

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
July 19, 2017 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE**
- 8. PUBLIC HEARINGS:**
 - A. Proposed Zoning Ordinance Amendment – Open and Unroofed Terraces, Patios, and Porches
- 9. REPORTS OF COMMITTEES**
 - A. Board of Trustees**
 - B. ZBA**
 - C. Staff**
 - D. Planning Consultant**
 - E. Parks and Recreation**
- 10. UNFINISHED BUSINESS:**
 - A. Proposed Zoning Ordinance Amendment – Open and Unroofed Terraces, Patios, and Porches
 - B. Proposed Update to Zoning Ordinance – Sign Regulations
- 11. NEW BUSINESS:**
 - A. Discussion Ann Arbor Dog Training Club – CUP/Site Plan Public Ad approval
 - B. Discussion of Section 36-936(b) Powers and Duties of Board of Appeals
 - C. Zoning Administrator – Quarterly Report
- 12. APPROVAL OF PRECEDING MINUTES:** June 7, 2017 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – August 2, 2017
- 16. ADJOURNMENT**

This notice is posted in compliance with PA 267 Of 1976 as amended (open meetings act) MCLA 41.7 2A (2) (3) and the Americans with Disabilities Act. (ADA) Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734) 449-5000 seven days in advance.

NORTHFIELD TOWNSHIP PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

The Northfield Township Planning Commission will hold a public hearing at the request of Northfield Township 8350 Main Street, Whitmore Lake, MI 48189, to propose amending Zoning Ordinance – Section 36-98 g (1) – Exemptions from area, placement, and height regulations. The Planning Commission recommends the following: “The following structures may be located anywhere on any lot: ~~open and unroofed terraces, patios, porches and steps; awnings;~~ flag poles; hydrants; laundry drying equipment; trellises; recreation equipment; outdoor cooking equipment; at-grade sidewalks and private driveways; trees, plants; shrubs; and hedges; fences complying with standards within section 36-715; mailboxes; and light poles. Anything constructed, erected, placed or planted, or allowed to grow, shall conform to the provisions of section 36-98 (h)”.

The public hearing will be held on **Wednesday, July 19, 2017** at 7:00 p.m. on the second floor for the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, MI 48189. The proposed amendment is on file at the Northfield Township Building/Zoning Department, 8350 Main Street, Whitmore Lake, MI 48189, and may be reviewed Monday through Friday, 8:00 a.m. to 4:30 p.m. Written comments may be submitted to the Building/Zoning Department at the Township Hall (8350 Main St.) before 12:00 p.m. on the day of the meeting.

This notice is in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.7, 2A (2) (3) and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Offices at 743-449-2880 seven days in advance.

Kathy Manley – Northfield Township Clerk

Publish: Sunday, July 2, 2017

Newspaper: legalads@mlive.com

MEMO

TO: Northfield Township Planning Commission
FROM: Patrick Sloan, AICP, Senior Principal Planner
SUBJECT: Proposed Zoning Ordinance Amendments – Open and Unroofed Terraces, Patios, and Porches
DATE: June 1, 2017

At the May 3, 2017 Planning Commission meeting we discussed proposed changes to the type of structures that are exempt from area, placement, and height regulations in Sub-section 36-98(g)(1) of the Zoning Ordinance. Currently, open or unroofed terraces, patios, and porches are exempt from such regulations. However, the Zoning Ordinance requires structures *attached* to the home to also meet the minimum setbacks of the home. Additionally, terraces, patios, and porches that are *detached* from a home can have massing that should be subject to setback requirements. After discussing these issues at the May 3rd Planning Commission meeting, we recommend removing “open and unroofed terraces, patios, porches” and “awnings” from the list of exempted structures regardless of whether they are attached or detached from the principal building. With these recommended changes, Sub-section 36-98(g)(1) would read as follows:

(g) Exemptions from area, placement, and height regulations.

- (1)** The following structures may be located anywhere on any lot: ~~open and unroofed terraces, patios, porches and steps; awnings;~~ flag poles; hydrants; laundry drying equipment; trellises; recreation equipment; outdoor cooking equipment; at-grade sidewalks and private driveways; trees, plants, shrubs, and hedges; fences complying with standards within section 36-715; mailboxes; and light poles. Anything constructed, erected, placed, or planted, or allowed to grow, shall conform to the provisions of section 36-98(h).

MEMO

TO: Northfield Township Planning Commission
FROM: Patrick Sloan, AICP, Senior Principal Planner
SUBJECT: Proposed Zoning Ordinance Amendments – Signs
DATE: July 13, 2017

At the June 7, 2017 Planning Commission meeting we discussed several concerns with the sign regulations of the Northfield Township Zoning Ordinance, and proposed recommendations for making the regulations more clear and defensible.

We are currently in the process of preparing revisions to the sign regulations and we expect to have them completed by the end of the month. Therefore, we recommend putting this item on the first Planning Commission meeting in August.

If you have any questions or comments in the meantime, please let us know.

June 1, 2017

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

Subject: Proposed Update to Zoning Ordinance – Sign Regulations

Dear Planning Commissioners:

As a follow-up to our discussion from the March 28, 2017 Township Board Joint Session with the Planning Commission, and to our letter on this topic from March 31, 2017, we would like to provide you with more information regarding upcoming amendments to the Sign Regulations article of the Zoning Ordinance to make the regulations more content-neutral and user-friendly.

Background of Recent Legal Requirements

On June 18, 2015, the United States Supreme Court decided the case of *Reed v. Gilbert* and held the Town of Gilbert's sign ordinance unconstitutional because it violated the First Amendment. Additional details on this case are included in our letter from March 31, 2017. As a result, all communities in the United States must now review their sign ordinances to determine which regulations might be in conflict with the Court's ruling and how to legally amend any portions of the ordinance as necessary to comply.

The Court maintained that communities can still enact reasonable sign regulations in a content-neutral way. Three of the nine justices included a list of sign aspects that could be regulated in a content-neutral way:

- Size of signs.
- Locations in which signs may be placed.
- Distinguishing between freestanding signs and those attached to buildings.
- Lighted and unlighted signs.
- Distinguishing between signs with fixed messages and messages that change.
- Distinguishing between signs on private and public property.
- Distinguishing between signs on commercial and residential property.
- Distinguishing between on-premises and off-premises signs.
- Total number of signs allowed per mile of roadway.
- Time restrictions on signs advertising a one-time event.

The following includes recommendations for updating the sign regulations of the Zoning Ordinance based on the above findings. We recommend that the Planning Commission consider these recommendations and to add any items that should be addressed in the sign regulations update.

Purpose

The purpose statement should be more robust to clearly state the intent of the sign regulations. Also, the purpose statement is an ideal place within the ordinance to pronounce "the right to free speech as guaranteed in the First Amendment of the United States Constitution shall be protected" by the ordinance. In this regard, signs are intended as a medium of free speech, communication, and ideas.

Definitions

Definitions may be included with the other definitions or in the sign ordinance chapter. Currently, the sign definitions are listed at the beginning of the Zoning Ordinance with all of the other definitions. We recommend creating additional definitions to clarify the meaning of different sign types. Some of these may include projecting signs, banner signs, and window signs. Some of the existing definitions have content-based provisions that should be removed and refined. Finally, adding graphics to the definitions can clarify the meaning of the sign types or define certain aspects or dimensions of signs.

General Sign Regulations

The General Provisions section as currently written is largely content neutral. Regulations applicable to all signs of a given type in all zoning districts should be located in this section. Regulations that are dependent on the zoning district should be located later in the ordinance. The Township may want to consider adding general provisions for sign illumination, maintenance for keeping signs in good repair, or other similar standards.

Communities should include additional review standards for appeals from the sign regulations. While applicants must meet the general variance standards to obtain a variance from the Zoning Board of Appeals, there are additional standards unique to signs that should also be included.

Signs Permitted in All Zoning Districts

All regulations in this section currently have content-based elements. Regulations that are content-neutral can be reused as part of the exempt signs section or other parts of the ordinance.

Signs Permitted in Recreation-Conservation and Agricultural Districts, Signs Permitted in Residential Districts, and Signs Permitted in Business and Industrial Districts

The regulations in these sections include content-based elements. Regulations that are content-neutral can be reused in other parts of the ordinance, or as part of a reorganization of each section that clearly creates regulations for permitted signs by district by sign type, not by content.

Billboards

There are no major content issues with the current Zoning Ordinance language.

Signs for Automobile Service Stations

These are speaker-based regulations that also include content-based regulations. Therefore, this should be regulated by district and structure type (i.e., uses in a non-residential district that have a lawful canopy may have signage on that canopy).

Electronic Message Signs

There are no major content issues with the current Zoning Ordinance language.

Exemptions

Minimizing exemptions from the sign ordinance is generally recommended, and there are relatively few in the Zoning Ordinance. Some recommended changes include the following:

- Content-based parts of these provisions should be removed. This includes the temporary signs for specific organizations or events, temporary real estate signs, political campaign signs, and

national, state, municipal, and university flags. These could be separated into temporary commercial sign and temporary non-commercial signs.

- Any provisions that reference content should clarify why these provisions are in the interest of the safety or welfare of the general public. For example, signs directing traffic movement are for the protection of public safety.
- Other signs may be added to this section, such as address numbers or nameplates, where the signs have a compelling government interest requiring their exemption.

Prohibited Signs

There are no major content issues with the current Zoning Ordinance language.

Illumination

The regulations refer to allowing the use of lights or decorations related to religious and patriotic festivities. These are event-based regulations that may need to be removed to allow lights and decorations all the time or only a certain number of days in a calendar year. Several communities have allowed lights as decorations, and some have specifically defined these lights as not being signs. This section, along with the definitions, may need to be clarified to distinguish a decoration from other types of illumination (i.e. window outline tubing), and to ensure general illumination standards such as light intensity and flashing apply to decorations as well as signs.

Computation of Surface Area

There are no major content issues with the current Zoning Ordinance language. Adding graphics could help readers understand the language in this section, especially for finding the area of signs with odd shapes.

Removal

The regulation states that a sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises. This could be considered content-based, though signs of this nature are often referred to as “abandoned signs.” The language could be changed to state that a sign cannot be the primary use on the property, or that a sign may not be located on a parcel without a building, or something similar, and it could potentially be moved to a different part of the ordinance.

Nonconforming Signs

There are no major content issues with the current Zoning Ordinance language.

Responsibilities for Signs – Registry

There are generally no major content issues with the current Zoning Ordinance language, besides a specific reference to the “advertiser” of the sign. This portion of the ordinance could be changed without changing its general structure.

We look forward to discussing the sign regulations article with you at an upcoming Planning Commission meeting. Please let us know if you have any questions.

Respectfully submitted,

McKENNA ASSOCIATES



Patrick J. Sloan, AICP
Senior Principal Planner



Stephen Hannon
Assistant Planner

cc: Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk

NORTHFIELD TOWNSHIP

VIDYA - Zoning Admin. MICHIGAN

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: www.twp-northfield.org

ZONING COMPLIANCE APPLICATION / CERTIFICATION

Zoning Compliance is required prior to new construction, alterations to an existing structure, or change of use.

This application must be accompanied by two (2) copies of scaled site plans meeting the information requirements of the Zoning administrator. Plans must be dated (mo., day, yr.), including revisions, notate scale, and include a directional 'North' arrow.

Proposed and existing structures must be included in plans. For non-residential uses in any zoning district, all buildings and structures, utilities, parking area, dumpsters, landscaping, sidewalks, paved drives, fences, sign locations, etc. must be clearly visible on plans.

Site plans must also list the name, address, and parcel number of the property being reviewed on the Zoning Application.

Applications for zoning compliance certificates shall be deemed abandoned (6) months after the date of filing unless diligently pursued or a building permit or certificate of occupancy is issued. Any certificate shall become invalid if the authorized work is suspended or abandoned for a period of six (6) months after commencement of work.

PROJECT NAME: ANN ARBOR DOG TRAINING CLUB

PROJECT ADDRESS: 1575 E. NORTH TERRITORIAL

PARCEL ID(S): 02-21-300-017

IS THIS PROPERTY IN A FLOOD PLAIN: ☐ Yes ☒ No

Applicant Information:

Proprietor/Owner Information:

Name: VANSTON/D'BAIGH INC

Name: ANN ARBOR DOG TRAINING

Address: 2375 Bishop CR West

Address: 1575 E. NORTH TERRITORIAL

Phone: 734-424-0661

Phone: 734-

Email: DAVID.HUGHES@VANSTON.COM

Email: MARYW@AOL.COM

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

Proof of Ownership Attached: ☐

Non-Owner Affidavit Attached: ☒

If applicant is not the owner, describe applicants interest in the property: PLANNER, ENGINEER + CONTRACTOR

PROPERTY DESCRIPTION

Description of Proposed Use: DOG OBEDIENCE + AGILITY TRAINING

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

Zoning Classification(s):

AR LR MR MHP SR1 SR2 LC HC GC GI RTM ES PUD PSC RC RO WLD-____ W.L./N.T. Overlay OTHER: _____

Type of Construction/Alteration: 18,000 SF NEW BUILDING - SEE PLANS

Project Start Date: ASAP

Project Completion Date: ASAP

AUTHORIZED SIGNATURE

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

I hereby acknowledge the above facts and those on the attached site sketch and prints to be true to the best of my knowledge and state that said construction and/or occupancy of the structure and/or site shall occur in accordance with this certificate. Further, I agree to give permission for officials of Northfield Township, Washtenaw County and the State of Michigan to enter the property for the purposes of inspection.

