

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
November 15, 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. Case #JPC170004 - Recommend to Approve, Approve with Conditions or Deny, the request of Ann Arbor Dog Training Club, 1575 E. North Territorial Road, Whitmore Lake, MI 48189, for a Conditional Use under Section 36-838 (General Conditional Use Approval Requirements). The applicant proposes to construct a new 18,000 square foot building to allow the club to enhance the service offerings to customers from around Southeast Michigan. The parcel is located on the north side of E. North Territorial Road about one mile east of the US-23 interchange. The parcel number is B-02-21-300-017 and zoned GI – General Industrial.
- 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 Downtown Plan – North Village
- 11. NEW BUSINESS:**
 - A. Case #JPC170004 – Recommend to Approve, Approve with Conditions, or Deny the request of Ann Arbor Dog Training Club, 1575 E. North Territorial Road, Whitmore Lake, MI 48189 for Site Plan. The applicant proposes to construct a new 18,000 square foot building to allow the club to enhance the service offerings to customers from around Southeast Michigan. The parcel is located on the north side of E. North Territorial Road about one mile east of the US-23 interchange. The parcel number is B-02-21-300-017 and zoned GI-General Industrial
- 12. APPROVAL OF PRECEDING MINUTES:** Oct 18, 2017 Regular Meeting / Oct 24 Joint BOT Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – December 6, 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 Ann Arbor Dog Training Club, 1575 E. North Territorial Road, Whitmore Lake, MI 48189, for a Conditional Use under Section 36-838 (General Conditional Use Approval Requirements). The applicant proposes to construct a new 18,000 square foot building to allow the club to enhance the service offerings to customers from around Southeast Michigan. The parcel is located on the north side of E. North Territorial Road about one mile east of the US-23 interchange. The parcel number is B-02-21-300-017 and is zoned GI – General Industrial.

The public hearing will be held on **Wednesday, November 15, 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 application 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, October 29, 2017

Newspaper: legalads@mlive.com

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 734^{CELL}2609320</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 NARATIVE 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 Sec 64
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.

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 Offries, 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.

Mary H. Kesthoff
PRESIDENT AADTC



November 6, 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 #2; 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)



HEADQUARTERS

235 East Main St.
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

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 Rhetech. 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.

As stated in the use statement, no overnight boarding is proposed on the site, which limits the potential noise and odor impact the site could have on adjacent properties. As a condition of approval, we recommend that no overnight boarding be permitted on the site.

Any future expansion to include boarding will be considered a new use and subject to the approval and standards for kennels.

With the above-mentioned condition, the expansion of the existing use is consistent with the character of the GI 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.

A variance was granted to construct the proposed building less than 200 feet from the side lot line to the east.

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. 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. As mentioned above, a variance was granted to construct the proposed building less than 200 feet from the side lot line to the east.

The Washtenaw County Drain Commission has noted several revisions to the Stormwater Pond to conform to County requirements.



- 
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. The Fire Chief has noted that a dry hydrant with adequate water supply is required within 1000 feet of the new building.
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. The landscaping and lack of outdoor storage help to make the site compatible with the neighboring sites to the north and east. Additionally, the applicant has provided information about extensive landscaping at the site periphery, which includes more than 120 trees. Additionally, the site must meet the requirements of the Northfield Township Noise Control Ordinance (Chapter 10, Article IV of the Code of Ordinances).

Adequate information has been provided to ensure that impacts on neighboring uses will be mitigated, however, we also recommend that planning commission consider public comment at the scheduled public hearing.

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. At this time, we recommend that the Planning Commission recommend that the Township Board grant approval of the conditional use application for An Arbor Dog Club for the dog training facility at 1575 E. North Territorial Road, subject to the following conditions:

1. No overnight boarding is permitted on the site and a note will be added to the site plan documenting this condition.
2. Planning Commission considers public comment and finds that no additional conditions are necessary to limit impacts on adjacent uses.
3. A final conforming site plan is submitted with a dry fire hydrant and County Drain Commissioner approval.

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

Respectfully submitted,

MCKENNA



Paul Lippens, AICP
Director of Transportation and Urban Design

cc: Steve Aynes, Township Manager
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



April 14, 2017

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

Regarding: Ann Arbor Dog Training
Site Plan Review #1
OHM Job Number: 0151-17-1021
Conditional Use Review #1
OHM Job Number: 0151-17-1028

We have reviewed the site plan material, received by this office on March 27, 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 March 9, 2017. The applicant is requesting Conditional Use and Site Plan approval for the existing general industrial site. A general summary of the site, followed by our review comments and recommendations is noted below.

General

The existing site is located on parcel #02-21-300-017 with address 1575 E North Territorial Road. The site is currently zoned as GI, General Industrial. The applicant is proposing a new single story 18,000 sft building on an existing site with two existing buildings totaling 10,480 sft.

Utilities

Water service for the existing site is supplied by a private on-site well, and sanitary service is provided by an existing on-site septic system. The applicant is proposing supplying water to the proposed building utilizing the existing water system and well by running 167 feet of 1-inch water service line from an existing building. With the additional demand on the system and head losses in the proposed service line, it is recommended the applicant verify the existing system has adequate flow and pressure to service the proposed building. The existing on-site septic system will remain, but will service only the existing buildings. A new septic system is proposed to service the proposed building.

Paving/Access/Grading

Access to the site is provided via Hoban Way from North Territorial Road. We recognize that Hoban Way crosses neighboring parcels to reach the site and a copy of the existing access easement shall be identified on the site plan. Hoban Way also appears to be the only access to the parcel west of this proposed site. Similarly, a copy of the existing access easement for the neighboring property across the subject property shall be identified on the site plan. If no easements exist on record, they shall be recorded.

The existing site has fifty-six (56) parking spaces provided. Two (2) additional barrier free parking spaces are proposed north of the proposed building. The existing parking lot consists entirely of gravel surface. Minor increases to the gravel area are proposed to accommodate the additional two (2) parking spaces. The Township Ordinance for off-street parking states, "all parking areas shall be paved with a concrete or

asphaltic surface” [Sec. 36-762 (b)(3)]. Any improvements to the existing parking lot and or proposed barrier-free parking spaces shall be paved with concrete or asphalt.

Dedicated fire lane signage is proposed. Proposed site access for emergency vehicle circulation and maneuverability will be evaluated by the Northfield Township Fire Department.

Existing and proposed grades are shown via contours. The parking lot has some spot grades, but more are necessary to ensure ADA compliance is met for the designated barrier-free parking spaces.

Drainage

The existing conditions appear to convey storm water runoff from the parking lot to the southwest portion of the site, where the majority of the runoff enters an existing swale that flows south to a wetland area. The proposed site improvements include a detention pond. Storm water for the improved area of the site will be detained in the proposed pond before out letting to the aforementioned swale and wetland area.

The proposed detention pond to accommodate the additional impervious surface stormwater flow must comply with the Rules and Guidelines of the Washtenaw County Water Resources Commissioner (WCWRC).

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 Conditional Use application appears to be in substantial compliance with the Township requirements and we recommend the Planning Commission consider approval, conditional on the site plan being approved.

As submitted, the Site Plan does not appear to be in substantial compliance with the Northfield Township Site Plan requirements. We recommend that these comments be addressed prior to consideration of the Site Plan for approval by the Planning Commission. Please note that additional comments may be generated on future reviews based upon revised material being presented.

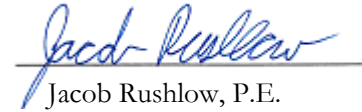
1. Preliminary calculations for the proposed detention pond shall be provided.
2. Identify existing access easements and include any applicable legal descriptions.
3. The proposed parking lot addition shall be paved with concrete or asphalt per the Township Ordinance.
4. Verify the existing well and water system has sufficient flow and pressure to provide water service to the proposed building.
5. Additional grades shall be provided for the proposed barrier free parking spots and sidewalk to ensure ADA compliance is met.
6. Additional spot grades shall be provided for the parking lot to demonstrate existing and proposed drainage patterns.

7. The plans shall include delineation of the 100-year floodplain. If no floodplain exists, a note shall indicate so.
8. Proposed sidewalk adjacent to parking shall be 7 foot wide.
9. A small portion of the site is identified to consist of soil type Sb. The description of this soil type shall be included with the soils information.

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

Sincerely,

OHM ADVISORS

A handwritten signature in blue ink, reading "Jacob Rushlow", is written over a horizontal line.

Jacob Rushlow, P.E.
Township Engineer

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)
David Hughes, Vanston O'Brien (via e-mail)
File

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MAR 22 2017

PAID

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 # _____



November 6, 2017

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

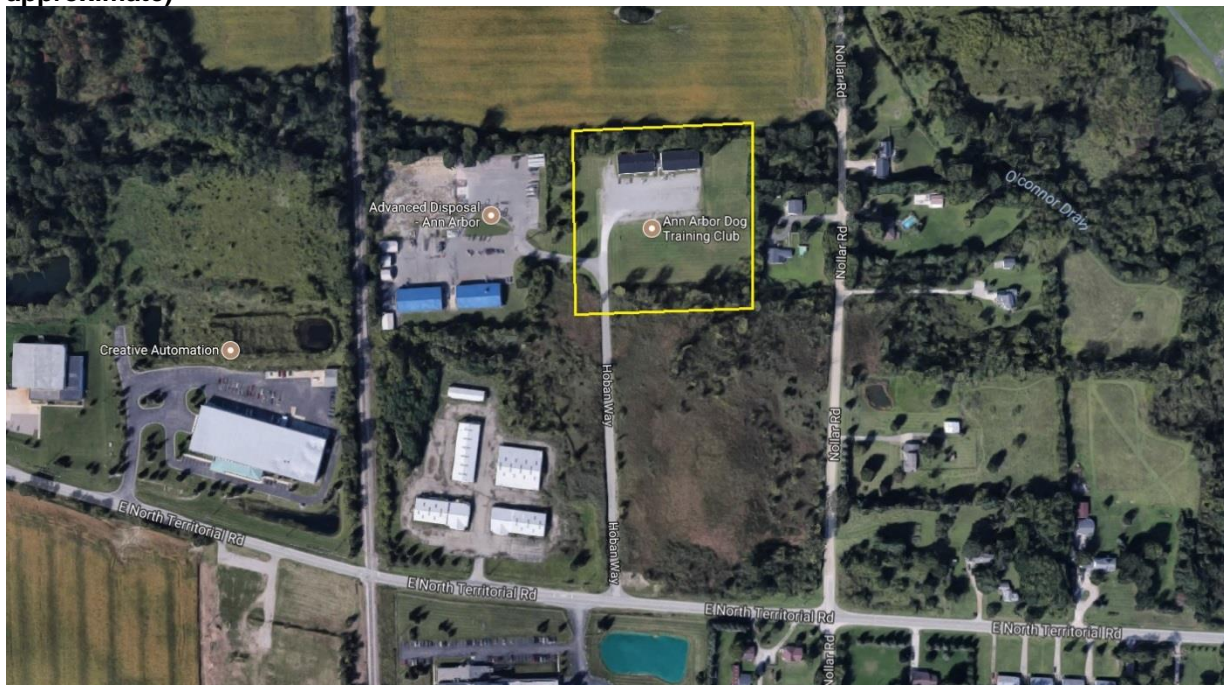
**Subject: Ann Arbor Dog Training Club at 1575 E. North Territorial Road
Site Plan Review #2; Plans dated June, 5, 2017 and received by McKenna on June 30, 2017**

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.

The proposed use is similar to a kennel, with one key difference being that no overnight boarding is proposed onsite. As stated in the conditional use review letter, the approval is recommended with the condition that no overnight boarding is permitted onsite. The applicant must add the following statement to the site plan under "Site Information":

"Operations: No overnight boarding of animals is permitted on the premises."

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 received a variance from the Board of Zoning Appeals for the building siting as proposed.*

- (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. A loading space is proposed on the west side of the parking lot area.

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. Upon site inspection the Township determined that there are no substantive changes to the parking lot boundaries and the surface can remain as a legal nonconformity.

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 and the plan has been updated with the caliper and species of the existing trees.

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 and the caliper and species of trees are noted on the plan.

More than 120 trees are noted along the north, west, east, and south lot edges in total. The site is substantively in compliance with the transition strip requirement.

- d. Fences.** An existing 4-foot farm 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 new fence will be a 6-foot chain link fence. The plan 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. The plan shows the caliper and species of all existing landmark trees.

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.

- a.** The Washtenaw Drain Commissioner Provided a letter on 11/1/17 detailing extensive pond requirements, including additional landscaping and planting details. Comments of the Drain commissioner must be incorporated into a revised site plan.

- 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. The color of the metal wall panels will be cool arctic white.

The site plan does not indicate if there will be any rooftop equipment. No rooftop equipment is proposed.

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.

12. Fire Suppression. The Fire Chief reviewed the plan and noted that a dry hydrant with adequate water supply is required within 1000 feet of the new building. The applicant is required to add dry hydrant with adequate water supply this feature to the site plan.

RECOMMENDATION

At this time the site plan is in conformance with the Zoning Ordinance we recommend the approval of the site plan subject to the following revisions to be made to the final site plan, to be approved administratively.

1. As recommended in the Conditional Use review letter, a note stating that no overnight boarding of animals is permitted on the premises shall be added to the final site plan.
2. Any comments from the Township Engineer, Fire Chief or other Township departments shall be addressed on the final site plan.
3. Comments of the Washtenaw County Drain Commission (WCDC) incorporated into a revised site plan to be approved administratively with approval letter from WCDC.
4. Add a dry hydrant with adequate water supply to the plan within 1000 feet of the proposed structure.

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



Paul Lippens, AICP
Director of Transportation and Urban Design

cc: Steve Aynes, Township Manager
Marlene Chockley, Township Supervisor

Northfield Township Planning Commission
Site Plan Review #2; Ann Arbor Dog Training Club; 1575 E. North Territorial Road
November 6, 2017





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

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

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

Mary Bird

From: William Wagner
Sent: Monday, October 30, 2017 3:04 PM
To: Mary Bird
Subject: Ann Arbor Dog training proposal

Mary,

I quickly reviewed the plan for the proposed 18,000 building for the Ann Arbor Dog Training facility.

I don't see a proposal for a dry hydrant or water supply for fire suppression. The dry hydrant standard states that no part of a commercial, industrial and multi family cluster will be more than 1,000 feet from a dry hydrant with adequate water supply.

Thanks

Chief Wagner



EVAN N. PRATT, P.E.

WATER RESOURCES COMMISSIONER
705 North Zeeb Road
P.O. Box 8645
Ann Arbor, MI 48107-8645

email: drains@ewashtenaw.org
<http://drain.ewashtenaw.org>

MEGHAN BONFIGLIO
Chief Deputy Water Resources Commissioner

HARRY SHEEHAN
Deputy Water Resources Commissioner

Telephone 734.222.6860
Fax 734.222.6803

November 1, 2017

Mr. Greg Heim, P.E.
Vanston/O'Brien Inc.
2375 Bishop Circle West
Dexter, Michigan 48130

RE: Ann Arbor Dog Training Center Expansion
Northfield Township, Michigan
WCWRC Project No. 1734

Dear Mr. Heim:

This office has reviewed the site plans for the above referenced project to be located in Northfield Township. These plans have a date of October 16, 2017, and were received on October 18, 2017. As a result of our review, we would like to offer the following comments:

1. A storm water narrative should be prepared and submitted to our office for review.
2. An emergency overflow channel, approximately 0.25 to 0.5 feet above the retention volume elevation, with an unimpeded route to a receiving channel should be included in the retention basin design.
3. The elevation of the emergency overflow for both the infiltration basin and the retention basin should be shown on the plans.
4. The depth of basin storage for the infiltration basin is identified on plan sheet C-5 as 3 feet. However, the infiltration interface area and the basin storage volume appear to correspond to a storage depth of 2 feet.
5. The infiltration rate used on Worksheet W11 exceeds the maximum design infiltration rate of 10 inches per hour.
6. Inspection of the infiltration basin following storms of 1 inch or more should be added to the long term maintenance plan.
7. A permanent buffer strip of natural vegetation extending at least 15 feet in width beyond the freeboard elevation of the wet pond must be included. Include a planting plan for the buffer strip.

8. Within your landscape plan, include a plant list for live plantings that will be planted below the first flush elevation. Illustrate where the live planting will go in the infiltration basin.
9. Within the infiltration basin and wet pond buffer, soils must be amended with a composted organic material. Soils must be free of construction debris and subsoils. A recommended soil blend includes 20 to 30 percent compost.
10. Current review fees total \$261.25 with no outstanding balance. Please remit these fees upon receipt of the accompanying invoice.

At your convenience please send us a complete set of revised plans and the additional information requested above so that we may continue our review. If you have any questions, please contact our office.

Sincerely,



Theresa M. Marsik, P.E.
Storm Water Engineer
(approval\Ann Arbor Dog Training Center Expansion rev1)

cc: Kathleen Manley, Northfield Township Clerk
Matt Parks, P.E., Northfield Township Engineer (OHM)

NORTHFIELD TOWNSHIP ZONING BOARD OF APPEALS Minutes of Regular Meeting October 16, 2017

1. CALL TO ORDER

The meeting was called to order by chair Stephen Safranek at 7:00 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Greg Kolecki	Present
Jacqueline Otto	Present
Stephen Safranek	Present
Amy Steffens	Present
Gary Wellings	Absent
Jeff Lehrke, Alternate	Present

Also present:
Planning Consultant Vidya Krishnan
Members of the public

4. ADOPT AGENDA

- **Motion:** Safranek moved, Kolecki supported, that the agenda be adopted as presented.
Motion carried 4—0 on a voice vote.

5. CORRESPONDENCE

None.

6. PUBLIC HEARINGS

- 6A. Case #JZBA170005; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Request for 139 foot variance from required setback from the east property line; Article XXIV, Supplementary Regulations and Standards, Section 36-714(2); Parcel 02-21-300-017.**

- **Motion:** Safranek moved, Otto supported, that the public hearing be opened.
Motion carried 5—0 on a voice vote.

Planning Consultant Krishnan read her October 4th report, noting the request is for a new 18,000 square foot building in the General Industrial (GI) zoning district, and the use is considered similar to a dog kennel, which is an allowed use in the district.

She noted that moving the building to comply with the building setback would place it in a drainage path and further from the septic system, and would require it to be placed over existing access easements. She said granting the variance would not be adverse to adjoining property owners which are single-family residences in GI zoning, but are screened sufficiently by dense landscaping and additional acceptable landscaping is proposed.

Krishnan added it is likely that this use—daytime training of dogs by their owners with no overnight kennel facilities—pre-dates the adoption of zoning ordinances in the Township, and the proposal is not likely to adversely affect the neighborhood.

Dave Hughes of Vanston-O'Brien and several Club members appeared. Mary Westhoff, Club President, explained that the Club teaches owners to train their dogs and offers agility and obedience events, but dogs are never allowed to run free on the site and are not kept on-site overnight. She added that moving events indoors would actually reduce sound from the site. In answer to questions she said there could be as many as 100 dogs on the site at one-time, but most of the time they are crated indoors. She confirmed that owners are always present with their dogs, and are required to pick up after their dogs. Club member Kittie Burkhart said dogs currently use the new building location to relieve themselves, but after the building is constructed they will go across the driveway in the area by Advanced Disposal (on the west). In answer to a question, Hughes said the stormwater detention basin shown on the plan is new.

Jack Secrist, 7140 Nollar, said he is not adjacent to this property, and while he has never had a problem with the Club since he has lived in the area he does not think the proposed setback is sufficient. In answer to questions from Commissioners, he said noise is not his main concern; rather he thinks 60 feet is not a sufficient setback for any building.

In answer to questions, Westhoff said the AKC requires 10,000 square feet for the arena alone, so 18,000 square feet is needed for the facility, and the typical hours of operation for events is from 7:00-9:00 A.M. until 5:00 P.M. Hughes said now that engineering data is available he could increase the building setback to 70 feet, and he noted that the 200 foot setback was established for outdoor kennels, whereas Club operations occur indoors. He noted the normal setback in the district is 20 feet. Krishnan confirmed that the 200 foot kennel setback regulation is based on sound

**Northfield Township Zoning Board of Appeals
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
October 16, 2017**

mitigation for outdoor housing of dogs, the proposed setback would not look out of place in the area, and if the building were used for industrial purposes it would be fully compliant with setbacks.

Steffens questioned whether the ordinance requirement for an additional 50 foot transition strip for properties adjacent to residential zoning should be followed in this case, even though the adjacent residences are zoned GI. Krishnan said the intent of the ordinance is to phase out non-conformities over time and that is more of a priority than providing protections for non-conforming uses.

In answer to a question from Steffens about storm drainage, Hughes said this is currently handled strictly by sheet flow, and about 2,000 cubic yards of material will be graded to create the detention basin. Steffens asked how much material would have to be moved to increase the building setback.

Otto noted that the garage of the neighbor to the east has a setback that is more non-confirming than the proposed building would be.

Steffens questioned whether this should be considered a use variance since under consideration of a setback variance use cannot be considered, and regardless of what information the applicant provides the operations allowed in GI zoning could be conducted 24 hours per day. Krishnan said it is impossible for a zoning ordinance to consider every possible use, and the Township's ordinance does not have a category specifically for a dog training facility, so the ordinance allows the Zoning Administrator to make determinations about use. She said GI is the perfect district for this use, but not all requirements of the district make sense for this use. She said she understands the concern, but given the limitations of the land the Township would not want the applicant to strictly comply with the setback requirements. She added that when all things are taken into consideration the variance requested is not beyond the realm of good planning.

In answer to a question from Kolecki, Krishnan said she and Mary Bird could not find any Township records to confirm the applicant's statement that the Club was originally classified as "other" under GI zoning. She added that classifying this applicant that way would put them in the same category as such things as adult amusement facilities, and that would not be appropriate.

Safranek asked whether this facility could be used as a dog kennel if the variance is approved. Krishnan said just because she (the Zoning Administrator) has determined that the use is similar to a dog kennel, that does not mean the building could be used for a kennel. She said the ZBA is granting only a building setback

variance, not a variance for the use. Steffens noted that is the variance is approved the Planning Commission still needs to approve the site plan and a Conditional Use Permit.

Dick Raloff, Club Building Committee member, and Kittie Burkhart, said the only reason this variance is required is because this is a "dog" training facility, commented on the drainage issue, and said they have always worked hard to work well with the Township.

- **Motion:** Otto moved, Lehrke supported, that the public hearing be closed.

Motion carried 5—0 on a voice vote.

7. OLD BUSINESS

None.

8. NEW BUSINESS

8A. Case #JZBA170005; Ann Arbor Dog Training Club; 1575 E. North Territorial Road; Request for 139 foot variance from required setback from the east property line; Article XXIV, Supplementary Regulations and Standards, Section 36-714(2); Parcel 02-21-300-017.

Krishnan reviewed the findings of fact in her October 4th report and recommended approval, noting that additional approvals are required from the County and the Township Planning Commission.

- **Motion:** Lehrke moved, Kolecki supported, the request in Case #JZBA170005 by the Ann Arbor Dog Training Club at 1575 E. North Territorial Road, Parcel 02-21-300-017, for a 139 foot variance from required 200 foot setback from the east property line under Article XXIV, Supplementary Regulations and Standards, Section 36-714(2), be granted, consistent with the recommendations and finding set forth in the planning consultants October 4, 2017, report, subject to final approval from the Planning Commission and from Washtenaw County for storm drainage retention.
Motion carried 5—0 on a roll call vote.

9. MINUTES

September 18, 2017

A duplicate word was noted.

- **Motion:** Otto moved, Lehrke supported, that the minutes of the August 17, 2017, regular meeting be approved as amended.
Motion carried 5—0 on a voice vote.

10. CALL TO THE PUBLIC

No comments.

11. ZBA MEMBER COMMENTS

Krishnan noted the Planning Commission and Township Board will hold a joint meeting on October 24th and invited ZBA members to attend.

12. ANNOUNCEMENT OF NEXT MEETING

November 20, 2017, at 7:00 PM at the Public Safety Building was announced as the date and time of the next regular meeting of the Zoning Board of Appeals.

13. ADJOURNMENT

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

The meeting was adjourned at 7:55 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

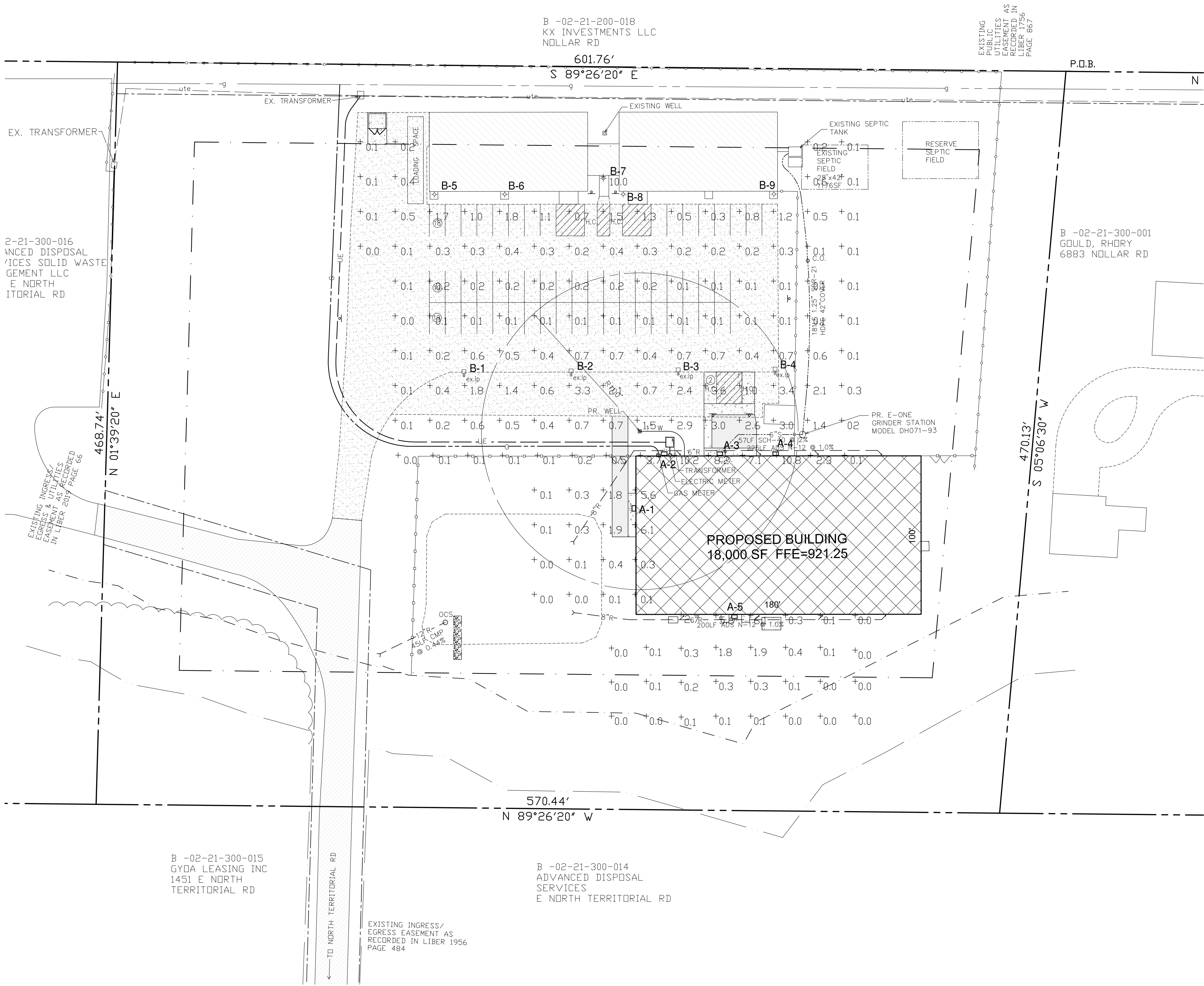
Wording added is underlined.

Adopted on _____, 2017.

Stephen Safranek, Chair

Greg Kolecki, Secretary

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



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 : 14.98 fc
Minimum : 0.00 fc
Avg/Min Ratio : N.A. fc
Max/Min Ratio : N.A. fc
Max/Avg Ratio : 13.17 fc

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

Arrangement

Single
Arm : 1 ft
Offset : -- ft

Layout

Cols (X) Rows (Y)
Layout : Varies Varies
Spacing : Varies Varies ft
Mounting Height : Varies ft
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



Luminaire Location Summary

N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	Tilt Factor
1	Single	A	-44.2	-33.0	16.0	180	0	1.000
2	Single	A	-44.2	-33.0	16.0	180	0	1.000
3	Single	A	-26.0	0.0	16.0	90	0	1.000
4	Single	A	9.0	0.0	16.0	90	0	1.000
5	Single	A	44.3	0.0	16.0	90	0	1.000
		A	44.3	0.0	16.0	270	0	1.000
		A	18.0	-100.0	16.0	270	0	1.000



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	-34.0	0.0	16.0	90	0	1.000
4	Single	B	-34.0	1.0	16.0	90	0	1.000
		B	34.0	0.0	16.0	90	0	1.000
		B	34.0	1.0	16.0	90	0	1.000
		B	95.4	0.0	16.0	90	0	1.000
		B	95.4	1.0	16.0	90	0	1.000



Luminaire Location Summary

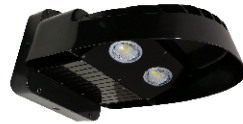
N	Arrangement	Lum #	X	Y	Z	Orient	Tilt	Tilt Factor
5	Single	B	-107.0	-5.0	16.0	270	0	1.000
6	Single	B	-107.0	-6.0	16.0	270	0	1.000
7	Single	B	-62.5	-5.0	16.0	270	0	1.000
8	Single	B	-62.5	-6.0	16.0	270	0	1.000
9	Single	B	0.0	5.0	12.0	270	0	1.000
		B	0.0	4.0	12.0	270	0	1.000
		B	12.5	-5.0	16.0	270	0	1.000
		B	107.0	-5.0	16.0	270	0	1.000
		B	107.0	-6.0	16.0	270	0	1.000



Luminaire A Proposed

IES Filename : E-AL3L315NZ.IES
Description : E-AL3L315NZ
LED wall pack. Black metal housing with integrated heat sink.
Two Cree CXA3050 LED arrays

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



Luminaire B Existing

IES Filename : E-DD1L68C1.IES
Description : E-DD1L68C1
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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ISSUED FOR: DATE:
CONDITIONAL USE 3-9-17
SITE PLAN 5-9-17
REVISED 6-5-17
REVISED 7-20-17
REVISED 10-12-17

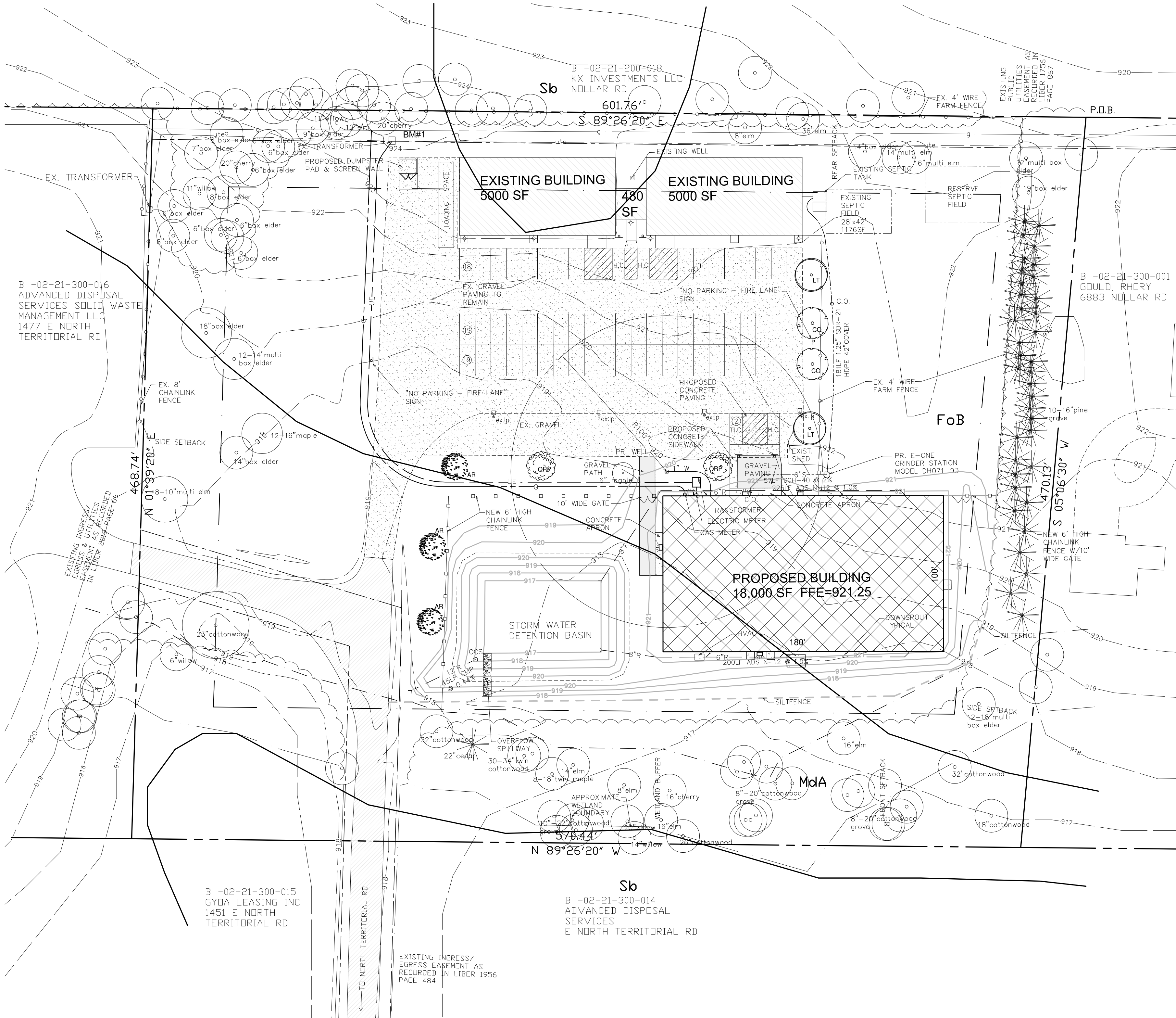
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JOB NO.: ---

LIGHTING PLAN
SHEET NO.

