

**NORTHFIELD TOWNSHIP PLANNING COMMISSION  
NOTICE OF REGULAR MEETING  
December 2, 2020 at 7:00 p.m.  
Second Floor, Public Safety Building  
8350 Main Street, Whitmore Lake, MI 48189**

The December 2, 2020 Planning Commission meeting will be conducted virtually via Zoom. The Planning Commission Board is allowing electronic participation in order to promote public safety and compliance with state and local health directives. The meeting will be held on:

Wednesday, December 2, 2020 at 7:00 p.m.  
Join the virtual board meeting by visiting <https://zoom.us/j/95950029788>  
or dialing (312) 626-6799  
Webinar ID: 959 5002 9788

Public participants will be able to address the board virtually during the public comment periods on the agenda. Visit [http://www.twp-northfield.org/government/how\\_to\\_join\\_a\\_virtual\\_meeting.php](http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php) for more information.

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADOPTION OF AGENDA**
- 4. CALL TO THE PUBLIC**
- 5. CLARIFICATIONS FROM COMMISSION**
- 6. CORRESPONDENCE**
- 7. PUBLIC HEARINGS**
- 8. REPORTS OF COMMITTEES**
  - A. Board of Trustees**
  - B. ZBA**
  - C. Staff**
  - D. Planning Consultant**
  - E. Parks and Recreation**
  - F. Downtown Planning Group**
- 9. UNFINISHED BUSINESS**

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](http://www.twp.northfield.mi.us)

Telephone: (734) 449-5000

Fax: (734) 449 -0123

Website:

**10. NEW BUSINESS:**

- A.** Case #JPC200017, Recommend to Approve, Approve with Conditions or Deny, the request of Northfield Estates, 855 West Eight Mile Rd , Whitmore Lake, MI 48189 for site plan approval to install a 2,280 square foot clubhouse and 1,200 square foot office located adjacent to Emerald Circle within the center of the Northfield Estates manufactured home community. Parcel number B-02-06-200-019 and zoned MHC, Manufactured Housing Community District.
- B.** Recommend to Adopt 2021 Calendar

**11. APPROVAL OF PRECEDING MINUTES:** November 18, 2020 Regular Meeting

**12. FINAL CALL TO THE PUBLIC**

**13. COMMENTS FROM THE COMMISSIONERS**

**14. ANNOUNCEMENT:** Next Regular Meeting – December 16, 2020

**15. 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.

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Telephone: (734) 449-5000

Fax: (734) 449 –0123

Website:

**NORTHFIELD TOWNSHIP****SITE PLAN REVIEW APPLICATION****PROJECT NAME:** Northfield Estates - Clubhouse**PROJECT ADDRESS:** 855 W. 8 Mile Road**Applicant Information:**

Name: Sherry Saxon

Address: 2016 Spring Road, Suite 600, Oakbrook, IL 60523

Phone: (630) 645-8109

Email: sherry.saxon@continentalcommunities.com

**Owner Information:**

Name: Northfield Estates MHC, LLC

Address: 2016 Spring Road, Suite 600, Oakbrook, IL 60523

Phone: (630) 645-8109

Email: sherry.saxon@continentalcommunities.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  
Applicant is Owner's Agent**PROPERTY DESCRIPTION****Legal Description:** ☐ Attached ☒ On Site Plan**Parcel ID(s):** B-02-06-200-019**Description of Proposed Use:**

Clubhouse building installation with Office on 4 vacated modular housing lots

**Total Acreage of Site:**

Work area within the MHC is approx. 0.49 AC

**Total Floor Area:**

Existing: 4574 sf

Proposed: 3480 sf

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

1-story, approx. 15 feet to roof peak

**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 MHC**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:**

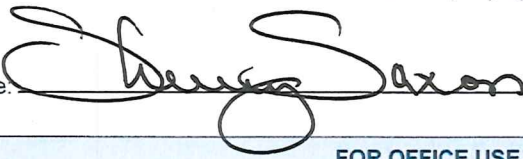
- ☐ Planned Unit Development
- ☐ Planned Residential Development
- ☐ Site Condominium Plan

**Amendment to Approved Site Plan or Development Plan:**

- ☒ Site Plan (for PC Review)
- ☐ 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></u>	Date: <u>9-22-20</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

SEP 25 2020

NORTHFIELD TOWNSHIP

PAID

SEP 25 2020

NORTHFIELD TOWNSHIP TREASURER





OFFICIAL SEAL

01/17/06

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Washtenaw Co., MI

Lawrence Kestenbaum

Clerk Register

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23.4  
(4)**WARRANTY DEED**

The Grantor, Northfield Estates, L.L.C., a Michigan limited liability company, whose address is 351 North Squirrel Road, #1, P.O. Box 214960, Auburn Hills, Michigan 48321-4960, conveys and warrants to the Grantee, Northfield Estates MHC, LLC, a Delaware limited liability company, whose address is 2015 Spring Road, Suite 600, Oak Brook, Illinois 60523, the following described premises in the Township of Northfield, County of Washtenaw and State of Michigan, **described more particularly in the legal description attached hereto as Exhibit A.**

Tax Item Number: 02-06-200-019

Commonly known as: 855 West Eight Mile Road, Whitmore Lake, Michigan 48189

for the full consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration (See Real Estate Transfer Tax Valuation Affidavit), the receipt and sufficiency of which is acknowledged, subject to those easement/use/building restrictions identified on **Exhibit B** attached hereto and zoning ordinances.

This conveyance includes the right to make all divisions under §108 of the Land Division Act, et al. 288 of the Public Acts of 1967. This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise dust, odor or other associated conditions may be used and are protected by the Michigan Right To Farm Act.

Grantor:

Northfield Estates, L.L.C., a Michigan  
limited liability company

Dated: Jan 11, 2006

[Signature]  
By: Gregory Christopher  
Its: Manager

STATE OF MICHIGAN )  
COUNTY OF OAKLAND )

The foregoing instrument was acknowledged before me this 11th day of January, 2006 by Gregory Christopher, Manager of Northfield Estates, L.L.C., a Michigan limited liability company, on behalf of the limited liability company.

Subscribed and sworn to before me on January 11, 2006.

/s/ [Signature]  
TRACEY PATERA

Notary public, State of Michigan, County of OAKLAND.My commission expires 9-13-06.Acting in the County of OAKLAND.When recorded return to:

Barbara C. Raffaldini, Esq.  
790 Estate Drive, Suite 150  
Deerfield, IL 60015

Send subsequent tax bills to:

Grantee

Drafted by:

Daniel P. Myrick, Esq.  
351 N. Squirrel Road, #1  
Auburn Hills, MI 48326

104379/BH

T703

7

WASHTENAW COUNTY TREASURER  
TAX CERTIFICATE NO. 366010.17

## EXHIBIT A LEGAL DESCRIPTION

The land referred to in this Commitment, situated in the County of Washtenaw, Township of Northfield, State of Michigan, is described as follows:

### PHASE I:

That part of the North fractional 1/2 of Section 6, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as: Beginning at a point on the North line of said Section, East 2210.11 feet from the Northwest corner of said Section 6; thence continuing East along said North Section line 378.29 feet; thence South 15 degrees 06 minutes East 278.80 feet; thence South 11 degrees 14 minutes East 410.73 feet; thence South 66 degrees 26 minutes East 322.85 feet; thence South 52 degrees 17 minutes 20 seconds East 265.51 feet; thence South 57 degrees 52 minutes East 3.09 feet; thence South 00 degrees 08 minutes 14 seconds West 1150.35 feet; thence North 89 degrees 13 minutes 22 seconds West 1041.92 feet; thence North 00 degrees 08 minutes 14 seconds East 2101.39 feet to the point of beginning.

### WELL SITE:

That part of the North fractional 1/2 of Section 6, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as: Beginning at a point distant along the North line of said Section, East 2210.11 feet and South 00 degrees 08 minutes 14 seconds West 300.00 feet from the Northwest corner of said Section 6; thence continuing South 00 degrees 08 minutes 14 seconds West 435.60 feet; thence West 400.00 feet; thence North 00 degrees 08 minutes 14 seconds East 435.60 feet; thence East 400.00 feet to the point of beginning.

### PHASE II:

That part of the North fractional 1/2 of Section 6, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as: Beginning at a point due East 2210.11 feet along the North line of said Section and South 00 degrees 08 minutes 14 seconds West 2101.39 feet from the Northwest corner of said Section 6; thence continuing South 89 degrees 13 minutes 22 seconds East 1041.89 feet; thence North 00 degrees 08 minutes 14 seconds East 1150.35 feet; thence South 57 degrees 52 minutes 00 seconds East 198.29 feet; thence North 52 degrees 07 minutes 20 seconds East 738.61 feet; thence South 51 degrees 40 minutes 00 seconds East 687.09 feet; thence on a curve to the right, radius 2717.20 feet; central angle of 09 degrees 38 minutes, long chord bears South 46 degrees 51 minutes 00 seconds East 456.32 feet to a point on the West line of U.S. 23 Right of Way; thence on a curve to the left, radius 3994.83 feet, central angle 12 degrees 16 minutes 50 seconds, long chord bears South 02 degrees 58 minutes 38 seconds West 854.61 feet; thence North 88 degrees 54 minutes 40 seconds West 1032.49 feet; thence South 01 degrees 05 minutes 20 seconds West 212.94 feet to the East-West line of Section 6, also the centerline of Barker Road; thence along said line North 89 degrees 13 minutes 22 seconds West 1587.46 feet; thence North 00 degrees 08 minutes 14 seconds East 279.21 feet to the point of beginning.

### PHASE II AS SURVEYED:

That part of the North fractional 1/2 of Section 6, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as: Beginning at a point due East 2210.11 feet along the North line of said Section and South 00 degrees 08 minutes 14 seconds West 2101.39 feet from the Northwest corner of said Section 6; thence continuing South 89 degrees 13 minutes 22 seconds East 1041.89 feet; thence North 00 degrees 08 minutes 14 seconds East 1150.35 feet; thence South 57 degrees 52 minutes 00 seconds East 198.29 feet; thence North 52 degrees 07 minutes 20 seconds East 738.61 feet; thence South 51 degrees 40 minutes 00 seconds East 687.09 feet; thence on a curve to the right, radius 2717.20 feet; central angle of 09 degrees 38 minutes long chord bears South 46 degrees 51 minutes 00 seconds East 456.32 feet to a point on the West line of U.S. 23 Right of Way; thence on a curve to the left, radius 3994.83 feet, central angle 12 degrees 16 minutes 50 seconds, long chord bears South 02 degrees 58 minutes 38 seconds West 854.61 feet; thence North 88 degrees 54 minutes 40 seconds West 1032.49 feet; thence South 01 degrees 05 minutes 20 seconds West 200.19 feet (previously described as 212.94 feet) to the East-West 1/4 line of Section 6; thence North 89 degrees 54 minutes 42 seconds West, 268.52 feet along the East-West 1/4 line of Section 6 to the interior 1/4 corner of Section 6; thence North 88 degrees 55 minutes 40 seconds West 1319.23 along the East-West 1/4 line of Section 6; thence North 00 degrees 08 minutes 14 seconds East 258.20 feet (previously described as 279.21 feet) to the POINT OF BEGINNING.

### PHASE III:



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That part of the North fractional 1/2 of Section 6, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as: Beginning at a point on the North line of said Section, East 1476.27 feet from the Northwest corner of said Section 6; thence continuing East along said North Section line 733.84 feet; thence South 00 degrees 08 minutes 14 seconds West 300.00 feet; thence due West 400.00 feet; thence South 00 degrees 08 minutes 14 seconds West 1645.00 feet to the East and West 1/4 line of said Section 6 (also the centerline of Barker Road); thence North 89 degrees 13 minutes 22 seconds West along said East and West 1/4 line, 733.88 feet; thence North 00 degrees 08 minutes 14 seconds East 2370.64 feet to the point of beginning.

**PHASE III AS SURVEYED:**

That part of the North fractional 1/2 of Section 6, Town 1 South, Range 6 East, Northfield Township, Washtenaw County, Michigan, described as: Beginning at a point on the North line of said Section, East 1476.27 feet from the Northwest corner of said Section 6; thence continuing East along said North Section line 733.84 feet; thence South 00 degrees 08 minutes 14 seconds West 300.00 feet; thence due West 400.00 feet; thence South 00 degrees 08 minutes 14 seconds West 1623.99 feet (previously described as 1645.00 feet) to the East-West 1/4 line of said Section 6; thence North 88 degrees 55 minutes 40 seconds West 733.90 feet (previously described as North 89 degrees 13 minutes 22 seconds West 733.88 feet) along said East-West 1/4 line; thence North 00 degrees 08 minutes 14 seconds East 2345.85 feet (previously described as 2370.64 feet) to the POINT OF BEGINNING.

