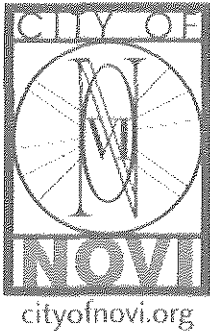


MEMORANDUM



TO: Members of the Planning Commission

FROM: Barbara McBeth, AICP, Community Development

SUBJECT: Planning ^{Baus} Commission Budget

DATE: February 4, 2011

Last month, the Planning Commission Budget and Planning Studies Committee reviewed the proposed Planning Commission budget for the upcoming fiscal year. Members of this Committee include members Greco, Gutman, Lynch and Pehrson.

The Committee reviewed the draft budget proposal prepared by the Planning Division and acknowledged its support of the draft documents, which did not include any new service improvement requests for the upcoming year.

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 2010-2011
- Conferences and Workshops worksheet and supporting memo

The budget is now ready for consideration by the Planning Commission as a whole for discussion and adoption on February 11th. If acceptable to the Commission, the attached information will be forwarded to the City Administration for use in the upcoming budget cycle. 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 Planning Commission budget.

c Kathy Smith-Roy, Finance Director

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

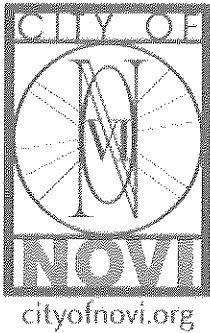
2010-2011 Significant Accomplishments

- In 2010, the Planning Commission finalized the review and update 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. The Planning Commission held a public hearing to receive comments on the Master Plan for Land Use and **adopted the 2010 Master Plan for Land Use in August 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
 - **CVS Pharmacy and Distribution Center**, chiller addition and building addition for additional office space
 - **USA 2 Go/Novi Mile, LLC**, rezoning with PRO, concept plan and site plan approval for a gas station with attached drive-through restaurant.
 - **Medlodge of Novi**, rezoning with PRO, concept plan and site plan approval for a 120 bed convalescent home.
 - **Laird's Auto Glass and Trim**, for Special Land Use Permit and Preliminary Site Plan approval for an automotive service business.
 - **South University**, building addition, clock tower addition and a finding regarding the required parking.

- **Sri Venkateshwara** Temple, the Cultural Center and the Maha Rajagopuram, revisions to an approved plan to allow for rephrasing.
- **Ten & Beck, LLC**, for rezoning with PRO and concept plan **Novi Crossing**, for a 37,000 square foot retail center 17 acre open space
- **Maple Manor**, revised Concept Plan associated with a rezoning with PRO for a 49-unit, two-story convalescent home.
- **Novi Plaza**, façade improvements.
- **SBA Towers, LLC**, a 150-foot tall cellular phone monopole tower, associated equipment shelters and accessory structures.
- **Marty Feldman Chevrolet/Kia Dealership**, building addition and new Kia dealership.
- **Novi Town Center Investors**, renovation of four existing monument signs and associated landscaping, and lighted "Novi" sign in clock tower.
- **Novi Town Center Investors**, demolish Building F and construct a parking lot and associated landscaping in its place.
- **Di-Coat Corporation**, relocate and expand existing business.
- **Weiss Mixed Use Development**, rezoning with PRO and Concept Plan.
- **Mando America Corporation**, add a mezzanine for office space, add a drop-off area and make façade alterations.
- **Grace Immanuel Bible Church**, addition to the existing church.
- **Next Generation Volleyball Club**, retrofit part of an existing building for a volleyball training facility.
- **Neher Holdings**, construct a 9,296 square foot two story general office building.
- **Kistler Instruments**, construct a 21,989 square foot office and light manufacturing building.
- 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:
 - Standards for siting **wind energy turbines**.
 - Standards for the use of **solar collectors**.
 - Standards to prohibit the installation and operation of **outdoor furnaces**.
 - Standards to modify the definition of **recreational equipment**,

- Standards to add **brewpubs and microbreweries** as a principal permitted use in the B-3 District and RC District and modify the requirements for brewpubs and microbreweries in the TC and TC-1 District,
 - Standards for an **extension of a site plan** utilizing a planned development option,
 - Update the existing standards for **storing a commercial vehicle** at a residence
 - Amend the standards for the **time limit on a variance** granted by the Zoning Board of Appeals.
 - Extensive review and update of the residential options sections of the ordinance to **expedite the approval process, provide more flexible development options and to encourage the preservation of open space** in accordance with the goals and objectives of the Master Plan for Land Use.
 - Standards for **open air business uses** and the **sale of outdoor produce and plants** in the **Town Center District**.
- Planning Commission members serve with members of the City Council, the Parks Recreation and Forestry Commission and the Parks Foundation 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**.
 - In 2010, the Walkable Novi Committee worked with staff and the City's consultant to develop a **Non-Motorized Master Plan** utilizing a portion of the City's Energy Efficiency Conservation Block Grant funding. To seek public input on the plan, two workshops were scheduled: a Project visioning workshop was held on September 29th and the Preliminary Plan Workshop was held on October 26th at 7 p.m. at the Novi Public Library.
 - 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**. The City Council adopted the recommended amendments in 2010.

MEMORANDUM



TO: Kathy Smith-Roy, Director of Finance
FROM: Barbara ^{Bu}McBeth, AICP, Community Development
SUBJECT: Conferences and Workshops – Planning Commission
DATE: January 21, 2011

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 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 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 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.

Proposed 2011-2012 Planning Commission Budget

Magazines and Periodicals	\$400
Memberships and Dues	\$1,000
PC Briefing and Education	\$900
Greenways and Trails Plan	\$1,000
Printing and Publishing	\$2,500
Environmental Maps Update	\$4,000
Conferences and Workshops	\$3,400
	\$13,200