

**NORTHFIELD TOWNSHIP BOARD OF TRUSTEES**  
**8350 Main Street, 2<sup>nd</sup> Floor**

**AGENDA**  
**September 24, 2019 – 7:00 PM**

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- ADOPT BALANCE OF AGENDA
- CONSENT AGENDA
  - Approval of Minutes of September 10, 2019 Regular Meeting
  - Township Manager Update
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- AGENDA
  1. Ordinance 19-69: to amend Ordinance 18-62: Prohibition of Marihuana Establishments Ordinance to extend the sunset clause to December 10, 2019 or January 14, 2020 – *Action*
  2. Ordinance 19-66: Marijuana Zoning Regulations to amend the zoning ordinance to allow marihuana establishments as conditional uses in certain zoning districts and to establish regulations and standards for their operation – *Action*
  3. Ordinance 19-67: Marijuana Permit Regulations to add Chapter 23 to the Code of Ordinances to establish a permitting process for marihuana establishments – *Action*
  4. 2019 Master Plan Adoption – *Action*
  5. Review Draft Board Policy on reading letters from residents at Board meetings
  6. Review Draft Board Policy on allowing residents to share time during Call to the Public
- CORRESPONDENCE AND ANNOUNCEMENTS
- 2nd CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER COMMENTS
- ADJOURNMENT

\*Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

**NORTHFIELD TOWNSHIP**  
**Township Board**  
**Minutes**  
**September 10, 2019**

**CALL TO ORDER**

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

**PLEDGE/INVOCATION**

Trustee Beliger provided a brief invocation and led those present in the Pledge of Allegiance.

**ROLL CALL**

Marlene Chockley, Supervisor	Present
Kathleen Manley, Clerk	Present
Lenore Zelenock, Treasurer	Present
Tawn Beliger, Trustee	Present
Janet Chick, Trustee	Present
Wayne Dockett, Trustee [left at 9:00 P.M.]	Present
Jacki Otto, Trustee	Present

Also present:

Public Safety Director William Wagner  
Wastewater Treatment Plant Superintendent Dan Willis  
Township Manager Steven Aynes  
Planning consultant Paul Lippens, McKenna  
Township Attorney Paul Burns  
Recording Secretary Lisa Lemble  
Members of the community

**ADOPT AGENDA**

- ▶ **Motion:** Chockley moved, Beliger seconded, to adopt the agenda with *Adoption of Master Plan* removed. **Motion carried 6—1 on a roll call vote, Zelenock opposed.**

**FIRST CALL TO THE PUBLIC**

- Mary Devlin, 9211 Brookside, commented on the *CCW/CPL Policy for Township Employees* agenda item.
- Eric Patterson, TerraFirma, Inc., 3780 Morgan Road, Ypsilanti, introduced himself as the new owner of the property known as Nursery Merchants at 6410 Whitmore Lake Road.
- Doug Nelson, 8314 Walnut Creek, and Craig Warburton, 450 W. Joy Road, commented on the Township's process used for approving ballot language for the marijuana initiative and on Board involvement in the initiative.
- Mary Barnett, 428 East Shore, commented on the code enforcement activity regarding 424 East Shore.
- David Gordon, Hellner Road, proposed creation of a land preservation fund and commented on the

proposed sewage retention basin and the cost to the Township of the second floor of the Public Safety Building since construction.

**BOARD MEMBER RESPONSE**

Board members made comments, including:

- Welcomed TerraFirma to the Township.
- Commented on the process used and Board involvement in placing the marijuana initiative on the November ballot, including how the special meeting was called, lack of prior information available to Trustees, and the involvement of the cooperative attorney. (Burns explained that the County Clerk asked the Township Clerk to approve the ballot language by the August 13<sup>th</sup> deadline, he asked the Clerk and Supervisor to call a special meeting, and in his roll of protecting the Township he put the language from the petitioning group in proper statutory form without changing the content and without reaching to either side of the issue to maintain his independence. He said there was no time to bring the matter to the full Board and to meet the statutory deadline).
- Asked for an update on code enforcement at 424 East Shore, for future updates to be included in the Manager's report, and for the code enforcement officer's report providing information about this to be emailed to the neighbors. (Aynes reported he has been keeping neighbors updated by email and listed the enforcement action taken since the last Board meeting. He said the owner has meet requirements for a building permit for the house and paid for the permit).

[Manley left the room].

- ▶ **Motion:** Zelenock moved, Otto seconded, to adjourn at 9:00 P.M., with a process check at 8:45 P.M. **Motion carried 5—1 on a roll call vote, Chockley opposed.**
- ▶ **Motion:** Zelenock moved, Chick seconded, that at the next meeting the process used to assemble the Board agenda and the packet be provided to the Board for discussion. **Motion carried 6—0 on a voice vote.**

[Manley returned].

Aynes provided an update on code enforcement action at 8005 Lakeshore Drive and said he would provide additional information.

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Minutes of Regular Meeting  
Public Safety Building; 8350 Main Street  
September 10, 2019**

**CONSENT AGENDA:**

- Reports
- Minutes of August 27, 2019, Regular Meeting
- Check Disbursement Report for Paid Bills

Docket made one addition to the August 27<sup>th</sup> minutes and asked about the cost of renewing the Township's life and disability insurance policy.

- ▶ **Motion:** Chockley moved, Manley seconded, that the consent agenda be adopted with the correction made to the minutes of August 27, 2019.  
**Motion carried 7—0 on a voice vote.**

**CORRESPONDENCE AND ANNOUNCEMENTS**

- A Trunkapalooza will be held on Sunday, September 22<sup>nd</sup> from 1:00 P.M. to 4:00 P.M. at the middle school.
- Kiwanis approved repair of the Kiwanis "anchor" bench, and depending on the cost may repair the other eight benches.
- There will be a Police and Fire open house, including children's activities, on October 13<sup>th</sup> from 1:00 P.M. to 4:00 P.M.
- Chockley referred to a letter from Barb Griffith-Watkins, chair of the Downtown Development Authority, regarding agenda Item 10.

**AGENDA ITEMS**

**1.  
Approve Payment of Open Bills  
(expected check run date 09-11-2019)**

- ▶ **Motion #1:** Chockley moved, Manley seconded, to approve payment of Open Bills (expected check run date 09-11-2019) for a total of \$320,993.25 from all funds in the Municipal Investment Fund (MIF) account.
- ▶ **Motion #2:** Beliger moved, Dockett seconded, to remove the 2020 dues payment of \$1,000 to WATS.

Chockley said there is great benefit to the Township compared to the small cost of the dues.

**Motion #2 failed 2—5 on a roll call vote, Manley, Chick, Otto, Beliger, and Zelenock opposed.**

There was a brief discussion about whether various Township-owned land parcel should be sold.

**Motion #1 carried 6—1 on roll call vote, Beliger opposed.**

**2.  
Renewal of DEA Contract  
for a Task Force Officer Assignment**

- ▶ **Motion:** Chick moved, Beliger seconded, to approve the contract with the DEA for the period from October 1, 2019 through September 30, 2020, for the assignment of Task Force Officer Detective Sargent Dave Powell and allow Chief Wagner to sign the contract.

Dockett said the money for this could be better used for something else. Wagner said there is great value in the contacts and relationships this officer brings to the Township.

**Motion carried 6—1 on a roll call vote, Dockett opposed.**

**3.  
Hiring of Paid On-Call Firefighter Trainee  
Travis Johnson**

- ▶ **Motion:** Beliger moved, Zelenock seconded, to hire Travis Johnson as a Paid On-Call fire fighter trainee contingent on successful passing of background check and physical.  
**Motion carried 7—0 on a voice vote.**

**4.  
Police Department Replacement  
of Body and In-Car Cameras**

- ▶ **Motion:** Chick moved, Beliger seconded, to approve the purchase of body and in-car cameras from Pro Vision Video Systems for a cost of \$41,000 to be paid out of fund 266-900-970.

There was discussion about whether the amount is correct. Wagner said he will pay no more than the actual cost.

- ▶ **Amended motion:** Chick moved, Beliger seconded, to approve the purchase of body and in car cameras from Pro Vision Video Systems for a cost not to exceed of \$41,000 to be paid out of fund 266-900-970.  
**Amended motion carried 7—0 on a voice vote.**

**5.  
CCW/CPL Policy for Township Employees**

Aynes reviewed the research he has done on the issue of whether Township employees should be allowed to be armed under Carrying Concealed Weapon (CCW) and Concealed Pistol License (CPL) laws, including consulting with the safety representative from the Michigan Municipal League. He asked whether the Board would like any presentations made on the issue.

Wagner said he has significant concerns, such as what carrying firefighters would do with weapons when responding to locations where firearms are not allowed. He said psychological testing is not done for firefighters

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and he has concerns about supervising employees carrying weapons.

Aynes said the Township offices have an open counter and none of the walls or windows are bulletproof. Ideas discussed included installing bulletproof glass at the Township counter, having an officer present at Township Board meetings, installing alarms at desks. The pros and cons of allowing or not allowing employees to carry guns, whether not allowing it would be an *infringement of individual constitutional rights*, and what kinds of policies and procedures should be implemented were discussed.

- ▶ **Motion:** Otto moved, Manley seconded, to suspend the carrying concealed weapons (CCW) policy for Township employees until further review.

Zelenock said Wagner had confirmed to her that anyone with the proper license could enter the building carrying a variety of different types of guns. She said that gives them more rights than Township employees. Otto said the Board previously voted on this policy without having all of the necessary information and without considering related policies (such as whether there should be psychological testing for employees) and whether the rules would apply to Board members.

- ▶ **Amended motion:** Otto moved, Manley seconded, to suspend the carrying concealed weapons (CCW) policy for Township employees until no later than December 31, 2019. **Motion failed 3—4 on a roll call vote, Dockett, Beliger, Zelenock, and Chick opposed.**
- ▶ **Motion:** Otto moved, Chockley seconded, that the four Board members who voted against the preceding motion come back with answers to all questions posed in the packet. **Motion failed 3—4 on a roll call vote, Dockett, Zelenock, Chick, and Beliger opposed.**
- ▶ **Motion:** Zelenock moved, Chick seconded, that the Township Manager come up with a policy on the issue of Township employees being able to conceal carry by the end of October, 2019. **Motion carried 5—2 on a roll call vote, Otto and Beliger opposed.**

**6.**

**Resolution 19-611:  
Barker Road Play Path Maintenance Agreement**

- ▶ **Motion:** Otto moved, Chick seconded, to approve Resolution 19-611: Barker Road Play Path Mural Maintenance Agreement between Michigan Department of Transportation and Northfield Township, and to authorize Steve Aynes, Township Manager, to sign the agreement. **Motion carried 6—1 on a voice vote, Dockett opposed Resolution adopted.**

**7.**

**Conditional Use for The Doghouse LLC**

- ▶ **Motion:** Beliger moved, Otto seconded, to approve the expansion of the Doghouse LLC's Conditional Use Permit to use an existing pole barn for canine boarding and support care. **Motion carried 7—0 on a voice vote.**

**8.**

**Re-Affirm Zoning Ordinance Amendment:  
Ordinance 19-68: Include Residential Uses on the First Floor as a Conditional Use in WLD\_D and WLD-NV**

- ▶ **Motion:** Chick moved, Otto seconded, to approve Ordinance 19-68, an Ordinance of the Board of Trustees of Northfield Township, Michigan to amend Article XII—Whitmore Lake District, Section 36-340—Uses Permitted, to allow first floor residential in the Whitmore Lake Districts and place in the Muni Code.

Lippens explained that reformatting this into ordinance language allows it to be codified, and this will be done with all future zoning ordinance amendments.

**Motion carried 6—1 on a voice vote, Dockett opposed.**

- ▶ **Motion:** Zelenock moved, Chockley seconded, to have the Planning Commission investigate home occupations being a permitted—rather than conditional—use in all residential zoning districts. **Motion carried 7—0 on a voice vote.**

[Dockett left the meeting]

**9.**

**Adoption of 2019 Master Plan**

Removed from the agenda.

- ▶ **Motion:** Zelenock moved, Beliger seconded, to table items 10, 11, and 12. **Motion carried 5—1 on a voice vote, Chockley opposed.**

**10.**

**Consider Entering into the  
Redevelopment Ready Communities Program**

**11.**

**Review Draft Board Policy on Reading Letters  
from Residents at Board Meetings**

**12.**

**Review Draft Board Policy on Allowing Residents  
to Share Time During Call to the Public**

Items 10, 11, and 12 tabled.

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Public Safety Building; 8350 Main Street  
September 10, 2019**

**TRUSTEE/LIAISON REPORTS**

- ▶ **Motion:** Chockley moved, Beliger seconded, to receive all Trustee/Liaison reports.  
**Motion carried 6—0 on a roll call vote.**

**SECOND CALL TO THE PUBLIC**

Dylan Atkinson, 17 Anna Drive, commented on the concealed carry issue and asked questions about marijuana dispensaries in the Township. David Gordon commented on ending the meeting early, the concealed carry issue, and the sewer basin study, and asked that the Township website be updated with the current draft of the Master Plan.

**BOARD MEMBER COMMENTS**

The Board made comments and asked questions on a variety of topics, including:

- Whether draft motions should be included in Board materials.

- The timeline of events regarding the marijuana businesses referendum not being signed. (Chockley noted she started it and it was added to by Manley and perhaps others).
- Asked that the draft marijuana ordinance be on every Township Board agenda until it is approved, that the sunset clause be addressed, and that the requested separation maps be reviewed.
- Urged support of local businesses.

**ADJOURNMENT**

- ▶ **Motion:** Chockley moved, Beliger seconded, that the meeting be adjourned.  
**Motion carried 6—0 on a voice vote.**

The meeting adjourned 9:19 P.M.

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Submitted by Lisa Lemble.

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

Approved by the Township Board on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Kathleen Manley, Clerk

Official minutes of all meetings are available on the Township's website at [http://www.twp-northfield.org/government/township\\_board\\_of\\_trustees/](http://www.twp-northfield.org/government/township_board_of_trustees/)

Township Manager's Report prepared by Steve Aynes for the September 24, 2019 Board Meeting

**Roads Committee**

The Township's Road Committee had their first meeting September 26. Those present divided up the Township among the members in order to evaluate the condition of the public roads in the Township. A second meeting was held on Tuesday, September 17 at 7:00 PM to review the results.

I have been very pleased with the attendance, interest, and work of the Roads Committee during and between the first two meetings. The local roads in the Township have all been traveled and reviewed by at least one member of the committee. This was a key objective before the weather interferes.

Information was provided regarding the Washtenaw County Road Commission including the proposed replacement road mileage for the years 2001-2004, the current projects, and the future needs of the community have been discussed. Further evaluation will continue.

**Washtenaw County Road Commission (WCRC) Projects Update**

I have discussed the proposed repaving of Main St. from 6 Mile Rd. to East Shore Dr. with the staff at the County Road Commission. The contractor has until June 30, 2020 to complete the project. He is expecting to perform this work next year. I anticipate the work will be done in June 2020. This project is funded through the U.S government and can only be used for this road.

The Road Commission recently held meetings with public elected and appointed officials. I attended along with a number of Board members. These meetings were to explain their plan for future road work projects in 2021-2024 if a new millage is passed.

The two projects involving drainage improvements on Nollar Road between North Territorial Road and Seven Mile Road have been completed. The 6 Mile Road improvements between Earhart and Ruston Rd. have been completed. The three dust control applications have been completed.

The project on 6 Mile Road between Dixboro and Autumn Rd. will be completed this Fall.

This past Tuesday I drove around the Township with the WCRC foreman who supervises the road crew servicing Northfield Township. The Board had approved paying for a total of 1,550 tons of limestone to be applied to several roads that have smaller areas in need of stone application. The foreman and I identified roads that would benefit from this improvement. He will be preparing a list of locations with an estimate of how much stone should be applied to each area. The price is \$ 19.30 per ton for a total cost of \$ 29,915. This is equivalent to over 30 of the large gravel train trucks.

**Investigation of Public Complaints**

The Code Enforcement Officer has received over 190 complaints since January 1st. This does not include many other concerns expressed to the Board and staff by citizens. The staff conduct investigation of complaints in a professional manner. If a complaint is determined to be about a violation of the Ordinances enforced by the Township, then there are sometimes simple solutions and other times many

steps needed to seek a resolution. It would help us if citizens were to go to the Northfield Township web site and file the complaint online. Look Under "Department", Click on Code Enforcement and the complaint form is available.

#### Update Regarding Specific Concerns

- On **Walnut St.** there was a large pothole. While driving with the WCRC foreman this past Tuesday, I pointed this out to him. I had received comments from 2 citizens about this. It was affecting anyone traveling that road. The foreman called one of his staff from the site and directed them to fix this. I received a call from one the citizens this morning (Thursday) to tell me it has been fixed.
- **8005 Lakeshore Dr.** The Code Enforcement Officer and I have visited this site. A notice is being prepared to send soon to the owner regarding removing construction related material and completing repairs to the front of the house.
- **424 East Shore Dr.** The owner received approval of the building permit for the house. Improvements inside the house are underway. The permit to build a garage has not been issued yet pending receipt of requested information by the Building Official. There was a noise complaint received, but the Noise Ordinance allows construction to begin at 7 AM. This was discussed with the owner. A concrete pad was installed beside the house. The Code Enforcement Officer discussed this with the Building Official and the Zoning Administrator. No permit was required for this. Either the Building Official or the Manager or both expect to visit the property at least weekly until activity ceases for the winter. The owner has granted permission to both of these Township Officials to visit the site at any time.
- **Corner of Main St. and Barker Rd.** The owner received a notice from the Code Enforcement Officer to either repair or demolish the building. The Fire Department had also inspected the building. The owner has submitted proof of utility disconnection. A request has been filed asking him to either submit the application for demolition soon or have his contractor submit a letter regarding the expected timing for demolition.
- **Noise Complaint in the Nollar and North Territorial Area** The Code Enforcement Officer has proven his dedication by going out very early in the morning and very late at night to conduct his investigation. His report is on the Manager's desk as of this morning. The Board and the citizens who expressed concerns will be notified of his conclusions.

#### **Board Agenda and Packet Preparation**

Comments and suggestions are shown in the attached memorandum.

Board Agenda and Packet Preparation Process  
Prepared 9-19-2019 by Steve Aynes, Northfield Township Manager

Background:

The Minutes of the July 23, 2019 Board Meeting describes the Board's new policy on the agenda process under the Discussion section Item 2 appearing on page 3 and 4. This is a summary of the main points:

- Deadline for submittal of materials for the Board Packet is changed to 3 PM on the Tuesday before the Board meeting.
- Draft Agenda be provided to the Board by the next day (Wednesday) by noon.
- Board Packet be provided to the Board by Thursday at 4:30 P.M.

Comments included in the minutes:

"Zelenock said by moving the deadline from Wednesday to Tuesday the Supervisor and Clerk will have time to make sure there are complete materials for each item by Wednesday."

"Chick said the previous Board was able to act more quickly on agenda items because complete information was provided."

Requested Action:

At the last Board meeting on September 10, the Manager was asked about this process and to report to the Board on this.

Currently, there is a basic framework for each agenda that includes:

- Invocation/Pledge
- Roll Call
- 2 Calls to Public
- 2 Board Member Responses and/or Comments
- Approval of draft minutes
- Department and Committee Reports including the Manager's report on the First meeting of each month.
- Manager's Update - the Second meeting of the month the Manager was originally asked to present a verbal report, but this has recently changed to a second written report to conserve time.

Agenda or discussion items previously tabled are often brought back either at the date selected by the Board or at the discretion of the Manager and Supervisor with assistance from the Assistant to the Manager.

The Board as noted previously is emphasizing completeness of information on the agenda items to facilitate the Board's decision-making process. However, the definition of completeness is a subjective evaluation by each Board member. As an example, one board member may want very specific detailed information, while another may be wanting only the "bullet points". One may want all the information on a subject provided again at each meeting regarding an agenda item. Another may not want to have to read through 100 or 200 pages of information each meeting that was provided previously.



It is my understanding that the agenda is part of the Supervisor's duties with the Manager helping to facilitate the agenda. The Supervisor and Manager discuss upcoming and tabled items and decide whether to include each item for the next agenda or to postpone them to another meeting.

The Board has been passing motions over the past several meetings to end the meetings by 9 PM. Therefore, when selecting agenda items consideration is given to how much time is available and how much time we estimate the Board will likely need to discuss and vote on each item. We expect going into a Board meeting that some items on the agenda will be tabled to meet this time goal.

It has been my observation that about one hour is being used each meeting on procedural items and the 2 "Calls to the Public". With the 9 PM deadline, this leaves one hour to discuss and take action to conduct the needed business of the Township. Therefore, at 2 meetings a month (except for one in December) this leaves approximately 23 hours of Board time each year to take action on the business of the Township.

#### Suggestions:

My suggestions to accomplish the business in the time constraints desired by the Board are as follows. (I don't expect these to be popular.)

- Whomever wants an item placed on the Agenda should be responsible for the accuracy and completeness of the information provided in the Board packet. This would include all information from the Board liaison, consultants, staff members, etc. as necessary.
- The draft agenda should be prepared and distributed initially by the Thursday immediately following a Board meeting. Comments regarding desired changes to the draft agenda should be submitted to the Manager and/or his assistant by the following Monday by 3 PM.
- All support information for agenda items should be submitted to the Manager and/or his assistant by Tuesday at 3 PM as suggested previously by the board.
- Items not requiring external backup information could still be submitted by Wednesday at 3 PM such as department reports and liaison reports.
- The Meeting Packets are to be prepared for distribution to the Board by Thursday at 4:30 PM.
- The 2<sup>nd</sup> Call to the Public should be eliminated. Questions, letters, concerns can be submitted to all of the Board by e-mail or letter and included with the next packet under "Correspondence", or brought to the board at the next board meeting. These could also be submitted to the Manager and/or his assistant.
- For detailed subject matters, the Board should set up study committees composed of 2-3 Board members to go into detail on that subject and report back to the Board. The recommendations of the Committees should be placed on the Consent Agenda. The Board can reserve the right to remove items from the consent agenda for the general agenda. This recommendation will not be applicable if the full Board wants to go into detail on every item.
- The Board policies provided on this agenda regarding reading letters during the meeting and on time limits for speakers should be approved as proposed.

I don't expect the Board to adopt every one of these bullet points. However, in light of the Board's expressed desire to expedite meetings they deserve consideration.

To: Township Board  
From: Steve Aynes, Township Manager  
RE: Ordinance 19-69 - Amendment to Ordinance 18-62: Prohibition of Marihuana Establishments Ordinance - Extension of Sunset Clause  
Date: September 17, 2019

At the June 25, 2019 Board meeting, the board voted to extend the sunset clause in the Prohibition of Marihuana Establishments Ordinance until September 24, 2019. At this time, the board has not yet established Zoning Regulations or Permitting Regulations for Marihuana Establishments. In addition, there is a proposal on the November 5, 2019 ballot asking the residents of Northfield Township if they would like all marihuana establishments to be prohibited.

I recommend that the board extend the sunset clause until a board meeting date after the November 5, 2019 election to allow time to establish the regulations listed above and get election results back.

Draft Board Motion: I, \_\_\_\_\_ motion, seconded by \_\_\_\_\_, to approve Ordinance 19-69: Amendment to the Prohibition of Marihuana Establishments Ordinance to extend the sunset clause to expire on December 10, 2019 OR January 14, 2020.

ORDINANCE NO 19-69

An Ordinance to Amend Ordinance 18-62: Prohibition of Marihuana Establishments Ordinance

**TOWNSHIP OF NORTHFIELD, WASHTENAW COUNTY, MICHIGAN HEREBY ORDAINS:**

An Ordinance to amend Northfield Township Ordinance 18-62: Prohibition of Marihuana Establishments Ordinance by amending the following provision as follows:

**Section 3. Sunset Provision**

Unless Township Board votes to extend or modify the provisions of this Ordinance, the prohibition contained herein shall expire on \_\_\_\_\_, 20\_\_\_\_.

**Ordinance amendment declared adopted on September 24, 2019.**

\_\_\_\_\_  
Marlene Chockley  
Supervisor, Northfield Township

ATTEST:

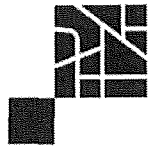
\_\_\_\_\_  
Kathleen Manley, Clerk

I, Kathleen Manley, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_\_ day \_\_\_\_\_ of 2019.
- B. A true copy of the Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 and;
- C. The effective date of the above Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_,2019.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_  
Kathleen Manley, Clerk



September 18, 2019

Township Board  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

**MEMORANDUM: Marihuana Proposed Zoning Regulations and Proposed Permit Regulations**

Honorable Trustees,

**A: REQUESTED MATERIALS**

As requested by the Board, we have provided the following materials to review:

- A revised zoning ordinance with buffers reduced to 500 ft. and retail and provisioning uses in the WLD-D and WLD-W districts
- Maps showing the effects of a 300 ft, 500 ft, and 1000 ft, buffer
  - These maps were created with GIS data and locational analysis to determine theoretical site locations that could comply with the requested buffers between locations and from school facilities at 300 ft, 500 ft, and 1000 ft.
- A draft application for review
- A draft scoring process for review

**B: ZONING REGULATIONS**

As requested by the Board, the recommendations of the Board for Zoning Regulations to permit Marihuana Facility Uses have been placed into adoptable ordinance format for the Board to consider. As discussed at the June 25, Board Meeting, Planning Commission held two public hearings, consistent with State requirements and has referred the item to the Board for consideration.

Tonight, the Board is considering the Zoning regulations, which control the districts where uses can be permitted and the land use standards that shall be applied to uses if approved.

*The Board may take any of the following actions:*

- 1. Table the discussion to a future date, with a request for additional information**
- 2. Make a motion to approve the ordinance as presented**
- 3. Table the discussion to recommend changes to the ordinance**
- 4. Deny the proposed zoning ordinance**

**C: PERMIT REGULATIONS**

The Board held a public hearing on July 23, to hear public comment on Permit Regulations. Additionally, as requested, the proposed Permit Regulations have been placed into adoptable Ordinance Format for the Board to Consider. The permit regulations are a police power ordinance and do not require a Planning Commission recommendation to the Board, which is why the Board held Public Hearing on July 23.

**The Board may take any of the following actions:**

- 1. Table the discussion to a future date, with a request for additional information**
- 2. Make a motion to approve the permit ordinance as presented**
- 3. Table the discussion to recommend changes to the Ordinance**
- 4. Deny the proposed permit ordinance**

**D: State Publishes Emergency Rules on Adult-Use Marihuana Establishments, July 3, 2019**

On July 3, 2019, the State enacted Emergency Rules to facilitate the implementation of Adult Use Licenses within the required time frame. After preliminary review of these rules, we find that the ordinances the Board is considering tonight substantively are consistent with the intent of the July 3 rules. As expected, there are specific rules for the operation of each license type.

The one notable addition is that the July 3 rules create four new use categories, as follows:

- Designated consumption establishment license
- Excess marihuana grower license
- Marihuana event organizer license
- Temporary marihuana event license

***As proposed, these uses are not defined or authorized within any zoning district within the Township. It is our opinion that if the Township wants to authorize these new uses, they should be incorporated into the Zoning Regulations and the Permitting Regulations.***



ORDINANCE NO. 19-66

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN TO AMEND ARTICLE II- DEFINITIONS, SECTION 36-29, ARTICLES III GENERAL PROVISIONS, SECTIONS 36-64. – HOME OCCUPATIONS, ARTICLE VI AR AGRICULTURAL DISTRICT, SECTION 36-157, - CONDITIONAL USES, ARTICLE XIII LC LOCAL COMMERCIAL DISTRICT, SECTION 36-364.- CONDITIONAL USES, ARTICLE XIV GC GENERAL COMMERCIAL DISTRICT, SECTION 36-391 CONDITIONAL USES, ARTICLE XVIII LI LIMITED INDUSTRIAL DISTRICT, SECTION 36-510.- CONDITIONAL USES, ARTICLE XIX.- GI GENERAL INDUSTRIAL DISTRICT, SECTION 36-533.- CONDITIONAL USES, ARTICLE XXII.- RTM RESEARCH/TECHNOLOGY/MANUFACTURING DISTRICT, SECTION 36-638.- CONDITIONAL USES, ARTICLE XXIV SUPPLEMENTARY REGULATIONS AND STANDARDS, SECTION 36-729.- MEDICAL MARIHUANA CAREGIVERS, ARTICLE XXIV SUPPLEMENTARY REGULATIONS AND STANDARDS, SECTION 36-761.- STANDARDS FOR MARIHUANA ESTABLISHMENTS AND FACILITIES

**Whereas**, the Township Board reviewed the Township’s zoning districts for consistency with Section 36-29 Definitions and;

**Whereas**, the Township Board reviewed the Township’s zoning districts for consistency with Section 36-64 General Provisions - Home Occupations and;

**Whereas**, the Township Board reviewed the Township’s zoning districts for consistency with Section 36-157- AR Agriculture District- Conditional Uses and;

**Whereas**, the Township Board reviewed the Township’s zoning districts for consistency with Section 36-364- LC Local Commercial District- Conditional Uses and;

**Whereas**, the Township Board reviewed the Township’s zoning districts for consistency with Section 36-391- GC General Commercial District- Conditional Uses and;

**Whereas**, the Township Board reviewed the Township’s zoning districts for consistency with Section 36-533- GI General Industrial District- Conditional Uses and;

**Whereas**, the Township Board reviewed the Township’s zoning districts for consistency with Section 36-638- RTM Research/ Technology/Manufacturing District- Conditional Uses and;

**Whereas**, the Township Board reviewed the Township's zoning districts for consistency with Section 36-729- Supplementary Regulations and Standards- Medical Marihuana Care Givers and;

**Whereas**, the Township Board reviewed the Township's zoning districts for consistency with Section 36-761- Supplementary Regulations and Standards- Medical Standards for Marihuana Establishments and Facilities and;

**Whereas**, the Planning Commission, spent more than six months researching and preparing draft marihuana Zoning Regulations for the Township Board to consider and;

**Whereas**, the Planning Commission held two public hearings and provided the Board with recommendations for standards to consider for adoption and;

**Whereas**, the Board considered the recommendations of the Planning Commission and public comments and voted on the modifications included herein;

**Now, therefore, be it ordained** by the Northfield Township Board of Trustees that the below zoning, text and various articles (A-J) be amended as follows:

**A: Article II, Definitions – to amend Section 36-29 Definitions:**

Marihuana Establishments and Facilities: The term Marihuana Facilities, shall encompass all use classes specifically defined and authorized by the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq, and all other applicable rules promulgated by the state of Michigan as may be amended. Marihuana establishments and facilities include the following use classes:

- (1) **Marihuana grower** means a person licensed to cultivate marihuana and sell or otherwise transfer marihuana to marihuana establishments. Growers shall be subdivided into six classes based on State licensing standards.
  - a. Medical Class A – 500 marihuana plants.
  - b. Medical Class B – 1,000 marihuana plants.
  - c. Medical Class C – 1,500 marihuana plants.
  - d. Recreational Class A – 100 marihuana plants.
  - e. Recreational Class B – 500 marihuana plants
  - f. Recreational Class C – 2,000 marihuana plants
- (2) **Marihuana microbusiness** means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.
- (3) **Marihuana processor** means a person licensed to obtain marihuana from marihuana establishments; process and package marihuana; and sell or otherwise transfer marihuana to marihuana establishments.

- (4) **Marihuana retailer** means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (5) **Marihuana secure transporter** means a person licensed to obtain marihuana from marihuana establishments in order to transport marihuana to marihuana establishments.
- (6) **Marihuana safety compliance facility** means a person licensed to test marihuana, including certification for potency and the presence of contaminants.
- (7) **Provisioning center** means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this act.
- (8) **Registered primary caregiver** means a primary caregiver who has been issued a current registry identification card under the Michigan medical marihuana act

**B: Article III, General Provisions, to amend Section 36-64 Home Occupations:**

- (2) **Medical marihuana cultivation, use and distribution-Licensed Caregivers.**  
 In addition to the general standards as specified in subsection (a) of this section, medical marihuana, cultivation, use and distribution shall meet the following specific standards:
  - a. Conformance with section 36-729.
  - b. In recognition of the confidential nature of this use, a ~~medical marihuana cultivation, use and distribution~~ licensed caregiver shall ~~make~~ submit a ~~z~~Zoning e~~Compliance a~~Application pursuant to section 36-729(c) shall be required, rather than a standard to obtain a Zoning eCompliance eCertificate.

**C: Article VI, AR Agriculture District, to amend Section 36-157 Conditional Uses:**

- (24) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
  - a. Growers, all licenses.

**Section 4: Article XIII, LC Local Commercial District, to amend Section 36-364 Conditional Uses:**

- (12) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:



a. Retail Marihuana and Provisioning Centers

**D: ARTICLE XII. - WLD—WHITMORE LAKE DISTRICT  
Sec. 36-340. - Uses permitted.**

Permitted Uses

Uses which are permitted by right (P); uses subject to conditional use approval (C); not permitted uses (NP); or uses permitted on upper floors only (UP)

	WLD-D	WLD-W	WLD-NV
<u>Retail Marihuana and Provisioning Centers, subject to the standards of Section 36-761</u>	<u>C</u>	<u>C</u>	<u>NP</u>

**E: Article XIV, GC General Commercial District, to amend Section 36-391  
Conditional Uses:**

21) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:

- a. Retail Marihuana and Provisioning Centers
- b. Secure Transporters
- c. Safety Compliance Facilities

**F: Article XVIII, LI- Limited Industrial District, to amend Section 36-510  
Conditional Uses:**

11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:

- a. Growers, all licenses permitted.
- b. Processors
- c. Secure Transporters
- d. Safety Compliance Facilities
- e. Microbusinesses

**G: Article XIX, GI – General Industrial District, to amend Section 36-533  
Conditional Uses:**

11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:

- a. Growers, all licenses permitted.
- b. Processors
- c. Secure Transporters
- d. Safety Compliance Facilities
- e. Microbusinesses

**H: Article XXII, RTM- Research/Technology/Manufacturing District, to amend Section 36-638 Conditional Uses:**

- 2) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
- a. Processors
  - b. Safety Compliance Facilities

**I: Article XXIV, Supplementary Regulations and Standards, to amend Section 36-729 Medical Marihuana Caregivers:**

(a) **Intent.**

(1) It is the intent of these regulations to allow medical marihuana cultivation, ~~use and distribution~~ caregivers, as defined by the Michigan Marihuana Act, as a home occupation pursuant to section 36-64, and further to protect the health, safety, and welfare of law enforcement officers and other persons in the community. These regulations are designed to allow the creation and maintenance of a private and confidential patient-caregiver relationship to facilitate the statutory authorization for the limited cultivation, distribution, and use of marihuana for medical purposes; and to regulate around this fundamental intent in a manner that does not conflict with the Act so as to address issues that would otherwise expose the community and its residents to significant adverse conditions and the uninspected installation of unlawful structural, electrical, plumbing and electrical facilities mechanical equipment that create dangerous health, safety, and fire conditions.

(2) These regulations allow for activity based on the Act. Nothing in these regulations shall be construed to undermine or provide immunity from federal law as it may be enforced by the federal or state government relative to the cultivation, distribution, or use of marihuana. ~~Thus, the authorization of activity, and the approval of this use, shall not have the effect of superseding or nullifying federal law applicable to the cultivation, use, and possession of marihuana, and all applicants are on notice that they may be subject to prosecution and civil penalty, including forfeiture of property.~~

(b) **Definitions.** The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

**Act** means Initiated Law 1 of 2008 (MCL 333.26421 et seq.), and Michigan Administrative Rules, R 333.101 et seq.

**Department** means the ~~s~~State ~~d~~Department of ~~e~~Community ~~H~~Health.

**Distribution** means the physical transfer of any amount of marihuana in any form by one person to any other persons, whether or not any consideration is paid or received.

**Distributor** means any person, including, but not limited to, a caregiver, patient or any other person, who engages in any one or more acts of distribution.

**Facility or premises** means one premises having a separate or independent postal address.

**Marihuana** means the substance or material defined in section 7106 of the public health code, Public Act No. 368 of 1976 (MCL 333.7106).

**Primary caregiver or caregiver** means a person as defined under MCL 333.26423(g) of the Act, and who has been issued and possesses a registry identification card under the Act.

**Principal residence** means the place where a person resides more than one-half of the calendar year.

**Qualifying patient or patient** means a person as defined under MCL 333.26423(h) of the Act.

**Registry identification card** means the document defined under MCL 333.26423(i) of the Act.

**(c) Application requirements.**

(1) In addition to the requirements for home occupation pursuant to section 36-64 - Home Occupation, a medical marihuana ~~cultivation, use, and distribution~~ caregiver shall submit a zoning compliance certification application ~~must be submitted~~. The requirement of these regulations is to permit a location, and not to regulate persons. An application as supplied by the township shall describe each of the following and shall:

- a. Not require the name, home address, or date of birth of a ~~patient or~~ caregiver.
- b. Include the address and legal description of the precise premises, ~~other than a patient's principal residence~~, at which there shall be possession, cultivation, distribution or other assistance in the use of marihuana. The fact that a caregiver or other person providing assistance to patients also has an ID card as a patient shall not relieve the obligation to provide this information.
- c. Specify the address of the place where all unused portions of marihuana plants cultivated in connection with the use of marihuana or caregiver activity at the premises shall be disposed.
- d. Describe the enclosed, locked facility in which any and all cultivation of marihuana is proposed to occur, or where marihuana is stored, with such description including: location in building; precise measurements, in feet, of the floor dimensions and height; the security device for the facility.
- e. Describe all locations in the premises where a caregiver or other person authorized under the Act shall render assistance to a qualifying patient.
- f. Specify the number of patients to be assisted, including the number of patients for whom marihuana is proposed to be cultivated, and the number of patients to be otherwise assisted on the premises, and the maximum number of plants to be grown or cultivated at any one time. If the location at which patients will be assisted is different from the licensed premises, the application shall provide the address of all such other locations (other than the address of a patient being assisted). The maximum number of patients and plants is specified in subsection (c)(2)b of this section.

- g. For safety and other code inspection purposes, it shall describe and provide detailed specifications of all lights, equipment, and all other electrical, plumbing, and other means proposed to be used to facilitate the cultivation of marihuana plants as such specifications relate to the need for the installation of facilities. As noted in subsection (c)(2)d of this section, all new construction including structural, electrical, ~~and plumbing, and mechanical~~ shall meet current state construction codes and shall be ~~inspected for compliance~~ require necessary permits and inspections.

The standards of approval as noted below will be used to review each application. An inspection will be made at each location noted in the application to verify the standards.

**(2) Requirements and standards for approval.**

- a. Locations used for the cultivation and/or use of marihuana by caregivers and any other person permitted under the Act are pursuant to section 36-64 – Home Occupation. As a home occupation this use shall not be permitted under the following circumstances:
1. Within 500 feet from sites where children are regularly present, and specifically a daycare facility, a church, synagogue, mosque, or other religious temple, and from a recreational park and a public community center, a public or private preschool, elementary school, middle school, high school, community college, and all other schools that have different name references but serve students of the same age.
  2. Within 500 feet of an adult use, as defined in this chapter, if applicable (attach appendix if not stated or incorporated).
  3. Within 500 feet from the site at which any other caregiver or any other person cultivates marihuana, or assists in the use of marihuana, not including a patient's principal residence which is not used to cultivate marihuana or assist in the use of medical marihuana for persons other than the patient at such residence.

Measurements for purposes of this subsection a. shall be made from property boundary to property boundary.

- b. The location of the facility at which a caregiver or any other person permitted under the Act cultivates marihuana, or assists a patient in the use of marihuana, shall not be the same facility at which any other caregiver or person cultivates marihuana or assists a patient in the use of marihuana. Accordingly, at a patient's principal residence used by such patient to cultivate marihuana for his personal use as permitted under the Act, there shall be not more than 12 marihuana plants being cultivated at any one time; only at a licensed facility may there be more than 12 marihuana plants being cultivated at any one time; and, at a facility at which a caregiver or any other person permitted under the Act cultivates marihuana for use by patients, there shall not be more than 12 marihuana plants being cultivated at any one time per patient, and in no event more than 60 marihuana plants being cultivated at any one time (which assumes cultivation for five patients), plus an additional 12 plants if the

caregiver is also a patient that has not designated a caregiver to assist in providing medical marihuana.

- c. In order to insulate children and other vulnerable individuals from such actions, all medical marihuana cultivation, and all assistance of a patient in the use of medical marihuana by a caregiver, shall occur within the confines of a building licensed under this section, and such activities shall occur only in locations not visible to the public. This subsection shall not prohibit a caregiver from assisting a patient at the patient's principal residence or at a hospital.
  - d. All lights, plumbing, equipment, and all other means proposed to be used to facilitate the growth or cultivation of marihuana plants shall be in accordance with all applicable state construction codes.
  - e. Considering that the distribution of marihuana is generally unlawful, and that the Act authorizes caregivers, and does not authorize any activity such as a dispensary (authorized by statutes in other states), and reading the Act as a whole, the activities of caregivers are interpreted as being limited to private and confidential endeavors. Moreover, the location and identity of a caregiver is known to patients. Accordingly:
    1. Signage shall be in accordance with the township home occupation standards found in section 36-64(1)i.
    2. Unless conducted as part of a related licensed professional medical or pharmaceutical practice, caregiver activity shall not be advertised as a clinic, hospital, dispensary, or other name customarily ascribed to a multi-patient professional practice.
- (3) **Use of land in accordance with approved application.** If approved, all use of property shall be in accordance with an approved application, including all information and specifications submitted by the applicant in reliance on which the application shall be deemed to have been approved.

(d) **Restriction on distribution.**

- (1) The restrictions in this section are based on the following findings:
- a. It is reasonable to expect and require that all undertakings of caregivers and other persons in assisting a patient are intended to occur on a confidential and private one-to-one basis.
  - b. The Act does not reflect the intent for distributions of marihuana by more than one caregiver or other person to one patient, or by one or more caregivers or other persons to more than one patient at any given time and place.
  - c. The confidentiality provisions of the Act reflect the intent for all caregivers and patients to remain anonymous in terms of their name and address, thus further reflecting the private and confidential nature of the activities contemplated between a caregiver and the patient he is assisting.

(2) **Restrictions.**

- a. A caregiver and any other person authorized under the Act to assist patients, if any, shall distribute medical marihuana only on a confidential, one-to-one basis with no other caregiver being present at the same facility at the same time, and no other patient or other person being present at the same facility at the same

time; provided that a patient's immediate family members or guardian may be present within the patient's private residence, and one family member or guardian may be present in any facility other than the patient's private residence. For purposes of this subsection, the term "same time" shall mean and include concurrently as well as within a time interval of one hour.

b. Considering the health issues presented, no food shall be sold from the facility used for the distribution of medical marihuana.

(e) **Inspection of patient cultivation.** Upon the request of a patient who is cultivating medical marihuana, the ~~medical marihuana officer~~ Public Safety Director of the community shall confidentially coordinate ~~electrical and plumbing~~ any inspectors (and other inspectors within whose expertise an inspection is needed) with regard to the siting of such cultivation for the purpose of determining whether all ~~lights structural, electrical, plumbing, equipment, and all other~~ or mechanical means used to facilitate the cultivation of marihuana plants is in accordance with applicable code. In carrying out the provisions of this subsection, community officials shall not require the name and address of the patient. Rather, the intent of this subsection is to focus on the premises, and to ensure ~~fire, electrical, plumbing, and other~~ safety for the benefit of the resident of the premises and others who may be affected by one or more code violations.

~~(f) **Penalty for violation.**~~

~~(1) Civil infraction, with penalty of \$1,000.00 (or the maximum permitted by law if less than \$1,000.00 for each violation).~~

~~(2) In the event of two or more violations, increased civil penalty (if permitted by law), and grounds for revocation, following hearing.~~

## **J: Article XXIV, Supplementary Regulations and Standards, to add Section 36-761 Standards for Marihuana Establishments and Facilities**

### Section 36-761 Standards for Marihuana Establishments and Facilities

1. These standards shall apply to all marihuana establishments and facilities, unless otherwise noted, and excepting caregivers, which are regulated by Sec. 36-729. - Medical marihuana caregivers and Sec. 36-64. - Home Occupation.
2. Marihuana related activities shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, Marihuana facilities Licensing Act, the Marihuana Tracking Act, the Michigan Regulation and Taxation of Marihuana Act and all State of Michigan regulations for the transfer of marihuana, and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.
3. All marihuana establishments and facilities shall submit a Zoning Compliance Application, shall obtain structural, electrical, plumbing, and mechanical permits and inspections to meet current state construction codes, and shall obtain a Certificate of Occupancy prior to any operation or occupancy of said establishment or facility.

4. Site plan approval and conditional use approval shall be required for all marihuana establishments and facilities.
5. The applicant location shall meet all applicable written and duly promulgated standards of the Township and, prior to opening, shall demonstrate to the Township that it meets the rules and regulations promulgated by the Medical/Recreational Marihuana Licensing Board and obtain a Certificate of Occupancy.
6. The establishment or facility location shall conform to all standards of the zoning district in which it is located.
7. Establishments and facilities are not permitted within a 500-foot radius of any primary, intermediate or secondary school measured by the shortest possible line from the property edges.
8. The minimum distance from other marihuana facilities and establishments is 500 feet. Colocation of use classes on one site is permitted when consistent with State standards and all uses are permitted in the zoning district.
9. In the AR district, the minimum lot size for Medical Class B, Recreational Class B, Medical Class C, and Recreational Class C growers shall be 10 acres. In the AR district the minimum lot size for Medical Class A, and Recreational Class A growers shall be 5 acres.
10. Hours of operation permitted for retail, provisioning centers, and microbusinesses: Monday – Saturday: 9:00 a.m. – 9:00 p.m.; Sunday: 10:00 a.m. – 6:00 p.m.
11. All activity related to the marihuana establishment or facility shall be done indoors.
12. All establishments and facilities must ensure that any water emanating from the establishment or facility meets or exceeds all applicable state and local environmental standards.
  - a. No required water supply and sanitary sewerage facilities shall be erected, altered, or moved upon a lot or premises and used in whole or in part for a marihuana facility unless it shall be provided with a safe, sanitary and potable water supply and with a safe and effective means of collection, treatment, and disposal of human excreta and domestic, commercial, and industrial waste. All such installations and facilities shall conform to the minimum requirements Washtenaw County, and any applicable statutes, ordinances, or regulations.
13. Security cameras shall be installed and maintained. Security Cameras shall comply with all State requirements. All security cameras shall have at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. A security plan shall be provided and approved by the Public Safety Director.
14. Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.
15. Any medical marijuana provisioning center shall not have exterior signage using the word “marihuana” and/or “marijuana” or any other word, phrase or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that “No loitering is permitted” on such property.

