

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
August 19, 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. Letter from GYOA Trucking listing materials to be stored on site.
7. **REPORTS**
 - A. Board of Trustees Report
 - B. ZBA
 - C. Staff Report
 - D. Planning Consultant Report
8. **PUBLIC HEARINGS**
9. **OLD BUSINESS**
 - A. Discussion of the Green Infrastructure Survey – Kris Olssen of HRWC will join us
This link <http://www.hrwc.org/our-work/programs/green-infrastructure-planning-for-local-governments/> provides information about the Huron River Watershed Council's assistance for local governments.
10. **NEW BUSINESS**
11. **MINUTES: August 5, 2015 Meeting**
12. **POLICY REVIEW AND DISCUSSION**
 - A. Planning Commission Minutes Discussion
13. **CALL TO THE PUBLIC**
14. **COMMENTS FROM THE COMMISSIONERS**
15. **ANNOUNCEMENT: Next Regular Meeting – September 2, 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



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August 4, 2015

Mary L. Bird, Assessing/Bldg. Asst.
Northfield Township
8350 Main St., Ste. A
Whitmore Lake, MI 48189

RE: 1451 N. Territorial GYOA/Steele Trucking conditional use

Mary,

In response the planning commission request for a list of potential materials that could be stored outside we offer the following list:

Outside storage of materials may include the following:

- *Natural aggregates, sand , gravel*
- *Rock, boulders, veneer stone, flagstone*
- *Mulch, Topsoil, Compost, Peat*
- *Plant material*
- *Edging*
- *Pond forms & liners*
- *Brick, patio block & pavers*
- *Wall stones, steps*
- *Statuary, bird baths, fountains, benches, planters, pots*
- *Wood, timbers*

Please let us know if you have any questions or need additional information.

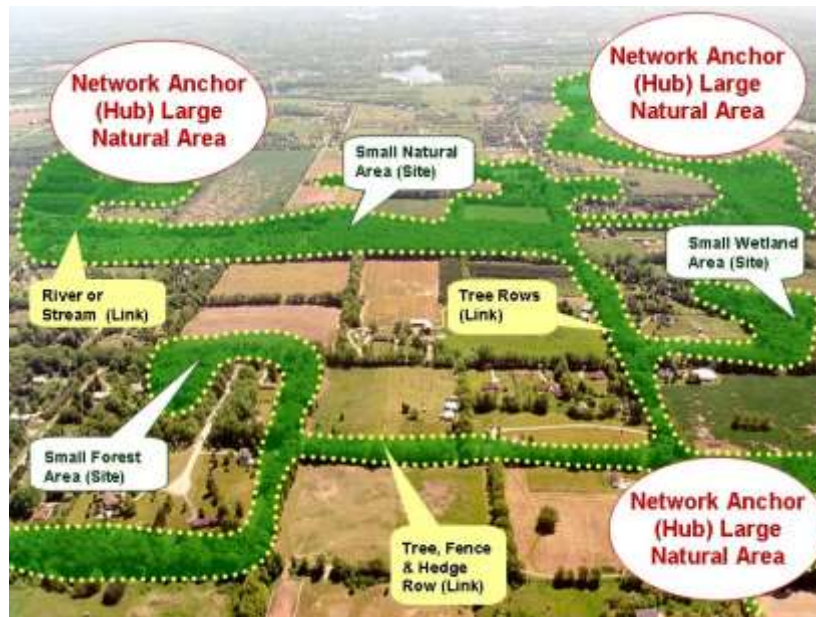
Thanks,
Atwell, LLC

Todd Pascoe, PE
Senior Project Engineer

Cc: Ryan Steele

Northfield Township Green Infrastructure Session

May 20, 2015



- Introduction
- Background Resource Maps
- Process for Hands-on Assessment
- Draft Design Session Green Infrastructure Map
- Next Steps – Community Planning for Green Infrastructure
- References



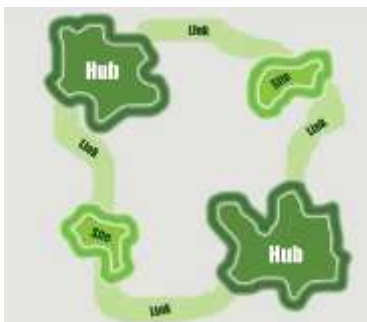
INTRODUCTION

Project Description

The Huron River Watershed Council (HRWC) and Northfield Township have partnered to create this document as part of the township's Master Plan update process.

Green infrastructure networks consist of the following components:

Hubs: Hubs anchor the network and provide an origin or destination for wildlife. Hubs range in size from large conservation areas to smaller parks and preserves. Hubs provide habitat for native wildlife and help maintain natural ecological processes.



Sites: Smaller ecological landscape features that can serve as a point of origin or destination or incorporate less extensive ecological important areas.

Links: The connections that hold the network together and enable it to function. Links facilitate movement from one hub to another.

What is Green Infrastructure?

Green infrastructure is the interconnected network of large natural areas, wildlife habitats, riparian corridors and areas that reflect key elements of our biological diversity. This network supports native species, maintains natural ecological processes, sustains air and water resources, and contributes to our health and quality of life. The Green Infrastructure outlined in this document is a proposed network to link the Huron River watershed's remaining ecologically valuable lands. The goal is to maximize the effectiveness of public and private land conservation efforts, and to ensure land development occurs in concert with Green Infrastructure.

What are the benefits of Green Infrastructure?

Green infrastructure provides a mechanism to identify and blend environmental and economic factors creating a multitude of social, economic, cultural and environmental benefits.

- Provides a sense of place and a unique identity
- Decreases cost of public infrastructure (e.g. stormwater management & water treatment systems)
- provides active and passive recreational opportunities
- Increases property values
- Helps preserve our unique quality of life
- Maintains naturally functioning ecosystems
- Helps to attract new businesses and well-qualified workers

What is in this document?

This document is a result of a workshop at the May 20, 2015 Northfield Township Planning Commission meeting. At the breakout session, township officials, residents, and other stakeholders studied the maps shown on pages 7 - 12 and then created Hubs, Sites, and Links, drawing onto transparent mylar sheets laid over those maps (pages 13 – 15). HRWC took those sheets and created the Green Infrastructure Map (page 16).

Next steps

Page 17 lists next steps Northfield Township and its partners can undertake to ensure that the township's Green Infrastructure continues to provide habitat, recreation, water quality, clean air, and other benefits.



Northfield Township's Green Infrastructure

Mostly undeveloped

31% intact natural areas ("bioreserve" sites)

Only 5% of natural area is publicly owned

Low impervious surface (about 5%) (creeks and wetlands begin to become degraded in areas where impervious surfaces make up more than 10% of their watersheds)

25 species of threatened, endangered or special concern animals and plants and 1 ecosystem (oak barrens).

