

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
May 6, 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**
 - A. Fete Farm Conditional Use Application withdrawal**
 - B. Scio Township notice of Master Plan adoption**
- 7. REPORTS**
 - A. Board of Trustees Report**
 - B. ZBA**
 - C. Staff Report**
 - D. Planning Consultant Report**
- 8. PUBLIC HEARINGS**
- 9. OLD BUSINESS**
 - A. Zoning Map and Ordinance – minor text and map change to ES – Enterprise Service district and addition of SR1 – Single Family Residential zoning**
 - B. Citizen Survey/Master Plan – report on interview and updated bid with Cobalt Community Research and review of timeline, process and cost estimate**
 - C. Notice of Intent to Plan – letter distributed**
- 10. NEW BUSINESS**
 - A. Site Plan Review Manual – update of ordinance citations**
- 11. MINUTES:** April 15, 2015 Regular Meeting
- 12. POLICY REVIEW AND DISCUSSION**
- 13. CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – May 20, 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.

8350 Main Street, Whitmore Lake, MI 48189-0576
Website: www.twp.northfield.mi.us

Telephone: (734) 449-5000

Fax: (734) 449 -0123

*Rohani Foulkes & Matthew Lenhoff
Fete Farm
9623 Earhart Road, South Lyon
Michigan 48178*

Members of the committee,

After much deliberation, we have decided to pull our application for the Conditional Use under the Agricultural Tourism ordinance for 9623 Earhart Road. We believe very strongly that the idea was in line with the vision outlined in Northfield Township's Master Plan and would have been respectful and non-invasive to our neighbors' lives. However, we are unwilling to subject ourselves to the potential negative consequences from those around us who envision something very different in the ultimate outcome of this project.

We do not leave this proposal defeated, as we intend to use our property with its current Agricultural zoning and the uses allowable by ordinance.

We would like to thank you for your time in considering our proposal and we hope that the township continues to pursue progressive attempts to maintain what is distressingly becoming a dying way of life. I would also like to formally request that any funds from the application process not used, due to our shortened path, be reimbursed. Again, I appreciate your thoughtful consideration of our hard work and wish you all the best.

Sincerely,



R.Foulkes



M.Lenhoff

Township of Scio

MEMORANDUM

TO: Contiguous Municipal Legislative Body, County Planning, Public Utilities, and Railroad Company

FROM: Scio Township Planning Commission

DATE: April 10, 2015

RE: **Scio Township Adopted Master Plan**

Enclosed is an approved digital copy of the Scio Township Master Land Use Plan. In accordance with Michigan Planning Enabling Act (PA 33 of 2008 as amended), the enclosed adopted land use plan was either required to be sent to your agency by statute, or your agency requested to receive this copy.

The Master Land Use Plan was adopted by Scio Township on February 9th, 2015 by the Scio Township Planning Commission. The included plan is being provided for your information and to assist you in your planning efforts along the borders with Scio Township and to help assist with intergovernmental cooperation between your agency and the Township.

Thank you,

Scio Township Planning Commission



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

MEMORANDUM

TO: Northfield Township Planning Commission

FROM: Douglas J. Lewan, Community Planner
Laura K. Kreps, Community Planner

DATE: April 28, 2015

RE: ES, Enterprise Service Text and Map Amendment


After additional review and consideration, we are providing you with a minor text amendment related to the ES, Enterprise Service zoning district. As you recall, in the fall of 2014 the Planning Commission approved the consolidation (eliminating the RO, Residential Office zoning district) of the ES and RO zoning districts. Both a text and map amendment were provided and approved at that time.

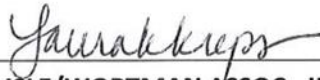
Since then, it has come to our attention that a number of parcels zoned ES are in fact single-family residential uses. We are proposing a minor text amendment allowing *Single family dwelling and any use, building or structure accessory thereto* as a permitted use in the ES district. Also, single-family dwellings will adhere to the dimensional requirements of the SR-1 District outlined in Section 36-218. This will allow for the existing single-family homes to remain and not make them non-conforming uses.

Further, in the southernmost portion of the ES district (east side of Main Street adjacent to Horseshoe Lake), a number of properties are depicted as having "split-zoning" being both ES and AR, Agriculture. All of the developed properties in this area are single-family homes (there are several vacant parcels). This area is planned as MDR, Moderate Density Residential on the Northfield Township Future Land Use Map. Based upon this information, we propose rezoning these properties from their ES / AR split designation to SR-1.

A copy of the proposed revisions to the ES text, as well as an enlarged map of the potential rezoning area have been attached to this communication for your review. If the Planning Commission agrees with our findings, we ask you set a public hearing for formal consideration of the text and map amendments as presented.

We look forward to discussing modifications to the ES district text and zoning map amendment with you at your upcoming Planning Commission meeting.


CARLISLE/WORTMAN ASSOC., INC.
Douglas J. Lewan, PCP, AICP
Principal


CARLISLE/WORTMAN ASSOC., INC.
Laura K. Kreps, AICP
Associate

Cc: File

ARTICLE XX
ES - ENTERPRISE SERVICE DISTRICT

Section 36-562 PURPOSE

- (a) It is recognized by this Ordinance that the value to the public of designating certain areas of the Township for a compatible mixture of business/service uses is represented in the employment opportunities to the citizens and the resultant economic benefits to the Township. These uses are characterized by an insignificant amount of such nuisance factors as noise, heat, glare, and emission of air pollutants.
- (b) This district has been located within the Township to permit the development of this compatible mixture of business uses, to protect the adjacent residential property against the encroachment of incompatible uses, and to lessen congestion on public street and highways. To these ends, certain uses which would function more effectively in other districts and would interfere with these activities and the purpose of this district, have been excluded. This district is intended for uses which may have a functional and/or economic relationship to Commercial and Industrial zoning districts but not clearly definable as either. Common points of ingress and egress between adjacent parcels are encouraged.

Section 36-563 PERMITTED USES

The following building and structures and uses of parcels, lots, buildings and structures are permitted within this district, provided that materials and equipment to be used in the principal business and products resulting from the principal business shall be stored entirely within completely enclosed buildings:

(1) Single family dwelling and any use, building or structure accessory thereto.

~~(1)~~(2) Offices of architects, engineers, surveyors, and similar professionals, provided that no trucks, drillings, rigs, and similar vehicles shall be stored on the premises and provided that no materials or field equipment shall be stored outdoors on the premises.

~~(2)~~(3) Executive, administrative, legal, accounting, insurance, real estate and similar offices at a scale that will not generate off-street parking resulting in excessive traffic generated from the use which would be incompatible with the purpose of this district.

- ~~(3)~~(4) A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery.
- ~~(4)~~(5) Public buildings.
- ~~(5)~~(6) Primary and secondary schools.
- ~~(6)~~(7) Minor automotive repair facilities, subject to the requirements of Section 36-712.
- ~~(7)~~(8) Commercial recreation facilities including indoor theaters, bowling alleys, skating rinks, racket clubs.
- ~~(8)~~(9) Contractor wholesale supply when in conjunction with general retail sales of items including electrical, plumbing, lumber, and/or garden supplies.
- ~~(9)~~(10) Printing, lithographic, blueprinting and similar uses.
- ~~(10)~~(11) Equipment services, including repair; radio and television, electrical appliance shop, plumber, electrician and other similar services and trades.
- ~~(11)~~(12) Personal services including barber shop and beauty salon, medical and dental clinics, music studios, banks and saving and loan associations, (without drive in facilities), and other similar uses.
- ~~(12)~~(13) A sign, only in accordance with the regulations specified in Article XXVI.
- ~~(13)~~(14) An accessory use, building or structure.

Section 36-564 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) Automotive service station, including minor repair service, subject to the requirements of Section 36-712.
- (2) Warehousing and material distribution centers, provided all products and materials are enclosed within a building.
- (3) Mini-Warehousing, subject to the requirements of Section 36-736.
- (4) Hospitals.

- (5) Convalescent Centers.
- (6) A dwelling unit combined with an office, provided that the proprietor of the office resides in the dwelling unit.

Section 36-565 REGULATIONS AND STANDARDS

- (1) LOT AREA - No building or structure shall be established on any lot less than one (1) acre in area, except where a lot is served with a central sanitary sewerage system, in which case there shall be provided a minimum lot area of twenty thousand (20,000) square feet.
- (2) LOT WIDTH - The minimum lot width for lots served with a central sanitary sewerage system shall be eight (80) feet. Where a lot is not so served, the minimum lot width shall be one hundred and fifty (150) feet.
- (3) LOT COVERAGE - The maximum lot coverage shall not exceed twenty-five (25%) percent.
- (4) YARD AND SETBACK REQUIREMENTS
 - a. Front Yard: thirty (30) feet.
 - b. Side Yards: least width of either yard shall not be less than fifteen (15) feet, except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than thirty (30) feet.
 - c. Rear Yard: not less than thirty-five (35) feet.
 - d. The above requirements shall apply to every lot, building or structure.
- (5) HEIGHT - Except as is otherwise provided in this Ordinance, no building shall exceed a height of forty-five (45) feet.

(6) SINGLE-FAMILY DWELLINGS – Single-family dwellings within the ES district must adhere to the dimensional standards in Section 36-218.

(7) OUTDOOR STORAGE - No outdoor storage of materials and equipment is permitted within this district. All such materials, equipment, and products for any permitted principal or conditional use within this district shall be stored entirely within completely enclosed buildings.

