



**2019-2020 FISCAL YEAR ANNUAL REPORT
CITY OF OAK PARK
PLANNING COMMISSION
ZONING BOARD OF APPEALS**

ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT
Kimberly Marrone, Economic Development Director
Colton Dale, Economic Development & Planning Specialist

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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 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 Year 2019-2020 was a busy year for the Economic Development and Planning Department and the Planning Commission in particular. Despite the impacts of the COVID-19 pandemic, we have completed several projects and put several more in the pipeline, aided countless small businesses during a time a great need, and are almost done revising and updating the City's Zoning Ordinance.

Kimberly Marrone,
Economic Development and Planning Director

PLANNING

Long-range planning for the physical development of the City of Oak Park is the primary focus of the Economic Development and 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 Master 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 7:00pm on the second Monday of each month in the City Council Chambers. 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 Year 2019-2020, the Planning Commission conducted eight regular meetings. Over the course of the year, four regular meetings were cancelled for lack of business. The following is a summary of Planning Commission actions from Fiscal Year 2019-2020:

| Date | Action |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 8, 2019 | Approved Final Site Plan for Forgotten Harvest, 15000 Eight Mile Rd, with conditions. |
| Aug 12, 2019 | Meeting cancelled due to lack of business |
| Sept 9, 2019 | Public Hearing for consideration of request submitted by Car Stop Automotive for Special Land Use approval for a Vehicle Dealer and Collision Shop, 21006 Coolidge Hwy. Approved request submitted by Car Stop Automotive for Special Land Use approval for a Vehicle Dealer and Collision Shop, 21006 Coolidge Hwy. Approved Final Site Plan for Planet Property, LLC, 21815 Republic Ave, with conditions. Approved Final Site Plan for Equity Holding Company, LLC, 26705 Coolidge Hwy, with conditions. Scheduled Public Hearing for proposed sign ordinance for Tuesday, October 8, 2019. Report by City Planner Kevin Rulkowski regarding Forgotten Harvest requesting to move their previously approved Final Site Plan for 15000 Eight Mile Rd from the west side of the property to the east side of the property. |
| Oct 14, 2019 | Meeting cancelled due to lack of business |
| Nov 12, 2019 | Received administrative approval of Final Site Plan for Forgotten Harvest, 15000 Eight Mile Rd, from City Planner Kevin Rulkowski. Received 2018-2019 Annual Report of the City of Oak Park Planning Commission from City Planner Kevin Rulkowski. Public Hearing for proposed text amendments to Article II, Definitions and Article XVIII, Signs. |

Approved proposed text amendments to Article II, Definitions and Article XVIII, Signs.

Public Hearing for consideration of a request submitted by Nona Restaurant for Special Land Use approval to allow for a restaurant that serves alcoholic liquor to be located at 25850 Greenfield.

Approved a request submitted by Nona Restaurant for Special Land Use approval to allow for a restaurant that serves alcoholic liquor to be located at 25850 Greenfield.

Approved Final Site Plan for 1-800 Self Storage, 15160 Eight Mile Rd, with conditions.

Dec 9, 2019 Meeting cancelled due to lack of business

Jan 13, 2020 Meeting cancelled due to lack of business

Feb 10, 2020 Public Hearing for consideration of a request submitted by Dog and Pony Show Brewing for Special Land Use approval for a brewery that serves alcoholic liquor to be located at 14661 Eleven Mile Rd.

Approved a request submitted by Dog and Pony Show Brewing for Special Land Use approval for a brewery that serves alcoholic liquor to be located at 14661 Eleven Mile Rd, with conditions.

March 9, 2020 Received letter from City of Detroit Planning Commission regarding proposed amendment of the Detroit Master Plan of Policies.

Public Hearing for consideration of a request submitted by Unexpected Craft Brewing for Special Land Use approval for a brewery that serves alcoholic liquor to be located at 14401 Eleven Mile Rd.

Approved a request submitted by Unexpected Craft Brewing for Special Land Use approval for a brewery that serves alcoholic liquor to be located at 14401 Eleven Mile Rd, with conditions.

