

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
February 5, 2020 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE:**
- 8. PUBLIC HEARINGS**
- 9. REPORTS OF COMMITTEES**
 - A. Board of Trustees**
 - B. ZBA**
 - C. Staff**
 - D. Planning Consultant**
 - E. Parks and Recreation**
 - F. Downtown Planning Group**
- 10. UNFINISHED BUSINESS:**
 - A. Recommend to Approve the 2019 Annual Report of Activities by the Planning Commission**
- 11. NEW BUSINESS:**
 - A. Case #JPC200001 - Recommend to Approve, Approve with Conditions or Deny the request of Peoples Express, 175 Barker Rd., Whitmore Lake, MI 48189 for Revised Site Plan Layout. Parcel number B-02-06-400-001 and is zoned GC-General Commercial**
- 12. APPROVAL OF PRECEDING MINUTES:** January 22, 2020 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – Feb 19, 2020
- 16. ADJOURNMENT**

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

8350 Main Street, Whitmore Lake, MI 48189-0576
www.twp.northfield.mi.us

Telephone: (734) 449-5000

Fax: (734) 449 -0123

Website:



MCKENNA

January 29, 2020

Board of Trustees and Planning Commission
Northfield Township
8350 Main Street
P.O. Box 576
Whitmore Lake, Michigan 48189

Subject: 2019 Annual Report of Activities by the Planning Commission

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as Amended), the Planning Commission respectfully submits a report of its 2019 activities.

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

MEETINGS

1. Thursday, January 3, 2019
2. Wednesday, January 16, 2019
3. Wednesday, February 6, 2019
4. Wednesday, February 20, 2019
5. Wednesday, March 6, 2019
6. Wednesday, March 20, 2019
7. Wednesday April 17, 2019
8. Wednesday, May 1, 2019
9. Wednesday, May 15, 2019
10. Wednesday, June 5, 2019
11. Wednesday, June 19, 2019
12. Wednesday, July 17, 2019
13. Wednesday, August 7, 2019
14. Wednesday, August 21, 2019
15. Wednesday, September 4, 2019
16. Wednesday, September 19, 2019
17. Wednesday, October 2, 2019
18. Wednesday, October 16, 2019
19. Wednesday, November 6, 2019
20. Wednesday, November 20, 2019
21. Wednesday, December 4, 2019
22. Wednesday, December 18, 2019

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28 West Adams Street
Suite 1000
Detroit, Michigan 48226

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PLANNING COMMISSIONERS

1. Janet Chick, Trustee
2. Brad Cousino
3. Eamon Dwyer
4. Sam Iaquinto
5. Cecilia Infante
6. Larry Roman, Chair
7. John Zarzceki, Secretary

CONDITIONAL USE

1. **Small Potatoes**, (Parcel B-02-05-368-006) approved – May 15, 2019.
2. **National Fiber**, (Parcel B-02-20-300-026) approved with the conditions of site plan approval, the inclusion of a cyclone fence for the outdoor storage and evergreen screening is waived by Planning Commission. – June 5, 2019.
3. **The Dog House**, (Parcel B-02-27-200-002) approved – August 21, 2019
4. **Whitmore Lake Climate Storage**, (Parcel B-02-20-300-018) tabled pending on applicant working with Township Engineer and Township Planner to formalize site plan process. – August 21, 2019
5. **Hardscape Solution**, (Parcel 02-19-300-012) tabled because of lack of stormwater, and additional information needed for storage
6. **TerraFirma**, (Parcels 02-29-200-003 and 02-29-200-004) approval of conditional use with the conditions that items 1 through 6 of Mckenna report dated November 6 are addressed.
7. **43 Margaret**. Application for a duplex in the SR-2 District.

SITE PLANS

1. **National Fiber Construction**, (02-20-300-026) approved with the condition that 50% of the elevation are Masonry and the conditions are met in the Mckenna and OHM reports. – January 16, 2019
2. **LittleFish, 8425 Main Street Graphic Design Studio**. Approved with the condition that the building elevations are provided to Planning Commission. – March 20, 2019
3. **Small Potatoes**, (Parcel B-02-05-368-006) approved with the condition a new site plan submitted showing the potential of a future garage. – May 15, 2019.
4. **National Fiber (resubmittal)**, (Parcel B-02-20-300-026) approved with the conditions listed on Mckenna's report. – June 5, 2019.
5. **Hardscape Solution**, (Parcel 02-19-300-012) tabled because of lack of stormwater, and additional information needed for storage. October 16, 2019
6. **TerraFirma**, (Parcels 02-29-200-003 and 02-29-200-004) site plan tabled because of multiple missing requirements including stormwater plan.
7. **43 Margaret**. Application for a duplex in the SR-2 District.

PRIVATE ROAD REVIEW

1. **Paul Van Buhler**; approval of the request based on Mckenna and OHM reports. – February 6, 2019
2. **Speedway**, approved with conditions that the paved surface must be centered in the right of way August 15, 2018



ZONING ORDINANCE AMENDMENTS

1. **Mary Czech-Aldrin, Requested Amendment to Section 36-340, Uses Permitted in the Whitmore Lake Downtown District and the Whitmore Lake Downtown North Village District.** The amendment was approved and will allow residential on the first floor as a conditional use. – February 20, 2019
2. **New Sign Ordinance.** Planning Commission finalized updates to removed content-based regulations from sign provisions and these were adopted by the Board in February of 2019.
3. **Development of Marihuana Ordinances.** Planning Commission worked to develop Ordinances for Marihuana uses and permit requirements in the Township. An Ordinance was adopted by the Board in November.

