

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING**

**December 2, 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. Bylaws: Review of draft with incorporated changes; discussion of parliamentary procedure.**
 - B. RTM zoning designation: Final review of proposed language.**
- 10. NEW BUSINESS**
 - A. 2016 Calendar**
 - B. Webster Township Master Plan**
- 11. MINUTES: November 15, 2015 Meeting**
- 12. POLICY REVIEW AND DISCUSSION**
 - A. Lake Overlay Zoning District: Discussion of ways to reduce nonconformity among SR1 and SR2 parcels abutting the lakes.**
- 13. CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT: Next Regular Meeting – December 16, 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.

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Northfield Township Planning Commission By-Laws

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STATEMENT OF BY-LAWS

Northfield Township Planning Commission

ARTICLE I - PREAMBLE

SECTION 1.1 - BASIS:

Pursuant to the Michigan Planning Enabling Act 33 of 2008 and the Michigan Zoning Enabling Act 110 of 2006, as amended. The Northfield Township Board created the Northfield Township Planning Commission by resolution with the power to make, adopt, extend, add to, or otherwise amend, and to carry out plans for the unincorporated portions of Northfield Township.

SECTION 1.2 - TITLE:

The official title of this Commission shall be the "Northfield Township Planning Commission."

ARTICLE II - AREA

SECTION 2.1 - AREA:

The area served by the Northfield Township Planning Commission shall include all lands legally within the present or future boundaries of Northfield Township.

ARTICLE III - PURPOSES

SECTION 3.1 - PURPOSES:

The purposes of the Commission shall be to:

- A. Promote and carry out policy and physical planning actions regarding the preservation, protection, and appropriate use of the township's resources.
- B. Manage suitable development of the economic, social, physical, natural, and cultural resources of Northfield Township.

- C. Promote and protect public health, safety, and general welfare of the people residing in Northfield Township.
- D. Encourage use of township resources in accordance with their character and suitability.
- E. Prepare a master plan pursuant to Act 33 of the Public Acts of 2008, as amended, for the purpose of guiding the “planned and orderly” physical development of Northfield Township.
- F. Carry out research and responsibilities as directed by the Township Board.
- G. Promote cooperation between governmental units and private entities towards the fulfillment of these bylaws.
- ~~H. Promote a network of public roads and streets that functions efficiently.~~
- ~~I.H.~~ Facilitate provision for a system of transportation, sewage disposal, safe and adequate water supply, recreation, and other public improvements.
- ~~J.I.~~ ~~Effect-Affect~~ economies in the Township through the recommendation of expenditure of funds in order to implement plans prepared for sound and orderly development of the Township.
- ~~K. Consider the character of the Township and its suitability for particular uses judged in terms of such factors as the suitability of the land and the trends in land use and population developments.~~
- ~~L.J.~~ Promote the adoption and execution of plans by the Township, School Districts, County, State, Federal, and other governments and agencies responsible for making or influencing public or other improvements in the Township.
- ~~M.K.~~ Encourage and assist public and private entities in improving the attractiveness of the Township.
- ~~N.L.~~ Preserve and protect fragile lands, natural features, water resources, and the environmental safety of Northfield Township.

ARTICLE IV - RESPONSIBILITIES AND DUTIES

SECTION 4.1 - ADOPTION OF A MASTER PLAN

The Planning Commission shall make and adopt a master plan pursuant to statute as a guide for the management of the unincorporated portions of the Township. The contents of the plan shall include maps, plats, charts and descriptions, explanations, and other related materials and shall show recommendations for the physical development of the Township.

SECTION 4.2 - THE CONTENTS OF THE PLAN MAY INCLUDE:

- A. A statement of community goals and policies.
- B. A land use plan and implementation program.
- C. Recommendations as to the general location, character, and extent of traffic ways, waterways, flood prevention works, and sewer and water systems, and public utilities and structures.
- D. Recommendations as to the redevelopment or rehabilitation of blighted districts.
- E. Recommendations for the removal, widening, narrowing, vacating, abandonment, changes, or use of extension of ways, grounds, open spaces, buildings, utilities, or other facilities.
- F. Recommendations for the protection of important natural features, resources, and fragile lands.
- G. Recommendations for implementing any of the Planning Commission's proposals.

SECTION 4.3 - REVIEW OF THE MASTER PLAN

The Planning Commission shall formally review the adopted Master Plan every five (5) years and shall take action by resolution to make amendments of the plan, in whole or in part, or may determine that no amendments are in order as a result of the review.

SECTION 4.4 - AMENDMENT OF MASTER PLAN

Any amendment to the Master Plan must include notice, publishing, or posting of text, and a public hearing, and must be adopted pursuant to statute.

SECTION 4.5 - PUBLIC WORKS REVIEW

The Commission may make recommendations of either approval or disapproval to the Township Board concerning large expansions of public works projects.

SECTION 4.6 - REVIEW PUBLIC DIRECTIVES

Review and make recommendations to The Township Board on those directives of federal, state, and local public agencies that affect the physical development of the community. Examples of activities with which directives may deal are highways, airports, public transit, urban renewal and housing, parks, public buildings and structures, commercial and industrial developments, utilities, and all other public facilities or services.

SECTION 4.7 - CAPITAL IMPROVEMENT PLAN

In lieu of the Township Board accepting responsibility for the preparation of a Capital Improvements Plan, contribute to the Township's public works Capital Improvements Plan all projects identified in the master plan, including public needs, estimated cost, and proposed method of financing. The Township Board may delegate this responsibility to the Planning Commission.~~Assist the local governmental unit in preparing a public works capital improvement plan, based upon the land use plan, which defines all "project type" public needs, estimated cost, and the proposed method of financing.~~

SECTION 4.8 - ZONING ORDINANCE

Prepare a zoning ordinance to be submitted for adoption and/or review to the Township Board ~~and/or review~~, and make recommendations on all amendments or changes to be made in the zoning maps or the regulations of a zoning ordinance. It shall be the responsibility of the Planning Commission to review and make recommendations on special types of development permitted under the zoning ordinance.

SECTION 4.9 - SUBDIVISION REGULATIONS

Prepare subdivision (plat) regulations to be submitted for adoption by the Township Board; review, make recommendations, and participate in the approval or disapproval of all subdivision plats, street openings and other developments which involve expansion of the community's developed area.

SECTION 4.10 – DEVELOPMENT REVIEW

Review, revise, recommend, and/or approve plans and programs presented to the Planning Commission.

SECTION ~~9.14.11~~ - ANNUAL REPORT:

The Commission shall make an annual report of its activities to the Northfield Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

SECTION ~~4.10-12~~ - SPECIAL STUDIES

Initiate or make special studies and reports on all matters that may be referred by the Township Board, by an operating department federal or state agency, subject to the approval of the Township Board.

SECTION 4.~~11~~13 - INQUIRIES

Make inquiries, investigations, and surveys of all the resources of the Township.

SECTION 4.~~12~~14 - ASSEMBLE DATA

To assemble and analyze data and formulate plans for the proper conservation and uses of all resources; including a determination of lands having various use potentials, and for services, facilities, and utilities required to equip such lands.

SECTION 4.~~13~~15 - CONSULT

In the adoption of a Master Plan, the Planning Commission shall consult with representatives of the adjacent Townships, Washtenaw County, and the regional Planning Commission (SEMCOG).

On other issues of Township concern, the Commission may consult with adjacent communities.

SECTION 4.~~14~~16 - ADOPT RULES

The Planning Commission shall adopt rules and regulations for the transaction of its business. The regulations may address but are not limited to such matters as forms and number of copies of material to be submitted to the Commission and requirements as to time such materials must be submitted.