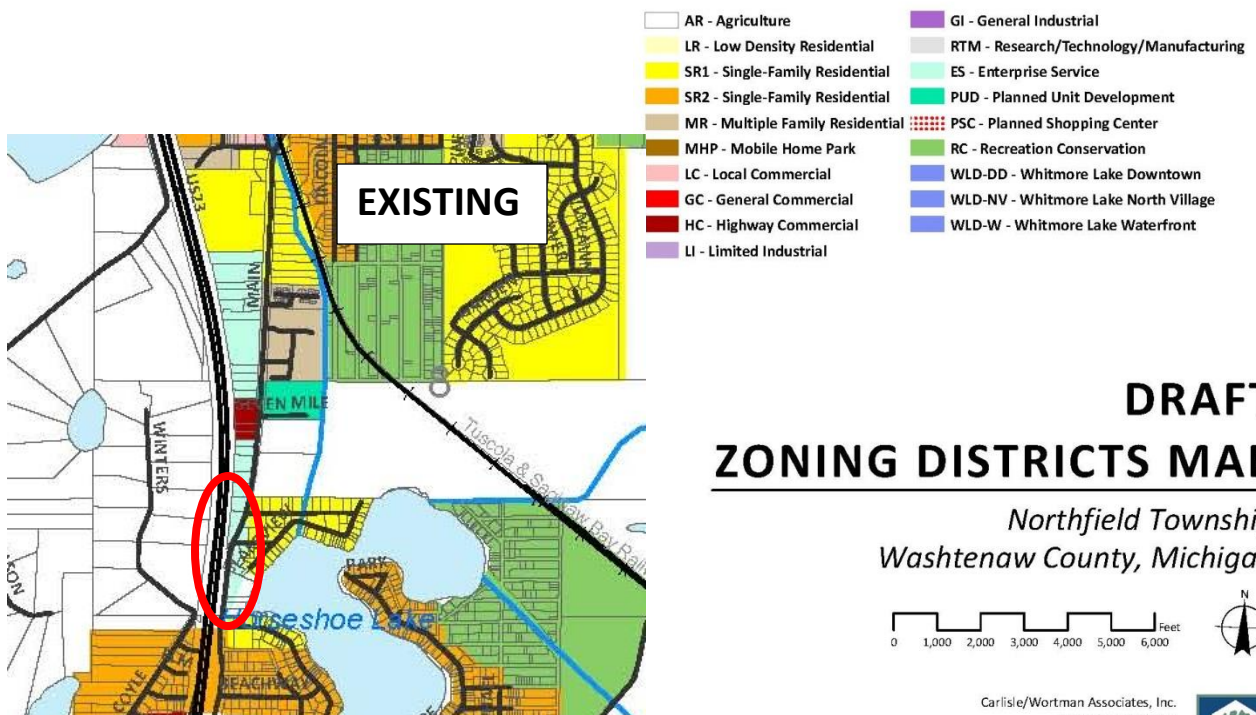
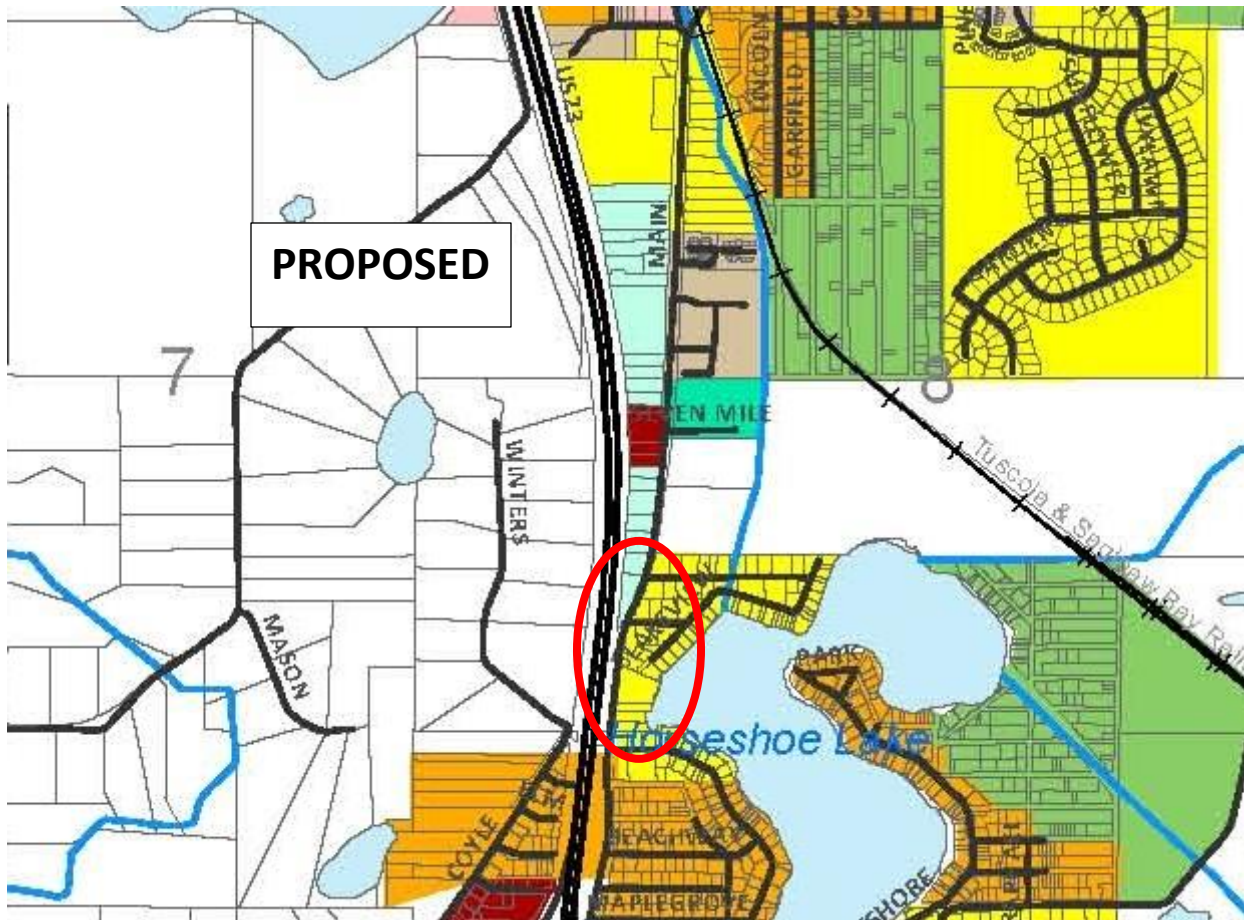
(8) TRANSITION STRIPS

1. On every lot in the district which abuts a lot in a recreation-conservation, agricultural, and residential district there shall be provided a transition strip. Such transition strip shall be not less than fifteen (15) feet in width, shall be provided along every lot line, except a front lot line, which abuts a lot in such districts, shall not be included as part of the yard required around a building or structure, and shall be improved, when said lot in this district is improved, with a screen, wall or hedge not less than four (4) feet nor more than eight (8) feet in height.
2. A use or structure on any lot in this district fronting a public road, street or right-of-way shall provide in addition to and as an integral part of any site development on the front yard, a landscaped strip of land twenty (20) feet or more in depth; such landscaped strip to be defined by a curb, and designed to provide access to the lot and separate off-street parking areas from the public right-of-way.

(9) Required Off-Street Parking - As required in Article XXV.

~~(6)~~(10) Required Site Plan Review - As required in Article XXVIII.

(11) Supplemental Regulations - As required in Article XXIV.





CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

MEMORANDUM

TO: Northfield Township Planning Commission

FROM: Douglas J. Lewan, Community Planner
Laura K. Kreps, Community Planner

DATE: April 27, 2015

RE: Master Plan Process Update

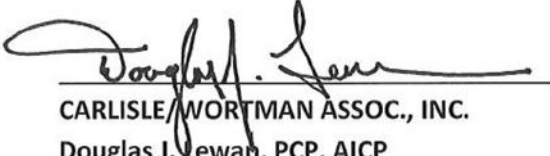
As you are aware, we have begun the formal process of amending the Master Plan. As such, we propose the following *updated* process related to the Master Plan Amendment:

1. **Intent to Plan** to neighboring jurisdictions, county planning, public utilities and railroad companies – A notice of intent to amend the Master Plan was provided in accordance with the Michigan Planning Enabling Act (PA 33 of 2008, as amended) on April 20, 2015.
2. **Public Opinion Survey** – Northfield Township officials have conducted an interview with a potential contractor (Cobalt Community Research) to develop and conduct a Township-wide opinion survey. CWA has checked Cobalt Community Research's references in anticipation of the Township Board approving expenditure of funds to complete the survey and associated information tabulation and gathering. Three (3) of four references provided (page 6 of Cobalt proposal) were contacted. All three (3) highly recommended Cobalt Community Research, and intend to use them for future community survey needs. Terms used to describe Cobalt Community Research included:
 - Best price, value and service
 - Responsive
 - Down-to-earth and professional
 - Great experience / wonderful presentation
 - Flexible
3. **Summarize Public Opinion Survey Results** – Once the results of the survey are made available, Cobalt Community Research will present the results to the Planning Commission/Township Board.

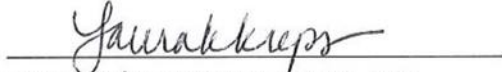
4. **Review and Modify Master Plan** based upon survey results. A full review of the Master Plan will be conducted focusing on the results of the Public Opinion Survey.

The Intent to Plan memorandum that was sent to neighboring jurisdictions and related parties is provided as an attachment to this communication. At this time, we are unable to provide an accurate timeline of the amendment process outlined above. Once, the survey is underway, we will be able to provide a more detailed review schedule.

We look forward to discussing the Master Plan Amendment with you at your upcoming Planning Commission meeting.



CARLISLE/WORTMAN ASSOC., INC.
Douglas J. Lewan, PCP, AICP
Principal



CARLISLE/WORTMAN ASSOC., INC.
Laura K. Kreps, AICP
Associate

Cc: File

Citizen Engagement for Smart Growth Decisions

Northfield Township, Michigan

Why Citizen Research Matters

- Citizen engagement improves support for difficult decisions
- Resident participation promotes a fair process in which aspirations, expectations and worries are captured and better understood
- Reliable data on resident priorities supports balancing the ideas of vocal minorities with the needs of the Township as a whole
- Bottom line: engagement is a practice that strengthens respect, prudent decision making and trust

Background on Cobalt Community Research

- 501c3 not-for-profit research coalition
- Created to address stakeholder pressures facing schools, local governments and nonprofit organizations
- Blends custom research with scientific methodology, quality benchmarks and impact analysis

Experience

A listing of units of government and other partner organizations and clients is on our website and in the proposal. Our community research experience has included the following topics:

- Community priorities and satisfaction
- Budget development
- Parks/recreation/land use
- Policy change
- Community marketing
- Business engagement
- Staff engagement
- School planning and improvement

Research Team Leadership

William SaintAmour

- William serves as Executive Director of Cobalt Community Research.
- He also has served MERS of Michigan, the State of Michigan Department of Management and Budget, the Michigan Office of Retirement Services, and ADP. He has worked in the Research and Communications fields over 25 years.
- Mr. SaintAmour earned an executive certificate from the University of Michigan Ross Business School, a master's degree from Michigan State University, and a bachelor's degree from the University of Michigan in Dearborn. He has Certificates of Achievement in Public Plan Policy in employee health and employee pensions and holds the professional research certificate from the Market Research Association.

Research Team Leadership

Sharlan Douglas

- Sharlan is president of Douglas Communications Group, a public relations consultancy. She spent nine years on the Royal Oak Planning Commission until being elected to the city commission in 2013. She is the current president of the Michigan Association of Planning.
- Ms. Douglas was the founding executive director of the Eight Mile Boulevard Association and the CEO of a chamber of commerce following 30 years in public relations, marketing and fund development. She has facilitated community visioning processes and managed opinion research projects for state trade and professional associations.
- Ms. Douglas received a BA in Journalism from Michigan State University and has completed the course work for a master's degree in urban planning at Wayne State University. She is accredited by the Public Relations Society of America.

Methodology

- Custom survey, developed by Cobalt, Douglas Communication, Township workgroup
 - Will review questions suggested by community members
- Recommend data collection by mail with online for best result
- Two waves of mailings to voters
- Response rate usually 25-35% (very solid)
- Margin of error: +/- 5% or better
- Takes about 6 weeks from approval of survey to results in your hands
- Use Township communication efforts & publicity placement to build awareness and encourage participation

Sample

Sample Parks and Recreation Community Study

Thank you for your participation in this study. Please take a few minutes to share your opinion. All answers will remain completely confidential - your name will not be shared.

1. How frequently do you use the *Circleville Parks and Recreation System* facilities and programs?

☐ Never ☐ Less than 6 times a year ☐ 6-12 times a year ☐ More than 12 times a year

2. Next, rate the *parks and recreation* facilities and programs on the following attributes:

	Poor=1	2	3	4	5	6	7	8	9	Excellent=10	Don't Know NA
Facilities meet your needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of recreational programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety of recreational programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety/security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking convenience for automobiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking convenience for bicycles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access for the disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location convenience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. What are the main reasons you do not use the Parks and Recreation System more? (Mark all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Availability of athletic fields | <input type="checkbox"/> Safety concerns |
| <input type="checkbox"/> Inadequate seating | <input type="checkbox"/> Spending time on other interests |
| <input type="checkbox"/> No classes that are of interest | <input type="checkbox"/> Staff courtesy |
| <input type="checkbox"/> Park maintenance/cleanliness concerns | <input type="checkbox"/> Staff knowledge |
| <input type="checkbox"/> Parks do not provide amenities that are of interest to me | <input type="checkbox"/> Visual attractiveness |
| <input type="checkbox"/> Proximity | <input type="checkbox"/> Not enough time |

Other (please specify):

4. Think about *communications* you receive from the Parks and Recreation System and rate each item below:

	Poor=1	2	3	4	5	6	7	8	9	Excellent=10	Don't Know NA
Timeliness of communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of understanding the information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of information to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of getting information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Think about the system's *website* and rate each item below:

	Poor=1	2	3	4	5	6	7	8	9	Excellent=10	Don't Know NA
Information is up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of understanding the information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of information to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of finding what you are looking for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demographic Detail: Preserving Voice