David Hughes
Applicant(s) Signature

06/09/16
Date

RECEIVED
JUN 09 2016
NORTHFIELD TOWNSHIP

FOR OFFICE USE ONLY

Received Date:

Paid Date:

PAID

JUN 09 2016

NORTHFIELD TOWNSHIP TREASURER

Existing Legal Non-Conformities:

☐ Yes ☐ No

If yes, explain below:

ZONING COMPLIANCE CERTIFICATE:

☐ Approved: Date _____

☐ Denied: Date _____

☒ Approved As Noted: Date 12/12/16

☒ Conditional Use Required

☒ Site Plan Approval Required

COMMENTS: SEE ATTACHED COMMENT SHEET. SITE PLAN & CONDITIONAL USE APPROVAL WILL BE REQUIRED.

* ORIGINAL APPLICATION WAS PUT ON HOLD PENDING PC CONSIDERATION OF ZONING TEXT AMENDMENT IN THE GI DISTRICT *

Vidy...
Zoning Administrator Signature

Date 12/12/16

AREA OF CONCERN

Landscaping:

	Complies	Does Not Comply	N/A
1 Greenbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Parking lot islands, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Site Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Foundation Planting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Dumpster Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Comments:			

Signs:

7 Number of Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Size and area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Comments:			

Comments:

Engineering:

Utilities:

☐ Connection fee's paid

Fire Chief:

☐ Inspection Complete

Access:

Other Conditions of Approval:

Additional Comments:

1575 E. North Territorial Road

Applicant: Ann Arbor Dog Training Club
Request: To operate a dog training facility
Zoning: GI (General Industrial)
Action: **Approved with conditions** (see comments below)

Comments:

The applicant has described the proposed use as a dog training facility conducting classes in obedience and agility training. The GI district was recently amended to allow kennels as a conditional land use. The applicant has stated that the proposed use while dealing with dogs, is not a kennel as it does not offer and boarding, breeding or care of dogs and pets, as defined by the Zoning Ordinance for 'kennels'.

Since the ordinance does not recognize or list dog training clubs as a separate use, it has been reviewed for similarities to another use category. Based on such a review, the proposed use is deemed to be permissible in the GI district as a conditional use, under the provisions of Section 36-533 (8) "other similar uses".

The proposed use will require the submission of a detailed site plan in compliance with ordinance standards, and will be reviewed for site plan and conditional use approval by the Planning Commission and Township Board of Trustees. Such submission must be accompanied by a detailed narrative from the applicant setting forth the similarities and differences between a kennel use and the dog training club, in order to enable the Planning Commission to make a determination that the use is similar, but not identical.

Zoning Administrator
12-12-16

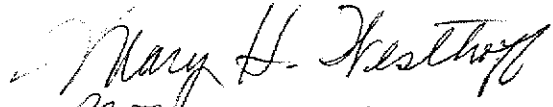
June 6, 2016

To Whom It May Concern:

Re: Letter of Authorization
Ann Arbor Dog Training Club
1575 E North Territorial Road
Whitmore Lake, MI 48189

Dear Sir/Madam:

I/we hereby authorize David Hughes of Vanston O'Brien, Inc. to act as agent in my/our behalf in all matters related to application and acquisition of Permits and Approvals from all governing agencies as may be required for the construction and use of all proposed improvements to 1575 E North Territorial Road Whitmore Lake, MI. Said permits and approvals shall may include, but not necessarily limited to Rezoning Approvals; Variance Approvals; Site Plan Approvals; Building Permits, Soil Erosion and Grading Permits


PRESIDENT AADTC

RECEIVED

MAR 13 2017

NORTHFIELD TOWNSHIP
MICHIGAN

NORTHFIELD TOWNSHIP

8350 Main Street • Whitmore Lake, Michigan 48189-0576

Telephone: (734) 449-2880 • Building Dept. (734) 449-5000 • Fax: (734) 449-0123 • Web Site: www.twp-northfield.org

CONDITIONAL USE APPLICATION FORM

PROJECT NAME: <u>INDOOR Dog TRAINING FACILITY</u>	
PROJECT ADDRESS: <u>1575 E. NORTH TERRITORIAL</u>	
PARCEL ID(S): <u>02-21-300-017</u>	DEVELOPMENT NAME: <u>AADTC ARENA</u>
Applicant Information:	Owner Information:
Name: <u>VANSTON/O'BRIEN INC</u>	Name: <u>ANN ARBOR Dog TRAINING CLUB</u>
Address: <u>2375 Bishop CR WEST</u>	Address: <u>1575 E. NORTH TERRITORIAL</u>
Phone: <u>734-424-0661 7342609320</u>	Phone: <u>734 995-2801</u>
Email: <u>DAVID.HUGHES@VANSTON.COM</u>	Email: <u>MARYHW@AOL.COM</u>
If application is made by anyone other than the owner in fee, it shall be accompanied by a duly verified affidavit of the owner or agent thereof that the application and the proposed work or operation is authorized by the owner in fee. If the owner or lessee is a corporate body, the full name and address of the responsible officers shall also be provided.	
Proof of Ownership Attached: <input checked="" type="checkbox"/>	Non-Owner Affidavit Attached: <input checked="" type="checkbox"/>
If applicant is not the owner, describe applicants interest in the property: <u>SITE PLANNER</u>	
<u>ENGINEER AND DESIGN-BUILD GENERAL CONTRACTOR</u>	
PROPERTY DESCRIPTION	
Description of Proposed Use: <u>INDOOR Dog Obedience AND Agility TRAINING</u>	
<u>SEE ATTACHED NARRATIVE FROM OWNER</u>	
Conditional Use is Sought Under what section of the Northfield Township Zoning Ordinance: <u>36.714</u>	
Zoning Classification(s):	
AR LR MR MHP SR1 SR2 LC HC GC <u>(LI)</u> GI RTM ES PUD PSC RC RO WLD-___ W.L./N.T. Overlay OTHER:___	
AN APPLICATION FOR CONDITIONAL USE MUST CONTAIN THE FOLLOWING INFORMATION:	
<input checked="" type="checkbox"/> Proof of Ownership <input type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Scaled and accurate survey drawings, with existing buildings, drives, and improvements. <input checked="" type="checkbox"/> A site plan, meeting the requirements of a preliminary site plan, as set forth in Section 64.03, herein.	
AUTHORIZED SIGNATURE	
I have read the attached provisions of the Northfield Zoning Ordinance in regards to Article 63.0, Conditional Use and understand a public hearing will be established within sixty-five (65) days of the filing date.	
Applicant(s) Signature: <u>David Hughes</u>	Date: <u>03/16/17</u>
Comments: _____	

3/24/17 Mailed to Secord
3/21/17 Mailed to Patrick

DETERMINATION

The Northfield Township Planning Commission has reviewed the particular circumstances of the above proposed use relative to Section 63.0 Conditional Uses; and **Approved / Disapproved** same on _____, 20_____.

Conditions imposed on the conditional use of the above described property are as follows: _____

BREACH OF SUCH CONDITIONS SHALL AUTOMATICALLY INVALIDATE THIS PERMIT.

Chair, Planning Commission

Date

Secretary, Planning Commission

Date

APPLICANT DETERMINATION AGREEMENT

I/We _____ applicant(s) for this Conditional Use permit hereby agree to comply with the above imposed conditions as specified by the Northfield Township Ordinance and the Planning Commission of Northfield Township.

Applicant

Date

Applicant

Date

Ann Arbor Dog Training Club (AADTC)

The AADTC is one of the oldest dog training clubs in in Southeastern Michigan. AADTC was formed in 1967 as an educational not for profit club to provide a wide range of training disciplines for dogs of all ages.

The AADTC meets the definition of clubs in the Northfield Township zoning definitions.

Club or fraternal organization means an organization of persons for special purposes or for the promulgation of sports, arts, science, agriculture, literature, politics, or similar activities, but not operated for profit or to espouse beliefs or further activity that is not in conformance with the constitution of the United States or any laws or ordinances. The facilities owned or used by such organization may be referred to as a "club" in this chapter.

In our approved zoning compliance application as (8) "other similar uses" the club was asked to provide similarities and differences between a "kennel" and the dog training club.

Kennel, commercial, means any building and/or land used, designed, or arranged for the boarding, breeding, or care of dogs, cats, pets, fowl, or other domestic animals for profit, but shall not include those animals raised for agricultural purposes. (Also see [section 36-714.](#))

Kennel, private, means any building and/or land used, designed, or arranged for the boarding, breeding, or care of dogs, cats, pets, fowl, or other domestic animals belonging to the owner thereof and kept for purposes of show, hunting, or as pets, but not to include riding stables; provided that no more than three such animals six months old or older are kept on the premises, either permanently or temporarily. The keeping of such animals shall be strictly incidental to the principal use of the premises and shall not be for purposes of remuneration or sale. (Also see [section 36-714.](#))

Similarities	Differences
The AADTC does	The AADTC does not
Care for dogs through Training	Board dog
Dog related	Breed dogs
	No dogs live on the property

The AADTC offers classes in puppy socialization, agility, rally, and obedience, (household and competitive) tracking and nose work. Our classes run year round. There are classes running at various times from 9am to 9pm. Each class has a size limit so each owner/handler gets appropriate time.

We also host agility, obedience and breed trials on a regular basis. These are held on weekends.

All dogs come and go on leash with their owner/handler. Dogs are under supervision.

The club wants to build a state of the art facility to continue the training classes and allow the club to host indoor trials and continue to serve the community in SE Michigan.

July 10, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

**Subject: Ann Arbor Dog Training Club at 1575 E. North Territorial Road
Conditional Use Review #1; Plans dated June, 5, 2017 and received by McKenna on June 30, 2017**

Dear Planning Commissioners:

We have reviewed the proposed application for conditional use approval submitted by the Ann Arbor Dog Training Club (AADTC) to construct a new building on its parcel located at 1575 E. North Territorial Road (Parcel ID#: B-02-21-300-017). A new building will allow the club to enhance the service offerings to customers from around southeast Michigan. This parcel is located on the north side of E. North Territorial Road, about one mile east of the interchange with US-23.

The site is zoned as General Industrial (GI). The most similar use to the dog training club is a kennel. In the GI district, both kennels (Section 36-533(10)) and other similar uses (Section 36-533(8)) are permitted subject to obtaining a conditional use permit. The dog training club provides care for dogs through training, but otherwise does not board dogs, breed dogs, or allow dogs to live on the property. Our review of the site plan is in a separate letter.

Site Photo: 1575 E. North Territorial Road (Source: Google Maps 2017; site boundary is approximate)



CONDITIONAL USE COMMENTS

Conditional use approval of kennels and other similar uses is subject to the general discretionary standards in Section 36-838 (General Conditional Use Approval Requirements) of the Zoning Ordinance, which is applicable to all conditional uses. Our comments are provided below. For conditional use approval to be granted, the Planning Commission and Township Board must find that the proposed use satisfies the following general criteria:

1. ***Will be harmonious with and in accordance with the general objectives, intent and purpose of this chapter.*** The application includes a description of the use. The AADTC provides a variety of classes running year round and at various times from 9am to 9pm. The AADTC also hosts agility, obedience, and breed trials on weekends on a regular basis. Each class has a size limit, effectively limiting how many people are on the site at one time. The stated purpose of the GI zoning district is to provide the location and space for all manner of industrial uses, wholesale commercial and industrial storage facilities and to restrict the intrusion of nonrelated uses, such as residential, retail business, and commercial. There are other sites zoned GI next to this site including Advanced Disposal and Rheteck. The proposal is for an expansion of the existing use by constructing an 18,000-sq. ft. building on the south side of the parking lot. No additional use changes are proposed. Expansion of the existing use is consistent with the character of the GI district, given the difference of this use from the typical commercial establishment that would be incompatible in the district. Therefore, the proposed use expansion is harmonious with and in accordance with the general objectives, intent, and purpose of this chapter.
2. ***Will be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.*** There are proposed building elevations included with the site plan. The proposed building will have metal exterior siding, similar to several other industrial buildings in the vicinity. Existing landscaping and undeveloped land separate the building from North Territorial Road and adjacent lots.

