



PLANNING COMMISSION 2013 ANNUAL REPORT

Prepared for consideration
December 5, 2013

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 typically 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, and are shown live on the city's webpage.

The Michigan Planning Enabling Act states "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

It is the function and duty of the Planning Commission to prepare a Master Plan For Land Use and to advise the City Council with regard to the proper development of the City of Novi. The Planning Commission reviews and makes recommendations to the City Council on all requests for a change in zoning and for zoning ordinance text amendments. The Commission also reviews and approves industrial, commercial and residential development site plans within the City.

A summary of the Planning Commission's activities had previously been included as a part of the City's Budget documents, but is provided separately here to further clarify the Commission's activities. This report is prepared for consideration at the Planning Commission's December 11, 2013 meeting, with the understanding that several items noted in this report are scheduled to be considered at that meeting.

MEMBERS OF THE PLANNING COMMISSION

In 2013, the following **Planning Commission Members** presided:

- Mark Pehrson
- Andrew Gutman (January-June)
- David Greco
- Mike Lynch
- Tony Anthony
- Dave Baratta (July-December)
- Robert Giacometti (July-December)
- Leland Prince (January-June)
- Ted Zuchlewski

The following Planning Commission Members served as **officers** in 2013:

- Mark Pehrson, Chair (January-December)
- Andrew Gutman, Vice Chair (January-June)
- David Greco, Secretary (January-June) and Vice Chair (July-December)
- Mike Lynch, Secretary (June-December)

SUPPORT FOR THE PLANNING COMMISSION

The staff liaison to the Planning Commission is Barbara McBeth, *AICP*, Deputy Director of Community Development.

Support to the Planning Commission is provided by the Planning Division of the Community Development Department.

Questions regarding this report may be directed to Barbara McBeth at 248-347-0475 or bmcbeth@cityofnovi.org

SUMMARY OF PLANNING COMMISSION ACTIVITIES

A summary of the Planning Commission's activities over the last three years is provided in the chart below:

	<u>2011</u>	<u>2012</u>	<u>2013*</u>
Meetings	15	15	14
Site Plans	22	20	40
Special Land Use Permits	7	4	8
Woodland Permits	2	4	8
Wetland Permits	1		4
Section 9 Façade Waivers	8	5	14
Stormwater Management	10	16	21
Text Amendments			
City Initiated	7	11	3
Applicant Initiated	2	8	1
"Other"	3	9	9
Rezoning	5	2	
Rezoning with PRO		1	1
RUD Amendments		1	2
Special Dev Option	1		1
Shared Parking			1
PD1 Option			2
Phasing Plan	1	1	
Set a public hearing	<u>7</u>	<u>11</u>	<u>1</u>
Total	76	93	116

*Including those activities scheduled to be considered in December, 2013

HIGHLIGHTS FROM PLANNING COMMISSION ACTIVITIES IN 2013

The Planning Commission as a whole held a total of 14 meetings in 2013. Some highlights from the Commission's actions in 2013 are as follows.

ORDINANCE AMENDMENTS

The Planning Commission held public hearings and made recommendations on the following ordinance amendment topics:

- **Car rental facilities in the I-1 District**
 - **Bicycle Parking Requirements**
 - **Liquor License Requirements**
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REZONINGS WITH PLANNED REZONING OVERLAY

The Planning Commission held a public hearing and considered the following Rezoning Request with Planned Rezoning Overlay:

- **Berkshire Pointe**
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SITE PLANS REVIEWED BY THE PLANNING COMMISSION

The Planning Commission considered the following site plans:

- **The Reserve of Island Lake**, Phase 7 consisting of 74 units
- **McDonalds Rebuild**, at 21050 Haggerty Road, north of Eight Mile Road
- **Andelina Ridge**, a 146 unit residential development using the Open Space Preservation Option.
- **Interior Environments**, to expand the parking area, update the façade
- The **Kroger Company** of Michigan, **open pavilion** space
- **Panera Bread** with a drive-through lane.
- **Chili's Restaurant Re-imaging**, to update the existing façade
- **Olive Garden Façade Update**
- **Advanced Auto Parts**, new retail store

- **GFS Marketplace**, a new 16,000 square foot retail store.
- **Detroit Metropolitan Credit Union**, a new 3,000 square foot Credit Union
- The **Cheesecake Factory**, at the Twelve Oaks Mall.
- **Adams Tech Center**, a 56,784 square foot speculative office building
- **Cadillac of Novi** for an additional sign
- **Oberlin** development to construct a 50 unit residential development using the Open Space Preservation Option.
- **Adams Sports Medicine and Physical Therapy** to occupy a 2,000 square foot space as a medical office use.
- **Sri Venkateswara Temple** to modify the approved facades and install a 'temporary façade' in place of the 'permanent façade' for a limited period of time.
- **IHOP Restaurant** to modify the façades of an existing building for a new restaurant.
- **Starbucks** to construct a 2,032 square foot Starbucks restaurant with an accessory drive-through lane.
- **La-Z-Boy Furniture** to update the façade of the building
- **Tom's Bar and Grill**, to construct a 5,700 square foot sit-down restaurant.
- A new **business warehouse use** at 22222 Roethel
- **Lot 38 Beck North, Creform** Façade alterations
- **Skyzone**, to construct an 80,230 square foot building for an indoor trampoline center and speculative office and manufacturing space.
- **Triangle Place**, a new 2,420 square foot speculative office and retail building.
- **Eberspaecher North America**, to add parking to the site to accommodate an additional working shift as well as an outdoor storage tank
- **Charneth Fen**, to alter the footprint and layout for the site along with revised elevations and floor plans
- **Sundance Grill and Cantina** (fka Ole Ole), to seek a waiver for non-compliance with the Façade Ordinance
- **HomeGoods** store entry renovation
- **Suburban Infinity** Façade modifications
- **International Oriental Rug**, to modify the façade of the existing building
- **Varsity Lincoln Properties**, to add a 49,100 square foot vehicle display lot