REZONINGS

1. **Rezoning of Parcel 02-05-368-006 from (SR-2) to Whitmore Lake Downtown-Waterfront (WLD-W).** The rezoning was approved.
2. **Rezoning of Parcel 02-29-200-003 and 02-29-200-004 from AR to LI.** The rezoning was approved.

MASTER PLAN


1. **Adoption of the 2019 Master Plan.** Planning Commission worked diligently to prepare an update to the master plan, which was adopted by the Board in October.

Proposed 2020 Work Plan

As 2020 begins, we would like to recommend the following work plan for the Township Planner and Planning Commission.

1. **Zoning Ordinance:** The Planning Commission will review and recommend an update of the Zoning Ordinance to the Board of Trustees provided by the Planning Consultant.
2. **Development Packet and Procedures:** Upon direction from the Board of Trustees, the Planning Commission will review and recommend to the Board of Trustees an update to Township development procedures and services once current policy is provided by the Township Manager, Zoning Administrator, and Planning Consultant.
3. **North Village Site Development:** Upon direction from the Board of Trustees, the Planning Commission will review and recommend to the Board of Trustees options to implement improvements to North Village Park, provided from the Parks and Recreation Committee, Planning Consultant, and Township Manager.
4. **Downtown Parking:** Upon direction from the Board of Trustees, the Planning Commission will review and recommend to the Board of Trustees options for a Downtown Parking Plan provided by the Planning Consultant.
5. **Parks and Recreation Master Plan Update:** The Parks and Recreation Master Plan was adopted in 2015 and expires in 2020. Upon direction from the Board of Trustees, the Parks and Recreation





Committee and Planning Consultant will provide the Planning Commission with an updated Parks and Recreation Master Plan. The Planning Commission will review and recommend to the Board of Trustees a Parks and Recreation Master Plan Update so the Township is able to apply for any grant opportunities.

6. **Code Enforcement:** Upon direction from the Board of Trustees, the Planning Commission will review and recommend to the Board of Trustees Code Enforcement procedures once current policy is provided by the Township Manager, Zoning Administrator, and Planning Consultant.

A proactive work program can help build a quality community, and we look forward to working with the Township as it actively seeks to preserve its rural character and sense of place.

Respectfully submitted,

MCKENNA



Paul Lippens, AICP
Director of Transportation and Urban Design



Irvin Wyche,
Assistant Planner



Application # SPC180003

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW APPLICATION

PROJECT NAME:

PROJECT ADDRESS: 175 BARKER Rd. Whitmore Lake MI 48189

Applicant Information:

Owner Information:

Name: PEOPLE'S EXPRESS INC.

Name: Myren Rolison

Address: 10 Jennings Rd. Whitmore Lake

Address:

Phone: 734-449-0116

Phone:

Email: douganh@sbcglobal.net

Email:

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

In Process of Purchasing Property

PROPERTY DESCRIPTION

Legal Description: ☐ Attached ☐ On Site Plan

Parcel ID(s): B0206400001

Description of Proposed Use:

SEE ATTACHMENT

Total Acreage of Site:

Total Floor Area:

Existing:

Proposed:

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

Sanitary Facilities: ☐ Sewer ☐ Septic

Water: ☐ 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

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: <u><i>Jimmy Pearson</i></u>	Date: <u>7/25/2018</u>
FOR OFFICE USE ONLY	
Application Received Date: _____	Planning Commission Received Date: _____
Planning Commission Action: <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Denied Date: _____	
Expiration Date: _____	
Fee Received: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	

RECEIVED
JUL 25 2018

NORTHFIELD TOWNSHIP

PAID
JUL 25 2018

NORTHFIELD TOWNSHIP
TREASURER

NORTHFIELD TOWNSHIP, WASHTENAW CO. MICHIGAN
ZONING ARTICLE XIV GC GENERAL COMMERCIAL DISTRICT.

