



**2016-2017 FISCAL YEAR ANNUAL REPORT
CITY OF OAK PARK PLANNING
COMMISSION**

**ECONOMIC DEVELOPMENT AND
COMMUNICATIONS DEPARTMENT**

Kimberly Marrone, Economic Development and Communications
Director

PLANNING DEPARTMENT

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Message from the Director

The Michigan Planning Enabling Act requires an annual report to be submitted to the legislative body in regards to planning and development. I am happy to present this report to both the Planning Commission, Zoning Board of Appeals and City Council.

Section 19 (2) of the Michigan Planning Enabling Act provides that:

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.

Fiscal 2016-2017 was a busy year in the Economic Development and Communications Department 2016 and the Planning Commission in particular. Together we have completed several projects, most notably the adoption of the City of Oak Park Master Plan. We have also discussed and started several new endeavors that will impact and help transform our city for years to come.

Kimberly Marrone
Economic Development and Communications Director

Planning

Long range planning for the physical development of the City of Oak Park is the primary focus of the Planning Department. In addition to preparing and maintaining the Master Plan the department is responsible for the administration of the Zoning Ordinance and other planning tools to achieve the goals and objectives listed in the plan. The day to day operations of the planning and zoning functions for the City include addressing a considerable amount of phone calls, emails, and visits from the public, as well as administrative duties including preparation of public hearing notices, meeting minutes, scheduling of meetings and preparing meeting packets.

For those seeking project specific approvals, staff spends a substantial amount of time with potential applicants to ensure they have a clear understanding of their options as well as the process involved for each one. Staff diligently works with developers through the site plan review application and encourages all to attend a pre-application meeting prior to submission.

Planning Commission

Commission Members

Gary Torgow, Chairperson
Joe B. Brown, Vice Chairperson
Marian McClellan, Mayor
Carolyn Burns, Mayor Pro Tem
Michael Eizelman, Secretary
Erik Tungate, City Manager
Michael Seligson
Howard Tkatch
Marie Walters-Gill

Summary

The Planning Commission is a nine-member volunteer board appointed by the Mayor and approved by the City Council. They are responsible for planning the future growth of the community and review of specific development projects including special use permits, zoning ordinance amendments, and property rezoning requests. The Planning Commission is also charged with the preparation and adoption of plans for the City including the Master Plan and Capital Improvement Plan.

The Planning Commission meets at 7:00 P.M. on the second Monday of each month in the City Council Chamber. Planning enabling legislation outlines that the Commission should represent a broad spectrum of interests, including industry, transportation, commerce, education, agriculture, etc.; this same statute outlines that the Commission should represent the various geographic areas of the City. As provided for by statute, there are two City Council members appointed to the Planning Commission each with voting rights and one member of the Planning Commission also serves on the Zoning Board of Appeals.

Planning Commission Meetings

During fiscal 2016-2017, the Planning Commission conducted nine regular meetings. Over the course of the year, three meetings were cancelled for lack of business. Following is a summary of Planning Commission Action from the past year:

<u>DATE</u>	<u>ACTION</u>
8/8/16	<p>Memorandum on Administrative Approval of Jefferson Oaks Site Plan amendment.</p> <p>Master Plan revision update.</p>
9/12/16	<p>Request to schedule Public Hearing to rezone 13200 Oak Park Boulevard from R-1, One Family Dwelling District to RM-1, Low-rise Multi-Family Residential District.</p> <p>Request to schedule Public Hearing for amendments to the Zoning Ordinance.</p> <p>Presentation of findings from Master Plan citizen surveys.</p> <p>Consideration of the draft City of Midland Capital Improvement Plan.</p>
10/10/16	<p>Memorandum on Administrative Approval of Hutch Jewelry, 23400 Greenfield, Site Plan – no action required by Planning Commission.</p> <p>Public Hearing to consider a request from Pioneer Health Care Management for the proposed rezoning of 13200 Oak Park Boulevard, from R-1, One Family Dwelling District to RM-1, Low-Rise Multi-Family Residential District.</p> <p>Planning Commission action regarding the request from Pioneer Health Care Management for the proposed rezoning of 13200 Oak Park Boulevard, from R-1, One Family Dwelling District to RM-1, Low-Rise Multi-Family Residential District.</p> <p>Public Hearing to receive comments on proposed text amendments to the R-1, One Family Dwelling District, R-2, Two Family Dwelling District, and the RM-1 & RM-2, Multi-Family Residential District.</p> <p>Planning Commission action on proposed text amendments to R-1, One Family Dwelling District, R-2, Two Family Dwelling District, and the RM-1 & RM-2, Multi-Family Residential District.</p>