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## EXHIBIT B

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1. Easement for Gas Pipeline in favor of Consumers Power Company contained in instrument recorded in Liber 2199, page 331, as to Phase III.
2. Agreement in favor of The Detroit Edison Company contained in instrument recorded in Liber 1 of Grants, page 370, and Pole Line Permit in favor of the Detroit Edison Company recorded in Liber 525, page 5.
3. Release of Right of Way for Drain in favor of County of Washtenaw contained in instrument recorded in Liber 1607, page 860.
4. Easement for Right of Way Agreement as disclosed by Liber 2028, page 185 and re-recorded in Liber 2236, page 910.
5. Easement for Electric and Gas Facilities in favor of Consumers Power Company contained in instrument recorded in Liber 2042, page 348.
6. Easement for Electric and gas Facilities in favor of Consumers Power Company contained in instrument recorded in Liber 2090, page 764, as to Phase I.
7. Easement Agreement in favor of the Detroit Edison Company and Michigan Bell Telephone Company contained in instrument recorded in Liber 2096, page 592.
8. Joint Underground Residential Distribution Right of Way Agreement in favor of Consumers Power Company, the Detroit Edison Company and Michigan Bell Telephone Company contained in instrument recorded in Liber 2170, page 704, re-recorded in Liber 2236, page 917, as to Phase III.
9. Any rights, title or claim thereof to that portion of the land taken, used or granted for Eight Mile Road and Barker Road.
10. Rights of mobile home pad tenants, as tenants only, with no options to purchase pads.
11. Easement and Right of way for the construction, maintenance and repair of underground sewer in favor of the Township of Northfield and the Covenants, Conditions and Restrictions contained in instrument recorded in Liber 1145, page 66.

## **COMPANY AFFIDAVIT**

The undersigned ("Affiant") hereby certifies that Affiant is the President of CCHM II, INC., an Illinois corporation, the Manager of **NORTHFIELD ESTATES MHC, LLC**, a Delaware limited liability company ("Company"), and is authorized to execute and deliver this Company Affidavit (the "Affidavit"), and Affiant further certifies as follows:

Sherry Saxon, Operations Manager of Northfield Estates, is authorized to submit and oversee the proposed work in the attached zoning compliance application / certification.

**AFFIANT:**

By: 

Daniel T. Van Voorhis, President of CCHM II, Inc.,  
the Manager of Northfield Estates MHC, LLC

7/12/20



NO 6-58-1 ( 0713.05 016) CON NW COR OF SEC, TH ELY ALG C/L 8 MILE RD 14766.67 FTPO FOB, TH ELY 1111.73 FT, TH S 15-6 E 278.8 FT, TH S 11-14 E 410.73 FT, TH S 66-26 E 322.85 FT, TH S 52-17-20 E 265.51 FT, TH S 57-52 E 201.38 FT, TH N 52-7-20 E 738.61 FT, TH SE'LY ALG S LINE OF RR TO W LINE OF US 23, TH SLY ALG LOT W LINE TO N LINE WEBER EST, TH WLY ALG SAID N LINE TO NW COR LOT 12 OF SAID SUBTH SLY ALG W LINE SAID LOT TO C/L BARKER RD, TH WLY ALG SAID C/L TO PT 2370.64 FT S OF FOB, TH NLY 2370.64 FT TO POB. PART N 1/2 SEC 6 TIS REE 130.95 AC

THE CONTRACTOR SHALL COMPLY WITH THE FOLLOWING NOTES AND ANY WORK INVOLVED SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.

1. CONTRACT SHALL NOTIFY THE CITY A MINIMUM OF 48 HOURS PRIOR TO CONSTRUCTION.
2. DO NOT SCALE THESE DRAWINGS AS IT IS A GRADING PERMIT FOR SOIL EROSION-SEDIMENTATION
3. CONTROL SHALL BE OBTAINED FROM THE GOVERNING AGENCY PRIOR TO THE START OF CONSTRUCTION. REPRODUCTION AND SUBJECT TO DISTORTION.
4. IF DUST PROBLEM OCCURS DURING CONSTRUCTION, CONTROL WILL BE PROVIDED BY AN APPLICATION OF WATER, EITHER BY SPRINKLER OR TANK TRUCK.
5. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH LOCAL MUNICIPAL STANDARDS AND SPECIFICATIONS.
6. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL REQUIRED CITY, COUNTY, AND STATE OF MICHIGAN PERMITS.
7. PAVED SURFACES, WALKWAYS, SIGNS, LIGHTING AND OTHER STRUCTURES SHALL BE MAINTAINED IN A SAFE, ATTRACTIVE CONDITION AS ORIGINALLY DESIGNED AND CONSTRUCTED.
8. ALL BARRIER-FREE FEATURES SHALL BE CONSTRUCTED TO MEET ALL LOCAL, STATE AND FEDERAL A.D.A. REQUIREMENTS.
9. ANY DISCREPANCY IN THIS PLAN AND ACTUAL FIELD CONDITIONS SHALL BE REPORTED TO THE DESIGN ENGINEER PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS AND DIMENSIONS SHOWN HEREON BEFORE BEGINNING CONSTRUCTION.
10. CONTRACTOR SHALL CONTACT ALL OWNERS OF EASEMENTS, UTILITIES AND RIGHTS-OF-WAY, PUBLIC OR PRIVATE, PRIOR TO THE START OF CONSTRUCTION.
11. THE CONTRACTOR SHALL COORDINATE WITH ALL OWNERS TO DETERMINE THE LOCATION OF EXISTING LANDSCAPING, IRRIGATION LINES & PRIVATE UTILITY LINES. THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING LANDSCAPING, IRRIGATION LINES, AND PRIVATE UTILITY LINES.
12. THE CONTRACTOR SHALL REMOVE ALL TRASH AND DEBRIS FROM THE SITE UPON COMPLETION OF THE PROJECT.
13. THE CONTRACTOR SHALL MAINTAIN THE SITE IN A MANNER SO THAT WORKMEN AND PUBLIC SHALL BE PROTECTED FROM INJURY, AND ADJOINING PROPERTY PROTECTED FROM DAMAGE.
14. THE CONTRACTOR SHALL KEEP THE AREA OUTSIDE THE "CONSTRUCTION LIMITS" BROOM CLEAN AT ALL TIMES.
15. THE CONTRACTOR SHALL CALL MISS DIG A MINIMUM OF 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
16. ALL EXCAVATION UNDER OR WITHIN 3 FEET OF PUBLIC PAVEMENT, EXISTING OR PROPOSED SHALL BE BACKFILLED AND COMPACTED WITH SAND (MODT CLASS II).
17. ALL PAVEMENT REPLACEMENT AND OTHER WORKS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE REQUIREMENTS OF THE TOWNSHIP, COUNTY OR LATEST MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) SPECIFICATIONS FOR HIGHWAY CONSTRUCTION.
18. THE CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES.
19. NO ADDITIONAL COMPENSATION WILL BE PAID TO THE CONTRACTOR FOR ANY DELAY OR INCONVENIENCE DUE TO THE MATERIAL SHORTAGES OR RESPONSIBLE DELAYS DUE TO THE OPERATIONS OF SUCH OTHER PARTIES DOING WORK INDICATED OR SHOWN ON THE PLANS OR IN THE SPECIFICATION OR FOR ANY REASONABLE DELAYS IN CONSTRUCTION DUE TO THE ENCOUNTERING OR EXISTING UTILITIES THAT MAY OR MAY NOT BE SHOWN ON THE PLANS.
20. DURING THE CONSTRUCTION OPERATIONS, THE CONTRACTOR SHALL NOT PERFORM WORK BY PRIVATE AGREEMENT WITH PROPERTY OWNERS ADJACENT TO THE PROJECT.
21. IF WORK EXTENDS BEYOND NOVEMBER 15, NO COMPENSATION WILL BE DUE TO THE CONTRACTOR FOR ANY WINTER PROTECTION MEASURES THAT MAY BE REQUIRED BY THE ENGINEER.
22. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO THE PROPERTY BEYOND THE CONSTRUCTION LIMITS INCLUDING BUT NOT LIMITED TO EXISTING FENCE, LAWN, TREES AND SHRUBBERY.
23. ALL AREAS DISTURBED BY THE CONTRACTOR BEYOND THE NORMAL CONSTRUCTION LIMITS OF THE PROJECT SHALL BE SODDED OR SEEDS AS SPECIFIED OR DIRECTED BY THE OWNER OR OWNERS REPRESENTATIVE.
24. ALL DEMOLISHED MATERIALS AND SOIL SPOILS SHALL BE REMOVED FROM THE SITE AT NO ADDITIONAL COST, AND DISPOSED OF IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS.
25. AFTER REMOVAL OF TOPSOIL, THE SUBGRADE SHALL BE COMPACTED TO 95% OF ITS UNIT WEIGHT.
26. ALL GRADING IN THE PLANS SHALL BE DONE AS PART OF THIS CONTRACT. ALL DELETERIOUS MATERIAL SHALL BE REMOVED FROM THE SUBGRADE PRIOR TO COMPACTING.
27. ANY EXISTING APPURTENANCES SUCH AS MANHOLES, GATE VALVES, ETC. SHALL BE ADJUSTED TO THE PROPOSED GRADE AND SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
28. SOIL EROSION MEASURES SHALL BE MAINTAINED BY THE CONTRACTOR UNTIL VEGETATION HAS BEEN RE-ESTABLISHED.
29. ANY DE-WATERING NECESSARY TO COMPLETE WORK SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AND RELATED ITEMS OF WORK
30. ALL TRAFFIC CONTROL AND RELATED DEVICES SHALL BE INCIDENTAL TO THE WORK OF THE PROJECT

THE CONTRACTOR SHALL HOLD HARMLESS THE DESIGN PROFESSIONAL, MUNICIPALITY, COUNTY, STATE AND ALL OF ITS SUB CONSULTANTS, PUBLIC AND PRIVATE UTILITY COMPANIES, AND LANDOWNERS FOR DAMAGES TO INDIVIDUALS AND PROPERTY, REAL OR OTHERWISE, DUE TO THE OPERATIONS OF THE CONTRACTOR AND/OR THEIR SUBCONTRACTORS.

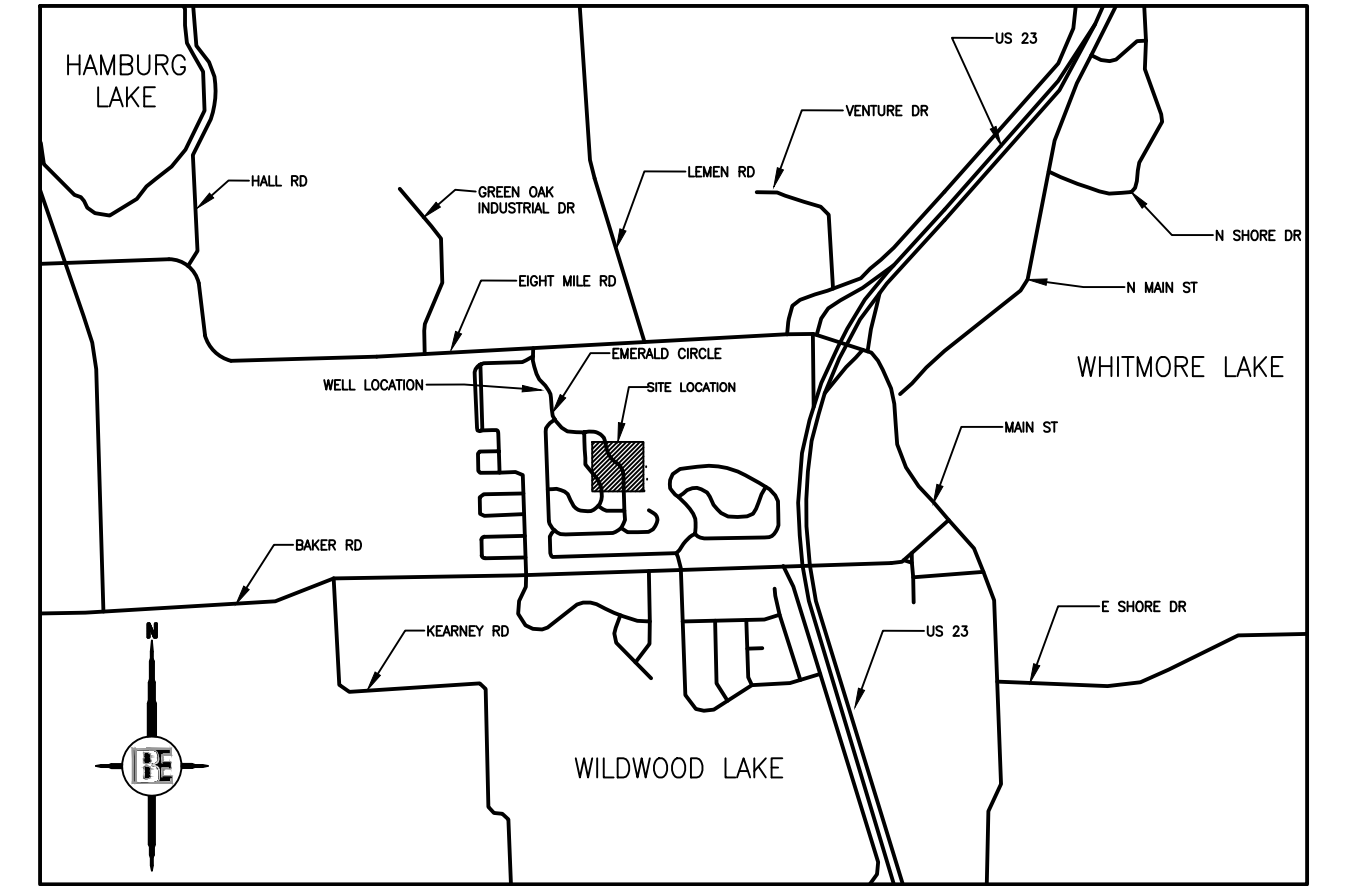
PART OF N ½ , SECTION 6, T1S, R6E  
NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MI



