

NORTHFIELD TOWNSHIP BOARD AGENDA

**November 24, 2020
7:00 Regular Meeting**

Consistent with the Open Meetings Act, this meeting is being held electronically via Zoom to comply with health department orders and guidance and to reduce the risk of spreading disease at a live meeting. Members of the public may contact members of the board via email in advance of the meeting in order to provide input.

The Northfield Township Board is allowing electronic participation in order to promote public safety and in compliance with state and local health directives.

Join the virtual board meeting by visiting <https://zoom.us/j/95272363958> or dialing (312) 626-6799
Webinar ID: 952 7236 3958

Public participants will be able to address the board virtually during the public comment period on the agenda.

Visit http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php for more information.

CALL TO ORDER

PLEDGE/INVOCATION

ROLL CALL

CONSENT AGENDA: *Manager Update Pg. 3*

All matters listed under Consent Agenda, are considered routine by the Township and will be enacted as one motion. There will be no separate discussion of these items. If the discussion of an item is required, it will be removed from the consent agenda and considered separately.

ADOPT BALANCE OF AGENDA

PETITIONS AND COMMUNICATIONS

Citizen Comment (On Agenda Items): PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON

Citizen Comment is provided at both the beginning and at the end of the meeting. The purpose of public comment is to provide an opportunity for a member of the public to speak. The role of the board is to listen attentively, and we thank you in advance for sharing your thoughts and ideas.

- All members of the public speaking during "Public Comment" will need to state their name and address for the record.
- The Board's role is to listen to the care and concerns of the community.
- The manager, or designee, will follow up concerning the comments as soon as possible. Please contact the manager's office if you have any additional questions.

BOARD MEMBER COMMENTS/MANAGER CLARIFICATION

CORRESPONDENCE +

NEW BUSINESS - ACTION ITEMS

1. Approve November 10, 2020 Regular Meeting Minutes *Pg. 6*
2. Consideration of Rezoning request from WLPS for 168 Jennings Rd. *Pg. 10*
3. Consideration of Rezoning request from WLPS for 8845 Main St. *Pg. 28*
4. Re-appointment of Deputy Treasurer – Emily Hofsess *Pg. 27*
5. Re-appointment of Deputy Clerk – Cristina Wilson *Pg. 28*

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

6. MTA Township Officer Training Materials - Requesting approval to spend not to exceed \$500 Pg. 29
 - a. Clerk's Guide to Township Government (\$38.50/ea)
 - b. Treasurer's Guide to Township Government (\$38.50/ea)
 - c. Trustee's Guide to Township Government (\$38.50/ea)
 - d. Authorities and Responsibilities of Michigan Townships
 - e. Introduction to Township Board Meetings (\$14.00/ea)
7. Board Assignments/Appointments - (Nominations and Appointments) Pg. 31
 - a. Board Rep to the Planning Commission
 - b. Board Rep to the Zoning Board of Appeals
 - c. Board Rep to the Parks & Recreation Board
 - d. Board Rep to the Land Preservation Committee
 - e. Alternative Representative to WATS
 - f. Parliamentarian (Training/Documentation)
 - g. Ethics Sub-committee
 - h. Personnel Committee
 - i. Road Improvement Committee
8. Discuss Emergency Closure Policy/pay for staff during Emergency Shut-down Pg. 32

NEW BUSINESS - DISCUSSION ONLY (No action requested/recommended at this time)

1. Consider Resolution to participate in Redevelopment Ready Communities (RRC) Pg. 34
2. Appointments (Expectations & Education - MSU Ext/MML/MTA) **Announce Openings** Pg. 73
 - a. Planning Commission (2 Openings) –
 - b. Zoning Board of Appeals (1 Opening, 1 Alternate) –
 - c. Board of Review (3 Openings, 2 Alternates) –
 - d. Land Preservation Committee – Assign Terms
3. Streaming System Upgrades - Audio Upgrade w/ 12+ Channels & Zoom Capability - Gage willingness to explore the costs associated with such upgrades. Pg. 74
4. Municode Meetings (Cost for unlimited meetings \$3,000/year) <https://www.municode.com/meetings> Pg. 75
5. Review Draft of *Agenda Request/Process Form* Pg. 88

ANNOUNCEMENTS

The next regularly scheduled meeting of the BOT will be on Dec. 8 +
 The next PC meeting will be on Dec. 2 +
 Twinkle the Town Pg. 90
 Kiwanis Christmas Tree Sale Pg. 91

PETITIONS AND COMMUNICATIONS

Citizen Comment (Open): PLEASE LIMIT YOUR COMMENTS TO 3 MINUTES PER PERSON

BOARD MEMBER COMMENTS/MANAGER CLARIFICATION

ADJOURNMENT

* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

Township Manager's Report prepared by Steve Aynes for the November 24, 2020 Board Meeting

Northfield Township, MI Office Closure Due to State Requirement Changes Regarding COVID-19

At a press conference held on Sunday evening, November 15 led by Governor Whitmer along with the Michigan Department of Health and Human Services (MDHHS) Director Robert Gordon provided information about the status of the COVID-19 in Michigan. "We are in the worst moment of this pandemic to date," Whitmer said. "The situation has never been more dire." Many changes were announced in COVID limitations which affect many businesses, schools, offices, etc. The attached chart prepared by the State shows what type of activities are allowed to be open and which ones are not allowed to be open.

The Michigan Department of Occupational Safety and Health Administration (MIOSHA) has been focusing "...efforts on protecting workers in traditional office settings." MIOSHA's COVID-19 Emergency rules "...employers are required to create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely."

The difference between earlier requirements that workers work away from home and these newer ones in my opinion is that last Spring/Summer emphasis was on allowing only "essential workers" work outside the home. Now it is based on evaluating what work activities for every employee can be done from home instead of at work.

I have begun preparation of a "work policy" to insert in an updated COVID-19 Plan for Northfield Township's office, WWTP, and the Community Center. The existing plan was originally approved by the Northfield Township Board on June 18 as part of the plan for reopening Township facilities. At least five times it has been updated either by Board action or administratively by the Township Manager with input from many sources. This plan is a "living document" meaning it grows, adapts, and moves on whenever necessary.

As part of this work policy document preparation and implementation, I have received substantial input from the Board and from the Township staff. I also need to look closely at the employee job descriptions to make sure that they are proceeding appropriately to these rules.

My conclusion was that the Township Office needed to be closed to the public during this 3 week time period. Employees will be working from home in many cases having access to the Township's computers and utilizing remote access with the assistance of the Township's IT consultant.

This decision followed the announcement that the City of Ann Arbor closure from November 18 to December 8. Washtenaw County announced they were going to follow the lead of the Governor and the State Health Department and close also. The Township closure is from November 18 until further notice.

The Police Department has chosen to stay open to the public at this time.

The Community Center has been in touch with Washtenaw County. The Meals on Wheels program has been deemed an essential service so the Community Center will continue providing its Meals on Wheels program throughout the closure.

Our office staff will work from home whenever possible, continue to monitor their emails and voicemails regularly and respond accordingly. Incoming Payments will be processed on a weekly basis. Payments by check can be mailed or placed in either of the locked 24-hour Drop Boxes available at the Township Office (8350 Main St.). Credit/Debit card payments can be completed through the Township website or by calling 1 (833) 733-6290. **There is a 3% processing fee (minimum fee of \$2.00) charged by our credit processing company for all credit/debit card payments.**

Holiday Closures of the Township Offices

The Township Office will be CLOSED for the following Holidays:

- Thursday, November 26 and Friday, November 27 – Thanksgiving
- Thursday, December 24 and Friday, December 25 – Christmas
- Thursday, December 31 and Friday, January 1 – New Year's

Stormwater Retention Tank Project at the WWTP

The Township Board approved the steps needed to start this project. The bidding of the construction resulted in the Township receiving 11 bids. The Board accepted the lowest bid while the engineering firm confirmed that the firm had good references and has the capability of doing this project. The bids were several hundred thousand below the estimate of the cost of construction.

The Board approved the retention of the engineering firm (Tetra Tech) who designed the construction plans to provide for construction oversight.

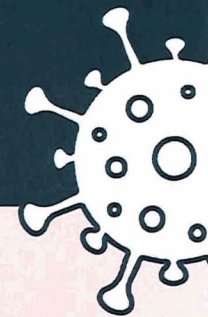
The Board approved seeking bids for the sale of bonds to finance the project. The bid was received before the election which proved to be a great time to bid. The net interest rate on the bond is lower than originally estimated. The result is substantial savings for the citizens of Northfield and Green Oak townships who are users of the Wastewater Treatment Plant.

The proceeds of the bond sale have now been deposited in the Township's bank account. The bond net proceeds deposited totaled \$ 3,645,000.

We expect the contractor will order the material for the tank and associated improvements over the winter and then start construction in the Spring of 2021. The contractor has until early 2022 to complete the project, but we expect the project will most likely be completed in 2021.



COVID-19 PAUSE TO SAVE LIVES



Open



**Two-household gathering
(high precautions)***



**Small outdoor gatherings
(25 people)**



Retail



**Preschool through 8th grade
(local district choice)**



Childcare



**Manufacturing, construction,
other work that is impossible
to do remotely**



Public transit



**Hair salons, barber shops,
other personal services**



**Gyms and pools
(for individual exercise)**



**Restaurants and bars (outdoor
dining, takeout, and delivery)**



Professional sports
(without spectators)**



**Parks and outdoor
recreation**



**Funerals
(25 people)**



Health care

*See Social Gathering Guidance.

**Includes a limited number of NCAA sports.

Not open



**High schools
(in-person learning)**



**Theaters, movie theaters,
stadiums, arenas**



**Colleges and universities
(in-person learning)**



**Bowling centers, ice skating
rinks, indoor water parks**



**Workplaces, when work can
be done from home**



**Bingo halls, casinos,
arcades**



**Restaurants and bars
(indoor dining)**



Group fitness classes



**Organized sports, except
professional sports**

For more information about the order, visit Michigan.gov/Coronavirus.
Questions or concerns can be emailed to COVID19@michigan.gov.

**NORTHFIELD TOWNSHIP
Township Board
Minutes
November 10, 2020**

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Supervisor Chockley via tele-conference.

INVOCATION/PLEDGE

Beliger provided a brief invocation and led those present in the Pledge of Allegiance.

ROLL CALL

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee	Present
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner
Township Manager Steven Aynes
Township Attorney James Fink, Fink & Fink PLLC
Recording Secretary Lisa Lemble
Members of the community

FIRST CALL TO THE PUBLIC

Scott Chisholm, Horseshoe Lake Association President, commented on the proposed Horseshoe Lake wetland preserve. Shannon Koenig commented on the AT&T contract. Nate Muchow, recently elected to the Board of Trustees, thanked the voters and the outgoing Board members.

BOARD MEMBER RESPONSE

Dockett expressed appreciation for Muchow's thanks, and he asked why Township taxpayers should give up the tax revenue from the lots that would make up the Horseshoe Lake wetlands area when use of the lake is not public. Beliger also thanked Muchow and said the new A&T contract is not in the Board packet so she is not inclined to vote for it.

Zelenock thanked the outgoing Board members, Chockley, Beliger, and Dockett, and welcomed new members Ken Dignan, Joshua Nelson, and Nate Muchow. Regarding Horseshoe Lake, she said she is in favor of adding the Township-owned lots to the land preserve to help control flooding, etc. but noted that a year ago the Board asked the Township Manager and Supervisor to discuss this with the Horseshoe Lake Association and report to the Board, but that appears not to have been done, so she does not know how she will vote. She added she did not see the

email about the new AT&T contract so is inclined to postpone action.

Chick, Otto, and Manley also thanked the outgoing Board members for their service and welcome the new member. Beliger and Chockley expressed appreciation for the show of gratitude.

CONSENT AGENDA:

- **Reports**
- **Check Disbursement Report**

- **Motion:** Chockley moved, Otto seconded, that the consent agenda be adopted as presented.

Beliger thanked Lt. Smith for his work at Fire Station #2. Wagner, Aynes, and Chockley briefly answered questions.

Motion carried 7—0 on a roll call vote.

ADOPT BALANCE OF AGENDA

- **Motion:** Chockley moved, Otto seconded, that the balance of the agenda be adopted as presented.
Motion carried 7—0 on a roll call vote.

ACTION AGENDA ITEMS

1.

**Approval of Minutes:
October 22, 2020 Special Board Meeting**

Chockley corrected a misspelled word.

- **Motion:** Chockley moved, Beliger seconded, that the minutes of the October 22, 2020, Special Board Meeting be approved as amended.

Motion carried 7—0 on a roll call vote.

- **Motion:** Chockley moved, Chick seconded, to ratify the motion to authorize the attorneys to proceed as discussed in the closed session during the October 22, 2020, Special Board meeting.

Chockley explained she is taking this action to affirm that motion since there was concern about whether members of the public had been able to rejoin the October 22, 2020, meeting due to technical difficulties.

Motion carried 7—0 on a roll call vote.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Held via tele-conference
November 10, 2020**

2.

**Approval of Minutes:
October 22, 2020 Special Board Meeting**

Chockley made two corrections.

- **Motion:** Chockley moved, Beliger seconded, that the minutes of the October 27, 2020, Regular Board Meeting be approved as amended.
Motion carried 7—0 on a roll call vote.

Beliger asked that the following statement be added to the record to commemorate comments made at the Board meeting of September 22, 2020:

"Beliger disclosed at the regular board meeting of September 22, 2020, that she did not solicit, nor did she accept, any contributions, gifts, endorsements, or other influence from marijuana interests. In response, Otto, Zelenock, Chick, and Manley said they did not meet with or accept campaign donations from any of the applicants."

3.

**Approve Payment of Open Bills
(expected check run date 11-12-2020)**

- **Motion:** Chockley moved, Chick seconded, to approve payment of Open Bills (expected check run date 11-12-2020) for a total of \$139, 996.37) from all funds in the Municipal Investment Fund (MIF) account. **Motion carried 7—0 on a roll call vote.**

4.

Hiring of Paid On-Call Firefighter

- **Motion:** Chockley moved, Beliger seconded, to hire Kenneth Grant as a Paid On-Call Firefighter trainee at the rate of \$11.00/hour to start, contingent on passing a physical and background check.
Motion carried 7—0 on a roll call vote.

Wagner thanked the outgoing Board members and welcome those who were recently elected.

5.

Conditional Use Permit for TerraFirma

- **Motion:** Beliger moved, Otto seconded, to approve a conditional use for outdoor storage of materials, in the manner noted on the Site Plan approved by Planning Commission on October 21, 2020, finding that the Conditional Use approval standards of Section 36-838 have been met by the applicant and Planning Commission has held a Public Hearing and recommended approval to the Board of Trustees.
Motion carried 7—0 on a roll call vote.

6.

AT&T Metro Act Right-of-Way Permit Extension

Aynes reported Township Attorney Fink has confirmed that the agreement in the packet is what will be approved, but the date will be updated to May 20, 2020, through May 20, 2025. Responding to a comment during the First Call to the Public, Otto said this has nothing to do specifically with 5G service, rather it allows AT&T to use the public right-of-way.

- **Motion:** Chockley moved, Chick seconded, that the Township extend the METRO Act Permit with AT&T, finding that the agreement offers fair coordinating benefits related to work within the Right-of-way, and is further supported by a varying annual payment to the Township of approximately \$10,000, and to authorize the Township Manager to execute the agreement subject to the approval of the terms of the contract by the Township Attorney, including the date on the letter.

In answer to a question from Beliger, Aynes reported that Fink said this is an extension of the existing agreement with the Township with no changes, and if the Board would like him to review it in more detail the Board can table it. Dockett said the contract concerns only the public right-of-way, not private property.

Motion carried 6—1 on a roll call vote, Beliger opposed.

7.

**DTE Contract for
Community Center Parking Lot Lighting**

Chockley referred to the two options for providing parking lot lighting at the Community Center: (a) the Township purchasing the poles and having DTE install them (with maintenance falling on the Township), or (b) DTE providing, installing, and maintaining the poles in exchange for a "pole fee" which is essentially a finance charge.

In answer to a question from Otto, Chockley said the pole charges continue after the 10 year contract period, so it might cost less to pay for the poles up front if funds are available. She added there is discussion of DTE discontinuing the post charges after contracts expire, but that has not been approved.

- **Motion:** Beliger moved, Otto seconded, to pay DTE to install, maintain, and operate 6 new parking lot lights at the Community Center, 9101 Main Street, Whitmore Lake, for \$22,010, and to continue with the monthly electric charges thereafter, and to authorize the township manager to sign the agreement after review and approval by the Township attorney.

In response to questions from Zelenock, Chockley said she is not an engineer, and this is what was recommended. Zelenock said there have been a lot of costs added to the total project for this building, and she would like to see alternatives to lower the cost, including putting lighting on

**Northfield Township Board Meeting
Minutes of Regular Meeting
Held via tele-conference
November 10, 2020**

the building. She said she supports the Community Center, but she is concerned about costs, and she thinks the existing two lights should not be included in this project, and more options should have been explored and presented to the Board.

In answer to a question from Otto, Chockley said the lighting was included in the original bid packet, but the bids from the four contractors who responded came back so high they removed the lighting to lower the cost. Otto asked if lighting needs to be completed as a condition of the grant. Chockley said lighting is required by the zoning ordinance.

In answer to a question from Dockett, Chockley said the cost of the lighting was \$29,900 when included in the bid.

Motion carried 5—2 on a roll call vote, Zelenock and Dockett opposed.

8.

Resolution 20-634:

Authorization to Exceed Statutory Spending Limit to Repair Horseshoe Lake Outlet Drain

- **Motion:** Beliger moved, Chick seconded, to authorize the office of the Water Resources Commissioner to exceed the statutory spending limit of fifteen thousand (\$15,000.00) dollars per year for the repair of the Horseshoe Outlet Drain in the exceeded amount of thirty three thousand five hundred (\$33,500.00) dollars with the Township portion to be \$10,050.00.

In answer to questions, Water Resources Commissioner Evan Pratt said he is asking for approval of the remainder of the 2020 work, which is the additional work on Horseshoe Drain. He said most of the work done so far has been removing debris from drains and dead trees. He said he is asking at this point for approval of \$20,000 of which the Township share would be \$6,000. He said payment for this would be on the December 20-21 tax bills, and it would be about \$7-\$8 more per parcel.

In answer to a question from Dockett, Pratt said the total cost comes from the Road Commission, MDOT, and individual property owners. Dockett said he has property on the drain and it has not been cleaned for 40 years, and if the government collected money from taxpayers every year like they are supposed to, they would have all the money they need to do the necessary work.

In answer to questions from Zelenock, Pratt said they are requesting the same amount this year as last year--\$33,500—which is more than was originally stated because the work was more difficult than expected.

