

TO: Honorable Mayor and City Council

FROM: Laurence Shaffer, City Manager



SUBJECT: FY 2018-19 Planning Commission Work Program Final Update & Proposed FY 2019-20 Work Program

SUPPORTING PERSONNEL: Vicki Georgeau, Director of Community Development

ACTION RECOMMENDED: Receive the FY 2018-19 Planning Commission Work Program Final Update and Proposed FY 2019-20 Planning Commission Work Program.

In accordance with the Michigan Planning Enabling Act (PA 33), the Planning Commission is required to submit a written report to the legislative body concerning planning activities. Attached is the final update of FY 2018-19 Planning Commission Work Program accepted by the Planning Commission during their August 15, 2019 meeting. Also included for Council information is a copy of the Proposed FY 2019-20 Planning Commission Work Program. The City Council is advised to receive the FY 2018-19 Planning Commission Work Program Final Update and Proposed FY 2019-20 Planning Commission Work Program as information only.

FUNDING: Not applicable.

Attachments: 1. Planning Commission Annual Report - Information Only

TO: Honorable Mayor and City Council

FROM: Planning Commission

DATE: September 6, 2019

SUBJECT: Planning Commission Annual Report (FY 2018-2019) – Information Only

In accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008, the attached report from the Community Development Department dated August 9, 2019 summarizes planning/zoning activities completed by the Planning Commission during FY 2018-2019 (July 1, 2018 thru June 30, 2019). The attached report summarizes these activities and progress made by the Commission on work items relating to their adopted FY 2018-2019 Work Program. Also included for your information is a copy of the FY 2019-2020 Work Program. On August 15, 2019, the Planning Commission accepted the final update of the FY2018-19 work program and approved the FY2019-20 work program.

If you have any questions regarding this matter, please contact either myself or the Community Development Department.

Sincerely,



Dan Corradini
Chairman

cc: Department of Community Development report dated August 9, 2019

TO: Planning Commission

DATE: August 9, 2019

FROM: Vicki Georgeau,  Director of Community Development

SUBJECT: FY 2018-19 Planning Commission Work Program Final Update and Proposed FY 2019-20 Work Program.

I. INTRODUCTION:

The Planning Commission customarily adopts an annual Work Program that includes the duties and responsibilities of the Commission per statute and local ordinance. The FY 2018-19 Work Program was adopted by the Planning Commission in August 2018. Progress made by the Commission on these work items during the past fiscal year is summarized below.

II. FY 2018-19 WORK PROGRAM:

- 1) *Continue to implement strategies from the Comprehensive Plan including: 1) Inconsistencies between the Zoning Map and Future Land Use map; 2) Landscaping/Screening and Lake Front Regulations and 3) Zoning Text Amendments.*

During the past fiscal year, progress was made on addressing inconsistencies between the Zoning Map and Future Land Use Map [Rezoning Applications #18/19-2, 4211 and 4525 Long Lake Drive and Rezoning Application #18/19-5, 1700 East Centre Avenue] and Zoning Code Text Amendments (Ordinance Amendment #18/19-A, Sign Regulations and Ordinance Amendment #18/19-B, Residential Zoning Regulations). A further discussion of these activities is provided below. Additional work activities on the prioritized implementation strategies will continue into FY 2019-20.

In addition to the above Comprehensive Plan activities, the Commission also completed the following:

- Reviewed and commented, when applicable, on adjacent community Comprehensive Plans including Oshtemo Township Master Plan Update – “Go! Green Oshtemo Plan”.
 - Reviewed and subsequently approved the Redevelopment Ready Communities – Public Participation Plan.
- 2) *Continue to guide development to appropriately planned area of the community and consider the protection of environmentally sensitive areas including regulated wetlands, groundwater and surface water, with the intent to achieve a well-organized, balanced, sustainable, and efficient use of land at densities that:*
 - *Meets the current and future needs of city residents*
 - *Protects key natural and historic resources*
 - *Complements the existing and planned capacity of streets and infrastructure*

The Planning Commission continues to guide development consistent with the Comprehensive Plan Update/Future Land Use Map and remains cognizant of the impacts development may have on environmentally sensitive land areas. Additionally, the Planning Commission also continues to ensure new development projects are designed consistent with applicable ordinances through review of site plans, special land use permits, planned developments, plats and other development proposals.