NO SCALE

NORTHFIELD ESTATES MHC  
855 W. 8 MILE RD  
WHITMORE LAKE, MI 48184  
CONRAD BARRETT  
ONSITE MANAGER  
OFFICE PHONE: 734-449-8555  
CELL PHONE: 810-748-7983

**BEBOSS**  
*Engineering*  
Engineers Surveyors Planners Landscape Architects  
3121 E. GRAND RIVER AVE.  
HOWELL, MI. 48843  
517.546.4836 FAX 517.548.1670



SCALE: 1"=2000'

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	EXISTING & DEMOLITION PLAN
3	SITE PLAN
4	GRADING & SESC PLAN
5	LANDSCAPE & LIGHTING PLAN
6	OVERALL SITE & ZONING PLAN
7	CONSTRUCTION & SESC DETAILS







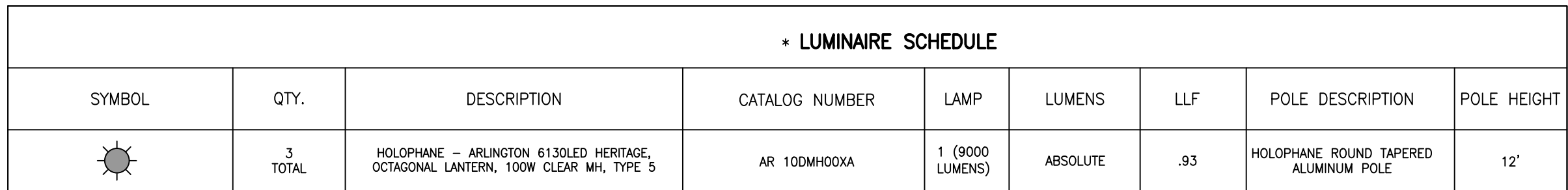




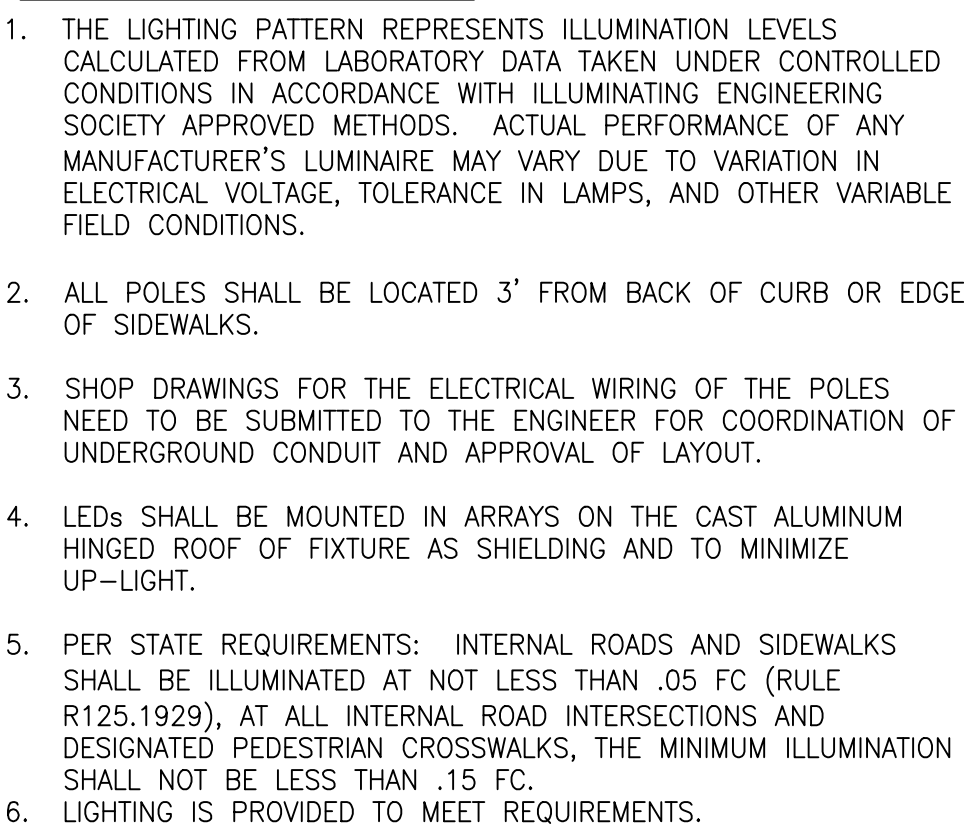
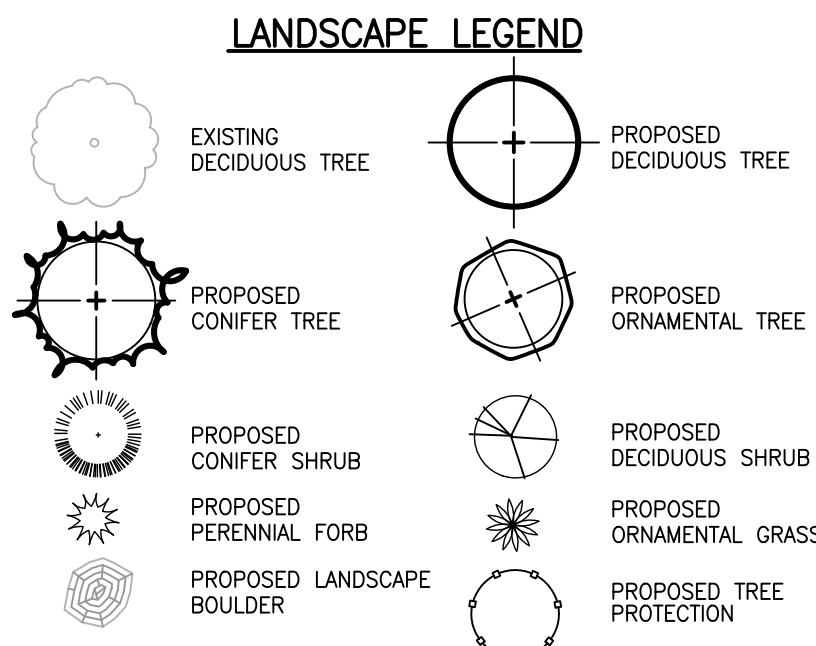



1. ALL PLANT MATERIAL SHALL CONFORM TO THE REQUIREMENTS AND SPECIFICATIONS OF THE GOVERNING MUNICIPALITY. ALL STOCK SHALL BE NURSERY GROWN, CONFORMING TO ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK", AND IN ACCORDANCE WITH GOOD HORTICULTURAL PRACTICE. STOCK SHALL EXHIBIT NORMAL GROWTH HABIT AND BE FREE OF DISCOLOR, DISEASE, EGGS, LARVAE, AND DEFECTS SUCH AS KNOTS, SUN-SCALD, INJURIES, ABRASIONS, OR DISFIGUREMENT. ALL PLANT MATERIAL SHALL BE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT.
2. ALL PLANT MATERIALS SHALL BE BALLED AND BURLAPPED OR CONTAINER STOCK. NO BARE ROOT STOCK IS PERMITTED. ALL PLANT BALLS SHALL BE FIRM, INTACT, AND SECURELY WRAPPED AND BOUND.
3. ALL PLANT BED MATERIALS SHALL BE EXCAVATED OF ALL BUILDING MATERIALS, OTHER EXTRANEOUS OBJECTS, AND POOR SOILS TO A MINIMUM DEPTH OF 12-INCHES AND BACKFILLED TO GRADE WITH SPECIFIED PLANTING MIX (SEE BELOW).
4. PLANTING MIXTURE SHALL CONSIST OF 5 PARTS TOPSOIL FROM ON-SITE (AS APPROVED), 4 PARTS COARSE SAND, 1 PART SPHAGNUM PEAT MOSS (OR SUPERFOS COMPOST), AND 5 LBS PER CUBIC YARD OF SUPERPHOSPHATE FERTILIZER PER CU. YD. OF MIX. INGREDIENTS SHALL BE THOROUGHLY BLENDED FOR UNIFORM CONSISTENCY.
5. ALL PLANT BEDS AND INDIVIDUAL PLANTS, NOT OTHERWISE NOTED SHALL BE MULCHED WITH A 4-INCH LAYER OF SHREKED BARK MULCH. EDGE OF MULCH BEDS AS SHOWN. DECIDUOUS TREES IN LAWN AREAS SHALL RECEIVE A 5-FT DIAMETER CIRCLE OF MULCH AND CONIFER TREES 8-FT (PLANTED CROWN OF TREE) UNLESS OTHERWISE NOTED.
6. LANDSCAPE STONE SHALL BE INSTALLED WHERE NOTED OR INDICATED (HATCHED). STONE SHALL BE 3/4"-1-1/4" WASHED RIVER GRAVEL OR AS SELECTED AND SHALL BE INSTALLED TO A MINIMUM DEPTH OF 3-INCHES.
7. ALL LANDSCAPE BEDS, UNLESS OTHERWISE NOTED SHALL BE INSTALLED OVER WEED BARRIER FABRIC - WATER PERMEABLE FILTRATION FABRIC OF NON-WOVEN POLYPROPYLENE OR POLYESTER FABRIC. FABRIC SHALL BE OF SUITABLE THICKNESS FOR APPLICATION.
8. ALL PLANTS AND PLANT BEDS SHALL BE THOROUGHLY WATERED UPON COMPLETION OF PLANTING AND STAKING OPERATIONS.
9. THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR A PERIOD OF 1 YEAR FROM THE DATE THE WORK IS ACCEPTED, IN WRITING, BY THE LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL REPLACE, WITHOUT COST TO THE OWNER, WITHIN A SPECIFIED PERIOD OF TIME, ALL DEAD PLANTS AND ALL PLANTS NOT IN A VIGOROUS, THRIVING CONDITION, AS DETERMINED BY THE LANDSCAPE ARCHITECT, DURING AND AT THE END OF THE GUARANTEE PERIOD. REPLACEMENT STOCK SHALL CONFORM TO THE ORIGINAL SPECIFICATIONS.
10. EDGING SHALL BE PROVIDED FOR ALL LANDSCAPE BEDS NOT ADJACENT TO CONCRETE PAVEMENT. EDGING SHALL BE BLACK ALUMINUM EDGING, 3/16-INCH X 4-INCH. INSTALL PER MANUFACTURER'S INSTRUCTIONS, ALL EDGING SHALL BE INSTALLED IN STRAIGHT LINES OR SMOOTH CURVES WITHOUT IRREGULARITIES.
11. SOD SHALL BE DENSE, WELL ROOTED TURF, FREE OF WEEDS. IT SHALL BE COMPRISED OF A 3/4-INCH DEEP EAST COAST BLUEGRASS BLUE GRASSES AND ONE FESCUE. IT SHALL HAVE A UNIFORM THICKNESS OF 3/4-INCH AT TIME OF PLANTING, AND CUT IN UNIFORM STRIPS NOT LESS THAN 10-INCHES BY 18-INCHES. SOD SHALL BE KEPT MOIST AND LAID WITHIN 36-HOURS AFTER CUTTING.
12. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ESTABLISH A DENSE LAWN OF PERMANENT GRASSES, FREE OF LUMPS AND DEPRESSIONS. ALL SODDED AREAS THAT BROWN-OUT OR OTHERWISE FAIL TO FULLY KATIFY TO THE LAWN WITHIN A PERIOD OF 1 MONTH SHALL BE REPLACED BY THE CONTRACTOR, AT NO COST TO THE OWNER.
13. ALL AREAS OF THE SITE THAT BECOME DISTURBED DURING CONSTRUCTION AND ARE NOT TO BE PAVED, STONED, LANDSCAPED, OR SODDED SHALL BE SEEDED AND MULCHED.
14. SEE MIXTURE SHALL BE AS FOLLOWS:

KENTUCKY BLUEGRASS (CHOOSE 3 VARIETIES)	
ALEXIPH, RUGBY, GLADE, OR PARADE	30%
RUBY RED OR DAWSON RED FINE FESCUE	30%
ATLANTA RED FESCUE	20%
PENNFINE PERENNIAL RYE	20%
15. THE ABOVE SEED PERMANENT RYE SHALL BE SOWN AT A RATE OF 250 LBS PER ACRE. PRIOR TO SEEDING, THE TOPSOIL SHALL BE FERTILIZED WITH A COMMERCIAL FERTILIZER WITH A 10-0-30 ANALYSIS
16. 10% NITROGEN - MIN 25% FROM A UREA FORMALDEHYDE SOURCE  
10% PHOSPHORUS  
10% POTASH - SOURCE POTASSIUM SULFATE OR POTASSIUM NITRATE
17. THE FIRST FERTILIZER APPLICATION SHALL BE AT A RATE OF 10 LBS PER 1000 SQ FT OF BULK FERTILIZER.
18. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ESTABLISH A DENSE LAWN OF PERMANENT GRASSES, FREE OF LUMPS AND DEPRESSIONS. ANY PART OF THE AREA THAT FAILS TO SHOW A UNIFORM GERMINATION SHALL BE RE-SEEDED AND SUCH RE-SEEDED SHALL CONTINUE UNTIL A DENSE LAWN IS ESTABLISHED. DAMAGE TO SEEDED AREAS RESULTING FROM EROSION SHALL BE REPAIRED BY THE CONTRACTOR.
19. ALL AREAS OF THE SITE SCHEDULED FOR SEEDING OR SODDING SHALL FIRST RECEIVE A 6-INCH LAYER OF CLEAN, FRABLE TOPSOIL. THE SOIL SHALL BE DISCED AND SHALL BE GRODED IN CONFORMANCE WITH THE GRADING PLAN.
20. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATION OF ALL UTILITIES AND INFORM THE LANDSCAPE ARCHITECT OF ANY CONFLICTS PRIOR TO COMMENCING LANDSCAPING.