**Motion carried 7—0 on a roll call vote.
Resolution adopted.**

9.

**Discuss Potential Establishment of
Horseshoe Lake Wetland Preserve**

Chockley recalled the Board previously discussed this issue of the Township's ownership of properties within the Horseshoe Lake Association which it is paying taxes on. She said while donating them to the Horseshoe Lake Association would eliminate the tax bills for the Township, that is not legally possible.

There was discussion about the possibility of creating a wetland preserve to contain the properties, but it was noted that the Association has not indicated what it would prefer. Otto recalled the Association was concerned about the parcels being open to public access. Chockley said it appears it would be possible to include deed restrictions.

Zelenock recalled that the intent when the parcels were purchased was to help with the preservation of the lake, not to sell them to individual buyers. She said she would rather keep them and pay the taxes than sell them for private use. Beliger said if an agreement can be made with the Association to use the parcels for preservation of the lake that should be investigated.

Dockett said he would like to see a report from the Assessor about what he thinks and what the Township would be giving away to a private Association.

Zelenock said the motion made by the Board previously to have the Township Manager get input from the Association and bring a proposal to the Board should be followed. She said there was nothing in the motion about it, but the Land Preservation Committee could certainly work on this, and she would be happy to champion getting this addressed.

- **Motion:** Zelenock moved, Chick seconded, to table action on the potential establishment of a Horseshoe Lake wetland preserve. |
Motion carried 7—0 on a roll call vote.

TRUSTEE/LIAISON REPORTS

- **Motion:** Chockley moved, Beliger seconded, to accept the Trustee/Liaison Reports.

Zelenock reported she plans to reinvest two certificates of deposit that are maturing in November at a rate of about .2%, and the sewer plant bond construction account has been set up to receive the \$3.8 million in bond proceeds later this month. Dockett thanked the Clerk for all of the good information she provided in her report.

Motion carried 7—0 on a roll call vote.

**Northfield Township Board Meeting
Minutes of Regular Meeting
Held via tele-conference
November 10, 2020**

ANNOUNCEMENTS

- Aynes presented certificates of appreciation to Dockett, Chockley, and Beliger from the staff.
- Beliger noted a parks survey is on the website and hard copies are also available.
- Otto reported Kiwanis Christmas Tree Sales will begin on November 28th at 75 Barker Road.
- Chockley announced the DDA will be having an informational meeting on November 18th at 7:00 P.M. via Zoom.

SECOND CALL TO THE PUBLIC

Ken Dignan thanked the outgoing Board members for their service and said he looks forward to being part of the new Board. Adam Olney, 9315 Lakewood Court, asked about the results of the election for Library Board, thanked outgoing Board members, congratulated incoming members, and said he looks forward to being involved however he can be. Shannon Koenig thanked outgoing Board members and commented on the AT&T agenda item.

BOARD MEMBER COMMENTS

Submitted by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;
Wording added is underlined.

Approved by the Township Board on _____, 2020.

Manley said Library Board results should be certified by the County and posted by Thursday. Beliger thanked those who thanked her for her service and made a statement about her beliefs about government and said she was humbled to serve. Chick thanked voters, Manley, and her assistants, Christina and Stacy, on the election. She also said she appreciated being re-elected, thanked the other candidates, thanked the outgoing Board members, and welcomed the new ones. Otto thanked poll workers and staff, thanked voters for her re-election, and said she looks forward to working with both out-going and in-coming Board members. Zelenock thanked voters for reelecting her, thanked out-going Board members, and welcomed new ones. Chockley said the Board accomplished many things which she will list in the next newsletter and said she tried her best. She said the staff are phenomenal, and thanked Board members and members of the public.

ADJOURNMENT

- **Motion:** Chockley moved, Manley seconded, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting adjourned at 9:21 P.M.

Kathleen Manley, Clerk

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

To: Township Board

From: Steve Aynes, Township Manager

RE: Rezoning Requests from Whitmore Lake Public Schools for 168 Jennings & 8845 Main St.

Date: July 22, 2020

At the October 21, 2020 Planning Commission meeting, the Planning Commission reviewed two applications from Whitmore Lake Public Schools (WLPS) requesting rezoning of two of their properties. WLPS would like to change the classification on the parcels to LC (Local Commercial) so that the school can comply with the Highway Advertising Act (HAA), which only permits advertising (billboards) on commercially-owned properties.

The Planning Commission is recommending to the board to Approve with Conditions each of the requests. The conditions for each is listed below.

WLPS proposes to voluntarily offer to remove the following permitted uses that would be allowed on each property if rezoned:

1. Clothing and apparel services, including laundry pickup, automatic laundry, dressmaking, millinery, tailor shop, and shoe repair shop
2. Food services including grocery, meat market, bakery, restaurant, delicatessen, and fruit market, and similar self-serve units but not including any business of a drive-in or drive-through type.
3. Personal services, including barbershops and beauty salons, medical and dental clinics, music studios, banks, and savings and loan associations (without drive-through facilities) and other similar uses.
4. Personal service offices, such as accountant, attorney, and real estate offices, provided that such use shall not exceed 4,000 square feet of floor area in any building.
5. Retail services, including drug store, hardware, and gift shop, and dry goods and notions stores.

In addition, the applicant proposes to voluntarily remove the following conditional uses that would be allowed on each property if rezoned:

1. Animal hospital or clinic.
2. Restaurants serving alcoholic beverages, provided that gross receipts thereof derived from the sale of food and other goods and services exceed 50 percent of the total gross receipts.
3. One dwelling unit within the principal building or structure for security purposes only.
4. Outdoor seating and/or service when associated with a restaurant subject to the requirements of Section 36- 735.
5. Mini-warehousing, subject to the requirements of Section 36-720.
6. A church, synagogue, cathedral, mosque, temple or other building used for public workshop.
7. A cemetery.

Removal of permitted and conditional land uses is allowable under the procedures for a conditional rezoning provided in Section 36-1007. These exceptions are notable because their removal would essentially restrict the permitted uses on the site to primary or secondary schools and associated accessory uses, such as the existing recreational facilities and any proposed expansion of those facilities.

The board may choose to Approve with Conditions, Deny or Table these requests.

Draft Motion 1:

I _____, seconded by _____, move to (approve with conditions proposed by the applicant/deny/table) the Conditional Rezoning Request from Whitmore Lake Public School for 168 Jennings Road to rezone from SR-2 (Single-Family Residential) to LC (Local Commercial).

Draft Motion 2:

I _____, seconded by _____, move to (approve with conditions proposed by the applicant/deny/table) the Conditional Rezoning Request from Whitmore Lake Public School for 8845 Main Street to rezone from SR-1 (Single-Family Residential) to LC (Local Commercial).

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting October 21, 2020

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:00 P.M. via tele-conference.

2. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:	
Janet Chick	Present
Brad Cousino	Present (arrived at 7:05 P.M.)
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Present

Also present:
Planning Consultant Paul Lippens, McKenna Associates
Planning Consultant Julie Connochie, McKenna Associates
Township Engineer Marcus McNamara, OHM
Recording Secretary Lisa Lemble
Members of the Community

3. ADOPTION OF AGENDA

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

4. FIRST CALL TO THE PUBLIC

No comments.

5. CLARIFICATIONS FROM THE COMMISSION

None.

6. CORRESPONDENCE

None.

7. PUBLIC HEARINGS

- 7A. **Case #JPC200018; TerraFirma;**
Location: 6410 Whitmore Lake Road;
Conditional Use to operate a landscaping business with outdoor storage;
Parcels 02-29-200-003 and 02-29-200-004; Zoned LI.

- **Motion:** Roman moved, Iaquinto supported, to open the public hearing.
Motion carried 6—0 on a voice vote.

[Cousino arrived].

Architect James Korf and owner Eric Patterson said the only change to the site plan is the addition of segmented block bin storage outside the buildings, but within the privacy screening. They said the original intention was to store all materials in the barn, but this will allow FOR outdoor storage when specific projects call for it.

Lippens called for comments from the public. There were none.

- **Motion:** Roman moved, Iaquinto supported, to close the public hearing.
Motion carried 7—0 on a voice vote.

- 7B. **Case #JPC190011; Whitmore Lake Public Schools;**
Location: 168 Jennings Road; Approx. 35.15 acres;
Request to rezone from SR-2 to LC;
Parcel 02-06-400-007

- **Motion:** Roman moved, Iaquinto supported, to open the public hearing.
Motion carried 7—0 on a voice vote.

Lippens said this request arose because there is a billboard on this site, and State law requires commercial zoning for billboards. He noted the school district has offered conditions which limit the number of commercial uses that could be developed on the property.

Whitmore Lake Schools Superintendent Tom DeKeyser said this property is known as the Jennings Road athletic fields, and the district was made aware that the sign was installed many years ago without the proper zoning. He said the intended long-term use of the property is for school and community uses as is currently the case.

**Northfield Township Planning Commission
Minutes of Regular Meeting
Held via tele-conference
October 21, 2020**

Lippens called for comments from the public. Ken Dignan, member and past President of the Whitmore Lake Board of Education, said the billboards on this property and the other property on this agenda were installed in 2007 and have generated \$600,000 in revenue for the district which is critical to the district. Regarding potential uses of the properties, he said even in hard economic times the Board has committed to retaining them for their current uses and have made improvements to them. He noted a recreation millage was recently approved by residents, and this property will be improved with that funding.

- **Motion:** Roman moved, Iaquinto supported, to close the public hearing.
Motion carried 7—0 on a voice vote.

**7C. Case #JPC190010; Whitmore Lake Public Schools;
Location: 8877 Main Street; Approx. 1.54 acres;
Request to rezone from SR-1 to LC;
Parcel 02-08-250-006**

- **Motion:** Roman moved, Zarzecki supported, to open the public hearing.
Motion carried 7—0 on a voice vote.

Lippens said this request arose because there is a billboard on this site, and State law requires commercial zoning for billboards. He noted the school district has offered conditions which limit the number of commercial uses that could be developed on the property.

Lippens called for comments from the public. Steven Thomas, 8945 Main Street, asked if this rezoning will affect property taxes, permits, etc. Lippens said the requested rezoning is intended to allow the existing uses to remain while bringing the zoning into conformance with State requirements. He said in his opinion he does not think this will negatively affect any of the surrounding properties, nor will it allow any undesirable commercial uses to be established on the site.

Whitmore Lake Schools Superintendent Tom DeKeyser said it is very important to continue revenue sources for the school district, and that is relevant to all property owners.

- **Motion:** Roman moved, Iaquinto supported, to close the public hearing.
Motion carried 7—0 on a voice vote.

9. REPORTS

8A. Board of Trustees

Chick reported on October 13th the Board approved a proposal for management of the construction of a sewer plant retention basin, a bid for the construction of the basin, and bonds to fund the project.

8B. ZBA

Cousino reported on October 19th the ZBA approved a variance for TerraFirma to allow it to use gravel surfacing in lieu of asphalt on their site at 6410 Whitmore Lake Road.

8C. Staff Report

Nothing to report.

8D. Planning Consultant

Lippens reported that as a result of his promotion to Vice-President of McKenna Associates he has moved to Kalamazoo, and principal planner Julie Connochie will be taking over as community manager for the Township's planning needs. Connochie introduced herself, noting she holds degrees from the University of Michigan in both architecture and urban planning, and reviewed her experience.

8E. Parks and Recreation

Iaquinto reported the Community Garden is winding down for the season, and the new shed has been constructed on the site.

8F. Downtown Planning Group

Infante reported the group met on September 23rd, discussing a marketing plan for the Township. She said they also discussed concern about the stagnation of the redesigning and streamlining of the approval and permitting process for new businesses.

Lippens suggested that a McKenna planner be scheduled to attend a future meeting of the DDA to discuss the group's goals. He said he, Mary Bird, and Connochie recently met to review the development packet in order to improve it. He said that was not placed on this agenda because of the large number of other items on it, and he recommended that it be placed on a working session agenda.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

- 10A. Case #JPC200018; TerraFirma;
Location: 6410 Whitmore Lake Road;
Conditional Use to operate a landscaping
business with outdoor storage; Parcels 02-29-
200-003 and 02-29-200-004; Zoned LI.**

Lippens recommended approval of the conditional use request, and said it meets the standards. He said the outdoor storage of mulch, rock, etc., is part of the normal operation of a landscape property, and the LI zoning allows it with a conditional use permit.

**Northfield Township Planning Commission
Minutes of Regular Meeting
Held via tele-conference
October 21, 2020**

Dwyer said it is almost impossible to operate a landscape business without outdoor storage of materials and there is sufficient screening.

- **Motion:** Roman moved, Iaquinto supported, to recommend to the Township Board to approve the conditional use request of the applicant in Case #JPC200018. **Motion carried 7—0 on a roll call vote.**

**10B. Case #JPC200018; TerraFirma;
Location: 6410 Whitmore Lake Road;
Site Plan to operate a landscaping business
with outdoor storage; Parcels 02-29-200-003
and 02-29-200-004; Zoned LI.**

Lippens reported the Zoning Board of Appeals granted a variance for gravel surfacing in lieu of asphalt for this site, and the site plan has also been revised to show the proposed outdoor storage.

Township Engineer Marcus McNamara said the revised plan shows the extended pipe for overflow drainage as he previously recommended, and MDOT has approved the outlet as proposed. Roman noted the Northfield Township Fire Department identified no issues. Chick noted the neighbor indicated approval of the driveway.

Chick suggested the Commission may want to consider an amendment to the zoning ordinance to take similar situations of underground utilities into consideration. Lippens noted his report includes the provision that other agency approvals as required are addressed as a condition of approval.

- **Motion:** Roman moved, Iaquinto supported, to approve with the conditions stated in the McKenna report the request for site plan approval of TerraFirma at 6410 Whitmore Lake Road. **Motion carried 7—0 on a roll call vote.**

**10C. Case #JPC190011; Whitmore Lake Public Schools;
Location: 168 Jennings Road; Approx. 35.15 acres;
Request to rezone from SR-2 to LC;
Parcel 02-06-400-007**

Lippens explained the Township and the State allow for conditional rezoning, and he said the proposal is consistent with the Master Plan to maintain the existing uses on the site, including the billboard which provides significant financial support for the school district. He said the conditions offered by the district include that several permitted uses in the LI district be eliminated for the site including clothing and apparel sales, food and grocery, personal services, professional service, and retail services. He said in addition they have voluntarily removed conditional uses including veterinarians, restaurants serving alcohol and with outdoor seating, mini-warehousing, religious organizations, and cemeteries. He noted under State

law the Commission cannot modified the offered conditions or place additional conditions.

In answer to a question from Iaquinto, Lippens said these restrictions are being offered to make the rezoning request consistent with the Master Plan, which is a primary test for a rezoning request.

Chick said this is the first conditional rezoning she is aware of, and asked for an explanation of the difference between this and spot zoning. Lippens said conditional zoning is not common, but is allowed under the State law to address situations exactly like this, and the term "spot zoning" does not apply.

Iaquinto said he supports this because the revenue from the billboard supports the equivalent of at least a teacher's annual salary. Infante thanked Lippens for the clarification about this type of action. In answer to a question from Roman, Lippens confirmed that accessory uses or structures, temporary outdoor sales, and commercial communication apparatus remain as allowed uses on the site in LI zoning. There was a brief discussion about what would be allowed under temporary outdoor sales.

Roman asked when the State requirement for commercial zoning for billboards went into effect. Superintendent DeKeyser said in 2013 a previous Superintendent was informed of the zoning requirement, and he was informed of it in late 2018.

Roman asked where the document regarding supplemental uses originated. Lippens said it was submitted by the applicant, and it is possible it was produced as a result of school district personnel conversations with planning staff.

- **Motion:** Iaquinto moved, Chick supported, regarding Case #JPC190011, Whitmore Lake Public Schools, 168 Jennings Road, to recommend to the Township Board of Trustees approval of the request to rezone from SR-2 to LC with conditions as proposed by the applicant in the packet. **Motion carried 7—0 on a roll call vote.**

**10D. Case #JPC190010; Whitmore Lake Public Schools;
Location: 8877 Main Street; Approx. 1.54 acres;
Request to rezone from SR-1 to LC;
Parcel 02-08-250-006**

Lippens said the applicant has offered conditions for this rezoning to remove permitted uses including clothing and apparel sales, food and grocery, personal services, and office and retail, and conditional uses including veterinarians, single-family dwellings, restaurants serving alcohol and with outdoor seating, mini-warehousing, religious organizations, and cemeteries. He said he recommends approval with the conditions offered by the applicant.

Northfield Township Planning Commission
Minutes of Regular Meeting
Held via tele-conference
October 21, 2020

- **Motion:** Iaquinto moved, Chick supported, regarding Case JPC190010, Whitmore Lake Public Schools, 8877 Main Street, Parcel 02-08-250-006, to recommend to the Township Board of Trustees approval of the request to rezone from SR1 to LC with conditions as proposed by the applicant in the packet. **Motion carried 7—0 on a roll call vote.**

11. MINUTES

- **Motion:** Roman moved, Iaquinto supported, that the minutes of the September 16, 2020, regular meeting be approved as presented and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

12. SECOND CALL TO THE PUBLIC

Ken Dignan, 9821 Hillcrest, thanked the Commission for their approval of the school district requests, congratulated Lippens and welcomed Connochie.

13. COMMENTS FROM THE COMMISSIONERS

Commissioners welcomed Connochie and wished Lippens well, said the Township Board also wants to see a streamlining of the application process for businesses coming to the Township, and urged everyone to vote.

14. ANNOUNCEMENT OF NEXT MEETING

November 4, 2020, at 7:00 P.M. via tele-conference was announced as the next regular Commission meeting time and location.

15. ADJOURNMENT

- **Motion:** Roman moved, Infante supported, that the meeting be adjourned.
Motion carried 7—0 on a voice vote.

The meeting was adjourned at 8:16 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 _____, 2020.

Larry Roman, Chair

John Zarzecki, Secretary

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



October 14, 2020

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Conditional Rezoning Request – Whitmore Lake Public Schools (Tom Dekeyser); 168 Jennings Road; Application Dated June 8, 2020

Dear Commissioners:

Tom Dekeyser, the applicant for the parcel located at 168 Jennings Road (Parcel ID#: B-02-06-400-007), requests to rezone the current zoning classification from SR-2 (Single-Family Residential) to LC (Local Commercial). The applicant's parcel is approximately 35.15 acres and is located on the west side of Main Street, just northwest of Jennings Road. The site is owned by Whitmore Lake Public Schools (WLPS) and occupied by recreational fields, playgrounds and a dog park. The applicant wishes to change the zoning classification to LC Local Commercial. The property also has two billboards that provide critical revenue to the school on the far northwest portion of the site between the track and US-23. The applicant wishes to change the zoning classification to LC so the school can comply with the Highway Advertising Act (HAA), which only permits advertising on commercially-zoned properties. ***We note that billboards are permitted in the GI, LI, and RTM districts in Northfield Township; we write this review under the assumption that the existing WLPS billboards are legal non-conforming uses.*** In the application, WLPS states that they understand the rezoning to commercial would not be consistent with the Master Plan and that rezoning "a small strip near the north end or the northmost portion of the entire property" would be sufficient. We have reviewed the request and offer the following comments.