Such regulations shall be adopted by resolution of the Commission and shall be published and readily available to all citizens having business before the Commission.

SECTION 4.~~15~~17 - APPOINTMENT:

The Commission may appoint and authorize advisory committees whose members may consist of governmental officials and individuals whose experience, training, and interest in the Commission's work qualifies them to lend valuable assistance to the Commission. The Commission may also appoint various committees of citizens to collect information and prepare reports to the Commission on the various phases of the comprehensive planning program for which the Commission is primarily responsible.

SECTION 4.18 - TRAINING:

Encourage attendance at training sessions, conferences, or meetings for which appropriate funds have been approved by the Township Board as needed.

ARTICLE V - MEMBERSHIP

SECTION 5.1 - NUMBER:

The Northfield Township Planning Commission shall consist of 5, 7, or 9 members who shall be qualified electors of Northfield Township except that one member may be an individual who is not a qualified elector of the Township. Members shall be representative of important segments of the community, such as the economic, governmental, educational, and social development, as well as the entire geography of the Township to the extent practicable. One member of the Township Board shall be a member of the Planning Commission. One member of the Planning Commission shall be appointed to the Zoning Board of Appeals.

SECTION 5.2 - APPOINTMENT:

All members of the Planning Commission shall be appointed by the Township Supervisor with the approval of the Township Board. The Township Board may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

SECTION 5.3 - TERM:

The term of each member shall be for three (3) years such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year, except that of the members first appointed; one third (1/3) shall serve one (1) year, one third (1/3) shall serve two (2) years and one third (1/3) shall serve three (3) years. The term of the member of the Township Board shall expire with his or her elected term.

SECTION 5.4 - SUCCESSION:

Each member shall serve until his/her term shall expire. Members may be re-appointed by the Township Supervisor with the approval of the Township Board. Vacancies resulting from resignation and/or removal shall be filled in the same manner and shall be appointed for the remainder of the term of the resigning member.

SECTION 5.5 - COMPENSATION

- A. Planning Commissioners may be compensated as provided by the Township Board.
- B. Planning Commissioners may be compensated for travel expenses incurred as travel to conferences and meetings.

~~SECTION 5.6 - OPERATING FUNDS~~

- ~~A. The Planning Commission shall prepare a budget at its regular meeting during the month of February for transmittal to the Township Supervisor for consideration.~~
- ~~B. Operating funds are provided annually by the Township Board.~~

~~C. The Township Board may accept gifts and grants for Planning Commission purposes.~~

~~D. It is the Chairperson's responsibility to properly manage the Planning Commission's budget so as not to exceed the amount approved by the Township Board. The Planning Commission shall keep the Board advised of its financial activities and request an adjustment in the allocated amount if necessary.~~

SECTION 5.7-6 - COMMISSION EMPLOYEES

The Township Board may employ appropriate and other employees and/or contract for part-time or full-time service of individuals or firms to assist the Planning Commission in its responsibilities and duties.

ARTICLE VI - OFFICERS

SECTION 6.1 - SELECTION:

At the January meeting of each year, the Planning Commission shall elect from its membership a Chairperson, Vice Chairperson, Secretary and any other officers deemed necessary. All officers are eligible for re-election. The Township Supervisor shall not serve as Chairperson of the Planning Commission.

(Amended 03/17/99)

SECTION 6.2 - TERM:

The term of all officers shall be one year and each officer shall serve until re-elected or his/her successor shall have been elected.

SECTION 6.3 - ELECTION:

The chair, vice chair, and secretary shall be elected by a majority vote of the membership of the Commission present at the time of election.

ARTICLE VII - DUTIES OF OFFICERS

SECTION 7.1 - CHAIRPERSON:

The Chairperson shall be the chief executive officer of the Commission and shall preside at all meetings of the Commission. The Chairperson shall appoint, with the approval of the Commission, all committees or advisory committees established and provided by the Commission and shall be an ex-officio member of all committees. The Chair shall have a vote on all resolutions as a commissioner. The Chair has no authority to sign contracts or legal documents authorized by the Commission, but shall refer such to the Township Board. The Chair shall also be responsible for such other duties as outlined herein.

SECTION 7.2 – VICE CHAIRPERSON:

In the event that the office of Chairperson becomes vacant by death, resignation, or otherwise, the Vice Chairperson shall serve as Chairperson until a new Chairperson is elected. A new Chairperson shall be elected by the Planning Commission at its next regular or special meeting. In the event of the absence of the Chairperson or inability to discharge the duties of that office, such duties shall, for the time being, devolve upon the Vice Chairperson.

SECTION 7.3 - SECRETARY:

The secretary shall serve as the liaison between the commission and the designated Northfield Township staff responsible for the execution of documents in the name of the commission ~~The Secretary shall attend all meetings of the Commission and shall see to the safe keeping of the official minute books and records of the Commission. The Secretary shall be the facilitator for the receipt and transmission for all correspondence, notices, and minutes pertaining to meetings and official acts of the Commission~~ and such other duties as the Commission may direct including but not limited to:

~~A. Signing all approved site plans.~~

~~B.A.~~ Signing ~~and record~~ approved minutes.

~~C.B.~~ Submitting attendance records of Planning Commission meetings to Township Clerk.

~~D.C.~~ Reading, upon request, correspondence at Planning Commission meetings.

~~E.D.~~ Calling and noticing special meetings.

~~F.E.~~ Restating Planning Commission motions made prior to a vote.

In the event of the absence of both the chairperson and vice chairperson, such duties shall, for the time being, devolve upon the Secretary.

A recording secretary may be employed to record and prepare proposed meeting minutes. Compensation for the recording secretary shall be recommended by the Planning Commission and approved by the Township Board.

ARTICLE VIII - MEETINGS

SECTION 8.1 - REGULAR MEETINGS:

The regular meetings of the Commission shall be held at 7 p.m. on the first and third Wednesday of each calendar month at the Northfield Township Office, excluding legal holidays. (Amended 02/18/98)

A schedule of regular meetings for the forthcoming year will be determined during the

December meeting. This schedule and time of meetings will be delivered to the Township Clerk and posted in general view of the public at the Township Hall. The Chairperson, in consultation with the Secretary, may cancel a meeting for lack of agenda.

SECTION 8.2 - AGENDA:

The Planning Commission shall establish deadlines for items to be included on the agenda. Applications may only be considered for placement on the agenda when all required documentation has been submitted and included for review in the Planning Commissioners' packet. Unless proper notice is required or necessary, items may be added to the agenda upon the majority consent of the Commissioners present at a regular meeting. Agenda items shall be listed in order of those items closest to needing deadline action.

SECTION 8.3 - SPECIAL MEETINGS:

Special meetings may be held as required, subject to the call of the Chair or by two (2) members upon written request to the Secretary. Special meetings may be requested by members of the public by making application for said meeting with the Township Clerk. Notice of Special meetings shall be given by the Secretary to members of the Planning Commission at least forty-eight hours prior to such meeting and shall state the purpose and time of the meeting.

Agenda items that may be legally added without public notice may not be added at a special meeting unless all Commissioners are present and unanimously approve an addition to the agenda.

SECTION 8.4 - WORKSHOP MEETINGS

Workshop meetings for the purpose of performing Commission studies or preparing planning reports or documents may be called at the request of the Chairperson or any three members of the Planning Commission. No formal action by motion or resolution may be voted upon at a workshop meeting.

SECTION 8.5 - PUBLIC

All regular, workshop, and special meetings shall be open to the public. All meetings of the Planning Commission, hearings, records, and accounts are subject to the Open Meetings Act and shall be properly publicized prior to being held.