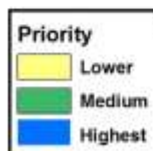
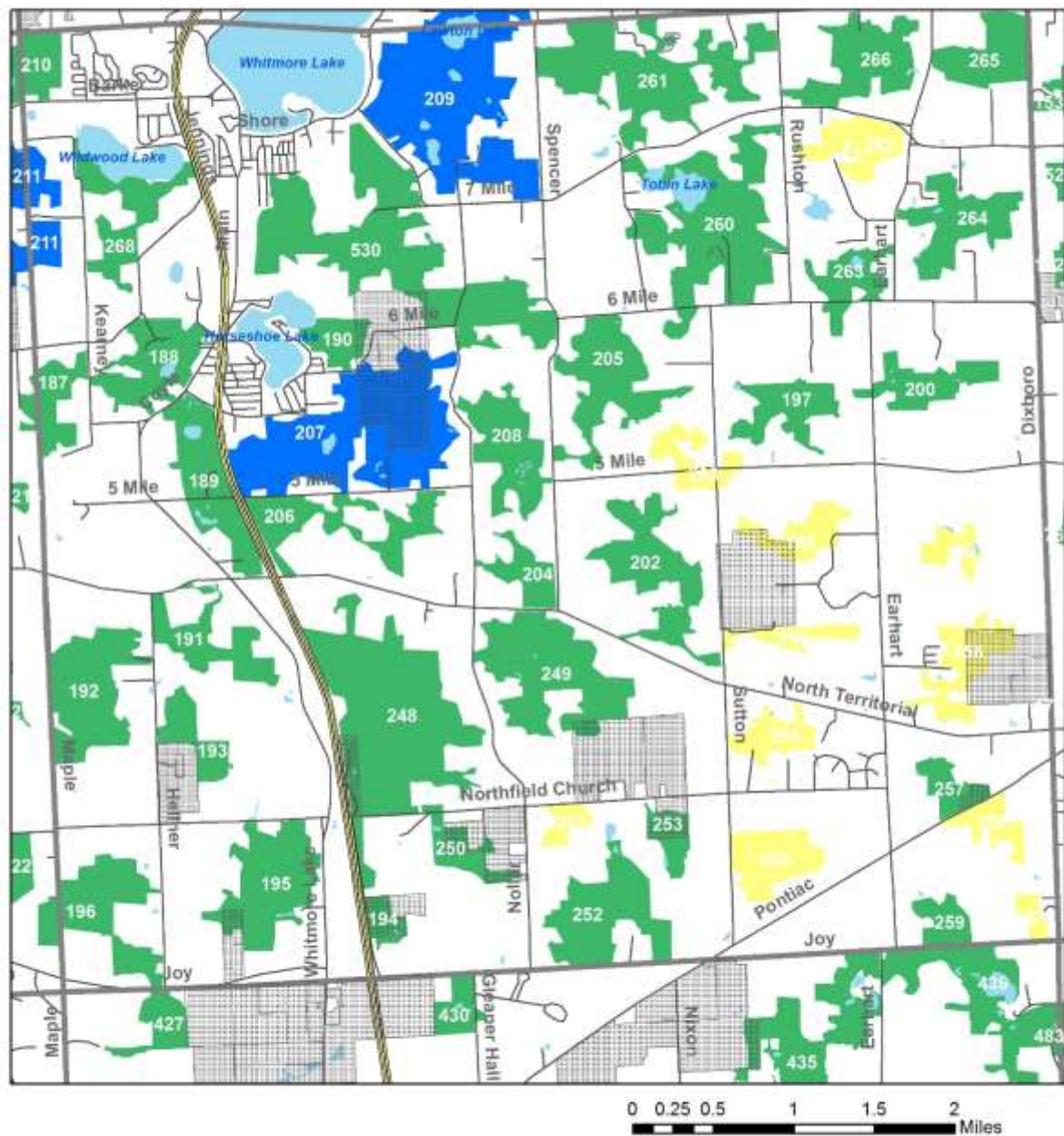



Background Resource Maps

- HRWC Bioreserve Map
- Environmentally Sensitive Areas
- 2000 Land Use
- Topography
- Green Infrastructure Planning Map



Northfield Township's Remaining Natural Areas



 Conservation and Recreation Lands

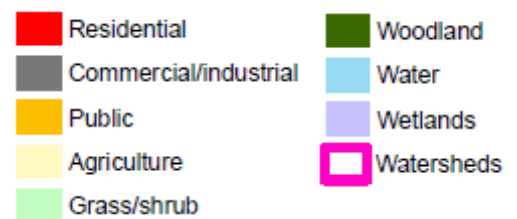
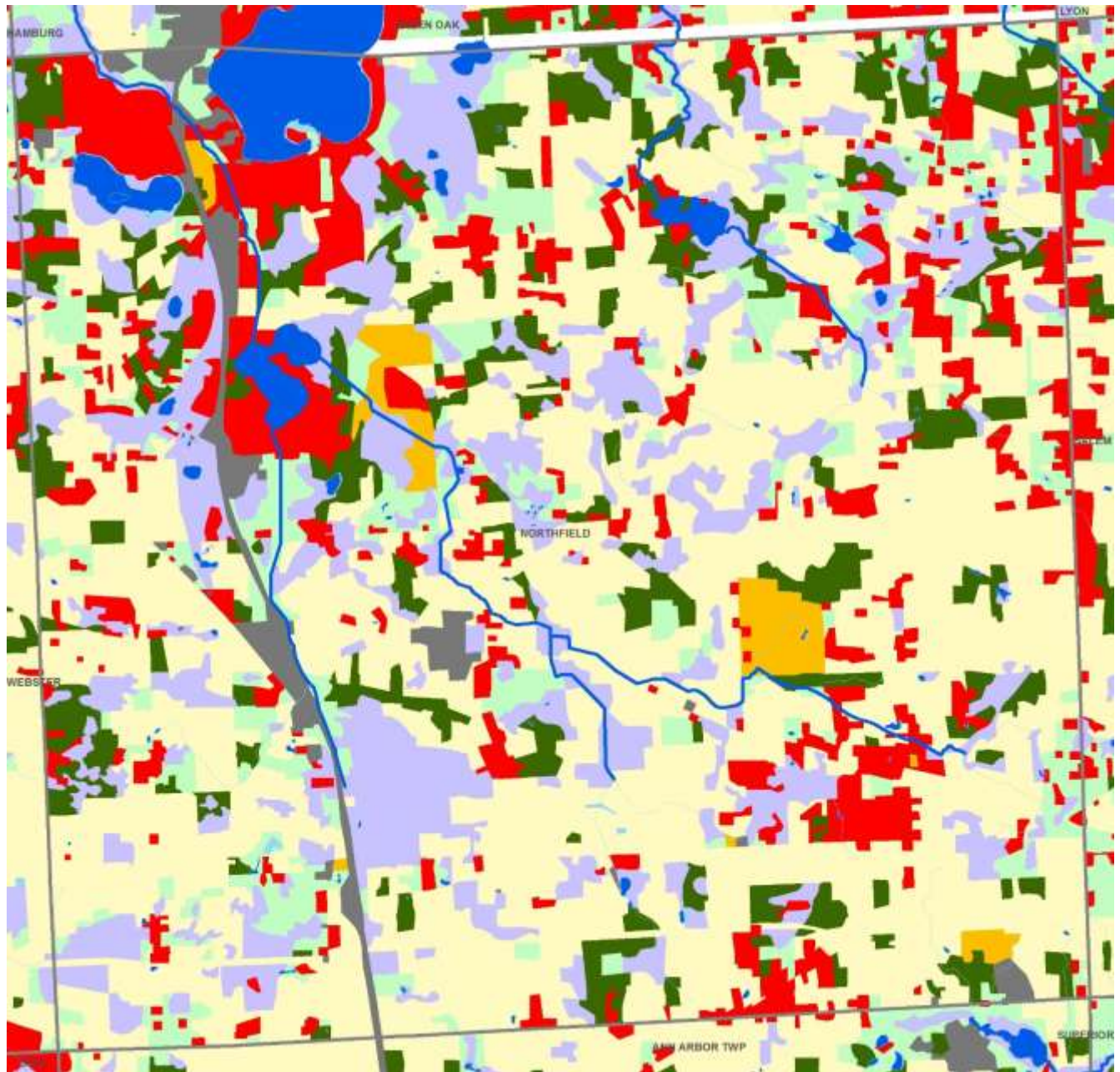
Sites delineated from digital orthophotos circa 2000, ranked based on 15 ecological factors, including: size, presence of water, presence of wetlands, groundwater recharge potential, potential for rare remnant plant community, topographical diversity, glacial diversity, connectivity to other natural areas, restorability potential, and quality of vegetation.

For more information, contact Kris Olsson, Huron River Watershed Council
734-769-5123, kolsson@hrwc.org