Site Photo: 168 Jennings Road (Source: Google Maps 2019)



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



CONDITIONAL REZONING PROCESS

Conditional rezonings are reviewed in the same manner as traditional rezonings, but allow the applicant to offer conditions for rezoning and enter into a conditional rezoning agreement with the Township Board. **The conditions the applicant proposes are not negotiable; the Planning Commission and Township Board may only approve or deny the conditions.** These procedures are governed by *Section 36-1007* of the Northfield Township Zoning Ordinance. Local standards must be in accordance and may not exceed those standards for conditional rezonings found in *Section 125.3405* of the *Michigan Zoning Enabling Act (PA 116 of 2006)*. As such, we consider the local standard requiring a site plan submittal as part of a conditional rezoning not applicable to this case. The final decision rests with the Township Board after the Planning Commission holds a public hearing and makes a recommendation for approval or denial of the conditional rezoning and site plan.

The applicant has provided a statement of conditions which are as follows. WLPS proposes to voluntarily offer to remove the following permitted uses that would be allowed on each property if rezoned:

1. Clothing and apparel services, including laundry pickup, automatic laundry, dressmaking, millinery, tailor shop, and shoe repair shop
2. Food services including grocery, meat market, bakery, restaurant, delicatessen, and fruit market, and similar self-serve units but not including any business of a drive-in or drive-through type.
3. Personal services, including barbershops and beauty salons, medical and dental clinics, music studios, banks, and savings and loan associations (without drive-through facilities) and other similar uses.
4. Personal service offices, such as accountant, attorney, and real estate offices, provided that such use shall not exceed 4,000 square feet of floor area in any building.
5. Retail services, including drug store, hardware, and gift shop, and dry goods and notions stores.

In addition, the applicant proposes to voluntarily remove the following conditional uses that would be allowed on each property if rezoned:

1. Animal hospital or clinic.
2. Restaurants serving alcoholic beverages, provided that gross receipts thereof derived from the sale of food and other goods and services exceed 50 percent of the total gross receipts.
3. One dwelling unit within the principal building or structure for security purposes only.
4. Outdoor seating and/or service when associated with a restaurant subject to the requirements of Section 36-735.
5. Mini-warehousing, subject to the requirements of Section 36-720.
6. A church, synagogue, cathedral, mosque, temple or other building used for public workshop.
7. A cemetery.

Removal of permitted and conditional land uses is allowable under the procedures for a conditional rezoning provided in *Section 36-1007*. These exceptions are notable because their removal would essentially restrict the permitted uses on the site to primary or secondary schools and associated accessory uses, such as the existing recreational facilities and any proposed expansion of those facilities.

BACKGROUND

The subject parcel contains an athletic complex, park land, and a dog park. It is one of the largest recreational areas within the Township. The applicant has noted that they wish to enhance these recreational amenities, by adding a walking track and to expand walking trails to Barker Road. Two existing billboards are located at the far northwest portion of the site, between the track and US-23.



SUMMARY OF EXISTING LAND USE, ZONING, AND FUTURE LAND USE

The current land use, future land use, and existing zoning classifications of the site and surrounding parcels are summarized in the table below.

Location	Existing Land Use	Existing Zoning	Future Land Use
Subject Parcel	Recreational	SR-2 – Single Family Residential	Recreational/Conservation
North	Single-Family Residential	GC General Commercial	Village Center Mixed Use
West	Commercial Single-Family Residential	LC-Local Commercial SR-1 Single Family Residential	Medium Density Residential
South	Single-Family Residential	MR- Medium Density Residential	High Density Residential
East	Single-Family Residential	MR- Medium Density Residential	High Density Residential

REVIEW CONSIDERATIONS

The following items are pertinent to the consideration of the proposed rezoning.

Current Permitted Uses

The existing zoning district SR-2 and the proposed district is LC. Permitted and conditional uses in the SR-2 district are as follows.

Permitted Uses: Single-family dwelling and any use, building or structure accessory thereto; Family child care homes, adult foster care family homes, foster family homes and foster family group homes; Home occupations; An open space development where a minimum of 50 percent of the total buildable area is permanently preserved as dedicated open space.

Conditional Uses: Two-family dwelling and any use, building or structure accessory thereto; Public utility structure; Commercial communications apparatus; An open space development where less than 50 percent of the total buildable area is permanently preserved as dedicated open space; Bed and breakfast operations; Child care and group child care homes; A church, synagogue, cathedral mosque, temple or other building used for public worship; A cemetery.

Requested Permitted Uses

As noted above, the applicant is voluntarily offering to remove many of the permitted and conditional uses as a condition of this rezoning request. Eliminating those uses, the requested permitted uses are as follows:

Permitted Uses: Essential services, as provided in section 36-65; A sign, only in accordance with the regulations specified in article XXVI of this chapter; An accessory use, building or structure.

Conditional Uses: Primary and secondary schools; Temporary outdoor sales, subject to the requirements of section 36-734; Commercial communications apparatus.

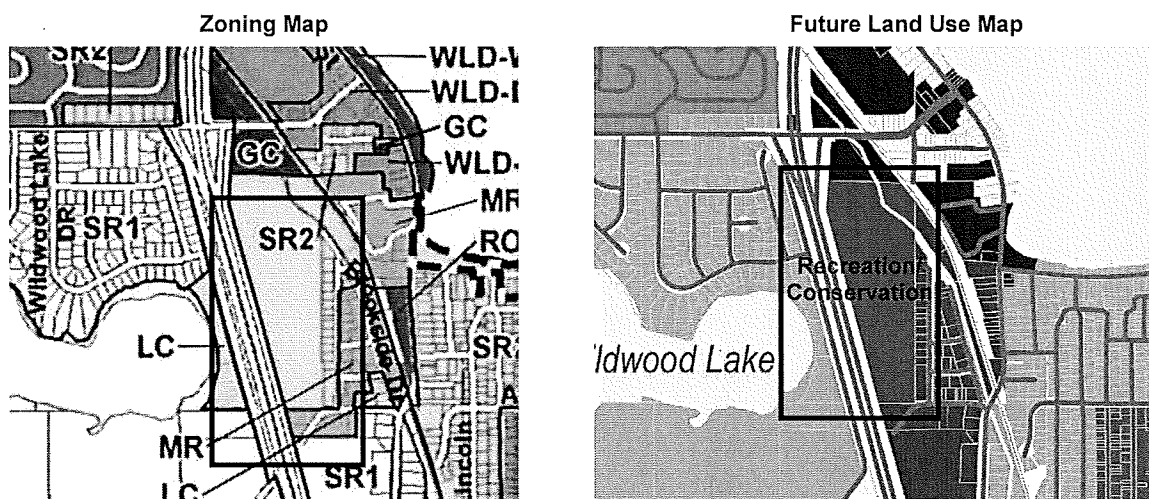


Primary and secondary schools are permitted as Conditional Uses in the LC District. Rezoning to LC will accommodate additional commercial uses while maintaining the Middle School as a conforming use in the district.

Consistency with the Master Plan

The Future Land Use designation of the property is RC-Recreation/Conservation. The intent of the Recreation/Conservation Future Land Use designation is to provide areas for an open space system that preserves and enhances significant natural features including floodplains, woodlands, and wetland areas as well as providing recreational opportunities for Township residents. That said, it is not intended prohibit development entirely. To guide future decision-making, the Master Plan provides guidance in terms of both “most compatible” uses and zoning districts. Though LC is not listed as a compatible zoning district, the existing land uses on the site are compatible with the Master Plan’s recommendation, which lists active and passive recreational facilities as a most compatible use for this future land use designation.

The voluntary restrictions of uses offered by the applicant as a conditional rezoning would essentially limit the permitted uses on the site to primary or secondary schools and recreational facilities accessory to those school uses, while allowing for the continued operation of the billboards on-site. As such, the conditional rezoning would bring the LC zoning district into greater compliance with the Master Plan.



Market Trends and Demand

As noted by the applicant, the proposed rezoning request is primarily driven by a legal and economic need to continue operation of billboard advertising on the site. The applicant has noted that projected population, and in turn enrollment, declines make this source of income for the schools more important than ever.

Environmental Factors

The site does not contain any natural features that are incompatible with the permitted or conditional uses allowed in the proposed zoning district, as voluntarily restricted by the applicant. The site represents one of the largest available recreational areas in the Township, and its preservation as such is paramount.

Capacity of Infrastructure and Traffic Impacts



As proposed, the rezoning would effectively limit the use of the property to primary or secondary schools and associated accessory uses. This would help minimize any negative impacts on infrastructure capacity or traffic, as a dramatic change in intensity of use is not anticipated.

ZONING ORDINANCE FINDINGS OF FACT REQUIRED

The same standards for review apply for a conditional rezoning as a typical rezoning request. *Section 36-1006(a)* of the Zoning Ordinance provides the following findings of fact (**bold**) that must be evaluated and stated by the Planning Commission when it makes a recommendation on a Zoning Ordinance amendment. We offer the following comments.

1. **Whether or not the requested zoning change is justified by a change in conditions since the original ordinance was adopted, or by an error in the original ordinance.** The request is justified by a change in conditions. The recent update to the Northfield Township Master Plan allows for Recreation/Conservation as a future land use on the subject parcel. Per the Master Plan the most appropriate zoning district for this parcel is R-C Recreation-Conservation. However, that zoning would not permit the operation of the billboards on the site, which are required by state law to be located on commercially-zoned property. The conditional rezoning as proposed by the applicant attempts to bring the request LC zoning into greater compliance with the Master Plan, by restricting use of the property to school uses, and accessory uses like recreational fields and trails.
The applicant has also suggested that they would be open to rezoning only a portion of the site. They have not indicated what the boundaries of that would be, and we would recommend that only having one zoning classification on the property is preferred to approach.
2. **The precedents, and the possible effects of such precedents, which might result from approval or denial of the petition.** In this case, a precedent for this application is whether the future land use designation of the site aligns with the proposed zoning. Based on the Master Plan, the best fit for a rezoning for a recreational use would be R-C, however, given the school recreation uses and proposed use restrictions voluntarily offered by the applicant LC could also be consistent.
3. **The capacity of the township or any other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved.** The proposed rezoning is being requested to change the zoning on the site to accurately reflect the proposed and prior use of the property. The applicant has also voluntarily offered to restrict the permitted uses on the site through a conditional rezoning that would prevent any significant change in use of the site that would require additional public services or facilities.
4. **Effect of approval of the petition on the condition and/or value of property in the Township or in adjacent municipalities.** The adjacent zoning classifications of the site to the north is GC, SR-1 and LC to the west, and MR to the east and south. We are not aware of any negative impacts to the values of the adjacent properties expected from the rezoning as proposed. Continued use of the property as primarily recreational and potential expansion of school facilities may actually increase desirability of nearby properties.
5. **Relation of the petition to the adopted land use development plan of the township, and of other government units where applicable.** As previously stated, the Future Land Use designation of the site in the Master Plan is Recreation/Commercial. The applicant acknowledges that there are a number of uses permitted in the LC that would not be consistent with the Future Land Use, and has offered to remove those permitted uses through a conditional rezoning arrangement. Doing so would allow for the proposed commercial zoning to be in greater compliance with the Master Plan.



RECOMMENDATION

The information in this review demonstrates that the proposed conditional rezoning of 168 Jennings Road is appropriate. We recommend that the Planning Commission recommend approval of the conditional rezoning from SR-2 to LC, with the conditions as proposed by the applicant.

Respectfully submitted,

McKENNA

A handwritten signature in black ink, appearing to read "M. Paul Lippens", written in a cursive, flowing style.

Paul Lippens, AICP, NCI
Vice President

A handwritten signature in black ink, appearing to read "Natalie Bond", written in a cursive, flowing style.

Natalie Bond
Assistant Planner



October 14, 2020

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Conditional Rezoning Request – Whitmore Lake Public Schools (Tom Dekeyser); 8845 Main Street; Application Dated June 8, 2020

Dear Commissioners:

Tom Dekeyser, the applicant for the parcel at 8845 Main Street (Parcel ID#: B-02-08-250-008), requests change the zoning of the parcels at 8845 Main Street from SR-1 (Single Family Residential) District to LC (Local Commercial). The applicants parcel is approximately 1.54 acres and is located on the west side of Main Street, just south of Jennings Road. The site is owned and occupied by Whitmore Lake Public Schools (WLPS) and is currently the location of their administrative office buildings and a middle school. The property also has two billboards that provide critical revenue to the school on the far west portion of the site adjacent to US-23. The applicant wishes to change the zoning classification to LC so the school can comply with the Highway Advertising Act (HAA), which only permits advertising on commercially-zoned properties. ***We note that billboards are permitted in the GI, LI, and RTM districts in Northfield Township; we write this review under the assumption that the existing WLPS billboards are legal non-conforming uses.*** WLPS states that the rezoning is necessary to prevent loss of this important revenue generator to the school. We have reviewed the request and offer the following comments.

Site Photo: 8845 Main Street (Source: Google Maps 2019)



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



CONDITIONAL REZONING PROCESS

Conditional rezonings are reviewed in the same manner as traditional rezonings, but allow the applicant to offer conditions for rezoning and enter into a conditional rezoning agreement with the Township Board. **The conditions the applicant proposes are not negotiable; the Planning Commission and Township Board may only approve or deny the conditions.** These procedures are governed by *Section 36-1007* of the Northfield Township Zoning Ordinance. Local standards must be in accordance and may not exceed those standards for conditional rezonings found in *Section 125.3405* of the *Michigan Zoning Enabling Act (PA 116 of 2006)*. As such, we consider the local standard requiring a site plan submittal as part of a conditional rezoning not applicable to this case. The final decision rests with the Township Board after the Planning Commission holds a public hearing and makes a recommendation for approval or denial of the conditional rezoning and site plan.

The applicant has provided a statement of conditions which are as follows. WLPS proposes to voluntarily offer to remove the following permitted uses that would be allowed on each property if rezoned:

1. Clothing and apparel services, including laundry pickup, automatic laundry, dressmaking, millinery, tailor shop, and shoe repair shop
2. Food services including grocery, meat market, bakery, restaurant, delicatessen, and fruit market, and similar self-serve units but not including any business of a drive-in or drive-through type.
3. Personal services, including barbershops and beauty salons, medical and dental clinics, music studios, banks, and savings and loan associations (without drive-through facilities) and other similar uses.
4. Personal service offices, such as accountant, attorney, and real estate offices, provided that such use shall not exceed 4,000 square feet of floor area in any building.
5. Retail services, including drug store, hardware, and gift shop, and dry goods and notions stores.

In addition, the applicant proposes to voluntarily remove the following conditional uses that would be allowed on each property if rezoned:

1. Animal hospital or clinic.
2. Restaurants serving alcoholic beverages, provided that gross receipts thereof derived from the sale of food and other goods and services exceed 50 percent of the total gross receipts.
3. One dwelling unit within the principal building or structure for security purposes only.
4. Outdoor seating and/or service when associated with a restaurant subject to the requirements of Section 36-735.
5. Mini-warehousing, subject to the requirements of Section 36-720.
6. A church, synagogue, cathedral, mosque, temple or other building used for public workshop.
7. A cemetery.

Removal of permitted and conditional land uses is allowable under the procedures for a conditional rezoning provided in *Section 36-1007*. These exceptions are notable because their removal would essentially restrict the permitted uses on the site to primary or secondary schools and associated accessory uses.

BACKGROUND

The subject parcel contains the WLPS administration building and their middle school. The main school buildings are in the northern portion of the site with landscaping provided along Main Street. The southern portion of the site is used as a recreational field and parking lot. A parking lot is located in the southern portion of the site with most of the southern portion of the site used as an open field. Two existing billboards are located at the far west portion of the site, adjacent to US-23.



SUMMARY OF EXISTING LAND USE, ZONING, AND FUTURE LAND USE

The current land use, future land use, and existing zoning classifications of the site and surrounding parcels are summarized in the table below.

Location	Existing Land Use	Existing Zoning	Future Land Use
Subject Parcel	Institutional, Office	SR-1 Single Family Residential	Mixed-Use
North	Single-Family Residential Multi-Family Residential (Vacant)	SR-1 Single-Family Residential MR- Multiple-Family Residential	High Density Residential Mixed-Use
West	Single-Family Residential	AR-Agriculture	Low Density Residential
South	Commercial	GC-General Commercial	Mixed-Use
East	Single-Family Residential	SR-1 Single Family Residential	Medium Density Residential

REVIEW CONSIDERATIONS

The following items are pertinent to the consideration of the proposed rezoning.

Current Permitted Uses

The existing zoning district SR-1 and the proposed district is LC. Permitted and conditional uses in the SR-1 district are as follows.

Permitted Uses: Single-family dwelling and any use, building or structure accessory thereto; Two-family dwelling and any use, building or structure accessory thereto; Family child care homes, adult foster care family homes, foster family homes and foster family group homes; A sign, only in accordance with the regulations specified in article XXVI of this chapter; Home occupations; An open space development where a minimum of 50 percent of the total buildable area is permanently preserved as dedicated open space in accordance with sections 36-718 and 36-726 and density does not exceed the standards set forth in section 36-718(e)(1).

Conditional Uses: Golf course with golf driving range; Country club, public swimming pool, and recreation club, public/private park and playground; A church, synagogue, cathedral, mosque, temple or other building used for public worship, or a cemetery; public building; Primary and secondary school; Essential services; Public utility structure; commercial communications apparatus; open space development where less than 50 percent of the total buildable area is permanently preserved and dedicated open space; Bed and breakfast operations; Child care and group child care homes.

Requested Permitted Uses

As noted above, the applicant is voluntarily offering to remove many of the permitted and conditional uses as a condition of this rezoning request. Eliminating those uses, the requested permitted uses are as follows:

Permitted Uses: Essential services, as provided in section 36-65; A sign, only in accordance with the regulations specified in article XXVI of this chapter; An accessory use, building or structure.

