

**NORTHFIELD TOWNSHIP**  
**ZONING BOARD OF APPEALS**  
August 21, 2017 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. ADOPT AGENDA**
- 5. CORRESPONDENCE**
- 6. PUBLIC HEARINGS:**
  - A. Case #JZBA170003 – Hatfield Holdings, LLC, 8475 Main Street, Whitmore Lake, MI 48189. Parcel number is B-02-08-250-017 and zoned GC-General Commercial District. The applicant proposes to construct a 2-story, 391 square foot addition on the rear (west side) of the building. The proposal necessitates the following variance from the Zoning Ordinance. Article XIV General Commercial (GC-District), Section 36-392(5) Regulations and standards; subsection (4)b. Side yard setback 20 feet minimum required, 11 feet proposed, 9 foot variance requested.
- 7. OLD BUSINESS**
- 8. NEW BUSINESS:**
  - A. Case #JZBA170003 – Hatfield Holdings, LLC, 8475 Main Street, Whitmore Lake, MI 48189. Parcel number is B-02-08-250-017 and zoned GC-General Commercial District. The applicant proposes to construct a 2-story, 391 square foot addition on the rear (west side) of the building. The proposal necessitates the following variance from the Zoning Ordinance. Article XIV General Commercial (GC-District), Section 36-392(5) Regulations and standards; subsection (4)b. Side yard setback 20 feet minimum required, 11 feet proposed, 9 foot variance requested.
  - B. Zoning Administrator Quarterly Report 3/1/17 – 6/30/17
- 9. APPROVAL OF MINUTES:** March 20, 2017 & March 30, 2017
- 10. CALL TO THE PUBLIC**
- 11. ZBA MEMBER COMMENTS**
- 12. ANNOUNCEMENT OF NEXT MEETING:** September 18, 2017
- 13. ADJOURNMENT**

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA41.72A (2) (3) and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Offices at (734) 449-5000, seven days in advance.

# **NORTHFIELD TOWNSHIP ZONING BOARD OF APPEALS**

## **NOTICE OF PUBLIC HEARING**

The Northfield Township Zoning Board of Appeals will hold a public hearing at the request of:

Case #JZBA170003 – Hatfield Holdings, LLC, 8475 Main Street, Whitmore Lake, MI 48189. The parcel number is B-02-08-250-017 and is zoned General Commercial (GC) District. The applicant proposes to construct a 2-story 391 square foot addition on the rear (west side) of the building. The proposal necessitates the following variance from the Zoning Ordinance:

Article XIV. General Commercial (GC) District; Section 36-392(5) Regulations and standards; sub-section (4)b:

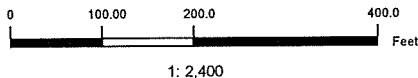
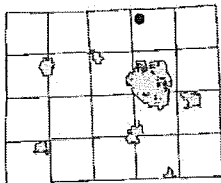
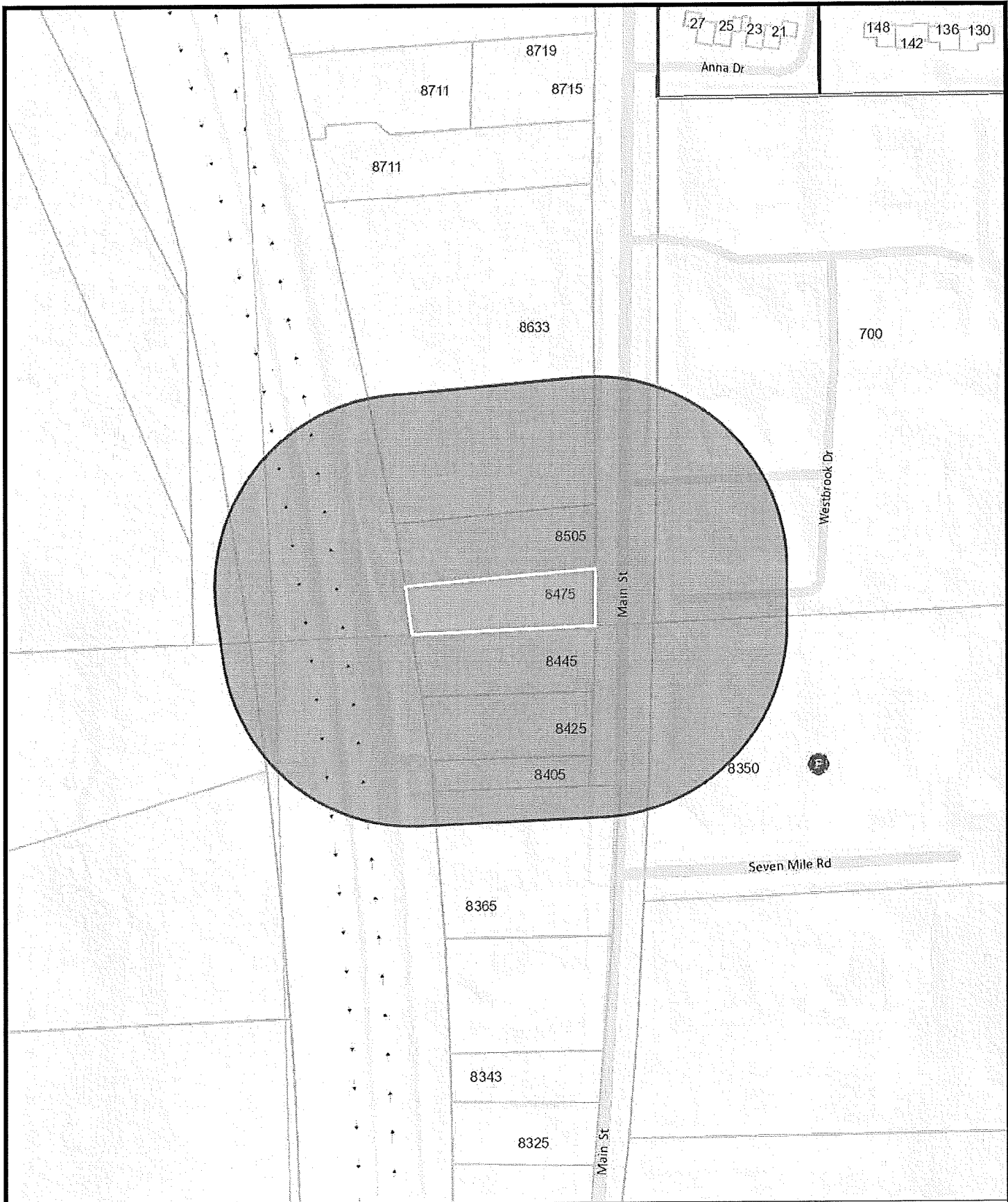
Side Yard Setback	-	20.00 feet minimum required
	-	11.00 feet proposed
	-	9.00 foot variance requested

The public hearing will be held on **Monday, August 21, 2017** at 7:00 p.m. on the second floor for the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, MI 48189. The application is on file at the Northfield Township Building/Zoning Department, 8350 Main Street, Whitmore Lake, MI 48189, and may be reviewed Monday through Friday, 8:00 a.m. to 4:30 p.m. Written comments may be submitted to the Building/Zoning Department at the Township Hall (8350 Main St.) before 12:00 p.m. on the day of the meeting.

This notice is 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 Offices at 734-449-2880, ext. 17, seven days in advance.

Kathy Manley – Northfield Township Clerk

Publish: Sunday, July 30, 2017  
Newspaper: [legalads@mlive.com](mailto:legalads@mlive.com)



7/20/2017

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6662.



NOTE: Parcels may not be to scale.

The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

# NORTHFIELD TOWNSHIP

## MICHIGAN

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: [www.twp-northfield.org](http://www.twp-northfield.org)

### ZONING COMPLIANCE APPLICATION / CERTIFICATION

Zoning Compliance is required prior to new construction, alterations to an existing structure, or change of use.

This application must be accompanied by two (2) copies of scaled site plans meeting the information requirements of the Zoning administrator. Plans must be dated (mo., day, yr.), including revisions, notate scale, and include a directional 'North' arrow.

Proposed and existing structures must be included in plans. For non-residential uses in any zoning district, all buildings and structures, utilities, parking area, dumpsters, landscaping, sidewalks, paved drives, fences, sign locations, etc. must be clearly visible on plans.

Site plans must also list the name, address, and parcel number of the property being reviewed on the Zoning Application.

Applications for zoning compliance certificates shall be deemed abandoned (6) months after the date of filing unless diligently pursued or a building permit or certificate of occupancy is issued. Any certificate shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after commencement of work.

<b>PROJECT NAME:</b> Bobber Down Bar & Grill Addition	
<b>PROJECT ADDRESS:</b> 8475 Main Street, Whitmore Lake, MI 48189	
<b>PARCEL ID(S):</b> B-02-08-250-017	<b>IS THIS PROPERTY IN A FLOOD PLAIN:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicant Information:</b>	<b>Proprietor/Owner Information:</b>
Name: Kristen Delaney	Name: Debra Hatfield
Address: 8475 Main Street, Whitmore Lake, MI 48189	Address: 8475 Main Street, Whitmore Lake, MI 48189
Phone: (734) 545-0599	Phone: (248) 240-5756
Email: <a href="mailto:kristenhatfield@gmail.com">kristenhatfield@gmail.com</a>	Email: <a href="mailto:hats147@aol.com">hats147@aol.com</a>
If application is made by anyone other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.	
<b>Proof of Ownership Attached:</b> <input checked="" type="checkbox"/>	<b>Non-Owner Affidavit Attached:</b> <input type="checkbox"/>
If applicant is not the owner, describe applicants interest in the property: <u>Daughter of property owner.</u>	

#### PROPERTY DESCRIPTION

**Description of Proposed Use:** Phase I: build a two-story addition on the back (west) side of the building. Phase II: incorporate enclosed porch on the south side of the building into the restaurant with an open doorway. This space will be a game room with space to hold the ATM and Keno (lottery) machines.

**Sanitary Facilities:** ☐ Sewer; Sewer Tap Permit #: \_\_\_\_\_ ☐ Septic; WCHD Permit #: \_\_\_\_\_

**Zoning Classification(s):** Enterprise Services

AR LR MR MHP SR1 SR2 LC HC (GC) LI GI RTM ES PUD PSC RC RO WLD-\_\_\_ W.L./N.T. Overlay OTHER: \_\_\_\_\_

**Type of Construction/Alteration:** Phase I addition will be of similar materials and appearance as existing structure. Phase II will primarily be alterations to the interior of the building.

**Project Start Date:** Pending Planning Com approval

**Project Completion Date:** TBD

#### AUTHORIZED SIGNATURE

In the case of a false statement or misrepresentation of fact in the application or on the plans on which the certificate is based, any zoning compliance certificate issued thereto shall be null and void.

I hereby acknowledge the above facts and those on the attached site sketch and prints to be true to the best of my knowledge and state that said construction and/or occupancy of the structure and/or site shall occur in accordance with this certificate. Further, I agree to give permission for officials of Northfield Township, Washtenaw County and the State of Michigan to enter the property for the purposes of inspection.

Kristen Delaney  
Applicant(s) Signature

3/10/2017  
Date

Pg. 1 of 2

# RECEIVED

Received Date

MAR 10 2017

NORTHFIELD TOWNSHIP

## FOR OFFICE USE ONLY

Paid Date:

PAID

MAR 10 2017

NORTHFIELD TOWNSHIP  
TREASURER

Existing Legal Non-Conformities:

☒ Yes ☐ No

If yes, explain below:

SIDE YARD SETBACK (NORTH)

## ZONING COMPLIANCE CERTIFICATE:

☐ Approved: Date \_\_\_\_\_☒ Approved As Noted: Date \_\_\_\_\_☐ Denied: Date \_\_\_\_\_☒ Conditional Use Required☒ Site Plan Approval Required

COMMENTS:

SEE ATTACHED COMMENT SHEET.