3) *During project plan review, consider the following:*

- *Implementation, where possible, of Complete Streets Policy elements.*
- *Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.*
- *Adjacent residential neighborhood protection measures.*
- *Protection of environmentally sensitive areas including regulated wetlands, ground water and surface water through the use of green development practices or other appropriate measures.*

During the past fiscal year, the Planning Commission has reviewed/approved the following private development projects:

- Site Plan for Weathervane Self Storage, 9600 Shaver Road;
- Specific Plan for Arbor Financial Credit Union, 5250 South Westnedge Avenue;
- Accessory Building (Newsome), 2663 Mandigo Avenue;
- Site Plan for Stryker Corporation (expansion), 3800 East Centre Avenue;
- Final Plan for Greenspire Apartments (Phase V-C), 3413 Fawn Cove;
- Preliminary Condominium for Pennridge Trail (Phase 1), 1800 West Osterhout Avenue;
- Special Land Use Permit for Paver Dog Park, 9651 Portage Road;
- Accessory Building (Warner), 10650 South Westnedge Avenue;
- Access Management Appeal for Callander Commercial Office, 524, 602 and 610 West Milham Avenue, 5932 Iowa Avenue and 5933 Dakota Avenue
- Historic District Modification, 2663 Mandigo Avenue;
- Site Plan for Jungle Joes (miniature golf course), 7255 South Sprinkle Road;
- Accessory Building (Herron), 920 West Osterhout Avenue;
- Tentative Plan Amendment for Streamsong Planned Development, 715 West Osterhout Avenue;
- Preliminary Condominium for Copperleaf (Phase IV), 3800 West Milham Avenue;
- Active Home Occupation Permit (Berglund), 6722 Fescue Street
- Accessory Building (Taylor), 10525 Portage Road;
- Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road;
- Specific Plan for Portage Creek Landings (Unit 2), 412 West Centre Avenue;
- Preliminary Condominium for Westfield North, 5700 Alten Street;
- Special Land Use Permit for Cole-Buick, 6600 and 6660 South Westnedge Avenue;
- Site Plan for Eagle Meadows Condominiums, 6533 Oakland Drive;
- Special Land Use Permit for Group Child Care Home, 217 Bacon Avenue; and
- Final Plan for Pennridge Trail PD (Phases 1 and 2), 1800 West Osterhout Avenue

Several of the projects listed above included shared/cross access arrangements, measures to protect adjacent residential uses and/or protection of environmentally sensitive areas including the Specific Plan for Arbor Financial Credit Union, 5250 South Westnedge Avenue, Final Plan for Greenspire Apartments (Phase V-C), 3413 Fawn Cove, Site Plan for Eagle Meadows Condominiums, 6533 Oakland Drive and Final Plan for Mrs. O's Preschool, 8025 Moorsbridge Road.

- 4) *Consider and act appropriately upon site-specific rezonings in the context of the Comprehensive Plan in an effort to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.*

Five rezoning applications were considered and acted upon by the Planning Commission during the past fiscal year and included:

- Rezoning Application #18/19-1, 5932 Iowa Avenue;
- Rezoning Application #18/19-2, 4211 and 4525 Long Lake Drive;
- Rezoning Application #18/19-3, 129 Boston Avenue;
- Rezoning Application #18/19-5, 1700 East Centre Avenue
- Rezoning Application #18/19-6, 129 Boston Avenue

The Planning Commission recommended approval of two of these applications (Rezoning Applications #18/19-2 and #18/19-5) and City Council subsequently approved these zoning changes. Rezoning Application #18/19-1 was withdrawn by the applicant prior to Planning Commission final review/recommendation. Rezoning Applications #18/19-3 and #18/19-6 involved the same property (129 Boston Avenue) and the Planning Commission recommended denial of both of these applications. Rezoning Application #18/19-3 was subsequently withdrawn by the applicant prior to City Council consideration, while Rezoning Application #18/19-6 was approved by City Council.

- 5) *Consider Zoning Code text amendments including, but not limited to, City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus and assist with implementation of the updated Comprehensive Plan, amongst others.*

During the months of March, April and May, the Planning Commission reviewed and discussed proposed amendments to the sign regulations that were intended to improve clarity and to address content neutrality issues. A preliminary workshop meeting was held on March 21, 2019 to review the proposed amendments. A public hearing was then held at the April 18th and May 2nd, 2019 meetings and at the conclusion the Planning Commission recommended to City Council that Ordinance Amendment #18/19-A, Sign Regulations be approved.

At the June 6, 2019 meeting, the Planning Commission held a preliminary workshop meeting to review and discuss proposed amendments to the Zoning Code and Subdivision Regulations pertaining to residential code provisions. Public hearings regarding Ordinance Amendment #18/19-B, Residential Zoning Regulations were held in July/August 2019 and City Council will be considering the amendments in August/September 2019.

- 6) *When appropriate, engage the Youth Advisory Committee in the planning process.*

The Commission engaged the Youth Advisory Committee through an invitation to participate in the September 24, 2018 CIP Open House and through outreach efforts intended to solicit project ideas for the Neighborhood and Community Enhancement Program.

- 7) *Neighborhood and Community Enhancement Program subcommittee to meet and evaluate projects submitted in conjunction with the FY2018-2028 Capital Improvement Program. Subcommittee to provide a recommendation to the full Planning Commission. Following Planning Commission consideration, funding recommendation to be provided to City Manager.*

No applications for Neighborhood and Community Enhancement Program projects were received during FY 2018-19. Funding in the CIP remains available for future project proposals.