Environmentally Sensitive Areas



2000 Land Cover



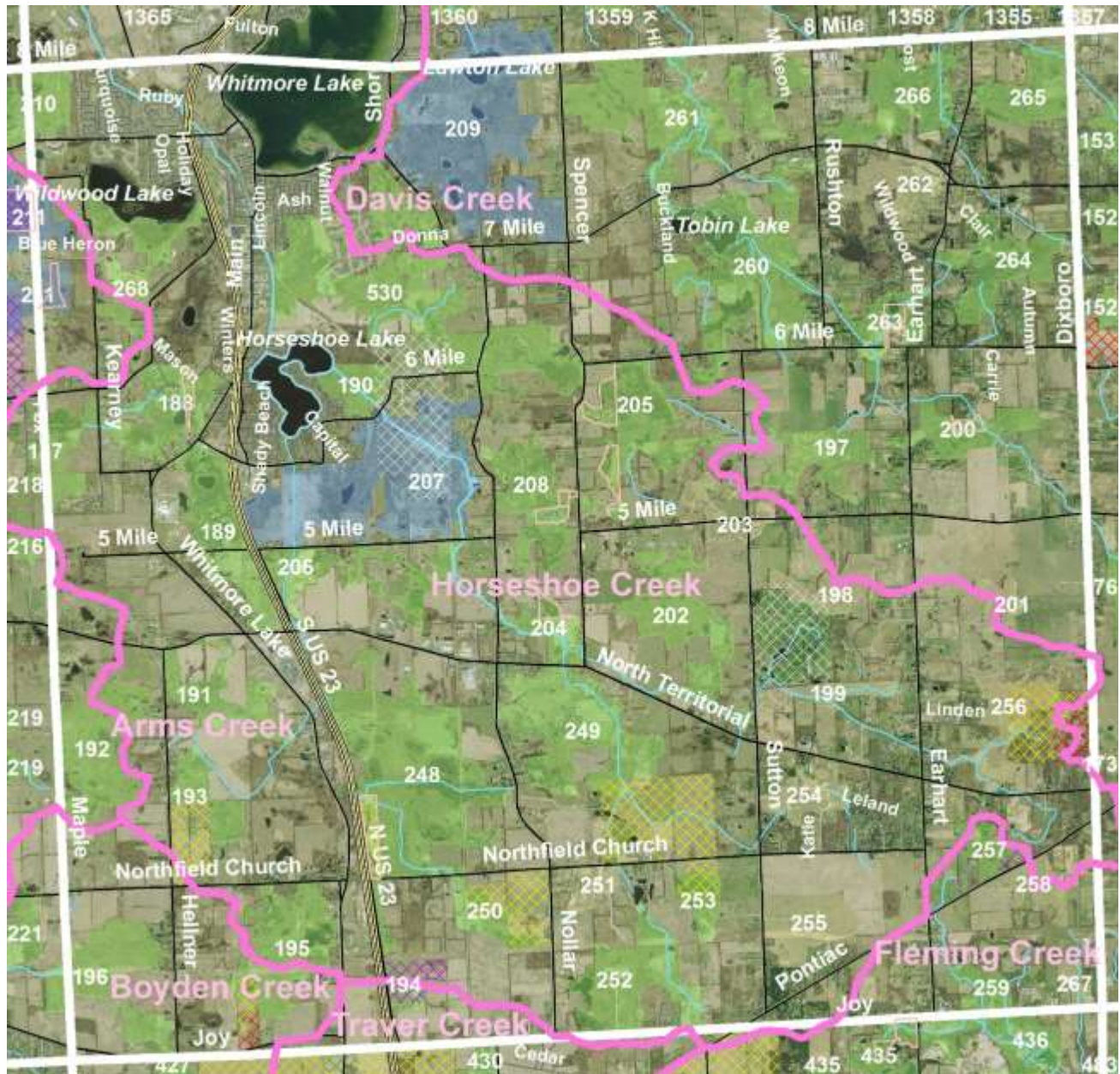
U.S.G.S. Topography



Topography: Lines (10 ft)






Green Infrastructure Planning Map



-  Parks & Preserves
-  Conservation Easements
-  Ann Arbor Greenbelt Properties
-  Legacy Protected Properties
-  Huron Creeksheds

Bioreserve Sites

-  Lower priority
-  Higher priority
-  Highest priority

 White Hatch

Conservation and Recreation Lands

Process for Hands On Assessment

1. Examine Maps
2. Determine habitat hubs, and outline on map with red ink.

Hint

Hubs anchor the network and provide an origin or designation for wildlife. The Bioreserve Map provides a good place to start

Outline your hubs with



3. Identify smaller ecological landscape features (sites) that can serve as a point of origin or detination or incorporate less extensive ecologically important areas.

~Hint~

Look for lower ranked Natural Areas (Priority Two or Priority Three) along with smaller woodlots and wetlands.

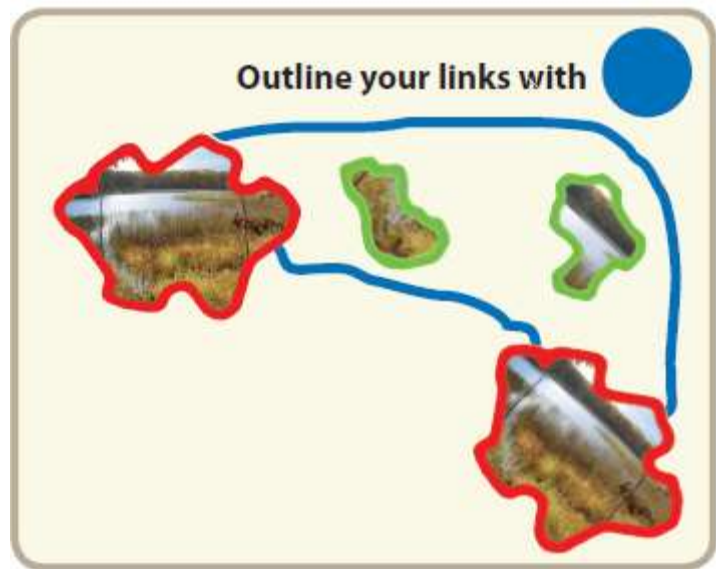
Outline your sites with



4. Create the best possible connections between hubs using the smaller ecological landscape features (sites) as stepping stones. Use riparian linkages whenever possible.

~Hint~

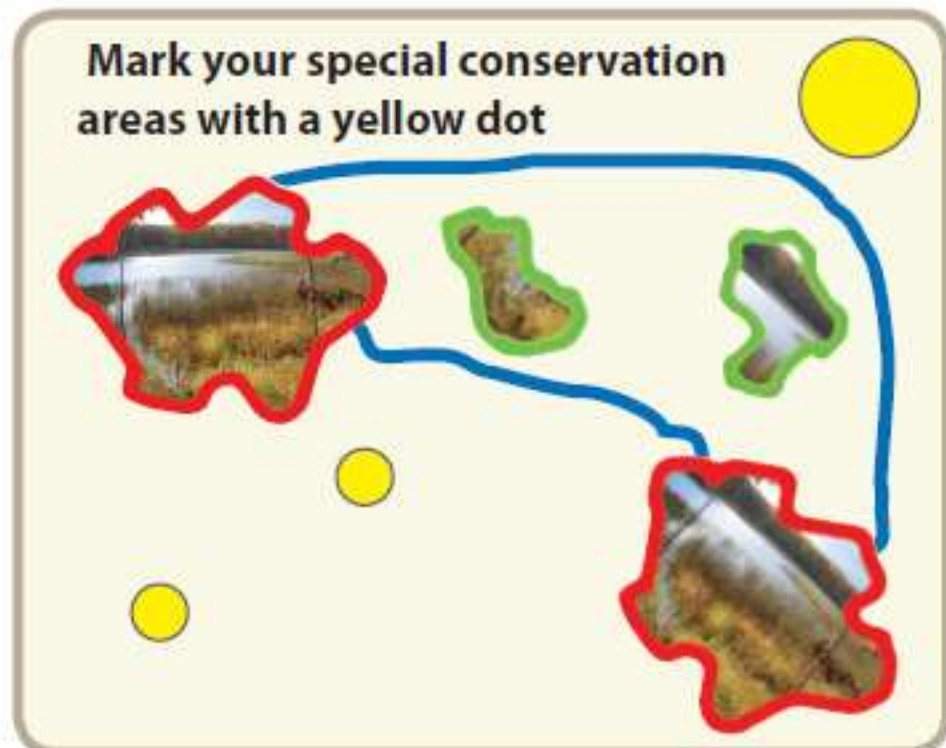
In general, the wider the corridor the better and the longer the corridor the wider it should be.