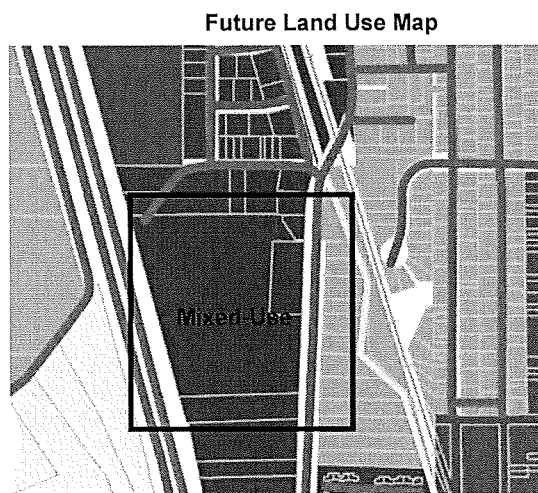
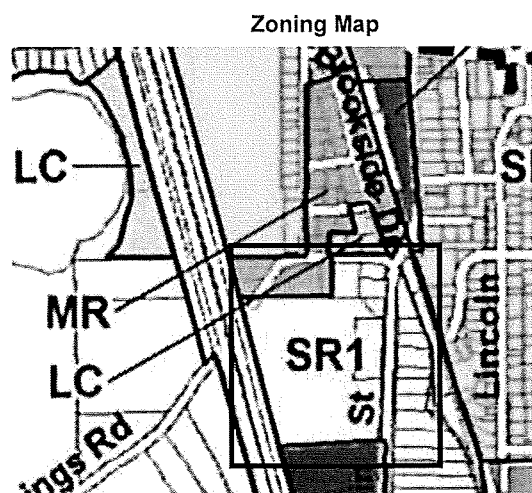
Conditional Uses: Primary and secondary schools; Temporary outdoor sales, subject to the requirements of section 36-734; Commercial communications apparatus.



Primary and secondary schools are permitted as Conditional Uses in the LC District. Rezoning to LC will accommodate additional commercial uses while maintaining the Middle School as a conforming use in the district.

Consistency with the Master Plan

The Future Land Use designation of the property is MU-Mixed Use. The intent of the Mixed-Use Future Land Use designation is to provide areas where local commercial, service, office, and residential activities can all take place. This designation is to allow a flexible approach to development at specific nodes along the US-23 corridor. To guide future decision-making, the Master Plan provides guidance in terms of both "most compatible" uses and zoning districts. While schools are not explicitly listed as a "most compatible" future use, schools are essential to supporting mixed-use districts that contain a variety of both housing and commercial uses. LC Local Commercial is identified as one of the most compatible zoning districts for this future land use classification. As such, we believe the proposed change is consistent with the Master Plan.



Market Trends and Demand

As noted by the applicant, the proposed rezoning request is primarily driven by a legal and economic need to continue operation of billboard advertising on the site. The applicant has noted that projected population, and in turn enrollment, declines make this source of income for the schools more important than ever.

Environmental Factors

The site does not contain any natural features that are incompatible with the permitted or conditional uses allowed in the proposed zoning district, as voluntarily restricted by the applicant.

Capacity of Infrastructure and Traffic Impacts

As proposed, the rezoning would effectively limit the use of the property to primary or secondary schools and associated accessory uses. Therefore, increased infrastructure capacity and traffic impacts from an increase in intensity of use are not anticipated as a result of the rezoning. Access to the site is currently provided by four curb cuts along Main Street, which is a major collector designed to handle any increase in capacity from a future expansion of the school uses. The applicant notes that the change will not substantively change its use of the site.



ZONING ORDINANCE FINDINGS OF FACT REQUIRED

The same standards for review apply for a conditional rezoning as a typical rezoning request. *Section 36-1006(a)* of the Zoning Ordinance provides the following findings of fact (**bold**) that must be evaluated and stated by the Planning Commission when it makes a recommendation on a Zoning Ordinance amendment. We offer the following comments.

1. **Whether or not the requested zoning change is justified by a change in conditions since the original ordinance was adopted, or by an error in the original ordinance.** The request is justified by a change in conditions. The recent update to the Northfield Township Master Plan allowed for Mixed-Use development where the school is located. Changing the school to a commercial use would be consistent with the intended zoning for the site.
2. **The precedents, and the possible effects of such precedents, which might result from approval or denial of the petition.** In this case, a precedent for this application is whether the future land use designation of the site aligns with the proposed zoning. Per the Master Plan, the LC District is one of the "most compatible" zoning districts that corresponds to the mixed-use future land use designation. Therefore, the rezoning is consistent with the Master Plan.
3. **The capacity of the township or any other government agencies to provide any services, facilities, and/or programs that might be required if the petition were approved.** The proposed rezoning is being requested to change the zoning on the site to accurately reflect the proposed and prior use of the property. The applicant has also voluntarily offered to restrict the permitted uses on the site through a conditional rezoning that would prevent any significant change in use of the site that would require additional public services or facilities.
4. **Effect of approval of the petition on the condition and/or value of property in the Township or in adjacent municipalities.** The adjacent zoning classifications of the sites to the north are SR-1 and MR, AR to the west, GC to the south, and SR-1 to the east. We are not aware of any negative impacts to the values of the adjacent properties expected from the rezoning as proposed.
5. **Relation of the petition to the adopted land use development plan of the township, and of other government units where applicable.** As previously stated, the Future Land Use designation of the site in the Master Plan is Mixed Use. The Master Plan supports rezoning to include commercial uses; therefore, LC is an appropriate zoning classification consistent with the Plan.

RECOMMENDATION

The information in this review demonstrates that the proposed conditional rezoning of 8845 Main Street is appropriate. We recommend that the Planning Commission recommend approval of the conditional rezoning from SR-1 to LC, with the conditions as proposed by the applicant.

Respectfully submitted,

McKENNA

A handwritten signature in black ink, appearing to read 'M. Lippens'.

Paul Lippens, AICP, NCI
Vice President

A handwritten signature in black ink, appearing to read 'Natalie Bond'.

Natalie Bond
Assistant Planner

MEMO

To: Northfield Township Board of Trustees

From: Lenore Zelenock, Treasurer

Date: 11/18/2020

Re: Reappointment of Emily Hofsess as Deputy Treasurer

I have elected to retain Emily Hofsess as the Deputy Treasurer at her present salary of \$20.55 per hour.

Motion: I move to reappoint Emily Hofsess as Deputy Treasurer at the rate of \$20.55 per hour.

Clerks Department

From: Kathleen Manley

Subject: Appointment of Deputy Clerk

Date: 11/19/2020

As Clerk, I am required to appoint a Deputy Clerk. I would like to retain Cristina Wilson as the Deputy Clerk at her current rate of pay.

Motion: I move to reappoint Cristina Wilson as Deputy Clerk at her current rate of pay.

Kathleen Manley

Northfield Township Clerk

Northfield Township - Michigan

Memorandum

DATE: November 18, 2020
TO: Northfield Township Board of Trustees
FROM: Ken Dignan, Township Supervisor
SUBJECT: MTA Training Materials

Please find attached some materials that I believe could be very beneficial to each of us as elected officials. I believe we have an opportunity to be one of the best educated and informed Township Boards in Washtenaw County and it starts with exploring the materials and training that is available and then leveraging it to make sure we are making the most informed decisions possible.

The cost of this printed material would be not to exceed \$500. I have personally purchased the materials relative to the Township Supervisor and will not be seeking reimbursement for these materials. I will also be bringing to the board in the near future a consideration of an unlimited subscription to MTA's on demand training for not only elected officials but all appointed officials and all staff.

Handwritten signature of Ken Dignan, Township Supervisor, with the initials "TD" at the end.



Trustee's Guide to Township Government

2016 edition
Member: \$38.50
Non-Member: \$56

This essential reference to the authorities and statutory responsibilities of the township trustee provides practical tips and techniques for township administration. A separate manual is available for each township office—supervisor, clerk, treasurer and trustee—with common sections on township programs and services, finances, ethics, boardsmanship and meetings, with additional sections detailing office-specific duties.

[→ Add to Cart](#)



Authorities and Responsibilities of Michigan Townships

2020 edition
Member: \$52.50
Non-Member: \$76

This go-to guide for all things township underwent a total review and rewrite in 2020. Covering township topics from A to Z—and everything in between—this resource includes the statutory citations, court cases, attorney general opinions and best practices guiding township operations, services and duties. It truly is THE must-have resource not only for today's elected officials, but also appointed board and committee members, employees, volunteers, attorneys, auditors, and all who play a role in helping to lead their townships.

[→ Add to Cart](#)



Treasurer's Guide to Township Government

2016 edition
Member: \$38.50
Non-Member: \$56

This essential reference to the authorities and statutory responsibilities of the township treasurer provides practical tips and techniques for township administration. A separate manual is available for each township office—supervisor, clerk, treasurer and trustee—with common sections on township programs and services, finances, ethics, boardsmanship and meetings, with additional sections detailing office-specific duties.

[→ Add to Cart](#)



Introduction to Township Board Meetings

Revised 2016
Member: \$14
Non-Member: \$21

All township board members are "local legislators," and have important roles to carry out at board meetings. This publication is a handy reference to some of the most common questions or issues that arise in scheduling, conducting and participating in township board meetings.

[→ Add to Cart](#)



Clerk's Guide to Township Government

2016 edition
Member: \$38.50
Non-Member: \$56

This essential reference to the authorities and statutory responsibilities of the township clerks provides practical tips and techniques for township administration. A separate manual is available for each township office—supervisor, clerk, treasurer and trustee—with common sections on township programs and services, finances, ethics, boardsmanship and meetings, with additional sections detailing office-specific duties.

[→ Add to Cart](#)

Northfield Township - Michigan

Memorandum

DATE: November 18, 2020
TO: Northfield Township Board of Trustees
FROM: Ken Dignan, Township Supervisor
SUBJECT: Board Assignments/Appointments

As you may know, the board will need to make appointments of board appointment in the following roles:

Board Parliamentarian (Training/Documentation)
Ethics Sub-committee -
Board Rep to the Parks & Recreation Board -
Board Rep to the Planning Commission -
Board Rep to the Zoning Board of Appeals -
Board Rep to the Land Preservation Committee -
Alternate Representative to WATS -

If you are interested in any of these roles, please let me know as soon as possible.

A handwritten signature in black ink, appearing to read "Ken Dignan". To the right of the signature is a small, handwritten mark that looks like "TD".

To: Board of Trustees
From: Steve Aynes, Township
RE: Emergency Closure Policy/Pay for Non-Union Employees
Date: November 19, 2020

When the COVID-19 Emergency was declared by the Governor, the staff members who work in the office, Community Center, and the Wastewater Treatment Plant (WWTP) were assured continuance of regular pay and benefits throughout the declared emergency.

Attached is information on this past situation.

This was very valuable to the Township in keeping experienced and dedicated Township employees. Also, remote access was established in many homes to allow them to stay home unless they needed to perform essential services in the office.

Effective Wednesday, Nov. 18, there is a 3 week period where we have been ordered to have employees work from home if they can perform their job tasks from home. As before, this Stay Home period may be extended in the future by the state.

I recommend that the Board approve this approach to be established again for the duration of the emergency order. This would be for the 3 weeks plus any additional State required "stay at home" period.

I move _____ I second _____ to allow staff to work from home as much as possible during the State's Emergency Stay Home Order and to re-instate the Emergency Closings policy to pay employees up to their scheduled hours for the duration of the current Emergency Shut Down.

From: Jennifer Carlisle
Sent: Wednesday, November 18, 2020 3:58 PM
To: Ken Dignan; Steven Aynes
Subject: Emergency Time off Policy

Just for back up info on the Covid Pay - Below is the Emergency time off Policy from the Employee handbook and motions made regarding pay for employees working from home during the State of Emergency.

March 17, 2020: Motion: Beliger moved, Zelenock seconded, to affirm the emergency closing policy in the Employee Handbook providing for the paying of staff while needed.

¶ Amended Motion: Beliger moved, Zelenock seconded, to affirm the emergency closing policy in the Employee Handbook providing for the paying of staff while needed as directed by the State emergency guidelines.

Motion carried 7—0 on a voice vote.

Sept. 8, 2020 : ¶ Motion: Zelenock moved, Beliger seconded, that the Township follow its COVID-19 plan as provided by the Township manager and approved by the Township Board on June 23, and rescind its motion made on March 17, 2020, regarding COVID-19.

Zelenock explains this authorized paying staff while working from home, but the Township now has its own COVID-19 policy.

Motion carried 7—0 on a roll call vote.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires or power failures will disrupt Township operations. In extreme cases, these circumstances may require the closing of a work facility. The Township Manager and the Township Director of Public Safety will make the decision as to the closure of the work facility. In the event that such an emergency occurs during non-working hours, local radio station (WAAM, 1600 AM) and a local TV station (WXYZ, Channel 7) along with cable access channel 191, and www.twp-northfield.org will be asked to broadcast notification of closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. If an employee has pre-scheduled PTO during the emergency closing, the PTO will be honored.

Northfield Township - Michigan

Memorandum

DATE: November 18, 2020
TO: Northfield Township Board of Trustees
FROM: Ken Dignan, Township Supervisor
SUBJECT: Redevelopment Ready Community

The previous board considered moving forward with becoming a MEDC Redevelopment Ready Community. While no action was taken I ask each of you to review the information that was previously supplied to the board (See attached) and to explore the following resource.

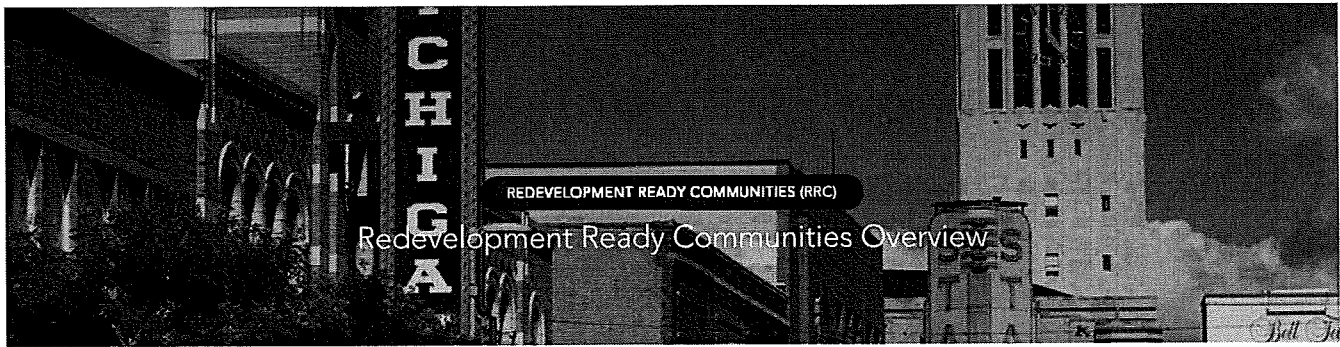
<https://www.miplace.org/programs/redevelopment-ready-communities/>



I have finished the necessary training as part of qualifying to become an RRC. This program is key to developing such sites as the old Woodbridge site. It would require the Township Board to go through the program, the DDA to go through the program and the Planning Commission to go through the program. The MEDC will then assist in aligning your processes and programs to match their requirements and will bring prospective investors to our community.



Ken Dignan TS



Are you a community interested in attracting new investors, businesses and residents? Would you like to grow through a strategic community-driven approach to development? The Redevelopment Ready Communities® (RRC) program is available to communities across the state. It's a voluntary, no-cost certification program designed to promote effective redevelopment strategies through a set of best practices.



The program measures and then certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The RRC certification is a formal recognition that your community has a vision for the future - and the fundamental practices in place to get there. To see the success RRC communities are experiencing, check out our most recent [Annual Report](#).

Already know that RRC is right for your community? Learn more on the process, including how to formally engage, [here](#).

Why become redevelopment Ready?

To be vibrant and competitive, Michigan communities must be ready for development. This involves planning for new investment and reinvestment, identifying assets and opportunities, and focusing limited resources. Certified Redevelopment Ready Communities® attract and retain businesses, offer superior customer service and have a streamlined development approval process making pertinent information available around-the-clock for anyone to view.

Where do I begin?

The foundation of the program begins with [RRC Best Practices](#) (Note: interactive features work best in Internet Explorer). Developed by experts in the public and private sector, these best practices are the standard to achieve certification. They're also designed to create a predictable and straightforward experience for investors, businesses and residents working within a community. These best practices challenge communities to be flexible while seeking quality development that supports a sense of place. To learn more about RRC best practices, download the Best Practices document.

Interested in becoming redevelopment ready?

The Redevelopment Ready Communities® (RRC) program is open to any community in Michigan—at no cost. Those who will benefit most are communities that either already have an area of concentrated development such as a traditional downtown or commercial corridor or are planning for such development.

Learn more about the process, including how to formally engage, [here](#).

Communities wishing to focus specifically on the revitalization of their downtown are encouraged to participate in the [Michigan Main Street Program](#). Michigan Main Street exists to help communities develop main street districts that attract both residents and businesses, promote commercial investment and spur economic growth by helping to educate and organize local stakeholders and partner organizations. Communities can leverage the benefits generated through RRC certification by participating in the Main Street Program to support overall community prosperity.

For more information about the [RRC program](#) and/or [Michigan Main Street Program](#), please contact your regional [CATEam Specialist](#).

Memo

To: Northfield Township Board of Trustees
From: Marlene Chockley, Supervisor
RE: **Redevelopment Ready Communities Program**
Date: February 22, 2018 (Revised September 3, 2019)

Background

On January 25, 2018, Steve Aynes and I attended the first half of the Redevelopment Ready Communities (RRC) program put on by the Michigan Economic Development Corporation. I have attended both halves thus qualifying Northfield to enter the program.

The Redevelopment Ready Program focuses on laying the groundwork to be ready respond to businesses and developers exploring projects in the community. It looks at planning and zoning processes from a business perspective. Several communities in the area are certified Redevelopment Ready or are in the process of becoming so. I believe that Northfield Township will benefit greatly from their professional evaluation of our processes and the marketing and potential grant assistance that can come from it.

The presenter noted that \$20,000 may be available to assist with zoning ordinance improvements or \$25,000 for Master Plan development should we decide to become engaged in the program. Additionally, communities that are certified are eligible to have specific parcels marketed by the state to the development community.

The Board decided not to engage when I first proposed this at the February 27, 2018 meeting. I still believe that the Township can benefit greatly and encourage you to view the frequently asked questions page <https://www.miplace.org/programs/redevelopment-ready-communities/rrc-faqs/> to get answers to questions you may have.

Please also review the attached letter from DDA Chair Barb Griffith-Watkins on behalf of the Downtown Development Authority encouraging the Board to enter the program so that the Township will be eligible for assistance in attracting businesses.

Action Requested

Please look over the enclosed information and come prepared to consider a resolution to become engaged in the Redevelopment Ready Communities Program. Thank you.

Respectfully,

Marlene Chockley

August 28, 2019

Northfield Township Board of Trustees

Re: Redevelopment Ready Communities

Dear Board of Trustees:

As you know, the Downtown Development Authority is always trying to find ways to improve the business environment in Whitmore Lake, on a "shoestring". In researching the programs that are available to us to take advantage of state and federal funds, I have found that a common requirement to even apply for assistance programs is that we are "Redevelopment Ready" qualified.

