

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
October 18, 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**
- 9. REPORTS OF COMMITTEES**
 - A. Board of Trustees**
 - B. ZBA**
 - C. Staff**
 - D. Planning Consultant**
 - E. Parks and Recreation**
 - F. Downtown Planning Group**
- 10. UNFINISHED BUSINESS:**
 - A. Further Discussion Proposed Zoning Ordinance Amendments – Signs**
 - B. McKenna Associates Site Plan Review #3 – Hatfield Holdings Landscaping**
- 11. NEW BUSINESS:**
 - A. Zoning Administrator Quarterly Report**
 - B. Discussion 2017 Zoning Amendments & Project Approval Procedures**
- 12. APPROVAL OF PRECEDING MINUTES:** Sept 20, 2017 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Joint Board of Trustee Meeting – October 24, 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.

ARTICLE XXVI. - SIGN REGULATIONS^[9]

Footnotes:

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State Law reference— Highway advertising act of 1972, MCL 252.301 et seq.

Sec. 36-788. - Purpose.

The purpose of this article is to provide regulations for signs in a manner that will minimize their negative effects while allowing for creative and effective communication of information. These regulations are intended to balance the public and private interests, with the goal of promoting a safe, well-maintained, vibrant, and attractive community while accommodating the need for signs to inform, direct, identify, advertise, advocate, promote, endorse, and otherwise communicate information. It is a basic tenet of this article that unrestricted signage does not benefit the community. The objectives of this Article are:

- (a) **Public Safety.** To promote free flow of motorized and non-motorized traffic and protect motorists, passengers, and pedestrians from injury and property damage caused by, or which may be fully or partially attributable to, visual clutter that confuses or misleads traffic, obstructs vision and is potentially harmful to property values, businesses, and community appearance, and to protect public safety by prohibiting or removing signs that are structurally unsafe or poorly maintained.
- (b) **Free Speech.** To ensure that the constitutionally guaranteed right of free speech is protected and to allow signs as a means of communication.
- (c) **Community Aesthetics.** To preserve the appearance of the township by preventing the placement of oversized signs that are out of scale with surrounding buildings and structures, or the placement of signs with materials or illumination that detracts from the character of the surrounding area, so as to protect the character of neighborhoods in the township, and to protect the public welfare.
- (d) **Effective Communication.** To encourage the appropriate design, scale, and placement of signs in a manner that communicates effectively to the intended reader.
- (e) **Economic Development.** To allow for adequate and effective signage for businesses to inform, identify, and communicate effectively.
- (f) **Ease of Administration.** To have standards and administrative review procedures that are simple for property owners, tenants, and sign installers to understand and follow, and are easily enforceable by Township staff.
- (g) **Reduce Blight.** To reduce blight caused by poorly maintained signs and the proliferation of signs beyond what is permitted in this article.

(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

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(b) The principal features are the restriction of advertising to the use of the premises on which the sign is located and the restriction of the total sign area permissible per site. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted therein or thereon shall be deemed to be accessory and incidental to such land, building, or use. It is intended that the display of signs will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. With respect to signs advertising business uses, it is specifically intended, among other things, to avoid excessive competition and clutter among sign displays in their demand for public attention. It is further intended that all signs within one complex or center be coordinated with the architecture in such a manner that the overall appearance is harmonious in color, form, and proportion. ¶

(c) It is also intended by this article that all temporary signs erected for directional purposes, for public information or to call attention to special events shall be confined to those that are of general public interest and that such signs shall be limited to the giving of information. ¶

Sec. 36-789. - Definitions.

(a) **Sign Definitions, Sign Types.** The following definitions apply to types of signs based on the characteristics of the sign without respect to the content of the message:

(1) **Animated Sign.** A sign that has any visible moving part either constantly or at intervals; flashing, scintillating, intermittent, or osculating lights; visible mechanical movement of any description; or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance to depict action, create an image of a living creature or person, or create a special effect or scene. An "Animated Sign" does not include an "Electronic Message Sign" as defined in this chapter.

(2) **Awning Sign or Canopy Sign.** A sign that is painted on or attached to an awning or canopy.



Awning Sign

Canopy Sign

(3) **Banner Sign.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached flat either to a wall or temporarily to a permanent sign face.



Banner Sign

(4) **Billboard.** See Outdoor Advertising Sign.

(5) **Building-Mounted Sign.** Display sign that is painted on, adjacent to or attached to a building wall, door, and window or related architectural feature including building directories, canopy signs, projecting signs or marquee signs, wall signs, and window signs.

(6) **Changeable Copy Sign.** A permanent sign or portion thereof on which the copy or symbols change, either automatically through electrical or electronic means, or manually through the placement of copy and symbols on a panel mounted in or on a track system.

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(7) **Electronic Message Sign (EMS).** An electrically activated changeable copy sign whose variable message capability can be electronically programmed.

(8) **Festoon.** A string of ribbons, pennants, spinners, streamers, tinsel, small flags, pinwheels, or lights, typically strung overhead and/or in loops.

(9) **Flag.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached to a permanent conforming pole or attached flat to a wall.

(10) **Freestanding Sign.** Any sign that is affixed to the ground surface and supported by one or more uprights, poles, pylons, monuments, or braces placed in the ground and independent of any building or other structure. Signs on water towers or other elevated tanks should be considered as free standing signs.

(a) **Freestanding Sign, Ground Sign or Monument Sign.** A freestanding sign supported by structures, columns, braces, or other supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A Ground Sign or Monument Sign must have a solid supporting base equal to or greater than the width of the sign face constructed of a decorative and durable material, and shall have no separations between the sign face and the base.



Monument Sign

(b) **Freestanding Sign, Pole Sign.** A type of freestanding sign that is elevated above the ground on poles or braces.



Pole Sign

(11) **Incidental Sign.** A small sign, usually 2 square feet or less, designed and located to be read only by people within the site and generally not visible or legible from the right-of-way or adjacent properties. Examples of incidental signs include, but are not limited to, credit card signs, signs indicating hours of business, no smoking signs, signs used to designate bathrooms, handicapped signs, traffic control signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices, and other signs providing information to be read at close proximity. The Zoning Administrator shall determine whether a sign is an Incidental Sign, based on the visibility of the sign from the lot line and right-of-way and/or the number of signs in close proximity of each other, and the Zoning Administrator may deny a Incidental Sign if it is a sign that is regulated by another standard in this Article.

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(12) **Interior Sign.** A sign placed within a building, but not including a window sign as defined by this Ordinance, that is not visible from any public street, sidewalk, alley, park or public property.

(13) **Mural.** Any noncommercial image or design that is painted or otherwise attached flat to a wall that is primarily artwork and does not function like a sign. For purposes of this Ordinance, a mural shall not be considered a sign. The Building ~~Official or Zoning Administrator~~ shall as necessary make a determination as to whether a design is a mural or a sign.