C-3

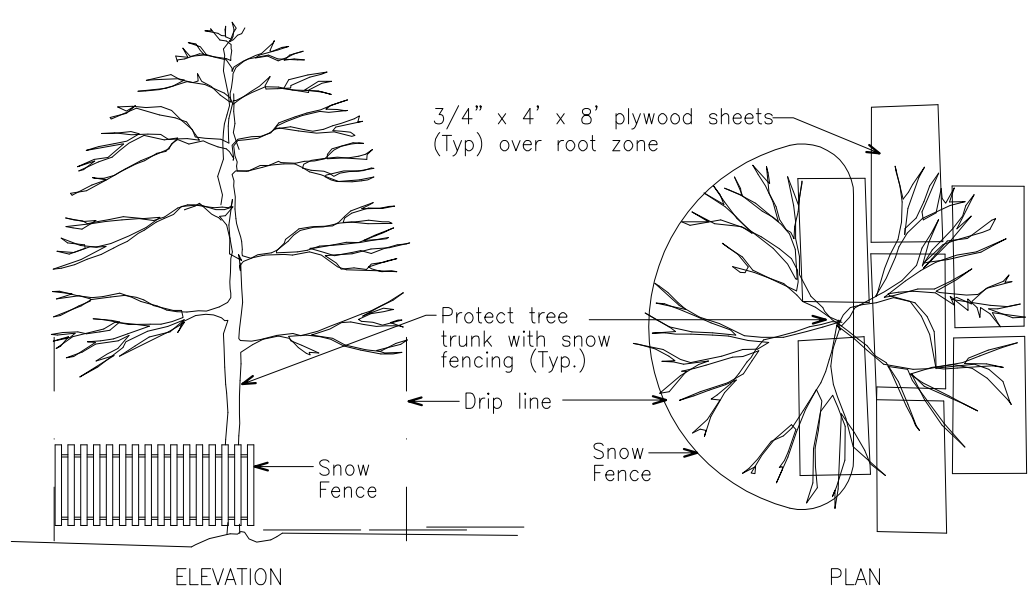
ANN ARBOR DOG TRAINING
1575 E. North Territorial Road
Northfield Township, Michigan

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



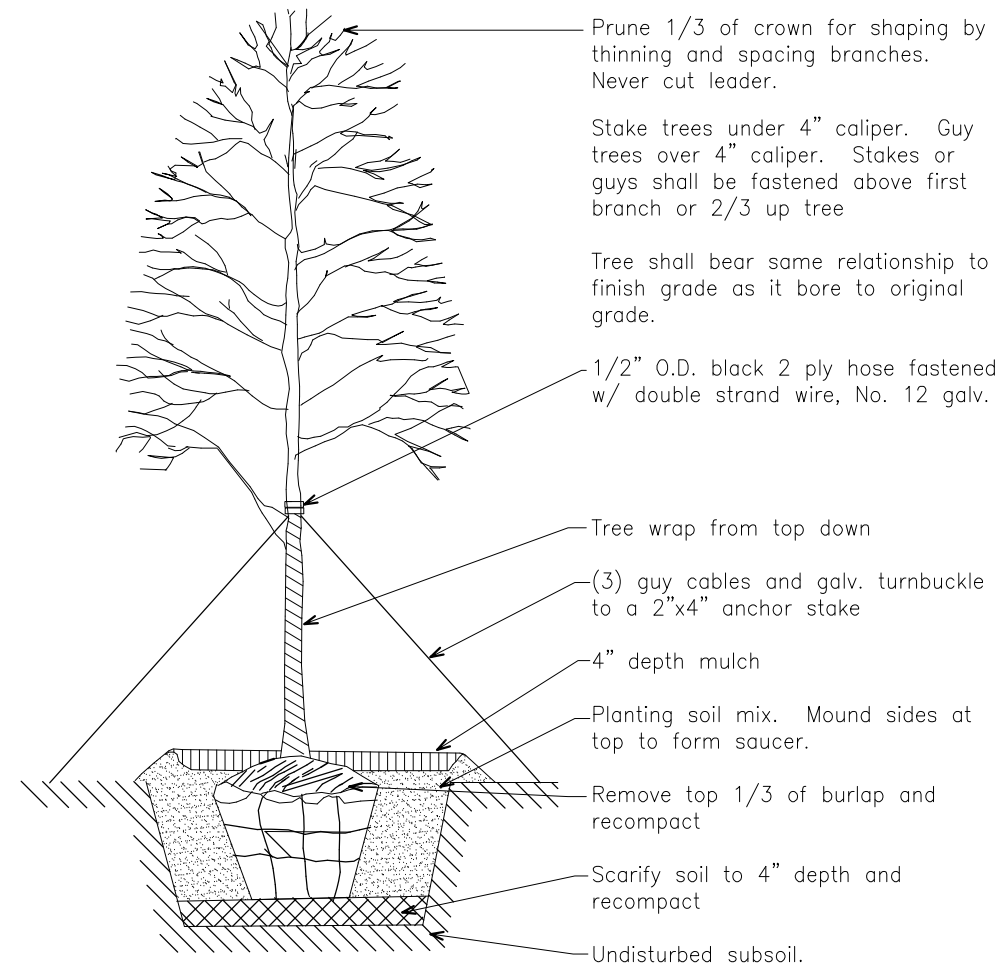
LANDSCAPE PLAN

SCALE: 1" = 40'-0"



STANDARD TREE PROTECTION

NOTE: Pull back fencing to install plywood when access in root zone is necessary.



DECIDUOUS TREE PLANTING DETAIL

Landscape Notes

- All plant material shall meet current American Association of Nurserymen, Inc. (AAN) standard for nursery stock. (ANSI 260.1 - 1973)
 - Landscape installation shall be in accordance with the American Association of Nursery standards and with the Township/City's landscape requirements.
 - Planting schedules: 1) Deciduous material shall be planted from March 15 for spring planting and from October 1 until the ground freezes for fall planting. 2) Evergreen material shall be planted from March 1 through May 31 for Spring plantings and from August 1 through September 30 for all fall planting.
 - Mulch plant beds, individual tree and shrub planting pits uniform depth of 4 inches.
 - Provide weed mat for greenbelt and foundation plantings.
 - All planting beds are to be edged. Recommended either "Permaloc Aluminum" edging or "Black Diamond" plastic edging.
 - All areas with stone cover shall have weed mat.
 - All landscaping to be continuously maintained.
 - All site improvements detailed on this plan are to be completed prior to issuance of final certificate of occupancy.
 - All construction to conform to the latest applicable Township/City regulations.
 - R.O.W. areas to be seeded or sod.
 - Tree protection consists of:
 - Yellow ribbon barriers for large areas not disturbed by construction.
 - Stakes 10' on center and wood snow fence around individual and groups of individual trees.
 - Trees to be removed will be tagged with red ribbon.
- The barrier or fence surrounding the tree or group of trees shall be located no closer to the tree than the tree's drip line. If this is not possible, the barrier shall be no closer than 6 feet from the trunk of the tree or group of trees.
- There will be no outside storage on site.
 - Seed Mix
 - Temporary planting mixture for erosion control.
 - Seed Oats 30 pounds per acre
 - Annual Rye 10 pounds per acre
 - Permanent planting mixture on all disturbed areas, excluding BMPs.
 - Scalds Hard Fescue 12 pounds per acre
 - Danson's Creeping Red Fescue 6 pounds per acre
 - Perennial Rye 20 pounds per acre
 - Buffalo Grass 20 pounds per acre
 - Creeping Bent 0.5 pounds per acre
 - Little Blue Stem 20 pounds per acre
 - Sheep Fescue 15 pounds per acre

Existing soil nutrient levels shall be tested by an independent soil testing laboratory before fertilizers are applied.

- Rain Water Garden / Infiltration Basin Plantings

- Within areas above the first flush elevation of the infiltration basins, seeding and/or live plantings are allowed. Only native seeds (as defined by Michigan Flora, www.michiganflora.net) are allowed for permanent soil stabilization. Annual seeds are allowed in an amount necessary to temporarily stabilize the limits of disturbance.
- Within areas below the first flush elevation of the infiltration basins, only live plantings are allowed in a storm water system of any kind. Native plants are preferred. Cultivars and non-native perennials are allowable if approved by WWCRC. Plants listed on the WWCRC Rain Garden Plant List are acceptable. Invasive species are not allowed (see the City of Ann Arbor's invasive species list).

- Large trees shall not be planted directly on top of utility pipes or service leads.
- No existing trees shall be removed for this project. All existing trees labeled on the plan are in fair condition.

PLANT LIST

TREES

KEY	QTY	SPECIES	SIZE	SPECS
AR	3	Acer rubrum 'Autumn Blaze'	2.5" cal	B&B
CO	2	Autumn Blaze Red Maple	2.5" cal	B&B
		Celtis occidentalis		
LT	2	Hackberry	2.5" cal	B&B
		Liriodendron tulipifera		
QRP	2	Tulip Poplar	2.5" cal	B&B
		Quercus x warei 'Long'		
		Regal Prince Oak	2.5" cal	B&B



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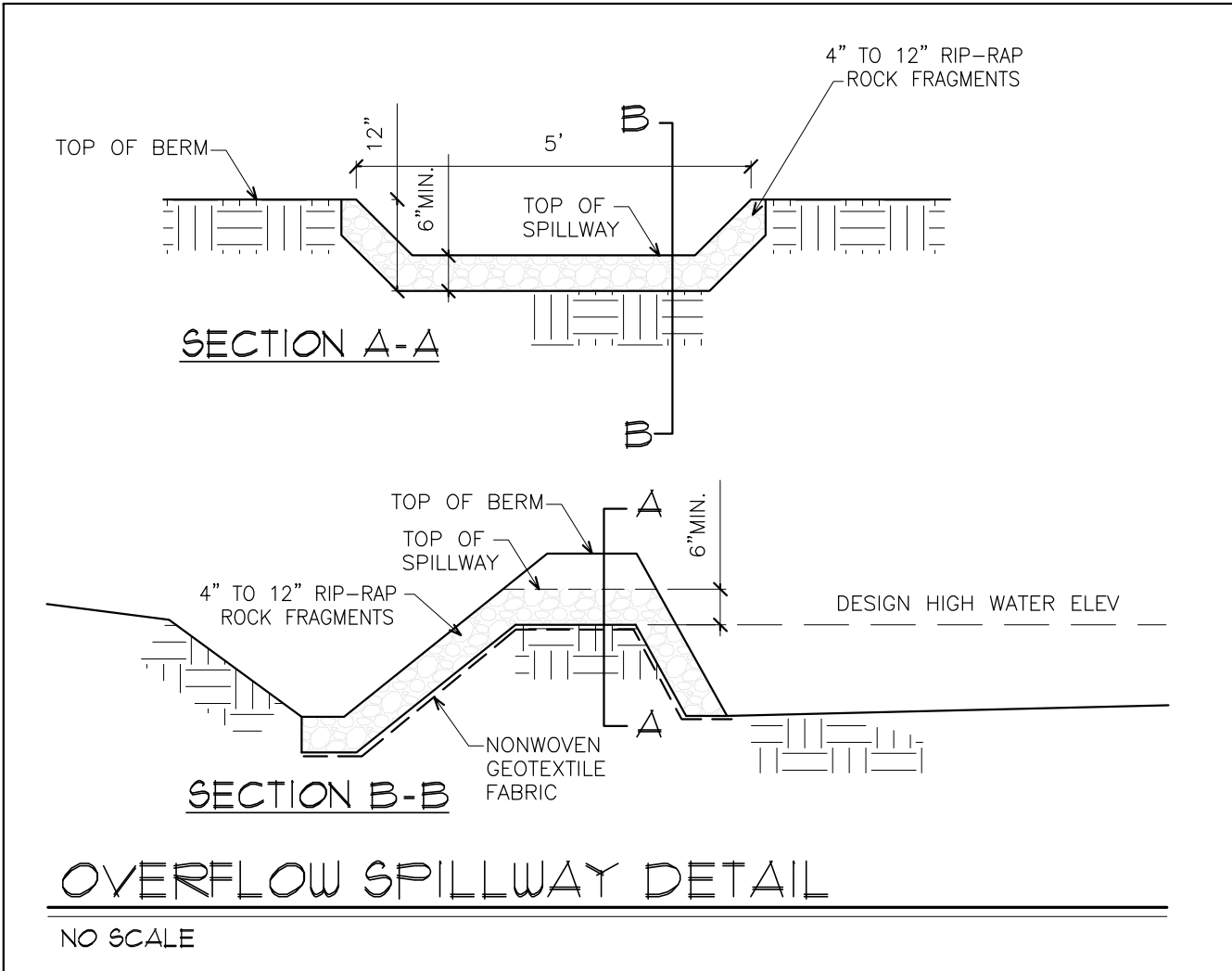
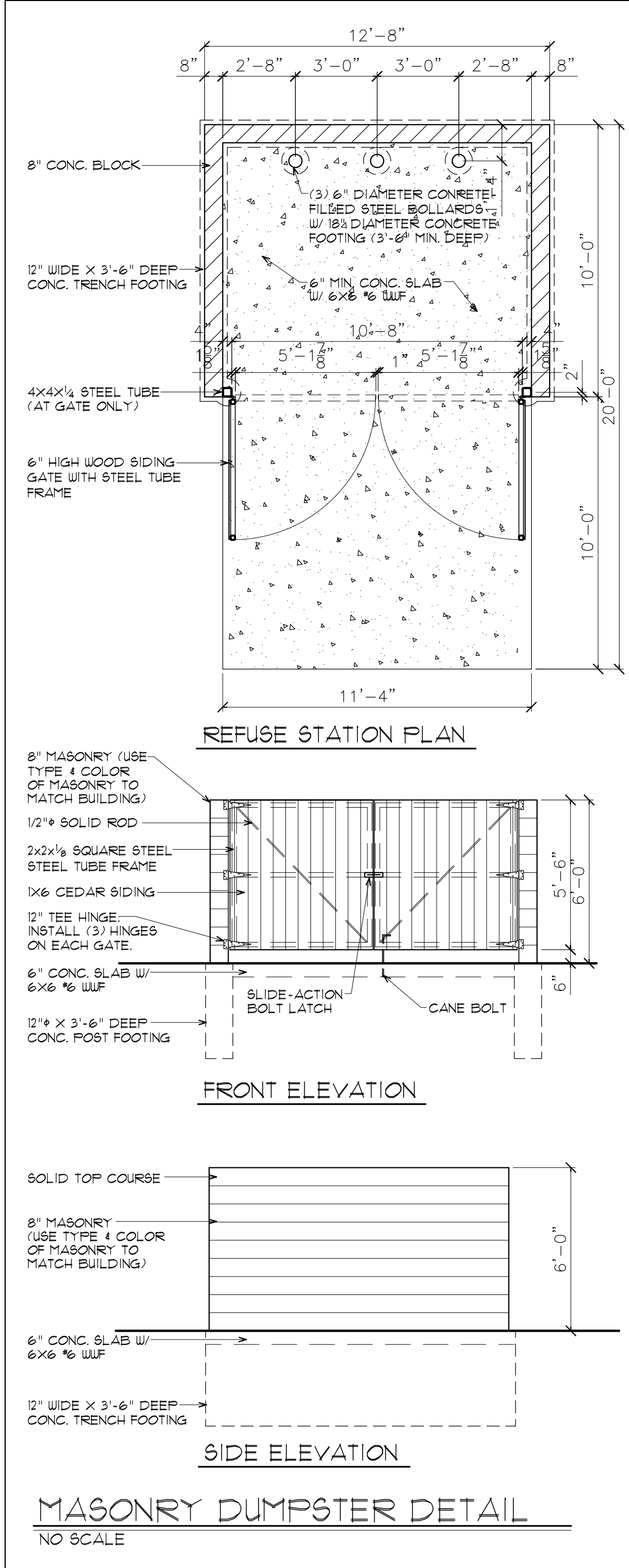
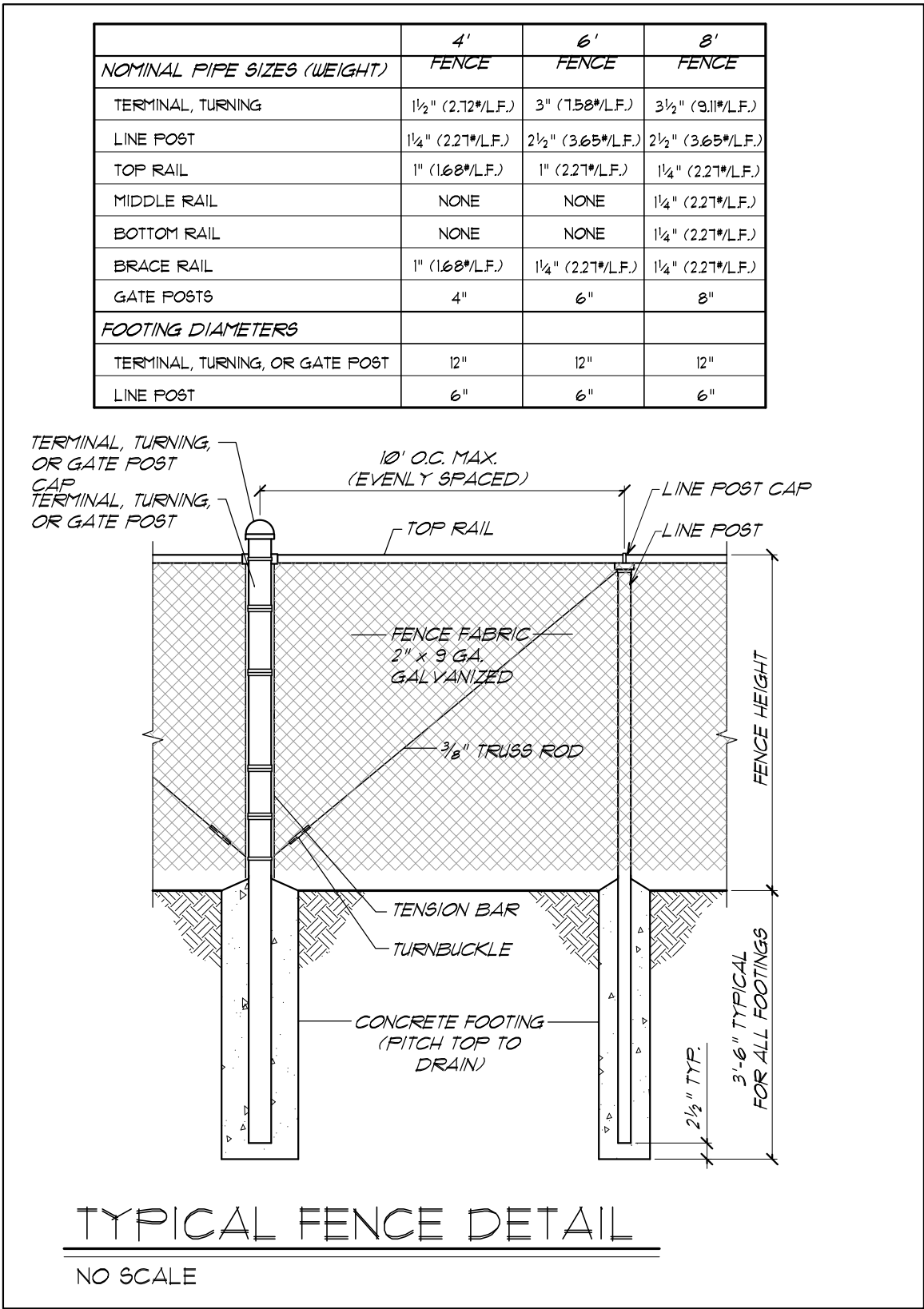
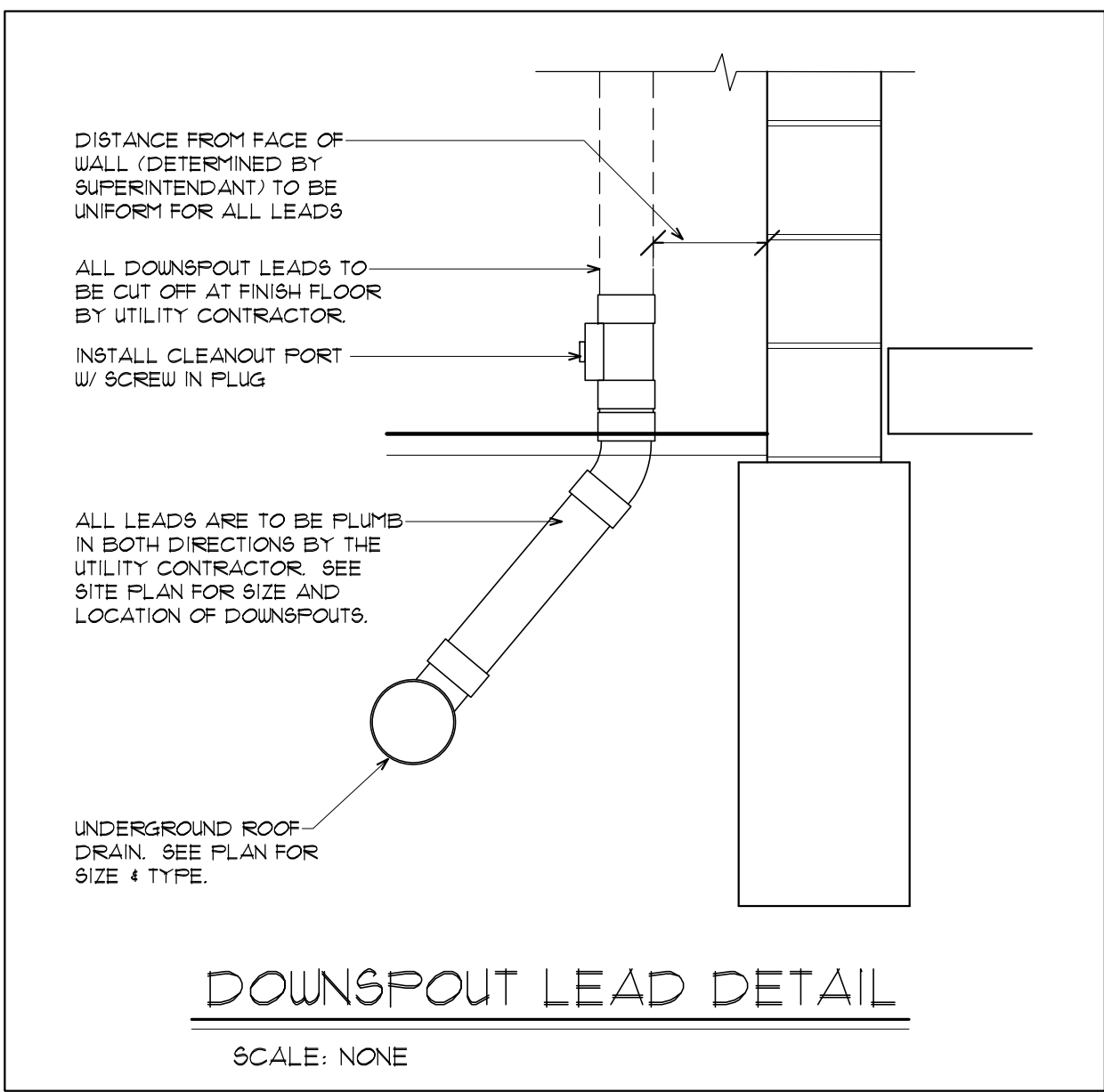
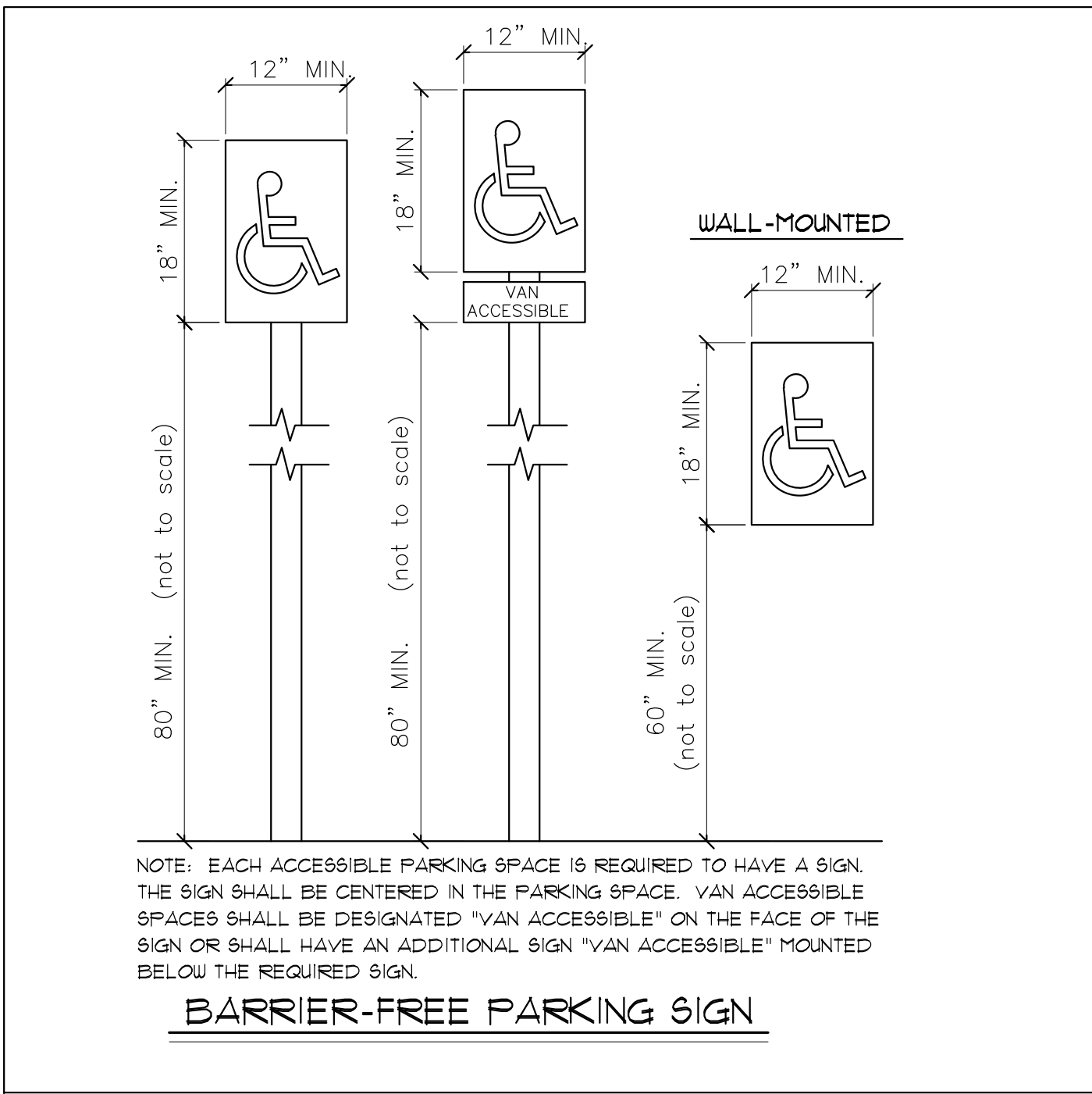
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ISSUED FOR:	DATE:
CONDITIONAL USE	3-9-17
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REVISED	10-12-17

DRAWN BY: GAH
JOB NO.:

LANDSCAPE PLAN
SHEET NO.

C-4



WASHTENAW COUNTY	DETECTION VOLUME CALCULATIONS				
PROPOSED DRAINAGE	ACRES	ON-SITE			
Impervious Area (0.95)	0.44	C=	0.61		
Pervious Area (0.30)	0.70	A=	1.33 ACRES		
Impervious Area (0.85)	0.07				
Bankfull Basin (1.0)	0.13				
ALLOWABLE RELEASE RATE=			0.15 CFS/AC		
Q _{a(onsite)} = ALLOWABLE RELEASE RATE x A =			0.20 CFS		
FIRST FLUSH VOLUME					
V _{ff} = (1") (1/12") (43560 SF/1ac) x A x C =		V _{ff} =	2945 cf		
Pre-Development Bankfull Volume					
2-year/24 hour storm event	P=	2.35 in.			
Pre-Development CN	CN=	58			
S = 1000/CN - 10=	S=	7.241 in.			
Q = (P-0.2S)/2 / (P+0.8S)	Q=	0.100 in.			
Total Site Area (sf) excl. S-C BMPs	A=	58060 sf			
V _{bf-pre} = Q/12 x A	V _{bf-pre} =	483 cf			
Pervious Cover Post-Development Bankfull Volume					
2-year/24 hour storm event	P=	2.35 in.			
Pervious Cover CN	CN=	61			
S = 1000/CN - 10=	S=	6.393 in.			
Q = (P-0.2S)/2 / (P+0.8S)	Q=	0.154 in.			
Pervious Cover Area (sf)	A _p =	30455 sf			
V _{bf-per post} = Q/12 x A _p	V _{bf-per post} =	390 cf			
Impervious Cover Post-Development Bankfull Volume					
2-year/24 hour storm event	P=	2.35 in.			
Impervious Cover CN	CN=	97			
S = 1000/CN - 10=	S=	0.349 in.			
Q = (P-0.2S)/2 / (P+0.8S)	Q=	1.978 in.			
Impervious Cover Area (sf)	A _i =	27605 sf			
V _{bf-imp post} = Q/12 x A _i	V _{bf-imp post} =	4550 cf			
Pervious Cover Post-Development 100-Year Volume					
100-year storm event	P=	5.11 in.			
Pervious Cover CN	CN=	61			
S = 1000/CN - 10=	S=	6.393 in.			
Q _{100-per} = (P-0.2S)/2 / (P+0.8S)	Q _{100-per} =	1.436 in.			
Pervious Cover Area (sf)	A _{100-per} =	30455 sf			
V _{100-per post} = Q/12 x A	V _{100-per post} =	3644 cf			
Impervious Cover Post-Development 100-Year Volume					
100-year storm event	P=	5.11 in.			
Impervious Cover CN	CN=	97			
S = 1000/CN - 10=	S=	0.349 in.			
Q _{100-imp} = (P-0.2S)/2 / (P+0.8S)	Q _{100-imp} =	4.714 in.			
Impervious Cover Area (sf)	A _{100-imp} =	27605 sf			
V _{100-imp} = Q/12 x A _{100-imp}	V _{100-imp} =	10844 cf			
Runoff Summary					
V _{ff} =	2945 cf				
V _{bf-pre} =	483 cf				
V _{bf-per post} =	390 cf				
V _{bf-imp post} =	4550 cf				
V _{bfpost} =	4940 cf				
V _p =	0 cf				
V _{100-per} =	3644 cf				
V _{100-imp} =	10844 cf				
V ₁₀₀ =	14488 cf				
On-Site Infiltration Requirement					
Greater of First Flush volume or Difference between pre and post development bankfull volumes					
Bankfull Volume Difference = V _{bf-post} - V _{bf-pre} =	4457 cf				
INFILTRATION DESIGN					
Required Infiltration	V _{req-inf} =	4457 cf			
Depth of basin storage	d =	1 ft			
Field Infiltration Rate	I _f =	0.5 in/hr			
Design Infiltration Rate I _d = I _f / 2	I _d =	0.25 in/hr			
Infiltration period	t _i =	6 hr			
Infiltration Interface Area	A _i =	4100 sf			
Initial Infiltration Volume					
V _i = A _i x I _d (in/hr) x 1 (ft) (12 in) x t _i (hr) =	V _i =	512 cf			
Basin Storage Volume	V _b =	4100 cf			
Total Proposed Infiltration	V _{inf} =	4612 cf			
On-Site Infiltration Proposed					
On-Site design soil infiltration rate I _d =	0.25 in/hr				
PROPOSED INFILTRAION V_{inf} =	4612 cf				
INFILTRATION PERIOD T_i =	64.0 hr				

DRAINAGE AREA CALCULATIONS							
Pre-Development	Cover Type	Soil Type	AREA(sf)	AREA(ac)	C Value	CN	CN'A
B&B	Meadow	B	58060	1.333	0.30	58	77
			TOTAL	58060	1.333	Weighted CN	
Post-Development	Cover Type	Soil Type	AREA(sf)	AREA(ac)	C Value	CN	CN'A
Impervious	Pavement	B	1165	0.027	0.95	98	3
	Pond	B	5500	0.126	1	98	12
	Gravel	B	2910	0.067	0.85	85	6
	Building	B	18000	0.413	0.95	98	40
			TOTAL	27605	0.634	Weighted CN	97
Pervious							
	Lawn	B	30455	0.699	0.30	61	43
			TOTAL	30455	0.699	Weighted CN	61

Time of Concentration							
Flow Type	K	Elev. Change	Length (L)	Slope % (S)	S ^{0.5}	V=K * S ^{0.5}	T _c =L / (V*3600)
Sheet Flow	0.48	4.0	300	1.300	1.140	0.547	0.152
Waterway	1.20	0.5	100	1.300	1.140	1.368	0.020
Small Tributary	2.10	0.0	0	0.000	0.000	0.000	0.000

Q _p = 238.6 x T _c ^{-0.82} =	Q _p =	1007.77 cfs/in-mi ²
Total Site Area (ac) excl. SC-BMPs	A=	1.33 ac
Q ₁₀₀ = Q _{100-per} + Q _{100-imp} =	Q ₁₀₀ =	6.15 in
Peak Flow (PF) = Q _p x Q ₁₀₀ x A / 640	PF=	12.91 cfs
Δ = PF(cfs) - 0.15(cfs/ac)*A(ac)	Δ=	12.71 cfs
V ₀ = Δ / PF x V ₁₀₀	V ₀ =	14263 cf

REQUIRED DETENTION VOLUME WITH INFILTRATION		
V _{det} = V ₀ - V _{inf} =	V _{det} =	9651 cf

BASIN STORAGE PROVIDED				
ELEV.	AREA	DEPTH	VOLUME	TOTAL VOLUME (FT3)
(FT)	(FT ²)	(FT)	(FT ³)	
920.6	8935	0.6	5,041	17,592
920	7867	1	7,054	12,552
919	6240	1	5,498	5,498
918	4756	1	4,100	4,100
917	3443	0	0	0

BOTTOM OF BASIN	X _b =	917.00
INFILTRATION	X _i =	918.00
FIRST FLUSH	X _{FF} =	917.72
BANKFULL	X _{BF} =	918.60
100 YEAR	X _f =	919.59

PROPOSED OUTLET CONTROL		
BANKFULL FLOOD		
A PORTION OF THE BANKFULL VOLUME SHALL BE STORED FOR INFILTRATION		
THE REMAINING VOLUME SHALL DISCHARGE THROUGH HOLES AT THE TOP OF THE INFILTRATION STORAGE X		
REMAINING VOLUME =	328 CF	
Q _{BF} = REMAINING VOLUME x (1 / 24HRS) x (1 / 3600SEC) =	0.004 CFS	
PLACE OPENINGS AT INFILTRATION STORAGE ELEVATION =	918.00	
have = 2/3 x (X _{BF} - X _i) =	0.40 FT	
A = Q _{BF} / { (0.62 * SORT(2*32.2*have)) } =	0.001 SF	
A	0.5	INCH DIAMETER ORIFICE HAS AN AREA OF
A/ 0.001	=	0.88
	1	0.5 INCH DIAMETER HOLES AT ELEV. =
		918.00

100 YEAR FLOOD		
Q _a = ALLOWABLE RELEASE RATE x AREA SITE IN ACRES=		0.20 CFS
Q _a IS A PEAK OR MAXIMUM FLOW. CALCULATE THE MAXIMUM FLOW PASSING THROUGH		
BANKFULL ORIFICES. USING THE TOTAL HEAD, AND SUBTRACT FROM Q _a TO DETERMINE		
THE ORIFICE SIZE TO RELEASE THE 100 YEAR STORM VOLUME:		
Q _{BF} = 0.62x#HOLES _{FF} xAREA EACH HOLE _{FF} x(2*32.2*(X ₁₀₀ -X _i)) ^{0.5}		
Q _{BF} =	0.01 CFS	
Q _a - (Q _{BF}) =	0.19 CFS	
A = Q _a / (0.62 * (2 *32.2 * (X ₁₀₀ -X _{BF})) ^{0.5}) =	0.039 SF	
A	1	INCH DIAMETER ORIFICE HAS AN AREA OF
A/ 0.005	=	7.10
	7	HOLES AT ELEV. =
		918.60

ELEV.	AREA	DEPTH	VOLUME	TOTAL VOLUME (FT3)	Freeboard
(FT)	(FT ²)	(FT)	(FT ³)		Design Volume
920.6	8935	0.6	5,041	17,592	
920	7867	1	7,054	12,552	
919	6240	1	5,498	5,498	
918	4756	1	4,100	4,100	
917	3443	0	0	0	