SECTION 8.6 - QUORUM:

A majority of the total number of members shall constitute a quorum for the transaction of business and the taking of official action for all matters. A majority vote of members present at a regular or special meeting may effectuate an action or a decision of the Planning Commission in all other matters of business.

~~Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold an informal discussion for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official.~~

~~The affirmative vote of six members shall be necessary for the adoption of a master plan or any part thereof.~~

SECTION 8.7 - ORDER OF BUSINESS:

The order of business for regular and special meetings shall be:

A. Call to order by the Chair.

B. Pledge of Allegiance

C. Roll call.

- Determination of a quorum.

D. Adoption of agenda.

E. Call to Public

~~E.F.~~ Clarifications from Commission

~~F.G.~~ Correspondence

~~G.H.~~ Public Hearings

~~H.I.~~ Reports of committees.

~~I.J.~~ Old Unfinished business.

~~J.K.~~ New business.

~~K.L.~~ Approval of the minutes of the last preceding meeting

~~L.M.~~ Final Call to Public

~~M.N.~~ Comments From Commission

~~N.~~ Final Call to Public

O. Adjournment

SECTION 8.8 - MOTIONS

Motions shall be restated by the Secretary before a vote is taken. The name of the maker and the supporter of a motion shall be recorded for the minutes.

SECTION 8.9 -- VOTING

Voting on minutes, opening and closing of public hearings, election of officers, adoption of agenda, recess and adjournment shall be by voice and shall be recorded by yeas and nays, unless a roll call vote is requested by any member of the Commission. Roll call votes will be recorded on all other matters before the Commission. A member of the Planning Commission can only abstain from voting on a motion if he/she finds a conflict of interest on a motion.

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 may abstain from voting on the matter, and may absent him- or herself from the room in which discussion of the matter takes place. In addition, the member may be 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 noted above constitutes malfeasance in office.

Potential conflict of interest is defined by the Northfield Township Planning Commission as involving~~This can occur only if a matter involves:~~

- A. Property the Commissioner owns, leases, or rents.
- B. Property owned by a Commissioner's relative or employer.
- C. A party with whom a Commissioner shares ~~financial~~pecuniary interests (such as partner, employer, lender, renter, or investor); ~~or~~

~~D. A matter that would give rise to the appearance of impropriety.~~

~~Failure of a member to disclose a potential conflict of interest as noted above constitutes malfeasance in office.~~

The affirmative vote of ~~six members~~ a majority of Commissioners shall be necessary for the adoption of a master plan or any part thereof.

SECTION 8.10 - NOTICE OF DECISION

A written notice containing the decision of the Planning Commission will be transmitted to petitioners and originators of a request for the Planning Commission to study an issue within the purview of the Commission. Such notice shall be transmitted by the Planning Commission Secretary.

SECTION 8.11 - ADJOURNMENT OF MEETING

Planning Commission meetings should adjourn no later than 10:00 pm. New agenda items shall not be taken up after 10:00 p.m. unless an agenda item is approaching an ordinance deadline for Planning Commission action or Commissioners decide by majority vote to continue with one or more agenda items after 11:00 p.m.

~~ARTICLE IX - ANNUAL REPORT~~

~~SECTION 9.1 - ANNUAL REPORT:~~

~~The Commission shall make an annual report of its activities to the Northfield Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.~~

ARTICLE ~~I~~X - FISCAL YEAR

SECTION ~~10~~9.1 - FISCAL YEAR:

The fiscal year of the Commission shall be the same as the fiscal year of the Northfield Township Board.

ARTICLE ~~XI~~ - AMENDMENTS

SECTION ~~11~~10.1 - AMENDMENTS:

The rules of procedure, in whole or in part, may be altered, amended, added to, or repealed by an affirmative vote of two-thirds of the Commission at any regular or special meeting provided that notice of proposed alterations, amendment, or repeal shall be submitted by mail to all members of the Commission at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be considered. Public notice of any proposed alteration, amendment, or repeal shall be posted in general view at Township Hall and on the homepage of the Township website ~~published in a newspaper of general circulation in the Township~~ at least 15 days prior to the meeting at which they are to be considered. The notice shall either publish the text of the proposed change or advise the public of when and where the text may be inspected.

ARTICLE ~~XII~~ - PARLIAMENTARY PRACTICE

SECTION ~~12~~11.1 - PARLIAMENTARY PRACTICE:

For meetings of the Commission and the advisory committees, the rules of parliamentary practice as set forth in "Roberts' Rules of Parliamentary Procedure" ~~_____~~ shall govern in all cases in which they are not inconsistent with the provisions of these bylaws and not contrary to any existing laws of the State of Michigan. Copies shall be provided to each Planning Commission member.

ARTICLE ~~XIII~~ - CITIZEN PARTICIPATION

SECTION ~~13~~12.1 - CITIZEN PARTICIPATION

For meetings of the Commission and the advisory committees, any person shall be allowed to address the Commission on items unrelated to the adopted agenda or items scheduled for Commission discussion. Individual citizens shall be allotted three (3) minutes to speak on their own behalf. An individual citizen, recognized as representing an organization or group as their spokes person, shall be allotted five (5) minutes to address the Commission. Commission discussion of any raised issue may result in questions directed back to the individual or representative of an organization or group addressing the Commission. Time limits in this regard shall be at the discretion of the Commission.

ARTICLE ~~XIV~~XIII - EFFECTIVE DATE

SECTION ~~14~~13.1 - EFFECTIVE DATE

These rules of procedure of the Township Planning Commission, Township of Northfield Washtenaw County, Michigan were adopted at a regular meeting of the Planning Commission held on ~~March 19, 2014~~ _____. The rules shall have immediate effect.

ARTICLE ~~XIV~~ - EFFECT AND INTERPRETATION OF BYLAWS

SECTION ~~15~~1.1 - EFFECT AND INTERPRETATION OF BYLAWS

All bylaws and parts thereof which conflict with any of the terms of these bylaws, specifically the bylaws enacted ~~January 19, 1994~~March 19, 2014 are hereby rescinded. The catch line headings which precede each section of these bylaws are for convenience and reference only and shall not be taken into consideration in the construction or interpretation of any of the provisions of these bylaws.

The rules were adopted following a motion by _____ and supported by _____. The following Commissioners voted for adoption of the rules of procedure:

Dated

Chair - Planning Commission

Secretary - Planning Commission

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.

Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:

to get information about business – **point of information**

to get information about rules – **parliamentary inquiry**

if you can't hear, safety reasons, comfort, etc. – **question of privilege**

if you see a breach of the rules – **point of order**

if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

DEFINITIONS

Laboratory: A building or group of buildings in which are located facilities for research, investigation, testing, or experimentation.

Business: Any use engaging in the purchase, sale, barter, or exchange of goods, wares, merchandise, or services.

Industrial: Any use in which the major activity is the treatment, processing, rebuilding, repairing, or bulk storage of material, products, or items, and where the finished product is not acquired by the ultimate user on the premises.

Scientific: Any use in which the major activity is the pursuit, discovery, production, documentation, verification, or dissemination of knowledge.

ARTICLE XXII. - RTM—RESEARCH/TECHNOLOGY/MANUFACTURING DISTRICT

Sec. 36-635. - Purpose.