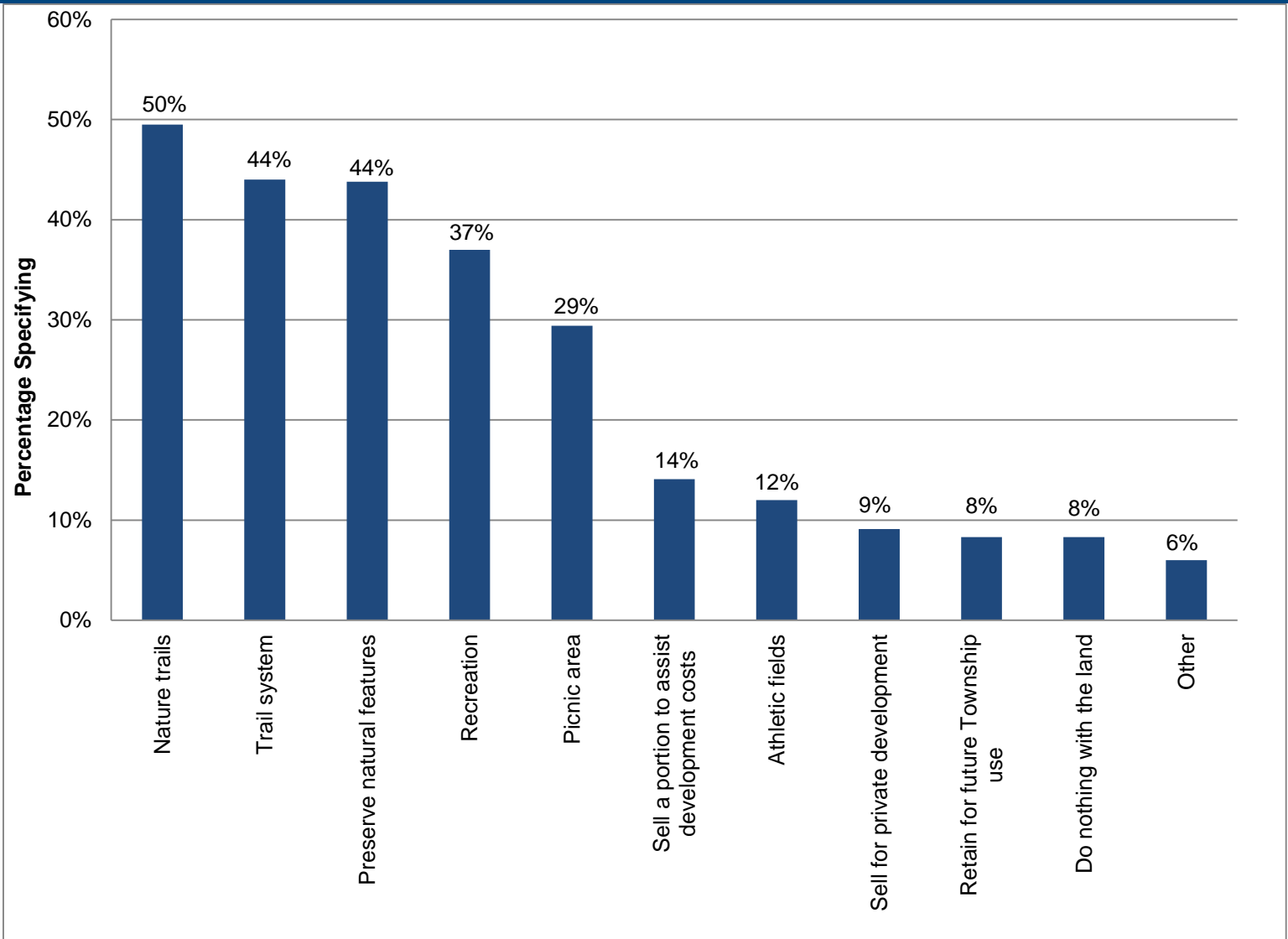
Question Detail		Matches needs	Cleanliness	Maintenance	Quality programs	Program variety	Safety/security	Car parking	Bicycles parking	Access for disabled	Location	Baseball	Biking	Camping	Canoeing	Cultural events	Disc golf	Fishing	Football	Golf
Overall Satisfaction		7.1	7.5	8.0	6.4	5.4	6.4	8.6	8.6	7.9	8.8	9.0	8.8	8.9	8.8	8.4	8.4	8.3	8.5	6.6
Residency	One year or less	7.2	8.0	7.8	7.4	5.9	5.1	7.2	7.2	7.2	7.2	7.2	8.3	9.2	7.2	7.2	7.2	7.2	7.2	7.2
	1-5 years	7.0	7.3	8.0	6.1	5.6	6.2	8.4	8.4	8.4	8.2	8.9	8.7	8.8	8.6	8.5	8.5	8.5	8.4	6.9
	6-10 years	7.1	7.3	8.0	6.5	5.9	5.9	8.5	8.4	7.5	8.6	9.1	8.9	8.9	8.8	8.3	8.2	8.4	8.2	6.0
	More than 10 years	7.1	7.5	7.9	6.4	5.3	6.5	8.6	8.6	7.9	8.9	9.1	8.9	8.9	8.9	8.5	8.5	8.3	8.6	6.6
Do you own or rent/lease your residence?	Own	7.1	7.5	8.0	6.4	5.4	6.4	8.6	8.5	7.9	8.8	9.0	8.8	8.9	8.8	8.5	8.5	8.3	8.5	6.5
	Rent/Lease	6.9	6.8	7.9	6.4	5.3	6.3	8.4	8.3	7.7	8.4	8.8	8.8	8.8	8.9	8.0	7.9	7.8	8.0	6.3
Location	NE	6.9	7.2	8.0	6.0	5.2	6.3	8.0	8.0	7.3	8.4	8.4	8.6	8.6	8.7	8.2	8.3	8.0	8.1	6.0
	SE	7.0	7.5	7.9	6.4	5.2	6.0	8.6	8.6	8.0	8.8	9.1	8.8	8.9	8.7	8.3	8.2	8.2	8.4	6.5
	NW	7.3	7.8	8.3	6.9	5.6	6.1	7.7	7.6	7.2	8.2	8.9	8.7	8.8	8.7	8.6	8.6	8.4	8.3	5.9
	SW	7.3	7.4	8.0	6.6	5.8	6.9	8.8	8.7	8.2	8.9	9.2	8.9	9.0	8.9	8.7	8.7	8.5	8.9	7.0
Age	18 to 24	7.3	6.7	8.0	7.2	6.7	7.7	7.7	7.2	7.2	7.2	7.2	9.0	8.9	9.2	7.7	7.4	7.2	7.5	7.3
	25 to 34	6.9	6.8	8.1	6.0	5.8	6.5	8.0	7.9	7.0	7.9	8.7	8.5	8.6	8.2	8.2	8.5	8.0	7.9	6.0
	35 to 44	7.1	7.6	7.9	6.9	5.2	5.7	8.4	8.5	7.5	8.6	8.9	8.9	9.0	8.7	8.3	8.1	8.1	8.2	6.2
	45 to 54	6.9	7.6	7.8	6.2	5.0	6.1	8.4	8.3	8.1	8.6	8.8	8.7	8.8	8.8	8.0	8.0	8.1	8.1	6.4
	55 to 64	6.8	7.4	7.8	6.1	4.9	5.8	8.4	8.4	7.8	8.6	8.7	8.9	9.0	8.9	8.3	8.4	8.1	8.3	6.5
	65 or over	7.4	7.6	8.1	6.7	5.8	7.0	9.0	8.9	8.3	9.0	9.3	8.9	8.9	8.9	8.8	8.8	8.6	9.1	7.0



Example of diverse
score based on
demographic

Example of
consensus on
score, regardless of
demographic

Representative Prioritization of Options



Open-Ended Feedback to Enhance Understanding

Top Themes:

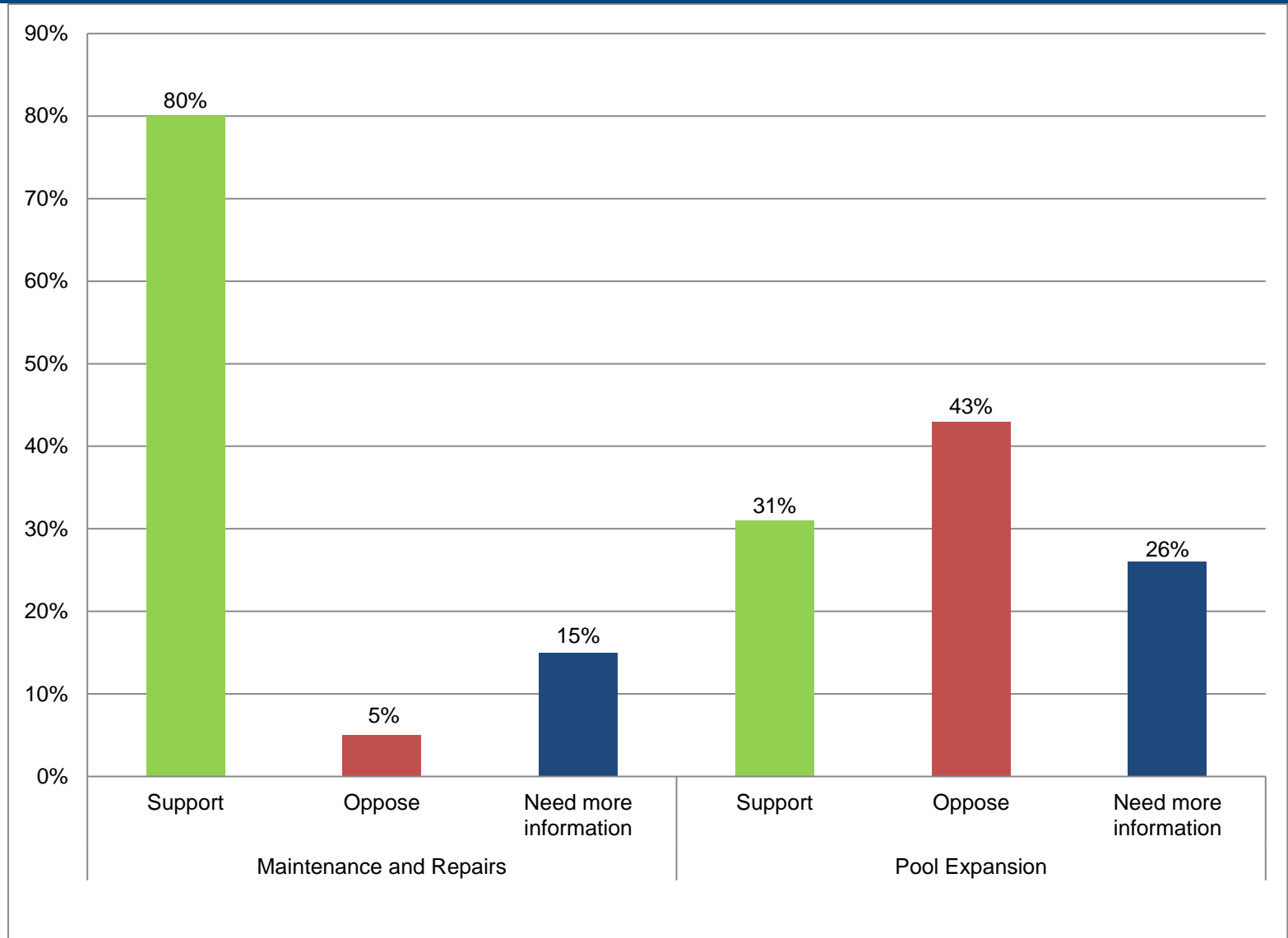
- **Development** – no private or public development
- **Park**– add a dog park, or water park/play area
- **Trails**– hiking, biking, walking