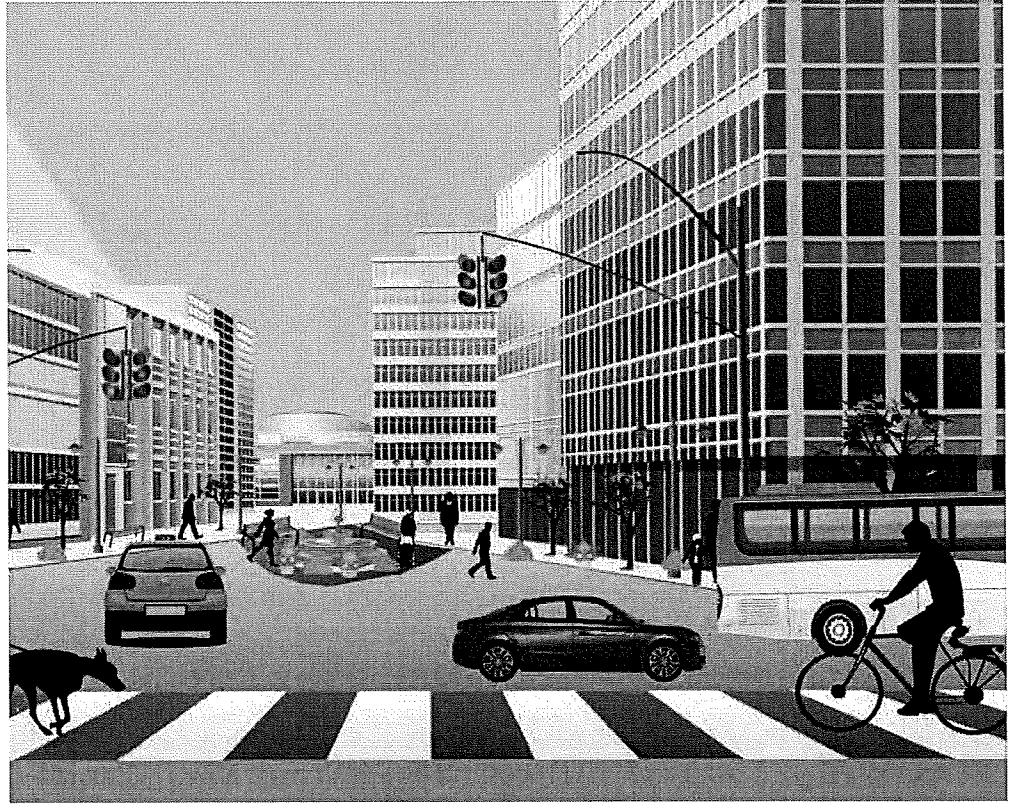
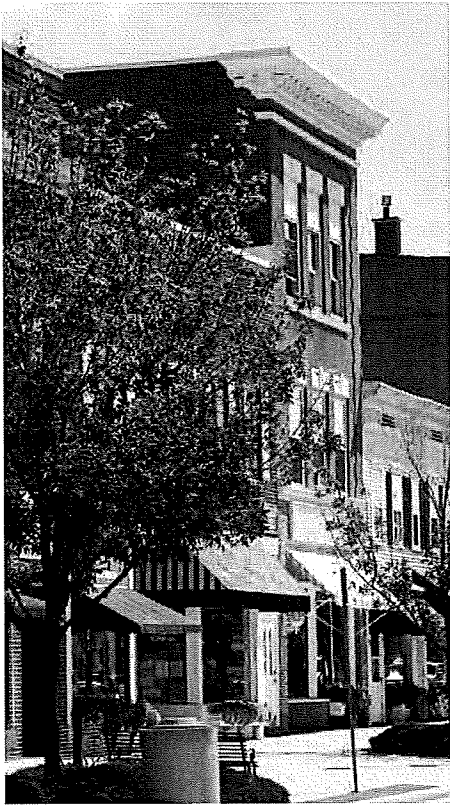
I know that the supervisor has already attended some of the training programs required for this, but the township board would need to approve further work on the part of the township to finish the qualification process.

As directed by our DDA Board, I am respectfully asking that you permit this work to be done, so that we can move forward in seeking available programs in which the DDA can invest time and efforts.

Thank you for your consideration.

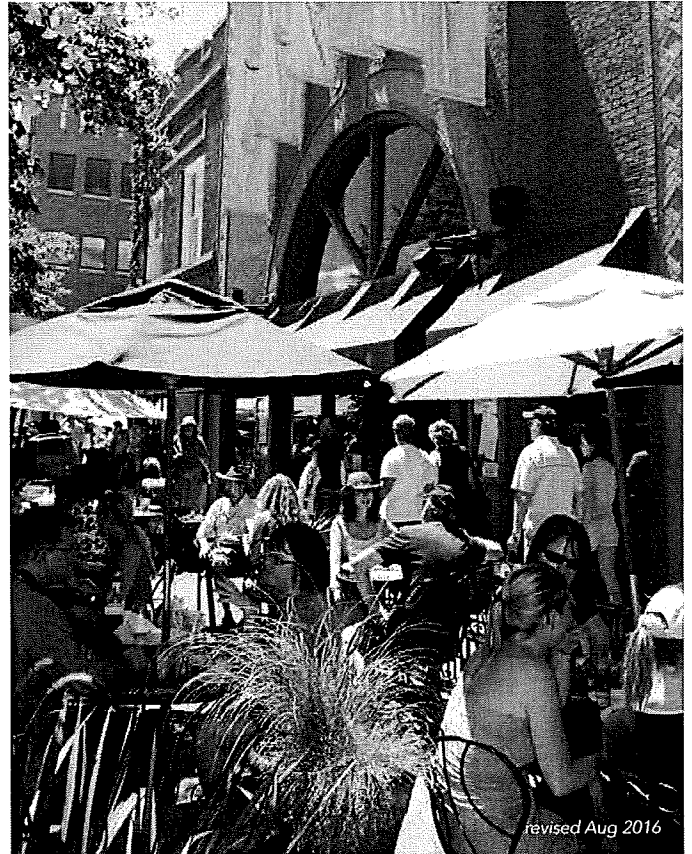
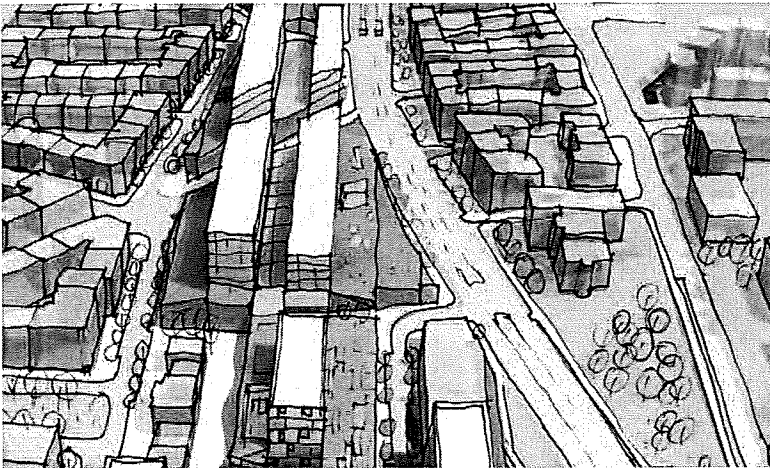
Sincerely,

Barbara Griffith-Watkins, DDA Chairperson



redevelopment ready
communities

BEST PRACTICES



revised Aug 2016

redevelopment ready
communities®
BEST PRACTICES

Program overview	3
Best Practice One: Community Plans and Public Outreach	
1.1—The plans.....	4
1.2—Public participation	6
Best Practice Two: Zoning Regulations	
2.1—Zoning regulations	7
Best Practice Three: Development Review Process	
3.1—Development review procedures.....	10
3.2—Guide to Development.....	13
Best Practice Four: Recruitment and Education	
4.1—Recruitment and orientation	14
4.2—Education and training	15
Best Practice Five: Redevelopment Ready Sites®	
5.1—Redevelopment Ready Sites®	16
Best Practice Six: Community Prosperity	
6.1—Economic development strategy.....	18
6.2—Marketing and promotion	19
Conclusion	20



If your community plans for future investment, invites public input, and offers superior customer service, then Redevelopment Ready Communities certification® is for you!

The Michigan Economic Development Corporation's Redevelopment Ready Communities® (RRC) program works with Michigan communities seeking to streamline the development approval process by integrating transparency, predictability and efficiency into their daily development practices. RRC is a statewide program that certifies communities who actively engage stakeholders and plan for the future. RRC empowers communities to shape their future by assisting in the creation of a solid planning, zoning and development foundation to retain and attract businesses, investment and talent.

Through RRC, communities commit to improving redevelopment readiness by agreeing to undergo a rigorous assessment, and work to achieve a set of criteria as described in this document. Developed by public and private sector experts, the RRC best practices are the standard for evaluation. Each best practice addresses key elements of community and economic development. Evaluations are conducted by the RRC team through interviews, observation and data analysis. After the evaluation, a community is presented

with a report of findings that highlights successes and outlines recommended actions for implementation of missing best practice criteria. The expectations listed with each evaluation criteria are what a community is measured against to determine if that criteria is being accomplished. A community must demonstrate how the expectations are being achieved, and when applicable, may propose alternative approaches. To be awarded certification, a community must meet all RRC best practice criteria.

Redevelopment Ready Communities certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process and compelling sites for developers to locate their latest projects. Once certified, the MEDC will assist in the promotion and marketing of up to three Redevelopment Ready Sites®. These packaged sites are primed for new investment because they are located within a community that has effective policies, efficient processes and the broad community support needed to get shovels in the ground.

In this document, parts of the best practices will have further explanation. If a word is in **orange**, hover your mouse over it and a yellow box will appear with more information. If a word is orange and **underlined**, it contains a hyperlink. Contact the RRC team at RRC@michigan.org with questions.

Best Practice One: Community plans and public outreach

1.1—THE PLANS

Best Practice 1.1 evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, downtown plan and corridor plan. Comprehensive planning documents are a community's guiding framework for growth and investment. Information and strategies outlined in the plans are intended to serve as policy guidelines for local decisions about the physical, social, economic and environmental development of the community.

The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision making tool. The plan sets expectations

for those involved in development, giving the public some degree of certainty about their vision for the future, while assisting the community to achieve its stated goals. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. Coordination between the master plan, capital improvements plan, downtown plan and corridor plan is essential. It is important that planning documents incorporate recommendations for implementation, including goals, actions, timelines and responsible parties.

EVALUATION CRITERIA 1

The governing body has adopted a master plan in the past five years.

EXPECTATIONS

- ☐ The master plan reflects the community's desired direction for the future.
- ☐ The master plan identifies strategies for priority redevelopment areas.
- ☐ The master plan addresses land use and infrastructure, including complete streets elements.
- ☐ The master plan includes a zoning plan.
- ☐ The master plan incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- ☐ Progress on the master plan is annually reported to the governing body.
- ☐ The master plan is accessible online.

EVALUATION CRITERIA 2

The governing body has adopted a downtown plan.

EXPECTATIONS

- ☐ The downtown plan identifies development area boundaries.
- ☐ The downtown plan identifies projects, and includes estimated project costs and a timeline for completion.
- ☐ The downtown plan includes mixed-use and pedestrian oriented development elements.
- ☐ The downtown plan addresses transit oriented development, if applicable.
- ☐ The downtown plan coordinates with the master plan and capital improvements plan.
- ☐ The downtown plan is accessible online.

Best Practice One: Community plans and public outreach

1.1—THE PLANS *continued*

EVALUATION CRITERIA 3

The governing body has adopted a

EXPECTATIONS

- ☐ The corridor plan identifies development area boundaries.
- ☐ The corridor plan identifies projects, and includes estimated project costs and a timeline for completion.
- ☐ The corridor plan includes mixed-use and pedestrian oriented development elements.
- ☐ The corridor plan addresses transit oriented development, if applicable.
- ☐ The corridor plan coordinates with the master plan and capital improvements plan.
- ☐ The corridor plan is accessible online.

EVALUATION CRITERIA 4

The governing body has adopted a capital improvements plan.

EXPECTATIONS

- ☐ The capital improvements plan details a minimum of six years of public structures and improvements and is reviewed annually.
- ☐ The capital improvements plan coordinates projects to minimize construction costs.
- ☐ The capital improvements plan coordinates with the master plan and budget.
- ☐ The capital improvements plan is accessible online.

Best Practice One: Community plans and public outreach

1.2—PUBLIC PARTICIPATION

Best Practice 1.2 assesses how well a community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis. A public participation strategy is essential to formalize those efforts and outline how the public will be engaged throughout planning and development processes.

Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. It is two-way communication and collaborative problem solving with the objective of being intentionally inclusive, and the goal

of achieving better and more acceptable decisions. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

The best plans and proposals have the support of many stakeholders from businesses, residents, community groups and elected and appointed community officials. Public engagement should be more frequent and interactive than only soliciting input during the master plan update and public hearings.

EVALUATION CRITERIA 1

The community has a
for
engaging a diverse set of
community stakeholders.

EXPECTATIONS

- ☐ The strategy identifies key stakeholders, including those not normally at the visioning table.
- ☐ The strategy describes public participation methods and the appropriate venue to use each method.
- ☐ If a third party is consulted, they adhere to the public participation strategy.

EVALUATION CRITERIA 2

The community demonstrates
that public participation efforts
go beyond the basic methods.

EXPECTATIONS

- ☐ Basic practices:
 - Open Meetings Act
 - Website posting
 - Postcard mailings
 - Local cable notification
 - Newspaper posting
 - Flier posting on community hall door
 - Attachments to water bills
 - Announcements at governing body meetings
- ☐ Proactive practices:
 - Individual mailings
 - Community workshops
 - Social networking
 - One-on-one interviews
 - Charrettes
 - Canvassing
 - Focus groups
 - Crowd-sourcing

EVALUATION CRITERIA 3

The community shares
outcomes of public participation
processes.

EXPECTATIONS

- ☐ The community tracks success of various outreach methods.
- ☐ The community participation results are communicated in a consistent and transparent manner.

Best Practice Two: Zoning regulations

2.1—ZONING REGULATIONS

Best Practice 2.1 evaluates a community's zoning ordinance and how well it regulates for the goals of the master plan.

Zoning is a key tool for plan implementation. Inflexible or obsolete zoning regulations can discourage development and investment. Outdated regulations can

force developers to pursue rezoning or variance requests, extending project timelines, increasing costs and creating uncertainty. Communities should look to streamline ordinances and regulate for the kind of development that is truly desired. In addition, zoning is an essential tool for shaping inviting, walkable, vibrant communities.

EVALUATION CRITERIA 1

The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.

EXPECTATIONS

- ☐ The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.

EVALUATION CRITERIA 2

The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.

EXPECTATIONS

- ☐ The ordinance allows mixed-use by right in designated areas of concentrated development.
- ☐ The community has reviewed the ordinance to consider how form-based zoning could help achieve community goals.
- ☐ The ordinance requires one or more of the following elements in areas of concentrated development:
 - Build-to lines
 - Open store fronts
 - Outdoor dining
 - Minimum ground floor transparency
 - Streetscape elements (trees, seating, pedestrian-scale lighting and signage)
- ☐ The ordinance allows for preservation of sensitive historic and environmental features.

EVALUATION CRITERIA 3

The zoning ordinance includes flexible tools to encourage development and redevelopment.

EXPECTATIONS

- ☐ Special land use and conditional zoning approval procedures and requirements are clearly defined.
- ☐ Commercial and industrial districts allow for related compatible uses that serve new economy-type businesses.

Best Practice Two: Zoning regulations

2.1—ZONING REGULATIONS *continued*

EVALUATION CRITERIA 4

The zoning ordinance allows for a variety of housing options.

EXPECTATIONS

- ☐ The ordinance allows for two or more of the following non-traditional housing types:
 - Accessory dwelling units
 - Attached single-family units
 - Stacked flats
 - Live/work
 - Residential units above non-residential uses
 - Co-housing
 - Corporate temporary housing
 - Cluster housing
 - Micro units

EVALUATION CRITERIA 5

The zoning ordinance includes standards to improve non-motorized transportation.

EXPECTATIONS

- ☐ The community understands the benefits of walkable and transit oriented development and has standards for the following elements where appropriate:
 - Bicycle parking
 - Traffic calming
 - Pedestrian-scale lighting
 - Public realm standards
- ☐ The community understands the benefits of connectivity and has ordinance requirements that accommodate pedestrian activity within and around development.

EVALUATION CRITERIA 6

The zoning ordinance includes flexible parking standards.

EXPECTATIONS

- ☐ The ordinance includes regulations for two or more of the following:
 - Reduction or elimination of required parking when on-street and public parking is available
 - Connections between parking lots
 - Shared parking agreements
 - Parking maximums
 - Parking waivers
 - Electric vehicle charging stations
 - Bicycle parking
 - Payment in lieu of parking
 - Reduction of required parking for complementary mixed-uses

Best Practice Two: Zoning regulations

2.1—ZONING REGULATIONS *continued*

EVALUATION CRITERIA 7

The zoning ordinance includes standards for green infrastructure.

EXPECTATIONS

- ☐ The ordinance includes regulations for one or more of the following:
 - Rain gardens, bioswales and other low impact development techniques
 - Green roofs
 - Pervious pavement
 - Landscaping that encourages or requires use of native, non-invasive species
 - Preservation of existing trees
- ☐ The community recognizes the benefits of street trees and parking lot landscaping to mitigate the impacts of heat island effects.

EVALUATION CRITERIA 8

The zoning ordinance is

EXPECTATIONS

- ☐ The ordinance portrays clear definitions and requirements.
- ☐ The ordinance is available in an electronic format at no cost. Hard copies are available for review at convenient locations.
- ☐ The ordinance is accessible online.

Best Practice Three: Development review process

3.1—DEVELOPMENT REVIEW PROCEDURES

Best practice 3.1 evaluates the community's development review policies and procedures, project tracking and internal/external communication.

The purpose of the development review process is to assure plans for specific types of development comply with local ordinances and are consistent with the master plan. Streamlined, well-documented development policies and procedures ensure a smooth and predictable experience when working with a community. It is essential for a community's development review team to also coordinate with permitting and inspections staff.

Unnecessary steps or unclear instructions increase time

and expenses associated with development. Community leaders should look to simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this, sound internal procedures need to be in place and followed. Tracking projects internally across multiple departments can alleviate potential delays. Offering conceptual site plan review meetings is one more step a community can take to show investors they are working to remove development barriers and cut down on unexpected time delays.