MINIMUM LIGHT LEVEL: 0.1 FC.



PROJECT																	TITLE
																	- DATE
																	- REVISION PER
																I NO BY	
DESIGNED BY: BM																	
DRAWN BY: DH																	
CHECKED BY:																	
SCALE: 1" = 20'																	
JOB NO: 20-316																	
DATE: 09/21/2020																	
SHEET NO.																	
<div style="float: left; font-size: 48pt; margin-right: 20px;">5</div> <div style="text-align: right;">  </div>																	





**PROPERTY DESCRIPTION:**

NO 6-5B-1 (013 015 016) COM NW COR OF SEC, TH ELY ALG C/L 8 MILE RD 1476.67 FTTO POB, TH ELY 1111.73 FT, TH S 15-6 E 278.8 FT, TH S 11-14 E 410.73 FT, TH S 66-26 E 322.85 FT, TH S 52-17-20 E 265.51 FT, TH S 57-52 E 201.38 FT, TH N 52-7-20 E 738.61 FT, TH SE'LY ALG S LINE OF RR TO W LINE OF US 23, TH SLY ALG SAID W LINE TO N LINE WEBER EST, TH WLY ALG SAID N LINE TO NW COR LOT 12 OF SAID SUBTH SLY ALG W LINE SAID LOT TO C/L BARKER RD, TH WLY ALG SAID C/L TO PT 2370.64 FT S OF POB, TH NLY 2370.64 FT TO POB. PART N ½ SEC 6 T1S R6E 130.95 AC



THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS PLAN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY. THE ENGINEER HAS NOT BEEN ADVISED OF ANY CHANGES TO THE UTILITIES SINCE THE DATE OF THE SURVEY. THE ENGINEER DOES NOT WARRANT THE ACCURACY OF THE LOCATION AND ELEVATION OF EXISTING UTILITIES. THE ENGINEER HAS NOT BEEN ADVISED OF ANY CHANGES TO THE UTILITIES SINCE THE DATE OF THE SURVEY. THE ENGINEER DOES NOT WARRANT THE ACCURACY OF THE LOCATION AND ELEVATION OF EXISTING UTILITIES. THE ENGINEER HAS NOT BEEN ADVISED OF ANY CHANGES TO THE UTILITIES SINCE THE DATE OF THE SURVEY. THE ENGINEER DOES NOT WARRANT THE ACCURACY OF THE LOCATION AND ELEVATION OF EXISTING UTILITIES.

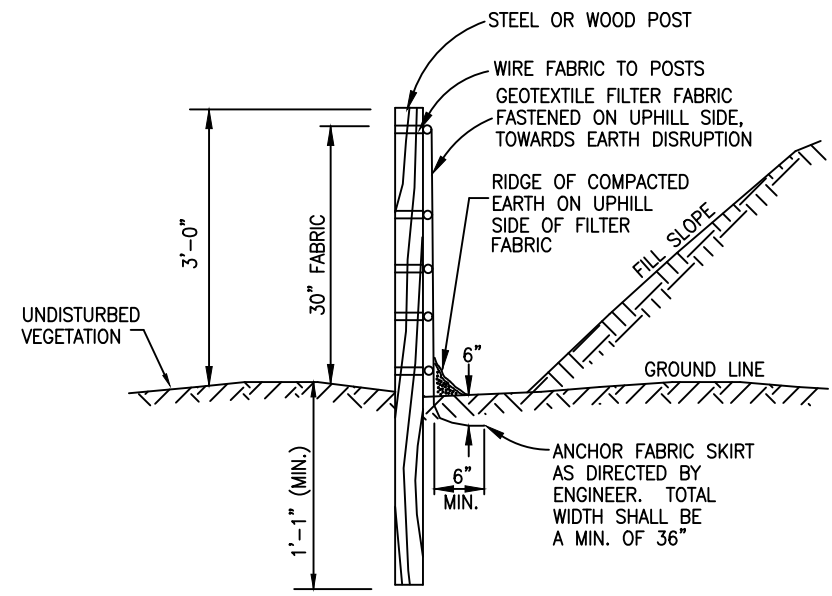
BEFORE YOU DIG  
CALL 800-4-A- Dig  
1-800-4-A-DIG  
1-800-4-A-DIG  
1-800-4-A-DIG

**BEBOSS**  
Engineering  
Engineers - Surveyors - Planners - Landscape Architects  
3121 E. GRAND RIVER AVE.  
HOWELL, MI. 48843  
517.546.4836 FAX 517.548.1670

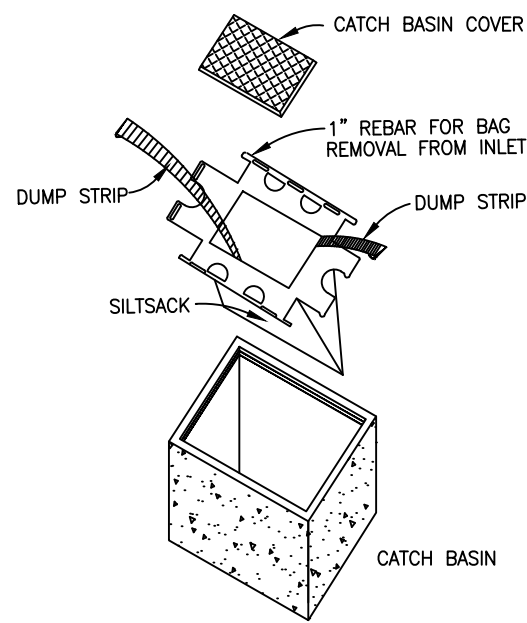
PROJECT	<b>NORTHFIELD ESTATES CLUBHOUSE</b>
PREPARED FOR	<b>CONTINENTAL COMMUNITIES</b> 2015 SPRING BROOK ROAD, SUITE 600 OAK BROOK, IL 60523 (630) 645-8109
TITLE	<b>OVERALL SITE &amp; ZONING PLAN</b>

DESIGNED BY:	BM
DRAWN BY:	DH
CHECKED BY:	
SCALE	1" = 200'
JOB NO.	20-316
DATE	09/21/20
SHEET NO.	6

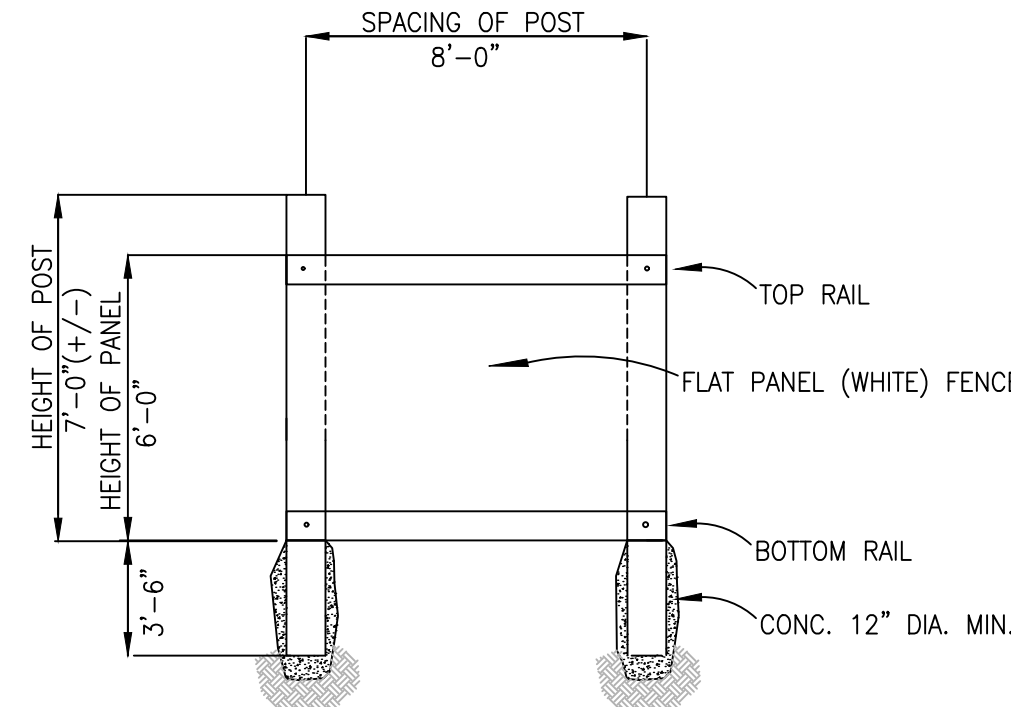
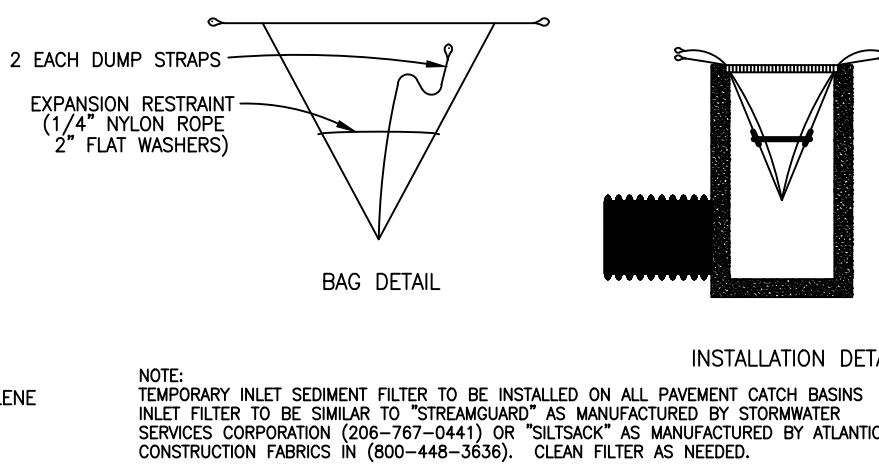
**BEBOSS**  
Engineering



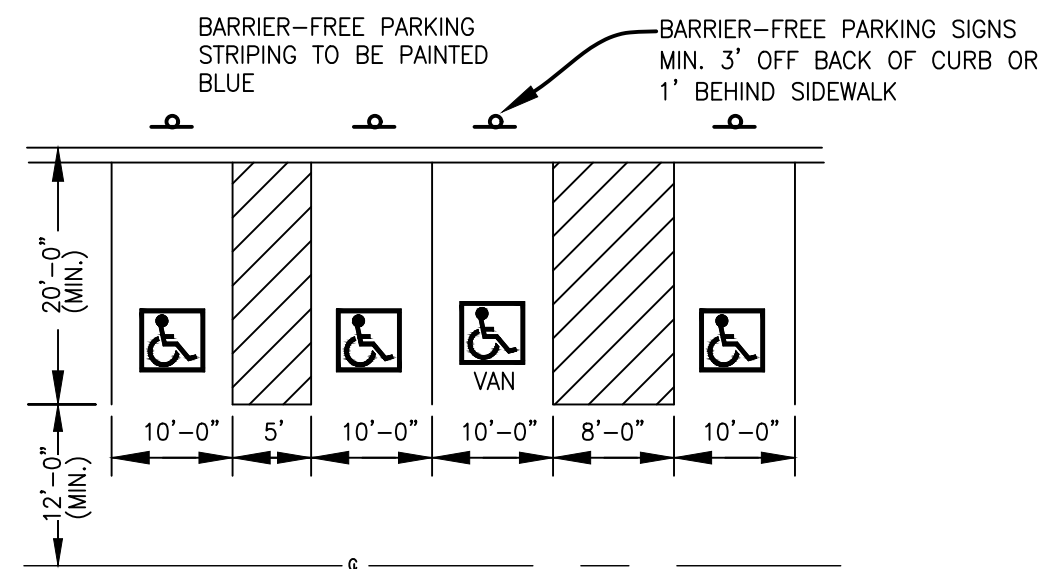
**SILT FENCE DETAIL**  
NO SCALE



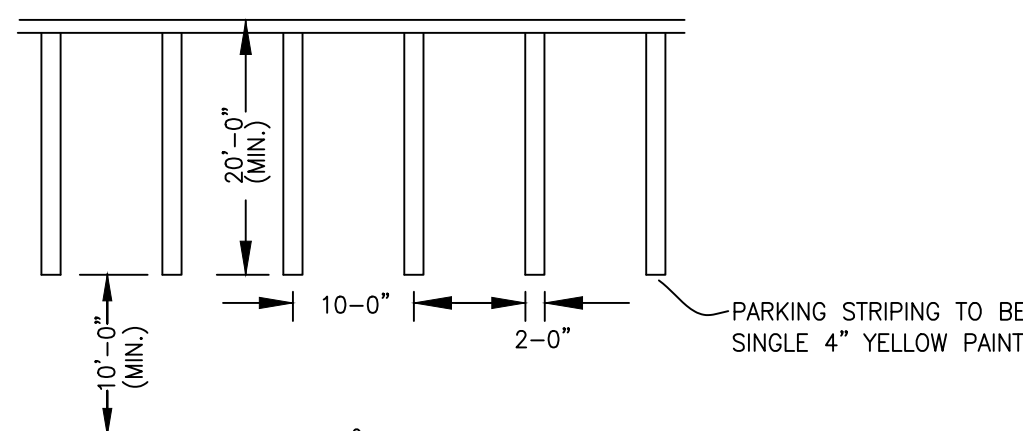
**INLET SEDIMENT FILTER  
TEMPORARY**  
NO SCALE