5. Identify Special Features that fall outside the system or have unique connection or importance within the community.

~Hint~

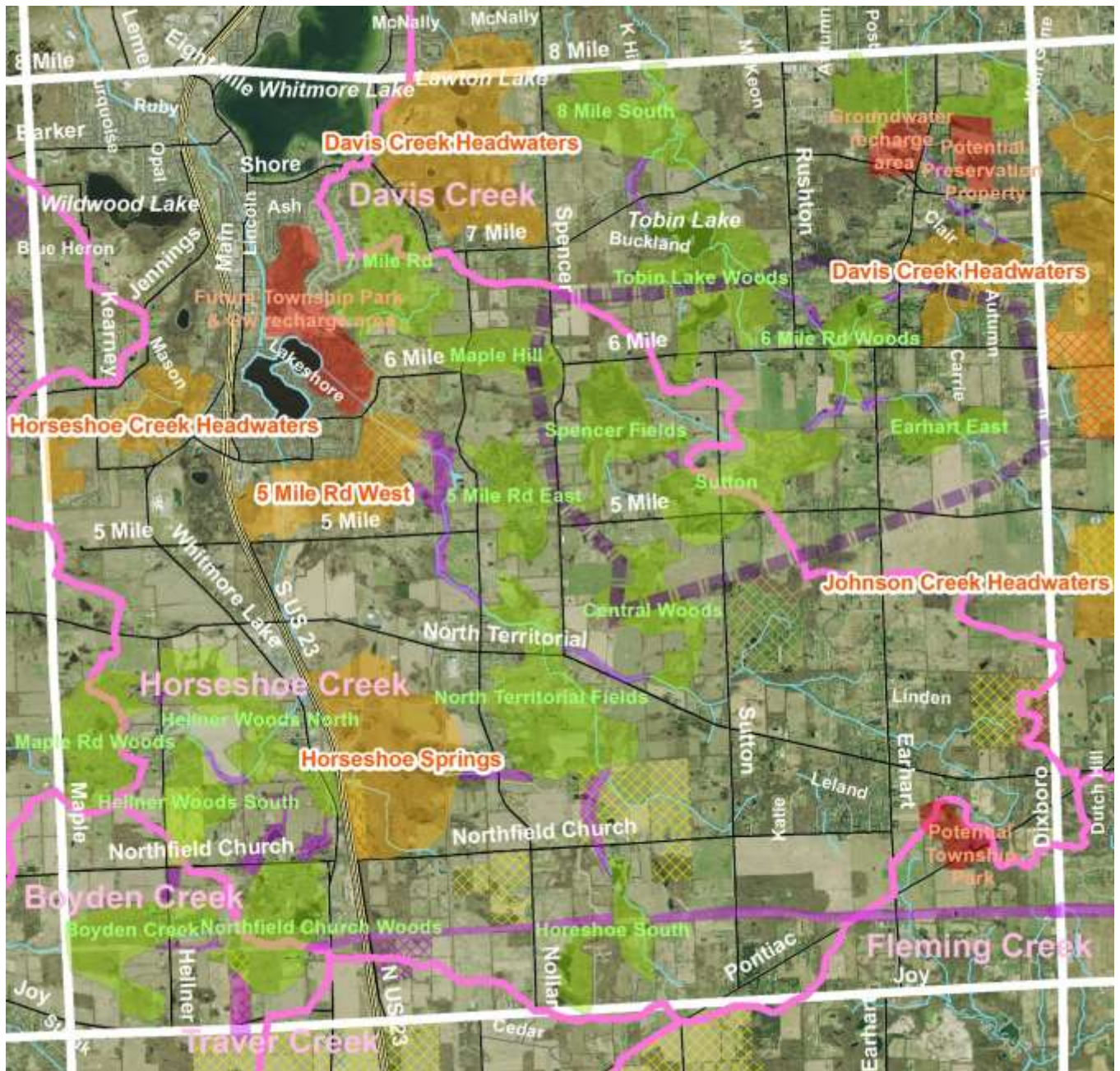
Appropriate areas may be a wetland, pond, woodlot stream or wildflower patch known only to local residents.



6. Label your system (hubs and links) and add names that help identify the site locally.



Draft Green Infrastructure Map





Next Steps – Community Planning for Green Infrastructure

- Verify the draft Green Infrastructure Vision Map
- Determine best land management tools
- Review master plans, ordinances, and related planning documents
- Establish conservation goals, funding options, and tracking mechanisms
- Amend Master Plans to favor preservation of green infrastructure, and encourage green development proposals and better site design
- Adopt Local Ordinances for Resource Protection woodland, wetland, riparian, stream, and floodplain ordinances
- Revisit community Regulations & Development Standards for lot sizes, setbacks, parking and street standards, drainage regulations
- Offer Incentives to developers to integrate green development design density compensation, buffer averaging, stormwater credits, transferable development rights, etc.
- Adopt regulations and policies that guide development within a framework of ecological structure and function.
- Educate home buyers & community residents about the open space conservation concept

References

The Conservation Fund. Green Infrastructure: A Strategic Approach to Green Space Planning and Conservation Train-the-Trainer. 2002.

Livingston County Department of Planning. Livingston County's High-Quality Natural Areas. 2003.

The Conservation Fund website. www.greeninfrastructure.net

Oakland County Planning & Economic Development Services. 2002 Oakland County Potential Conservation/Natural Areas Report. Jul. 2002

Oakland County's Environmental Stewardship Program. www.oakgov.com/es

SEMCOG. Best Practices for Sustainable Development. Mar. 1999.

SEMCOG. Land Use Tools and Techniques A Handbook for Local Communities. Mar. 2003.

SEMCOG. Opportunities for Water Resources Protection in Local Plans, Ordinances, and Programs. Aug. 2002.

Northfield Township Green Infrastructure Planning Map

Hubs are large natural areas that anchor the Green Infrastructure Network and provide origin and destination for wildlife.

Sites are smaller areas that provide habitat and ecosystem services.

Links connect hubs and sites.

HRWC created the map with the help of Northfield Township community members who drew hubs, sites, links and special areas onto a draft green infrastructure map.

July, 2015

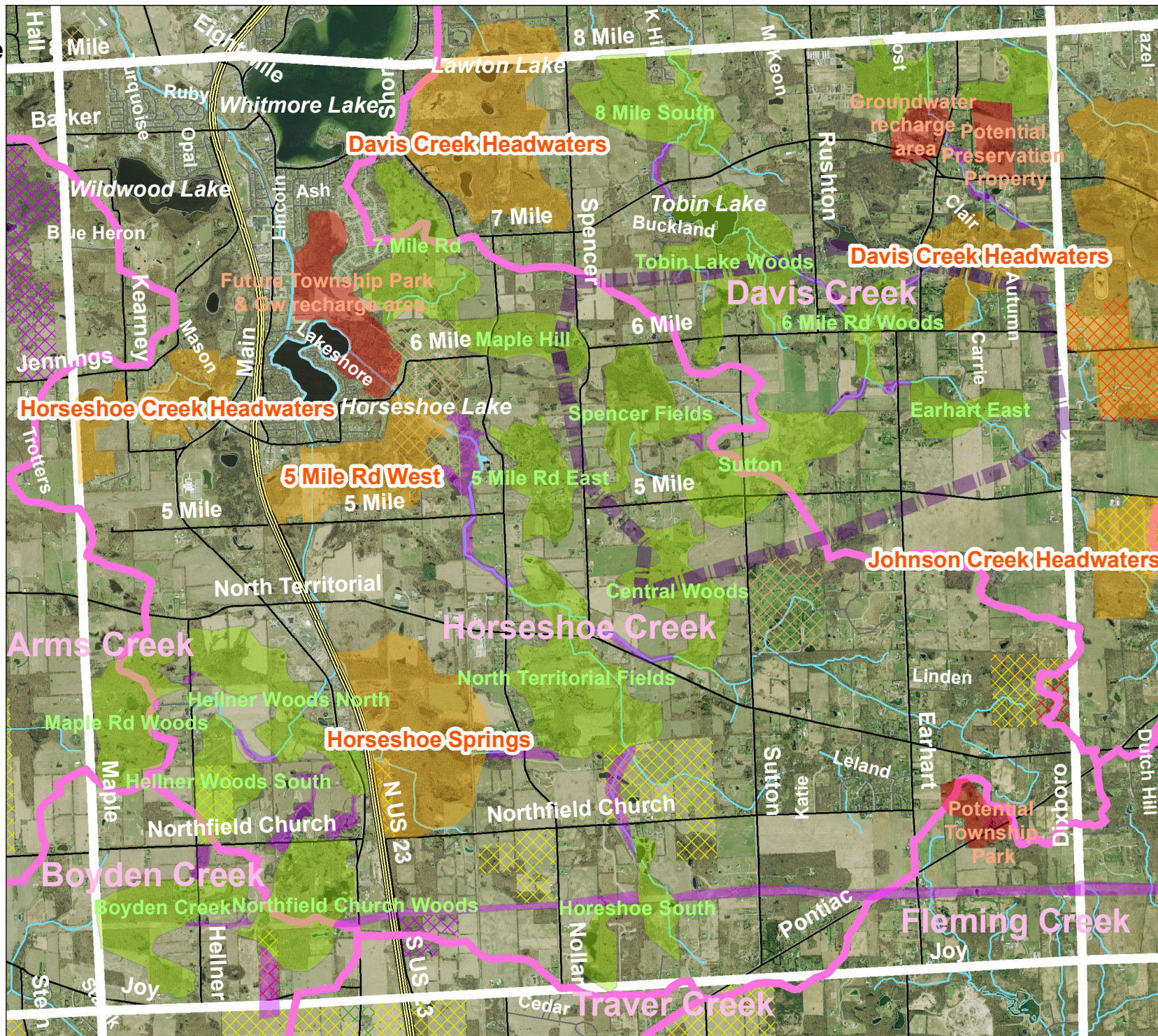
-  Hub
-  Site
-  Link
-  Special Feature
-  Horseback riding areas
-  Parks & Preserves
-  Conservation Easements
-  Ann Arbor Greenbelt Properties
-  Legacy Protected Properties

