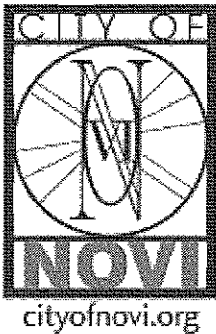


MEMORANDUM



TO: Members of the Planning Commission
FROM: ^{Baith} Barbara McBeth, AICP, Community Development
SUBJECT: Planning Commission Budget
DATE: March 7, 2008

On February 27th, the Planning Commission Studies and Budget Committee met to discuss the proposed Planning Commission budget for the upcoming fiscal year. Members of this Committee include members Burke, Gutman, Meyer and Pehrson. The Committee reviewed the draft budget proposal prepared by the Planning Division and requested modification to one of the requests for funding. This modification relates to the recommended update to the Zoning Ordinance. One suggested alternative was to hire a temporary employee to assist in the update of the Zoning Ordinance, but the Committee agreed that it would best serve the needs of the Commission and the Department to request funding for an outside consultant. This modification has now been included in the attached budget proposal, which also includes the following items:

- Planning Commission narrative describing the role of the Planning Commission and how the activities of the Planning Commission fit with the adopted goals of the City Council
- Service Improvement Forms which are required for any new budget proposal
- Conferences and Workshops worksheet

Other items that are recommended include completion of one land use study, referred to as "Special Project Planning Area 1" in the 2004 Master Plan for Land Use. The Planning Division suggests that much of the work for the study would need to be undertaken by an outside consultant working with staff and the Planning Commission, due to the current workload in the Planning Division. An update of the Natural Features Habitat Plan is also recommended as the plan has not been reviewed for accuracy since 1995.

One final recommendation would allow a reduction in the amount of paperwork generated in the preparation of the Planning Commission packets with a transition into electronic packets, and would include funding for laptop computers for use by the Planning Commission members. This recommendation is consistent last year's service improvement for members of the City Council.

The attached information has been presented to the City Administration as a draft, with the understanding that the Planning Commission Studies and Budget Committee would also review the information. The Committee has forwarded a favorable recommendation to the Commission for the proposed budget.

The budget is now ready for consideration by the Planning Commission as a whole for discussion and adoption on March 12th. In the upcoming weeks, the City Council will discuss the budget proposed by City Administration for the City as a whole.

Please feel free to contact me if there are any questions about the proposed budget.

c Kathy Smith-Roy, Finance Director

**City of Novi
2008-2009 Budget Worksheet
Service Improvement Request Form**

Department:	PLANNING COMMISSION
Department Priority:	1
Account Number:	101-800.00-823.000
New Service Requested:	Land Use study in preparation for 2009 Master Plan Review
Additional Employees Required:	No additional employees would be required if a consultant is hired
Description and function of new service:	The allocation of funds for one remaining Land Use Study for "Special Area 1" on the Master Plan Future Land Use map, located near the southeast corner of Ten Mile and Novi Roads. This study is expected to be a comprehensive land use plan, and would require opportunities for significant public input. The work will be completed by the Community Development Department staff and Planning Commission, along with the assistance of an outside consultant.
How would this request align with Master Plans, City Council Goals and Departmental Key Results Targeted? Explain.	This request addresses the City Council goals of including <i>encouraging the economic development and job growth within the City</i> and the need to <i>further explore redevelopment opportunities for obsolete and underdeveloped sites</i> . By carefully studying this key area within the community, the City's future is better planned for, via the Master Plan for Land Use, the Capital Improvement Plan, and other tools used to forecast and guide future development.
How do you anticipate providing this service? What will be the consequences if this item is NOT approved?	The Planning Commission Committee, in-house staff and outside consultants will research and analyze the data, write reports and recommendations, attend meetings and public input sessions. The result will be a land use plan for the southeast corner of Ten Mile and Novi Road, first identified in the 2004 Master Plan as a Special Study Area. Without approval of this budget request, the City risks losing its ability to market the community during a bleak economic period in the State's history, and will lack clear guidance for future development and redevelopment.
Describe the operating budget impact? <u>Itemize the costs by account number below:</u>	The land use study is estimated to cost approximately \$30,000 for assistance to the departmental staff by an outside consultant, which is likely to include public participation workshops, project kick-off meeting, land use analysis, preparation of goals and objectives, study recommendations, implementation program and final presentation.