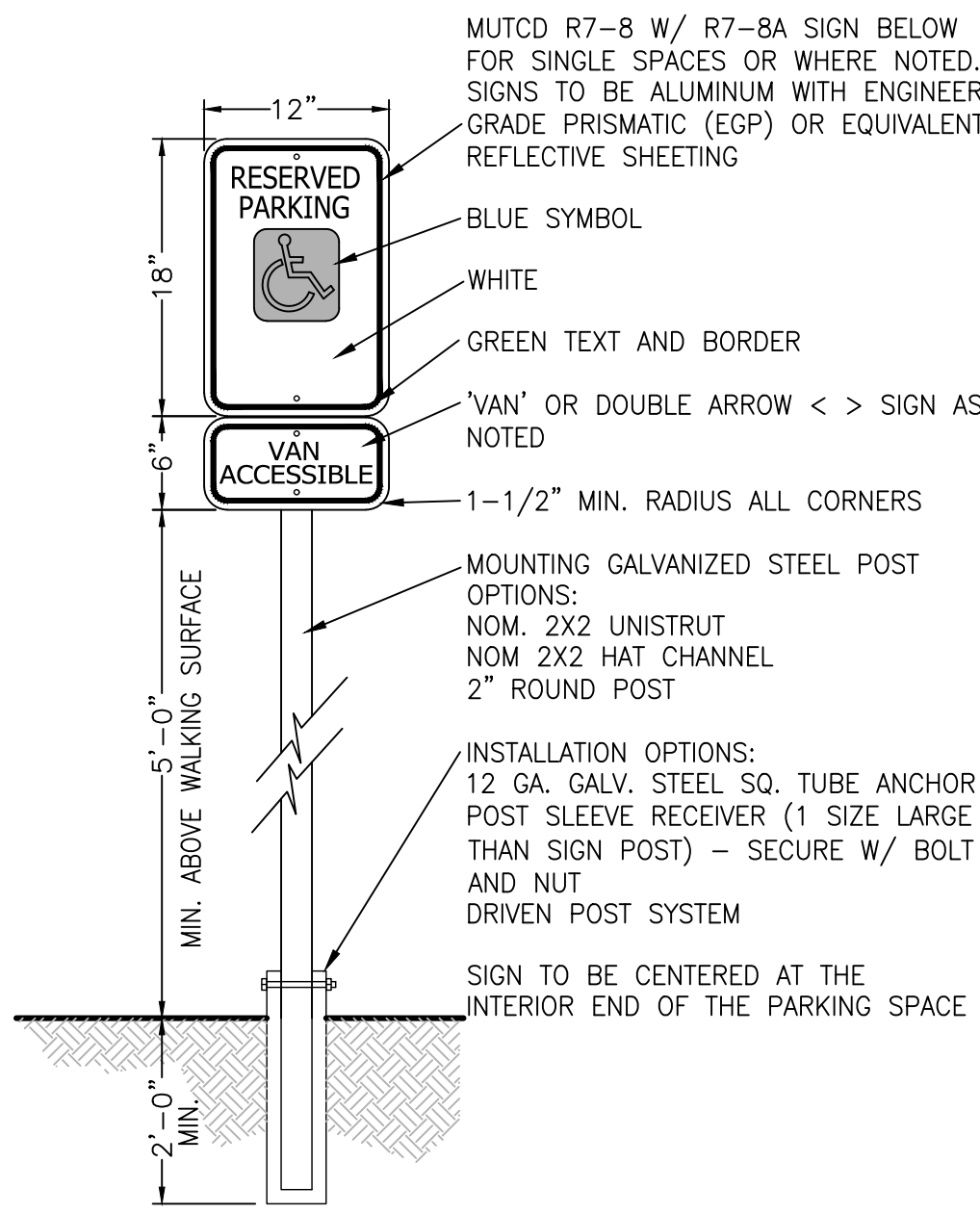
**TYPICAL FLAT PANEL VINYL FENCE**  
(NO SCALE)



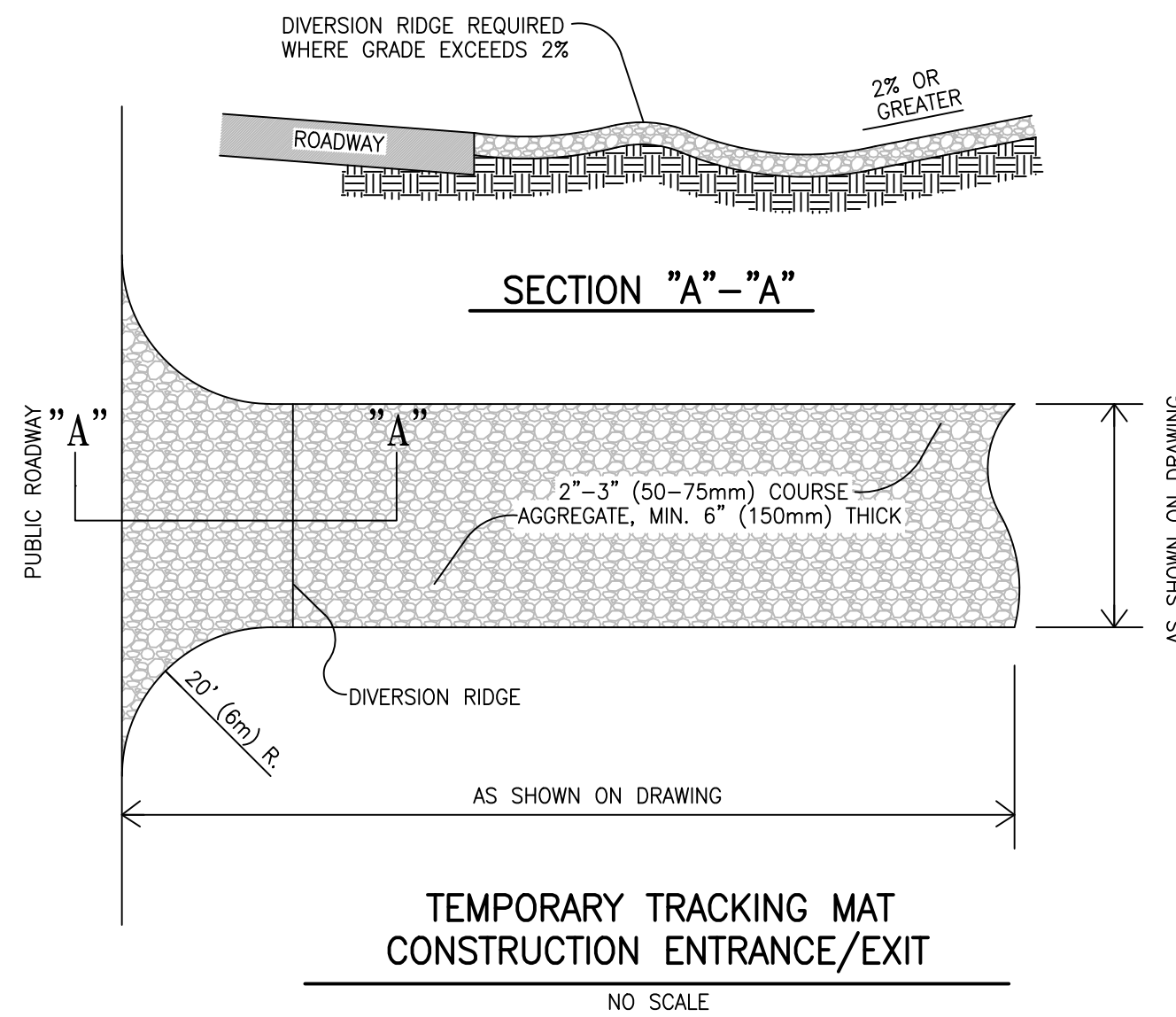
**TYPICAL BARRIER  
FREE PARKING SPACE**  
(NO SCALE)



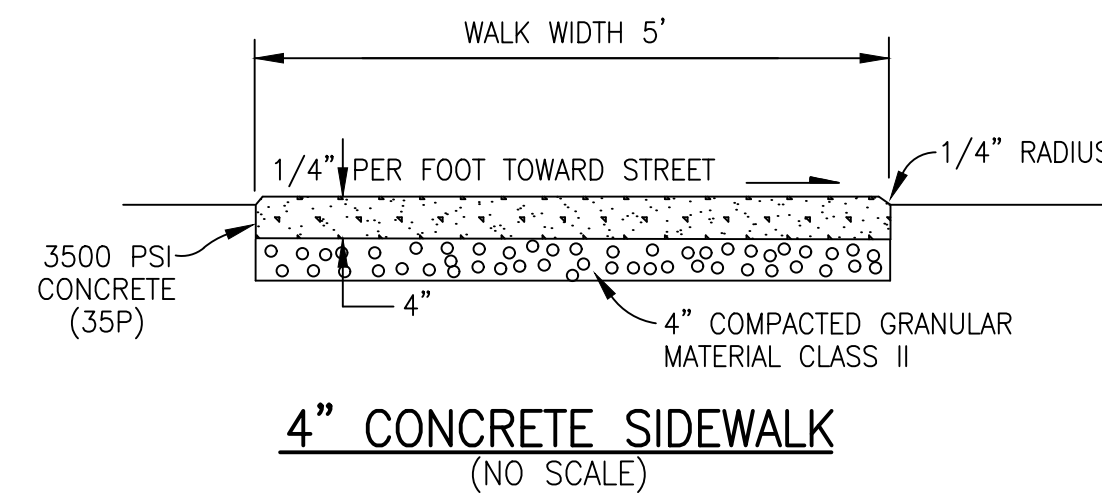
**TYPICAL PARKING SPACE**  
(NO SCALE)



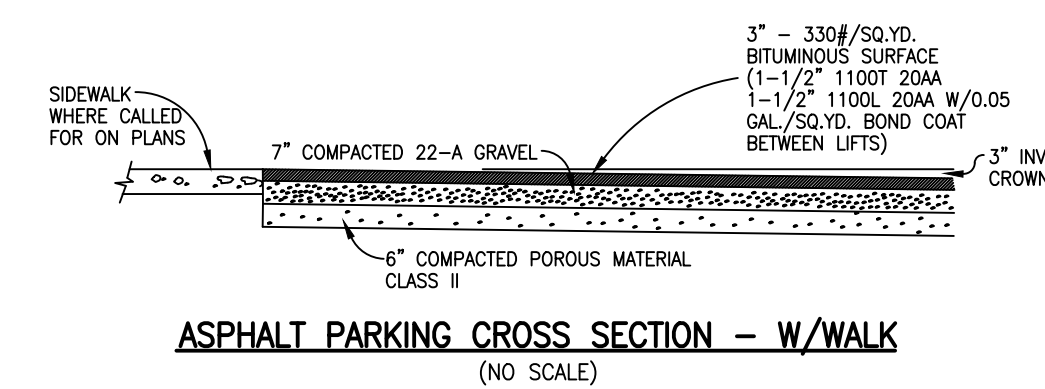
**ADA HANDICAP SPACE SIGN DETAIL**  
(NOT TO SCALE)