This district is intended to achieve the following objectives:

- (1) To provide an environment of related activities; which will encourage an increase in the productivity of business and industry.
- (2) To encourage development of scientific, business and industrial research and technology and environmentally clean manufacturing plants in a low density, landscaped campus type environment, generally devoid of nuisance factors commonly found in standard industrial districts.
- (3) To permit and encourage uses which support research, technology and manufacturing uses to locate within an RTM district, thereby eliminating the need to provide for their location on scattered sites in the general vicinity of the district.
- (4) To permit an RTM district to develop in stages and in a planned, coordinated manner, according to an overall development plan.
- (5) To provide facilities and services necessary for the health, safety, welfare and convenience of employees, customers, and visitors in an RTM district.
- (6) To encourage provision of open space within an RTM district, and to preserve natural features by incorporating them into the plan for the district.
- (7) To protect existing and planned uses in the vicinity of a proposed RTM center from spillover effects which might be created by uses in the district.
- (8) To help diversify the local economy, reduce unemployment, and expand the non-residential tax base of the township.
- (9) To prevent uses in the RTM district from creating any dangerous, injurious, noxious, or otherwise objectionable condition which might result from fire, explosion, or radioactivity; noise or vibration; water or soil pollution; smoke, dust, odor or other forms of air pollution; electrical or other disturbances, glare or heat; storage or disposal of liquid or solid materials or wastes;

conditions conducive to the breeding of rodents or insects; or from any other substance, condition, or elements in a manner or amount as to adversely affect other uses in the RTM district or in the surrounding area.

(Ord. of 7-22-2013, § 51.01; Ord. of 9-9-2014, § 51.01)

Sec. 36-636. - Location of an RTM district.

An RTM district shall be located in areas of the township designated in the township's adopted general development plan as suitable and desirable for research/technology/ manufacturing uses. A petition for an RTM district in all other locations shall either follow or proceed simultaneously with, an amendment to the adopted general development plan.

(Ord. of 7-22-2013, § 51.02; Ord. of 9-9-2014, § 51.02)

Sec. 36-637. - Permitted uses.

Uses in an RTM district shall be limited to those included in the listing of uses. No other uses shall be permitted unless the applicable plans are revised or amended in accordance with this chapter. The uses to be permitted shall be selected from the following listed uses, or shall be similar to such uses.

(1) Permitted principal uses.

- a. Agricultural uses, as temporary uses prior to development of a parcel in the RTM district.
- b. Industrial research, development, and testing laboratories.
- c. Scientific research, development, and testing laboratories.
- d. Business research, development, and testing laboratories.
- ~~e. Automated production equipment, such as robots.~~
- ~~f. Pharmaceutical drugs.~~
- ~~g. Office, computing, and accounting machinery.~~
- ~~h. Electric lamps; current-carrying and non-current-carrying wiring devices; radio and television receiving equipment; electronic components and accessories.~~
- ~~i. Space vehicles and parts.~~
- ~~j. Measuring, analyzing, and controlling instruments; photographic (except chemicals and sensitized materials); medical and optical goods; watches and clocks.~~
- k. Printing, publishing and allied industries.
- l. Production and processing of genetic materials.
- m. Electricity transmission and distribution lines, gas and oil pipelines, and related structures; electricity switching and step-down stations.
- n. Administrative, professional, and business offices.

(2) Permitted accessory uses.

- a. Uses such as fire, police, and ambulance stations; technical and business schools; recreation facilities, both indoor and outdoor post office.
- b. Prototype or pilot processing, manufacturing, and/or assemble, if strictly incidental and subordinate to an activity permitted and located in the RTM district, and if such use does not occupy more than ~~25~~49 percent of the total floor area of the permitted principal use.

- c. Commercial, office, and service uses which are located, designed, and intended to support and complement permitted principal uses which are located in an RTM district, such as the following: banks and other financial institutions; restaurants; transient lodging facilities; day care facilities; barber and beauty shops; pharmacies; sales of newspaper magazines, and books; office supply sales; medical and dental offices; theaters, auditoriums and meeting facilities; dry cleaning (pick-up and delivery only); product display facilities; power plants; water treatment plants; automobile service stations and car washing facilities; gift and flower sales; data processing and computing centers; computer and office machine service and repair establishments; printing and copying services.

Such uses shall either be located in a building containing the permitted principal uses which will be served, or in service centers consisting of one or more buildings, designed with common drives, parking and loading areas, and landscaping. Such service centers shall be located within the district as to clearly serve only the permitted principal uses within the district and not the surrounding area and communities.

- d. Outdoor recreation facilities.
- e. Living quarters for security and maintenance personnel.
- f. Warehousing, only for principal uses permitted and located in this district.
- g. Communication facilities only for principal uses permitted and located in this district.

(Ord. of 7-22-2013, § 51.03; Ord. of 9-9-2014, § 51.03)

Sec. 36-638. - Conditional uses.

The following buildings and structures, and uses of parcels, lots, buildings, and structures are permitted subject to obtaining a conditional use permit as provided in article XXVII.

- (1) Commercial communications apparatus, if located on existing commercial communications or electrical towers, or other existing appropriate structure, and subject to the provisions of section 36-720 herein, in addition to the requirements of article XXVII ("Conditional Uses") herein.
- (2) A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery.

(Ord. of 7-22-2013, § 51.04; Ord. of 9-9-2014, § 51.04)

Sec. 36-639. - Regulations and standards.

The following regulations shall apply in all RTM - Research/Technology/Manufacturing Districts:

(1) *Density regulations.*

- a. Ground floor coverage (GFC) shall not exceed 25 percent.
- b. The floor area ratio (FAR) shall not exceed 40 percent.
- c. The total developed area (TDA - the sum of the ground floor area of all buildings, and the area in parking spaces, drives, and loading spaces) of a lot shall not exceed 50 percent of the area of the lot.

(2) *Density calculations.*

- a. GFC, FAR, and TDA calculations shall be based on land areas designated for the various uses. The designated land areas shall include acreage for private drives, parking and loading areas, open spaces around structures, landscaped areas and similar areas, but not acreage in existing or future public street rights-of-way or major private streets.

- b. Land areas used in calculating ground floor coverages and floor area ratios shall be delineated on the site plan so that the acreage and density computations can be confirmed.
 - c. The surface area of lakes, streams, ponds (natural, man-made or storm water retention), marsh lands, or similar areas may be included in the acreage used for calculating ground floor coverage and floor area ratios if such areas are part of lands devoted to parks and open space uses.
 - d. GFC and FAR calculations shall be based on land areas designated for the various uses: The designated land areas include acreage for private drives, parking and loading areas, open spaces around structures, landscaped areas and similar areas, but not acreage in existing or future public street right-of-way or major private streets.
 - e. Land used to provide acreage to meet density regulations in a project within an RTM district shall not be used to compute density in another project within the district, unless the GFCs and FARs of the subject project and all previous projects are maintained at or less than the limits established in the preliminary site plan.
- (3) *Minimum lot area.* The minimum area for a parcel of land to be zoned RTM shall be 40 acres. The minimum area for individual lots within an RTM district shall be five acres. Any parcel of land, regardless of area, may be added to the initial land if contiguous thereto.
- (4) *Required yards.*
- a. A yard at least 100 feet wide shall be provided along an existing or future public street right-of-way.
 - b. A yard at least 50 feet wide shall be provided along that part of the perimeter of an RTM district which does not abut a public street, except where the adjacent property is designated by the Township's adopted General Development Plan for agricultural or residential uses, in which case the yard shall be at least 100 feet.
 - c. The following minimum yards shall be provided for each lot which is not subject to the yard requirements of subsection (4)a. and (4)b., preceding:

Front	50 feet
Side, interior	10 feet
Side, corner	50 feet
Rear	35 feet

Larger minimum yards may be required at the time of site plan approval, for a building exceeding three stories or 35 feet in height. The requirements shall be based on consideration of natural light, air circulation, and solar access.

- d. Minimum yard requirements shall apply to all buildings and structures, drives, and parking and loading areas. Drives may cross required yards. Drives and parking spaces shall not be less than ten feet from a property line where permitted in a side or rear yard. Loading areas shall not be permitted in any required yard.