To fulfill this standard, there are two (2) items that must be addressed by the applicant:

- A. **Parking Lot Surface.** Section 36-762(b)(3) of the Zoning Ordinance requires the parking lot to be an asphalt or concrete surface. The current surface of the parking lot is gravel. It is difficult to determine on the plans whether there are any changes to the boundaries of the parking lot. If there are no changes to the parking lot boundaries, the surface could remain as a legal nonconformity as long as there are no changes. However, if there are changes to the parking lot boundaries proposed, then the applicant must apply to the Board of Zoning Appeals for a variance.
- B. **Building Setbacks.** Section 36-714(2) of the Zoning Ordinance requires buildings in which animals are kept, animal runs, and exercise areas to be located 200 feet from any side or rear lot line. Although the existing buildings and outside animal areas are less than 200 feet from the side and rear lot lines, these are existing nonconformities that may continue as long as there are no changes them. The proposed building is less than 200 feet from the side lot line to the east. The applicant must move this building westward to meet the 200-foot setback requirement or obtain a variance from the Board of Zoning Appeals.

We will defer additional comment on this standard until the plans are redesigned or if the Board of Zoning Appeals grants variances.

3. *Will be compatible with the natural environment and existing and future uses in the vicinity.*

The site is bordered by Advanced Disposal on the west, single-family homes on the east, an agricultural site on the north, and vacant land zoned GI on the south. While the proposed use is generally compatible with the existing and anticipated future land uses of the vicinity, the proposed building and outdoor activity areas are less than the required 200 feet from the eastern lot line. Although there is extensive landscaping located on the site as it currently exists, and the proposed landscaping plan is shown on Sheet C-4 of the site plan, only the Board of Zoning Appeals can grant a variance from the 200-foot setback requirement. Therefore, we will defer additional comment on this standard until the plans are redesigned or if the Board of Zoning Appeals grants a variance.

4. *Will be compatible with the Township land use development plan.* The site has a Future Land Use designation of I – Industrial, and the Zoning Plan of the Master Plan supports the current GI zoning of the site. The intent of the Industrial Future Land Use designation is to provide locations for any industrial operations to help manage their potential negative impacts including noise, odor, traffic, and outdoor storage of materials. The site is proposed to remain zoned as GI, which is appropriate for any potential future use that may be located on the site, including the uses listed in the Master Plan. The site does not propose any outdoor storage of materials and will not result in any adverse impacts such as noise, odor, or traffic. Thus, the site is compatible with the Master Plan. While there may be some future concerns regarding the compatibility of AADTC and an adjacent industrial use, typically the AADTC will be compatible with most adjacent industrial land uses.

5. *Will be or can be served adequately by essential public facilities and services.* Primary access to the site is via North Territorial Road, a County Primary road. The Master Plan classifies N. Territorial as a Minor Arterial Road, which is intended to funnel traffic to arterial roads, like US-23. Access to US-23 is available about one mile west of the site. Therefore, the site is accessible for emergency vehicles. The site is served by well and septic, and new septic tanks and fields are proposed. No major changes are proposed for the day-to-day scale of operations on the site, so the demand for public facilities is likely to be the same as current demand. We defer to the Township Police and Fire Department for additional comments regarding the anticipated demand for their services.

6. *Will not be hazardous or disturbing to existing or future neighboring uses.* The zoning of adjacent lots include GI to the east (single-family homes), south (vacant), and west (Advanced Disposal), and AR Agriculture to the north (agricultural uses). We are concerned with the compatibility of the current single-family residential use to the east (even though it is zoned GI) and the AR-zoned lot to the north that could potentially have single-family residences someday. While the landscaping and lack of outdoor storage help to make the site compatible with the neighboring sites to the north and east, our accompanying Site Plan Review letter requests additional information about the existing trees on the site. Regardless of the final setbacks and

landscaping, the site must meet the requirements of the Northfield Township Noise Control Ordinance (Chapter 10, Article IV of the Code of Ordinances). We will defer additional comment on this standard until the plans include the required information for existing trees.

7. Will not create excessive additional requirements at public cost for public facilities and services.

The expansion of the Ann Arbor Dog Club's use is not expected create any excessive additional requirements at public cost for public facilities and services.

RECOMMENDATION

The proposed use meets many of the Conditional Use standards of the Zoning Ordinance. However, as we noted in this letter and our accompanying Site Plan Review letter, additional details are required about any proposed changes to the parking lot, the proximity of the proposed building to the eastern lot line, and the screening on the north and east sides of the site. When these items are addressed, we will make a final recommendation on the Conditional Use permit.

We look forward to reviewing these findings with you. If you have any questions about this report, please contact us.

Respectfully submitted,

McKENNA ASSOCIATES



Patrick Sloan, AICP
Senior Principal Planner



Stephen Hannon
Assistant Planner

cc: Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk
William Wagner, Township Public Safety Director
Kurt Weiland, Township Building Official
Marcus McNamara, P.E., Township Engineer, OHM
Vidya Krishnan, Senior Planner, McKenna Associates
David Hughes, Vanston/O'Brien, Inc., david.hughes@vanston.com
Ann Arbor Dog Club, maryhw@aol.com

RECEIVED

PAID

MAR 22 2017

MAR 22 2017

Application # _____

NORTHFIELD TOWNSHIP
TREASURER

NORTHFIELD TOWNSHIP

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW APPLICATION

PROJECT NAME: Ann Arbor Dog Training Club

PROJECT ADDRESS: 1575 E. North Territorial

Applicant Information:

Name: Vanston/O'Brien Inc.

Address: 2375 Bishop Circle Dexter

Phone: 734-424-0661

Email: David.hughes@vanston.com

Owner Information:

Name: Ann Arbor Dog Training

Address: 1575 E. North Territorial

Phone: 734-995-2801

Email: maryw@aol.com

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

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

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

Planner, Engineer & Contractor

PROPERTY DESCRIPTION

Legal Description: ☐ Attached ☒ On Site Plan

Parcel ID(s): 02-21-300-017

Description of Proposed Use: Dog Obedience and Agility Training Facility

Total Acreage of Site:

6.26 ac.

Total Floor Area:

Existing: 10,480 SF

Proposed: 18,000 SF

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

1-story 25'

Sanitary Facilities: ☐ Sewer ☒ SepticWater: ☐ Municipal ☒ Private Well

Zoning Classification(s):

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

SITE PLAN REVIEW OPTIONS

Administrative Site Plan Review:

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

Site Plan Review:

- ☒ New Construction
- ☐ Building Addition

Development Plan Review:

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

Amendment to Approved Site Plan or Development Plan:

- ☐ Site Plan
- ☐ Development Plan

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

Mailed to Jacob 3/24/17
Mailed to Rebecca 3-23-17

Application # _____

AUTHORIZED SIGNATURE

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

Applicant's Signature: David Hughes Date: 3/22/17

FOR OFFICE USE ONLY

Application Received Date: _____

Planning Commission Received Date: _____

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

Expiration Date: _____

Fee Received: ☐ Cash ☐ Check # _____

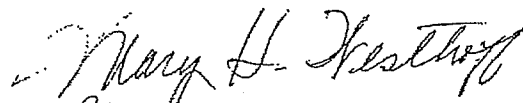
June 6, 2016

To Whom It May Concern:

Re: Letter of Authorization
Ann Arbor Dog Training Club
1575 E North Territorial Road
Whitmore Lake, MI 48189

Dear Sir/Madam:

I/we hereby authorize David Hughes of Vansten O'Brien, Inc. to act as agent in my/our behalf in all matters related to application and acquisition of Permits and Approvals from all governing agencies as may be required for the construction and use of all proposed improvements to 1575 E North Territorial Road, Whitmore Lake, MI. Said permits and approvals shall/may include, but not necessarily limited to Rezoning Approvals; Variance Approvals; Site Plan Approvals; Building Permits, Soil Erosion and Grading Permits.


PRESIDENT AADTC

WARRANTY DEED-864

RECORDED
WASHTENAW COUNTY, MI

AUG 1 3 48 PM '96

PEGGY M. HAINES
COUNTY CLERK/REGISTER

The Grantor(s) SCB Northfield Partnership, a Michigan co-partnership
, whose address is
401 East Stadium, Ann Arbor, MI 48104
convey(s) and warrant(s) to Ann Arbor Dog Training Club, Inc., a Michigan
corporation,

whose address is c/o Judie Freeland, 5764 Textile Road, Ypsilanti, MI 48197

the following described premises situated in the Township
of Northfield, County of Washtenaw
and State of Michigan:

SEE ATTACHED SCHEDULE "A"

for the sum of One Hundred Sixty-five Thousand (\$165,000) Dollars. Exempt from state transfer tax pursuant
to MCL 207.526(r);

subject to easements and building and use restrictions of record, and also subject to such encumbrances as
shall have accrued or attached since April 10, 1985 through the acts or omissions of persons other than Grantor
or its assigns.

Dated this 10 day of JULY, 1996

Signed in presence of:

Signed by:

SCB NORTHELD PARTNERSHIP

By:

* David E. Shipman, Partner

Susan L. Dwornick
* Susan L. Dwornick
F. Ann Black
* F. ANN BLACK

STATE OF MICHIGAN REAL ESTATE *
TRANSFER TAX *
Dept. of Taxation *
County of Washtenaw *
01 Aug 1996 *
\$181.50-C *
\$0.00-S *
#0012964 *

STATE OF MICHIGAN)
) ss.
COUNTY OF WASHTENAW)

The foregoing instrument was acknowledged before me this 10 day of JULY, 1996, by
David E. Shipman, Partner, on behalf of SCB Northfield Partnership, a Michigan co-partnership.

SUSAN L. DWORNICK
Notary Public, Washtenaw County, Michigan
My Commission Expires Sept. 29, 1996

Susan L. Dwornick
Notary Public, Washtenaw County, Michigan
My commission expires: 09/29/96

County Treasurer's Certificate Washtenaw County Treasurer
Tax Certificate No. LO1572

City Treasurer's Certificate

When Recorded Return To:

GRANTEE
(Name)

(Street Address)

(City and State)

Send Subsequent Tax Bills To:

GRANTEE

Drafted By:

Karen T. Mendelson, Esq.

Business Address:

505 East Huron, Suite 202
Ann Arbor, Michigan 48104Tax Parcel 802-21-300-017-825

Recording Fee

Transfer Tax

*TYPE OR PRINT NAMES UNDER SIGNATURES.

July 7, 2017

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

**Subject: Ann Arbor Dog Training Club at 1575 E. North Territorial Road
Site Plan Review #1; Plans dated June, 5, 2017 and received by McKenna on June 30, 2017**

Dear Planning Commissioners:

Ann Arbor Dog Training Club (AADTC), located at 1575 E. North Territorial Road approximately one mile east of US-23 (Parcel ID#: B-02-21-300-017), proposes to construct a new 18,000-sq. ft. building on its site. The site currently houses the existing buildings for the AADTC. This will allow the club to enhance the service offerings to customers from around southeast Michigan. The site is 6.26 acres and zoned General Industrial (GI). The most similar use for the AADTC is a kennel. Kennels (Section 36-533(10)) and other similar uses (Section 36-533(8)) are permitted with conditional use approval in the GI zoning district. Our comments on the Conditional Use application for the existing and proposed uses are in a separate letter.

We have reviewed the site plan for compliance with the Township's Zoning Ordinance and with sound planning and design principles, and we offer the following comments for your consideration (any items requiring correction or additional information are underlined):

Site Photo: 1575 E. North Territorial Road (Source: Google Maps 2017; site boundary is approximate)



COMMENTS

- 1. Use.** The site is located in the General Industrial (GI) zoning district. The stated intent of the GI zoning district is to provide location and space for all manner of industrial uses, wholesale commercial and industrial storage facilities and restrict the intrusion of nonrelated uses, such as residential, retail business, and commercial. Permitted uses include all those allowed on Limited Industrial (LI) zoned lots as well as wholesale auto auctions, contractor's establishments, manufacturing, trucking facilities, warehousing, open industrial businesses, wholesale businesses, or accessory buildings. Conditional uses in the GI district include vehicle towing services, plating shops, heat treating processes, junkyards, limited accessory retail, concrete and asphalt plants, RV storage, commercial communications apparatus, **kennels**, and **other similar uses**. The existing and proposed uses on the site are generally compatible with the zoning district.

Regulations specific to kennels are in Section 36-714 of the Zoning Ordinance, as follows:

- (1) Minimum lot size.** *Any proposed kennel shall be operated on a parcel of land not less than ten acres in area and 400 feet in width.*

Although the width of the subject parcel is more than 400 feet, the area (6.26 acres) does not meet the minimum lot size. This is a legal nonconforming lot area that may continue as long as there is no proposed reduction in the lot area.

