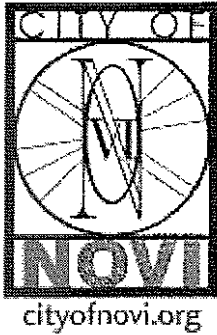


# MEMORANDUM



TO: Members of the Planning Commission  
FROM: Barbara <sup>Beth</sup> McBeth, AICP, Community Development  
SUBJECT: Planning Commission Budget  
DATE: February 4, 2010

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On January 27<sup>th</sup>, the Planning Commission Budget and Planning Studies Committee met to discuss the proposed Planning Commission budget for the upcoming fiscal year. Members of this Committee include members Baratta, Greco, Gutman and Pehrson.

The Committee reviewed the draft budget proposal prepared by the Planning Division and requested modification to eliminate any new service improvement requests for the upcoming year. Staff had proposed hiring a consultant to facilitate an update to the Zoning Ordinance and the purchase of laptop computers to assist the Planning Commission transition to electronic packets as two service improvement items, similar to service improvement requests from prior years. Since these items had not been funded previously, and due to the expected tight city budget this year, the Committee recommended that these items be removed from this year's service improvement requests.

The proposed Planning Commission budget includes the following items:

- Planning Commission narrative describing the role of the Planning Commission and significant accomplishments in Fiscal Year 2009-2010
- Conferences and Workshops worksheet and supporting memo

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

The budget is now ready for consideration by the Planning Commission as a whole for discussion and adoption on February 10<sup>th</sup>. 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

## Planning Commission

### Overview

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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, as well as shown live on the city's webpage.

### 2009-2010 Significant Accomplishments

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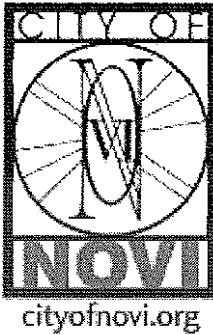
- In 2009, the Planning Commission undertook a review of the 2004 Master Plan for Land Use. State law indicates that communities are required to review Master Plans at least every 5 years. While the entire plan was reviewed for possible changes to the 2004 Plan, three key areas in the community were identified for detailed study, including 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. Two other detailed study areas include property near the northeast corner of Grand River Avenue and Beck Road, and property near Eleven Mile and Beck Roads. An Open House on the Master Plan was held for public input on October 14, 2009 and was attended by the Commission members. Completion of the Master Plan Review is expected in early 2010.
- The Planning Commission considered a number of site plans, rezoning requests and special land use requests during the course of the year, including the following
  - Legacy Park, revisions to previously approved plans
  - Fuerst Park
  - Sri Venkateswara Temple and Cultural Center, revisions to previously approved plans
  - Hotel Baronette, building addition and site changes
  - 29 Park nightclub at Main Street
  - Novi Town Center: Façade upgrades, Building G demo and reconstruction, and Building I remodel
  - Maple Manor Rehab Center
  - Hickory Woods Elementary School Addition
- The Planning Commission continues to review ordinance modifications and make recommendations to the City Council. Numerous ordinances were recommended for modification in the last year to streamline development opportunities, or address land use concerns, including modifications to the following ordinances:
  - Expansion of districts permitting health and fitness facilities less than 2000 square feet;

- Planned Rezoning Overlay: timeframe and standards for approval for extensions;
  - Sign Ordinance: Changeable copy is not permitted on off-premises advertising billboards;
  - Standards for siting wind energy turbines;
  - Location and parking standards for fast food, drive-through restaurants;
  - Wetland and Watercourse Protection Ordinance and Map Update;
  - Sign Ordinance: frequency of text or message changes on changeable copy signs;
  - Definition of gasoline service stations to specify permitted accessory uses and parking requirements for self-service gas stations.
- Planning Commission members serve with members of the City Council, the Parks Recreation and Forestry Commission on the Walkable Novi Committee. This committee looks to improve sidewalk and pathway infrastructure throughout the community and reviews and develops a priority plan each year for completing pathways throughout Novi.
  - The Planning Commission holds the public hearing and reviews the Capital Improvement Program for adoption.
  - Planning Commission members serve on the Environmental subcommittee and provided review and input into the Regulated Wetlands and Watercourse Mapping and Ordinance update in 2009.





# MEMORANDUM



TO: Kathy Smith-Roy, Director of Finance  
FROM: Barbara McBeth, AICP, Community Development  
SUBJECT: Conferences and Workshops – Planning Commission  
DATE: January 22, 2010

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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 was attended by one Commission member in 2009, who appreciated the benefit of attending the training in a classroom setting and over the course of a few days. Additionally, 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 it is consistently recommended 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, Traffic Engineering and Façade consultants for a broader understanding of the issues presented in site plan review.

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.