All required yards shall be landscaped and adequately and permanently maintained. Yards that abut residentially used or zoned property shall meet the standards of section 36-706, transition strip.

- e. The preceding yard requirements, except those in subsection (4)a. and (4)b. herein, may be reduced as part of the approved site plan. The reduction shall be based on findings that topographic conditions, trees and other vegetation, proposed land grading and plant materials, or other existing or proposed site conditions perform the same function as the required yards.
- (5) *Distances between buildings.*
- a. The location of buildings and uses, and distances between buildings as shown by dimensions, shall be shown on the site plan.
 - b. Distances between buildings shall be sufficient to meet fire regulations, and to provide for natural light, air circulation and solar access.
- (6) *Height.* There shall be no height regulations in an RTM district, provided that any building which exceeds a height of three stories or 35 feet shall be approved as to a specific height by the township board upon recommendation of the planning commission. Approval shall be based on findings regarding natural light, air circulation, views, and solar access rights for neighboring buildings and properties, airport flight patterns; and fire protection and safety. The height of each building shall be on the site plan.
- (7) *Parking and loading requirements.*
- a. Parking and loading facilities shall be provided in accordance with section 36-765 and article XXV, herein, except that the dimensions of individual parking spaces may be reduced to not less than nine feet wide by 18 feet long, if approved as part of approval of the site plan. The planning commission may establish a maximum number of parking spaces permitted on a lot as part of its approval of a site plan.
 - b. Notwithstanding requirements of article XXIII, herein, the number of parking spaces required for RTM uses shall be based on the rate of one space for each 300 square feet of floor area. Loading/unloading operations shall occur only on the site involved, and shall not be located in the front or corner side yard. Loading/unloading areas shall be screened from view from streets and adjacent lots.
- (8) *Outdoor storage.* Outdoor storage of vehicles, equipment, supplies, or products shall be prohibited. Trash and other waste materials shall be stored as provided in section 36-701(3), herein. Such areas shall be screened from view from a street or adjacent lots, and shall not be located in front or corner side yard.
- (9) *Outdoor operations.* Outdoor storage of vehicles, equipment, supplies, or products: outdoor processing, assembly, repair, or other operations; or outdoor display of goods, materials, products, equipment, or processes shall be prohibited. No display shall be permitted in a window or in any other location visible from a street or an adjacent lot except in a service center, as provided in section 36-637(2)c., herein. Trash and other waste materials shall be stored as provided in section 36-701(3), herein. Such areas shall be screened from view from a street or adjacent lots, and shall not be located in a front or corner side yard. Outdoor processing, assemble, repair, or other operations shall be prohibited.
- (10) *Landscaping.* Landscaping shall be provided in accordance with the approved site plan for each lot in an RTM district. All landscaping shall be in conformance with section 36-722, landscaping, of this chapter.
- (11) *Performance standards.*
- a. Atmosphere emissions, electromagnetic radiation and interference, and the handling and disposal of radioactive and chemical materials shall comply with all applicable state and federal laws and regulations.
 - b. No vibration shall be produced which is transmitted through the ground and is discernible without the aid of instruments at, or any point beyond, the lines of the subject lot.

- c. Noise emanating from a building in this district shall not exceed 60 decibels as measured 25 feet from the exterior surface of the exterior walls of that building.
 - d. All activities, and all storage areas for materials, shall be provided with adequate safety and fire fighting devices, meet state codes regarding fire and explosion hazards, and requirements of [the] township fire marshal.
 - e. No direct or sky-reflected glare, except that resulting from floodlighting, so as to be visible at the lot line, shall be permitted. No emission or transmission of heat or heated air so as to be discernible at the lot line shall be permitted.
 - f. There shall be no discharge of any liquid or solid materials into any public or private sewage disposal system, into any stream or body of water, onto the surface of the ground, or into the ground, except in accordance with township, county, and state laws and regulations.
 - g. Odors from any use shall not be discernible at a lot line to a greater degree than odors from plants for the manufacture of electronic equipment.
- (12) *Fencing*. Security fencing shall not be permitted in any part of a yard forward of the rear wall of a building.

(Ord. of 7-22-2013, § 51.05; Ord. of 9-9-2014, § 51.05)

Secs. 36-640—36-666. - Reserved.

Northfield Township Planning Commission

2016 Meeting Calendar

November 23, 2015

January 6
January 20

February 3
February 17

March 2
March 16

April 6
April 20

May 4
May 18

June 1
June 15

July 6
July 20

August 3
August 17

September 7
September 21

October 5
October 19

November 2
November 16

December 7
December 21

Master Plan Review: Webster Township

November 23, 2015

Webster Township, Northfield Township's neighbor to the west, is updating its master plan. Pursuant to PA 33 of 2008, the Michigan Planning Enabling Act, adjacent communities are offered an opportunity to comment on the proposed plan before it is adopted. This review focuses on three parts: mentions of Northfield Township in the Webster Township plan; requests directed toward the Webster Township Planning Commission regarding the plan; and areas of the plan that may be of interest as a point of discussion among the Northfield Township Planning Commission (but would not be included in a response to Webster Township). These revolve around the topic of agriculture, not because agriculture is necessarily a top priority of Northfield Township but because it was extensively discussed in the plan and may have useful applications.

MENTIONS OF NORTHFIELD TOWNSHIP

The Future Land Use Map associated with this master plan shows an Agricultural designation all along the shared border with Northfield Township, with the exception of a small stretch of Park / Preserve immediately east of Independence Lake.

Northfield Township is characterized as one of four "growth and development corridors" surrounding Webster Township, specifically "experiencing continuous growth along US-23." Webster Township considers its commercial needs to be fully met by neighboring jurisdictions, including Dexter, Brighton, and Whitmore Lake, with Ann Arbor as the principal urban center.

The plan states that "urban density residential development (a density that exceeds one dwelling unit per 3/4 acre) will be limited to areas adjacent to Loch Alpine, the City of Dexter and the area near the Northfield Township line north of North Territorial Road, provided facilities are available." This goes both ways: "proposed developments that require central water or sanitary sewer services will be required to locate in one of these areas," and that dwellings in this urban residential land "should be required to connect with water and sanitary sewer lines; on-site facilities should not be permitted." Further, the plans states that "the Township will work with Northfield Township and other service providers to coordinate the timing, financing and installation of sewer and water infrastructure to the delineated urban service area." Recommended maximum densities within the urban residential district are:

Single Family Detached: 2.9 dwelling units per acre

Single Family Attached: 4.0 dwelling units per acre

Multiple Family: 4.0 dwelling units per acre

In assessing the community's roads, the Webster Township plan notes that "Barker Road, together with Webster Church, Valentine, and Merrill Roads as connecting roads, has potential (albeit limited since these roads are gravel) to provide the northeast part of the Township with access to the Whitmore Lake community and the US-23 freeway." A particular recommendation pertains to North Territorial Road and may impact Northfield Township: "This road functions as a primary road, in that it carries regional traffic through Webster Township, and connects the Township with the US-23 freeway via the interchange 1.5 miles to the east. The right-of-way should be expanded to 120 feet. Two driving lanes will be sufficient;

however, turning lanes might be needed at the intersections with Jennings, Webster Church, and Mast Roads, and Huron River Drive.”

Though it does not mention Northfield Township by name, one additional citation may have implications for the future: “Fire and police protection within Webster Township will have to increase to meet the needs of an expanding population base. Arrangements for these services at this time are foreseen to be contractual with neighboring units of government and the County.”