SITE PLAN & CONDITIONAL USE APPROVAL MUST BE  
OBTAINED.

Zoning Administrator Signature

V. Dyer

Date

3/20/17

## AREA OF CONCERN

## Landscaping:

Complies

Does Not Comply

N/A

1 Greenbelt

☐☐☐

2 Parking lot islands, etc.

☐☐☐

3 Site Landscaping

☐☐☐

4 Foundation Planting

☐☐☐

5 Dumpster Screening

☐☐☐

6 Comments:

## Signs:

7 Number of Signs

☐☐☐

8 Size and area

☐☐☐

9 Comments:

## Comments:

Engineering:

Utilities:

☐ Connection fee's paid

Fire Chief:

☐ Inspection Complete

Access:

Other Conditions of Approval:

Additional Comments:

## **8745 Main Street**

Applicant: Bobber Down Bar & Grill Addition (Kristen Delaney/owner: Debra Hatfield)  
Request: Construction of building additions in Phases I and II  
Zoning: GC (General Commercial District)  
Action: **APPROVED** (see comments below)

### **Comments:**

The applicant proposes to expand the existing Bobber Downs Bar & Grill in two phases. Phase 1 proposes a two-story addition on the rear (west side) of the building. Phase 2 proposes an enclosed porch on the south side of the building, connecting to the main restaurant.

The site is zoned GC (General Commercial District). Restaurants serving alcoholic beverages, provided that the gross receipts thereof derived from the sale of food and other goods and services exceed 50 percent of the total gross receipts are permitted by right per Section 36-390 (9) of the Zoning Ordinance. Bars or establishments principally used for the sale of beer, wine or intoxicating liquor for consumption on the premises, subject to the requirements of section 36-710 are permitted as a conditional land use per Section 36-391. Per notes on the site plan, the proposed additions (first and second story) add 391 square feet to the building floor area, which is more than 5% of the existing floor area.

The proposed use will require the submission of a detailed site plan in compliance with ordinance standards, and will be reviewed for site plan and conditional use approval by the Planning Commission and Township Board of Trustees. Compliance with setback standards, regulations pertaining to outdoor dining and other design requirements will be reviewed by the township Planner at the time of site plan review.

*\* The notes on the site plan sheet C0.0 with regard to building area appear to have some discrepancies. The existing footprint is noted as 2,668 square feet with a 249 square feet addition; however, below that the existing first floor area is noted as only 1,979 square feet with a proposed 217 square feet addition. The footprint and the first floor area are essentially the same. Clarify the discrepancy\**

**Zoning Administrator**  
**3-20-17**

# BUILDING DATA

ZONED NORTHFIELD TOWNSHIP GC- GENERAL COMMERCIAL

CODE: MICHIGAN BUILDING CODE 2012

CONSTRUCTION TYPE: IIB

OCCUPANCY GROUP: A-2. RESTAURANT (EXISTING), S-2 (EXISTING STORAGE)

NEW AREA OCCUPANCY: CIRCULATION SPACE TO UPDATE EGRESS CODE COMPLIANCE

PHASED CONSTRUCTION PLAN:  
**PHASE 1-** NEW 2 STORY WOOD FRAME ADDITION, COMMERCIAL. NO BASEMENT. REMOVE EXSTG. WOOD FRAME SHED. ADDITION NECESSARY TO GAIN CODE COMPLIANT EGRESS TO/FROM EXISTING 2ND STORY STORAGE AND NEW PRIVATE OFFICE.

**PHASE 2-** INSULATE EXSTG. ENCLOSED EXTERIOR PORCH FOR EXPANDED INTERIOR GAME AREA. NEW OPENING INTO INTERIOR OF RESTAURANT TO ALLOW ACCESS TO GAME AREA. INSTALL NEW DUMPSTER ENCLOSURE

OCCUPANT LOAD:  
 Exstg Assembly (Unconcentrated  $\frac{1}{3}$  sf): 45  
 Exstg Assembly (Standing/Bar  $\frac{1}{3}$  sf): 20  
 Exstg Kitchen ( $\frac{1}{3}$  sf): 2  
 Exstg Office ( $\frac{1}{3}$  sf): 2  
 Exstg Storage/Mech ( $\frac{1}{3}$  sf): 1  
 New Office ( $\frac{1}{3}$  sf): 2  
 TOTAL: 72

EXISTING BUILDING FOOTPRINT 2668 S.F., 10% lot coverage  
 PROPOSED BUILDING FOOTPRINT ADDITIONAL 2495.F = 29175.F., 11% lot coverage

FLOOR AREA:  
 EXISTING FIRST FLOOR: 1979 S.F.  
 FIRST FLOOR ADDITION: 217 S.F.

EXISTING SECOND FLOOR: 441 S.F.  
 SECOND FLOOR ADDITION: 174 S.F.

SETBACKS:  
 FRONT 35'  
 SIDE 20'  
 REAR 20'

PARKING:  
 EXISTING SPACES= 40  
 REQ'D SPACES= 38  
 LOADING SPACE (REQ'D/PROVIDED)= 1 / 1. DELIVERIES ARE STRICTLY SCHEDULED. NO UNLOADING/LOADING DURING BUSINESS HOURS

EXTERIOR LIGHTING: ALL EXISTING LIGHTING TO REMAIN. NEW EXTERIOR WALL SCONCE AS SHOWN ON SITE PLAN. SPECS ON FLOOR PLAN. LIGHTING TO COMPLY W/ ZONING ORDINANCE Sec. 36-72B. - Exterior lighting standards.

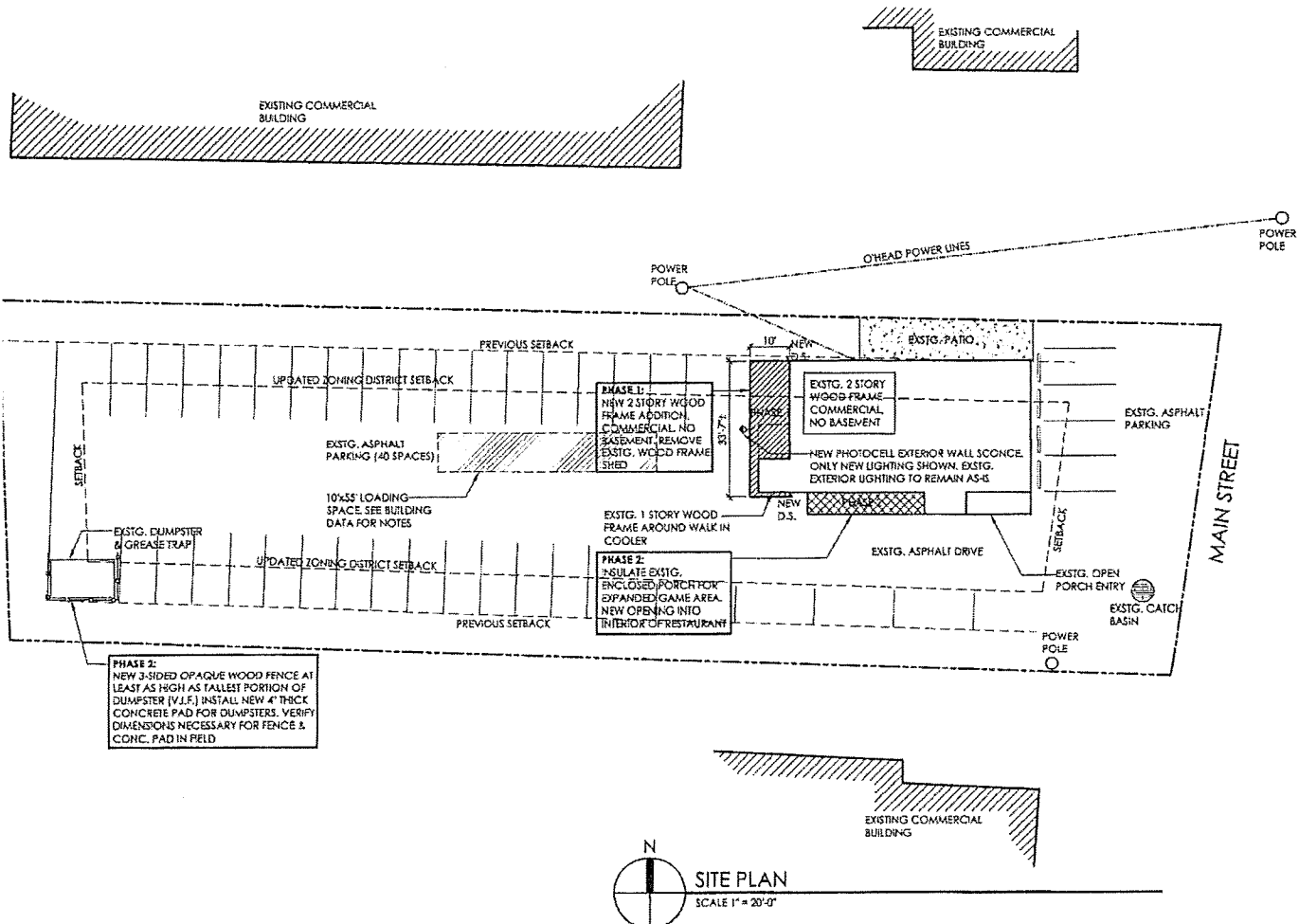
SIGNAGE: EXISTING WALL AFFIXED SIGNAGE TO REMAIN. NO NEW SIGNAGE.

DRAINAGE: NO NEW IMPERVIOUS SURFACE. NEW ROOF AREA TO DRAIN INTO 2 DOWNSPOUTS W/ SPLASHBLOCKS AS REQ'D TO DIRECT DRAINAGE TO EXSTG. DRAINAGE PATTERN

Date Issued / Revised	Sheet No.				Description
	C0.0	A1.0	A2.0		
MARCH 2, 2017	X	X	X		ISSUED FOR PERMIT

## SHEET INDEX

C0.0 COVER SHEET, KEY PLAN  
 A1.0 FIRST & SECOND FLOOR PLANS  
 A2.0 BUILDING SECTION & ROOF FRAMING PLAN



A. LANE ARCHITECTURE

PROJECT  
**BOBBER DOWN**  
 8475 MAIN STREET

DATE  
 MARCH 2, 2017



SHEET TITLE  
 COVER SHEET

SHEET NO.  
 C0.0



## WARRANTY DEED



File No. E-CM22010

The Grantors: Whitmore Weed Patch, LLC

whose address is: 8475 Main Street, Whitmore Lake, MI 48189

Convey and Warrant to: Hatfield's Holdings, LLC

whose address is: 8475 Main Street, Whitmore Lake, MI 48189

the following described premises situated in the Township Northfield, County of Washtenaw, State of Michigan, to wit:

### SEE ATTACHED EXHIBIT A/LEGAL DESCRIPTION RIDER

For the full consideration of: Real Estate Transfer Tax Valuation Affidavit on file

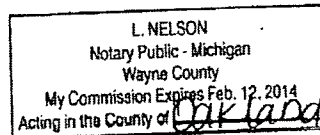
Subject to: Building and use restrictions and easements of record. Liens for any tax and/or assessment which become due and payable on or after the effective date hereof.

Rights of tenants under unrecorded leases, if any.

**WASHTENAW COUNTY TREASURER**  
**TAX CERTIFICATE NO. 845908m**
Dated 11/20/13

Signed By:

Whitmore Weed Patch, LLC

 By: Marilyn Engstrom  
 Marilyn Engstrom Sole Member


STATE OF MICHIGAN

COUNTY OF Oakland
 The foregoing instrument was acknowledged before me this 20 day of Nov, 2013 by Marilyn Engstrom, Sole Member of Whitmore Weed Patch, LLC.