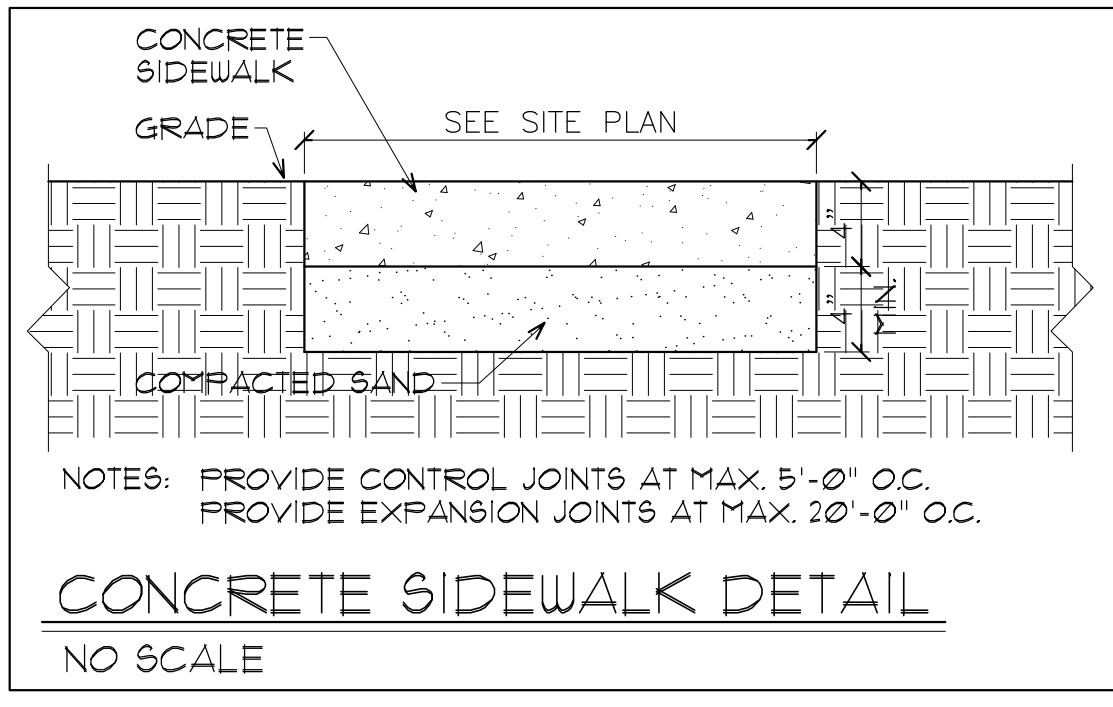
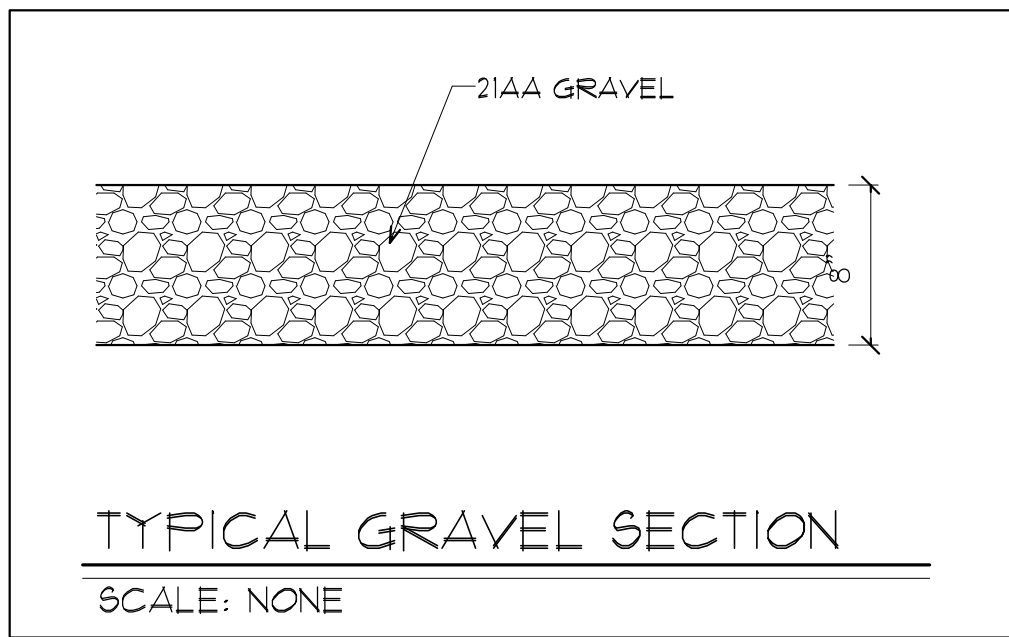
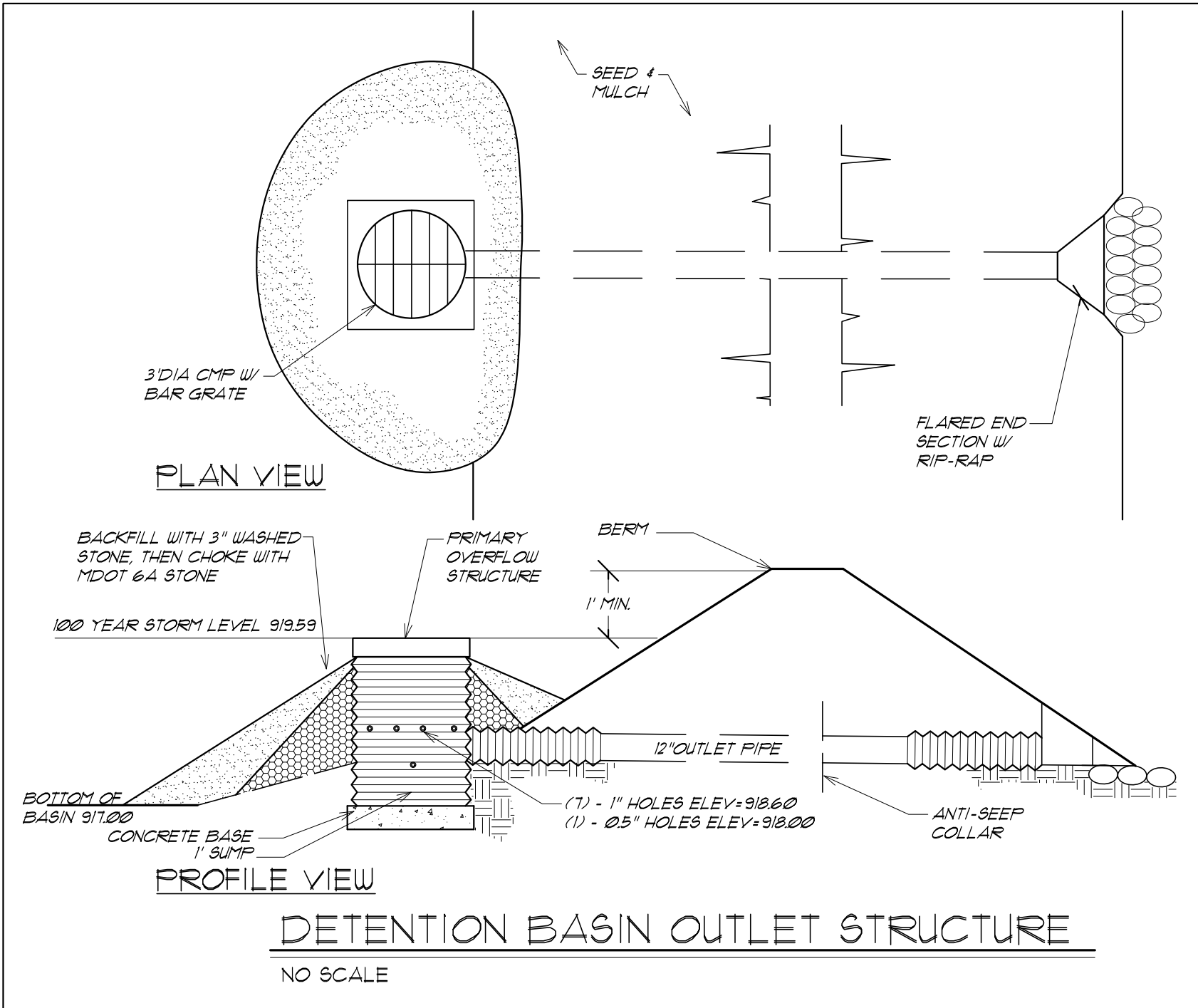
BOTTOM OF BASIN	X _b =	917.00
INFILTRATION	X _i =	918.00
FIRST FLUSH	X _{FF} =	917.72
BANKFULL	X _{BF} =	918.60
100 YEAR	X _f =	919.59

PROPOSED OUTLET CONTROL		
BANKFULL FLOOD		
A PORTION OF THE BANKFULL VOLUME SHALL BE STORED FOR INFILTRATION		
THE REMAINING VOLUME SHALL DISCHARGE THROUGH HOLES AT THE TOP OF THE INFILTRATION STORAGE X		
REMAINING VOLUME =	328 CF	
Q _{BF} = REMAINING VOLUME x (1 / 24HRS) x (1 / 3600SEC) =	0.004 CFS	
PLACE OPENINGS AT INFILTRATION STORAGE ELEVATION =	918.00	
have = 2/3 x (X _{BF} - X _i) =	0.40 FT	
A = Q _{BF} / { (0.62 * SORT(2*32.2*have)) } =	0.001 SF	
A	0.5	INCH DIAMETER ORIFICE HAS AN AREA OF
A/ 0.001	=	0.88
	1	0.5 INCH DIAMETER HOLES AT ELEV. =
		918.00

100 YEAR FLOOD		
Q _a = ALLOWABLE RELEASE RATE x AREA SITE IN ACRES=		0.20 CFS
Q _a IS A PEAK OR MAXIMUM FLOW. CALCULATE THE MAXIMUM FLOW PASSING THROUGH		
BANKFULL ORIFICES. USING THE TOTAL HEAD, AND SUBTRACT FROM Q _a TO DETERMINE		
THE ORIFICE SIZE TO RELEASE THE 100 YEAR STORM VOLUME:		
Q _{BF} = 0.62x#HOLES _{FF} xAREA EACH HOLE _{FF} x(2*32.2*(X ₁₀₀ -X _i)) ^{0.5}		
Q _{BF} =	0.01 CFS	
Q _a - (Q _{BF}) =	0.19 CFS	
A = Q _a / (0.62 * (2 *32.2 * (X ₁₀₀ -X _{BF})) ^{0.5}) =	0.039 SF	
A	1	INCH DIAMETER ORIFICE HAS AN AREA OF
A/ 0.005	=	7.10
	7	HOLES AT ELEV. =
		918.60

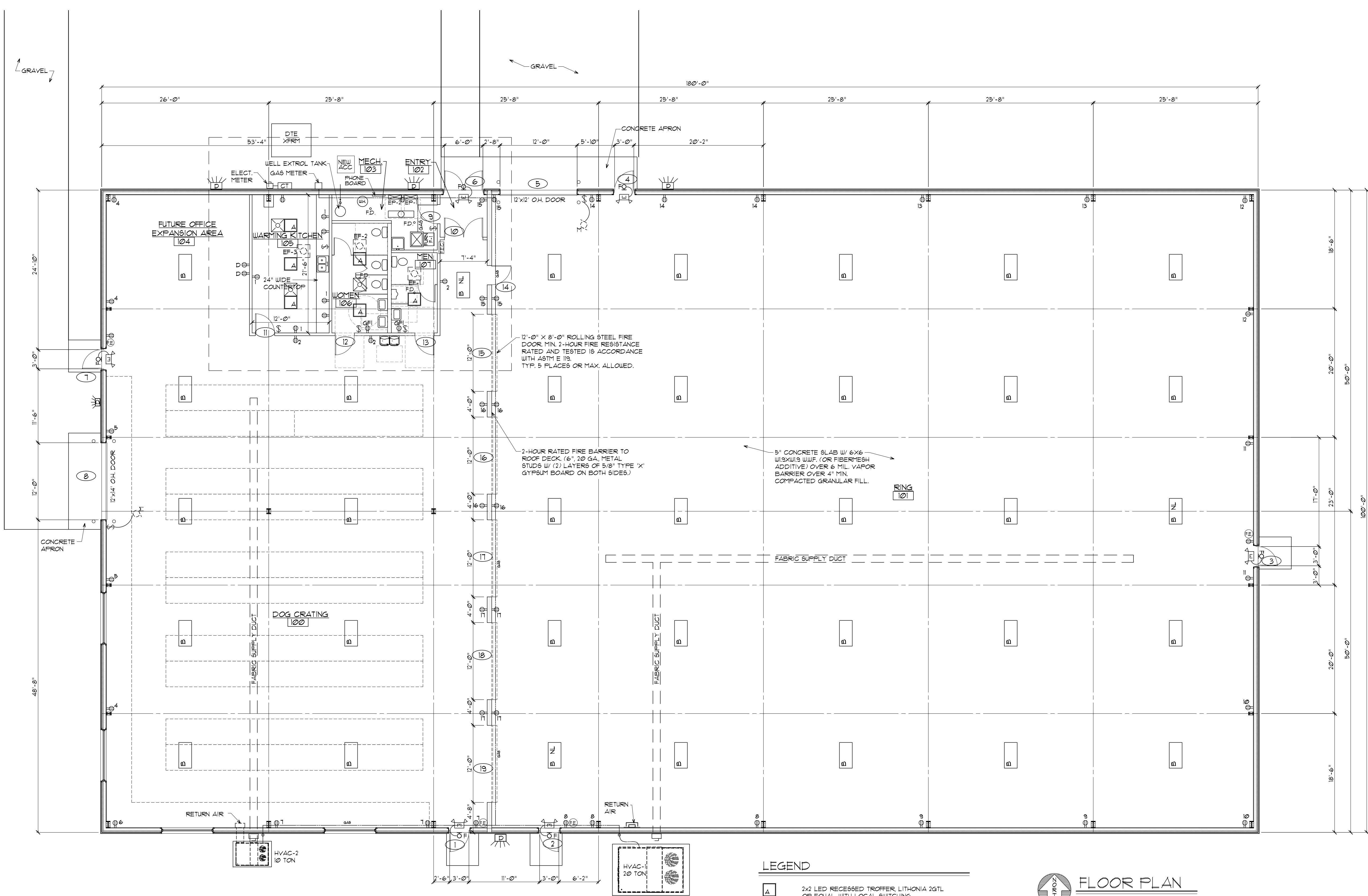
THEREFORE, USE THE FOLLOWING NUMBER OF 1" DIAMETER HOLES:		
7 HOLES AT ELEV. =	918.60	

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



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HVAC EQUIPMENT SCHEDULE					
	NAME	MODEL	CAPACITY	ELE.	NOTES
HVAC-1	PAD MOUNTED PACKAGE HVAC UNIT W/ ECONOMIZER	TRANE	20 TON COOLING 400,000 BTU HEATING	208V, 3PH, 125A	EER RATING 11.00, W/ 7-DAY PROGRAMMABLE THERMOSTAT
HVAC-2	PAD MOUNTED PACKAGE HVAC UNIT W/ ECONOMIZER	TRANE	10 TON COOLING 250,000 BTU HEATING	208V, 3PH, 60A	EER RATING 11.00, W/ 7-DAY PROGRAMMABLE THERMOSTAT
F-1	FURNACE WITH A/C COIL, TOP DISCHARGE		2 TON COOLING 15,000 BTU HEATING	110V, 1 PH, 20A	EER RATING 11.00, W/ 7-DAY PROGRAMMABLE THERMOSTAT
ACC-1	PAD MOUNTED A/C CONDENSER			208V, 3 PH, 20A	
EF-1	CEILING EXHAUST FAN, LOW SONE	DAYTON 5AE69	150 CFM	110V, 17A	SWITCH WITH ROOM LIGHTS
EF-2	CEILING EXHAUST FAN, LOW SONE	DAYTON 5AE69	150 CFM	110V, 17A	SWITCH WITH ROOM LIGHTS
EF-3	CEILING EXHAUST FAN, LOW SONE	DAYTON 3DPE3	200 CFM	110V, 22A	SWITCH WITH ROOM LIGHTS



- LEGEND**
- A 2x2 LED RECESSED TROFFER, LITHONIA 2GTL OR EQUAL, WITH LOCAL SWITCHING
 - B 2X4 LED HIGH-BAY, LITHONIA 1BH (12,000 LUMENS) OR EQUAL, SWITCHED FROM ELECTRIC PANEL.
 - B EM SAME AS B' W/ BATTERY BACKUP
 - B NL SAME AS B' ON A NIGHT LIGHT CIRCUIT
 - 4'-0" LONG, CHAIN HUNG, 3000 LUMENS LED LIGHT FIXTURE
 - LED, 76 WATT, WALL-MOUNTED, DOWN LIGHT, EXTERIOR FIXTURE.
 - X EXIT SURFACE MOUNTED EMERGENCY EXIT SIGN SHALL BE "LED" W/ BATTERY BACK UP, LITHONIA *LQM5WSR 120/211 EL.
 - X1 EXIT/COMBO SAME AS TYPE EBU AND X EXCEPT COMBINATION, LITHONIA *LHQ5WSR 120/211 H.
 - FQ REMOTE EMERGENCY EGRESS UNIT VIA 'E'.
 - OK BATH EXHAUST FAN
 - NEW DUPLEX ELECTRICAL RECEPTACLE, NUMBER DEFINES CIRCUIT.
 - PD SAME AS ABOVE - ON DEDICATED CIRCUIT
 - \$ SWITCH
 - \$3 THREE-WAY SWITCH
 - FE FIRE EXTINGUISHER
 - FE2 FIRE EXTINGUISHER IN CABINET
 - EBH ELECTRIC BASEBOARD HEATER

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

HVAC, PLUMBING & ELECTRICAL GENERAL NOTES:

- These drawings are to be considered as design drawings only and are meant to establish minimum requirements for the project.
- Work not identified on the drawings, however, required by code and/or required to provide complete operable systems shall be the subcontractors responsibility.
- Subcontractor shall be responsible for final shop drawings, properly engineered and containing all information as may be required by the local Building Department for issuance of the building permit. Sealed drawings shall not be part of the subcontractors responsibility.

MECHANICAL NOTES:

- All supply air ducts shall be wrapped with insulation.
- HVAC contractor shall be responsible for all roof curbs, wall penetrations, curbs, flashings and sealants as required.
- Supply and return air duct sizes to be determined by mechanical contractor.
- Gas piping sizes shall be determined by mechanical contractor.

PLUMBING NOTES:

- All sanitary piping shall be SCH. 40 PVC.
- All hot and cold water piping shall be type K copper.
- All cold water piping shall be insulated.

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ISSUED FOR:	DATE:
REVIEW	5-31-12
PROPOSAL	6-5-12
REVISED	4-26-16
REVISED	5-3-16
PROPOSAL	7-11-16
REVISED	5-17-17
REVISED	10-4-17

DRAWN BY: CLN/SA
JOB NO.: -

FLOOR PLAN
SHEET NO.

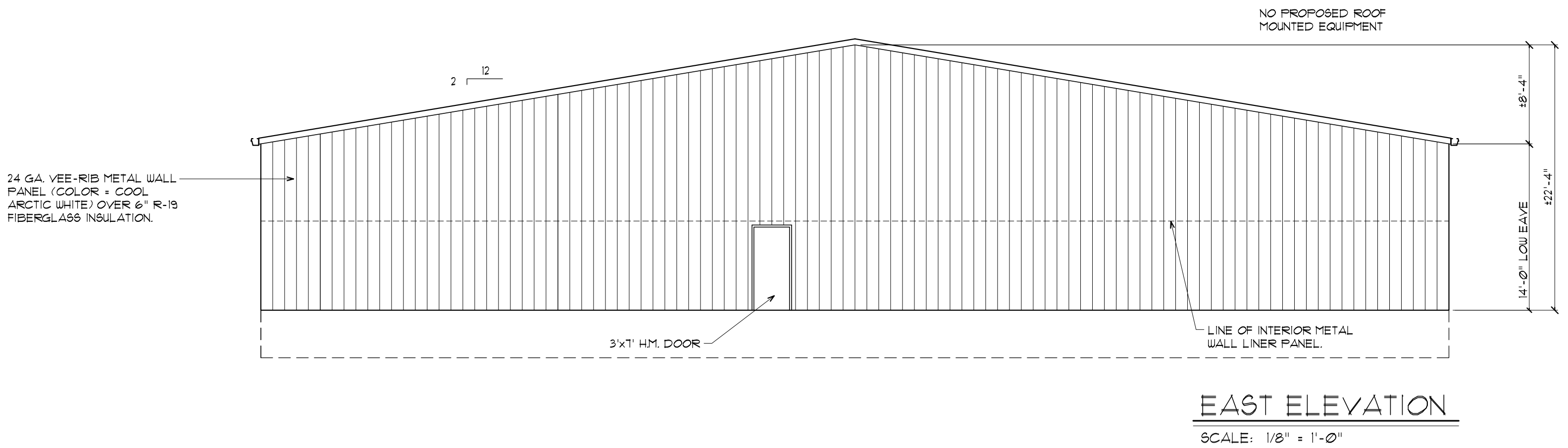
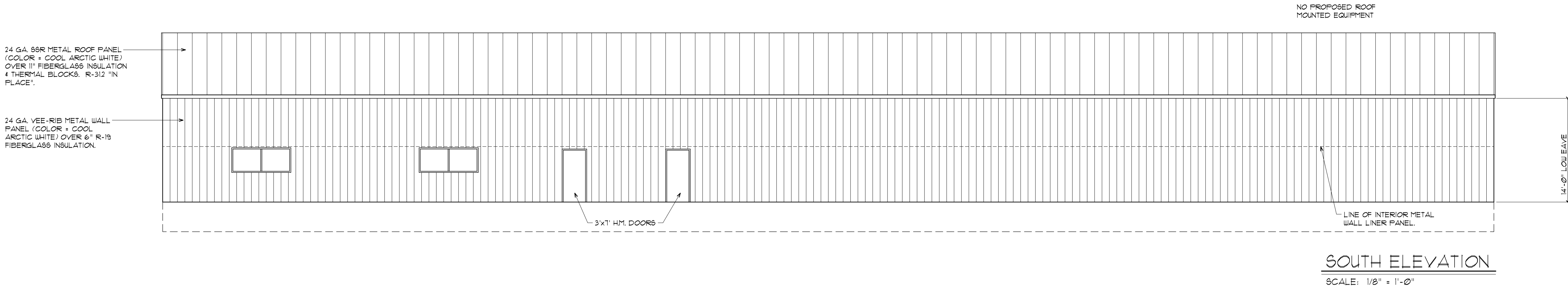
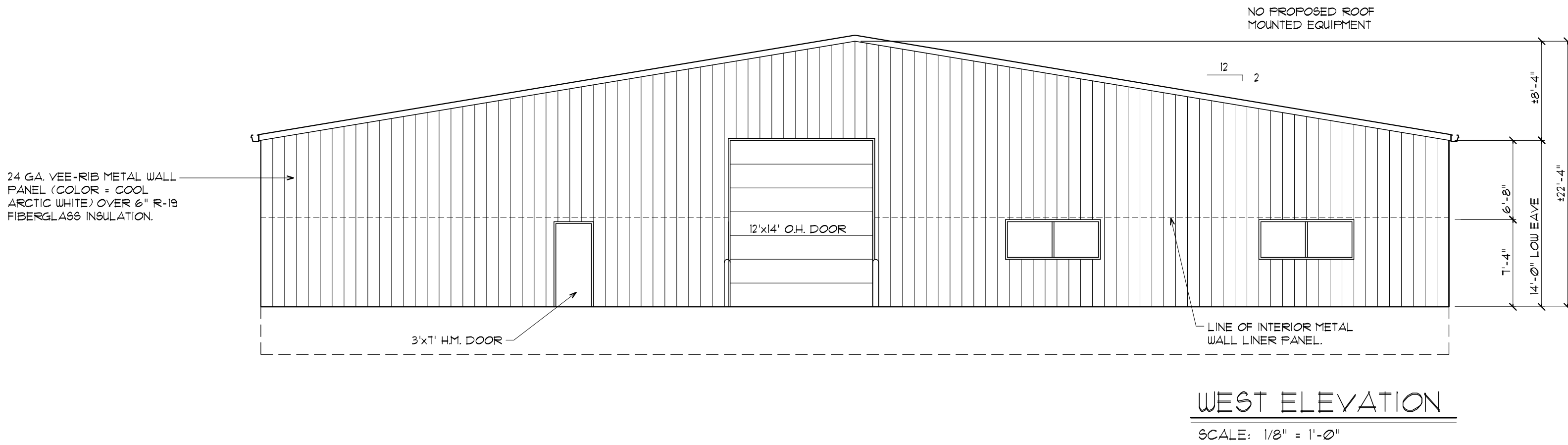
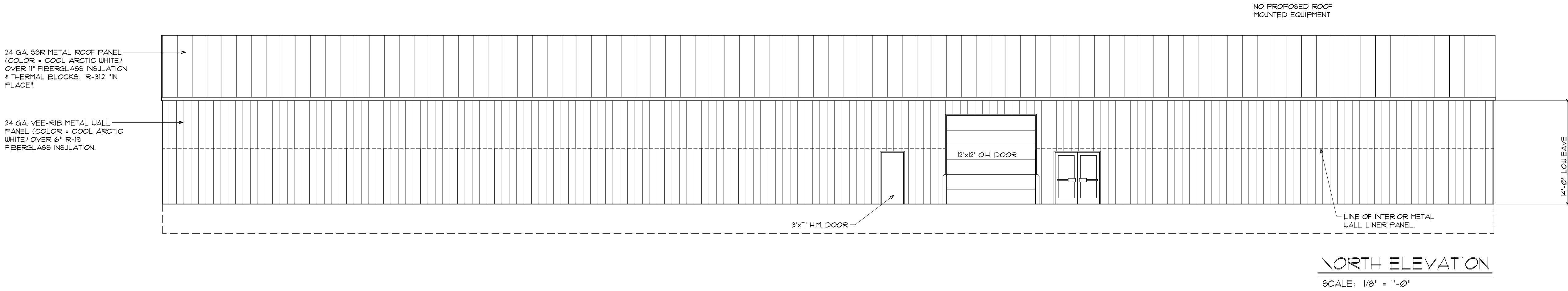
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ANN ARBOR DOG TRAINING
1575 E. North Territorial Road
Northfield Township, Michigan

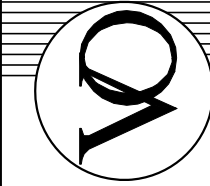
DESIGNERS
Vanston/O'Brien, Inc.
BUILDERS

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ANN ARBOR DOG TRAINING



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ANN ARBOR DOG TRAINING
1575 E. North Territorial Road
Northfield Township, Michigan

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ISSUED FOR:	DATE:
REVIEW	5-31-12
PROPOSAL	6-5-12
REVISED	4-26-16
REVISED	5-3-16
PROPOSAL	7-11-16
REVISED	10-4-17

DRAWN BY: CLN
JOB NO.: -

ELEVATIONS
SHEET NO.

A-2

NORTHFIELD TOWNSHIP MICHIGAN

DOWNTOWN WHITMORE LAKE STRATEGIC ACTION PLAN AND NORTH VILLAGE PLAN FREQUENTLY ASKED QUESTIONS

Q1: HOW WILL DEVELOPMENT DOWNTOWN AND IN NORTH VILLAGE AFFECT THE TAX PAYER? WILL MY TAXES GO UP?

No. Nothing is proposed in the North Village Plan or the Downtown Strategic Plan that would require a tax increase for Northfield Township residents. Both plans consider using new private investments to increase the tax revenues and create new amenities in the Township.

Q2: WHO WILL PAY FOR DOWNTOWN AND NORTH VILLAGE IMPROVEMENTS?

Private sector developers will pay for new development and a portion of the public amenities. In the DDA area, taxes generated from new development that would otherwise go outside of the Township can be captured to pay for new infrastructure through Tax Increment Financing (TIF). Additionally, the plans will allow the Township to apply for Federal and State grant programs to establish and supplement public uses.

Q3: WILL THERE BE A PARK IN NORTH VILLAGE?

Yes, more than half of the land will be dedicated to public park uses. The parts of the site planned for housing and business uses are on the edges to buffer the park from US-23, provide accessible parking areas, and blend with the adjacent sites and Downtown.

Q4: DIDN'T RESIDENTS SAY THEY WANT A PARK ONLY AT NORTH VILLAGE?

This is partly true and partly untrue. Most residents did want a park but were also interested in seeing complementary uses as well. Looking strictly at the survey numbers, it is true that of the 480 people that took the survey, 303 or about 63% of respondents wanted the site to be a park only. However, when these 303 people were asked about desirable uses in addition to recreation, only 106 were clear in wanting no businesses on the site at all, while 197 were supportive of some type of businesses. Combining these responses with those who had said they wanted businesses only on the site, about 22% of people clearly do not want any other uses on the site besides a park, while 67% are supportive of some types of business or other uses in addition to a park.

Q5: WHAT FEATURES WILL THE PARK HAVE?

The many public features planned for North Village include a town green, a pavilion, a central lawn, community garden, a band shell, a fishing dock, a beach, a marina, and public parking.

Q6: HOW WILL WE ATTRACT NEW BUSINESSES AND HOW WILL CURRENT BUSINESSES BE AFFECTED?

The downtown plan recommends building on the identity of downtown Whitmore Lake as a lakefront community with specialty retail, entertainment options, dining, and recreational services. The plan recommends giving downtown a "facelift" with new signs, benches, banners, lights and landscaping to produce a welcoming atmosphere and position downtown as a destination. The plan also recommends reviewing procedural and zoning requirements in downtown to remove barriers to

starting businesses that implement the goals of the downtown plan. These strategies are intended to benefit current business first but also help encourage entrepreneurship.

Q7: DOES THE PLAN INCLUDE BOTH DOWNTOWN AND NORTH VILLAGE?

The Township completed two plans in 2017. The "Downtown Strategic Action and Design Framework" and the "North Village Master Plan." These two plans go hand-in-hand to inform future development in the downtown area, including the North Village site.

Q8: HOW DOES THE PLAN ADDRESS TRAFFIC AND PEDESTRIAN CROSSINGS?

The plans consider traffic circulation, bicycle circulation, and pedestrian safety. New pedestrian crossings locations, parking access locations, drives and alleys are planned for the North Village site and public parking areas to make sure that vehicles coming to and from downtown can access US-23 from all of the interchanges. Traffic impacts resulting from any new developments will continue to be evaluated when proposals are received.

Q9: WILL THERE BE ADEQUATE PARKING FOR DOWNTOWN AND THE LAKEFRONT?

Yes, the plans create new and improved public parking areas to access downtown, the North Village Park, and the lake.

Q10: WILL ZONING CHANGES BE NEEDED?

Yes and No. The development considered in the plans is currently permitted based on the existing Zoning Ordinance. The plans do recommend updating the Zoning Ordinance to encourage businesses and consistency with the design recommendations.

Q11: WHAT INFRASTRUCTURE WILL BE NEEDED?

The Township is exploring expansion of sewer capacity. Expansion would be paid for by new hook-ups and benefit the entire Township. Additionally, road improvements, public parking, and park amenities are also new infrastructure improvements needed.

Q12: HOW QUICKLY WILL THE PLAN BE IMPLEMENTED?

The Township is considering issuing an RFP for the development of the North Village site. If a qualifying proposal is received, development could be implemented within a 1 to 2-year time frame. The plan for downtown is a long-range vision with a 20+ year horizon. The Township may update the vision for downtown at any time.

Q13: WHO IS GOING TO PAY FOR MAINTENANCE?

The need to plan for ongoing maintenance of public features in downtown and North Village is one of the reasons why new development is recommended. Maintenance agreements can be made a part of a development agreement with prospective developers. Additionally, the DDA will capture tax revenues that would otherwise go outside of the Township, which can be used to pay for maintenance. The plans do not recommend a special assessment or a new tax to pay for the park, its maintenance, or amenities.

NORTHFIELD TOWNSHIP REQUEST FOR PROPOSALS FOR A QUALIFIED DEVELOPMENT PARTNER FOR THE NORTH VILLAGE SITE AND PARK PROPERTY IN DOWNTOWN WHITMORE LAKE

Invitation

Northfield Township, Michigan (Township) issues this “REQUEST FOR PROPOSALS FOR A QUALIFIED DEVELOPMENT PARTNER FOR THE NORTH VILLAGE SITE AND PARK PROPERTY IN DOWNTOWN WHITMORE LAKE” packet for the Township-owned North Village redevelopment site and park property. The North Village site consists of approximately 23 acres, approximately 10,000 square feet of which is planned for a public space/town green fronting the lake and Main Street. The site is located next to Post Office in Whitmore Lake and is located within the boundaries of the Downtown Development Authority and the Downtown Planning Group. This project and corresponding development is intended to complement the surrounding neighborhoods, historic architecture, and traditional character of Downtown Whitmore Lake while also addressing public amenities, lake views and natural features, desirable connections to Downtown, parking, site access, and community vitality.

The Township has planned the uses at North Village site to be complementary to Downtown Whitmore Lake and envisions mixed-use buildings with restaurants, retail, and second floor residential along Main Street. Applicants are encouraged to be creative in achieving the goals outlined later in this document. Successful development proposals will reflect an innovative approach to the development of the site and structure(s), will be submitted by a qualified developer with qualified team members and will adequately implement the goals outlined in this application packet.

Attachments

The following documents are available to provide planning guidance to respondents to this RFP:

- North Village Master Plan, March 2017.
- Downtown Strategic Action Plan and Design Framework, September 2017.
- 2012 Master Plan, Northfield Township, Michigan. Revised July 2014.
- Northfield Township Zoning Ordinance.
 - [https://library.municode.com/mi/northfield_township_\(washtenaw_co.\)/codes/code_of_ordinances?nodeId=COOR_CH36ZO](https://library.municode.com/mi/northfield_township_(washtenaw_co.)/codes/code_of_ordinances?nodeId=COOR_CH36ZO)

NORTHFIELD TOWNSHIP

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Introduction

Northfield Township is seeking development proposals from qualified developers to purchase Township-owned property and commit to develop all or a portion of a 23-acre mixed-use North Village. It is expected that the response to this application packet will serve as the initial project business plan and as a basis for the Township's negotiations with one or more development teams. As such, it is in the best interests of all parties to be as clear as possible in all areas for which information has been requested.

It is the Township's objective to have a high-quality, cost-effective project delivered as soon as possible with as little risk as possible borne by the Township. While this seems obvious, the Project Team is wholly committed to the success of this project and recognizes that there may be areas in which both parties are asked to participate.

As owner of the land, the Township anticipates assisting in the provision of infrastructure, either through direct investment or by assisting the qualified developer in obtaining grants or loans from other public entities. The Township also anticipates having to subsidize the project in the form of a land write-down.

Selected developer(s) will be identified at the culmination of a selection process that evaluates the:

- Qualifications of the development team, including experience developing projects similar to that which they're proposing for the North Village.
- Purchase price offered for the land.
- Conceptual proposals for development of the site.
- Financial ability to implement the plan.

Selected developer(s) will also be financially nimble and capable of arranging the necessary financing for purchase of the land from the Township (if feasible).

Notices / Disclaimers

While every reasonable effort has been made to ensure the accuracy of all information included in this packet describing requirements for development proposal, or which will be provided to the applicant, the Township makes no representation, warranty or guarantee as to the completeness and/or accuracy of information provided to the extent prepared by any third party. All such information provided by the Township is made available for the sole convenience of the applicants. Each respondent shall rely upon its own inspection, investigation and analysis of the site and resources available, and/or deemed necessary or prudent in the evaluation of the site and corresponding proposal. Additionally, respondents are required to comply with all of the notices provided below:

- Potential submitters are required to submit an executed copy of the Letter of Interest provided in Attachment A to this document as initial evidence of seriousness.

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- This application packet is not a legally binding document, but merely an invitation to the development community to submit proposals based on the guidelines and terms provided in this packet. The Township shall not be under any obligation to any party unless and until the Township and a selected developer enter into a legally binding Development Agreement, as has been approved and executed by the Township pursuant to all required approvals by the Township Board of Trustees and Downtown Development Authority.
- In no event shall the Township be responsible for any cost, expenses, and/or fees or otherwise liable for any costs incurred by or on behalf of any respondent in connection with this application packet, a respondent's investigation of the project or the negotiation of a Development Agreement, regardless whether such Development Agreement is executed. The respondent developer shall be solely and wholly responsible for all such costs, expenses and fees.
- The Township reserves the right to reject any and/or all proposals for any or no reason and to not engage any developer or to not sell property. If the Township elects to proceed, it shall select the proposal that meets the requirements and goals of the Township, as solely determined by the Township. The selection and/or rejection of proposals shall be based on all factors, and accordingly, land purchase and costs alone shall not determine the Township's interest in a proposal.
- The Township reserves the right to waive requirements, amend, modify or withdraw its interest in a public-private partnership at any time prior to the execution of a Development Agreement with a selected developer.
- The Township will make every effort, but provides no guarantee, to provide notice of amendments or modifications to this application packet to all parties who submit the required letter of interest. In the event that such notice is not provided, or not received, no additional rights shall be granted to any respondent regarding the project.
- The Township may request additional information from any and/or all of the interested developers and each Developer agrees to submit such requested items in a timely fashion. The Township may seek additional information, and engage in negotiations, with one or more developers.
- If a proposal or part of a proposal contains a misrepresentation of any information, whether by omission or directly, either willful or inadvertent, it may be cause for immediate elimination of the Developer from further consideration.
- No fees or commission will be paid by the Township to parties acting as agents, brokers, consultant or contractors as part of this transaction.
- All proposals and supplemental materials shall become the property of the Township after submission. The Township shall retain the right to share concepts and terms submitted by one developer with other developers.
- After submission, no proposals or supplemental materials will be returned.
- No news or press releases regarding this project and the selection of a development proposal by the Township shall be released to the general public by the applicant without the express written consent of the Township prior to the execution of a development

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agreement by all parties. Any violation of this guideline may be considered grounds for termination.