16. Marihuana establishments and facilities are not permitted to operate in a manner that results in adverse impacts on adjacent property; including excessive odor, traffic, noise, or loitering. The Township may place reasonable conditions on facilities to ensure operation consistent with community norms. Failure to comply with Township regulations or conditions of approval shall be cause to revoke a local license. Odor for growers and processors shall be regulated as follows:
  - a. The building shall be equipped with an activated carbon filtration system for odor control and air scrubbing to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
  - b. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
  - c. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days, or according to manufacturer recommendations.
  - d. Negative air pressure shall be maintained inside the building.
  - e. Doors and windows shall remain closed, except for the minimum length of time needed to allow people to ingress or egress the building.
  - f. An alternative odor control system is permitted if the special use permit applicant submits and the township accepts a report by a mechanical engineer licensed by the state of Michigan demonstrating the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The Township may hire an outside expert, at the cost of the applicant, to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.
  - g. Secure transporters and safety compliance facilities shall also be required to submit plans for odor control for approval if in the opinion the planning commission such plans are required for the protection of the township and its residents.
17. If the marihuana establishment or facility ceases operation for a length of time of ninety days or greater, the conditional use shall expire.
18. Marihuana drive-through retail establishments and provisioning centers shall be prohibited.
19. All marihuana shall be contained within a structure that meets all applicable building code requirements in an enclosed, locked area. A floor plan shall be provided with the site plan application.
20. Application for a local Marihuana Facilities Permit shall be made to the Township Clerk, or a designee. The application shall be made using forms provided by the Township Clerk, or a designee, for a Marihuana Facilities Permit. The application shall be signed by the applicant verifying the truth and accuracy of all information and representations. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules of the State of Michigan. In addition to information and submittals, the application shall include payment of application fee in an amount set by the Township Board. Applications shall be filed according to licensing regulations, procedures, and fees established by the Township Board, and may be amended.



21. A State license is required for all Marihuana Establishments and Facilities.
22. Prior to issuance of a certificate of occupancy, an authorized Marihuana Establishment or Facility shall comply with the following regulations and shall only be operated as long as it remains in compliance with all such ordinances.
  - a. Compliance with State and Township licensing requirements and proof of issuance of a State operating license and compliance with all rules promulgated there under is filed with the Township.
  - b. Compliance with all Township Zoning regulations with written approval of Zoning Compliance issued by the Township Zoning Administrator.
  - c. Compliance with all Township construction and building ordinances and applicable police power ordinances.
23. Inspections may be made by the Township Official's designee to confirm the Marihuana Establishment or Facility is operating in accordance with applicable laws including, but not limited to, State Law and Township Ordinances.
24. The premises shall be open for inspection upon request by the Zoning Administrator, Code Enforcement Officer, Building Official, Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.
25. The penalties and fees collected by the Township for Marihuana Establishments and Facilities shall be the maximum permissible by the State of Michigan unless otherwise established by the Township Board.

## **MISCELLANEOUS**

If any portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

**Effective Date**

The provisions of this Zoning Code amendment are hereby ordered to take effect \_\_\_\_ days following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this \_\_\_\_ day of \_\_\_\_ 2019.

**TOWNSHIP OF NORTHFIELD,  
WASHTENAW COUNTY, MICHIGAN**

\_\_\_\_\_  
Marlene Chockley, Supervisor

ATTEST:

\_\_\_\_\_  
Kathleen Manley, Clerk

I, Kathleen Manley, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2019. The names of the members voting thereon and how each member voted was as follows:  
Yeas: \_\_\_\_\_  
\_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_
- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 and;
- C. The effective date of the above Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_

Kathleen Manley, Clerk

# Marihuana Facility Downtown Analysis

Northfield Township, Washtenaw County, Michigan

September 17, 2019

Estimate 9-13 possible sites with 300 ft Buffer

## LEGEND

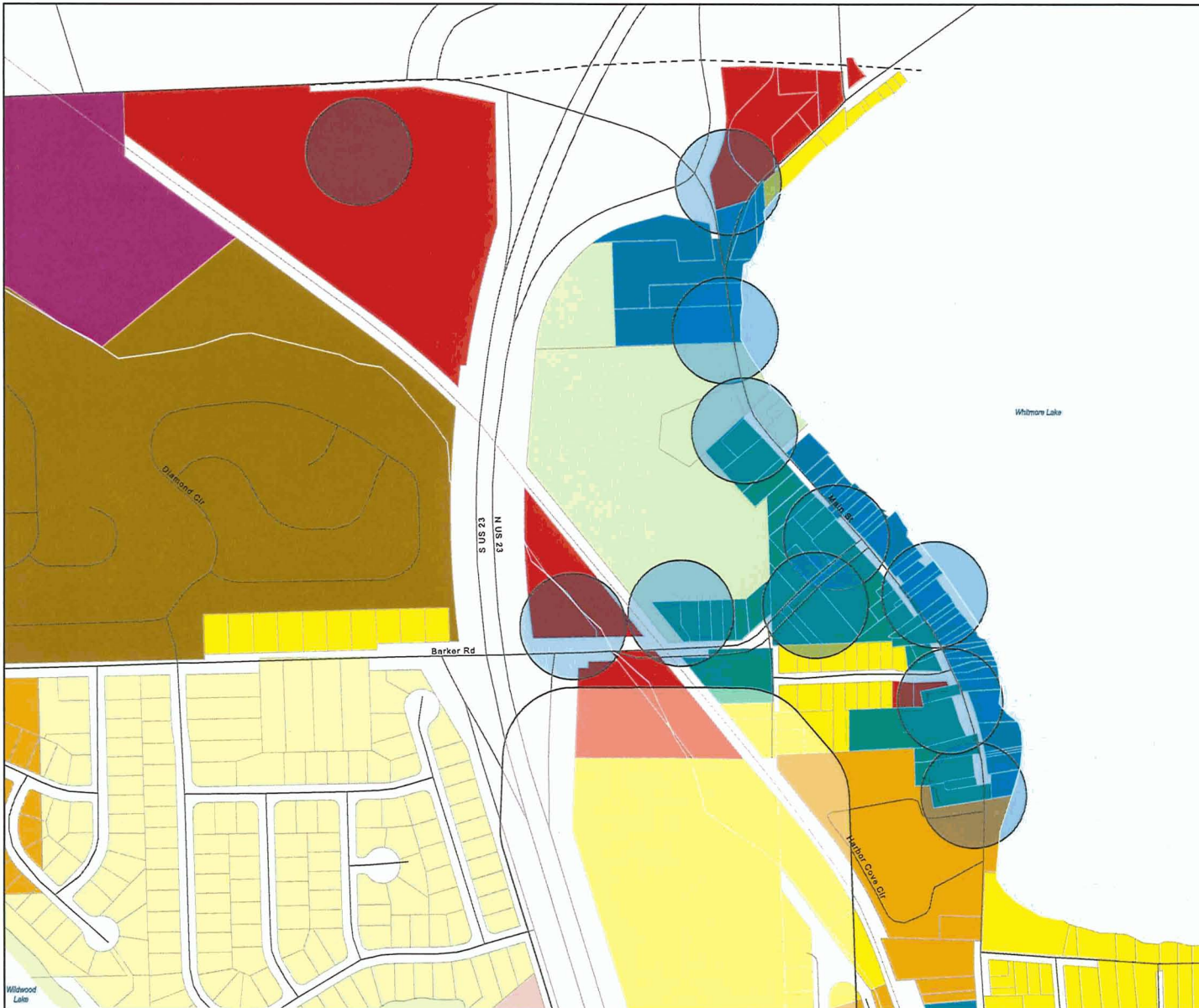
	LR Low-Density Residential		PSC Planned Shopping Center
	MR Multi-Family Residential		RC Recreation Conservation
	MHP Mobile Home Park		WLD-DD Whitmore Lake Downtown
	SR1 Single-Family Residential		WLD-NV Whitmore Lake North Village
	SR2 Single-Family Residential		WLD-W Whitmore Lake Waterfront
	RO Residential/Office		AR Agricultural
	LC Local Commercial		City and Township boundaries
	GC General Commercial		Roads
	LI Limited Industrial		Railroads
	GI General Industrial		300 Foot Buffer
	RTM Research/Technology/Manufacturing		School Buffer 300 ft from lot
	PUD Planned Unit Development		

*Note: The map illustrates potential site locations that would comply with the proposed zoning and permit regulations. No sites are proposed at this time and all requirements must be met prior to businesses operating, and only if the zoning and permit regulations are approved.*



## SOURCES

Basemap Source: Michigan Center for Geographic Information, Version 17a.  
Data Source: Northfield Township Source, McKenna 2019

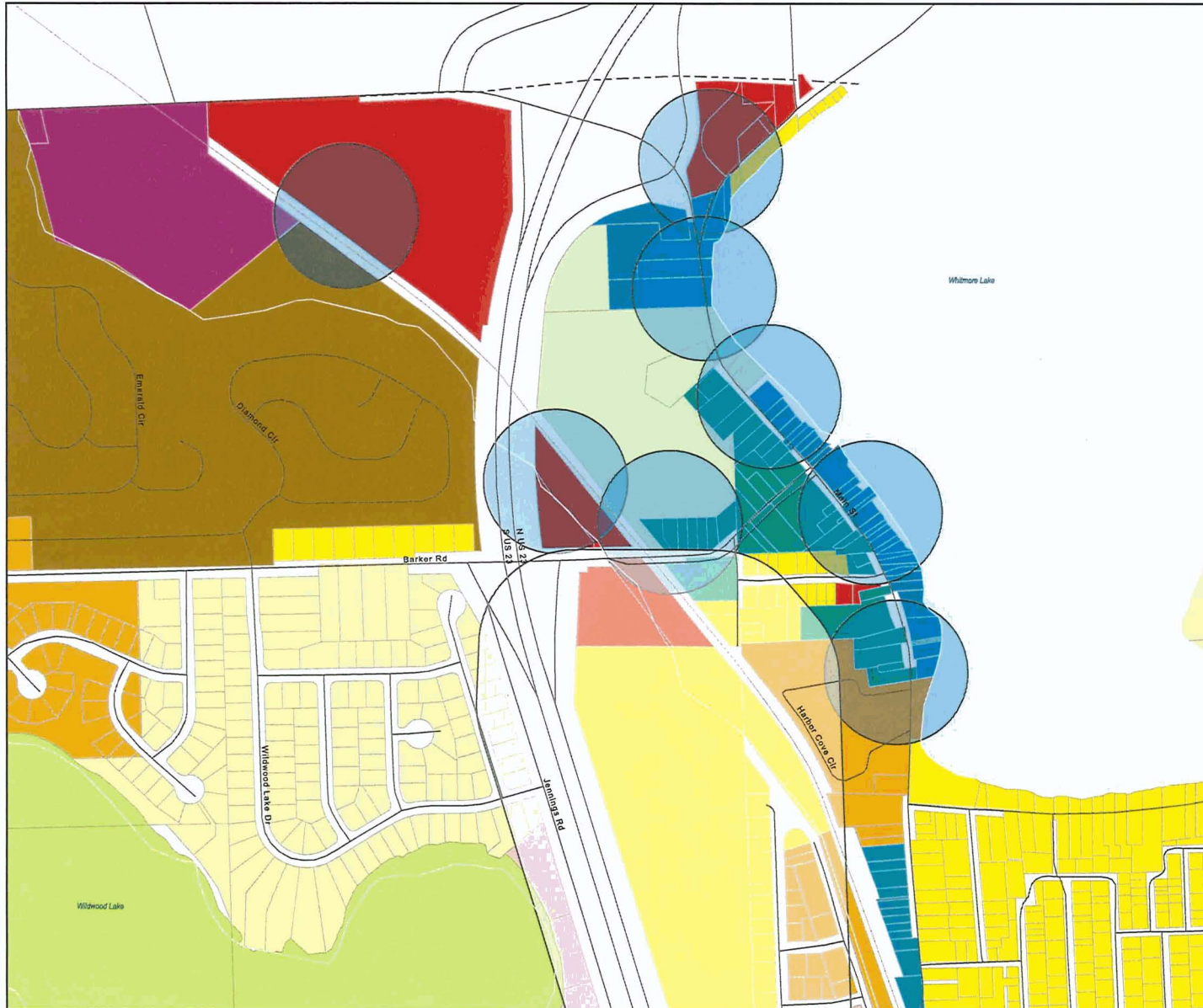


# Marihuana Facility Downtown Analysis

Township of Northfield

September 17, 2019

Note: Estimate of 6-10 possible sites with 500 ft buffer



## LEGEND

- LR Low-Density Residential
- MR Multi-Family Residential
- MHP Mobile Home Park
- SR1 Single-Family Residential
- SR2 Single-Family Residential
- RO Residential/Office
- LC Local Commercial
- GC General Commercial
- LI Limited Industrial
- GI General Industrial
- RTM Research/Technology/Manufacturing
- PUD Planned Unit Development
- PSC Planned Shopping Center
- RC Recreation Conservation
- WLD-DD Whitmore Lake Downtown
- WLD-NV Whitmore Lake North Village
- WLD-W Whitmore Lake Waterfront
- AR Agricultural
- City and Township boundaries
- Roads
- Railroads
- 500ft Buffer from possible retail /provisioning centers
- School Buffer 500R from lot



**SOURCES**  
 Basemap Source: Michigan Center for Geographic Information, Version 17a.  
 Data Source: Northfield Township Source, McKenna 2019



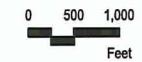
# Marihuana Facilities Downtown Analysis

Township of Northfield

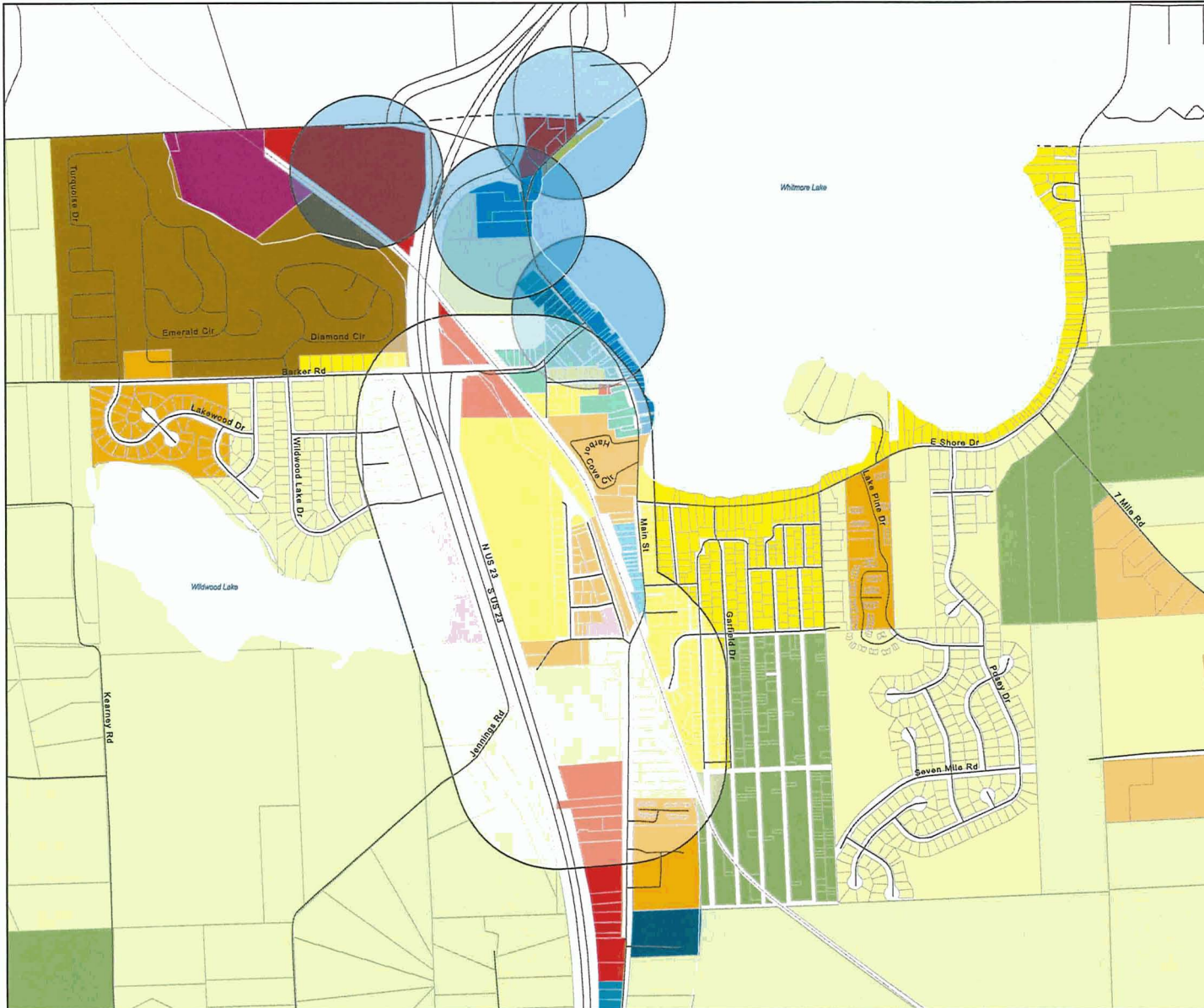
September 17, 2019

Estimate of 2-6 possible sites with 1000 ft buffer

- LR Low-Density Residential
- MR Multi-Family Residential
- MHP Mobile Home Park
- SR1 Single-Family Residential
- SR2 Single-Family Residential
- RO Residential/Office
- LC Local Commercial
- GC General Commercial
- LI Limited Industrial
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- AR Agricultural
- City and Township boundaries
- Roads
- Railroads
- 1000 ft Buffer
- School Buffer 1000 ft from lot



**SOURCES**  
 Basemap Source: Michigan Center for Geographic Information, Version 17a.  
 Data Source: Northfield Township Source, McKenna 2019



Trustee Chick requested that the following items be included in the packet for discussion in conjunction with the discussion of the draft Marihuana Ordinances.

- A. Section 36-157 Conditional Uses: A list of current Conditional Uses allowed in the AR-Agricultural District
- B. A summary of the reasoning behind the numbers the Planning Commission chose for licenses for the different facility types
- C. The letter from the Planning Commission to the Board regarding their position on the suggested Marihuana Zoning and Permitting Regulations
- D. Suggested discussion and article regarding Marihuana Micro-businesses

A.

Section 36-157 Conditional Uses

Properties of 10 acres or more:

Public or private park

Camping Ground

Golf Course

Golf Driving Range

Hunting Lodge

Gun club 6 foot chain link fence with two strands of barbed wire at the top of the fence includes trap skeet, shotgun ranges, pistol ranges, indoor firing range

Garden Nursery

Commercial Greenhouse

Livestock Auction

Licensed restaurant or bar when occupying an integral part of the main structure

Community of Governmental building

Airport

Sanitary Land fill site

Schools and University

Hospital, Nursing Home or Sanitarium

Church, synagogue, cathedral, mosque, temple or building of public worship or a cemetery

Veterinarian or animal clinic with kennels.

Farm labor housing

Public utility structure

Radio and television broadcasting and receiving antenna

Woodworking shop (not a sawmill)

Bulk feed and fertilizer outlets

Bed and Breakfast operations

Sawmill

Group child care homes

B.

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The concept was 2 facilities for each marijuana facility type per zoning district.  
Based on facility types there are:

- Processor - 3 potential districts - 6 licenses
- Secure Transporter - 3 potential districts - 6 licences
- Safety Compliance - 4 potential districts - 6 licences (a reduction to simplify)
- Microbusiness - 3 potential districts - 6 licences
- Retail - 3 potential districts - 6 licenses
- Provisioning center (medicinal) - 3 potential districts - 6 licenses

*For Grower facilities, since the township reflects approximately 70% AR to 30% other zoning districts, the approximate same ratio was considered. All facility types were allowed 6 licences which are not allowed in the AR District with exception of Microbusiness due to its function. Growers were then allowed 20 licences, roughly the approximate same ratio, although the Grower facility type also has 3 potential districts. Only Grower and Microbusiness facility types were considered in the AR District. The thought was that the Grower facility type would lend itself to the AR district for its actual function. The 20 licences designated for Growers is for both medicinal and recreational - a total of 6 different Grower classifications - Medical Class A, B, &C and Recreational Class A, B, &C. The amount of 20 licences was considered conservative due to this fact also.*



C.

The Planning Commission would like to clarify its position on the Board of Trustees recommendations regarding the Marihuana Zoning and Permit Regulations from their April 25, 2019 meeting as presented on the McKenna memo dated April 30, 2019.

The following is a summary of Board of Trustees recommendations including the Planning Commission opinion, along with supporting reasons the Planning Commission differs on certain recommendations presented from the Board:

- Number of Permits Available - Board recommends a total of 27 permits available. With the Planning Commission recommending 56 potential licenses at a \$5000 application fee per license per year, the potential result would be \$280,000 in gross revenue to the township per year. With this understanding the Commission would ask the Board to reconsider the number of facilities allowed. The Commission also considered the Marihuana Facility Zoning Analysis Map confirming such locations would not be excessive per zoning districts as proposed.
- Medical Licensed Caregivers - As a home occupation requiring a buffer of 1,000 feet is excessive considering this business is unlike any other type of facility.
- Security cameras compliance with State requirements - The Commission has no objection to compliance with State requirements.
- Air scrubbing and filter changing to comply with manufacturing regulations - The Commission has no objection.
- Sign requirements added by the Board - In respect to signage, due to current ongoing litigation in other municipalities and townships regarding marijuana facility signage, and the recent Supreme Court decision of Reed vs Town of Gilbert, the Commission reviewed and suggested no additional requirements would best benefit the township from any potential future litigation.
- Buffer changed to 1,000 feet between facilities and from schools by the Board - The Commission recommend a 500 foot buffer between facilities and schools due to the size of our zoning districts, the unique location of schools to possible zoning districts, and the possible limiting effect the 1,000 foot buffer could have on possible zoning districts. Again, the 500 foot model was demonstrated on the Marihuana Facility Zoning Analysis Map.
- Religious establishments, child care facilities, parks, and libraries added to uses that require a 1,000 foot buffer from marihuana facilities by the Board - The Commission recommended not to include additional uses to the restriction on buffers due to the language in the recreational marijuana ballot proposal (MRTMA). This Act contains the term "unreasonably impractical" which the medicinal marijuana act (MMFLA) does not. Local ordinance buffers more stringent than what is presented in the proposal – K-12

schools – may invite potential future litigation against the township. While these locations may be applied for MMFLA, the Commission recommends the Board not apply these restrictions for MRTMA.

- Clerk may designate application processing - The Commission has no objection.
- WLD - Whitmore Lake District deleted from possible zoning district - The Commission feels the present downtown is in dire need of rejuvenation. Downtown has suffered from a declining business element for many years. Complementing developments which include restaurants and retail along with dispensaries would enhance downtown and provide additional businesses. This would also attract potential foot traffic to encourage future growth in the downtown zoning district.
- No Microbusinesses permitted in the AR District by the Board - The Commission's vision and understanding of what a Microbusiness facility entails mostly mirrors the agritourism industry where specific crops or produce are grown and sold on the same premises. Restricting Microbusinesses from the AR zoning eliminates where this facility appears to be most suitable.

D.

-----Original Message-----

From: Janet M. Chick <jchick711@aol.com>

To: boardoftrustees <boardoftrustees@northfieldmi.gov>; ayness <ayness@northfieldmi.gov>; plippens <plippens@mcka.com>

Sent: Tue, Sep 17, 2019 11:00 am

Subject: Michigan Microbusinesses: All You Need to Know

All,

I would like to have a serious discussion on micro-businesses in Northfield Tuesday evening. I am asking that each of us please consider this as an option for our community. I have been approached by some residents in the AG that would like to be able to start a business of this kind as a way to help "make ends meet". They also offer a small source of revenue to the township as a retail business.

The state also recommends this as a way to get the grows out of the basements and sheds so they can be regulated and monitored, which makes it safer for all of us.

They are similar to micro-breweries or small farm operations in concept. Please do not close the door or our minds and give it some good consideration.

I have supplied a link with and overview of a micro-business.

Thank you, Janet

Janet M. Chick

"Real character is revealed through adversity" ~ Tony Dungy

-----Original Message-----

From: Janet chick <jchick711@outlook.com>

To: jchick711@aol.com <jchick711@aol.com>


Sent: Tue, Sep 17, 2019 10:43 am

Subject: Michigan Microbusinesses: All You Need to Know

<https://michigan-marijuana-lawyer.com/michigan-microbusinesses-all-you-need-to-know/>

Sent from Mail for Windows 10

# Michigan Microbusinesses: All You Need to Know

 [michigan-marijuana-lawyer.com/michigan-microbusinesses-all-you-need-to-know/](https://michigan-marijuana-lawyer.com/michigan-microbusinesses-all-you-need-to-know/)

Nickolas Galendez



Ever since the Michigan Regulation and Taxation of Marihuana Act (MRTMA) passed in November 2018, one of the most talked about opportunities in Michigan's upcoming adult-use market has been the microbusiness license.

For months, individuals and companies eager to apply for a microbusiness license wondered exactly what the requirements would be and what the application process would look like. Now that the Marijuana Regulatory Agency (MRA) released the emergency rules for adult-use establishments, everyone who is interested in pursuing a microbusiness license should take the time to read the regulations to understand the requirements and overall application process.

The adult-use emergency rules are a total 64 pages, so there is an enormous amount of information to digest in one sitting. As an alternative to reading the entire adult-use regulations, see below for a quick summary of the microbusiness license.

## What is a Microbusiness?

In Michigan, a microbusiness license allows a person or company to:

1. grow up to 150 cannabis plants,
2. process cannabis into concentrates, edibles, or other infused products,
3. package the finished products, and
4. sell to adults who are over the age of 21.

However, a microbusiness cannot sell or transfer any products to any other adult-use establishments.

In other words, a microbusiness license allows you to operate as a vertically-integrated cannabusiness that grows, processes, and sells its own cannabis at retail to adults over 21 years old—and no one else. Imagine if Founder's Brewing Company or Bell's Brewery—two of Michigan's most award-winning craft breweries with an incredible catalog of popular beers to choose from—could only sell their products at one place. The consumer demand for Founder's and Bell's unique, high-quality craft beers would attract visitors from all across Michigan and nationwide to buy products from each company's only location.

This is the type of business model contemplated under a microbusiness license. It provides an opportunity to carve out a niche in Michigan's cannabis industry by cultivating, processing, and selling unique strains of flower and other "craft" cannabis products straight to consumers.

As Michigan's cannabis industry continues to grow and evolve, it will become increasingly important for each licensed company to differentiate its brand and products from the others. Based on how the law and regulations are written, the microbusiness license is shaping up to be a perfect way for individuals and small businesses to enter the market and make an impact by delivering unique products to Michigan's consumers.

## **Who is eligible for a Microbusiness License?**

As mentioned, not all individuals and companies will be allowed to apply for a microbusiness license at the beginning. For the first two years, only Michigan residents are eligible. Additionally, during that time only, one (1) microbusiness license can be issued to a particular person or company.

After two years (or after one year if the MRA determines additional licenses are necessary), non-residents will be allowed to apply for a microbusiness license. Under the MRTMA, the MRA is also able to pass a rule to allow individuals or companies that own other licenses in Michigan to pursue a microbusiness license after January 2023.

## **Where can I apply for a Microbusiness License?**

Before deciding to apply, it is important to determine whether microbusinesses are allowed by the municipality. For now, municipalities fall into one of three categories:

1. Prohibited,
2. Allowed, or
3. No decision.

These are discussed in greater detail below.

Under the MRTMA, a municipality can completely prohibit adult-use establishments within its boundaries. If so, the municipality is required to notify the MRA of its decision. A list of communities that have notified the MRA that they have “opted out” can be found [here](#). The list is updated frequently, so be sure to visit the MRA’s adult-use website for further updates.

If the municipality where you are seeking to establish a microbusiness has “opted out,” you **cannot** apply for a microbusiness there. The easiest option would be abandoning your search there and locating potential properties in a municipality that does allow microbusinesses.

However, it is important to remember that a municipality’s decision to “opt out” is not permanent: a municipality can always change its mind after becoming more educated or observing other municipalities who have allowed microbusinesses within their boundaries. Additionally, newly elected officials may take office who are more favorable to “opting in” and allowing microbusinesses.

If neither of those happen and the municipality continues to prohibit all types of cannabis businesses, a ballot initiative may be a viable option to explore.

## **Municipalities That Allow Microbusinesses**

If a municipality has not completely banned adult-use establishments, the MRTMA allows the municipality to limit the number of businesses within its boundaries, including microbusinesses. Communities that allow microbusinesses will likely adopt an ordinance to “opt in” which will contain more information about how many licenses are available: the permitted zoning district(s) and distance requirements, if any, that apply to microbusinesses; as well as an application process and selection criteria for issuing local approval.

Now that the adult-use emergency rules have been released, more and more municipalities are likely to decide whether to “opt in” since there are more clear guidelines from the state.



Once there is reliable confirmation that a particular municipality allows microbusinesses in the community, it will be important to review the ordinance to determine what properties may be suitable for a microbusiness and other information related to the local application and approval process.

## **Municipalities That Have Not Officially Decided**

For applicants who wish to establish a microbusiness in a municipality that is silent on adult-use establishments, the answer to “where” and “what municipality” is a bit complicated.

The MRTMA requires municipalities to “opt out” of the program, which requires the municipality to pass an ordinance or resolution and notify the MRA. If the municipality does not officially “opt out,” then the MRA may be “compelled” to issue an adult-use license to an applicant who has a location in that municipality.

However, this does not necessarily mean that an applicant will be successful in opening up an adult-use business in the municipality. There are certain local permits and approvals that are required (site plan approval, building permits, change of use/occupancy, certificate of occupancy, etc.) before lawfully opening and operating a business.

In other words, just because a municipality does not “opt out” does not mean that an applicant who submits an application to the MRA will “sneak by” the municipality and automatically obtain a license. The local municipality will need to ensure that the establishment is in the proper zoning district and satisfies other criteria within the local ordinance code. For that reason, it is best to be open and transparent with municipalities to ensure that you are able to identify a suitable location that allows you to obtain a microbusiness license in the municipality.

## **How do I apply for a Microbusiness License?**

The MRA will start accepting applications for adult-use establishments, including microbusinesses, on November 1, 2019. The application process will be similar to how the MRA handles medical facilities under the MMFLA.

See below for a brief overview of the fees/costs for Michigan microbusinesses and the application process:

- **Fees/Costs:**
  - Application Fee – \$6K
  - Initial Licensure Fee (to be paid prior to obtaining license) – \$8K
  - Renewal Fee (based on gross retail sales):
    - Bottom 33% – \$6K
    - Middle 33% – \$8K
    - Top 33% – \$10K
- **Application Process**
  - **Step 1 – prequalification application (criminal/financial background check for certain individuals within the applicant company)**
    - Must disclose 1 year of all financial account statements/tax documents and other

- Must provide detailed drawings of the proposed facility and an “establishment plan” addressing all aspects of your company’s proposed operations to ensure compliance with the law and regulations

Since this is only a brief summary of what is required, it is important to reach out to an experienced cannabis attorney or other specialists who can provide you with a more detailed overview on adult-use establishments, the law and regulatory requirements, and how you can successfully apply for a microbusiness.

Nickolas Galendez (16 Posts)

Nickolas Galendez is an associate attorney with the Cannabis Legal Group. Since joining the State Bar of Michigan in 2015, Nickolas has practiced medical marijuana law under the Michigan Medical Marihuana Act and the Medical Marihuana Facilities Licensing Act. For over two years, Nickolas has gained significant experience related to preparing and filing applications for local and state licenses; property, land use, and zoning issues; as well as education and advocacy efforts.



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ORDINANCE NO. 19-67

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN TO ADD CHAPTER 23 MARIHUANA FACILITIES TO THE CODE OF ORDINANCES.

**Whereas**, the Township Board reviewed the code of ordinances and requested an additional ordinance regulating Marihuana Facilities to be added to the code of ordinances as Chapter 23 and;

**Whereas**, the Township Board reviewed the recommended Marihuana Facilities ordinance for the maximum number of permits in Section 23-4 and;

**Now, therefore, be it ordained** by the Northfield Township Board of Trustees that the below ordinance, text and chapter be added as follows:

**Chapter 23 Marihuana Facilities, to add Chapter 23 Marihuana Facilities to the Code of Ordinances as follows:**

**SEC 23-1. - LEGISLATIVE INTENT.**

The Township intends to issue permits for and regulate marihuana facilities to the extent they are permitted under the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq. The Township does not intend that permitting and regulation under this chapter be construed as a finding that such facilities comply with any law. By requiring a permit and compliance with the requirements of this chapter, the Township intends to protect the public health, safety and welfare.

**SEC 23-2. - DEFINITIONS.**

(1) Words and phrases contained in the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.(State Marihuana Acts). This chapter contains some words and phrases that are defined in the State Marihuana Acts. As used in this chapter, they have the same meaning as provided in the State Marihuana Acts, except that if at any time the definition of a word or phrase set forth in this section conflicts with the definition in the State Marihuana Acts, then the definition the State Marihuana Acts shall apply. These words and phrases are as follows:

- (a) Grower means a licensee that is a commercial entity located in this State that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.
- (b) Licensee means a person holding a State operating license.
- (c) Marihuana means that term as defined in Section 7106 of the State of Michigan Public Health Code, 1978 PA 368, MCL 333.7106.
- (d) Marihuana facility means a location at which a license holder is licensed to operate under the State Marihuana Acts.
- (e) Marihuana plant means any plant of the species *Cannabis sativa* L.
- (f) Marihuana-infused product means a topical formulation, tincture, beverage, edible substance, or similar product containing any usable marihuana that is intended for human consumption in a manner other than smoke inhalation. Marihuana-infused product shall not be considered a food for purposes of the Food Law, 2000 PA 92, MCL 289.1101 to 289.8111.
- (g) Microbusiness means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.
- (h) Person means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.
- (i) Plant means any living organism that produces its own food through photosynthesis and has observable root formation or is in growth material.
- (j) Processor means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a retailer or a provisioning center.
- (k) Provisioning center means a licensee that is a commercial entity located in this State that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A

noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan Medical Marihuana Act is not a provisioning center for purposes of this Act.

- (l) Retailer means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (m) Registered primary caregiver means a primary caregiver who has been issued a current registry identification card under the Marihuana Act, MCL333.26421, et seq.
- (n) Rules means rules promulgated under the Administrative Procedures Act of 1969, 1969 PA 306, MCL 24.201 to 24.328, by the Department in consultation with the Board to implement this Act.
- (o) Safety compliance facility means a licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.
- (p) Secure transporter means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.
- (q) State operating license or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:
  - (i) A grower.
    - a. Medical Class A – 500 marihuana plants.
    - b. Medical Class B – 1,000 marihuana plants.
    - c. Medical Class C – 1,500 marihuana plants.
    - d. Recreational Class A – 100 marihuana plants.
    - e. Recreational Class B – 500 marihuana plants
    - f. Recreational Class C – 2,000 marihuana plants
  - (ii) A processor.
  - (iii) A secure transporter.
  - (iv) A provisioning center.
  - (v) A safety compliance facility.
  - (vi) A microbusiness
  - (vii) A retailer
  - (viii) A registered primary caregiver

- (2) Other words and phrases. The words and phrases in this chapter, as used in this chapter, shall have the following meanings:
- (a) Applicant means a person who applies for a Township permit.
  - (b) Authorized person means:
    - (i) An owner of a medical marihuana facility;
    - (ii) The directors, officers, members, partners, and individuals of a medical marihuana facility that is a corporation, limited liability company, partnership, or sole proprietorship;
    - (iii) Any person who is in charge of and on the premises of the medical marihuana facility during business hours.
  - (c) Marihuana means "marihuana" as defined in the State Marihuana Acts.
  - (d) Medical marihuana home occupation means an accessory use of a nonresidential nature that is conducted by a registered primary caregiver who resides in the dwelling and (A) is performed within a single-family dwelling or within an accessory building to that single-family dwelling; (B) is for the purpose of assisting 1 or more registered qualifying patients with the medical use of marihuana who do not reside in the dwelling and (C) complies with the MMMA. As used in this subsection, "accessory use" has the same meaning as it does in Chapter 36(Zoning) of the Northfield Township Code.
  - (e) State Marihuana Acts mean the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.
  - (f) Permittee means a person holding a Township permit under this chapter.
  - (g) Facility means "marihuana facility" as defined in the State Marihuana Acts.
  - (h) Marihuana facility means "marihuana facility" as defined in the State Marihuana Acts.
  - (i) Township permit or, unless the context requires a different meaning, permit means a permit that is issued under this chapter that allows the permittee to operate as 1 of the following, specified in the permit:
    - (i) A grower.
      - a. Medical Class A – 500 marihuana plants.
      - b. Medical Class B – 1,000 marihuana plants.

- c. Medical Class C – 1,500 marihuana plants.
- d. Recreational Class A – 100 marihuana plants.
- e. Recreational Class B – 500 marihuana plants
- f. Recreational Class C – 2,000 marihuana plants
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.
- (vi) A microbusiness
- (vii) A retailer
- (viii) A registered primary caregiver

**Sec 23-3. - MARIHUANA FACILITIES AUTHORIZED**

Pursuant to the State Marihuana Acts, the Township of Northfield Township authorizes the operation in the Township of the following marihuana facilities, provided they possess a state operating license issued under the State Marihuana Acts and they comply with the additional requirements of this Chapter 23, and Chapter 36 (Zoning), and all other applicable laws and ordinances:

- (i) A grower.
  - a. Medical Class A – 500 marihuana plants.
  - b. Medical Class B – 1,000 marihuana plants.
  - c. Medical Class C – 1,500 marihuana plants.
  - d. Recreational Class A – 100 marihuana plants.
  - e. Recreational Class B – 500 marihuana plants.
  - f. Recreational Class C – 2,000 marihuana plants.
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) safety compliance facility.
- (vi) A microbusiness.
- (vii) A retailer.
- (viii) A registered primary caregiver.

**Sec 23-4. - TOWNSHIP PERMIT REQUIRED; NUMBER OF PERMITS AVAILABLE**

- (1) No person shall operate a facility for which an annual permit as provided for in this chapter has not been issued. The maximum number of permits available for each type of facility is as follows:
  - (a) Grower Facilities (a total of 12-permits in any of the following categories):
    - i. Medical Class A – 500 marihuana plants.
    - ii. Medical Class B – 1,000 marihuana plants.
    - iii. Medical Class C – 1,500 marihuana plants.

- iv. Recreational Class A – 100 marihuana plants.
  - v. Recreational Class B – 500 marihuana plants
  - vi. Recreational Class C – 2,000 marihuana plants.
  - (b) Processor Facilities (3 permits).
  - (c) Secure Transporters (3 permits).
  - (d) Safety Compliance Facilities (3 permits).
  - (e) Retail Facilities (3 permits).
  - (f) Provisioning Center Facilities (3 permits).
  - (g) Microbusiness Facilities (3 permits).
- (2) The permit requirement in this chapter applies to all facilities that exist on the effective date of this chapter or are established after the effective date of this chapter. This includes all persons who engage or have engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license, without regard to whether they called or call their businesses "dispensaries," "cultivation facilities," "clubs," "cooperatives," or any other similar label. A person who engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license before the effective date of the State Marihuana Acts or before obtaining a state operating license does not have a vested right to obtain a Township permit.
- (3) The permit requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (4) The permit requirement in this chapter shall be in addition to any other requirements imposed by any other state or local law, including but not limited to state or local laws applicable to commercial entities performing functions similar to the functions performed by marihuana facilities.
- (5) The issuance of any permit pursuant to this chapter does not create an exception, defense or immunity to any person with regard to any potential criminal or civil liability the person may have under any federal or state law or Township ordinance.
- (6) A permit issued under this chapter shall be valid for 1 year after the date of issuance. To renew an existing permit, the permittee shall submit an application in the same manner as is required to apply for a new permit no sooner than 90 days before the expiration date and no later than 60 days before the expiration date.
- (7) Medical marihuana home occupations do not require permits.

## **Sec 23-5. - GENERAL PROVISIONS**

- (1) A permit issued under this chapter is valid only for the location of the facility and type of facility that is listed on the permit application and is valid only for the operation of the facility at that location by the permit applicant.
- (2) A permit issued under this chapter is valid only if the permit holder also holds a valid current state operating license and a copy of the valid current license and application for license has been provided to the Township Clerk, or designee, by the license holder and is in compliance with all other requirements in this chapter.
- (3) The revocation, suspension, and placement of restrictions by the state on a state operating license shall apply equally to a permit issued by the Township.
- (4) The expiration date of the State operating license that corresponds to a permit issued under this chapter constitutes the expiration date of the permit, however, operation of the facility under the expired permit is permitted to the extent that operation under the expired State operating license is permitted under the State Marihuana Acts.
- (5) A permit issued by the Township under this chapter, shall be conspicuously posted in the facility where it is easily open to public view.
- (6) Acceptance of a permit from the Township under this chapter constitutes consent by the permittee, owners, managers and employees to permit the Township Manager, or designee, to conduct inspections of the facility to ensure compliance with this chapter.

## **SEC 23-6. - APPLICATION REQUIREMENTS FOR AND ISSUANCE OF TOWNSHIP PERMIT.**

- (1) Application for new annual permit. An application for a new annual permit for a marihuana facility shall be submitted to the Township Clerk, or designee, on a form provided by the Township, which shall fulfill all of the requirements indicated on the form, including but not limited to:
  - (a) The name and address of the facility and any other contact information requested on the application form.
  - (b) The name and address of all owners of the real property where the facility is located.

- (c) Name and address of all business managers of the facility.
- (d) A statement with respect to each person named on the application whether the person has:
  - (i) Ever been convicted of a felony involving controlled substances as defined under the Michigan Public Health Code, MCL 333.1101 et seq., the federal law, or the law of any other state and, if so, the date of the conviction and the law under which the person was convicted;
  - (ii) Ever been convicted of any other type of felony under the law of Michigan, the United States, or another state, and, if so, the date of the conviction and the law under which the person was convicted.
- (e) Proof of applicant's ownership or legal possession of the premises.
- (f) A Township Zoning Compliance Permit.
- (g) A Township Certificate of Occupancy or Temporary Certificate of Occupancy.
- (h) If the application is for a grower's permit, the maximum number of plants that the applicant intends to grow. However, the application form for a grower's permit is the same regardless of whether the grower is applying for a state operating license for a recreational Class A, recreational Class B, or recreational Class C, medical Class A, medical Class B, or medical Class C license and 1 application fee for a grower's license shall apply without regard to the class of state operating license the permit application seeks.
- (i) Payment of a non-refundable application fee of \$5,000.00.
- (2) Renewal or amendment of existing permits.
  - (a) The same procedures that apply to applying for a new permit shall apply to the renewal or amendment of existing permits.
  - (b) An application for renewal of an existing permit shall be submitted no sooner than 90 days before the existing permit expires.
  - (c) An amended application shall be submitted under either or both of the following circumstances:



- (i) When there is a change in any information the permit applicant was required to provide in the most recent application on file with the Township; and,
- (ii) When there is a change in any information the permit applicant was required to provide in the most recent application for a state operating license on file with the state of Michigan.
  
- (d) An application to amend an existing permit to change the location of the facility shall be submitted no later than 90 days before the existing permit expires. An application to amend an existing permit to change any other information on the most recent application on file with the Township may be submitted at any time.
  
- (e) Applications for renewal or amendment of existing permits shall be reviewed and granted or denied before applications for new permits are considered.

**Sec 23-7. - ISSUANCE OF PERMIT AND AUTHORIZATION TO OPERATE FACILITY UNDER PERMIT.**

- (1) If the permit applicant has successfully demonstrated compliance with all requirements for issuance of a permit the Township Manager, or designee, shall issue a new permit to the permit applicant if a permit is available or grant renewal of an existing permit.
  
- (2) The issuance of a permit under this chapter authorizes operation of the facility only after the following additional requirements are met:
  - (a) The applicant has provided the Township Clerk, or designee, with copies of the applicant's application for a State operating license and the issued license, and a non-refundable fee of \$5,000.00
  
  - (b) The applicant has installed the following security measures on the premises:
    - (i) Security cameras to monitor all areas of the premises where persons may gain or attempt to gain access to marihuana or cash. Recordings from security cameras shall be maintained for a minimum of 120 hours and shall be made available to the Township Police Department personnel upon request.
  
    - (ii) A monitored alarm system.
  
    - (iii) A storage room for overnight storage of any marihuana product and cash on the premises. The storage room shall have only 1 door for entry and no other potential means of entry, lawful or unlawful, such as a window or crawl space, the door shall be equipped with a secure locking mechanism.

Plant materials in grow facilities shall also be secured, as required by State Acts.