 Other Conservation and Recreation Lands



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0 0.275 0.55 1.1 Miles



April 13, 2015



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HRWC Recommended Master Plan Elements

Element:	Description:
Conditions section:	
Natural areas and green infrastructure	Include language discussing the municipality's Green Infrastructure (natural areas and natural corridors that provide ecological services necessary for quality of life). Include text and a map, if available.
Natural features listed and mapped	Describe the presence and importance of the following natural features: waterways, wetlands, forests, steep slopes, groundwater recharge areas, endangered and threatened species.
Impervious capacities/watersheds	Include language discussing current and future impervious surfaces in the municipality, giving figures for each creekshed in the municipality. Include maps if available
Current conditions of agriculture	(For rural governments). Include language about the current state of agriculture in the municipality.
Non-Motorized Transportation	Describe nonmotorized transportation opportunities.
Goals/ Objectives sections:	
Land Use patterns	Include a statement supporting the municipality's desired pattern of growth: HRWC recommends promoting land use patterns that provide compact development in areas with infrastructure, with natural area and agricultural uses in surrounding rural areas.
Statement of support for agricultural preservation	(In rural communities) Include a statement supporting agricultural preservation.
Statement of support for natural features preservation	
Statement of support for open space/natural areas	Include statements supporting preservation of natural areas and open space.
Statement of support to preserve watershed conditions	Include statements supporting preservation of watershed conditions.
Smart Growth principles	Adopt the 10 Smart Growth Principles: <ol style="list-style-type: none"> 1. Mix land uses 2. Take advantage of compact building design 3. Create a range of housing opportunities and choices 4. Create walkable neighborhoods 5. Foster distinctive, attractive communities with a strong sense of place 6. Preserve open space, farmland, natural beauty, and critical environmental areas

	<p>7. Strengthen and direct development towards existing communities</p> <p>8. Provide a variety of transportation choices</p> <p>9. Make development decisions predictable, fair, and cost effective</p> <p>10. Encourage community and stakeholder collaboration in development decisions</p>
Policies sections:	
Natural features policies	Include policies the government intends to enact to preserve natural features.
Stream corridor policies	Include policies the government intends to enact to preserve stream buffers
Open space/natural areas policies	Include policies the government intends to enact to preserve natural features.
Watershed policies	Include policies the government intends to enact to preserve watershed quality.
Urban Services District	Include policies the government intends to enact to create or maintain an urban service district.
Stormwater policies	Include policies the government intends to enact to properly manage stormwater runoff
Agriculture preservation policies	Include policies the government intends to enact to preserve agriculture.
Purchase/Transfer of Development Rights and other innovative land use planning policies	Include policies the government intends to explore to encourage compact patterns of development
Rural zoning outside of urban areas	Consider down zoning to lower densities in Agriculture and Rural Residential areas



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HRWC Recommended Zoning Ordinance Elements

Element
Land Use Pattern
Policies encouraging infill
Policies limiting development to where infrastructure exists (eg urban service area)
Mixed use/transit oriented development planned
CIP for urban areas
Development standards tailored for infill areas to remove hurdles
Accessory dwelling units allowed (even if increased density)
TDR program
Site Plan review requirements:
Site Plan requires description of all existing natural features and endangered and threatened species
Requires review by other agencies where applicable
Site plan requires stormwater management plan
Site plan requires soil erosion and sedimentation control plan (or coordination with county program)
Open space/land conservation provisions:
Land preservation program in place
Key natural areas for protection identified (eg parks or open space plan, or Green Infrastructure plan)
Incentives for open space or cluster designs; open space design review is as easy to meet as conventional design
Allowable uses in open space restricted to agriculture or low impact uses
Open space protection through easements
Purchase of Development Rights program in place
Zoning for large blocks of very low density (80 acres)
Natural features requirements:
Setbacks from waterways required ($\geq 100'$ or edge of floodplain)
Vegetated buffers from waterways required ($\geq 25'$)
Wetland protection ordinance in place
Setbacks from wetlands required ($\geq 25'$)
Groundwater recharge areas protected
Prohibition of direct and indirect discharge of hazardous substance to groundwater
Steep slope protection
Woodland and landscape trees protection
Resource protection/Natural Environmental Areas Overlay in place
Impervious surface reductions:
Flexible lot coverage standards to allow creative approaches that limit impervious surfaces
Flexible yard setbacks to reduce impervious surface: front < 20 ; side < 8 ; rear < 25 ; frontage < 80
Allow bioretention, rain gardens, filter strips in setback and common areas
Flexible parking standards to reduce impervious surface

Recommended parking standards:

- bioretention allowed in parking lots;
- landscaping required in parking lots;
- ratio for:
 - professional office <3 per 1000 sq. ft.;
 - single family homes <2;
 - shopping centers <4.5 per 1000 sq. ft.;
- shared parking promoted;
- parking reduced if mass transit nearby;
- stall width <9';
- stall length <18';
- compact car area;
- pervious pavement encouraged;
- structures promoted;
- flexibility for shared and off-site parking

Flexible standards to reduce impervious surface:

Recommended street standards:

- shared driveways, reduced driveway width, 2-track driveways; rear garages, etc., encouraged;
- right-of-way widths < 45';
- utilities can be under pavement;
- cul-de-sacs <45', landscaping required;
- if curb and gutter required, perforated curbs required/encouraged;
- road widths btw 18 – 22'

Stormwater:

In Washtenaw County: Required review by county drain or water resources commissioner OR

Township stormwater ordinance:

Recommended stormwater requirements:

- Preservation of natural vegetation encouraged
- Site designs that limit impervious surfaces
- Infiltration of first flush (inch) of rainfall
- Effective design criteria for BMPs in place for 100 year storm, maintaining $\leq .15$ cfs discharge
- Stormwater management facilities must be designed to prevent flooding and protect surface and groundwater;
- Green Infrastructure Stormwater BMPs encouraged (infiltration basins/beds, bioretention areas, rain gardens, pervious pavement, infiltration trenches, etc.)
- Rooftop runoff disconnection encouraged
- Pre-treatment required before stormwater discharges to wetlands
- Stormwater runoff must be controlled to a non-erosive velocity;
- Regular evaluation and maintenance required
- Off-site stormwater facilities allowed
- Stormwater requirement reduced for project that decrease total imperviousness on redeveloped sites;

Other:

Soil Erosion and Sediment Control (SESC) program: coordinated with county OR

SESC permit required for developments within 500' of a waterway
Septic system >100' from a wetland or waterways
Point of sale septic inspection

Documents consulted:

Better Site Design: A Handbook for Changing Development Rules in Your Community. Center for Watershed Protection. The "COW" 1998

Charlevoix County Local Ordinance Gaps Analysis. Tip of the Mitt Watershed Council. 2011.