- 11/14/16 Best Friends Child Care Center, 8430 Nine Mile Road - Final Site Plan Review.
- Vehicle Dealer Licenses – proposed moratorium.
- Master Plan – schedule Public Hearing.
- Proposed Bylaw Amendment – proposed meeting time changed to 7:00 p.m..
- 12/12/16 Discussion of Draft Master Plan and request to City Council for approval to distribute Draft Master Plan.
- City of Berkley Residential Future Land Use Master Plan Amendment..
- 3/13/17 Public Hearing to receive public comments on a Proposed Master Plan for the City of Oak Park.
- Consideration of Adoption of Proposed Master Plan for the City of Oak Park.
- City of Southfield Northland Sub Area Master Plan Amendment.
- 4/24/17 Public Hearing to consider a request submitted by Sweet Soul Bistro Restaurant for Special Land Use approval to allow for a Restaurant that serves alcoholic liquor to be located at 13400 Eight Mile.
- Planning Commission action regarding a request submitted by Sweet Soul Bistro Restaurant for Special Land Use approval to allow for a Restaurant that serves alcoholic liquor to be located at 13400 Eight Mile.
- Public Hearing to consider a request submitted by Pioneer Health Care Management for Special Land Use approval to allow for a skilled nursing facility to be located at 13200 Oak Park Boulevard.
- Planning Commission action regarding a request submitted by Pioneer Health Care Management for Special Land Use approval to allow for a skilled nursing facility to be located at 13200 Oak Park Boulevard.
- Proposed text amendments to create new regulations for Class A, B & W Vehicle Dealers and modify provisions for Outdoor Storage Yards.
- Proposed Self-Storage Facility moratorium.
- City of Detroit - Detroit Master Plan of Policies Amendment.
- 5/8/17 Public Hearing to receive comments on proposed text amendments to Article VIII, B-2, General Business District, Article IX, Light Industrial District and Article XIX Special Land Uses. The proposed text amendments to these districts would create new regulations for Class A,

B & W Vehicle Dealers and modify provisions for Outdoor Storage Yards.

Planning Commission action on proposed text amendments text amendments to Article VIII, B-2, General Business District, Article IX, Light Industrial District and Article XIX Special Land Uses. The proposed text amendments to these districts would create new regulations for Class A, B & W Vehicle Dealers and modify provisions for Outdoor Storage Yards.

Aldi Food Market, 26300 Greenfield, Site Plan Review.

Schedule Public Hearing for Michigan Dessert property.

Capital Improvement Program 2017-2018 Annual Budget.801 Joe Mann Boulevard.

6/12/17 Distribution of Adopted City of Oak Park Master Plan.

Public Hearing to consider a proposed rezoning of a 0.746 acre portion of the southeast corner of Lessenger Park, from R-1, One-Family Dwelling District to LI, Light Industrial District.

Planning Commission action regarding the a proposed rezoning of a 0.746 acre portion of the southeast corner of Lessenger Park, from R-1, One-Family Dwelling District to LI, Light Industrial District.

Site Plan Review Process – Customer Feedback

Redevelopment Ready Communities Best Practice 3.9 requires that the City obtain customer feedback on the Site Plan Review process, as well as the permitting and inspection process. Where appropriate, improvements to the process identified through this feedback are to be integrated. Internally, lessons learned are to be captured and incorporated into future projects by the staff.