- (c) The applicant has provided the Township Clerk, or designee, with a certificate signed by a qualified agent of an insurance company evidencing the existence of valid and effective policies of the following types of insurance, as well as a copy of an endorsement placed on each policy requiring 10 days' notice by mail to the Township before the insurer may cancel the policy for any reason:
- (i) Workers' compensation insurance in accordance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000.00 each accident for any employee.
  - (ii) Public liability and personal injury insurance with minimum limits of \$500,000.00 for each occurrence as respect to bodily injury liability or property damage liability, or both combined.

Documentation must explicitly state the following:

- (a) the policy number; (b) name of insurance company;
  - (c) name and address of the agent or authorized representative;
  - (d) name and address of the insured;
  - (e) location of coverage;
  - (f) policy expiration dates; and
  - (g) specific coverage amounts. An original certificate of insurance may be provided as an initial indication of the required insurance. Applicant shall be required to continue without interruption during the term of the permit the above named insurance coverages. If any of the above coverages expire by their terms during the term of a permit, the applicant shall deliver proof of renewal and/or new policies to the Township Clerk, or designee, at least 10 days prior to the expiration date.
- (d) Insurance companies, named insureds and policy forms shall be provided to the Township Clerk, or designee, as defined in Sec. 23-7 (2)(c). The Township Clerk, or designee, may request approval of documentation by the Township Attorney. Insurance policies shall not contain endorsements or policy conditions which reduce coverage required under the terms of the permit.

#### **SEC 23-8. - CONDUCT OF BUSINESS AT A FACILITY.**

- (1) A facility shall be conducted in compliance with the State Marihuana Acts, the rules promulgated pursuant to the State Marihuana Acts, and all other laws, rules, and regulations of the state of Michigan and the Township of Northfield Township.

- (2) All marihuana in any form kept at the location of the marihuana facility shall be kept within an enclosed, secured building and shall not be visible from any location outside of the building.
- (3) Marihuana facilities shall be closed for business, and no sale or other distribution of marihuana in any form shall occur upon the premises or be delivered to or from the premises, between the hours of 9:00 p.m. and 7:00 a.m.
- (4) An authorized person shall consent to the entry into a marihuana facility by the Building Official and/or designees and the Zoning Administrator and/or designees for the purpose of inspection to determine compliance with this chapter pursuant to a notice posted in a conspicuous place on the premises 2 or more days before the date of the inspection or sent by registered mail to the address of the premises 4 or more calendar days before the date of the inspection.
- (5) All security measures required in this chapter shall be maintained in good working order. The premises shall be monitored and secured 24 hours per day.
- (6) All marihuana in any form on the premises of a marihuana facility shall be marihuana cultivated, manufactured, and packaged in the State of Michigan.

#### **SEC 23-9. - PROHIBITED ACTS.**

It shall be unlawful for any person to:

- (1) Violate any provision of this chapter or any condition of any permit granted pursuant to this chapter.
- (2) Produce, distribute or possess more marihuana than allowed by any applicable state or local law.
- (3) Produce, distribute or possess marihuana in violation of this chapter or any other applicable state or local law.
- (4) Make any changes or allow any changes to be made in the operation of the marihuana facility as represented in the permit application, without first notifying the Township by amending its application.

#### **SEC 23-10. - PERMIT REVOCATION.**

A permit issued under this chapter may be suspended or revoked for any of the following violations:

- (1) Any person required to be named on the permit application is convicted of or found responsible for violating any provision of this chapter;
- (2) A permit application contains any misrepresentation or omission of any material fact, or false or misleading information, or the applicant has provided the Township with any other false or misleading information related to the facility;
- (3) Any person required to be named on the permit application is convicted of a crime which, if it had occurred prior to submittal of the application, could have been cause for denial of the permit application;
- (4) Marihuana is dispensed on the business premises in violation of this chapter or any other applicable state or local law, rule or regulation;
- (5) The facility is operated or is operating in violation of the specifications of the permit application, any conditions of approval by the Township or any other applicable state or local law, rule or regulation
- (6) The Township, the county, or any other governmental entity with jurisdiction, has closed the facility temporarily or permanently or has issued any sanction for failure to comply with health and safety provisions of this chapter or other applicable state or local laws related to public health and safety.
- (7) The facility is determined by the Township to have become a public nuisance.
- (8) The facility's state operating license has been suspended or revoked.

**SEC 23-11. - REVOCATION NOT EXCLUSIVE PENALTY.**

Nothing in this chapter shall be deemed to prohibit the Township Manager, or designee, from imposing other penalties authorized by the Northfield Township Code or other ordinance of the Township, including filing a public nuisance action or any other legal action in a court of competent jurisdiction.

**MISCELLANEOUS**

If any portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall

be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

**Effective Date**

The provisions of this Zoning Code amendment are hereby ordered to take effect \_\_\_\_ days following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this \_\_\_\_ day of \_\_\_\_ 2019.

**TOWNSHIP OF NORTHFIELD,  
WASHTENAW COUNTY, MICHIGAN**

\_\_\_\_\_  
Marlene Chockley, Supervisor

ATTEST:

\_\_\_\_\_  
Kathleen Manley, Clerk

I, Kathleen Manley, Northfield Township Clerk, hereby certify as follows:

A. The above Ordinance was passed by the Northfield Township Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, 2019. The names of the members voting thereon and how each member voted was as follows:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 and;

C. The effective date of the above Ordinance is the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

NORTHFIELD TOWNSHIP BOARD

By: \_\_\_\_\_

Kathleen Manley, Clerk

**Township of Northfield  
Marihuana Facilities Permit  
PRE-APPLICATION QUESTIONNAIRE**

**Instructions to Applicants:** If you are applying for a Township of Northfield Marihuana Facilities Permit, this form must be completed prior to filling out the Marihuana Facilities Permit Application form. The Marihuana Facilities Permit Application form will not be accepted without this completed pre-application questionnaire.

Facility name: \_\_\_\_\_

Facility address: \_\_\_\_\_

Please indicate, by checking YES or NO, if your establishment meets the following criteria. (Note: the permit application requires these items to be attached, and all are subject to Township review.)

1. Has the business received a *Zoning Compliance Permit*?  Yes  No
2. Has the business received a *Certificate of Occupancy*?  Yes  No
3. Does the business have legal possession or ownership of the business location?  Yes  No

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

***If all of the above have been answered YES***, the applicant may submit an application for a Marihuana Facilities Permit. Fill out the Township of Northfield permit application form. Attach this completed questionnaire to the permit application and submit with the \$5000.00 application fee and all other attachments to the Township Clerk, Kathy Manley, 8350 Main Street, Whitmore Lake, Michigan 48189-0576, 734-449-0880 ext. 22, Fax: 734-449-0123

***If any of the above have been answered NO***, the applicant is not eligible to apply for a Marihuana Facilities Permit as designated under Chapter 23 and Chapter 26 of the Code of Northfield Township. Applicants that are not yet able to meet the minimum criteria will not be considered by the Township of Northfield. Do **NOT** fill out an application.

- Please see the reverse side of this pre-application questionnaire for important information regarding the permit application process.

Additional Information:

- The Zoning Compliance permit must be applied for and obtained from the Township Planning Department at 8350 Main Street, Whitmore Lake, Michigan 48189-0576, 734-449-5000, Fax: 734-449-0123. A Zoning Compliance permit is only issued following site plan approval and conditional use approval.
- A Certificate of Occupancy Permit application will require an inspection and may trigger building code compliance for structural, electrical, plumbing, or other code issues. Applications can be obtained from and applied for at the Building Permit Desk at 8350 Main Street, Whitmore Lake, Michigan 48189-0576, 734-449-5000, Fax: 734-449-0123
- If your application is complete, you will receive official confirmation from township staff. Issuance of a permit authorizes operation of the facility only after submission to the Township Clerk of a copy of the state license when issued.
- For more information on Township permit requirements, see Chapter 23 of the Township Ordinance
- For more information on Township zoning requirements, see Chapter 36 of the Township Ordinance



# TOWNSHIP OF NORTHFIELD

## MARIHUANA FACILITIES PERMIT APPLICATION

Please return completed application and **\$5000 permit fee** to:  
 Northfield Township Office  
 8350 Main St., Ste. A  
 Whitmore Lake, MI 48189

Date Submitted: \_\_\_\_\_

Permit #: \_\_\_\_\_

**NEW**       **RENEWAL** – Applications may be submitted 90 days prior to existing permit expiration.

**Type of Permit Requested:**

- Grower – Maximum Number of Plants Requested: \_\_\_     Class A    Class B    Class C    Medical B    Adult Use  
 Processor    Secure Transporter    Retail    Provisioning Center    Safety Compliance Facility

<b>FACILITY NAME &amp; LOCATION</b>	<i>Business Name</i>		
	<i>Address</i>	<i>Zip</i>	<i>Website Ph</i>
	<i>Suite or Unit #</i>		
<b>PROPERTY OWNER(S)</b>	<i>Name</i>		<i>Ph</i>
			<i>Fax</i>
	<i>Address</i>	<i>Zip</i>	<i>Email</i>
Are there additional property owners? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , attach a separate sheet listing this information for each additional owner.			
<b>FACILITY OWNER(S)</b>	<i>Name</i>		<i>Ph</i>
			<i>Fax</i>
	<i>Address</i>	<i>Zip</i>	<i>Email</i>
This facility is owned by: (check one) <input type="checkbox"/> me as the individual owner <input type="checkbox"/> corporation <input type="checkbox"/> limited liability company <input type="checkbox"/> partnership <input type="checkbox"/> sole proprietor with an assumed name  <b>For any other than "me as the individual owner,"</b> attach a separate sheet listing this information for all directors, officers, members, partners, and individuals.			
<b>FACILITY or BUSINESS MANAGER(S)</b>	<i>Name</i>		<i>Ph</i>
			<i>Fax</i>
	<i>Address</i>	<i>Zip</i>	<i>Email</i>
Are there additional facility managers? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , attach a separate sheet listing this information for each additional person.			

**FELONY CONVICTIONS**

Each person named on the application (i.e. facility owners including all names associated with a corporation, facility managers, and property owners) must fill out the following statement. Please duplicate this sheet and attach one copy for each person named on the application.

Name \_\_\_\_\_

Have you ever been convicted of a felony involving controlled substances as defined under the Michigan public health code, MCL 333.1101, et seq, the federal law, or the law of any other state?  Yes  No

If yes, what is the date of the conviction(s) and the law(s) under which you were convicted?

Have you ever been convicted of any other type of felony under the law of Michigan, the United States, or another state?  Yes  No

If yes, what is the date of the conviction(s) and the law(s) under which you were convicted?

I hereby certify that the felony conviction information provided is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Signature and Title: \_\_\_\_\_

**SECURITY MEASURES**

Have the security measures required under Section 36-761 Standards for Marihuana Establishments and Facilities of Chapter 36 been installed?

Yes     No

If no, what is the anticipated date of installation: \_\_\_\_\_

**PROOF OF CONTROL OF PREMISES**

Proof of the applicant's ownership or legal possession of the premises (such as a deed, lease, or other legally binding document) is attached.  Yes     No

**ZONING**

The facility's Zoning Compliance Permit for Recreational Marihuana Facilities is attached.  Yes     No

**CERTIFICATE OF OCCUPANCY**

The facility's Certificate of Occupancy is attached.  Yes     No

I, the undersigned, have the authority to sign this Application on behalf of \_\_\_\_\_ (the "Facility"). I have read all of the above answers and they are true and correct. The Facility agrees to comply with all terms and conditions of a permit as it may be issued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Signature and Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

**Attachments Required at time of Application:**

- Zoning Compliance Permit
- Certificate of Occupancy
- Proof of legal owner of facility (e.g. lease, deed, etc.)
- Additional owner/manager pages (if necessary)

**Documents Required prior to Legal Operation of the facility under a permit that has been issued:**

- Copy of State License

**OFFICE USE ONLY**

**POLICE**

Notes: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE**

Notes: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTORNEY**

Notes: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP MANAGER**

Notes: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Date: \_\_\_\_\_

**CLERK**

Permit Expiration Date: \_\_\_\_\_

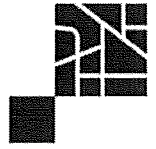
Approved by Township Clerk's Office:

\_\_\_\_\_

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

Copy: Applicant/Planning/Township Clerk's Office (retains original)

Draft 9/18/19



# Memorandum

**TO:** Board of Trustees, Township of Northfield  
**FROM:** Paul Lippens, AICP; Director of Urban Design and Mobility  
**SUBJECT:** **Recreational Marijuana Facilities Scoring Criteria**  
**DATE:** September 18, 2019

We have been asked by the Township to develop scoring criteria for the review of recreational marijuana facilities in Northfield. We have reviewed the best practices of other Michigan communities and developed the proposed scoring criteria based on the Township of Buena Vista Township requirements. Under the proposed scoring system, one point is awarded for each criterion met. By awarding one point per criterion met, we are removing subjective review from the process. Criteria are cumulative, meaning that a business would receive a total of two points for hiring a Northfield resident as they are also a resident of Washtenaw County. The maximum number of points that can be awarded is 80.

## CATEGORIES

The criteria have been divided into seven different categories for clarity.

- I. **Business Ownership.** Scoring is based on the background of the owners, awarding points for military service, medical degrees, and if they own the building where this facility is located.
- II. **Financial Stability.** These criteria cover the financial history and capitalization of the owners.
- III. **Business Experience.** The type of previous businesses and compliance history is reviewed.
- IV. **Business Operations.** This section reviews the applicant's staffing plan, including number of jobs created and where employees reside.
- V. **Facility Improvements, Maintenance, Use and Security.** Points will be scored for exceeding the requirements under the Michigan Regulation and Taxation of Marijuana Act.
- VI. **Community Outreach and Relations.** Applicants are encouraged to be active in the community and points are awarded appropriately.
- VII. **Compliance with Master Plan Objectives.** The Master Plan includes a number of objectives relevant to new businesses. The applicant is awarded points for meeting these objectives.

## TIE BREAKERS

In the event of a tie, the Township should have a tie-breaker procedure in place. We recommend identifying the criteria that are most important to Buena Vista, such as employing Township residents, owning their facility, and/or providing the max amount of greenspace. Below is a draft list for tie-breaker considerations.

- Applicant has disclosed and documented sources and total amount of capitalization to operate and maintain facility of at least \$1,000,000.
- Applicant plans to create three or more full-time jobs.



- Applicant will employ one or more Township residents.
- Applicant describes plan to provide employer-paid health insurance.
- Applicant proposes facility capital improvement in excess of \$500,000.
- Applicant describes "green" business practices and energy conservation techniques.
- Applicant will use 100% permeable pavement for parking surface.
- Applicant will use solar energy for onsite energy usage.
- Applicant will provide 50% additional landscaping.
- Facility is located at least 1,500 feet from another recreational marijuana facility.
- Applicant will provide sidewalk connections and walkability/ot improvements.

There are eleven proposed tie-breaker criteria. The Township should consider the number of Buena Vista residents employed as the second tie-breaker.

Applicant:  
 Address:  
 License:

# Marihuana Facility Scoring Criteria

<b>Marihuana Facilities Scoring Criteria</b>			
<b>Description</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>Earned Points</b>
<b>I. Business Ownership</b>			
Ownership Structure	Content and Sufficiency of information; Professionalism of submitted documentation including clear labeling of required items.	1	
Organizational Chart Provided		1	
Ownership Interests	At least 1 owner is an honorably discharged military veteran.	1	
	At least 1 owner has an advanced degree.	1	
Detailed Business Plan	Plan must be detailed with at least 3 year valid pro forma included.	1	
Owner-Occupied Building	At least 1 owner owns the building where the recreational Marihuana facility is located.	1	
<b>Total - Business Ownership</b>		<b>6</b>	



<b>Marihuana Facilities Scoring Criteria</b>			
<b>Description</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>Earned Points</b>
<b>II. Financial Stability</b>			
Applicant has disclosed and documented sources and total amount of capitalization to operate and maintain facility of:	At least \$300,000	1	
	At least \$500,000	1	
	At least \$1,000,000	1	
Sufficient Financial Resources	CPA attested financial statements attached	1	
	Applicant, or any owners of business haven't filed for bankruptcy in the last seven (7) years	1	
	Applicant, or any owners of business have not had IRS liens placed upon any financial accounts or property	1	
Tax Return History	Applicant has filed both personal and corporate income tax returns for the past five (5) years	1	
<b>Total - Financial Stability</b>		<b>7</b>	

<b>Marihuana Facilities Scoring Criteria</b>			
<b>Description</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>Earned Points</b>
<b>III. Business Experience</b>			
Documented Business History	Nature and type of prior business, years of operation, etc	1	
Current Business Ownership Documentation	Description of current business ownership,	1	
Business Diversification	Applicant holds other commercial licenses	1	
State Certifications	Applicant holds and maintains documented State certifications or licenses	1	
Compliance History	Applicant has not had a permit or license revoked (including for recreational Marihuana) by any state or municipality	1	
	Applicant has not engaged in an unapproved recreational Marihuana provisioning center or dispensary in any Michigan municipality	1	
	Documented history or regulatory compliance at federal, state, and local levels	1	
	No history of federal, state, or local complaints/incidents	1	
Business Litigation	Applicant has not been involved and is currently not involved in any business litigation	1	
<b>Total - Business Experience</b>		<b>9</b>	

<b>Marihuana Facilities Scoring Criteria</b>			
<b>Description</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>Earned Points</b>
<b>IV. Business Operations</b>			
Job Creation	Applicant plans to create three (3) or more full-time jobs	1	
Applicant Describes a Staffing Plan to:	Employ one (1) or more Washtenaw County residents	1	
	Employ one (1) or more Township residents	1	
	Employ the chronically underemployed	1	
	Ensure safe dispensing, adequate security, theft prevention, and maintenance of confidential information	1	
	Provide training and educational opportunities for employees including best practices for patient confidentiality, tracking, fraud etc.	1	
	Requires employees to take cannabis training courses	1	
	Provides equipment, standards, and procedures for safe operation of its facilities and engages employees on best practices	1	
Employee Compensation	Applicant proposes to pay a living wage (at least 200% of the Federal Poverty Level for a family of two (2))	1	
	Applicant describes employing three (3) or more employees at more than \$15/hour	1	
	Applicant describes a plan to offer employee benefits in addition to wages or salary	1	
	Applicant describes a plan to provide employer paid health insurance	1	
Employee Integrity	Applicant has a documented code of ethics and plan to ensure honesty and integrity of employees	1	
<b>Total - Business Operations</b>		<b>13</b>	

<b>Marihuana Facilities Scoring Criteria</b>			
<b>Description</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>Earned Points</b>
<b>V. Facility Improvements, Maintenance, Use and Security</b>			
Capital Improvement	Applicant proposes facility capital improvement in excess of \$100,000	1	
	Applicant proposes facility capital improvement in excess of \$500,000	1	
Building	Applicant has provided rendering and/or blueprints or plans of facility as proposed to be used	1	
Maintenance Plan	Applicant provides plan to inspect to ensure interior and exterior integrity and maintenance	1	
	Applicant provides plan to keep exterior free of trash, graffiti, loiterers, etc.	1	
Traffic	Applicant describes expected daily number of Patients and proposed volume of vehicular traffic	1	
Facility Plan Provides for:	Separated lobby to identify patients and ensure non-patients may not access Marihuana dispensary area	1	
	Secure storage of recreational Marihuana	1	
	Preventing visibility of recreational Marihuana from facility exterior or common public are within a building or	1	
	Back-up power generation	1	
Insurance Plan	Applicant demonstrates access and ability to insure facility,	1	

	contents, employees, and patients, through property, business, general liability, and auto and worker's compensation insurances and demonstrates willingness to name Township as additional insured		
Waste Management	Applicant describes a plan for disposal of waste product	1	
	Applicant describes "green" business practices and energy conservation techniques	1	
Security Plan	Applicant provided a detailed security plan	1	
	Applicant provided copies of material safety data sheets for hazardous compounds, if any	1	
	Applicant has 24/7 video monitoring of the interior and exterior of the facility	1	
	Applicant has employed a security guard during business hours	1	
	If no security guard, then applicant has a security system in place to alert owner and police to possible tampering with the facility or its contents	1	
Facility will be equipped with the following alarms:	Facility entry and exit	1	
	Glass breakage	1	
	Panic buttons	1	
	Motion sensors	1	
<b>Total - Facility Improvements, Maintenance, Use and Security</b>		<b>22</b>	

<b>Marihuana Facilities Scoring Criteria</b>			
<b>Description</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>Earned Points</b>
<b>VI. Community Outreach</b>			
Applicant has Demonstrated and Described:	A plan to meet with neighborhood organizations, business association, crime watch and other neighborhood organizations to provide contact information for questions, concerns, issues, etc.	1	
	A plan to provide on-going public information program to inform Township residents of cannabis issues and proper/safe/legal use of cannabis products	1	
	A community commitment program and volunteerism plan	1	
	Past acts of volunteerism and community involvement	1	
Applicant has identified:	A specific owner and/or employee to serve as a liaison with the Township	1	
	A specific owner and/or employee to serve as a liaison with the surrounding community	1	
<b>Total - Community Outreach and Relations</b>		<b>6</b>	

<b>Marihuana Facilities Scoring Criteria</b>			
<b>Description</b>	<b>Criteria</b>	<b>Maximum Points</b>	<b>Earned Points</b>
<b>VII. Compliance with Master Plan Objectives</b>			
Promote quality, job producing, economic development within the Township that serves the needs of the Township residents	Redevelop vacant commercial building	1	
Maintain and preserve local agricultural character and natural resources	Utilize Low Impact Development Practices for stormwater management ( rain gardens, bioswales)	1	
	Use 25% permeable pavement for parking surface	1	
	Use 50% permeable pavement for parking surface	1	
	Use 100% permeable pavement for parking surface	1	
	Utilize solar energy for onsite energy usage	1	
Parks and Recreation	Donate at least \$30,000 to the Improve the North Village site, provide public lake access, or other public amenities	1	
Open Space Preservation	Provide 10% additional open space or landscaping	1	
	Provide 25% additional open space or landscaping	1	
	Provide 50% open space or greenbelt landscaping	1	
Mixed Use Development	Exhibits high quality site and building designs that include the latest "green" technology	1	
Public Safety	At least 500 feet from another marihuana facility	1	

	At least 1,000 feet from another recreational facility	1	
	At least 1,500 feet from another Marihuana facility	1	
Township non-motorized connections	Provide a sidewalk / pathway along frontage of facility	1	
	Provide at least 500 feet of sidewalk / pathway	1	
	Provide at least 1,000 feet of sidewalk / pathway	1	
	Provide at least 1,500 feet of pathway	1	
<b>Total - Master Plan</b>		<b>18</b>	



## Summary Results

Criteria	Maximum Points Available	Earned Points
Business Ownership	6	
Financial Stability	7	
Business Experience	9	
Business Operations	13	
Facility Improvements, Maintenance, Use and Security	22	
Community Outreach and Relations	6	
Compliance with Master Plan	18	
<b>FINAL TOTAL:</b>	<b>81</b>	

MCKENNA



September 3, 2019

Township Board  
Northfield Township  
8350 Main Street  
Whitmore Lake, MI 48189

**MEMORANDUM: Northfield Master Plan**

Honorable Trustees,

Planning Commission voted to recommend that the Township Board approved the 2019 Master Plan. The vote took place at the Planning Commission meeting on August 21. Planning Commission, diligently reviewed the public comments received during the 63-day review period and worked to provide a draft to the Board with a Recommendation to approve.

The Township Supervisor notified the planning team on 9/3/2017 that the Whitmore Lake / North Territorial Road Sewer Service District was not on Map 14. We updated the map and have included it in the packet. We also reviewed the data set for all the maps and have used the best available data sets for the plan.

**At this time, we recommend the Township Board move to adopt the 2019 Master Plan with the North Village and Downtown subarea plans. And direct the Planner to replace Map 14 with the revised version prior to publishing.**

Respectfully submitted,

MCKENNA ASSOCIATES

A handwritten signature in black ink, appearing to read "M. Paul Lippens".

Paul Lippens, AICP  
Director of Transportation and Urban Design

A handwritten signature in black ink, appearing to read "Irvin Wyche".

Irvin Wyche,  
Assistant Planner

HEADQUARTERS  
235 East Main Street  
Suite 105  
Northville, Michigan 48167

O 248.596.0920  
F 248.596.0930  
MCKA.COM

Communities for real life.

**NORTHFIELD TOWNSHIP  
PLANNING COMMISSION  
Minutes of Regular Meeting  
June 19, 2019**

**1. CALL TO ORDER**

The meeting was called to order by Secretary Zarzecki at 7:02 P.M. at 8350 Main Street.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL  
AND DETERMINATION OF QUORUM**

Roll call:

Janet Chick	Absent with notice
Brad Cousino	Present (arrived at 7:05)
Eamonn Dwyer	Present
Sam Iaquinto	Present
Cecilia Infante	Present
Larry Roman	Absent with notice
John Zarzecki	Present

Also present:

Building/Planning/Zoning Coordinator Mary Bird  
Planning Consultant Paul Lippens, McKenna Associates  
Mark McNamara, Township Engineer  
Recording Secretary Lisa Lemble  
Members of the Community

**4. ADOPTION OF AGENDA**

- ▶ **Motion:** Iaquinto moved, Infante supported, that the agenda be adopted as presented.  
**Motion carried 5—0 on a voice vote.**

**5. FIRST CALL TO THE PUBLIC**

Sue Shink, 600 W. Joy Road, noted she is the Washtenaw County District 2 County Commissioner, and indicated she intended to speak during the public hearing on the Master Plan.

[Cousino arrived].

Craig Warburton, 450 W. Joy Road, made comments about the proposed Master Plan.

**6. CLARIFICATIONS FROM THE COMMISSION**

Iaquinto said the Master Plan has been discussed at many public meetings and this is the second public hearing, so there have been ample opportunities for public input.

**7. CORRESPONDENCE**

*Master Plan Comments.* Planning consultant Paul Lippens noted that all letters and emails received concerning the Master Plan have been included in the packet, with the exception of an email received today from Domino Farms Corporation suggesting that the 250 acres they own in the southeast portion of the

Township be designated residential. Lippens noted the AR zoning in that area allows for cluster developments.

**8. PUBLIC HEARINGS**

**8A. Northfield Township 2019 Master Plan.**

- ▶ **Motion:** Iaquinto moved, Infante supported, that the public hearing be opened.  
**Motion carried 5—0 on a roll call vote.**

Township planning consultant Paul Lippens noted North Village and Downtown plans have also been adopted as part of this process after many opportunities for public input. He said this plan is a significant improvement and it really addresses the concerns from residents about preserving the character of the Township.

Regarding concerns about development, he noted the Whitmore Lake corridor remains in the plans, as does the North Territorial Road industrial area, although the size of it has been reduced. He said the graphics in the current plan are also a great improvement from the previous document.

Zarzecki noted that due to new information received and the absence of two Commissioners the Planning Commission will not be making a recommendation to the Board about the Master Plan at this meeting.

Zarzecki called for comments from the public.

Sue Shink thanked the Commission for their work on this and said she would like to echo comments from Lenore Zelenock. She said quite a bit of the southeast of the Township drains into the Horseshoe Lake area, and development in that area may well have an effect on the residents of that lake. She asked that once the plan is adopted that it be diligently defended to create trust the community, and that development be required to be high quality.

- ▶ **Motion:** Iaquinto moved, Dwyer supported, that the public hearing be closed.  
**Motion carried 5—0 on a roll call vote.**

**9. REPORTS**

**9A. Board of Trustees**  
No report.

**9B. ZBA**  
Cousino reported that two variances on the June 17<sup>th</sup> agenda were approved, and another request has been scheduled for the July meeting.

**9C. Staff Report**  
Nothing to report.

**9D. Planning Consultant**

Lippens reported that he has met with the committee established to review the proposed North Village development and will be meeting again next week prior to them making a recommendation to the Board.

**9E. Parks and Recreation**

Iaquinto reported the next meeting will be June 20<sup>th</sup>, and he invited anyone interested in being an active Commissioner to serve the community with the Parks and Recreation Commission.

**9F. Downtown Planning Group**

Has not met.

**10. UNFINISHED BUSINESS**

**10A. Northfield Township 2019 Master Plan.**

Iaquinto said it appears that most of Trustee Zelenock's comments have been incorporated into the proposed Master Plan. Lippens said most of those were clarifications and edits, and since he saw them as being consistent with direction from the Planning Commission and with many comments received from citizens, he incorporated them into the draft plan. Iaquinto said even though he is in favor of most of the changes he feels it was not the proper procedure, based on his past experience working on master plans, to make those changes prior to the public hearing. He said he would like the document restored to the version in place prior to the public hearing to avoid selective comments being implemented improperly.

Lippens said he has always made minor changes during the 63-day comment period for master plans based on criteria he explained earlier, and in his professional opinion it is the correct thing to do. He said if that is not the process the Planning Commission wants to use, he can remove the changes or discuss them now. He said he would rather to hear from Commissioners at this meeting that the changes are acceptable rather than remove them at this point.

Infante said she agrees with Iaquinto for the need for the Commission to discuss and agree on changes, but she agrees with the changes that were made.

Zarzecki read comments from the Huron River Watershed Council (HRWC) which applauded the Township for its land preservation section in the

proposed Master Plan because few, if any, area master plans have such a section.

Referring to the letter received today from Domino Farms, Zarzecki said the Township has to realize there will be development in the Township and learn how to manage it.

- ▶ **Motion:** Iaquinto moved, Infante supported, to table action on the proposed Master Plan until a full Commission is present.  
**Motion carried 5—0 on a voice vote.**

**11. NEW BUSINESS**

None.

**MINUTES**

- ▶ **Motion:** Iaquinto moved, Cousino supported, that the minutes of the May 15, 2019, regular meeting be approved as presented and to dispense with the reading. **Motion carried 5—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**

- ▶ **Motion:** Zarzecki moved, Iaquinto supported, that the meeting scheduled for July 3, 2019, be canceled. **Motion carried 5—0 on a voice vote.**

**July 17, 2019**, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

**16. ADJOURNMENT**

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

The meeting was adjourned at 7:34 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 July 17, 2019.



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/>

(25 parking spaces for 207 storage units) and the office (8 parking spaces). Lippens said that is sufficient parking, he will verify that with the zoning administrator, and it should be a note on the plan. Commissioners agreed the parking provided is sufficient.

In answer to questions, Evans said the landscaping will be done with Phase I, and traffic can enter and exit at both entrances. There was discussion about the south entrance being inadequate for RVs and trailers; McNamara suggested limiting those types of vehicles to the north entrance.

Regarding the dry hydrant, Evans said it is his understanding the dry hydrant must be in full working condition per the Fire Marshal's memo. McNamara said that should be noted on the plan.

Lippens said it is to the applicant's credit that this site will be cleaned up from its current condition. In answer to a question from Roman, Evans said the weeds around the cyclone fence will be cleaned up. Roman asked Lippens to address the top rail on the cyclone fence if it does not meet zoning ordinance requirements.

- ▶ **Motion:** Roman moved, Zarzecki seconded, to table action on Case #JPC190006 pending the applicant working with the Township Engineer and Township Planner to formalize the site plan.  
**Motion carried 7—0 on a roll call vote.**

#### 10. UNFINISHED BUSINESS

##### 10A. Northfield Township 2019 Master Plan.

Lippens thanked Commissioners for their assistance with the revisions since the last meeting, including changing some of the photographs.

Roman said he still has an issue with wording on the first two pages, though he understands he may be in the minority regarding that.

- ▶ **Motion:** Chick moved, Infante seconded, to approve the Northfield Township Master Plan dated August 15, 2019, and to pass it on to the Township Board for approval. **Motion carried 6—1 on a roll call vote, Roman opposed.**

#### 12. MINUTES

- ▶ **Motion:** Roman moved, Chick seconded, that the minutes of the August 7, 2019, regular meeting be approved as presented, and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

#### 13. SECOND CALL TO THE PUBLIC

None present.

#### 14. COMMENTS FROM THE COMMISSIONERS

Comments included:

- Cousino noted the ZBA left the decision on the masonry issue up to the Planning Commission. There was discussion about what constitutes masonry and would be acceptable for meeting the ordinance requirement for mini-warehouses. Roman added that the types of building materials are partially dictated by the use of the buildings, so there is a reason to carefully consider these issues.
- Chick thanked Lippens and Commissioners for the hard work put into the Master Plan.

#### 15. ANNOUNCEMENT OF NEXT MEETING

**September 4, 2019**, 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, Chick seconded, that the meeting be adjourned.  
**Motion carried 7—0 on a voice vote.**

The meeting was adjourned at 8:36 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 \_\_\_\_\_, 2019.

---

Larry Roman, Chair

---

John Zarzecki, Secretary

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



# NORTHFIELD TOWNSHIP MASTER PLAN

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

*prepared by McKenna*

August 15, 2019 DRAFT



## ACKNOWLEDGMENTS

### **BOARD OF TRUSTEES 2019**

Marlene Chockley, Supervisor  
Kathy Manley, Clerk  
Lenore Zelenock, Treasurer  
Wayne Dockett, Trustee  
Jacki Otto, Trustee  
Janet Chick, Trustee  
Tawn Beliger, Trustee

### **PLANNING COMMISSION 2019**

Larry Roman, Chairperson  
Janet Chick, Vice-Chairperson, Township Board Representative  
John Zarzecki, Secretary  
Brad Cousino  
Sam Iaquinto  
Eamonn Dwyer  
Cecilia Infante

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# 01.

## INTRODUCTION

*The Northfield Township Master Plan articulates a vision for future growth and preservation of character, farmland, open space and natural features. This plan brings together several planning efforts that the Planning Commission has undertaken to guide future decision making processes. This Master Plan has been developed considering input from a variety of sources, including, but not limited to, two 2018 public open houses, and past events, including: a public opinion survey, two (2) planning fairs, the 2017 Downtown Strategic Action Plan and Design Framework, the 2015 Parks and Recreation Plan, and the 2016 North Village Master Plan.*

*Once adopted, the Master Plan becomes the official policy document for the Northfield Township Board of Trustees and the Planning Commission to guide land use decisions. This Master Plan is not only a vision statement towards future development of growth areas and preservation of farmland, open space and natural features in agricultural areas, but also a document that allows continuity in development policies as Planning Commissioners and Township Board Trustees change over the years.*

# HOW TO USE THIS PLAN



*The Northfield Township Master Plan and Sub-Area Plans for Downtown and North Village are the only officially adopted documents which sets forth an agenda for the achievement of land use goals and policies. The Master Plan is a long-range statement of general goals and policies aimed to unify land preservation and coordinate development of the Township. More specifically, the Master Plan is to be used in the following ways:*

1. This Master Plan is a general statement of the Township’s goals and policies. It provides a single, comprehensive view of the community’s desire for the future.
2. It serves as an aid in daily decision-making with regard to development. The goals and policies outlined in this Plan guide Planning Commissioners and Township Board of Trustees in their deliberations on zoning, subdivisions, capital improvements, and other land use and development matters.
3. State law requires that communities have a Master Plan as the foundation for the zoning ordinance and other regulations that shape the physical and social development of the community. However, the Master Land Use Plan and the zoning ordinance and map are two separate documents. The Zoning Ordinance is one of the many legal tools used to implement the Master Land Use Plan.
4. It attempts to synchronize public improvements and private development by coordinating development areas that best utilize existing infrastructure within the Township, aligning future land uses and future infrastructure investments, and working collaboratively with external funding sources with respect to county, state, and federal roadways that are within the Township’s boundaries.
5. Finally, this Master Plan serves as an educational tool and gives residents, property owners, developers, and adjacent communities a clear indication of the Township’s direction for the future.

# WHAT THIS PLAN CONTAINS

The Northfield Township Master Plan begins with a brief overview of the plan, as well as a description of the planning process which was used to develop the plan. The plan outlines the planning priorities for Northfield Township and covers:

- **Regional Context** – Chapters One and Two provide information related to the general location of the Township.
- **Community Goals** – Chapters Three, Four, and Five present the basis for this Master Plan. The goals herein were developed from received from Township officials, staff and residents.
- **Future Land Use Plan** – Chapters Six and Seven provide specific visions for the future of each of the Township’s sub-areas and outlines Township-wide policies for future development.
- **Transportation Plan** – Chapter Eight outlines current and future transportation enhancement and improvement related to the US-23 corridor, including non-motorized transportation, streets designed for all users (known as Complete Streets), and other opportunities.
- **Implementation** – Chapter Nine provides ways in which the goals and objectives of this Master Plan can be achieved.
- **Community Description** – Chapters Ten, Eleven, and Twelve provide information on the social, economic, and physical characteristics of the community.

In addition, memorandums have been prepared to provide a summary of the feedback received at the 2018 public open house events.

## Planning Process

This Master Plan was developed using input from Township officials, staff, and residents. Two (2) public open houses were held where participants were encouraged to suggest improvements to the existing draft, and to guide plan authors about how to shape the future of the Township. The first open house was held on October 17, 2018 at the Township Hall and the second was held on October 25, 2018 at Whitmore Lake High School. Additionally, the Township asked for big ideas from residents on a comment board in Township Hall between November 2018 and February 2019. The Input from Township officials and the members of the Planning Commission were considered in the process. All meetings of the Planning Commission were open to the public. This Master Plan also followed the requirements of the Michigan Planning Enabling Act and included a 63-day public review period and a public hearing as required by State law.

**Table 1: Milestones and Input Participation**

	Community Description	Public Input	Goal Verification	Master Plan	Public Hearing	Plan Adoption
Board of Trustees		●				●
Planning Commission	●	●	●	●	●	●
Staff	●	●	●	●	●	●
Residents		●	●		●	
Adjacent Community Officials			●	●		



# 02.

## REGIONAL CONTEXT

*In planning for the future of any community, it is essential to understand both the community of people who live there, and the physical resources which the community has to offer.*

*Identifying the needs of Northfield Township residents, property owners, and businesses will help define an appropriate action plan. Existing resources will help shape where and how the plan is implemented. The purpose of the following section of the Master Plan is to provide an overview of the human and physical resources within Northfield Township with the goal of understanding the unique features and opportunities the community has to offer.*








**MAP 1**  
**Regional Context**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

-  City and Township boundaries
-  Rivers, streams, and lakes
-  Parks



**SOURCES**  
 Basemap Source: Michigan Geographic  
 Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019

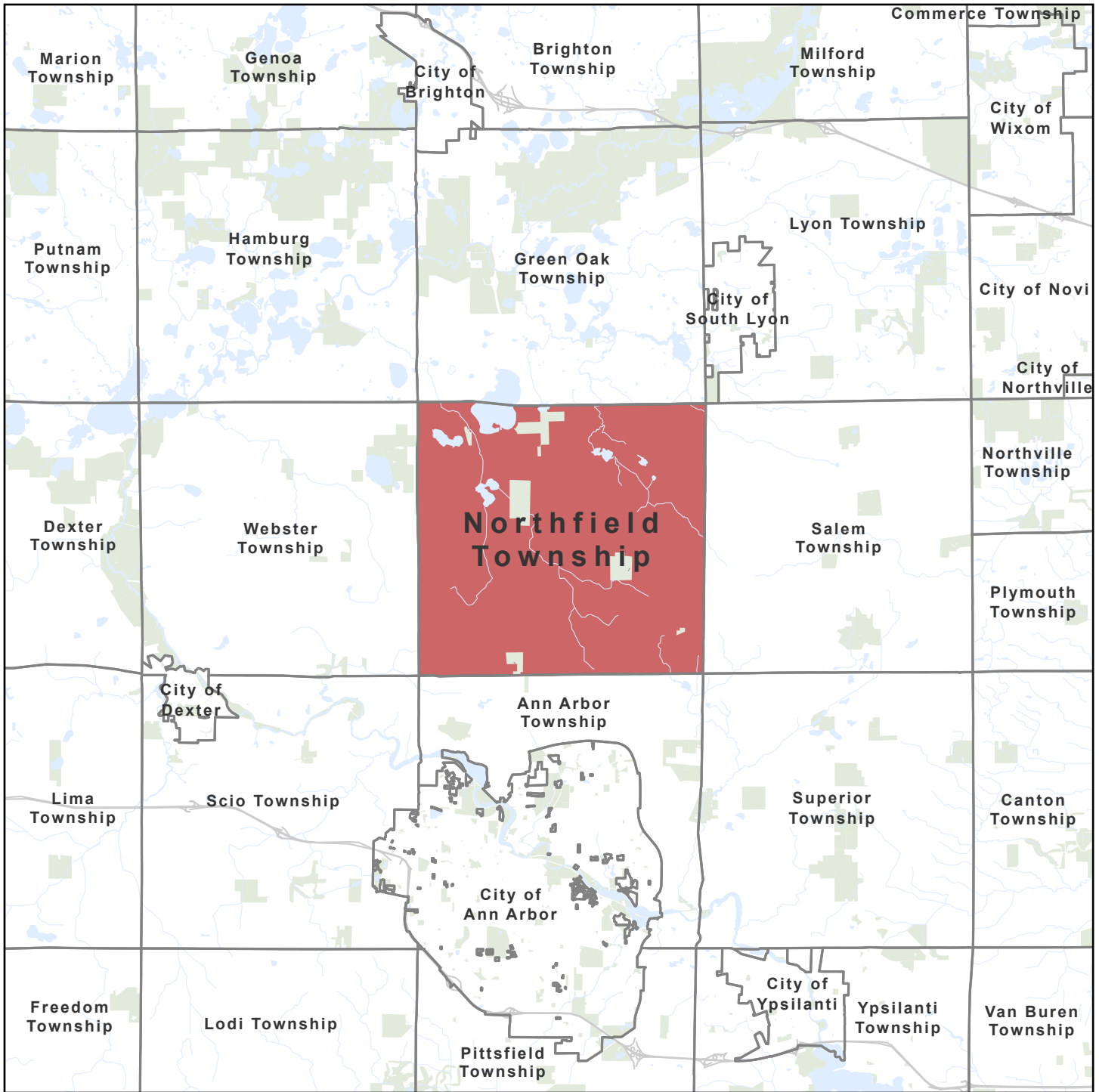


# REGIONAL SETTING



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

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







**MAP 2**  
**Adjacent Municipalities**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

-  City and Township boundaries
-  Roads
-  Rivers, streams, and lakes
-  Parks



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019





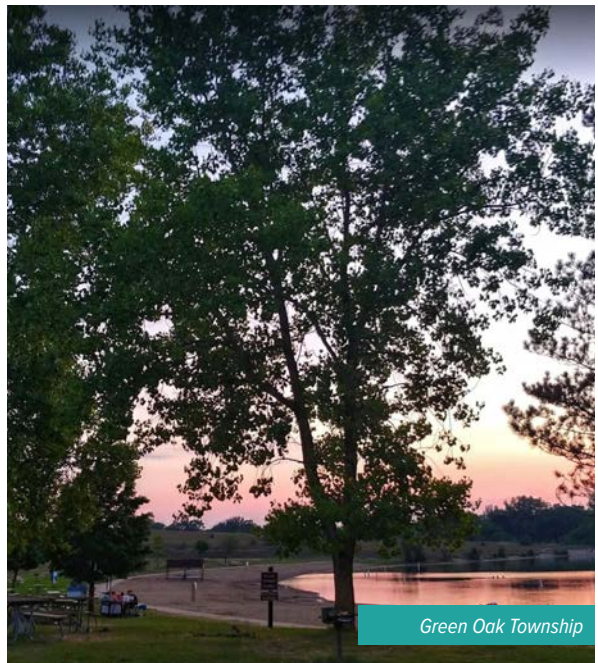
South Lyon



Webster Township



Ann Arbor Township



Green Oak Township



714  
PARKING  
8:00 - 6:00 PM  
→

# 03.

# NORTHFIELD TOWNSHIP GUIDING PRINCIPLES

*In addition to the goals, objectives, and policies discussed in this Master Plan document, the Northfield Township Board has adopted the following guiding principles:*

## VISION STATEMENT

Northfield Township aspires to be a welcoming and pleasant community that nurtures its diverse natural, historical, cultural, and social assets to foster a safe, clean, prosperous, and attractive place in which to live, work, shop, grow, and play.

## STATEMENT OF MISSION AND PURPOSE

To provide efficient and effective Township services, through comprehensive planning based on long-term systematic principles that foster an open, honest, responsive government. To do this in an environment that provides for maximum services provided in a fiscally responsible manner.

## STATEMENT OF VALUES

- Active citizen involvement in determining the direction of the Township government and the public services it provides.
- Respect for the individual, the individual voice, and service for the common good.
- Responsive and responsible public service delivery system.
- Positive change, innovation, and creativity.
- Well-trained employees committed to excellent customer service.
- Respect for our heritage and cultural achievements.
- Value for the enterprise of local merchants and support their efforts.



# 04.

## EXISTING LAND USE AND COMMUNITY PLANS

*The pattern of development for Northfield Township reflects the transition of the Ann Arbor and Brighton regional areas. US-23 is the major roadway that links Northfield Township to both Ann Arbor and Brighton.*



# PAST PLAN INITIATIVES

A number of existing and anticipated circumstances will affect the future of Northfield Township. These include decentralized places of employment and increased commuting distances. Conversely, an increase in those working at home. These factors gathered from past experiences, SEMCOG studies and Census information and the attraction of the Ann Arbor area as a place to live and work, will provide development opportunities and pressure on Northfield Township for many years to come.

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

The following plans, policies, and initiatives highlight Northfield Township's commitment to careful preservation and land use planning:

## **NORTH VILLAGE MASTER PLAN (2017)**

The Township engaged residents and stakeholders to create a plan for a piece of Township-owned property located west of Whitmore Lake between Main Street and US-23. The North Village Plan identifies uses for this site based on community goals and input received from residents. The plan, once realized, will create additional housing, open space, community gathering spaces, and recreation opportunities.

- The 2019 Northfield Township Master Plan includes and adopts the policies and recommendations of the North Village Master Plan.

## **DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK (2017)**

The purpose for the Downtown Strategic Action Plan and Design Framework was to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake. A combined analysis of other thriving downtowns and the input gathered from the community was the foundation for the plan which outlines a community vision, strategies, and a design framework for Downtown Whitmore Lake.