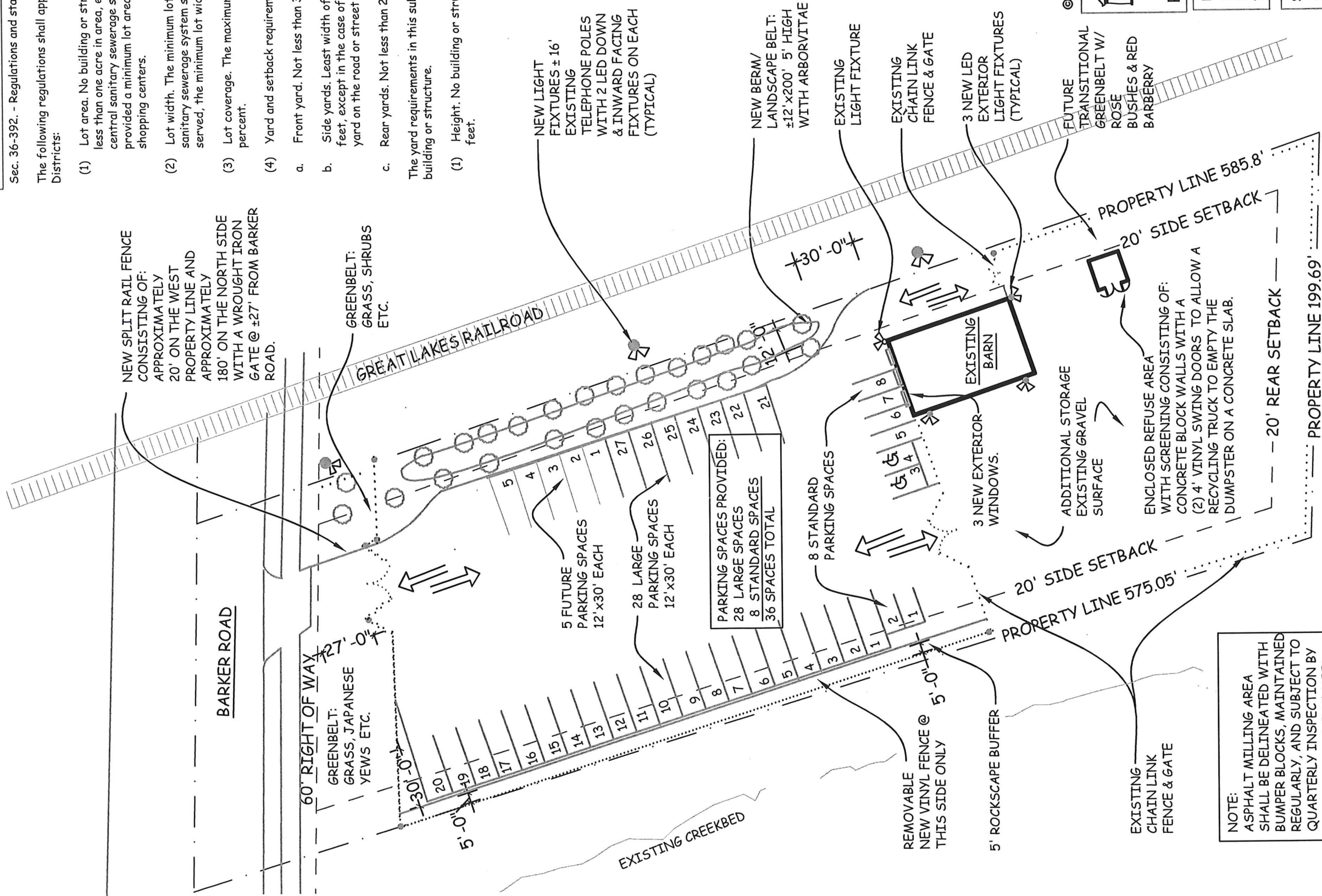
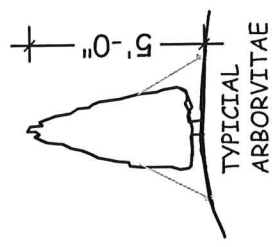
Sec. 36-392. - Regulations and standards.

The following regulations shall apply in all GC-General Commercial Districts:

- (1) Lot area. No building or structure shall be established on any lot less than one acre in area, except where a lot is served with a central sanitary sewerage system, in which case there shall be provided a minimum lot area of 10,000 square feet for planned shopping centers.
- (2) Lot width. The minimum lot width for lots served with a central sanitary sewerage system shall be 80 feet. Where a lot is not so served, the minimum lot width shall be 150 feet.
- (3) Lot coverage. The maximum lot coverage shall not exceed 25 percent.
- (4) Yard and setback requirements.
 - a. Front yard. Not less than 35 feet.
 - b. Side yards. Least width of either yard shall not be less than 20 feet, except in the case of a corner lot or parcel where the side yard on the road or street side shall not be less than 35 feet.
 - c. Rear yards. Not less than 20 feet.

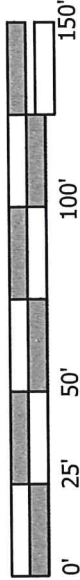
The yard requirements in this subsection (5) shall apply to every lot, building or structure.

- (1) Height. No building or structure shall exceed a height of 45 feet.



PHASE 1 -ARCHITECTURAL SITE PLAN

1/50" = 1'-0"



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the Babcock Design Studio
Architecture, Interior and Graphic Design
309 North Ann Arbor St.
Saline, MI 48176-1140
(734) 429-8551

PROJECT NUMBER: 1839

PROPOSED SITE PLAN
175 Barker Road
Northfield Township
Whitmore Lake, MICHIGAN

SCALE: 1/50" = 1'-0"

DATE: DEC 2, 2019
ISSUE: REVIEW
REVIEW: REVIEW

ARCHITECTURAL SITE PLAN

A-1



MCKENNA

January 29, 2020

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

Subject: Site Plan Review #3; People's Express Inc/175 Barker Road; Plan Dated December 16, 2019, and received by Northfield Township December 30, 2019

Dear Planning Commissioners:

We have reviewed the above referenced application for site plan approval submitted by People's Express Inc. to store and maintain a fleet of 27 vehicles. The site is located at 175 Barker Road and is 2.6 acres in area. This site is zoned GC (General Commercial) District. The minor repair of vehicles is a conditional use and was addressed in a separate letter.

Site Photo: 175 Barker Road (Source: Google Maps 2019; site boundary is approximate)



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

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COMMENTS

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

- 1. Use.** The GC, General Commercial District is intended for general retail, service, and repair business activities. People's Express Inc. is allowed in the General Commercial District as of right. It is similar to the category of equipment services in section 36-390(6). This would allow for the storage of a fleet of vehicles. The transportation agency's description includes the storage of 28 vehicles and an office. The office falls under the category of use by right according to section 36-390(2). The ability to perform minor repairs falls under the category of conditional uses. A conditional use approval was granted for Minor Repair.
- 2. Dimensional Requirements.** The minimum lot area in the GC district is one acre, and the site is 2.60 acres. The existing building meets or exceeds the minimum required setbacks and is less than the maximum permitted height.
- 3. Access and Circulation.** The site's driveway is on Barker Road. The proposed site circulation is two way around the building, the same as it is now on the site, with ingress and egress on the north end of the property.
- 4. Parking.** We believe that parking should be calculated the same way as a warehouse. The 18 drivers will be using the space where the company vehicle is stored to park their personal car when on duty. The fleet parking space will also provide employee parking. Each space serves two or more parking uses that are non-conflicting; which supports the parking will be reduced by half according to 36-763(g). For purposes of calculating parking requirements, it is reasonable to reduce the standards by half and count the 28 large spaces for parking towards the requirement.