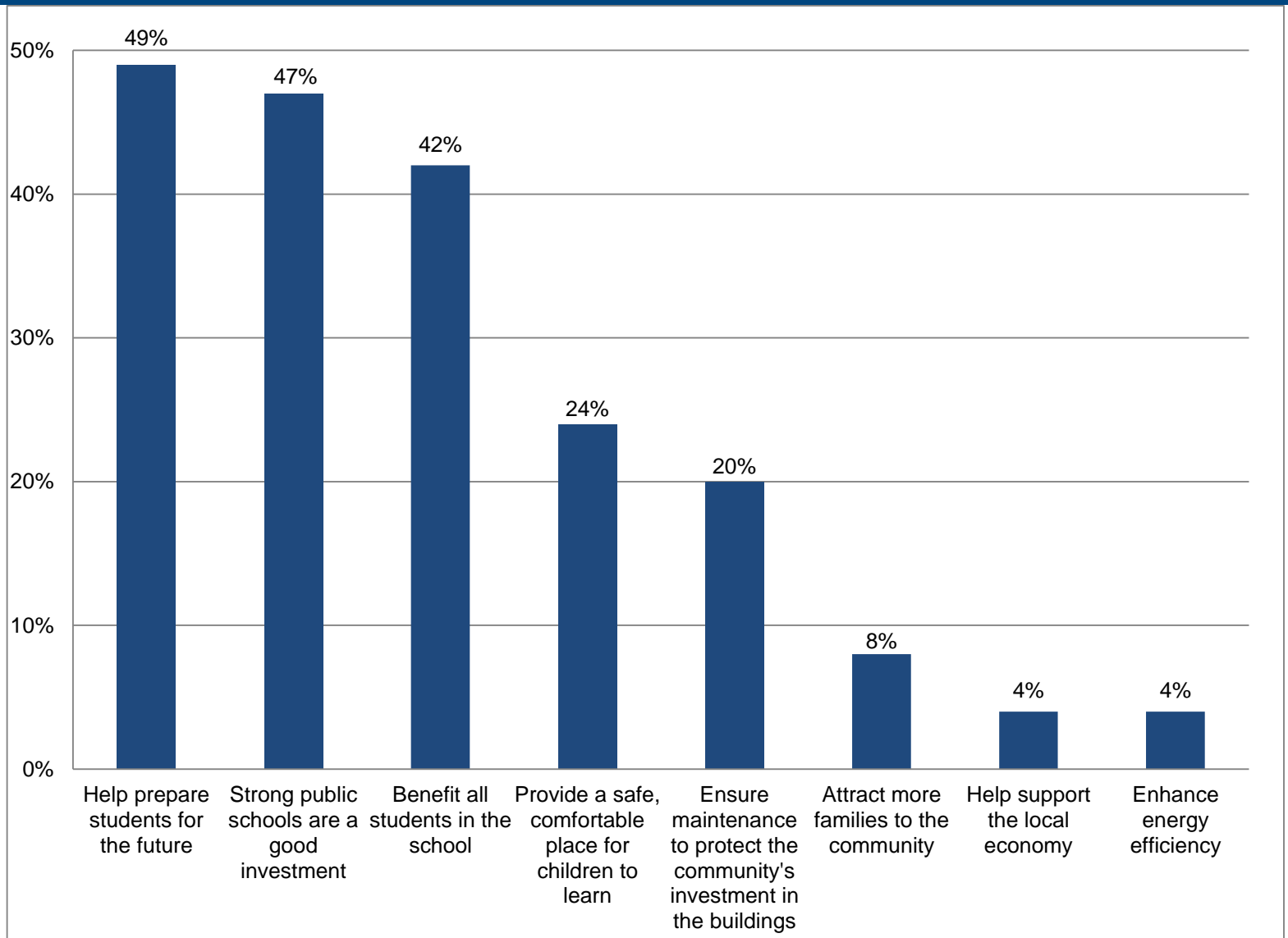
Note: See full list of comments for context

Support/Opposition for Planning Options

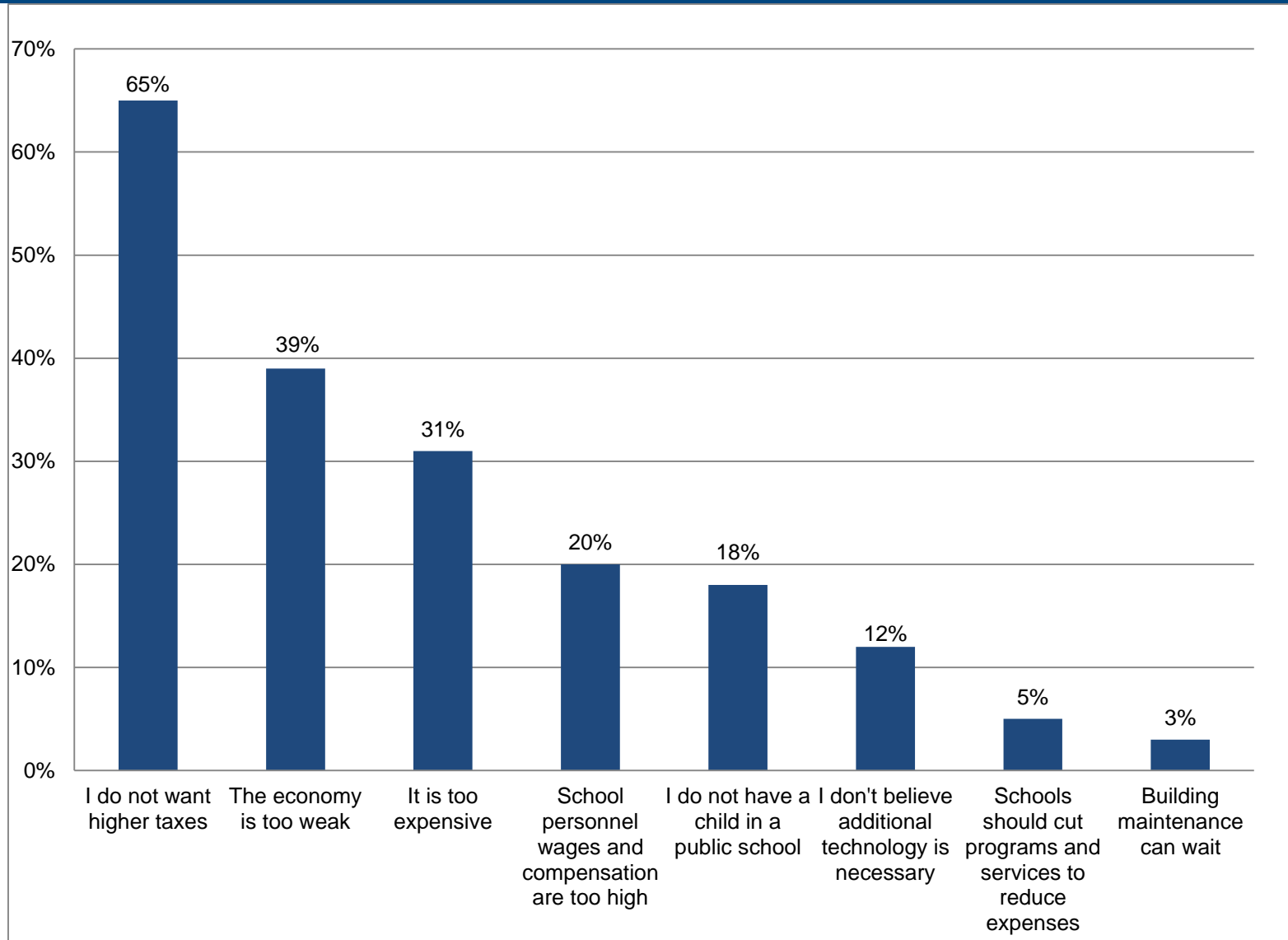
Maintenance/Repairs & Pool Expansion



Best Arguments in Support of Options



Best Arguments Against the Options



Cobalt's Nonprofit Programs



Health and OPEB Funding Strategies:
National Survey of Local Governments



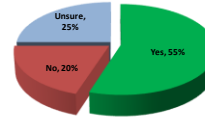
Business Engagement and Priority
Assessment



Citizen Engagement and Priority
Assessment



Employee Engagement and
Priority Assessment



Rapid Policy/Marketing Survey



Retiree Engagement and Priority
Assessment



Facilitated Meetings/Audience Response



Focus Groups/Citizen Work Groups



Budget Priority Assessment



Member Engagement and Priority
Assessment



School Engagement and Priority
Assessment



Needs and Expectations Study

Below are distribution options to amend the Northfield Township proposal dated April 2, 2015.

In addition to the core package cost of \$6,497, the proposal also included a 2-wave distribution via 1st-class mail and web to a random sample of 1,500 residents from the voter list at a cost of \$3,550. Typically, this provides a response rate between 25-35%.

As an option, the Township may choose to replace the distribution to a 1,500 sample to a full distribution to all 6,245 individuals on the Township voting list. The cost of this distribution option would be \$10,335. This will increase the total project cost by about \$6,800. The response rate would be the same percentage range as above; however, the overall number of responses will be higher and will produce a smaller margin of error.

The total cost of the core package plus the full census distribution would be \$16,832.

Northfield Township

8350 Main Street, Whitmore Lake, MI 48189
Phone (734) 449-2880 FAX (734) 449-0123

TO: Contiguous Municipal Legislative Body, County Planning, Public Utilities, and Railroad Company

FROM: Northfield Township Planning Commission

DATE: April 20, 2015

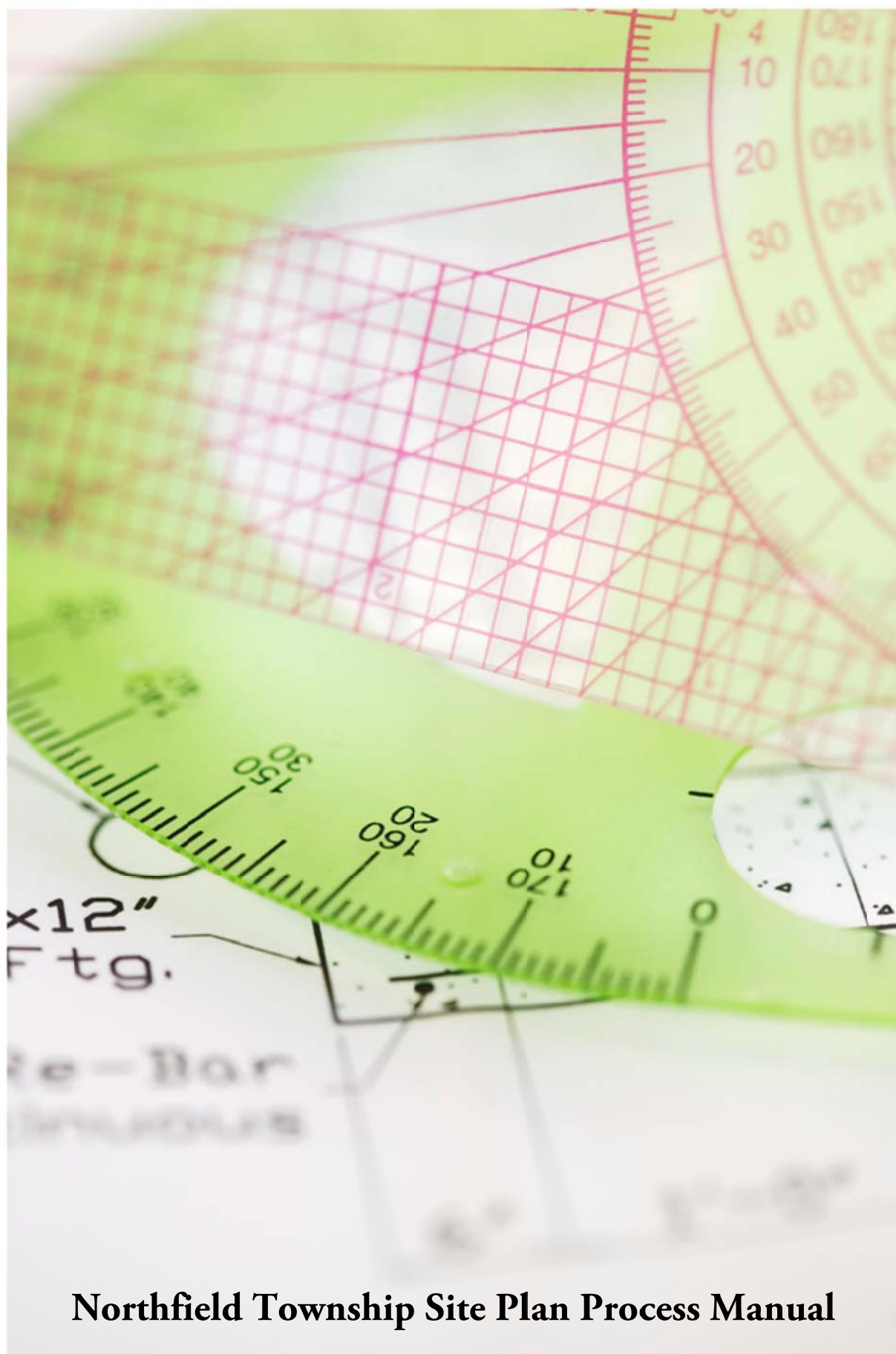
RE: NOTICE OF INTENT TO AMEND THE MASTER PLAN

In accordance with the Michigan Planning Enabling Act (PA 33 of 2008 as amended), the Township of Northfield is preparing an amendment to the existing Master Land Use Plan. The amendment will include review of the entire Master Plan document.

Please be aware that you will be receiving a digital draft of any proposed amendments to the Northfield Master Plan for comment in the near future. At the time the revised Master Plan is ready for your review, we will provide a second notice and directions on where to send comments and time limits for doing so.