- (2) Setbacks.** *Buildings in which animals are kept, animal runs, and exercise areas shall not be located in any required front, side, or rear yard setback area, and shall be located at least 300 feet to the nearest edge of a public right-of-way and 200 feet from any neighboring side or rear lot line.*

All existing and proposed buildings meet the 300-foot setback requirement from the nearest public right-of-way. Although the existing buildings are less than 200 feet from the lot lines to the west, north, and east, these are existing nonconformities that may continue as long as there are no changes to these buildings. The proposed building is less than 200 feet from the side lot line to the east. The applicant must move this building westward to meet the 200-foot setback requirement or obtain a variance from the Board of Zoning Appeals.

- (3) Number of animals.** *If four or more animals are housed in the kennel, an additional one acre shall be required for every additional ten animals (or fraction thereof).*

Because dogs are not "housed" at the Ann Arbor Dog Club, this sub-section does not apply. However, if there is boarding of dogs in the future, this sub-section will apply.

- (4) Public protection.** *A dog kennel shall be established and maintained in accordance with all applicable county sanitation regulations.*

We defer to Washtenaw County for any required licenses or permits.

- (5) Site plan.** *A site plan shall be approved in accordance with article XXVIII of this chapter.*

The site plan was submitted in accordance with Article XXVIII.

2. **Dimensional Requirements.** Section 36-534 of the Zoning Ordinance includes the dimensional requirements for the minimum lot area (5 acres), minimum lot width (200 feet), maximum lot coverage (25%), front yard setback (85 feet), side yard setback (50 feet), rear yard setback (50 feet), and height (50 feet). All of these standards have been met for the proposed building.
3. **Access and Circulation.** The access for the parcel is on E. North Territorial Road via Hoban Way, which appears to be a private road. The west and north sides of the parking lot includes fire lanes where parking is prohibited, and these areas also provide space for vehicles to turn around. The application materials indicated that each class has a size limit, which affects peak traffic demand. However, the new building is proposed to be used mostly for indoor trials similar to the trials currently hosted by the AADTC on weekends. According to the applicant, no major change in peak demand is expected for the new building. If there will be fewer than 50 vehicle trips during the peak hour, then Section 36-717(c) of the Zoning Ordinance does not require a Traffic Impact Study. Based on the information provided, a Traffic Impact Study is not required.
4. **Parking and Loading.** Parking and loading requirements are defined in Article 25 of the Zoning Ordinance. The parking requirements by use only include some uses, and the applicant has indicated its use is similar to a private club. For purposes of parking calculations, we believe this comparison is appropriate. The parking requirements for private clubs are 1 space for every 3 people at maximum capacity. Sheet C-1 indicates there are 166 members at maximum capacity, so the parking lot will require 55 spaces. The site plan shows 58 spaces provided in the parking lot. Therefore, this standard is met. However, if capacity exceeds 166 members and there are parking overflows, the applicant may be required to submit revised plans to expand the parking lot.

Section 36-762(12) of the Zoning Ordinance requires parking spaces to be at least 200 sq. ft. in area and at least 10 feet wide. The typical parking space dimensions are shown as 10 feet wide by 20 feet long, so this standard is met. The barrier free spaces are 8 feet wide, which is permitted by the Americans with Disabilities Act. Four (4) barrier free spaces are provided, sufficient for a parking lot of this size.

The minimum required aisle width is 22 feet, and all parking aisles are at least 22 feet wide.

Section 36-766 and 36-767 requires 1 loading space at least 10 feet in width and 55 feet in length. The site plan must indicate where on the site a conforming loading area will be located; however, there is room on the west side of the parking lot area for a loading space.

Finally, Section 36-762(b)(3) of the Zoning Ordinance requires the parking lot to be an asphalt or concrete surface. The current surface of the parking lot is gravel. It is difficult to determine on the plans whether there are any changes to the boundaries of the parking lot. If there are no changes to the parking lot boundaries, the surface could remain as a legal nonconformity as long as there are no changes. However, if there are changes to the parking lot boundaries proposed, then the applicant must apply to the Board of Zoning Appeals for a variance.

5. **Landscaping and Screening.** Our comments on the landscaping requirements are as follows:
 - a. **Parking Lot Landscaping.** Section 36-722(m) of the Zoning Ordinance requires 1 canopy tree

per 8 parking spaces. With 58 parking spaces on the site, 8 trees are required. The landscape plan on Sheet C-4 shows 9 trees to be planted along the parking lot edge, which will meet this requirement.

b. Tree Mitigation. For any landmark trees that are removed, Section 36-723(g) requires replanting of 100% of the original diameter at breast height (DBH) removed. The new building and stormwater pond will be built on an open field, so it appears that none of the existing or landmark trees will be removed.

c. Transition Strip. Section 36-534(7) of the Zoning Ordinance requires each lot in the GI District to have a 50-foot wide transition strip along any lot line abutting a lot in certain zoning districts. This site abuts an AR zoned site on the north. Therefore, a transition strip is required on the north lot line. Landscaping currently exists on this line, but the site plan does not include any information about the condition of the existing materials. Although the existing vegetation is likely sufficient, we recommend that the landscape plan be updated to show the species of plants and caliper of the trees in this area.

Though front lot lines are exempt from required transition strips, Section 36-534(7)(b) requires a 20-foot wide landscaped area in the front yard. There is existing landscape material in this area as well but no details are shown on the site plan. We recommend the landscape plan be updated to show the species of plants and caliper of the trees in this area as well.

d. Fences. An existing fence around the perimeter site is proposed to remain, with some changes to the fence on the south side due to the location of the proposed building. The details of the existing and proposed fence must be included on the plans. Section 36-715 of the Zoning Ordinance permits fences in industrial districts of up to 12 feet in height, but prohibits barbed wire on any fence under 10 feet in height. Therefore, the plan must show that the existing and proposed fencing complies with Section 36-715.

6. Natural Features. Section 36-723 requires a natural features impact statement to be provided with the site plan application. Sheet C-1 of the site plan states there is no 100 year floodplain in the site boundary, and most other natural features information is found in other areas of the plans. While the plan includes most of the information required in a natural features impact statement, an inventory of existing landmark trees must be shown.

The Michigan DEQ Wetlands Map Viewer shows that there are wetlands on the edge of the site and on adjacent sites, but not on the area proposed for the new building. If more details on the wetlands are needed in the future, they can be acquired at that time.

7. Stormwater Management. A stormwater pond is proposed to the west of the new building on the south side of the parking lot, and will not be visible from N. Territorial Road. The grading plan is shown on Sheet C-2 and additional details are shown on Sheet C-5. We will defer stormwater management comments to the Township Engineer.

8. Lighting. Section 36-728 of the Zoning Ordinance requires site plans to include the light fixture specifications and cut sheets for the site, as well as a photometric plan. Sheet C-3 includes the

lighting and photometric plans including cut sheets and details of the proposed lighting fixtures for the site. Based on the information given on the plan, there will not likely be any issues with light trespass onto neighboring properties.

9. **Trash Enclosure.** The proposed dumpster pad and enclosure are to be located in the southeast corner of the parking lot as shown on Sheet C-1. Details of the enclosure are included on Sheet C-5. Section 36-701(3) of the Zoning Ordinance requires dumpsters to be located an enclosure constructed of opaque materials on at least three sides, with an opening or gate on the fourth side. The proposed enclosure will be 6 feet high and made of 8 inch thick concrete blocks, which will match the masonry on the building. The fourth side will be a wood gate with cedar siding. Section 36-701(3) also requires the dumpster enclosure area to include a 4-inch thick concrete floor, and a 6-inch thick concrete floor is proposed.
10. **Building Façade and Floor Plans.** The building will be located behind landscaping and set back from E. North Territorial Road, and will generally not be visible from Territorial Road. Both the roof and wall will be made of metal panels over fiberglass insulation. We recommend that the color of the metal wall panels be labeled on the site plan.

The site plan does not indicate if there will be any rooftop equipment. If there will not be any rooftop equipment, the site plan should include a note indicating this. If there will be rooftop equipment, it should be shown on the building elevations and details should be included.

The floor plans are shown on Sheet A-1. The northwest corner of the building will have a small kitchen, a future office, bathrooms, and the utility room. The western side of the building will have the dog crating area. The remainder of the floor area will be open space for the offerings of AADTC including the trials and classes.

11. **Signs.** Article 26 of the Zoning Ordinance includes all of the requirements for the number, area, height, and placement of signs. There is a sign currently located on E. North Territorial Road at the site entrance, but no new signs are proposed as part of this site plan application. If any new signs are ultimately proposed, they can be approved administratively after site plan approval. Details for the barrier free parking signs are included on Sheet C-5. Signs in industrial districts are regulated in Section 36-793.

RECOMMENDATION

Although this letter has identified a few issues that require correction or additional information required by the Zoning Ordinance, the plans are complete enough to be considered by the Planning Commission. We recommend that the following items be added to the plans prior to Planning Commission action:

1. That the proposed building be moved westward to meet the 200-foot setback requirement or that the site plan notes that a variance application will be made.
2. That a 10' x 55' loading area be located on the site plan, per Section 36-766 and 36-767 of the Zoning Ordinance.
3. That the plans state whether there are any changes to the boundaries of the parking lot. If there are no changes to the parking lot boundaries, the gravel surface could remain as a legal nonconformity as long as there are no changes. However, if there are changes to the parking lot boundaries proposed, then the applicant must apply to the Board of Zoning Appeals for a variance.
4. Per Section 36-534(7) of the Zoning Ordinance, that the landscape plan be updated to show the species of plants and caliper of the trees in the northern transition strip area.
5. Per Section 36-534(7)(b) of the Zoning Ordinance, the landscape plan must show the required details of a 20-foot wide landscaped area in the front yard including the species of plants and caliper of the trees.
6. Per Section 36-723 of the Zoning Ordinance, an inventory of existing landmark trees must be shown.
7. That the color of the metal wall panels be labeled on the site plan.
8. That the site plan indicate whether there will be rooftop equipment.

We look forward to reviewing these findings with you. If you have any questions about this report or require additional information, please contact us.

Respectfully submitted,

McKENNA ASSOCIATES, INCORPORATED



Patrick Sloan, AICP
Senior Principal Planner



Stephen Hannon
Assistant Planner

cc: Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk
William Wagner, Township Public Safety Director
Kurt Weiland, Township Building Official
Marcus McNamara, P.E., Township Engineer, OHM
Vidya Krishnan, Senior Planner, McKenna Associates
David Hughes, Vanston/O'Brien, Inc., david.hughes@vanston.com
Ann Arbor Dog Club, maryhw@aol.com

ARCHITECTS. ENGINEERS. PLANNERS.



June 23, 2017

Northfield Township
Building & Zoning Department
8350 Main Street, Suite A
Whitmore Lake, Michigan 48189

RECEIVED

JUN 26 2017

NORTHFIELD TOWNSHIP

Regarding: Ann Arbor Dog Training
Site Plan Review #2
OHM Job Number: 0151-17-1021

We have reviewed the site plan material, received by this office on June 9, 2017 for the above-referenced project based on the Township's Engineering Standards. Plans were prepared by Vanston/O'Brien inc. with a date of June 5, 2017. The applicant is requesting Site Plan approval for the existing general industrial site.

Permits and Other Agency Approvals

Copies of all permits and/or letters of waiver, obtained to date, shall be forwarded to this office. The current status of all necessary permits should be included on the cover sheet. We note that this project will require the following permits:

- Washtenaw County Water Resources Commissioner for soil erosion and sedimentation control.
- Northfield Township Fire Department approval for emergency vehicle access and maneuverability.
- Northfield Township Building Department.
- Washtenaw County Health Department for the proposed septic system.

Conclusion and Recommendations

As submitted, the Final Site Plan appears to be in compliance with the Township's requirements and we take no exception to the Final Site Plan as submitted, conditional upon all outside agency approvals and permits being obtained during the construction plan review process. The applicant shall note that the submittal of construction plans and a current engineer's estimate of construction costs are required for detailed engineering review prior to construction.

If you have any questions regarding this review or any of the comments presented, feel free to contact us at (734) 522-6711 or marcus.mcnamara@ohm-advisors.com

Sincerely,

OHM ADVISORS
Marcus J McNamara

Digitally signed by
Marcus McNamara
Date: 2017.06.23
12:12:41-04'00'

cc: Marlene Chockley, Township Supervisor (via e-mail)
 William Wagner, Public Safety Director (via e-mail)
 Kurt Weiland, Building/Zoning Official (via e-mail)
 Larry Roman, Planning Commission Chair (via e-mail)
 Patrick Sloan, MCKA, Township Planner (via e-mail)
 File

P:\0126_0165\SITE_NorthfieldTwp\2017\0151171020_AADTC_MUNI\1021-Site_Plan\AADT_SP2.docx

OHM Advisors
34000 PLYMOUTH ROAD
LIVONIA, MICHIGAN 48150

T 734.522.6711
F 734.522.6427

OHM-Advisors.com

Ann Arbor Dog Training Club
1575 E. North Territorial Rd.
Whitmore Lake, MI 48189
July 11, 2017

Dear Mr. Sloan:

The Ann Arbor Dog Training Club (AADTC) received your report to the Planning Commission of Northfield Township. We have a serious concern regarding your interpretation in the designation of our intended building as **kennels and other similar uses**. Our club had a long discussion with Vydia several months ago. At her recommendation, we presented the reasons that we **differ** from a kennel but could still be considered **similar**, so that a conditional use would be appropriate. This recommendation was made so that we would continue with our GI zoning. We did all our site plans based upon this recommendation from Vydia to meet GI zoning requirements.