Public Hearing for consideration of a request submitted by The Oakparker for Special Land Use approval for a restaurant that service alcoholic liquor to be located at 13621 Eleven Mile Rd.

Approved a request submitted by The Oakparker for Special Land Use approval for a restaurant that service alcoholic liquor to be located at 13621 Eleven Mile Rd.

- Tabled Final Site Plan for Mackey Holdings, 13200 Capital St, until additional information is provided regarding sound and vibration.
- April 13, 2020 Approved Final Site Plan for Sunnyside Enrichment Center, 10440 Nine Mile Rd, with conditions.
- Approved Capital Improvement Plan and recommended it for City Council approval.
- May 11, 2020 Public Hearing for consideration of a request submitted by Mad Crab Seafood for Special Land Use approval for a restaurant that service alcoholic liquor to be located at 13351 & 13361 Ten Mile Rd.
- Approved a request submitted by Mad Crab Seafood for Special Land Use approval for a restaurant that service alcoholic liquor to be located at 13351 & 13361 Ten Mile Rd, with conditions.
- Approved Final Site Plan for Mackey Holdings, 13200 Capital St, with conditions.
- June 8, 2020 Public Hearing for proposed text amendments to Article VII, Sidewalk Sales.
- Approved proposed text amendments to Article VII, Sidewalk Sales.
- Approved Final Site Plan for Kendall Daycare, 15421 Nine Mile Rd, with conditions.
- Approved Master Plan amendments that will allow for the sale of a portion of Jackson Park to Ferndale Schools with the intent to build a new school.

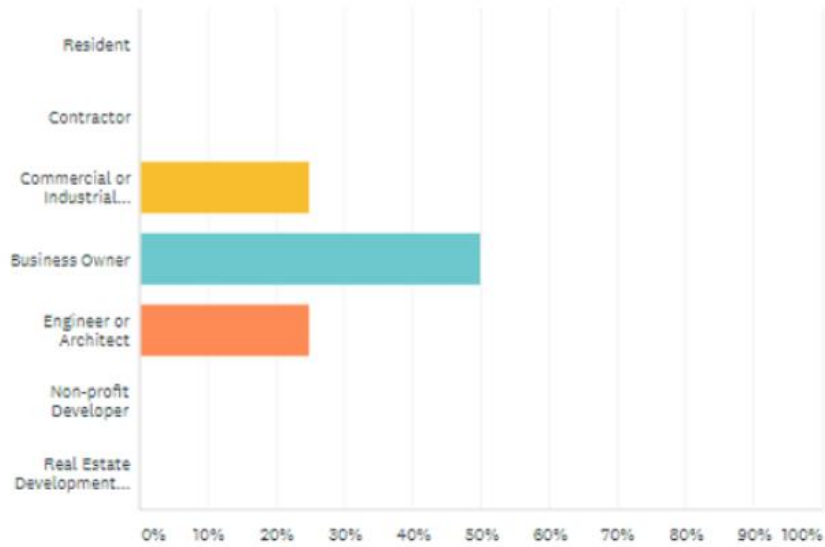
SITE PLAN REVIEW PROCESS – CUSTOMER FEEDBACK

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.

A survey was created to solicit feedback to determine if the Site Plan Review Process was satisfactory or could use improvements. Below is a synopsis of the input we received:

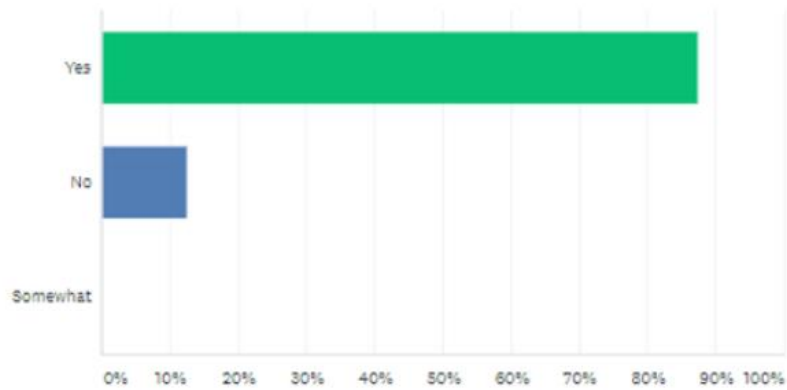
Please indicate the category to which you belong below:

Answered: 8 Skipped: 0



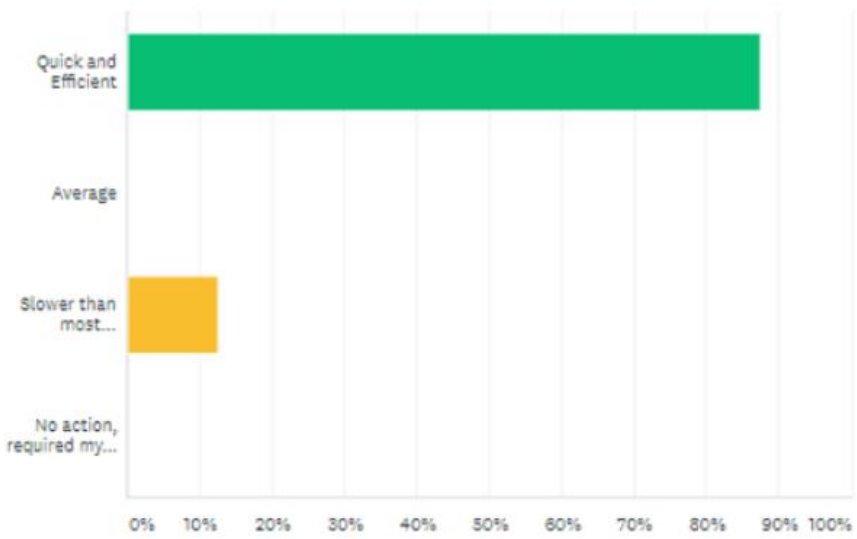
Did you find the Site Plan Approval process to be well organized and easy to navigate?

Answered: 8 Skipped: 0



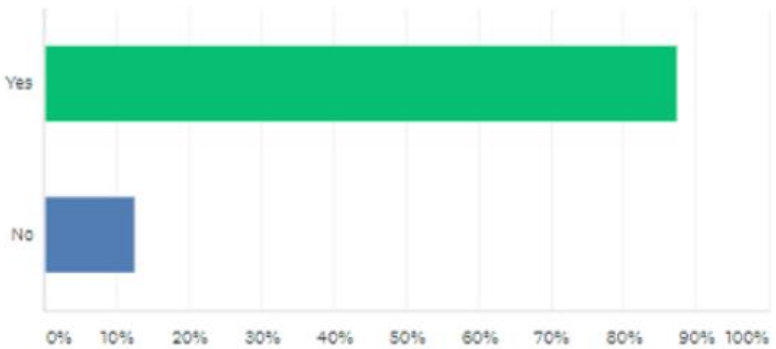
How would you rate the pace of the Site Plan Approval process?

Answered: 8 Skipped: 0



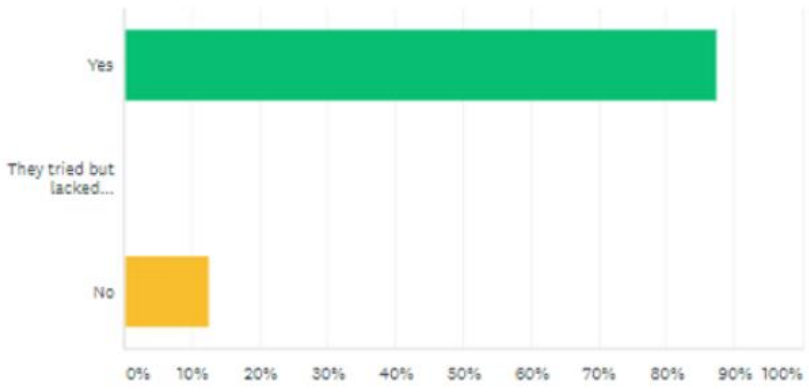
Do you feel the Planning Commission was thorough; understanding your concerns and addressing all of the important and relevant items?

