

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

November 18, 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**
- 10. NEW BUSINESS**
  - A. Bylaws: Review of amendments proposed to bylaws by Township Manager; review incorporations by Township Planner.**
  - B. RTM zoning designation: Memo from Planner reconsidering removal of the 25% floor-area limitation on manufacturing as an accessory use in this zoning classification and the permitted uses in the district; related discussion.**
- 11. MINUTES: October 21, 2015 Meeting**
- 12. POLICY REVIEW AND DISCUSSION**
  - A. Priorities for future work: Commissioner proposals for, and consideration of, items to be placed on the next several agendas.**
- 13. CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT: Next Regular Meeting – December 2, 2015**
- 16. ADJOURNMENT**

# NORTHFIELD TOWNSHIP

---

Memo

**To:** Northfield Township Board  
**From:** Howard Fink  
**Date:** 11/12/2015  
**Re:** Planning Commission By-Laws

---

Dear Planning Commission,

At the last Planning Commission meeting, the P.C. wished for me to prepare written correspondence on my opinion of what sections of the bylaws deserve review. My intention is not to recommend a course of action, but rather to call out some policy issues that deserve discussion.

Section 4.7

Section needs to be rewritten to clarify that the Township Board has accepted this responsibility moving forward

Section 5.1

The Planning Commission number of members is already set by the Townships ordinance for 7 members. My assumption is that the decision to change this model rests with the Township Board.

Section 5.6

The Township Board has a primary fiduciary responsibility. The Board of Trustees need to debate what operating funds are discretionary to the Planning Commission.

Section 7.3

Staff is and has been in place for some time to see to it that proper administration of correspondence, minutes, site plans, etc., are in place. This section need to reflect that the role of the secretary can be to ensure proper protocol in the dissemination of information and record keeping, but not the actual task of doing so. Recommend deleting A, C, E, F.

Section 8.6

This Section calls for a standard which is more restrictive then State Law. Given the importance of voting on a master plan, I recommend that this be reviewed by legal counsel. If the opinion is that it is permissible to be more restrictive then state law in this instance, then this question deserves a policy discussion by the Planning Commission; which is if a six member approval is appropriate or too restrictive (state law requires 2/3 vote or 5 members in the affirmative).

Section 8.9

This Section calls for a standard which is more restrictive then State Law. Given its importance and the possibility of a subsequent dismissal action by the board based on this standard, it should be reviewed by legal counsel. I agree with A, B, and C. Subsection D deserves debate, as it is a standard that is based on opinion, not fact. Given that the Board of Trustees may remove a planning commission member for such offense, it is a rather large extension of governmental authority.

Section 11.1

This section calls for a standard which is more restrictive than state law. It should be debated as a policy issue.

Section 12.1

There are many versions of "Roberts Rules of Order". If Roberts Rules of Order are to be followed, the specific edition should be noted, a copy provided to all P.C. members and a parliamentarian appointed to oversee any procedural issues. While following "Roberts Rules" is often stated as a standard practice of Boards, its implementation in reality is more complex.

There are other areas which deserve updating and sections where reference to the Township Board or Township Supervisor needs to be changed to the Township Manager. Ultimately, it is the Planning Commission that should debate these changes. I simply wanted to outline key policy issues that should be reviewed. As always, I am available to the Planning Commission for assistance and guidance.

Respectfully Submitted,

Howard Fink, Township Manager

Northfield Township Planning Services

## Bylaws Review II

November 12, 2015

### ITEMS INCORPORATED

- Section 1.1 Added text to refer to the Michigan Zoning Enabling Act.
- Section 3.1 Changed "Encourage" in item D to "Ensure." Removed Item H and Item K due to redundancy. Changed "Effect" in item J to "Affect."
- Section 5.1 Removed "5" and "9" per comment from Township Manager Fink: "The Planning Commission number of members is already set by the Townships ordinance for 7 members. My assumption is that the decision to change this model rests with the Township Board."
- Section 8.1 Added time and place to Regular Meetings.
- Article IX Moved Section 9.1 – Annual Report to Article IV: Responsibilities and Duties.