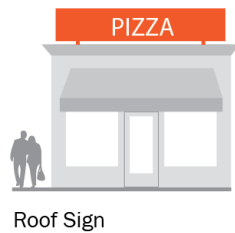
(14) **Outdoor Advertising Sign.** A sign intended to advertise a use located on other premises and which is intended primarily for advertising purposes. Such sign, by virtue of its size and scale, would constitute the principal use of the premises on which the sign is located.

(15) **People Sign.** A portable sign held by a person and displayed for the purposes of expressing a message.

(16) **Projecting Sign.** A display sign attached to or hung from a structure projecting from and supported by the building and extending beyond the building wall, building line or street right-of-way line. A "Projecting Sign" is differentiated from a "Wall Sign" based on the distance the sign projects from the surface of the building.



(17) **Roof Sign.** A display sign that is erected, constructed and maintained on or above the roof of the building, or that extends above the roofline.



(18) **Street Furniture Sign.** A sign applied to or affixed to the seat or back of a bench, lamp post, garbage can, tree, utility pole, or other public street furniture.

(19) **Temporary Sign.** A sign, with or without a structural frame, intended for a limited period of display.

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- (a) **Temporary Sign, Air-Activated Sign.** A Temporary Sign that is an air inflated object, which may be of various shapes, is made of flexible fabric, rests on the ground or structure and is equipped with a portable blower motor that provides a constant flow of air into the device. Air-activated signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
- (b) **Temporary Sign, Balloon Sign.** A Temporary Sign that is an air inflated object, which, unlike air-activated signs, retains its shape. A balloon sign is made of flexible fabric, rests on the ground or structure, and may be equipped with a portable blower motor that provides a constant flow of air into the device. Balloon signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
- (c) **Temporary Sign, Portable Sidewalk, Sandwich Board, or A-Frame Sign.** A sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. Such sign is usually placed along the sidewalk or road frontage of a business and is capable of being moved within the zoning lot on which it is located or from one zoning lot to another. Often referred to as "sidewalk signs," sandwich board signs include, but are not limited to, so called "A" frame, "T" shaped, or inverted "T" shaped stands.
- (d) **Temporary Sign, Support Pole Sign.** A Temporary Sign that is attached as an appendage to a sign, sign support, light pole, utility pole, or any part of a pole or support.
- (e) **Temporary Sign, Yard Sign.** A portable temporary sign or sign board that is freestanding and temporarily anchored or secured to the ground.
- (20) **Vehicle Sign.** Any sign on a vehicle, trailer, truck, and similar vehicle used for transport, where the primary purpose of the vehicle is for transportation as part of the normal course of business.
- (21) **Wall Sign.** Any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and displays only one sign surface. A wall sign shall not project from the surface of the building wall more than 12 inches.

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Wall Sign

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- (22) **Window Sign.** A sign affixed to a window or so as to be observable from the exterior of the window to which such sign is located or affixed, including signs located inside a building but visible from the outside of the building.



Window Sign

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(b) Sign Definitions, General.

(1) **Abandoned Sign.** A sign or supporting structure that is no longer regularly maintained or a sign located on a lot with a vacant building. Whether a sign has been abandoned shall be determined by the intent of the sign owner and shall be governed by the applicable Case Law and Statutory Law on abandoned structures.

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(2) **Alteration.** Any change in copy, color, size, or shape, which changes appearance of a sign, or a change in position, location, construction, or supporting structure of a sign, except that a non-structural copy change on a sign is not an alteration.

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(3) **Awning.** A fireproof space frame structure with translucent flexible reinforced vinyl or canvas covering designed in awning form, and extending outward from the building wall.

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(4) **Building Frontage.** The length of the front (entry) portion of a building occupied by a single tenant, often facing a street fronting to the premises on which the tenants is located.

(5) **Canopy.** A multi-sided overhead structure used as a common building architectural feature.

(a) **Canopy, Attached.** A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points.

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(b) **Canopy, Freestanding.** A multi-sided overhead structure supported by columns, but not enclosed by a wall.

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(6) **Clearance.** The vertical distance between the surface grade beneath the sign and the lowest point of the sign, including framework and embellishments.

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(7) **Damaged Sign.** A sign or supporting structure that is torn, defaced, dented, smashed, broken, vandalized, or destroyed.

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(8) **Decorative Display.** A decorative display designed for the entertainment or cultural enrichment of the public and intended to serve as a cosmetic adornment rather than to convey a message. A decorative display shall not be considered a sign and shall be temporary in nature.

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(9) **Directional Sign.** A sign that controls or directs traffic, pedestrian, or parking movements.

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(10) **Grade, Sign.** The average elevation of an area within a horizontal radius, equal to the height of the sign, extending around sign base.

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(11) **Height, Sign.** The vertical distance measured from the sign grade at the center point of the sign location to the highest point of the sign.

(a) **Height, Maximum.** Shall be measured from sign grade to the highest edge of the sign surface or its projecting structure.

(b) **Height, Minimum.** Shall be measured from sign grade to the lowest edge of the sign surface or its projecting structure.

(12) **Illegal Sign.** A sign for which no valid permit was issued by the Township at the time such sign was erected, or a sign that is not in compliance with the current zoning chapter and does not meet the definition of a nonconforming sign.

(13) **Noncombustible Material.** Any material that will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.

(14) **Nonconforming Sign.** A sign that was lawful at the time of its construction but which is not in compliance with current ordinance provisions for signs.

(15) **Owner.** A person, firm, partnership, association, company, or corporation and/or its legal heirs, successors, and assigns.

(16) **Sign.** Any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession, or industry which is located upon any land attached on or attached to any building, in such manner as to attract attention from outside the premises.

(17) **Sign Area.** The entire area within a circle, triangle, rectangle, oval, or other geometric shape enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or element forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed, as long as those supports do not contain signs. An awning shall not be deemed to be a sign frame.

(18) **Sign Copy.** The words and images constituting the message of a sign.

(a) **Sign Copy, Animated Copy.** Any type of sign copy that flashes, moves, revolves, cycles or is otherwise altered or changed by mechanical or electrical means.

(b) **Sign Copy, Changeable.** Moveable letters or other forms of sign copy, not including animated copy that can be altered by natural, mechanical or electrical means without replacing the sign copy area.

(19) **Sign, Non-Commercial.** Any sign consisting only of non-commercial content.

(20) **Sign, On-Premise Commercial.** A sign that contains a message related to a business or profession conducted or to a commodity, service, or activity sold or offered for sale upon the premises where the sign is located. Examples of on premise commercial signs include, but are by no means limited to, signs advertising a permitted on-site commercial use and signs of a contractor or other commercial entity affiliated with an on-site project under development.