- The **Hertz Corporation** to occupy a 2,500 square foot space and 20 parking spaces for an auto rental facility.
- **GRB Novi LLC** to demolish a portion of an existing building, update the building façade, install additional parking and provide area for landbanked parking.
- **Socialite Bistro**, to modify the building façade
- **The Kroger Company** of Michigan for a 2,019 square foot addition to an existing building
- **Tom's Bar and Grill**, for Revised Stormwater Management Plan approval for a new 5,700 square foot sit-down restaurant.*
- **Indo Fusion** for a modified façade at the existing restaurant.*
- **Berkshire Pointe**, for an 86 unit single-family residential development.*
- **Erickson Living Fox Run** to revise the layout of the remaining buildings in Phase 2. *
- **The Preserve of Island Lake (Phase 8 of Island Lake of Novi)** to add a 45 residential units and modify the number of units permitted in the RUD Agreement from 884 to 903 in order to allow for this development.*

*These items are scheduled for the December 2013 Planning Commission meeting.

REPORTS OR SPECIAL PROJECTS

- The Planning Commission held a public hearing on the **2013-2019 Capital Improvement Program** and approved the document for further consideration as a part of the City's Planning and Budget Process.
- The Planning Commission reviewed staff's update on the progress that has been made in the **implementation of the Non-Motorized Master Plan**.
- The Planning Commission reviewed and approval of the proposed **2013-2014 Planning Commission Budget**.
- The Planning Commission reviewed the **Planning Commission 2012 Annual Report**.
- The Planning Commission members participated in the **Town Center Drop-In Open House**, reviewed written reports provided for this study, and participated in an on-line survey, and participated in discussion following a presentation on the Town Center Study, now underway.

TRAINING OPPORTUNITIES

- New Planning Commission Member Giacometti attended the **Planning Commissioner Training** opportunity at the Fall MAP Michigan Association of Planning Conference.
- In the Fall, the Planning Commission as a whole participated in a training session entitled, "**How to Bring Green and Sustainable Development to the City of Novi**". The presentation was by James L. Newman of the Detroit Chapter of the US Green Building Council.
- All members were provided with **American Planning Association subscription magazines**, as well as the publications from the **Michigan Association of Planning**
- All members participated in the training sessions to learn how to **access Planning Commission packets electronically** through the use of **tablet computers**.

LOOKING AHEAD

In 2014, Planning staff expects that development activities will continue to pick up pace, as they have the last two years, resulting in additional site plan requests for the Planning Commission. Additionally, the Planning Commission will be asked to participate in special projects:

Ordinance Reformatting

The Planning Commission will review the final **Zoning Ordinance Reformatting Project, referred to as Clearzoning**, and hold a public hearing for consideration and possible adoption of the reformatted Zoning Ordinance. The reformatted code replaces traditional text, charts and graphs by consolidating text, adding graphics, reducing bulk and clarifying regulations. The end result will be a pdf file providing hyperlinked text references using Adobe Acrobat Reader that will serve the development community, the Planning Commission and City Council and the City's staff and consultants in reading and applying the Zoning Ordinance. While no substantive changes are proposed to the text, but to simply format the language into a new version that will be easier to use. One additional benefit is that current inconsistencies in ordinance language will be identified and addressed as a part of this process.

Town Center Area Study

It has been 25 years since the City of Novi first envisioned a Town Center area. This long-term vision has resulted in a collection of quality developments, including commercial, office and residential areas. Because of recent significant public and private reinvestment in this area, and the renewed energy brought by a number of new land owners, the City is reviewing and updating its Master Plan for the area to ensure it reflects today's vision.

The Planning Commission received a report from the City's consultant at the November meeting, including **the following summary:**

Public Input

In addition to the stakeholder meetings, a public open house was held on September 11, 2013. Property owners within the study area were notified and invited to attend this informal open house and provide comments on the future vision for this area. Input from the stakeholder meetings and public open house will be included within our report.

Master Plan Update

The study team has been investigating the nine (9) sub areas within the Town Center area. Land use alternatives are being considered with various arrangements of retail, residential, office and restaurant uses. Recommendations will be provided which can be considered for future Master Plan adjustments.

Design Guidelines

The City's current design guidelines for the Town Center area will be evaluated. Ideas have been assembled on design guideline adjustments for pedestrian plazas, parking lots, streetscape amenities, lighting, and sidewalk pavers.

Way Finding

Improved signage will provide easier accessibility and way finding throughout the Town Center area.

Zoning Adjustments

Zoning adjustments for the Town Center area may be considered. This will include adjustments to the permitted and special uses as well as to zoning regulations and form based standards.

In 2014, the Planning Commission will be presented with the findings of the Town Center Study for review and discussion, prior to the study being forwarded to the City Council.