- The Township encourages the utilization of qualified local businesses and workers where feasible.

Background

Northfield Township is located in northeastern Washtenaw County, approximately one (1) mile north of the City of Ann Arbor, 47 miles west of Detroit, and covers about 36 square miles in area. Northfield Township is bordered by Salem Township to the east, Ann Arbor Township to the south, Webster Township to the west, and Green Oak Township in Livingston County to the north.

Washtenaw County is the sixth largest county in the State of Michigan. It is located in the west area of the Southeast Michigan Council of Governments (SEMCOG) region. SEMCOG is the regional planning agency that conducts planning studies and maintains a comprehensive database of information about the following seven counties: St. Clair, Macomb, Oakland, Livingston, Washtenaw, Wayne, and Monroe.

A number of existing and anticipated circumstances will affect Northfield Township's future. The Township is home to downtown, a beautiful all seasons lake, farms, woodlands and exceptional school district. These factors, together with the attraction of the Ann Arbor area as a place to live and work will provide development opportunities and pressure on Northfield Township for many years to come.

The Township has responded to these challenges in a variety of ways including a continued commitment to community planning goals and policies geared to preserving important natural features, while planning for growth in those areas most suitable for development.

Project History

In the summer of 2015, the Northfield Township Board of Trustees identified the need to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. To lead the effort, the Board authorized the creation of the Downtown Planning Group (DPG) on October 13, 2015 by a unanimous vote. Community volunteers representing many different interests and skills were recruited to serve on the DPG. They spent several months exploring what makes for thriving downtowns and researching the unique opportunities presented by Whitmore Lake's proximity to the water.

In September of 2016, Northfield Township realized a dream of the community for many years; a public park and access to Whitmore Lake. The Northfield Township Board of Trustees purchased 23

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acres formerly referred to as the “Van Curler Property” - the vacant land next to the Whitmore Lake Post Office now known as North Village.

Since the 2015 formation of the DPG and the 2016 acquisition of the North Village Site, the Township has been actively planning for the revitalization of Downtown Whitmore Lake:

- **October 2016 - March 2017 (North Village Master Plan):** The North Village Plan proposes a central lawn enhanced by a new community garden, band shell, and non-motorized paths. Residential owner-occupied Townhomes and loft buildings are proposed along the edges of the site and next to US 23. On the west side of Main Street, a community green would be surrounded by a modest number of residential units atop small retail shops or eateries. Across Main Street, a lakefront public access area with a small marina, fishing pier, and sand beach play area is envisioned.
- **April 2017 – present (Downtown Strategic Action Plan and Design Framework)** The Plan outlines a community vision, strategies, and a design framework for Downtown Whitmore Lake.

The DPG hopes to bring together the community’s ideas and take advantage of the exciting opportunity for private partnership to revitalize Whitmore Lake’s downtown starting with the redevelopment of the North Village site.

Development Site

Site Overview

The North Village site is approximately 23 acres in area and is bounded by Main Street and Whitmore Lake on its east, Beaker Road to the South, and US 23 to the north and west. The site is prominently located in Downtown Whitmore Lake and is within walking distance to a number of restaurants, retail, recreation amenities, and residential areas. The site is also within close proximity to one of the County’s largest employers, the University of Michigan (11.5 miles).

The zoning for the North Village site (north village subdistrict) supports a unified vision for transforming the historic commercial core of the Whitmore Lake community focused on mixed-use development, increased land use intensity, and improved public amenities oriented as much to the needs of the pedestrian as to those of the automobile. The zoning provides prescriptive physical development regulations, with the intent to develop a master-planned, walkable environment that creates new opportunities for investment while protecting quality attributes of the existing area.

Design Objectives

Throughout the North Village Master Plan process, several required and encouraged design objectives were identified by community members. The Township will accept proposals that meet all the provided design objects or some (based on a phased approach). All proposals should at minimum address which of the design objectives are fully and/or partially addressed in the proposed development plan.

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Required Design Objectives:

- A small public space / town green (10,000 s. f. or less) fronting the lake and Main Street and framed by retail or mixed use buildings.
- A two to three story mixed use building (foot print of 10,000 to 15, 000 s. f.) fronting on Main Street with site access to a public parking area on the southeast access point north of the Barker Road intersection.
- A public stage / amphitheater on the north end of the site facing US 23 and sited to complement views of the lake.
- A central passive recreation area / field, corresponding to the existing glen with a pavilion structure and restroom.
- The circulation system should be restricted to the perimeters of the central open space and provide site access to Barker Road on the south, Main Street in two locations on the east and Main Street on the north through the existing US 23 exit ramp.
- The four established woodland clusters shall be substantially preserved in the locating of site features and amenities.
- A multimodal path on the western edge of the site tying into a circulation system that accesses the town green and central passive recreation area.
- The multimodal path should connect to the planned path on the south side of Barker, the athletic fields, and potentially follow the rail right-of-way under US 23.
- The passive recreation area should be usable for special event parking.

Encouraged Design Objectives:

- Housing, of up to four stories, is encouraged to fill gaps between woodlands on the west edge of the site adjacent to US 23 to help create a sound barrier.
- If additional housing is incorporated it should be of a character compatible with nearby single family homes with front porches, pitched roofs, and limited to 2.5 stories in height.
- A new sand beach stabilized by design with dock, fishing, and swimming area to accommodate public access to the waterfront.
- A community garden and farmers market event spaces should be integrated into the site design.

Site Vision

Sample renderings and a site plan has been developed (Figures 1, 2 and 3) to provide a general vision for the type of development that is desired by the Township and community members. These images are for illustrative purposes only. The Township is open to alternative approaches.

NORTHFIELD TOWNSHIP MICHIGAN

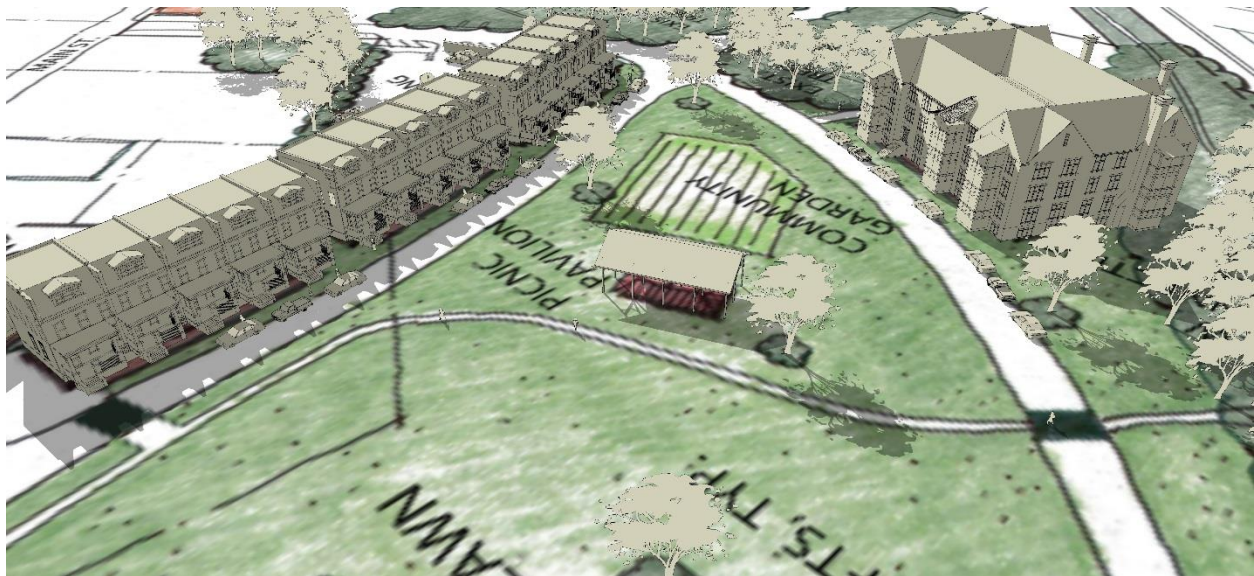


Figure 1: Central Lawn Rendering with Pavilion



Figure 2: Town Green Rendering with Lake View

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Figure 3: Park with Mixed Use - Moderate Development Intensity

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Phasing

In an effort to encourage development of the property and expedite the construction, the Township has developed a Phasing Plan and Map with associated cost estimates (described in detail in the attached North Village Master Plan). The Township will accept proposals that address multiple phases, a select phase, part of a phase, or specific buildings. For each phase of the proposed development, the developer must indicate which of the following features or alternative features are addressed:

- **Phase I.** Included in Phase I are all the public features to create North Village, including the recreation amenities, roadways and associated utilities for all three phases:
 - Sewer / Utilities
 - Roads / Circulation / Street Parking
 - Parking Areas with Landscaping
 - Central Lawn - Grading / Seeding / Planting
 - Central Lawn - Pathways
 - Central Lawn - Market Roadway
 - Central Lawn - Market Roadway Bollards
 - Central Lawn - Bandshell
 - Central Lawn - Pavilion / Restrooms
 - Green - Grading / Seeding / Planting
 - Green - Sidewalks
 - Green - Flagpole / Sculpture
 - Marina - Docks
 - Marina - Beach / Sand System
 - Mixed Use Buildings - Main Street
 - Mixed Use Buildings - On Green
 - Connecting Trail System
- **Phase II.** The first of the residential units and associated parking are included in Phase II.
 - Rowhouses
 - Loft Buildings
 - Parking Areas with Landscaping
 - Parking Areas with Preserved Trees
- **Phase III.** The remainder of the residential units and associated parking are included in Phase III.
 - Rowhouses
 - Loft Buildings
 - Parking Areas with Landscaping

NORTHFIELD TOWNSHIP MICHIGAN



Figure 4: Phasing Plan: Park with Mixed Use – Moderate Development Intensity

Selection Process and Criteria

Submission Requirements

Interested developers are encouraged to submit a proposal in accord with this application packet. Proposals should be submitted in a sealed envelope or other package that is clearly labeled “North Village Development Proposal.” Those firms that fail to submit all required information may be eliminated from consideration at the Township’s sole discretion. Proposals should include, at a minimum:

1. **Cover Letter.** Summarizing the proposal and signed by an authorized representative of the developer.
2. **Development Team.** Developer should provide a list of organizations and individuals that make up the development team.
 - a. Master Developer – Project Manager
 - i. Resumes of project manager, senior executives and other key personnel.
 - ii. Major projects currently under development.
 - iii. Pending projects awaiting approval.
 - iv. Description of any in-house areas of expertise.
 - v. Minimum of three references from staff or elected officials in communities or public school districts with completed or ongoing projects.
 - vi. How developer will organize / manage team to complete project.
 - b. Proposed Design Firm(s)
 - i. Resumes of key personnel.
 - ii. Examples of work in writing and graphically.
 - iii. Examples of work in context of established urban or suburban commercial districts (i.e. not greenfield development).
 - c. Proposed Legal Team Members
 - i. Prospective role in project.
 - ii. Resumes of key personnel.
 - iii. Examples of involvement in similar projects, including role in project.
3. **Developer’s Record of Similar Project Accomplishments.** List and description of similar buildings and projects. For each project, provide:
 - a. Age of project.
 - b. Location.
 - c. Developer’s role.
 - d. Project cost.
 - e. Contact information for reference.
 - f. Project architect, engineer and current owner / lessee.
4. **Developer Proposed Concept Plan.** Describe program proposed for development of North Village. The description should, at a minimum, include the following:
 - a. Land use program:
 - i. Proposed public uses.
 - ii. Proposed ownership and maintenance agreement for public uses.

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- iii. Proposed development mode (Planned Unit Development, Site Condominium, Land Split).
 - iv. Proposed phasing plan.
 - b. Conceptual site plan:
 - i. Site planning program, including under-ground infrastructure elements.
 - ii. Landscaping program.
 - iii. Right-of-way program.
 - iv. Conceptual architectural elevations that demonstrate understanding of project design goals.
 - v. Any proposed phasing plans or approaches.
 - c. Cost of project:
 - i. Purchase price for the property for consideration by the Township.
 - ii. Copies of economic modeling such as financial projections, pro-forma income / expense schedule. Include detailed assumptions utilized in creating pro-forma.
 - iii. List all public financial resources and/or programs that are assumed to be critical to successfully financing this project.
 - iv. Estimated hard and soft costs.
 - d. Proposed project investment:
 - i. Estimated taxable value
 - 1. Include projected schedule of investment by year.
 - 2. Include guaranteed amount and schedule of taxable value, if any.
 - ii. Estimated jobs created, if any.
 - e. List of additional financial resources anticipated for use.
 - f. Estimated schedule:
 - i. Anticipated final site plan / engineering development.
 - ii. Anticipated submission and approval of necessary permits.
 - iii. Anticipated schedule of construction.
 - g. Developer should list and describe the commitments it is willing to make to initiate the project, including:
 - i. The amount, nature and status of short- and long-term financing contemplated.
 - ii. Institutions expected to provide financing and statement by those institutions expressing such interest.
 - iii. The anticipated source of equity funding anticipated for the project.
 - iv. Detailed source and use plan, including contingency budget.
- 5. Other Required Information.**
 - a. Development proposals shall be accompanied by all reports, investigations, correspondence and/or written documentation prepared by the applicant or third parties utilized in the preparation and submission of proposal. This information may be used by the Township in any manner.

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- b. If the proposal does not comply with any measurable requirement of this application packet, the proposal shall clearly highlight the deviation and include the rationale.

Evaluation Criteria

All responses to this request in proper form evaluated by the Project Team. Evaluation of proposals will consider the following criteria, among others:

- Demonstrated development experience by the applicant in completing mixed-use projects and/or projects of a similar nature to that which is proposed.
- Compatibility and appropriateness of the proposed project scope and design in relation to the Township's stated goals.
- Experience in developing projects with creative and innovative approaches.
- Experience of principals and team members. Changes in key personnel prior to the execution of the Development Agreement may result in termination of any negotiations with a prospective developer and the Township.
- Evidence of financial capability and ability to finance project. Examples of similar project financing experience strongly encouraged.
- Demonstrated ability to deliver high quality projects on an established timeline.
- Demonstrated ability to enter into a public / private partnership.
- References – include up to three public agency references from communities or school districts where developer has successfully completed projects.
- Other criteria deemed important by the Township as important to evaluation of proposals.

Selection Process

The Township may appoint a selection committee to carefully review all proposals and will schedule various sessions (i.e. interviews, project visits, etc.) with qualified developer candidates. This selection committee may include representatives of the Township Board of Trustees, Administration and/or DDA. The selection committee may recommend one or more developers to the Township DDA, who will make final selection

Proposed Schedule

Northfield Township and its partners will review and evaluate all responses to this RFP. Staff may seek additional information upon receipt of a development proposal.

The schedule for solicitation, receipt, and evaluation of proposals is anticipated to be as follows:

- Pre-proposal meeting: **TO BE DETERMINED**
- Deadline for written questions, requests for additional information: **TO BE DETERMINED**

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- Proposals Submitted: **TO BE DETERMINED**
- Evaluation Period: **TO BE DETERMINED**
- Selection of Development Proposals: **TO BE DETERMINED**

Additional Information

For proposal submission:

- Submitters shall submit 10 copies of the complete proposal package in addition to an electronic version of the proposal package (to the extent feasible) on CD.

Submit to:

Steve Aynes
Township Manager
Northfield Township
8350 Main St.
Whitmore Lake, Michigan 48189

Anonymous Feedback

The Township will accept anonymous feedback regarding the Request for Proposal.

Submit to:

Steve Aynes
Township Manager
Northfield Township
8350 Main St.
Whitmore Lake, Michigan 48189

NORTH VILLAGE MASTER PLAN

NORTHFIELD TOWNSHIP
WASHTENAW COUNTY, MI

prepared by McKenna Associates
March 23, 2017

ACKNOWLEDGMENTS

Township Board of Trustees

Marlene Chockley, Supervisor
Kathy Manley, Clerk
Lenore Zelenock, Treasurer
Tawn Beliger
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Wayne Dockett
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Downtown Planning Group

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Consultants – McKenna Associates

Paul Lippens, AICP — Project Manager
Patrick Sloan, AICP — Township Planner
John Jackson, AICP — President
Steve Hannon — Project Planner
Michael Campbell, AIA — Urban Design
Carrie Leitner — Graphic Design

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INTRODUCTION

In the summer of 2015, the Northfield Township Board of Trustees identified the need to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. To lead the effort, the Board authorized the creation of the Downtown Planning Group on October 13, 2015 by unanimous vote. Barb Griffith was named chair person for the Downtown Planning Group. The Downtown Planning Group (DPG) members are all community volunteers. The DPG hopes to bring together ideas and help give Whitmore Lake's downtown a much needed boost.

In September of 2016, Northfield Township realized a dream of the community for many years; a public park and access to Whitmore Lake. The Northfield Township Board of Trustees purchased 23 acres formerly referred to as the "Van Curler Property" - the vacant land next to the Whitmore Lake Post Office. The Board of Trustees authorized the DPG to create a Master Plan for the North Village area. This Plan will be used as an informational tool to seek potential developers for the site. The DPG will work with the Township Board to incorporate this vision into a Strategic Plan for Downtown Whitmore Lake.



Figure 1: Site Location

PURPOSE STATEMENT

The North Village development shall complement the surrounding neighborhoods, historic architecture, and traditional character of Downtown Whitmore Lake. Development shall be phased to address public amenities, lake views and natural features, desirable connections to Downtown, parking, site access, and community vitality.

Uses shall be complementary to Downtown Whitmore Lake and mixed use buildings with restaurants, retail, and second floor residential along Main Street are desirable. The site shall be developed to minimize the fiscal impact on taxpayers and new private development, include housing and mixed use buildings, shall be considered if the development will subsidize public amenities.

DESIGN OBJECTIVES

Required Design Objectives:

- A small public space / town green (10,000 s. f. or less) fronting the lake and Main Street and framed by retail or mixed use buildings.
- A two to three story mixed use building (foot print of 10,000 to 15, 000 s. f.) fronting on Main Street with site access to a public parking area on the southeast access point north of the Barker Road intersection.
- A public stage / amphitheater on the north end of the site facing US 23 and sited to complement views of the lake.
- A central passive recreation area / field, corresponding to the existing glen with a pavilion structure and restroom.
- The circulation system should be restricted to the perimeters of the central open space and provide site access to Barker Road on the south, Main Street in two locations on the east and Main Street on the north through the existing US 23 exit ramp.
- The four established woodland clusters shall be substantially preserved in the locating of site features and amenities.
- A multimodal path on the western edge of the site tying into a circulation system that accesses the town green and central passive recreation area.
- The multimodal path should connect to the planned path on the south side of Barker, the athletic fields, and potentially follow the rail right-of-way under US 23.
- The passive recreation area should be usable for special event parking.

Encouraged Design Objectives:

- Housing, of up to four stories, is encouraged to fill gaps between woodlands on the west edge of the site adjacent to US 23 to help create a sound barrier.
- If additional housing is incorporated it should be of a character compatible with nearby single family homes with front porches, pitched roofs, and limited to 2.5 stories in height.
- A new sand beach stabilized by design with dock, fishing, and swimming area to accommodate public access to the waterfront.
- A community garden and farmers market event spaces should be integrated into the site design.

DESIGN WORKSHOP



Northfield Township held a public visioning workshop on Tuesday January 17, 2017 to gather ideas for the Community Park site. The workshop was attended by approximately 50 people including residents as well as elected and appointed officials. The Downtown Planning Group provided an overview and background information about the project, and described each of the three activities taking place at the workshop. One activity asked people to describe how they wanted to connect the site to the rest of the Township and what opportunities there are to tie the site into the entire community. Another activity asked for ideas on what uses people wanted to see on the site including recreation, housing, and retail. People were also asked to choose among three different intensities of development on the site, with the high intensity options having several different uses and the low intensity uses having fewer total uses. The final activity asked people for site design ideas, with each group providing ideas for a different level of development intensity. Many people went into the activities thinking that they wanted only recreational elements; however, opinions tended to evolve as people discussed issues, opportunities and site configuration. Opportunities for non-recreational features were especially popular located at site edges.

At the workshop, residents discussed the relationship of the North Village site to the surrounding neighborhoods, businesses, and Downtown.



Figure 2: Connectivity Diagrams

1 ACTIVITY #1: CONNECTIVITY WITH OTHER COMMUNITY SITES

This activity focused on how the North Village site relates to other areas in the Township and what people see as opportunities for connecting this site to the entire community. The site is next to the downtown area of Whitmore Lake, and many participants want the park to help bring in more people and more activity downtown. The site also includes some portions with waterfront on Whitmore Lake and the attendees thought this was a great opportunity to provide public access to the lake. Having several different types of activities near each other was seen as a great way to make the area a destination and draw more people to the downtown area.

The site may potentially be a focal point of activity with several major destinations nearby. To the west is Whitmore Lake Elementary School and to the south is the school district's Jennings Athletic Complex and Early Childhood Center. If the North Village site includes passive recreation and trail uses, school properties would be very desirable to connect to a trail network. There is a large site next to the freeway interchange on the opposite side of US 23 that is prime for redevelopment, as is another site to the north on 8 Mile Road in Green Oak Township. Both of these sites could be connected to the North Village site in some capacity. People also described the importance of connecting to the existing commercial and residential development along Main Street to the south and East Shore Drive and 7 Mile Road to the east of the North Village site.



ACTIVITY #2: TRADE-OFF DISCUSSION

2

This activity asked people to choose from the different potential uses for the site including recreational uses, housing, and retail. The activity presented three scenarios for the intensity of development on the site: park only, park with housing, and park with retail and housing. The participants were then asked to choose one use they wanted to see in the park only scenario, two uses they wanted to see in the park with housing scenario, and three uses they wanted to see in the park with retail and housing scenario. The exercise was intended to show the trade-off between leaving parts of the site as undeveloped park space and the revenue generating potential of developing parts of the site. Each use was also shown with its potential to generate long-term revenues or costs. Participants were asked to reach a consensus within their group on a preferred design scenario and priority uses. Based on the short amount of time available for the exercise, the conversations tended to focus more on priority uses for the site and the trade-off discussions did not result in consensus recommendations. People recognized that there were many potential ways to arrange uses on the site.

The discussion among participants within the first group seemingly led to a preferred scenario of a park with retail only and a band shell as the most important use. The second group voted on their preferences which included: a picnic pavilion with restrooms, passive recreation, and restrooms in the park only scenario; beach access, canoe launch, and playground in the park with housing scenario; and restaurants, a town green, band shell, farmers market, and fishing pier in the park with retail and housing scenario. The third group also voted on preferences which included: a picnic pavilion in the park only scenario; beach access with swimming area, canoe launch, mixed use condos and townhouses, and a public dock or marina in the park with housing scenario; and a band shell, fishing pier, town green, and farmers market in the park with retail and housing scenario.



3

ACTIVITY #3: SITE DESIGN AND CHARACTER

This activity asked people to envision potential design options for the site, with each group producing a sketch of the site. One group sketched the park only option, one group sketched the park with housing option, and one group sketched the park with retail and housing option. The activity was structured in this way to allow for a complete sketch of one scenario in the time limits. The scenario depicted in the site sketch did not necessarily correlate with the group's preferred scenario.

The sketch of the park only scenario included several different recreational elements. The frontage on Main Street would have a dock and waterfront access on the lake side, and a community ice rink on the west side. Most of the site would be a large open space behind the buildings on Barker and Main, with only a few structures around its perimeter. A skate park would be included at the south end of the site, and a community garden at the north end. The site would also preserve most of the existing groups of trees. A common parking lot for downtown businesses is included in the southeast corner of the site.

In the sketch of the park with housing scenario, the waterfront access includes a public beach. On the west side of Main Street there is a large open space with a stage near the back facing towards the lake. Their idea is to keep the site open towards the lake and use the stage as part of a buffer from highway noise. Behind the stage is a road going through the entire site from Barker to 8 Mile, using part of the freeway ramp that may be removed with the reconfiguration of this interchange. Other internal roads provide two connections to Main Street. Housing units are located along the roads, including between the highway and the site to act as a further buffer from highway noise.

The park with retail and housing drawing showed the most amount of development on the site. There are more than 20 structures with housing units, mostly located on the southern half of the site. These structures face a network of internal roads with parking located behind the buildings. There are three main recreational components: a public waterfront access with dock, a "town green" with public picnic area, and a large open space at the center of the site with band shell facing the lake. This scenario includes four loft buildings along the freeway side, to act as both a buffer from freeway noise and as landmarks for people traveling on the highway. The scenario also preserves trees along the edge of the site to provide a landscape buffer, but the trees on the southern part of the site would be removed. On the northeast corner of the site along Main Street, a restaurant would be included as the primary retail use, which would take advantage of the picnic area in the park right next to it.

OUTREACH

TRUNK OR TREAT EVENT AND SURVEY

The Downtown Planning Group promoted the plan for North Village at the Trunk or Treat event on Sunday October 23, 2016 from 2-5 PM. This was a community Halloween celebration for the kids with activities and other entertainment including the Whitmore Lake High School band. Anybody interested in learning more was encouraged to come to our table for an overview of the project and the planning process. People were also invited to give feedback either by taking the Downtown Planning Group survey or by submitting an idea through the “Big Idea” brainstorming activity.

Survey

There were a total of 92 responses to the survey from attendees to the event. About 61% of the people surveyed said this property should be used for a community park or recreational purposes only, 28% said it should be used for a combination of recreation, retail and/or housing, and 11% of respondents wrote another response along these lines. Nobody preferred retail purposes only or housing only for the use of this property.

For the recreational features that people would like to see (people could choose their top 3), the top choices were sandy beach/swim area (58%), children’s play area with playground equipment (55%), pavilion/picnic area (54%), and pathways and trails (44%). A band shell (34%), fishing pier (30%), and canoe/kayak launch (24%) also received several votes. For potential business uses on this site, a bakery/deli (42%), restaurant/bar (35%), food market (31%), and a brewery (30%) were the most preferred. Several people in the comments to this question reiterated that they did not want any business uses on this site.

Big Idea Board

The big idea board gave people an opportunity to brainstorm and write down any idea they had to use the site. Some people also wrote smiley faces to support ideas already on the board. The ideas are listed on the following page.

- Splash pad (3 support)
- Just some tables
- Good, gentle lighting
- 24-hour video surveillance
- Community events (3 support)
- Connect community with paths (1 support)
- Music
- Gym
- Park
- Swim at your own risk (child/toddler proof gate to beach)
- Playground by Great Lakes Recreation Company
- Band shell, open mic nights (1 support)
- Picnic pavilion for rent (1 support)
- Food trucks
- Stand up paddle boards
- Public beach
- Farmer’s market area
- Walking trails with restroom and drinking fountain



BUSINESS INTERVIEWS

The Downtown Planning Group conducted interviews with six business owners in the downtown area and two from other communities in the surrounding metro area. The interviews were conducted to get local entrepreneur input on the assets, opportunities, and deficiencies for the future development of downtown Whitmore Lake.

Business owners from Whitmore Lake generally said that it is a great community with great people, but the downtown has a lot of potential that has yet to be realized. More commercial or service activity is needed, and there needs to be a draw to get people downtown. Suggestions for potential businesses downtown include a credit union, hardware store, restaurant on the lake, and other small retail shops. Business owners from outside the Whitmore Lake area said restaurants, coffeehouses, a community theatre or similar use, and an active/outdoor sports retail store would do well there. The Township should work to incubate new businesses in the downtown area.

Whitmore Lake business owners said there is generally not an overabundance of one business type besides pizza places. Most were not interested in opening a branch of their business in another community, but all would like to increase business at their current location by drawing more people downtown and expanding their offerings. The business owners from other communities were not interested in opening a new branch in Whitmore Lake, but this was mostly based on their own business models.

People in Whitmore Lake have several different ideas on what would make it more attractive. Some people mentioned the need to improve the business climate, saying that property taxes are too high and there are too many hurdles in the regulatory process. For people who thought housing would be a good addition, the most common suggestions were medium-to-high income subdivisions and homes throughout the Township, as well as condos with a view of the lake for downtown housing. One of the outside business owners stated that a positive business ecosystem, where businesses and public officials support each other, was crucial to the success of their business.

Park and recreational amenities that people want to see include a family picnic area, amphitheater or band shell, fishing pier, place to swim, outdoor grills, and many other ideas. A common parking lot for the entire downtown area was also cited as a need. People from outside the community described the importance of having unique events to bring people and families to the community, and said the lake is a major asset that the community can better leverage with the park.

For advertising, one person stated how social media has been beneficial for them. Another suggested that advertising near the freeway exits would be helpful.

Overall, there are a lot of strengths for Whitmore Lake to build upon. The lake being next to downtown is a tremendous asset that is currently underused. Residents support the existing events that occur downtown. Marketing ideas included doing a Groupon-style deal for downtown businesses and similar campaigns, and focus the marketing efforts on trying to attract more businesses to the area as a first step before marketing to attract more customers.

TOWNSHIP TAX MAILING SURVEY

A total of 390 responses were obtained from the survey mailed out with property taxes and from surveys returned to the Township offices. About 64% of people surveyed said this property should be used for a community park or recreational purposes only, 26% said it should be used for a combination of recreation, retail, and/or housing, 5% preferred retail purposes only, and 6% respondents gave their own response. Nobody preferred housing only for the use of this property.

For recreational features people want to see (people could choose their top 3), the top choices were a sandy beach/swim area (63%), pathways and trails (46%), a pavilion/picnic area (46%), and a children's play area with playground equipment (38%). A canoe/kayak launch (34%), fishing pier (30%), and band shell/amphitheater (19%) also received several votes. For potential businesses on the site, a restaurant or bar (44%), bakery/deli (41%), food truck (25%), and food market (23%) were the most popular of the given options. Several people in the comments reiterated that they did not want any business uses on the site.

CONCEPT PLANS

The Downtown Planning Group worked with residents and business owners at the design workshop held on January 17, 2017 to develop schematic design for site development. Three scenarios, representing a low, medium, and high development intensity, were explored in the process of developing a synthesis plan. The synthesis plan attempts to achieve the best of all three scenarios and limit perceived impacts to park development.

DESIGN SCENARIO 1: PARK ONLY

The first design scenario explored was a low-intensity development scenario that focused on maintaining natural features, providing some desirable public amenities, and limiting housing, commercial, or mixed use development. This design scenario was perceived as potentially resulting in a maintenance burden and a high public development cost for the desired amenities. Many Township residents prefer a park only option.



Figure 3: Design Scenario 1a:
Park Only – Low Development Intensity - Pre-Charrette Schematic



Figure 4: Design Scenario 1b:
Park Only – Low Development Intensity Design Workshop Sketch

DESIGN SCENARIO 2

The second design scenario explored was a middle-intensity development scenario that focused on maintaining most of the site's natural features and a minimum of 50% of land for public uses. Design workshop participants were not attracted to the traditional grid pattern presented in the pre-development charrette schematic. Instead, a curvilinear pattern that accentuated the park as the prominent site feature was suggested, which led to the structures being moved to the site edges. This design provides many desirable public amenities, while including some private development to potentially offset public construction costs and contribute to Township tax revenues. Design workshop participants expressed some concerns with providing housing, but most were supportive of some mixed use along the front of the site. Based on the outreach conducted, a middle-intensity scenario may fit with the preferences of Township residents if impacts are minimal and development helps to finance public amenities on the site.

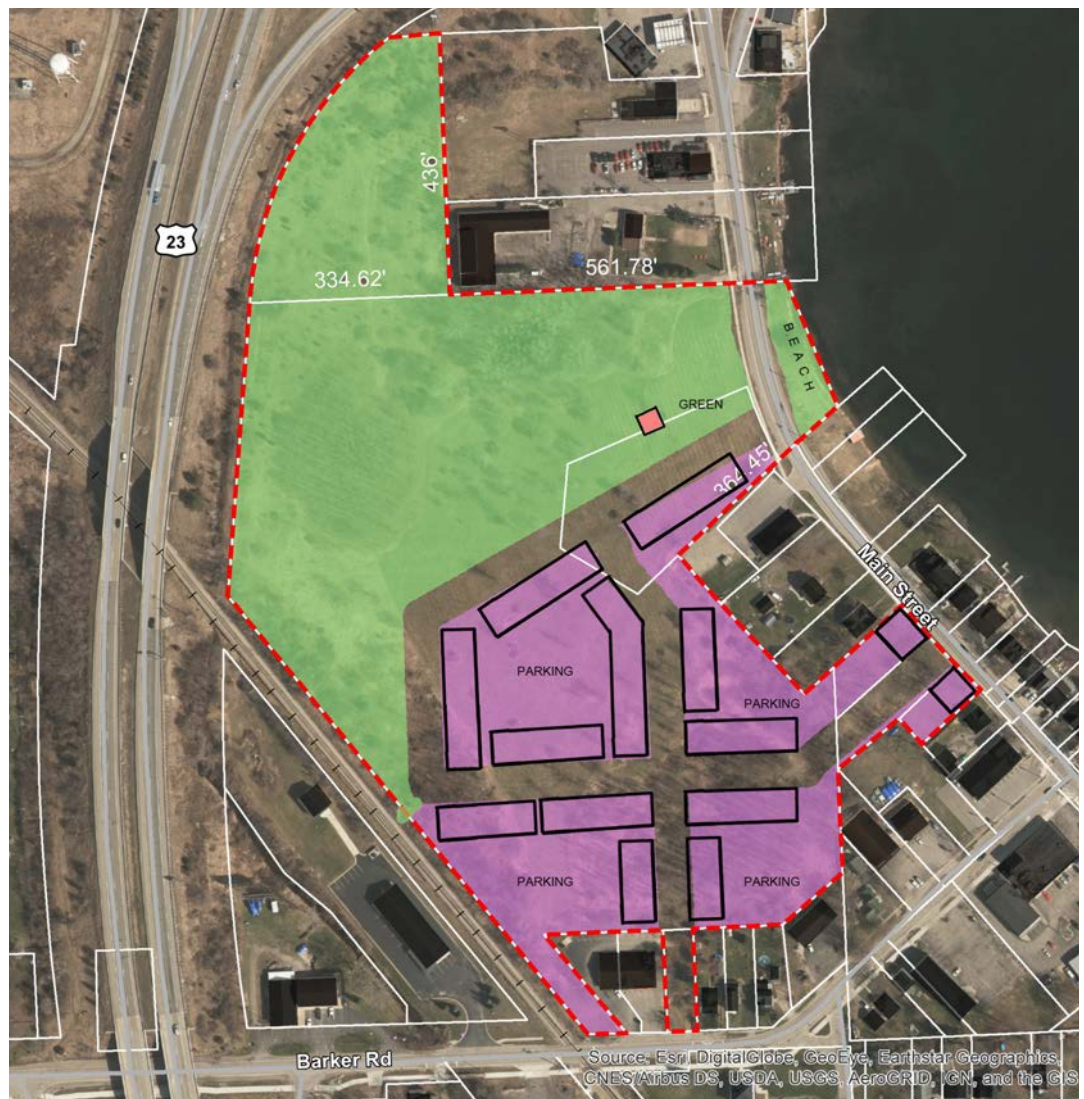


Figure 5: Design Scenario 2a:
Park with Housing – Medium Development Intensity - Pre-Charrette Schematic



Figure 6: Design Scenario 2b:
Park with Housing – Medium Development Intensity - Charrette Sketch

DESIGN SCENARIO 3

The third design scenario explored was a high-intensity development scenario that gave priority to using the site for private development and provided more limited public amenities like lake access, public parking, and a town green. Design workshop participants again were not attracted to the traditional grid pattern presented in the pre-development charrette schematic and were critical of the development density shown. Instead, the sketch design again features a curvilinear pattern. The sketch shows that the important public amenities can be provided and private development can be considered at a high building density, if desired. However, based on the outreach conducted, the high-intensity scenario would not fit with the preferences of many Township residents.

