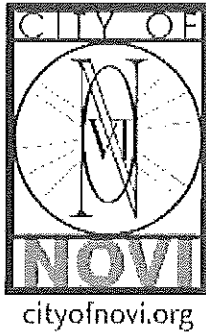


MEMORANDUM



TO: MEMBERS OF THE PLANNING COMMISSION
FROM: KRISTEN KAPELANSKI, AICP, PLANNER *Kaplan*
THRU: BARBARA MCBETH, AICP, COMMUNITY DEVELOPMENT *Baird*
DEPUTY DIRECTOR
SUBJECT: TEXT AMENDMENT 18.261 – ADMINISTRATIVE APPROVAL OF
REDUCTIONS IN BUILDING SIZE
DATE: JULY 31, 2012

The City has received recent inquiries proposing a reduction in size for a building that is part of a previously approved site plan. The Zoning Ordinance currently requires such a change to be approved by the Planning Commission. In order to address this concern and further streamline the Zoning Ordinance, staff has proposed the attached amendment.

The Zoning Ordinance allows staff to administratively approve site plans in certain instances including small building additions and changes to off-street parking layouts and landscaping. The proposed ordinance amendment would allow staff to administratively approve a reduction in the proposed building size when the site is already the subject of an existing and previously approved site plan.

The Planning Commission is asked to hold the Public Hearing on August 8th for the proposed ordinance amendment and forward a recommendation to the City Council, for reading and adoption.

If any Commissioner has any questions related to this request, do not hesitate to contact Kristen Kapelanski, in the Community Development Department at (248) 347-0586 or kkapelanski@cityofnovi.org.

PROPOSED ORDINANCE AMENDMENTS
STRIKE-THROUGH

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

ORDINANCE NO. 12- 18 – 261

AN ORDINANCE TO AMEND ORDINANCE NO. 97-18 AS AMENDED, THE CITY OF NOVI ZONING ORDINANCE AT ARTICLE 25, GENERAL PROVISIONS, SECTION 2516, SITE PLAN REVIEW (ALL DISTRICTS); IN ORDER TO ALLOW ADMINISTRATIVE APPROVAL OF SITE PLANS PROPOSING A REDUCTION IN BUILDING SIZE FROM A PREVIOUSLY APPROVED PLAN.

THE CITY OF NOVI ORDAINS:

Part I. That Ordinance No. 97-18, the City of Novi Zoning Ordinance, as amended, hereby amended to read as follows:

ARTICLE 25. GENERAL PROVISIONS

Section 2500. – Section 2515. [unchanged]

Section 2516. Site Plan Review (All Districts)

1.
 - a. – b. [unchanged]
 - c. A site plan may be reviewed for approval administratively without formal review by the approving body under the following circumstances:
 - (1) – (8) [unchanged]
 - (9) When the site is already the subject of an existing and previously approved site plan and the revised plan only proposes one of the following:
 - a. An addition totaling one thousand (1,000) square feet or less to an existing building or structure; or
 - b. An additional totaling more than one thousand (1,000) square feet but less than ten thousand (10,000) square feet when the proposed addition is less than ten percent (10%) of the gross floor area of an existing non-residential building or structure and when the building or structure is located on a parcel of land that is at least five hundred (500) feet from any residential zoning district; or
 - c. An office storage basement or mezzanine totaling not more than three thousand (3,000) square feet, to a proposed or existing building provided the addition, basement or mezzanine does not require a new or revised woodlands permit or a non-administrative wetlands permit. Notwithstanding anything in the ordinance to the contrary, an office storage basement or mezzanine of not more than three thousand (3,000) square feet approved under this section shall not be considered to be part of the Gross Leasable Floor Area of the building if it is designed exclusively for storage or mechanical equipment as determined by the Building Official, is accessory to an office building and ancillary to a permitted office use, and an affidavit, in recordable form acceptable to the City Attorney, is signed by the owner of

the building stating that it will be used only for storage or mechanical equipment; or-

d. A reduction in the proposed building size.

(10) – (11) [unchanged]

If during any administrative review process authorized under this subpart or subpart (d) it is determined that changes or modifications to a site plan may significantly impact the site or adjacent areas, the site plan shall be forwarded to the Planning Commission for review and approval.

d. – e. [unchanged]

2. – 8. [unchanged]

Part II

Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III.

Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART IV.

Repealer. All other Ordinance or parts of Ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART V.

Effective Date: Publication. Public hearing having been held hereon pursuant to the provisions of Section 103 of Act 110 of the Public Acts of 2006, as amended, the provisions of this Ordinance shall be published within fifteen (15) days of its adoption by publication of a brief notice in a newspaper circulated in the City of Novi stating the date of enactment and effective date, a brief statement as to its regulatory effect and that a complete copy of the Ordinance is available for public purchase, use and inspection at the office of the City Clerk during the hours of 8:00 A.M. to 5:00 P.M., Local Time. The provisions of this Ordinance shall become effective seven (7) days after its publication.

MADE, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, ON THE ____ DAY OF _____, 2012.

ROBERT J. GATT, MAYOR

MARYANNE CORNELIUS, CITY CLERK

Ayes:
Nays:
Abstentions:
Absent:

PROPOSED ORDINANCE AMENDMENTS
CLEAN

STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF NOVI

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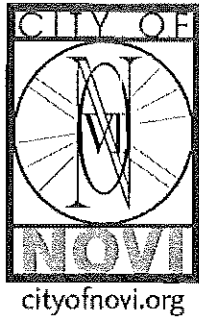
MADE, PASSED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, ON THE ___ DAY OF _____, 2012.

ROBERT J. GATT, MAYOR

MARYANNE CORNELIUS, CITY CLERK

Ayes:
Nays:
Abstentions:
Absent:

PLANNING COMMISSION MEETING MINUTES
JULY 11, 2012 – EXCERPT



PLANNING COMMISSION MINUTES

Draft

CITY OF NOVI

Regular Meeting

July 11, 2012 7:00 PM

Council Chambers | Novi Civic Center | 45175 W. Ten Mile
(248) 347-0475

CALL TO ORDER

The meeting was called to order at or about 7:00 PM.

ROLL CALL

Present: Member Greco, Member Gutman, Member Lynch (arrived at 7:01), Chair Pehrson, Member Prince, Member Zuchlewski

Absent: Member Anthony (excused)

Also Present: Barbara McBeth, Deputy Director of Community Development; Kristen Kapelanski, Planner; Tom Schultz, City Attorney; Sarah Fleming, Planner; David Beschke, Landscape Architect; Adam Wayne, Staff Engineer.

MATTERS FOR CONSIDERATION

- 3. SET PUBLIC HEARING FOR AUGUST 8, 2012 FOR ZONING ORDINANCE TEXT AMENDMENT 18.261 TO PROVIDE REGULATIONS FOR ADMINISTRATIVE SITE PLAN APPROVAL**

Moved by Member Gutman, seconded by Member Greco:

ROLL CALL VOTE ON MOTION TO SET THE PUBLIC HEARING MADE BY MEMBER GUTMAN AND SECONDED BY MEMBER GRECO:

Motion to set a public hearing for Text Amendment 18.261 for August 8th. Motion carried 6-0.