	Account Number	Dollar Amount FY 2008-2009	Projected Future Operating and Maintenance Costs	
			FY 2009-2010	FY 2010-2011
Revenue				
Personal Services				
Supplies				
Other Services and Charges	101-800.00-823.000	\$30,000		
TOTAL		\$30,000	\$	\$

DO NOT TRANSFER COST TO ACCOUNT DETAIL WORKSHEET

**City of Novi
2008-2009 Budget Worksheet
Service Improvement Request Form**

Department:	PLANNING COMMISSION
Department Priority:	2
Account Number:	101-800.00-805.114
New Service Requested:	Update and Revise Zoning Ordinance
Additional Employees Required:	No additional employees would be required if a consultant is hired.
Description and function of new service:	Comprehensive review of the Zoning Ordinance for the purpose of updating outdated references and standards.
How would this request align with Master Plans, City Council Goals and Departmental Key Results Targeted? Explain.	This request addresses the City Council's goal to <i>improve the delivery of customer service</i> . This update will bring the Zoning Ordinance into alignment with the policies of the Master Plan for Land Use. The Zoning Ordinance is the primary tool used to implement the Master Plan. Therefore, it is critical to update it and to address various Ordinance provisions that have been problematic. Updating the content of the Ordinance ensures consistency of the language throughout the Ordinance and validates the cross-references.
How do you anticipate providing this service?	Hire a consultant to work with staff, the Implementation Committee, Planning Commission and City Council to accomplish the task.
What will be the consequences if this item is NOT approved?	If this request is not approved, the community will have an outdated implementation tool that will hamper the community's ability to accomplish the goals of the Master Plan.
Describe the operating budget impact? <u>Itemize the costs by account number below:</u>	If using a consultant, this project is estimated to cost <u>\$75,000</u> .

	Account Number	Dollar Amount FY 2008-2009	Projected Future Operating and Maintenance Costs	
			FY 2009-2010	FY 2010-2011
Revenue				
Personal Services				
Supplies				
Other Services and Charges	101-800.00-805.114	\$75,000		
TOTAL		\$75,000		\$

DO NOT TRANSFER COST TO ACCOUNT DETAIL WORKSHEET

**City of Novi
2008-2009 Budget Worksheet
Service Improvement Request Form**

Department:	PLANNING COMMISSION
Department Priority:	3
Account Number:	101-800.00.829.150
New Service Requested:	Habitat Plan Update
Additional Employees Required:	None
Description and function of new service:	The Natural Features Habitat Plan has not been reviewed for accuracy since 1995, but is used in both current and long-range planning. The Plan is reviewed with any plan that proposes an impact on the natural features. The Plan is also contained in the Master Plan for Land Use as an important tool for anticipation of long-range development within the community. With the update of the Woodlands and Wetlands maps currently underway, the Natural Features Habitat Plan should also be updated for consistency with the current inventory of Natural Features in the community.
How would this request align with Master Plans, City Council Goals and Departmental Key Results Targeted? Explain.	Updating the Natural Features Habitat Plan at this time would meet the City Council Goal to <i>Start the Master Plan 2009 planning process</i> , since the plan would be used as a part of the Master Plan review process. An updated Plan would also assist in the City Council goal of <i>Being a Community that values natural areas and natural features</i> , since it would provide an up-to-date inventory of those natural features.
How do you anticipate providing this service? What will be the consequences if this item is NOT approved?	The Environmental Consultants would assist the staff Landscape Architect to map the existing features in connection with the update of the woodland and the wetland inventory maps currently underway. The Natural Features Habitat Plan would not be consistent with the updated woodlands and wetlands maps and would present an inconsistent message to the residents and business community regarding natural features within the community.
Describe the operating budget impact? <u>Itemize the costs by account number below:</u>	The costs to update the plan through in-house services, along with assistance from the city's environmental consultant, is expected to be no more than \$10,000.