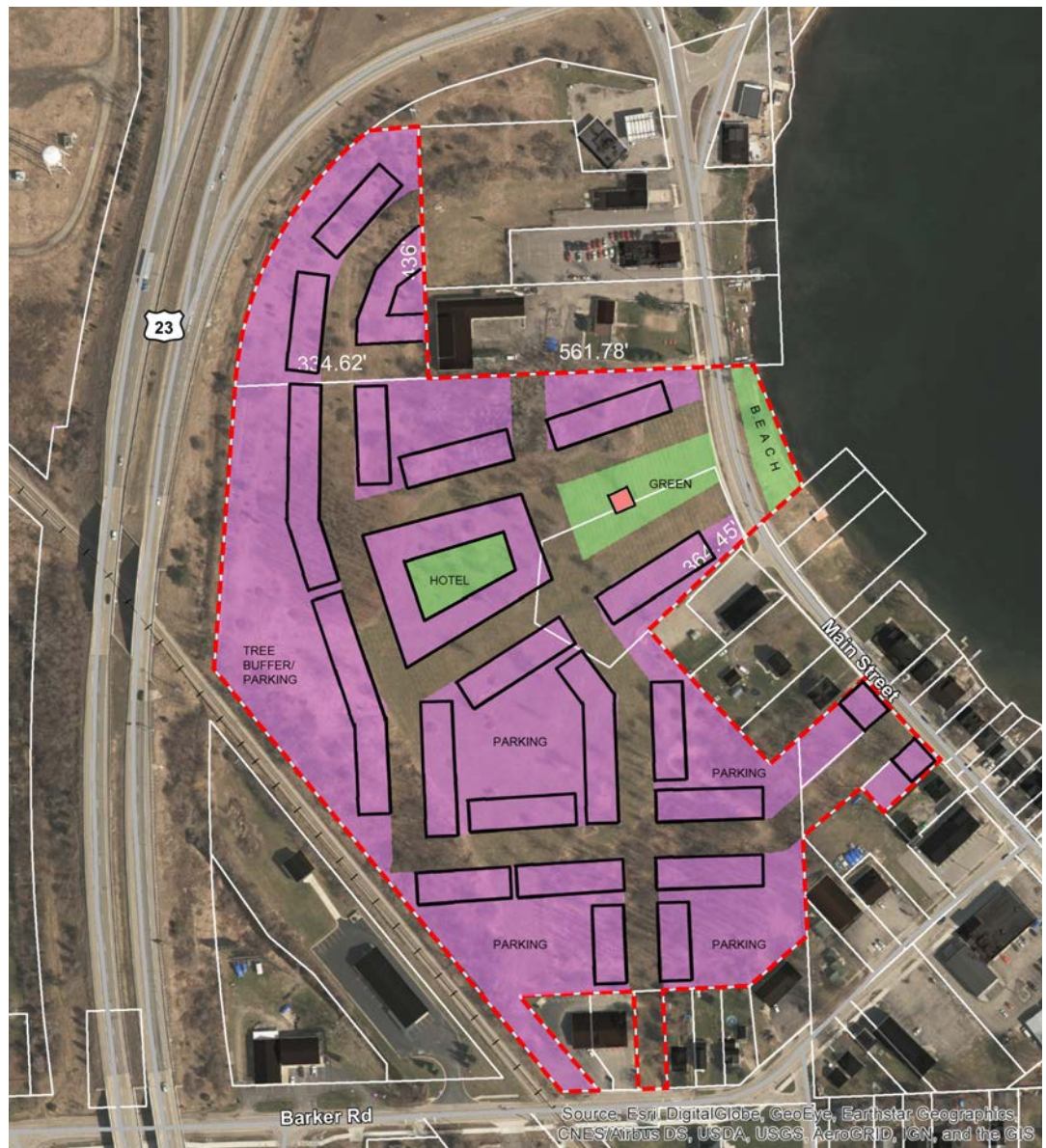


Figure 7: Design Scenario 3a:
Park With Mixed Use – High Development Intensity - Pre-Charrette Schematic



Figure 8: Design Scenario 3b:
Park With Mixed Use – High Development Intensity -Charrette Sketch



SYNTHESIS PLAN

The synthesis plan is based on the ideas from the Downtown Planning Group, Township officials, business owners, and community members. The synthesis plan meets the design objectives for the site while minimizing the perceived negative impacts of private development. The plan enhances some of the neighborhood and downtown connections that were articulated during the outreach process. The plan includes:

- Walking and biking enhancements that make neighborhood connections, improve Main Street access, and link school facilities and regional bike routes via a potential rail trail
- New parking areas for downtown and special events
- Waterfront access and site design for visual and acoustic considerations
- Preservation of natural features and existing tree stands
- Vehicle access to and through the site to Downtown and special event parking provide additional travel routes in the Downtown area

The synthesis plan is first and foremost a park. The plan includes mixed use and moderate development intensity around the site edges and with complementary form to the adjacent land uses. The plan includes the most commonly desired features and recreational amenities. New residential lofts, row houses, and mixed used buildings can be incorporated into the design to help supplement the cost of public features and provide tax revenues to assist with future maintenance.

There are several recreational opportunities included in the synthesis plan. Public access to the lake was a major priority of residents. The plan incorporates a fishing pier, beach, and marina. The town green, located across Main Street from the public lake access, is the most visible park feature on the site. A central lawn is located behind the town green providing people with opportunities for passive recreation, viewing entertainment at the band shell, or



special events. A community garden area is provided on the south end of the lawn by the pavilion and restroom structure. The band shell is sited so that people can simultaneously enjoy the lake and the performances, with the sound directed toward the highway so that it does not carry across the water. A new trail system is proposed with links to major off-site destinations. The existing stands of trees on the site are proposed to be preserved in site design. There is a possibility to integrate Downtown parking into the tree stands on the south end of the site. A tree survey will be required to evaluate these features and create a parking area that limits impacts.

Mixed-use buildings with retail are proposed at key points on Main Street, which would be designed to create a more walkable area. Smaller liner buildings are proposed to frame the edges around the town green space, with parking lots located behind these buildings. There are two sets of row houses on the site: one facing the central lawn on the east side with parking behind the buildings, and another on the northern part of the site. Finally, residential lofts are proposed along the western portion of the site to provide a buffer between the site and the highway. Parking for the lofts is located on the highway side.

Vehicular circulation is designed to access the site at four locations. The northernmost entry point would connect to the intersection of North Main at Main (8 Mile), creating a new four-way intersection. This new road would continue along the west side of the central lawn, and curve around, eventually heading south to link to Barker Road. A driveway access would also be provided to parking areas north of the Main Street and Barker Road intersection. A pair of one way streets border the town green and connect to Main and a drive that follows the east side of the central lawn. In front of the band shell, the drive access could be limited access and primarily used for a farmers market, or similar events.



Figure 9: Synthesis Plan: Park with Mixed Use – Moderate Development Intensity



Figure 10: Central Lawn Rendering with Pavilion.



Figure 11: Town Green Rendering with Lake View



VALUE AND PHASING

The value of the proposed improvements for North Village can be estimated at roughly equivalent to the cost of construction. This construction cost estimate provides rough values to build the Synthesis Plan for the North Village. It is presented in three phases, where construction costs are projected at \$9,032,671 for Phase I, \$10,802,200 for Phase II, and \$27,354,560 for Phase III, with Phase III delivering the vast majority of leasable floor area (see Table 1). The total increased value for the site is estimated at \$47,189,431.

The vast majority of the value will be taxable, estimated at \$44,180,000 for buildings. Based on the 2016 Township Millage rate of 40.93, the construction value yields an annual taxable value of \$1,808,287. The average unit cost will be \$279,620 for the 158 proposed units. The construction cost measure of \$250 per sq. ft. for mixed use and loft buildings and \$175 per sq. ft. for row houses is high to accommodate durable and attractive materials and fixtures, as well as unforeseen construction costs, which may include sewer line and lift station improvements.

Included in Phase I are all the public features to create North Village, including the roadways and associated utilities for all three phases. Phase I also includes all work associated with the entirety of the marina, dock, beach, town green, central lawn, band shell, and connecting trail system. The residential units, and their associated parking facilities, are split into Phases I, II, and III:

- Phase I includes the lakefront access and amenities, mixed use and liner buildings, three parking lots, the town green, the amphitheater, the central lawn and community garden, and the trail system. There are 23 combined commercial and residential units, at average unit size of 1,200 square feet each, for a total of 27,600 square feet of leasable floor area. Rowhouse units include indoor parking for vehicles. Phase I also has 27,460 square feet of paved and landscaped parking area, accommodating roughly 78 cars.
- Phase II includes the three southernmost row houses and the southernmost residential lofts. There are 20 rowhouses and 20 residential loft units, each at average size of 1,200 square feet, for a total of 48,000 square feet of leasable floor area. Rowhouse units include indoor parking for vehicles. Phase II also has 46,600 square feet of paved and landscaped parking area, accommodating roughly 133 cars.
- Phase III includes the two remaining row houses and the three remaining residential lofts. There are 15 rowhouses and 80 loft units, at average unit size of 1,200 square feet each, for a total of 113,600 square feet of leasable floor area. Rowhouse units include indoor parking for vehicles. Phase III also has 38,400 square feet of exterior paved and landscaped parking area, accommodating roughly 110 cars.
- North Access Road: Public roadway access from the north end of the site is required. This will require working with MDOT and/or adjacent property owners to negotiate right-of-way access.

Unit estimates and building square footage totals are shown in Table 2.

Table 1: Public and Private Construction Estimate

Phase 1				
Feature	Analysis Units	Measure	Cost Per Unit	Cost Estimate
Sewer / Utilities	3,600	l. ft.	\$ 136.00	\$ 489,600
Roads / Circulation / Street Parking	3,600	l. ft.	\$ 50.00	\$ 180,000
Parking Areas with Landscaping	27,460	sq. ft.	\$ 7.15	\$ 196,339
Central Lawn – Grading / Seeding / Planting	118,800	sq. ft.	\$ 0.94	\$ 111,672
Central Lawn – Pathways	480	l. ft.	\$ 12.00	\$ 5,760
Central Lawn – Market Roadway	6,450	sq. ft.	\$ 18.00	\$ 116,100
Central Lawn – Market Roadway Bollards	6	per	\$ 600.00	\$ 3,600
Central Lawn – Band Shell	1	per	\$ 375,000.00	\$ 375,000
Central Lawn – Pavilion / Restrooms	1	per	\$ 155,000.00	\$ 155,000
Green – Grading / Seeding / Planting	14,000	sq. ft.	\$ 0.94	\$ 13,160
Green – Sidewalks	8,800	l. ft.	\$ 9.00	\$ 79,200
Green – Flagpole / Sculpture	1	per	\$ 7,000.00	\$ 7,000
Marina – Docks	385	l. ft.	\$ 400.00	\$ 154,000
Marina – Beach / Sand System	1	per	\$ 228,000.00	\$ 228,000
Mixed Use Buildings – Main Street	20,400	sq. ft.	\$ 250.00	\$ 5,100,000
Mixed Use Buildings – On Green	7200	sq. ft.	\$ 250.00	\$ 1,800,000
Connecting Trail System	1520	l. ft.	\$ 12.00	\$ 18,240
Phase 1 Total				\$ 9,032,671
Phase 2				
Feature	Analysis Units	Measure	Cost Per Unit	Cost Estimate
Rowhouses	24,000	sq. ft.	\$ 175.00	\$ 4,200,000
Loft Buildings	24,000	sq. ft.	\$ 250.00	\$ 6,000,000
Parking Areas with Landscaping	10,000	sq. ft.	\$ 7.15	\$ 71,500
Parking Areas with Preserved Trees	36,600	sq. ft.	\$ 14.50	\$ 530,700
Phase 2 Total				\$ 10,802,200
Phase 3				
Feature	Analysis Units	Measure	Cost Per Unit	Cost Estimate
Rowhouses	17,600	sq. ft.	\$ 175.00	\$ 3,080,000
Loft Buildings	96,000	sq. ft.	\$ 250.00	\$ 24,000,000
Parking Areas with Landscaping	38,400	sq. ft.	\$ 7.15	\$ 274,560
Phase 3 Total				\$ 27,354,560
Phase 1, 2, 3, Total				\$ 47,189,431

Table 2: Building and Unit Calculations

Building Type	Average Footprint (sf)	Stories (#)	Buildings (#)	Total Square Feet	Average Unit Size	Housing / Retail Units (#)
Mixed Use Buildings - Main Street	3,400	2	3	20,400	1,200	17
Mixed Use Buildings - On Green	1,200	2	3	7,200	1,200	6
Rowhouses - Phase 2	4,000	2	3	24,000	1,200	20
Rowhouses - Phase 3	4,400	2	2	17,600	1,200	15
Loft Buildings - Phase 2	6,000	4	1	24,000	1,200	20
Loft Buildings - Phase 3	8,000	4	3	96,000	1,200	80
Building Totals			15	189,200		158

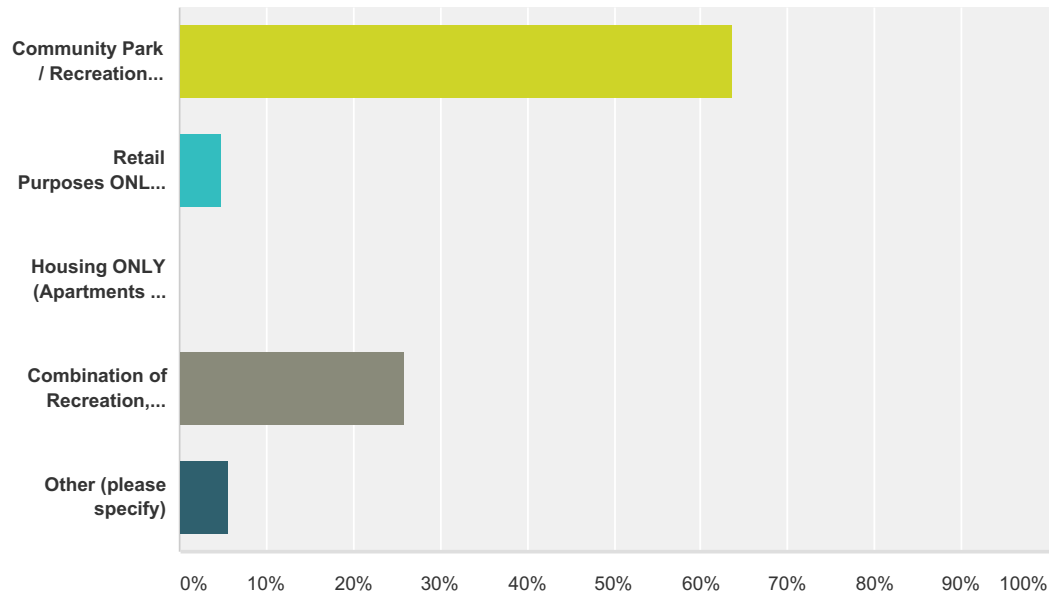


Figure 12: Phasing Plan: Park With Mixed Use – Moderate Development Intensity

APPENDIX: PUBLIC SURVEY RESULTS

Q1 What do you think this property should be used for? (All of the options would include ample parking!)

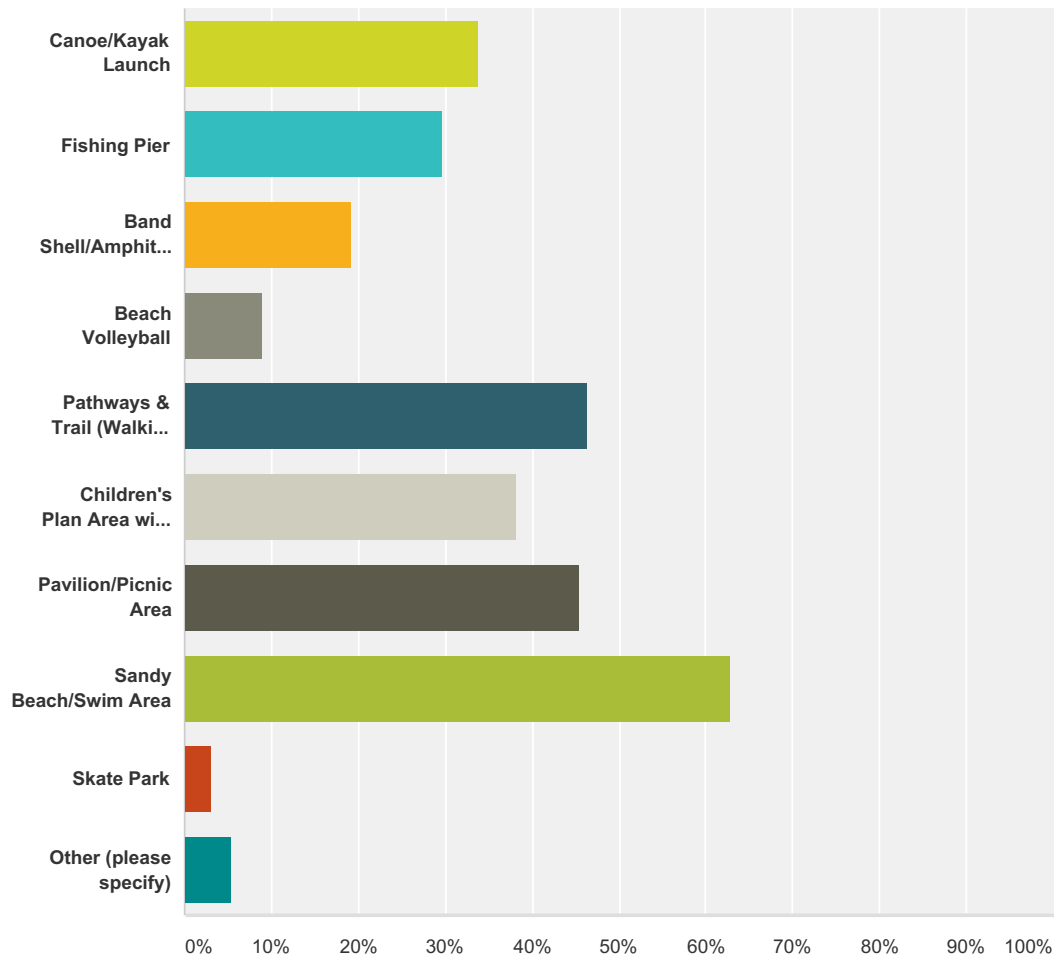
Answered: 390 Skipped: 4



Answer Choices	Responses	
Community Park / Recreational Purposes ONLY	63.59%	248
Retail Purposes ONLY (small businesses, restaurants, etc.)	4.87%	19
Housing ONLY (Apartments or condos)	0.00%	0
Combination of Recreation, Retail, and/or Housing	25.90%	101
Other (please specify)	5.64%	22
Total		390

Q2 If this area (or part of this area) were to be used as a recreation area, which recreational features you would most like to see? (Please select your top (THREE (3) ONLY

Answered: 387 Skipped: 7



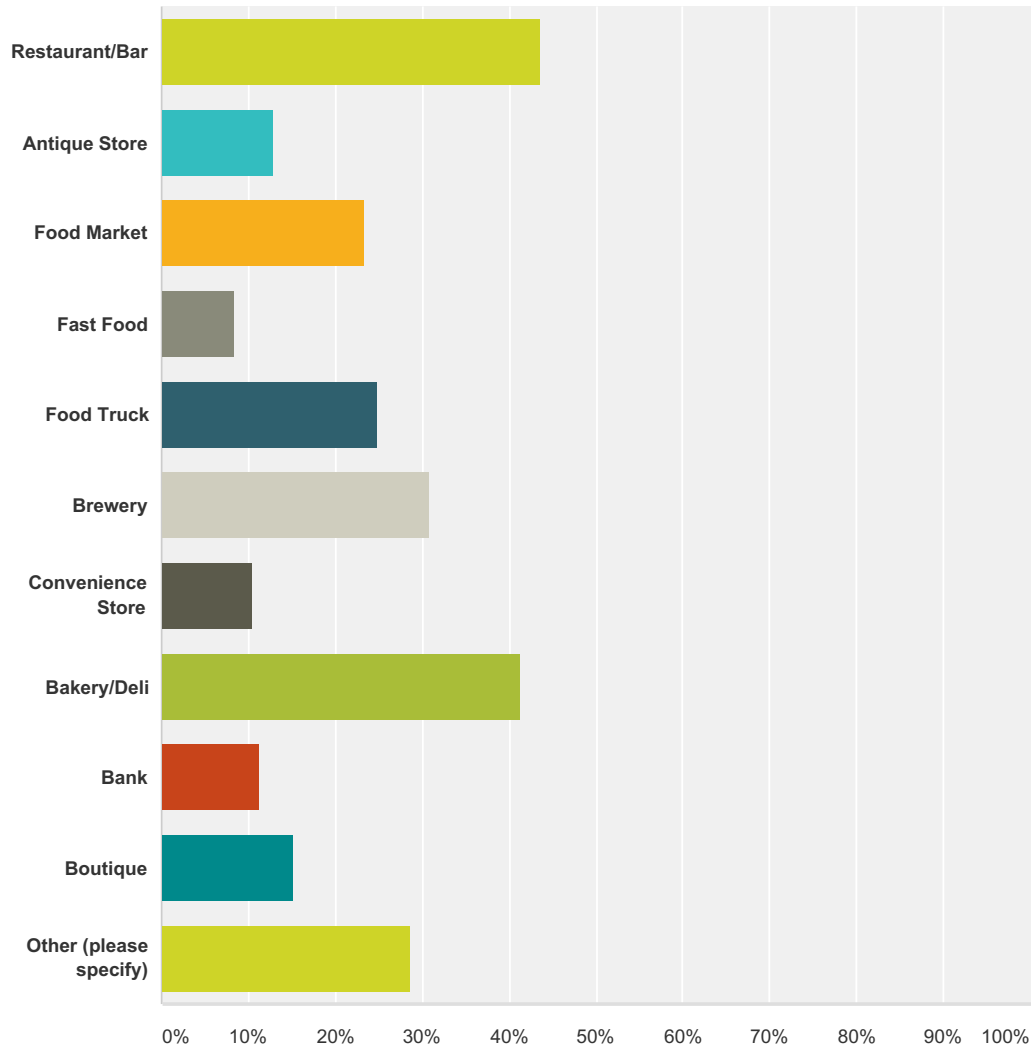
Answer Choices	Responses	
Canoe/Kayak Launch	33.85%	131
Fishing Pier	29.72%	115
Band Shell/Amphitheatre	19.12%	74
Beach Volleyball	9.04%	35
Pathways & Trail (Walking Paths, Bike Trails, Fitness Trails, etc.)	46.25%	179
Children's Plan Area with Playground Equipment	38.24%	148
Pavilion/Picnic Area	45.48%	176
Sandy Beach/Swim Area	62.79%	243

Copy of Northfield Community Park Survey

Skate Park	3.10%	12
Other (please specify)	5.43%	21
Total Respondents: 387		

Q3 If this area (or part of this area) were to be utilized for business use, what types of businesses would you like to see? Please select all that apply

Answered: 326 Skipped: 68



Answer Choices	Responses	
Restaurant/Bar	43.56%	142
Antique Store	12.88%	42
Food Market	23.31%	76
Fast Food	8.28%	27
Food Truck	24.85%	81
Brewery	30.98%	101
Convenience Store	10.43%	34

Copy of Northfield Community Park Survey

Bakery/Deli	41.41%	135
Bank	11.35%	37
Boutique	15.34%	50
Other (please specify)	28.53%	93
Total Respondents: 326		

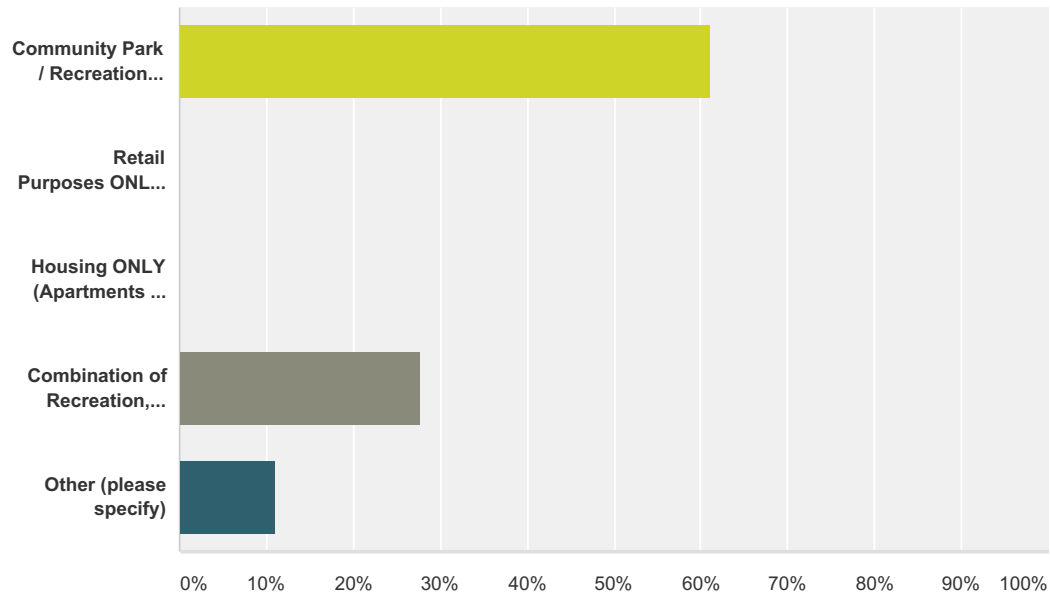
Q4 Please list your age and the ages of your children, if applicable. (for demographic purposes ONLY)

Answered: 370 Skipped: 24

Answer Choices	Responses	
Your Age	99.46%	368
Child(ren)'s Age (please list all)	46.76%	173

Q1 What do you think this property should be used for? (All of the options would include ample parking!)

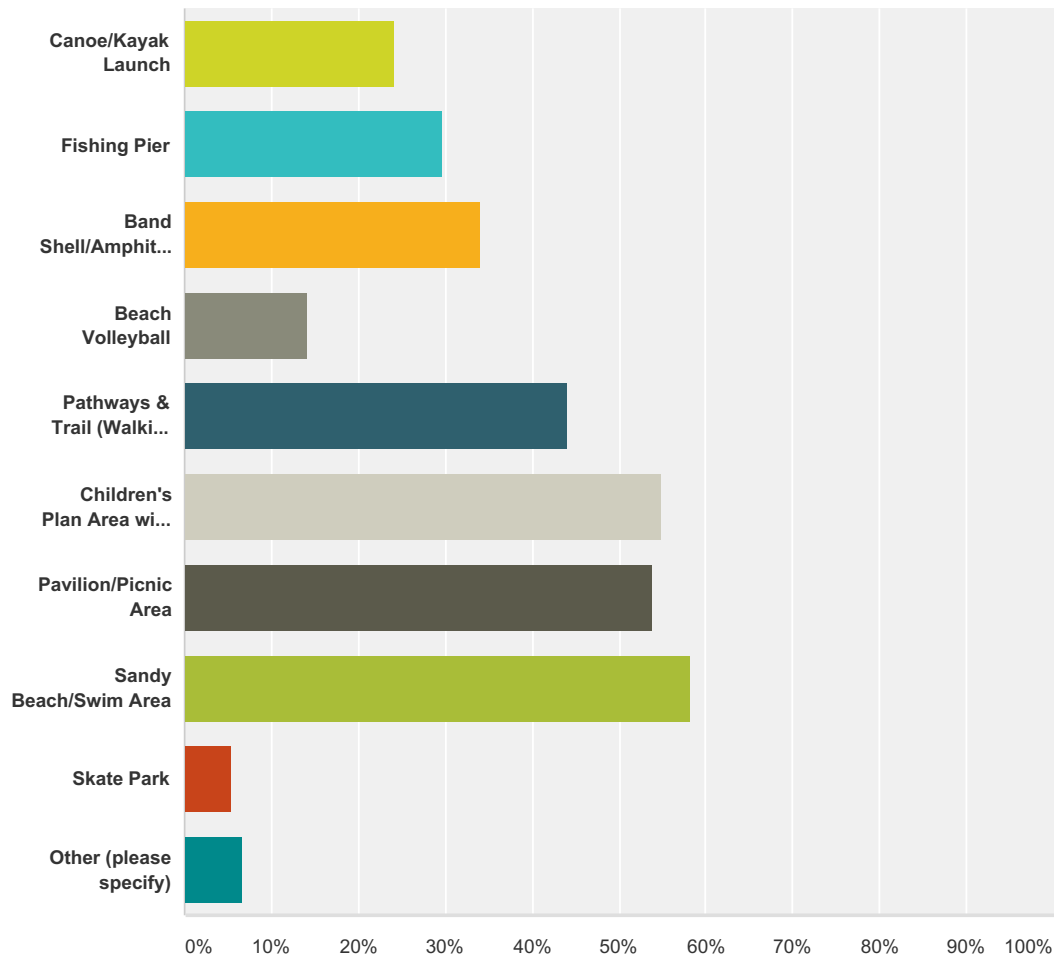
Answered: 90 Skipped: 2



Answer Choices	Responses	
Community Park / Recreational Purposes ONLY	61.11%	55
Retail Purposes ONLY (small businesses, restaurants, etc.)	0.00%	0
Housing ONLY (Apartments or condos)	0.00%	0
Combination of Recreation, Retail, and/or Housing	27.78%	25
Other (please specify)	11.11%	10
Total		90

Q2 If this area (or part of this area) were to be used as a recreation area, which recreational features you would most like to see? (Please select your top (THREE (3) ONLY

Answered: 91 Skipped: 1



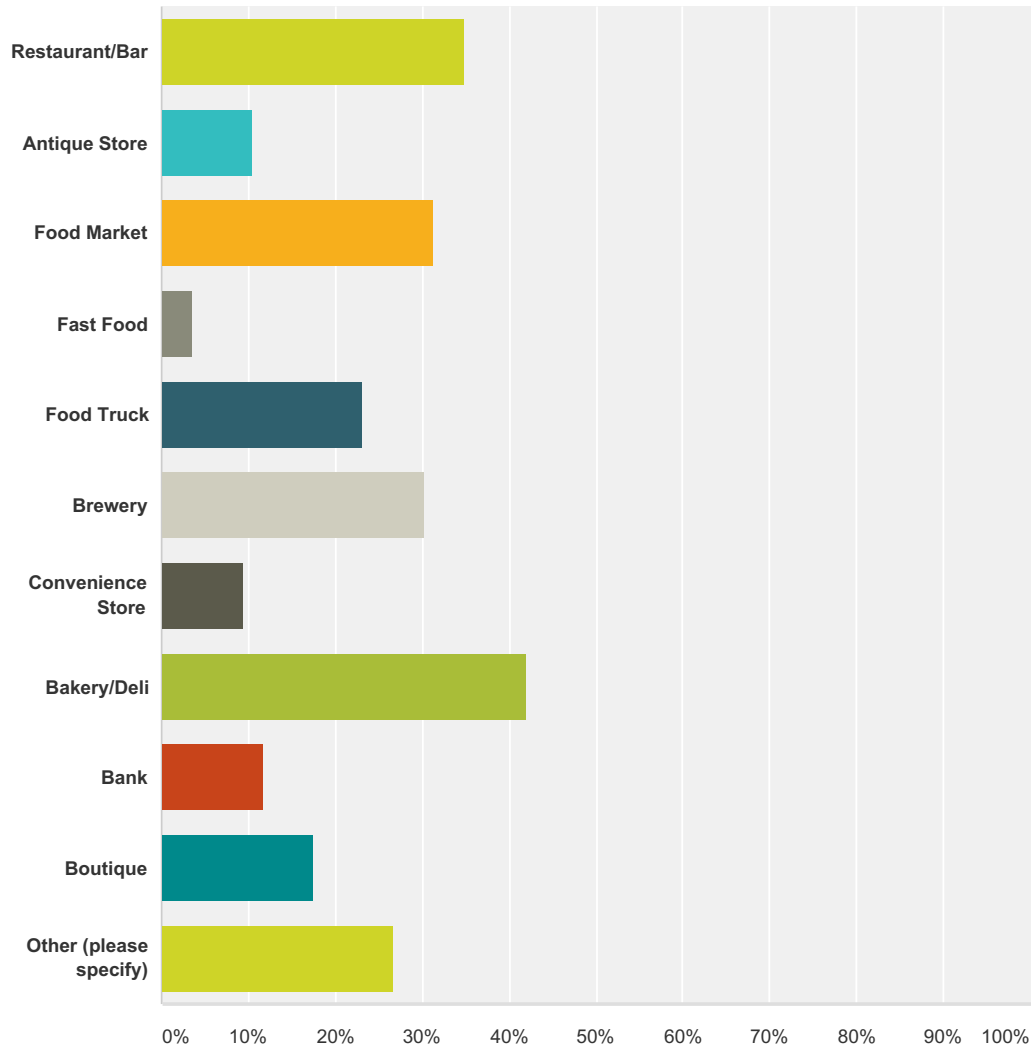
Answer Choices	Responses	
Canoe/Kayak Launch	24.18%	22
Fishing Pier	29.67%	27
Band Shell/Amphitheatre	34.07%	31
Beach Volleyball	14.29%	13
Pathways & Trail (Walking Paths, Bike Trails, Fitness Trails, etc.)	43.96%	40
Children's Plan Area with Playground Equipment	54.95%	50
Pavilion/Picnic Area	53.85%	49
Sandy Beach/Swim Area	58.24%	53

Northfield Community Park Survey

Skate Park	5.49%	5
Other (please specify)	6.59%	6
Total Respondents: 91		

Q3 If this area (or part of this area) were to be utilized for business use, what types of businesses would you like to see? Please select all that apply

Answered: 86 Skipped: 6



Answer Choices	Responses
Restaurant/Bar	34.88% 30
Antique Store	10.47% 9
Food Market	31.40% 27
Fast Food	3.49% 3
Food Truck	23.26% 20
Brewery	30.23% 26
Convenience Store	9.30% 8

Northfield Community Park Survey

Bakery/Deli	41.86%	36
Bank	11.63%	10
Boutique	17.44%	15
Other (please specify)	26.74%	23
Total Respondents: 86		

Q4 Please list your age and the ages of your children, if applicable. (for demographic purposes ONLY)

Answered: 88 Skipped: 4

Answer Choices	Responses	
Your Age	97.73%	86
Child(ren)'s Age (please list all)	62.50%	55

A NORTH VILLAGE SYNTHESIS PLAN



Central Lawn Rendering with Pavilion.



Town Green Rendering with Lake View



Synthesis Plan: Park with Mixed Use – Moderate Development Intensity.