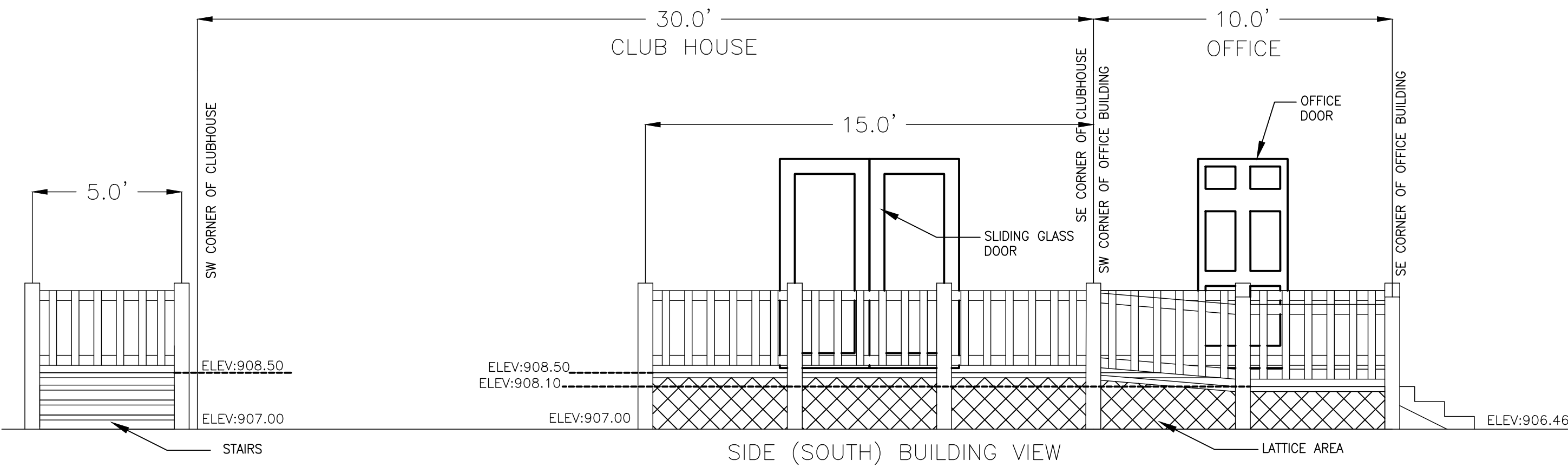
**TEMPORARY TRACKING MAT  
CONSTRUCTION ENTRANCE/EXIT**  
NO SCALE



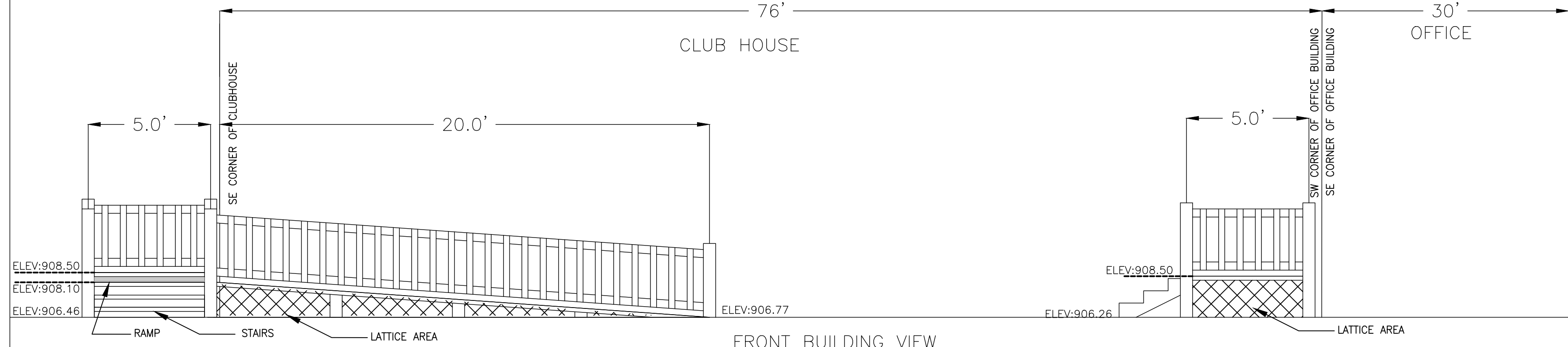
**4" CONCRETE SIDEWALK**  
(NO SCALE)



**ASPHALT PARKING CROSS SECTION - W/WALK**  
(NO SCALE)



**SIDE (SOUTH) BUILDING VIEW**



**FRONT BUILDING VIEW**

**WOOD OR COMPOSITE DECK DETAIL**  
NO SCALE

#### DECKING AND RAMP NOTES:

1. DECK DESIGN AND RELATED DETAILS ARE BY OWNER. DECKS, RAMP, AND STAIRS DESIGN AND RELATED NOTES BY THE DECKING DESIGNER SHALL MEET APPLICABLE CODES AND LOCAL REQUIREMENTS AND SHALL GOVERN WHERE IN CONFLICT WITH THE DRAWING DETAILS AND RELATING DECKING/RAMP NOTES BELOW.
2. LATTICE SHALL BE PLACED ALONG TYPICAL OPEN AREAS UNDER DECKING AND RAMP. MATERIAL TYPE AND COLOR TO BE DETERMINED BY OWNER.
3. WOOD FRAME SHALL BE TREATED
4. WOOD POSTS SHALL BE 4"x4" OR AS DETERMINED BY THE DECKING DESIGNER AND AS APPROVED BY OWNER
5. WOOD FOUNDATION POSTS SHALL BE ENCASED IN 12" DIA MIN CONCRETE TO FROST DEPTH OR AS REQUIRED BY THE DECKING DESIGNER. POSTS FOR DECK RAILINGS SHALL BE COVERED WITH WHITE PVC SLEEVES OR AS DETERMINED BY OWNER.
6. MAXIMUM SPACING BETWEEN SPINDLES IS 4 INCHES UNLESS DETERMINED OTHERWISE BY DECKING DESIGNER OR OWNER.
7. RAILING HEIGHT IS 42". RAILING TOP POST HEIGHT, AS DETERMINED BY OWNER AND DECKING DESIGNER. RAILING MATERIAL SHALL BE WHITE PVC UNLESS DETERMINED OTHERWISE BY OWNER.
8. DECKING SHALL BE COMPOSITE MATERIAL UNLESS DETERMINED OTHERWISE BY OWNER.

THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THESE DRAWINGS ARE ONLY APPROXIMATE. NO GUARANTEE IS MADE FOR THE ACCURACY OF THESE UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION AND ELEVATION OF EXISTING UTILITIES. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS ARE FOUND. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS ARE FOUND. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS ARE FOUND. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS ARE FOUND.

**BEBOSS**  
Engineering  
Engineers Surveyors Planners Landscape Architects  
3121 E. GRAND RIVER AVE.  
HOWELL, MI. 48843  
517.546.4836 FAX 517.548.1670

**NORTHFIELD ESTATES CLUBHOUSE**  
**CONTINENTAL COMMUNITIES**  
2015 SPRING BROOK ROAD, SUITE 600  
OAK BROOK, IL 60523  
(630) 645-8109

PROJECT  
PREPARED FOR  
TITLE

NO	BY	DATE	REVISION	PER
1	BM			
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DESIGNED BY: BM  
DRAWN BY: DH  
CHECKED BY:  
SCALE: NO SCALE  
JOB NO: 20-316  
DATE: 09/21/2020  
SHEET NO. 7

**BEBOSS**  
Engineering



## Exhibit A - Additional Parking Information

Parking  
Boundary -  
(500' up and  
down road  
from Project  
Location)

Project Loc.

Spaces Req'd for Project = 23  
(17 for Clubhouse, 6 for Office)

Visitor Parking Spaces Required = 13  
(38 Units at 1 space per 3 Res. Units)

Additional Parking Spaces Provided = 26  
[13 spaces along road in front of  
existing Units + 12 of 21 total spaces in  
group parking across from Project Loc.  
that meet 10' width at walk + 1 unusable  
space approx. 8' wide after restriping].  
- Note 8 of 21 spaces are for existing units.-

Existing 13 additional spaces at existing units  
used to meet visitor parking requirement.

Spaces provided in front of Clubhouse = 11  
Existing spaces across from Clubhouse = 12

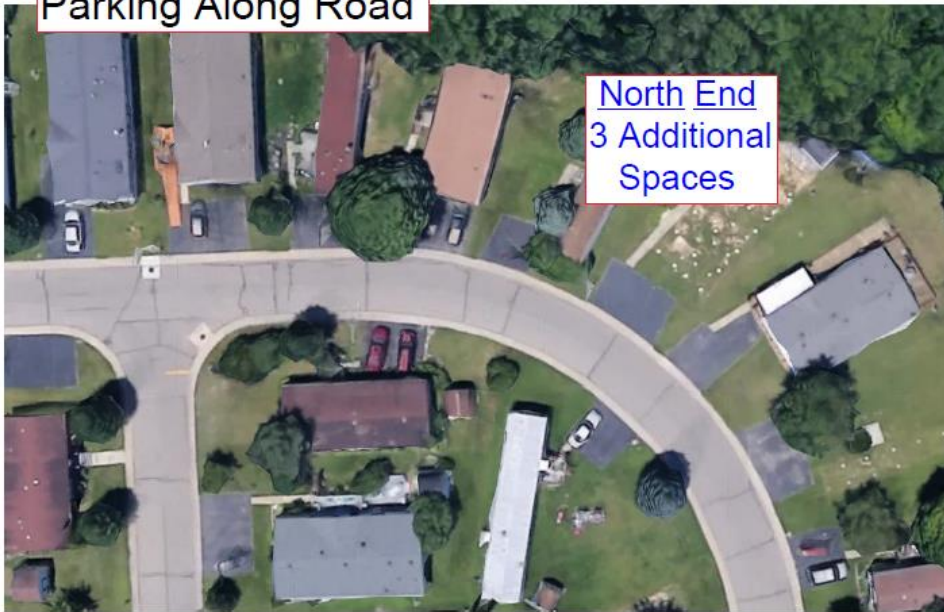
Total 23 Spaces Provided = 23 (Required).



General close-up of related areas to justify visitor parking is provided below as requested.



## Parking Along Road



North End  
3 Additional  
Spaces

## Parking Along Road



North Central  
5 Additional  
Spaces

Note: Central  
Parking Area Below  
Has 12 Additional  
Parking Spaces  
after restriping +  
one small space  
that will not be  
usable.

## Parking Along Road

South Central  
3 Additional  
Spaces





Parking Along Road

South End  
3 Additional  
Spaces



# NORTHFIELD TOWNSHIP MICHIGAN

8350 Main Street • Whitmore Lake, Michigan 48189-0576

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

## ZONING COMPLIANCE APPLICATION / CERTIFICATION

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

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

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

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

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

PROJECT NAME: <u>Northfield Estates Clubhouse &amp; Office</u>											
PROJECT ADDRESS: <u>158 Emerald Circle</u>											
PARCEL ID(S): <u>B-02-06-200-019</u>	IS THIS PROPERTY IN A FLOOD PLAIN: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										
<table border="1"><thead><tr><th>Applicant Information:</th><th>Proprietor/Owner Information:</th></tr></thead><tbody><tr><td>Name: <u>Conrad Barrett</u></td><td>Name:</td></tr><tr><td>Address: <u>133 Emerald Circle</u></td><td>Address:</td></tr><tr><td>Phone: <u>810-748-7983</u></td><td>Phone:</td></tr><tr><td>Email: <u>cbar52@gmail.com</u></td><td>Email:</td></tr></tbody></table>		Applicant Information:	Proprietor/Owner Information:	Name: <u>Conrad Barrett</u>	Name:	Address: <u>133 Emerald Circle</u>	Address:	Phone: <u>810-748-7983</u>	Phone:	Email: <u>cbar52@gmail.com</u>	Email:
Applicant Information:	Proprietor/Owner Information:										
Name: <u>Conrad Barrett</u>	Name:										
Address: <u>133 Emerald Circle</u>	Address:										
Phone: <u>810-748-7983</u>	Phone:										
Email: <u>cbar52@gmail.com</u>	Email:										
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 type="checkbox"/>	Non-Owner Affidavit Attached: <input checked="" type="checkbox"/>										
If applicant is not the owner, describe applicants interest in the property: <u>Property Manager</u>											

### PROPERTY DESCRIPTION

Description of Proposed Use: New modular clubhouse building (30x76)  
and new modular office building (30x40) attached together

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

Zoning Classification(s):

AR LR MR (MHP) SR1 SR2 LC HC GC LI GI RTM ES PUD PSC RC RO WLD-\_\_\_ W.L./N.T. Overlay OTHER:\_\_\_

Type of Construction/Alteration: Both structures will be modular buildings  
in 2 pcs. & total parts joined together on a crawl space

Project Start Date: approx July 1, 2020 Project Completion Date: December 30, 2020

### AUTHORIZED SIGNATURE

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

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

Conrad E Barrett  
Applicant(s) Signature

6-23-20  
Date

## FOR OFFICE USE ONLY

Received Date: <b>RECEIVED</b> JUL 13 2020 NORTHFIELD TOWNSHIP	Paid Date: <b>PAID</b> JUL 13 2020 NORTHFIELD TOWNSHIP TREASURER	Existing Legal Non-Conformities: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           Not Known         </div>
---	--	--

## ZONING COMPLIANCE CERTIFICATE:

☐ Approved: Date \_\_\_\_\_

☐ Denied: Date \_\_\_\_\_

☒ Approved As Noted: Date 7-15-2020

☐ Conditional Use Required

☒ Site Plan Approval Required

COMMENTS: See attached comment sheet

PC appeal required

Nidya S \_\_\_\_\_ 7-15-2020

Zoning Administrator Signature Date

## AREA OF CONCERN

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

## Signs:

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

## Comments:

Engineering: \_\_\_\_\_

Utilities: \_\_\_\_\_ ☐ Connection fee's paid

Fire Chief: \_\_\_\_\_ ☐ Inspection Complete

Access: \_\_\_\_\_

Other Conditions of Approval: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

## **158 Emerald Circle**

Applicant: Conrad Barrett/Property Manager Northfield Estates

Zoning: MHP/MHC (Manufactured Housing Community District)

Request: Construction of new office and clubhouse building

Action: **Approved with conditions – Needs Site Plan Approval from PC** (See comments below)

### **Comments:**

The site is located in the MHC district (MHP on Zoning Map) on an internal road within the development. The applicant on behalf of Northfield Estates proposes to construct a new 30' x76' (2,280 square feet) modular clubhouse building and a 30' x 40' (1,200 square foot) modular office building. The structures are to be connected and placed like an "L" and placed on six (6) lots within the existing park. The plan also proposes the creation of additional parking spaces off an internal drive, and the creation of a playground space.