USE	ORDINANCE STANDARD	# PARKING SPACES REQUIRED	# PARKING SPACES PROVIDED
Warehousing /storage	One space for each 2,000 square feet of floor area, plus one space for each vehicle to be stored on the premises, plus one space per employee. 36-763 (g) parking standards can be reduced by 50% with none conflicting uses.	12 x 30 = 360 sq. ft. 360 sq. ft x 28 = 10,080 10,080 square feet / 2000 = 5.04 Spaces. Round to 5 28 vehicles 1 space/per vehicle= 28 spaces 18 drivers = 18 spaces 8 office workers = 8 spaces	



		Barn = 2,600 sq. ft. 2,600 sq. ft. / 2000= 1 space 18+28= 46 46 spaces/2= 23 23+8+1+5=	
	Total	37 spaces	35 spaces + 5 future bus spaces

- a. The site plan provides 35 spaces, plus 5 future bus spaces, which is two less than the requirement. We recommend that 2 of the five future spaces be added at this time. All of the parking spaces are located on asphalt millings, which the engineer and planning commission have found to be sufficient for phase 1; however, the area has been increased and no stormwater compensation has been provided. The applicant is required to work with the Township engineer to determine if stormwater detention is necessary. Since the site is not located in the AR district, requirement for asphalt cannot be waived according to Section 36-762(b)(3).
- b. Under Section 36-762(b)(1), off-street parking spaces and all driveways must be setback a minimum of ten feet to any lot line, unless a wall, screen, or compact planting strip is provided as a parking barrier along that lot line. The parking and the driveway are setback 10 feet. On the west side of the lot the parking is not setback but a vinyl screening fence is proposed. While the vinyl fence will screen headlights; this is a significant departure from the landscape berm previously proposed on the west side of the site; which included 40 trees and shrubs. We recommend a higher quality material, like a masonry wall, be used on the western edge of the site if a landscape berm cannot be accommodated.
- c. The parking area is required to be paved and is not eligible for a waiver. Previously, the note on the waiver was required to be removed. The note about the waiver has been removed from the plan. The engineer inspected the asphalt millings on the site and sent the following findings in an email dated 10/3/18.
- It appears that the crushed millings are structurally stable. They will hold up to the traffic loads in the short term.
 - Our concerns would be on the maintenance of the parking lot area. When multiple busses are turning on this surface, the large chunks of milling could break loose and re-grading and compacting them will be required to keep the area somewhat smooth.
 - Because of the maintenance issue, safety of people walking around the parking lot area would be of concern. Drainage in the winter could be an issue since the area may not drain properly.
 - Based on our site observation, the parking lot millings are not paintable. Bumper blocks could be used to semi-delineate parking spaces.



Based on these findings we find that the bumper asphalt millings are consistent with the intent of the ordinances paving requirements noting the following:

- There will be limited public site access as the site is dedicated to parking for the Peoples Express fleet and employees.
- The use will be semi-temporary in nature as Peoples Express intends to install a more permanent paving solutions when funding is obtained.
- We recommend that the Township Engineer make quarterly inspections to ensure that the site is maintained and not hazardous to public safety or welfare.

The applicant has provided a note on the site plan stating that the asphalt milling area shall be delineated with bumper blocks, maintained regularly, and subject to quarterly inspection by the Township Engineer.

5. **Outdoor Equipment and Screening.** A dumpster is proposed with vinyl siding.
6. **Stormwater Management.** We defer to the Township Engineer on review of stormwater requirements. We note that this revised plan has increased the percent of impervious surface on the site and will require a new determination on stormwater detention.
7. **Landscaping.** There are several landscaping requirements that apply to this site. Below is the landscaping provided on the site.
 - a. **Parking.** The Zoning Ordinance requires 1 canopy tree per 8 parking spaces. There are 9 parking spaces, requiring 1 canopy trees. The applicant has proposed planting 3 trees on the northeast driveway entrance. No species is noted. We recommend three flowering dogwood trees.
 - b. **Landscape Strips.** A landscape strip is required to go across the front lot line for commercial properties. The applicant has provided a landscaping strip. The greenbelt consists of grass, Japanese Yews, and shrubs. We find this standard to be met.
 - c. **Transition Strips.** A portion of the east side of the lot is adjacent to a residential area. The applicant has provided a transition strip along the majority of the east lot line. The first portion of the transition strip contains a 12 by 200 landscape belt with a berm and 23 five-foot-high Arborvitae. The second portion is a transitional green belt with rose bushes and red barberry. We find that the transition strips meet the standard of the ordinance.
 - d. **Rockscape Buffer.** The applicant is proposing a rockscape buffer that is 5 feet and behind a removable vinyl fence. There is no specific standard requiring this buffer. However, the applicant has provided the buffer on the west side of the lot. As noted prior, this buffer is proposed to replace a previously approved landscape berm on the west site of the site. We recommend a masonry wall be required if the berm is not feasible.



8. **Fencing.** The applicant is proposing a removable vinyl fence on the west side of the lot adjacent to the parking area. This fence shall meet the standards of 36-715. The applicant has not provided the height of the new fence. Fences in commercial district are required to be no taller than 6 ft. A detail for the fence, including the height of the fence on the site plan review. Additionally, a new split rail fence and wrought iron gate are proposed. Details are required for these features as well.
9. **Lighting.** The plan shows two new parking lamps at +/- 16 ft. new lighting. Light fixtures shall not exceed 16 feet. The number of parking lot fixtures is reduced from four previously shown. There are 3 new LED fixtures on the building. At this time we recommend details be provided for all fixtures on the site and a photometric plan be provided for review.
10. **Building Facades/Floor Plans.** The applicant has stated that they will be remodeling the barn. The application narrative states that the barn will be remodeled, including new exterior windows, in order to perform minor repairs. A floor plan is required.
11. **Signs.** No new signs are proposed on the plan.