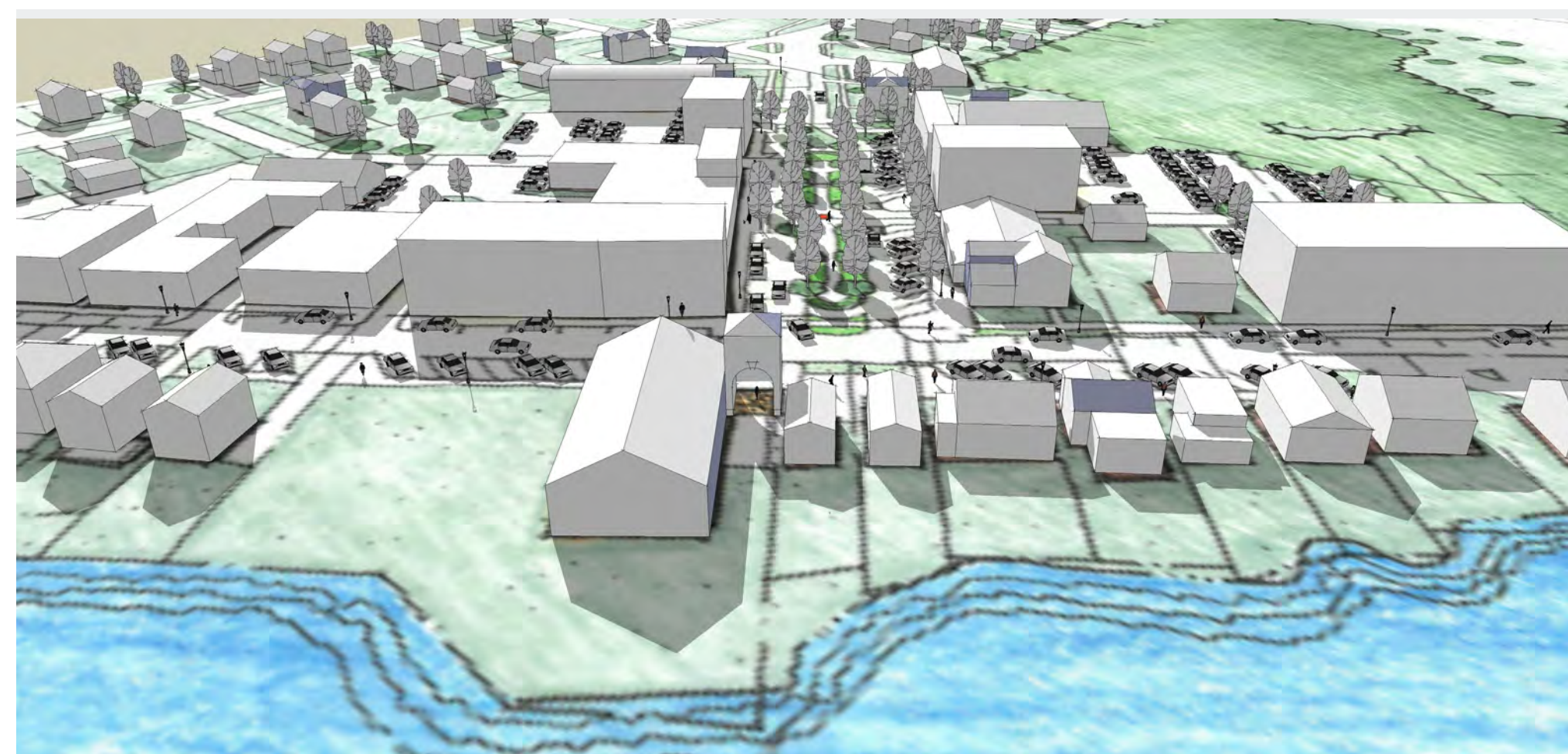


Phasing Plan: Park With Mixed Use – Moderate Development Intensity.

B DOWNTOWN SYTHENSIS PLAN



Birdseye view of downtown facing northeast from 75 Barkerv



Birdseye view of downtown facing west from the Lake.



Downtown Identity Features.



DOWNTOWN WHITMORE LAKE SYNTHESIS PLAN KEY

- | | | |
|------------------------------|-------------------------------|---|
| 1 Barker Road | 6 Existing Trees | 11 Trail Connection |
| 2 Main Street | 7 Connection to North Village | 12 Proposed On-Street Parking (w/ new sidewalk) |
| 3 Margaret Street | 8 Whitmore Lake | 13 New Boulevard Median with Public Art |
| 4 Infill Building, typical | 9 Parking Lot | 14 New Restaurant |
| 5 Existing Building, typical | 10 Existing Ped. / Bike Trail | 15 Existing Marina |
| | | 16 Proposed Alley Easement |

DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

WHITMORE LAKE, NORTHFIELD TOWNSHIP
WASHTENAW COUNTY, MI

prepared by McKenna Associates
September 25, 2017

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STRATEGIC ACTION PLAN

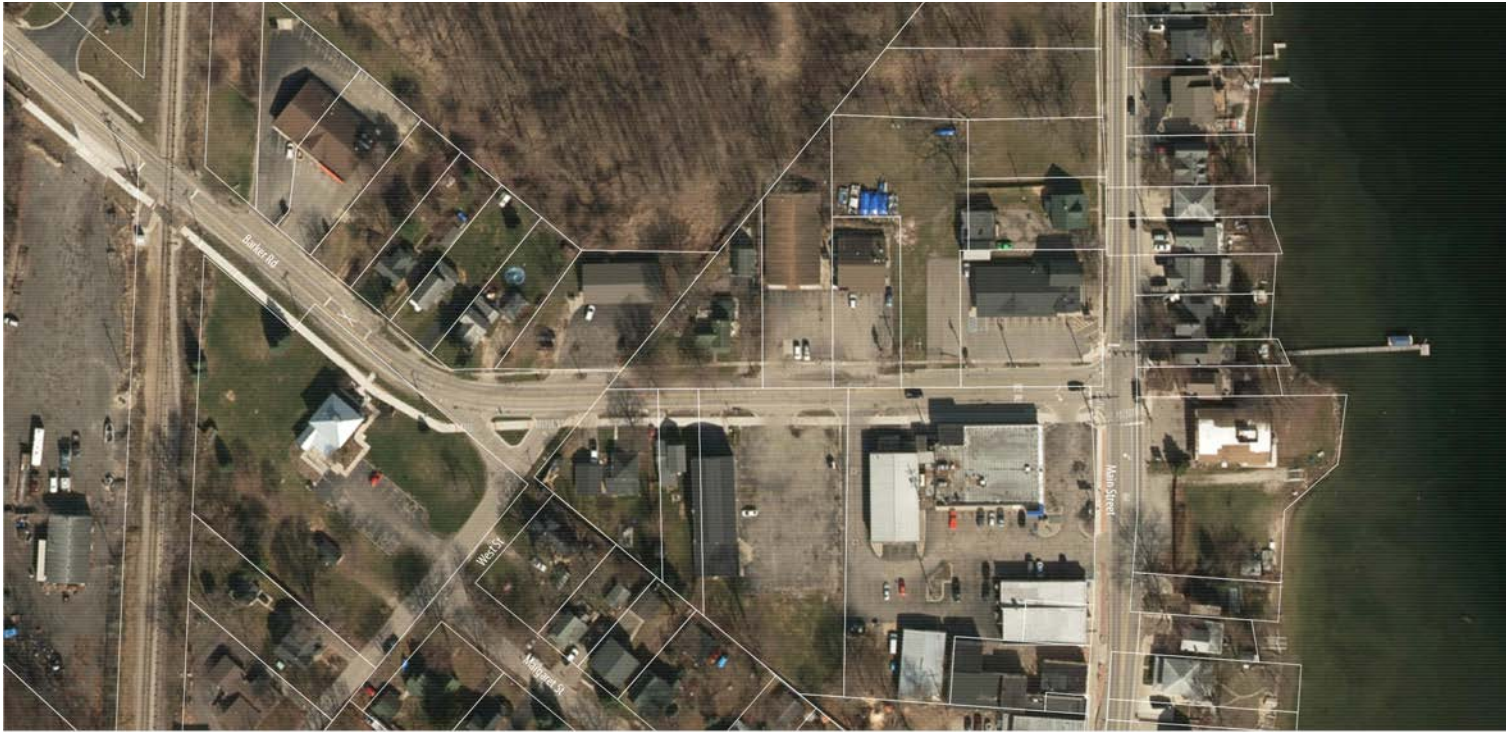


Figure 1: Aerial of Downtown at Barker Road and Main Street

INTRODUCTION

In the summer of 2015, the Northfield Township Board of Trustees identified the need to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. To lead the effort, the Board authorized the creation of the Downtown Planning Group (DPG) on October 13, 2015 by a unanimous vote. Barb Griffith was named as DPG chairperson. Community volunteers representing many different interests and skills were recruited to serve on the DPG. They spent several months exploring what makes for thriving downtowns and researching the unique opportunities presented by Whitmore Lake's proximity to the water. They hope to bring together the community's ideas and take advantage of the many exciting opportunities to revitalize Whitmore Lake's downtown.

The first plan developed for the downtown area was for the North Village site, also known as the "Van Curler" property after the Township purchased this 23-acre property in September 2016. Planning for the North Village began in October 2016 and the resulting plan was presented to the Township Board and Planning Commission at the joint meeting on March 28, 2017.

The North Village Plan proposes a central lawn enhanced by a new community garden, band shell, and non-motorized paths. Residential owner-occupied Townhomes and loft buildings are proposed along the edges of the site and next to US 23. On the west side of Main Street, a community green would be surrounded by a modest number of residential units atop small retail shops or eateries. Across Main Street, a lakefront public access area with a small marina, fishing pier, and sand beach play area is envisioned.

This plan, the Northfield Downtown Plan, which started in April 2017 after completion of the North Village Plan, focuses on the entire Downtown Whitmore Lake area, especially the blocks surrounding the intersection of Main Street and Barker Road. The Plan outlines a community vision, strategies, and a design framework for Downtown Whitmore Lake.

PURPOSE STATEMENT

The project purpose statement for the Downtown Plan outlines the major themes throughout the plan and how they all relate to a common vision for the community. For example, the North Village Plan included a project purpose statement, which was as follows:

“The North Village development shall complement the surrounding neighborhoods, historic architecture, and traditional character of Downtown Whitmore Lake. Development shall be phased to address public amenities, lake views and natural features, desirable connections to Downtown, parking, site access, and community vitality.

Uses shall be complementary to Downtown Whitmore Lake and mixed use buildings with restaurants, retail, and second floor residential along Main Street are desirable. The site shall be developed to minimize the fiscal impact on taxpayers and new private development, include housing and mixed use buildings, shall be considered if the development will subsidize public amenities.”

Using input from Township staff, the Downtown Planning Group, and residents, the major themes for the Downtown Plan were identified and the following purpose statement was developed:

“Downtown Whitmore Lake is recognized as a major community hub that will be enhanced by targeted investments and improvements in order to better serve residents and visitors. The Downtown Plan shall guide the development of the downtown area and encourage attractive architecture and design elements. The downtown area shall highlight promote the high quality of life and a positive image of the community, and new projects shall be pursued with the broad support of the community. New projects and developments shall be attainable and focused on existing assets in Downtown Whitmore Lake. The Downtown Plan shall be implemented in phases, starting with short-term “quick wins” before moving on to larger and more complicated projects.

The downtown area shall be included in the assets that reflect general positive image of the community and shall support other community assets such as Whitmore Lake schools. New projects shall provide opportunities for community discussion, recognizing that different people in the community will bring a wide variety of perspectives and that not every development or project will appeal to everyone.”



Ice Cream Social
July 8, 2017

GOALS AND OBJECTIVES

A key element of a successful downtown revitalization plan is the identification of themes or niches. For downtown Whitmore Lake to thrive, the district needs to become a destination that capitalizes on its proximity to the lake and attracts a critical mass of visitors. The creation of niche markets is a key component of the national main street model for revitalizing downtowns. The Urban Land Institute and many other organizations that promote downtown redevelopment strategies have a similar focus.

The improvement and success of Downtown Whitmore Lake is dependent on the quality and aesthetics of the streetscape, buildings, and landscaping. The Downtown experience should relate to and enhance the waterfront. Local identity and design enhancements should be established to attract visitors from around the region. With the lake as a backdrop, Whitmore Lake is a great location for entertainment, recreation, eateries and businesses focused on an entertainment market.

This Plan has organized strategies for Downtown Whitmore Lake around six goal areas:

Beautification

Downtown Whitmore Lake shall encourage high-quality aesthetics, local identity, and architectural elements that evoke an attractive image of the community.

- Enhance the visual appeal of downtown with a strong focus on a well-kept and inviting appearance..
- Create architectural guidelines or a pattern book for new development and redevelopment.
- Install streetscape elements that complement the architecture and character of downtown.
- Include well-designed landscaping and street trees along Main Street and Barker Road.
- Encourage off-street parking lots to be located behind buildings with access through alleys.

Recreation

Downtown Whitmore Lake shall promote active lifestyles and be developed to support access to the North Village area and the Lake.

- Support businesses and entertainment options that enhance the waterfront and draw visitors to the waterfront.
- Implement the North Village Master Plan to develop the park component as a community focal point.
- Capitalize on the lake as a key asset and potential catalyst for downtown activities.
- Strive to enhance community health by promoting recreation assets during all seasons.
- Attract retail and service businesses that cater to recreation on the lake and in the rural areas.

Businesses and Entertainment

Downtown Whitmore Lake shall be an entertainment destination for activities and businesses that serve the residents of the community and visitors from around the region.

- Encourage new community-focused retail uses, including shops and restaurants.
- Promote cultural activities and venues that draw individuals from outside the community.
- Focus on promoting existing businesses and take an active role in supporting their successes.
- Engage local entrepreneurs and support opportunities for entrepreneurship downtown.
- Review and remove or alter existing regulations that are burdensome and create regulations that are conducive to small business development.
- Seek development ideas that are implementable and align with realistic conditions.

Celebration

Downtown Whitmore Lake shall promote the positive self-image and quality of life for the residents of the entire community.

- Support existing downtown celebrations and events.
- Enhance community involvement and encourage as many citizens to get involved as possible.
- Create opportunities for networking and conversation throughout the community.
- Boost the uniqueness and positive perception of “Whitmore Lake.”
- Highlight the quality of education in Whitmore Lake Public Schools.
- Promote sustainability in the development and maintenance of the downtown area.

Connectivity

Downtown Whitmore Lake shall encourage the safe and effective use of its transportation network by all modes including motorists, bicyclists, and pedestrians.

- Design Main Street and Barker Road to calm traffic and effectively reduce speeding traffic.
- Connect surrounding neighborhoods to downtown by expanding the sidewalk network.
- Install bicycle infrastructure, including bicycle parking, to encourage biking to downtown.
- Improve wayfinding signage and the streetscape to make a more user friendly space.
- Encourage off-street parking lots to be located behind buildings with access through alleys.



PUBLIC ENGAGEMENT RESULTS

Public Open House
June 20, 2017

Northfield Downtown Plan Focus Groups Summary

As part of the public engagement process for the plan, three focus groups were conducted early in the planning process to gather ideas from specific groups of people with unique perspectives. These three groups were seniors, residents of surrounding neighborhoods, and business owners. The senior focus group had 21 attendees, the resident group had 12 attendees, and the business group had nine attendees. Attendees at all focus groups were asked what small city or town they would like for Whitmore Lake to emulate, and what their “big idea” was for the downtown area. This kicked off a discussion regarding several topics. Key themes throughout the discussion included the following:

- People wanted to see Whitmore Lake emulate several different small towns including Dexter, South Lyon, Pinckney, Plymouth, Saline, Dundee, Chelsea, Charlevoix, and Milford.
- People generated a wide variety of big ideas including affordable senior housing, programming for youth, renovation ideas for 75 Barker Road, and having a nautical “theme” for downtown.
- People most often go to Polly’s, the Library, the Post Office, the Community Center, and to the various restaurants along Main Street and Barker Road.
- Downtown needs more consistently available parking to be more accessible, although several people thought there was enough parking available already.
- More people would bike downtown if it were safer and more convenient to do so.
- For lake access, people mostly wanted to see a contained public beach or a pier/dock.
- People had a variety of ideas for specific changes they wanted to see in downtown including a consistent landscaping design with flowers, a museum, establishing a historic preservation commission, cleaning up blight and unkept buildings, and getting students involved in the community.
- The whole downtown was deemed a priority for reinvestment, but especially Driftwood Marina and 75 Barker Road, along with the yard across the railroad tracks from the library.
- People wanted to see a variety of different events take place including concerts in the park and other music events, pond hockey, craft fair, and events for kids.



Public Open House
June 20, 2017

Northfield Downtown Plan Public Engagement Open Houses

Northfield Township held two open houses to gather input and ideas from the public on the Downtown Plan. The first open house was held at the Township offices in the evening on Tuesday June 20, 2017. The second was held on Saturday July 8, 2017 in the old Township Fire Station, as part of a combined open house and ice cream social. About 10 people attended the first open house and about 40 people attended the open house and ice cream social.

At each event, McKenna Associates gave an overview and provided background information about the project, and described the four types of feedback that participants could give:

- **Events and Stores.** This activity provided background information regarding the retail market gap analysis for Downtown Whitmore Lake showing what retail use types may be successful in the downtown area. People were shown a list of retail types and a list of potential downtown events and were asked to place one dot each next to the retail use and downtown event they most wanted to see.
- **Visual Preference Survey.** This activity presented a series of images in different categories and asked people to place a dot on their top choice in each category for images that depicted their preferred design elements and styles for Downtown Whitmore Lake. Categories included bike and pedestrian amenities, architectural styles, streetscape elements, and public art.
- **Design Alternatives.** This activity showed three design alternatives for the downtown area and asked people to choose a preferred alternative, indicating their choice on a comment card with any comments they had. People were encouraged to describe the reasons behind their choice and to comment on which elements they would combine from different designs, if any.
- **Big Idea.** This activity simply asked people to write down any “big idea” they had for improving Downtown Whitmore Lake, which created a space for any ideas to be contributed.

Events and Stores

This exercise included a display board presenting the retail market gap analysis research for Downtown Whitmore Lake, as described in the next section. Using some of these retail categories along with additional retail uses and potential downtown events, people were asked to place a dot next to one event and one store they wanted to see in the downtown area. People were also invited to add their own ideas.

Table 1: What Events Do You Want to See Downtown?

Event	Open House (June 20)	Ice Cream Social (July 8)	Total
Concerts / Music in the Park	5	24	29
Weekly Events (Farmers Markets, Movies in the Park)	0.5	11	11.5
More Seasonal Events (Fireworks, Pond Hockey, Trunk or Treat)	0.5	10	10.5
Craft / Art Fair	5	5	10
Kid / Youth Events	0	10	10
Boat Parade	0	2	2

Table 2: What Stores Do You Want to See Downtown?

Store	Open House (June 20)	Ice Cream Social (July 8)	Total
Grocer / Specialty Food Services	1	16	17
Hardware / Building Materials / Supplies Stores	1	14	15
Bars / Breweries / Entertainment	1	12	13
Boutique Retail / Specialty Shops	3	9	12
Café / Bakery	3	8	11
Other - Bank or Credit Union	0	11	11
Full Service Restaurants	0	6	6
Clothing / Shoe / Apparel Stores	0	5	5
Other - White Castle	0	0	0
Other - Music Shop	0	0	0

The most popular event that people wanted to see was concerts or music in the park. This finding was consistent with the public engagement for the North Village Community Park. There was also a strong level of support for weekly events, seasonal events, craft or art fairs, and events for kids. The new park will create additional formalized space to hold events, allowing the possibility for many of these events to take place. In any case, there seems to be strong support for more downtown events overall.

There was strong support for several new types of stores such as grocery stores, hardware stores, bars, boutique shops, and cafés or bakeries. One of the resident-submitted choices was bank or credit union, which also got a high level of support indicating a strong preference among participants to have a bank in Whitmore Lake. Clothing or shoe stores and full-service restaurants also received some support.

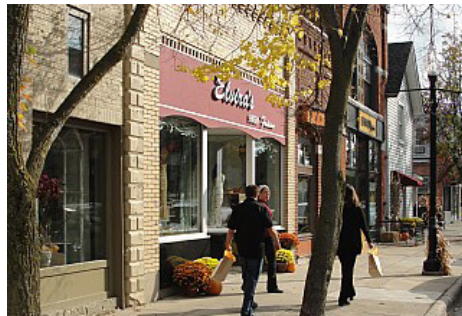
Visual Preference Survey

The visual preference survey asked people to identify a preferred image in several categories depicting the design elements and styles they wanted to see in Downtown Whitmore Lake.



TRANSPORTATION

RESULTS: The preferred images show a bike lane and a marked crosswalk with median. Bike lanes were preferred to shared lane markings, or sharrows, which indicate shared bicycle and vehicle lanes. Most people wanted to see the downtown area become more bicycle friendly. The marked crosswalk highlighted pedestrian safety concerns, and the median with warning/safety signs were preferred to a light-activated crosswalk.



MAIN STREET BUILDINGS

RESULTS: The two main street building types with the most votes keep building facades at the sidewalk edge. This establishes the building line of a typical downtown. Both buildings also have a classic / traditional architecture type and avoid modern architecture styles.



INFILL HOUSING

RESULTS: There were three housing types with a high level of support, and they all have several common characteristics. All these buildings have classic or traditional architecture styles, with pitched roofs and porches. Each of the buildings also has enough room on its site to accommodate landscaping and street trees. The only building type that did not get any votes had a modern architecture style and most likely would not fit in to the character desired for downtown Whitmore Lake.



SEATING

RESULTS: The most well-liked bench type was the solid black bench. Many people expressed a desire for streetscape elements that were easy to maintain. Many people liked the anchor benches, but as an artistic element instead of an everyday bench.



WASTE RECEPTACLE

RESULTS: The most well-liked trash can type was the solid black trash can. Many people wanted streetscape elements that were easy to maintain.



BICYCLE RACK

RESULTS: The most well-liked bike rack type was the solid black bike rack. Many people wanted streetscape elements that were easy to maintain.



HARDSCAPE

RESULTS: The most popular hardscape element was the public square image from Northville. This is consistent with the development of North Village Community Park, where some of the space may be designed as a small community green with outdoor seating.





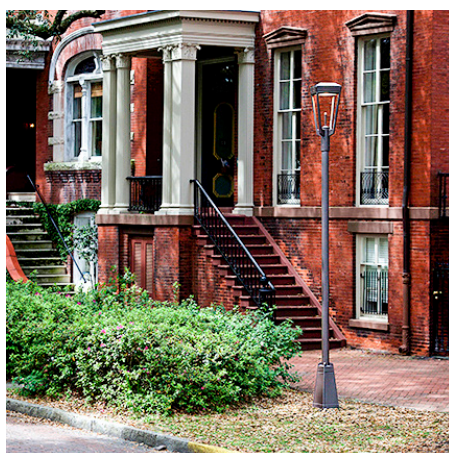
IDENTITY ELEMENTS

RESULTS: The two most well-liked identity elements were the entry archway and the clock. Both elements evoked a classic look but also had practical uses, making for a strong gateway feature for the downtown area. While an entry archway is not practical, given downtown's proximity to US-23, this choice does indicate a strong desire to have a prominent gateway or urban design feature.



VEGETATION

RESULTS: Both images for potential vegetation in the downtown received strong support. This supports adding landscaping along with the streetscape elements as part of downtown revitalization.



LIGHTING

RESULTS: The light fixture among landscaping was the only one to receive votes, indicating that the residents of the Township want a modern lighting fixture with classic appeal.

Design Alternatives

Three design alternatives were generated for this exercise, and people were asked for their feedback on which alternative was their favorite, and what elements of each alternative they liked.

- **Alternative A.** In this scenario, new buildings were added to downtown without removing any existing buildings. These buildings would be built up to the street. Common parking lots were proposed behind the buildings. A restaurant with a deck on the lakeside was included.
- **Alternative B.** In this scenario, several new buildings would be built but were proposed to keep the existing building line intact. The Barker Road right-of-way would be widened to take up the space between buildings and a new center median would be installed with landscaping. Barker Road would have on-street parking on both sides and parking lots would be located behind the buildings. A new building would be built at the site of the existing marina with a parking lot on the lakefront side.
- **Alternative C.** This scenario is similar to Alternative A in that buildings are built up to the road, which would keep its existing configuration. However, this scenario includes the demolition of existing buildings on some sites and promotes total redevelopment. Parking is still proposed to be located behind the buildings and accessed by alleys off of Barker and Main.

People were asked to indicate which alternative they liked the best on a comment card, and also leave comments as to why they liked that alternative or which elements of each alternative they liked.

Table 3: Summary of Comment Cards for Design Alternatives

Design Alternative	Votes	Most Common Comments
A	10	<ul style="list-style-type: none"> • Restaurant on the lake (several concurring comments) • Best long-term approach • Room for more dining options • Being able to bike and walk from end to end
B	13	<ul style="list-style-type: none"> • Pedestrian access • Boulevard on Barker Street (several concurring comments) • Parking improvements, although lakefront parking was negative • Many people wanted to add lakefront restaurant to this design • Bringing a more modern touch without losing hometown feel • Leaves the most flexibility to change as we grow • Pedestrian friendly and welcoming
C	0	<ul style="list-style-type: none"> • No comments from open house attendees

Big Idea

Several ideas were generated from the “Big Idea” board, as listed in the following table

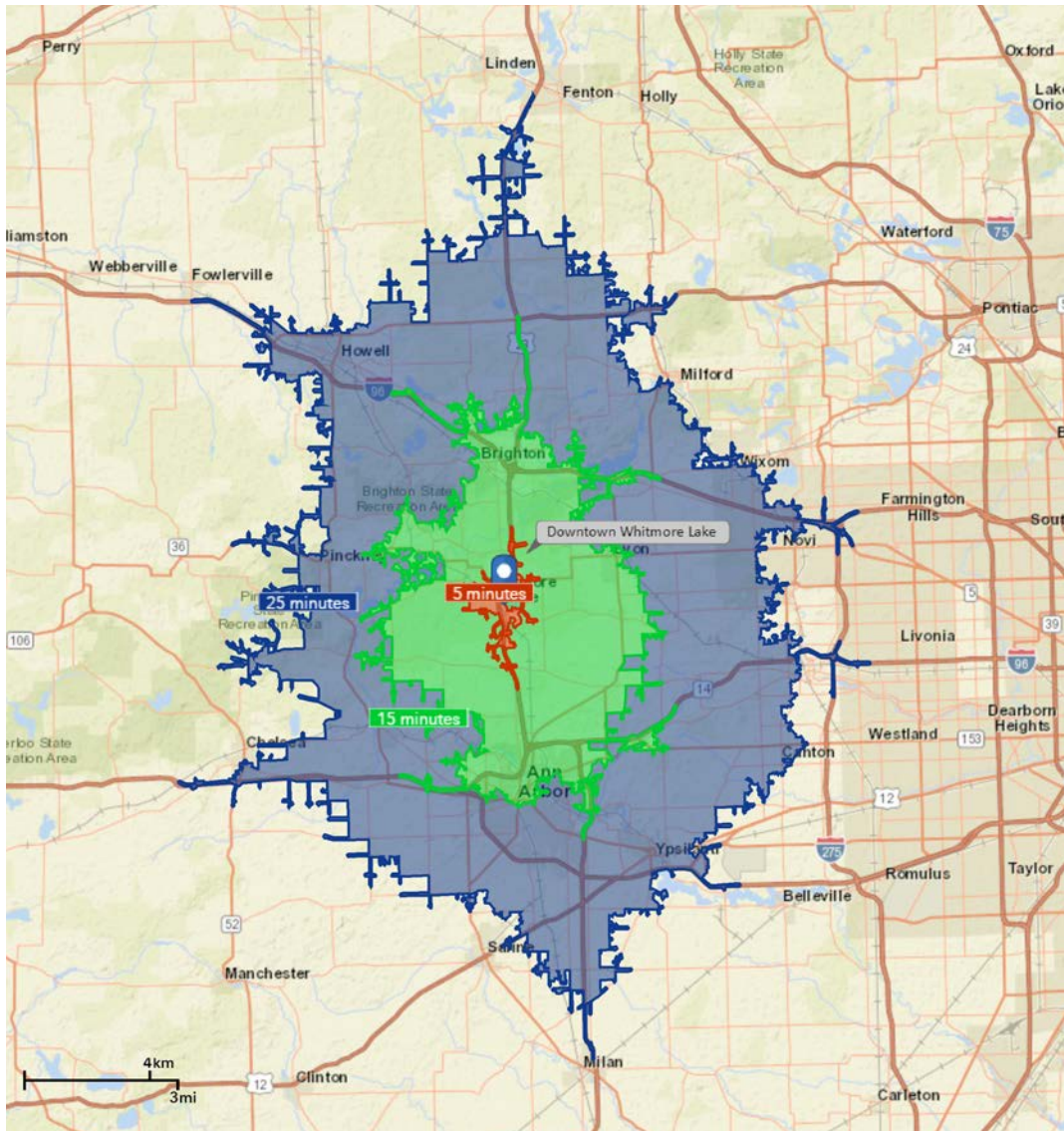
Big Ideas from Both Open Houses
Pocket park!
New grocer
Allow housing developments - new residents to support our schools & the downtown
Brewery
Waterway into old Van Curler property
Housing developments - need more quality homes to draw in people to our great town!
Live music venue
Bar
Café
Record store
Restaurant on the lake for boats too
Bakery
Used book and record store
Antique store
Candle shop
Organic groceries
Public beach
New grocery store
More restaurants
Beach
Athletic fields
Bike and walk from end to end
More restaurants (other than typical American food :)
Small stores
Public beach!
UM Credit Union
Stakeholders
Restaurant or bar with outdoor seating with view of lake and access for boats
Office building / small tech company / other offices who will employ people. Incentive for people to move here.
A boat dock at Van Curler property so people can walk downtown from the lake
Form based codes much like the look of Downtown Chelsea and Northville
Shops
Restaurants
Community activities
Being able to walk or bike from end to end
Storefronts filled with boutique shops
Bank
Unique shops - walking distance from each other like Dixboro General Store
A theme for downtown (i.e. nautical)
Facade improvements and permanent landscaping; mixed use (first floor commercial, second floor residential)
Move the post office to the old bank
Pave and combine Polly's and Barker Road parking lots

RETAIL MARKET GAP ANALYSIS

This chapter analyzes market potential of different retail uses for their viability in Downtown Whitmore Lake by conducting a gap analysis. A gap analysis is performed by defining a specific “trade area” for a community and identifying supply and demand for different types of retail uses. The supply consists of the total amount of a good or service of a particular type sold by businesses within that trade area. The demand consists of the total amount of a particular type good or service purchased by residents of the trade area. If supply exceeds demand, then people are entering the trade area to purchase a particular good or service, but it could also indicate an oversupply. If the demand exceeds supply, then people are leaving the trade area or shopping online for that good or service, but it could also indicate the potential for a new retail location within the trade area.

Demand is subtracted from supply to calculate a market gap for each retail type. Using an estimate of average sales per square foot, and an estimate of average square feet per store, the market gap is then converted to an estimated number of new stores demanded in the trade area. The following section is the retail market gap analysis for the trade area as defined by the map below:

Figure 2: Retail Market Trade Area - Downtown Whitmore Lake



Source: 2015 ESRI

The trade area is defined by the drive time from Downtown Whitmore Lake at regular intervals of 5, 15, and 25 minutes. The 5-minute drive time represents people living generally within the immediate area around downtown and the lake, or anybody who lives close enough that Downtown Whitmore Lake is a regular shopping destination. The 15-minute drive time represents people who live in the surrounding communities that may conduct shopping in Whitmore Lake but who also may primarily choose to go to other places to shop. This area includes commuters to Ann Arbor from Brighton. The 25-minute drive time represents a large area of people within reach of Whitmore Lake, but who may choose to shop in other regional retail centers such as Ann Arbor, Howell, and Novi. This trade area includes commuters to Ann Arbor from Howell and from US 23 north of I-96. The following charts show the retail gap, as a percentage, and the number of new stores demanded in the Downtown Whitmore Lake 5 minute, 15-minute, and 25-minute trade areas based on the buying power and square footage requirements for each store-type.

Table 4: Percentage of Unmet Retail Demand

Category	5-Minute Drive	15-Minute Drive	25-Minute Drive
Furniture Stores	100.0%	-17.1%	-27.8%
Home Furnishings Stores	100.0%	14.5%	-12.2%
Electronics and Appliance Stores	95.1%	-40.2%	-51.6%
Building Materials and Supplies Dealers	49.0%	42.8%	21.0%
Lawn and Garden Equipment Stores	-10.9%	-14.2%	23.6%
Grocery Stores	91.5%	15.3%	12.1%
Specialty Food Stores	100.0%	49.5%	49.0%
Beer, Wine, and Liquor Stores	-409.8%	0.5%	29.1%
Health and Personal Care Stores	37.6%	5.6%	-8.5%
Clothing Stores	100.0%	6.4%	-39.4%
Shoe Stores	100.0%	36.8%	17.4%
Jewelry or Luggage Stores	100.0%	-17.9%	18.0%
Sporting Goods, Hobby, and Music Stores	35.1%	-65.7%	-46.7%
Book Stores	100.0%	-21.3%	5.8%
Department Stores	100.0%	75.5%	4.9%
General Merchandise Stores	100.0%	-88.6%	-65.6%
Florists	100.0%	14.2%	39.0%
Office Supplies Stores	-108.3%	13.4%	-19.0%
Used Merchandise Stores	-3.5%	-3.2%	-4.1%
Special Food Services	100.0%	-11.3%	14.6%
Bars	100.0%	-21.3%	39.6%
Restaurants / Other Eating Places	27.7%	-38.3%	-9.3%

Source: ESRI Business Analyst 2017

NOTE: A 100% gap in the 5-minute area does not mean there is enough buying power to support a new store. A 100% gap means there is demand but there is no existing store to meet the demand.

Table 5: Demand for New Stores in Downtown Whitmore Lake Trade Area

Category	5-Minute Drive	15-Minute Drive	25-Minute Drive
Furniture Stores	0	0	0
Home Furnishings Stores	0	0-1	0
Electronics and Appliance Stores	0-1	0	0
Building Materials and Supplies Dealers	0	2-3	7-8
Lawn and Garden Equipment Stores	0	0	0-1
Grocery Stores	0-1	2-3	10-11
Specialty Food Stores	0-1	5-6	27-28
Beer, Wine, and Liquor Stores	0	0	6-7
Health and Personal Care Stores	0	0-1	0
Clothing Stores	0-1	0-1	0
Shoe Stores	0	0-1	2-3
Jewelry or Luggage Stores	0	0	1-2
Sporting Goods, Hobby, and Music Stores	0	0	0
Book Stores	0	0	0-1
Department Stores	0-1	17-18	4-5
General Merchandise Stores	0-1	0	0
Florists	0	0	4-5
Office Supplies Stores	0	0-1	0
Used Merchandise Stores	0	0	0
Special Food Services	0	0	0-1
Bars	0	0	4-5
Restaurants / Other Eating Places	0-1	0	0

Source: ESRI Business Analyst 2017

NOTE: A gap within one trade area may be met in another trade area. For instance, looking at department stores, within a 15-minute radius there is buying power to support 17-18 additional department stores. However, the 25-minute radius picks up Briarwood Mall in Ann Arbor and Twelve Oaks Mall in Novi. While the buying power of the larger trade area is significantly higher, much of the supply is met and only 4-5 additional department stores would be supported. The success of downtown Whitmore Lake to meet regional and local needs depends on pulling successfully from multiple trade areas and creating a local retail niche.



Main Street

The data for the 5-minute drive time shows several categories with unmet demand, and a few of these categories have enough unmet demand that a new store could be viable. This implies that the market power of the people living close to the downtown area will support new retail uses. New local businesses should consider the unique location of downtown and access to Whitmore Lake as a strength to develop a local niche and a destination based entertainment experience for customers.

The data for the 15-minute drive time area shows several retail categories that are saturated, but there are several others with a significant amount of unmet demand. In particular, shoe stores and clothing stores, building materials (hardware), grocers, and specialty food stores have enough demand to support nine to 14 new stores. The scale and size of these types of businesses are appropriate for the downtown area and could be accommodated in existing or new buildings. Since the 15-minute area includes the north side of Ann Arbor and all of Brighton, which generate a large amount of demand, a niche market or destination based strategy will help to attract these customers into downtown. The Township would likely benefit from businesses that have a unique character and may be successful marketing to commuters traveling between Ann Arbor and Brighton. Department stores show a gap of 17 to 18 stores. Department stores are probably not appropriate for downtown but the high unmet demand for department stores further supports creating a destination-based market strategy within this trade area.

The data for the 25-minute drive time area reveals a potential unmet need for several retail categories across the region. This area includes a larger population by adding Ann Arbor, Ypsilanti, Howell, South Lyon, and other heavily populated areas, and these areas generate additional demand. However, this area includes major regional retail centers including Briarwood Mall, the outlet mall in Howell, and the downtowns of other cities. Businesses with a unique character or identity would likely succeed and be competitive in the area. In particular, grocery stores, specialty food stores, and building materials and supplies dealers show a strong demand in the 15-minute and 25-minute areas, meaning that there is a need not currently being met across the entire region.