EVALUATION CRITERIA 1

The zoning ordinance articulates a thorough site plan review process.

EXPECTATIONS

- ☐ The responsibilities of the governing body, planning commission, zoning board of appeals, other reviewing bodies, and staff are clearly documented.

EVALUATION CRITERIA 2

The community has a qualified intake professional.

EXPECTATIONS

- ☐ The community identifies a project point person and trains staff to perform intake responsibilities including:
 - Receiving and processing applications and site plans
 - Documenting contact with the applicant
 - Explaining procedures and submittal requirements
 - Facilitating meetings
 - Processing applications after approval
 - Excellent customer service

EVALUATION CRITERIA 3

The community defines and offers meetings for applicants.

EXPECTATIONS

- ☐ The community has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.

Best Practice Three: Development review process

3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

EVALUATION CRITERIA 4

The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.

EXPECTATIONS

- ☐ The community assists the developer in soliciting input on a proposal early in the site plan approval process as detailed in the public participation strategy.

EVALUATION CRITERIA 5

The appropriate departments engage in the review process.

EXPECTATIONS

- ☐ The joint site plan review team consists of the following representatives, as appropriate:
 - Planning department
 - Public works department
 - Building department
 - Transportation department
 - Fire
 - Police
 - Assessor
 - Community manager or supervisor
 - Economic development
 - Historic District Commission
 - Consultant
 - Attorney
 - County soil erosion and sedimentation
 - County drain commissioner
 - County health department
 - County road commission
 - Outside agencies

EVALUATION CRITERIA 6

The community has a clearly documented internal staff review policy.

EXPECTATIONS

- ☐ The internal review process articulates clear roles, responsibilities and timelines.
- ☐ Development review standards are clearly defined.

EVALUATION CRITERIA 7

The community promptly acts on development requests.

EXPECTATIONS

- ☐ Site plans for permitted uses are approved administratively or by the planning commission.
- ☐ The community follows its documented procedures and timelines.
- ☐ The community has easy to follow flowcharts of development processes that include timelines.
- ☐ Community development staff coordinates with permitting and inspections staff to ensure a smooth and timely approval process.

Best Practice Three: Development review process

3.1—DEVELOPMENT REVIEW PROCEDURES *continued*

EVALUATION CRITERIA 8

The community has a method to track development projects.

EXPECTATIONS

- ☐ The community uses a tracking mechanism for projects during the development process.
- ☐ The community uses a tracking mechanism for projects during the permitting and inspections process.

EVALUATION CRITERIA 9

The community annually reviews successes and challenges with the development review process.

EXPECTATIONS

- ☐ The community obtains customer feedback on the site plan approval and permitting and inspections process and integrates changes where applicable.
- ☐ The joint site plan review team, including permitting and inspections staff, meets to capture lessons learned and amends the process accordingly.

Best Practice Three: Development review process

3.2—GUIDE TO DEVELOPMENT

Best Practice 3.2 evaluates the accessibility of a community's planning and development information.

Development information and applications must be assembled to help citizens, developers and public officials gain a better understanding of how the development

process in the community works. Documents should be updated regularly and provide a general overview of development processes, steps necessary to obtain approvals and be readily available online.

EVALUATION CRITERIA 1

The community maintains a guide to development that explains policies, procedures and steps to obtain approvals.

EXPECTATIONS

☐ The guide includes:

- Relevant contact information
- Relevant meeting schedules
- Easy-to-follow step-by-step flowcharts of development processes, including timelines
- Conceptual meeting procedures
- Relevant ordinances to review prior to site plan submission
- Site plan review requirements and application
- Clear explanation for site plans that can be approved administratively
- Rezoning request process and application
- Variance request process and application
- Special land use request process and application
- Fee schedule
- Special meeting procedures
- Financial assistance tools
- Design guidelines and related processes
- Building permit requirements and applications

☐ The guide to development is accessible online.

EVALUATION CRITERIA 2

The community annually reviews the fee schedule.

EXPECTATIONS

- ☐ The fee schedule is updated to cover the community's true cost to provide services.
- ☐ The community accepts credit card payment for fees.

Best Practice Four: Recruitment and education

4.1—RECRUITMENT AND ORIENTATION

Best practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members.

Diversity on boards and commissions can ensure a wide range of perspectives are considered when making

decisions on development and financial incentives. Communities should seek applicants with desired skill sets and establish expectations prior to new officials and board members becoming active.

<div><div>EVALUATION CRITERIA 1</div><div>The community sets expectations for board and commission positions.</div></div>	<div>EXPECTATIONS</div> <div><input type="checkbox"/> The community outlines expectations and <u>desired skill sets</u> for open seats.</div> <div><input type="checkbox"/> Board and commission applications are available online.</div>
<div><div>EVALUATION CRITERIA 2</div><div>The community provides orientation packets to all appointed and elected members of development related boards and commissions.</div></div>	<div>EXPECTATIONS</div> <div><input type="checkbox"/> The orientation packet includes all relevant planning, zoning and development information.</div>

Best Practice Four: Recruitment and education

4.2—EDUCATION AND TRAINING

Best practice 4.2 assesses how a community encourages ongoing education and training and tracks training needs for appointed or elected officials, board members and staff.

Planning commissioners, zoning board of appeals members, the governing body and staff make more informed development decisions when they receive

adequate training on land use and development issues. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to the efficient functioning of a community's development processes.

EVALUATION CRITERIA 1

The community has a dedicated source of funding for training.

EXPECTATIONS

- ☐ The community has a training budget allocated for elected and appointed officials and staff.

EVALUATION CRITERIA 2

The community identifies training needs and tracks attendance for elected and appointed officials and staff.

EXPECTATIONS

- ☐ The community manages a simple tracking mechanism for logging individual training needs and attendance.
- ☐ The community identifies trainings that assist in accomplishing their stated goals and objectives.

EVALUATION CRITERIA 3

The community encourages elected and appointed officials and staff to attend trainings.

EXPECTATIONS

- ☐ The community consistently notifies its elected and appointed officials and staff about training opportunities.

EVALUATION CRITERIA 4

The community shares information between elected and appointed officials and staff.

EXPECTATIONS

- ☐ The community holds collaborative work sessions, including joint trainings on development topics.
- ☐ Training participants share information with those not in attendance.
- ☐ The planning commission prepares an annual report for the governing body.

Best Practice Five: Redevelopment Ready Sites®

5.1—REDEVELOPMENT READY SITES®

Best practice 5.1 assesses how a community identifies, visions for and markets priority redevelopment sites. A redevelopment ready site is a site targeted by the community and ready for investment.

Identifying and marketing priority sites can assist a community to stimulate the real estate market for obsolete, vacant and underutilized property. Communities that have engaged the public and determined desired outcomes for priority sites create a predictable environment for development projects. A community which takes steps to reduce the risk of

rejected development proposals will entice hesitant developers to spend their time and financial resources pursuing a project in their community. If a development proposal on a priority site is deemed controversial, additional public participation opportunities should be held to ensure community support. To encourage development, it is essential that communities actively package and market sites prioritized for redevelopment. Developers look to invest in places that have an overall vision for the community and priority sites.

EVALUATION CRITERIA 1

The community identifies and prioritizes redevelopment sites.

EXPECTATIONS

- ☐ The community maintains an updated list of priority sites to be redeveloped.

EVALUATION CRITERIA 2

The community gathers basic information for prioritized redevelopment sites.

EXPECTATIONS

- ☐ Required information to include:
 - Photo of the site and/or rendering
 - Lot size
 - Desired development outcomes for the site
 - Building size
 - Owner contact information
 - State equalized value
 - Community contact information
 - Utilities on site: Water, sewer, electricity, natural gas
 - Zoning
 - Wired broadband infrastructure: DSL, cable, fiber

EVALUATION CRITERIA 3

The community has developed a vision for the priority redevelopment sites.

EXPECTATIONS

- ☐ The vision includes desired development outcomes.
- ☐ Community champions for redevelopment of the site are identified.
- ☐ High controversy redevelopment sites may require additional public engagement.

Best Practice Five: Redevelopment Ready Sites®

5.1—REDEVELOPMENT READY SITES® *continued*

EVALUATION CRITERIA 4

The community identifies

for prioritized
redevelopment sites.

EXPECTATIONS

- ☐ The community identifies negotiable development tools, financial incentives and/or in-kind support, based on the project meeting the community's vision and desired development outcomes.

EVALUATION CRITERIA 5

Property information packages
for prioritized sites are
assembled.

EXPECTATIONS

- ☐ The property information package includes basic information and the following as applicable:
 - Available financial incentives
 - Deed restrictions
 - Property tax assessment information
 - Property survey
 - Previous uses
 - Existing conditions report
 - Known environmental and/or contamination conditions
 - Soil conditions
 - Demographic data
 - Surrounding amenities
 - Planned infrastructure improvements as identified in CIP
 - GIS information including site location and street maps
 - Natural features map
 - Traffic studies
 - Target market analysis or feasibility study results
 - Market studies

EVALUATION CRITERIA 6

Prioritized redevelopment sites
are actively marketed.

EXPECTATIONS

- ☐ The property information packages are accessible online.

Best Practice Six: Community prosperity

6.1—ECONOMIC DEVELOPMENT STRATEGY

Best practice 6.1 assesses what goals and actions a community has identified to assist in strengthening its overall economic health.

Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the

overall equation for economic success. The goal of the economic development strategy is to provide initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community.

EVALUATION CRITERIA 1

The community has an approved

EXPECTATIONS

- ☐ The economic development strategy is part of the master plan, annual budget or a separate document.
- ☐ The economic development strategy connects to the master plan and capital improvements plan.
- ☐ The economic development strategy identifies the economic opportunities and challenges of the community.
- ☐ The economic development strategy incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- ☐ The economic development strategy coordinates with a regional economic development strategy.
- ☐ The economic development strategy is accessible online.

EVALUATION CRITERIA 2

The community annually reviews the economic development strategy.

EXPECTATIONS

- ☐ Progress on the economic development strategy is reported annually to the governing body.

Best Practice Six: Community prosperity

6.2—MARKETING AND PROMOTION

Best practice 6.2 assesses how a community promotes and markets itself to create community pride and increase investor confidence. It also evaluates the ease of locating pertinent planning, zoning and economic development documents on the community's website.

Community marketing and promotion can take many forms. Communities must develop a positive, promotional strategy through marketing campaigns,

advertising and special events to encourage investment. Marketing campaigns can assist with sharing the established community vision, values and goals. Developing a brand to promote a consistent identity can position a community for future success. A community's website is an important marketing tool and must be well-designed to provide information to the public and build a positive image.

EVALUATION CRITERIA 1

The community has developed a marketing strategy.

EXPECTATIONS

- ☐ The marketing strategy identifies opportunities and outlines specific steps to attract businesses, consumers and real estate development to the community.
- ☐ The marketing strategy strives to create or strengthen an image for the community.
- ☐ The marketing strategy identifies approaches to market priority development sites.
- ☐ The community coordinates marketing efforts with local, regional and state partners.

EVALUATION CRITERIA 2

The community has an updated, user-friendly municipal website.

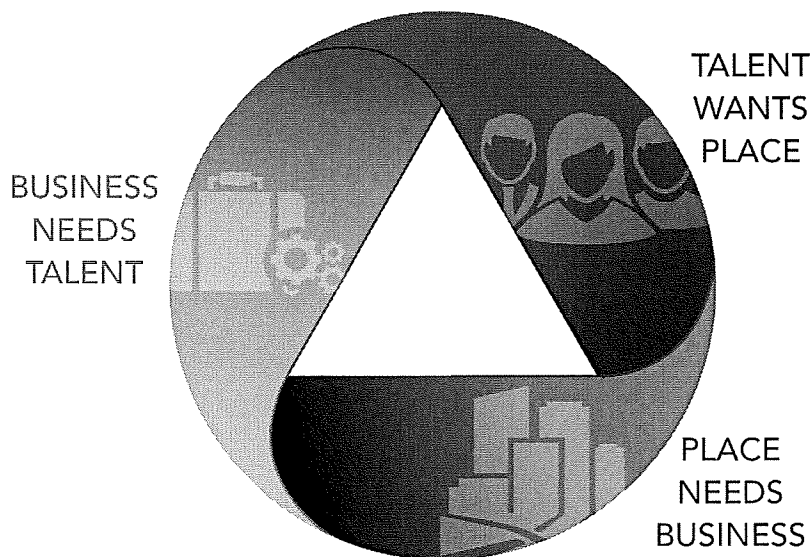
EXPECTATIONS

- ☐ The community's website is easy to navigate.
- ☐ The community's planning, zoning and development information is grouped together with links to the following:
 - Master plan and amendments
 - Downtown plan
 - Corridor plan
 - Capital improvements plan
 - Zoning ordinance
 - Guide to development
 - Online payment option
 - Partner organizations
 - Board and commission applications
 - Property information packages
 - Economic development strategy

Conclusion

The Redevelopment Ready Communities® program looks to foster communities that creatively reuse space, embrace economic innovation and proactively plan for the future, making them more attractive for investments that create places where talent wants to

live, work and play. RRC certification signals to business owners, developers and investors that the community has removed barriers by building deliberate, fair and consistent processes.

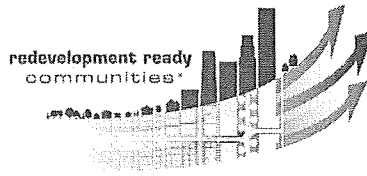


Communities not formally engaged in the RRC program, but wanting to work toward certification are encouraged to compare their current policies and procedures to the best practice standards by completing RRC self-evaluations. The self-evaluations are available to assist any community interested in being more redevelopment ready. Completion of the self-evaluation documents does not replace the formal evaluation process conducted by the RRC team. In addition to the self-evaluations, guides have been developed to act as resources for communities working on RRC best practice components. Each guide is a tool describing recommended processes and sample language. Every community has different needs and capacities, so the process and document can be tailored to fit individual community requirements.

To be vibrant and competitive, Michigan communities must be ready for development. This involves planning for new investment, identifying assets and opportunities and focusing limited resources. Communities must create the types of places where talent and businesses want to locate, invest and expand.

Certified Redevelopment Ready Communities® signal that locating a new business or growing an existing one is straightforward. Certified communities have removed barriers to development including eliminating uncertainties surrounding project timelines and approvals by implementing and executing the RRC best practices.

Contact the RRC team at rrc@michigan.org or your CATeam specialist with questions.



CERTIFICATION PROCESS

STEP ONE ENGAGEMENT

Community reviews RRC Best Practices and program information online and contacts regional CATeam specialist

Community completes RRC Best Practice training series

Community thoroughly completes RRC self-evaluation

Community's governing body adopts resolution of intent to participate in program

Community submits completed RRC self-evaluation and resolution to regional CATeam specialist

Community information reviewed

Community placed into RRC pipeline

Community receives formal welcome and information

MOU signed between community and MEDC

STEP TWO EVALUATION

Community submits additional documentation as necessary

Stakeholder interviews and meeting observations

Data and information analyzed

RRC advisory council provides technical expertise for baseline report

Baseline report presented to the community

Community's governing body adopts resolution to proceed within 30 days of baseline report presentation

STEP THREE CERTIFICATION

Community completes missing RRC best practice criteria

Community submits quarterly progress reports

Community accomplishes all RRC best practice criteria

Certification awarded



Community submits biannual progress reports

PROCESS TIMELINE

Timeline is dependent on the number of communities in the RRC pipeline and the completeness of the information submitted by the community.

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

RRC SELF-EVALUATION



A tool for Michigan communities
seeking RRC certification

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

RRC SELF-EVALUATION FORM

The Redevelopment Ready Communities' (RRC) best practices self-evaluation is a tool for communities seeking RRC certification¹. Any community looking to formally engage in the program must completely fill out¹ the self-evaluation to demonstrate that they are taking proactive steps to achieve certification. Communities who do not plan to pursue RRC certification can also use the self-evaluation document as a guide to measure and improve local development processes.

This tool should be used to determine which of the RRC best practices are being met, and those that are not. It can act as a guide to identify action items, and as a work plan to assign tasks and deadlines to accomplish evaluation criteria. Though the self-evaluation guide does assist communities to measure themselves to the RRC best practices, a community can only receive RRC certification through a formal evaluation by RRC staff.

Ideally, the self-evaluation is completed with input from all parties involved in development. A successful approach often involves an internal team including the manager or supervisor and staff from the planning, building, zoning, and economic development departments.

The following are instructions for completing the self-evaluation;

- Collaborate with all necessary departments to ensure the self-evaluation process goes smoothly.
- Review each criteria and check the box designating completion.
- Add a description in the comment box explaining how the criteria is being met, or if it is not, how the community plans to meet it.
- For completed tasks, provide a link and/or documentation of the work in the comments section. Attaching documents to an email is also acceptable.
- Identify next steps, key stakeholders and time lines to complete missing criteria.

The self-evaluation guide is broken up for each of the six best practices. Please refer to the RRC best practices document and follow along for maximum efficiency. If during the self-evaluation process something is unclear or a question arises, contact your CATeam specialist.

¹ Self-evaluations should be thoroughly completed and as detailed as possible. Completing a self-evaluation indicates that the community has filled out all sections in the self-evaluation. It does not mean that the community has to meet all of the criteria prior to formal engagement in the program.