RECOMMENDATION

At this time, we find the site plan to be deficient in several zoning requirements. We recommend Planning Commission table the site plan and direct the applicant to address the following comments within 60 days on a revised plan:

1. Fence details for all fencing on the plan must be provided
2. Landscaping details for all plantings, including species information must be provided.
3. Lighting details for all fixtures and a photometric plan must be provided.
4. Stormwater calculations and detention (if any) must be provided based on the revised parking layout.
5. All comments from the Engineer must be addressed.
6. A floor plan must be provided for the office / repair area.
7. Two additional spaces are added to the layout.
8. We recommend a masonry wall be installed in place of the vinyl fence on the west side of the property to substantively address the removal of the previously approved landscape berm.

We look forward to discussing these comments with Planning Commission.

Respectfully submitted,

McKENNA ASSOCIATES

Paul Lippens, AICP
Director of Urban Design and Mobility



MCKENNA

October 4, 2018

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

Subject: Site Plan Review #2; People's Express Inc/175 Barker Road; Plan Dated June 14, 2018, revised September 27, and received by Northfield Township September 27, 2018

Dear Planning Commissioners:

We have reviewed the above referenced application for site plan approval submitted by People's Express Inc. to store and maintain a fleet of 27 vehicles. The site is located at 175 Barker Road and is 2.6 acres in area. This site is zoned GC (General Commercial) District. The minor repair of vehicles is a conditional use and is addressed in a separate letter. There are informational plans provided with this site plan regarding future development. Phase 2 plans contain information about a new garage and will not be addressed in this letter.

Site Photo: 175 Barker Road (Source: Google Maps 2018; site boundary is approximate)



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

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F 248.596.0930
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COMMENTS

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

- 1. Use.** The GC, General Commercial District is intended for general retail, service, and repair business activities. People's Express Inc. is allowed in the General Commercial District as of right. It is similar to the category of equipment services in section 36-390(6). This would allow for the storage of a fleet of vehicles. The transportation agency's description includes the storage of 27 vehicles and an office. The office falls under the category of use by right according to section 36-390(2). The ability to perform minor repairs falls under the category of conditional uses. A conditional use approval was granted for Minor Repair.
- 2. Dimensional Requirements.** The minimum lot area in the GC district is one acre, and the site is 2.60 acres. The existing building meets or exceeds the minimum required setbacks and is less than the maximum permitted height.
- 3. Access and Circulation.** The site's driveway is on Barker Road. The proposed site circulation is two way around the building, the same as it is now on the site, with ingress and egress on the north end of the property.
- 4. Parking.** We believe that parking should be calculated the same way as a warehouse. The 18 drivers will be using the space the company vehicle is stored to park their personal car but leaving in the company car. The storage space will act as parking for the employee and for that reason the employee parking is already provided for on the sight. Because the driver will be parking in the spot of the vehicle that they are driving it serves two or more uses that are non-conflicting and the parking will be reduced by half according to 36-763(g). Thus, for purposes of calculating parking requirements, it is reasonable to reduce the standards by half and count the 26 large spaces for parking towards the requirement.

USE	ORDINANCE STANDARD	# PARKING SPACES REQUIRED	# PARKING SPACES PROVIDED
Warehousing/storage	One space for each 2,000 square feet of floor area, plus one space for each vehicle to be stored on the premises, plus one space per employee. 36-763 (g) parking standards can be reduced by 50% with none conflicting uses.	$12 \times 30 = 360 \text{ sq. ft.}$ $360 \text{ sq. ft} \times 26 = 9,360$ $9,360 \text{ square feet} / 2000 = 4.68$ Spaces. Round to 4.5. 27 vehicles 1 pace/per vehicle= 27 spaces 18 drivers =18 spaces 8 office workers = 8 spaces $18+27 = 45 \text{ spaces}$ $45 \text{ spaces}/2= 22.5$	



		Barn = 2,600 sq. ft. 2,600 sq. ft. / 2000= 1 space	
	Total	36 spaces	37 spaces

- a. The site plan proposes 1 space less than the minimum required. All of the parking spaces are located on asphalt. The requirement for asphalt can be waived according to Section 36-762(b)(3).
- b. Under Section 36-762(b)(1), off-street parking spaces and all driveways must be setback a minimum of ten feet to any lot line, unless a wall, screen, or compact planting strip is provided as a parking barrier along that lot line. The parking and the driveway are setback 10 feet.
- c. The parking area is required to be paved and is not eligible for a waiver. The waiver request note must be removed from the site plan. . The engineer inspected the asphalt millings on the site and sent the following findings in an email dated 10/3/18.
 - i) It appears that the crushed millings are structurally stable. They will hold up to the traffic loads in the short term.
 - ii) Our concerns would be on the maintenance of the parking lot area. When multiple busses are turning on this surface, the large chunks of milling could break loose and re-grading and compacting them will be required to keep the area somewhat smooth.
 - iii) Because of the maintenance issue, safety of people walking around the parking lot area would be of concern. Drainage in the winter could be an issue since the area may not drain properly.
 - iv) Based on our site observation, the parking lot millings are not paintable. Bumper blocks could be used to semi-delineate parking spaces.

Based on these findings we find that the bumper asphalt millings are consistent with the intent of the ordinances paving requirements noting the following:

- There will be limited public site access as the site is dedicated to parking for the Peoples Express fleet and employees.
- The use will be semi-temporary in nature as Peoples Express intends to install a more permanent paving solutions when funding is obtained.
- We recommend that the Township Engineer make quarterly inspections to ensure that the site is maintained and not hazardous to public safety or welfare.