We thank you for your consideration in this matter. If you have any questions or comments on the Northfield Township Master Plan amendment process at this time please contact the Township offices by mail at:

Master Plan Amendment
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189



Northfield Township Site Plan Process Manual

Table of Contents

Overview2

Flowchart3

Timeline.....5

Project Concept Meeting with Township Planner & Zoning Administrator6

Submit Application.....6

Staff Review Meeting.....7

Administration8

Planning Commission Site Plan Review8

Engineer’s and Planner’s Final Review8

Appendix 1 – Site Plan Application9

Appendix 2 – Concept Meeting Form / Meeting Contact List13

Appendix 3 – Site Plan Review Checklist19

Appendix 4 – Landscape Plan Review Checklist25

Appendix 5 – Construction / Engineering Plans Checklist29

Appendix 6 – Zoning Compliance Application / Inspection Report Form33

Overview

The Township of Northfield utilizes the Site Plan Process as a tool to ensure the highest quality of site design, engineering efficiency, building architecture and landscape development. In implementing this process, the Township endeavors to protect the interests of all parties involved.

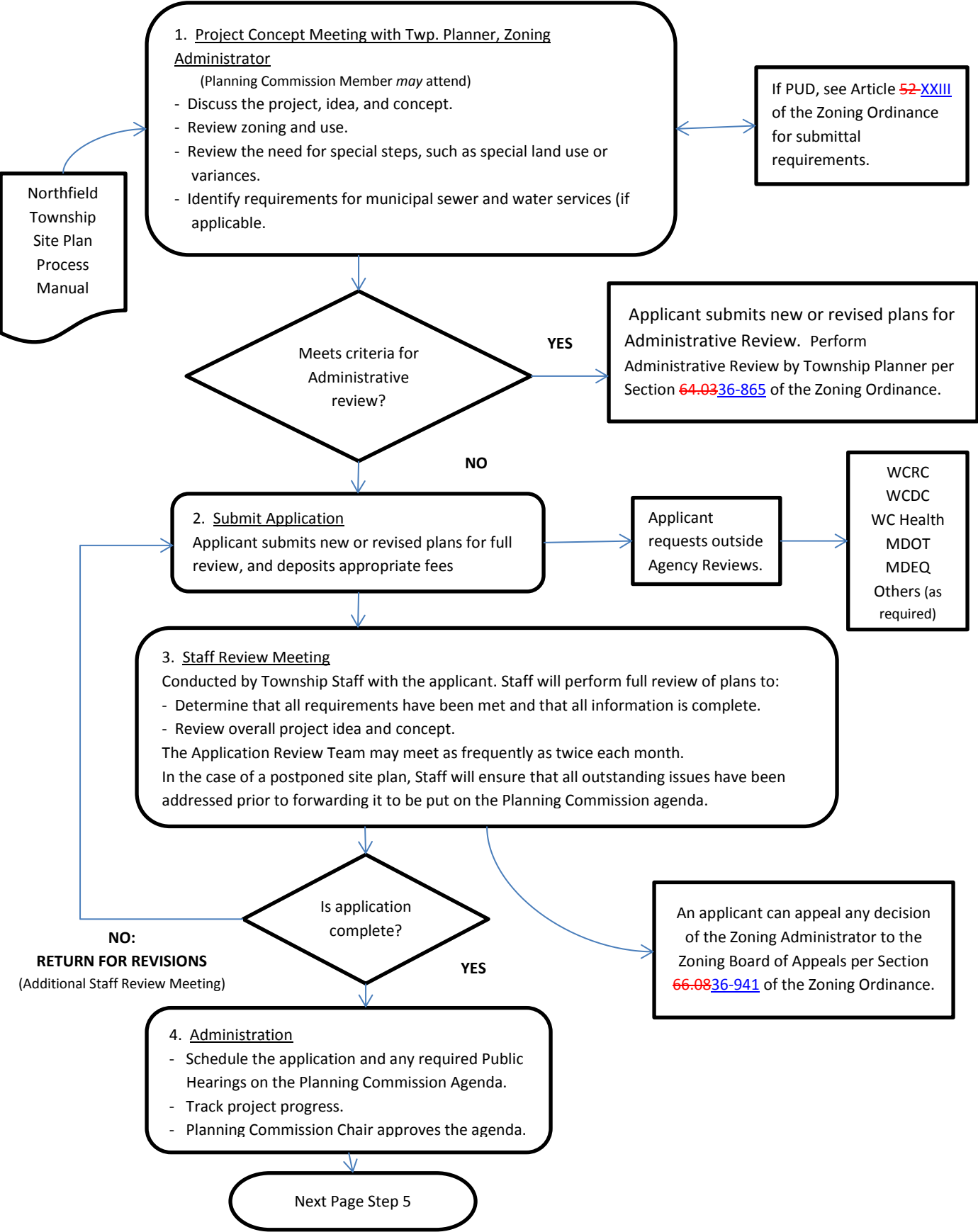
The purpose of the Site Plan Process Manual is to provide a step by step guide through the administration of the site plan process in Northfield Township.

A description of the usual submission requirements is included as a guide for applicants wishing to submit site plans. Please note that these requirements may vary based on site specific circumstances.

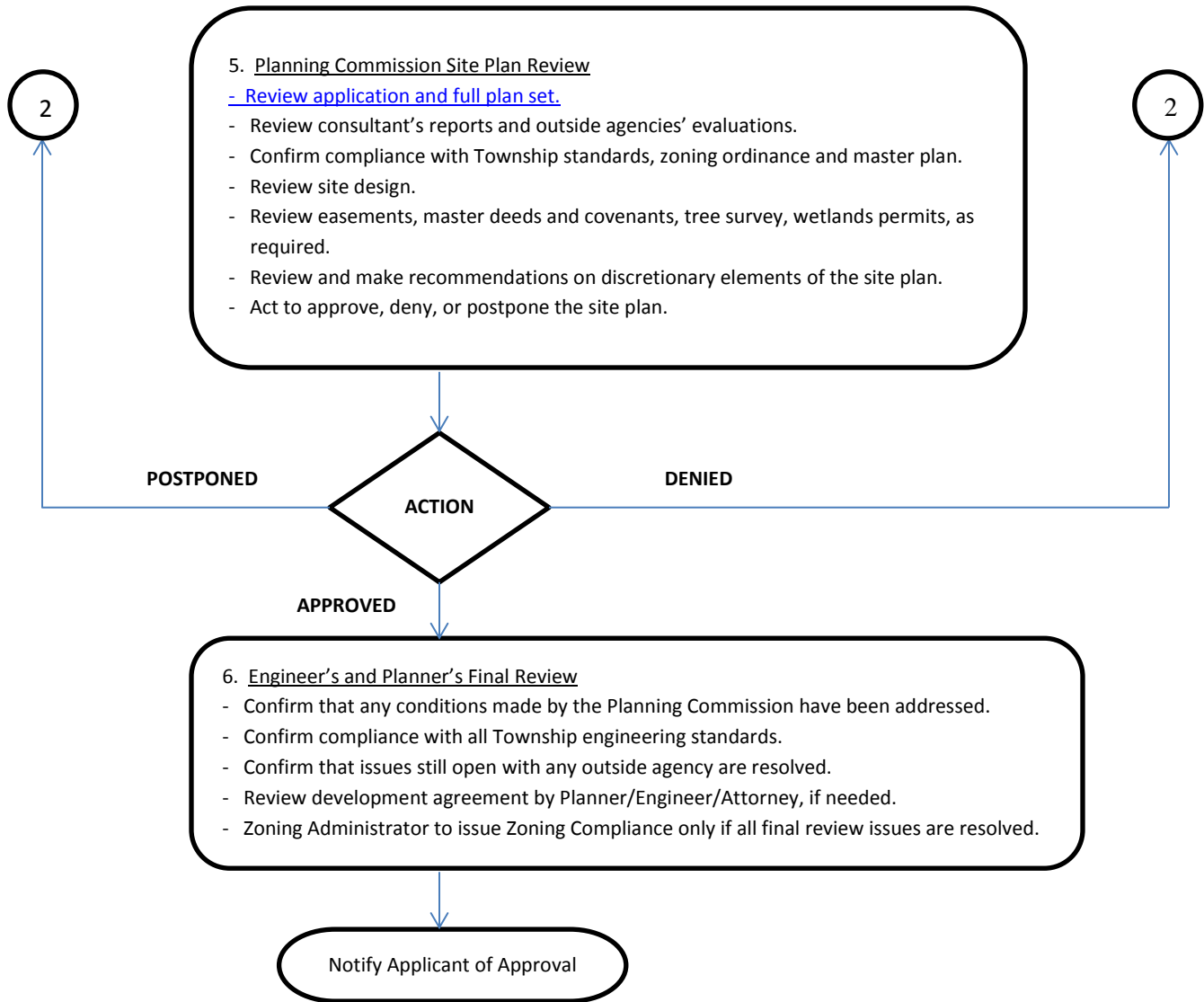
Applicants should review the Site Plan Process Manual thoroughly (along with other relevant documents) to reduce the amount of time spent on plan revisions and to fully understand Northfield Township requirements.

It should be recognized that this Site Plan Manual does not supersede or preempt any part of Article ~~64~~XXVIII, Site Plan Review, of the Northfield Township Zoning Ordinance. It is the responsibility of the applicant to review Article ~~64~~XXVIII.

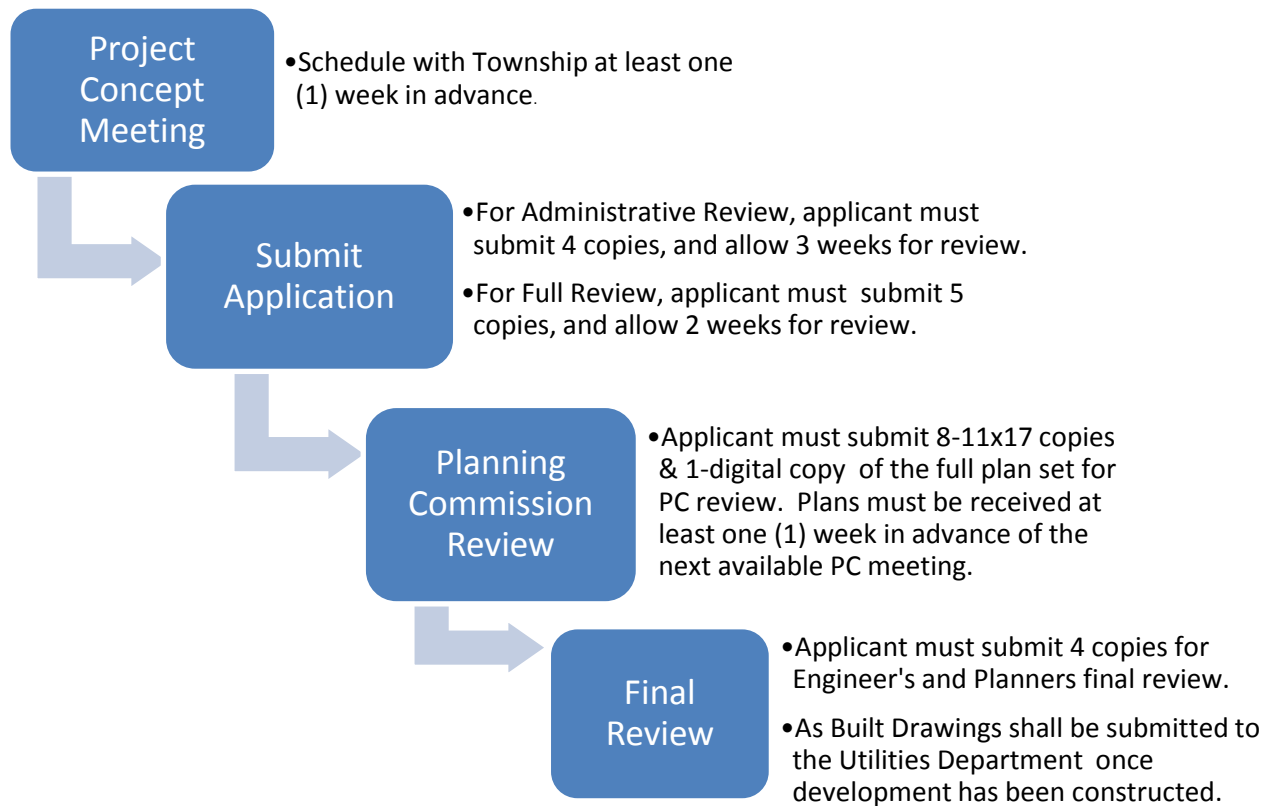
Flowchart



Flowchart (continued)



Timeline



Project Concept Meeting with Township Planner & Zoning Administrator

Applicants shall present and discuss a concept site plan with the Township Planner before submitting a formal Site Plan application.