- The 2019 Northfield Township Master Plan includes and adopts the policies and recommendations of the Downtown Strategic Action Plan and Design Framework.

## **FAÇADE IMPROVEMENT PROGRAM**

In an effort to reverse the physical deterioration that has occurred in some of the buildings and shops in the Downtown Whitmore Lake area, the Northfield Township Downtown Development Authority (DDA) established the Grant Façade Improvement Program. The program recognized the importance of the unique architectural quality of Downtown Whitmore Lake by providing funding for exterior building improvements that encourage good design, properly renovate or restore existing structures, and preserve the area's unique traditional and historical character. The program has since become inactive, but could be re-established should funding become available.

## **PARKS AND RECREATION PLAN (2015)**

The purpose of a Parks and Recreation plan is to guide recreation planning and management efforts within the Township over a five (5) year period. Parks and Recreation plans are intended to meet state standards for community recreation planning that are necessary to gain eligibility for grant programs. To maintain eligibility for Michigan Department of Natural Resources grant assistance programs, a parks and recreation plan should be updated and adopted every five (5) years.

# EXISTING LAND USE

Table 2 and the Existing Land Use Map illustrate the existing land uses or land cover in the Township.

Between 2000 and 2008, the land-use categories Agriculture and Single-Family Residential experienced the largest decreases and increases, respectively, in acreage. Agriculture saw a 17% decrease in the overall amount of acreage, while Single-Family Residential experienced a 47% increase in overall acreage. However, the large increase in Single-Family acreage is likely due to the removal of the “Under Development,” “Grassland and Shrub,” and “Woodland and Wetland categories.”

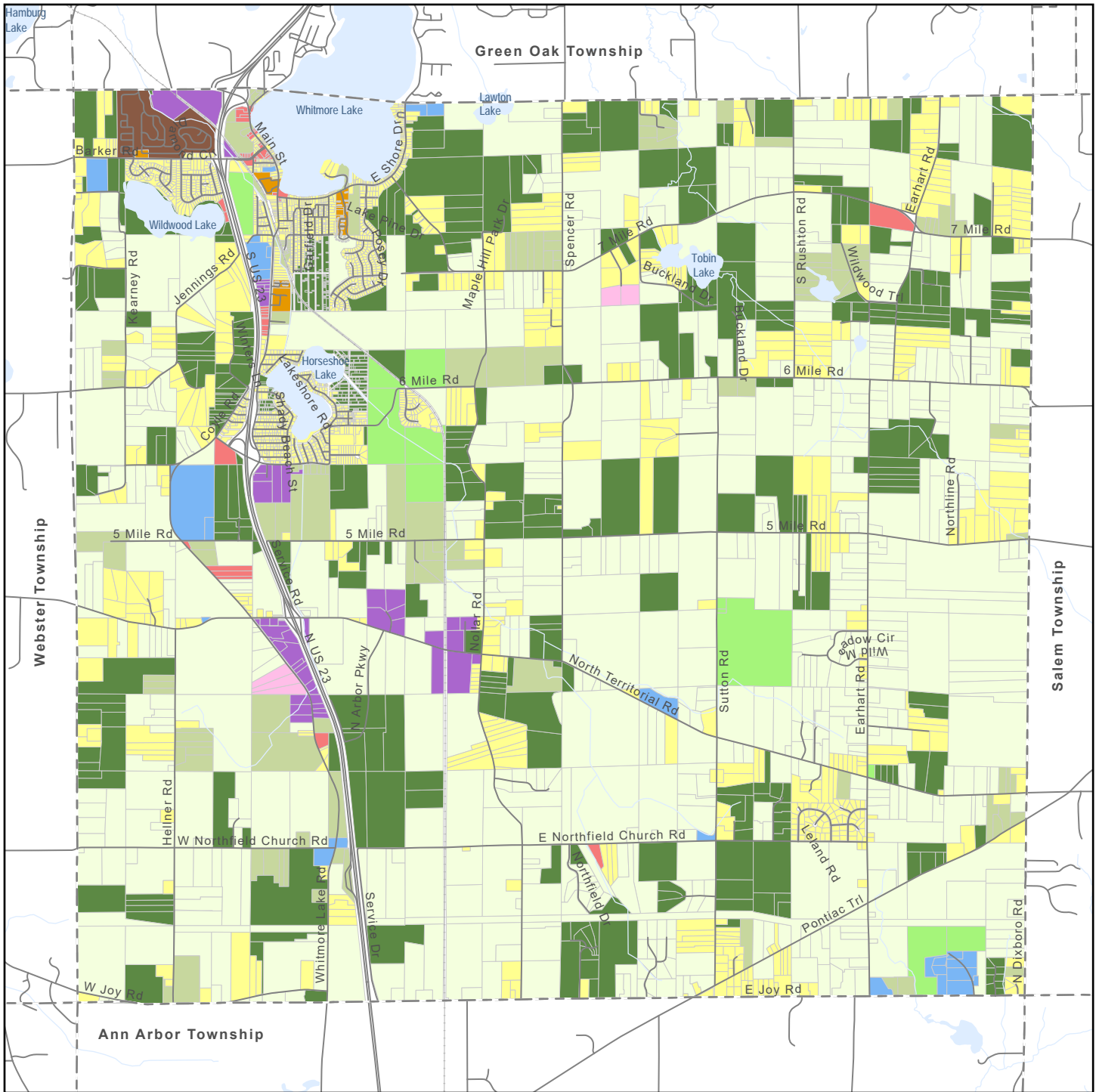
**Table 2: Land Use/Land Cover**

SEMCOG 2008 Land Use	2000 (acres)	2008 (acres)
Agriculture	10,771 (46%)	6,885 (29%)
Single-Family Residential	2,643 (11%)	13,498 (58%)
Multiple-Family Residential	45 (0%)	30 (0%)
Commercial	48 (0%)	558 (2%)
Industrial	206 (1%)	393 (2%)
Governmental/Institutional	85 (0%)	326 (1%)
Park, recreation, and open space	365 (2%)	420 (2%)
Airport	—	—
Transportation, Communication, and Utility	206 (1%)	706 (3%)
Water	624 (3%)	642 (3%)
Under Development*	121 (1%)	—
Grassland and Shrub*	2,104 (9%)	—
Woodland and Wetland*	6,236 (27%)	—
<b>TOTAL</b>	<b>23,454**</b>	<b>23,456*</b>

Source: SEMCOG

\* These classifications are not represented in the SEMCOG 2008 Land Use analysis. 2008 is the most recent available land use data. Accessed February, 11, 2018.

\*\* The difference in acreage is due to newly created water bodies and differences in interpretation between wetland and water coverage.


















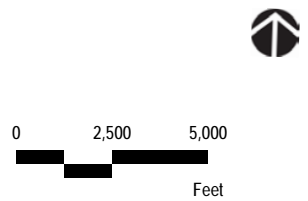
**MAP 3**  
**Existing Land Use**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

- |  |  |
|--|--|
|  Agricultural         |  Single Family Housing        |
|  Commercial           |  Under Development            |
|  Grassland and Shrubs |  Woodlands                    |
|  Industrial           |  City and Township boundaries |
|  Institution          |  Roads                        |
|  Manufactured Housing |  Railroads                    |
|  Multifamily Housing  |  Rivers, streams, and lakes   |
|  Recreational         |  |



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019

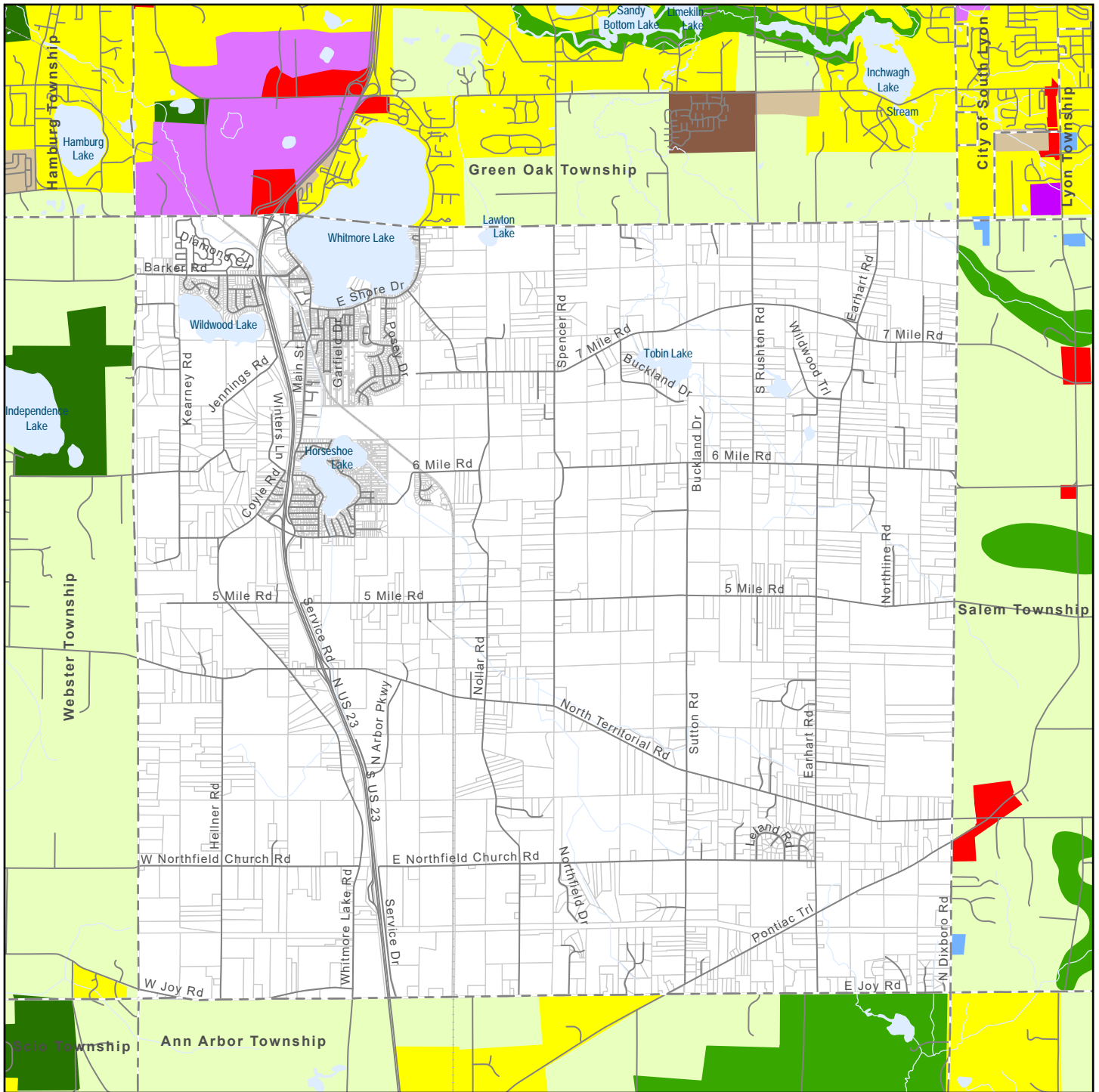


# NEIGHBORING COMMUNITIES

Northfield Township borders eight (8) townships, including: Ann Arbor Township, Salem Township, Scio Township, Superior Township, Webster Township, Green Oak Township (Livingston County), Hamburg Township (Livingston County), and Lyon Township (Oakland County). While the townships generally share similar goals, such as maintaining rural character and preserving farmland, the development activities and planning policies in these communities can influence Northfield Township’s future character. The surrounding Future Land Use Map illustrates the different planned land uses for the areas adjacent to Northfield Township.

The areas surrounding Northfield Township to the east, west and south are planned to remain as agricultural and/or rural residential uses. Adjacent to the north, Green Oak Charter Township (Livingston County) has planned for industrial, commercial and residential uses around and to the east of Whitmore Lake that directly abut the northwest corner of Northfield Township. Similarly, to the northeast, both the City of South Lyon and Lyon Township (Oakland County) have a mixture of uses adjacent to Northfield Township including an open space conservation area and planned residential uses.





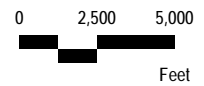
**MAP 4**  
**Surrounding**  
**Future Land Use**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

- Agriculture
- Commercial
- Industrial
- Institutional
- Multifamily
- Manufactured Housing
- Mixed Use
- Open Space
- Recreation
- Single-Family
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes
- Parcels



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019



# GROWTH MANAGEMENT INITIATIVES

Northfield Township is committed to managing that growth to enhance economic benefit, recreational activities, and overall quality of life for all residents while maintaining a rural character. A number of planning initiatives have recently taken place in both Washtenaw County and Northfield Township which have influenced the current Plan. Elements of these various plans and initiatives are incorporated throughout this document, and are considered adopted by reference herein.

## Washtenaw County Initiatives

### 2004 WASHTENAW COUNTY COMPREHENSIVE PLAN

The 2004 Comprehensive Plan for Washtenaw County recommends a development pattern for Northfield Township as described and illustrated below:

- Sustaining small city and village development encouraging social interaction and environmental health;
- Maintaining a sense of place by preserving open spaces around activity centers;
- Encourage ne activity centers which promote mixed-use, pedestrian friendly development, and homes in close proximity to work and densities that support transit; and
- Maintaining agriculture and low density rural residential uses outside the urban patterns to maintain rural character.

### WASHTENAW AREA TRANSPORTATION STUDY (WATS)

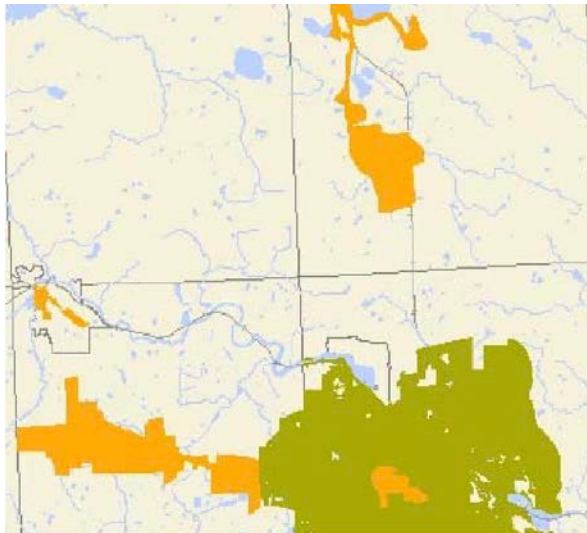
The Washtenaw Area Transportation Study has provided a 2045 Long Range Transportation Plan for the County. The plan includes goals and capital and operating improvement projects which involve reconstruction or resurfacing, transit improvements, intersection and widening projects, as well as future non-motorized projects.




**2010  
COMPREHENSIVE ECONOMIC  
DEVELOPMENT STRATEGY**

Washtenaw County's Comprehensive Economic Development Strategy was adopted in June 2010. Sustained economic growth has created a need to bring the public, private, education and not-for-profit sectors together to create an economic roadmap for a diverse and strong local economy. This strategy provides the flexibility to adapt to global economic conditions, fully utilize the community's unique advantages to attract private investment and maximize economic opportunity for the area.

**Figure 1: 2010 Comprehensive Economic Development Strategy Economic Development Incentive Zones**



-  Local Government Downtown Development Authorities
-  Core Communities

**2007  
TRANSIT PLAN FOR  
WASHTENAW COUNTY**

In an effort to move towards a comprehensive transit service in Washtenaw County, WATS initiated this effort to analyze data and to support a county wide service plan that could be developed by the Ann Arbor Area Transportation Authority (AAATA) and the other transit providers. The Transit Plan for Washtenaw County identifies current providers of transit service within Washtenaw County, deficiencies, and needs including destinations that lack adequate transit facilities.

**2018  
WASHTENAW COUNTY  
NON-MOTORIZED PLAN**

In 2018 WATS updated the Washtenaw County Non-Motorized Plan which inventoried existing County-wide non-motorized transportation facilities, identified missing links, and provided implementation recommendations for communities. The plan identifies Whitmore Lake Road / Main Street / 8 Mile, 7 Mile / Barker Road, North Territorial Road, and Pontiac Trail as primary links for rural bike accommodations.



## Focusing Growth on Northfield Township's Downtown

### 2002 DOWNTOWN DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

The Northfield Township Downtown Development and Tax Increment Financing Plan was adopted in 2003. The 2002 plan focused DDA efforts upon undertaking public improvement activities that have the greatest impact on strengthening the business district and attracting new private investments within the downtown development district, which is the Main Street corridor. The 2002 plan should be updated to ensure that the DDA boundaries, capture potential, and public improvement priorities remain up to date.

### 2017 NORTH VILLAGE MASTER PLAN

As mentioned, prior, the North Village Master Plan outlines goals and design objectives for the development of a 23-acre lakefront parcel acquired by the Township. The plan is an adopted sub-area plan of this Master Plan.

### 2017 DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

Previously, the *Downtown Strategic Action Plan and Design Framework* outlines goals and design objectives for the development and investment in downtown Whitmore Lake and the rest of Northfield Township. The plan is an adopted sub-area plan of this Master Plan.







# 05.

## COMMUNITY GOALS AND POLICIES

*Northfield Township is a growing community that faces the difficult challenge of accommodating increasing development while preserving its rural character. A key component of the Northfield Township Master Land Use Plan is articulating a vision for the Township's future growth, and the formulation of goals which reflect the community's desires regarding how to respond to future development.*

*The goals of the community attempt to balance the various interests and ensure that each development decision is consistent with the overall vision for the Township. They help articulate preferred development patterns and outline development strategies for the Township.*

*The community goals have been developed with input from residents, property and business owners, the Planning Commission, the Township Board of Trustees, and other Township officials, and then reaffirmed by the public for the 2019 plan update.*

*Public Participation efforts are described in greater detail in the following sections. Summaries of findings for the public participation events are found in memorandums and attachments to this plan.*

## 2018 AND 2019 PUBLIC PARTICIPATION



Public participation for the update to the Master Plan included two evening open house events. The first event was held on October 17, 2018 in Public Safety Building. The meeting was held following a regularly scheduled Planning Commission meeting and was well attended by members of the Township Board of Trustees, Planning Commission, and the public. The second event was held on October 24, 2018 at Whitmore Lake High School. This was an informal, “pop-up” event that allowed visitors to stop in and ask questions or make comments. Between the two events, a variety of groups were encouraged to participate in the planning process.

During each event, the planning team set up boards for members of the public to view and provide feedback. In particular, the goals board provided a list of the goals

developed during the 2010 Master Planning process and were later adopted into the final version of the Plan. Members of the public were asked to comment on the presented goals and their continued importance for the community. Several of the boards presented the Master Plan’s future land use goals and members of the public provided ample feedback related to land uses in various parts of the Township.

Based on the feedback received during these two events as well through discussions with members of the Township Board of Trustees and the Planning Commission, the planning team is able to provide an informed update to the Master Plan.

# 2010 – PREVIOUS PUBLIC PARTICIPATION INCORPORATED

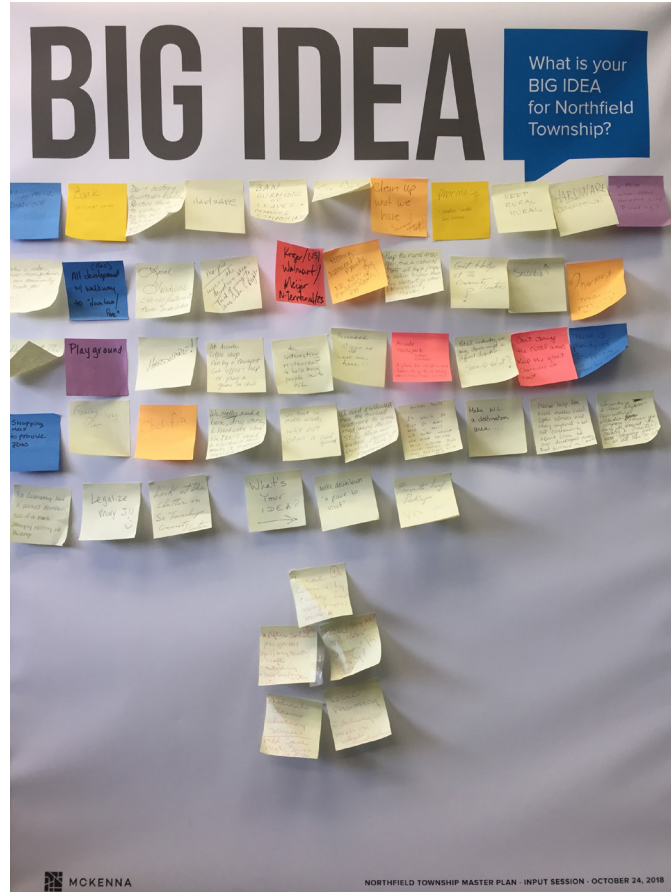
Public events in 2010 helped formulate goals and objectives that were validated in the Charrette held eight years later. In 2010, public participation was sought through a mailed survey of residents, two (2) planning fairs conducted in the summer of 2010, and a public hearing conducted by the Planning Commission on May 2, 2012.

On June 16, 2010 and July 14, 2010, the Northfield Township Planning Commission conducted Planning Fairs to encourage resident involvement in the Master Planning process. The first Planning Fair was held at Fire Station #2, and the second in the upper floor of the Public Safety Building. Both workshops were open to the public.

A compilation of all comments received was formulated and organized by both topic and sub-area. Generally, the topics which prompted the most discussion among participants included:

- Agriculture
- Residential Development
- Commercial Development
- Development (General)
- Natural Features / Open Space Preservation / Recreation
- Utilities / Road Development

Preservation of the Township’s rural atmosphere and the continued redevelopment of the Downtown area represented a clear majority of participants’ comments from both Planning Fair sessions, in 2010.



At the 2018 public outreach events residents were asked to provide their big ideas for improving Northfield Township. This exhibit was also placed in the lobby of the Township Office from November 2018 to February 2019.

## Master Plan Survey

In Summer 2010, Northfield Township began a comprehensive community survey. The survey is one important tool in obtaining the input of residents on many important issues facing the community. This input assisted the Township's elected and appointed officials in the process of preparing a Master Plan. The responses provided will help guide the Township in the planning of land use and transportation, arts and culture, recreation and leisure activities, economic development, capital improvement projects, open space preservation, and other Township policies.

A community survey was mailed to all Township taxpayers in the summer of 2010. Respondents had the option of returning the completed survey form to the Township Hall or completing the survey online. A total of 368 people participated in the survey which concluded in the fall of 2010.

The survey included six (6) sub-topics of questions:

- 1 **Demographics** – *Inquired about age, gender, educational attainment, household income, employment status, residency, etc.*
- 2 **Strengths and Weaknesses** – *Asked respondents what they like best / least about Northfield Township, what the most / least important issues are facing Northfield Township, and what types of development they would like to see in the Township.*
- 3 **Funding Options** – *Discussed possible millage options to gauge the community's support if pursued.*
- 4 **Areas of Concern** – *These open-ended questions were asked for respondents to list specific concerns that they felt should be addressed.*
- 5 **Non-Resident Questions** – *These questions were intended to get specific feedback from those respondents not currently residing in the Township about their perceptions of Northfield Township.*
- 6 **Contact Information** – *Respondents were asked to provide their contact information.*

From the Planning Fair comments and survey results, the Northfield Township Planning Commission has formulated the following community goals and objectives to serve as the basis for future development.

Goals are general statements that guide the direction and character of future development. Policies set forth a framework for action and form the basis upon which more detailed development decisions may be made. Adoption of policies does not legally commit Northfield Township to any particular recommendation, but rather provides guidance as how to take action in the future.

## NORTHFIELD TOWNSHIP GOALS

The following statements reflect the primary goals of Northfield Township:

- *To maintain the rural character and preserve, the local characteristics of Northfield Township as a viable, stable agricultural industry by encouraging the retention and preservation of farmland and agricultural production, as well as the preservation of general open space in the undeveloped areas of the Township.*
- *To systematically preserve open spaces and greenways to maintain the quality of life in Northfield Township, to preserve critical environmental areas, and to maintain rural character.*
- *To guide residential development in a manner which will create, preserve and enhance a quality living environment for existing and future Township residents and workers.*
- *To preserve and strengthen the existing character of the downtown area as a historic, pedestrian-oriented community, with traditional site and architectural design, creating an aesthetically memorable place with vibrant streetscapes and community spaces that engage the waterfront.*
- *To encourage development of a mix of commercial, office, service and multiple-family residential uses in three (3) specific locations best situated for this use.*
- *To promote quality, job producing economic development within the Township that serves the needs of the Township residents.*
- *To provide a variety of safe, efficient modes of transportation to meet the needs of Township residents and visitors.*
- *To provide timely, efficient, and quality governmental services to Township residents.*

**GOAL:**

## **AGRICULTURAL / OPEN SPACE**

*To maintain the rural character and preserve, the local characteristics of Northfield Township as a viable, stable agricultural industry by encouraging the retention and preservation of farmland and agricultural production, as well as the preservation of general open space in the undeveloped areas of the Township.*

**POLICIES:**

- Develop and support incubators for local farming activities, retain the agricultural use of prime agricultural soils, and promote soil conservation.
- Guide development to foster the responsible use of land, preserve farmland and natural features, and make the best use of existing public services, utilities, and infrastructure.
- Maintain a pattern of development with clear edges and transitional areas preserved as open space buffers delineating village, rural, and suburban landscapes.
- Direct non-agricultural uses away from areas of the Township ideally situated and conditioned for agriculture.
- Encourage and support open space and agricultural operations through preservation programs, such as P.A. 116 (Michigan Farmland and Open Space Preservation Act), Purchase of Development Rights, Conservation Easements, or other means to maintain the viability of agriculture and open space in the community.
- Maintain and promote active farmland by supporting and developing new markets for agricultural products.
- Protect existing farmland, open space, and natural features views along public roads.
- Encourage new growth within the existing public sewer service areas of the Township instead of areas ideally situated for open space, natural features preservation and agriculture.
- Consider new growth outside of the existing public sewer service areas with a property owner sewer assesment district for contiguous land or a private wastewater system for non-contiguous land.
- Encourage residential development to take a form where residential lots can be clustered to allow continued agriculture and open space on the remainder of the acreage.
- Encourage protection of the Township's rural character by promoting the preservation and restoration of historic structures, including historic farm houses, barns and other farm buildings.



**GOAL:**

## **NATURAL RESOURCES**

*To systematically preserve open spaces and greenways to maintain the quality of life in Northfield Township, to preserve critical environmental areas, and to maintain rural character.*

**POLICIES:**

- Guide development to foster responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities, and infrastructure.
- Maintain a pattern of development with clear edges and preserved open space buffers delineating village, rural, and suburban landscapes.
- Preserve an interconnected system of riparian corridors, woodlands, tree rows, and open spaces.
- Protect the water quality of the Township's lakes and water systems, particularly Whitmore, Horseshoe, and Wildwood Lakes.
- Consider the impact of all proposed developments on waterways, wetlands, woodlands, other natural resource areas, and groundwater recharge areas.





**GOAL:**

## **RESIDENTIAL DEVELOPMENT**

*To guide residential development in a manner which will create, preserve and enhance a quality living environment for existing and future Township residents and workers.*

**POLICIES:**

- Foster the responsible use of land, preserve farmland and natural features, and to make best use of existing public services, utilities and infrastructure.
- Maintain a pattern of development with clear edges and preserve open space buffers delineating village, rural and suburban landscapes.
- Provide diversity in housing stock while retaining an attractive rural character.
- Strongly encourage clustered development to preserve open space and retain the Township's rural character.
- Encourage well-planned, safe and walkable residential neighborhoods.
- Limit residential development in areas where conditions are least capable of supporting development. Evaluate each development based upon the suitability of soils, impact on woodlands, wetlands, floodplains, water bodies, and infrastructure capacity, such as roads and utilities.
- Higher density residential development should be limited to areas serviced by municipal utilities within or adjacent to the village area.



**GOAL:**

## VILLAGE CENTER

*To preserve and strengthen the existing character of the downtown area as a historic, pedestrian-oriented community, with traditional site and architectural design, creating an aesthetically memorable place with vibrant streetscapes and community spaces that engage the waterfront.*

**POLICIES:**

- Foster the responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities and infrastructure.
- Maintain a pattern of development with clear edges and preserve open space buffers delineating village, rural and suburban landscapes.
- Encourage mixed-uses within the Village that preserve character.
- Encourage an increased building height in keeping with the character of the area with residential and office uses on the upper floors and retail on the ground floor.
- Encourage buildings to be built closer to the road right-of-way with reduced front setback.
- Establish a zoning district to accommodate a compatible and complimentary mix of uses within the downtown area. Utilize form-based codes for spatial relation and dimensional requirements.
  - » Encourage infill development in a traditional neighborhood pattern with interconnected streets and walking and bicycle access to Main Street and Whitmore Lake Road.
  - » Develop well-planned, safe, and walkable residential neighborhoods.
  - » Actively promote the development of community public spaces, such as a beach, pavilion / event area, Township park, or other similar uses.
  - » Integrate public gathering areas within a pedestrian or non-motorized circulation system.
  - » Preserve waterfront views by carefully considering new development proposals in the area



**GOAL:**

## **MIXED USE DEVELOPMENT**

*To encourage development of a mix of commercial, office, service and multiple-family residential uses in three (3) specific locations best situated for this use.*

**POLICIES:**

- Guide development to foster the responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities and infrastructure.
- Accommodate a variety of land uses consistent with community goals, surrounding land uses, and the environment.
- Maintain a pattern of development with clear edges, and preserve open space buffers delineating village, rural, and suburban landscapes.
- Organize commercial development into compact, unified centers that complement the scale and character of existing development, or that promote the desired character for areas wherever new development is planned.
- Large-scale retail buildings should be designed for potential reuse if vacated by the original user.
- Avoid piecemeal, scattered development and discourage uncoordinated commercial strip development. Where individual parcels of land are to be developed for commercial uses, coordination with adjacent properties, including common parking and driveways, shall be encouraged to reduce the number of access points onto public roads.
- Encourage residential or mixed use development (including residential uses) as a buffer between adjacent residential areas and other uses within this planned area. Such uses shall not create adverse impacts on existing or proposed residential or agricultural uses and shall be scaled, designed and landscaped so as to complement and enhance the adjacent properties.
- Encourage high quality site and building designs that include the latest “green” technology and contribute to community sustainability, strong neighborhoods, vital shopping districts, and desirable employment centers.

**GOAL:**

## **COMMERCIAL / INDUSTRIAL DEVELOPMENT**

*To promote quality, job producing, economic development within the Township that serves the needs of the Township residents and workers.*

**POLICIES:**

- Guide development to foster the responsible use of land, preserve farmland and natural features, and make best use of existing public services, utilities, and infrastructure.
- Maintain a pattern of development with clear edges and preserved open space buffers delineating village, rural and suburban landscapes.
- Organize commercial development into compact, unified commercial centers that complement the scale and character of existing development or that promote the desired character for areas where new development is planned.
- Discourage piecemeal, scattered development and uncoordinated commercial strip development. Where individual parcels of land are to be developed for commercial uses, coordination with adjacent properties, including common parking and driveways, shall be encouraged in order to reduce the number of access points onto public roads.
- Encourage high quality site and building designs that include the latest “green” technology and contribute to strong neighborhoods, vital shopping districts, and desirable employment centers.
- Limit commercial development areas to those properties directly adjacent to US-23 interchanges.
- Encourage a combination of mixed-use, campus-type settings for new industrial areas, with appropriate infrastructure and landscaping provided for each development.
- Where industrial sites abut US-23, extensive buffers shall be provided to provide a more natural appearance along the freeway for passing motorists.



**GOAL:**

## **TRANSPORTATION**

*Provide a variety of safe, efficient modes of transportation to meet the needs of Township residents and visitors.*

**POLICIES:**

- Maintain a transportation network that maximizes the capacity of existing roads while maintaining rural roadways, and facilitating the safe and efficient movement of vehicles and pedestrians throughout the Township.
- Evaluate the impact of traffic generated by existing development, and work toward improvements concurrent with new development.
- Establish access management standards for new development.
- Township policy outlining infrastructure improvements that could be funded by a developer.
- Coordinate transportation improvements with the Washtenaw County Road Commission and state agencies (MDOT).
- Consider a variety of additional transportation choices, including public transit and non-motorized transportation.
- Create a Township-wide non-motorized network (Complete Streets) to provide opportunities for pedestrian activity such as walking, jogging, and bicycling. Complete Streets is defined by Michigan legislation as “roadways planned, designed and constructed to provide appropriate access to all legal users...whether by car, truck, transit, assistive device, foot or bicycle”.



## Municipal Service Expansion Policies

The Township has made a significant investment in building the capacity, quality and reliability of the existing sewer system. In 2015, the Township commissioned the Wastewater Treatment Plant (WWTP) Capacity Evaluation Report to study the status of the existing sanitary collection system and identify improvements necessary at the WWTP to meet expected growth. The report recommends the construction of an equalization basin to store and equalize peak wastewater flows. In the interim, the Township has increased the sewer tap fees for new businesses. For future municipal service expansion, the Township should carefully consider the following general guidelines:

1. In order to promote orderly growth within the Township, only areas adjacent to and contiguous to the current service boundary should be considered as the preferred area for expansion of municipal services. The “leapfrogging” of Township areas to provide municipal services which create an island of services within the Township should be strongly discouraged. The idea of contiguous development requires that municipal services expand from one fully-developed area to the next area.
2. The Township may implement the resulting policy of the 2015 capacity study. Any expansion shall be bound by capital improvements needs identified in that study.
3. Where expansion of facilities is proposed, the Township should follow the recent practice of passing the costs of expansion on to those reaping the benefits of that expansion through special assessment districts, Residential Equivalent Units (REU) charges, and other similar mechanisms, or as required by law.
4. As a part of this policy, the Township should adopt a formal municipal service expansion procedure. In addition to the general policies, municipal sewer service should not be extended beyond those areas planned for medium density residential.



PROPOSED CONNECTION

EXISTING SERVICE STA.

EXISTING TREES, TYP.

ROWHOUSES W/ FRONT PORCHES, TYP.

MAIN ST.

PARKING

RES. LOFTS, TYP.

FISHING PIER

MARINA

PARKING

EXISTING TREES

BAND SHELL

PARKING

MIXED USE TYP.

BEACH

US-23

BOLLARD TYP.

GREEN

EXISTING TREES

CENTRAL LAWN

PARKING

PARKING

RESIDENTIAL LOFTS, TYP.

PICNIC PAVILION

COMMUNITY GARDEN

PARKING

MAIN ST.

MIXED USE TYP.

PARKING

EXISTING TREES

NEW CONNECTING TRAIL SYSTEM

PARKING

EXIST. TREES

DOWNTOWN PARKING RESERVE

EXIST. TREES

DOWNTOWN PARKING RESERVE

BARKER RD.

BARKER RD.

# 06.

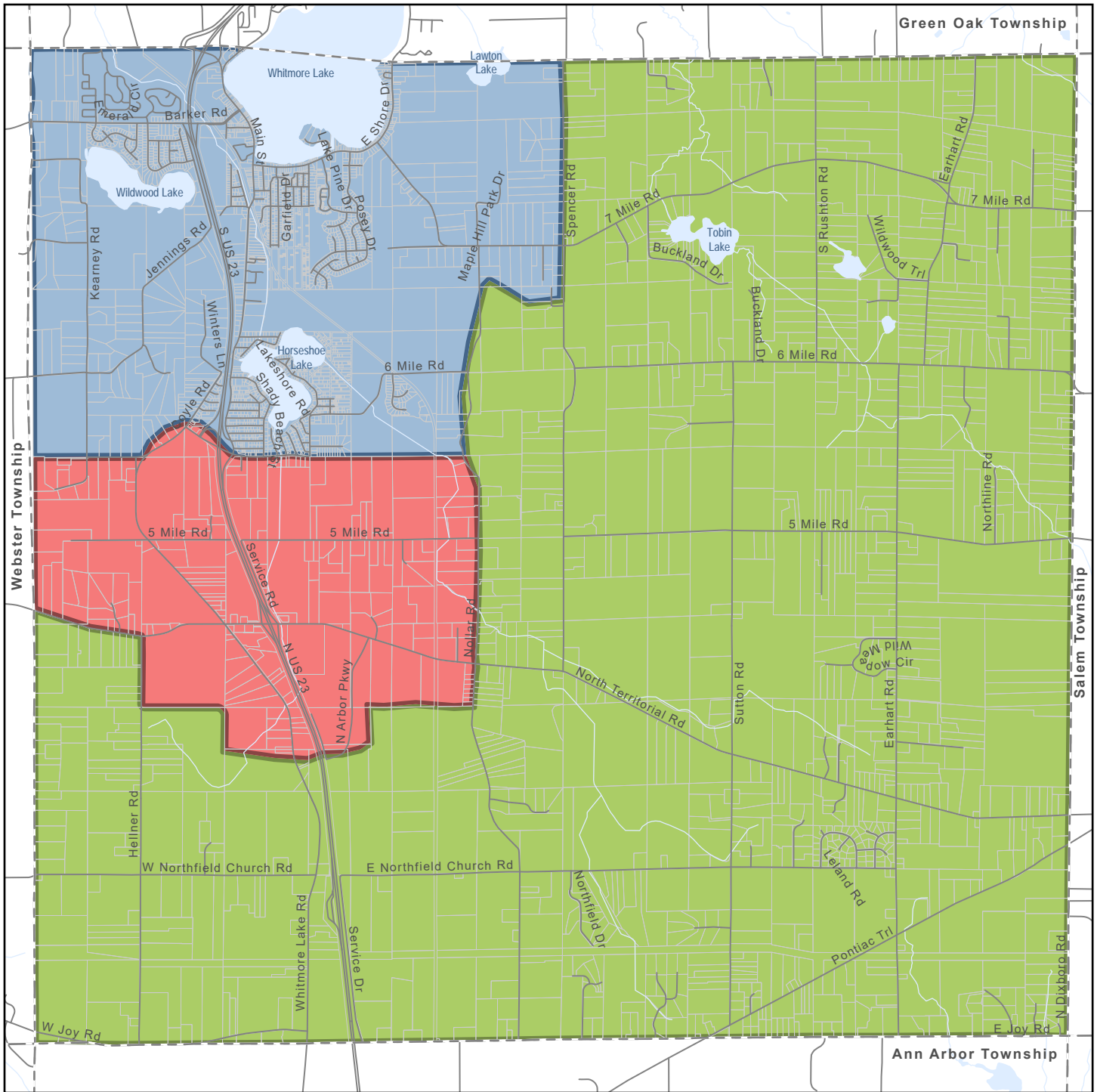
## TOWNSHIP SUB-AREA PLANS

*In addition to the overall land use plan, the Township was divided into the following three (3) sub-areas: Land Preservation sub-area, Central US-23 Interchanges sub-area, and Lakes sub-area. The division of the Township into sub-areas was based primarily on each area's physical characteristics. The original sub-areas were evaluated independently during the two (2) planning fairs held to receive public input and in consideration of the future land use for the Township during the last plan update.*

*After review and careful consideration, the sub-area plans were modified based on each sub-area's physical characteristics, development strategies, and design guidelines.*

*The following pages address issues related to land use, land preservation, transportation, and community facilities and services for each sub-area. The preferred land use arrangement, specific development strategies, and site design guidelines for each sub-area are also discussed.*





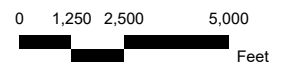
# Map 5 Sub-Area Map

Northfield Township,  
Washtenaw County, MI

February 14, 2019  
DRAFT

### Legend

- Lake Sub-Area
- Central US-23 Interchanges
- Land Preservation Sub-Area
- City and Township boundaries
- Roads
- Rivers, streams, and lakes
- Parcels



SOURCES  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019



## LAND PRESERVATION SUB-AREA

*The Land Preservation sub-area is characterized both by its agricultural and open spaces and residential development. Large tracts of vacant land remain intact throughout this area presenting opportunities for open space preservation. Development Strategies and Design Guidelines for this sub-area are focused on preservation of open spaces and agricultural operations, as well as maintaining scenic views and wildlife corridors. When residential development is permitted, clustered developments are strongly suggested.*

### Characteristics

- Existing land uses include primarily active agriculture, farmstead, and single-family residential.
- Large tracts of vacant land are intact throughout this sub-area presenting opportunities for open space preservation.
- North Territorial Road, Pontiac Trail, US-23 and Whitmore Lake Road are the paved primary roads in this sub-area.
- Major natural features within this sub-area include:
  - » Tobin Lake
  - » Maurer, O’Conner, and Willow Marsh Drains
  - » McCarty Drain #2, Groves Drain and Horseshoe Lake Drain; and
  - » Large contiguous areas of woodlands and wetlands.



## Development Strategies

1. Preserve open space, woodlots and natural features with conservation easements throughout the Land Preservation sub-area.
2. Preserve farmlands as active farms or open space.
3. Continue to plan for future residential growth by strongly encouraging clustered development, and by implementing policies regarding tree mitigation and management, subdivision open space requirements, parkland, and trail requirements.
4. Direct non-agricultural uses away from areas of the Township ideally situated and conditioned for agriculture, such as soils and drainage.
5. Encourage new growth within the existing public sewer service areas of the Township instead of areas ideally situated for open space, natural features preservation and agriculture.
6. Establish programs that maintain the viability of agricultural products through new and expanding markets for locally grown products such as community supported agriculture, organic food, agritourism, and non-traditional uses that preserve the character of the area.
7. Preserve open space and natural features with a priority on environmentally sensitive areas and open view-sheds from roadways.
8. Ensure that new residential development is compatible in density and character to existing uses, residences and neighborhoods in the immediate area.
9. Encourage non-motorized paths to connect parks, Township facilities, and adjacent communities through an interconnected system of trails along major roads.
10. Coordinate with federal programs, and Washtenaw County agencies for farmland preservation.
11. Coordinate with Washtenaw County for parkland and open space acquisition and development.

## Design Guidelines

1. Maintain and develop greenways and wildlife corridors such as wildlife passages, creek beds, and woodlands to and from natural areas.
2. Encourage all new residential development to be clustered to allow continued recreational and agricultural use and open space preservation of the remainder of the acreage.
3. Promote Low Impact Development (LID) techniques for storm-water management such as bio-swales or other best management practices.
4. Promote Leadership in Energy and Environment Design (LEED) techniques for architecture and site design.
5. Maintain open views along roadways and enhance with additional plantings of native trees, shrubs, grasses, and perennials.
6. Preserve key open vistas along rural roads when feasible.
7. Carefully site entrance drives and subdivision entrances.
8. Separate cars from pedestrians and provide pathways connecting subdivisions.



# CENTRAL US-23 INTERCHANGES SUB-AREA

*The central feature of this sub-area is the US-23 freeway with exits at Six Mile and North Territorial Road. This is where office, industrial, and commercial growth is expected and planned for. The western edge of this sub-area is best suited for low density residential and agricultural land uses, and can be considered a transitional area to the agricultural open spaces to the west.*

## Characteristics

- Existing land uses include active agriculture and farmstead, single-family residential; commercial and office, industrial; cultural, outdoor recreation and cemetery, grassland and shrub, and woodland and wetland.
- Large tracts of vacant land are intact throughout this sub-area presenting opportunities for residential, commercial and industrial development in the portion of this sub area where sanitary sewer service is available.
- Large tracts of vacant land are intact throughout this sub-area present opportunities for open space preservation in the portions of this sub area where sanitary sewer service is unavailable.
- Whitmore Lake High School is located within this sub-area.
- Two (2) freeway interchanges are within/border this sub-area (US-23 / North Territorial and US-23 / Six Mile).
- US-23, Whitmore Lake Road and North Territorial Road are the primary paved roads in this sub- area.



## Development Strategies

1. Maintain rural character by channeling future residential, commercial, office, and industrial uses in the portion of this sub-area nearest the US-23 and North Territorial interchange where sanitary sewer service is available.
2. Allow for a mix of service, office and residential uses as it relates to the US-23 and North Territorial Road interchange and along the Whitmore Lake Road corridor.
3. Consider design guidelines that promote attractive and planned commercial and industrial facilities along the Whitmore Lake corridor where sanitary sewer service is available.
4. Continue to plan for future residential growth by requiring clustered development by implementing policies regarding tree preservation and management, subdivision open space requirements, parkland, and trail requirements.
5. Direct non-agricultural uses away from areas of the Township ideally situated and conditioned for agriculture.
6. Encourage new growth within the existing public sewer service areas of the Township instead of areas ideally situated for open space, natural features preservation and agriculture.
7. Establish programs that maintain the viability of agricultural products through new and expanding markets for locally grown products such as community supported agriculture, organic food and agritourism and non-traditional uses that preserve the character of the area.
8. Encourage open space and natural features with a priority on environmentally sensitive areas to preserve view-sheds along roadways.
9. Encourage new residential development when it is compatible in density and character to existing residences and neighborhoods in the immediate area.
10. Maintain the suburban and transitional character of the Central US-23 Interchanges sub-area by encouraging an open space greenbelt separating urban and rural landscapes.
11. Allow for appropriate commercial and industrial uses adjacent to US-23 and along North Territorial Road between Whitmore Lake and Nollar Roads.
12. Emphasize development of office, research and industrial uses to generate a corporate, high tech “jobs node”.
13. Encourage the development of business campuses.
14. Actively promote business growth, job creation and tax base expansion by targeting knowledge industries and other growth industries such as health care and “green” technologies. These uses should be close to the US-23 and North Territorial interchange.
15. Develop non-motorized transportation to connect parks, Township facilities, and adjacent communities through an interconnected system of trails along major roads.
16. Establish parks in proximity to higher density population areas to meet the needs of the residents and include passive uses such as a dog park or playgrounds.
17. Coordinate with Washtenaw County for parkland and open space acquisition and development.
18. Consider vehicular and pedestrian improvements to existing intersections as new developments are proposed.
19. Encourage open space, woodlands and natural features with conservation easements throughout the sub-area.
20. Encourage remaining farmland as active farms or as open space.

