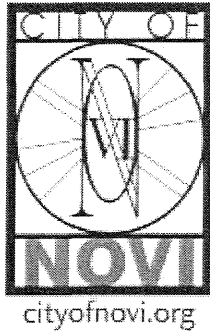


# MEMORANDUM



TO: Members of the Planning Commission  
FROM: <sup>Burbly</sup> Barbara McBeth, AICP, Community Development  
SUBJECT: Planning Commission Budget  
DATE: February 7, 2013

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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 Gutman, Lynch and Zuchlewski.

The Committee reviewed the draft budget proposal prepared by the Planning Division and acknowledged its support of the draft documents, including the proposed Service Improvement Request for the recommendation to move forward with "Clear Zoning" or a similar Zoning Ordinance reformatting and refinement process. The Committee discussed the fact that Novi's Zoning Ordinance has not had a comprehensive review for consistency in standards in many years, although various sections are periodically updated. Providing easier-to-read, state of the art formatting would be beneficial to boards and commission members, developers, residents and staff. The newly formatted code would be readily accessible via the internet at Planning Commission meetings, as tablets for Commission members were funded for the current budget year and are expected to be implemented by the end of the fourth quarter.

The proposed Planning Commission budget is being merged with the Planning Division budget category for efficiency purposes starting in Fiscal Year 2013-2014. The packet for Planning Commission review is modified this year to include a separate "2012 Annual Report" for the Planning Commission instead of a similar narrative for the Commission. The following items are included for consideration:

- Service Improvement request for Clear Zoning or comparable Zoning Ordinance reformatting
- Conferences and Workshops worksheet and supporting memo
- Summary of recommended Planning Commission Budget based on Committee and staff input

The budget is now ready for consideration by the Planning Commission as a whole for discussion and adoption on February 13<sup>th</sup>. 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 Nevrus Nazarko, Finance Director

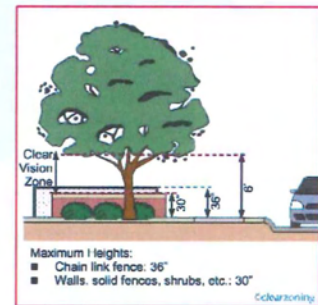
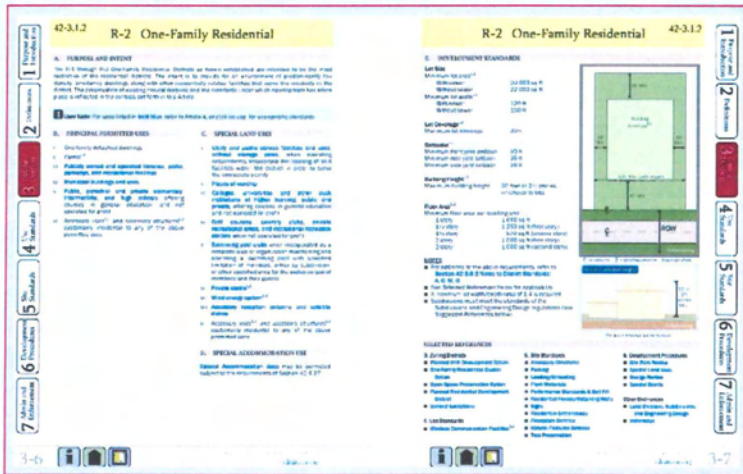