The proposed office and clubhouse are permitted as accessory structures in the MHC district per Section 36-307 (b) and (c) of the Zoning Ordinance.

The proposed use will require review and approval by the Planning Commission per Section 36-864 (b). The square footage of the proposed structures exceeds the limit of 2,000 square feet permitted for Administrative Review and approval per section 36-865 (1). Therefore, the applicant must submit a site plan and other details as required for consideration of approval by the PC.

***Zoning Administrator***  
***7-15-2020***

## **COMPANY AFFIDAVIT**

The undersigned ("Affiant") hereby certifies that Affiant is the President of CCHM II, INC., an Illinois corporation, the Manager of **NORTHFIELD ESTATES MHC, LLC**, a Delaware limited liability company ("Company"), and is authorized to execute and deliver this Company Affidavit (the "Affidavit"), and Affiant further certifies as follows:

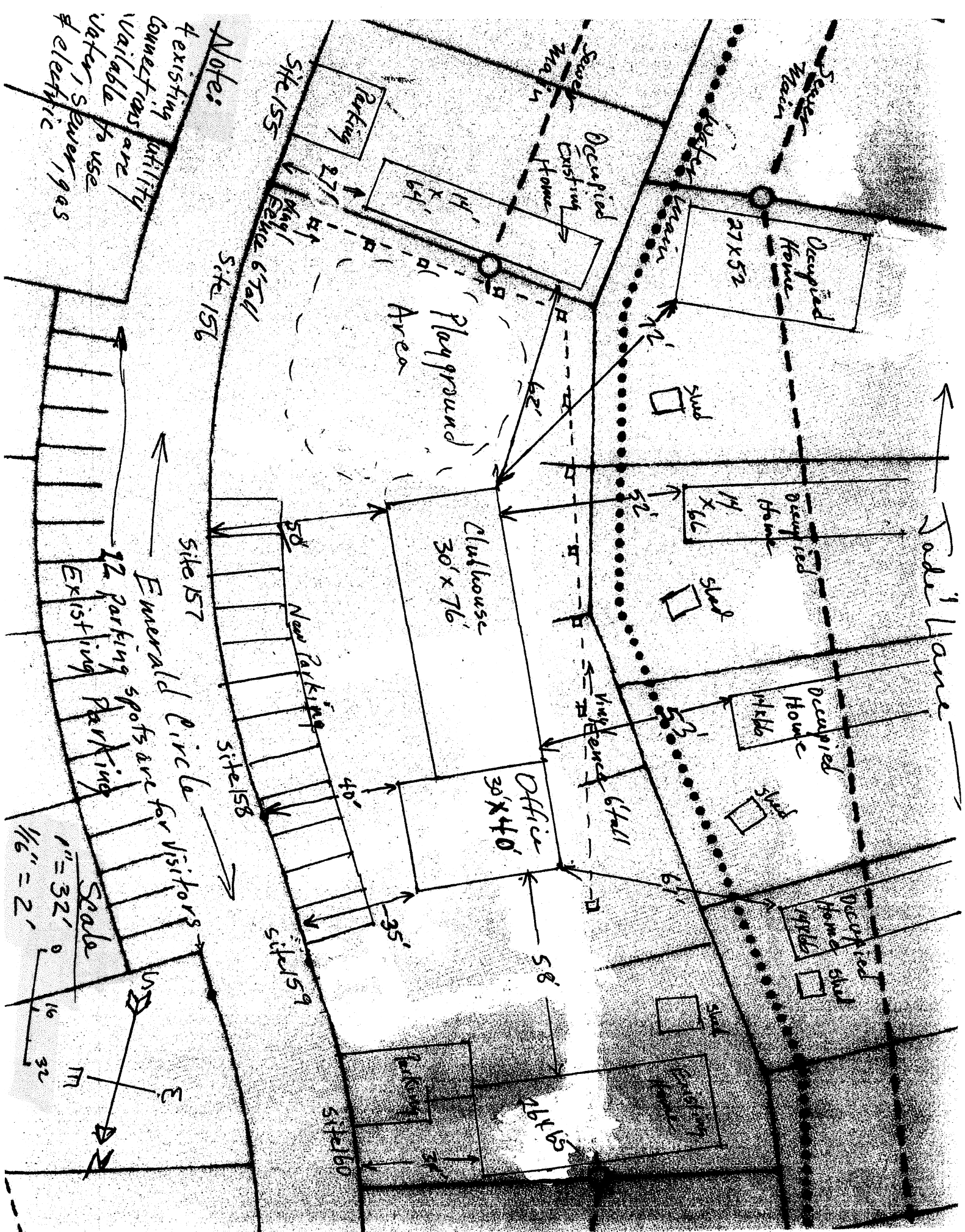
Conrad Barrett, Property Manager of Northfield Estates, is authorized to submit and oversee the proposed work in the attached zoning compliance application / certification.

**AFFIANT:**

By: 

Daniel T. Van Voorhis, President of CCHM II, Inc.,  
the Manager of Northfield Estates MHC, LLC





## Northfield Township Fire Department

8350 Main Street  
Phone (734) 449-2385

Whitmore Lake, MI 48189  
Fax (734) 449-2521

Fire Chief  
William E. Wagner, Jr.

**To:** Mary Bird  
**From:** Lieutenant Rennells  
**Date:** September 30, 2020  
**Subject:** Site Plan Review for Northfield Estates

Upon review of the site plan for Northfield Estates, no concerns have been identified per the 2012 *International Fire Code*.

This approval is subject to field inspection. This approval does not exempt the project from complying with all applicable codes. Additional submittals and approvals may be required.



**MCKENNA**

November 24, 2020

Mary Bird  
Planning & Zoning Coordinator  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

**Subject: Northfield Estates Clubhouse Addition; 158 Emerald Circle, Whitmore Lake;  
Site Plan Review #2**

Dear Ms. Bird:

We have reviewed the above-referenced revised application for a 2,280 square foot clubhouse and 1,200 square foot office building installation at 158 Emerald Circle (Parcel ID#: B-02-06-200-019). The applicant, Sherry Saxon, proposes to construct the structures within the Northfield Estates property on four (4) vacated modular housing lots. The clubhouse and office space are proposed to be four (4) modular buildings attached together, located adjacent to Emerald Circle within the center of the Northfield Estates manufactured home community. The parcel is located on the north side of Barker Road and zoned MHC, Manufactured Housing Community District.

We have reviewed the site plan for compliance with the Township's Zoning Ordinance *Section 36-309. - Regulations and Standards* for Manufactured Housing Communities. Manufactured housing communities are reviewed only by the standards of this section. We have reviewed this site plan with sound planning and design principles, and we offer the following comments for your consideration (items requiring correction or additional information are underlined).

**Site Photo: 158 Emerald Circle (Source: Google Maps 2019)**



**HEADQUARTERS**  
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## COMMENTS

We based our site plan review for this project the site plan application requirements and design guidelines established in *Article XI. Manufactured Housing Community* of the Northfield Township Zoning Ordinance, and the standards of the State's Manufactured Housing Commission. We offer the following comments in accordance with those standards.

1. **Use.** The site is zoned MHC. The purpose of this district is to provide for manufactured housing communities, and to promote manufactured housing communities with the character of residential neighborhoods. It is the intent of this article that manufactured housing communities locate in areas which are served adequately by essential public facilities and services such as access streets, police and fire protection, and public sanitary sewer and storm drainage facilities. The applicant proposes to construct the clubhouse/office structures within the Northfield Estates property on four (4) vacated modular housing lots. Management offices and community centers are permitted accessory uses in the MHC. The clubhouse and office space are proposed to be (4) four modular buildings attached together, located adjacent to Emerald Circle within the center of the Northfield Estates property.
2. **Dimensional Requirements.** *Section 36-309* of the Zoning Ordinance includes the dimensional requirements for individual lots within a manufactured housing community. In this case, the contiguous four parcels, in common ownership, are considered on parcel, meeting the minimum lot requirement standards. The following lot coverage, building height, and distances between structures apply to this proposal. *We find this standard to be met.*

DIMENSIONAL REQUIREMENT	REQUIRED	PROPOSED
Lot Coverage (Non-residential)	35% max.	16.3%
Building Height (Accessory structures)	15' max.	15'
Distance between clubhouse & manufactured home	50' min.	56.7'
Distance between parking & manufactured home	10' min.	Varies—25' min.
Distance between clubhouse & internal roadway	7'	40' min.
Distance between clubhouse & parking bay	7'	18.6' min.
Distance between clubhouse & common walkway	7'	16' min.

3. **Access and Circulation.** No new access roads or drives are proposed in the plan. Access to the clubhouse will be provided by the existing internal road, Emerald Circle. Two-way internal roads must be a minimum of 21' in width. *We find this standard to be met.*
4. **Parking and Loading.** The applicant is providing a total of 23 parking spaces for the 2,280 clubhouse building with a maximum number of fifth (50) patrons. We find this use to be equivalent to the Township's standards for private clubs and lodges, which requires one (1) space for every three (3) patrons at maximum capacity. For the 1,200 square foot office use, the applicant is proposing one (1) space per 200 square feet, for a total of 6 spaces.

To meet the required parking, the applicant is providing 11 new parking spaces on the clubhouse side of Emerald Circle, and using 12 of the existing spaces on the opposite side of the street. In our initial review, we



asked the applicant to verify that these existing parking spaces that will be used for the new use would not make the overall parking required for the existing home sites deficient. The applicant has provided detailed parking counts for all spaces within 500-feet of the clubhouse (the required distance between home sites and visitor parking), which we verified through our own count based on the maps provided. The additional parking counts show that there are 19 more spaces provided in this area than what is required by the ordinance to serve the existing 38 home sites, including the four home sites that will be used for the clubhouse and office uses (**see table below**). We believe the additional information provided by the applicant has sufficiently addressed this issue, and that the existing parking may be used toward the new use. *We find this standard to be met.*

**Summary of Existing Parking Counts**

Home Sites (Exhibit A)	38
Required Unit Spaces (2 spaces/unit)	76
Required Visitor Spaces (1 space/3 units)	13
<b>Total Required</b>	<b>89</b>
<b>Total Provided (Exhibit A)</b>	<b>108</b>
Additional Number of Existing Spaces	19

Parking spaces must have a minimum width of 10 feet and length of 20 feet. The new spaces, measuring 10 feet by 23 feet, meet this standard. The applicant is proposing to restripe the existing spaces on the east side of Emerald Circle so all spaces used for the new use meet the minimum ordinance standard (measured on site plan as 10 feet by 20 feet). *We find this standard to be met.*

All parking spaces are indicated to be asphalt, as required by the ordinance. We defer to the Township Engineer on whether the subsurface material proposed for parking spaces is in compliance with the ordinance and AASHTO standards, as required by *Section 36-309(3)b*.

5. **Sidewalks.** Common sidewalks are required to connect to all service facilities, including central laundry, parking, and recreational areas such as the clubhouse. Sidewalks must have a minimum width of three feet. Five-foot concrete sidewalks are proposed to connect all parking areas and existing sidewalks on either side of Emerald Court to the proposed amenities. *We find this standard to be met.*

Sheet 3 notes that all wood decking, walkway, and stairs shall be provided by the owner to meet the elevations provided on the plan. Details are provided on Sheet 7.

6. **Screening, Fencing, and Landscaping.** *Section 36-309(k)(4)* states that all exposed ground surfaces in all parts of the community shall be paved or covered with ornamental stone or protected with grass, trees, or shrubs that are capable of preventing soil erosion. The landscaping plan shows that areas that are not used as parking as covered with grass. Winter berry shrubs will be planted along the foundation along the entire front of the office, planted five feet on center. *We find this standard to be met.*

The site plan indicates that a new vinyl fence will be constructed on the western and southern edges of the site. Sheet 7 provides details for the proposed 6-foot flat-panel vinyl fence.