## Design Guidelines

1. Maintain and develop greenways and wildlife corridors to and from nature preserves.
2. Encourage all new residential development to be clustered to allow continued recreational and agricultural uses and open space preservation.
3. Promote Low Impact Development (LID) techniques for storm-water management such as bioswales or other best management practices.
4. Require attractive landscape screening for industrial and commercial use along the US-23 corridor and along all public rights-of-way.
5. Promote Leadership in Energy and Environment Design (LEED) techniques for architecture and site design.
6. Carefully site entrance drives and subdivision entrances.
7. Promote shared drives and parking areas.
8. Screen parking with knee walls, decorative fences, and landscaping.
9. Encourage the provision of community design features with pedestrian amenities such as plazas or community gathering places.
10. Separate cars from pedestrians and provide non-motorized pathways connecting subdivisions.



# LAKES SUB-AREA

*The Lakes sub-area is the focal point of Northfield Township. This sub-area is both the most densely developed and populated one in the Township. The Lakes sub-area also serves as the visual identity of the Township. Local business growth and both residential and mixed use development should be encouraged within this sub-area.*

The Lakes sub-area contains part of the Northfield Township's Downtown Development Authority (DDA) boundary. The general purpose of the DDA is to promote the economic growth of the district. The Northfield Township DDA and the Downtown Strategic Action Plan and Design Framework has identified the following strategies:

- Establish an identity for the hamlet of Whitmore Lake.
- Improve traffic patterns throughout the District including access to and from US-23.
- Support public improvements necessary to ensure the success of businesses in the District.
- Support business attraction efforts, as appropriate, to help ensure a healthy and successful business community.
- Encourage beautification of Downtown Whitmore Lake through the use of high-quality aesthetics, local identity, and architectural elements.
- Encourage uses in Downtown Whitmore Lake that identify the area as a regional entertainment destination.
- Encourage opportunities in Downtown Whitmore Lake for recreation as well celebration to promote quality of life for residents.

In addition to the DDA's identified strategies which are specific to the downtown area, the following development and economic strategies can be undertaken throughout the Lakes sub-area. They include:

- Improve the safety and attractiveness of Main Street and other roads to support new and existing private developments.
- Initiate efforts to encourage renovation and expansion of retail businesses.
- Participate in efforts to encourage new private developments in conjunction with public improvements.
- Encourage energy efficient development and redevelopment proposals.
- Encourage pedestrian, non-motorized and public transportation improvements in conjunction with private development projects.
- Encourage public/private partnerships to address infrastructure limitations.
- Encourage the provision of parks and open space in all new private developments.
- Continue to control and plan for future residential growth by requiring clustered development and by implementing policies regarding tree preservation and management, subdivision open space requirements, parkland, sidewalk and trail requirements.

It is recognized that there are differences in terms of both land use and potential for future growth within the downtown and surrounding residential areas. To build on these differences and help guide future development that ensures the future success of the Lakes sub-area. The Township's Planned Unit Development (PUD) zoning district should be utilized to attain the Lake sub-area objectives described on the following pages.

## Characteristics

- Existing land uses include active agriculture and farmstead; single-family residential; multi-family residential; manufactured home; commercial and office; institutional; industrial; cultural, outdoor recreation; grassland and shrub; and woodland and wetland.
- Large tracts of vacant land are intact throughout this sub-area presenting opportunities for mixed use residential, commercial.
- Sanitary sewer service is available within this sub-area.
- Three (3) freeway interchanges are within/border this sub-area (US-23 and Six Mile, US-23 and Barker Road, and US-23 and Eight Mile).
- US-23, Main Street, East Shore Road, and 7 Mile are the primary paved roads in this sub-area.
- Whitmore, Horseshoe, Wildwood and Lawton Lakes are the major natural features in this sub-area.





## Development Strategies

### VILLAGE CENTER

1. Plan for future commercial and residential growth by implementing policies to encourage mixed retail and residential uses within and adjacent to Downtown Whitmore Lake.
2. Allow commercial and residential uses as part of an overall mixed use project to the extent that they serve the primary uses and contribute to the development of community public spaces. Large scale retail establishments, as defined by the Township Zoning Ordinance, are not compatible in this sub-area.
3. Encourage infill development in a traditional neighborhood pattern with interconnected streets and walking and bicycle access to Main Street and Barker Roads.
4. Establish a form-based code to provide flexibility in uses, but meet specific form and design guidelines for the Village Center district.
5. Promote high-density residential use as part of an overall mixed use development.
6. Promote a variety of housing types, sizes, and price ranges.
7. Provide preservation and renovation of historic structures.
8. Actively promote the development of community public spaces such as a beach, pavilion, event area, Township park, farmer's market, community center, or other, similar uses.

### MIXED USE

1. Allow for a mix of service, office and residential uses.
2. Consider high-density residential use as part of an overall mixed use development project as a PUD and only if it supports office and service uses.

### COMMERCIAL

1. Regional-scale retail service uses may be permitted only where adjacent to the US-23 at Eight Mile Road interchange.
2. Emphasize regional-scale commercial uses especially service uses supporting future commercial and industrial development within the Central US-23 Interchanges sub-area.

### GENERAL

1. Develop non-motorized transportation to connect parks, Township facilities, and adjacent communities through an interconnected system of trails along major roads.
2. Establish parks in proximity to higher density population areas to meet the needs of the residents and include passive uses, such as a dog park, playgrounds, etc.
3. Coordinate with Washtenaw County for parkland and open space acquisition and development.
4. Consider vehicular and pedestrian improvements to existing intersections as new developments are proposed.

## Design Guidelines

### VILLAGE CENTER

1. Encourage increased building height with residential and office uses on the upper floors and retail on the ground floor along Barker Road and Main Street.
2. Encourage buildings to be built closer to the right-of-way with reduced front setback.
3. Encourage a variety of housing types including townhomes, duplexes, triplexes, and loft apartments.
4. Implement the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework.
5. Continue to implement the requirements of the Whitmore Lake Downtown (WLD) zoning districts and update the Districts based on the recommendations of the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework.



### GENERAL

1. Promote greenways and wildlife corridors to and from natural areas.
2. Promote Low Impact Development (LID) techniques for storm-water management such as bioswales or other best management practices.
3. Promote Leadership in Energy and Environment Design (LEED) techniques for architecture and site design.
4. Carefully site entrance drives and subdivision entrances.
5. Promote shared drives and parking areas.
6. Screen parking with knee wall, decorative fence, and landscaping.
7. Encourage the provision of community design features with pedestrian amenities such as plazas or community gathering places.
8. Separate cars from pedestrians and provide pathways connecting subdivisions.



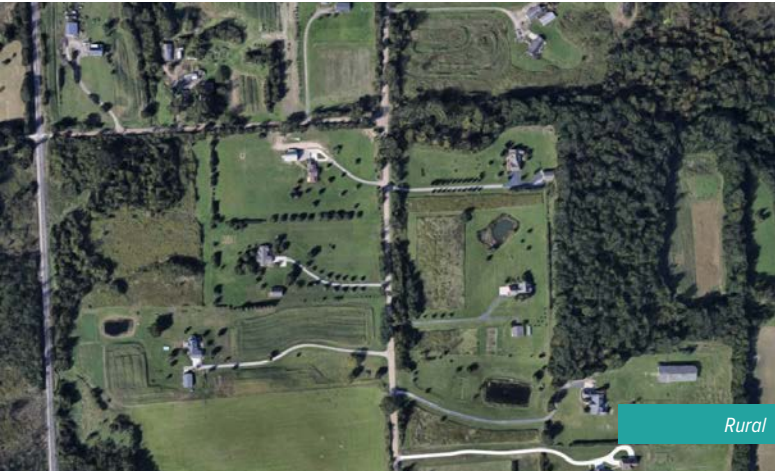


# 07.

## FUTURE LAND USE PLAN

*The Future Land Use Plan defines the framework for the future land preservation and growth of Northfield Township. It begins with a general description of the desired pattern of development for the community, and follows with a description of the future land use categories as illustrated on the future land use map.*

*In addition to the future land use categories, specific development strategies are formulated to achieve community goals for each of the Township's three sub-areas. The sub-areas include: Land Preservation sub-area, Central US-23 Interchanges sub-area, and Lakes sub-area.*

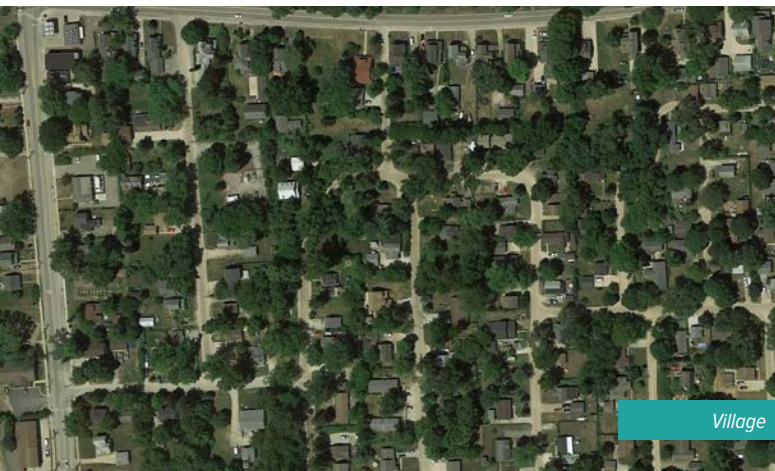


In general, the Township's master plan includes a gradation of development densities across the rural-urban spectrum, which considers the agricultural and sensitive natural resources of the Township. The Master Land Use Plan for Northfield Township identifies three patterns of development: rural, suburban, and village.

The rural pattern is comprised of low density residential uses, agricultural uses and operations, protected conservation districts, as well as wetlands and other sensitive environmental areas. New residential development should be minimized in order to maintain viable units of agricultural production, rural character, and open spaces. These areas are located primarily in the Land Preservation sub-areas. Where residential development would occur, the preferred form of development is an open space or cluster residential development. An example of this pattern is found at Sutton Road and Northfield Church.



The suburban pattern includes areas where low to medium density residential development currently exist without access to water and sewer infrastructure systems. These areas are where future residential development may be attracted due to the proximity of nearby urban centers and access to open spaces and natural resources. They are, for the most part, located in portions of the Lands Preservation, Lakes and Central Whitmore Lake Road Interchange sub-areas. New development should be sensitive to open space preservation and to the sensitive land and water resources. The preferred form of residential development is open space or cluster residential development. An example of this pattern is found at the Links of Whitmore Lake.

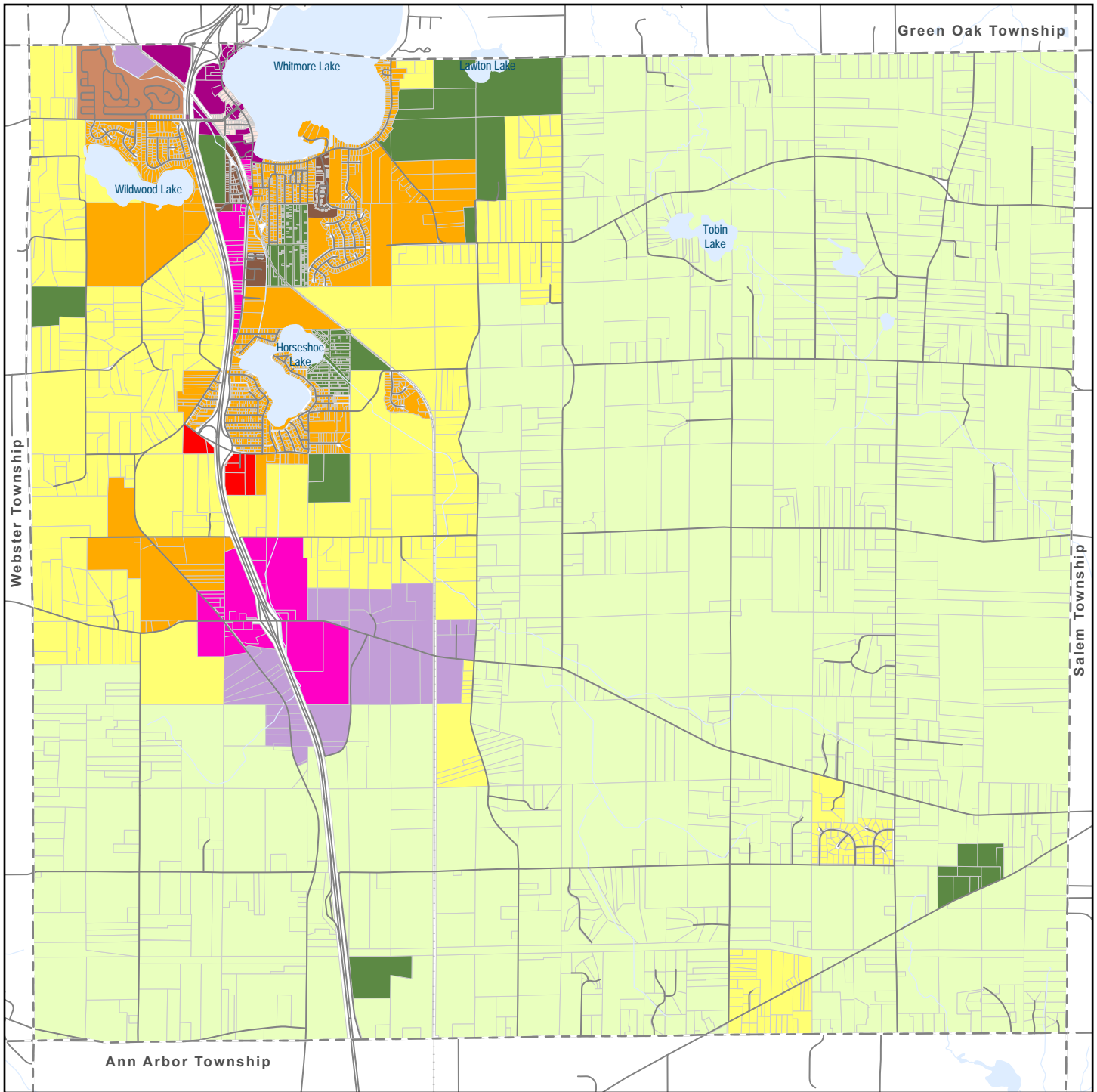


The village pattern includes areas of the Township that are contiguous to the Whitmore and Horseshoe Lakes. They encompass higher density developments, which are located near Downtown Whitmore Lake. Sewer infrastructure systems are available in this area and could potentially be expanded in the future. An example of this pattern is found at Downtown Whitmore Lake.

# FUTURE LAND USE CATEGORIES

Specific land use categories are identified and illustrated on the future land use map on the following page. This map identifies the intent of each category, describes the desirable land uses and elements highlights, the land use relationship with physical and natural features, and lists the corresponding zoning districts.




















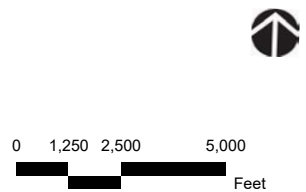
**MAP 6**  
**Future**  
**Land Use**

Northfield Township,  
 Washtenaw County, MI

June 9, 2019

**Legend**

- |  |  |
|--|--|
|  Agricultural               |  Mixed Use                    |
|  Commercial                 |  VC-Mixed Use                 |
|  High Density Residential   |  VC-Cottage Retail            |
|  Industrial                 |  City and Township boundaries |
|  Recreation/Conservation    |  Roads                        |
|  Low Density Residential    |  Railroads                    |
|  Medium Density Residential |  Rivers, streams, and lakes   |
|  Manufactured Home          |  |



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019



# AGRICULTURAL LAND USE



**Intent:** The intent of this category is to protect existing agricultural land uses, maintain rural character of the area, minimize population density, and preserve open spaces. Accordingly, the Agricultural land use designation is intended to allow low density residential development only when it promotes open space preservation and is compatible with maintaining existing agricultural operations.

**Description:** Agricultural areas are those lands characterized as primary crop and/or livestock production lands. These lands should not be considered land banks for future development, but for open space preservation. Future residential development shall cluster residential units on the most suitable portions of a site, with remaining areas permanently dedicated as open space. The clusters of residences are intended to be small and integrated into significant amounts (at least 50 percent of the site) of open space.

**Relationship to Physical and Natural Features:**

The Agricultural land use category is located in areas where public utilities are not present and soil suitability for septic systems may be poor. Thus, these factors put limitations on the potential density of development. Wetlands, woodlots, and environmentally sensitive areas are intended to be preserved. The agricultural designation will help preserve woodlands, wooded road fronts, wetlands, large and small scale agricultural operations, and wildlife habitat. To insure appropriate use of these areas, it is recommended that an Environmental Impact Assessment (or similar environmental land use analysis) be completed to minimize negative development impacts.

**Most Compatible Uses:** Desirable land uses and elements of the Agricultural designation include:

- Farming operations, and similar uses of land;
- Low density clustered single-family residential development where a minimum of fifty percent (50%) of buildable area is permanently preserved as dedicated open space;
- Single-family dwellings on parcels 5 acres in size or greater;
- Scenic road corridors, defined by tree-lined borders and narrow road widths;
- Landscape features such as orchards, outbuildings such as silos and barns, fences, and sound farm structures; and
- Scenic views consisting of natural and cultural features.

**Most Compatible Zoning Districts:** Based on the above criteria the zoning district most appropriate for the Agriculture category is the AR, Agricultural District.



# RESIDENTIAL LAND USES

## Low Density Residential Land Use

**Intent:** The intent of this designation is to accommodate low density single-family residential housing in areas not intended to be serviced with sanitary sewer and water services. This category is designed to preserve a predominately rural character, including agricultural operations.

**Description:** Land designated as Low Density Residential (LDR) include areas where soils are generally suitable for septic field and building construction. Maximum density shall be one (1) dwelling unit per two (2) acres.

**Relationship to Physical and Natural Features:** Significant natural features may still be present within this category. Residential developments shall cluster residential units on the most suitable portions of a site with the remaining area permanently dedicated as open space.

**Most Compatible Uses:** Desirable land uses and elements of the Low Density Residential designation are:

- Agricultural productions;
- Single-family residences in either clustered or conventional subdivision/site condominium development; and
- Parks, open spaces, and conservation areas.

**Most Compatible Zoning Districts:** Based on the criteria mentioned above, the zoning district most appropriate for the LDR category is the LR, Low Density Residential District.



## Medium Density Residential Land Use

**Intent:** The intent of this designation is to promote a moderate density single-family category with a predominately suburban character. This is achieved by accommodating medium density single-family residential housing in areas of the Township that may be served with municipal sanitary sewer services or are in close proximity to such services.

**Description:** Land designated as Medium Density Residential Land Use (MDR) include residential densities ranging from one (1) to four (4) dwelling units per acre, depending on the availability of municipal sewer services. Where municipal sewer facilities are not available, a maximum of one (1) unit per acre shall be permitted.

Where sewer service is not currently available, expansion shall only occur in accordance with the Township's Municipal Service Expansion Policy as described in this Master Plan. Further, it is the policy of this plan that no areas of the Township be brought into the sewer service area prior to a formal sewer expansion procedure being developed by the Township Board.

In order to utilize existing capacity of the municipal sewer system and to limit the possibility of higher density residential developments leapfrogging the current sewer service boundary. It is the intention to limit residential density to four (4) dwelling units per acre only in those areas served by municipal sewer service. Parcels to be served by privately owned community sewage systems shall be limited to one (1) dwelling unit per acre in the MDR category.

**Relationship to Physical and Natural Features:** Significant natural features may still be present within this category but to a lesser degree than the Agriculture or LDR categories. Land designated as MDR has access to collector roads and internal subdivision paved roads.

Desirable land uses and elements of the Medium Density Residential designation are:

- Single-family residences in either clustered or conventional subdivision/site condominium development;
- Two-family dwellings; and
- Parks, open spaces, and conservation areas.

**Most Compatible Zoning Districts:** The MDR land use category coincides with the following residential zoning designation: SR-1, Single-Family Residential District.

## High Density Residential Land Use

**Intent:** The intent of this category is to create areas for higher density residential development in those areas fully serviced by public sanitary sewer facilities.

**Description:** Planned High Density Residential (HDR) land uses are found in the Lakes sub-area. The Township encourages and supports innovative housing such as attached and cluster developments that preserve open space and protect natural features. Density may range between six (6) to 14 dwelling units per acre. However, greater densities may be allowed in cases showing exceptional design and conservation.

**Relationship to Physical and Natural Features:** As mentioned above, this area is entirely served by utilities and constitutes the most urbanized portion of the Township.

**Most Compatible Uses:** Desirable land uses and elements of the HDR designation include:

- Single-family residences, attached and detached;
- Two-family dwellings;
- Apartments;
- Innovative housing projects, including senior and assisted living options;
- Parks, open spaces, and conservation areas; and
- Community support facilities such as churches, schools, and public buildings.

**Most Compatible Zoning Districts:** The HDR land use category would coincide with all other residential zoning designations that have access to and are serviced by municipal sewer and water services including SR-2, Single Family Residential Two and MR, Multiple-Family Residential.



## Mobile Home Park Land Use

**Intent:** The intent of the MHP category is to allow mobile home park development in suitable areas of the Township adequately serviced by essential public services, such as: public sanitary sewer facilities and police and fire protection.

**Description:** The Mobile Home Park designation is focused on the Lakes sub-area where essential services are provided, and the densest residential development currently exists.

**Relationship to Physical and Natural Features:** As mentioned above, this area is entirely served by utilities and constitutes the most urbanized portion of the Township.

**Most Compatible Uses:** Desirable land uses and elements of the MHP designation include:

- Mobile home dwellings

**Most Compatible Zoning Districts:** The MHP land use category would coincide with the following zoning classification: MHP, Mobile Home Park.



# VILLAGE CENTER LAND USE

**Intent:** The intent of the Village Center designation is to encourage and permit mixed uses with a village scale and character within the Whitmore Lake community. Future land-use growth within the area planned for the Village Center land use area is intended to be flexible in land uses, but meet specific form and design guidelines that will be required through modifications to the Township Zoning Ordinance.

The Village Center Land Use designation has additional design recommendations in the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework; and it includes two sub-categories: Village Center Mixed Use and Village Center Cottage Retail.:

**Description:** The Village Center designation is focused on the hamlet of Whitmore Lake.

**Relationship to Physical and Natural Features:**

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

**Most Compatible Uses:** Desirable land uses and elements of the Village Center district are:

- Mixed-use development;
- Neighborhood commercial uses;
- Single-family residences;
- Two-family dwellings;
- Multiple-family dwellings;
- Innovative housing projects;
- A farm and artisan market and community center;
- Parks, open spaces and conservation areas; and
- Community support facilities such as churches, schools, and public buildings.

**Most Compatible Zoning Districts:** The Village Center Land Use designation is most compatible with the WLD-D, Whitmore Lake-Downtown, WLD-NV, Whitmore Lake-North Village, and WLD-W, Whitmore Lake-Waterfront zoning districts.

# MIXED USE LAND USE

**Intent:** The intent of the Mixed Use designation is to provide areas where local commercial, service, office and residential activities can all take place. This designation is intended to allow a flexible approach to development at specific nodes along the US-23 corridor within the Central US-23 Interchanges and Lakes sub-areas. Uses envisioned are of a general retail or service nature to serve the residents of Northfield Township. The Mixed Use category is intended to provide transitional service area between the US-23 corridor and Whitmore Lake Road.

**Description:** The Mixed Use designation is focused on the Lakes and Central Whitmore Lake Road Interchange sub-areas.

**Relationship to Physical and Natural Features:** Areas planned for the Mixed Use designation shall have direct or indirect (access roads) access to the US-23 and Eight Mile interchange, the North Territorial and US-23 interchange, and the Main Street Area north of Horseshoe Lake.

**Most Compatible Uses:** Desirable land uses and elements of the Mixed Use designation are:

- Neighborhood commercial;
- Service;
- Office; and
- Multiple-Family Residential.

Any use which requires the need for outdoor storage is not compatible with the Mixed Use designation as described.

**Most Compatible Zoning Districts:** Based on the criteria mentioned above, the zoning districts with uses most appropriate for the Mixed Use category are the LC, Local Commercial, GC, General Commercial, RO, Residential-Office, and Multiple-Family Districts. Mixed use developments in these Zoning Districts can be accommodated through the Township's Planned Unit Development (PUD) process.

# MIXED USE - NORTH (MU-N)

**Intent:** The intent of the Mixed Use - North designation is to provide areas where local commercial, service, office and residential activities can all take place. This designation is intended allow a flexible approach to development to the west side of Main street, south of the hamlet of Whitmore Lake within the Lakes sub-areas. Uses envisioned are of a general retail, office, and service nature to serve the residents of Northfield Township. The Mixed Use category is intended to provide a transitional area between the US-23 corridor and Main Street.

**Description:** The Mixed Use - North designation is focused on the Lakes sub-area.

**Relationship to Physical and Natural Features:** Areas planned for the Mixed Use designation shall have direct access to the Main Street Area North of Horseshoe Lake.

**Most Compatible Uses:** Desirable land uses and elements of the Mixed Use designation are:

- Neighborhood commercial;
- Service;
- Office; and
- Multiple-family residential.

Any use which requires the need for outdoor storage shall not be compatible with the Mixed Use - North.

**Most Compatible Zoning Districts:** Based on the criteria mentioned above, the zoning districts most appropriate for the Mixed Use category are the LC, Local Commercial, GC, General Commercial, RO, Residential-Office, and Multiple-Family Districts. Mixed use developments in these Zoning Districts can be accommodated through the Township's Planned Unit Development (PUD) process.



# MIXED USE - SOUTH (MU-S)

**Intent:** The intent of the Mixed Use - South designation is to provide areas where commercial, service, office, research technology, and related residential activities can all take place. This designation is intended to allow a flexible approach to development along the US-23 corridor within the Central US-23 Interchanges Sub-Area.

The Mixed Use - South designation is where more intensive office, research, and commercial growth is planned for and expected. Higher density residential growth is also permitted within the sub area when developed as a part of an overall development scheme. Stand-alone high density residential is not compatible with the MU-S designation.

**Description:** The Mixed Use designation is found exclusively within the Central US-23 Interchange Sub-Area of the Master Plan and generally centered at the intersection of US-23 and Whitmore Lake Road.

**Relationship to Physical and Natural Features:** Areas planned for the MU-S designation shall have the following characteristics:

- Planned development within the MU-S designation shall have direct or indirect access (via an access road) to either North Territorial Road or onto Whitmore Lake Road.

- Planned development within the MU-S designation shall be within or adjacent to the Northfield Township sewer service district.
- Planned development within the MU-S designation shall take into consideration traffic capacity and impacts to the area and specifically to the US-23 and North Territorial interchange. It is intended that new development will occur concurrently with needed improvements to the adjacent road system based on applicable traffic impact studies.

**Most Compatible Uses:** Desirable land uses and elements of the Mixed Use designation will:

- Emphasize office research and retail land uses in keeping with the “jobs node” concept of the Central US-23 Interchanges sub-area.
- As appropriate consider a limited amount of industrial uses.
- As appropriate promote high density residential uses as part of an overall mixed-use development project and only as a part of an overall PUD.
- Encourage buildings to be built closer to the road right-of-way with reduced front yard setback when developed as a mixed-use PUD.
- Encourage an increased building height with residential and/or office uses on the upper floors.

Any use which requires the need for outdoor storage is not compatible with the Mixed Use designation as described and as noted above, stand-alone high density residential is also not compatible in this area.

**Most Compatible Zoning Districts:** There is no compatible zoning district to accommodate the intent and description provided above. The Township should consider the development of a new mixed-use zoning district to address this Master Plan designation. This could be developed either as a stand-alone district or as an existing overlay district. Prior to the development of new zoning language, mixed use developments in these Zoning Districts can be accommodated through the Township’s Planned Unit Development (PUD) process.

Development within the MU-S designation is intended to be completed in a comprehensive approach.

Single site uses may be considered by the Township, but their overall compatibility with the adjacent properties shall be considered by the Township in determining compliance with the Township Master Plan.



## COMMERCIAL LAND USE

**Intent:** The intent of the Commercial designation is to provide locations for specialized commercial uses directly related to the US-23 corridor. Uses envisioned are related to automobile travel for both Township residents and those traveling through the Township.

**Description:** Commercial uses are planned in the area centered on the US-23 and 6 Mile interchange. Proximity to this interchange is a necessary prerequisite for a parcel to be included in this district.

**Relationship to Physical and Natural Features:** As noted, this category will have a direct relationship to the freeway interchange. Areas outside this interchange shall not be considered. This category shall not be considered within known groundwater recharge areas or within any designated wellhead protection areas.

**Most Compatible Uses:** Desirable land uses and elements of the Commercial category area are:

- Gasoline, diesel, and fuel stations,
- Lodging, and
- Restaurants.

**Most Compatible Zoning Districts:** Based on the criteria mentioned above, the zoning district most appropriate for the Commercial category is the LC, Commercial District.



## INDUSTRIAL LAND USE

**Intent:** The intent of the Industrial designation is to provide locations for industrial operations that may have moderate effects on adjacent properties because of noise, odor, traffic, and storage of materials. Uses are categorized as needing larger tracts of land and outdoor storage of materials and equipment.

**Description:** Due to potentially negative external impacts, the Industrial designation is limited in scope. Any areas planned for this designation that are contiguous with residential uses are encouraged to be planned with less intensive uses and/or buffering bordering such residential uses. Industrial designations are not compatible with, and shall not be planned for, areas of known groundwater recharge and near Township wellhead protection zones.

The 2019 update of the Master Plan recognizes an increased demand in the region for light industrial and research and development. To accommodate these changes to the economy, an area south of the MU-S land use area is now designated as industrial.

**Relationship to Physical and Natural Features:** Municipal sewer and water service shall be available in the Industrial area. Areas planned for this designation encompass both existing and future industrial uses and vacant land in proximity to US-23. Where parcels about US-23, extensive buffers shall be provided to help provide a more natural appearance along the freeway for passing motorists.

**Most Compatible Uses:** Desirable land uses and elements of the Industrial category include:

- Manufacturing, processing, packaging or assembling uses; and
- Trucking and cartage facilities.

**Most Compatible Zoning Districts:** The appropriate zoning classifications for this designation are the LI, Limited Industrial, GI, General Industrial and RTM, Research, Technology, Manufacturing Districts.

# RECREATION/CONSERVATION LAND USE

**Intent:** Land designated as Recreation/Conservation is intended to provide areas for an open space system that preserves and enhances significant natural features including floodplains, woodlands, and wetland areas as well as providing recreational opportunities for Township residents. It is not the intention to prohibit development within areas identified as Recreation/Conservation, but rather to raise awareness of existing natural features that should be considered in any development proposal.

**Description:** This category is intended to protect and preserve the unique Township natural resources while broadening recreational opportunities and an appropriate use of the land. Residential land use may be permitted within the Recreation/Conservation designated areas as a conditional use at a density of ten (10) acres or greater per single-family dwelling unit.

**Relationship to Physical and Natural Features:** Land in this use category generally includes environmentally sensitive areas where natural features must be protected and other areas that present opportunities for the development of recreation facilities. To ensure appropriate use of these areas, it is recommended that an Environmental Impact Assessment (or similar environmental land use analysis) be completed to minimize negative development impacts.

**Most Compatible Uses:** Desirable land uses and elements of the Recreation/Conservation category are:

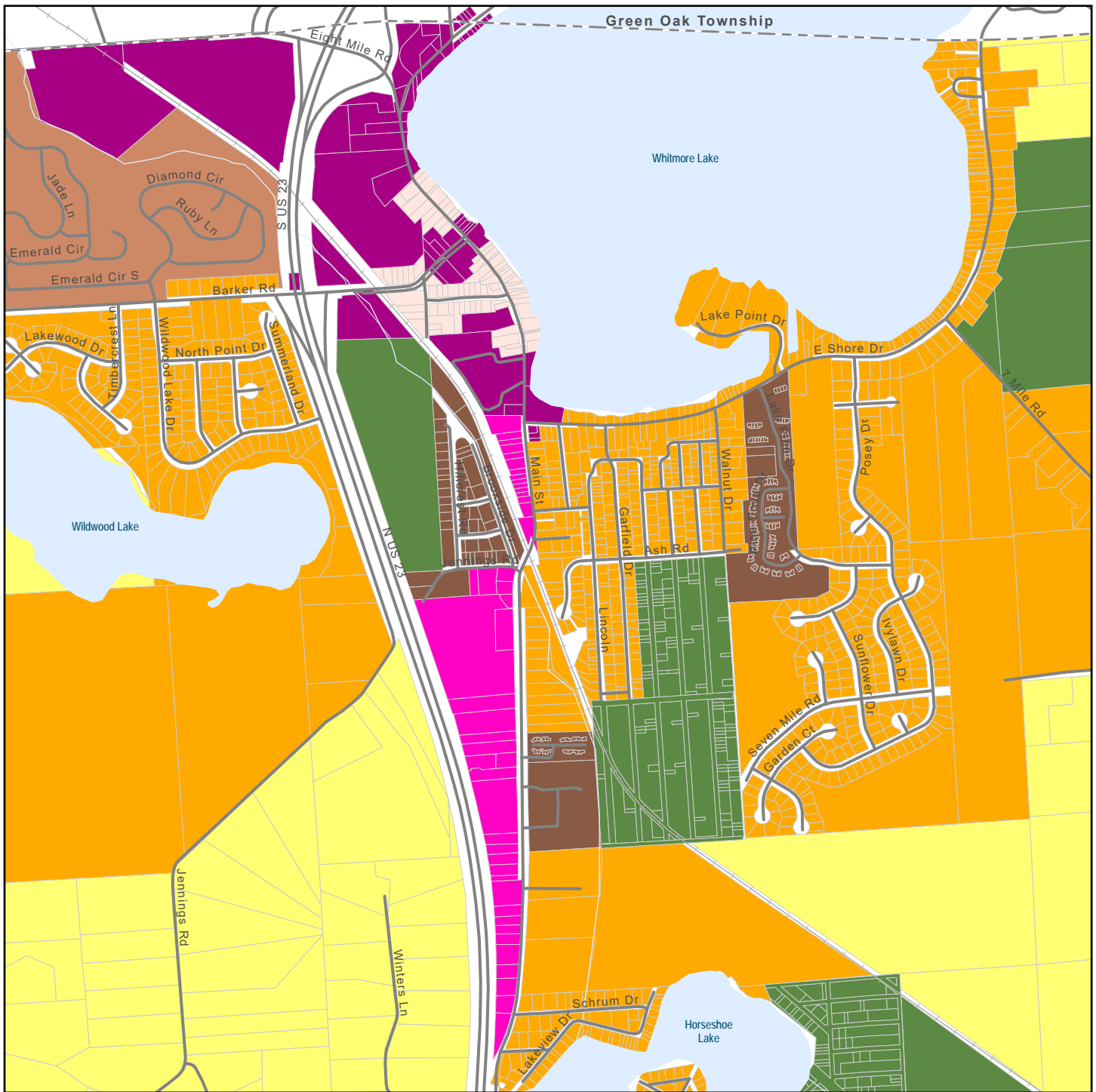
- Public or private conservation area;
- Active and passive recreational facilities; and
- Low density single-family residential land use.

**Most Compatible Zoning Districts:** Based on the criteria mentioned above, the zoning district most appropriate for the Recreation/Conservation is the RC, Recreation Conservation District.

The table below demonstrates the zoning district classifications that coincide with each of the Master Plan Future Land Use designations.

**Table 3: Master Plan Land Use Classifications / Zoning District Comparison**

Master Plan Land Use Designations		Zoning District Classifications	
RC	Recreation Conservation	RC	Recreation Conservation
AR	Agriculture	AR	Agriculture
LDR	Low Density Residential	LR	Low Density Residential
MDR	Medium Density Residential	SR-1	Single-Family Residential
HDR	High Density Residential	SR-2 MR	Single-Family Residential Two Multiple Family Residential
MHP	Mobile Home Park	MHP	Mobile Home Park
VC	Village Center	WLD-D, WLD-NV, WLD-W	
MU	Mixed Use	LC ES RO MR	Local Commercial Enterprise Service Residential-Office Multiple-Family Residential Districts
C	Commercial	LC GC	Local Commercial General Commercial
I	Industrial	LI GI RTM	Limited Industrial General Industrial Research, Technology, Manufacturing



















**MAP 7**  
**Downtown**  
**Future Land Use**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

- |  |  |
|--|--|
|  Agricultural               |  Mixed Use                    |
|  Commercial                 |  VC-Mixed Use                 |
|  High Density Residential   |  VC-Cottage Retail            |
|  Industrial                 |  City and Township boundaries |
|  Recreation/Conservation    |  Roads                        |
|  Low Density Residential    |  Railroads                    |
|  Medium Density Residential |  Rivers, streams, and lakes   |
|  Manufactured Home          |  |



0 250 500 1,000  
 Feet

SOURCES  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019







# 08.

# TRANSPORTATION PLAN

*Northfield Township is linked to the region by highway US-23, which runs north-south with exits at North Territorial, 6 Mile, 8 Mile, and Barker Roads. Within Northfield Township, the most important roads include 7 Mile, Whitmore Lake, North Territorial, Sutton, Rushton, Dixboro Roads and Pontiac Trail. These roads provide access to the adjacent communities and the surrounding region. The remainder of the road system is composed of county primary roads and local residential roads.*

# ROADWAY NETWORK

Adequate roads are essential to the conduct of commerce and daily activities. The automobile will continue to be the dominant mode of transportation due to scattered land use patterns, population densities and personal preferences. However, energy availability and cost will make non-motorized transportation more attractive, which must be considered in planning for future transportation.

There exists a strong inter-relationship between the existing road system and land use patterns. The type of pattern of land use will strongly influence traffic volumes along any given road. Likewise, adequacy of a road may determine the type of adjacent land development that occurs. Therefore, the benefit of the Transportation Plan is to assist in establishing priorities for future road improvements based on the function of roadway services.

Roads are classified as follows:

- **Interstate.** Provides major “through traffic” between municipalities and states.
- **Principal Arterial Roads.** Primary function is to carry relatively long distance through travel movements and/or to service important traffic generators, such as airports or regional shopping centers.
- **Minor Arterial Roads.** Similar to Principal Arterial Roads with trips carried being shorter distances to lesser traffic generators.
- **Collector Roads.** Funnel traffic from residential or rural areas to arterials. Collector Roads also provide some access to property.
- **Local Roads.** Primary function is to provide access to property, i.e., residential neighborhoods or rural areas.

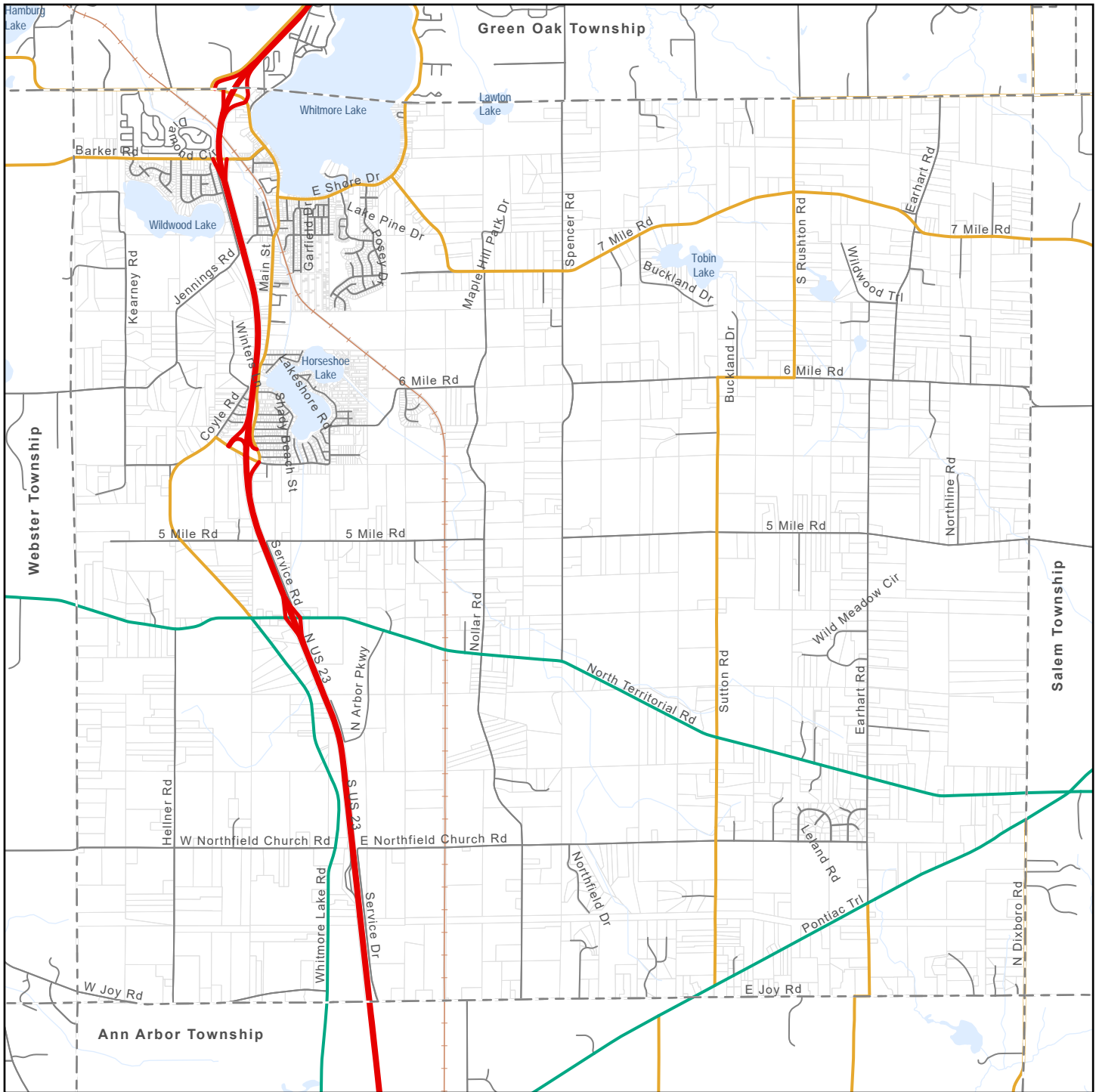
The classifications listed in the Functional Road Classification Map (Map 8) correspond to the National Functional Classification Map for Washtenaw County used by the Michigan Department of Transportation (MDOT). The road classification determines whether the road is eligible for federal aid. “Federal aid” roads include all principal arterials, all minor arterials, all urban collectors, and all rural major collectors.

The following describes all primary roads within Northfield Township along with their designations:

- **Interstate**
  - » US-23
- **Minor Arterial Roads**
  - » North Territorial Road
  - » Whitmore Lake Road (Township border north to North Territorial Road)
  - » Pontiac Trail
- **Collector Roads**
  - » Barker Road
  - » Main Street
  - » East Shore Drive
  - » 7 Mile Road
  - » South Rushton Road
  - » Sutton Road
  - » Whitmore Lake Road (remainder)
  - » 8 Mile Road (South Rushton to North Dixboro)
  - » Earhart Road (south boundary to Pontiac Trail)

Northfield Township provides direct access to US-23 via North Territorial, Six Mile, Barker and 8 Mile Roads. The development of these interchanges has the potential to alter the composition of the Township if not carefully considered and planned for.

The Right-of-Way Width map (Map 9) depicts the Washtenaw County Road Commission’s Future Right-of-Way Plan for those County initiated improvements within Northfield Township. Coordination and cooperation of the Township and County agencies regarding transportation improvements can prove beneficial both strategically and financially.