The intent was never to have the AADTC be considered a *kennel*. The intent was to use the *similar to* so AADTC would qualify under GI zoning. This then eliminated the need to ask for variances trying to meet kennel regulations.

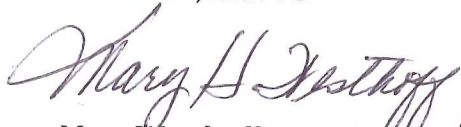
We do not now, nor do we ever intend to, board or house animals. The dogs at our facility are accompanied by their owners/handlers at all times. Dogs cannot be left at the facility at any time when the owner/handler is not on the premises. It is strictly a training and sporting facility.

We realize that you received our conditional use request as an afterthought and probably did not receive the information provided by and to Vidya. Please let us know what further information our club can provide before the township acts on your comments.

Sincerely yours,



Kitty Burkhart
Treasurer, AADTC



Mary Westhoff
President, AADTC

marghw@aol.com

RECEIVED

JUL 12 2017

NORTHFIELD TOWNSHIP

Ann Arbor Dog Training Club (AADTC)

The AADTC is one of the oldest dog training clubs in in Southeastern Michigan. AADTC was formed in 1967 as an educational not for profit club to provide a wide range of training disciplines for dogs of all ages.

The AADTC meets the definition of clubs in the Northfield Township zoning definitions.

Club or fraternal organization means an organization of persons for special purposes or for the promulgation of sports, arts, science, agriculture, literature, politics, or similar activities, but not operated for profit or to espouse beliefs or further activity that is not in conformance with the constitution of the United States or any laws or ordinances. The facilities owned or used by such organization may be referred to as a "club" in this chapter.

In our approved zoning compliance application as (8) "other similar uses" the club was asked to provide similarities and differences between a "kennel" and the dog training club.

Kennel, commercial, means any building and/or land used, designed, or arranged for the boarding, breeding, or care of dogs, cats, pets, fowl, or other domestic animals for profit, but shall not include those animals raised for agricultural purposes. (Also see [section 36-714.](#))

Kennel, private, means any building and/or land used, designed, or arranged for the boarding, breeding, or care of dogs, cats, pets, fowl, or other domestic animals belonging to the owner thereof and kept for purposes of show, hunting, or as pets, but not to include riding stables; provided that no more than three such animals six months old or older are kept on the premises, either permanently or temporarily. The keeping of such animals shall be strictly incidental to the principal use of the premises and shall not be for purposes of remuneration or sale. (Also see [section 36-714.](#))

Similarities

The AADTC does

Care for dogs through Training
Dog related

Differences

The AADTC does not

Board dog
Breed dogs
No dogs live on the property

The AADTC offers classes in puppy socialization, agility, rally, and obedience, (household and competitive) tracking and nose work. Our classes run year round. There are classes running at various times from 9am to 9pm. Each class has a size limit so each owner/handler gets appropriate time.

We also host agility, obedience and breed trials on a regular basis. These are held on weekends.

All dogs come and go on leash with their owner/handler. Dogs are under supervision.

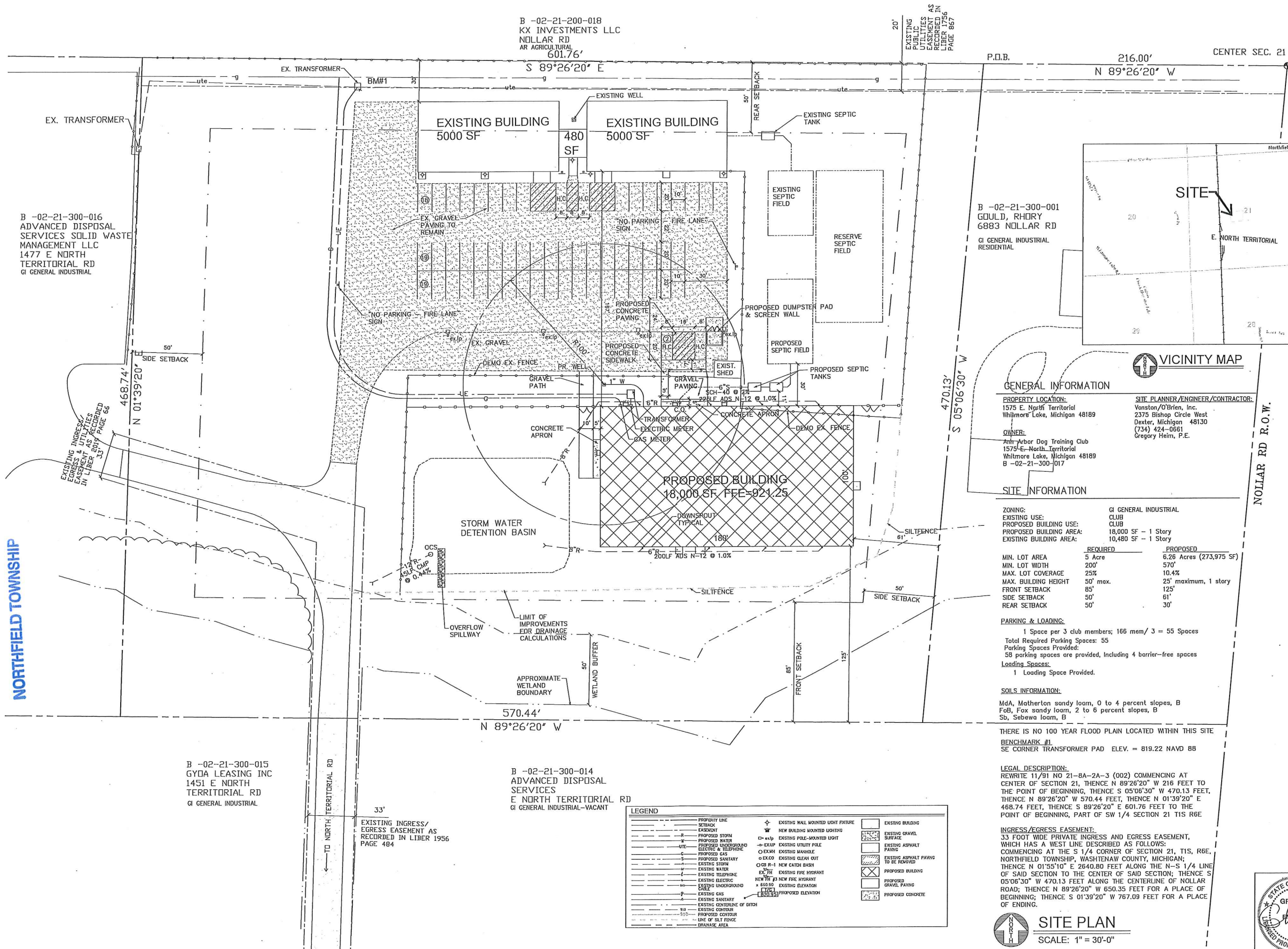
The club wants to build a state of the art facility to continue the training classes and allow the club to host indoor trials and continue to serve the community in SE Michigan.

RECEIVED

JUN 07 2017

NORTHFIELD TOWNSHIP

P:\MMA Dog Training\AUTOCAD\Drawings\ 6/5/2017 1:04:35 PM



ANN ARBOR DOG TRAINING

DESIGNERS
Vanston/O'Brien, Inc.
BUILDERS

2375 Bishop Circle West
Dexter, MI 48130
Tel: (734) 424-0661
Fax: (734) 424-0677
E-mail: sales@vanston.com • www.vanston.com

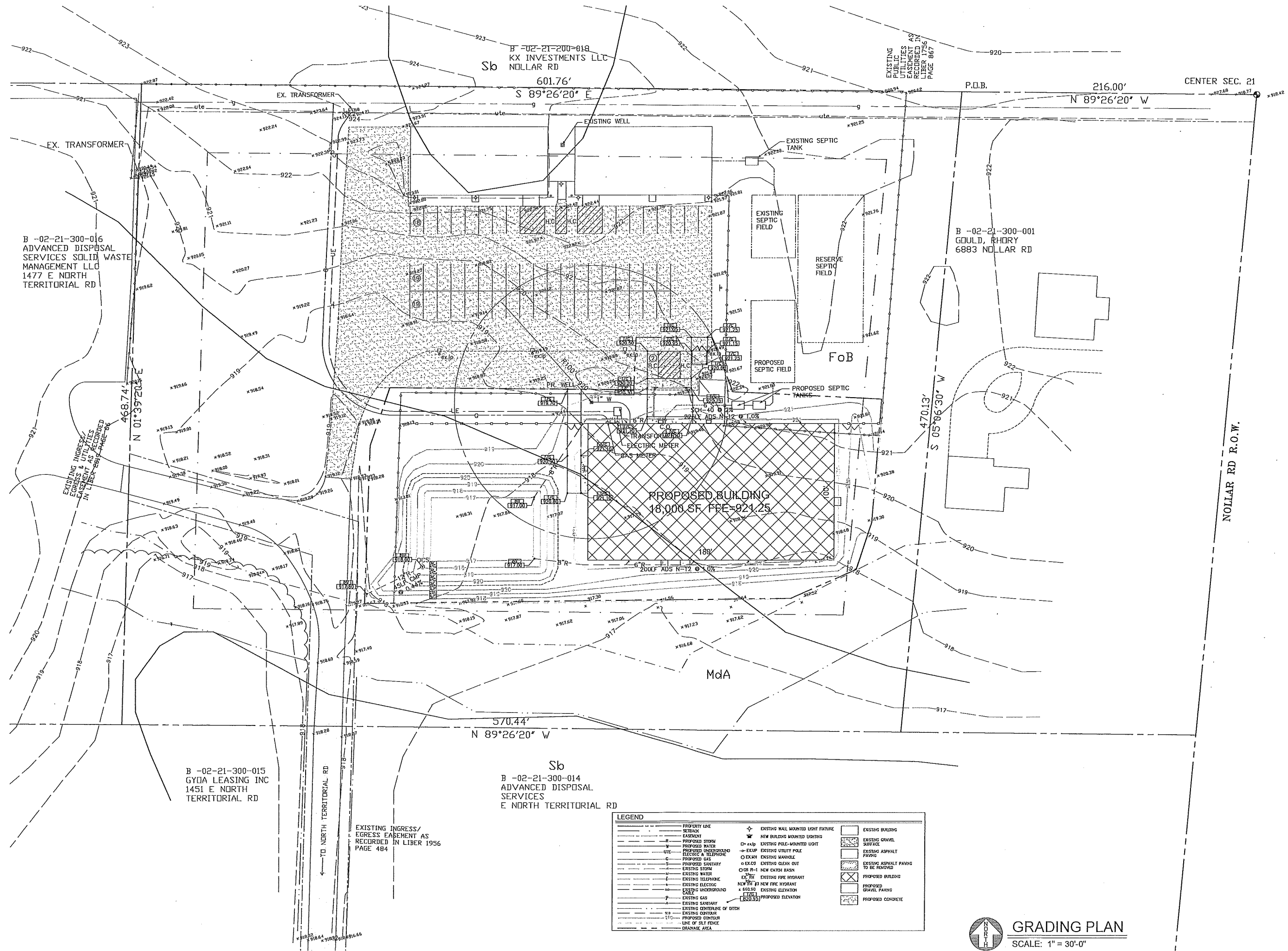
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ISSUED FOR: DATE:
CONDITIONAL USE 5-9-17
SITE PLAN 5-9-17
REVISED 6-5-17

DRAWN BY: GAH/CIN
JOB NO.:
SITE PLAN
SHEET NO.
C-1



GRADING PLAN
SCALE: 1" = 30'-0"