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(21) Sign, Off-Premise Commercial. A sign that contains a message related to a business or profession conducted or to a commodity, service, or activity sold or offered for sale off the premises of where the sign is located.

(22) Unsafe Sign. A sign that is not properly secured; is in danger of falling or has otherwise been found to be in a condition that is hazardous to the public health, safety or welfare by the Building Official or Code Enforcement Officer.

Sec. 36-790. - General sign regulations.

The following general sign regulations apply to all zoning districts within the township:

- (1) *Traffic control.* No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) *Sign character and setbacks.* All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum setback of 15 feet from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) *Permit required.* Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated.
- (4) *Sign height.*
 - a. No freestanding sign shall exceed a height of 15 feet above the sign grade.
 - b. Computation of height. The height of a sign shall be computed as the distance from the base of the sign at the center of the sign grade to the top of the highest attached component of the sign.
 - c. In cases where the sign grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the sign grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

(5) Maintenance. All portions of signs and sign structures shall undergo maintenance as needed to keep them in good repair and working order.

(6) Illumination. The following regulations shall apply to all signs.

- a. The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.
- b. No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing. Illumination for

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1. Existing grade prior to construction; or
2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.

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(5) *Material.* All signs must be constructed with noncombustible material.

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electronic message signs (EMS) shall be regulated pursuant to section 36-797(6). Illumination for LED billboards shall be regulated pursuant to section 36-796(6). Nothing contained in this article shall, however, be construed as preventing the use of lighting as a decorative display.

- c. No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02).

Sec. 36-791. - Substitution.

Notwithstanding anything stated herein to the contrary, noncommercial copy may be substituted for commercial copy on any lawful sign structure, and any sign permitted by the regulations in this article may contain a noncommercial message.

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Sec. 36-790. - Signs permitted in all zoning districts. ¶
Subject to the other conditions of this chapter, the following signs shall be permitted anywhere within the township: ¶

- (1) One sign shall be permitted for all building contractors, one for all professional design firms and one for all lending institutions on sites under construction, each sign not to exceed six square feet overall, with not more than a total of three such signs permitted on one site. The above signs may be combined into a single sign not to exceed 32 square feet in area. The sign shall be confined to the site of the construction, construction shed, or construction trailer and shall be removed within 14 days of the issuance of a certificate of occupancy. ¶
- (2) . One temporary real estate "for sale" sign located on the property and not exceeding six square feet in area shall be permitted for each lot. If the lot or parcel has multiple frontages, one additional sign not exceeding six square feet in area shall be permitted on the property on each street frontage. Under no circumstances shall more than two such signs be permitted on a lot. Such signs shall be removed within seven days following the sale. ¶
- (3) Street banners advertising a public entertainment or event, if such banners are approved by the township board and in locations designated by the township board, may be displayed 14 days prior to and seven days after the public entertainment or event. ¶
- (4) . Name, directional and informational signs and emblems of service clubs, places of worship, civic organizations, and quasi-public uses shall be permitted on private property and set back in accordance with these standards. Each sign shall not be more than three square feet in area. The top of such sign shall not exceed eight feet above grade. In the event that more than one sign is to be placed at one location, all civic organizations and service clubs signs must be consolidated and confined within a single frame, and all signs for places of worship shall be consolidated and confined within a single frame which may be separate from that for civic organizations and service clubs. ¶

(Ord. of 7-22-2013, § 62.03; Ord. of 6-4-2014, § 62.03)

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Sec. 36-792. - Signs permitted in recreation-conservation and agricultural districts.

Signs permitted in the AR and RC zoning districts include the following:

	AR and RC Districts (Single-Family Lots)	AR and RC Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Yard Signs (Non-Commercial)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (On-Premises Commercial)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.
Yard Signs (Off-Premises Commercial)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 30 days in a calendar year	

(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

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Sec. 36-793. – Signs permitted in residential districts.

Signs permitted in the LR, MR, MHP, SR1, and SR2 zoning districts include the following:

	LR, MR, MHP, SR1, and SR2 Districts (Single-Family Lots)	LR, MR, MHP, SR1, and SR2 Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Permanent Wall Signs	Not permitted	Maximum Area: 32 sq. ft.
Yard Signs (Non-Commercial)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (On-Premises Commercial)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.
Yard Signs (Off-Premises Commercial)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 30 days in a calendar year	

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)

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Sec. 36-794. - Signs permitted in business districts.

Signs permitted within the LC, GC, RO, WLD-DD, WLD-NV, WLD-W, PSC, and RTM zoning districts include the following:

	LC and GC Districts	WLD-DD, WLD-NV, and WLD-W Districts	RO, PSC, and RTM Districts
Permanent Freestanding Signs	Maximum Number: 1 per street frontage of the lot. Maximum Area: 36 sq. ft. per sign, except that a lot with multiple tenants may have 1 sq. ft. per front foot of building provided the sign does not exceed 200 sq. ft.		
Freestanding Canopy Signage	Maximum Area: On a lot with an approved freestanding canopy, 6 sq. ft. of sign area is permitted on each side of the freestanding canopy.		
Permanent Wall Signs	Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building Maximum Area: 2 sq. ft. for each foot of length of the front wall to which the sign is affixed. Minimum Separation Distance Between Wall Signs: Where there are 2 or more wall signs, the minimum distance between such signs must be at least 2 feet.		
Permanent Projecting Sign	Not permitted in LC and GC.	Maximum Number: 1 per first floor business. Maximum Area: 8 sq. ft., which is included in the total amount of wall signage for the building. Minimum Height (Vertical Clearance): 8 feet from the grade below to the bottom of the sign. Maximum Projection: Up to 4 feet from the face of the building.	Not permitted in RO, PSC, and RTM.
Rear and Side Entrance Location Wall Signs	Maximum Number: 1 per rear or side entrance to the building. Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.		
Yard Signs	Maximum Area (Total): 32 sq. ft. per lot Maximum Height: 8 feet		
Portable Sidewalk Signs	Maximum Number: 1 per business, plus up to 1 additional sidewalk sign per business if the business has more than 160 feet of lot frontage. Maximum Area: 7 sq. ft. per side of the sidewalk sign. Maximum Height and Width: 3.5 feet. Location: On the building side of the sidewalk, provided that a pedestrian travel area of at least 5 feet is maintained, that there is no obstruction of ingress or egress to any building cause by the sign, and that the sign shall not interfere with the view, access to, or use of the subject or adjacent property. Duration: The sidewalk sign may only be placed outdoors when the building is open to the public.		
Window and Door Signs	Maximum Area (Total): 25% of the window and door area. Any area of window or door signage exceeding 25% of the window and door area shall be counted as wall signage.		

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

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Sec. 36-795. – Signs permitted in industrial districts.

Signs permitted within the LI and GI zoning districts include the following.