**MAP 8**  
**Functional Road**  
**Classification**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
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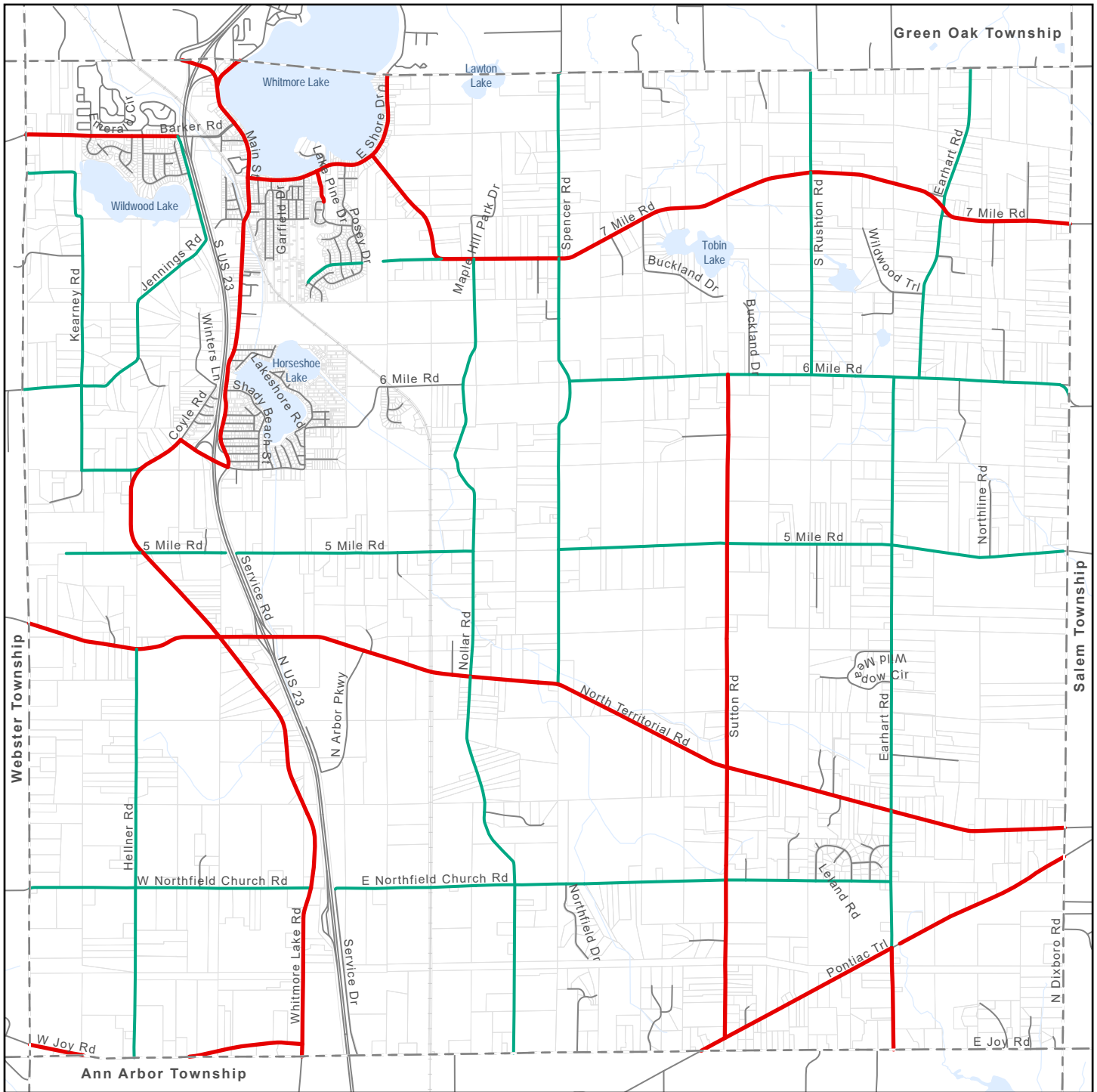
**Legend**

- Principal Arterials
- Minor Arterials
- Major and Minor Collectors
- Local
- Railroads
- City and Township boundaries
- Rivers, streams, and lakes
- Parcels



**SOURCES**  
 Basemap Source: Michigan Geographic  
 Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019





**MAP 9**

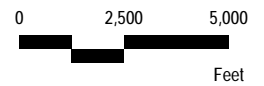
**Washtenaw County  
Future Right-Of-Way**

Northfield Township,  
Washtenaw County, MI

February 14, 2019  
DRAFT

**Legend**

- 120-Foot Right-of-way
- 86-Foot Right-of-way
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes
- Parcels



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: Washtenaw County Road Commission 2006



# ACCESS MANAGEMENT

Although the roads in Northfield Township are within the jurisdiction of either the Washtenaw County Road Commission or MDOT, Northfield Township has a strong interest in an effective road system. To ensure safe management of traffic, several elements should be considered for future development, such as:

1. Limiting the number of driveways and encourage alternative means of access.
2. Permitting only one access or shared access per site for smaller residential developments (less than 50 units).
3. Installing medians at appropriate location to reduce conflicting movements and direct traffic and improving safety for pedestrians.
4. Spacing of access points is important as it is related to both signalized and un-signalized locations.
5. Locating shared driveways on the property line.
6. Providing service drives at the rear of sites unless prevented by a shallow lot.
7. Considering new traffic signals or roundabouts for higher traffic generating uses.
8. Design driveways to support efficient and safe traffic operations.

Northfield Township hopes to make it safer and easier for residents to bicycle and walk throughout the Township by establishing non-motorized transportation facilities.



# NON-MOTORIZED PLAN



The purpose of a Non-Motorized Plan is to articulate a vision for non-motorized transportation in Northfield Township. The plan would provide a vision for a township-wide non-motorized network, a plan for non-motorized facility development, and a clear direction for the implementation of non-motorized facilities throughout the Township.

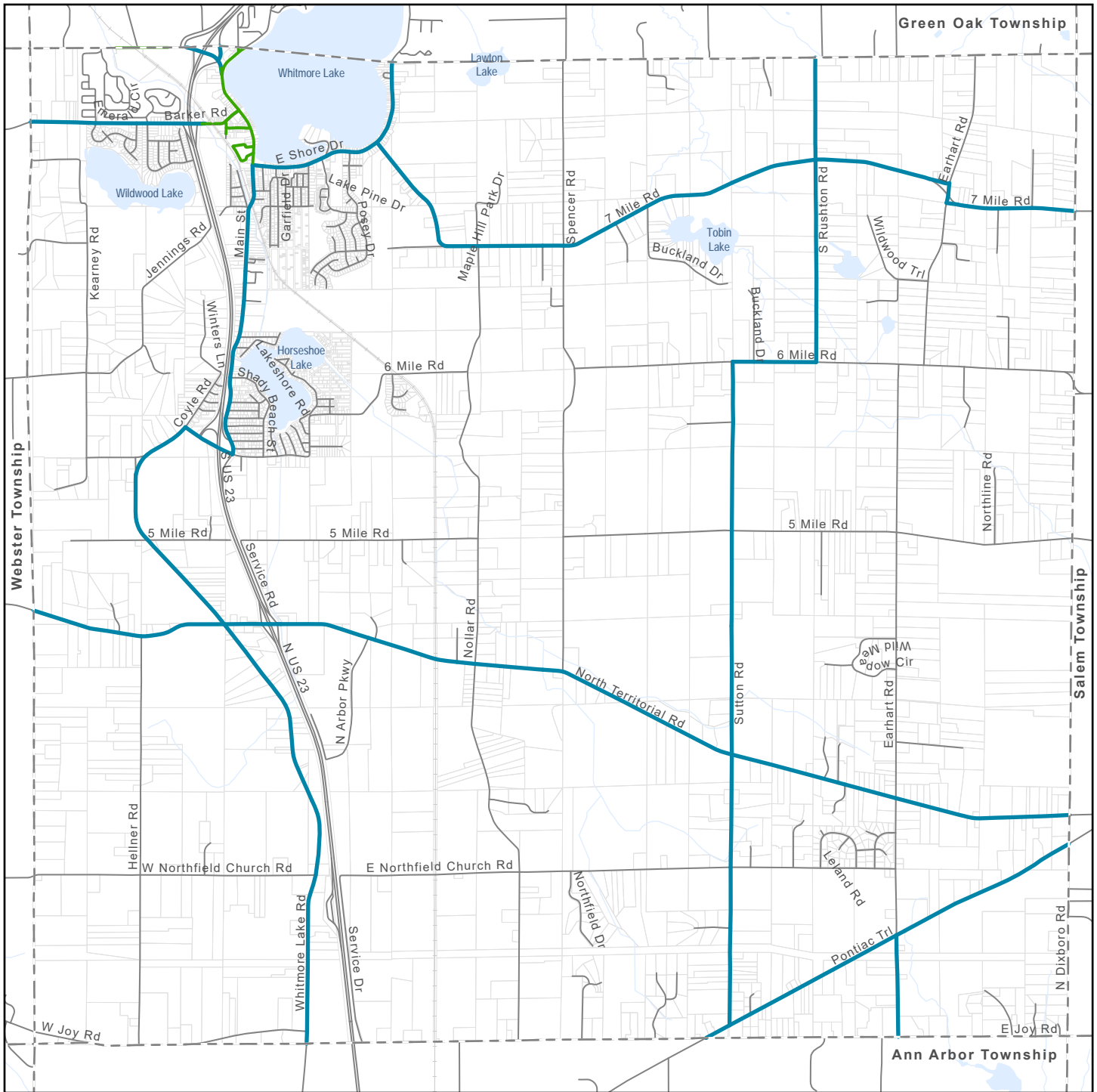
The Non-Motorized Plan is intended to guide non-motorized facility planning, design, and construction for Northfield Township. The plan is implementation oriented and utilizes community and stakeholder involvement and input. This type of plan is also intended to serve as a foundation for future grant applications and funding requests.

As Northfield Township has become increasingly active in the construction of pedestrian pathways, a Township Non-Motorized Plan becomes more important to ensure coordinated development of non-motorized facilities.

Northfield, along with several other Washtenaw County communities, belongs to, and supports the efforts of, the Washtenaw Area Transportation Study (WATS), an organization coordinating regional transportation planning. WATS is responsible for monitoring the conditions of county roads, bicycle and pedestrian paths, airports, and public transit systems. WATS has been instrumental in complete streets programming and non-motorized plans throughout all of Washtenaw County.

The 2018 Non-Motorized Plan for Washtenaw County was developed by WATS for future county-wide non-motorized bike and pedestrian improvements. The Non-Motorize Pathways Map depicts the future improvements outlined by WATS as they relate directly and adjacent to Northfield Township. The blue represents areas where there is a lack of non-motorized transportation methods in rural areas. These areas are where potential pedestrian facilities could be located.

Additional local non-motorized pathway improvements are also highlighted on the map. They address non-motorized improvements recommended in the downtown plan for Northfield Township. The non-motorized improvements for Northfield are different from other improvements because they were identified by the Township and not the county. The improvements are also more pedestrian friendly and consider the proximity of the park, downtown, and the waterfront. The Township priority improvements are highlighted on the map in green.



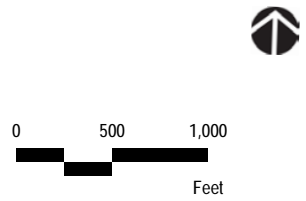
**MAP 10**  
**Non-Motorized Pathways**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

- Local Non-Motorized Pathways
- Potential Non-Motorized Improvements
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes
- Parcels



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: Washtenaw County Non-Motorized Plan 2018







NORTHFIELD TOWNSHIP

POLICE  
DEPARTMENT  
TOWNSHIP

FIRE  
DEPARTMENT  
OFFICES

8350

# 09.

## IMPLEMENTATION

*The Master Plan is a statement of goals and objectives designed to accommodate future growth and preservation of character, farmland, open space, and natural features within Northfield Township.. As stated in the introduction of this document, the Master Plan is the only officially adopted document that sets forth an agenda for the achievement of these goals and policies. It helps develop a balance of orderly change in a deliberate and controlled manner that permits controlled growth. As such, it provides the basis upon which zoning and land use decisions are made.*

*This Plan forms the philosophical basis for the more technical and specific implementation measures. It must be recognized that development and change will occur either with or without planning, and that the Plan will have little effect upon future development unless adequate implementation programs are established. This section identifies actions and programs that will be useful if the Plan is to be followed.*

*A variety of programs or administrative tools are available to allow the Plan to succeed.*

# ZONING REQUIREMENTS

Zoning is the development control that has been most closely associated with planning. Originally, zoning was intended to inhibit nuisances and protect property values. However, zoning should also serve additional purposes, which include:

- To promote orderly growth in a manner consistent with land use policies and the Master Plan;
- To promote attractiveness in the Township's built environment by providing variation in lot sizes, architectural features and appropriate land uses;
- To accommodate special, complex or unique uses through mechanisms such as Planned Unit Developments, overlay districts, or special land use permits specifically within the Lakes sub-area and industrial districts in order to allow complimentary uses;
- To guide development away from conflicting land uses, such as industrial uses adjacent to residential areas; and
- To preserve and protect existing land uses and significant natural features in accordance with the Master Plan.

The Zoning Ordinance and Future Land Use map are an essential element of the long-range planning policy of the Township. However; the entire Master Plan is a statement of planning policy, and zoning is a primary tool to implement and enforce the policy.

# ZONING ADJUSTMENTS

Zoning Adjustments for Master Plan Implementation:

- Review existing zoning and subdivision ordinances to determine whether districts, permitted uses, and regulatory standards implement the policies of the Master Plan.
- Consider revising the WLD form-based code districts allowing for increased density within the downtown area by allowing residential units and encouraging development of compatible residential and commercial uses in the downtown area.
- Review the Agricultural Zoning Districts in relation to permitted, special, and accessory uses that promote the continued use of the land in an agricultural manner. This may allow accessory commercial land uses within the Agricultural District including tours, bed and breakfasts, and seasonal family events. The sale of locally grown products should be encouraged both on and off-site.
- Regularly review open space zoning regulations and revise to reflect the goals and policies of open space preservation within the Township.
- Address the goals and recommendations of the 2015 Parks and Recreation Plan.
- Continue to review Township environmental regulations and ordinances to address the goals.
- Remain current on the use of "green" building and development techniques.

## **POLICY INITIATIVES FOR MASTER PLAN IMPLEMENTATION:**

- Continue to work with property owners to preserve farmland, open space and significant natural features in order to maintain the Township's rural character.
- Continue to work with WATS on development of a County-wide, non-motorized network to provide opportunities for pedestrian activity such as walking, jogging, bicycling and horseback riding with the Township.
- Continue to work with residents and business owners to implement the recommendations of the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework.
- Develop local historic preservation policies that are compatible with community values.

# AGRICULTURAL TOURISM



In an effort to expand agricultural tourism opportunities to help sustain the profitability of farm operations, and preserve farmland and open space within the Township, local zoning ordinances will be modified. Specifically, including the intent, goals and purposes of these provisions are:

**Intent:** To promote and maintain local farming. The following activities have become necessary for the sustainability of farms: storage, retail or wholesale marketing, processing of agricultural products, cider mills, wineries, on-farm market or roadside stand; seasonal u-pick fruit and vegetable operations; seasonal outdoor mazes, food sales and processing; bakeries, playgrounds, petting farms, hayrides, nature trails, bed and breakfasts, and restaurants.

**Goals:** The goal of the agricultural tourism provisions of the Zoning Ordinance should be:

- To maintain and promote agriculture and its related activities, such as agricultural tourism.
- To preserve open space and farmland.
- To maintain both an agricultural heritage and rural character.
- To increase community benefits by having fresh, local produce for sale and working classrooms for schoolchildren, residents, and visitors.

- To increase growing businesses that contribute to the general economic conditions and cycle of the region and State.

#### **Purposes:**

- To provide standard definitions related to agricultural tourism operations.
- To provide a list of permitted activities under an agricultural tourism operation.
- To provide a list of activities that need a special land use permit to guide and regulate agricultural tourism businesses on agriculturally zoned land.
- To provide for a clear understanding of the expectations for agricultural tourism businesses for operators, local residents, other businesses and local officials.

In addition to the intent, goals, and purposes, regulations related to parking and signage should also be updated for agricultural tourism.

## CAPITAL IMPROVEMENT PLAN



The Michigan Planning Act (PA 465 of 2006, as amended) authorizes master plans and the creation of a planning commission. Once a planning commission has drafted and adopted a Master Plan, in whole or in part, the act requires that all public works occurring within the municipality be submitted to the Township Planning Commission for approval of the project. This would include items such as sanitary sewers, water lines, road improvements, and bridge improvements. These public works and capital improvement projects must be coordinated and reviewed for consistency with the Master Plan. Currently, the Capital Improvement Plan is for 2013-2018. Thus, the plan should be revised and updated to reflect the capital improvement priorities moving forward.

## MUNICIPAL SERVICE EXPANSION



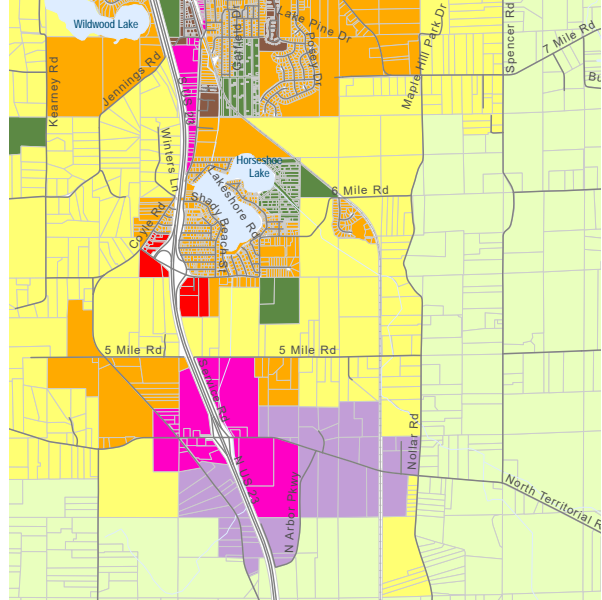
The Township should develop a municipal service expansion policy based in part on the goals of this Plan and the report given by the engineering consultant, Tetra Tech, regarding the cost of sewer expansions. The development of this policy should occur prior to the rezoning of property requiring sewer service.

## PLAN EDUCATION



Citizen involvement and support will be necessary as the Master Plan is implemented. Local officials should constantly strive to develop procedures that make citizens more aware of the planning and zoning process and the day-to-day decision making which affects implementation of the Plan. A continuous program of discussion, education, and participation will be extremely important as the Township moves toward realization of the goals and objectives contained within the Master Plan.

## PLAN UPDATES



The Plan should not become a static document. The Township Planning Commission should attempt to re-evaluate and update portions of it on a periodic basis. In accordance with the State law the Township is required to review the Plan every five years to determine whether to commence the procedure to amend or adopt a new Plan. However, the Planning Commission should set goals for the review of various sections of this Plan on a yearly basis. The Master Plan should also be coordinated with the Township Parks and Recreation Department to provide proper long-range planning for parks and recreation improvements. When large shifts in demographic, housing and market forces occur, it is necessary to conduct analysis to update policy and plan recommendations



10.

# BACKGROUND SUMMARY



# POPULATION TRENDS AND GROWTH

## Population

Northfield Township is the eighth most populated community in Washtenaw County. It includes two percent of the total population living in Washtenaw County.

Community	Rank
City of Ann Arbor	1
Ypsilanti Township	2
Pittsfield Township	3
Scio Township	4
Ypsilanti City	5
Superior Township	6
York Township	7
Northfield Township	8
Augusta Township	9
City of Saline	10

Per U.S. Census data, the population of Northfield Township was:

- 3,975 people in 1970,
- 4,672 people in 1980,
- 6,732 people in 1990,
- 8,252 people in 2000,
- 8,245 people in 2010, and
- 8,483 people in 2016.

The 2016 American Community Survey reported the population to be 8,483 people currently living in Northfield, and SEMCOG projects that 12,388 people will live in the Township in 2045 (August 2018). This data indicates a 46% population growth for the Township over the 29-year time period.

## Population Growth and Density

Northfield Township experienced most of its growth between 1980 and 2000. The population declined slightly between 2000 and 2010, but shows steady growth since then and is predicted to increase substantially through 2045. Table 5 presents the population growth since 1990 in Washtenaw County.

**Table 4: City, Village and Township Population in Washtenaw County, 1990-2045**

Community	1990	2000	2010	2016	2045 Forecast	Change 2010-2045	Percent Change 2010-2045
Ann Arbor City	111,801	114,740	113,934	118,087	132,325	14,238	12%
Ann Arbor Township	3,473	4,385	4,361	4,473	8,625	4,152	93%
Augusta Township	4,415	4,813	6,745	6,939	12,207	5,268	76%
Barton Hills Village	320	335	294	293	385	92	31%
Bridgewater Township	1,304	1,646	1,674	1,544	1,652	108	7%
Chelsea City	3,772	4,398	4,944	5,140	6,913	1,773	34%
Dexter City	1,497	2,338	4,067	4,319	4,641	322	7%
Dexter Township	4,407	5,248	6,042	6,286	7,326	1,040	17%
Freedom Township	1,486	1,562	1,428	1,460	1,220	-240	-16%
Lima Township	2,132	2,517	3,307	3,580	4,869	1,289	36%
Lodi Township	3,902	5,710	6,058	6,320	7,138	818	13%
Lyndon Township	2,228	2,728	2,720	2,744	3,067	323	12%
Manchester Township	1,739	1,942	4,569	4,672	4,721	49	1%
Manchester Village	1,753	2,160	2,091	2,258	3,253	995	44%
Milan City Part	3,060	3,065	3,770	3,893	3,397	-496	-13%
Northfield Township	6,732	8,252	8,245	8,483	12,388	3,905	46%
Pittsfield Township	17,668	30,167	34,663	37,225	55,486	18,261	49%
Salem Township	3,734	5,562	5,627	5,867	8,034	2,167	37%
Saline City	6,660	8,034	8,810	9,082	8,711	-371	-4%
Saline Township	1,276	1,302	1,896	1,954	4,377	2,423	124%
Scio Township	9,580	13,421	20,081	17,041	26,281	9,240	54%
Sharon Township	1,366	1,678	1,737	2,049	1,713	-336	-16%
Superior Township	8,720	10,740	13,058	13,483	19,330	5,847	43%
Sylvan Township	2,508	2,734	2,833	2,907	4,693	1,786	61%
Webster Township	3,235	5,198	6,784	6,561	7,104	543	8%
York Township	6,225	7,392	8,708	8,921	17,334	8,413	94%
Ypsilanti City	24,846	22,237	19,435	20,577	24,480	3,903	19%
Ypsilanti Township	45,307	49,182	53,362	54,475	61,121	6,646	12%
Washtenaw County	282,937	322,770	344,791	358,082	452,791	94,709	26%

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate, and SEMCOG.

# HOUSEHOLDS

Per U.S. Census data, Northfield Township had:

- 2,449 households in 1990,
- 3,154 households in 2000,
- 3,303 households in 2010, and
- 3,337 households in 2016.

The 2016 American Community Survey reported Northfield Township currently has 3,337 households, and SEMCOG projects the Township will have 5,283 households by 2045 (August 2018). Population growth and the number of households is projected to rise by substantially by 46% and 58% respectively.

Through 2045, SEMCOG also projects that:

- The number of households with children will increase from 912 to 1,489, and
- The number of households without children will increase from 2,425 to 3,794.

In summary, there has been a steady increase in households in the Township between 1990 and 2016. Future projections show that an increase will continue for both households and population, but will take place over the 29-year timeframe. Meanwhile household size dipped below 2.50 in 2010, but picked back up to 2.53 in 2016. However, by 2045 household size is expected to decrease. Decreasing household size reflects many factors including families with fewer children, aging population, and changes in the mix of households.

**Table 5: Population and Household, 1990-2045**

	1990	2000	2010	2016	2045 Forecast
Population	6,732	8,252	8,245	8,483	12,388
Households	2,449	3,154	3,303	3,337	5,283
Household Size	2.77	2.57	2.49	2.53	2.32
<b>Household Types</b>					
Households with Children	925 (38%)	1,159 (37%)	959 (29%)	912 (27%)	1,489 (28%)
Households without Children	1,524 (62%)	1,995 (63%)	2,344 (71%)	2,425 (73%)	3,794 (72%)

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate, and SEMCOG.

## Housing Characteristics and Development Trends

Single-family homes remain the predominant housing type, however, mobile homes and multi-family housing account for 22 percent and 34 percent of the housing stock. However, in Northfield Township, these two were the only categories to decrease in number of units. Overall, there was a 6 percent and 1 percent increase respectively in the number of housing units.

**Table 6: Housing Units by Type, 2010-2015**

	Northfield Township		Washtenaw County	
	2010	2015	2010	2015
One-Family Detached	2,002 (58%)	2,557 (69%)	83,255 (57%)	84,994 (56%)
One-Family Attached	117 (3%)	170 (5%)	8,337 (6%)	9,645 (6%)
Two-Family / Duplex	111 (3%)	151 (4%)	4,304 (3%)	4,086 (3%)
Multi-Family	359 (10%)	322 (9%)	45,265 (31%)	45,046 (30%)
Mobile Homes	891 (26%)	486 (13%)	6,108 (4%)	5,271 (4%)
Other Units	—	—	—	—
<b>Total Housing Units</b>	<b>3,480</b>	<b>3,686</b>	<b>147,269</b>	<b>149,098</b>

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate, and SEMCOG.

Northfield Township owner occupied units increased 5 percent between 2010 and 2015, while renter occupied units decreased by 17 percent over the same time period.

**Table 7: Housing Tenure, 2010-2015**

	Northfield Township		Washtenaw County	
	2010	2015	2010	2015
Owner Occupied Units	2,599 (72%)	2,721 (74%)	83,483 (57%)	82,525 (55%)
Median Housing Value	\$183,728	\$162,700	\$237,998	\$208,200
Renter Occupied Units	704 (20%)	582 (16%)	53,710 (36%)	55,542 (37%)
Median Gross Rent (In 2015 dollars)	\$1,057	\$863	\$953	\$953
Vacant Units	298 (8%)	383 (10%)	10,380 (7%)	11,031 (7%)
<b>Total Housing Units</b>	<b>3,601</b>	<b>3,686</b>	<b>147,573</b>	<b>149,098</b>

Source: U.S. Census Bureau, 2010 Census, ACS 2016 5-Year Estimate, and SEMCOG.

The housing stock is relatively new in Northfield Township, with over half of the housing stock constructed since 1970, and a very small percentage constructed prior to 1939.

In addition to the general increase in population, households, and housing units, the Southeast Michigan region has recently experienced a reemergence in residential construction. As shown in Table 8, there has been a general increase in new single-family construction since the Great Recession. The peak in single-family construction occurred in 2013 with 16 new constructed units. There has been no change in the number of new attached and multi-family housing units constructed.

**Table 8: Residential Building Permits, 2008-2018**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Annual Average
Single-Family Units	7	3	3	6	8	16	12	11	12	15	9	9.27
Two-Family/ Duplex Units	0	0	0	0	0	0	0	0	0	0	0	0.00
Townhouse/ Attached Condo	0	0	0	0	0	0	0	0	0	0	0	0.00
Multi-Family/ Apartment Units	0	0	0	0	0	0	0	0	0	0	0	0.00
<b>Total New Units</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>8</b>	<b>16</b>	<b>12</b>	<b>11</b>	<b>12</b>	<b>15</b>	<b>9</b>	<b>9.27</b>
<b>Total Units Demolished</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>2.45</b>
<b>Net Total</b>	<b>4</b>	<b>1</b>	<b>-1</b>	<b>6</b>	<b>5</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>6</b>	<b>12</b>	<b>7</b>	<b>6.82</b>

Source: SEMCOG, Northfield Township Building Records.

## Age Profile

As noted in Table 9, children (under age 19) make up 23 percent of the total population in Northfield Township, while people 65 years and over represent 14 percent of the population. SEMCOG projections indicate that the number of children will increase from 1,973 to 2,551 by 2045, and the number of people 65 years and older will nearly triple (an increase of 1,951) affecting the proportion of children and seniors in the Township.

**Table 9: Age, 2010-2045**

	2010		2016		2045 Forecast	
0-4	508	6%	631	7%	732	6%
5-19	1,576	19%	1,342	16%	1,819*	15%
20-24	455	6%	776	9%	492**	4%
25-54	3,834	47%	3,226	38%	4,787	39%
55-64	1,064	13%	1,367	16%	1,466	12%
65-84	731	9%	1,086	13%	2,234	18%
85+	77	1%	55	1%	858	7%
<b>TOTAL</b>	<b>8,245</b>		<b>8,483</b>		<b>12,388</b>	

\* Age group 5-17      \*\* Age group 18-24

Source: U.S. Census Bureau, 2010 Census, ACS 2016 5-Year Estimate, and SEMCOG.

## Racial Profile

Northfield Township is predominantly White (92%), while Black, Native American, Asian, and Other races make up the balance of the population.

**Table 10: Race and Hispanic Origin, 2016**

	2016	
White	7,839	92%
Black	6	0%
American Indian	27	0%
Asian	75	1%
Pacific Islander	0	0%
Other Race	107	1%
Multi-Racial	429	5%
Persons of Hispanic Origin	263	3%
<b>TOTAL</b>	<b>8,483</b>	

Source: U.S. Census Bureau, ACS 2016 5-Year Estimate



# 11.

# SOCIO-ECONOMIC CHARACTERISTICS



## EDUCATIONAL ACHIEVEMENT

Northfield Township's educated population is lower than Washtenaw County and overall state populations. In 2016, 14.9 percent of the population above age 25 held a bachelor's degree or higher. By contrast, the State of Michigan average is 16.7 percent, and Washtenaw County's average is 25.3 percent.

## INCOME

According to the American Community Survey (ACS) 2016, the median income for a household in Northfield Township was \$56,898. This figure is between the median household income of the state (\$50,803) and the county (\$62,484). The median income for a family in the Township was \$72,788.

Men had a median earning of \$51,469 while women earned \$41,884. The per capita income for the Township was \$33,514. About 5.5 percent of families, and 8.2 percent of the population, were below the poverty line, including 8.4 percent of those under age 18 and 2.1 percent of those ages 65 or over.



# EMPLOYMENT INDUSTRIES

Table 11 provides the employment industries in Northfield Township and projects changes in these sectors over the next 30 years. The largest employment sectors in the Township with the largest growth are expected to be professional, administrative support, and leisure and hospitality.

**Table 11: Employment by Industrial Sector, 2015**

Industry Sector	2015	2045	Change	Percent Change
Natural Resources and Mining	380	299	-81	-21%
Manufacturing	216	127	-89	-41%
Wholesale Trade	95	50	-45	-47%
Retail Trade	275	229	-46	-17%
Transportation, Warehousing, and Utilities	84	55	-29	-35%
Information and Financial Activities	256	228	-28	-11%
Professional, Technical Services, and Corporate HQ	337	564	227	67%
Administrative Support and Waste Services	249	481	232	93%
Education Services	214	250	36	17%
Health Care Services	236	286	50	21%
Leisure and Hospitality	283	349	66	23%
Other Services	146	100	-46	-32%
Public Administration	78	88	10	13%
<b>Total Employment</b>	<b>2,849</b>	<b>3,106</b>	<b>257</b>	<b>9%</b>

Source: SEMCOG.





# 12.

## PHYSICAL CHARACTERISTICS

*The natural features of Northfield Township have played a major role in influencing growth and development of the area. Like much of Michigan's southern Lower Peninsula, the Township's landscape was formed through glacial action. The glacier's movement shaped the topography and created many different types of soils. Plant communities, in turn, developed in response to soil conditions.*

## GEOLOGY, TOPOGRAPHY, AND SOILS



Northfield Township is characterized by glacial geology typical of much of Southern Michigan, consisting of glacial outwash plains, till plains, and moraines. Given the permeability associated with these geological features, many areas of the Township serve as valuable groundwater recharge functions. Groundwater recharge areas can be found in several locations throughout the Township including the wetland and floodplain areas associated with the Lakes sub-area and the various creeks and drains.

The glacial geology of the area has resulted in topography that ranges from nearly level to gently rolling. Fertile agricultural soils are found across much of the Township.

## WATER RESOURCES

Whitmore, Horseshoe, Wildwood and Tobin Lakes are the key water features of Northfield Township. In addition to the lakes, both natural waterways and County drains under the jurisdiction of the Washtenaw County Water Resource Commission (WCWRC) flow through the Township to the Huron River. All of Northfield Township is found within the Huron River Watershed.

Of particular importance are drainage issues reported by the residents of Horseshoe Lake for a number of years. In 2001, the firm Orchard, Hiltz & McCliment, Inc. was retained to conduct a Horseshoe Lake Drainage Study. The study found that Horseshoe Lake has only one outlet, located at the north end of the lake. The outlet does not have sufficient capacity to discharge incoming water during a storm event. The study goes on to conclude that “as long as future developments restrict the stormwater runoff such that the capacity is not exceeded, the current flooding problem should not worsen and actually should gradually improve as development occurs based on assumptions found within the report along with enforcement of WCWRC or stricter requirements”.

In addition to restricting water runoff, the study also evaluated stormwater detention and the possibility of lowering the lake level. Alternatives included:

- Adopt and improve stormwater ordinance and strictly enforce WCWRC criteria;
- Adopt and improve stormwater ordinance and enforce more restrictive runoff rates than WCWRC criteria;
- Evaluate existing wetlands for the feasibility for stormwater storage and cost of storage;
- Conduct periodic inspection of Horseshoe Lake outlet drain;
- Modify or eliminate the existing outlet control structure; and
- Evaluate detention options and costs based on subdistricts.

The protection of Northfield Township’s water bodies and waterways is of high importance to the overall environmental quality of the Township. Much of the Township’s woodlands and wetlands are associated with these water bodies and waterways.

## Flood plains

Generally, floodplains are low lands along river banks, lakes and coastlines subjected to periodic inundation. Floodplain areas within Northfield Township are associated with the Whitmore and Horseshoe Lake areas. They are designated by the Federal Emergency Management Agency (FEMA) with the 100-year floodplain generally recognized as unsuitable for development and fill activities.

## Wetlands

Three (3) types of wetlands are found throughout Northfield Township: Emergent, Scrub-Shrub, and Forested.

The Emergent wetland class is characterized by erect, rooted, herbaceous hydrophytes, excluding moss and lichens. This vegetation is present for most of the growing season in most years. These wetlands are usually dominated by perennial plants. Emergent wetlands are known by many names including marsh, meadow, fen prairie pothole, and slough.

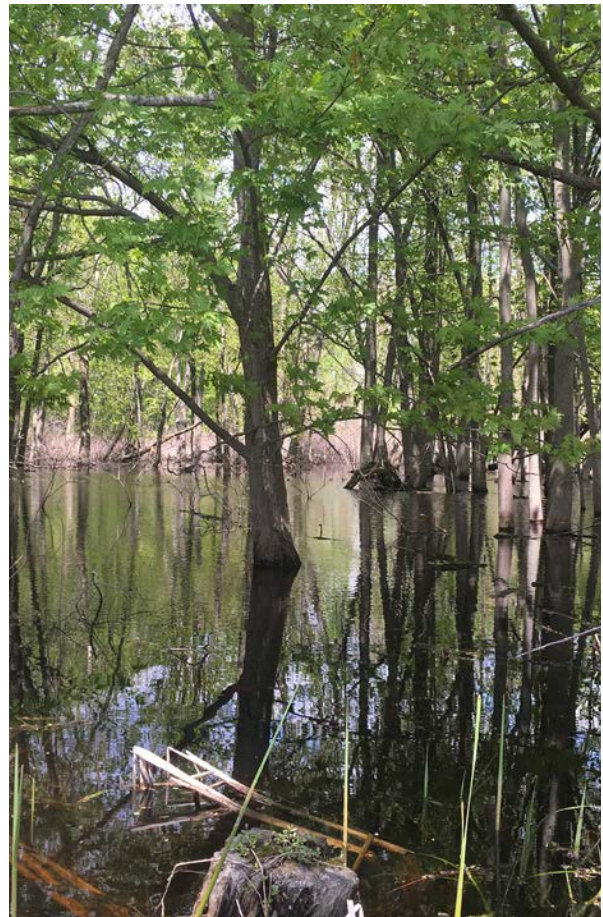
Scrub-Shrub Wetland includes areas dominated by woody vegetation less than twenty (20) feet tall. The species include true shrubs, young trees, and trees or shrubs that are small or stunted because of environmental conditions. Scrub-Shrub wetlands may represent a successional stage leading to Forested wetland or they may be relatively stable communities. They occur only in the estuarine and palustrine systems, but are one of the most widespread classes in the United States.

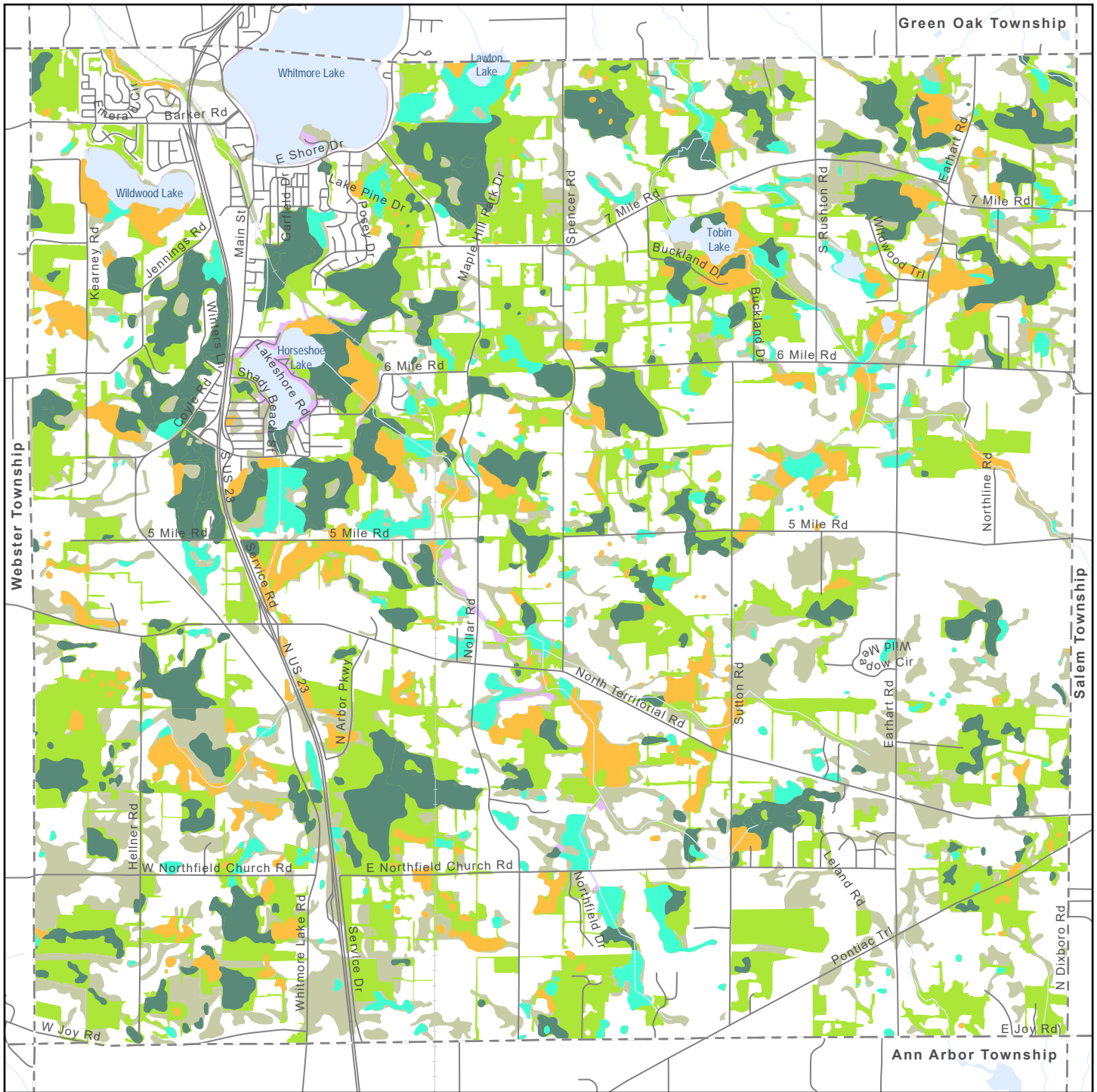
The Forested wetland class is characterized by woody vegetation that is twenty (20) feet or taller. Forested wetlands are most common in the Eastern United States and in those sections of the West where moisture is relatively abundant particularly along rivers and in the mountains. They occur only in estuarine and palustrine systems and normally possess an overstory of trees, an understory of young trees or shrubs, and an herbaceous layer.

## Woodlands

Woodlands are defined as low-density forest with an open canopy allowing plenty of sunlight and limited shade. Woodlands may support an understory of shrubs and herbaceous plants, including grasses. Woodlands are found scattered throughout the Township. Many of these existing wooded areas exist in association with wetlands that remained intact because those land areas held little agricultural value.

Small networks of interconnected tree rows and woodlots exist in a number of places throughout the Township, and provide habitat, habitat linkages, and scenic features. These linkages (or greenways) should be protected from development, as they provide wildlife corridors within the Township.



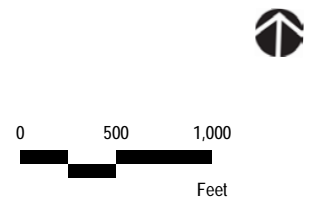


**MAP 11**  
**Natural Features**  
 Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

- Wetland - Other
- Wetland - Emergent
- Wetland - Forested
- Scrub-Shrub
- Woodlands
- Flood Hazard
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: Washtenaw County 2016



## Farmland

There are significant concentrations of active farmland throughout the Township. Northfield Township's farmland can be described in one of three ways: prime farmland, prime farmland if drained, and farmland of local importance.

Prime Farmland—as defined by the U.S. Department of Agriculture —is land that has the best combination of physical and chemical characteristics for producing food, feed, forage, fiber, and oilseed crops and is also available for these uses. It has the soil quality, growing season, and moisture supply needed to produce economically sustained high yields of crops when treated and managed according to acceptable farming methods, including water management. In general, prime farmlands have an adequate and dependable water supply from precipitation or irrigation, a favorable temperature and growing season, acceptable acidity or alkalinity, acceptable salt and sodium content, and few or no rocks. They are permeable to water and air. Prime farmlands are not excessively erodible or saturated with water for a long period of time and they either do not flood frequently or are protected from flooding.

Areas considered prime farmland if drained would be considered Prime Farmland if adequate soil drainage were provided.

Farmland of Local Importance is land important to the local economy as defined by each county. Farmland of local importance is either currently producing, or has the capability of production, but does not meet the criteria of Prime Farmland, Farmland of Statewide Importance, or Unique Farmland.

(P.A. 116) Michigan Farmland and Open Space Preservation Act properties are designed to preserve farmland and open space through agreements that restrict development, and provide tax incentives for program participation. The Act enables a farm owner to enter into a Development Rights Agreement with the State of Michigan. The agreement ensures that the land remains in agricultural use for a minimum of ten (10) years, and is not developed for any non-agricultural use. In return for maintaining the land in agricultural use, the landowner may be entitled to certain income tax benefits, and the land is not subject to special assessments for sanitary sewer, water, lights, or non-farm drain projects.

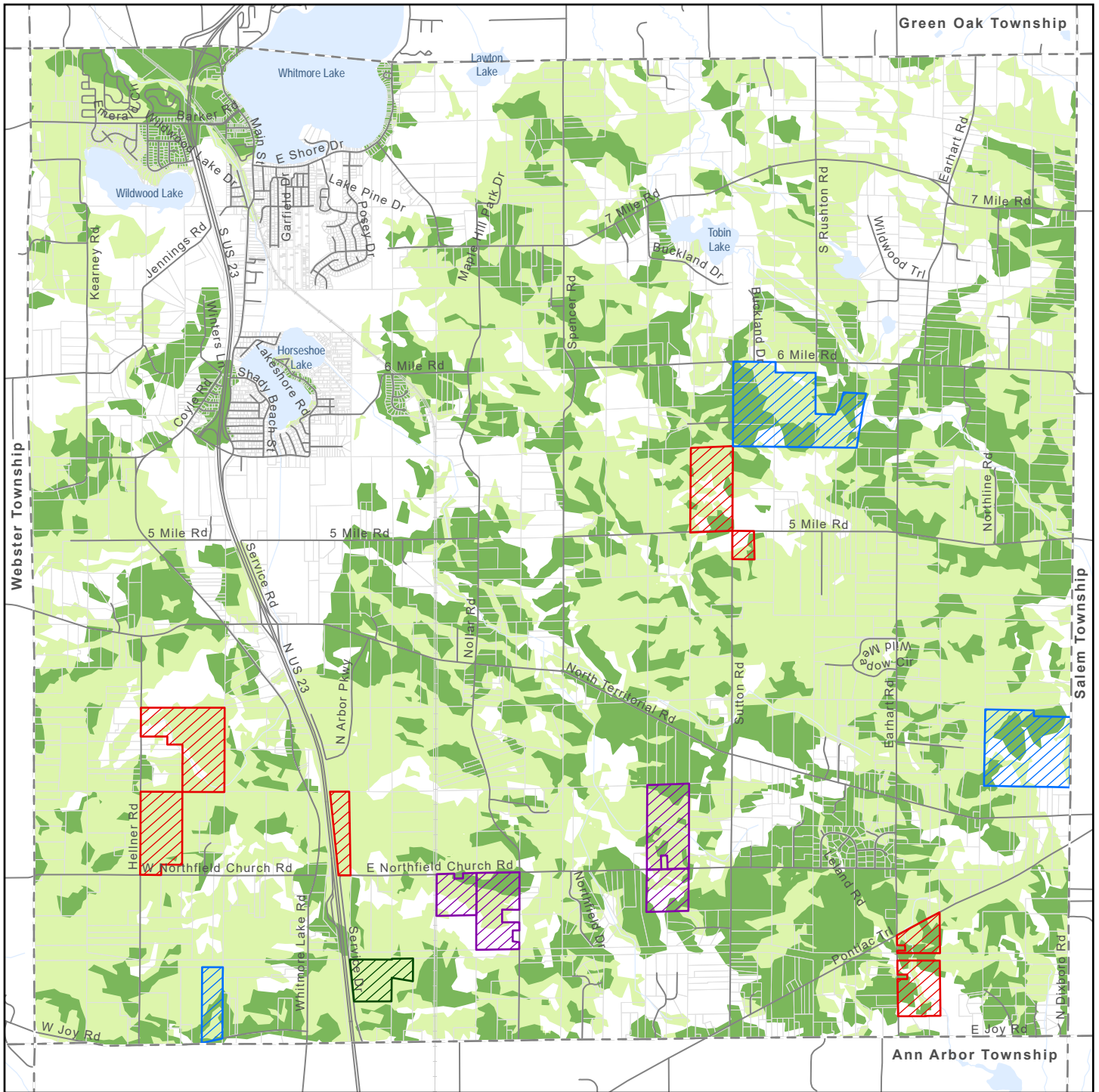
In addition to the P.A. 116 program, Northfield Township has participated in the Legacy Land Conservancy's Purchase of Development Rights Program (PDR). The PDR program offers several advantages to participating Townships, such as:

- Eligibility points from the Michigan Agricultural Preservation Fund program – specifically intergovernmental cooperation points, which comprises 10% of the total state's points. These points are limited for single township programs.
- Conservancy staffing of the program, including required administrative costs associated with both the application process and the acquisition process.
- Allows land owners who have land that is adjacent to, but located in, separate Townships to apply for their entire property, provided both townships are members of the Conservancy program.

Over the years, some of the farmland has been converted to residential and other uses. The remaining active farmland is located in the eastern and southwestern portions of the Township. The Farmland Classification Map illustrates the farmland classifications throughout the Township in addition to the properties enrolled in the P.A. 116 Farmland Preservation Program.


