L. Nelson  
 Notary Public

 My Commission Expires: \_\_\_\_\_  
 Acting in the County of: \_\_\_\_\_

 Drafted by: Thomas D. Richardson, Esq.  
 1025 E. Maple, Ste. 200  
 Birmingham, MI 48009

When recorded return to: Hatfield's Holdings, LLC

Tax Code: B 02-08-250-017

 Time Submitted for Recording  
 Date 12-10-2013 Time 3:20pm  
 Laurence Kestenbaum  
 Washtenaw County Clerk/Registrar





FILE NO. E-CM22010

PARCEL ID B 02-08-250-017



**EXHIBIT A/LEGAL DESCRIPTION**

Land is located in the Township Northfield, County of Washtenaw, State of Michigan, and described as follows:

Commencing at the Northwest corner of Section 8, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan; thence East in the North line of said section, 652.8 feet; thence Southerly deflecting 92 degrees 32 minutes to the right, 2547 feet along the West line of Highway US 23 for a place of beginning; thence westerly deflecting 84 degrees 50 minutes to the right, 643 feet; thence Southerly deflecting 84 degrees 50 minutes to the left, to the south line of the Northeast 1/4 of Section 7; thence Easterly along south line of Northwest 1/4 of Section 7 and along said south line of Northwest 1/4 of Section 8 to the West line of Highway US 23; thence Northerly along west side of said Highway US 23; approximately 80 feet to the place of beginning, being a part of the Northeast 1/4 of Section 7 and Northwest 1/4 of Section 8, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan.

Excepting all that part of the above described parcel which lies Westerly of a line 125 feet Easterly of, measured at right angles, and parallel to the following described line: Beginning at a point which is South 88 degrees 11' 39" West along the South line of Section 7, T1S, R6E, Michigan, 0.70 feet from the Southeast corner of said Section 7; thence North 4 degrees 42' 31" East, 976.17 feet to the point of curve of a 0 degrees 45' curve to the left; thence Northwesterly along the arc of said 0 degrees 45' curve, 2880.74 feet to the point of tangent of said curve; thence North 16 degrees 53' 49" West 500 feet to a point of ending.

Commonly known as: 8475 Main Street, Whitmore Lake, MI 48189.

# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: [www.twp-northfield.org](http://www.twp-northfield.org)

## ZONING BOARD OF APPEALS HEARING APPLICATION

Applicant Information:		Proprietor/Owner Information:	
Name: <u>DEBRA HATFIELD</u>	Name: <u>SAME</u>		
Address: <u>8475 MAIN STREET</u>	Address:		
Phone: <u>734-449-1500</u>	Phone:		
Email: <u>HATS147@AOL.COM</u>	Email:		
If application is made by anyone other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.			
Proof of Ownership Attached: <input checked="" type="checkbox"/>		Non-Owner Affidavit Attached: <input type="checkbox"/>	
If applicant is not the owner, describe applicants interest in the property: _____			
1. PROPERTY DESCRIPTION:			
A.) PROJECT ADDRESS: <u>8475 MAIN STREET</u>			
B.) PARCEL ID(S): <u>B-02-08-250-17</u>		IS THIS PROPERTY IN A FLOOD PLAIN: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
C.) LEGAL DESCRIPTION: <u>SEE ATTACHED</u>			
2. PRESENT ZONING CLASSIFICATION:			
AR LR MR MHP SR1 SR2 LC HC <u>(GC)</u> LI GI RTM ES PUD PSC RC RO WLD-___ W.L./N.T. Overlay OTHER:___			
3. PRESENT USE OF PROPERTY: <u>RESTAURANT / BAR</u>			
4. NON-CONFORMING STATUS:			
A.) Please describe briefly the Non-Conformities which exist for this property (lot, structure or use): <u>LOT SIZE &amp; SET BACKS</u>			
B.) Stateyear/month Non-Conformity began (to the best of your knowledge): <u>WHEN BUILT - DATE UNKNOWN</u>			
5. VARIANCE REQUEST:			
A.) Is a denial letter attached from the Zoning Administrator? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Review Letter from McKenna</u>			
If no, identify each section of ordinance from which Variance is requested: <u>SEE ATTACHED</u>			

Variance request information continued, page 2

Pg. 1

RECEIVED

JUL 05 2017

NORTHFIELD TOWNSHIP

PAID

JUL 05 2017

NORTHFIELD TOWNSHIP  
TREASURER

B.) Describe reason/need for Variance: SEE ATTACHED

C.) Explain existing special conditions or circumstances that are unique to the land or buildings involved which are not applicable to similar land or building in the same district:

SEE ATTACHED

D.) Did the special condition or circumstances arise from your actions?

☐ Yes ☒ No

Describe: SEE ATTACHED

E.) Explain why interpretation of the ordinance would deprive you of rights commonly enjoyed by other property owners in the same district: SEE ATTACHED

F.) Explain why this is the minimum variance necessary to allow for a reasonable utilization of the land or structure:

SEE ATTACHED

G.) Explain how this variance would be in harmony with the intent of the ordinance and not injurious to the neighborhood or neighbors or otherwise detrimental to the public interest:

SEE ATTACHED

H.) I, the applicant, request the Zoning Board of Appeals grant the following:

SEE ATTACHED

## 6. REQUIRED DOCUMENTS:

Attach a scaled and accurate drawing (8 copies) correlated with the legal description and showing:

- All lot dimensions
- Dimensions and locations of all existing and proposed buildings/additions and drives
- Other improvements and easements of record
- Show distances between existing and proposed buildings and/ or additions
- Show locations and distances of wells, septic and/or sewer lines
- Locations, size, and distances of buildings/structures on adjoining lots
- All additional pertinent information as listed on the checklist on page 3

All documents must be submitted at time of application. If further information is needed, the Zoning Board of Appeals reserves the right to postpone the hearing to review new information.

7. If applicable, all lot lines and building corners must be staked out a minimum of 10 days before the hearing date.

8. The address of the property must be clearly marked and visible from the road.

9. A fee of    dollars as established by the township board is attached to the application. Applicant understands that the fee will not be refunded in whole or in part regardless of the outcome of the decision.

\* \$595.00 - Single unit (excludes subdivisions, site condo plans, commercial or apartment buildings greater than 4 units.)

\$795 = All others

## 10. THE APPLICANT:

A.) Has received and read the attached provisions of the Township Zoning Ordinance in regards to Article XXX "Zoning Board of Appeals" and understands that a public hearing will be established within 45 days of the filing date and

B.) Has also read the sections of the Township Zoning Ordinance that pertain to this request and

C.) Has complied with the above requested information and understands that the Zoning Board of Appeals reserves the right to adjourn a meeting if the above stated information is not provided and to re-schedule it when the information is provided and

D.) Understands that any approval or denial of this application shall not relieve the applicant of compliance with all other applicable provisions of the Township Zoning Ordinance or Building Code and each variance approved shall be null and void unless authorized activity commences within 180 days after the date of approval.

## AUTHORIZED SIGNATURE

All information provided in this application is, in all respects, true and correct to the best of my knowledge, and I understand that incorrect information may be grounds for denying the application or voiding any approval granted hereunder.

Applicant(s) Signature

*Neelna Hatfield*

Date

6/27/2017

## APPLICANT CHECKLIST

The following information must be submitted to the Northfield Township Clerk prior to the application being scheduled for a public hearing:

- ☒ Completed application form
- ☒ Statement authorizing variance application if not the owner
- ☒ Proof of ownership property
- ☒ Legal description of property
- ☒ 8 copies of site plan and required information
- ☒ Review Fee

**FOR ZONING BOARD OF APPEALS USE ONLY**

**APPEAL OF DECISION**

1.) Name and Office of Official/Commission: \_\_\_\_\_

2.) Date of Decision: \_\_\_\_\_

3.) Describe Decision that is being appealed: \_\_\_\_\_

4.) Describe alternate interpretation or reason for the relief requested: \_\_\_\_\_

**ACTION TAKEN**

The Northfield Township Board of Appeals reviewed the above requested variance or appeal and;

☐ Approved: Date \_\_\_\_\_

☐ Denied:

Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of ZBA Chair

\_\_\_\_\_  
Signature of ZBA Secretary

Public Hearing date and time: \_\_\_\_\_

Notice sent to Newspapers: \_\_\_\_\_

for publication on: \_\_\_\_\_

(Notice shall be given not less than fifteen (15) days nor more than thirty (30) days before the date of public hearing.)

Notice sent to neighboring owners / occupants: \_\_\_\_\_

(Notice shall be sent to all persons to whom real property is assessed and to the occupants of all structures within 300 feet of the property.)

Notice sent to Zoning Board of Appeals Members: \_\_\_\_\_

Copies of Minutes sent to: \_\_\_\_\_

File \_\_\_\_\_

Applicant: \_\_\_\_\_

Building Department: \_\_\_\_\_

Ordinance Enforcement Officer: \_\_\_\_\_

Received Date: _____	Paid Date: _____	Existing Legal Non-Conformities: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below: _____ _____ _____ _____
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**ZONING COMPLIANCE CERTIFICATE:**

☐ Approved: Date \_\_\_\_\_

☐ Approved As Noted: Date \_\_\_\_\_

☐ Denied: Date \_\_\_\_\_

☐ Conditional Use Required

☐ Site Plan Approval Required

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Date

**AREA OF CONCERN**

Landscaping:	Complies	Does Not Comply	N/A
1 Greenbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Parking lot islands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Site Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Foundation Planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Dumpster Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Comments:			

**Signs:**

7 Number of Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Size and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Comments:			

**Comments:**

Engineering: \_\_\_\_\_

Utilities: \_\_\_\_\_ ☐ Connection fee's paid

Fire Chief: \_\_\_\_\_ ☐ Inspection Complete

Access: \_\_\_\_\_

Other Conditions of Approval: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**EXHIBIT A**

**Legal Description**

\*OLD SID - B 02-008-028-00 NO 8-9M COM AT NW COR OF SEC, TH E 652.8 FT IN N LINE OF SEC, TH DEFL 92 DEG 32' RIGHT 2547 FT IN W LINE OF HWY FORA PL OF BEG, TH DEFL 84 DEG 50' RIGHT 643 FT, TH DEFL 84 DEG 05' LEFT 80 FT, TH E'LY 138.55 FT IN E&W 1/4 LINE OF SEC 7 TO W 1/4 POST OF SEC 8, TH E'LY 504.45 FT IN E&W 1/4 LINE OF SEC 8, THN'LY 80.04 FT IN W LINE OF HWY TO PL OF BEG, BEING A PART OF E 1/2 OF NE 1/4, SEC 7 AND A PART OF W 1/2 OF NW 1/4 SEC 8, EXCEPT THAT PART LYING WLY OF A LINE 125FT ELY OF AND PARALLEL TO THE SURVEY LINE OF U.S. 23 RELOCATION



## **Zoning Board of Appeals Hearing Application Supplemental Information**

### **(4) NON-CONFORMING STATUS:**

#### **(A) Please describe briefly the Non-Conformities which exist for this property (lot, structure or use):**

Our building is an existing nonconforming structure on an existing nonconforming lot. The minimum lot area in the General Commercial (GC) district is one acre, and our site is 0.6 acres. The minimum rear and side yard setbacks of the GC district are 20 feet and the minimum front yard setback is 35 feet. Our existing building encroaches approximately 9 feet into the side yard setback along the north side of the lot. We are requesting a dimensional variance to construct an addition on the rear of the building. This addition is necessary to correct a building code violation that existed long before we purchased the property in 2013.

### **(5) VARIANCE REQUEST:**

#### **...identify each section of ordinance from which Variance is requested:**

We are requesting a variance from Sec. 36-392. "Regulations and standards" (4) Side yards. The ordinance states that "Least width of either yard shall not be less than 20 feet, except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than 35 feet". As stated above, our existing building encroaches approximately 9 feet into the side yard setback along the north side of our lot. The building addition that we are proposing will also encroach into this setback area even though the addition will not protrude north of the existing northern elevation of our building.