REQUESTS

Table 3: The minimum lot size in the Northfield Township agricultural district is 5 acres, rather than 10 as is listed. The minimum lot size in the Low-Density Residential district is 2 acres as listed. Clustering provisions allow for an increased effective density of 1 unit per acre if not served by sanitary sewer, and 1 unit per 33,000 square feet if served by sanitary sewer.

Northfield Township would be interested in the results of the recommended housing study referenced in the passage below, if conducted.

The Planning Commission should conduct a housing analysis for the Township. This should include the following:

- A. Estimate the demand for various types of housing within the Township based upon the projected growth of different demographic populations for the Township and the surrounding region, coupled with the existing housing stock in the Township and the region.*
- B. An analysis of affordable housing needs, including what price range constitutes “affordable” housing for workers in the area*
- C. Recommendations on approximately how many affordable units including multifamily or manufactured housing units should be planned for within the planning horizon*
- D. Appropriate strategies for providing a range of housing options within the Township*

DISCUSSION

Selected Excerpts re: Agricultural Zoning

Township	Agricultural Minimum Lot Size	Low Density Residential Minimum Lot Size
Webster	2 acres	1 acre
Northfield	10 acres (AR district)	2 acres (LR district)
Dexter	5 acres w/out conservation easement, 1 acre with conservation easement (AG district)	2 acres (RR district)
Scio	2.5 acres (A-1 district)	2.5 acres (ER district)

“Agricultural land is land that is in the designated agriculture area and in which low density single-family detached dwelling units are permitted. Each lot in this area must have its own well and septic tank/drain field systems. Residents of the township support the low density aspect of residential development within the agricultural area. The 2014 Master Plan Survey asked specifically about the current 2-acre minimum lot size in three different ways:

When asked if the lot size should be decreased, 70% said in no areas

When asked if the lot size should be maintained at 2 acres, 76% agreed

When asked if the lot size should be increased, 41% said in all areas while 36% said in no areas

It is interesting to note that when given a list of five lot sizes and asked to choose the appropriate size for agricultural areas, 54% chose a size greater (5 or 10 acres) than present standards (2 acres), 38% chose the present 2 acre standard, and only 8% chose smaller (3/4 or 1 acre) sizes."

"Rural residential land is land that is intended for single-family detached dwelling units on one acre or larger lots, which are located outside the agricultural area in the parts of the township where one acre and larger lots is the established lot pattern. Residents of the township support the lower density aspect of residential development within the agricultural area. The 2014 Master Plan Survey asked specifically about the current 2-acre minimum lot size in three different ways:

When asked if the lot size should be decreased, 79% said in no areas

When asked if the lot size should be maintained at 1 acre, 72% agreed

When asked if the lot size should be increased, 40% said in all areas while 38% said in no areas

It is interesting to note that when given a list of five lot sizes and asked to choose the appropriate size for rural residential, 50% chose a size greater (2, 5 or 10 acres) than present standards (1 acre), 41% chose the present 1 acre standard, and only 3% chose the smaller (3/4) size."

"Any future population increase will not require a large amount of new residential land, particularly if the new housing units are located on smaller lots, such as one or two acre parcels. Even under the most aggressive scenario, if most new residential units are located on 1-2 acre lots, the Township has more than enough land available (in the planning/zoning sense) for additional residential growth. The major issue is locating that growth in the parts of the Township where residential use is the desired long-term use."

Selected Excerpts re: Agriculture as a Land Use

"Since its organization as a township in the 1800's, Webster Township has been a major agricultural producer in Southeast Michigan. Agriculture remained the major economic activity in the township well after World War II.

Webster Township has seen a couple of major trends in the local economy. Farming and farmland has undergone and continues to undergo major changes. In the approximately 25 years prior to 2005, the trend was toward conversion of agricultural land to residential with subsequent increases in land values, combined with reduced interest by family members in taking over existing family farms. The result was a decline in active farming in the township during this period."

"Agricultural land use has a long history in Webster Township. How the township has zoned and planned for this land use has gone through a variety of stages over the years. Many of these changes have been shaped by the outlook of the community concerning the viability of future agricultural endeavors along with the amount of residential development pressure facing lands within the township. The zoning ordinance adopted by the township in 1953, kept density very low within the agricultural zoning district. At that time, over 90% of the land in the township was zoned agricultural with a minimum lot size of 10 acres. As development pressures increased, the township drastically increased the permitted residential density in agricultural areas by five-fold to a minimum lot size of 2 acres. Consideration was given to decreasing the density in the agricultural district in the early 2000s, but was not implemented. At that

time, development pressure was high and agricultural viability deemed low. Further, the previously adopted Master Plan had as one of its goals to manage the transition of the land in the Township from agricultural to residential...a foregone conclusion that agriculture had minimal chance for long term sustainability.

Things have changed substantially in recent years.

- Agricultural viability has greatly increased due to commodity price increases and a large demand for locally grown food
- Residents have expressed their desire to preserve viable agricultural areas by three times voting for a township millage for the purchase of development rights
- Ann Arbor has implemented a program to purchase development rights within a greenbelt around the city. About 1/3 of Webster Township is within this greenbelt
- Over 1500 acres (6.5%) within the township have been permanently preserved
- Recent development pressure has been greatly reduced due to economic conditions
- Residents have expressed the importance of agricultural and natural feature preservation through surveys and master plan input. 96% of the respondents in the 2014 Master Plan Survey agree that preserving farmland is important. When asked which areas should be planned for future agricultural use, the top two responses were currently farmed areas and areas with suitable soils."

Selected Excerpts re: Agricultural Preservation

"The Agricultural Preservation overlay district...was developed to highlight the majority of active farmland in the Township and to provide these landowners with the opportunity to participate in agricultural preservation programs.

"The Agricultural Preservation area was chosen based on the existence of working farms in the Township and the Ann Arbor Greenbelt program area. This area is also characterized by the predominance of large parcels (greater than 20 acres) and favorable agricultural soils. This area is also outside of any planned public sewer and water service area. Not all areas of the Agricultural Preservation Overlay District are suitable for farming as they have recognized natural features as indicated by the Natural Features Overlay and are encouraged to be preserved as open space."

"The Township will study and consider innovate options for the preservation and limited development of agricultural areas. A TDR program through the revision of the PUD district to require that each PUD project preserve agricultural and/or natural feature lands by way of allowing increased density on some parcels in exchange for preservation of land within the agricultural preservation overlay is a possible option. Another option to study is changes to zoning density combined with sliding scale zoning and/or lot split incentives for preserving larger tracts of agricultural land. Overall, the goal is to find innovate ways that the market force can have viable incentives to preserve agricultural land."

Northfield Township Planning Commission Lake Overlay Consideration

The Northfield Township Planning Commission has requested a review of recent Zoning Board of Appeals cases to assess the need for a Lake Overlay District. The purpose of such a district would be to reduce nonconformities requiring residents of SR-2 districts to obtain variances before conducting many home improvements.

Twelve (12) cases appearing before the Board between November 2013 and September 2015 were reviewed, representing all cases available on the Northfield Township website. Due to incomplete information (packet or minutes not available), the intent and resolution of only eight (8) cases could be determined. Five of these cases were within the SR-2 district. Overall, 7 of the 12 petitioners to the ZBA lived in the SR-2 district, while 5 of the 12 petitioners lived in the Agricultural (AR) district.