### ITEMS FOR DISCUSSION

- Section 3.1 Consider adding plan review to Purposes. Suggested language:  
*To review, revise, and approve plans and programs for the development of the Township.*
- Article IV Consider adding training to Responsibilities and Duties. Suggested language:  
*Section 4.16 – TRAINING*  
*Attend training sessions, conferences or meetings as needed to properly fulfill the duties for a commissioner, and for which appropriations of funds have been approved by the Township Board as needed.*
- Section 4.7 Comment from Township Manager Fink: "Section needs to be rewritten to clarify that the Township Board has accepted this responsibility moving forward." Suggested language:  
*Section 4.7 – 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 has accepted responsibility for the preparation and approval of the capital improvements plan.*
- Article V Consider adding a policy on absences. Suggested language:  
*Section 5.6 – ATTENDANCE*

*Members shall give 24 hours' notice to the Chair regarding absence from any meeting in order to be considered excused. Four consecutive unexcused absences, or absences totaling at least 25% of a year's meetings, shall be cause for considering the removal of such member from the Planning Commission.*

Section 5.6 Comment from Township Manager Fink: The Township Board has a primary fiduciary responsibility. The Board of Trustees needs to debate what operating funds are discretionary to the Planning Commission.

Discussion: How has this been handled historically? Has this procedure been followed? Does the Manager, as the Board's agent, have a suggestion for revision?

Section 7.2 Consider clarifying how a Chair is replaced in the event of death, resignation, or otherwise. Suggested language:

*The Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term.*

Section 7.3 Comment from Township Manager Fink: Staff is and has been in place for some time to see to it that proper administration of correspondence, minutes, site plans, etc., are in place. This section needs to reflect that the role of the secretary can be to ensure proper protocol in the dissemination of information and record keeping, but not the actual task of doing so. Recommend deleting A, C, E, F.

The suggested language clarifies the "ensuring" role of the secretary. The sub-items have been retained as they are still required. Review Section 8.8 for consistency once established.

*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 , and such other duties as the Commission may direct including but not limited to:*

- A. Signing all approved site plans.*
- B. Signing and record approved minutes.*
- C. Submitting attendance records of Planning Commission meetings to Township Clerk.*
- D. Reading, upon request, correspondence at Planning Commission meetings.*
- E. Calling and noticing special meetings.*
- F. Restating Planning Commission motions made prior to a vote.*

Section 8.6 Comment from Township Manager Fink: This Section calls for a standard which is more restrictive than State Law. Given the importance of voting on a master plan, I recommend that this be reviewed by legal counsel. If the opinion is that it is permissible to be more restrictive than state law in this instance, then this question deserves a policy discussion by the Planning Commission; which is if a six member approval is appropriate or too restrictive (state law requires ~~2/3~~ vote or ~~5~~ members in the affirmative a majority vote).

Point of discussion: Assuming it is legally permissible, one argument for the more restrictive requirement is to facilitate working consensus among the members of the Commission on this foundational document. In other words, since many of the Planning Commission’s decisions are required to reference the Master Plan, the purpose of this requirement is to ensure that the Plan itself is considered a valid document by all members.

Section 8.9 Comment from Township Manager Fink: This Section calls for a standard which is more restrictive than State Law. Given its importance and the possibility of a subsequent dismissal action by the board based on this standard, it should be reviewed by legal counsel. I agree with A, B, and C. Subsection D deserves debate, as it is a standard that is based on opinion, not fact. Given that the Board of Trustees may remove a planning commission member for such offense, it is a rather large extension of governmental authority.

Point of discussion: This section only explicitly defines malfeasance as failure to *disclose* the conflict of interest – not what action should be taken once the conflict has been disclosed. The statute itself requires this disclosure, so this can be read more as a restatement than an expansion.

