

CITY OF NORTHVILLE  
Planning Commission Joint Training Meeting Minutes  
October 23, 2019  
Northville City Hall  
215 W Main Street, Northville MI 48167  
Council Chambers

**CALL TO ORDER:**

City Council Member Giesa called the meeting to order at 7:00 p.m.

City of Northville:

Present: Thomas Barry, Jeff Gaines, Andrew Krenz, Carol Maise, Donna Tinberg

Absent: Steven Kirk, Marc Russell, Anne Smith, Jeffrey Snyder

Also present: Patrick Giesa, City of Northville City Council Member  
Dianne Massa, City of Northville Clerk

City of Plymouth:

Present: Joseph Hawthorne, Jennifer Kehoe, Charles Myslinski, Adam Offerman,  
Hollie Saraswat, Scott Silvers, Karen Sisolak

Absent: Shannon Adams, Timothy Joy

Also present: Greta Bolhuis, City of Plymouth Assistant Community Development Director  
John Buzuvis, City of Plymouth Community Development Director

Carlisle/Wortman Associates: Sally Elmiger, Doug Lewan

**CITIZEN COMMENTS:** No citizens were present.

**PLANNING COMMISSION TRAINING:**

Doug Lewan, Carlisle/Wortman Associates, utilized a PowerPoint presentation entitled *Reviewing Site Plans*, 10/23/2019. Mr. Lewan offered training on the following:

- Definition of site plan
- Key elements of a site plan
- Purpose of site plans
- Site plan review in the Michigan Zoning Enabling Act
- Circumstances requiring a site plan
- Who prepares the site plan?
- Who reviews a site plan?
- Typical site plan contents
- Incorporating outside review
- Plans with special process requirements
- Understanding and utilizing ordinance standards for site plan review
- Location of zoning standards
- Two types of standards: nondiscretionary and discretionary

- Identifying and correcting site plan deficiencies
- Conditional approval
- SPR in the Michigan Zoning Enabling Act (Sec. 504)
- Relationship of a site plan to ordinance standards on conditional approvals
- Conditional approval
- Performance guarantees
- Approving and Filing Site Plans
- Long term record keeping/monitoring
- Towards a better built environment

**ADJOURN**

Discussion ended at 9:11 p.m. and the training session was adjourned.

Cheryl McGuire  
Recording Secretary