	Account Number	Dollar Amount FY 2008-2009	Projected Future Operating and Maintenance Costs	
			FY 2009-2010	FY 2010-2011
Revenue				
Personal Services				
Supplies				
Other Services and Charges	101-800.00.829.150	\$10,000		
TOTAL		\$10,000	\$	\$

DO NOT TRANSFER COST TO ACCOUNT DETAIL WORKSHEET

City of Novi
2008-2009 Budget Worksheet
Service Improvement Request Form

Department:	PLANNING COMMISSION
Department Priority:	4
Account Number:	101.800.00-802.000
New Service Requested:	Laptop computers: Dell Latitude D630w/Dock
Additional Employees Required:	None
Description and function of new service:	The deployment of a laptop to each member of the Planning Commission. Each device will be loaded with Microsoft Office and Adobe Acrobat Professional. The Planning Commission will receive their packets in a digital format. The software tools allow for editing (notations) of the digital documents for reference during Commission meetings. The electronic files are easily accessible and provide features not available or practical with a paper packet. Plan Review Center staff and the City Attorney would also be deployed laptop computers for consistency at the meetings.
How would this request align with Master Plans, City Council Goals and Departmental Key Results Targeted? Explain.	This request addresses the City Council goal of improving effective delivery of customer service and communication as well as implements technology updates.
How do you anticipate providing this service?	Technology deployment and training will be handled in-house by the IT staff.
What will be the consequences if this item is NOT approved?	The City will continue to realize increased staff and supply costs. Without this purchase Planning Commission members may not have access to maps, site plans and other paperless communication. Developers will continue to provide costly copies of site plan sets for each Planning commission member. These sets are typically used once and discarded.
Describe the operating budget impact? <u>Itemize the costs by account number below:</u>	Increase of \$17,460 (9 computers at \$1940), plus an additional 5 computers (\$9700) for staff and city attorney usage at the Planning Commission meetings. The bi-monthly Planning Commission packets are currently copied and assembled by the Plan Review Center staff for distribution to 28 people. If the new technology is used, it is estimated that the reduction in staff time spent copying and collating packet materials, as well the reduction in the use of paper, copier ink and wear and tear on copiers, would allow for a 2.5 year payback period. Although not directly related to the city's budget, the cost to developers will be reduced by approximately \$200 per Planning Commission item in duplicating and delivery costs of multiple sets of full-size plans.

	Account Number	Dollar Amount FY 2008-2009	Projected Future Operating and Maintenance Costs	
			FY 2009-2010	FY 2010-2011
Revenue				
Personal Services				
Supplies				
Other Services and Charges	101.800.00-802.000	\$ 27,160		
TOTAL		\$ 27,160	\$	\$

DO NOT TRANSFER COST TO ACCOUNT DETAIL WORKSHEET

Planning Commission

Overview

The duties of the Novi Planning Commission are authorized by State statute. The Mayor nominates appointees to the nine-member Planning Commission, with the approval of the City Council, for a term of three years. Members are volunteers from a cross-section of the community and serve without pay. Three members are appointed each June for terms beginning in July. The Planning Commission meets twice per month on Wednesdays at 7:00 p.m. (Specific dates and times are listed in the City calendar and are subject to change). All meetings are open to the public and televised on the local cable station, Channel 13.

Meeting the Goals of the City Council:

As a part of the preliminary site plan development review and approval process, the Planning Commission's activities relate directly to City Council's goal, to *"Encourage economic development to maximize City revenue and job growth."* The Planning Commission continues to be mindful of the effects of development approval as those approvals relate to economic development. The Planning Commission will continue to balance the desire for future revenue to the City and job growth with environmental stewardship and sustainable growth, and with the desire to provide adequate buffers and protection to neighboring properties and the community as a whole, while insuring a fair application of the City's codes and ordinances.

