

# 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 16<sup>th</sup> 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 18<sup>th</sup>, 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 28<sup>th</sup>, 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.

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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 \_\_\_\_\_, 2015.

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Marlene Chockley, Chair

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Mark Stanalajczo, Secretary

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