5. Outdoor Equipment and Screening. A dumpster is proposed with vinyl siding.

6. Stormwater Management. We defer to the Township Engineer on review of stormwater requirements.



7. **Landscaping.** The Zoning Ordinance requires 1 canopy tree per 8 parking spaces. There are 9 parking spaces, requiring 1 canopy trees. The applicant has proposed planting 48 trees of a variety of species including; Red Maple, Flowering Plum, and Pine and Spruce. The landscaping requirements are met.
8. **Lighting.** The plan shows new lighting. A note stating the locations, type, height of mounting is on the plan.
9. **Building Facades/Floor Plans.** The applicant has stated that they will be remodeling the barn. The application narrative states that the barn will be remodeled, including new exterior windows, in order to perform minor repairs.
10. **Signs.** No new signs are proposed on the plan.

RECOMMENDATION

At this time, we recommend Planning Commission approve the site plan with the following conditions to be addressed on a final site plan and approved administratively.

1. The waiver request note is removing from the plan.
2. A note is revised to stated the asphalt milling area will be delineated with bumper blocks, maintained regularly, and subject to quarterly inspection by the Township Engineer.

OTHER ISSUES:

We understand that the Township has a file relating to prior legal actions relating to the site and previous owner. We recommend that the Planning Commission forward this to the Board and recommend The Township Attorney review the material.

Respectfully submitted,

McKENNA ASSOCIATES

Paul Lippens, AICP
Director of Transportation and Urban Design



January 27, 2020

Ms. Mary Bird, Building/Planning/Zoning Coordinator
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

**Regarding: Peoples Express
Site Plan Review #3 – Revised Layout**

We have reviewed the site plan with a revision date of December 16, 2019 based on the Township's engineering standards for the above referenced project. The plans were received by the Township on December 3, 2019. Plans were prepared by the Babcock Design Studio.

The applicant had previously obtained Site Plan approval for Phase 1 of the development. In general, Phase 1 included minor site improvements including fencing, bumper blocks for parking delineation, 5-foot high berms with shrubs and trees on the east and west sides of the site, additional lighting and minor improvements to the existing barn. A site inspection conducted on November 6, 2019 found the site conditions to vary substantially from the approved plan. The applicant was instructed to submit a revised plan that exhibits the constructed improvements and site development intent.

We have reviewed the submitted plan against the previously approved plan and offer the following comments:

1. The previous plan provided a drive length of 68' from the right-of-way to the security gate. The revised plan provides 27'. It appears this is sufficient length for a vehicle to queue while the gate is opened without obstructing Baker Road traffic.
2. The original plan was not proposing to increase impervious surface and was proposing landscape berms on both the east and west side of the parking lot. The revised plan eliminates the berm on the west side and expands the pervious surface. Stormwater management controls are required for increased development footprints.
3. The revised plan reduces the proposed lighting significantly. Photometrics shall be provided for review.
4. The revised plan provides for one central drive aisle in lieu of two isles as previously proposed. This revised configuration is acceptable from a site circulation standpoint.
5. The previous plan provided nine standard parking spaces. The revised plan provides eight.
6. Both the previous and the revised plan provide twenty-eight large parking spaces for fleet. In addition, the revised plan provides for five future large spaces.

Please note that the comments provided in our February 12, 2019 review were not addressed with this submittal. These comments are still pertinent prior to full site plan approval.

If you have any questions, please contact us at (734) 368-5746 or marcus.mcnamara@ohm-advisors.com.

Peoples Express Site Plan Review #3 - Revised
January 27, 2020
Page 2 of 2

Sincerely,
OHM ADVISORS

Marcus J McNamara

cc: Paul Lippens, MCKA, Township Planner (via e-mail)
Ron Cavallaro, PE, OHM (via e-mail)
Chris Donajkowski, OHM (via e-mail)
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ARCHITECTS. ENGINEERS. PLANNERS.

February 12, 2019

Ms. Mary Bird, Building/Planning/Zoning Coordinator
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

**Regarding: Peoples Express
Site Plan Review #2 & Construction Plan Approval**

We have reviewed the January 30, 2019 site plan based on the Township's engineering standards for the above referenced project received by the Township on February 1, 2019. Plans were prepared by the Babcock Design Studio. The applicant obtained Site Plan approval for Phase 1 of the development. In general, Phase 1 includes minor site improvements including fencing, bumper blocks for parking delineation, 5-foot high berms with shrubs and trees on the east and west sides of the site, additional lighting and minor improvements to the existing barn. Comments and remaining contingent items are noted below.

General

The site is located on parcel #02-06-400-001 with address 175 Barker Road. The site is zoned as General Commercial (GC). A second phase is also shown on the plans. This review is for the first phase only. General comments are as follows:

1. There is a trailer and quite a bit of debris on the site. Will it be removed? If so, then it should be noted as such on the plans. Anything that will remain on the site should be shown as existing on the site plan.
2. A vicinity map should be provided on a cover sheet.
3. Details should be provided on a detail sheet for proposed items such as fencing, tree planting, bumper blocks and any other miscellaneous items.

Utilities

4. Existing and proposed water and sanitary sewer facilities are not shown. All existing and proposed utilities must be shown. We noticed an existing well near the barn.
5. Existing and proposed franchised utilities and services should also be shown.