#### **(B) Describe reason/need for Variance:**

Shortly after we purchased the building in November 2013, we submitted a FOIA request to Northfield Township to obtain information on any building permits issued for our property in the past. At that time, the Building Inspector informed us that a letter discovered while fulfilling our FOIA request stated that the stairs in our kitchen that lead to the second story of our building were built without pulling the required building permits. He stated that the stairs were not up to the current code and would need to be corrected for us to keep using the second floor of our business. From our understanding, this letter had gone unnoticed and unenforced for over 13 years.

To build stairs in compliance with the building code, we need to construct a two-story addition to the rear of the building. The proposed addition will be 391 square feet and would encroach approximately 9 feet into the side yard setback along the north side of our lot.

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If we built the addition to conform with the current ordinance, the addition would not be wide enough to accommodate the stairs and correct the issue.

**(C) Explain existing special conditions or circumstances that are unique to the land or buildings involved which are not applicable to similar land or building in the same district:**

We have several special conditions due to the age of our lot and building. As we stated above, the size of our lot is 0.6 acres. Under the current ordinance, the minimum lot size in the GC district is 1 acre. If we were required to build a new structure in compliance with the current ordinance standards, the new building would not be large enough for most commercial uses permitted under GC zoning district.

**(D) Did the special condition or circumstances arise from your actions...Describe:**

The special conditions and circumstances did not arise from our actions – they were present well before we purchased the property. We had no intention of building an addition to the building, until we found out about the pre-existing issues via a FOIA request.

**(E) Explain why interpretation of the ordinance would deprive you of rights commonly enjoyed by other property owners in the same district:**

This variance is necessary for us to continue using the second story of our building. Right now, space is at a premium. Our existing first floor is 1,979 square feet and is primarily occupied by the bar, dining area, restrooms and kitchen. There is absolutely no space on the ground floor for the office and storage uses that currently occupy the second floor space of approximately 441 square feet.

Initially, the Building Inspector suggested that we construct an open staircase on the exterior of the building, rather than constructing an addition. We objected to this solution for a couple reasons:

- Safety: having an open staircase on the back of the building would give people direct access to the upstairs area where we keep our safe, liquor and other valuable items.
- Appearance: an open staircase would not be as aesthetically pleasing as an addition. We have worked diligently over the past 3.5 years to improve the appearance of our building through new siding, painting and maintenance.

To not be able to continue using our second story would deprive us of the right to be able to accommodate the demands of our business and successfully run it. We believe that an addition, while it may cost more than an open staircase, is the best long-term solution to adequately address the issue with the interior stairway.

**(F) Explain why this is the minimum variance necessary to allow for a reasonable utilization of the land or structure:**

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The 9' side yard variance is the minimum necessary to allow for a reasonable utilization of the land or structure because it will make it possible for us to accommodate a new interior staircase to comply with the current building code.

**(G) Explain how this variance would be in harmony with the intent of the ordinance and not injurious to the neighborhood or neighbors or otherwise detrimental to the public interest:**

The requested variance would be in harmony with the intent of the ordinance because it will allow for the addition to fit seamlessly into the current building envelope and be virtually unnoticed from the front, while also accommodating the required interior stairway. It also supports the health, safety and welfare of the area because it will allow us to keep our building secure.

**(H) I, the applicant, request the Zoning Board of Appeals grant the following:**

Dimensional variance to allow for addition to rear of building that will encroach approximately 9' into side yard setback along the north side of the lot.

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JUL 05 2017

NORTHFIELD TOWNSHIP

July 3, 2017

To Whom It May Concern:

It is my understanding that Bobber Down Bar and Grill is requesting a variance for the purpose of building an addition to the west side of the existing structure.

The addition will be ten feet out from the existing foot print of the building. The purpose of the addition is to increase storage to the building.

I have no objection to this addition.

Sincerely,



James V. O'Donnell

Valentinez Road Properties

RECEIVED

JUL 05 2017

NORTHFIELD TOWNSHIP

***Debra A. Hatfield***

8475 Main Street  
Whitmore Lake, MI 48189  
Cell: (248) 240-5756  
E-mail: [hats147@aol.com](mailto:hats147@aol.com)

June 27, 2017

To Whom It May Concern:

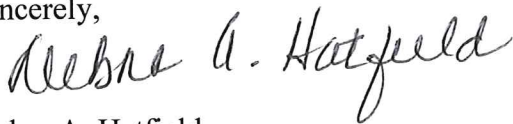
I am the property owner of Bobber Down Bar & Grill located at 8475 Main Street, Whitmore Lake. This letter is in response to the letter from McKenna and Associates dated April 25, 2017 regarding uses permitted by right in the GC (General Commercial) district.

Per Section 36-390(9) of the Zoning Ordinance, restaurants serving alcoholic beverages are permitted by right, provided that the gross receipts thereof derived from the sale of food and other goods and services exceed 50% of the total gross receipts.

Approximately 60% of our gross receipts are comprised of food and merchandise, with the other 40% are the result of the sale of beer, wine or liquor.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Debra A. Hatfield



## WARRANTY DEED



File No. E-CM22010

The Grantors: Whitmore Weed Patch, LLC

whose address is: 8475 Main Street, Whitmore Lake, MI 48189

Convey and Warrant to: Hatfield's Holdings, LLC

whose address is: 8475 Main Street, Whitmore Lake, MI 48189

the following described premises situated in the Township Northfield, County of Washtenaw, State of Michigan, to wit:

### SEE ATTACHED EXHIBIT A/LEGAL DESCRIPTION RIDER

For the full consideration of: Real Estate Transfer Tax Valuation Affidavit on file

Subject to: Building and use restrictions and easements of record. Liens for any tax and/or assessment which become due and payable on or after the effective date hereof.

Rights of tenants under unrecorded leases, if any.

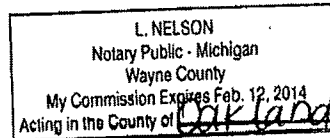
WASHTENAW COUNTY TREASURER  
TAX CERTIFICATE NO. 845402m

Dated 11/20/13

Signed By:

Whitmore Weed Patch, LLC

By: Marilyn Engstrom  
Marilyn Engstrom Sole Member



STATE OF MICHIGAN

COUNTY OF Oakland

The foregoing instrument was acknowledged before me this 20 day of Nov, 2013 by Marilyn Engstrom, Sole Member of Whitmore Weed Patch, LLC.

L. Nelson  
Notary Public

County

My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_

Drafted by: Thomas D. Richardson, Esq.  
1025 E. Maple, Ste. 200  
Birmingham, MI 48009

When recorded return to: Hatfield's Holdings, LLC

Tax Code: B 02-08-250-017

TTOB

Time Submitted for Recording  
Date 12-10-2013 Time 3:20pm  
Laurence Kestenbaum  
Washtenaw County Clerk/Registrar

FILE NO. E-CM22010

PARCEL ID B 02-08-250-017

**EXHIBIT A/LEGAL DESCRIPTION**

Land is located in the Township Northfield, County of Washtenaw, State of Michigan, and described as follows:

Commencing at the Northwest corner of Section 8, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan; thence East in the North line of said section, 852.8 feet; thence Southerly deflecting 92 degrees 32 minutes to the right, 2547 feet along the West line of Highway US 23 for a place of beginning; thence westerly deflecting 84 degrees 50 minutes to the right, 643 feet; thence Southerly deflecting 84 degrees 50 minutes to the left, to the south line of the Northeast 1/4 of Section 7; thence Easterly along south line of Northwest 1/4 of Section 7 and along said south line of Northwest 1/4 of Section 8 to the West line of Highway US 23; thence Northerly along west side of said Highway US 23; approximately 80 feet to the place of beginning, being a part of the Northeast 1/4 of Section 7 and Northwest 1/4 of Section 8, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan.

Excepting all that part of the above described parcel which lies Westerly of a line 125 feet Easterly of, measured at right angles, and parallel to the following described line: Beginning at a point which is South 88 degrees 11' 39" West along the South line of Section 7, T1S, R6E, Michigan, 0.70 feet from the Southeast corner of said Section 7; thence North 4 degrees 42' 31" East, 976.17 feet to the point of curve of a 0 degrees 45' curve to the left; thence Northwesterly along the arc of said 0 degrees 45' curve, 2880.74 feet to the point of tangent of said curve; thence North 16 degrees 53' 49" West 500 feet to a point of ending.

Commonly known as: 8475 Main Street, Whitmore Lake, MI 48189.



July 24, 2017

Zoning Board of Appeals  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189-0576

**Subject: Bobber Down/8475 Main Street; Variance Review #1 (Application and materials dated received by Township on 7/5/17).**

Dear ZBA Members:

We have reviewed the above referenced variance application submitted by Debra Hatfield, owner of Bobber Down Restaurant, Bar & Grill to construct a 391 square foot addition on the rear (west side) of the existing building. The site is located on the west side of Main Street, between Six and Seven Mile Roads and is zoned GC (General Commercial) District.

The existing restaurant building footprint is non-conforming with regard to the north (side) yard setback. The applicant's proposed addition maintains the existing building line thereby creating an encroachment into the required side yard setback.

#### **VARIANCES**

The proposal will require the following variance from the Zoning Ordinance:

1. Article XIV. General Commercial (GC) District; Section 36-392(5) Regulations and standards; sub-section (4)b:

Side Yard Setback	-	20.00 feet minimum required
	-	11.00 feet proposed
	-	9.00 foot variance requested

#### **COMMENTS**

Per Section 36-943 (d) of the Northfield Township Zoning Ordinance, the Board must, prior to acting on a proposed variance, consider and make findings regarding several factors, listed in bold type below. A variance shall not be granted by the ZBA unless all the following conditions are met:

- (1) ***Strict compliance with restrictions governing area, setback, frontage, height, lot coverage, density or other non-use matters will unreasonably prevent the owner from using the property for a permitted purpose or will render conformity with those restrictions unnecessarily burdensome.***  
The subject site has an existing restaurant which is non-conforming with regard to the north side yard setback. The applicant's proposal calls for an addition on the rear of the building, which will enable them to re-organize the floor area to eliminate the existing stairway, convert the area to a new storage room, and construct a new internal stairway to the upper level. The wall of the proposed addition is intended to line up with the wall of the existing restaurant, necessitating the variance. The proposed addition is no closer to the north property line than the existing building.

Compliance with the strict provisions of the Ordinance would likely prevent the applicant from constructing the addition altogether, since the reduced setback would allow for a much smaller addition that may not be able to accommodate the proposed stairway access in compliance with building codes. The applicant is making changes to the existing building to correct certain building code violations and improve the functionality of the floor space. Requiring compliance with the ordinance would prevent the necessary improvements to this structure, which can be construed as being unnecessarily burdensome.

- (2) ***The variance will provide substantial justice to the applicant, as well as other property owners in the district.*** Approval of the variance will provide substantial justice to the applicant by allowing them to make improvements to the building to improve its functionality, and is not adverse to the interests of other property owners in the district. The site/proposed addition is not in close proximity to any structures on the abutting properties and will have no impact on views, sounds, light, air or other quality of life factors. The reduced setback places the addition closer to an existing parking lot of a commercial use.
- (3) ***The variance requested is the minimum variance needed to provide substantial relief to the applicant and/or be consistent with justice to other property owners.*** As noted previously, the proposed addition is intended to line up with the wall of the existing restaurant. The variance requested is the deviation necessary to enable the applicant to square off the footprint of the restaurant.
- (4) ***The need for the variance is due to unique circumstances that are peculiar to the land, structure or building involved and not generally applicable in the area or to other properties in the same zoning district.*** There are no unique circumstances that are peculiar to the land; however, the placement of the existing structure at a non-conforming setback limits the applicant's ability to construct an addition that is functional. As noted previously, compliance with the ordinance setback requirement will likely render the addition meaningless. There are likely other similar non-conforming structures in the GC district in the Township, however, we are not aware of any specific properties at this time.
- (5) ***The problem and resulting need for the variance has been created by strict compliance with the Zoning Ordinance, and not by the applicant or applicant's predecessors; it is not self-created.*** It is unclear if the existing building pre-dates the zoning requirements. The nonconforming footprint situation has however, not been created by the applicant. It is our understanding that the applicant recently acquired the property and is making some much needed changes to the building and site to improve its functionality and compliance to building and fire safety codes.
- (6) ***The variance will be in harmony with the spirit and intent of this ordinance, will not be injurious to the neighborhood, or otherwise detrimental to the public health, safety and welfare.*** The proposed variance is not likely to have any adverse impact on the neighborhood or on public health, safety and welfare. The intent of zoning and land use planning is to provide for the orderly development and use of land, and side yard setbacks are intended to maintain spacing between abutting properties for protection of health, safety and welfare. The proposed addition does not place the structure any closer to the property line than already existing.