	<u>LI and GI Districts</u>
<u>Permanent Freestanding Signs</u>	<u>Maximum Number: 1 per street frontage of the lot.</u> <u>Maximum Area: 80 sq. ft. per sign.</u>
<u>Permanent Wall Signs</u>	<u>Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building</u> <u>Maximum Area: 1 sq. ft. for each foot of length of the front wall to which the sign is affixed.</u>
<u>Rear and Side Entrance Location Wall Signs</u>	<u>Maximum Number: 1 per rear or side entrance to the building.</u> <u>Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.</u>
<u>Yard Signs</u>	<u>Maximum Area (Total): 32 sq. ft. per lot</u> <u>Maximum Height: 8 feet</u>

Sec. 36-796 –Signage in Conjunction with an Approved Temporary Use in the WLD, LC, GC, RO, LI, GI, PSC, RTM and Non-residential PUD Districts

Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted in conjunction with an approved temporary use permit in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the temporary use permit and sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

Sec. 36-797. - Billboards (outdoor advertising signs).

Billboards shall be permitted in LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) *Spacing.* Billboards shall be spaced so that not more than three (3) billboards structures may be located per linear mile of street or highway regardless of the fact that such billboards may be located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.
- (2) *Display areas.* Billboards that face U.S. 23 within an appropriate district shall have a maximum surface display area of six-hundred seventy-two (672) square feet, known as a bulletin billboard. Billboards facing all other streets within the township within an appropriate zoning district shall have a maximum surface display area of two-hundred eighty-eight (288) square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a

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sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by side shall not be permitted. If both sides of a V-type sign are visible from any one location it shall **not** be considered a single sign for the purposes of calculating maximum sign area.

- (3) *Height.* The billboard shall not exceed **thirty (30)** feet above the average grade of:
- The ground on which the billboard sits; or
 - The grade of the abutting roadway, whichever is higher.
- (4) *Placement on roof.* The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) *Setbacks.* No billboard shall be located closer than **fifty (50)** feet to a non-right-of-way property line and must maintain a minimum of **fifteen (15)** feet from any right-of-way on the property. No billboard shall project over public property. Billboard signs shall be no closer than **twenty-five (25)** feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards **are prohibited from locating** within **three-hundred (300)** feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within **one-thousand (1,000)** feet of an existing residence.
- (6) *Illumination.* Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:
- A billboard shall **have** automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over ambient light levels measured at the following distance in relation to billboard size, **rounded to the nearest whole square foot**:

Billboard Sign Face Area (sq. ft.)	Distance from Sign (ft.)
0 – 300	150
301 – 378	200
379 – 671	250
672	350

- Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.
- No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
- No digital or LED billboard shall be **permitted** within **four-thousand (4,000)** feet of another digital or LED billboard or, **three-thousand (3,000)** feet of a nondigital or non-LED billboard.
- The rate of change between two static messages shall be one second or less.
- There shall be a minimum of no less than seven **(7)** seconds between copy changes.
- The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.

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 2. A distance of 200 feet for sign faces greater than 300 square feet but less than or equal to 378 square feet; ¶
 3. A distance of 250 feet for sign faces greater than 378 square feet but less than 672 square feet; and ¶
 4. A distance of 350 feet for sign faces equal to 672 square feet. ¶

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h. The digital or LED billboard will not distract, endanger, or disorient motorists.

- (6) *Construction.* Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

Sec. 36-798. - Electronic message signs.

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district and to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50% of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every thirty (30) seconds.
- (3) The rate of change between two static messages shall be one second or less.
- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign rounded to the nearest whole square foot, and the distance measured perpendicular to the sign face in accordance with the following table:

Sign Face Area (sq. ft.)	Distance from Sign (ft.)*
0 – 10	32
11 – 15	39
16 – 20	45
21 – 25	50
26 – 30	55
31 – 35	59
36 – 40	63
41 – 45	67
46 – 50	71
51 – 55	74
56 +	77

*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

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(7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.

(8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

Sec. 36-799. - Exemptions.

The following types of signs shall not require a permit and are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

(1) Signs erected by an official governmental agency or a public officer in the performance of their public duty, as necessary to preserve the health, safety, and welfare of the community.

(2) Sign copy carved into stone, concrete, or other similar material or permanent type construction and made an integral part of the structure or architecture of the building.

(3) Signs recognizing an official national or state historical site or building.

(4) Directional signs as necessary to direct traffic movement onto a property or within a property, not exceeding eight (8) square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.

(5) Non-commercial flags.

(6) Incidental signs, subject to the approval of the Zoning Administrator.

(7) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet. The basis for exempting these types of signs is for the public safety benefit provided informing people that trespassing is prohibited.

(8) Address numbers, being essential for public safety and emergency response, with a numeral height no greater than six (6) inches for each dwelling unit and eighteen (18) inches for any other use, including multiple-family buildings. The Police Chief or Fire Chief may approve a larger numeral height if deemed necessary for public safety and emergency response.

(9) Interior signs.

(10) Non-commercial people signs.

(11) Vehicle signs, provided the vehicle is licensed, registered, and lawfully parked in accordance with this Ordinance.

(12) Any lawful sign in a public or private right-of-way installed by an authorized public agency.

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

Sec. 36-800. - Prohibited signs.

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The following signs are prohibited anywhere within the township:

- (1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words.
- (2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- (3) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.
- (4) All temporary signs, unless authorized elsewhere within this chapter.
- (5) Abandoned signs.
- (6) Festoons, except for decorations commemorating a holiday or approved in conjunction with a temporary land use.
- (7) Street furniture signs, unless otherwise permitted within this chapter.
- (8) Signs attached to other signs, unless otherwise permitted within this chapter.
- (9) Animated signs.
- (10) Roof signs.
- (11) Illegal signs.
- (12) Damaged signs.
- (13) Unsafe signs.
- (14) Commercial people signs. The basis for prohibiting commercial people signs is that the movement and proliferation of commercial people signs would degrade traffic safety and community aesthetics.
- (15) Any sign containing off-premise commercial content, except as permitted in this article.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

Sec. 36-~~801~~. - Permit and fees.

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.
- (b) The application shall contain the following information:
 - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
 - (2) The signature of the property owner concurring in submittal of said application.
 - (3) An accurate survey drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.

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Deleted: signs which are pasted or attached to utility poles, trees, or other signs, except as provided in section 36-797(8).

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(7) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of suspension or attachment.

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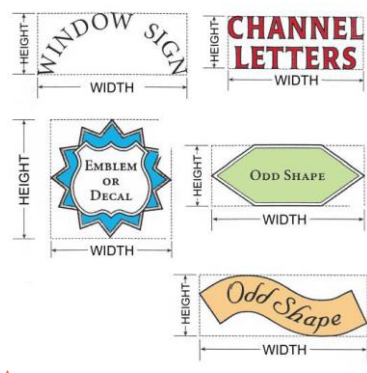
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- (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.
- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

Sec. 36-802. - Computation of surface area.