The Concept Meeting will:

1. Identify the Applicant's contact information for all future communications.
2. Familiarize the Applicant with policy and procedural matters.
3. Identify other approvals or permits required from outside agencies.
4. Allow the Applicant and Township Staff to discuss the proposal and to revise the site plan concept and/or application, if needed, prior to submission.
5. Review submission requirements, zoning, landscaping, engineering and architectural design issues.
6. Identify relevant historical, cultural and physical land features.

The Concept Meeting Form in Appendix 2 shall be completed during the Concept Meeting by Township Staff.

Submit Application

Proposed site plans will be reviewed using one of the following three (3) processes:

1. Site Plan Review (Section ~~64.04~~36-866 of the Township Zoning Ordinance).

Also, all applicable information contained in Appendices 3 & 4 in this manual must be provided on the proposed plan.

- a. Site Plan Review and approval is required for all proposed uses and/or structures within the Township except for detached single-family dwellings and farm buildings.
- b. Site Plan Review and approval is required for existing uses and/or structures, except detached single-family dwellings and farm buildings, where an alteration to the existing use or structure would result in one of the following:
 - 1) An increase or reduction of the floor area of a structure or land area occupied by the use.
 - 2) A change of use, even if the change of use is permitted in the subject zoning district.
 - 3) A variance from the provisions of this Ordinance, regardless of its size.

If it is determined by the Township Zoning Administrator that a Site Plan Review is required, the applicant must complete and submit a Site Plan Application to the Township.

2. Administrative Review (Section ~~64.03~~36-865 of the Township Zoning Ordinance).

The Zoning Administrator may review site plans without submission to the Planning Commission in the following cases:

- a. Expansion or reduction of an existing, conforming structure or use that is five percent (5%) of the existing square footage or two thousand (2,000) square feet whichever is less.
- b. Provision for additional parking, loading/unloading spaces, and landscape improvements as required by the Zoning Ordinance.

3. Amendment to an Approved Site Plan (Section ~~64.07~~36-869 of the Township Zoning Ordinance).

A site plan may be amended upon application and in accordance with the provisions and procedures provided in Section 64.04 of the Northfield Township Zoning Ordinance. Site Plans amended in order to be brought into compliance with the requirements of governmental agencies or authorities other than Northfield Township, are subject to the provisions of the Ordinance. The Township Zoning Administrator shall have the authority to determine if a proposed change is substantive and therefore requires an amendment to the approved site plan.

Staff Review Meeting

The application review is conducted by the Application Review Team together with the applicant and will:

1. Determine that all requirements have been met and that all information is complete, including the additional requirements of Appendices 3 & 4 attached herein.
2. Review the overall idea and concept of the development.
3. Review the need for special steps, such as special land use or variances.
4. Identify requirements for municipal sewer and water services.

The Application Review Team may meet as frequently as twice each month and shall include any combination of the following staff members as necessary for the review of the project:

- Township Zoning Administrator
- Township Utilities Director
- Township Planner
- Various County Agencies, as needed
- Township Engineer

Administration

After the Application Review Team agrees that the application is administratively complete, the Township Staff will:

1. Schedule the application on the Planning Commission's meeting agenda.
2. Track project progress.
3. Assemble outside agency reviews including: WCRC, WCDC, WC Health, MDOT, MEDQ, and others as required.

Note: The Planning Commission Chair approves the agenda.

Planning Commission Site Plan Review

The Northfield Township Planning Commission will [review the full plan set and application materials to:](#)

1. Confirm compliance with Township standards, Zoning Ordinance and Master Plan.
2. Review site design.
3. Review easements, master deeds and covenants, tree surveys and wetlands permits.
4. Review and make recommendations on discretionary elements on the site plan as permitted by the Northfield Township Zoning Ordinance.
5. Review [Township Engineer's, Township Planner's, and](#) outside agencies' evaluations.
6. Take action on the pending site plan. The Planning Commission may approve, table for future review, or deny each site plan request.

Engineer's and Planner's Final Plan Review

After Planning Commission approval, the applicant shall provide all site plan information previously submitted and all applicable information as required in Appendix 5 of this manual.

The Engineer's and Planner's final review will:

1. Confirm compliance with all Township engineering standards.
2. Confirm that issues still open with any outside agency are resolved.
3. Review development agreement by Planner/Engineer/Attorney.

Please note that all final review issues will have to be resolved before Zoning Compliance can be obtained.

Once the Engineer and Planner have reviewed and approved the final plans, four (4) copies of the approved plans will be signed and placed on file/distributed.

APPENDIX 1 – SITE PLAN APPLICATION

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW APPLICATION

PROJECT NAME:**PROJECT ADDRESS:****Applicant Information:**

Name:

Address:

Phone:

Email:

Owner Information:

Name:

Address:

Phone:

Email:

If the applicant is not the property owner, then a statement from the owner **MUST** be attached authorizing the application.

Proof of ownership **OR** Statement if applicant is not owner is attached. ☐

If applicant is not the owner, describe applicant's interest in the property

PROPERTY DESCRIPTION

Legal Description: ☐ Attached ☐ On Site Plan

Parcel ID(s):**Description of Proposed Use:****Total Acreage of Site:****Total Floor Area:**

Existing:

Proposed:

Height of Structure(s) (in stories & feet):

Sanitary Facilities: ☐ Sewer ☐ Septic

Water: ☐ Municipal ☐ Private Well

Zoning Classification(s):

☐ RC ☐ AR ☐ LR ☐ SR1 ☐ SR2 ☐ MR ☐ VC ☐ LC ☐ GC ☐ ES ☐ HC ☐ GI ☐ LI ☐ Other _____

SITE PLAN REVIEW OPTIONS

Administrative Site Plan Review:

- ☐ Expansion or reduction of an existing, conforming structure less than 2,000 sq. ft. / 5% of floor area
- ☐ Additional parking, loading / unloading spaces and landscape improvements

Site Plan Review:

- ☐ New Construction
- ☐ Building Addition

Development Plan Review:

- ☐ Planned Unit Development
- ☐ Planned Residential Development
- ☐ Site Condominium Plan

Amendment to Approved Site Plan or Development Plan:

- ☐ Site Plan
- ☐ Development Plan

Site or Development Plan Review in conjunction with: ☐ Rezoning Request ☐ Special Land Use Request

Application # _____

AUTHORIZED SIGNATURE

I hereby state that all of the above statements and all of the accompanying information are true and correct.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Received Date: _____

Planning Commission Received Date: _____

Planning Commission Action: ☐ Approved Date: _____ ☐ Denied Date: _____

Expiration Date: _____

Fee Received: ☐ Cash ☐ Check # _____

APPENDIX 2 – CONCEPT MEETING FORM / MEETING CONTACT LIST

NORTHFIELD TOWNSHIP

CONCEPT MEETING FORM

PROJECT NAME:

Applicant Contact Information:

Name:

Address:

Phone:

Facsimile:

Email:

MEETING AGENDA

The following items should be discussed during the project concept meeting. This form should be completed during the project concept meeting and distributed to all parties.

Review of policy and procedural matters including scheduling.

☐

Review required outside agency reviews and approvals.

☐

Review all submission requirements including the Northfield Township Site Plan Process Manual and all checklists.

☐

Review of the concept plan including any general zoning, landscaping, engineering and architectural design issues.

☐

Identify relevant historic, cultural and physical land features.

☐

Indicate to the applicant if a second project concept meeting will be required prior to apply for full site plan approval.

☐

AUTHORIZING SIGNATURES

By signing below I attest to the fact that each of the above items was discussed at the project concept meeting:

Applicant: _____

Date: _____

Township Staff: _____

Date: _____

Please attach the project concept meeting sign-in sheet to this form.

NORTHFIELD TOWNSHIP

CONCEPT MEETING CONTACT LIST

PROJECT NAME:

Meeting Date:

APPLICANT / OWNER / REPRESENTATIVES

	Name	Phone	Email
1.			
2.			
3.			
4.			
5.			
6.			
7.			

TOWNSHIP STAFF

1.			
2.			
3.			
4.			
5.			
6.			
7.			

The above persons attended the concept meeting for the project listed above.

Applicant: _____

Date: _____

Township Staff: _____

Date: _____

Please attach to the the project concept meeting form.

APPENDIX 3 – SITE PLAN REVIEW CHECKLIST

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW CHECKLIST

PROJECT NAME:

A Site Plan submitted for review and approval shall contain all of the following data prior to its submission to the Planning Commission for review and recommendation as provided in Article ~~64~~XXVIII. Site plans shall consist of an overall plan for the entire development.

Five (5) full size plan sets shall be submitted of at least 24" x 36". In addition to the five (5) full size plan sets, ten (10) reduced plan sets of 12" x 18" shall be submitted for review, with the required review fee and application forms.

The following minimum information shall be included on all site plans submitted to Northfield Township:

GENERAL INFORMATION

Contact Info	Development Team information including Proprietors', Applicants', and Owners' names, addresses and telephone numbers.	<input type="checkbox"/>
Title Block	Name, address and telephone number of the site plan preparer, project name, and date (month, day, year) including revisions.	<input type="checkbox"/>
Location Map	A location map drawn at a scale of 1"=2,000' with north point, and indicating the proximity of the site to major roads and intersections.	<input type="checkbox"/>
Scale / North Point	Plans shall be drawn to a scale not greater than 1"=20' nor less than 1"=200'. A north arrow shall be indicated on all pages.	<input type="checkbox"/>
Legal Description	A legal description and certified survey of all subject parcels. Where a metes and bounds description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or bearings shall be based upon the boundary survey prepared by a registered surveyor and shall correlate to the legal description.	<input type="checkbox"/>
	General description of deed restrictions, if any.	<input type="checkbox"/>
Professional Seal	The plans shall be sealed by a registered architect, engineer, landscape architect or planner.	<input type="checkbox"/>
Existing Features to include:	Existing lot lines, building lines, structures, parking areas, etc., on the parcel(s), and within 100 feet of the site.	<input type="checkbox"/>
	Existing and proposed lot line dimensions and lot area.	
	Existing buildings, structures, and other improvements, including drives, utility poles and towers, easements, pipelines, excavations, ditches (elevations and drainage directions), bridges, culverts. Provide a clear indication of improvements to remain or be removed.	<input type="checkbox"/>
	Centerline and existing and proposed right-of-way lines of any street.	<input type="checkbox"/>
	Owner, use and zoning classification and land use of petitioner's parcel(s) and all abutting parcels. Location and outline of buildings, drives, parking lots, and other improvements on adjacent properties.	<input type="checkbox"/>
	Gross and net acreage figures; total ground floor area and lot coverage (percent); floor area ratio.	<input type="checkbox"/>
	Proximity to major thoroughfares and section corners.	<input type="checkbox"/>

PHYSICAL FEATURES

Structures	Location and exterior dimensions of proposed buildings and structures, with the location to be referenced to property lines or to a common base point; all required setbacks; distances between buildings; height in feet and stories; finished floor elevations and contact grade elevations.	<input type="checkbox"/>
Streets / Drives	Name, right-of-way, location and alignment of all proposed streets and drives; rights-of-way; surface type and width; location and typical detail of curbs; turning lanes with details; location, width, surface elevations and grades of all entries and exits; curve radii.	<input type="checkbox"/>
	Right-of-way expansion where applicable; reservation or dedication of right-of-way to be clearly noted.	<input type="checkbox"/>
	Designation of fire lanes.	<input type="checkbox"/>

