked that they be addressed publicly at some point soon.

## 14. COMMENTS FROM THE COMMISSIONERS

**Pond Hockey Classic.** Iaquinto noted the Pond Hockey Classic will be held February 6-8.

**Protocol for Review of Master Plans of Neighboring Communities.** Chick said she was asked to look into how proposed master plans will be handled when they are sent to the Township. She said Fink indicated these will be directed to him and they will be presented to the Planning Commission for review.

**North Territorial Overlay District.** Dignan questioned how realistic some of the expectations for this area are and asked that the Commission devote time to discussing this further.

### Proposed Master Plan Amendment (Biltmore).

Stanalajczo said he respects the opinions of David Gordon and the people he represents, but he has been living in the Township for 10 years and there has been no development during that time. He said he believes growth is important for increasing property values, but he has not seen any specifics from Biltmore because there is no plan yet. He said he will give Gordon's viewpoints fair consideration, but there will have to be compromise.

**Planning Commission Management.** Roman said he looks forward to a productive year with all Commissioners and he thanked Stanalajczo for being interested in serving as Chair and congratulated Chockley on her election.

Chick suggested that Planning Commissioners be asked prior to agendas being finalized whether they would like to add agenda items.

Stanalajczo asked whether correspondence about planning issues other than master plan amendments will be passed on to Commissioners. Fink said he will do that, but cautioned that some things are directed to the Chair or the planning consultants. He added that he wants to make sure that a staff person—either he Kathleen Manley—attends all Commission meetings because of the important work it does.

Chockley noted that there is a lot of communication between applicants and Lewan that Commissioners typically do not see prior to a full application being presented. Stanalajczo said how all of this information is handled could be address in the by-laws. Fink said there is a process, but it has simply not been documented. He added that it is the nature of how municipal government is run for developers with ideas to come into the office to run those ideas by staff, and he agrees with Chockley that those things and communications regarding developments should be presented to the Commission as a package.

Lewan said he tries to make sure that as much information as possible goes through the Township,

but knows a lot of engineers and developers from his work in numerous communities, so it is natural for them to come to him, but he tells everyone that applications have to be made to the Township, not to him. Fink said he and Lewan often provide information about regulations to developers, but it is up to the developer to decide whether an application will be made. Stanalajczo noted that prior to a Township Manager being hired Lewan was the point of contact for developers, and it is understandable that there will be a period of transition for everyone to understand that information must come through the Township.

#### 15. ANNOUNCEMENT OF NEXT MEETING

**January 14, 2015**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

#### 16. ADJOURNMENT

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

The meeting was adjourned at 8:11 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 January 21, 2015.

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Marlene Chockley, Chair

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Mark Stanalajczo, Secretary

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