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.



(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

Sec. 36-803. - Removal.

Deleted: Sec. 36-800. - Illumination. ¶

(a) The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures. ¶

(b) No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing, except that movement showing the date, the time, and the temperature exclusively may be permitted. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-796(6).

Illumination for LED billboards shall be regulated pursuant to section 36-794(6). Nothing contained in this article shall, however, be construed as preventing the use of lights or decorations related to religious and patriotic festivities. ¶

(c) No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property. ¶

(Ord. of 7-22-2013, § 62.13; Ord. of 6-4-2014, § 62.13) ¶

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(a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall take action to force the removal of the sign. The township shall also remove a sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.

(b) 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, thereby making the sign an Abandoned Sign and/or an off-premises commercial sign. If the owner or lessee fails to remove the sign, the township shall take action to force the removal of the sign in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee agrees to maintain the signs as provided in this article, and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

Sec. 36-804. - Nonconforming signs.

Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)

Sec. 36-805. - Responsibilities for signs.

The following regulations apply to all signs:

- (1) The sign user is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) Signs requiring a permit shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

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Sec. 36-80~~6~~. - Registry.

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, [sign user](#), and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

Secs. 36-80~~7~~—36-831. - Reserved.

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October 6, 2017

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

**Subject: Site Plan Review #3; Bobber Down / 8475 Main Street; Plans dated September 2, 2017
Original application received by Township on March 31, 2017**

Dear Commissioners:

We have reviewed the revised site plan documents submitted by Kristen Delaney for an addition to the Bobber Down restaurant at 8745 Main Street. The original site plan was dated March 2, 2017, and the plan was updated on June 13, 2017 and September 2, 2017 to incorporate input from our first site plan review letter dated April 25, 2017.

The existing first floor is 1,979 square feet with a proposed addition of 217 square feet, and the existing second floor is 441 square feet with a proposed addition of 174 square feet. The site is 0.6 acres and is zoned GC – General Commercial.



Aerial of Bobber Down site. Source: Washtenaw County GIS

COMMENTS

Our comments that follow are based on the requirements of the Northfield Township Zoning Ordinance, observation of the site, and sound planning and zoning principles.

1. **Zoning District and Land Use.** Bobber Down is a restaurant and bar located in the GC – General Commercial district. Restaurants serving alcoholic beverages are permitted by right per Section 36-390(9) of the Zoning Ordinance, provided the gross receipts thereof derived from the sale of food and other goods and services exceed 50% of the total gross receipts. Bars or other similar establishments principally used for the sale of beer, wine, or intoxicating liquor for consumption on the premises, subject to the requirements of Section 36-710, are permitted as a Conditional Land Use per Section 36-391. A letter from Debra Hatfield dated June 27, 2017 states that the total gross receipts at Bobber Down are approximately 60% as food and merchandise, and 40% as beer, wine, and liquor. Therefore, Bobber Down qualifies as a restaurant.

2. **Future Land Use.** In the Northfield Township Master Plan, the future land use for this area is classified as Mixed Use – North. The intent of the Mixed Use North designation is to provide areas where local service, commercial, office, and residential activities can all take place. The current use is compatible with the future land use designation.
3. **Dimensional Requirements.** The minimum lot area in the GC district is one acre, and the site is 0.6 acres. However, the use of a nonconforming lot is permitted, provided all of the setback, lot coverage, and height standards are met.

The minimum rear and side yard setbacks of the GC district are 20 feet, and the minimum front yard setback is 35 feet. The existing building encroaches approximately 9 feet in the side yard setback on the north side of the lot, which is an existing nonconformity that may continue. The building addition in Phase 1 is proposed to encroach into this setback even though the addition will not protrude further north of the existing northern elevation of the building. Our previous review letter suggested applying for a side yard setback variance as one option for dealing with this issue. The Zoning Board of Appeals granted a side yard setback variance at the meeting on August 21, 2017, so this issue is resolved.

The building is shorter than the maximum permitted height of 45 feet.

4. **Access and Circulation.** The site is accessed from Main Street. There is an existing parking lot behind the building with a two-way maneuvering lane that is 24 feet wide at the perpendicular spaces but only 17-19 feet wide next to parallel spaces near the entrance and exit. Section 36-762(12) of the Zoning Ordinance requires a 22-foot wide maneuvering lane for perpendicular spaces, but does not have a minimum width for maneuvering lanes adjacent to parallel spaces. If there are no objections from the Fire Department, we recommend the current maneuvering lane width is maintained.
5. **Parking and Loading.**

- a. **Parking Calculations.** Parking calculations are shown on the site plan. Based upon our calculations, the parking requirements are described in the following table:

Use	Ordinance Standard	Number of Parking Spaces Required	Number of Parking Spaces Provided
Restaurants, cocktail lounges, taverns and night clubs	One space for each two patrons of maximum seating capacity, plus	Max. occupancy = 70 patrons $(70/2) = 35$ spaces	40 spaces
	One space for each two employees	$5/2 = 2.5$ spaces	
	Total	38 spaces	

The existing parking lot has 40 spaces which meets and exceeds the 38 spaces required by the Zoning Ordinance. Most spaces are behind the building, with parallel spaces on the south lot line and 4 spaces accessed directly off Main Street in front of the building.

- b. Under Section 36-762(b) (1) off-street parking spaces and driveways shall be setback at least 10 feet to any lot line, unless a wall, screen, or compact planting strip is provided as a parking barrier along that lot line. The only parking space within 10 feet of any lot line is the existing northernmost parking space in front of the building.