Parking	Location and dimensions of proposed parking lots; parking calculations; number of spaces in each lot; dimensions of spaces and aisles; angle of spaces; drainage pattern; surface type.	<input type="checkbox"/>
Landscaping	Landscape plan showing location and size of plant materials of all existing and proposed plant materials.	<input type="checkbox"/>
	Location and description of all existing and proposed landscaping berms, fencing and walls.	<input type="checkbox"/>
	Location and size of proposed improvements of open spaces and recreation areas, and maintenance provisions for such areas.	<input type="checkbox"/>
	Location and type of proposed screens and fences; height, typical elevation and vertical selection of screens, showing materials and dimensions.	<input type="checkbox"/>
Pathways	Location, width and surface of proposed sidewalks and pedestrian ways.	<input type="checkbox"/>
Trash Receptacles	Location of existing and proposed outdoor trash container enclosures; size, typical elevation and vertical section of enclosures; showing materials and dimensions.	<input type="checkbox"/>
Exterior Lighting	A lighting plan prepared in accordance with Section 60-34 <u>36-728</u>	<input type="checkbox"/>
Signs	Location, dimensions, area and height of proposed signs.	<input type="checkbox"/>
Service Facilities	Location of existing and proposed service facilities above and below ground, including: <ol style="list-style-type: none"> 1. Well sites; 2. Septic systems and other wastewater treatment systems. The location of the septic tank and drain field (soil absorption system) should be clearly distinguished; 3. Chemical and fuel storage tanks and containers; 4. Storage, loading and disposal areas for chemicals, hazardous substances, salt and fuels; 5. Water mains, hydrants, pump houses, standpipes and building; 6. Sanitary sewers and pumping stations (General Information); 7. Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways and other facilities, including calculations for sizes (General Information); and 8. Location of all easements. 	<input type="checkbox"/>
Historic Places	Historic structures as identified by the State of Michigan and/or National Registry of Historic Places pursuant to U.S. Department of the Interior review.	<input type="checkbox"/>
Other	Any other pertinent physical features.	<input type="checkbox"/>
NATURAL FEATURES		
General	Existing natural features such as trees, wooded areas, streams, marshes, ponds and other wetlands. A clear indication of all natural features to remain and to be removed shall be provided.	<input type="checkbox"/>
Soil	Soil characteristics of the parcel(s) to at least the detail provided by the U.S. Soil Conservation Service "Soil Survey of Washtenaw County, Michigan"	<input type="checkbox"/>
	A description of measures to control soil erosion and sedimentation during grading and construction operations until a permanent ground cover is established. Such plan shall be approved by the County Soil Erosion and Sedimentation Control Agent.	<input type="checkbox"/>
	Location of proposed retaining walls; dimensions and materials of same; fill materials; typical vertical sections; restoration of adjacent properties, where applicable.	<input type="checkbox"/>
Topography	Existing topography with a maximum contour interval of two (2) feet. Topography on the site and beyond the site for a distance of 100 feet in all directions should be indicated.	<input type="checkbox"/>
	A grading plan showing finished contours at a maximum interval of two (2) feet, correlated with existing contours so as to clearly indicate required cutting, filling and grading. All finished contour lines are to be connected to existing contour lines at or before the property lines.	<input type="checkbox"/>
Wetlands / Drainage	Location of existing drainage courses and associated bodies of water, on and off-site, and their elevations.	<input type="checkbox"/>
	Location of existing wetlands, regardless of whether State regulated or not.	<input type="checkbox"/>

	Location of flood plains pursuant to Township FEMA maps.	<input type="checkbox"/>
	Township groundwater recharge areas as they relate to the plan.	<input type="checkbox"/>
Woodlands	Groups of trees shall be shown by an approximate outline of the total canopy; individual deciduous trees of six (6) inch diameter or larger and individual evergreen trees six (6) feet in height or higher, where not a part of a group of trees, shall be accurately located on the site plan.	<input type="checkbox"/>
	Listing of rare or endangered species of flora or fauna, as identified by the State of Michigan and/or the Michigan Natural Feature Inventory (MNFI).	<input type="checkbox"/>
	A tree replacement plan in accordance with Section 60-2636-723 F and H .	<input type="checkbox"/>
Natural Features Impact Statement	When at least one (1) natural feature is determined to exist on-site, a Natural Features Impact Statement in accordance with Section 60-2636-723 B.4. must be provided.	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS FOR RESIDENTIAL DEVELOPMENTS		
	Dwelling unit density, lot area per dwelling unit, and a complete schedule of the number, size and type of dwelling units.	<input type="checkbox"/>
	Designation of units by type and number of units in each building.	<input type="checkbox"/>
	Carport locations and details where proposed	<input type="checkbox"/>
	Specific amount, location and type of facilities in all existing and proposed recreation areas.	<input type="checkbox"/>
	Details of any community buildings and fencing of swimming pool(s) if proposed.	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL DEVELOPMENTS		
	Loading / unloading areas.	<input type="checkbox"/>
	Gross and usable floor area.	<input type="checkbox"/>
	Number of employees in peak usage.	<input type="checkbox"/>

APPENDIX 4 – LANDSCAPE PLAN REVIEW CHECKLIST

NORTHFIELD TOWNSHIP

LANDSCAPE PLAN REVIEW CHECKLIST

PROJECT NAME:

A separate detailed landscape plan shall be submitted as part of the site plan review process. On sites of greater than one (1) acre, landscape plans shall be prepared and sealed by a registered landscape architect licensed in the State of Michigan.

The landscape plan shall be included as a part of the overall site plan and shall meet the submittal requirements outlined in the Northfield Township Site Plan Review Checklist. The checklist provided below is only a general guide to the detailed requirements of Section ~~60.25~~36-722 of the Northfield Township Zoning Ordinance. The applicant must meet the detailed standards of Section ~~60.25~~36-722 as a part of any site plan submittal.

The landscape plan shall include, but not necessarily be limited to, the following items as detailed in Section ~~60.25~~36-722 of the Northfield Township Zoning Ordinance.

LANDSCAPE PLAN INFORMATION

1.	Existing and proposed topography, by contours, correlated with the grading plan.	<input type="checkbox"/>
2.	Location, type, size and condition of existing plant material to be saved, moved, or removed; proposed means of protecting existing plant materials during construction.	<input type="checkbox"/>
3.	Location of proposed plant materials; a planting list of proposed materials, showing sizes, height, botanical and common names, spacing, and root type (bare root or balled and burlapped).	<input type="checkbox"/>
4.	Location of all proposed improvements as shown on the site plan.	<input type="checkbox"/>
5.	Sections, elevations, plans and details of landscape elements, such as berms, walls, ponds, retaining walls and tree wells.	<input type="checkbox"/>
6.	Proposed planting dates.	<input type="checkbox"/>
7.	Irrigation system plan for watering and draining landscape areas.	<input type="checkbox"/>
8.	Planting and staking details, in text or graphic form, explaining the method of installation, type and depth of mulch, and any special planning requirements.	<input type="checkbox"/>
9.	Typical straight cross-section including slope, height and width of berms.	<input type="checkbox"/>
10.	Buffering between land uses and adjacent to existing natural features.	<input type="checkbox"/>
11.	Parking lot landscaping.	<input type="checkbox"/>
12.	Subdivision and site condominium landscaping.	<input type="checkbox"/>
13.	General site landscaping.	<input type="checkbox"/>
14.	Refuse container screening.	<input type="checkbox"/>
15.	Miscellaneous landscape requirements.	<input type="checkbox"/>

APPENDIX 5 – CONSTRUCTION / ENGINEERING PLANS CHECKLIST

NORTHFIELD TOWNSHIP

DETAILED CONSTRUCTION AND ENGINEERING PLANS REVIEW CHECKLIST

PROJECT NAME:

After a site plan has been approved, the following minimum information shall be included on all detailed construction and engineering plans submitted to Northfield Township.

The design of storm sewers, stormwater facilities, roads, parking lots, driveways, water mains, sanitary sewers and other site improvements must meet the design and construction standards of Northfield Township and other appropriate agencies.

CONSTRUCTION AND ENGINEERING PLAN INFORMATION

1.	Layout, size of lines, inverts, hydrants, drainage flow patterns, location of manholes and catch basins for proposed sanitary sewer, water and storm drainage utilities.	<input type="checkbox"/>
2.	Location and size of retention ponds and degrees of slope of sides of ponds.	<input type="checkbox"/>
3.	Calculations for size of storm drainage facilities.	<input type="checkbox"/>
4.	Location of electricity and telephone poles and wires.	<input type="checkbox"/>
5.	Location and size of underground tanks where applicable.	<input type="checkbox"/>
6.	Location and size of outdoor incinerators.	<input type="checkbox"/>
7.	Location and size of wells, septic tanks and drain fields, where applicable.	<input type="checkbox"/>
8.	Name, location, alignment and right-of-way of existing and proposed streets and drives on or adjacent to the property; surface type and width; spot elevations of street surface, including elevations at intersections with streets and drives of the proposed development.	<input type="checkbox"/>
9.	Typical cross-sections of all proposed streets and drives showing surface, base and sub-base materials, dimensions and slopes.	<input type="checkbox"/>
10.	Location and dimensions of existing and proposed parking lots; drainage patterns; and typical cross-sections showing surface, base and sub-base materials.	<input type="checkbox"/>
11.	Location, width and surface of all proposed sidewalks and pedestrian ways; typical cross-sections showing surface, base and sub-base materials.	<input type="checkbox"/>
12.	Right-of-way reservation or dedication is to be clearly noted. Dedication of right-of-way shall be executed or provisions made.	<input type="checkbox"/>
13.	Other requirements:	
14.	Comments:	

APPENDIX 6 – ZONING COMPLIANCE APPLICATION / INSPECTION REPORT FORM

NORTHFIELD TOWNSHIP**ZONING COMPLIANCE APPLICATION / CERTIFICATION**

Zoning Compliance is required prior to new construction or alterations to an existing structure. Zoning Compliance is required prior to occupancy.

This application must be accompanied by two (2) copies of scale site plans meeting the information requirements of the Zoning Administrator.

Applications for zoning compliance certificates shall be deemed abandoned six (6) months after the date of filing unless diligently pursued or a building permit or certificate of occupancy is issued.

Any certificate shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after commencement of work.

PROJECT NAME:

PROJECT ADDRESS:

PARCEL ID(S):

Applicant Information:

Name:

Address:

Phone:

Email:

Owner Information:

Name:

Address:

Phone:

Email:

If application is made by other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.

Proof of ownership **OR** Affidavit if applicant is not owner is attached. ☐

If applicant is not the owner, describe applicant's interest in the property.

PROPERTY DESCRIPTION

Description of Proposed Use:

Sanitary Facilities: ☐ Sewer Sewer Tap Permit # _____ ☐ Septic WCHD Permit # _____

Zoning Classification(s):

☐ RC ☐ AR ☐ LR ☐ SR1 ☐ SR2 ☐ MR ☐ VC ☐ LC ☐ GC ☐ ES ☐ HC ☐ GI ☐ LI ☐ Other _____

Type of Construction / Alteration:

Project Start Date:

Project Completion Date:

PC / ZBA Case #(s): _____ **Action:** _____ **Date:** _____

AUTHORIZED SIGNATURE

In the case of a false statement or misrepresentation of fact in the application or on the plans on which the certificate is based, any zoning compliance certificate issued thereto shall be null and void.

I hereby acknowledge the above facts and those on the attached site sketch and prints to be true to the best of my

Application # _____

knowledge and state that said construction and/or occupancy of the structure and/or site shall occur in accordance with this certificate. Further, I agree to give permission for officials of Northfield Township, Washtenaw County and the State of Michigan to enter the property for the purposes of inspection.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY**Application Received Date:****Existing Legal Non-Conformities:**

Zoning Compliance Certificate: ☐ Approved Date: _____ ☐ Approved as Noted Date: _____

Comments / Reasons for Denial:

☐ Denied Date: _____

Zoning Administrator's Signature: _____ Date: _____

Inspection Date: _____

ZC# _____

NORTHFIELD TOWNSHIP**FINAL ZONING COMPLIANCE CHECKLIST****PROJECT NAME:****PROJECT ADDRESS:****AREA OF CONCERN****LANDSCAPING**

Complies

Does Not
Comply

N/A

1.	Greenbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Parking lot islands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Site landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Foundation plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Dumpster screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Comments:			

PAVEMENT

7.	Base course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Final course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Striping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Aisle width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Number of spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Comments:			

LIGHTING

13.	Number of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Type of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Comments:			

SIGNS

16.	Number of signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Size and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

Inspection Date: _____

ZC# _____

ENGINEERING COMMENTS:

UTILITIES COMMENTS:

☐ Connection fees paid

FIRE CHIEF'S COMMENTS:

ACCESS:

OTHER CONDITIONS OF APPROVAL:

Inspected By: _____

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting April 15, 2015

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:

Township Manager Howard Fink
Assessing and Building Assistant Mary Bird
Planning Consultant Douglas Lewan,
Carlisle/Wortman Associates
Township Engineer Jacob Rushlow
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

Stanalajczo asked that consideration of the Nowatzke site plan be postponed due to the applicant owing the Township a sizeable amount of money. Iaquinto recalled that Nowatzke had told the Commission that all amounts due would be paid the next time the application came before the Commission again.