Paving/Grading

6. It is our understanding that the site is not being repaved and the existing millings will be used for parking. A note has been added to the plans stating that the millings area will be delineated with bumper blocks and the millings area will be subject to quarterly inspections to assure no issues arise. This is acceptable, however the location of the bumper blocks should be shown.
7. It is our understanding that the only grading taking place for this phase is for the creation of berms on the east and west sides of the site. This should be confirmed and stated as such on the plans. A grading sheet should be provided for the proposed grading in the berm areas so we are assured that the proposed fill will not negatively impact adjacent property including the RR ROW. Existing and proposed contours should be shown. If any existing natural features (trees, brush, wetlands, watercourses, etc.) are in the area, they should be shown.

8. It is our understanding that no work will take place in the Barker Road ROW. This should be confirmed and stated as such on the plans.
9. All soil erosion and sedimentation control items should be shown on a grading sheet. Silt fence will most likely be required by the County for the berm grading work.
10. Details should be provided for any proposed paving items (dumpster pad, bumper blocks, etc.).

Drainage

11. It is our understanding that no new grading (other than the berms) and no new pavement is being proposed. If this is the case then detention facilities will not be required.
12. Soil Erosion and Sedimentation Control (SESC) items should be shown on the plans. The new berms should also have a note added as to what they will be restored with (mulch, grass, etc.).
13. Details should be provided for SESC items (silt fence, mud tracking mats, etc.).

Permits and Other Agency Approvals

Copies of all permits and/or letters of waiver should be provided. The current status of all necessary permits should be included on the cover sheet. We note that this project may require the following permits and/or approvals:

- Northfield Township Fire Department.
- Northfield Township Building Department.
- Washtenaw County Water Resources Commissioner's office for soil erosion and sedimentation control.
- Washtenaw County Environmental Health Division – well and possibly septic system approval.

Conclusion

The above comments must be addressed before we can provide final approval of our September 10, 2018 contingent items/Construction Plan approval.

Pre-Construction Requirements

The applicant shall be aware that Township standards require that a pre-construction meeting for site work be held before construction will be permitted to commence. Prior to the pre-construction meeting, the following information must be submitted:

- Six (6) complete sets of approved construction plans for final distribution.
- Copies of all permits and other agency approvals as noted above.
- An approximate schedule of project construction and engineer's estimate of the construction costs.
- Contractor insurance certificates in the types and limits of coverage as required by the Township. The name of the project shall be on all certificates for identification referencing. The insurance certificates must be reviewed and accepted by the Township. The additionally named insured under the Owner's and Contractor's Protective Public Liability and Property Damage Insurance shall include Northfield Township, the Township Engineer (OHM Advisors) and members of its staff, employees, and agents for the Township.
- A construction escrow is required to be deposited with the Township. The recommended amount is an initial deposit, however the applicant should be aware that actual costs will be a result of contractor production rates and that additional monies may be required. All monies deposited that are not expended will be returned after final closeout and after the project is accepted by Northfield Township.

- It is our recommendation that a Performance Guarantee be submitted to the Township. An engineer's estimate must be provided to determine the amount.

Once the above requirements are successfully completed, a pre-construction meeting can be scheduled. A pre-construction meeting is required before any construction work can commence onsite. The applicant shall contact Chris Donajkowski (734.891.2447) of OHM for the scheduling of this meeting. The contractor shall arrange for construction observation at least three (3) working days prior to the start of work.

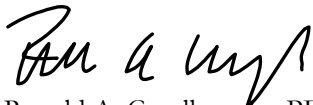
Project Construction Close-out Requirements

A final site walk through will be conducted after the completion of all construction activities related to site improvements. Digital as-builts including one (1) CD-ROM containing AutoCAD files and PDF plot plans, and one (1) set of bond drawings shall be submitted to our office for review immediately following completion of the site improvements. All outstanding issues must be addressed to the Township's satisfaction. Additionally, the design engineer shall submit a grading certification for the project as part of the final acceptance of the proposed work. Final acceptance of the project and release of the escrow will not occur until all of the above are complete.

If you have any questions, please contact us at (734) 522-6711 or ronald.cavallaro@ohm-advisors.com.

Sincerely,

OHM ADVISORS



Ronald A. Cavallaro, Jr., PE

cc: Paul Lippens, MCKA, Township Planner (via e-mail)
Chris Donajkowski, OHM (via e-mail)
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NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting January 22, 2020

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:05 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
Eamonn Dwyer	Absent with notice
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Present
John Zarzecki	Present

Also present:

Building/Planning/Zoning Coordinator Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Members of the Community

4. ADOPTION OF AGENDA

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

5. FIRST CALL TO THE PUBLIC

None present.

6. CLARIFICATIONS FROM THE COMMISSION

None.

7. CORRESPONDENCE

Township of Scio Notice of Intent to Update the Master Plan. This was received by the Township.
No comments.

Michigan Association of Planning. Roman offered a brochure of planning workshops for any interested Commissioners.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported the Board is still considering sale of all or part of the 75 Barker Road property, candidates for Township attorney are being considered, the request for conditional use permit to allow a duplex at 43 Margaret

Street was approved, and the Board held its first Town Hall meeting. She noted appointments were made to the DDA, Parks and Recreation, Land Preservation, and the Planning Commission, including the unanimous reappointments of Dwyer and Infante.

9B. ZBA

Bird reported the ZBA met on January 21st and approved variances to allow a lot split involving conversion of a garage to home.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Nothing to report.

9E. Parks and Recreation

Iaquinto reported the committee met last week, and at the next meeting on February 20th they will be discussing revamping the community garden and maintenance issues at the Bark Park. He noted the public is always invited.

9F. Downtown Planning Group

Infante reported the group met on January 15th. She said the DDA has hired a Realtor to compile a profile of available commercial properties, and a Meet & Greet will be held on January 29th from 6:00 P.M. to 8:00 P.M. for all local business owners and entrepreneurs to share information about their businesses and to tell the DDA how it can support them.