It is important to understand that the above data describe existing conditions. Additional demand can be created using aggressive marketing, community events, attracting new residents or other strategies. Any strategies should build on the strengths of the community and may come from the existing events and resources in the Township. The development of the North Village Community Park allows for new possibilities for events and has generated excitement around the Township. If the Township wanted to attract new residents, it benefits substantially from an ideal location. Another potential strategy is the concept of “economic gardening,” which focuses on fostering the long-term and sustainable growth of small businesses and entrepreneurs in the Township.

STRATEGIC ACTION PLAN

The Action Plan outlines the goals, objectives, and actions for the Township and others to pursue in order to implement this Plan. Each goal and subsequent set of objectives and actions corresponds with a chapter of this Plan. The abbreviations in the following goals charts for the Action Plan are identified below:

ABBREV	PARTNERS
TWP	Northfield Township
DDA	Downtown Development Authority
BO	Business Owners
WCRC	Washtenaw County Road Commission
WATS	Washtenaw Area Transportation Study
CM	Community Members
PC	Planning Commission
PR	Parks and Recreation Board
UC	Utility Companies
NTCC	Northfield Township Community Center
WLPS	Whitmore Lake Public Schools

ABBREV	PRIORITY
A	Top Priority
B	Near-Term Priority
C	Long-Term Priority

Driftwood Marina



Goal #1: Beautification

Downtown Whitmore Lake shall encourage high-quality aesthetics, local identity, and architectural elements that evoke an attractive image of the community.

OBJECTIVE 1.1: Enhance the visual appeal of downtown with a strong focus a well-kept and inviting appearance				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Continue the high frequency of code enforcement activities to address any blight issues such as yards, vehicles, buildings, and junk	Ongoing	Ongoing	TWP	TWP
Encourage blight complaint forms to be submitted by residents and quickly addressed by code enforcement officers	Ongoing	Ongoing	TWP	TWP
OBJECTIVE 1.2: Create architectural guidelines or a pattern book for new development and redevelopment.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Enforce the downtown architecture / building design guidelines by amending the Township Zoning Ordinance	A	1-2 years	TWP, PC, DDA	N/A
OBJECTIVE 1.3: Install streetscape elements that complement the architecture and character of downtown.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Install benches, lighting, and waste receptacles elements according to the furnishing palette	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO
Create opportunities for public art to enhance other streetscape elements	C	5+ years	TWP, DDA, BO, DPG, CM	TWP, DDA, BO, state / fed grants
OBJECTIVE 1.4: Include well-designed landscaping and street trees along Main Street and Barker Road.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Install landscaping, shrubbery, and new street trees in the streetscape and tree lawn areas according to the furnishing palette	B	3-5 years	TWP, DDA, BO,	TWP, DDA, BO
OBJECTIVE 1.5: Encourage off-street parking lots to be located behind buildings with access through alleys.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Amend Zoning Ordinance to update parking and design standards Downtown Whitmore Lake area	A	1-2 years	TWP, PC, DDA	N/A
Develop alleys to Main Street and Barker Road to serve as access between the downtown and North Village to access rear parking lots	B	3-5 years	TWP, DDA, BO,	TWP, DDA, BO

Goal #2: Recreation

Downtown Whitmore Lake shall promote active lifestyles and be developed to support access to the North Village area and the Lake.

OBJECTIVE 2.1:

Support businesses and entertainment options that enhance the waterfront and draw visitors to the waterfront.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Develop Driftwood Marina site at intersection of Main Street and Barker Road and seek developers who will invest in the site	A	1-2 years	TWP, PC, DDA, DPG, BO	TWP, DDA, BO

OBJECTIVE 2.2:

Implement the North Village Master Plan to develop the park component as a community focal point.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Use the Value and Phasing section of the North Village Master Plan to guide improvements on the North Village site	A	1-2 years	TWP, PC, DDA, BO	TWP, DDA, BO

OBJECTIVE 2.3:

Capitalize on the lake as a key asset and potential catalyst for downtown activities.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Install a fishing pier and/or public beach access point to draw additional people downtown	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO, grants

OBJECTIVE 2.4:

Strive to enhance community health by promoting recreation assets during all seasons.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Partner with the Northfield Township Community Center on any recreational programming or promotional opportunities as needed	Ongoing	Ongoing	DDA, NTCC	NTCC
Partner with Whitmore Lake Public Schools on any recreational programming or promotional opportunities as needed	Ongoing	Ongoing	DDA, WLPS	WLPS

OBJECTIVE 2.5:

Attract retail and service businesses that cater to recreation on the lake and in the rural areas.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Market the downtown as an outdoor recreation hub and recruit potential new businesses such as bike shops or outdoor retailers or equipment rentals	A	1-2 years	TWP, DDA, BO	BO

Goal #3: Business and Entertainment

Downtown Whitmore Lake shall be an entertainment destination for activities and businesses that serve the residents of the community and visitors from around the region.

OBJECTIVE 3.1: Encourage new community-focused retail uses, shops, restaurants, and event spaces.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Target marketing efforts based on needs among community focused retail uses	A	1-2 years	TWP, DDA, BO	DDA, BO
Encourage the conversions of available spaces to recreational venues, such as whirlyball, art studios, a concert hall or civic theater, etc	A	1-2 years	TWP, DDA, BO	DDA, BO
Enlist local groups and businesses to champion events at the North Village Park and downtown	A	1-2 years	TWP, DDA, BO	DDA, BO
OBJECTIVE 3.2: Promote cultural activities and venues that draw individuals from outside the community.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Target marketing efforts based on potential niche as discovered through target market analysis and research	A	1-2 years	TWP, DDA, BO, DPG	DDA, BO
OBJECTIVE 3.3: Focus on promoting existing businesses and take an active role in supporting their successes.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Create a downtown branding and marketing initiative and use to publicize and promote downtown businesses	A	1-2 years	TWP, DDA, BO	DDA, BO
OBJECTIVE 3.4: Engage local entrepreneurs and support opportunities for entrepreneurship downtown.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Seek space for a business incubator / maker space in downtown, potentially at the old firehouse (75 Barker)	A	1-2 years	TWP, PC, DDA, BO	BO
Develop incentives for business attraction and retention in the downtown	A	1-2 years	TWP, PC, DDA, BO	BO
OBJECTIVE 3.5: Review and remove or alter existing regulations that are burdensome and create regulations that are conducive to small business development.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Review current Zoning Ordinance standards on a regular basis and revise as needed	Ongoing	Ongoing	TWP, PC	N/A
Adopt lean zoning practices that remove barriers to investment as the Ordinance is continually reviewed and updated	Ongoing	Ongoing	TWP, PC	N/A
Consider expedited site plan review processes for new business development downtown, especially in vacant buildings	Ongoing	Ongoing	TWP, PC	N/A
OBJECTIVE 3.6 Seek development ideas that are implementable and align with realistic conditions.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Target marketing efforts to support a lake front and boutique retail niche for the Downtown Whitmore Lake area	A	1-2 years	TWP, DDA, BO, DPG	DDA, BO

Goal #4: Celebration

Downtown Whitmore Lake shall promote the positive self-image and quality of life for the residents of the entire community.

OBJECTIVE 4.1:

Support existing downtown celebrations and events and encourage new events.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Include calendar of existing celebrations and events in any new marketing materials for Downtown Whitmore Lake	Ongoing	Ongoing	TWP, DDA, BO	DDA, BO
Support ideas for new community events such as concerts, music, and movies in the park, farmers markets, pond hockey, fireworks, trunk or treat, craft/air fairs, events for kids/youth, or other creative ideas	Ongoing	Ongoing	TWP, DDA, BO, CM	DDA, BO, CM

OBJECTIVE 4.2:

Enhance community involvement and encourage as many citizens to get involved as possible.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Gather public feedback at the existing celebrations and events to take advantage of a captive audience	Ongoing	Ongoing	TWP, PC, DDA, DPG	DDA
Ensure that information and news about downtown is updated and distributed widely, include through online and print resources	Ongoing	Ongoing	TWP, PC, DDA, DPG	DDA
Encourage and facilitate community donations and commissions to help implement design improvements in downtown	Ongoing	Ongoing	TWP, PC, DDA, CM	DDA

OBJECTIVE 4.3:

Create opportunities for networking and conversation throughout the community.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Invite key community groups to spread the word about news and information about downtown, especially public meetings	Ongoing	Ongoing	TWP, DDA, BO, CM	CM
Utilize existing popular social media platforms to allow for the community to network, form new relationships, and have dialogue	Ongoing	Ongoing	TWP, DDA, BO, CM	CM

OBJECTIVE 4.4:

Boost the uniqueness and positive perception of “Whitmore Lake.”

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Develop positive marketing campaign highlighting the positive aspects of Downtown Whitmore Lake and the overall community	A	1-2 years	TWP, DDA, BO, CM	DDA, BO

OBJECTIVE 4.5:

Strengthen the reputation and quality of education in Whitmore Lake Public Schools.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Provide promotional and partnership opportunities with the Whitmore Lake Public Schools as needed	Ongoing	Ongoing	DDA, WLPS	WLPS

OBJECTIVE 4.6:

Highlight the quality of education in Whitmore Lake Public Schools.

ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Promote bicycling and walking in the downtown area by adding bicycle racks and completing sidewalks, among other improvements	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO
Use low impact design practices in landscaping materials and other features of the downtown streetscape	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO

Goal #5: Connectivity

Downtown Whitmore Lake shall encourage the safe and effective use of its transportation network by all modes including motorists, bicyclists, and pedestrians.

OBJECTIVE 5.1: Design Main Street and Barker Road to calm traffic and effectively reduce speeding traffic.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Work with the Washtenaw County Road Commission on design solutions for each street improvement included in the synthesis plan for downtown	A	1-2 years	TWP, DDA, WCRC	TWP, WCRC
Apply for TAP grant to assist in development of pedestrian and bicycle improvements in the Downtown and North Village areas	A	1-2 years	TWP, DDA, WCRC, DPG	TWP, WCRC
OBJECTIVE 5.2: Connect surrounding neighborhoods to downtown by expanding the sidewalk network and pedestrian crossings.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Incorporate sidewalks into the Capital Improvements Program of the Township to ensure completion	B	3-5 years	TWP, DDA	TWP, DDA
OBJECTIVE 5.3: Install bicycle infrastructure, including bicycle parking, to encourage biking to downtown.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Work with business owners to determine potential locations for bike racks along Main Street and Barker Road	B	3-5 years	TWP, DDA, BO, CM	TWP, DDA, BO
Work with the Washtenaw County Road Commission on new biking and walking infrastructure on Main Street	B	3-5 years	TWP, DDA, WCRC	TWP, WCRC
Pursue a connection to the Lakeland Trail and create a bike route trailhead downtown.	B	3-5 years	TWP, DDA, WCRC	TWP, WCRC
OBJECTIVE 5.4: Improve wayfinding signage and the streetscape to make a more user friendly space.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Install business oriented identity and wayfinding ground signs at major activity nodes and near key intersections	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO
Install gateway entrance signs at the entrances to downtown	B	3-5 years	TWP, DDA, BO, V	TWP, DDA, BO
Use other identity elements including banners according to the identity palette	C	5+ years	TWP, DDA, BO, CM	TWP, DDA, BO
OBJECTIVE 5.5: Encourage off-street parking lots to be located behind buildings with access through alleys.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Amend Zoning Ordinance to require parking behind buildings in the Downtown Whitmore Lake area	A	1-2 years	TWP, PC, DDA	N/A
Develop alley parallel to Main Street to serve as access between the downtown and North Village, with access to rear parking lots	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO

DEVELOPMENT FRAMEWORK

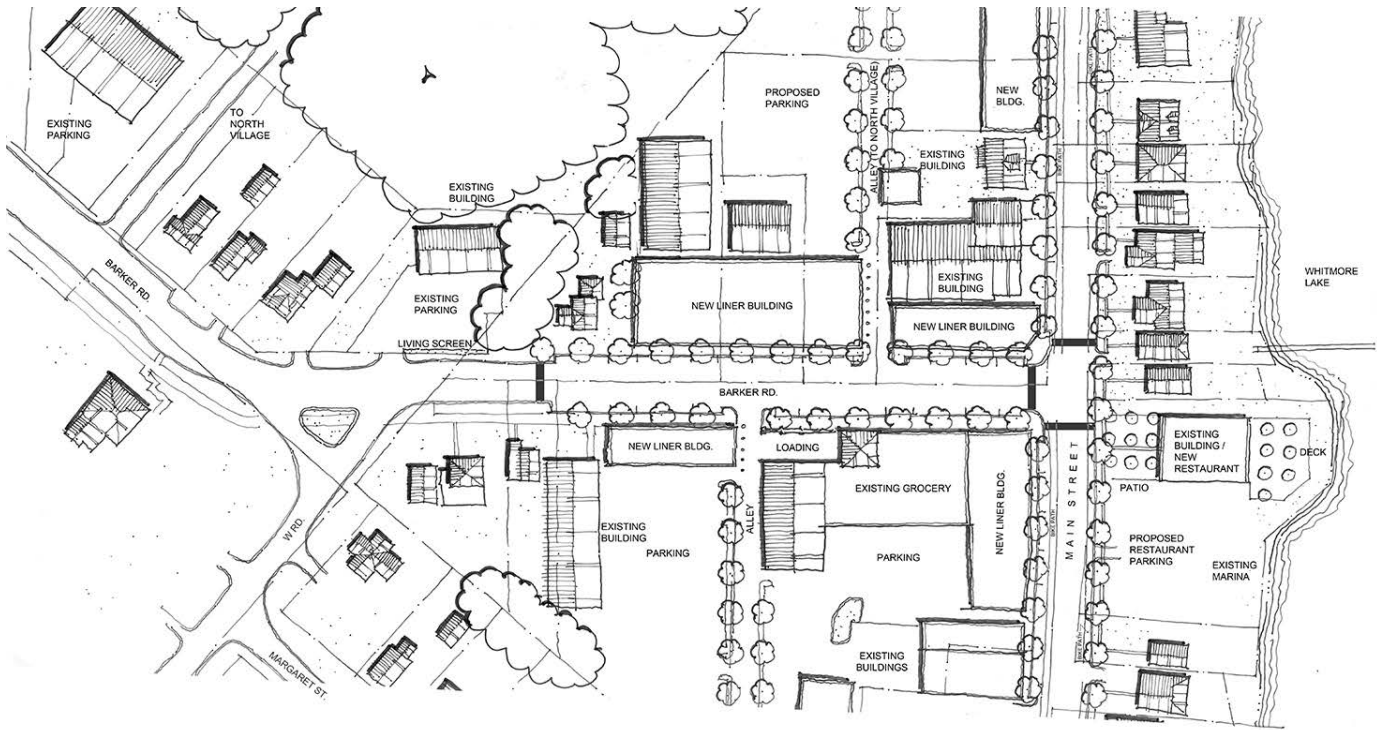
PRIORITY SITES

The public engagement process was used to identify the key development outcomes desired through the implementation of this Plan. This includes the identification of priority development sites. These are sites that are currently vacant or underutilized but may be a catalyst for reinvestment downtown. There are four total priority sites, which are described as follows:

- **75 Barker / Old Firehouse** – This building once housed the main fire station for the Northfield Township Fire Department. The building has large garage doors that open up to an undivided main floor, which has been suggested for a farmers market or similar community event space. The second floor has been suggested to be rented out as private event space.
- **Driftwood Marina / Barker and Main** – This site is located at the intersection of Barker Road and Main Street in one of the most highly visible places downtown. The other side of the site offers excellent views of the lake. The site has been suggested for a restaurant with lakeside patio seating or another similar use taking advantage of the lakefront space.
- **North Village** – The Township recently purchased the North Village site and adopted a North Village Master Plan specifically for guiding the development of this land. Key ideas for the site include a large open space in the center, an amphitheater, housing units along the west edge near US 23, and a smaller green space surrounded by buildings as a public square.
- **Township Library: Adjacent Yard** – This property is immediately west of the Township Library building on Barker Road. Of all the priority sites, this parcel is located closest to the US 23 exit and would act as a gateway to the downtown area. The site is also next to the railroad tracks. Several different redevelopment options are potentially feasible at this location.

Old Firehouse





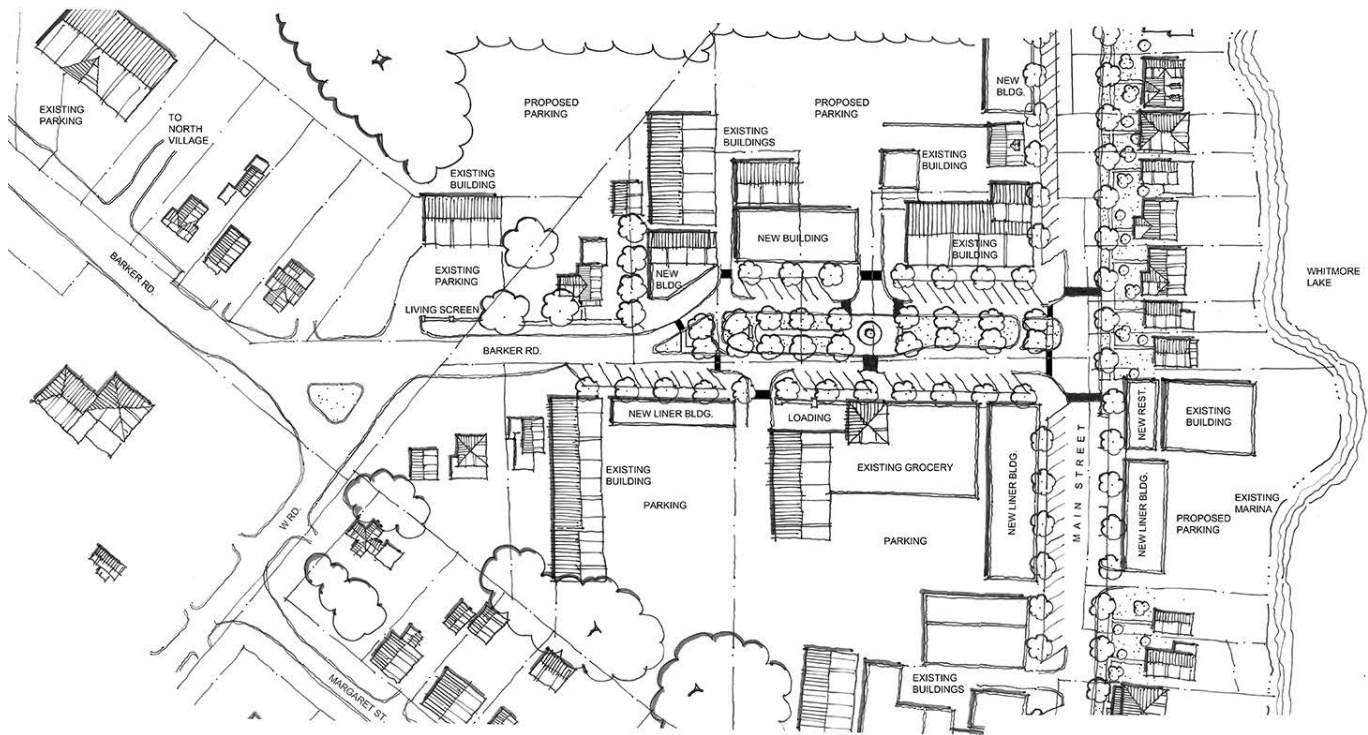
OPTION A: THE INFILL APPROACH:

Downtown has great “bones.” A few strategic buildings with managed public and private parking areas are all that’s needed.

Option A builds upon the existing fabric of Downtown Whitmore Lake. Existing buildings have been maintained for future use but the plan includes a substantial amount of new buildings to fill in gaps along existing frontages. The plan proposes no changes to existing road rights-of-way or streetscape. The construction of new buildings at the existing right-of-way lines has been further emphasized.

In the interest of creating a vibrant pedestrian environment, most of the required parking has been concealed behind buildings and within blocks. Some on-street parking has also been provided, however, to ensure the viability of the retail, which is so important to the success of any pedestrian-oriented downtown district.

Rear alleys have been delineated behind the buildings along Main Street in order to improve circulation within blocks and provide for general deliveries (and for the storage and removal of trash). Additionally, a direct pedestrian and vehicular connection to North Village has been accommodated by one of the new alleys.



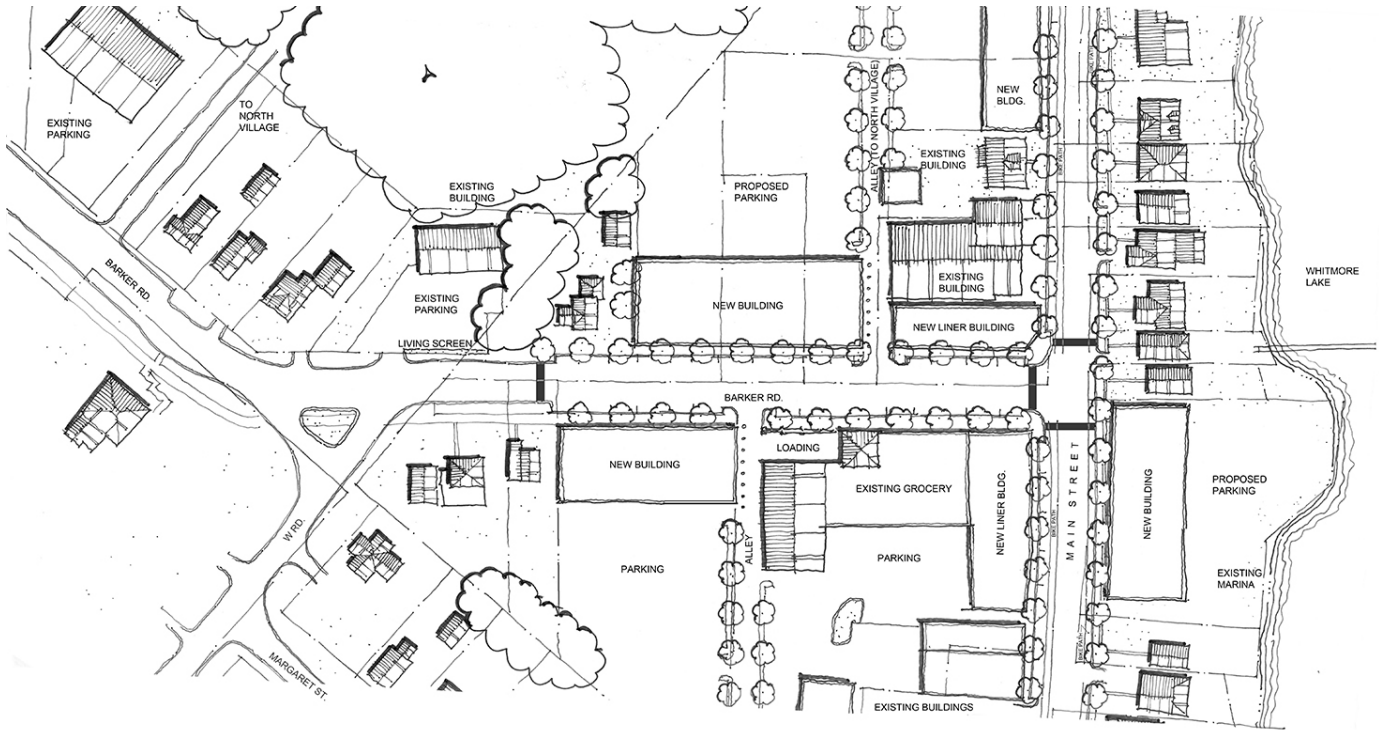
OPTION B: THE INFILL WITH INFRASTRUCTURE APPROACH:

A few strategic buildings with managed public & private parking areas are necessary. Downtown also needs to improved circulation, pedestrian access, and identity features to truly realize its potential.

Of the three alternative plans considered, Option B presents the most significant public investment in transportation, public spaces, and streetscape. This approach encourages private investment through a directed effort to improve public amenities in the Downtown area. It is an attempt to build existing structures, while making better use of the spaces in-between.

Additionally, a build-to line has been established along the northwestern side of Barker Road, corresponding to the existing facade of Family Video (which is the closest to the street along this edge). Maintenance of a disciplined build-to line along this trajectory will support pedestrian activity at building frontages.

Some new buildings have been indicated where needed to further define and shape the public spaces, as they have been envisioned, and on-street angle parking has been provided throughout the downtown to support retail activity. Most of the anticipated public and shared retail parking areas have been concealed behind existing buildings.



OPTION C: THE REDEVELOPMENT APPROACH:

Downtown has a few opportunity sites that would benefit from complete redevelopment. Supporting mixed uses on these sites could bring new people to downtown and help support other businesses.

Option C explores full urbanization of Whitmore Lake's downtown area. All of the retail buildings that are not currently positioned up to their respective right-of-way lines are shown to have been replaced by relatively large-scale retail buildings that are so located and, with the demolition of the corresponding existing buildings on their respective sites, the maximum quantity of parking behind buildings is also achieved.

This plan could otherwise be considered full build-out, or what the town could look like 20 to 40 years from now with planned densification and favorable market conditions. While a somewhat quaint, small town character could be maintained with this level of development intensity (if developed in conjunction with strict development and architectural codes), Whitmore Lake's existing character as a village or hamlet would most surely be compromised.

However, as in Plan B, rear alleys have been delineated behind the Main Street buildings and a connection to North Village has been similarly accommodated.

As in both of the other alternatives, on-street parking has been included throughout to support retail activity.



SYNTHESIS PLAN

Ice Cream Social
July 8, 2017

The Downtown Synthesis plan was created based on the feedback received from participants on three design scenarios presented at the public workshop on June 20, 2017 and the ice cream social on July 8, 2017. The feedback and results were further considered by the DDA and DPG at the regular meeting on July 24, 2017.

The consensus expressed by the DDA and DPG in considering the public feedback received was to encourage redevelopment at a higher intensity, most similar to Option C - the Redevelopment Approach, with a focus on infrastructure investment through streetscape, median, and identity enhancements, and public parking most similar to Option B - The Infill with Infrastructure Approach. These two options accounted for 70% of online respondents feedback and 57% of ice cream social feedback, which combined account for 68% of all responses.

Consistent with these preferences, the synthesis plan emphasizes increasing prominence of the lake front in downtown with visual and physical access, as well as protecting the character and form of lake fronting structures. Enhancements to pedestrian crossings, lighting, furnishings, and landscaping are also incorporated into the design concept.

The overarching goal of the synthesis plan for Downtown Whitmore Lake promotes pedestrian safety, accessibility and a unified design treatment. The design treatments include modified widths of vehicular travel lanes to provide room for on-street parking, which may require right-of-way acquisition and reconfiguring the available right-of-way. The design also features a median on Barker that will include public art, people spaces, and identity features to enhance downtown. Finally, marked-shared lanes to reinforce the Township's commitment to introducing traffic calming in downtown and safe biking to the lake.

The streetscape enhancements will be focused around the core intersection of Main and Barker. The development of the streetscape in this area will be an opportunity to implement the design palette for furnishings and identity elements.



Figure 3: Birdseye view of downtown facing northeast from 75 Barker..



Figure 4: Birdseye view of downtown facing west from the Lake.



**DOWNTOWN WHITMORE LAKE
SYNTHESIS PLAN KEY**

- 1 Barker Road
- 2 Main Street
- 3 Margaret Street
- 4 Infill Building, typical
- 5 Existing Building, typical
- 6 Existing Trees
- 7 Connection to North Village
- 8 Whitmore Lake
- 9 Parking Lot
- 10 Existing Ped. / Bike Trail
- 11 Trail Connection
- 12 Proposed On-Street Parking (w/ new sidewalk)
- 13 New Boulevard Median with Public Art
- 14 New Restaurant
- 15 Existing Marina
- 16 Proposed Alley Easement



FAÇADE / BUILDING GUIDELINES

The singular outstanding feature of traditional downtown buildings and facades, including the best of those in Downtown Whitmore Lake, is their tendency to position immediately against the sidewalk along primary and secondary frontages and to present a shaded and transparent glass storefront along the right-of-way in such locations. This allows these types of buildings to define the public realm by creating an effective street wall and lets them serve to accommodate a welcoming, convenient, and pedestrian-oriented shopping experience by displaying merchandise within view of passersby. These guidelines, in part, are intended to regulate the construction and renovation of commercial buildings within Downtown Whitmore Lake to achieve this particular character.

A less common but equally attractive condition, sometimes referred to as “cottage retail”, comes about as retail uses migrate into areas already occupied by houses and other residential building types. Here, robust and vibrant retail frontages can develop while leaving a record of their residential past. This record lives on in the form of residential roofs still visible behind full commercial facades, houses physically modified for retail use, houses remaining largely intact but behind and attached to newer storefronts located at the sidewalk, and houses accommodating a retail or office use with little or no change in building form or character. In downtown Whitmore Lake, several houses exist currently in the downtown along the lake side of Main Street and retail uses are already in existence immediately across Main Street from those residential properties. Therefore, this plan supports permitting a transition of residential parcels to retail and similar uses without degrading the residential and “cottage” character of Whitmore Lake. In part, these guidelines are intended to regulate the corresponding physical transformation of the existing buildings on those parcels.

The collection of mixed-use guidelines provided have been designed to accommodate future development of a variety of uses within all areas of Downtown Whitmore Lake while protecting and enhancing the existing downtown character.

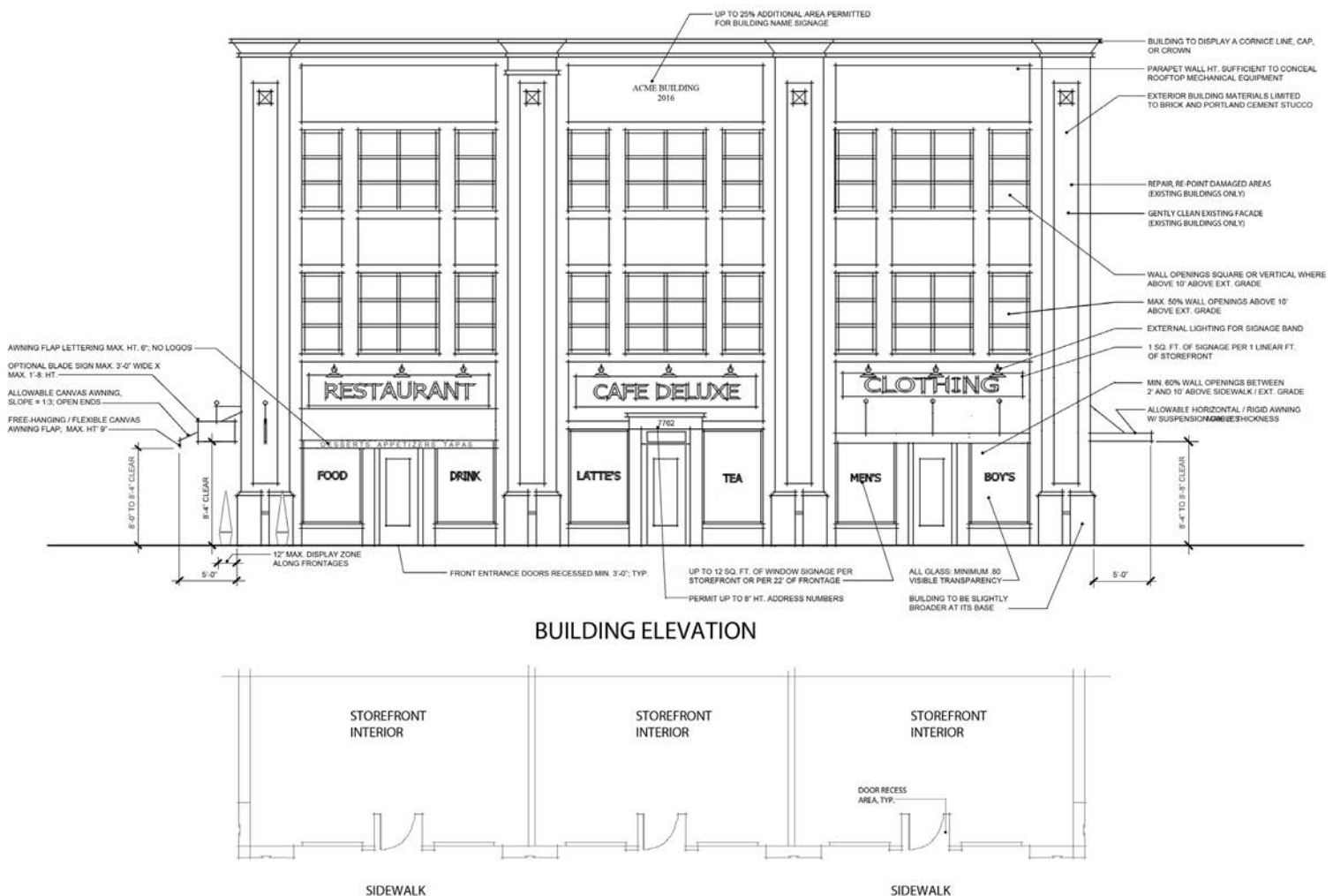
Village Center – Mixed-Use Design Guidelines

The commercial portion of Downtown Whitmore Lake is charming and consistent with that of well-defined hamlets in the center or rural areas. Many areas with buildings constructed in similar historic time periods, like Ann Arbor and Adrian, were developed into larger cities. Others like Dixboro and Dexter, for example, did not grow dramatically but have examples of historic architecture and quality of place.

Whitmore Lake's beginnings were not humble. Its early retail buildings were constructed of solid brick and according to the highest of design standards and they were placed at the right-of-way line, just as they were in downtown Ann Arbor and Adrian. This quality of design provides an opportunity for future growth within Downtown Whitmore Lake that sustains a similar brand of ambition. Further, by emphasizing the importance of design in downtown, the Township's rural character is also preserved. The best examples of Michigan rural hamlets are seldom muddled with suburban development patterns.

Accordingly, the design guidelines for new construction and renovation along both sides of Barker Road and for the side opposite the lake along Main Street in Downtown Whitmore Lake are intended to be developed at the right-of-way line. They will occupy their rightful place along the public sidewalk the way they always have in this and similar downtowns across the state. Quality downtown development will help preserve rural character (see figure below).