- 8) *Review and recommend the FY2019-2029 Capital Improvement Program.*

On September 24, 2018, city staff and members of the Planning Commission hosted a Capital Improvement Program (CIP) "Open House" to provide additional opportunity for public input into the CIP process.

At the December 20, 2018 meeting, staff provided the Planning Commission a summary of the On-Line Survey Results along with comments received during the September 24, 2018 CIP Open House. At the February 7, 2019 meeting, staff provided the Planning Commission a DRAFT version of the FY 2019-2029 CIP document for review and discussion. The Planning Commission again reviewed the FY 2019-2029 CIP document at the March 7, 2019 meeting and subsequently voted unanimously to recommend to City Council approval of the FY 2019-2029 CIP.

- 9) *Review and adopt the Annual Major Thoroughfare Plan Status Update, as necessary.*

An update to the Major Thoroughfare Plan was incorporated into the development and adoption of the 2014 Comprehensive Plan. A further review and update of this document will be considered as part of the upcoming 5-year review/update of the 2014 Comprehensive Plan.

- 10) *Continue to engage in continuing education through various Planning Commission training options including continued review of professional planning publications and information available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites, participation in webinars and/or conferences sponsored by professional planning organizations, and participation in training sessions presented by staff and/or City Attorney.*

The MAP and Planning and Zoning News newsletters continue to be provided to the Commission. On-line training and educational materials are also accessible to the Commission through the MAP and APA websites. At the October 18, 2018 meeting, staff also provided a training session regarding Planning Commission Roles and Responsibilities pertaining to the annual CIP. At the December 20, 2018 meeting, staff also provided a training session regarding Public Utility System

Overview. Finally, several Commissioners attended MAP Planning & Zoning Training Workshops held in Oshtemo Township on March 20, 2019.

III. FY 2019-20 WORK PROGRAM (PROPOSED):

The proposed FY 2019-20 Planning Commission Work Program has been prepared and is attached for review and consideration. If City Council requests the Commission consider/review additional topics/issues, the Commission can amend the Work Program at a later date.

The Commission is advised to review and discuss the attached materials during the August 15, 2019 meeting and, if no further changes, adopt the attached FY 2019-20 Planning Commission Work Program.

Attachments: FY 2019-20 Planning Commission Work Program (PROPOSED)

cc: Larry Shaffer, City Manager
Rob Boulis, Deputy City Manager

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FY 2019-20 PLANNING COMMISSION WORK PROGRAM

The FY 2019-20 work program reflects the established duties and responsibilities of the Planning Commission as specified by statute and local ordinance, and the guidance provided by the City Council Mission Statement and Goals & Objectives for the community.

The following work program outlines activities of the Planning Commission for FY 2019-20.

- 1) Conduct five-year review/update of the 2014 Comprehensive Plan.
- 2) In conjunction with the five-year review/update of the 2014 Comprehensive Plan, review and adopt the Major Thoroughfare Plan Status Update, as needed.
- 3) Continue to assist the City Administration and City Council to achieve Redevelopment Ready Communities (RRC) certification, a program sponsored by the Michigan Economic Development Corporation. The Commission to review: development of criteria for identifying and promoting redevelopment ready sites within the community; an updated economic development strategy; and an overarching marketing strategy to promote redevelopment ready sites and economic development in general.
- 4) Continue to guide development to appropriately planned area of the community and consider the protection of environmentally sensitive areas including regulated wetlands, groundwater and surface water, with the intent to achieve a well-organized, balanced, sustainable, and efficient use of land at densities that:
 - Meets the current and future needs of city residents
 - Protects key natural and historic resources
 - Complements the existing and planned capacity of streets and infrastructure
- 5) During project plan review, consider the following:
 - Implementation, where possible, of Complete Streets Policy elements.
 - Parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
 - Adjacent residential neighborhood protection measures.
 - Protection of environmentally sensitive areas including regulated wetlands, ground water and surface water through the use of green development practices or other appropriate measures.
- 6) Consider and act appropriately upon site-specific rezonings in the context of the Comprehensive Plan in an effort to encourage sustainable residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.

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- 7) Consider Zoning Code text amendments including, but not limited to, the City Council referrals and ordinances that emphasize, as appropriate, a green, sustainable and healthy community focus.
- 8) When appropriate, engage the Youth Advisory Committee in the planning process.
- 9) Neighborhood and Community Enhancement Program subcommittee to meet and evaluate projects submitted in conjunction with the FY2019-2029 Capital Improvement Program. Subcommittee to provide a recommendation to the full Planning Commission. Following Planning Commission consideration, funding recommendation to be provided to City Manager.
- 10) Review and recommend the FY2020-2030 Capital Improvement Program.
 - Participate in the September 2019 CIP Open House.
- 11) Continue to engage in continuing education through various Planning Commission training options including continued review of professional planning publications and information available through the Michigan Association of Planning (MAP) and American Planning Association (APA) web sites, participation in webinars and/or conferences sponsored by professional planning organizations, and participation in training sessions presented by staff and/or City Attorney.