7. **Stormwater Management.** The applicant has provided a narrative on the stormwater management on the site. *We defer to the Township Engineer on review of this aspect of the site plan review.*



8. **Lighting.** Type, location, and height of lighting fixtures have been provided within the site plan. Three 12-foot lighting pole fixtures are included within the site plan, to illuminate the internal road, sidewalks, and the parking area. The light fixtures are decorative, octagonal lanterns. Minimum illumination levels required in internal roadways, parking bays, and sidewalks is .05 foot-candles. The minimum light level on the site is .1 foot-candles, with an average site lighting of .70 foot-candles. *We find this standard to be met.*

No building lighting is proposed at this time. We recommend the applicant submit details for any lighting fixtures that may be added to the building in the future for administrative review prior to installation.

9. **Trash Receptacles.** Sheet 3 notes that trash will be collected by curbside pickup with a residential container, which will be stored on the north side of the proposed office building.

## RECOMMENDATION

We recommend that the Planning Commission approve the application with the following conditions:

1. Address any issues raised by outside agencies or other departments, if any.
2. Decorative light fixtures on the building be submitted for administrative review.

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

Respectfully submitted,

### McKENNA

Julie Connochie, AICP  
Principal Planner

Natalie Bond  
Assistant Planner





November 24, 2020

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

**Regarding: Northfield Estates Clubhouse Addition**  
**Combined Preliminary and Final Site Plan Review #2**  
**OHM Job Number: 0151-20-1041**

We have reviewed the site plan material, received by this office on November 16, 2020 for the above-referenced project based on the Township's Engineering Standards. Plans were prepared by Boss Engineering with a revision date of November 13, 2020. The applicant is requesting Site Plan approval for the proposed building on-site. A general summary of the site followed by our recommendation is noted below.

#### **General**

The existing site is located on parcel #B-02-06-200-019 with address 855 West 8 Mile Road. The site is currently zoned as MHP, Mobile Home Park District. The applicant is proposing a project, which includes, one new 2,280 square foot clubhouse, one new 1,200 square foot office building, 11 parking spaces (2 handicapped spaces), a playground area, and updated landscaping and lighting.

#### **Utilities**

Water service for the site is supplied by private on-site wells to the northeast of the proposed project extents. The well locations and the well house location are shown on plan sheet 6. Three water leads are to be abandoned as part of the new clubhouse; the locations are shown on plan sheet 2.

There is existing private sanitary service on the site. The project includes connection to one of the existing sewer laterals and abandonment of three others.

#### **Paving/Access/Grading**

Access to the site is provided from Emerald Circle. There are 20 existing perpendicular parking spaces on the east side of Emerald Circle, and the site plan includes 11 perpendicular parking spaces on the west side of Emerald Circle. Eight existing parking spaces on the east side are to be reserved for individual lots, and the other 12 existing spaces will be used for the clubhouse.

#### **Drainage**

The proposed buildings are within the planned project limits and will not have any additional impact on the amount of impervious surface on-site or increase the volume of storm water run-off. The storm water will be directed from the southwest corner to the northeast corner via a proposed swale. The swale outlets water over the sidewalk, into the roadway and down to an existing road drainage structure.

#### **Permits and Other Agency Approvals**

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



- Northfield Township Fire Department approval for emergency vehicle access and maneuverability.
- Northfield Township Building Department.
- Washtenaw County Soil Erosion and Sedimentation Control

### **Conclusion and Recommendations**

We offer the following comments on the site plan submittal. We recommend that these comments be included as conditions of approval, or the plans be revised and resubmitted prior to action by the Planning Commission.

1. A revision date shall be added to the plans on all sheets.
2. The callouts on sheet 2 shall clarify which water service and sewer lead are proposed to be utilized for the building.
3. The parking calculations on plan sheet 3 contradict each other. Section 1 states that 21 spaces are required, but section 4 states that 23 spaces are required. Clarification is needed.
4. The barrier-free parking striping shall be dimensioned for the handicapped parking spaces on the plan sheets. The "Typical Barrier Free Parking Space" typical on sheet 7 shows two separate dimensions for the striping, clarification is needed.

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

Sincerely,

**OHM ADVISORS**

Marcus J McNamara

cc: File

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## Northfield Township Planning Commission Calendar

January	6	2021
January	20	2021
February	3	2021
February	17	2021
March	3	2021
March	17	2021
April	7	2021
April	21	2021
May	5	2021
May	19	2021
June	2	2021
June	16	2021
July	7	2021
July	21	2021
August	4	2021
August	18	2021
September	1	2021
September	15	2021
October	6	2021
October	20	2021
November	3	2021
November	17	2021
December	1	2021
December	15	2021

# NORTHFIELD TOWNSHIP PLANNING COMMISSION

## Minutes of Regular Meeting November 18, 2020

### 1. CALL TO ORDER

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

### 2. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:	
Janet Chick	Present
Brad Cousino	Present
Eamonn Dwyer	Present
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  
Planning Consultant Julie Connochie, McKenna Associates  
Township Engineer Marcus McNamara, OHM  
Township Attorney Mariah Fink  
Recording Secretary Lisa Lemble  
Members of the Community

### 3. ADOPTION OF AGENDA

- **Motion:** Roman moved, Chick supported, to adopt the agenda with removal of item 9E at the applicant's request.  
**Motion carried 7—0 on a voice vote.**

### 4. FIRST CALL TO THE PUBLIC

No comments.

### 5. CLARIFICATIONS FROM THE COMMISSION

None.

### 6. CORRESPONDENCE

None.

### 7. PUBLIC HEARINGS

None.

### 8. REPORTS

#### 8A. Board of Trustees

Chick reported that at their November 10<sup>th</sup> meeting the Board approved the conditional use permit for TerraFirma.

#### 8B. ZBA

Has not met since the last Planning Commission meeting.

#### 8C. Staff Report

Nothing to report.

#### 8D. Planning Consultant

Lippens reported more than 160 electronic survey submittals for the Parks & Recreation Master Plan survey. Connochie reported she has been working on Development Packet and the next step will be meeting with staff. She also reported a request from Northfield Estates for addition of amenities to their manufactured housing site is expected to be on the next Planning Commission agenda.

#### 8E. Parks and Recreation

Nothing to report.

#### 8F. Downtown Planning Group

Infante reported they are also meeting tonight, so she will report at the next Commission meeting.

### 9. UNFINISHED BUSINESS

Iaquinto stated he would be abstaining from all items of Unfinished Business.

#### 9A. Case #JPC200005; Green Guys Group

**Location:** 9545-9551 Main Street;

**Site Plan approval to develop the existing structure into a Recreational Retail & Provisioning Center. Parcel 02-05-254-023; Zoned WLD-D**

Lippens noted the Township Board approved a conditional use permit for this subject to conditions including approval of a site plan. He said he is recommending approval subject to (a) submittal of a legal description for the easement being provided to the Township to help create public parking, and (b) administrative approval of the sign details.

Township Engineer Marcus McNamara reported all of his concerns had been addressed.

**Northfield Township Planning Commission  
Minutes of Regular Meeting  
Held via tele-conference  
November 18, 2020**

Dwyer said the Main Street access needs to be used only as an entrance to the parking area, with Barker Road used for egress due to sight distance problems. Lippens said approval could be subject to that. McNamara noted that would require improvements that are not on this property, so restricting access would be an option only when the Barker Road access is available for egress. Lippens agreed with Dwyer that sight lines are poor, and the best option is for egress onto Barker to be available, and the off-site improvements that are needed for that are part of the partnership with the Township. He said there is not a risk to approving the site plan as-is as the applicant has shown good faith in working with the Township.

- **Motion:** Roman moved, Chick supported, to approve the request in Case #JPC100005 by the Green Guys Group for site plan approval at 9545-9551 Main Street with the conditions stated in the McKenna November 10, 2020, review.  
**Motion carried 5—1—1 on a roll call vote, Dwyer opposed, Iaquinto abstaining.**

**9B. Case #JPC200007; Whitmore Wellness/Pure Buds,  
Location: 8475 Main Street;  
Site Plan approval to develop the property into a  
Recreational Retail & Provisioning Center.  
Parcel 02-08-250-017; Zoned GC**

Lippens noted the Township Board approved a conditional use permit for this subject to conditions including approval of a site plan. He said this is a good plan for the site of the former Bobber Down restaurant, and very minor concerns had been addressed by the applicant.

McNamara said he has no further engineering comments about this plan. Roman noted that building elevations were provided as previously requested.

- **Motion:** Roman moved, Infante supported, to approve the request in Case #JPC200007 by Whitmore Wellness/Pure Buds for site plan approval at 8475 Main Street as presented.  
**Motion carried 6—0—1 on a roll call vote, Iaquinto abstaining.**

**9C. Case #JPC200006; RTMC Enterprises/Northern  
Trellis; 50 E N Territorial Road;  
Site Plan approval to develop the existing  
structure into a Recreational Retail &  
Provisioning Center; Parcel 02-20-300-032;  
Zoned GC**

Lippens noted the Township Board approved a conditional use permit subject to conditions including approval of a site plan. He said the remaining issues

are removal of the billboard sign and notation on the site plan regarding plans for the pole sign.

McNamara noted Road Commission and Washtenaw County Water Resources approval will be required for improvements being made, and he recommended that a construction easement be obtained from the adjoining property owner to facilitate paving of the cross access.

Trent Daavettila, Project Consulting Engineer with CSI, said he agrees with all of Lippens' comments and they will resubmit revised plans to show removal of the billboard and their plans for the pole sign. He said they are also working on getting the easement recommended by McNamara. In answer to a question from Roman, Daavettila said the sign could be removed before opening of the business, if required, but otherwise it will be done within the 360 days recommended by Lippens. There was discussion about options for addressing this.

Dwyer pointed out an error in the asphalt detail McNamara said he will make sure that is corrected during the engineering plan review.

- **Motion:** Roman moved, Zarzecki supported, to approve the site plan request in Case #JPC200006 by RTMC Enterprises/Northern Trellis at 50 E. North Territorial Road, with the conditions stated on the McKenna November 12, 2020 review and the OHM September 1, 2020 review, subject to removal of the billboard sign prior to issuance of the certificate of occupancy. **Motion carried 6—0—1 on a roll call vote, Iaquinto abstaining.**

**9D. Case #JPC200014; Kheti, LLC;  
Location: Vacant E North Territorial Road;  
Plan approval for a recreational grow permit,  
medical grow permit and processor permit.  
Parcel numbers 02-20-400-004, 02-29-100-002,  
02-29-100-004, and 02-29-100-005; zoned RTM**

Lippens noted the Township Board approved a conditional use permit for this subject to conditions including approval of a site plan. He said the building design is intended to mitigate the effect of lighting being used and landscaping is being provided. He said he is recommending approval subject to the approval of the private road and land division as the applicant understands the need for the road to allow for the creation of additional lots. He said it is also important to note that approval should be subject to approval from outside agencies including the Road Commission and the State regarding wetlands.

McNamara said in addition to the requirement for the road, while it does not affect the site plan the applicant should be aware that the proposed pressure sewer line is only allowed when gravity does not work.

**Northfield Township Planning Commission  
Minutes of Regular Meeting  
Held via tele-conference  
November 18, 2020**

Roman said he is concerned about approving the site plan before approval of the private road. Lippens said he is satisfied the Township has enough information about the road for the development of this specific site to allow for approval of the site plan subject to approval of the private road. He said he believes the revised road application will include only this site and the part of the road that approves it.

In answer to questions, Lippens said the applicant is conducting due diligence regarding wetlands and is aware of the need to get those approvals, but he does not think wetlands are being disturbed with development of this lot. McNamara said sending water to the wetlands areas is part of the stormwater management plan for this site, and if outside agencies require changes that affect the site plan the applicant would have to come back to the Planning Commission. Lippens said approval of the site plan would allow the applicants to move ahead with financing and with purchase of the property, and the two conditions of approval are sufficient to address the concerns raised.

- **Motion:** Roman moved, Dwyer supported, to approve the site plan with the conditions stated in the McKenna review of November 9, 2020, and the OHM review of November 10, 2020.  
**Motion carried 6—0—1 on a roll call vote, laquinto abstaining.**

**9E. Case #JPC200014; Kheti, LLC;  
Vacant E North Territorial Road  
Private Road approval. Parcels 02-20-400-004,  
02-29-100-002, 02-29-100-004, 02-29-100-005.  
Zoned RTM**

Removed from the agenda at the applicant's request.

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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.

**10. NEW BUSINESS**

None.

**11. MINUTES**

- **Motion:** Roman moved, Chick supported, that the minutes of the November 4, 2020, regular meeting be approved presented and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

**12. SECOND CALL TO THE PUBLIC**

No comments.

**13. COMMENTS FROM THE COMMISSIONERS**

Chick announced that Township offices are closed to the public to do new State restrictions related to the COVID-19 pandemic, but staff will be working remotely.

**14. ANNOUNCEMENT OF NEXT MEETING**

**December 2, 2020**, at 7:00 P.M. via tele-conference or at the Public Safety Building was announced as the next regular Commission meeting time and location.

**15. ADJOURNMENT**

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

The meeting was adjourned at 8:03 P.M.

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Larry Roman, Chair

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John Zarzecki, Secretary

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