(Resources\LUPPY\ordinances&policies\xx Other non-Huron ordinances\

Antrim_gaps_analysis_final_web.pdf and/charlevoix gaps analysis-web.pdf)

From Policy to Reality: Model Ordinances for Sustainable Development. Minnesota Planning. September 2000

Opportunities for Water Resource Protection in Local Plans, Ordinances, and Programs. SEMCOG 2002

Citizen's Guide to Land Use Planning. HRWC 2001

Smart Growth Guideline for Sustainable Design and Development. US EPA 2009



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HRWC Recommended Master Plan Elements

For Webster Township

Element:	In Webster's plan:	Recommended change:
Conditions section:		
Impervious capacities/watersheds		Consider language discussing Arms Creek current and future impervious surface (see sample language from Ann Arbor Township) (maybe not necessary in rural township?)
Natural areas and green infrastructure	Some	Consider including webster Green Infrastructure map & language (see sample language from Ann Arbor Township)
Natural features listed and mapped (lakes, streams, wetlands, forests, wetlands, slopes)	In natural features policies section	Could consider shifting to "conditions for planning"
Current conditions of agriculture	Statements that Agriculture is declining	Update. Could use some of AAT's language. Ask Land preservation board to look at it. (see sample language from Ann Arbor Township)
Non Motorized Transportation	No mention	Could mention nonmotorized transportation policies (maybe not necessary in rural township?)
Goals/ Objectives sections:		
Land Use patterns		Consider statement supporting desired pattern of growth: mostly rural and agriculture, providing compact patterns in service areas (see sample language from Ann Arbor Township)
Statement of support for agricultural preservation	Yes	
Statement of support for natural features preservation	Yes	
Statement of support for open	Some in natural features	Consider adding language from

space/natural areas	statement (4.04)	GI plan (see sample language from Ann Arbor Township)
Statement of support to preserve watershed conditions	No	May want to add language (see sample language from Ann Arbor Township)
Smart Growth principles	No, but does mention sprawl type development should be discouraged	Adopt 10 smart growth principles? ¹
Policies sections:		
<u>Easier:</u>		
Stream corridor policies, buffers	Mentions buffers, natural river zone, nonalteration	None
agriculture preservation policy	Yes	none
Natural features policies	Statements on importance of natural features	none
TDR and PDR	Yes	none
Supporting maps	Roads, public facilities, lakes and streams and watersheds, wetlands, gw recharge, forests, steep slopes, natural features	Could consolidate streams, watersheds, wetlands, groundwater recharge, forests, steep slopes into natural features, and another map for GI (natural areas plus conservation lands)
<u>Requiring some writing:</u>		
Open space/natural areas policies		Consider adding language from GI plan
Land Use pattern policies	No, but some mention in strategies of keeping urban uses in certain areas and not extending sewer....	See sample language from Ann Arbor Township
Watershed policies	Requires following Washtenaw County WRC rules; erosion controls; consideration of impervious surface and gravel road capacity	Consider adding more specific policies re: impervious surface ala AAT; consider adding more specific policies re: gravel road capacities
Urban Services District	Mentions that Loch Alpine and Dexter serve as urban areas for the township	Township does not have a central village or urban area and so could coordinate location of USD with Scio and Dexter
<u>Requiring discussion and writing:</u>		
Impervious surface policies	11.03 F talks about impervious surface and gravel road capacity.	Consider adding more specific policies (see sample language from Ann Arbor Township)
Stormwater policies	Stormwater management required	Could add more details about this – (see sample language from Ann Arbor Township)

Multigenerational planning	Mentions aging of population in planning conditions	Consider adding policies ala Spring Lake Township
Rural zoning outside of urban areas	2-acre lot zoning, with land designated as rural residential and agriculture. Language encouraging clustering	Consider down zoning to lower densities in Agriculture and Rural Residential, possibly using gravel road study as a guide

1. Smart Growth Principles

1. Mix land uses
2. Take advantage of compact building design
3. Create a range of housing opportunities and choices
4. Create walkable neighborhoods
5. Foster distinctive, attractive communities with a strong sense of place
6. Preserve open space, farmland, natural beauty, and critical environmental areas
7. Strengthen and direct development towards existing communities
8. Provide a variety of transportation choices
9. Make development decisions predictable, fair, and cost effective
10. Encourage community and stakeholder collaboration in development decisions



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HRWC Recommended Zoning Ordinance Elements

For Webster Township

Element	Recommendation
Land Use Pattern	
Policies encouraging infill	Webster Township is rural and there is not much opportunity for "infill"
Policies limiting development to where infrastructure exists (eg urban service area)	Consider "robust" PUD provisions that encourage increased density on certain parcels in exchange for purchasing development rights on parcels in the agricultural district
Mixed use/transit oriented development planned	Rural township is currently automobile oriented. May consider working with surrounding municipalities as they develop transit plans
CIP for urban areas	No urban areas
Development standards tailored for infill areas to remove hurdles	See above
Accessory dwelling units allowed (even if increased density)	Consider exploring allowing accessory dwelling units.
TDR program	Consider "robust" PUD provisions
Site Plan review requirements:	
Site Plan requires description of all existing natural features and endangered and threatened species	yes
Requires review by other agencies where applicable	Change MDNR to MDEQ, and include wetlands
Site plan requires stormwater management plan	yes
Site plan requires soil erosion and sedimentation control plan (or coordination with county program)	Soil erosion control plan required in SPR, administered by county
Open space/land conservation provisions:	
Land preservation program	Township has land preservation board, but not codified in zoning ordinance
Key natural areas for protection identified (eg parks or open space plan, or GI plan)	Township has Green Infrastructure plan/map
Incentives for open space or	Density bonus in PUD

cluster designs; open space design review is as easy to meet as conventional design	
Allowable uses in open space restricted to agriculture or low impact uses	
Open space protection through easements	In PUD
PDR program	yes
Zoning for large blocks of very low density (80 acres)	May consider increasing allowable lot sizes in agricultural area
Natural features requirements:	
Natural Rivers provisions	Consider adopting natural rivers district setbacks and buffer requirements both in the natural river district and on all tributaries.
Waterways setbacks (>=100' or floodplain)	Township requires 100 foot setback
Waterway vegetated buffers (>=25')	Township requires 25 foot vegetated buffer
Wetland protection ordinance	Township regulates wetlands 5 acres or larger. Consider broadening regulation to all sizes.
Wetland setback required (>=25')	Township requires 25 foot vegetated buffer
Groundwater recharge areas protected	No auto related uses are allowed in groundwater recharge areas
Prohibition of direct and indirect discharge of hazardous substance to groundwater	Consider adding environmental permits checklist, and requiring secondary containment – follow county standards
Steep slope protection	Steep slopes are defined as a natural feature. Consider adding language regulating steep slope protection
Woodland and landscape trees protection	Consider woodland protection ordinance
Resource protection/Natural Environmental Areas Overlay	Consider language protecting natural areas. See Macomb County, Brighton Township sample language
Impervious surface reductions:	
Flexible lot coverage standards to allow creative approaches that limit impervious surfaces	Not in PUD (setbacks remain the same). Consider allowing flexible lot coverage, yard setbacks, and parking standards to reduce impervious surface.
Yard setbacks ¹	See table below for recommended yard setbacks. Consider reducing yard setbacks to reduce impervious surface
Allow bioretention, rain gardens, filter strips in setback and common areas	Consider allowing these features in parking lot and commercial landscaping areas. Stormwater ordinance already encourages these features.
Flexible parking standards to reduce impervious surface ²	HRWC can share recommended spaces for each of the township's allowable land use if desired
Private road ordinance?	yes
If yes, flexible standards to	Consider reducing right-of-way widths. See standards below.

reduce impervious surface ³	
Stormwater:	
Required review by county drain or water resources commissioner	yes
Township stormwater ordinance ⁴	Very good stormwater provisions
Other:	
Soil Erosion and Sediment Control program: coordinated with county	Yes
SESC: permit required for developments within 500' of a waterway	?
Septic system >100' from a wetland or waterways	Consider this requirement
Point of sale septic inspection	Consider this requirement

1. Recommended yard setbacks: front < 20; side <8; rear < 25; frontage < 80
2. Recommended parking standards: bioretention allowed in parking lots; landscaping required in parking lots; ratio for professional office <3 per 1000 sq. ft.; single family homes <2; shopping centers <4.5 per 1000 sq. ft.; shared parking promoted; parking reduced if mass transit nearby; stall width <9'; stall length <18'; compact car area; pervious pavement encouraged; structures promoted; flexibility for shared and off-site parking
3. Recommended street standards: shared driveways, reduced driveway width, 2-track driveways; rear garages, etc., encouraged; ROW widths < 45'; utilities can be under pavement; Cul-de-sacs <45', landscaping required; if curb and gutter required, perforated curbs required/encouraged; road widths btw 18 – 22'
4. Recommended stormwater requirements:
 - Preservation of natural vegetation encouraged
 - Site designs that limit impervious surfaces
 - Infiltration of first flush (inch) of rainfall
 - Effective design criteria for BMPs in place for 100 year storm, maintaining <=.15 cfs discharge
 - Stormwater management facilities must be designed to prevent flooding and protect surface and groundwater;
 - Green Infrastructure Stormwater BMPs encouraged (infiltration basins/beds, bioretention areas, rain gardens, pervious pavement, infiltration trenches, etc.)
 - Rooftop runoff disconnection encouraged
 - Pre-treatment required before stormwater discharges to wetlands
 - Stormwater runoff must be controlled to a non-erosive velocity;
 - Regular evaluation and maintenance required
 - Off-site stormwater facilities allowed

- Stormwater requirement reduced for project that decrease total imperviousness on redeveloped sites;

Documents consulted:

Better Site Design: A Handbook for Changing Development Rules in Your Community. Center for Watershed Protection. The "COW" 1998

Charlevoix County Local Ordinance Gaps Analysis. Tip of the Mitt Watershed Council. 2011.