Figure 5: Village Center – Mixed Use Design Standards



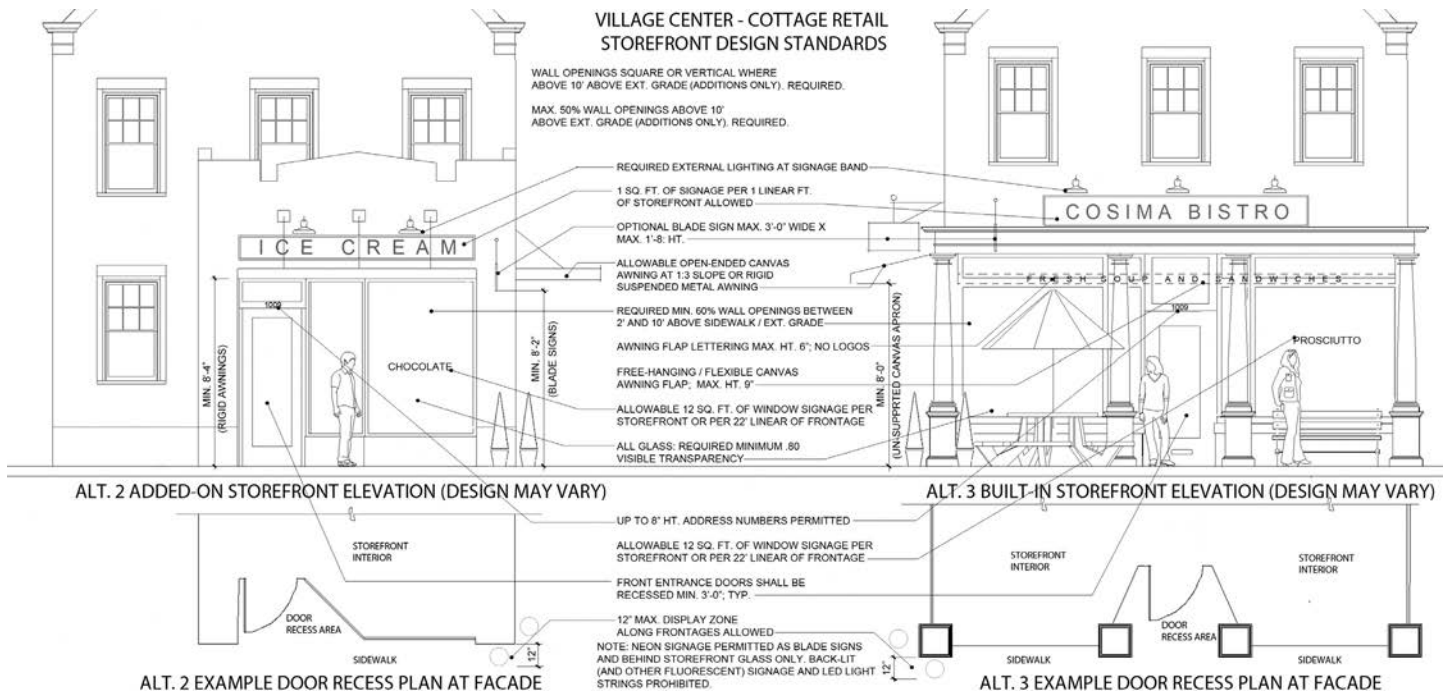
Village Center - Cottage Retail Design Guidelines

Regarding the currently residential parcels along the lake side of Main Street, an alternative but complementary vision is appropriate. Therefore, the corresponding guidelines for the development of these properties seek to achieve a “cottage retail” interface, whereby the existing residential scale and configuration of building form is preserved while retail uses may be accommodated in a variety of ways (see figure below). These alternative approaches to fitting retail uses into a residential character streetscape are anticipated to be employed in combination with one another and are so intended to achieve a more relaxed, informal result:

1. **Alternative 1.** The existing house is simply re-purposed for retail use in its existing form. This may be accomplished by placing a small, attractive, painted, wooden sign on the lawn that identifies the business within and by displaying merchandise or announcing services (with additional signage) through existing windows.
2. **Alternative 2.** An addition is constructed to the house. A new storefront is added-on to the street side of the existing building, extending the building out to the sidewalk.
3. **Alternative 3.** The house is modified. A new storefront is inserted into the existing building and the sidewalk is extended back to the building line.

The specific design guidelines for Cottage Retail are outlined in the figure below.

Figure 6: Village Center – Cottage Retail Storefront Design Standards



FUTURE LAND USE



Village Center – Mixed Use

Intent: The intent of the Village Center – Mixed Use designation is to encourage and permit mixed uses in and around the Downtown Whitmore Lake area. This designation is intended to allow for buildings to be slightly taller than those in the surrounding districts, up to three or four stories. The design pattern of the Village Center – Mixed Use area should promote walking and foster community interaction. The future land uses within the Village Center – Mixed Use area are intended to be flexible, but shall meet specific form and mixed-use design guidelines.

Description: The Village Center – Mixed Use designation is focused on the core of the downtown area near Main and Barker, the North Village area, and potential development areas bordering US 23.

Relationship to Physical and Natural Features: This area is the most urbanized within the Township; however, it is also environmentally sensitive due to the location of the Township's water bodies and the desire of people to reside near bodies of water.

Most Compatible Uses:

- Mixed-use development / 3-4 story buildings
- Upper-floor dwelling units
- Townhomes
- Senior housing
- Neighborhood commercial uses
- Restaurants / Bakeries / Cafés
- Food production / Breweries
- Marinas / Lake-oriented businesses
- Personal service establishments
- Hardware stores
- Banks / Credit unions
- Offices
- Farm and artisan markets / Specialty grocers
- Community Center
- Recreational services / Gyms / Sporting goods
- Entertainment and event spaces
- Public square
- Community support facilities such as churches, schools, and public buildings



Village Center – Cottage Retail

Intent: The intent of the Village Center – Cottage Retail designation is to connect the downtown to the rest of the Township by acting as a kind of transition between different intensities of uses. Buildings in this district will not be as tall as those in the Village Center – Mixed Use area, but may be at a relatively high density to signify a transition from surrounding neighborhoods to downtown. The design pattern of the downtown area should promote walking and foster community interaction. Future land uses in the Village Center – Cottage Retail area are intended to be flexible and shall promote adaptive reuse of existing buildings. Projects shall follow Cottage Retail design guidelines.

Description: The Village Center – Cottage Retail designation is focused on the edges of the downtown area along Barker and Main from all three directions leading into the core.

Relationship to Physical and Natural Features: This area is not as densely developed as the designated Village Center – Mixed Use areas, so there are generally greater opportunities for yard space or other pervious surfaces. However, the area is more urbanized than the other parts of the Township. It is also environmentally sensitive due to the location of the Township's water bodies and the desire of people to reside near bodies of water.

Most Compatible Uses:

- Adaptive mixed-use development
- Boutique and specialty retail uses
- Single-family residences
- Two-family residences
- Multiple-family residences
- Innovative housing projects
- Personal service establishments
- Offices
- Parks, open spaces, and conservation areas
- Community support facilities such as churches, schools, and public buildings



DRAFT

Future Land Use Map

Downtown Whitmore Lake,
Northfield Township,
Washtenaw County, Michigan

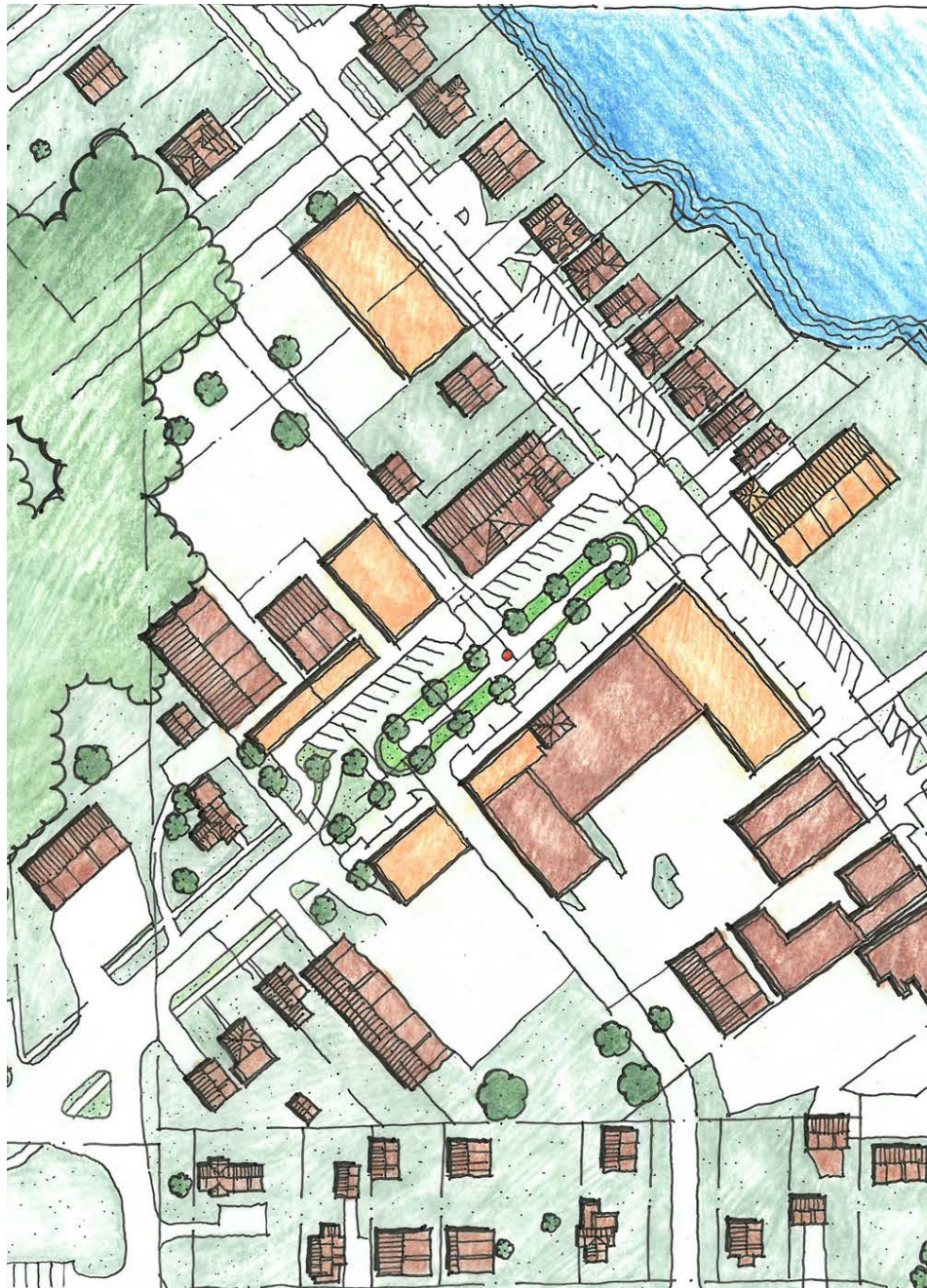
August 23, 2017

-  Village Center Boundary
-  Village Buildings
-  Cottage Retail
-  Mixed Use

CONNECTIVITY FRAMEWORK

The Connectivity Framework provides recommendations for the development of the public right-of-way in Downtown Whitmore Lake a manner consistent with and supportive of recommendations for Future Land Use. The Future Transportation Map shows the detailed physical recommendations contained in the following narrative.

The Future Transportation recommendations focus on pathways, crossing improvements, gateway creation, and creating complete streets with pedestrian crossings, streetscape enhancements, and bicycle facilities. The network is designed to establish easy to navigate connections for people to walk, bike, and drive from their neighborhoods around the Township to Downtown Whitmore Lake.





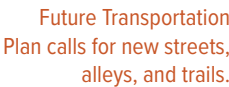
Example of a
pedestrian crossing

TRANSITION ELEMENTS

Transition elements are recommended to be installed at changes in the street typologies. These locations are important places to provide visual cues to denote the change in roadway context. These locations are noted on the Street Typology Map as Nodes, Gateways and Transitions.

- **Core Intersection:** Barker and Main Street is the heart of Downtown. Improvements of the identity and public system are recommended to be centered on this focal point. Pedestrian priority at this intersection should be established through traffic calming and crossing improvements. A prominent boulevard with a sculpture, public art, or clock is recommended to be included in the median.
- **Gateways:** Located at the entrances to downtown Whitmore Lake from the south, north and west. Prominent gateway features include gateway signs, public art, lane narrowing and wayfinding signs.
- **Transitions:** Located at the where bike facilities are recommended to transition to an on-street marked shared lane. Landscaping, signs, identity features and public art are appropriate design treatments.

The design palettes contain guidelines for installing traffic calming, landscaping, street furnishing, wayfinding, and identity features in these locations to enhance the user experience and operations in downtown.



Currently, there are some limitations in the intersection density of the street grid in Downtown Whitmore Lake that can be improved by new alleys, pathways, and streets in the North Village Area. A desirable standard block length for walkability and vehicle circulation in a downtown area is 300 feet to 600 feet.

- **North Village Area:**
 - » New public street system to link the Central Lawn and Green planned for the North Village into the downtown Whitmore Lake Street system.
- **Downtown Area:**
 - » New public alleys to link Barker Road north into the North Village site and new proposed public parking and south to Margaret Street.
- **Trails:**
 - » New trail connection from the bicycle path into the North Village area that currently passes by the Library to Main Street with a preferred connection along the railroad corridor under US-23.

Currently, every site in downtown manages their own parking, with limited on-street parking, shared parking, or cross site access. Adding new streets will provide circulation and access to new on-street parking, shared private parking, and new public parking areas so customers can park once and walk to multiple destinations in downtown

MODE ACCOMMODATION

Improvements to the bicycle network in Downtown Whitmore Lake are desirable to increase access to downtown and support the Township's desire to improve recreation opportunities and lake access. Connections to the Downtown shopping destinations and Lake access will support residents' health and wellness. With bicycle network improvements more Township residents will be able to make safe, short trips to parks, schools, and even downtown entertainment and shopping, all without getting in the car. Bicycle network improvements are recommended based on the need for separation from vehicle traffic, existing signal locations to cross major roadways, and alignment with desirable community destinations like schools, parks, public facilities, and commercial areas.

Shared Use Paths and Trails

Shared use paths and trails are paved concrete or asphalt paths wide enough to accommodate both pedestrians and bicyclists. They are typically a minimum of 10 feet wide with 2 feet of clearance on either side of the path. Shared use paths offer cyclists a safe place to bike off-street when there is no space for a bike lane, or it is unsafe to bike on the street.



Conventional Bike Lanes and Paved Shoulders

Bike lanes create a dedicated space for cyclists on a roadway. They are appropriate on streets with moderate to heavy traffic. Bike lanes are indicated by on-street markings, which can be supplemented with signage. Bike lanes reinforce proper roadway etiquette, raise the visibility of bicyclists, and help both bicyclists and drivers behave predictably when sharing road space. For safe cycling, bike lanes should be 4 feet to 6 feet wide.



Marked Shared Lanes or Sharrows

Marked shared lanes use a double chevron and bicycle marking, or "sharrow," in a lane intended for the joint use of motorized and bicycle traffic. Chevron symbols direct bicyclists to ride in the safest location within the lane, outside of the door zone of parked cars and areas where debris is likely to collect. Generally, marked shared lanes are a low-cost treatment suitable for lightly traveled collector and arterial roads.



Improved Pedestrian Crossings

Improved and frequent pedestrian crossings are recommended to support safety, comfort, speed, and convenience of walking trips. Pedestrian crossings also serve bicyclists.



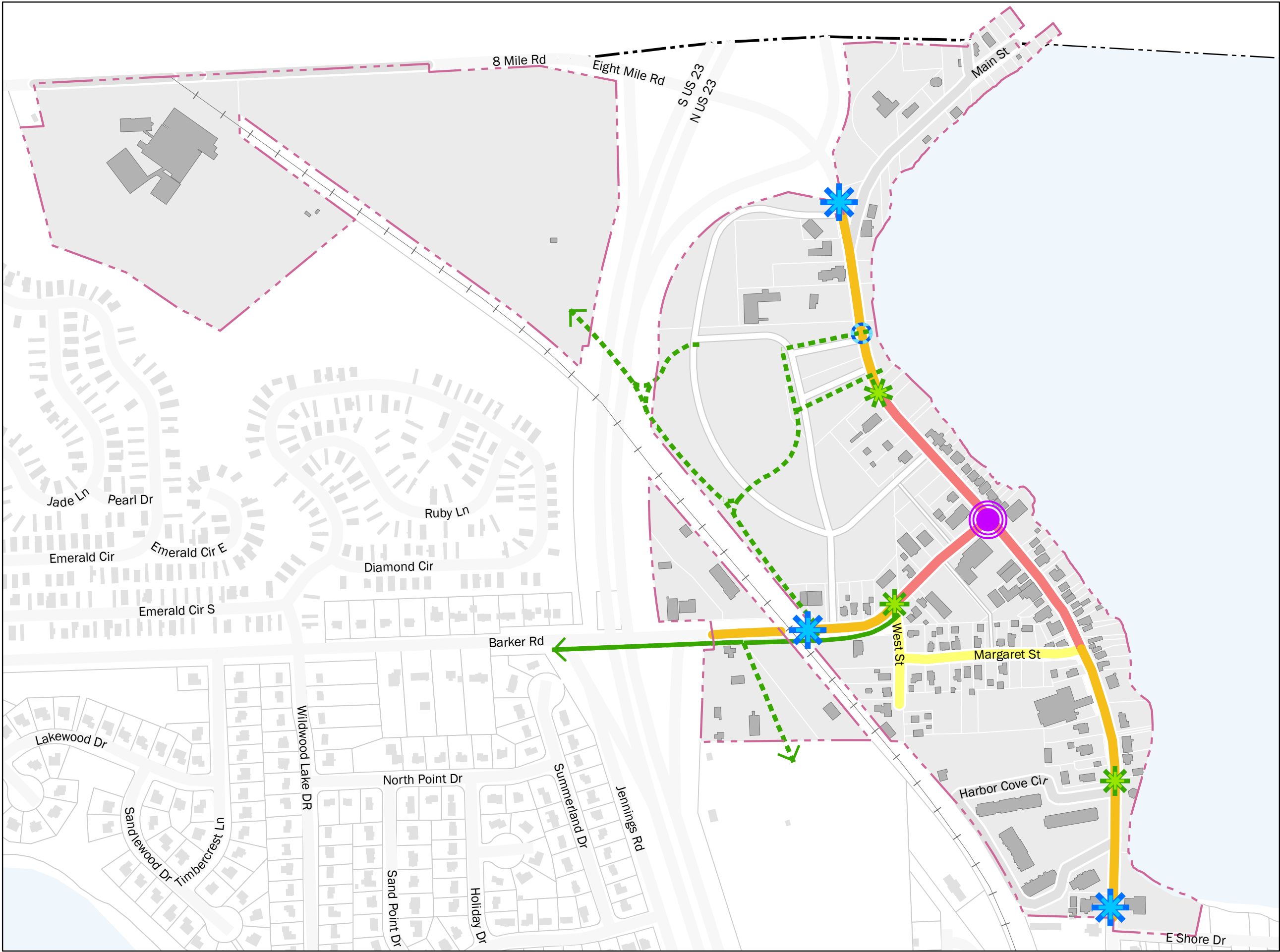
DRAFT

Future Transportation Map

Downtown Whitmore Lake,
Northfield Township,
Washtenaw County, Michigan

September 20, 2017

- Village Center Boundary
- Village Buildings
- Proposed Road
- Proposed Alley
- Paved Shoulder / Bike Lane
- Marked Shared Lane
- Bike Route
- Existing Pathway
- Proposed Pathway
- Core Intersection
- Gateway
- Transition
- Pedestrian Crossing



0 250 500
FEET

McKenna
ASSOCIATES



Map Feature Source: Michigan Geographic Data Library, Washtenaw County GIS

DESIGN PALETTES

An improved identity for Downtown Whitmore Lake will be created by enhancing the qualities of the streetscape through a high-quality built environment boasting safe accessible pedestrian circulation, traffic calming measures, marked shared bike lanes, on street parking, streetscape furniture, and plantings. The rhythmic placement of the streetscape elements establishes a cohesive streetscape setting.

The overarching goal of the proposed *Design Palette* for downtown promotes pedestrian safety, accessibility and a unified design treatment.

The streetscape enhancements will be focused in the downtown area, predominantly between the noted transitions into the urbanized downtown. The enhancement of the streetscape environment in downtown using the following finishing and identity palettes, as well as public art, will support the Township's objectives to give downtown a new life and identity to residents and people in the region.

FURNISHING PALETTE

Streetscape Furniture

Site furnishings provide important amenities for pedestrians by adding functionality and vitality to the pedestrian realm. Site furnishings include the images to the right.

These streetscape palette elements will complement the existing elements and can be implemented in the near-term, potentially with the help of donations or commissioning. These furnishings are available for purchase from Michigan based *Landscape Forms, Inc.*

Landscape Forms Inc.

Contact Information:
431 Lawndale Ave.
Kalamazoo, MI 49048
Tel: 800.430.6209
www.landscapeforms.com



HARDSCAPE MATERIALS

Exposed Aggregate and Concrete Paving

The mixture of exposed aggregate and concrete paving reinforces the area as the downtown and central hub of activity, distinguishing it from other areas.

Detectable Warning Strips

Detectable warning surfaces are applied to ramps to indicate interference with the street.



- f Exposed Aggregate
- g Concrete Paving
- h Detectable Warning Strip

IDENTITY PALETTE

Identity elements are recommended for Downtown Whitmore Lake to enhance identity and promote interaction and engagement between people and the streetscape environment. Interpretive signs can identify a district's name and entrances, announce important events, or display environmental information. Some identity features include gateways, signs, historical markers, installations, and banners.

Gateways

The Whitmore Lake gateway sign will identify entrances to the downtown district and mark the beginning of the area recommended for downtown identity features. The gateway design is a simple stone masonry base, the logo is designed to highlight the “more lake” slogan that reinforces residents desires to enhance Lake access and market the Lake as the significant defining element of downtown. The sign is intended to be cut from 3/8 inch steel panel with the “more lake” section powder coated in a branded Whitmore Lake red. The lettering should be placed to be prominently viewed from the direction entering downtown. Landscape screens or buildings can be used as a back drop. The lettering can also be back-lit for night visibility.

- Kiosks and informational signs can be used proximate to gateway signs, can be attractive, useful street features. Kiosks can be used to display maps, bulletin boards, community announcements, and other important information.
- Installations of public art can be considered to enhance the gateway elements or placed at transition elements or near the core intersection of Barker and Main.

The Townships existing “Northfield Township” gateway signs should remain in place. The Whitmore Lake signs will signify the entrance to downtown and complement rather than replace them.

Signs

Signs are an effective way to welcome, alert, inform and direct users, especially at transition points. The Michigan Manual of Uniform Traffic Control Devices (MUTCD) contains guidelines for sign use in the transportation network, including pedestrian and bicycle signs.

Sign branding for downtown Whitmore Lake should be used to enhance the character of the downtown and its regional recognition. Distinctive directional signs, monument signs and banners will provide user information and convey a sense of local identity.

- Sign stands can be used for temporary purposes or in permanent installations, such as district maps and informative displays.
- Whitmore Lake Banners can be displayed on new poles or hang from existing lighting and utilities. Banners can be permanent district markers or rotated to note seasons or significant events.

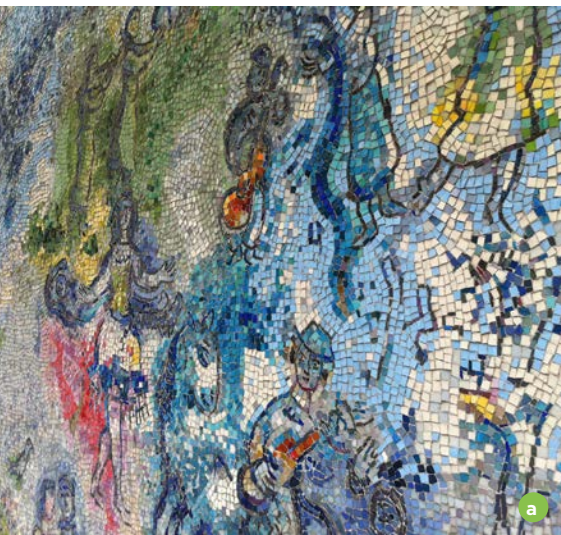
Downtown Whitmore Lake Logo/Brand

The Whitmore Lake logo is recommended to be an established brand for the downtown. The use of this logo by local organizations, businesses, and residents is encouraged.



PUBLIC ART

Art installations in downtown Whitmore Lake are encouraged. Sculptures and murals, can greatly accentuate the transportation network and improve the value of a place. Art can be effective traffic calming and can be substituted for gateway signs and wayfinding signs to reduce sign clutter. These features should be carefully placed so that they improve the walkability and bikability of the roadway without creating hazardous obstacles or distracting drivers.



a Wall Mosaic
Chicago, IL

b Wall Art
Chicago, IL

c Sculpture
Evanston, IL

d Median Sculpture
Detroit, MI



Northfield Township Downtown Development Authority Meeting Minutes

Monday, September 25, 2017 Public Safety Building First Floor

- A. Call to Order...7:01 PM
- B. Roll Call. Present: Secrist, Iaquinto, Chockley, Jamil, Horton, Griffith, Wilbur
Absent: Ely, Kabisch (with notice) Also Present: Aynes, Ulney
- C. Call to Public: none present
- D. Financial Report: Prepared by Yvette Patrick. Motion by Iaquinto, support by Secrist...to approve financial report UNANIMOUSLY APPROVED
- E. Approval of minutes 7/24/17. Motion to approve by Secrist, support by Iaquinto. UNANIMOUSLY APPROVED
- F. Old Business
 - 1. Trunk or Treat Event 10/22/17, 3-5:00 PM in North Village Park. Motion by Griffith, support by Secrist to be the official sponsors of this event. UNANIMOUSLY APPROVED
 - 2. Election of Officers: the following slate was proposed and accepted:
Chairperson: Barbara Griffith
Vice Chairperson: Doug Wilbur
Secretary: Anne Iaquinto
Treasurer: Dave Horton
Motion by Horton, support by Chockley to elect these officers. UNANIMOUSLY APPROVED
 - 3. Attendance Issues: Thorough discussion regarding absences, especially without notice. Along with other by-laws items for possible revision: If a member of the DDA Board misses three consecutive meetings without notice, or misses more than fifty percent of meetings within a year, the chairperson and/or supervisor may ask for their resignation from the DDA Board. This will be presented with other by-laws changes at our next DDA meeting.
- G. New Business
 - 1. DDA By-Laws and TIFF...discussion about some changes that we may present at next DDA meeting and forward to Board of Trustees for approval

New Business continued

2. 75 Barker building inspection reports...postponed to next meeting
- H. Downtown Strategic Action Plan. Presented by Paul Lippens
Motion by Griffith, support by Secrist:
“DDA shall adopt the Downtown Strategic Action Plan as presented by McKenna Associates and prepare a resolution to that effect recommending to the Board of Trustees and Planning Commission to accept this plan as policy and incorporate it into the Township Master Plan.”
UNANIMOUSLY APPROVED
- I. Announcement of next meeting date: October 23, 2017, 7PM, Public Safety Building
- J. ADJOURNMENT: 9:00 pm. Motion by Horton, support by Chockley. UNANIMOUS

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting October 18, 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	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
Members of the Community

4. ADOPTION OF AGENDA

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

5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, reported on a developer's positive comments about working in the Township,

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported the Township Board approved acceptance of a wastewater asset management plan grant from the state, appointed representatives to SEMCOG, accepted the resignation of the code enforcement officer, and requested quarterly reports from the Planning Commission.

9B. ZBA

Steffens reported that the ZBA granted a building setback variance for the Ann Arbor Dog Training Club at 1575 E. North Territorial on October 16th.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Nothing to report.

9E. Parks and Recreation

Iaquinto invited the public to the next meeting on October 19th.

9. Downtown Planning Group

Infante reported the last meeting was spent preparing for the joint Planning Commission and Township Board meeting on October 24th.

10. UNFINISHED BUSINESS

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

Lippens referred to the revised draft of the ordinance as discussed at the last meeting. He reported he worked with the Township Manager preparing questions for the Township attorney about onsite and offsite commercial signs and commercial speech.

In response to comments from Steffens, Lippens said:

- He will include in the revision the exemption of yard signs from the need for a permit as previously discussed.
- He will look at the language again to make sure the requirement for signs to be installed by a licensed sign contractor does not create an undue burden on businesses.
- A survey should be required for permanent pole and monument signs to insure signs are being placed on the applicant's property, but noted that sketch plans may be allowed if the exact location of the sign does not need to be specified. Roman said this requirement should be at the Zoning Administrator's discretion.

10B. Bobber Down (Hatfield Holdings) Landscaping Site Plan Review (Third Review by McKenna Associates)

Lippens referred to his October 6th report. He said after working with the applicant and visiting the site he has found that the landscaping proposal is in line with the Planning Commission's recommendation. He said he issued an approval letter to the applicant.

In answer to a question from Chick, Lippens said the Fire Department had no objections to the proposed

access and circulation plan, and the Township Engineer has issued a final approval letter.

11. NEW BUSINESS

11A. Zoning Administrator Quarterly Report

Lippens referred to the written report, noting that 30 applications were submitted and approved and none were denied, although four were approved after revisions were made. He noted some of the commercial applications requiring site plan approval could become Planning Commission and/or ZBA cases. He also noted information was provided on follow-up inspections and ordinance violation actions.

11B. Discussion: 2017 Zoning Amendments and Project Approval Procedures.

Lippens reviewed his October 11th memo outlining zoning ordinance amendments and procedural improvements that can be considered by the Commission. He noted these include:

- improved handling of ordinance requirements when the use on a site changes,
- refining administrative review procedures,
- establishing waivers the Commission can grant for parking and landscaping requirements,
- taking steps to encourage property owners to move toward compliance for non-confirming uses and properties,
- zoning ordinance amendments to encourage more downtown development, agricultural tourism, and to simplify uses and clarify discrepancies between similar uses.
- developing brochures to guide applicants, and formalize and simplify checklists and requirements.

Commissioners indicated support for the proposed actions, and made additional suggestions including providing for waivers for building additions under a certain size, being careful to consider the implications of making the proposed changes, and having staff spend the necessary time with applicants to insure successful processing the first time around. There was discussion about what kinds of consultations with staff and elected officials are available to applicants, or should be, with and without fees.

- **Motion:** Roman moved, Iaquinto supported, that Mr. Lippens initiate work with the Township Manager on the work plan submitted for future Planning Commission meetings.

Lippens said he can provide a progress report in 2-4 weeks.

Motion carried 7—0 on a roll call vote.

12. MINUTES

September 20, 2017, Regular Meeting

Steffens asked for the address of the subject site in her ZBA report to be added.

- **Motion:** Iaquinto moved, Steffens supported, that the minutes of the September 20, 2017, regular meeting be approved as revised, and to dispense with the reading.

Motion carried 7—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

No comments.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners invited the public to a community Trunk or Treat party at the new community park and invited suggestions for improving the Township website via email to ayness@northfieldmi.gov.

15. ANNOUNCEMENT OF NEXT MEETING

October 24, 2017, at 7:00 P.M. at the Public Safety Building was announced as a joint meeting of the Township Board and the Planning Commission.

16. ADJOURNMENT

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

The meeting was adjourned at 8:33 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/>

NORTHFIELD TOWNSHIP
Township Board
Joint Meeting with Planning Commission
Minutes
October 24, 2017

CALL TO ORDER

The meeting was called to order at 7:10 P.M. by Supervisor Chockley at 8350 Main Street.

INVOCATION/PLEDGE

Otto provided an invocation and Supervisor Chockley led those present in the Pledge of Allegiance.

ROLL CALL

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

Planning Commission	
Janet Chick	Present
Brad Cousino	Present (arrived at 7:27 P.M.)
Sam Iaquinto	Present
Cecila Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Also present:
Township Manager Steven Aynes
Township Attorney Bradord Maynes
Zoning Administrator Vidya Krishnan,
McKenna Associates
Planning Consultant Paul Lippens, McKenna Associates
Members of the community

ADOPT AGENDA

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

FIRST CALL TO THE PUBLIC

Robert McGee, 4585 Five Mile Road, highly praised many Township employees, especially Assessing & Building Assistant Mary Bird. Barbara Griffith, 438 Jennings, Downtown Development Authority (DDA) Chair, and David Gordon, 5558 Hellner Road, commented on the RFP for the North Village Area Plan.

BOARD MEMBER CLARIFICATIONS

Board members made comments about updating the accounting for North Village expenses, the recent Trunk or Treat Event, the upcoming County millage, park path plans, sewer expansion, and the November 4th Kiwanis Student Safety Seminar.

[Cousino arrived].

CORRESPONDENCE AND ANNOUNCEMENTS

None.

JOINT SESSION WITH PLANNING COMMISSION

1.

**McKenna Associates Presentation:
RFP Process for the North Village**

Planning Consultant Paul Lippens, McKenna Associates, reviewed the revised draft of the *Request for Proposals for a Qualified Development Partner for the North Village Site and Park Property*, emphasizing design objectives, phasing, selection process criteria, concept plan requirements, and financial and performance information. He answered questions and listened to comments about the area to be preserved for public use (14-15 of the 23 acres), Township Board involvement in review of proposals, possible phasing scenarios (including infrastructure), the schedule for submittals, potential construction issues, and who will pay for infrastructure.

2.

**Consider Authorizing McKenna Associates to
Issue RFP for the North Village**

- **Motion:** Chockley moved, Chick supported, to authorize the Township Manager to work with McKenna and the Township attorney to finalize and release the RFP for the North Village. **Motion carried 6—1 on a roll call vote, Dockett opposed.**

3.

**McKenna Associates Presentation:
Downtown Strategic Plan**

Planning Consultant Paul Lippens, McKenna Associates, referred to the written document and briefly reviewed the goals and strategies, including beautification, recreation, business and entertainment, celebration, and connectivity, noting that this plan addresses not only future development but also supporting existing businesses. He said this plan is consistent with zoning and master plan, but it provides additional detail. He recommended that this be incorporated in the Master Plan when that is amended in the future.

Chick said the Board adopting this plan would be showing support for the vision for the downtown area. Lippens said adopting the plan does not involve a financial commitment. Lippens noted the DDA has adopted this plan as a policy document. Zelenock suggested that the Planning Commission also adopt or recommend the plan before action is taken by the Board. There was a brief discussion about the history behind the decline of business activity in the downtown area and how this plan, along with the North Village plan, is intended to help bring revitalization.

4.

Consider the Downtown Strategic Action Plan as a development strategy for Whitmore Lake

- **Motion:** Chockley moved, Otto supported, that the Planning Commission consider the Downtown Strategic Action Plan and Design Framework at their next meeting and bring their recommendation to the Township Board. **Dockett requested a roll call vote. Motion carried 6—1 on a voice vote, Dockett opposed.**

5.

**McKenna Associates Presentation:
Zoning Administration Process**

Vidya Krishnan, Zoning Administrator, McKenna Associates, explained what the zoning administrator does for the Township and why it is important. She referred to the quarterly reports of her activities, noting that in 2017 she has approved 85 zoning compliance applications and denied six. She said her decisions are based on compliance with the zoning ordinance. She noted she works with staff and responds to calls from the public, but does not typically handle zoning enforcement or site inspections which are the responsibility of the code enforcement officer.

Krishnan explained the need for zoning compliance applications and how they are processed, and how ordinance violations are addressed, including issuance of citations and how properties can be brought into compliance. She noted no properties are being specifically targeted, rather some issues have built up over time, and the Township is now catching up. She said the rules must be applied equally and fairly to everyone with respect, and developers appreciate consistently enforced ordinances.

Board members complimented the excellent work done by Krishnan, said most Township residents support code enforcement efforts, and asked how the zoning ordinance might be improved. Krishnan said some regulations, such as in the waterfront district, need to be revisited, but overall it is a very good, reasonable ordinance that has enough flexibility to allow her to work with applicants to get to a resolution. She noted that owners of legal non-conforming businesses and sites also have rights.

- **Motion:** Chockley moved, Chick supported to authorize the Township Manager explore with McKenna the costs involved in having regular office hours for the zoning administrator for half a day or a day, and to bring that information to the Board. **Motion carried 6—1 on a voice vote, Dockett opposed.**

6.

**Discussion of Zoning issues for
Planning Commission consideration**

Planning consultant Paul Lippens reported that he will be bringing information to the Board about change of use requirements, the administrative review process, establishing standards for waivers of certain requirements, and revising conforming vs. non-conforming requirements.

BOARD OF TRUSTEES AGENDA ITEMS

1.

Interim Code Enforcement Officer

Township Manager Aynes recalled that the Board had authorized him to look into either hiring a new code enforcement officer or to hire a firm that could do this work. He recommended the hiring of a very qualified applicant.

- **Motion:** Beliger moved, Dockett supported, to direct the Township Manager to hire Genal Pratt as the Township Code Enforcement Officer, for up to 20 hours per week at the rate of \$25/hour, pending positive background check. **Motion carried 7—0 on a voice vote.**

SECOND CALL TO THE PUBLIC

Dale Brewer, 11548 East Shore Drive, and Barbara Griffith commented on the area's "branding" issue (being known as Whitmore Lake vs. Northfield Township) briefly discussed earlier in the meeting, noted that tax increment financing funds will be collected by the DDA and reinvested in the community with any downtown development, and commented on infrastructure issues related to the North Village development.

BOARD MEMBER COMMENTS

Board members commented on the area's branding issue and new lighting on the Eight Mile Road bridge, thanked presenters, urged support of local businesses, and urged residents to vote in the November election.

ADJOURNMENT

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

The meeting adjourned at 9:26 P.M.

Submitted by Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~; wording added is underlined.

Larry Roman, Chair

John Zarzecki, Secretary

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