10. UNFINISHED BUSINESS

10A. 2019 Annual Report of Activities by the Planning Commission.

Lippens said he has made the changes requested by the Commission at the last meeting. Chick said the Township Board asked that a list of ordinances the Commission worked on to be included. Lippens noted the adopted text amendments and the marijuana ordinance are included, but he will have to review whether there were others worked on, approved or not.

Regarding the proposed 2020 work plan, Roman said he wants to be more specific about the Commission's roll in the items listed, as follows:

1. *Zoning Ordinance Update.* It was noted this has been delayed due to the extensive work on the marijuana ordinance. Roman recommended the wording, "The Planning Commission will review and recommend updates to the zoning ordinance."
2. *Development Packet and Procedures.* Lippens said the Township Board has given direction to the Commission about this, but the zoning ordinance must be done first. Roman said procedures fall

under the Township Manager and suggested the wording, "Upon direction from the Board of Trustees the Planning Commission will review, recommend, and update Township procedures and services and a monthly report procedure for Township Boards and Planning Commissions provided by the Township Manager."

3. *North Village Site Development.* Roman recommended, "Upon direction from the Board, the Planning Commission will review a recommendation from the Parks and Recreation Committee and the Township Manager to implement improvements to the North Village Park." Chick noted that Lippens has learned there is funding available through the County for trail development. Iaquinto noted Parks & Recreation had met with a County Parks representative and they will be a good resource.
4. *Downtown Parking Study.* Roman recommended: "Upon direction from the Board of Trustees the Planning Commission will review and recommend a parking plan for downtown provided by the planning consultant."
5. *Parks & Recreation Master Plan Update.* Iaquinto said the existing master plan is very comprehensive, so updating will mainly consist of updating projects. Lippens agreed.

Roman recommended, "The Parks & Recreation Master Plan was adopted in 2015, so it expires in 2020. The Parks & Recreation Committee will update the Parks & Recreation Master Plan so the Township is able to take advantage of any grant opportunities." Lippens suggested that the Planning Commission role of approval and recommendation to the Township Board be included in the statement. Roman agreed.
6. *Assist in supporting applications for MDNR Recreation Grants.* Roman said he sees grant writing as a Township Manager role, and he recommended that this be eliminated from the list. Infante, Zarzecki, and Iaquinto agreed. Lippens said including letters of support with grants are always welcome, but it does not need to be on the list.
7. *Code Enforcement.* Roman said this is mainly a duty of the Township Manager and suggested, "Upon direction from the Board of Trustees the Planning Commission will review and recommend code enforcement procedures provided by the Township Manager." Chick agreed this is an administrative function.

Lippens agreed with the recommendations, and it was agreed to review a revised document at the next meeting.

11. NEW BUSINESS

11A. Board of Trustees: Term Renewal to 2022 of Cecilia Infante and Eamonn Dwyer.

Roman congratulated Infante and Dwyer on their reappointments to the Planning Commission.

11B. Election of Planning Commission Officers.

- ▶ Iaquinto nominated, Infante supported, that Roman serve as Chair of the Planning Commission for 2020. There were no additional nominations. Roman accepted.
- ▶ Roman nominated, Iaquinto supported, that Chick serve as Vice-Chair of the Planning Commission for 2020. There were no additional nominations. Chick accepted.
- ▶ Roman nominated, Chick supported, that Zarzecki serve as Secretary of the Planning Commission for 2020. There were no additional nominations. Zarzecki accepted.
- ▶ Roman nominated, Chick supported, that Cousino serve as Zoning Board of Appeals Representative from the Planning Commission for 2020. There were no additional nominations. Cousino accepted.
- ▶ Roman nominated, Chick supported, that Iaquinto serve as Parks & Recreation Committee Representative from the Planning Commission for 2020. There were no additional nominations. Iaquinto accepted.
- ▶ Roman nominated, Chick supported, that Infante serve as Downtown Planning Group Representative from the Planning Commission for 2020. There were no additional nominations. Infante accepted.
- ▶ Roman moved, Zarzecki supported, that for the year 2020 the officers will be:

Chair..... Larry Roman
Vice-ChairJanet Chick
Secretary..... John Zarzecki
ZBA Representative Brad Cousino
Parks & Recreation RepSam Iaquinto
Downtown Planning Rep Cecilia Infante

Motion carried 6—0 on a roll call vote.

11C. Adopt Roberts Rules of Orders—Simplified.

- ▶ **Motion:** Roman moved, Iaquinto supported, that the Planning Commission adopt Roberts Rules of Orders—Simplified as provided in the packet.
Motion carried 6—0 on a roll call vote.

**11D. Zoning Administrator Quarterly Report:
10-1-19—12-31-19**

Lippens noted the following among the activity:

- Approval of 13 zoning compliance applications.
- Approval of Christmas Tree sales 75 Barker Road,
- Spiritus Sanctus and Small Potatoes were reviewed and determined to be in compliance with Planning Commission approval.
- The People's Express site was not found to be in compliance with Planning Commission approval and will be coming back to the Commission.

Roman said he is not pleased to hear that the People's Express site has not met the Planning Commission's requirements, and it appears the site is occupied, so he hopes there will be administrative enforcement. Infante agreed the operation on the site seems to be up and running, and that is disappointing.

12. MINUTES

- **Motion:** Roman moved, Iaquinto supported, that the minutes of the December 18, 2019, regular meeting be approved as presented, and to dispense with the reading.
Motion carried 6—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

No comments.

14. COMMENTS FROM THE COMMISSIONERS

No comments.

15. ANNOUNCEMENT OF NEXT MEETING

February 5, 2020, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

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

The meeting was adjourned at 8:00 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on _____, 2020.

Larry Roman, Chair

John Zarzecki, Secretary

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