The SR-2 cases reviewed were as follows:

- **433 E Shore Drive.** 7.5' variance from side yard setback requested for principal structure once the proposed project of connecting the garage to the house is completed, due to differing setback requirements for principal and accessory structures in this district. Granted conditional to site plan provision.
- **8056 Lakeshore Road.** 10' variance requested from front setback due to irregularly shaped lot bordered by three roads, two of which require 30' setback. Granted.
- **573 E Shore Drive.** 3' variance from front yard setback and 5' setback from north side yard setback, due to placement of existing buildings and irregularly shaped lot. Granted.
- **8077 Lakeshore Road.** 25' variance requested from 30' front setback requirement due to small lot size and prevailing built conditions in the surrounding parcels, and 5% variance requested from 30% lot coverage requirements due to small lot size. Granted.
- **254 Lakeview Drive.** June 2014 request. Examine variance to Section 65.02: Non Conforming Lots of Record "seems discriminatory" and should be reviewed by PC. Need packet to fully understand issue.
- **8111 Beech Road** – 5' variance to 30' setback from lake access easement due to irregularly shaped lot, existence of easement for access and separation, and prevailing built conditions. Need minutes to understand resolution to case.

To determine the extent of the nonconformities of lakefront properties, an analysis of dimensions was conducted via GIS throughout the SR1 and SR2 districts. All parcels within the districts were included in order to compare the extent of nonconformity among lakefront parcels vs. among non-lakefront parcels.

Nonconforming Parcel Study for SR1 and SR2 Zoning Districts

	SR1 Number	SR1 Percent	SR2 Number	SR2 Percent
Total Parcels (in entire township, includes conforming)	672		856	
Total All Nonconforming Parcels	170	25.30%	497	58.06%
Parcels < Side Yard Setback (10ft)	25	3.7%	91	10.6%
Parcels < Rear Yard Setback (20ft)	3	0.4%	18	2.1%
Parcels < Front Yard Setback (SR1 35 ft; SR2 30 ft)	20	3.0%	72	8.4%
Total Nonconforming to Setback Requirements	48	7.1%	181	21.1%
Parcels < Minimum Lot Size (nonconforming) (SR1 10,890 sqft; SR2 7,500 sqft)	122	18.15%	316	36.92%
Total Number of <i>Lakefront</i> Parcels (includes conforming)	62		133	
Number of Nonconforming <i>Lakefront</i> Parcels	48	77.42%	119	89.47%

A few pertinent facts:

- As can be seen from the table, nonconformity due to setbacks and due to minimum lot size are both present in the SR1 and SR2 districts. The map shows that they are not necessarily correlated, though many parcels are indeed nonconforming in more than one way.
- The purpose of a minimum lot size is to ensure adequate spatial separation between dwelling units. There is no “right” minimum size; it is entirely contextual.
- Setbacks also ensure spatial separation, but they are more specific. An examination of what they are desired to do would be helpful.
 - Front setbacks provide a buffer between the public access street and the structures of a lot. They are often recommended or required by road authorities. Since we are discussing lakefront properties, which are active on both the standard “front” and “rear” lot lines, we will refer to the front setback as the “street side” setback.
 - Rear setbacks provide a buffer between the structures of a lot and the adjoining use opposite the public street. It is usually assumed that in residential settings, this will be another residential lot, so the buffer is between the occupants of one lot and the occupants of another. It also serves the independent value of providing personal open space on each lot. We will refer to the rear setback as the “lake side” setback.
 - Side setbacks provide a buffer between adjoining lots. Here again, the buffer is between the occupants of one lot and the occupants of another. The size is much smaller, primarily by convention and for convenience, but also because it is not serving other purposes such as open space or traffic safety. It does serve an important purpose of slowing or containing the spread of fire.

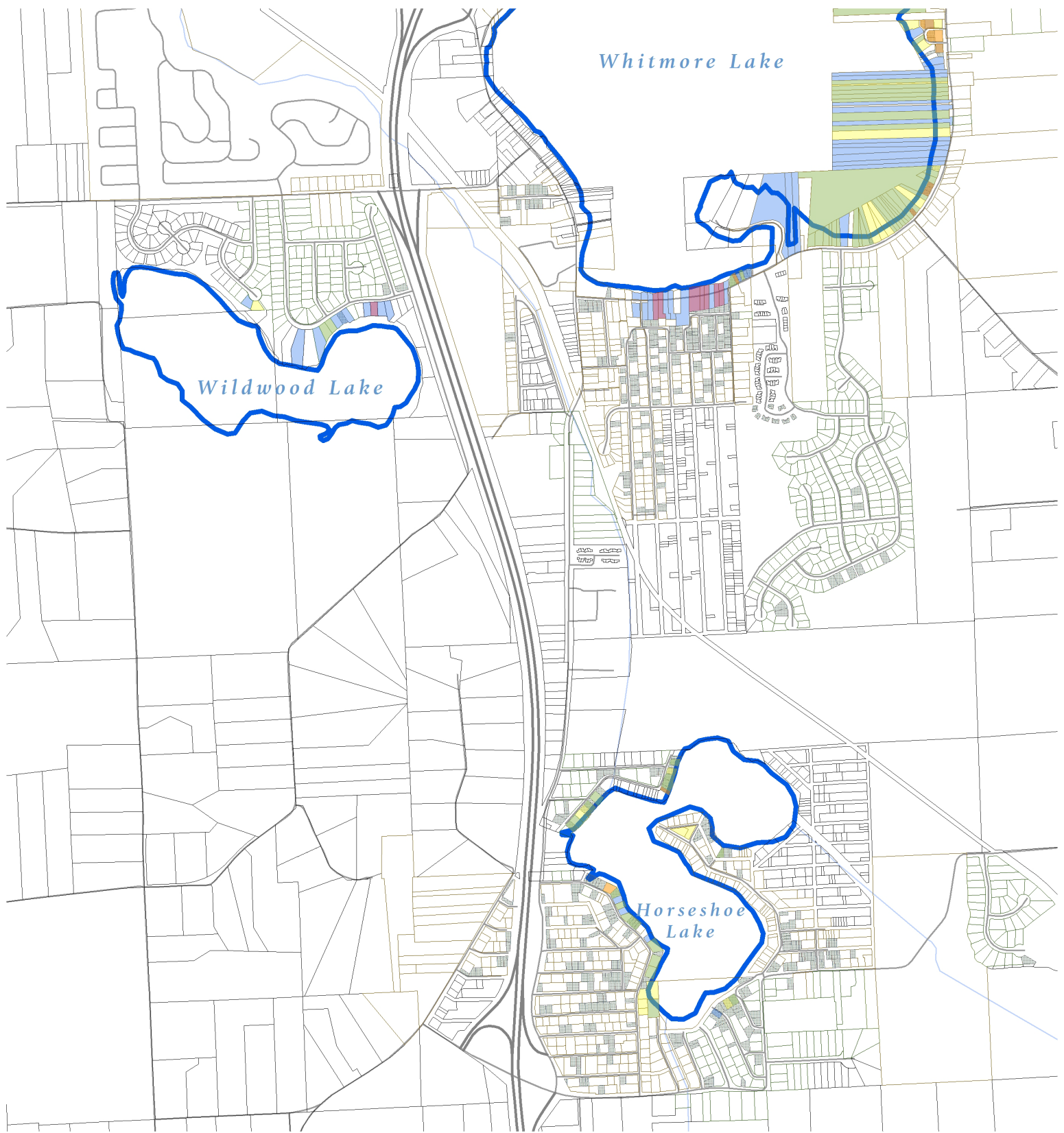
- From a practical legal standpoint, it is more important to get the setbacks right than the minimum lot size. This is because of a provision in Section 36-900: Nonconforming lots of record:

"A permitted principal structure and use, and customary accessory structures and uses, may be erected or placed on any single lot of record at the effective date of adoption or amendment of the ordinance from which this chapter is derived. ... This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area of width, or both, of the lot shall conform to the regulations for the district in which such lot is located."

