

# NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting May 6, 2015

## 1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley at 7:05 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	Absent with notice
Sam Iaquinto	Present
Larry Roman	Present
Mark Stanalajczko	Present

Also present:

Township Manager Howard Fink  
Planning Consultant Laura Kreps,  
Carlisle/Wortman Associates  
Mary Bird, Assessing & Building Assistant  
Recording Secretary Lisa Lemble  
Members of the Community

## 4. APPROVAL OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, that the agenda be adopted as presented.  
**Motion carried 6—0 on a voice vote.**

## 5. FIRST CALL TO THE PUBLIC

**Master Plan/Growth.** David Gordon, 5558 Hellner Road, displayed a copy of an anonymous document that was being passed out at the polls the day before. He said the document contained many pieces of incorrect information about the size and financial health of the community and the proposed Biltmore development. He said repeating lies does not make them true.

Craig Warburton, 450 West Joy Road, said the company being hired to conduct a community survey will produce the result they are told to. He said their list of prior clients includes many governments but no community groups, and many more public hearings and much more sampling should be done if the Master Plan is to be amended.

Jim Nelson, 7777 Sutton Road, also referred to the document distributed to the public at the polls the day before. He said it is not true that the only people who are opposed to undertaking a Master Plan live in a specific corner of the Township. He said a referendum in opposition to the Grand Sakwa housing proposal in 2004 was approved in all precincts of the Township. He said members of Northfield Neighbors identify themselves and he wished someone had signed their name to this document.

## 6. CORRESPONDENCE

**Fete Farm Conditional Use Application Withdrawal.** Chockley noted the applicants had withdrawn this request.

**Scio Township Notice of Master Plan Adoption.** Chockley noted that a copy of this plan is available in the Township office.

## 7. REPORTS

### 7A. Board of Trustees

Chick reported that at their April workshop the Board discussed the proposal submitted for a citizen survey.

### 7B. ZBA

The ZBA has not met since the last Planning Commission meeting.

### 7C. Staff Report

Nothing to report.

### 7D. Planning Consultant

Kreps reported:

- On April 17<sup>th</sup> Lewan and others had a pre-application meeting with Al Dente which submitted plans for review.
- On April 24<sup>th</sup> Lewan, Chick, and Chockley met with Cobalt, the only company to present a proposal to prepare a community survey.
- O'Donnell Electric has resubmitted their site plan, and this will be on the June 3<sup>rd</sup> Planning Commission agenda.
- Nothing has been submitted regarding the Carter Lumber site.

## 8. PUBLIC HEARINGS

None.

## 9. OLD BUSINESS

### 9A. Zoning Map and Ordinance—minor text and map change to ES—Enterprise Service district, and addition of SR1—Single Family Residential Zoning.

Kreps explained that since the Commission approved the consolidated of the Residential Office (RO) district in the ES district in 2014, Carlisle Wortman had discovered that some of the previously RO-zoned properties are residences. In addition, she said other residential properties are designated as ES and AG (Agricultural). To address that, she said a text amendment is proposed to add single-family as a permitted use in the ES district, and the zoning of the ES/AG parcels as SR-1 is proposed. It was agreed to schedule action on this for the June 3<sup>rd</sup> agenda.

### 9B. Citizen Survey/Master Plan. Report on interview and updated bid with Cobalt Community Research, and review of timeline, process, and cost estimate.

Kreps said she spoke with three of the four references provided by Cobalt, and all of them reported that they had used Cobalt several times previously, plan to use their services again, and would recommend them.

Chockley and Chick both said they after meeting with Cobalt they were impressed with their experience and abilities. She added that while there are people in Northfield Township who could perform this service, she believes it is better to hire an outside company.

Chockley said when she, Chick, and Lewan met with Cobalt they discussed the process to be used, and they agreed it would be better for all registered voters to be sent a survey to insure everyone has an opportunity to be represented and to get a larger number of responses. She said she is also comfortable with their methodology for analyzing the results.

Chockley said Cobalt is planning on preparing an initial draft of questions to be commented on. Chick said Cobalt is interested in input from all individuals and groups. Stanalajczo said the methodology proposed insure public interest is represented fairly. Chockley said action on the Cobalt proposal will be on the Township Board's May 12<sup>th</sup> agenda.

### 9C. Notice of Intent to Plan—letter distributed.

Chockley noted this letter had been sent to neighboring communities as required by State law.

## 10. NEW BUSINESS

### 10A. Site Plan Review Manual—update of ordinance citations.

Kreps said most of the changes are to the citations referencing the manual's place in the codified version of the Township's codes. Chockley suggested adding review by the Fire Chief to the list of requirements.

Stanalajczo said he wants to make sure that all required documents are submitted in a timely manner to prevent unnecessary delays. He suggested that in the case of the Planning Commission's review of any project that all documents be submitted at least one week prior to the meeting date. Chockley agreed that requests should not be placed on an agenda until all of the necessary information has been provided. She said a checklist should be provided to help insure that this happens.

It was agreed this should be on the June 3<sup>rd</sup> agenda for consideration.

## 11. MINUTES

### April 15, 2015, Regular Meeting

Chockley made three minor corrections.

- **Motion:** Iaquinto moved, Stanalajczo supported, that the minutes of the April 15, 2015, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

## 12. POLICY REVIEW & DISCUSSION

Chockley noted she will not be at the June 3<sup>rd</sup> meeting. She asked members notify her of any planned absences to insure a quorum will be present during the summer.

Chockley reported that she, Fink, Lewan, Scott Betzoldt of Midwestern Consulting, and Supervisor Engstrom met with Mr. Stollman of Biltmore Development to provide an update on the status of the Master Plan amendment. She said he was informed that the review area for a potential Master Plan amendment had been expanded.

## 13. SECOND CALL TO THE PUBLIC

**Community Survey.** David Gordon said it is interesting that the only one proposal for a community survey was submitted at the amount of the cost estimate previously discussed by the Board. He urged the Board to get at least one other proposal, and he volunteered to be part of the group that reviews the draft survey questions being prepared by Cobalt.

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Gordon also said it is surprising given the high community interest in the Biltmore request that no report on the meeting with Stollman appears on the Township website.

Referring again to the anonymous document distributed at the poll, he said the comment that subdivisions will bring business to community and lower taxes has not been true in his experience in Northfield Township. He asked the Planning Commission to address some of the issues brought up in this document.

**14. COMMENTS FROM THE COMMISSIONERS**

**Master Plan/Growth.** Iaquinto said a lot has changed, including the make-up of the population in the Township, since the 2004 referendum referenced by Nelson.

**15. ANNOUNCEMENT OF NEXT MEETING**

**May 20, 2015**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location. Chockley noted this will be a workshop presented by the Huron River Watershed Council regarding green infrastructure and the public is encouraged to participate.

**16. ADJOURNMENT**

► **Motion:** Iaquinto moved, Stanalajczo supported, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

The meeting was adjourned at 7:48 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/>