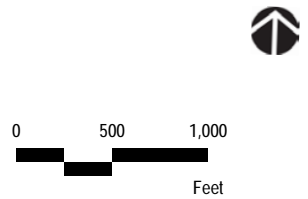
**MAP 12**  
**Farmland**  
**Classification**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

-  Legacy Land Conservation Conservation Easement
-  P.A. 116 Properties
-  Ann Arbor Greenbelt Conservation Easement
-  Natural Area Preservation Program
-  Prime farmland
-  Prime farmland if drained
-  City and Township boundaries
-  Roads
-  Railroads
-  Rivers, streams, and lakes
-  Parcels



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019, Northfield Township 2019, ESRI 2017





### Historic and Scenic Resources

Northfield Township was formed in 1832. It is believed its name was derived from either its location in the northern part of the County or after the hometown of the first settlers, Northfield Township, Massachusetts.

In 1822, the Michigan Territorial Legislature formed Washtenaw County out of the western portions of Wayne and Oakland Counties. It would be more than one year later before the first small wave of settlers would trickle into Washtenaw.

In the nineteenth century, almost all of Northfield Township’s residents lived on family farms and depended on farming for their living, but the size of the first family farms were quite small, about 20 to 40 acres per owner. By 1874, much larger farms – 80, 120, 160 acres and more were formed.

Historic properties located in Northfield Township are listed on the Washtenaw County historic resources database known as HistWeb (<https://www.washtenaw.org/650/HistWeb-Story>). The Township also has an active Historical Society.

Scenic vistas are prevalent throughout Northfield Township along many of the local roads. Views of special significance include the vistas along North Territorial Road, Sutton Road, Northfield Church, and others.

# COMMUNITY FACILITIES AND SERVICES



## Government Facilities

Northfield Township residents are represented by an elected seven-member board consisting of three officers and four trustees – all of which are elected every four years. Limited by law in the amount of taxes that can be levied without voter approval, Township officials must be creative in delivering quality services with the least possible cost to taxpayers. The Northfield Township administrative offices are located in the Public Safety Building located at 8350 Main Street, north of Six Mile Road. The Public Safety Building houses the Township’s Administrative offices, Police Department and Fire Station #1.

## Police and Fire Services

Northfield Township maintains two (2) fire stations. Headquarters are located in the first floor of the Public Safety Building, and Fire Station #2 is located at 2727 E. North Territorial Road. The Fire Department is staffed with a Fire Chief, a Deputy Fire Chief, four (4) Lieutenants, and an administrative assistant.

The Northfield Township Police Department is staffed with a Director of Public Safety, one (1) Lieutenant, two (2) Sergeants, seven (7) full-time officers, four (4) part-time officers, five (5) reserve officers, and two (2) civilian administrative personnel. The Township has a paid on-call fire department

## Wastewater, Utilities, and Solid Waste

The majority of the Township land area relies on individual on-site wastewater disposal systems. Northfield Township provides public wastewater disposal within designated service area, there are no plans for expansion of the service area in the future. The areas currently served by sanitary sewers include the majority of the Whitmore, Wildwood, and Horseshoe Lakes residential areas, and the area surrounding the N. Territorial Road / US-23 interchange. The Township may consider system upgrades and capacity improvements according to the Capital Improvement Plan and as outlined in the 2015 *Northfield Township WWTP Capacity Evaluation Report*.

The Township’s Wastewater Treatment Facility is located at 11500 Lemen Road and is a tertiary treatment facility. Flow is pumped to the plant via fifteen (15) pumping stations.



## Public Transportation

Northfield Township participates in an on-demand door-to-door transportation service for income qualified people through People's Express, which is operated by Northfield Human Services. People's Express provides specialized transportation services to the U.S.-23 corridor and greater Ann Arbor and Ypsilanti area from the bordering townships of Oakland and Livingston Counties.

People's Express is currently working on new site near downtown Whitmore Lake.



## Downtown Development Authority

Northfield Township established a Downtown Development Authority (DDA) in 2002 that generates revenue through tax increment financing (TIF). The DDA includes the Main Street corridor area from the northern Township border to the area immediately north of Northfield Church Road. The DDA has focused their efforts upon undertaking public improvement activities that have the greatest impact on strengthening the business district and attracting new private investments.

To implement the recommendations of the North Village Master Plan and the Downtown Strategic Action Plan and Urban Design Framework, the DDA should consider an update to the TIF plan and contributing property boundaries to include a current of priority projects and strategies for improving the downtown area.



## Schools

The Township is currently served by four (4) public school districts: Whitmore Lake Schools, Ann Arbor Public Schools, Dexter Community Schools, and South Lyon Community Schools.

## Library

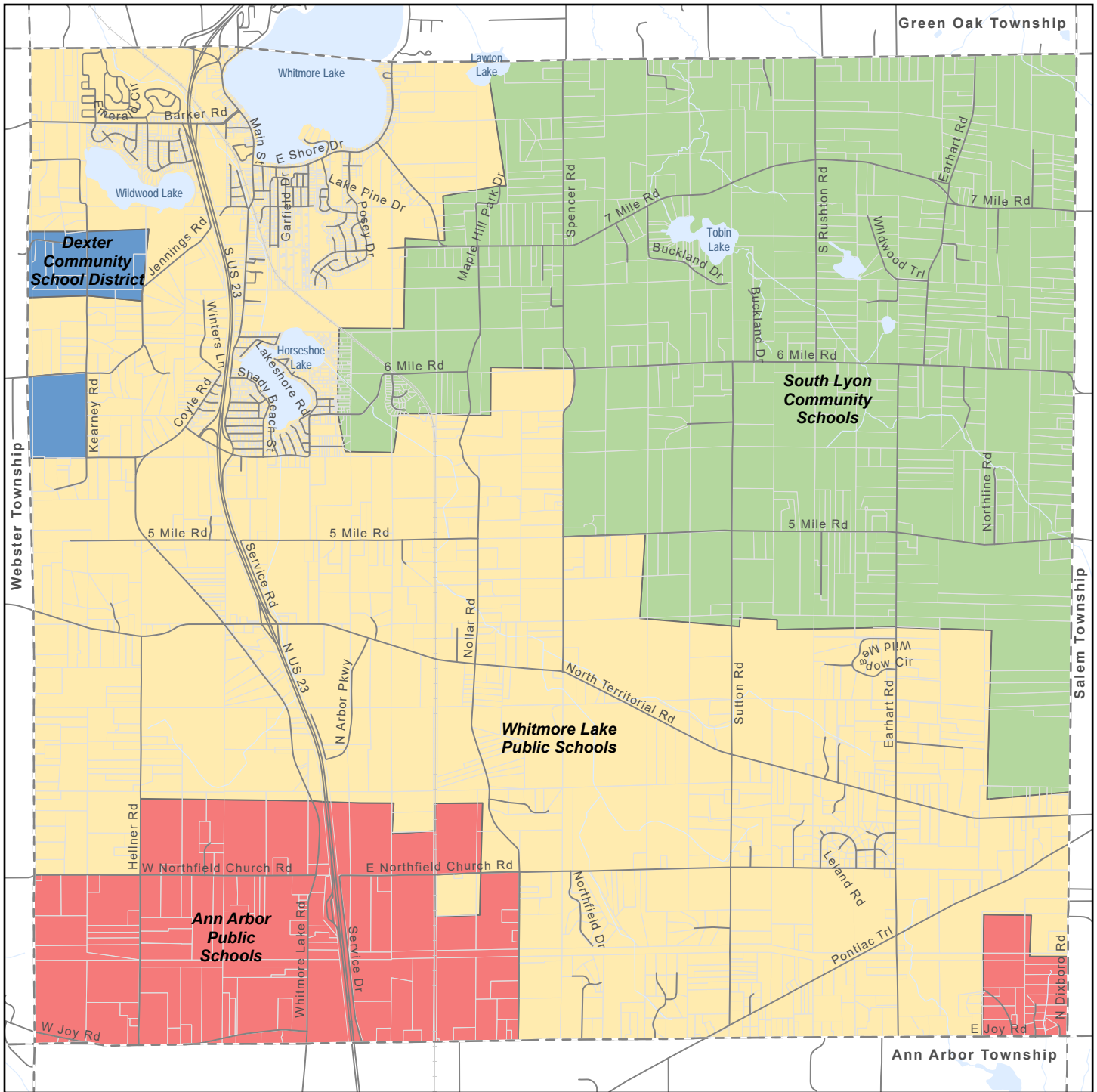
The Northfield Township Area Library is located at 125 Barker Road. The library provides many community oriented programs and events for residents of all ages. Their website allows residents to access research, genealogy, card catalog, and renewal information from home as well.

In 2018, the library built a gazebo space for community gatherings and public enjoyment.



## Parks, Open Spaces, and Recreation

Northfield Township has two (2) publicly-owned preserves and open spaces, and private recreational facilities as depicted on the Community Facilities Map. Additionally, the Township invested in the creation of a multi-modal trail on Barker Road as well as the purchase of the North Village Area, a vacant property, that will, when fully developed, serve as a Township gathering space and recreation amenity. The Township has a Parks and Recreation Board and also a Land Preservation Committee.



**MAP 13**

**School Districts**

Northfield Township,  
Washtenaw County, MI

February 14, 2019  
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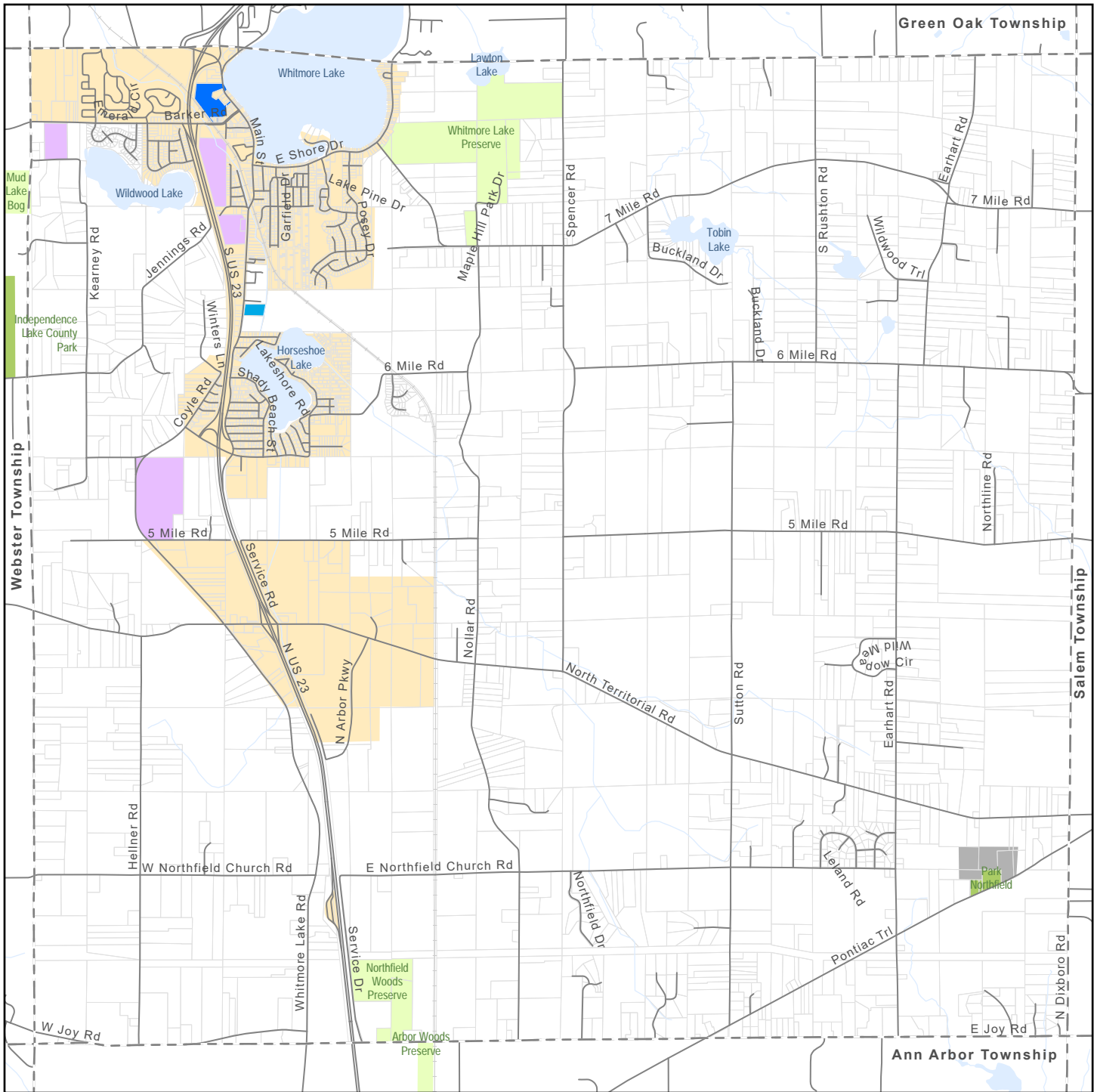
**Legend**

- Ann Arbor Public Schools
- Dexter Community School District
- South Lyon Community Schools
- Whitmore Lake Public Schools
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes
- Parcels



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: Northfield 2017





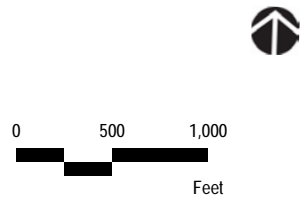
**MAP 14**  
**Community Facilities**

Northfield Township,  
 Washtenaw County, MI

February 14, 2019  
 DRAFT

**Legend**

- Northfield Sewer Service Area
- Park
- Preserve
- Township Office
- NorthVillage
- School Properties
- Protected Land
- City and Township boundaries
- Roads
- Railroads
- Rivers, streams, and lakes
- Parcels



**SOURCES**  
 Basemap Source: Michigan Geographic Framework 2019, SEMCOG 2019  
 Data Source: McKenna 2019, Northfield Township 2017



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# DOWNTOWN STRATEGIC ACTION PLAN AND DESIGN FRAMEWORK

WHITMORE LAKE, NORTHFIELD TOWNSHIP  
WASHTENAW COUNTY, MI



*prepared by McKenna Associates*  
September 25, 2017



# ACKNOWLEDGMENTS

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Kathy Manley — Clerk  
Lenore Zelenock — Treasurer  
Tawn Beliger  
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# STRATEGIC ACTION PLAN



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

## INTRODUCTION

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

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

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

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

# PURPOSE STATEMENT

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

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

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

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

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

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



## GOALS AND OBJECTIVES

Ice Cream Social  
July 8, 2017

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

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

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

### Beautification

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

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

## Recreation

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

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

## Businesses and Entertainment

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

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

## Celebration

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

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

## Connectivity

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

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



## PUBLIC ENGAGEMENT RESULTS

Public Open House  
June 20, 2017

### Northfield Downtown Plan Focus Groups Summary

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

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



Public Open House  
June 20, 2017

## Northfield Downtown Plan Public Engagement Open Houses

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

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

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

## Events and Stores

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

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

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

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

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

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

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

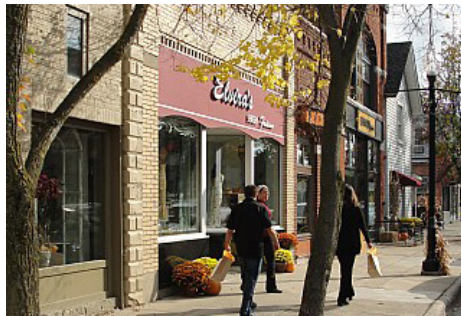
## Visual Preference Survey

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



### TRANSPORTATION

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



### MAIN STREET BUILDINGS

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



### INFILL HOUSING

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





## SEATING

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



## WASTE RECEPTACLE

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



## BICYCLE RACK

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



## HARDSCAPE

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





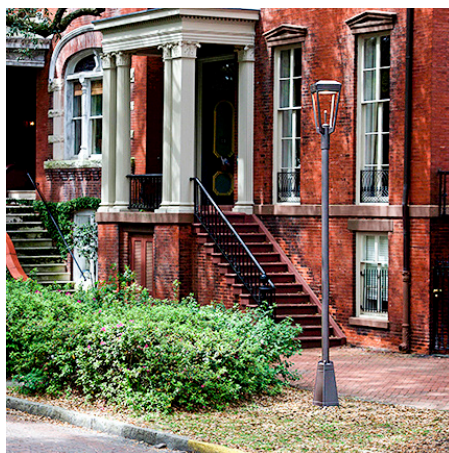
### IDENTITY ELEMENTS

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



### VEGETATION

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



### LIGHTING

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

## Design Alternatives

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

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

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

**Table 3: Summary of Comment Cards for Design Alternatives**

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

## Big Idea

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

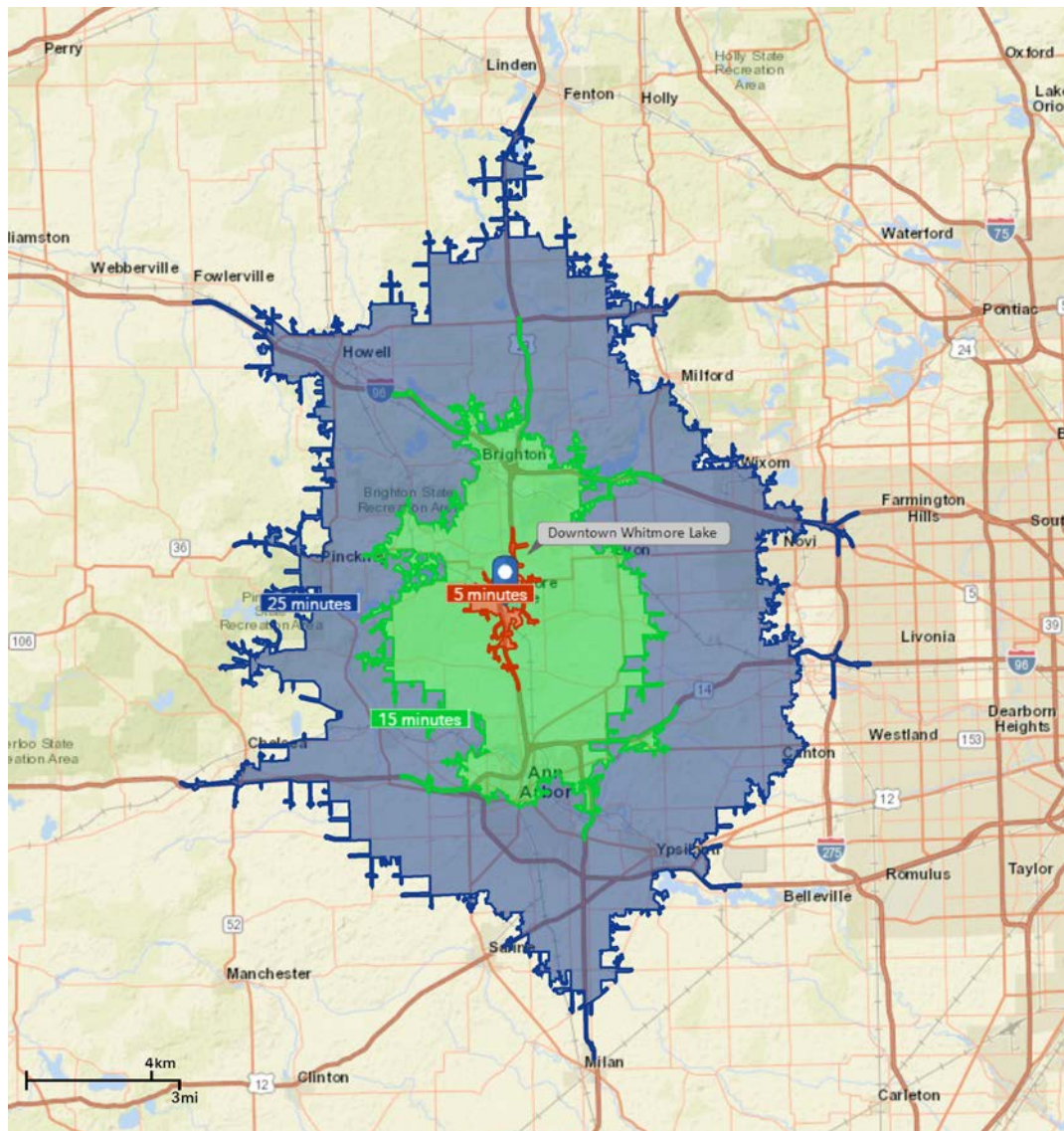
<b>Big Ideas from Both Open Houses</b>
Pocket park!
New grocer
Allow housing developments - new residents to support our schools & the downtown
Brewery
Waterway into old Van Curler property
Housing developments - need more quality homes to draw in people to our great town!
Live music venue
Bar
Café
Record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

# RETAIL MARKET GAP ANALYSIS

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

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

**Figure 2: Retail Market Trade Area - Downtown Whitmore Lake**



Source: 2015 ESRI

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

**Table 4: Percentage of Unmet Retail Demand**

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

Source: ESRI Business Analyst 2017

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

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

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

Source: ESRI Business Analyst 2017

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



### Main Street

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

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

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

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



# STRATEGIC ACTION PLAN

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

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

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

Driftwood Marina



## Goal #1: Beautification

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

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

## Goal #2: Recreation

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

OBJECTIVE 2.1: Support businesses and entertainment options that enhance the waterfront and draw visitors to the waterfront.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Develop Driftwood Marina site at intersection of Main Street and Barker Road and seek developers who will invest in the site	A	1-2 years	TWP, PC, DDA, DPG, BO	TWP, DDA, BO
OBJECTIVE 2.2: Implement the North Village Master Plan to develop the park component as a community focal point.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Use the Value and Phasing section of the North Village Master Plan to guide improvements on the North Village site	A	1-2 years	TWP, PC, DDA, BO	TWP, DDA, BO
OBJECTIVE 2.3: Capitalize on the lake as a key asset and potential catalyst for downtown activities.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Install a fishing pier and/or public beach access point to draw additional people downtown	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO, grants
OBJECTIVE 2.4: Strive to enhance community health by promoting recreation assets during all seasons.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Partner with the Northfield Township Community Center on any recreational programming or promotional opportunities as needed	Ongoing	Ongoing	DDA, NTCC	NTCC
Partner with Whitmore Lake Public Schools on any recreational programming or promotional opportunities as needed	Ongoing	Ongoing	DDA, WLPS	WLPS
OBJECTIVE 2.5: Attract retail and service businesses that cater to recreation on the lake and in the rural areas.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Market the downtown as an outdoor recreation hub and recruit potential new businesses such as bike shops or outdoor retailers or equipment rentals	A	1-2 years	TWP, DDA, BO	BO

### Goal #3: Business and Entertainment

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

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

## Goal #4: Celebration

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

OBJECTIVE 4.1: Support existing downtown celebrations and events and encourage new events.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Include calendar of existing celebrations and events in any new marketing materials for Downtown Whitmore Lake	Ongoing	Ongoing	TWP, DDA, BO	DDA, BO
Support ideas for new community events such as concerts, music, and movies in the park, farmers markets, pond hockey, fireworks, trunk or treat, craft/air fairs, events for kids/youth, or other creative ideas	Ongoing	Ongoing	TWP, DDA, BO, CM	DDA, BO, CM
OBJECTIVE 4.2: Enhance community involvement and encourage as many citizens to get involved as possible.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Gather public feedback at the existing celebrations and events to take advantage of a captive audience	Ongoing	Ongoing	TWP, PC, DDA, DPG	DDA
Ensure that information and news about downtown is updated and distributed widely, include through online and print resources	Ongoing	Ongoing	TWP, PC, DDA, DPG	DDA
Encourage and facilitate community donations and commissions to help implement design improvements in downtown	Ongoing	Ongoing	TWP, PC, DDA, CM	DDA
OBJECTIVE 4.3: Create opportunities for networking and conversation throughout the community.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Invite key community groups to spread the word about news and information about downtown, especially public meetings	Ongoing	Ongoing	TWP, DDA, BO, CM	CM
Utilize existing popular social media platforms to allow for the community to network, form new relationships, and have dialogue	Ongoing	Ongoing	TWP, DDA, BO, CM	CM
OBJECTIVE 4.4: Boost the uniqueness and positive perception of “Whitmore Lake.”				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Develop positive marketing campaign highlighting the positive aspects of Downtown Whitmore Lake and the overall community	A	1-2 years	TWP, DDA, BO, CM	DDA, BO
OBJECTIVE 4.5: Strengthen the reputation and quality of education in Whitmore Lake Public Schools.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Provide promotional and partnership opportunities with the Whitmore Lake Public Schools as needed	Ongoing	Ongoing	DDA, WLPS	WLPS
OBJECTIVE 4.6: Highlight the quality of education in Whitmore Lake Public Schools.				
ACTIONS	PRIORITY	TIMEFRAME	PARTNERSHIPS	FUNDING
Promote bicycling and walking in the downtown area by adding bicycle racks and completing sidewalks, among other improvements	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO
Use low impact design practices in landscaping materials and other features of the downtown streetscape	B	3-5 years	TWP, DDA, BO	TWP, DDA, BO

## Goal #5: Connectivity

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

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

# DEVELOPMENT FRAMEWORK

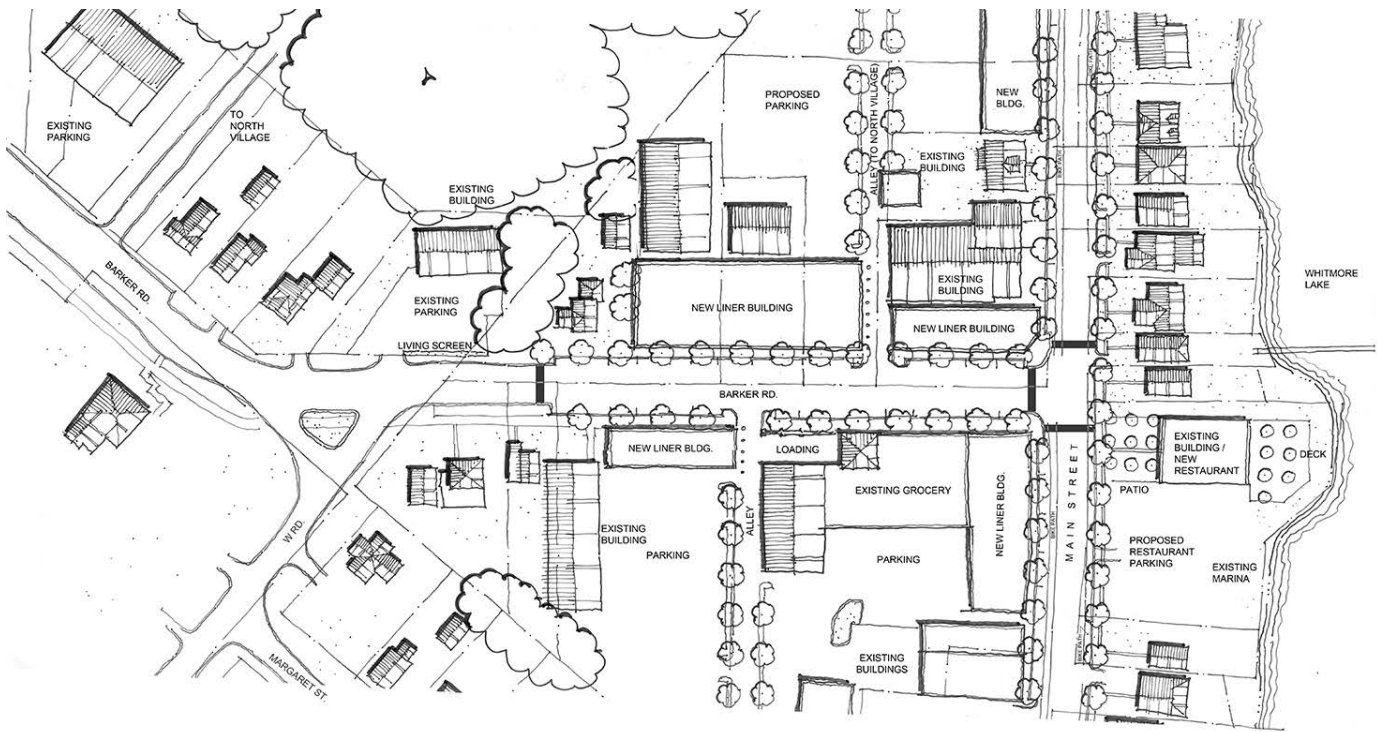
## PRIORITY SITES

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

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

Old Firehouse





## OPTION A: THE INFILL APPROACH:

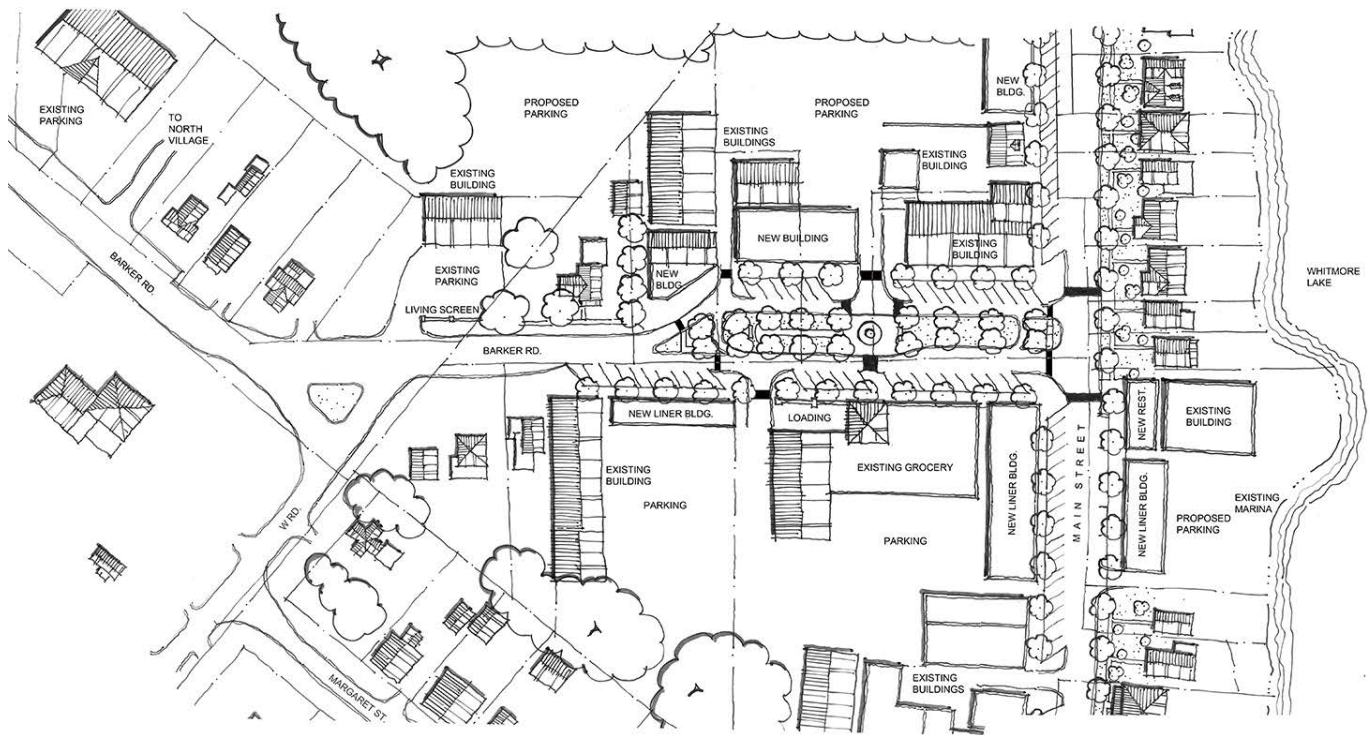
*Downtown has great “bones.” A few strategic buildings with managed public and private parking areas are all that’s needed.*

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

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

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





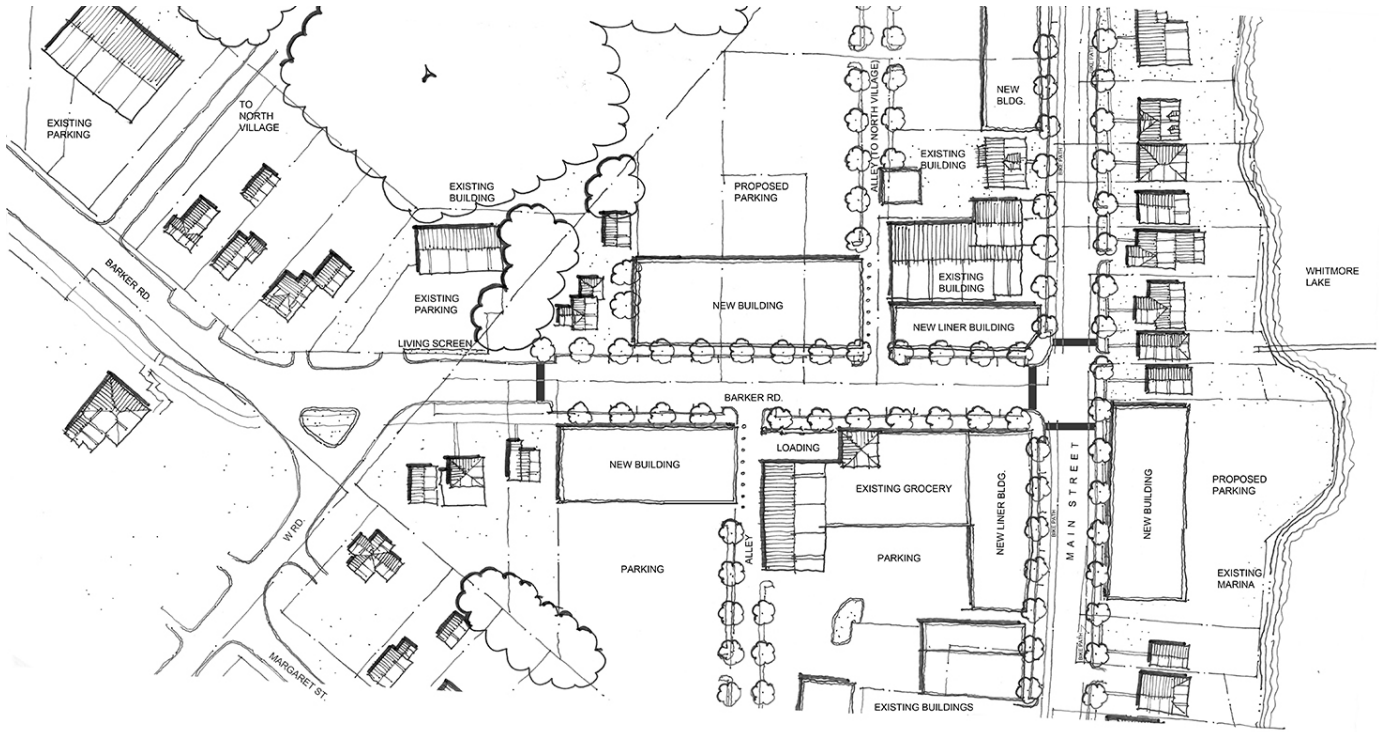
## OPTION B: THE INFILL WITH INFRASTRUCTURE APPROACH:

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

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

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

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



## OPTION C: THE REDEVELOPMENT APPROACH:

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

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

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

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

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



## SYNTHESIS PLAN

Ice Cream Social  
July 8, 2017

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

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

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

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

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



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



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



**DOWNTOWN WHITMORE LAKE  
SYNTHESIS PLAN KEY**

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





## FAÇADE / BUILDING GUIDELINES

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

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

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

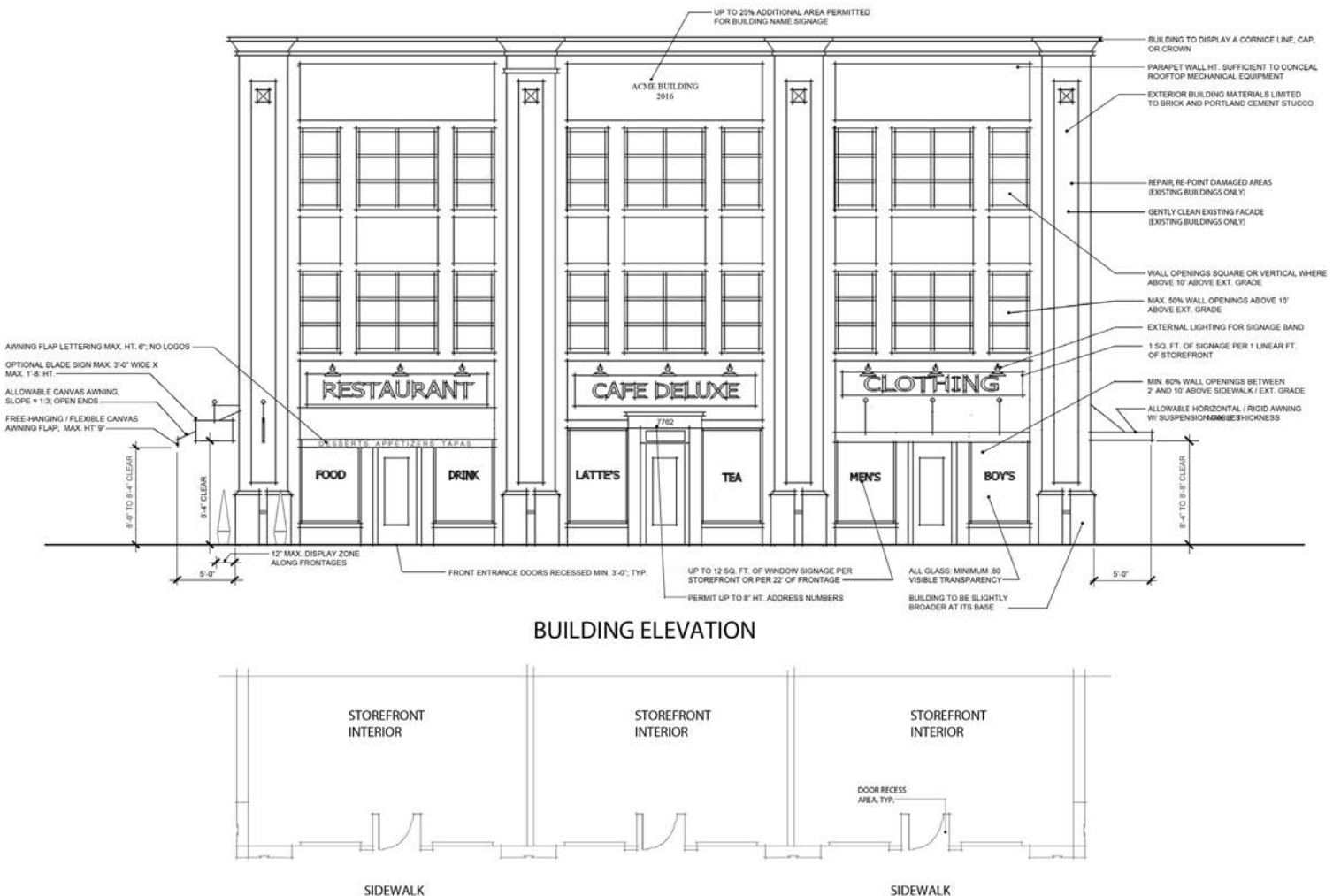
## Village Center – Mixed-Use Design Guidelines

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

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

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

Figure 5: Village Center – Mixed Use Design Standards





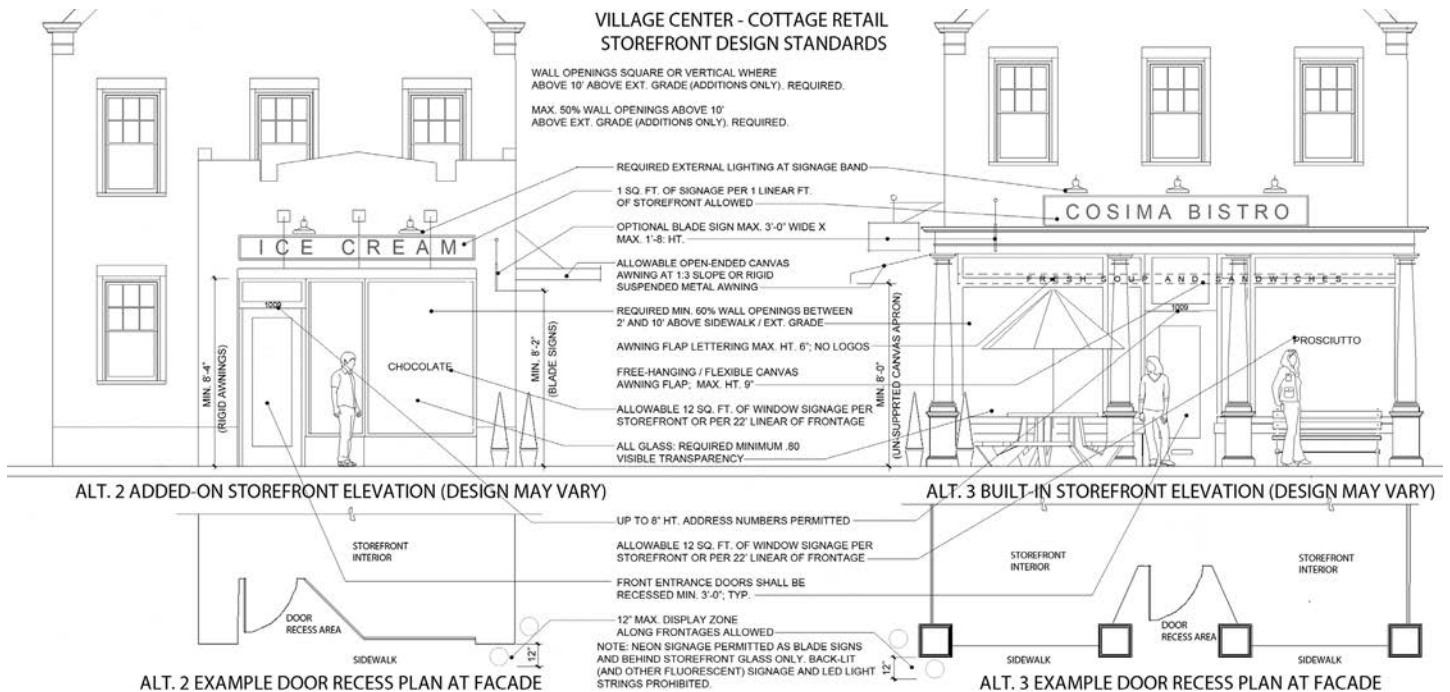
## Village Center - Cottage Retail Design Guidelines

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

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

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

Figure 6: Village Center – Cottage Retail Storefront Design Standards



# FUTURE LAND USE



## Village Center – Mixed Use

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

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

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

### Most Compatible Uses:

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



## Village Center – Cottage Retail

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

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

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

### Most Compatible Uses:

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







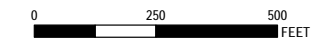
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# Future Land Use Map

Downtown Whitmore Lake,  
Northfield Township,  
Washtenaw County, Michigan

August 23, 2017

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



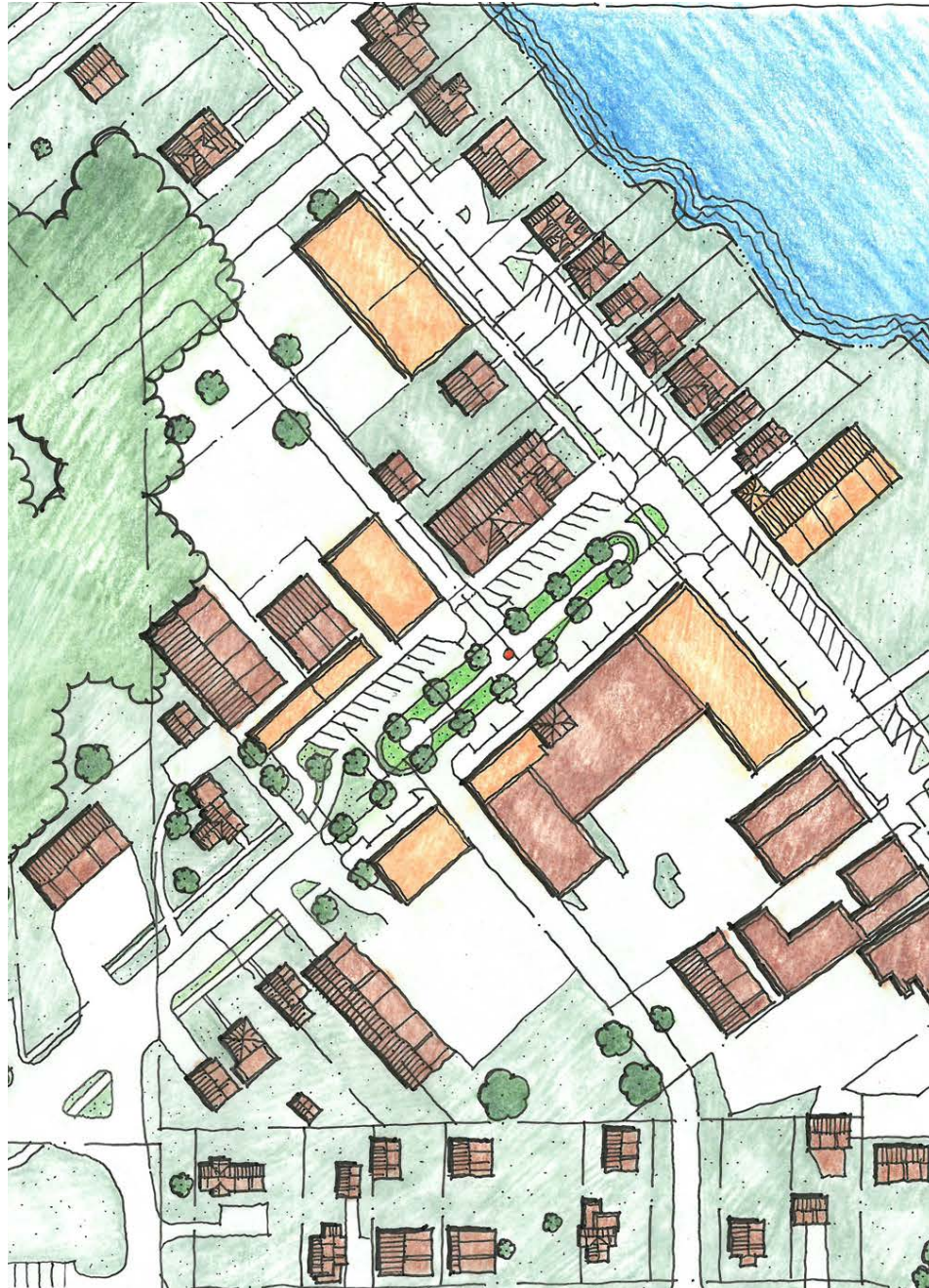
Map Feature Source: Michigan Geographic Data Library, Washtenaw County GIS



# CONNECTIVITY FRAMEWORK

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

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





Example of a  
pedestrian crossing

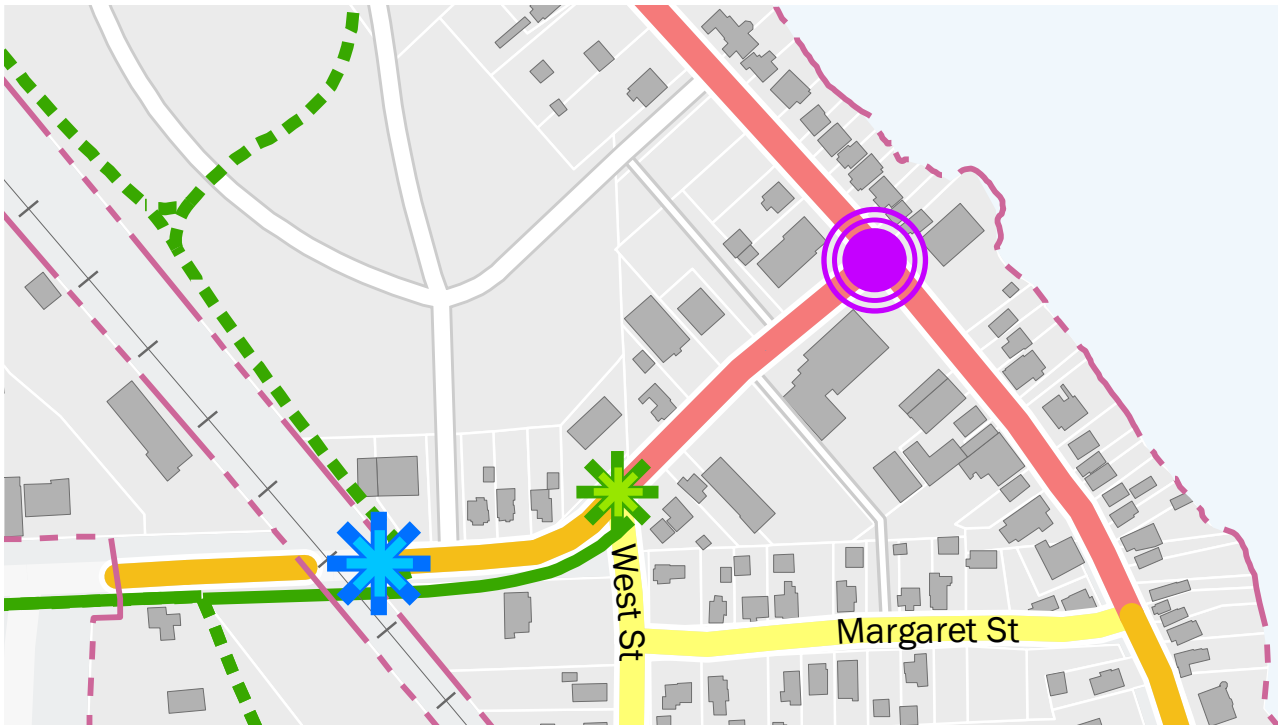
## TRANSITION ELEMENTS

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

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

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





## GRID RETROFITS

Future Transportation Plan calls for new streets, alleys, and trails.