(Resources\LUPPY\ordinances&policies\xx Other non-Huron ordinances\

Antrim_gaps_analysis_final_web.pdf and/charlevoix gaps analysis-web.pdf)

From Policy to Reality: Model Ordinances for Sustainable Development. Minnesota Planning. September 2000

Opportunities for Water Resource Protection in Local Plans, Ordinances, and Programs. SEMCOG 2002

Citizen's Guide to Land Use Planning. HRWC 2001

Smart Growth Guideline for Sustainable Design and Development. US EPA 2009

Webster Townships Lot Standards

District	lot area	lot width	front setback	rear setback	side setback
Ag, AB	2 acres	120ft	Road: 60 Major rd: 110	Road: 60 Major rd: 110 Yard: 50	Road: 60 Major rd: 110 Yard: 30
R-1	1 acre	150	Road: 35 Major rd: 110	Road: 35 Major rd: 110 Yard: 35	Road: 35 Major rd: 110 Yard: 20
R-2	15,000 sq. ft.	100' if sewer 150 if septic	Road: 35 Major rd: 110	Road: 35 Major rd: 110 Yard: 20	Road: 35 Major rd: 110 Yard: 10
BLLR	10,000 sq. ft	50'	average	Rear = lakeside	
R-3	4 DU/acre	100'	Road: 35 Major rd: 110	Road: 35 Major rd: 110 Yard: 20	Road: 35 Major rd: 110 Yard: 10



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HRWC Recommended Master Plan Elements

For Salem Township

Element:	Description:	Salem's Master Plan
Conditions section:		<i>4.Existing Conditions and Trends, and 5.Physiographic Features sections</i>
Natural areas and green infrastructure	Include language discussing the municipality's Green Infrastructure (natural areas and natural corridors that provide ecological services necessary for quality of life). Include text and a map, if available.	See recommended language to include in Section 5
Natural features listed and mapped	Describe the presence and importance of the following natural features: waterways, wetlands, forests, steep slopes, groundwater recharge areas, endangered and threatened species.	Yes, in Section 5. HRWC can provide updated maps, if desired.
Impervious capacities/watersheds	Include language discussing current and future impervious surfaces in the municipality, giving figures for each creekshed in the municipality. Include maps if available	See recommended language to include in Section 5
Current conditions of agriculture	(For rural governments). Include language about the current state of agriculture in the municipality.	Yes, included.
Non-Motorized Transportation	Describe nonmotorized transportation opportunities.	Not included
Goals/ Objectives sections:		Sections 5 - 13
Land Use patterns	Include a statement supporting the municipality's desired pattern of growth: HRWC recommends promoting land use patterns	There is language addressing land use pattern in introduction (p3); part 3 (p13)

	that provide compact development in areas with infrastructure, with natural area and agricultural uses in surrounding rural areas.	
Statement of support for agricultural preservation	(In rural communities) Include a statement supporting agricultural preservation.	Yes, present
Statement of support for natural features preservation		Yes, P 14 and Section 5
Statement of support for open space/natural areas	Include statements supporting preservation of natural areas and open space.	P 14 and Section 5. Could include language from Green Infrastructure plan. See recommended language.
Statement of support to preserve watershed conditions	Include statements supporting preservation of watershed conditions.	See recommended language
Smart Growth principles	<p>Adopt the 10 Smart Growth Principles:</p> <ol style="list-style-type: none"> 1. Mix land uses 2. Take advantage of compact building design 3. Create a range of housing opportunities and choices 4. Create walkable neighborhoods 5. Foster distinctive, attractive communities with a strong sense of place 6. Preserve open space, farmland, natural beauty, and critical environmental areas 7. Strengthen and direct development towards existing communities 8. Provide a variety of transportation choices 9. Make development decisions predictable, fair, and cost effective 10. Encourage community and stakeholder 	<ol style="list-style-type: none"> 1. Provides mix but much large-lot 2. USD “grouped concentration of uses”. Consider “form based zoning” for hamlet and USD 3. does create a mix 4. does address in hamlet; could provide more for USD 5. Yes 6. yes 7. Yes 8. Auto dependent area

	collaboration in development decisions	
Policies sections:		Sections 5 - 13
Natural features policies	Include policies the government intends to enact to preserve natural features.	P 14, Section 5. May want to move steep slopes section (part of USD) here.
Stream corridor policies	Include policies the government intends to enact to preserve stream buffers	Section 5.
Open space/natural areas policies	Include policies the government intends to enact to preserve natural features.	Section 5.
Watershed policies	Include policies the government intends to enact to preserve watershed quality.	Section 5.
Urban Services District	Include policies the government intends to enact to create or maintain an urban service district.	Part 3 (p14), language describes USD, clearly splitting land uses to occur within and without USD
Stormwater policies	Include policies the government intends to enact to properly manage stormwater runoff	yes
Agriculture preservation policies	Include policies the government intends to enact to preserve agriculture.	yes
Purchase/Transfer of Development Rights and other innovative land use planning policies	Include policies the government intends to explore to encourage compact patterns of development	See recommended additional language
Rural zoning outside of urban areas	Consider down zoning to lower densities in Agriculture and Rural Residential areas	To truly preserve agricultural uses, lower densities would be more conducive.



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**Sample Master Plan language referenced in
“HRWC Recommended Master Plan Elements for Salem
Township”**

Language describing township’s natural areas:

These natural features have also been identified by a number of studies, including the 2007 bioreserve project conducted by the Huron River Watershed Council. The Bioreserve Map (Map x) uses a computer model to rank each natural area based on fifteen different measurements of its ecological value. These include the size of the area, whether wetlands, streams, or lakes are on the site, the diversity of the landscape on the site, the potential for the site to be a groundwater recharge area, the potential for the site to be connected to other natural areas, and how much native vegetation the site potentially still harbors. The resulting map shows over 1,700 sites, totaling about 237,000 acres of natural lands.

In 2014, the Huron River Watershed Council conducted another valuable exercise with the Township that resulted in the Green Infrastructure Map (Map x). The exercise identified the Township’s important natural areas and how they are connected. Large natural areas (hubs) and smaller natural areas (sites) are linked by linear features, such as tree rows or rivers and streams. The resulting network of hubs, sites, and links provide wildlife with access to various food sources, and nesting and rearing sites. By preserving the links as well as the hubs and sites, the Township will minimize the habitat fragmentation present in developed landscapes, and preserve the variety of habitats that local wildlife use to fulfill their life-cycle.

- D. It is the intent of this plan to preserve the continuity of natural features in order to protect the integrity of ecological systems. To further this goal, the Township has created a Green Infrastructure map and plan that will guide preservation of connected open space corridors and wildlife habitats. The Township will also participate in multi-jurisdictional planning efforts such as the Ann Arbor Greenbelt and the Washtenaw County Natural Areas Preservation programs, to preserve open space and wildlife corridors.

Language describing Watersheds:

Watersheds and Watercourses.

Webster Township lies within the Huron River Watershed. The river itself flows through Webster, as well as the headwaters of Boyden Creek and the entirety of the Arms Creek watershed (both Huron River tributaries). The Huron River and Arms Creek, between its confluence with the Huron River and the confluence of its southern and eastern tributaries, have been designated as "Country Scenic Rivers" under the Natural Rivers Act. Recognizing these watershed units is useful for planning purposes and for monitoring the cumulative impact of development within each watershed.

11.03 Watersheds

Not more than 15% of a watershed's land area should be impervious surfaces.

The Township will strive to mitigate the impacts of increased impervious surface in the Arms Creek, Boyden headwaters, and Huron River watersheds. In order to prevent further degradation of these subwatersheds, Webster Township will require stormwater management and impervious surface limits to reduce the frequency of post-development bankfull and subbankfull flooding, maintain or improve channel stability, and provide maximum removal of designated pollutants of concern.