Fink reported that their meeting last night the Township Board approved a settlement with Nowatzke concerning sewer fees. Stanalajczo asked that the case be postponed until the fees are paid. Chockley questioned whether the payment could be a condition of approval and said as she understands all outstanding amounts would have to be paid before a certificate of zoning compliance could be issued. Lewan confirmed that. Stanalajczo said he would be comfortable with that condition. Dignan noted no conditional approval is required because this is simply a matter of an existing ordinances being enforced. Stanalajczo said he would still like it to be part of any motion for approval.

- **Motion:** Stanalajczo moved, Chick supported, that the agenda be adopted as presented.
Motion carried 7—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Nowatzke Site Plan. Dale Brewer, 11548 East Shore Drive, referred to copies of his written concerns about this proposal, including unpaid sewer fees and taxes totaling over \$62,000, and lack of reports, recommendations or enforcement by the Fire Marshall, Drain Commissioner, and Zoning Enforcement Officer. He said the site plan consideration should be postponed.

Master Plan Amendment. Craig Warburton, 450 West Joy Road, said the Board and Commission seem to be intent on encouraging any kind of development, and are undertaking a Master Plan revision only because of a request from the developer. He said that will tell developers that they can have anything they want, and he urged the Commission to put a stop to this.

6. CORRESPONDENCE

Chockley said she received a couple of emails from residents.

7. REPORTS

7A. Board of Trustees

Chick reported that at their meeting last night the Board:

- Allocated \$120,000 for road improvements.
- Approved Civic Event Permits for Meet on Main and German Park.
- Agreed not to continue with construction of a Board room in the Public Safety Building.
- Heard about plans for a BMX park next to the Bark Park.

7B. ZBA

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

7C. Staff Report

Nothing to report.

7D. Planning Consultant

Lewan reported that since March:

- He met with representatives of the owners of the Carter Lumber site about turning it into a trucking business.
- He and Fink had a productive meeting about procedures, and he will be working more closely with staff, the Chair, and Commissioners in preparing agendas and packets.
- He spoke with a woman who is interested in starting a cat rescue/kennel facility at Six Mile and Rushton.
- On Friday he will be meeting with Dennis Deschaine of Al Dente Pasta about a building proposal.
- Two minor changes to the stormwater system and façade have been proposed by the Library regarding

their approved plans, but if he finds they are not minor the changes will be brought back to the Commission. The Library is in the process of submitting detailed engineering plans.

Fink added it is possible that a significant redevelopment of the Driftwood Marina will come before the Commission. He said this may include a request for a liquor license, but the Township does not have any available, so he will be looking into the possibility of the Downtown Development Authority acquiring additional licenses for the Township. He said these are critical for small downtown redevelopment.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

9A. Case #JPC14003; Nowatzke Truck & Trailer, Inc. 6900 Whitmore Lake Road; Site Plan Approval for a Convenience Store and Gasoline/Diesel Fueling Station. Parcel 02-20-300-036; Zoned GC.

Lewan reviewed the lengthy history of this proposal and the associated Conditional Use Permit (CUP) that was approved by the Township Board. He said he believes the current proposal is ready for consideration by the Commission and the applicant has been amenable to the suggestions the Township has made.

He said some of the conditions attached by the Planning Commission to the CUP have been addressed, including review and approval by the Washtenaw County Road Commission (WCRC) and the Township Engineer, although some issues related to engineering and zoning regulations remain open.

Regarding parking, Lewan said the ordinance requires 59 parking spaces, and while only 46 are shown on the plans there is ample paved area and the Commission has the ability to modify this requirement. He said the WCRC has approved access to the site, and the intent of the landscape ordinance has been met although a row of evergreens along the eastern edge of the site is recommended as a screen from US-23 to improve the aesthetics of the site, although that is not an ordinance requirement.

Lewan said signage and lighting meet ordinance requirements, and floor plans and elevations submitted are acceptable. He said he is recommending approval subject to the following between now and the detailed engineering review:

- Items in the August 13 engineer's review being addressed.
- Any zoning non-conformities being addressed.
- The applicant obtaining permits for underground storage tanks.
- Consideration of additional evergreen trees along the east side of the detention basin to provide screening from US-23.

Cousino asked why there is no Fire Marshall's report and why there is still not compliance with zoning ordinances. Lewan said he has not seen the Fire Marshall report and has not gotten a letter from the Zoning Administrator. Roman agreed those things should be addressed prior to approval.

In answer to questions about traffic, Jacob Rushlow, Township Engineer, said his August, 2014, review listed seven items that would have to be addressed with the site plan, and the applicant has done that, including submitting a traffic study. He said he and the WCRC agreed with the findings of the study and the WCRC has signed a road improvement agreement with the applicant. He said the study found that this development has an impact on the North Territorial intersection, and as a result the applicant has agreed to make a cash contribution toward future work being planned by the County to improve the intersection.

Rushlow said the site drainage issues are still being looked at, but there is no reason for those issues to hold up approval of the site plan. He said approval to proceed with construction will not be given until the applicant provides WCRC permits for the road and driveway, building department approval, fire department approval, Washtenaw County Health Department approval regarding their well, and DEQ permits for underground storage tanks.

In answer to questions from Roman, Rushlow said he believes it is possible to provide the additional capacity for the detention pond by increasing its depth or area. In answer to question from Dignan and Stanalajczo, Rushlow said DEQ permits and an operations plan are what govern potential fuel spills.

J.D. Damrath, the applicant's engineer, said the Board has approved an agreement regarding payment of utility bills, but he does not see that that issue would prevent this proposal from proceeding.

He said an oil/water separator can be installed, the DEQ issues permits for installation of tanks and then inspects them, and Nowatzke has already gotten the approval to install the tanks. Regarding handling of fuel spills, he said there are safety devices on fuel handles and hoses and on and in the tanks which are double-walled. Regarding storm runoff, he said this project is only slightly increasing runoff to the existing pond which is being increased in capacity from 45,657 to 66,195 cubic yards of storage—a 45% increase. He said there have been no problems with flooding in the past and the proposal will meet the requirements of a 75 year storm.

Damrath said Nowatzke is improving 1000 feet of road in front of his property in addition to making a cash contribution toward future improvements to the intersection with North Territorial. He said he has had a lot of discussions with Zoning Administrator Kurt Weiland and his main concern is that junk outside be screened.

Cousino said the Commission's conditional use permit required that all zoning non-conformities be corrected. Lewan said approval of the site plan was not conditioned upon that being complete. Chockley said this property is zoned General Commercial and the agreement with the Road Commission calls for Nowatzke to make the \$10,000 contribution toward future work prior to starting work on the road.

In answer to questions, Rushlow said he does not know if the stormwater ordinance requires installation of an oil/water separator, but he would certainly require it for this type of project. In answer to questions from Dignan about stormwater, Rushlow said on redevelopment sites a standard less than the County's 100 year event requirement is often applied. He said the release rate is governed by an MDOT permit because the water drains into the US-23 right-of-way.

In answer to a question from Dignan, Lewan said there is no billboard on this site.

Cousino said the March 20th review of this proposal recommended remediation of all zoning non-conformities prior to consideration of the site plan.

► **Motion:** Chockley moved, Iaquinto supported, that the Commission approves the request from Nowatzke Truck & Trailer, Inc., 6900 Whitmore Lake Road, for Site Plan Approval for a Convenience Store and Gasoline/Diesel Fueling Station, with the following conditions:

- That concerns of the Township engineer's letter dated March 20, 2015 be addressed, specifically that the permits and other agencies' approvals be obtained, as follows:
 - The Washtenaw County Road Commission (WCRC) approves the work within the Whitmore Lake Road right-of-way and the traffic impact assessment.
 - The Washtenaw County Water Resources Commissioner's Office (WCWRD) approves soil erosion, and sedimentation control.
 - The Northfield Township Building Department (Kurt Weiland) approves the site.
 - The Northfield Township Fire Department approves the building for fire code compliance.
- That the DEQ approves the underground storage tanks and inspects them.
- That the applicant install an oil/water separator to the satisfaction of the Township engineer.
- That the concerns enumerated by the Township planner in his memo of March 20th concerning any non-conformities on the existing site be remediated according to the zoning ordinance, and keep it that way.
- Add a row of spruce trees along the eastern perimeter of the detention basin to provide screening along US-23.

- Per the NT zoning 36-866-3-1 that all fees and monies owed to the Township be paid in full.
- That a copy of the emergency spill procedures be provided to the Township.

Motion carried 7—0 on a roll call vote.

9B. Master Plan/Citizen Survey—Review of Bids Received.

Lewan reported that requests for proposal were sent to seven or eight research firms and one—Cobalt Community Research—submitted a proposal for \$10,047. Iaquinto said the cost of this proposal is in line with what was expected, so he would be in favor of sending this on to the Township Board. Cousino and Dignan suggested checking references before forwarding this to the Board. Stanalajczko suggested asking the Township Board to set aside the funds.

Fink said survey methodology is the critical issue for this survey and he has many questions about that for this company because it is only briefly touched on in the proposal. He suggested a meeting with himself, representatives of the company, the Township Board, and the Planning Commission. The Commission agreed that Fink should set this up.

Chockley recalled there had been discussion about whether there should be an amendment to the southwest quadrant. Stanalajczko said it makes sense to enlarge the scope of the review. Iaquinto said a much larger area than the Biltmore site should be included, if not the entire Master Plan.

Dignan asked whether different notifications would be required to neighboring communities if the area being considered is enlarged. Lewan said he does not know, but if that is required it would be easy to do. Chockley said if a larger area is chosen a timeline should be developed for gathering necessary information. Lewan said regardless of what area is chosen a citizen survey is a good idea.

Chick noted that a Master Plan amendment request has been made to the Commission that must be acted upon. Lewan said if the Commission decides to open up its review to the entire Township that applicant should be informed of that, but it would probably not require any specific action at this point on their request. Cousino asked if there is a time limit in which the Commission needs to respond to that request. Lewan said there is not.

Roman said he agrees with Iaquinto that if this amount of money is being spent the largest possible area should be considered.

► **Motion:** Dignan moved, Iaquinto supported, that the Planning Commission notify the staff to distribute a letter of intent to plan to start a Master Plan update.

Lewan noted the Commission does not have to update the entire Master Plan all at once. Chockley said taking this action does not require changes to all parts of the Master Plan.

Motion carried 7—0 on a roll call vote.

10. NEW BUSINESS

None.

11. MINUTES

April 1, 2015, Regular Meeting

Chockley and Fink made two corrections.

- **Motion:** Chockley moved, Dignan supported, that the minutes of the April 1, 2015, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

12. POLICY REVIEW & DISCUSSION

Northfield Township Green Infrastructure Mapping Workshop. Chockley said this has been scheduled as a Planning Commission meeting for May 20th. She said Kris Olsson of the Huron River Watershed Council will run the session, and the Township Board and public are invited. In answer to a question from Dignan, Lewan said even though the resulting map of resources would not specifically be an official document it would be appropriate to use as a Master Plan element to aid in

Land Conservancy Presentations. Chockley noted the Legacy Land Conservancy will be making presentations for landowners that are open to the public on April 22nd in Superior Township and May 14th in Dexter Township.

Planning Commission Packets. Lewan noted that packets will generally be distributed electronically, but copies of full-size plans can be provided to Commissioners as requested. Iaquinto said he is in favor of the Township providing Commissioners with iPads rather than producing paper packets of meeting information.

13. SECOND CALL TO THE PUBLIC

Nowatzke Site Plan. Dale Brewer, 11548 East Shore Drive, said there are deficiencies in the plans regarding pavement and required sewer taps and asked that someone follow up on these.

Master Plan. Dave Barry, 9581 Earhart Road, questioned the need to spend money revising a three-year-old Master Plan.

Agricultural Commercial/Tourism Proposal at 9623 Earhart Road. Dave Barry, 9581 Earhart Road, objected to this proposal saying it does not fit within the zoning ordinance section that was intended for farms to operate accessory businesses.

US-23 Project. In answer to question from Jim Nelson, 7777 Sutton Road, Fink reported that the US-23 project was approved by the Policy Committee of the Washtenaw Area Transportation Study (WATS) on a 12-9 vote. He said he advocated strongly for this over a significant period of time, and it now goes on to SEMCOG for final approval.

14. COMMENTS FROM THE COMMISSIONERS

Dignan said everyone should understand that any property owner may ask for anything allowed in the zoning ordinance, and when buying property people should consider what is allowed in that zoning district.

15. ANNOUNCEMENT OF NEXT MEETING

May 6, 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:** Iaquinto moved, Dignan supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting was adjourned at 9:21 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/>