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

With new development, it may be possible to retrofit the street grid to create more pedestrian scale block lengths and improve network connections. The Future Transportation Map shows a few key retrofits to the network to eliminate the mega-blocks and create walkable urban centers.

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

New street connections in the North Village should be two-way shared streets with bicycles, pedestrians, and vehicles sharing the roadway. The new streets should have target vehicle speeds of 15 mph to 20 mph and 16 to 22 feet total travel way. On-street parking, shared biking and pedestrian access should be required. Curbs are not required as the systems should maintain a rural character consistent with Township neighborhoods. Alleys should be 16 to 20 feet with shared bike and pedestrian access as well.

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

# MODE ACCOMMODATION

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

## Shared Use Paths and Trails

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



## Conventional Bike Lanes and Paved Shoulders

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



## Marked Shared Lanes or Sharrow

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



## Improved Pedestrian Crossings

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
















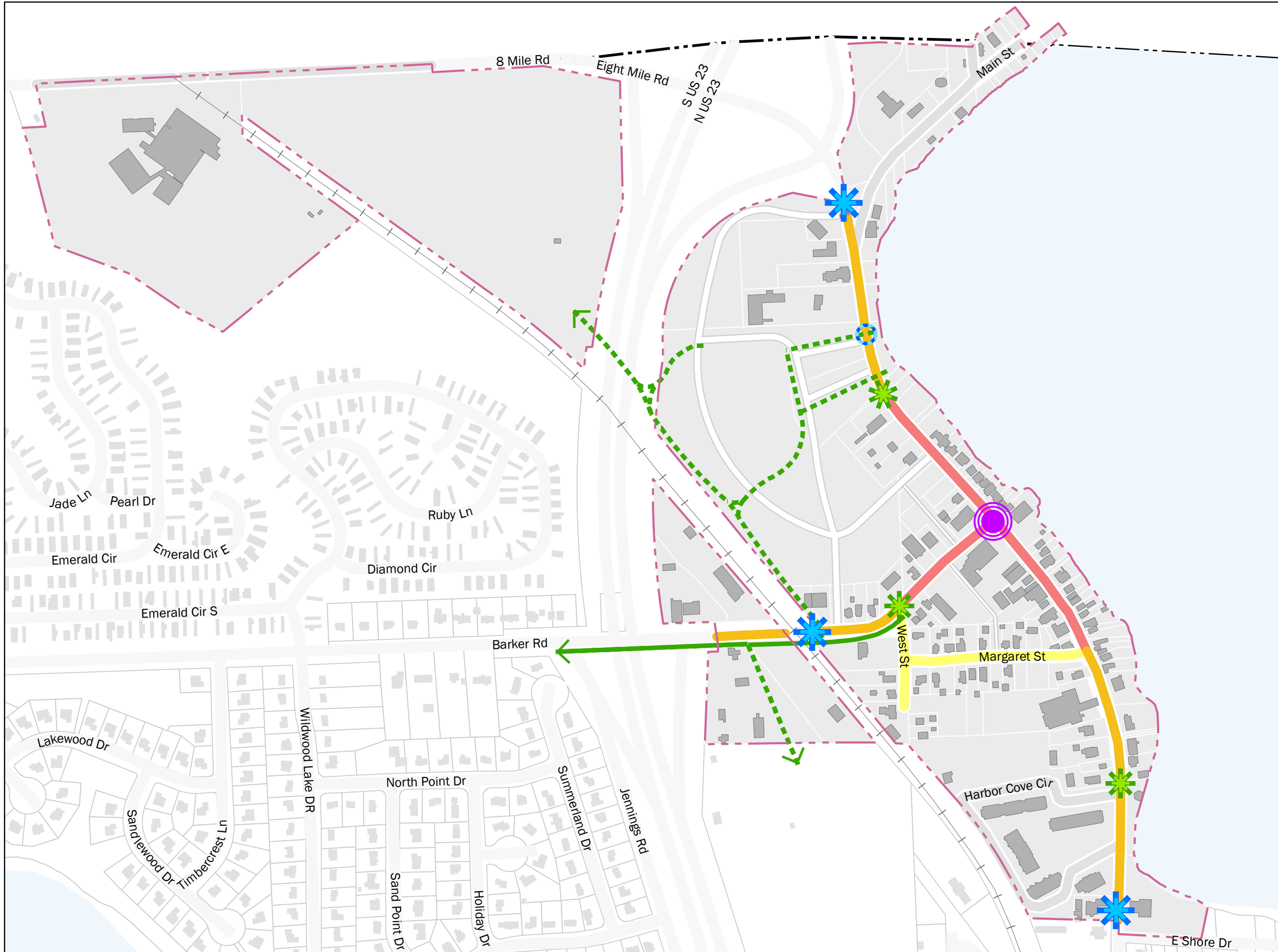
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# Future Transportation Map

Downtown Whitmore Lake,  
Northfield Township,  
Washtenaw County, Michigan

September 20, 2017

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



0 250 500 FEET



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



# DESIGN PALETTES

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

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

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

## FURNISHING PALETTE

### Streetscape Furniture

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

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

#### Landscape Forms Inc.

Contact Information:  
431 Lawndale Ave.  
Kalamazoo, MI 49048  
Tel: 800.430.6209  
[www.landscapeforms.com](http://www.landscapeforms.com)



- a** Scarborough Litter Receptacle
- b** Scarborough Bench
- c** Ashbury Pedestrian Light
- d** Ring Bike Rack
- e** Plaza Planter

# HARDSCAPE MATERIALS

## Exposed Aggregate and Concrete Paving

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

## Detectable Warning Strips

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



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

# IDENTITY PALETTE

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

## Gateways

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

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

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

## Signs

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

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

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

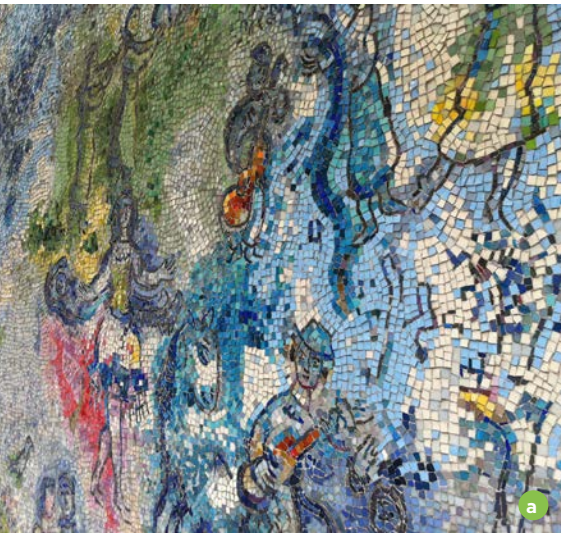
## Downtown Whitmore Lake Logo/Brand

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



# PUBLIC ART

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



- a** Wall Mosaic  
Chicago, IL
- b** Wall Art  
Chicago, IL
- c** Sculpture  
Evanston, IL
- d** Median Sculpture  
Detroit, MI





# NORTH VILLAGE MASTER PLAN

NORTHFIELD TOWNSHIP  
WASHTENAW COUNTY, MI

*prepared by* McKenna Associates  
March 23, 2017



# ACKNOWLEDGMENTS

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# INTRODUCTION

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

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



Figure 1: Site Location

# PURPOSE STATEMENT

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

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

# DESIGN OBJECTIVES

## Required Design Objectives:

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

## Encouraged Design Objectives:

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



# DESIGN WORKSHOP



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

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



Figure 2: Connectivity Diagrams

# 1 ACTIVITY #1: CONNECTIVITY WITH OTHER COMMUNITY SITES

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

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



## ACTIVITY #2: TRADE-OFF DISCUSSION

# 2

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

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



# 3

## ACTIVITY #3: SITE DESIGN AND CHARACTER

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

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

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

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

# OUTREACH

## TRUNK OR TREAT EVENT AND SURVEY

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

### Survey

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

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

### Big Idea Board

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

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



## BUSINESS INTERVIEWS

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

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

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

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

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

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

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

## **TOWNSHIP TAX MAILING SURVEY**

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

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

# CONCEPT PLANS

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

## DESIGN SCENARIO 1: PARK ONLY

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



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

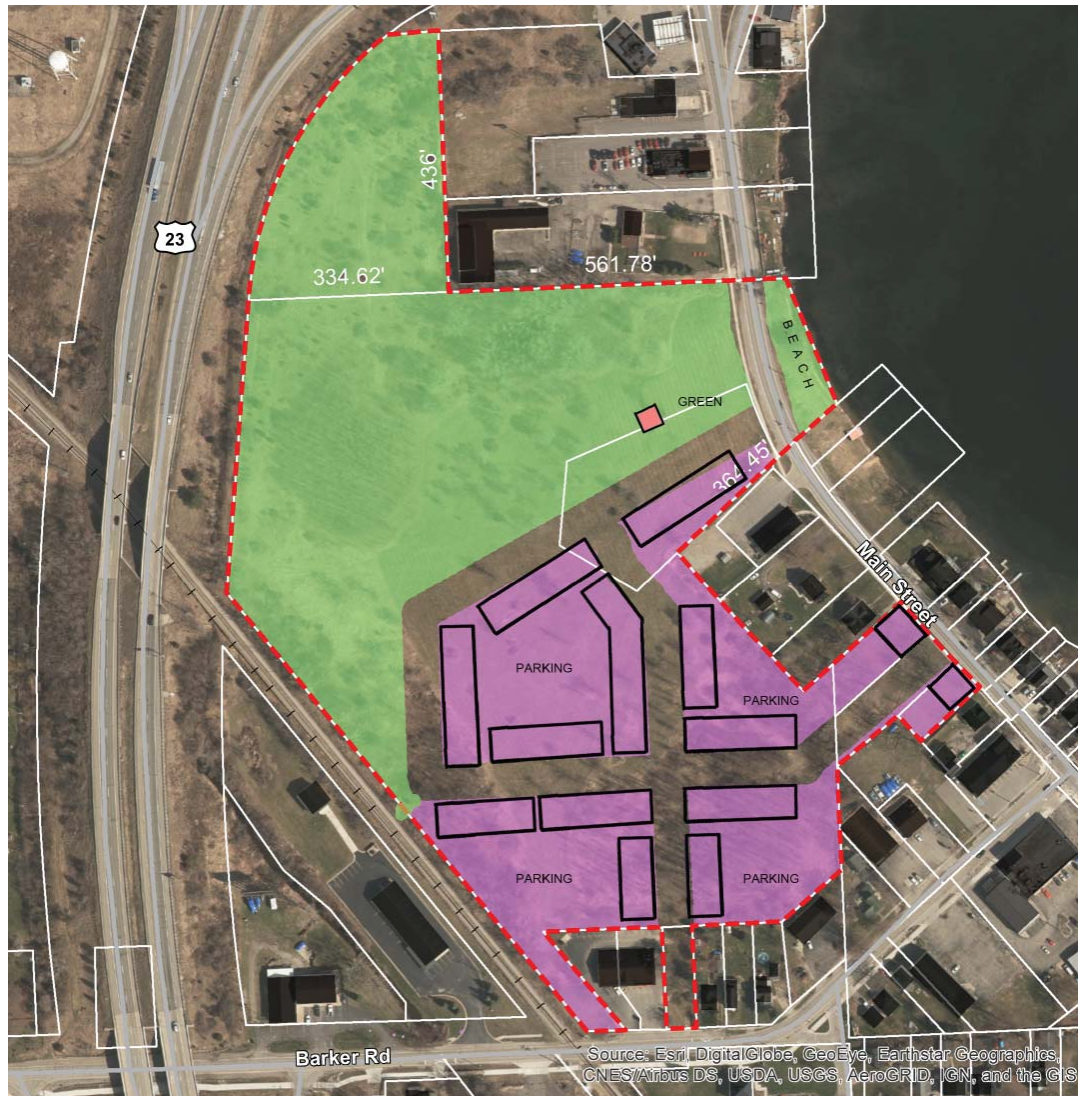




**Figure 4: Design Scenario 1b:**  
Park Only – Low Development Intensity Design Workshop Sketch

## DESIGN SCENARIO 2

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



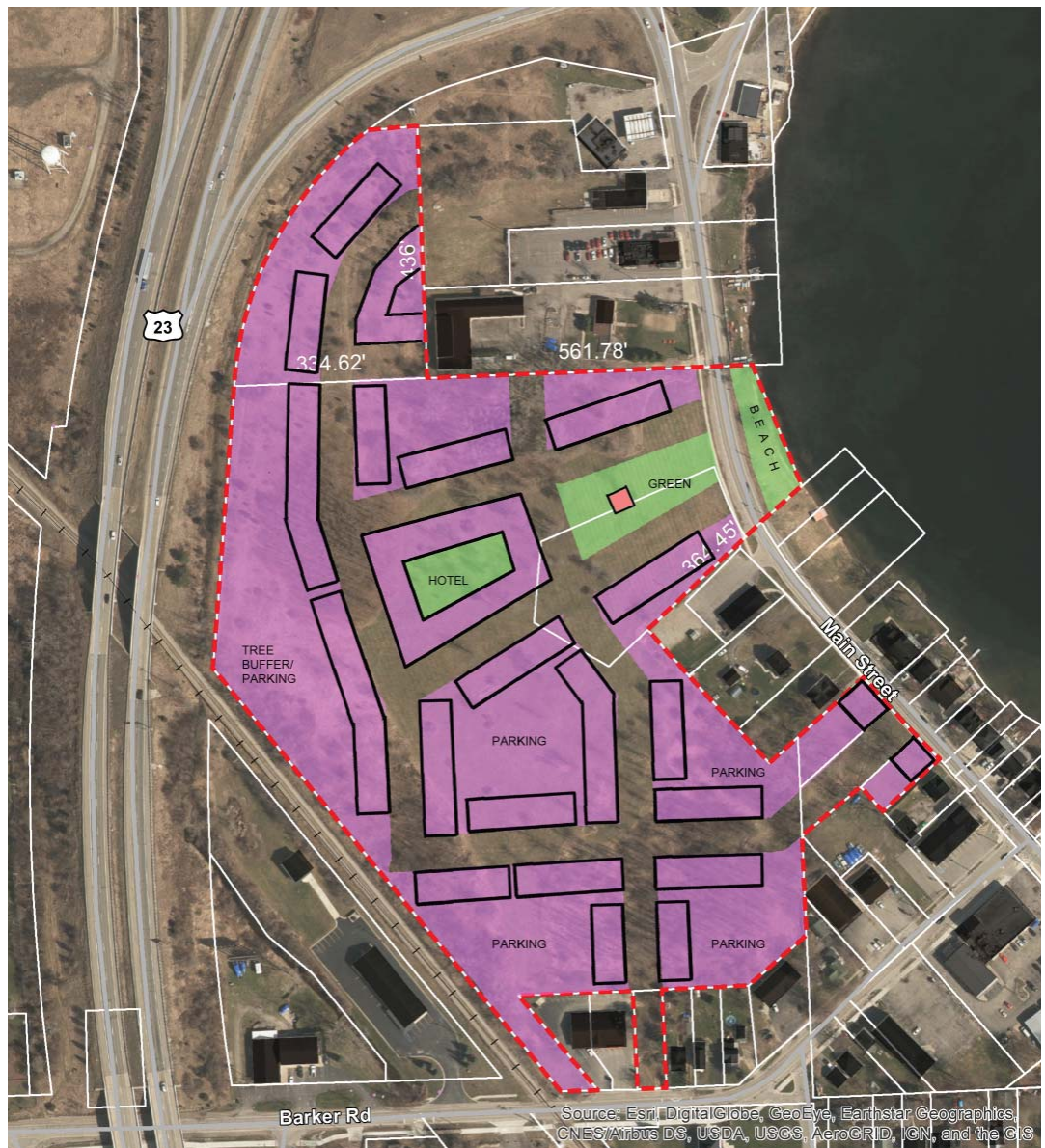
**Figure 5: Design Scenario 2a:**  
Park with Housing – Medium Development Intensity - Pre-Charrette Schematic



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

## DESIGN SCENARIO 3

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



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



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



## SYNTHESIS PLAN

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

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

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

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



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

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

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



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



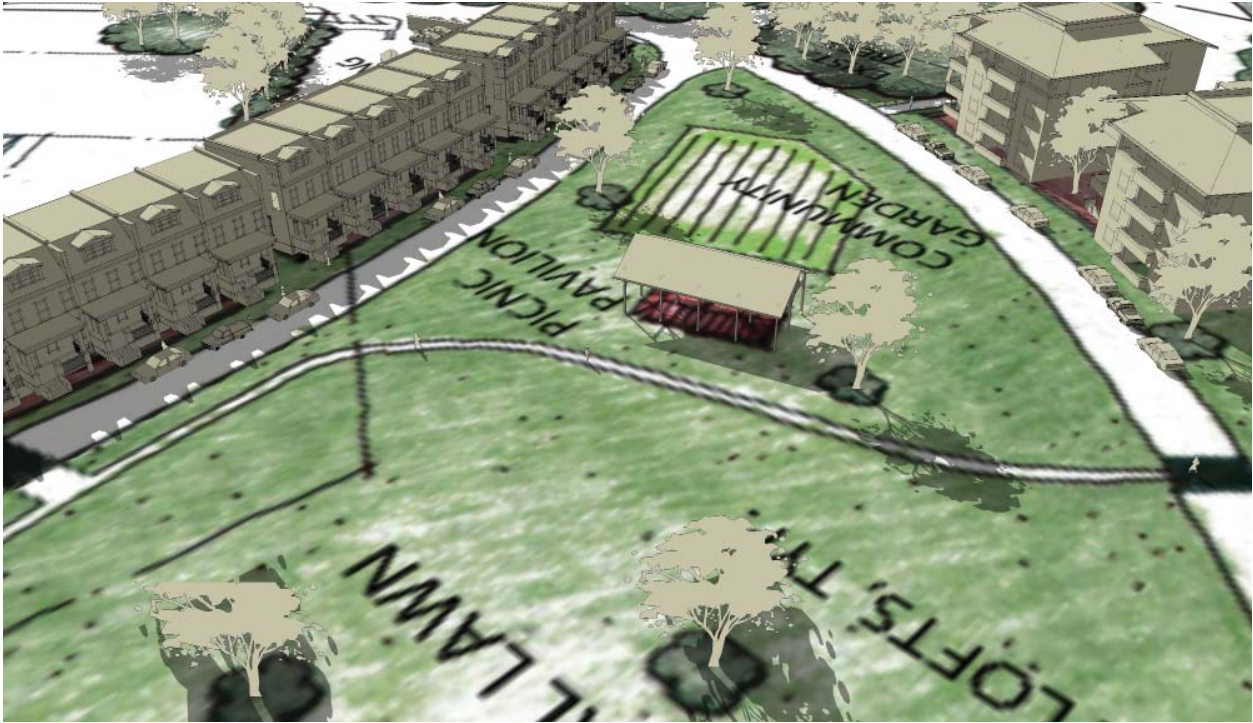


Figure 10: Central Lawn Rendering with Pavilion.



Figure 11: Town Green Rendering with Lake View



# VALUE AND PHASING

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

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

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

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

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

**Table 1: Public and Private Construction Estimate**

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

**Table 2: Building and Unit Calculations**

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



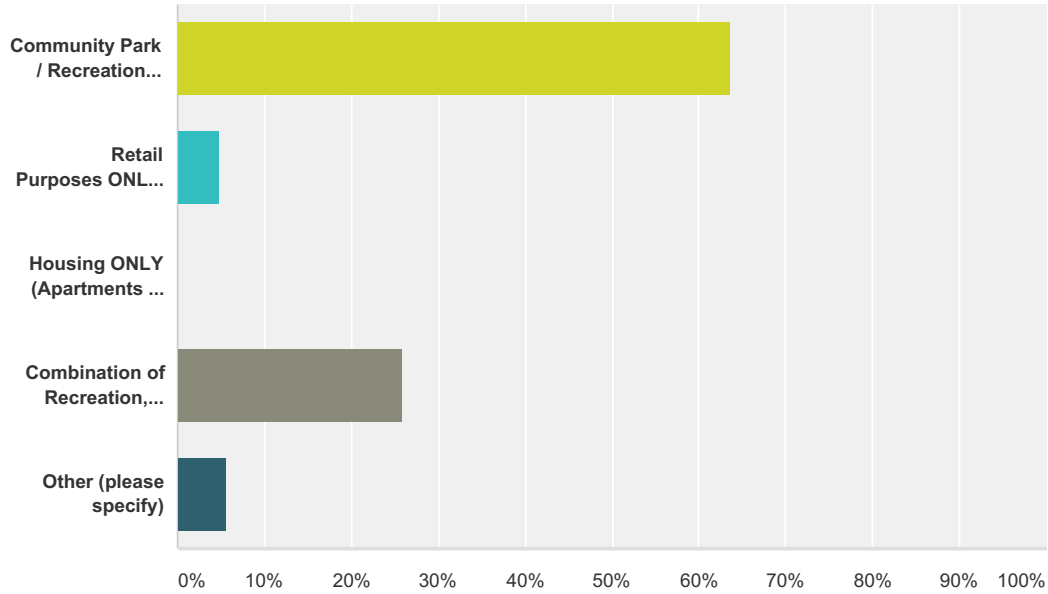
Figure 12: Phasing Plan: Park With Mixed Use – Moderate Development Intensity

# **APPENDIX:** PUBLIC SURVEY RESULTS



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

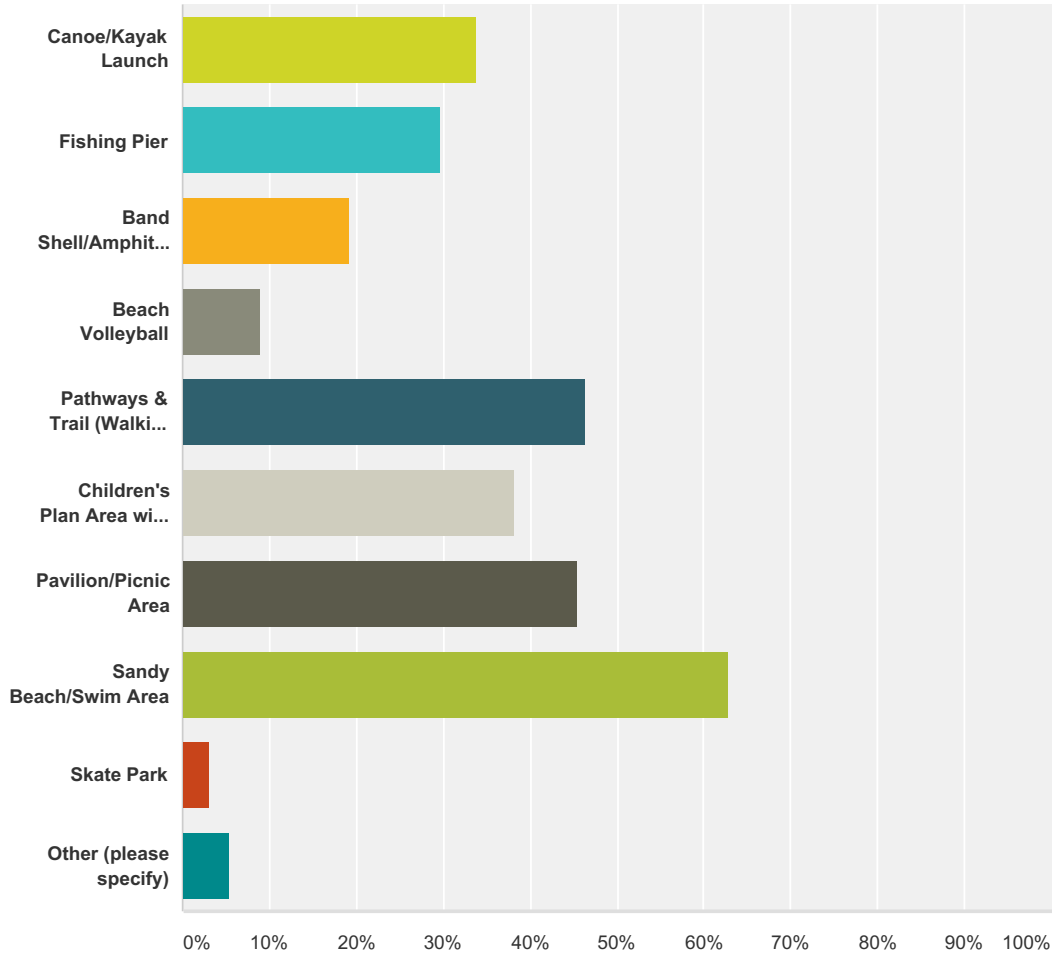
Answered: 390 Skipped: 4



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

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

Answered: 387 Skipped: 7



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

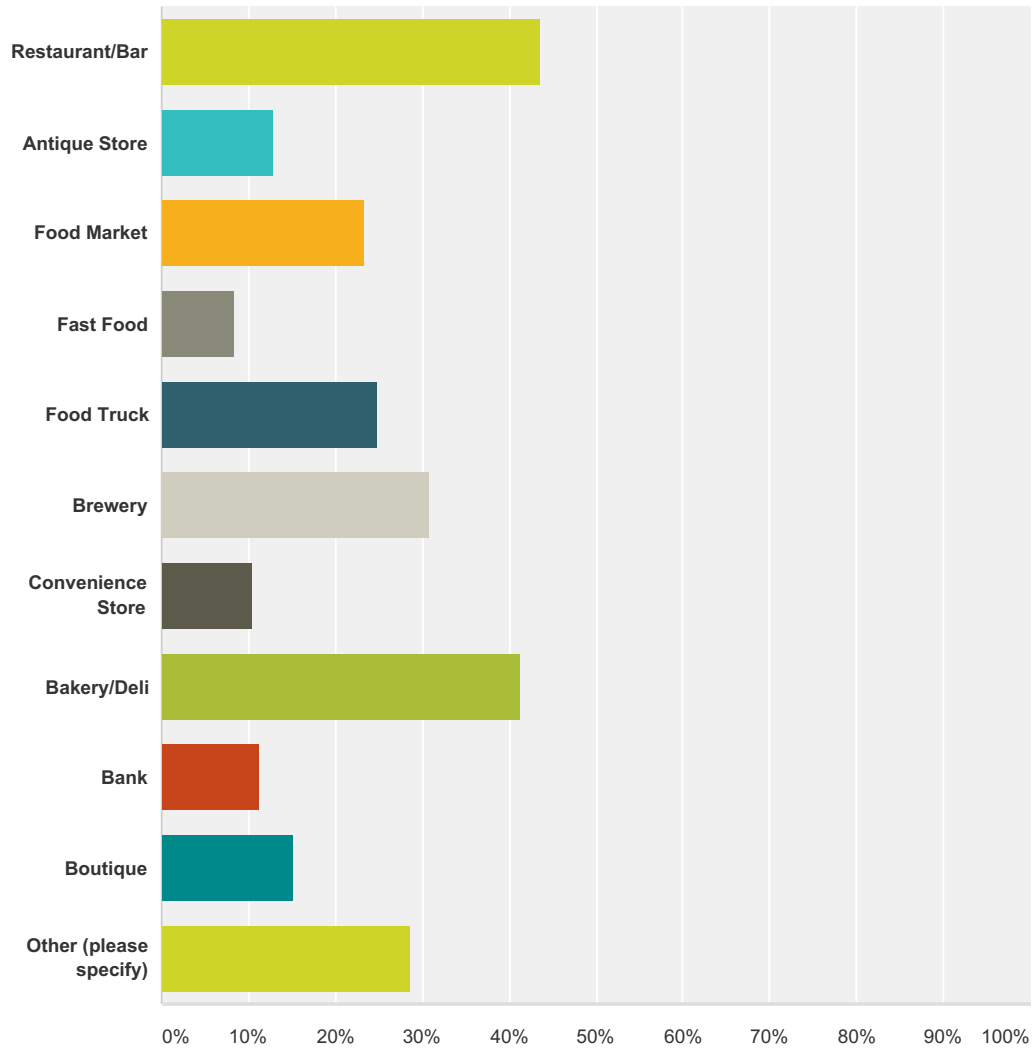


## Copy of Northfield Community Park Survey

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

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

Answered: 326 Skipped: 68



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

## Copy of Northfield Community Park Survey

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

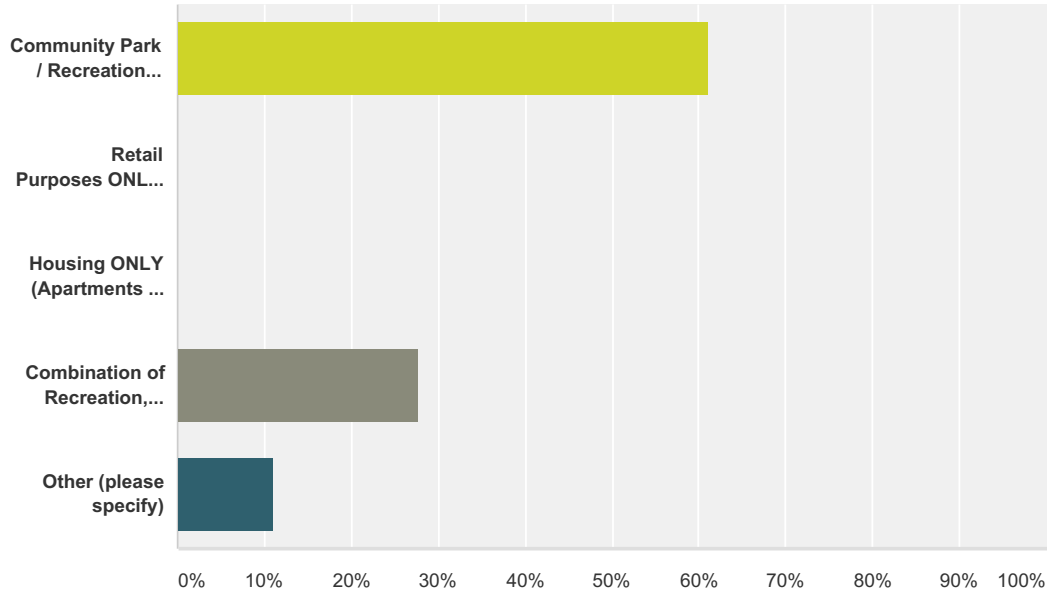
**Q4 Please list your age and the ages of your children, if applicable. (for demographic purposes ONLY)**

Answered: 370 Skipped: 24

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

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

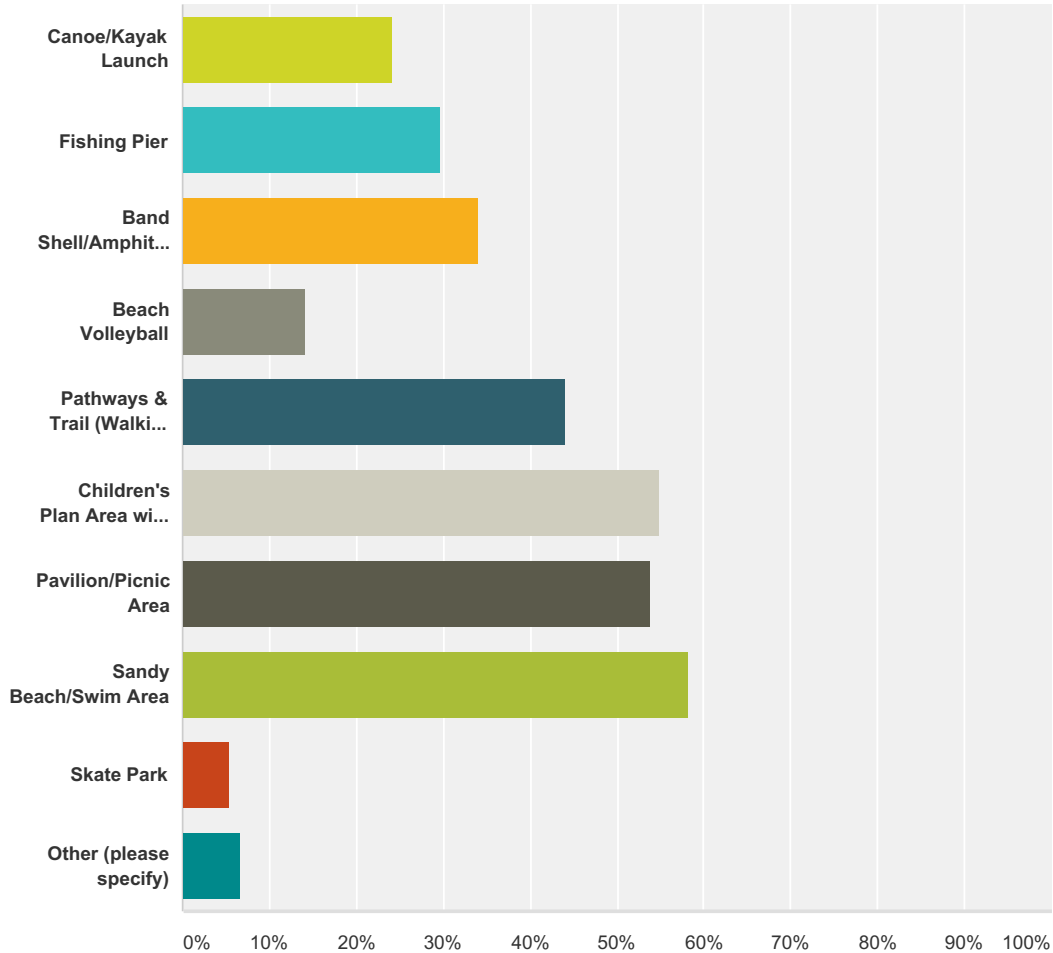
Answered: 90 Skipped: 2



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

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

Answered: 91 Skipped: 1



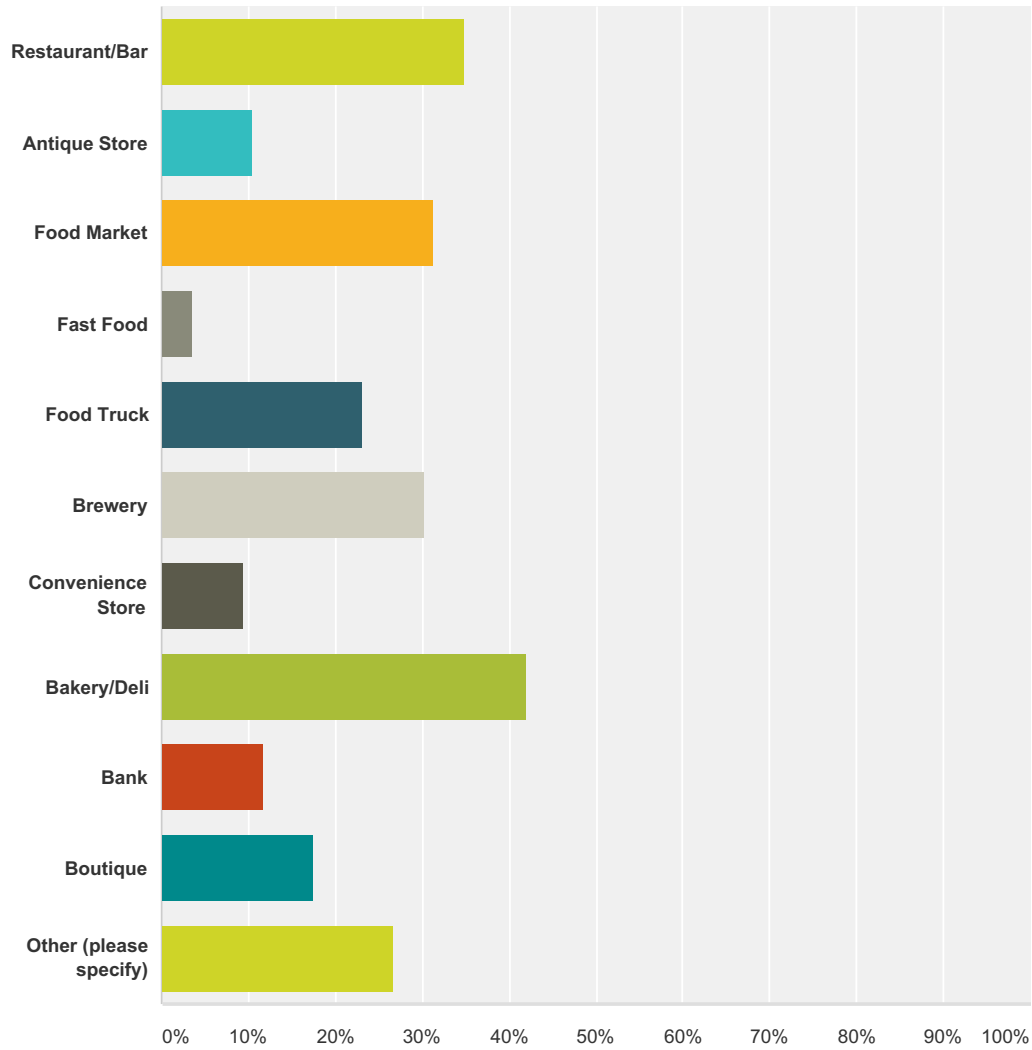
Answer Choices	Responses
Canoe/Kayak Launch	24.18% 22
Fishing Pier	29.67% 27
Band Shell/Amphitheatre	34.07% 31
Beach Volleyball	14.29% 13
Pathways & Trail (Walking Paths, Bike Trails, Fitness Trails, etc.)	43.96% 40
Children's Plan Area with Playground Equipment	54.95% 50
Pavilion/Picnic Area	53.85%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

## Northfield Community Park Survey

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

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

Answered: 86 Skipped: 6



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



## Northfield Community Park Survey

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

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

Answered: 88 Skipped: 4

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

To: Township Board  
From: Steve Aynes, Township Manager  
RE: Policy on Reading Letters from Residents at Board Meetings  
Date: September 5, 2019

The Board directed the Township Manager to prepare a written policy regarding the reading of letters from residents at the Board meeting. The Board has expressed several times that it is their desire to limit the amount of time for the Board meetings, and to end meetings by 9 or 9:30 PM. The Board has also expressed their desire to not schedule special meetings unless necessary.

The Board Meetings currently include two *Call to the Public* occasions for the public to comment on agenda items or other matters. In the past, the Board has allowed Board members to read aloud letters and emails from residents who are unable or unwilling to speak in person about the issues. On occasion, these letters have been delivered to one Board member or only a few Board members, resulting in this reading being the first time the other board members have seen the correspondence.

I am opposed to allowing the reading of letters at Board meetings. It is important for all Board members to see the written comments from citizens. Letters, e-mails, and other communications should be provided to all Board members. It also takes up much needed time for other items the board needs to attend to.

Here are my recommendations for the reading of letters from citizens at Board meetings policy:

- If a citizen sends a letter or other form of communication the manager should review it to ensure there is no profanity, personal attacks, or threats, and take appropriate measures as necessary.
- After manager review (when applicable), written communications pertaining to issues that need to be addressed by the Board will be included in the Board Meeting packets under Correspondence.
- If correspondence is sent to only select Board members, that correspondence should be copied to any board member that was not included initially.
- Meeting agendas and packets are posted on-line Thursday prior to the board meeting. When possible, correspondence will be included with the Thursday posting of meeting packets. However, we often receive resident comments in response to the posted agendas. In the event that correspondence is received after the meeting agenda/packet has been posted, but prior to 12:00PM (noon) on the day of the board meeting, these *Call to the Public* correspondences will be added as a Packet Addendum to the meeting packet, and the board will be notified.
- Any correspondence received after 12:00PM (noon) on the date of the board meeting will be included as Correspondence in the packet for the next Board meeting.

To: Township Board  
From: Steve Aynes, Township Manager  
RE: Policy Regarding Allowing Residents to Share Time During the *Call to the Public* at the Board Meetings  
Date: September 4, 2019

The Board directed the Township Manager to prepare a written policy regarding the sharing of time by residents during *Call to the Public* at the Board Meetings. The Board has expressed several times that it is their desire to limit the amount of time for the Board meetings, and to end meetings by 9 or 9:30 PM. The Board has also expressed their desire to not schedule special meetings unless necessary.

The Board Meetings currently include two *Call to the Public* occasions for the public to comment on agenda items or other matters.

In the past, the Board has allowed for residents in the audience to “share” their time with a speaker during *Call to the Public*, giving a speaker an additional 3 minutes to make their comments. I am opposed to this policy. During *Call to the Public*, each speaker is requested to state their name and address prior to addressing the board. In the “sharing of time”, this information is only provided for the person speaking and not the person that shared their time. It is also important for the Board to hear each citizen express their viewpoint in their own words.

Here are my recommendations for the *Call to the Public* policy:

- Comments during *Call to the Public* should be limited to 3 minutes. A timer is available at the Board table in front of the center seat. This should be used for each speaker to ensure appropriate time for each speaker.
- No sharing of time will be allowed.
- If a citizen is not comfortable speaking in public or is not able to cover all of their comments in the 3 minutes allowed, they should submit their comments in writing to the Board of Trustees.
- Written *Call to the Public* comments will be included in the Board Meeting packets under Correspondence.
- Meeting agendas and packets are posted on-line Thursday prior to the board meeting. When possible, *Call to the Public* correspondence will be included with the Thursday posting of meeting packets. However, we often receive resident comments in response to the posted agendas. In the event that correspondence is received after the meeting agenda/packet has been posted, but prior to 12:00PM (noon) on the day of the board meeting, these *Call to the Public* correspondences will be added as a Packet Addendum to the meeting packet, and the board will be notified. Any correspondence received after 12:00PM (noon) on the date of the board meeting will be included as Correspondence in the packet for the next Board meeting.
- Written Comments should be limited to 2 or less 8 ½ x 11 single-sided sheets of paper.