In 2007, the Planning Commission undertook a review of the 2004 Master Plan for Land Use for three key areas in the community, and developed land use plans and implementation strategies for these areas in order to guide future growth and development in the community. To further explore development opportunities, the Planning Commission is requesting funds to complete one remaining land use study as identified in the 2004 Master Plan for Land Use for the area near the southeast corner of Ten Mile and Novi Roads. In working with the Planning Division and the assistance of an outside consultant, the Planning Commission hopes to complete this land use study in preparation for a full review of the Master Plan in 2009.

The Planning Commission continues to review ordinance modifications and make recommendations to the City Council, which is consistent with City Council's goal to *"Develop government structure and staff skills for effective delivery of customer services and communication with community"* with a subcategory focusing on *"City Ordinance, Zoning, and Process changes."* Several ordinances were changed in the last year to streamline development opportunities, including modifications to the: required submittal of noise analysis reports associated with Special Land Use requests, addition of instructional centers as a permitted use in the Town Center district, and modifications to the façade ordinance to address new building materials and those materials associated with green buildings and developments. The Planning Commission will continue to look for opportunities to revise ordinances to encourage redevelopment. Meanwhile, the Planning Commission continues to recommend the City Council consider approval of funds for a complete review and update of the Zoning Ordinance. The Zoning Ordinance update will remove inconsistencies in its language and, in the long run, will further promote Novi as the premier location for businesses.

With regard to City Council's goal to *"Improve Infrastructure"*, the Planning Commission will look for continued opportunities to implement the priority plan for bike paths and sidewalks. A subcommittee of members of the Planning Commission, City Council, and Parks Recreation and Forestry Commission played a key role in the development and adoption of this plan in 2006 as well as an update to the Plan in 2007. The Planning Commission will continue to look for opportunities to implement the recommendations of the Plan in review of Preliminary Site Plans, and in the review and approval of the Capital Improvement Program.

As a part of City Council's goal to "*Be a community that values natural areas and natural features*", the Planning Commission will continue to be the board that reviews and approves the majority of woodland and wetland permits, as recommended by the City's professional staff and consultants. In connection with the Planning Division, the Planning Commission will continue to review the environmental maps for updates and consistency.

The Planning Commission is requesting funding for laptop computers in order to reduce the amount of paper that is copied and distributed to the Commission members for each meeting. The recommendation will include a reduction in the use of a significant amount of paper by the Planning Division, along with a reduction in the number of plan copies by developers, with the majority of information to be provided on a computer disk for use at the meetings. This paper reduction effort combined with streamlining of activities by staff and applicants will also assist with Council's strategy, to "*Develop government structure and staff skills for effective delivery of customer services and communication with community.*"

The Planning Commission is requesting funding for an update to the Natural Features Habitat Plan, which has not been reviewed for accuracy since 1995. The Plan is referred to frequently by the staff and consultants and is used by the Commission in the review of any development plan affecting regulated woodlands and wetlands or natural habitat. The update of this plan will be an important step toward achieving City Council's goal to "*Start Master Plan 2009 planning process*" since the habitat plan will provide an important basis for other land use decisions.

**City of Novi
2008-2009 Budget Worksheet**

DEPARTMENT:
PLANNING COMMISSION

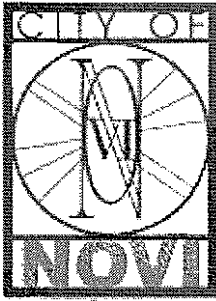
CATEGORY:
Other Services and Charges

FUND#: 101
DEPT#: 800.00
ACCT#: 956.000

ACCOUNT NAME:
Conferences and Workshops

DESCRIPTION	QUANTITY	UNIT COST	PROPOSED BUDGET
Michigan's Planning Conference			\$ -
Kalamazoo, Michigan			-
October 1-4, 2008	3	2,000	6,000
Citizen Planner	4	350	1,400
Continuation of Commissioner training offering			
Guest Speakers			1,500
e.g., Green Building Techniques guest speaker			
Meeting Refreshments			2,500
25 PC Meetings x \$50 plus special events			-
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TOTAL			\$ 11,400

MEMORANDUM



cityofnovi.org

TO: Kathy Smith-Roy, finance
FROM: Barbara McBeth, AICP, Community Development
SUBJECT: Conferences and Workshops – Planning Commission
DATE: February 10, 2008

This memo accompanies the Planning Commission budget worksheet for conferences and workshops and identifies the benefits the City receives from each item.