- c. Under Section 36-762(b) (2), off-street parking spaces shall not be located in the front yard setback. The 4 spaces in front of the building are all in the front yard setback, and this was an existing condition prior to this site plan review. Thus, these parking spaces may continue as currently configured.
 - d. Under Section 36-762(b) (12), all off-street parking spaces shall be at least 10 feet wide and at least 200 square feet in area. The spaces are 9 feet wide, which was an existing condition of the site. The parallel spaces are marked as 23 feet long, and the spaces in the back of the building are marked as 20 feet long, still leaving 24 feet of width for the maneuvering lane behind the building.
 - e. There is a 10 foot by 55 foot loading space shown in the middle of the parking lot in the back of the building. The size meets the minimum requirement of Section 36-766(a) (2). The plan states no loading or unloading will take place during regular business hours, so there is no conflict with the parking spaces located here.
6. **Dumpster Enclosure and Screening.** Section 36-701(3) requires that dumpsters are located an enclosure constructed of opaque materials on at least three sides, with an opening or gate on the fourth side. Phase 2 of the proposed construction on the site will include a new dumpster enclosure. The plan states that the enclosure will be a wood fence on 3 sides of the dumpster, and a concrete pad would be constructed as well per Section 36-701(3). An elevation photo of the dumpster enclosure is indicated on Sheet C1.0, and is proposed to be installed in Phase 1. The dumpster pad is approximately 10 feet by 20 feet.
7. **Stormwater Management.** The site is an existing development, and no changes to the existing paving or grading are proposed, besides the new building additions. We defer to the Township Engineer regarding any potential issues with stormwater management.
8. **Landscaping.** The site includes some existing landscaping, including two deciduous trees and a shrub row along the southern edge of the parking lot. Because the site is only 0.6 acres and is almost entirely covered by the building or by paved surfaces, there is little opportunity for any comprehensive landscaping on the site. On September 20, 2017, Planning Commission Approved the site plan subject to the condition that the applicant would provide improved landscaping on the west side of the site.
- The applicant submitted a photo image of the westside of the site dated 9/25/2017 and a proposal for ornamental grass, evergreen shrubs, ground cover, and mulch. We find that this proposal will be a substantial improvement to the site consistent with the recommendation of Planning Commission.*
9. **Architecture and Building.** Floor plans were included with the site plan, along with the section view of part of the building. Elevation drawings are shown on Sheet A1.1. The building addition will match the materials and style of the existing building.
10. **Lighting.** Section 36-728 of the Zoning Ordinance requires site plans to include the light fixture specifications and cut sheets, as well as a photometric plan. The plan includes information on a new light fixture to match the existing, as well as locations and a photometric plan. No changes to the style or locations of lighting on the site are proposed.

11. **Signage.** No new signs are proposed on the site plan. There is an existing wall sign facing Main Street. Any changes to the signage must be noted on the plans.

APPROVAL

Planning Commission approved the site with the condition that landscaping would be planted in unpaved areas on the site to help meet requirements of the Zoning Ordinance.

1. We find the proposed landscaping with image dated 9/25/17 to substantively address the condition of Planning Commission. At this time, we recommend this letter and attached landscaping plan be kept on file as record of the landscape plan for Bobber Down, site plan dated 9/2/17. The site plan is approved.

If you have any questions about this report or require additional information, please contact us.

Respectfully submitted,

McKENNA ASSOCIATES



Paul Lippens, AICP
Senior Principal Planner

cc: Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk
Tim Hardesty, Township Wastewater Superintendent
William Wagner, Township Public Safety Director
Kurt Weiland, Building Official
Jacob Rushlow, P.E., Township Engineer, OHM
Marcus J. McNamara, OHM
Vidya Krishnan, Senior Planner, McKenna Associates
Debra Hatfield, Owner, Bobber Down
Kristen Delaney, Applicant

Landscape Materials for Bobber Down Bar & Grill

11' x 60' Area Along Western Edge of Property

Image of Area Dated 9/25/2017



Ornamental Grass



Karl Foester Grass: Mature height 48-60" tall
Will be planted along fence, staggered with Mugho Pine.

Large Evergreen Shrubs



Mugho Pine: 24-inch spread

Will be planted along fence, staggered with Karl Foester Grass.

Ground Cover



Euonymous varieties: Two-inch peat pot at three plants/square foot

Will be planted in front of Mugho pine.

*Landscaped area will be mulched a minimum of 4" deep with shredded hardwood bark.
Plantings will done in accordance with Sec. 36-722 of Northfield Township Ordinance.*

October 10, 2017

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

Subject: Zoning Administrator Quarterly Report 7/1/17 – 9/30/17

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 THIRD quarter of 2017 (July 1 through September 30).

Zoning Compliance Applications: A total of 30 applications were APPROVED

1. Approved six (6) new dwellings and additions to one (1) other existing dwelling.
2. Approved four (4) new accessory structures such sheds and pole barns.
3. Approved five (5) new decks.
4. Approved two (2) home occupations.
5. Approved four (4) new fence permits.
6. Approved soil permit for one (1) residential use parcel.

Non-residential Uses:

1. Approved sign permit for three (3) commercial uses (Arvin Sango; O'Donnell Electric; Bigtex Trailers).
2. Approved one request for temporary fireworks sales from Yellow Box fireworks; use required site plan and conditional use approval; however, applicant conducted the use without any approvals due to timeline issues.
3. ***Fiber Optics Business/175 Barker*** – Approved as an equipment services facility with outdoor storage, requiring site plan approval from the Planning Commission for change of use and site improvements beyond the scope of authority of the Zoning Administrator.
4. ***Dog Grooming/102 Barker*** – Approved proposed dog grooming business as being similar to a personal service establishment such as a beauty parlor or salon; administrative site plan approval required. Applicant was provided guidance for most basic requirements to be shown under ordinance provisions.
5. ***People's Express/9859 N. Main*** – Partly approved/partly denied. The use includes a transportation hub with an office and extensive service vehicle parking and facilities for service/repair and maintenance of fleet vehicles, in the WLD-W district. The transport service use is permitted as a conditional use in the district and requires site plan approval from Planning Commission and recommendation for conditional use approval from the Planning Commission with final approval by the Township Board of Trustees. The proposal to construct a garage/structure to allow for repair and maintenance of fleet vehicles is not permitted in the WLD-W district. Such use is classified as

vehicle repair and permissible only in the General Commercial (GC) and Light Industrial (LI) district. Therefore, that portion of the use was denied.

NO applications were DENIED. Four (4) applications were received, that were incorrectly drawn or showed non-compliance with ordinance standards and were initially turned down. We were able to direct the applicant to submit revisions and guide them to alter the plans to achieve compliance resulting in subsequent approval.

Zoning Board of Appeals Cases:

1. **Bobber Down/8475 N. Main** – Request for variance from side yard setback for proposed addition on the north side; recommended approval of variance – variance was granted by ZBA.
2. **3375 Five Mile Road** – Request for variance to exceed maximum permitted driveway length of 1000 feet; recommended approval of variance – variance was granted by ZBA.
3. **Ann Arbor Dog Training Club/1575 E. North territorial Road** – Request for variance from side yard setback for new building on site; recommended approval of variance – On ZBA agenda for consideration on 10/16/17.

Final Site Inspections: The Township has several sites that have been through site plan approval but have never been inspected for compliance to the approved plans which is very important to maintain the integrity of the Ordinance and ensure enforcement. The authority for such inspection lies with the Zoning Administrator per Sec. 36-87. Inspection of the Zoning Ordinance which states:

(a) All subgrade improvements, such as utilities subbase and base installations for drives and parking lots, and similar improvements, shall be inspected by the building inspector and approved prior to covering. The zoning administrator shall be responsible for the inspection of all improvements for conformance to the approved site plan. The zoning administrator is authorized to employ the township planner, township engineer, or other township departments or experts to assist in the inspection of all site improvements required by the approved site plan.

