

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting January 20, 2016

## 1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley at 7:00 P.M. at 8350 Main Street.

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Present
Marlene Chockley	Present
Brad Cousino	Present
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Present
Mark Stanalajczo	Present

Also present:

Mary Bird, Assessing & Building Assistant  
Planning Consultant Leah DuMouchel,  
Beckett & Raeder  
Recording Secretary Lisa Lemble  
Members of the Community

## 4. APPROVAL OF AGENDA

Chick asked that a proposed change to the by-laws be added under Unfinished Business.

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

## 5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, suggested delaying election of officers until appointments are made for the two open Commission positions.

## 6. CORRESPONDENCE

- **Motion:** Dignan moved, Stanalajczo supported that the emailed request from Living Water Community Church be added under New Business for discussion.

Roman noted this is technically out of order since the agenda was just approved.

**Motion carried 6—1 on a roll call vote, Roman opposed.**

## 7. REPORTS

### 7A. Board of Trustees

Chick reported that the Board approved the Northfield Preserve zoning request, but delayed appointments to the Planning Commission.

### 7B. ZBA

Did not meet. Mary Bird noted there will be a February meeting.

### 7C. Staff Report

Nothing to report.

### 7D. Planning Consultant

Nothing to report.

## 8. PUBLIC HEARINGS

None.

## 9. UNFINISHED BUSINESS

### 9A. By-Laws.

Chick proposed a change to Section 6.1. The pros and cons of this were discussed, including that it would be improper or lead to other problems, and that this would allow new appointees to have input into the officer selection. Iaquinto asked for a friendly amendment for legal review. Chick agreed.

- **Motion:** Chick moved, Cousino supported, to amend Section 6.1, Elections, to state, "The first meeting after final approval of new appointments or reappointments by the Board of Trustees shall be considered the Planning Commission's organizational meeting at which the Planning Commission shall elect from its membership a Chairperson, Vice-Chairperson, Secretary, and any other officers deemed necessary. All officers are eligible for reelection. The Township Supervisor shall not serve as Chairperson." **Motion carried 4—3 on roll call vote, Dignan, Stanalajczo, and Iaquinto opposed.**

Commissioners proposed the following additional amendments (underlined additions):

- Section 7.3e: "Restating Planning Commission motions made prior to a vote, in the absence of the recording secretary. In the event of the absence of both the chairperson and the vice chairperson, such duties shall, for the time being, devolve upon the Secretary. In the event of the absence of the Secretary, the Chair shall appoint a deputy Secretary to perform such duties, if necessary."
- Section 8.8: "Motions shall be restated by the Secretary or by the employed recording secretary before a vote is taken."
- Regarding Section 10.1, *Amendments*: "The by-laws may be altered...by affirmative vote of two-thirds of the Commission...provided that notice shall be submitted by mail or email to all members of the Commission...."
- Section 8.1: "The Chairperson in consultation with the Vice-Chair and Secretary, or a majority vote of the members, may cancel a meeting for lack of agenda.

- **Motion:** Chockley moved, Chick supported, that the by-law changes suggested by Roman, Iaquinto, and Chockley be approved.  
**Motion carried 7—0 on a roll call vote.**

## 10. NEW BUSINESS

### 10A. Election of Planning Commission Officers and ZBA and Parks and Recreation Representatives

- ▶ **Motion:** Chick moved, Cousino supported, to maintain the current elected Planning Commission officers positions, as held, until after new appointments or reappointments to the Planning Commission are made by the Board of Trustees and subsequent election of officers is held.

Dignan said this would be out of order as a violation of the by-laws. Chockley disagreed. Dignan asked that this be reviewed by the Township attorney, and if Chockley's interpretation is incorrect that appropriate action be taken.

- ▶ **Motion carried 4—3 on a roll call vote, Dignan, Stanalajczo, and Iaquinto opposed.**
- ▶ **Motion:** Dignan moved, Iaquinto supported, that the meeting be adjourned.  
**Motion failed 3—4 on a roll call vote, Chick, Chockley, Cousino, and Roman opposed.**

### 10B. Living Water Church Request

Dignan and Iaquinto noted that they are members of this church and asked the other Commissioners to make a determination regarding their potential conflict of interest. Commissioners indicated that would likely not be a problem, but agreed the content of the request should be reviewed first.

Commissioners briefly discussed the church's notice of intent to purchase the property at 200 Barker Road, conditioned upon rezoning from General Commercial zoning to a district that would allow for use by a church or approval of a Conditional Use. DuMouchel said the church had not otherwise approached the Township about this. Commissioners generally agreed they would not have a problem considering this request, but noted that a variety of uses are proposed that would have to be reviewed by the professional planners.

## 11. MINUTES

### December 2, 2015, Regular Meeting

Stanalajczo said since action was not taken on these minutes at the December 16<sup>th</sup> meeting they were automatically approved by law.

### December 16, 2015, Regular Meeting

Not acted on.

## 12. POLICY REVIEW AND DISCUSSION

### A. Lake Overlay Zoning discussion revisited.

DuMouchel reviewed her follow-up report to the discussion of this at the December 2<sup>nd</sup> meeting concerning methods that could be employed to reduce non-conformities of lakefront parcels and to allow more leeway for expansion on them. Dignan said about half of the recent ZBA cases have concerned these lots.

The Commission discussed related issues including building code and fire concerns with narrow side yard setbacks, how parking would be handled, Road Commission concerns about zero setbacks from the street, sliding vs. static side yard setbacks, and what kind of input lakefront neighborhood associations might have. DuMouchel said she can put these ideas in the form of a proposed ordinance. It was agreed to wait until that is available to schedule a public hearing and also to ask for comment from the Township Building Official and Fire Department.

## 13. SECOND CALL TO THE PUBLIC

David Gordon expressed concern about items being added to agendas without notice to the public, so much time being spent on by-laws review, the rude behavior of a Commissioner, and the Township's treatment of the resigning professional planner.

## 14. COMMENTS FROM THE COMMISSIONERS

Commissioners commented on the by-law changes discussed and actions taken, references from the public about the treatment of the resigning planner, adding items to agendas, and responded to the charge of rude behavior of a Commissioner.

## 15. ANNOUNCEMENT OF NEXT MEETING

**February 3, 2016**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location. Chockley noted there will be public hearings on by-laws and the RTM District.

## 16. ADJOURNMENT

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

The meeting was adjourned at 8:44 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 February 3, 2016.

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Kenneth Dignan, Chair

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Mark Stanalajczo, Secretary

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