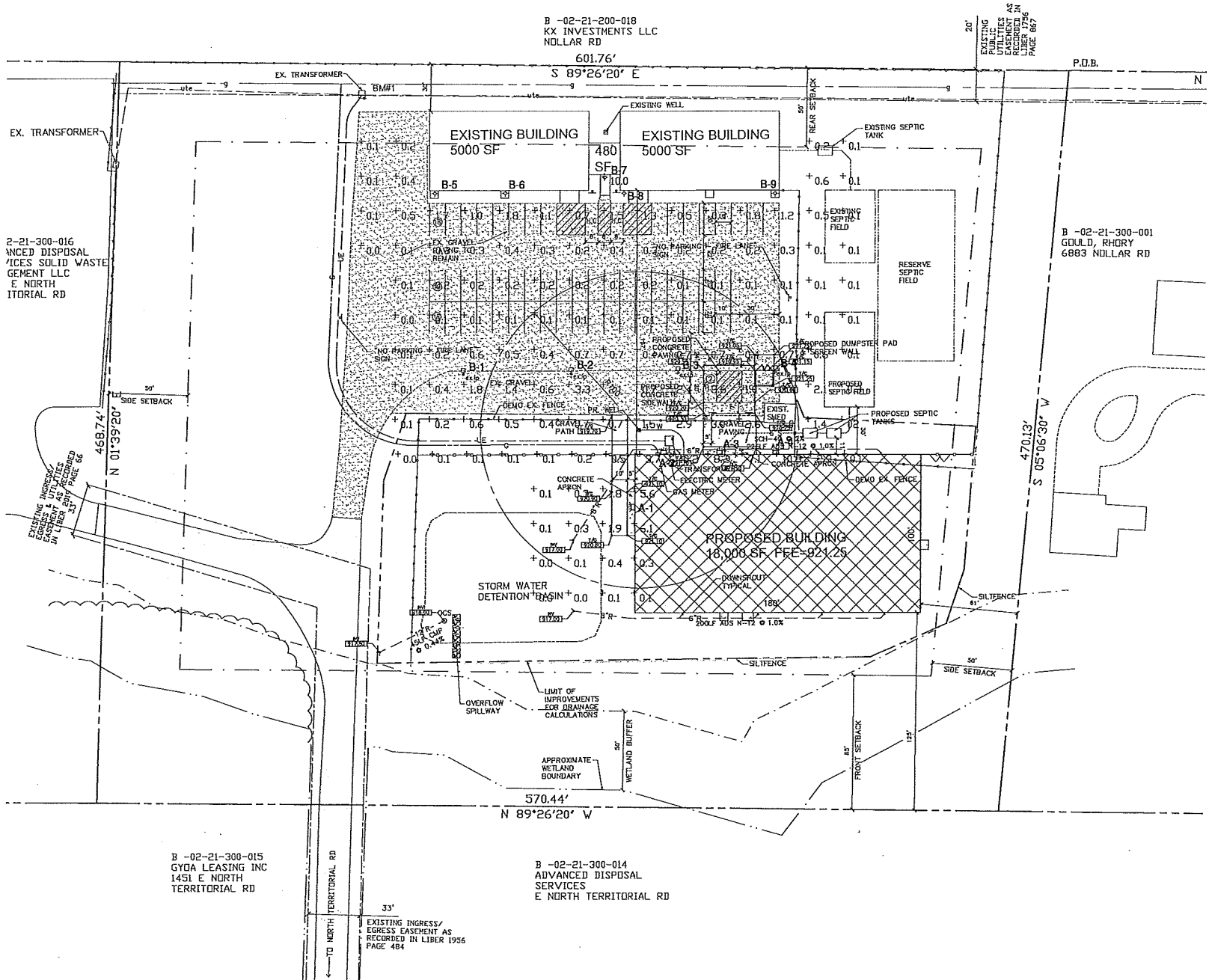
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ISSUED FOR:	DATE:
CONDITIONAL USE	3-9-17
SITE PLAN	5-9-17
REVISED	6-5-17

DRAWN BY: GAB/CLN
JOB NO.:
GRADING PLAN
SHEET NO.
C-2



LIGHTING PLAN
SCALE: 1" = 40'-0"

Arrangement
Single
Arm: 0 ft
Offset: - ft

Layout
Cols (X) Rows (Y)
Layout: Varies Varies
Spacing: Varies Varies ft
Mounting Height: 16 ft
Orient: Varies deg
Tilt: 0 deg

Statistical Analysis
Illuminance Values
Average: 1.14 fc
Maximum: 14.58 fc
Minimum: 0.00 fc
Avg/Min Ratio: N/A
Max/Min Ratio: N/A
Max/Avg Ratio: 13.17 fc

e-conolight®
OUTDOOR

Luminaire Location Summary

N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	Tilt Factor
1	Single	A	-44.2	-33.0	16.0	150	0	1.000
2	Single	A	-44.2	-33.0	16.0	150	0	1.000
3	Single	A	-44.2	-33.0	16.0	150	0	1.000
4	Single	A	-44.2	-33.0	16.0	150	0	1.000

Arrangement
Single
Arm: 1 ft
Offset: - ft

Layout
Cols (X) Rows (Y)
Layout: Varies Varies
Spacing: Varies Varies ft
Mounting Height: 16 ft
Orient: 90 deg
Tilt: 0 deg

Statistical Analysis
Illuminance Values
Average: 0.55 fc
Maximum: 5.69 fc
Minimum: 0.02 fc
Avg/Min Ratio: 26.98 fc
Max/Min Ratio: 280.63 fc
Max/Avg Ratio: 10.40 fc

e-conolight®
OUTDOOR

Luminaire Location Summary

N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	Tilt Factor
1	Single	B	-101.0	0.0	16.0	90	0	1.000
2	Single	B	-101.0	1.0	16.0	90	0	1.000
3	Single	B	-101.0	2.0	16.0	90	0	1.000
4	Single	B	-101.0	3.0	16.0	90	0	1.000

Arrangement
Single
Arm: 1 ft
Offset: - ft

Layout
Cols (X) Rows (Y)
Layout: Varies Varies
Spacing: Varies Varies ft
Mounting Height: 270 deg
Orient: 270 deg
Tilt: 0 deg

Statistical Analysis
Illuminance Values
Average: 0.67 fc
Maximum: 10.83 fc
Minimum: 0.01 fc
Avg/Min Ratio: 45.63 fc
Max/Min Ratio: 741.66 fc
Max/Avg Ratio: 16.25 fc

e-conolight®
OUTDOOR


Luminaire Location Summary

N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	Tilt Factor
5	Single	B	-107.0	-4.0	16.0	270	0	1.000
6	Single	B	-107.0	-4.0	16.0	270	0	1.000
7	Single	B	-107.0	-4.0	16.0	270	0	1.000
8	Single	B	-107.0	-4.0	16.0	270	0	1.000
9	Single	B	-107.0	-4.0	16.0	270	0	1.000

e-conolight®
OUTDOOR

Luminaire A Proposed
IES Filename: E-AL3L315N2.IES
Description: LED wall pack, black metal housing with integrated heat sink
Two Cree CXA3055 LED arrays


Light Loss Factor: 0.72
Number of Lamps: 1
Lamp Lumens: -1 lms
Luminaire Watts: 151 W



e-conolight®
OUTDOOR

Luminaire B Existing
IES Filename: E-DD1L68C1.IES
Description: Gray painted metal fixture with one mounting arm on the back. One LED array.
One type CXA array

Light Loss Factor: 0.72
Number of Lamps: 1
Lamp Lumens: -1 lms
Luminaire Watts: 66 W



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Vanston/O'Brien, Inc.
BUILDERS

2375 Bishop Circle West
Dexter, MI 48130
Tel: (734) 424-0651
Fax: (734) 424-0677
e-mail: sales@vanston.com • www.vanston.com

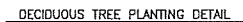
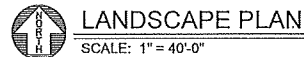
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ISSUED FOR: DATE:
CONDITIONAL USE 3-8-17
SITE PLAN 6-8-17
REVISED 8-5-17

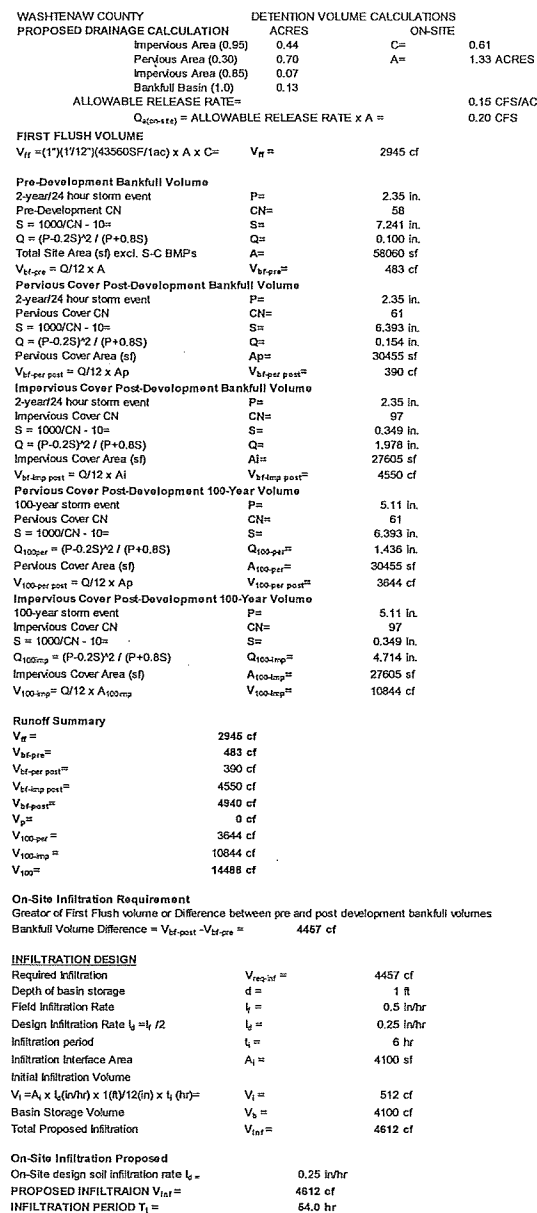
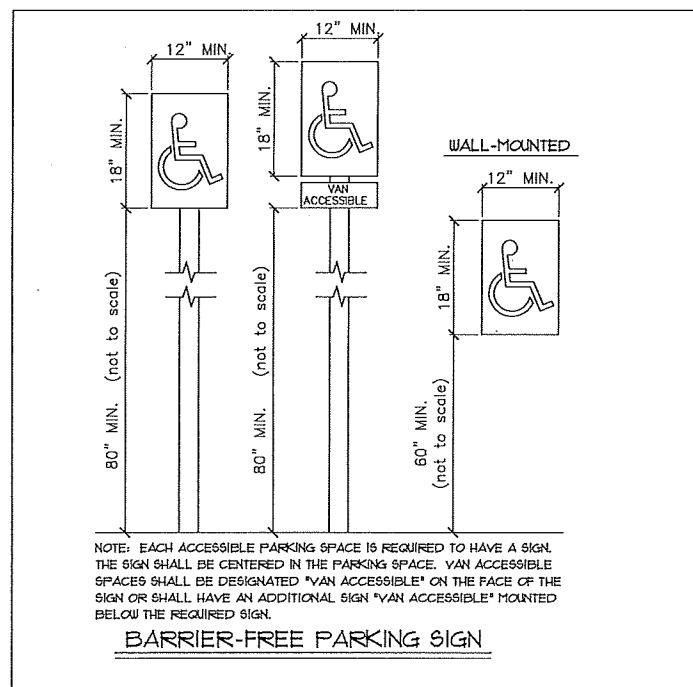
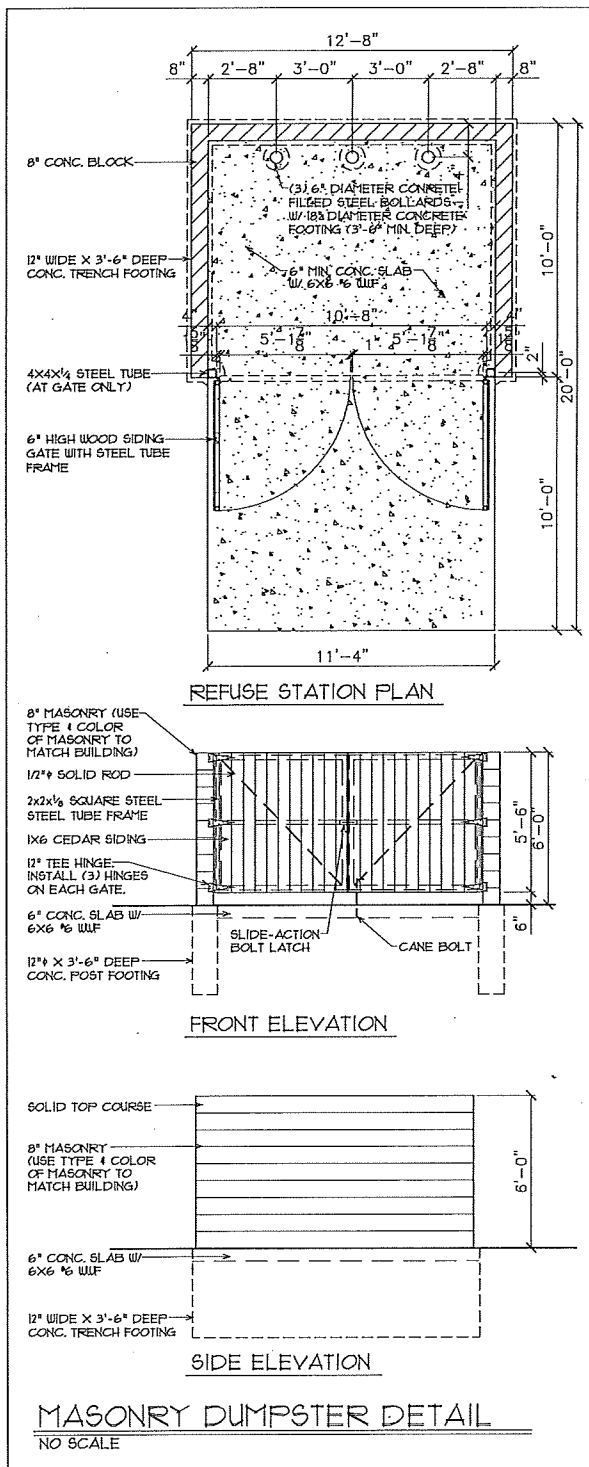
DRAWN BY: GAH
JOB NO.: ---

