

MEMORANDUM



TO: Members of the Planning Commission
FROM: ^{Bucy} Barbara McBeth, AICP, Community Development
SUBJECT: Planning Commission Budget
DATE: February 1, 2012

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 Baratta, Gutman and Lynch.

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 purchase of Tablet PCs for the Planning Commission Agenda packets. The Committee discussed the fact that laptops had been requested (but not funded) in prior years with the intent to allow electronic viewing of the packet items, but the current proposal for Tablet PCs would be more cost effective for the City in terms of reduced initial purchase price and ongoing reduced cost for time and expense of duplicating packets for delivery to the Commission members.

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 2011-2012
- Service Improvement Request for Tablet PCs
- 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 8th. 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 seven-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.

- The Planning Commission considered a number of **site plans and special land use requests** during the course of 2011, including the following:
 - Renovation of the building at **41107 Jo Drive** to add automobile repair uses and car storage to the existing **Cadillac** vehicle preparation facility.
 - **DFCU Financial** site plan approval for construction of a new 4,200 square foot credit union with drive-through facilities.
 - **ITC Maintenance Building** site plan approval to add a 3,405 square foot single-story maintenance building addition to the existing ITC headquarters.
 - Approval for **carports** at the **Portsmouth Apartments**, and **Springs II Apartments**.
 - **Genji Japanese Steakhouse** for renovation and addition to the existing buildings.
 - **Marty Feldman Chevrolet/Kia Dealership** for new 3800 square foot Kia Dealership building, and addition to an existing Chevrolet dealership building.
 - **MacProfessionals** renovations of an existing building and landbanked parking.
 - Expansion to the existing **Chuck E Cheese** restaurant.
 - **Cadillac of Novi**, building additions totaling approximately 3,200 square feet with changes to the existing parking lot layout and signage.
 - **Kubica Corporation** to occupy an existing industrial building for the purpose of designing and building automation systems, industrial controls engineering, software development and control panel assembly.
 - **Tognum America Headquarters**, construction of a new 68,475 square foot building.
 - **Medilodge Group**, revised plan for a new 120 bed 78,560 square foot convalescent (nursing) home building.
 - **Catholic Central High School** for an expansion for athletic fields.
 - Modifications to the **Main Market Condominium** for the removal of Unit 3.
 - **Fiat Dealership**, new 4,300 square foot building on the west side of Haggerty Road, south of Grand River Avenue.
 - **Novi Corporate Campus Parcel 8**, speculative 34,260 square foot office/warehouse building.
 - **Dunkin' Donuts** façade redesign at Ten Mile and Haggerty Road.
- The Planning Commission considered a number of **rezoning requests** in 2011:
 - Rezoning of the **Knightsbridge Gate development**, from OS-2, Planned Office Service District, to R-4 One-Family Residential District.

- Rezoning request of **Kaluzny Trust, Jerome G. and Barbara C. Chappel and Robert L. and Barbara J. Gannon** for 38.86 acres of land on the south side of Eleven Mile Road, west of Beck Road, from the RA, Residential Acreage District to the R-4, One-Family Residential District.
 - Rezoning request of **Catholic Central High School** for 39.8 acres on the south side of Twelve Mile, west of Wixom Road, from the I-1, Light Industrial District to the R-4, One-Family Residential District to allow for expansion of ball fields.
 - City-initiated **rezoning of property by overlaying the PSLR, Planned Suburban Low-Rise Overlay District** on multiple properties located north of Eleven Mile Road, east of Wixom Road and west of Beck Road.
- The Planning Commission considered a number of **Plans and Programs** in 2011:
- Recommendation to City Council to adopt the **Non-Motorized Master Plan**.
 - Adoption of the 2011-2012 **Planning Commission Budget**.
 - Adoption of the **2011-2017 Capital Improvements Program**.
 - Recommendation to the City Council to adopt the updated City of Novi **Site Plan and Development Manual**.
- The Planning Commission continues to review **ordinance modifications** and make recommendations to the City Council in order to streamline development opportunities, or address land use concerns:
- **Standards for the I-1, Light Industrial** section of the Zoning Ordinance
 - Sign Ordinance standards to allow **promotional wall signs**, subject to conditions, in the EXO, Exposition Overlay and EXPO, Exposition Districts.
 - Standards to allow Planning Commission approval of **facade waivers in the TC and TC-1 Districts** and on sites totaling five acres or less in the **RC District**.
 - Provisions to **allow for additional building heights on properties adjacent to limited access freeways**.
 - Standards to increase the districts in which **Veterinary Clinics** are considered Principal Uses Permitted Subject to Special Conditions.
 - Additional standards for maintenance and materials of **Fences in the Residential and Non-Residential districts**.
 - Standards to establish a new district **PSLR, Planned Suburban Low-Rise Overlay District, and related Sign Ordinance Text Amendments**.
 - Standards to establish a new **Retail Service Overlay and Office District**, and amendments to delete OS-2 Planned Office Service District and add permitted uses to the OSC, Office Service Commercial District and the OST, Planned Office Service Technology District.
- Planning Commission members serve with members of the City Council, the Parks Recreation and Cultural Services 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**.
- The Planning Commission holds the public hearing and reviews the **Capital Improvement Program** for adoption.



CITY OF NOVI
2012-13 BUDGET WORKSHEET
SERVICE IMPROVEMENT REQUEST FORM

Department:	Planning Commission	Priority:	1
Fund Name:	General Fund		
New Service Requested:	Tablet PCs for the Planning Commission Agenda Packets and Meetings		
Additional Employees Required:	None		
Description and function of new service:	Tablet Personal Computers to be used for Planning Commission meetings.		
How would this request align with Master Plans, City Council Goals and Departmental Key Results Targeted?	The tablet PCs will provide paper and copying costs savings that are incurred with creating and delivering the agenda packets for the Planning Commission. Instead, the packets can be emailed to the Planning Commission in a portable document file format. This will allow them to open the document using the tablet. In addition, they can write notes, bookmark and underline agenda items. It is a more cost effective alternative to purchasing laptops.		
How do you anticipate providing this service? What will be the consequences if this item is NOT approved?	This service will be provided by purchasing and configuring tablet PCs for the Planning Commission. Very little configuration is needed. After the Planning Commission receives the tablet PCs they will receive their packets via email that can be access on the tablets via any wireless network. This will improve their digital mobility and the way they navigate the agenda packets. The consequences of not approving this items is the continued cost of producing the paper packets for the Planning Commission.		
Describe the operating budget impact? Itemize the costs by account number below:	\$5000 Years 2012-13. Estimated savings in clerical staff time of four hours (for duplicating and assembling paper packets) 20 times/year at \$20/hour = \$1600/year. Estimated savings for delivery of packets of 2 hours at \$22/hour 20/year is \$880. Total potential savings of \$2480/year for a payback period of about 2 years.		
	Account Number	Dollar Amount FY 2012-13	Projected Future Operating and Maintenance Costs FY 2013-14 FY 2014-15
Personal Services		\$ -	\$ - \$ -
Supplies		-	- -
Other Services & Charges	101-807.00-802.000	5,000	- -
TOTAL		\$ 5,000	\$ - \$ -

MEMORANDUM



TO: Kathy Smith-Roy, Director of Finance
FROM: Barbara McBeth, AICP, Community Development
SUBJECT: Conferences and Workshops – Planning Commission
DATE: January 23, 2012

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 2012-2013 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	\$1,500
Conferences and Workshops	\$3,400
	\$10,700