### RECOMMENDATION AND FINDINGS

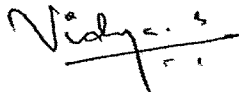
Based on the findings below, and subject to any additional information presented and discussed by the applicant, Board, and/or the public during the public hearing and incorporated into the record prior to any findings being made, we recommend that the Zoning Board of Appeals approve the requested variance for the property located at 2225 Seven Mile Road:

1. Compliance with ordinance standards would likely render the proposed addition meaningless and non-functional, which could be construed as being unnecessarily burdensome.
2. The proposed changes to the building are intended to address compliance with some building and fire safety codes.
3. The proposed addition is intended to line up with the existing non-conforming footprint of the building on the north side and will not place the structure any closer to the property line than currently existing.
4. The variance will provide substantial justice to the applicant and is not adverse to the interests of other property owners.
5. The variance requested is the minimum possible.
6. The variance will have no detrimental impact on public health, safety or welfare.
7. The variance requested is not adverse to the spirit and intent of the ordinance.

Subsequent to the approval of the variance, the applicant must obtain approval from the Building Department for conformance to State Building Codes.

Respectfully submitted,

**McKENNA ASSOCIATES**



Vidya Krishnan  
Senior Planner

cc:	Township Supervisor:	Marlene Chockley, Northfield Twp., 8350 Main St., Whitmore Lake, MI 48189
	Assessing/Building Asst.	Mary Bird, Northfield Twp., 8350 Main St., Whitmore Lake, MI 48189
	Applicant:	Debra Hatfield, 8475 Main Street, Whitmore Lake, MI 48189



# GENERAL CONSTRUCTION NOTES

GENERAL CONTRACTOR (G.C.) SHALL BE RESPONSIBLE FOR COORDINATION BETWEEN DESIGN-BUILD CONTRACTORS AND ARCHITECTURAL DOCUMENTS.

FIELD VERIFY ALL EXISTING CONDITIONS.

WRITTEN DIMENSIONS TAKE PRECEDENCE OVER GRAPHIC PRESENTATION

ALL DIMENSIONS WITHIN THIS SET ARE FOR BIDDING PURPOSES ONLY. ACTUAL FIELD DIMENSIONS SHALL BE TAKEN PRIOR TO THE ORDERING OF ANY MATERIALS.

WORK SHALL COMPLY, AND BE PERFORMED IN COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS, CODES, AND REGULATIONS (MICHIGAN RESIDENTIAL CODE 2009).

ALL WORK SHALL BE PERFORMED UP TO ALL CONVENTIONAL CONSTRUCTION STANDARDS AS SET FORTH BY THE AIA.

WORK SHALL COMPLY WITH ALL APPLICABLE STANDARDS OF THE NATIONAL BOARD OF FIRE UNDERWRITERS, THE NATIONAL ELECTRICAL CODES, THE AMERICAN GAS ASSOC., AND THE BASIC PLUMBING CODES.

ALL ELECTRICAL, MECHANICAL, AND FIRE SUPPRESSION SYSTEMS SHALL BE DESIGN BUILD. EACH SUB-CONTRACTOR SHALL BE RESPONSIBLE FOR THE PRODUCTION OF THE PLANS DEPICTING THE EXTENT OF THE WORK TO BE PERFORMED, INCLUDING ALL DOCUMENTS REQUIRED FOR ALL LOCAL CODE OFFICIALS. EACH SUB-CONTRACTOR SHALL BE RESPONSIBLE TO SEAL THEIR DOCUMENTS IF REQUIRED BY THE LOCAL CODE OFFICIAL. PERMITS ARE TO BE OBTAINED BY THE CONTRACTOR FOR ALL WORK.

FIRE SUPPRESSION SPRINKLER CONTRACTOR SHALL MODIFY EXISTING SYSTEM AS REQUIRED TO CONFORM WITH NEW SPACE LAYOUT AND ALL APPLICABLE CODE REQUIREMENTS.

WORK SHALL COMPLY WITH BUILDING MATERIALS MANUFACTURERS' SPECIFICATIONS.

MICHIGAN 2009 UNIFORM ENERGY CODE.

INSULATION REQUIREMENTS TO BE MET/EXCEEDED (CLIMATE ZONE 5A):

FENESTRATION U-FACTOR:	.35
SKYLIGHT U-FACTOR:	.60
CEILING R-VALUE:	38
WOOD FRAME WALL R-VALUE:	20
MASS WALL:	13
FLOOR R-VALUE:	30
BASEMENT WALL R-VALUE:	13
SLAB R-VALUE, DEPTH:	10, 2 FT.
CRAWL SPACE:	10

MECHANICAL CONTRACTOR TO PROVIDE ANY AND ALL APPLICABLE MECHANICAL SYSTEM DESIGN CRITERIA, MECHANICAL & SERVICE WATER HEATING SYSTEM & EQUIPMENT TYPES, SIZES & EFFICIENCY, DUCT SEALING, DUCT & PIPE INSULATION.

ELECTRICAL CONTRACTOR TO PROVIDE ANY AND ALL APPLICABLE LIGHT FIXTURE SCHEDULES WITH WATTAGE & CONTROLS AND AIR SEALING DETAILS.

INSULATION INSTALLERS SHALL PROVIDE A CERTIFICATION LISTING THE TYPE, MANUFACTURER AND R-VALUE OF INSULATION INSTALLED IN EACH ELEMENT OF THE BUILDING THERMAL ENVELOPE. THE INSULATION INSTALLER SHALL SIGN, DATE & POST THE CERTIFICATION IN A CONSPICUOUS LOCATION.

A PERMANENT CERTIFICATE, COMPLETED BY THE BUILDER, SHALL BE POSTED ON OR IN THE ELECTRICAL PANEL (BUT SHALL NOT CONCEAL OTHER LABELS) AND SHALL LIST INSULATION R-VALUES, FENESTRATION U-FACTORS, TYPES & EFFICIENCIES OF HEATING & COOLING EQUIPMENT.

ATTIC ACCESS DOORS SHALL BE INSULATED & WEATHERSTRIPPED.

CAULK, GASKET, OR OTHERWISE SEAL ALL BUILDING THERMAL ENVELOPE JOINTS, SEAMS AND PENETRATIONS. VERIFICATION SHALL BE BY BLOWER DOOR TEST OR VISUAL INSPECTION

ALL NEW INTERIOR FIREPLACES SHALL HAVE GASKETED DOORS & OUTDOOR COMBUSTION AIR

FORCED AIR FURNACES REQUIRE A PROGRAMMABLE THERMOSTAT.

ALL DUCTS, AIR HANDLERS, AND BUILDING CAVITIES USED AS DUCTS SHALL BE SEALED.

MECHANICAL PIPING CARRYING FLUIDS ABOVE 105°F SHALL BE INSULATED, MINIMUM R-3

CIRCULATING SERVICE HOT WATER PIPING SHALL BE INSULATED, MINIMUM R-2

HVAC EQUIPMENT SHALL BE SIZED IN ACCORDANCE WITH ACCA MANUAL S 3-2004 BASED ON BUILDING LOADS CALCULATED IN ACCORDANCE WITH ACCA MANUAL J-2002 OR OTHER APPROVED HVAC CALCULATION METHODS. VERIFICATION IS REQUIRED.

DEVIATION FROM THESE DRAWINGS SHALL BE MADE ONLY WITH WRITTEN APPROVAL OF THE DESIGNER/OWNER.

ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE CONDITION AND INTEGRITY OF THE EXISTING STRUCTURAL COMPONENTS AND SYSTEMS

IF ANY GENERAL NOTES CONFLICT WITH ANY DETAIL OR NOTE ON THE PLANS OR IN THE SPECIFICATION, THE STRICTEST PROVISIONS SHALL GOVERN.

THE SITE SHALL REMAIN WEATHER TIGHT AND SECURE AT THE END OF EACH WORKDAY, AND DURING ANY PERIODS IN WHICH THE FACILITY IS UNOCCUPIED BY A RESPONSIBLE REPRESENTATIVE OF THE GENERAL CONTRACTOR.

EXISTING AND NEW STRUCTURE SHALL BE SHORED AND BRACED DURING CONSTRUCTION TO MAINTAIN INTEGRITY.

ALL CRACKS AND/OR BREAKAGE THAT OCCUR TO THE EXISTING STRUCTURE DURING CONSTRUCTION SHALL BE REPAIRED BY THE GENERAL CONTRACTOR

THE JOB SITE SHALL BE LEFT CLEAN AND ALL DEBRIS SHALL BE DISPOSED OF PROPERLY AT THE END OF EACH DAY.

THE GENERAL CONTRACTOR IS RESPONSIBLE FOR FINISHING ALL EXPOSED SURFACES.

THE GENERAL CONTRACTOR IS RESPONSIBLE FOR FINISHING ALL MILLWORK ITEMS AS INDICATED ON A.LANE ARCHITECTURE, PLLC'S DRAWINGS.

ALL MATERIALS WHETHER MANUFACTURED BY OR FINISHED BY THE MILLWORK CONTRACTOR AND/OR THE GENERAL CONTRACTOR MUST COMPLY WITH THE UBC CODE CHAPTER 42, 1991 EDITION AND THE LOCAL AND STATE BUILDING AND FIRE CODE SPECIFICATIONS.

ALL STAIN GRADE MILLWORK SHALL BE MANUFACTURED IN GENUINE SPECIES SPECIFIED UNLESS OTHERWISE NOTED.

ALL PAINT GRADE MILLWORK SHALL BE MANUFACTURED IN POPLAR UNLESS OTHERWISE NOTED.

ALL PAINT SPECIFICATIONS ARE FOR COLOR ONLY. SOURCES MAY BE SUBMITTED ONLY WITH COLOR SAMPLE APPROVAL BY DESIGNER/OWNER.

ANY PAINT COLOR SPECIFIED "TO MATCH" MUST BE APPROVED BY DESIGNER/OWNER.

ALL PAINTED GYPSUM BOARD SURFACES SHALL BE FINISHED WITH A LATEX EGGSHELL. ALL PAINTED TRIM SHALL BE SATIN ENAMEL.

PROVIDE TRANSITION STRIP UNDER DOORS WHERE DIFFERENT FLOOR MATERIALS INTERSECT.

# BUILDING DATA

ZONED NORTHFIELD TOWNSHIP	GC- GENERAL COMMERCIAL
CODE: CONSTRUCTION TYPE:	MICHIGAN BUILDING CODE 2012 IIB
OCCUPANCY GROUP: NEW AREA OCCUPANCY:	A-2, RESTAURANT (EXISTING), S-2 (EXISTING STORAGE) CIRCULATION SPACE TO UPDATE EGRESS CODE COMPLIANCE

PHASED CONSTRUCTION PLAN:  
**PHASE 1:** NEW 2 STORY WOOD FRAME ADDITION, COMMERCIAL, NO BASEMENT. REMOVE EXSTG. WOOD FRAME SHED. ADDITION NECESSARY TO GAIN CODE COMPLIANT EGRESS TO/FROM EXISTING 2ND STORY STORAGE AND NEW PRIVATE OFFICE. CODE COMPLIANCE OF PROPER STAIRS AND EXITS CANNOT BE MET WITHOUT OCCUPYING SETBACK PUT FORTH BY EDGE OF EXISTING BUILDING. INSTALL NEW DUMPSTER ENCLOSURE

**PHASE 2:** INSULATE EXSTG. ENCLOSED EXTERIOR PORCH FOR EXPANDED INTERIOR GAME AREA. NEW OPENING INTO INTERIOR OF RESTAURANT TO ALLOW ACCESS TO GAME AREA.