1. **O'Donnell Electric/8505 N. Main** – A letter was issued granting final site plan approval subject to installation of landscaping as shown on the approved site plan.
2. **RheTech/1500 E. North territorial Road** – A letter was issued granting final site plan approval subject to replacement of two (2) light fixtures on the north façade with shielded fixtures as shown on the approved site plan.
3. **Arvin Sango/955 E. North territorial Road** – Applicant requested intermediate site inspection to determine if they are compliant. Minor issues were found with regard to parking placement that are being resolved administratively.

Site/Code/Zoning Violations: Section 36-974 (a) of the Zoning Ordinance states:

It shall be unlawful to use or occupy or to permit the use or occupancy of any structure or premises, or both, or part thereof, hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a certificate of occupancy shall have been issued by the building inspector. A certificate of occupancy shall not be issued until it has been signed by the zoning

administrator, said signature signifying compliance with all provisions of this chapter. A certificate of occupancy shall not be issued for any building or structure or a part thereof, or for the use of land, which does not comply with all provisions of this chapter. The certificate shall state that the building, structure, and lot and use thereof, conform to the requirements of this chapter, and shall list each legal nonconformity existing on the premises. Failure to obtain a certificate of occupancy when required shall be a violation of this chapter and punishable under section 36-979.

The Township brought to our attention two (2) properties which appeared to be in violation of the ordinance, and asked for an inspection report. I visited the sites with the Code Enforcement Officer and made the following observations, which were presented with details to the Township in written reports:

1. **Broadscape/6350 Whitmore Lake Road** - The site is zoned AR (Agriculture) District and is located within the Whitmore Lake North Territorial Overlay District. Landscape Supply companies are permitted in the AR district as a conditional use per Section 36-157 (16) of the Zoning Ordinance. A landscape supply use on the site, therefore, would be permitted, but only with approval from the Planning Commission and Township Board of Trustees. Broadscape Landscape Supply has no record of site plan approval or even a Zoning Compliance application on file.
2. **Regal Recycling/6270 Whitmore Lake Road** - The site is zoned AR (Agriculture) District and is located within the Whitmore Lake North Territorial Overlay District. Scrap recycling and junk yards are not permitted in the AR district or the overlay district; however, the use received approval from the Zoning Board of Appeals on November 26, 2012 as an existing legal non-conforming use. The business received site plan approval from the Planning Commission in August 2013 for a 7,200 square foot accessory structure, which was built without any permits. The site plan application/approval was an 'after the fact' request/action. As part of the site plan approval, the applicant was required to bring several items up to code. The Township records indicate that since site plan approval, the applicant has not made the necessary changes to meet the conditions of approval. Per records, the Township has reminded the applicant numerous times to comply with the planning and engineering requirements, to no avail. A site visit indicated numerous violations on the site and non-compliance with the approved site plan.

Meetings:

1. Met on 8/9/17 with new Township Manager, Supervisor, Zoning Coordinator and Code enforcement official on updates to various issues and cases within the Township.

Other Issues:

1. Identified need for revising WLD-W district use profile. The district currently permits uses that are typically allowable only in industrial and heavy commercial districts.
2. Discussed with Zoning Coordinator interpretation on measurement of waterfront yard setbacks, living space above garage, ordinance requirements of professional site plan drawings, soil permit requirements etc.

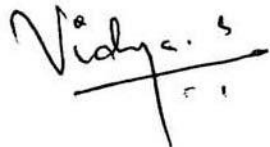
I have continued to work in the past few months to facilitate a smooth Zoning Compliance application process. In working with the Zoning Coordinator, we have tried our best to guide applicants into turning in proper drawings. Having accurately measured drawings is a must in order to safeguard the Township and the property owners' interests. Approval of a structure that may have been incorrectly shown resulting in the construction

of a non-conforming new structure will have implications for property insurance and liability in the event of a fire or other disaster, and can create issues between neighbors.

I am aware that the Planning Commission and Township Board of Trustees have heard from residents and property owners about our being "rigid" with rules. The Zoning Ordinance is a legal binding document adopted under a State law. It is not within the scope of my authority to waive or modify rules arbitrarily. We have suggested that the Ordinance be amended in some cases where the regulations seem excessively burdensome; however, until such time the ordinance is amended, we are bound by the rules on the book and by a code of ethics. Exempting some property owners from complying with the Ordinance would be unfair to those who follow the rules and eventually will be a detriment to the quality of life factors for the Township as a whole.

Well written and impartially administrated Zoning Regulations are not a detriment to a community's growth. In fact, developers welcome the opportunity to build in a community that has clear-cut guidelines and rules that enable the construction of well-designed sites with consideration to long term growth. 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

October 11, 2017

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

MEMORANDUM: 2017 ZONING AMENDMENTS AND PROJECT APPROVAL PROCEDURES

Dear Commissioners:

Per direction of the Board and Township Manager we have prepared a list of Zoning Amendments that could help to improve business relationships, resident service, and flexibility with site development. We recommend pursuing amendments that are consistent with the currently adopted Master Plan. We recommend that substantial Zoning procedural or district changes are only pursued following a Master Plan update.

Below we have summarized changes that could be pursued at this time. This memo is for Planning Commission discussion purposes. Following a discussion at Planning Commission we can work to formalize priority projects with Planning Commission and the Township Manager.

Zoning Ordinance Flexibility:

1. Clarify change of use requirements.
 - a. Clarify change of use determination procedures in a matrix or table. Change of use is triggered by substantive changes in site uses that result in parking and loading modifications, access modifications, waste disposal, noise, and other impacts on neighboring properties.
 - b. Make change of use an administrative sign off for properties that conform to current Zoning Ordinance requirements
 - i. Create a checklist that considers site inspection, recently approved site plans, evidence of compliance.
 - c. Adopt minimum development requirements for properties that do not conform to site design, access, and safety standards.
2. Refine Administrative review procedures. Administrative review is already permitted by Zoning Administrator and the Zoning Administrator can waive or require planner, engineering review as needed by site constraints and uses. Potential revisions include:
 - a. Permit a sketch plan for sites that do not require architectural or engineering level details.
 - b. Develop a "required site plan information" check list to permit administration to waive items that are not essential for project review.
3. Planning Commission waivers.
 - a. Establish formalized waivers with standards for Planning Commission to consider alternative development proposals for:
 - i. Parking and loading requirements.
 - ii. Landscaping and screening requirements.
4. Revise non-conforming use and non-conforming site standards to encourage blighted and violating sites owners to take steps toward compliance with the Zoning Ordinance and make needed site improvements.
 - a. Establish Class A and Class B non-conforming use status with standards and procedures.