In order to reduce the impacts of impervious surface and stormwater runoff the Township will require stormwater management and site design that reduces impervious surfaces, and the protection of natural features such as stream buffers, wetlands, and steep slopes.

Language describing impervious surface capacities

Impervious Surface.

The percent of impervious surfaces within a stream's watershed is a commonly used indicator of its quality and health. Research indicates that at levels of imperviousness of 8 to 10 percent, stream quality begins to deteriorate (Huron River Watershed Council, 2003). This level is reached at about 1 dwelling unit per 2.5 acres. Between 10 and 25 percent impervious surface, stream quality enters a level known as "impacted." Once a stream's watershed passes the 25 percent impervious threshold, research indicates it will no longer be able to support most kinds of aquatic life. A study of the watersheds in Webster Township shows that the current (as of 2010) impervious surfaces (see Map x) in Arms, Boyden, and the Huron River watershed are considered able to support "sensitive" species of aquatic life, as impervious surfaces in those subwatershed are all under 10%

A buildout analysis conducted by the Huron River Watershed Council based on the xxxx Master Plan shows that Arms Creek and areas flowing directly to the Huron River will increase in impervious surface to between 11 and 15%, which will push them into an impacted category of stream health. Impervious surfaces in the Boyden Creek headwaters that are within the Township will reach 10%, just at the cusp of the impacted category.

According to the Huron River Watershed Council, as development becomes more spread out, impervious surfaces increase in order to accommodate the longer and wider roads, driveways, parking areas, and additional commercial uses that must also be built to provide for everyday needs and services. The net result is an actual increase in imperviousness to accommodate less dense households on a regional or watershed scale. In fact, research from the Huron River Watershed Council shows that subdivisions designed in a typical pattern, where one single

family residence is located on its own lot, increase imperviousness by 10 - 50 percent compared to developments that group the same number of households onto smaller areas.

Language describing township's intent to explore a TDR program:

- 5.07 It is the desire of Webster Township to encourage land owners to preserve farmland via voluntary agricultural preservation programs such as Purchase of Development Rights (PDR) and Transfer of Development Rights (TDR).
- 5.08 The Township will study and consider a TDR program which may include working with adjacent Townships to designate sending and receiving zones for development rights. A TDR program which takes advantage of real estate market forces and does not use public funds for land or development rights acquisition serves the dual purpose of preserving farmland and open space while providing for increased densities in areas identified for higher density in the Master Plan.

Northfield Township Planning Commission By-Laws

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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. 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 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.
- I. Facilitate provision for a system of transportation, sewage disposal, safe and adequate water supply, recreation, and other public improvements.
- J. Effect 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. 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. Encourage and assist public and private entities in improving the attractiveness of the Township.
- N. 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

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 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 4.10 - 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 - INQUIRIES

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

SECTION 4.12 - 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 - 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.

SECTION 4.14 - 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 - 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 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 charges 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 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.

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 on the first and third Wednesday of each calendar month, 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. Comments From Commission
- M. Final Call to Public
- N. 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. This can occur only if a matter involves:

- 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 of a member 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.

ARTICLE X - FISCAL YEAR

SECTION 10.1 - 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 11.1 - 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 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 12.1 - 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 13.1 - 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 - EFFECTIVE DATE

SECTION 14.1 - 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 - EFFECT AND INTERPRETATION OF BYLAWS

SECTION 15.1 - 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

NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting August 5, 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	Absent with notice
Larry Roman	Present
Mark Stanalajczo	Absent with notice

Also present:

Township Manager Howard Fink
Mary Bird, Assessing & Building Assistant
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

- **Motion:** Roman moved, Dignan supported, that the agenda be adopted as presented.

Chockley referred to email discussion initiated by Commission Secretary Stanalajczo about changing the format of minutes. Commissioners discussed legal considerations and pros and cons of different levels of detail. It was agreed that this should be discussed more fully at a future meeting, and direction should be given to the recording secretary regarding minutes for this meeting at an appropriate point in the agenda.

Motion carried 5—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Minutes/Meeting Procedure. Jim Nelson, 7777 Sutton Road, commented that the public record of meetings can include text and video. Craig Warburton, 450 W. Joy Road, objected to a Commissioner criticizing comments from a member of the public at the July 15th meeting and commented on the proposed community survey content.

6. CORRESPONDENCE

Chockley referred to comments from Renee Mulcrone regarding the draft community survey prepared by Cobalt Community Research.

- **Motion:** Dignan moved, Chockley supported, that at this time for this meeting and the following meeting that the recording secretary follow the

guidelines given to her by the Township Board for taking minutes until such time this issue can be discussed by the Commission under Policy Review and Discussion at the next meeting.

Roman said he would have preferred to see the email giving direction to the recording secretary prior to this meeting because information of that type should be shared and discussed.

Motion carried 5—0 on a roll call vote.

7. REPORTS

7A. Board of Trustees

Chick reported briefly on the actions and discussions at the July 28th workshop session.

7B. ZBA

Dignan reported that the ZBA approved a driveway length variance.

7C. Staff Report

Bird reported the updated list of materials stored on the Steele Trucking site was received today, and she will add this to the next meeting agenda.

7D. Planning Consultant

Leah DuMouchel of Beckett & Rader, the firm hired as the Township's new planning consultants, said she will begin work next week.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

9A. Discussion of the Citizen Survey Questionnaire.

William SaintAmour of Cobalt Community Research referred to the draft community survey his firm had prepared and noted that the Township Board expressed serious concerns about it. He said his firm obviously missed the target and he asked for clarity about the information the Township would need to continue working with Cobalt. He reviewed the advantages and disadvantages of various question formats (multiple choice, weighted scales, etc.). He said Cobalt needs to understand what decisions are that the Township hopes to make based on the data.

Commissioners made comments, including:

- The Township Board did not have a problem with the objectives of the survey, but had concerns about the questions themselves and their structure, and wanted the Commission to discuss them.

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- The survey should be oriented toward what people want to see in the community rather than being about the Biltmore development proposal. Question 11 referencing the Biltmore development should not be included.
- The Board and Commission already know there are differing opinions on various issues in the community, so it will be important to know how strongly people feel about those issues.
- Many people will have trouble providing useful answers to questions without visuals, definitions of terms, etc.
- Some things, such as community events, fall outside the scope of the survey.
- Questions about the level of support for public amenities (public beach, downtown gathering space) should be included.
- Questions about farmland and open space preservation are needed.

SaintAmour said including lots of maps and technical backup information in an attempt to educate those taking the survey is not practical, but the input from Commissioners has been helpful.

It was agreed that Cobalt should work with the Commission until Commissioners feel the survey is ready to be considered by the Board of Trustees.

- **Motion:** Dignan moved, Chick supported, to postpone discussion of the Citizen Survey Questionnaire until such time as there is a draft to consider and there is time available on an agenda to discuss it.
Motion carried 4—1, Roman opposed.

10. NEW BUSINESS

None.

11. MINUTES

July 15, 2015, Regular Meeting

Commissioners amended the minutes, as follows:

- The word “eschewed” should be “ensued.”
- The motion regarding GYOA leasing was amended to reference various conditions.

- The wording in the motion regarding selection of a planning consultant should be changed to “alternate choice” rather than “second choice”

- **Motion:** Dignan moved, Roman supported, that the minutes of the July 15, 2015, regular meeting be approved as amended, and to dispense with the reading. **Motion carried 5—0 on a voice vote.**

12. POLICY REVIEW AND DISCUSSION

Future Agenda Items. Commissioners suggested the following as potential future discussion topics:

- Whether more administrative approvals should be authorized regarding zoning matters.
- Considering allowing different kinds of businesses in the RTM district.
- Difficulties in redeveloping sites in the SR2 district.

13. SECOND CALL TO THE PUBLIC

Community Survey. Craig Warburton, 450 W. Joy Road, said the Township should stick with the current Master Plan, and there is no need for a new community survey.

Filming Opportunity. Jim Nelson, 7777 Sutton Road, reported a filmmaker is looking for an attractive barn to use in a new movie.

14. COMMENTS FROM THE COMMISSIONERS

None.

15. ANNOUNCEMENT OF NEXT MEETING

August 19, 2015, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location. Chockley noted the Huron River Watershed Council will be presenting results of the workshop they conducted.

16. ADJOURNMENT

- **Motion:** Chockley moved, Dignan supported, that the meeting be adjourned.
Motion carried 5—0 on a voice vote.

The meeting was adjourned at 8:56 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/>