Given these conditions, the proposal currently under consideration is to:

- **Minimize street side setbacks.** Reduce the street side (front) setbacks to the minimum that is reasonably considered to be safe for each street with parcels abutting the lake. This will not remove all of the nonconformities, because there are cases in which built conditions simply do not match the current understanding of traffic safety, but it will more closely match the requirements on paper to the conditions of the actual properties.
- **Firm up lake side setbacks.** Determine a "best practices" distance for the lake side (rear) setback. This will likely be the same on all of the lakes, and though it should roughly accommodate the built conditions, the goal should be preserving lake health. Section 36-723: Natural Features recommends a 25' vegetated strip to buffer any watercourse within the Township and a 50' setback for buildings and construction. Currently, only 21 parcels are not meeting the 20' lake side setback required in both SR1 and SR2. An examination of ways to encourage further compliance with best practices may be warranted. Where street side setbacks have been minimized, an opportunity exists to encourage pushing development, and its related disturbances, away from the water.
- **Implement sliding minimum side setbacks.** Currently, the minimum side setbacks represent 31% of the minimum lot width in the SR1 district (25ft setbacks; 80ft lot width) and 33% of the lot width in the SR2 district (20ft setbacks; 60ft lot width). A GIS analysis of all 117 lakefront parcels which do not conform to side setbacks found that half of those parcels would conform if the standard was simply that side yard open space must total 30% of the lot width. Decreasing the percentage to 25% would reduce the total number of nonconforming properties (side setback only) to just 39, but fire department opinion should be sought if contemplating that.

A particular benefit to this method is that it preserves the desired setbacks on parcels which are capable of handling it. If side setbacks were simply reduced to meet the most prevailing conditions, it would allow for a truly out-of-scale building with just one lot combination.



NORTHFIELD TOWNSHIP

Lakefront Overlay Parcel Study

Data Sources: State of Michigan Geographic Data Library, Washtenaw County GIS

- | | | |
|-------------------|--------------------|----------------------|
| Township Boundary | Parcels | < Front Yard Setback |
| Roads | SR1 Parcels | < Back Yard Setback |
| County Boundary | SR2 Parcels | < Side Yard Setback |
| Lakes | < Minimum lot size | |
| Rivers/Streams | | |



NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of –Regular Meeting November 18, 2015

1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley at 7:03 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	Absent with notice
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Present
Mark Stanalajczo	Present

Also present:
Township Manager Howard Fink
Mary Bird, Assessing & Building Assistant
Planning Consultant Leah DuMouchel,
Beckett & Raeder
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

- **Motion:** Dignan moved, Chockley supported, that the agenda be adopted as amended.
Motion carried 6—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Craig Warburton, 450 W. Joy Road, expressed concern about proposed by-laws and zoning changes and transparency in government and thanked Commissioners for their service. David Gordon, 5558 Hellner Road, expressed the same concerns and urged preservation of natural resources. Jim Nelson, 7777 Sutton Road, also objected to by-laws changes and commended Dignan for his motion in October regarding the Biltmore proposal.

6. CORRESPONDENCE

Community Survey. The Commission agreed to send a letter to Cobalt Research asking them to initiate the process they had proposed for undertaking the survey.

7. REPORTS

7A. Board of Trustees

Chick reported that the Board approved the Whitmore Lake Road special sewer assessment district and made

appointments to the Downtown Development Authority.

7B. ZBA

Did not meet.

7C. Staff Report

Nothing to report.

7D. Planning Consultant

DuMouchel reported that a site plan amendment was submitted for the Nowatzke site and the site plan for Whitmore Lake Preserve will be ready for the December 16th meeting.

Chockley reported that the Huron River Watershed Council has received additional grant funding which could be used to allow the Council to work with Northfield Township on making changes to its zoning ordinance.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

None.

10. NEW BUSINESS

A. Bylaws: Review of Amendments Proposed by Township Manager and incorporations by Township Planner.

The Commission and DuMouchel reviewed the proposed by-laws amendments and agreed to changes, including:

- acknowledging that the Township Board has assumed responsibility for preparing the capital improvements project.
- leaving in the language in Section 5.1 allowing the Commission to consist of 5, 7, or 9 members.

- **Motion:** Chockley moved, Chick supported, that the wording in Section 5.1 regarding the number of Commissioners remain unchanged.
Motion carried 4—2 on a voice vote; Stanalajczo and Dignan opposed.

- adding language to section 7.2 to require that a new Chairperson be elected at the next meeting to fill any vacancy.
- clarifying the role of Secretary in Section 7.3.
- having DuMouchel draft language regarding cancelation of meetings in Section 8.1.
- adding language to Section 8.2: "An application shall only be considered for placement on the agenda when all required documentation has been

submitted for review and placement in the Planning Commission packet.”

- striking the paragraph in Section 8.6 regarding conduct of meetings when a quorum is not present.
- reducing the number of votes needed for adoption of a master plan.

- **Motion:** Iaquinto moved, Stanalajczo supported, that the number of votes required for adoption of a master plan be a simple majority. **Motion carried 4—2, Chick and Chockley opposed.**

- requiring that notice of proposed amendments to the by-laws be posted on the home page of the Township's website, rather than in a newspaper.
- considering using a modified version of Roberts' Rules to for the operation of meetings.

- **Motion:** Iaquinto moved, Roman supported, that discussion of items 10B and 12A be postponed to the next meeting.

Iaquinto called for a roll call vote.

Motion failed 3—3 on a roll call vote, Chockley, Chick, and Dignan opposed.

B. RTM Zoning Designation: Memo from Planner reconsidering removal of 25% floor area limitation on manufacturing as an accessory use in this zoning classification and the permitted uses in the district.

DuMouchel referred to her memo of November 18th, which recommended that either the percentage language be removed entirely or that it be increased from 25% to 49%.

- **Motion:** Dignan moved, Stanalajczo supported, that a public hearing be set regarding Article 22, Section 36-637.2.b, for modification of total floor area from 25% to 49% for permitted principal uses. **Motion carried 6—0 on a voice vote.**

- **Motion:** Chockley moved, Dignan supported, that in Article 22, Section 36-637.1, items e, f, g, h, i, and j, be removed. **Motion carried 6—0 on a voice vote.**

- **Motion:** Dignan moved, Chick supported, that discussion of item 12A be postponed to the next meeting. **Motion carried 6—0 on a voice vote.**

11. MINUTES

- **Motion:** Dignan moved, Chick supported, that the minutes of the October 21, 2015, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

12. POLICY REVIEW AND DISCUSSION

A. Priorities for Future Work: Commission proposals for, and consideration of, items to be placed on the next several agendas.

By-laws prevent the Commission from taking up new business after 10:00 P.M.

13. SECOND CALL TO THE PUBLIC

David Gordon expressed opposition to reducing the number of votes to approve a master plan and reducing notice requirements.

14. COMMENTS FROM THE COMMISSIONERS

- **Motion:** Dignan moved, that the Planning Commission suspend all amendments to the Master Plan and notify surrounding communities that we are not in the process of amending our Master Plan at this time. **Motion failed for lack of support**

Dignan said to comply with the letter and the spirit of the Open Meetings Act all decision-making of the Commission must be done at public meetings, not by email.

Commissioners also called attention to Small Business Saturday on November 28th, and several of them and Fink commented on negative statements made by members of the public on an internet opinion blog and on comments by the Chair during the meeting.

15. ANNOUNCEMENT OF NEXT MEETING

December 2, 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 6—0 on a voice vote.**

The meeting was adjourned at 10:26 P.M.

Prepared by Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~; wording added is underlined.

Adopted on _____, 2015.

Marlene Chockley, Chair

Mark Stanalajczo, Secretary

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