OCCUPANT LOAD:

Exstg Assembly (Unconcentrated $\frac{1}{5}$ sf):	45
Exstg Assembly (Standing/Bar $\frac{1}{5}$ sf):	20
Exstg Kitchen ( $\frac{1}{200}$ sf):	2
Exstg Office ( $\frac{1}{100}$ sf):	2
Exstg Storage/Mech ( $\frac{1}{300}$ sf):	1
New Office ( $\frac{1}{100}$ sf):	<u>2</u>
TOTAL:	72

EXISTING BUILDING FOOTPRINT 1668 S.F. (GROSS) 10% lot coverage  
PROPOSED BUILDING FOOTPRINT ADDITIONAL 247 S.F. = 2917S.F. (GROSS) 11% lot coverage

FLOOR AREA:  
EXISTING FIRST FLOOR: 1979 S.F.  
FIRST FLOOR ADDITION: 212 S.F.  
TOTAL = 2196 (USABLE)

EXISTING SECOND FLOOR: 441 S.F.  
SECOND FLOOR ADDITION: 174 S.F.  
TOTAL = 615 (USABLE)

SETBACKS:  
FRONT 35'  
SIDE 20'  
REAR 20'

PARKING:  
1 sp/ 2 patrons (max. 70 occupants) = 35  
1 sp / ea. employee (5 @ peak) = 5  
EXISTING SPACES= 40  
REQ'D SPACES= 40  
LOADING SPACE (REQ'D/PROVIDED)= 1 / 1, DELIVERIES ARE STRICTLY SCHEDULED, NO UNLOADING/LOADING DURING BUSINESS HOURS

EXTERIOR LIGHTING: ALL EXISTING LIGHTING TO REMAIN. NEW EXTERIOR WALL SCONCE AS SHOWN ON SITE PLAN. SPECS ON FLOOR PLAN. LIGHTING TO COMPLY W/ ZONING ORDINANCE Sec. 36-728. - Exterior lighting standards.

SIGNAGE: EXISTING WALL AFFHXED SIGNAGE TO REMAIN. NO NEW SIGNAGE.

DRAINAGE: NO NEW IMPERVIOUS SURFACE. NEW ROOF AREA TO DRAIN INTO 2 DOWNSPOUTS W/ SPLASHBLOCKS AS REQ'D TO DIRECT DRAINAGE TO EXSTG. DRAINAGE PATTERN

# SHEET INDEX

- C0.0 COVER SHEET, SITE PLAN
- C1.0 EXTERIOR LIGHTING PLAN, DUMPSTER ENCLOSURE
- A1.0 FIRST & SECOND FLOOR PLANS
- A2.0 BUILDING SECTION & ROOF FRAMING PLAN

Date Issued / Revised	C0.0	C1.0	A1.0	A2.0	Rev. #	Description
MARCH 2, 2017	X		X	X		ISSUED FOR PERMIT
JUNE 13, 2017	X	X				REVISED PER SITE PLAN REVIEW

ARCHITECT:  
ANGIE LANE  
A.LANE ARCHITECTURE  
9861 CLINTON MACON RD  
TECUMSEH, MI 49286  
TEL. 517.423.5280

OWNER:  
Debra Hatfield  
8475 Main Street  
Whitmore Lake, MI 48189  
tel (248) 240-5756  
hats147@aol.com

APPLICANT:  
Kristen Delaney  
8475 Main Street  
Whitmore Lake, MI 48189  
tel. (734) 545-0599  
kristenhathfield@gmail.com

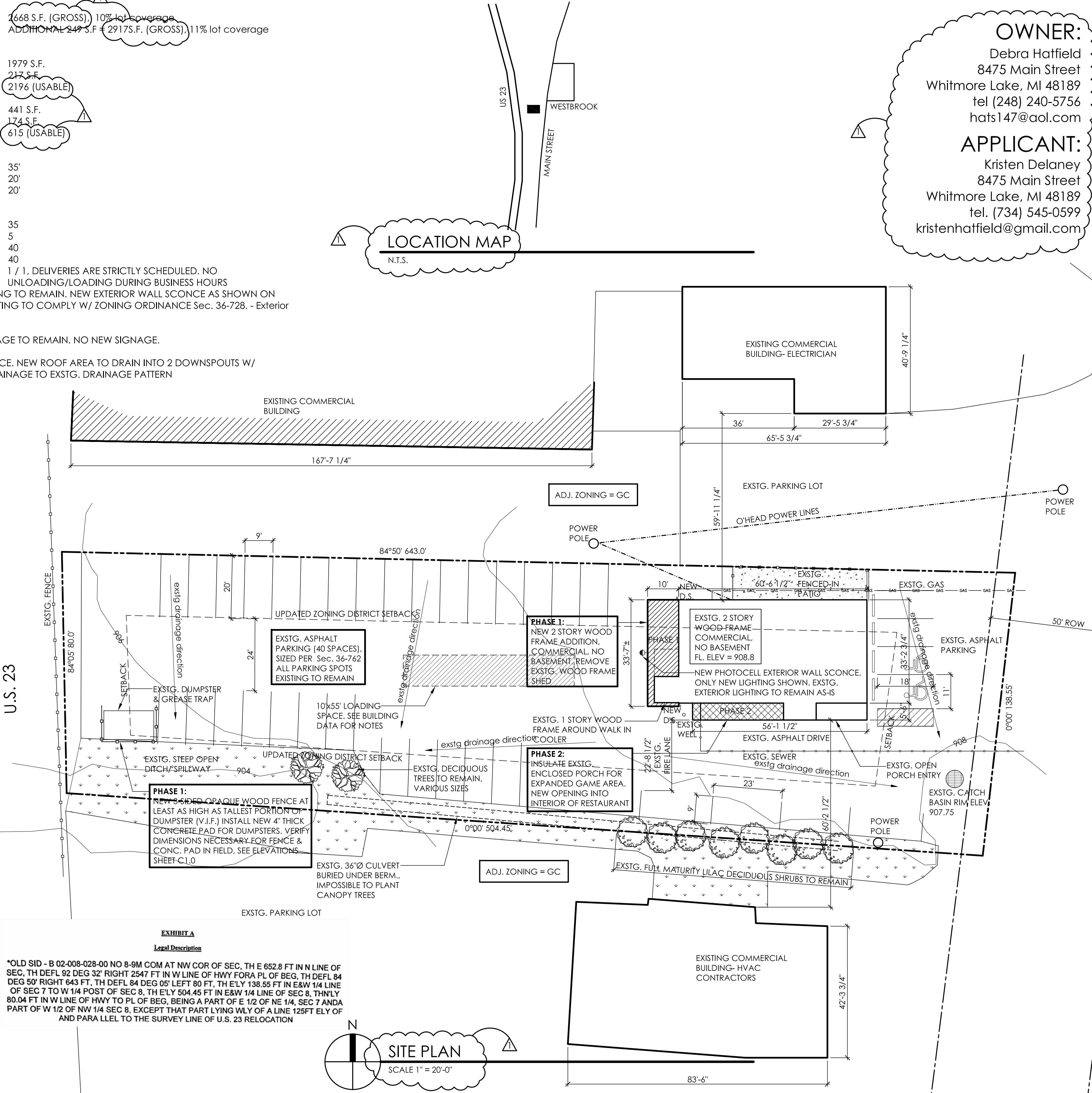


EXHIBIT A  
Legal Description

\*OLD SID - B 02-008-028-00 NO 8-9M COM AT NW COR OF SEC, TH E 652.8 FT IN N LINE OF SEC, TH DEFL 92 DEG 32' RIGHT 2847 FT IN W LINE OF HWY FORA PL OF BEG, TH DEFL 84 DEG 50' RIGHT 643 FT, TH DEFL 84 DEG 05' LEFT 80 FT, TH ELY 138.55 FT IN E&W 1/4 LINE OF SEC 7 TO W 1/4 POST OF SEC 8, TH ELY 504.45 FT IN E&W 1/4 LINE OF SEC 8, TH NLY 80.04 FT IN W LINE OF HWY TO PL OF BEG, BEING A PART OF E 1/2 OF NE 1/4, SEC 7 AND A PART OF W 1/2 OF NW 1/4 SEC 8, EXCEPT THAT PART LYING WLY OF A LINE 125FT ELY OF AND PARALLEL TO THE SURVEY LINE OF U.S. 23 RELOCATION