The statute also requires the planning commission to *define* conflict of interest, again for the primary purpose of disclosure. This definition is fully at the planning commission’s discretion, both in the State act and in the Northfield Township ordinance enabling a Planning Commission. Item D does have a precedent in the American Institute of Certified Planners Code of Ethics (Aspirational Principle 2c), which states: “We shall avoid a conflict of interest or even the appearance of a conflict of interest in accepting assignments from clients or employers.” Suggested language:

*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.*

*Conflict of interest is defined by the Northfield Township Planning Commission as involving:*

- 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 interests (such as partner, employer, lender, renter, or investor); or*
- D. A matter that would give rise to the appearance of impropriety.*

Article XI Comment from Township Manager Fink: This section calls for a standard which is more restrictive than state law. It should be debated as a policy issue.

Suggested language:

*Public notice of any proposed alteration, amendment, or repeal shall be posted in general view at Township Hall at least 15 days prior to the meeting at which they are to be considered.*

Article XII

Comment from Township Manager Fink: There are many versions of "Roberts Rules of Order". If Roberts Rules of Order are to be followed, the specific edition should be noted, a copy provided to all P.C. members and a parliamentarian appointed to oversee any procedural issues. While following "Roberts Rules" is often stated as a standard practice of Boards, its implementation in reality is more complex.

# Northfield Township Planning Commission By-Laws

<u>ARTICLE NUMBER - SUBJECT</u>	<u>PAGE NUMBER</u>
<b>ARTICLE I - PREAMBLE</b> .....	2
<b>ARTICLE II - AREA</b> .....	2
<b>ARTICLE III - PURPOSES</b> .....	2
<b>ARTICLE IV - RESPONSIBILITIES AND DUTIES</b> .....	3
<b>ARTICLE V - MEMBERSHIP</b> .....	6
<b>ARTICLE VI - OFFICERS</b> .....	7
<b>ARTICLE VII - DUTIES OF OFFICERS</b> .....	8
<b>ARTICLE VIII - MEETINGS</b> .....	9
<b>ARTICLE IX - ANNUAL REPORT</b> .....	11
<b>ARTICLE X - FISCAL YEAR</b> .....	12
<b>ARTICLE XI - AMENDMENTS</b> .....	12
<b>ARTICLE XII - PARLIAMENTARY PRACTICE</b> .....	12
<b>ARTICLE XIII - CITIZEN PARTICIPATION</b> .....	12
<b>ARTICLE XIV - EFFECTIVE DATE</b> .....	13
<b>ARTICLE XV - EFFECT AND INTERPRETATION OF BYLAWS</b> .....	13



# 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, as amended, and the Michigan Zoning Enabling Act 110 of 2006. 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~~ Ensure 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.~~
- H.H. Facilitate provision for a system of transportation, sewage disposal, safe and adequate water supply, recreation, and other public improvements.
- ~~J.I.~~ 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**

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 has accepted responsibility for the preparation and approval of the capital improvements plan. 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 9.14.10 - 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~~11 - 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~~12 - INQUIRIES**

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

#### **SECTION ~~4.12~~13 - 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~~14 - 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.

REVIEWED 2

**SECTION 4.14-15 - 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 4.15-16 - 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.

**ARTICLE V - MEMBERSHIP**

**SECTION 5.1 - NUMBER:**

The Northfield Township Planning Commission shall consist of ~~5, 7, or 9~~ seven (7) 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 changes and after a public hearing.

**SECTION 5.3 - TERM:**

The term of each member shall be for three (3) years, 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 - 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. 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. Signing and record approved minutes.
- C. Submitting attendance records of Planning Commission meetings to Township Clerk.
- D. Reading, upon request, correspondence at Planning Commission meetings.
- E. Calling and noticing special meetings.
- F. 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.

REVIEW 2

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.

### **SECTION 8.2 - AGENDA:**

The Planning Commission shall establish deadlines for items to be included on the agenda. 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
- F. Correspondence
- G. Public Hearings
- H. Reports of committees.
- I. Old business.
- J. New business.
- K. Approval of the minutes of the last preceding meeting
- L. Final Call to Public
- M. 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.