LIGHTING PLAN
SHEET NO.
C-3



16. Large trees shall not be planted directly on top of utility pipes or service leads.

C-4



100 YEAR FLOOD

$Q_A = \text{ALLOWABLE RELEASE RATE} \times \text{AREA SITE IN ACRES} = 0.20 \text{ CFS}$

Q_A IS A PEAK OR MAXIMUM FLOW. CALCULATE THE MAXIMUM FLOW PASSING THROUGH BANKFUL ORIFICES, USING THE TOTAL HEAD, AND SUBTRACT FROM Q_A TO DETERMINE THE ORIFICE SIZE TO RELEASE THE 100 YEAR STORM VOLUME:

$Q_{BF} = 0.62 \times \# \text{HOLES} \times F_{FF} \times \text{AREA EACH HOLE} \times (X_{100} \times T)^{0.5}$

$Q_{BF} = 0.01 \text{ CFS}$

$Q_A - (Q_{BF}) = 0.19 \text{ CFS}$

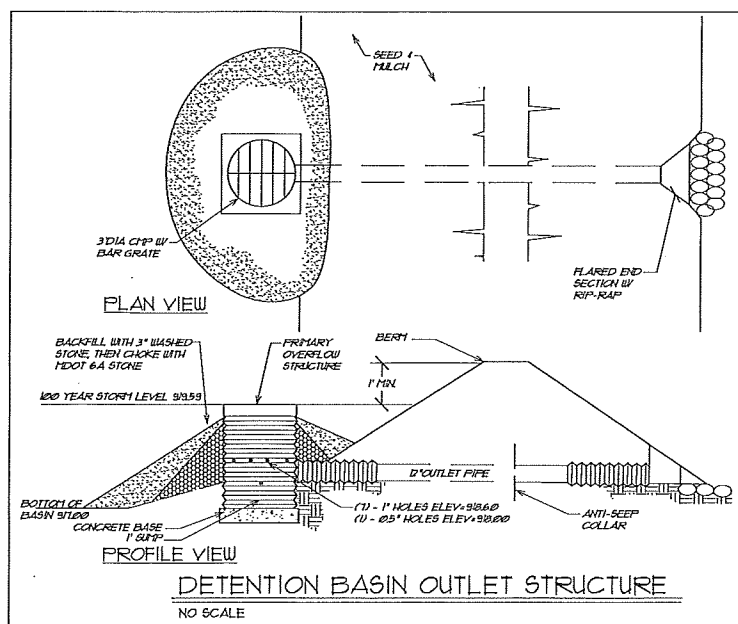
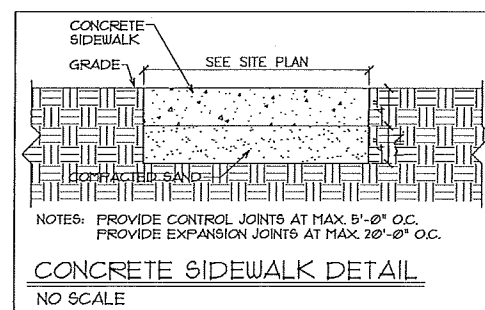
$A = Q_A / (0.62 \times (2 \times 32.2 \times (X_{100} \times T)^{0.5})) = 0.039 \text{ SF}$

$A / 0.005 = 7.10$ INCH DIAMETER ORIFICE HAS AN AREA OF 0

THEREFORE, USE THE FOLLOWING NUMBER OF 1" DIAMETER HOLES:

7 HOLES AT ELEV. = 918.60

SUMMARY OF REQUIRED STANDPIPE HOLES:		
ELEVATION	# OF HOLES	DIAMETER OF HOLES
918.60	7	1 in.
918.00	1	0.5 in.



2375 Bishop Circle West
Dexter, MI 48130
Tel: (734) 424-0661 Fax: (734) 424-0677
e-mail: sales@vanston.com ♦ www.vanston.com

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DRAWN BY: CLN/SA
JOB NO.: -

SHEET NO.

A-1



- 

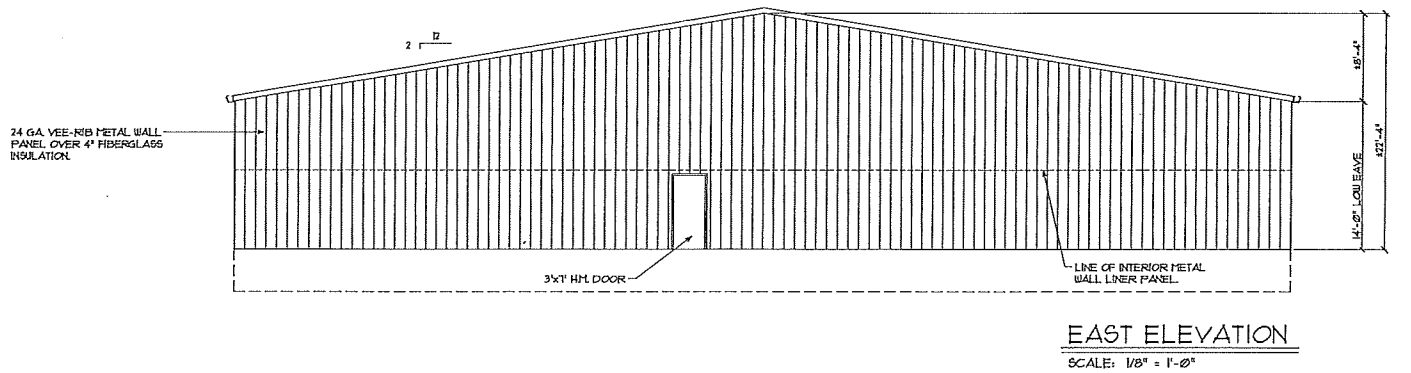
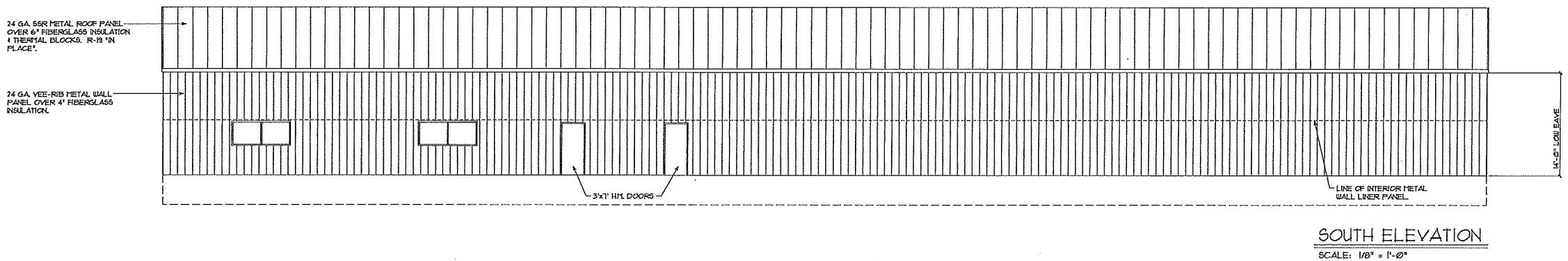
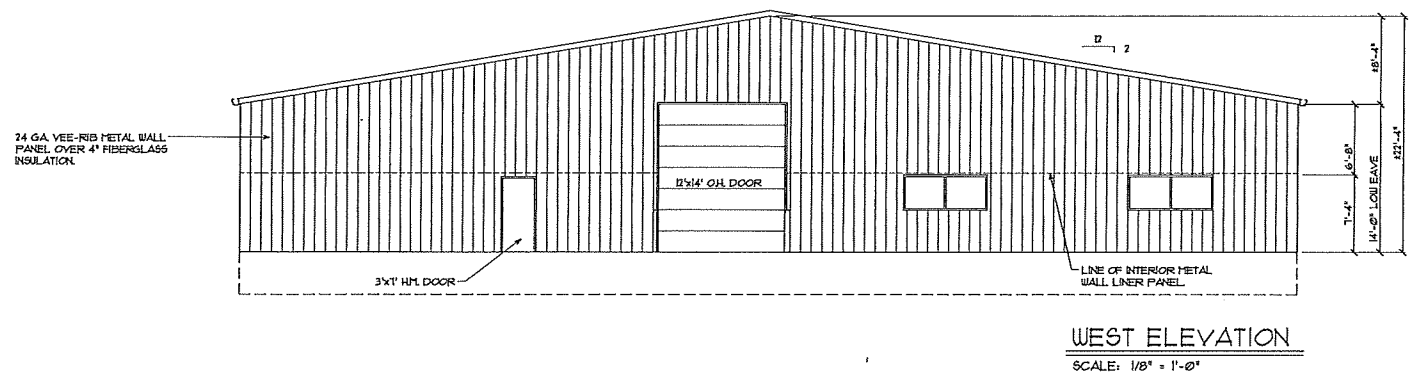
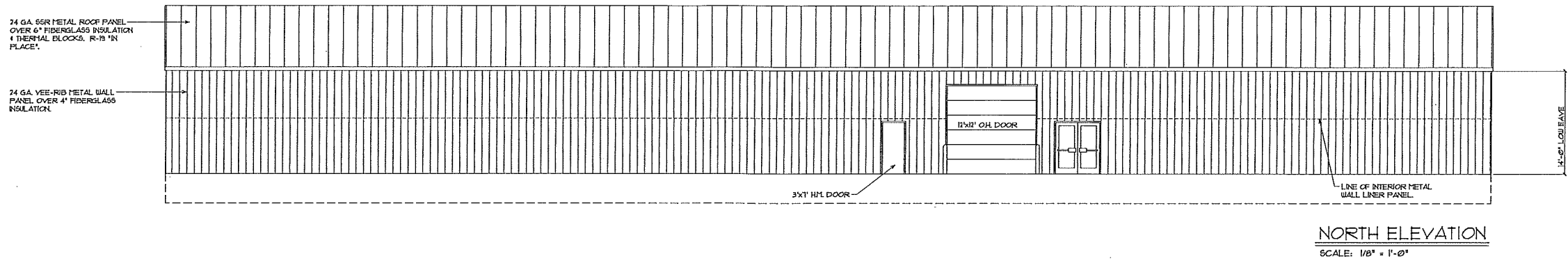
SCALE: 1/8" = 1'-0"

1. These drawings are to be considered as design drawings only, and are meant to establish minimum requirements for the project.

- MECHANICAL NOTES:

- PLUMBING NOTES:

1. All sanitary piping shall be 6CH, 40 PVC.
2. All hot and cold water piping shall be type K copper.
3. All cold water piping shall be insulated.



DESIGNERS
Vanston/O'Brien, Inc.
BUILDERS

2375 Bishop Circle West
Dexter, MI 48130

Tel: (734) 424-0661
Fax: (734) 424-0277
e-mail: sales@vanston.com • www.vanston.com

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ISSUED FOR:	DATE:
REVIEW	5-31-12
PROPOSAL	6-5-12
REVISED	4-28-18
REVISED	5-3-16
PROPOSAL	7-11-18
REVISED	5-17-17

DRAWN BY: CLN
JOB NO.: -

ELEVATIONS
SHEET NO.

A-2

July 11, 2017

Township Board of Trustees and Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Zoning Administrator Quarterly Report 3/1/17 – 6/30/17

Dear Trustees and Commissioners:

Section 36-971(6) of the Zoning Ordinance requires the Zoning Administrator to submit to the Township Board and Planning Commission, a quarterly report in which a summary of the activities of the office is presented. Following is a concise summary of the activities of note in the SECOND quarter of 2017 (March 1 through June 30).