PROJECT  
**BOBBER DOWN**  
8475 MAIN STREET  
WHITMORE LAKE, MI

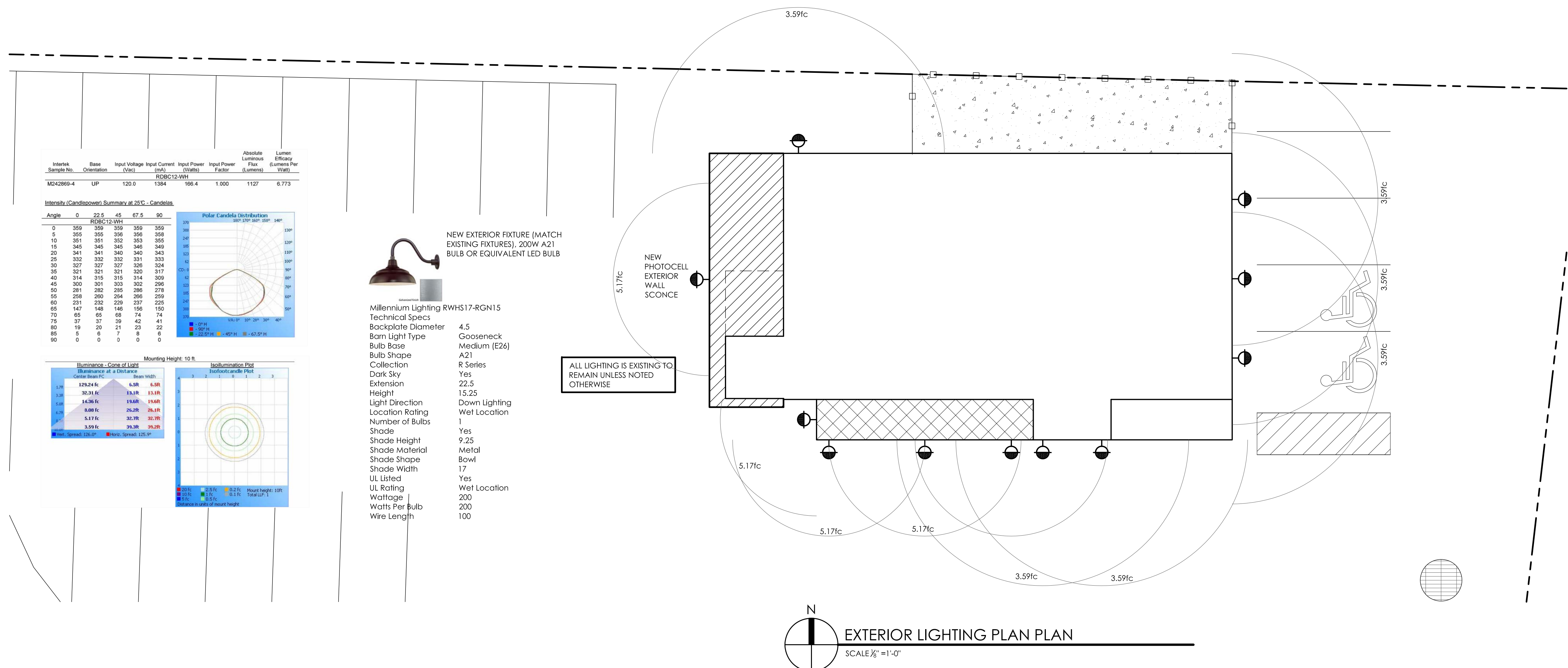
DATE  
JUNE 13, 2017

ARCHITECT  
ANGIE LANE  
No. 1301087888  
LICENSED ARCHITECT

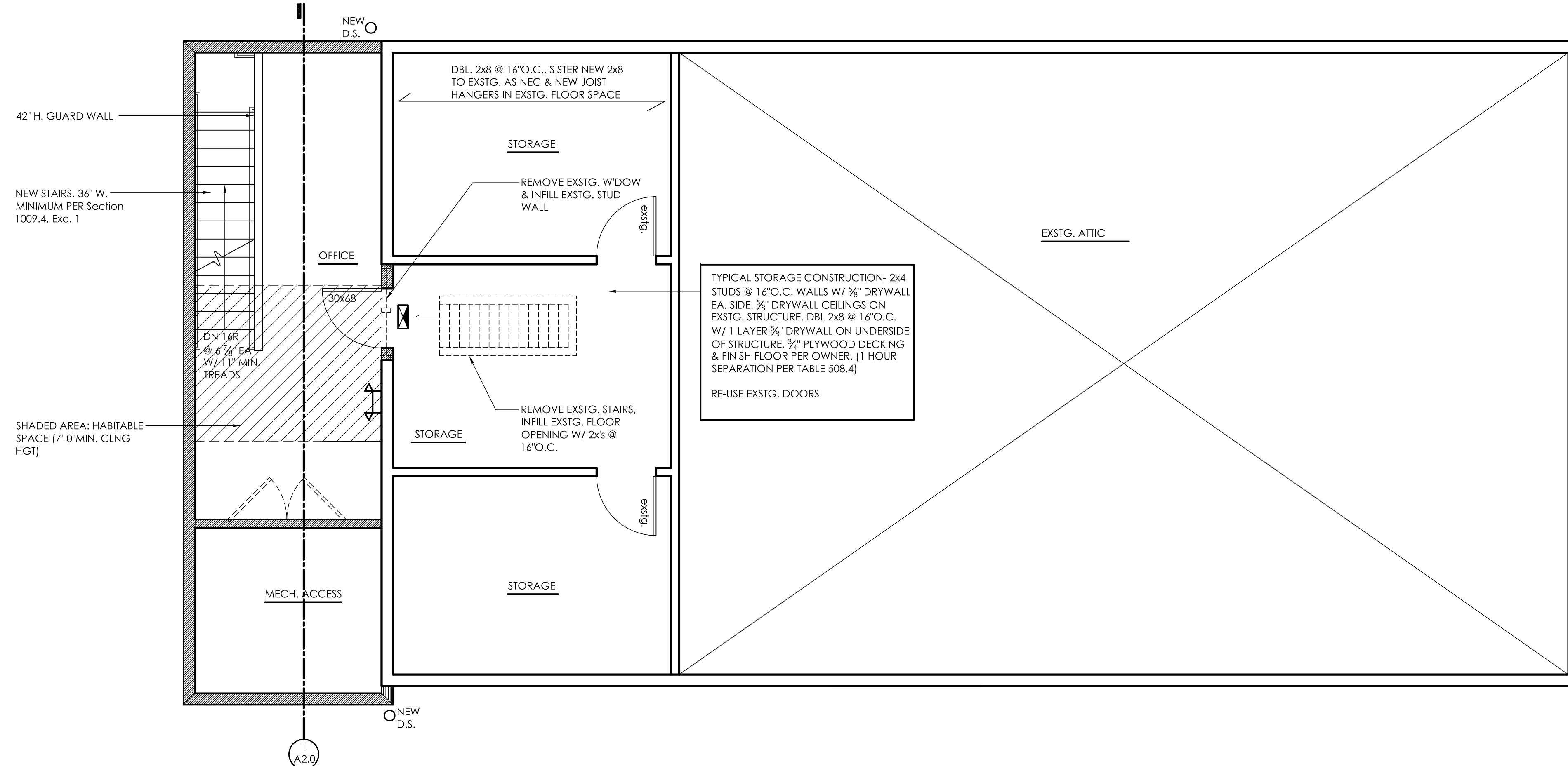
SHEET TITLE  
COVER SHEET,  
SITE PLAN

SHEET NO.  
C0.0



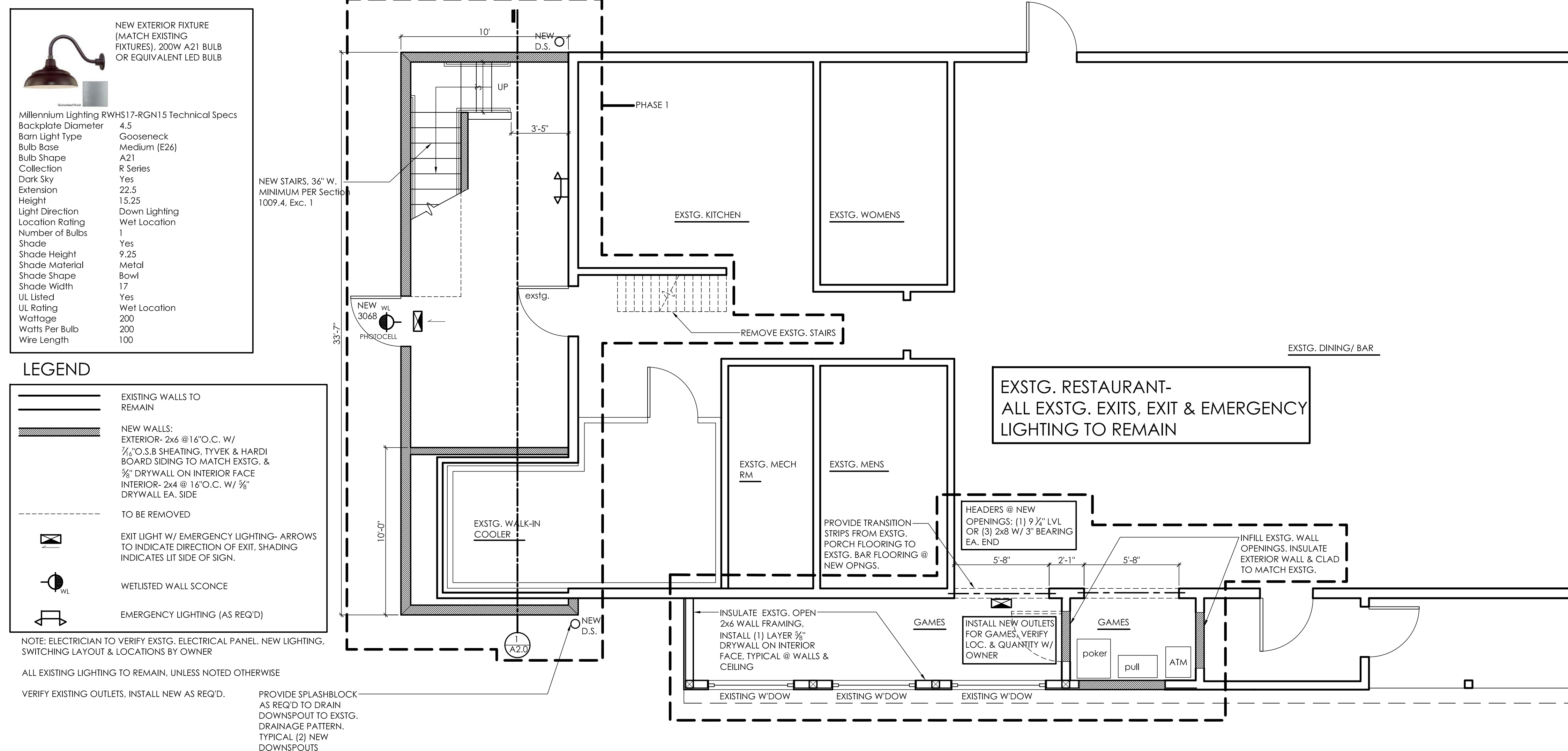






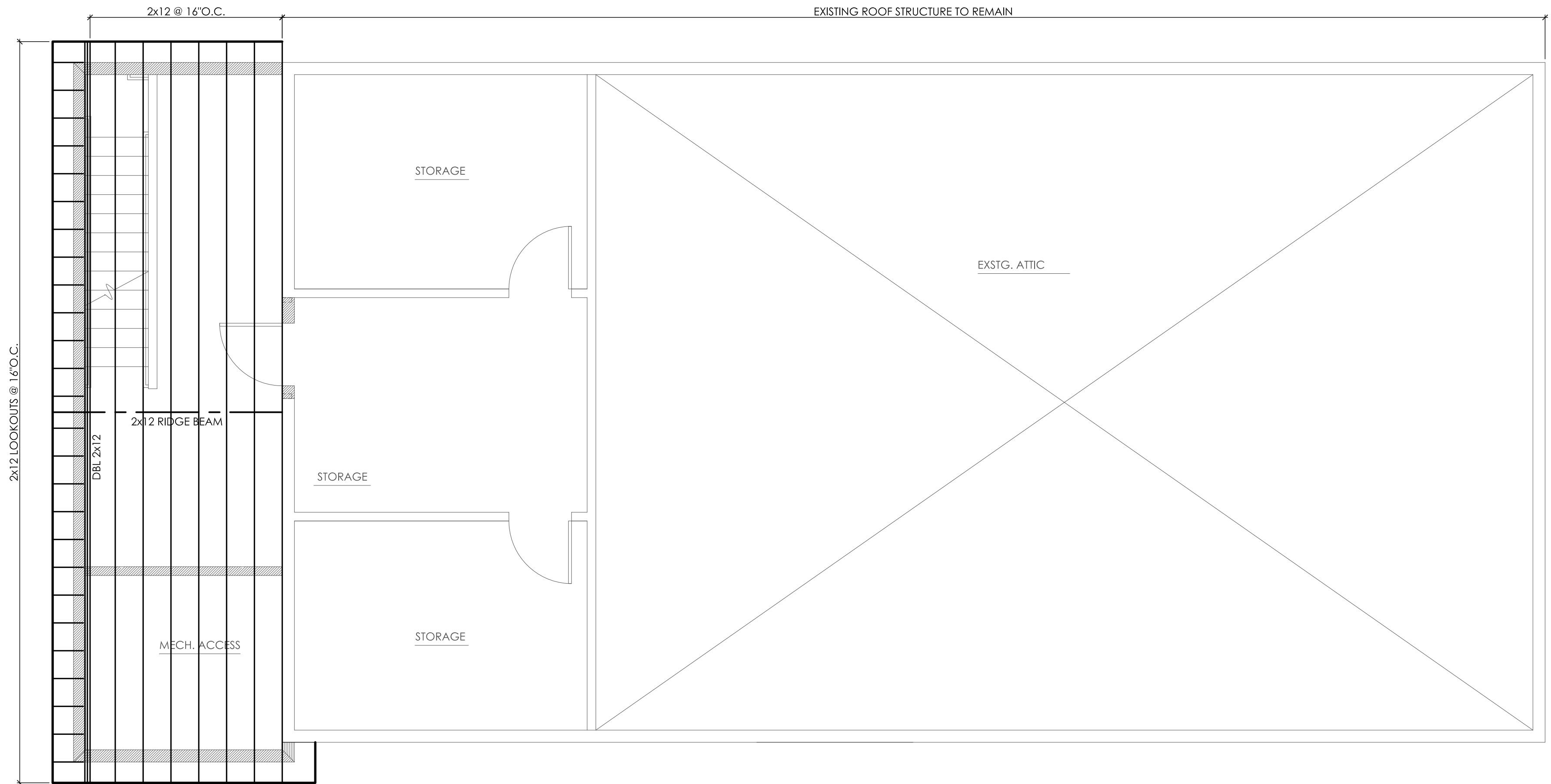
## SECOND FLOOR PLAN

SCALE  $\frac{1}{4}" = 1'-0"$



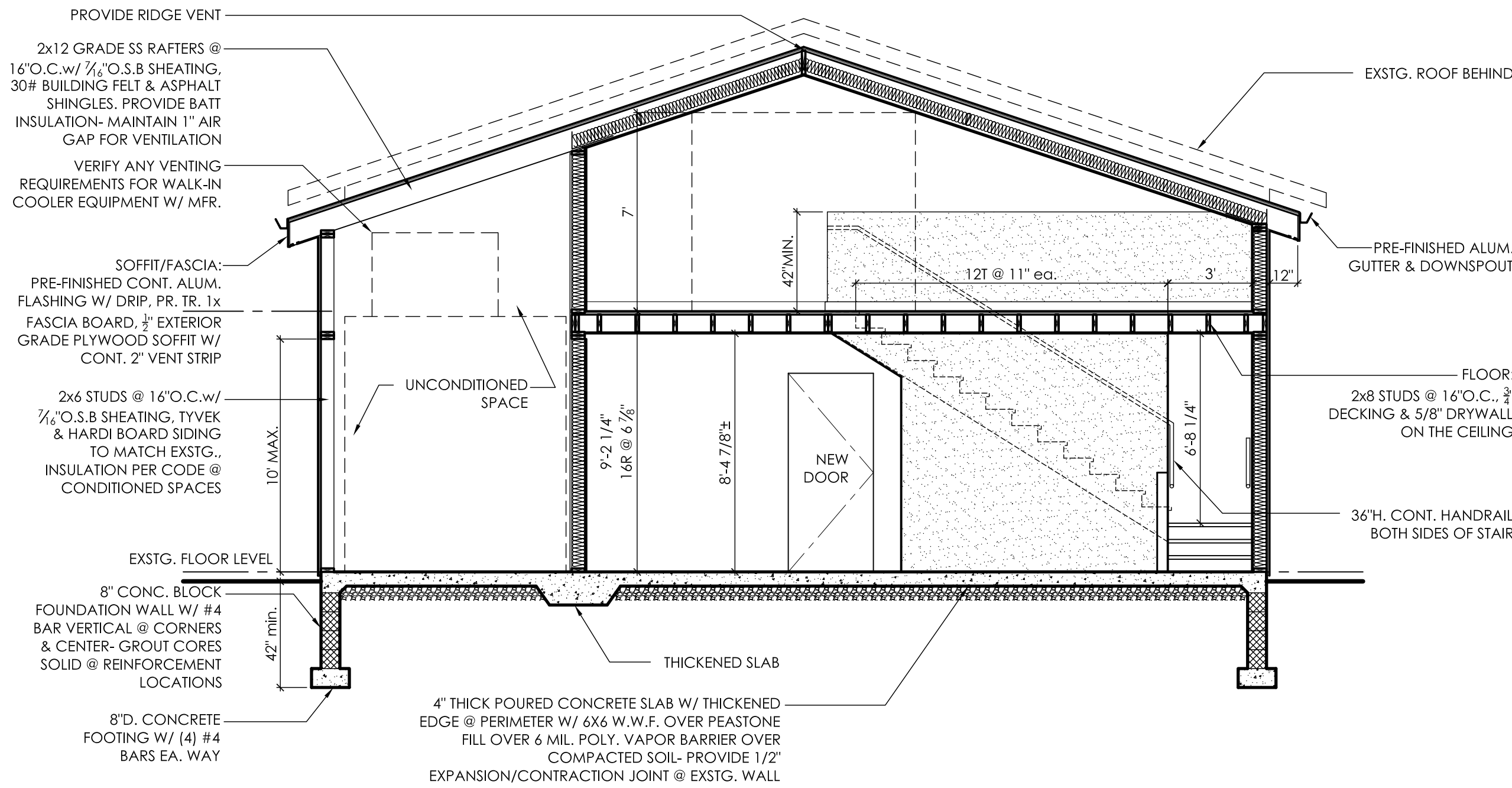
FIRST FLOOR PLAN

SCALE  $\frac{1}{4}" = 1'-0"$



ROOF FRAMING PLAN

SCALE 1/4" = 1'-0"



BUILDING SECTION

SCALE 1/4" = 1'-0"

PROJECT

**BOBBER DOWN**  
8475 MAIN STREET  
WHITMORE LAKE, MI

DATE

MARCH 2, 2017



SHEET TITLE

BUILDING SECTION  
& ROOF FRAMING  
PLAN

SHEET NO.

**A2.0**



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:**

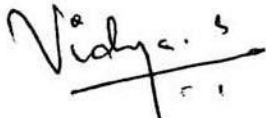
1. Discussed with Township Supervisor, Zoning Coordinator, Building Official, and Planner process or system for checking site plan compliance and ensure code compliance.

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, appearing to read "Vidya Krishnan", with a horizontal line drawn across the middle of the signature.

Vidya Krishnan  
Senior Planner



# NORTHFIELD TOWNSHIP ZONING BOARD OF APPEALS

## Minutes of Regular Meeting March 20, 2017

### 1. CALL TO ORDER

The meeting was called to order by chair Stephen Safranek at 7:20 P.M. at 8350 Main Street.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL AND DETERMINATION OF QUORUM

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

Also present:  
Recording Secretary Lisa Lemble  
Mary Bird, Assessing & Building Assistant  
Planning Consultant Vidya Krishnan  
Members of the public

### 4. ADOPT AGENDA

- **Motion:** Safranek moved, Otto supported, that the agenda be adopted as presented.  
**Motion carried 4—0 on a voice vote.**

### 5. CORRESPONDENCE

None.

### 6. PUBLIC HEARINGS

- 6A. **Case #JZBA170002; Tammara and Michael Bollman; 6404 Whitmore Lake Road; Appeal Zoning Administrator's decision denying commercial concrete paving company in AR—Agriculture District and Whitmore Lake/North Territorial (WLNT) Overlay District; Parcels 02-29-200-003 and 02-29-200-004; zoned AR—Agriculture.**

- **Motion:** Otto moved, Safranek supported, that the public hearing be opened.  
**Motion carried 4—0 on a voice vote.**

Planning consultant Vidya Krishnan read her report dated 3/10/17 which provided the history of use of the property, the determination in October, 2017, by the Township planner and Zoning Administrator that a greenhouse and landscaping business would be allowed on these parcels, but a paving and cement contracting contractor would not be allowed, and analysis to support this decision.

Tammara Bollman, applicant, said the only application she made was for a concrete contracting company, and

she said it is allowed in the WLNT overlay district because it falls within the category of an “electrician, plumber and similar services or trade.”

In answer to questions, Bollman said in February, 1987, she appeared before the Planning Commission (as Tammara Merchant) and they approved use of the property for a landscape supplier which closed in 2014.

Bollman said at that point they listed the property for sale and discussed use options with the Township’s planning consultant at the time, Douglas Lewan, and he said he did not see a problem with using it for storage of broken concrete and asphalt by Somerset Paving, but the Zoning Administrator, Kurt Weiland, issued a stop order for that business several months later. She said after discussing this with Weiland and Lewan, Weiland dropped his enforcement activity.

She said the use by Somerset is temporary, however, and they are now proposing that a concrete contractor, GM & Sons, Inc., use the site. She said this involves even less traffic to and from the site than either of the previous uses, and they would not store asphalt. She said GM & Sons would engage in occasional minor on-site equipment repair and office functions, and while they do not have any open air display or sales to contractors, they would store construction equipment and materials outdoors.

Otto noted that there are no records indicating that the Township ever approved use of the subject property by Somerset Paving.

Bollman presented aerial photographs showing GM & Sons current operation about one-half mile from the subject site and other uses in the area of the subject site. She said this may not be what the ZBA would like for the area to be at some point in the future, but she has been proud to be part of it for 30 years, and it is not practical at this point to expect that that more desirable uses (hotels, etc.) will want to locate there now. She said GM & Sons is a good company that provides good paying jobs in the Township.

Krishnan explained that there are a lot of legal, non-conforming uses along Whitmore Lake Road, and if any of them ceased operating they would need to comply with current Township ordinances.