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

- 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 interests (such as partner, employer, lender, renter, or investor); or
- D. A matter that would give rise to the appearance of impropriety.

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

## 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.~~

REVIEW 2

## **ARTICLE IX - FISCAL YEAR**

### **SECTION 109.1 - 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 110.1 - 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 published in a newspaper of general circulation in the Township posted in general view at Township Hall 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 1211.1 - 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 1312.1 - 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 ~~413~~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 ~~XV~~XIV - EFFECT AND INTERPRETATION OF BYLAWS**

#### **SECTION ~~4514~~14.1 - 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 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 Commissioner Dignan and supported by Commissioner Chick. The following Commissioners voted for adoption of the rules of procedure:

Janet Chick

Andrea Darden

Marlene Chockley

Kenneth Dignan

Brad Cousino

Sam Iaquinto

Larry Roman was absent.

Dated 3-19-2014

---

Chair - Planning Commission

---

Secretary - Planning Commissioner

*project memorandum*

Date: November 18, 2015  
From: Leah DuMouchel  
To: **Northfield Township Planning Commission**  
8350 Main Street  
Whitmore Lake, MI 48189  
Project: **RTM Zoning Review II**

**Remarks:**

Additional research was requested by the Commission regarding the 25% floor area limitation on manufacturing uses in the RTM district, as well as general observations and best practices concerning research and technology district zoning generally. Nine zoning districts were reviewed, selected on the basis of 1. Consultant knowledge of a successful research district; 2. Communities which host a Certified Business Park as promulgated by the Michigan Economic Developers' Association; or 3. the existence of a specific zoning district aimed at research and/or technology.

Documents reviewed include:

- City of Ann Arbor Uniform Development Code
- City of Auburn Hills Zoning Ordinance
- Bloomfield Township Zoning Ordinance
- City of Dearborn Zoning Ordinance
- City of Dexter Zoning Ordinance
- Macomb Township Zoning Ordinance
- Pittsfield Township Zoning Ordinance
- City of Southfield Zoning Ordinance
- Wake County, MD Unified Development Code (part of the "Research Triangle")

*25% Manufacturing Limitation*

None of the zoning codes reviewed placed a numerical limit on the amount of floor area devoted to manufacturing use. The most common method of limiting manufacturing uses was by specifying "prototype production," "pilot plants," or similar in the Permitted Uses. Another method included permitting "accessory uses incidental to permitted uses, such as wholesale activities, warehouses, and light industrial operations." It is worth noting that two of the districts allowed manufacturing and assembly as a principal permitted use.



*project memorandum*

Recommendation: Remove the phrase “and if such use does not occupy more than 25 percent of the total floor area of the principal use.” Alternately, retain the language and change “25 percent” to “49 percent.”

*Permitted Uses*

A review of the permitted uses in the RTM district revealed some irregularities, such as “pharmaceutical drugs” – not their sale or manufacturing – as a permitted use. (!!)

Since this issue is closely aligned with the question of how much manufacturing use is permissible, a thorough review of these uses is warranted.

The first four uses (§36-637(1) a-d) expressly enable the intent of the ordinance in language that is fairly straightforward and standard. They should be retained.

The next five items (e-j) are not uses; they are nouns. Each of them can be classified as industrial, scientific, or business related, so all research, development, and testing activities would be included in a-d. If they are to be included for any other reason, such reason should be clarified and spelled out.

- e. Automated production equipment, such as robots. (Scientific or industrial)
- f. Pharmaceutical drugs. (Scientific)
- g. Office, computing, and accounting machinery. (Business)
- h. Electric lamps; current-carrying and non-current-carrying wiring devices; radio and television receiving equipment; electronic components and accessories. (Scientific or industrial)
- i. Space vehicles and parts. (Scientific)
- j. Measuring, analyzing, and controlling instruments; photographic (except chemicals and sensitized materials); medical and optical goods; watches and clocks. (Scientific)

The remaining items (k-n) designate specific uses which are permissible in the district. They should be reviewed for conformity with the District’s purpose.