RRC SELF-EVALUATION FORM

BEST PRACTICE ONE: Community plans and public outreach

Community name: <input style="width: 90%;" type="text"/>	
Name of person (s) completing self-evaluation <input style="width: 90%;" type="text"/>	
MASTER PLAN	
1	When was your <u>master plan</u> last updated? <input style="width: 80%;" type="text"/> Please provide a master plan PDF or web link: <input style="width: 80%;" type="text"/>
2	Does your community annually report on the master plan's progress to the governing body? Yes <input type="checkbox"/> No <input type="checkbox"/> Describe when and how your community annually reports on master plan progress? <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>
3	When will you next update your master plan? <input style="width: 80%;" type="text"/>

DOWNTOWN PLAN AND CORRIDOR PLAN (if applicable)	
1	Do you have a downtown plan and/or a DDA/TIF plan? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a downtown plan and/or DDA/TIF PDF or web link: <input style="width: 80%;" type="text"/>
2	When will you next update your downtown plan? <input style="width: 80%;" type="text"/>
3	Do you have a corridor plan? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a corridor plan PDF or web link: <input style="width: 80%;" type="text"/>
4	When do you estimate you will adopt or update your corridor plan? <input style="width: 80%;" type="text"/>

CAPITAL IMPROVEMENTS PLAN	
1	Has the governing body adopted a <u>capital improvements plan (CIP)</u> detailing a minimum of six years of projects and improvements? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a PDF or web link: <input style="width: 80%;" type="text"/>
2	Is the CIP reviewed annually? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when: <input style="width: 80%;" type="text"/>
3	When do you estimate you will adopt or update your CIP? <input style="width: 80%;" type="text"/>

BEST PRACTICE ONE: Community plans and public outreach

PUBLIC PARTICIPATION		
1	Does your community have a documented <u>public participation strategy</u> for engaging a diverse set of community stakeholders?	<div>Yes</div> <div>No</div>
	If yes, please provide a PDF or web link: <input type="text"/>	
2	Describe recent public engagement efforts in your community: <input type="text"/>	
3	Are third party consultants required to follow the public participation strategy?	<div>Yes</div> <div>No</div>
4	What basic methods have your community used? <input type="checkbox"/> Open Meetings Act <input type="checkbox"/> Local cable notification <input type="checkbox"/> Flier posting on community hall door <input type="checkbox"/> Newspaper posting <input type="checkbox"/> Postcard mailings <input type="checkbox"/> Announcements at governing body meetings <input type="checkbox"/> Website posting <input type="checkbox"/> Attachments to water bills	
5	What proactive methods have your community used? <input type="checkbox"/> Individual mailings <input type="checkbox"/> Focus groups <input type="checkbox"/> One-on-one interviews <input type="checkbox"/> Charrettes <input type="checkbox"/> Social networking <input type="checkbox"/> Crowd-sourcing <input type="checkbox"/> Community workshops <input type="checkbox"/> Canvassing	
6	How does your community track the success of community engagement efforts? <input type="text"/>	
7	How does your community share the results of public participation processes? <input type="text"/>	
8	Please list your key stakeholders for public participation: <input type="text"/>	

RRC SELF-EVALUATION FORM

BEST PRACTICE TWO: Zoning regulations

ZONING REGULATIONS			
1	Please provide your community's zoning ordinance PDF or web link:		
2	Has the community reviewed the <u>master plan's zoning plan</u> to determine if changes to the zoning map or ordinance text are necessary to implement the master plan vision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Has the community reviewed the zoning district intent statements to ensure they reflect the master plan's land-use recommendations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Does your community have a <u>complete streets policy</u> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please provide PDF or web link:		
5	Is the zoning ordinance user-friendly, portraying clear definitions and requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Is the zoning ordinance available in hard copies at convenient locations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Are there any key challenges or issues with your existing zoning code? <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		
	What would be included in your next update? <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		
8	When do you estimate you will next update your zoning ordinance?		

RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

DEVELOPMENT REVIEW PROCESS	
1	Are your planning and zoning services done: <input type="checkbox"/> in-house <input type="checkbox"/> contracted out? Name of consultant: <input style="width: 80%;" type="text"/>
2	Are your building services (i.e., plan review, inspections) done: <input type="checkbox"/> in-house <input type="checkbox"/> contracted out? Name of consultant: <input style="width: 80%;" type="text"/>
3	What departments/representatives engage in joint site plan reviews? <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
4	Where are internal development review roles, responsibilities and timelines documented? <input style="width: 80%;" type="text"/> Please provide a PDF or web link: <input style="width: 80%;" type="text"/>
5	<div style="display: flex; justify-content: space-between;"> <div>Does the community define and offer conceptual site plan review meetings for applicants?</div> <div style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div> </div> Please explain in detail or provide a PDF or web link: <input style="width: 80%;" type="text"/>
6	How does the community inform potential applicants of required application materials? <input type="checkbox"/> Posted online <input type="checkbox"/> Internal checklist <input type="checkbox"/> It's only in the zoning ordinance <input type="checkbox"/> Other
7	<div style="display: flex; justify-content: space-between;"> <div>Does your community encourage applicants to solicit feedback from neighboring businesses, residents and/or community groups?</div> <div style="text-align: right;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div> </div> If yes, please explain: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
8	Site plans for permitted uses are approved: <input type="checkbox"/> administratively <input type="checkbox"/> by the planning commission
9	How does community development staff coordinate with permitting and inspections staff to ensure a smooth and timely development process? <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

10	<p>What kind of tracking mechanism does the community use for projects through the site plan review and permitting/inspections process?</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
14	<p>Who has your community identified and trained to perform project intake and point of contact responsibilities? <i>Responsibilities include: receiving and processing applications and site plans; maintaining contact with the applicant; facilitating meetings, processing applications after approval; and coordinating projects with permitting and inspections staff</i></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
15	<p>Please list any challenges or key issues your community faces in regard to your development review process:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

RRC SELF-EVALUATION FORM

BEST PRACTICE THREE: Development review process

GUIDE TO DEVELOPMENT					
1	Does your community maintain an online guide to development that explains policies, procedures, and steps to obtain approvals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
2	<p>Which of the following does your community's online guide to development include?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input type="checkbox"/> Site plan review requirements and application. <input type="checkbox"/> Clear explanation for site plans that can be approved administratively. </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Rezoning request process and application <input type="checkbox"/> Variance request process and application <input type="checkbox"/> Special land use request process and application <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications </td> </tr> </table>			<input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input type="checkbox"/> Site plan review requirements and application. <input type="checkbox"/> Clear explanation for site plans that can be approved administratively.	<input type="checkbox"/> Rezoning request process and application <input type="checkbox"/> Variance request process and application <input type="checkbox"/> Special land use request process and application <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications
<input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input type="checkbox"/> Site plan review requirements and application. <input type="checkbox"/> Clear explanation for site plans that can be approved administratively.	<input type="checkbox"/> Rezoning request process and application <input type="checkbox"/> Variance request process and application <input type="checkbox"/> Special land use request process and application <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications				
3	Does your community annually review the fee schedule?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	When was it last amended? <input style="width: 50%;" type="text"/>				
4	Does your community accept credit card payments for services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
5	<p>What are your key next steps to ensure the development review process meets the best practice criteria?</p> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <p>Provide PDFs or web links to the documents listed above:</p> <div style="border: 1px solid black; height: 20px;"></div>				
6	<p>Please list any challenges or key issues your community faces in regard to having an online guide to development:</p> <div style="border: 1px solid black; height: 60px;"></div>				

RRC SELF-EVALUATION FORM

BEST PRACTICE FOUR: Recruitment and education

NEW APPOINTED/ELECTED OFFICIALS		
1	Does the community outline expectations and <u>desired skill sets for open board and commission seats?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If so, how: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2	Are the applications for board and commission positions accessible online?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If so, please provide web link: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
3	Does the community provide orientation packets to all appointed and elected members of development related boards and commissions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please provide a list of all information provided in the orientation packet:	
4	Does the community have an annual training budget allocated for elected and appointed officials and staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	How does your community track attendance for trainings for staff, elected and appointed officials?	
6	How does your community identify training needs and trainings that assist in accomplishing stated goals and objectives?	
7	How does your community notify and encourage staff and elected and appointed officials to attend trainings?	

RRC SELF-EVALUATION FORM

BEST PRACTICE FOUR: Recruitment and education

COMMUNICATION	
1	<p>How does the community share information between elected and appointed officials and staff?</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
2	<p>Does the community conduct collaborative work sessions and joint trainings on development topics?</p> <div style="float: right; text-align: right;"> <div style="display: inline-block; text-align: center; margin-right: 10px;"> <small>Yes</small> <input type="checkbox"/> </div> <div style="display: inline-block; text-align: center;"> <small>No</small> <input type="checkbox"/> </div> </div>
3	<p>How is training information shared with those not in attendance?</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
4	<p>Does the planning commission prepare an annual report for the governing body?</p> <div style="float: right; text-align: right;"> <div style="display: inline-block; text-align: center; margin-right: 10px;"> <small>Yes</small> <input type="checkbox"/> </div> <div style="display: inline-block; text-align: center;"> <small>No</small> <input type="checkbox"/> </div> </div> <p style="margin-top: 10px;">If yes, please provide a PDF or web link: </p>
5	<p>Please identify any challenges or key issues your community has in regard to training or collaboration:</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>

RRC SELF-EVALUATION FORM

BEST PRACTICE FIVE: Redevelopment Ready Sites®

REDEVELOPMENT READY SITES®			
1	Does the community maintain a list of priority sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Is this priority site information available to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide PDF or web link: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
3	Has your community developed a vision for the priority redevelopment sites that includes outcomes and specific development criteria?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Has the community identified champions for the redevelopment site(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Has the community deemed their priority redevelopment sites controversial?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, how has the community required or provided additional public engagement: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		
6	Has the community identified negotiable development tools, resources and financial incentives for prioritized redevelopment sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, how is the availability of these tools, resources and incentives made available to the public: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		
7	Has your community assembled a "Property Information Package" (PIP) for at least one of your community's redevelopment sites—which includes or identifies the criteria listed in the best practices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	If your community has compiled a PIP, how is it actively marketed? <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		
9	Please describe any challenges or key issues related to redevelopment sites in your community: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		

RRC SELF-EVALUATION FORM

BEST PRACTICE SIX: Community prosperity

ECONOMIC DEVELOPMENT STRATEGY

1	Does your community have an approved <u>economic development strategy</u> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a PDF or web link: <input style="width: 60%;" type="text"/>		
2	Does your community annually report progress made on the economic development strategy to the governing body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Did your community participate in the development of your regional economic development strategy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

MARKETING AND PROMOTION

1	Does your community have a <u>marketing strategy</u> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a PDF or web link: <input style="width: 60%;" type="text"/>		
2	Please explain how your community coordinates marketing efforts with local, regional and state partners: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
3	Please explain any challenges or key issues your community has regarding marketing and promotion: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		

WEBSITE

1	Does your community's website contain or link to the following planning, zoning and development information:					
	<input type="checkbox"/> Master plan and amendments	<input type="checkbox"/> Zoning ordinance	<input type="checkbox"/> Board and commission applications			
	<input type="checkbox"/> Downtown plan	<input type="checkbox"/> Guide to Development	<input type="checkbox"/> Property information packages			
	<input type="checkbox"/> Corridor plan	<input type="checkbox"/> Online payment option	<input type="checkbox"/> Economic development strategy			
	<input type="checkbox"/> Capital improvements plan	<input type="checkbox"/> Partner organizations				

RRC SELF-EVALUATION FORM

I certify that the RRC self- evaluation has been completed accurately.

Signature

Now that you have completed the RRC self-evaluation, here are the next steps to become formally engaged in the program:

- Representative from your community attends all six of the RRC best practice training series sessions.
- Email this completed form to your CATeam specialist.
- Governing body adopts a resolution of intent to participate in the RRC program.

NORTHFIELD TOWNSHIP

Resolution 19-_____

Authorizing the Northfield Township to Participate in the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program

WHEREAS, the Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) Program to empower communities to shape their future and maximize economic potential; and

WHEREAS, the RRC is a program that provides technical assistance to and certifies Michigan communities who actively engage stakeholders and plan deliberate, fair and consistent processes; and

WHEREAS, a Northfield Township representative has attended all six Best Practices Trainings; and

WHEREAS, the Northfield Township recognizes the value of the RRC Program and seeks to improve its development readiness through a detailed review of its development processes including its Master Plan, Downtown Development Plan, Tax Increment Finance Plan, Development Review Process, Community Outreach Programs as well as its Zoning Ordinances; and

WHEREAS, the RRC Program includes evaluating and strengthening the development-related partnerships between the Township Board and stakeholder organizations such as the MEDC, Downtown Development Authority, Northfield Township Planning Commission and Zoning Board of Appeals; and

WHEREAS, any of the MEDC recommendations that require ordinance changes, including those related to the review of site plans, will require public hearings, review and recommendation by the Northfield Township Planning Commission and additional action by the Township Board.

NOW, THEREFORE, BE IT RESOLVED that the Northfield Township Board of Trustees authorizes Northfield Township to participate in the MEDC's Redevelopment Ready Community (RRC) Program. The Northfield Township Board of Trustees is willing to allow use of limited resources within its current budget or in accordance with future budgetary action to support the RRC Program. The Northfield Township Board of Trustees is committed to the RRC Best Practices and evaluation process with the intent to improve our processes and communications with our stakeholders and will continue to work with stakeholders and the MEDC as our community moves forward in seeking RRC Certification.

At a regular meeting of the Northfield Township Board of Trustees held on _____, 2019, adoption of the foregoing resolution was moved by _____ and supported by _____.

Yeas: _____

Nays: _____

Resolution Declared Adopted.

Marlene Chockley

Township Supervisor, Northfield Township

CERTIFICATION:

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Northfield Township, Washtenaw County, Michigan on _____, ~~2018~~ 2019 in compliance with Act No. 267 of the Michigan Public Acts of 1976.

Kathleen Manley

Township Clerk, Northfield Township

Members and Alternates Needed: DDA, Planning Commission, ZBA, LPC and Board of Review

The DDA is currently looking for Business Owners in the DDA district to fill vacant terms. In addition, the Planning Commission and ZBA each have 2 terms ending in December 2020, the Land Preservation Committee is in need of another member, and the Board of Review terms all end December 31st.

If any of the terms listed below are of interest to you, please complete our "Boards and Commissions Application" found on the township website and submit your application to the Township Office. Please turn in your application by **Tuesday, January 5, 2021**. The Board of Trustees is planning to fill these openings at an upcoming meeting.

Planning Commission: The Planning Commission advises Township officials on matters of planning and development of the community, approves plans, and makes recommendations for land-use and the environment. The Planning Commission meets at 7:00pm on the 1st and 3rd Wednesday of each month. Planning Commission members serve 3-year terms and are appointed by the Supervisor with the approval of the Board of Trustees.

Zoning Board of Appeals (ZBA): The ZBA has the ability to grant variances or exemptions to the Zoning Ordinance in instances where there is evidence of hardship. The ZBA meets at 7:00pm on the third Monday of each month (as needed). ZBA members are appointed by the Board of Trustees and serve 3 year terms.

Board of Review: The Board of Review reviews the assessment roll received from the Assessor for complete, accurate, uniform, and valid data. The Board of Review meets in March, July, and December each year.

DDA: The Downtown Development Authority (DDA) is looking for business owners in downtown Whitmore Lake or the US 23 and North Territorial area to join the DDA. The mission of the DDA is to undertake public improvements and activities that have the greatest impact in strengthening the business district and attracting new private investments. The DDA typically meets on the fourth Wednesday of each month. DDA members serve 4 year terms and are appointed by the Supervisor with approval of the Board of Trustees.

Land Preservation Committee: Land Preservation Committee is a committee of residents put together by the Board of Trustees to look at ways to preserve high value agricultural and natural lands within the township. The LPC meets at 1:00pm on the second Monday of each month.

Northfield Township - Michigan

Memorandum

DATE: November 18, 2020
TO: Northfield Township Board of Trustees
FROM: Ken Dignan, Township Supervisor
SUBJECT: Streaming System Upgrades

As many of you know our sound system in the Board Room has been poor at best. I would like to work with the Township Manager to explore the costs associated with expanding the number of audio channels our system can support and upgrade some of the microphones to provide for greater control of muting and unmuting.

I would also recommend we look at ways to automate the recording and posting of meetings and evaluate the costs currently associated with the production of recording of township meetings.

A handwritten signature in black ink, appearing to read "Ken Dignan", followed by a small mark that looks like "TD".

Northfield Township - Michigan

Memorandum

DATE: November 18, 2020
TO: Northfield Township Board of Trustees
FROM: Ken Dignan, Township Supervisor
SUBJECT: Municode Meetings

I have been exploring ways to allow us to have a more comprehensive way of developing our meetings that free up the time of our staff and provide for better continuity with the way things make it to the agenda. I also want to find a way that agendas always follow the same processes and go through the appropriate approval steps. This will also allow for greater transparency to the community and allow us to have a live agenda. Please explore the following link and video:

<https://www.municode.com/municode/page/brisbane-california>

Handwritten signature of Ken Dignan, Township Supervisor, with the initials "TD" at the end.

Hello Ken,

Thank you for the opportunity to present our MunicodeMEETINGS Agenda Management Solution during our demo today. I have attached the MunicodeMEETINGS quote above for your review. I will be happy to answer any questions you might have during our WEB demo this Friday.

It is our goal to deliver a professional, easy-to-use, and easy-to-maintain Meetings Management Solution. Our team has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for sixty-eight (68) years continually striving to make your job easier.

Why Municode:

- Municode is the only company that can build a suite of solutions around in an integrated environment that will empower you to create agendas, meetings, minutes quickly and efficiently.
- Municode lives government day in and day out like you do and has done so since 1951.
 - <https://www.municode.com/municode/page/company-history>
- MunicodeMEETINGS is 100% cloud-based and is designed to help you automate your approval process, reduce IT burden, and easily create / publish agenda packets with just a click of a button.
- All documents generated from the meetings solution (agendas, agenda packets, minutes) will become immediately subject to the best-in-class search function.
- You will be able to place a draft ordinance in your agenda as an agenda item. Once it is voted on, the draft ordinance will be expedited for supplementation and codification if you have Municode for your codifier. As well, the meetings documents will post to the history of the ordinance to provide historical context for how and why the ordinance came to be.
 - <https://www.municode.com/municode/page/circle-governance>
- Here is the link to the last MunicodeMEETINGS Webinar (**Password – Democracy**)
 - <https://www.municode.com/meetings/page/watch-recorded-video-tour-our-meeting-agenda-management-solution>

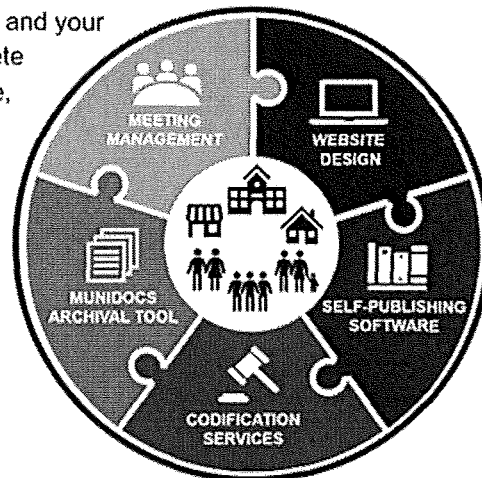
- Municode Meetings also ensures compliance of the agenda packet itself by providing a WCAG 2.1 AA complaint HTML packet.
- Here is the link for Brisbane CA, a customer who is posting their Agenda Packets via PDF and HTML.
 - <https://www.brisbaneca.org/meetings>
- Adding Municode**MEETINGS** meetings & agenda management **solution** and a new Municode**WEB** website to your Municode **Code of Ordinances** would provide optimal efficiency, optimal transparency and engagement with the community, and minimizes cost.
 - Using disparate vendors for each solution does not allow for integrated search.
 - Using disparate vendors for each solution **WILL** result in higher overall costs.
 - Using disparate vendors for each solution requires staff to make redundant steps to ensure items get posted to the site and updated.