Zoning Compliance Applications: A total of 38 applications were APPROVED

1. Approved eight (8) new dwellings and additions to six (6) other existing dwelling.
2. Approved seven (7) new accessory structures such as garages and pole barns.
3. Approved two (2) swimming pools.
4. Approved seven (7) new/replacement fences.
5. Approved one (1) solar panel array.
6. Approved one (1) new driveway which requires ZBA approval for length.
7. Approved soil permit for one (1) residential use parcel.

Non-residential Uses:

1. Approved wireless equipment upgrades at one (1) existing wireless communication facility with no addition equipment cabinets or changes to site.
2. Approved sign permit for one (1) commercial use (Advance Auto Parts).
3. ***Spiritus Sanctus Church/4101 E. Joy Road*** – Administratively approved a 1,688 square feet addition on the southeast corner of the building to accommodate teacher/staff area. The proposed addition qualified for administrative site plan approval and issues related to parking, sidewalk, landscaping and building were reviewed and approved.
4. ***Fun Time Dog Shop LLC/100 & 102 Barker*** – Approved proposed retail dog shop use with limited dog training classes to differentiate it from any kennel or dog club use; site plan approval required.
5. ***SLM/Big Tex Trailers/6480 Whitmore Lake Road*** – Approved proposed change of ownership after removal of sign installed with no permits and unauthorized expansion of trailer storage area. The trailer storage area on site did not comply with the original site plan or expansion authorized by the Planning Commission. Approval was granted after site was brought into compliance.

Some other requests are pending submission of required and/or adequate information/documentation from applicants.

A total of 5 applications were DENIED as follows:

1. ***Vacant lot on Main Street/New Dwelling*** – Existing non-conforming lot of record. Applicant was advised that the SR-1 zoned lot was still buildable but the drawing submitted was non-compliant with all Ordinance requirements. Applicant was advised to submit revised drawings for approval.
2. ***9205 N. Main/Massage Parlor*** - The subject site is zoned Residential-Office district. Massage therapy offices/parlors are considered as personal service establishments and included in the same category as a beauty parlor, spa, barber shop etc., which provide personal service to customers. The R-O District does not allow personal service establishments as principal permitted or conditional land uses. The Master Plan does not support the use either.
3. ***175 Barker/Asphalt Paving Company Vehicle Storage and Use*** – Site is zoned GC General Commercial. Existing towing company use is also not permitted in the district but is a non-conforming existing use. The proposed asphalt paving company use and vehicle storage is not allowed in the GC district. Attempted to help owner understand the uses allowable in the district.
4. ***Vacant Parcel on Main/Fireworks Sales*** – Proposed temporary sales of fireworks or any other retail use is not permitted in the SR-2 Single Family Residential District.
5. ***Quality Aire Systems/6880 Earhart Road*** – The applicant has a commercial HVAC business on a parcel zoned AR (Agriculture) district. The use is not permitted or similar to any other use allowable in the district. Further, the business is not an existing legal non-conforming use since the Assessor's office has no record of a business being conducted on this site, which is registered as a homestead.

Zoning Board of Appeals Cases:

No requests this quarter.

Meetings:

1. Met with representative of 238 Jennings on 4/7/17 to discuss if a billboard would be allowed on the site.
2. Met with prospective owners of land in US-23/8 Mile area on 4/7/17 for potential retail development. Discussed process, timeline, and support the Township can offer.

Other Issues:

1. Identified need for including temporary uses and standards in the Zoning Ordinance.
2. Identified need to clarify discrepancy in SR-1 and SR-2 districts regarding setbacks for detached accessory structures. Specifically, Section 36-218 and 36-248 footnote (4), and Section 36-98(d)(2)(b).
3. Identified need to amend Zoning Map to reflect the Whitmore Lake/Horseshoe Lake Overlay district.

Administrative:

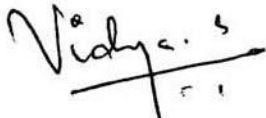
1. Discussed with Township Supervisor, Zoning Coordinator, Building Official, and Planner process or system for checking site plan compliance and ensure code compliance.

2. Created a basic checklist of requirements based on the Ordinance for Zoning Compliance applications to streamline process and ensure proper drawings are submitted.
3. Letter for municipal approval for Big Tex trailers to meet State Licensing requirements.

I am aware that the Board and PC have heard from property owners regarding Zoning Compliance denials that have been issued. The approvals or denials are not arbitrary, and they are based completely on the Zoning Ordinance adopted by the Township. As the Zoning Administrator, it is my role to apply the letter of the Ordinance. While the Zoning Administrator can interpret provisions of the Zoning Ordinance when required, I do not have the authority to modify regulations or alter them to accommodate applications. At times when I perceive a requirement in the Zoning Ordinance as being unreasonable, I convey the same to the planner to bring to the attention of the Planning Commission to initiate a possible change in the Ordinance language. I try my best to help applicants through the process by communicating via email and phone conversations through the Township and directly in an attempt to resolve any issues. However, if the Ordinance does not allow a use, I am not at a liberty to make exceptions or grant approvals that are against the Township's regulations. Appeals of a Zoning Administrator's decision or applications for a non-use variance from the Zoning Ordinance can be taken to the Board of Zoning Appeals.

As the Zoning Administrator, I strive to be prompt and attentive to the needs of the applicants while ensuring that they understand the process and also comply with the rules and regulations set forth in the Zoning Ordinance.

Respectfully submitted,
McKenna Associates

A handwritten signature in black ink, appearing to read "Vidya Krishnan", with a horizontal line drawn across the middle of the signature.

Vidya Krishnan
Senior Planner

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting June 7, 2017

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:03 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:	
Janet Chick	Present
Brad Cousino	Absent with notice
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:
Assessing & Building Assistant Mary Bird
Planning Consultant Patrick Sloan, McKenna Associates
Recording Secretary Lisa Lemble
Members of the Community

4. ADOPTION OF AGENDA

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

5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, and Mary Devlin 9211 Brookside Drive, commented on public hearing items 8B and 8C

6. CLARIFICATIONS FROM THE COMMISSION

Roman made clarifying statements about the content of proposals in items 8B and 8C.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

8A. Zoning Ordinance Amendment: Official Zoning Map to Include the Whitmore Lake/Horseshoe Lake (WLHL) Overlay District

- **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.
Motion carried 6—0 on a roll call vote.

Roman noted this had been previously discussed by the Commission, and Sloan briefly explained that the

maps of this overlay district were not adopted at the time of the zoning ordinance text amendment in 2016.

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

- **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.
Motion carried 6—0 on a roll call vote.

8B. Zoning Ordinance Amendment: Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage

- **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.
Motion carried 6—0 on a roll call vote.

Roman noted this had been previously discussed by the Commission, and Sloan briefly explained the amendment.

Roman called for comments from the public. David Gordon said many conditional uses can have significant effects on neighboring properties, and he objected to the requirement for posting of a sign being eliminated.

- **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.
Motion carried 6—0 on a roll call vote.

8C. Zoning Ordinance Amendment: Zoning Article IV Schedule of District Regulations, Subsection 36-90(d); Accessory Uses and Buildings to add Little Free Library Book Stand as permitted accessory structure by adding Subsection (d)(10).

- **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.
Motion carried 6—0 on a roll call vote.

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

- **Motion:** Roman moved, Chick supported, that the public hearing be closed.
Motion carried 6—0 on a roll call vote.

8D. Amendment to Code of Ordinance Chapter 14, Land Divisions and Subdivision, Article 3 II—Land Division, Section 14.22, Application for Land Division Approval to remove the application fees from the text.

- **Motion:** Iaquinto moved, Roman supported, that the public hearing be opened.
Motion carried 6—0 on a roll call vote.

Sloan briefly explained that the purpose of this amendment is to remove the listing of the specific fee as such fees are set by the Township Board.

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

- **Motion:** Roman moved, Iaquinto supported, that the public hearing be closed.
Motion carried 6—0 on a roll call vote.

9. REPORTS

9A. Board of Trustees

Chick reported that since the Commission last met the Board held two regular meetings and three special meetings to interview candidates for the Township Manager position, and provided updates on planned roadwork.

9B. ZBA

Steffens reported the ZBA has not met since the last Commission meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Nothing to report.

9E. Parks and Recreation

Iaquinto reported 40 Community Garden has 40 plots, the Bark Park is doing well, and they are working with the school district on plans for a Riverwalk.

10. UNFINISHED BUSINESS

10A. Zoning Ordinance Amendment: Official Zoning Map to Include the Whitmore Lake/Horseshoe Lake (WLHL) Overlay District

- **Motion:** Roman moved, Iaquinto supported, to adopt the official Zoning Map to Include the Whitmore Lake/Horseshoe Lake (WLHL) Overlay District and to forward it to the Board of Trustees for approval.
Motion carried 6—0 on a roll call vote.

10B. Zoning Ordinance Amendment: Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage

Sloan noted that this was originally brought up in 2014, but it appears no formal action was taken. Roman clarified this eliminates the wording “special land use” which is not otherwise used in the ordinance and specifies that “conditional use permit” (CUP) is among the actions exempt from the requirement to post a sign. Sloan and Commissioners noted that the ordinance requires the mailing of notices to property owners within 300 feet of the subject property for CUP applications.

Commissioners discussed the pros and cons of requiring a sign, including not wishing to unduly burden property owners, lack of widely read local newspaper for notices, and the length of time that has elapsed since this last was discussed.

- **Motion:** Roman moved, Iaquinto supported, that the amendment to Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage, be approved, with the ordinance section references in items (g) and (h) being corrected.
Motion failed 2—4 on a roll call vote, Chick, Infante, Steffens, and Zarzecki opposed.

- **Motion:** Chick moved, Zarzecki supported, that the amendment to Zoning Article XXXIII Public Notice, Subsection 36-1034(5), Posting of Signage, be approved, with the following changes:

- Removing Conditional Uses as being exempt from signage requirements, and
- ordinance section references in items (g) and (h) being corrected.

Motion carried 4—2 on a roll call vote, Iaquinto and Roman opposed.

10C. Zoning Ordinance Amendment: Zoning Article IV Schedule of District Regulations, Subsection 36-90(d); Accessory Uses and Buildings to add Little Free Library Book Stand as permitted accessory structure by adding Subsection (d)(10).

Sloan explained the requirements to be met for installing a little free library according to this proposal, noting that the intent is to allow them while preventing abuse of the ordinance. Commissioners discussed whether design requirements should be included, whether a land use permit should be required, and enforcement.

- **Motion:** Iaquinto moved, Chick supported, that the proposed text amendment to Zoning Article IV Schedule of District Regulations, Subsection 36-90(d); Accessory Uses and Buildings to add Little Free Library Book Stand as permitted accessory structure by adding Subsection (d)(10), be approved, with items (e) and (h) being eliminated.
Motion carried 6—0 on a roll call vote.

10D. Amendment to Code of Ordinance Chapter 14, Land Divisions and Subdivision, Article3 II—Land Division, Section 14.22, Application for Land Division Approval to remove the application fees from the text.

- **Motion:** Roman moved, Iaquinto supported, that the Amendment to Code of Ordinance Chapter 14, Land Divisions and Subdivision, Article3 II—Land Division, Section 14.22, Application for Land Division Approval to remove the application fees from the text be approved as presented.
Motion carried 6—0 on a roll call vote.

10E. Further Discussion of Proposed Zoning Ordinance Amendment: Open and Unroofed Terraces, Patios, and Porches

Sloan explained this was discussed at the May 3rd Commission meeting. He said this would result in the same requirements being applied to unattached terraces, patios, porches, and awnings as are currently applied to such structures that are attached to structures.

- **Motion:** Roman moved, Iaquinto supported, that the proposed ordinance amendment regarding and Unroofed Terraces, Patios, and Porches be set for public hearing at a future Planning Commission meeting. **Motion carried 6—0 on a roll call vote.**

10F. Discussion of Review and Proposed Revisions to Sign Regulations

Sloan reviewed his June 1st memo regarding the need for a review of the Township's sign regulations to insure compliance with a 2015 Supreme Court ruling regarding sign content. He also recommended a variety of other amendments identified as part of his review.

- **Motion:** Roman moved, Chick supported, to provide the Commission with an updated sign regulation ordinance at a future meeting. **Motion carried 6—0 on a roll call vote.**

11. NEW BUSINESS

None.

12. MINUTES

- **Motion:** Iaquinto moved, Chick supported, that the minutes of the May 3, 2017, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 6—0 on a voice vote.**

13. SECOND CALL TO THE PUBLIC

David Gordon thanked the Commission for their amendment to the zoning ordinance to require posting of signs for conditional use permit requests.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners called attention to the Township Cleanup Day on June 6th and thanked Mr. Lakatos for raising funds to allow the Barker Road non-motorized path to be completed.

15. ANNOUNCEMENT OF NEXT MEETING

June 21, 2017, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

- **Motion:** Chick moved, Roman supported, that the meeting be adjourned. **Motion carried 6—0 on a voice vote.**

The meeting was adjourned at 8:27 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 _____, 2017.

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/>