Alternately, the Commission could choose to replace the existing language altogether. The following Permitted Uses from Wake County, MD are an example of regulations from a highly successful technology district.

(A) Permitted Uses

The following uses are permitted in the RA district:

- 1) laboratories, offices, and other facilities for research (both basic and applied) and development, conducted by or for any individual, organization, or concern, whether public or private;
- 2) prototype production facilities - that is, facilities for product manufacture limited in scale to that necessary to fully investigate the merits of the product;
- 3) pilot plants - that is, facilities used to test manufacturing processes planned for use in production elsewhere;

*project memorandum*

- 4) production facilities and operations with a high degree of scientific input - that is, manufacturing facilities and operations in which the input of science, technology, research, and other forms of concepts or ideas constitute a major element of the value added by manufacture per unit of product;
- 5) facilities of an organization or association whose activities primarily promote basic or applied research activities, such as the facilities of academic, scientific, trade, industrial, or humanistic organizations and foundations; and
- 6) facilities for the development or training of personnel for organizations significantly engaged in research activities.

(B) Auxiliary Uses

- 1) For purposes of this section, auxiliary uses are defined as principal uses of a lot that primarily serve the needs of the businesses, institutions, and employees involved in the permitted uses within the district.
- 2) The following auxiliary uses are permitted in the RA district:
  - a) corporate headquarters, regional headquarters, and other administrative offices for research or research application uses that are located within the district
  - b) audio, video, telecommunication, and other types of broadcasting facilities for the production and transmission of all types of communication, including studios, offices, and transmission towers - provided that any telecommunication tower must meet the standards set forth in Sec. 4-56;
  - c) electric substations and other service utility facilities;
  - d) child care centers and child care homes, and day care facilities for the elderly; and
  - e) outdoor recreational facilities.

(C) Accessory Uses

- 1) The following uses are permitted as accessory uses:
  - a) retail and service uses conducted primarily for the convenience of the employees of a permitted or auxiliary use, such as cafeterias, snack bars, automated bank teller machines, medical clinics, personal services, recreational facilities, parking facilities, and shops providing daily convenience goods;
  - b) facilities and operations required to maintain or support a permitted or auxiliary use, such as offices, conference centers, communication centers, training facilities, supply and storage facilities, maintenance shops, power plants, keeping of animals (if enclosed within a soundproof building), antenna farms, and machine shops;
  - c) service utility facilities; and
  - d) other uses that are accessory to a permitted or auxiliary use.

## 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 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 a 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.



# 2015 Planning Commission Priority Rankings

Big Picture Score--Rank 1 through 7 -- 1 is the most important, 7 is the least. Use each number 1, 2, 3, 4, 5, 6 & 7.



**Final Rank**

**1.3** **Review of the Master Plan**

Detail Score--Rank each topic immediately below. 1 is the most important. Use each number 1, 2, 3, 4, & 5.



**Final Rank**

2.0	Discuss densities associated with the various zoning classifications
2.4	Obtain/consider sewer capacity study results
2.9	Future Land Use Map
3.3	Consider school district boundaries
4.4	Update the demographic section

**1.7** **Zoning ordinance**

Detail Score--Rank each topic immediately below. 1 is the most important. Use each number 1 through 10.



**Final Rank**

3.1	Discuss the densities allowed within each residential zoning classification
3.3	Form-based Zoning
3.9	Site Plan Review Manual – Improve deadline issues, update to reflect the codification
4.7	Update the landscape section
4.7	Public Land Zoning
5.1	Streamline/combine CUP with site plan approval when possible
5.4	Lake Lots
6.0	Transfer of development rights
8.9	Tiny Homes
9.9	Dog hoarding

**4.1** **Economic Gardening -- prioritize needs for Downtown Development**

**4.3** **Parking Study Downtown**

**5.3** **Traffic Flow Study in Downtown**

**5.4** **Policy/Administrative -- Bylaws Review**

**5.9** **Develop a Greenway Plan**