Since no formal process was previously in place to obtain customer feedback, each Site Plan Review applicant was contacted (or attempted to be contacted) by phone to discuss their experiences. For future years, a customer feedback survey is being developed for distribution to each applicant at the conclusion of each Site Plan Review process.

Feedback was solicited informally by communicating with businesses and developers to ask them about their experience in working with the City. Overall the feedback has been very positive with many commenting that the City was very accommodating and assisted them through the entire process. The ability to meet with staff prior to developing a Site Plan and also reviewing the site plans through the process was very invaluable and allowed the project to progress quickly. Many commented that the building department reviewed their plans quickly and the permitting fees and procedures were clearly communicated prior to the commencement of the project.

Moving forward the department will formally solicit feedback and report the results

back to the Planning Commission.

Planning Commission Training

Throughout the year the City Planner will inform the members of any training opportunities. We ask that the members who attend any of these trainings to notify the City Planner of their attendance so that we may track it in the future.

Future Planning Goals

Now that the City Master Plan has been completed the Planning Department will begin adopting the changes as identified in the Master Plan. These items are listed below:

- Explore potential transitional zones from commercial or industrial uses into neighborhoods as well as buffers to protect the residential areas – *mid-term goal*
- Evaluate and consider additional screening standards in Industrial areas. – *short term goal*
- Analyze the conversion of office buildings into other uses and zone appropriately – *mid-term goal*
- Amend zoning regulations to allow for other types of multi-family housing (i.e. live-work, mixed-use) – *short term goal*
- Create and adopt a Complete Streets plan. – *mid-term goal*
- Update zoning regulations and allow green storm water infrastructure design. – *mid-term goal*
- Revise parking requirements utilizing best practices of other cities and consider shared parking and payment in lieu as alternatives. – *short term goal*
- Update future land use map. – *short term goal*
- Review and amend city ordinances as necessary. - continuous

Zoning Board of Appeals

Purpose

The Zoning Board of Appeals (ZBA) is the only board authorized to interpret, waive or modify requirements of the City of Oak Park Zoning Ordinance. This Board operates as a quasi-judicial body similar to a court of appeals. Decisions made by the Zoning Board of Appeals are final. Relief from ZBA decisions are granted only by the Circuit Court.

Board Members who served during 2016-2017:

Louis H. Landau, Chairperson
Sherman C. Barton
Jack Blumenkopf
James Huston
Nathan Peiss
Michael Seligson

Summary

The Zoning Board of Appeals consists of six members who were appointed by the City Council. The Zoning Board of Appeals conducts regular, public meetings in City Council Chambers on the fourth Tuesday of each month at 7:30 p.m. Meeting agendas are posted on the City web site.

Zoning Board of Appeals Meetings

During 2016-2017, the Zoning Board of Appeals conducted three regular scheduled meetings. Nine meetings were cancelled for lack of business. Following is a summary of Zoning Board of Appeals Action from the past year:

- 8/23/16 CASE NO. 16-05: Signarama, on behalf of Wolfson Dental, 26601 Coolidge, has made an appeal for a variance from the provisions in the Zoning Ordinance, Article XVIII, to allow for a sign that does not meet the provisions of the sign section of the Zoning Ordinance. - APPROVED
- 5/23/17 CASE NO. 17-01: Vincent Ashley, on behalf of Ferguson AAA Insurance Agency, 13671 Eleven Mile Road, has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance, Article XVIII, to allow for a sign that does not meet the provisions of the sign section of the Zoning Ordinance. - APPROVED
- 6/27/17 CASE NO. 17-02: Mr. Robert Crenshaw, 8468 Yale, has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance, Article XVI, to allow for the construction of a carport which does not meet the side yard setback requirements. – APPROVED

Zoning Board of Appeals Training

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