Zoning Ordinance Amendments from the annual work plan

1. Amendments to encourage more development activity downtown.
 - a. Review the land uses of the WLD and try to include more uses as Permitted Uses.
 - b. Codify and update design guidelines with accompanying graphics based Downtown Strategic Action Plan
 - c. Consider “pop-up” retail and pre-approval provisions for tenant ready spaces.
2. Amendments to encourage more agricultural tourism uses.
 - a. Review these regulations to ensure they are consistent with the Right to Farm Act.
 - b. The Township may want to obtain comment from the Farmland & Natural Areas Preservation Committee.
3. Adopt a land use table to simplify uses and fix discrepancies between similar uses.
 - a. McKenna prepared a Non-Residential District Use Matrix, which is an administrative tool, we recommend adopting a similar table into the Zoning Ordinance that also includes the residential zoning districts.
 - b. Resolve conflicts between similar uses as part of the adoption process of the land use table.
 - c. Clarify definitions of uses to be consistent with the Master Plan and purpose of the Zoning Districts.

Zoning Ordinance Housekeeping Issues:

1. Develop temporary uses and standards in the Zoning Ordinance.
2. 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. Addition issues as identified.

Non-Zoning Ordinance Procedural Improvements:

1. Create a “7 Steps to Project Approval” brochure for residential, administrative approval, and planning commission approval.
2. Formalize and simplify basic checklists, fees, and requirements to streamline process for Administrative and Planning Commission approval.
3. Update Planning and Building development packets and Township website information to simplify procedures and make the process more user friendly.

This preliminary list of Zoning Amendments and procedural updates is not intended to be all inclusive. We look forward to discussing these ideas with Planning Commission.

McKenna is committed to providing excellence in customer service and personally connecting with residents, business owners, and prospective business owners. We understand that every project is unique.

Respectfully submitted,
McKenna Associates



Paul Lippens
Director of Transportation and Urban Design

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting September 20, 2017

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:00 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

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

Also present:
Assessing & Building Assistant Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Township Engineer Marcus McNamara, OHM
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, that the agenda be adopted with the order of items 10 and 11 reversed.
Motion carried 6—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

No comments.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees
No report.

9B. ZBA
Steffens reported that on September 18th the ZBA granted a variance for a driveway in excess of 1,000 feet.

9C. Staff Report
Nothing to report.

9D. Planning Consultant
Nothing to report.

9E. Parks and Recreation
Iaquinto reported that the next meeting will be held September 21st, with the two main topics being the very successful community garden and Bark Park.

9F. Downtown Planning Group
Has not met since the last Planning Commission meeting.

11. NEW BUSINESS

11A. JPC170003; Hatfield Holdings; 8475 Main Street, Proposed addition of 217 square feet to the first floor and 174 square feet to the second floor; Parcel 02-08-250-017; zoned GC-General Commercial.

Planning consultant Paul Lippens referred to his September 13th site plan review report and explained that the ZBA granted a sideyard setback variance for this proposed addition to the Bobberdown restaurant. He said he is recommending approval subject to a compact planting strip being added to the north side of the parking lot, landscaping being added in some unpaved areas, addition of five additional canopy trees in the parking lot, and final site plan approval by the Township engineer.

Marcus McNamara, Township engineer, said he determined that there would be no effect on the REU requirement as a result of this addition, and the addition will be built on an area that was already paved, so they have no water, sewer, or storm drainage issued, but he agreed that the final site plan should be subject to engineering review.

Infante asked whether a review had been done by the Fire Department. Iaquinto noted the addition did not involve any additional public space, so he did not see a need for that review. In answer to a question from Cousino, McNamara said the revisions to the original plan did not affect his original review comments.

Iaquinto said the amount of work required by this applicant for a small addition has been so expensive and time-consuming that most businesses would not be able to do it. He recommended that changes to ordinances be made to allow projects of this size to be approved administratively.

- **Motion:** Roman moved, Cousino supported, to recommend approval with conditions as listed on page 4 of the McKenna report dated September 13, 2017, for the Bobberdown, 8475 Main Street.

Iaquinto suggested reducing the landscaping requirements to limit the cost of the project. Lippens

said the recommendations were based on the Township's legal requirements for plan review. He said the applicant can be given time to comply, but the recommendations were made to bring the site into compliance with the ordinance.

- **Amendment to Motion:** Zarzecki moved, Iaquinto supported, that the requirement stated as, "We recommend that up to 5 canopy trees be shown on the site plans, if possible." be eliminated.

Lippens said he made his recommendations based on the ordinance in absence of a full landscaping plan, but he would not object to the proposed amendment. Roman said he would not object to the requirement for trees being "as seen best by the administration." Zarzecki and Iaquinto accepted that language.

- **Amended motion:** Roman moved, Cousino supported, to recommend approval with conditions as listed on page 4 of the McKenna report dated September 13, 2017, for the Bobberdown, 8475 Main Street, with the requirement for canopy trees being "We recommend that up to 5 canopy trees be shown on the site plans, as seen best by the administration." **Amended motion carried 6—0 on a roll call vote.**

Kristin Delaney clarified that their lot is paved lot line to lot line and installing trees along the expressway does not make sense because they would prefer to have the restaurant visible from the expressway.

10. UNFINISHED BUSINESS

10A. Further Discussion of Proposed Zoning Ordinance Amendments: Signs

Planning consultant Paul Lippens reported that he made the changes as discussed at the September 6th meeting, with the exception of changes to sections 36-790 and 36-791. He said he feels the language in these sections is clear and necessary.

Commissioners and Lippens discussed the changes. Comments included:

- Whether a flashing "Open" sign would be prohibited under these regulations is an example regulations that will always be open to interpretation.
- The issue of combustibility of sign materials should be left up to the Fire Marshal and the language regarding sign materials should be eliminated.

- It was agreed that the Township attorney be consulted about the language regarding off-premise commercial signs.
- Real estate, open house, and similar signs would fall under the "yard signs" category, but having a definition of yard signs and making it clear that these do not require permits would be appropriate.
- Sign regulations for the rural Northfield Township community should be different than more urban areas, including allowing the small entrepreneurial "Eggs for Sale" types of commercial signage. Lippens said the proposed regulations provide for more flexibility than existing regulations to accommodate such things.

Lippens said he will make these changes and prepare another draft for review.

12. MINUTES

- **Motion:** Iaquinto moved, Roman supported, that the minutes of the September 6, 2017, regular meeting be approved as corrected, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

13. SECOND CALL TO THE PUBLIC

None present.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners invited the public to the Parks & Recreation Board meeting on September 21st, and agreed that regulations should be not be unnecessarily burdensome for local businesses.

15. ANNOUNCEMENT OF NEXT MEETING

October 4, 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:** Iaquinto moved, Roman supported, that the meeting be adjourned. **Motion carried 7—0 on a voice vote.**

The meeting was adjourned at 8:15 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

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<http://www.twp-northfield.org/government/>