INTRODUCING THE CIRCLE OF GOVERNANCE

For over 65 years, Municode has helped connect you and your community by creating solutions that help you complete the circle of governance. By partnering with Municode, you join over 4,500 municipalities across the nation that have access to the only platform capable of seamlessly unifying your agendas, meetings, websites and municipal codes of ordinances.

- ★ Website Design & Hosting
- ★ Meeting & Agenda Management
- ★ Self-Publishing Software
- ★ Codification Services
- ★ MuniDocs Archival Tool

Simple, Seamless Integration



municode
★



Recognized as a GovTech 100
Innovator in 2016, 2017, 2018

800.262.2633

info@municode.com

- We will discuss your WEB project in more detail during our demo on Friday. I am including a few links below to introduce you to MunicodeWEB.
 - <https://www.municode.com/websites>
- MunicodeWEB is optimized for the way our municipal government clients use web technology and is your source for a cohesive environment making it easier to connect and interact with your citizens.
- A new Government optimized website built by Municode will integrate with MunicodeMEETINGS and your Code of Ordinances as Leon mentioned today with the best in class search function.
- MunicodeWEB websites are mobile responsive for viewing on mobile devices.
- MunicodeWEB also drives compliance with the Americans with Disabilities Act, ADA 508 standards. Our solution provides you an full-feature, end-to-end ADA accessible website that supports our citizens who rely on screen readers or other assistive technology ensuring their ability to use headings reliably for page-level navigation.
- As you continue to think about what you might like in your next website, here are some of our recently launched mobile response, ADA compliant designs.
 - Putnam Co. GA - <https://www.putnamcountyga.us/>
 - Hartland MI - <https://www.hartlandtwp.com/>
 - Yorktown NY - <https://www.yorktownny.org/>
 - Naples FL - <https://www.naplesgov.com/>
 - Gardendale AL - <https://www.cityofgardendale.com/>
 - Waupun WI - <https://www.cityofwaupun.org/>
 - East Palo Alto CA - <https://www.cityofepa.org/>
 - Dawson Co. GA - <https://www.dawsoncounty.org/>
 - Escanaba MI - <https://www.escanaba.org/>
 - West Linn OR - <https://westlinnoregon.gov/>
- Hopefully these new designs will give you some ideas for your next design. Our solution is an open source CMS using Drupal. A robust, secure platform for the most ambitious government websites providing a new standard in digital website design.
- We are passionate about the privilege to work for our municipal customer family. That passion is being recognized by the government associations

who evaluate and award the best municipal websites across the United States.

- <https://www.municode.com/municode/page/our-passion-leads-your-awards>
- Drupal is currently used by most of our Federal Government Agencies such as NASA, The White House, FEMA, Department of Defense, etc. Here is the list:
 - <https://groups.drupal.org/government-sites#USA>
 - https://www.drupal.org/case-study/nasagov?utm_source=drupal.org&utm_medium=gov-industry
- Municode will design your custom website to meet your specific design requirements and needs.
- Municode will provide you incredible customer service,
 - You will always have access to your entire Municode team,
 - Access to your project managers,
 - The ability to submit a support ticket during working hours with an expected (no greater than) 30 minute response time,
 - The ability to call our support line during working hours where real people answer the phones and help you,
 - Full training before going live, and again contact with me should you need help down the road,
 - And an entire video library that corresponds with all of the creation tools available in the content management system of the site.
- Bottom line,
 - Municode puts you on the path for optimal efficiency,
 - Minimized cost,
 - Greatest flexibility to create the solutions that you want and need,
 - And incredible customer support.

I hope this helps. I look forward to following up with you on Friday and any of the next steps along the way to assist your efforts.

Thank you again,

Gregg



**Watch what the
Circle of Governance
can do for you!**

- ★ Meeting Management
- ★ Self-Publishing Software
- ★ Website Design
- ★ Document Archival Tool
- ★ Policies & Procedures
- ★ Codification Services

Gregg Huggins, Account Executive

Cell: 901-574-0158 | Office: 850-692-7068 | ghuggins@municode.com

Client Support

Website: websupport@municode.com | Phone: 503.675.5121

Meeting & Agenda: meetingssupport@municode.com | Phone: 971.286.7300

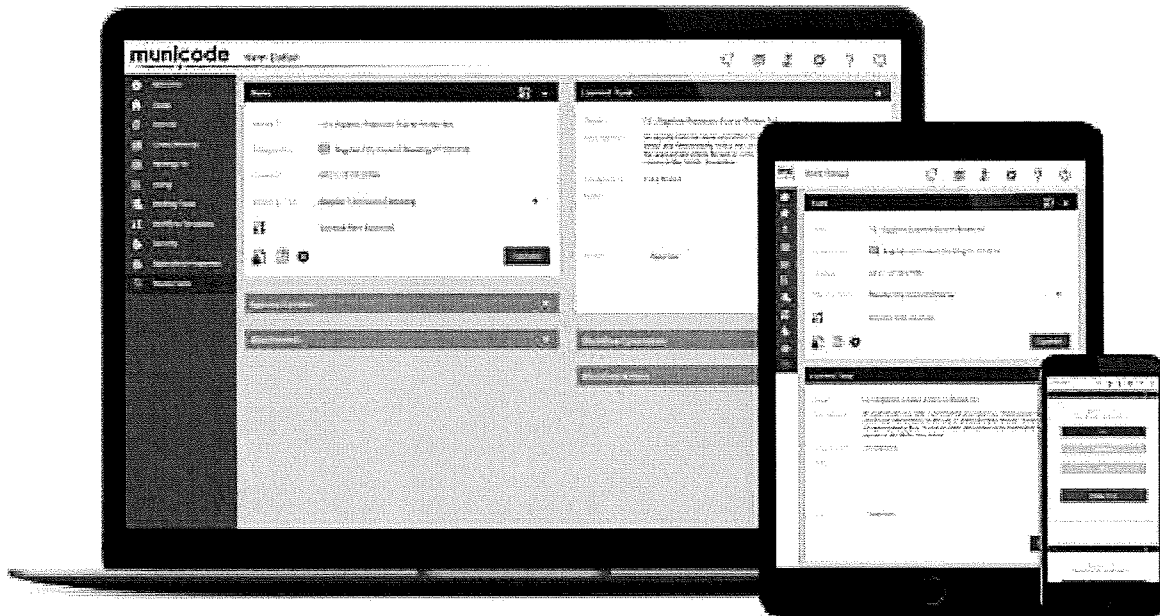
municode



Municode COVID-19 Resources

MEETING & AGENDA MANAGEMENT

Quote: Northfield Township, Michigan



municode

★

CONNECTING YOU & YOUR COMMUNITY



Gregg Huggins

PO Box 2235 Tallahassee, FL 32316
850-692-7068 ghuggins@municode.com

INTRODUCTION LETTER

November 9, 2020

Dear Selection Team:

Thank you for the opportunity to present Northfield Township with our quote for online meeting and agenda management services. Our Municode Meetings solution will streamline your process to create, approve and post meeting agendas and minutes.

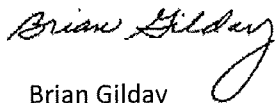
Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties, and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, Municode Meetings is simple and straight-forward, yet robust enough to satisfy the needs of our largest municipalities.

Our ongoing Circle of Governance initiative to strengthen democracy includes seamless integrations that connect Municode Meetings with our suite of online municipal solutions including ordinance integration (Municode NEXT) and website integration (Municode Meetings).

Municode Meetings allows clerks to mark ordinance agenda items as 'approved' within Municode Meetings and have them auto scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances. In addition, meetings auto-post to your Municode Web website calendar. These integrations include unified search and cross-links across each platform.

We are thrilled at the opportunity to partner with you on such an important initiative.

Sincerely,



Brian Gilday

President, Website/Meetings Division

MUNICODE MEETINGS FEATURES

Base

- ★ Unlimited Meetings
- ★ Unlimited Meeting Agenda Templates
- ★ Unlimited Users
- ★ Create Meetings
- ★ Submit/Add Agenda Items
- ★ Attach agenda item files
- ★ Create Agendas
- ★ Create Agenda Packets
- ★ Approve Items with Approval Workflow
- ★ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes
- ★ Create Meeting Minutes
- ★ Public In-Meeting Display (presentation screen to display current agenda item and voting results)
- ★ Voting Support (verbal vote, vote by show of hands, or legislator-initiated voting via tablet/iPad/laptop)
- ★ Roll Call
- ★ Self-service video time stamping – you can add timestamps of your meeting agenda items to your meeting videos
- ★ Integration with Municode Web website (meetings/calendar/search integration)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support
- ★ Up to 3 hours of webinar refresher training per year

Optional

- ★ Video Time Stamping Service
- ★ Municode Portal
- ★ Board Management

SERVICE AND SUPPORT

🏆 Guaranteed Uptime

We will guarantee service uptime of 99.95%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

🏠 24x7 Customer support:

We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

🔒 Security upgrades:

We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

🛡️ Site Monitoring and Site Recovery:

Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

PORTAL FEATURES (OPTIONAL)

Base

- ★ Public Meetings Portal
- ★ ADA Compliant HTML/CSS (WCAG 2.1 AA)
- ★ Custom header with logo, choice of colors, and customizable menu links
- ★ Best-in-class Search Engine (indexes the contents of PDF agendas and minutes)
- ★ Meeting calendar
- ★ Video integrations (Vimeo, YouTube, Suite One Media, Cablecast, custom 3rd party video providers)
- ★ Ability to create meetings and upload PDF agendas/minutes
- ★ Circle of Governance integrations (Municode Meetings, Municode Next)
- ★ 99.95% up-time guarantee, telephone support 8AM-8PM Eastern
- ★ Email support with one-hour response time during working hours
- ★ Emergency 24x7 support

Optional

- ★ Auto-import historical Meeting files (Agendas, Minutes) and search indexing
- ★ Email Notifications
- ★ Board Management

BOARD MANAGEMENT FEATURES (OPTIONAL)*

Base

- ★ Unlimited boards and committees
- ★ Manage term start/stop dates
- ★ Export member data
- ★ Online board application form
- ★ Board member approvals
- ★ Term Expiration Report
- ★ Term Expiration Email Notifications
- ★ Auto-expiration option for expiring terms
- ★ Public web page for each board/committee
- ★ Create custom links/buttons on each board page
- ★ Custom web header (logo/colors)
- ★ Free integration with Municode Meetings

* Note: Board Management requires a Municode Website or the Municode Portal

PRICING

Municode Meetings Annual Subscription

\$3,800 per year

One-time Project Setup

no charge

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

Additional Options

☐ Video Time Stamping Service

\$2,520 per year

- Municode will bookmark/timestamp up to 36 meetings per year

☐ Portal

\$1,000 per year

- Includes all Portal base features
- Additional options

☐ Board Management

\$1,000 per year

☐ Email notifications (on demand + weekly digest)

\$600 per year

☐ Import historical PDF agendas/minutes (up to 10 years)

\$1,500 one-time

PAYMENT SCHEDULE

- Ninety (90) days after signed contract 100% of annual subscription fee and annually thereafter

Notes

- No long-term commitments required. We will earn your trust. You may cancel service at any time.
- Guaranteed pricing. Hosting and Support fees will not increase for first three years.
- Annual hosting and support fees starting year four will increase according to the previous year-ending *Consumer Price Index (CPI) for All Urban Consumers*.
- Payment schedule will be adjusted accordingly based on selected optional features.

SERVICES AGREEMENT

This agreement ("AGREEMENT") is entered between Northfield Township, Michigan ("CLIENT") and Municipal Code Corporation ("CONSULTANT").

1. Term of AGREEMENT. This AGREEMENT shall commence effective the date signed by the CLIENT. It shall automatically renew annually. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice.

2. Compensation. It is understood and agreed by and between the parties hereto, that the CLIENT shall pay the CONSULTANT for services based on the payment schedule provided as set forth in the section marked "Payment Schedule". Payment will be made to CONSULTANT within thirty (30) days of the receipt of approved invoices for services rendered.

3. Scope of Services. CONSULTANT's services under this AGREEMENT shall consist of services as detailed in the attached proposal including appendices ("SERVICES"). SERVICES may be amended or modified upon the mutual written AGREEMENT of the parties.

4. Integration. This AGREEMENT, along with the SERVICES to be performed contain the entire agreement between and among the parties, integrate all the terms and conditions mentioned herein or incidental hereto, and supersede all prior written or oral discussions or agreements between the parties or their predecessors-in-interest with respect to all or any part of the subject matter hereof.

5. Warranty. CONSULTANT warrants that any services provided hereunder will be performed in a professional and workmanlike manner and the functionality of the services will not be materially decreased during the term.

6. Liability. CONSULTANT's total liability arising out of any acts, omissions, errors, events, or default of CONSULTANT and/or any of its employees or contractors shall be limited by the provisions of the AGREEMENT and further limited to a maximum amount equal to the fees received by CONSULTANT from CLIENT under this AGREEMENT.

7. Termination. This AGREEMENT shall terminate upon the CLIENT's providing CONSULTANT with sixty (60) days' advance written notice. In the event the AGREEMENT is terminated by the CLIENT's issuance of said written notice of intent to terminate, the CONSULTANT shall pay CLIENT a pro-rated refund of any prepaid service fees (for the period from the date of the termination through to the end of the term). If, however, CONSULTANT has substantially or materially breached the standards and terms of this AGREEMENT, the CLIENT shall have any remedy or right of set-off available at law and equity.

8. Independent Contractor. CONSULTANT is an independent contractor. Notwithstanding any provision appearing in this AGREEMENT, all personnel assigned by CONSULTANT to perform services under the terms of this AGREEMENT shall be employees or agents of CONSULTANT for all purposes. CONSULTANT shall make no representation that it is the employee of the CLIENT for any purposes.

9. Confidentiality. (a) Confidential Information. For purposes of this AGREEMENT, the term "Confidential Information" means all information that is not generally known by the public and that: is obtained by CONSULTANT from CLIENT, or that is learned, discovered, developed, conceived, originated, or prepared by CONSULTANT during the process of performing this AGREEMENT, and relates directly to the business or assets of CLIENT. The term "Confidential Information" shall include, but shall not be limited to: inventions, discoveries, trade secrets, and know-how; computer software code, designs, routines, algorithms, and structures; product information; research and development information; lists of clients and other information relating thereto; financial data and information; business plans and processes; and any other information of CLIENT that CLIENT informs CONSULTANT, or that CONSULTANT should know by virtue of its position, is to be kept confidential.

(b) **Obligation of Confidentiality.** During the term of this AGREEMENT, and always thereafter, CONSULTANT agrees that it will not disclose to others, use for its own benefit or for the benefit of anyone other than CLIENT, or otherwise appropriate or copy, any Confidential Information except as required in the performance of its obligations to CLIENT hereunder. The obligations of CONSULTANT under this paragraph shall not apply to any information that becomes public knowledge through no fault of CONSULTANT.

10. Assignment. Neither party may assign or subcontract its rights or obligations under this AGREEMENT without prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this AGREEMENT in its entirety, without consent of the other party, in connection with a merger, acquisition, corporate reorganization, or sale of its assets.

11. Cooperative Purchasing. CONSULTANT and CLIENT agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without CONSULTANT or CLIENT incurring any financial or legal liability for such purchases.

12. Governing Law. This AGREEMENT shall be governed and construed in accordance with the laws of the State of Michigan without resort to any jurisdiction's conflicts of law, rules, or doctrines.

Submitted by:

Municipal Code Corporation

By: Brian Gilday

Title: Brian Gilday - President, Website Division

Accepted by:

By: _____

Title: _____

Date: _____

Northfield Township - Michigan

Memorandum

DATE: November 18, 2020
TO: Northfield Township Board of Trustees
FROM: Ken Dignan, Township Supervisor
SUBJECT: NT Agenda Request Form/Cover Sheet

In order to improve the process of the Agenda creation. I have been working on the agenda request form to define things more clearly ensure appropriate backup documentation for any items that either the staff, elected officials, appointed officials, or the public wish to request be on future agendas.

A handwritten signature in black ink, appearing to read "Ken Dignan", followed by a small mark that looks like "TD".

NORTHFIELD TOWNSHIP, MI
AGENDA ITEM REQUEST FORM

For Township Use Only:

Received on: ____/____/2020

Date of request: _____

By: _____

Request forms must be **complete** and received by the Township no later than 4:00 p.m. on the Tuesday of the week prior to a Regular Board meeting to be considered for placement on the next meeting's agenda. The item may be placed on workshop or special board meeting if deemed appropriate by the Township Supervisor.n. Only completed request forms are considered for placement on the agenda. Regular Township Board meetings are held on the second and fourth Tuesday of each month at 7 p.m.

Requestor: _____

Citizens Address: _____

Phone _____ text? ☐ Yes ☐ No | E-mail: _____

ARE YOU A: ☐ Citizen ☐ Staff ☐ Elected Official ☐ Appointed Official

1. Item to be Considered: _____

2. Description/Background of Request: _____

3. Summary of the Action Being Sought: _____

4. Do you wish to present this item at the Board Meeting? ☐ Yes ☐ No

5. Has the Board acted on this item previously? ☐ Yes ☐ No When? _____

6. Does this item have a deadline? _____

7. Is there a Fiscal Impact? ☐ Yes ☐ No How much? _____

If Yes, were other alternatives considered? ☐ Yes ☐ No

Explain: _____

Recommended Action?

Supervisor _____
☐ Yes ☐ No

Manager _____
☐ Yes ☐ No

Public Safety _____
☐ Yes ☐ No

Planner _____
☐ Yes ☐ No

Attorney _____
☐ Yes ☐ No



PRESENTS

Twinkle The Town

Whitmore Lake

Winter Wonderland Drive

Tuesday, December 1st, 6:45p.m.

Start @ Whitmore Lake Elementary School
1077 Barker Rd

In partnership with Northfield Township Area Library, kick off your holidays with a holiday light tour around town. Pick up your map and holiday treats @ WLES and head over to NFTAL to wave to Santa and view their Winter Wonderland.

Enjoy the Holiday Season's beautiful outdoor lights, displayed by homeowners and businesses throughout Whitmore Lake.

If you'd like to be added to the map list of homes and businesses, please email:
whitmorelakepto@gmail.com



<https://www.facebook.com/wlpspto/>





Kiwaniis®
CLUB OF WHITMORE LAKE

FARM FRESH



Christmas Trees

Starting Saturday, November 28th

OPEN Fridays from 4:00 to 8:00 PM

**Saturdays AND Sundays
from 12:00 to 5:00 PM**

**Look for us at
75 Barker Road, Whitmore Lake**

**Michigan Grown • Freshly Cut
\$45.00 per Tree • 6 to 7 Foot Fraser Firs**

All proceeds go to support the Kiwanis 4th of July Parade.
Kiwaniis Foundation of Whitmore Lake is a 501c3 organization.