**CITY OF NOVI**  
**2013-14 BUDGET WORKSHEET**  
**SERVICE IMPROVEMENT REQUEST FORM**

<b>Department:</b>	Community Development: Planning	<b>Priority:</b>	1
<b>Fund Name:</b>	General Fund		
<b>New Service Requested:</b>	Clearzoning		
<b>Additional Employees Required:</b>	None, consultant would provide services and staff planner would assist, as needed.		
<b>Description and function of new service:</b>	Clearzoning is a process to reformat zoning code. The formatting process consolidates text, adds graphics, reduces bulk and clarifies regulations. The end result is a pdf file providing hyperlinked text references using Adobe Acrobat Reader. The reformatted code replaces traditional zoning ordinance text, charts and graphs. The Planning Commission would benefit by having the Zoning Ordinance readily available on the tablets that are funded in FY 12-13.		
<b>How would this request align with Master Plans, City Council Goals and Departmental Key Results Targeted?</b>	Updating and refining the zoning ordinance would match City Council's goal to "review ordinances to eliminate barriers to new development". Benefits of the new formatting are a reduction in paper, a better understanding of the zoning code by all users, enhancement of economic development, and less time for staff to answer questions about the zoning code. See attached exhibit for additional information.		
<b>How do you anticipate providing this service? What will be the consequences if this item is NOT approved?</b>	Planning staff will work with the consultant to answer questions and resolve any inconsistent terminology or conflicting regulations. If the reformatting is not implemented, Novi would continue to operate with a zoning ordinance that isn't as user-friendly, clear and consistent as it should be. Other Oakland County communities that have already begun or completed the process: Bloomfield Twp, Farmington Hills, Lathrup Village, West Bloomfield and White Lake Twp.		
<b>Describe the operating budget impact? Itemize the costs by account number below:</b>	\$39,000 for the initial reformatting process, including the provision for a hyper-linked pdf that would be placed on the City's website in place of the current Municode system. As the ordinance is subsequently updated, amended ordinance pages are provided to the consultant for formatting purposes. Each page of new formatted text costs \$30 per page for updated, hyper-linked pdf of the entire code along with the amended pages for record keeping purposes.		

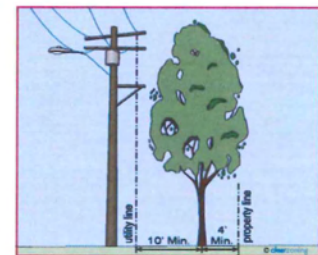
	Account Number	Dollar Amount FY 2013-14	Projected Future Operating and Maintenance Costs	
			FY 2014-15	FY 2015-16
Revenue		\$ -	\$ -	\$ -
Professional Services	101-807.00-816.000	39,000	1,000	1,000
Supplies		-	-	-
Other Services & Charges		-	-	-
<b>TOTAL</b>		\$ 39,000	\$ 1,000	\$ 1,000

In times of slow growth, communities can take a wait-and-see attitude or they can take positive steps to open the door to new economic development. A user-friendly zoning code can be one of the strategies to set your community apart from others. From zoning amendments that reflect the community vision, land use policy, and current development patterns to a complete reformatting of the ordinance, **Clearzoning**® can help boost your community's economic development potential.

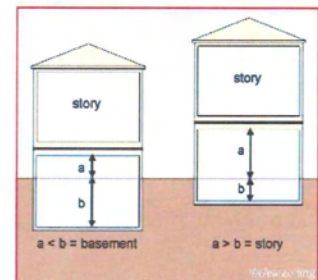


Graphics clearly illustrate code standards and present regulations in a simple and straightforward manner.

Advances in technology and widespread accessibility of the Internet call for a change in the traditional text-based zoning ordinance format of yesterday. Many communities are choosing to make their zoning ordinance and other codes available online for easier access for the public as well as staff and officials. A **clearzoning**® Ordinance format is designed to effectively portray zoning regulations with fewer words and more illustrations. Our ordinances are user-friendly and easy to navigate in both printed and digital formats.



**Clearzoning**® will partner with you to transform your conventional zoning code into an easy-to-read, better organized, digital document that will revolutionize the way your code functions, saving staff time at the counter, and making it easier for officials and citizens to use. A **clearzoning**® ordinance can guide the development community in a more effective way.



Master Plans  
Recreation Plans  
Downtown Plans



Parking Studies  
Community Visioning  
Zoning Ordinances

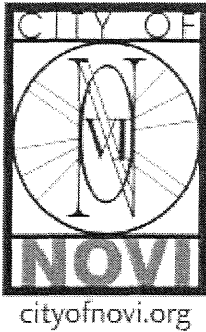


Place Making  
Traffic Engineering  
Transportation Plans



Access Management  
Form-Based Codes  
Expert Witness Services

# MEMORANDUM



TO: Nevrus Nazarko, Director of Finance  
FROM: Barbara <sup>Bundy</sup> McBeth, AICP, Community Development  
SUBJECT: Conferences and Workshops – Planning Commission  
DATE: January 18, 2013

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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 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. 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 anticipated longer evening meetings.



## Proposed 2013-2014 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	\$2,000	(Reduced from \$2500)
Environmental Maps Update	\$1,000	(Reduced from \$1500)
Conferences and Workshops	\$2,200	(Reduced from \$3400)

Total \$8,500

Service Improvement Request  
Clear Zoning \$39,000