The Division's efforts to encourage Planning Commissioner attendance at conferences and workshops is the plan for education and training. Staff recommends the Commission members attend the Citizen Planner courses which are designed to assist Planning Commissioners with an understanding of their role. Periodic training sessions with the city attorney's office and other guest speakers is also recommended. See below for additional information.

Michigan's Planning Conference. The MAP conference is an annual state-wide conference for both professional planners and lay planners (members of Planning Commissions). Over the course of three days, a variety of sessions are offered, with a wide range of topics to cover interests in planning, development and land use issues. One benefit for the members of the Commission is the ability to take the Citizen Planner's Course (see below) in a classroom setting over the course of three days, as opposed to either the on-line course that is offered or the night classes held over the course of several months. The Citizen Planner training at the State conference has been completed by at least one commission member, who appreciated the benefit of completing the training in a classroom setting and over the course of a few days. Additionally, the Planning Commission members attending the State Conference can learn new planning concepts, meet professionals in a variety of fields, and learn what other communities are doing with land use issues. Commission members also have an opportunity to meet commissioners from other communities, and the discussion allows for comparison of policies and practices.

Citizen Planner. Through Citizen Planner training, the Planning Commission members gain the knowledge and leadership skills they need to be effective members of the Commission. The goal of Citizen Planner is to create a greater awareness of land use decision makers' roles and responsibilities. The increased awareness results in more livable communities, and better overall land use decisions. Several commission members have taken the training and they consistently recommend it for other members.

Guest Speakers. The Planning Commission benefits from having professional guest speakers present topics of interest in a timely manner. In the past, the Planning Commission has had presentations by the Environmental Consultants and Façade consultants for a broader understanding of the issues presented in site plan review. This year, we hope to bring guest speakers in as needed, including the possibility to include a professional in the field of green buildings and development.

Meeting Refreshments. The Commission benefits from the availability of soft drinks, bottled water, and fruit and cheese trays in order to fortify and refresh the members through the course of the evening meetings.

CITY OF NOVI
2008-2009 BUDGET

GENERAL FUND
REVENUE

ACCOUNT NUMBER	DESCRIPTION	2007-2008			2008-2009		NOTES
		2006-2007	AMENDED	12/31/2007	ESTIMATED	PROPOSED	
GENERAL FUND PLANNING COMMISSION							
ACCOUNT NUMBER	DESCRIPTION	2006-2007	AMENDED	12/31/2007	ESTIMATED	2008-2009 PROPOSED	NOTES
	SUPPLIES						
101-800.00-732.000-101	Magazines and Periodicals	\$ 242	\$ 400	\$ 249	\$ 400	\$ 400	
	OTHER SERVICES AND CHARGES						
101-800.00-809.000-101	Memberships and Dues	936	1,000	936	1,000	1,000	
101-800.00-829.156-101	Planning Comm. Briefing/Education	320	900	-	500	900	
101-800.00-829.325-101	Greenways and Trails Plan	-	1,000	-	500	1,000	
101-800.00-900.000-101	Printing and Publishing	696	10,000	497	3,000	10,000	
101-800.00-900.008-101	Environmental Maps Update	-	4,000	4,160	4,160	4,000	
101-800.00-956.000-101	Conferences and Workshops	1,561	11,300	635	5,000	11,300	
		3,513	28,200	6,228	14,160	28,200	
		\$ 3,755	\$ 28,600	\$ 6,477	\$ 14,560	\$ 28,600	