Steffens said the proposed use is not compatible with the design standards of the WLNT overlay district which does not allow outdoor storage, but the use is allowed elsewhere in the Township. In answer to a question, Krishnan said GM & Sons currently operates in LI zoning which allows outdoor storage of materials such as the concrete wheel stops mentioned by the applicant.

**Northfield Township Zoning Board of Appeals  
Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
March 20, 2017**

Safranek said while it is always possible to find an electrical contractor that has a large fleet of trucks and looks a lot like the proposed concrete company, it seems clear that a concrete contractor is not in the same category; an electrician is in the equipment services category and a concrete contractor is in the construction services category, which is a heavier use.

Steffens noted that while GM & Sons typically stores heavy equipment on their work sites, that equipment is stored on their property when not in use.

- **Motion:** Otto moved, Steffens supported, that the public hearing be closed.  
**Motion carried 4—0 on a voice vote.**

## **7. OLD BUSINESS**

None.

## **8. NEW BUSINESS**

**8A. Case #JZBA170002; Tammera and Michael Bollman; 6404 Whitmore Lake Road; Appeal Zoning Administrator's decision denying commercial concrete paving company in AR—Agriculture District and Whitmore Lake/North Territorial (WLNT) Overlay District; Parcels 02-29-200-003 and 02-29-200-004; zoned AR—Agriculture.**

- **Motion:** Safranek moved, Kolecki supported, that in Case #JZBA17002 the appeal of the Zoning Administrator's determination by Tammera and Michael Bollman for the property located at 6404 Whitmore Lake Road to deny the use of a concrete contracting company the Planning Commission finds that said use is consistent with the use of "equipment services including repair; radio and television, electrical appliance shop, plumber, electrician and other similar services and trades."

In answer to a question from Otto, Krishnan said that if this motion passes it will overturn the Zoning Administrator's determine and establish that the concrete contracting company use is allowed in the WLNT overlay district.

**Motion failed 0—4 on a roll call vote. Zoning Administrator's decision confirmed.**

Otto said it makes more sense to attempt to rezone this parcel than to try to make the proposed use fit in the existing zoning and overlay district. Krishnan cautioned that the proposed use may or may not be compatible with the Master Plan, but noted that the Master Plan pre-dates the WLNT district. She suggested that the applicants make an informal inquiry of the Planning Commission before submitting an official rezoning application.

## **9. UNFINISHED BUSINESS**

None.

## **10. MINUTES**

- **Motion:** Kolecki moved, Safranek supported, that the minutes of the January 23, 2017, regular meeting be approved as presented.  
**Motion carried 4—0 on a voice vote.**

## **11. CALL TO THE PUBLIC**

None present.

## **12. ZBA MEMBER COMMENTS**

None.

## **13. ANNOUNCEMENT OF NEXT MEETING**

**April 17, 2017**, at 7:00 PM at the Public Safety Building was announced as the date and time of the next regular meeting of the Zoning Board of Appeals.

## **14. ADJOURNMENT**

- **Motion:** Otto moved, Safranek supported, that the meeting be adjourned.  
**Motion carried 4—0 on a voice vote.**

The meeting was adjourned at 8:40 P.M.

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

Adopted on \_\_\_\_\_, 2017.

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Stephen Safranek, Chair

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Greg Kolecki, Secretary

Official minutes of all meetings are available on the Township's website at  
[http://www.twp-northfield.org/government/zoning\\_board\\_of\\_appeals/](http://www.twp-northfield.org/government/zoning_board_of_appeals/)

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

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

Planning Commissioners present:

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

Zoning Board of Appeals present:

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

Also present:

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

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

**PRESENTATIONS**

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

**ADJOURNMENT**

The meeting was adjourned 9:00 P.M.

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

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

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

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

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

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

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

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