Answered: 8 Skipped: 0



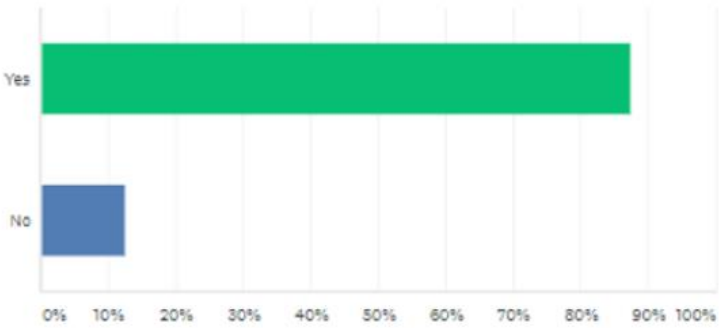
Were the City staff and/or Planning Commission members responsive to your questions, comments, or concerns?

Answered: 8 Skipped: 0



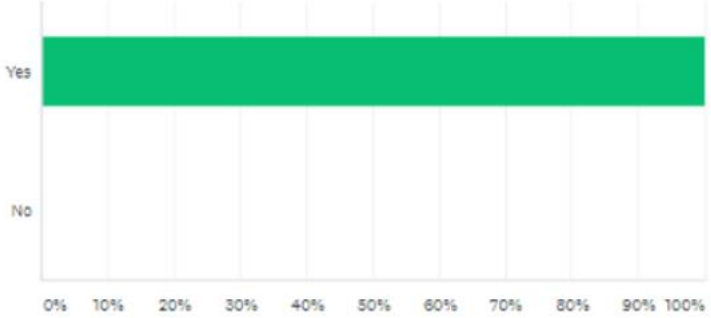
Did you find the Site Plan approval to be a fair and judicious process compared to other municipalities?

Answered: 8 Skipped: 0



Did you feel that the final decision was consistent with the governing guidelines of the Site Plan approval process?

Answered: 8 Skipped: 0



Q9

Thank you for your feedback. Please feel free to write additional comments, suggestions or concerns in the form below.

Kim Marrone is great

We are very pleased to be operating our Business in the City of Oak Park. It's been a great fit for us and we are pleased with the responsiveness and services we received from Building Department, Water Department Fire, Police and Public safety Oak Park offers. The City seems to be running very efficiently.

Enjoy working with the City of Oak Park!

Kim and the staff were responsive and helpful.

Kim Marrone is great. Thank you

PLANNING COMMISSION TRAINING

There was no training due to COVID-19.

FUTURE PLANNING GOALS

The Economic Development and Planning Department continues to adopt changes and work toward goals outlined in the City's Master Plan. The Master Plan was updated this summer to reflect edits to the City's future land use plans, specifically the use of Jackson Park on the City's east side. This update comes approximately two years ahead of what would be statutorily mandated, as to also ensure that the Master Plan lines up well with the newly updated Council Strategic Plan.

We are in the final stage of amending our zoning ordinances and plan to complete this project by the end of this calendar year.

Short-term planning goals include but are not limited to:

- Bringing to fruition the several economic development projects that are in the pipeline that were delayed due to the COVID-19 pandemic;
- Evaluate and consider additional screening standards in industrial areas;
- Revise parking requirements utilizing best practices of other cities;
- Review and amend city ordinances as necessary (continuous);
- Update building and planning documents to reflect recently-made changes.

Mid-term planning goals include but are not limited to:

- Update future land use map;
- Plan for the continuation of the Nine Mile Redesign westward;
- Explore the rezoning of more areas in the City to mixed-use zoning;
- Explore potential transitional zones from commercial or industrial uses into neighborhoods, as well as buffers to protect residential areas.

ZONING

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.

ZONING BOARD OF APPEALS

Board Members

James Huston, Chair
Jack Blumenkopf
Taleesa D. Anderson

Abrahma (Avi) Snider
Kristina Andreski-Price
Michael Seligson

Summary

The Zoning Board of Appeals consists of members who are 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 7:30pm. Meeting agendas are posted on the City website.

Zoning Board of Appeals Meetings

During Fiscal Year 2019-2020, the Zoning Board of Appeals conducted four regular meetings. Over the course of the year, seven regular meetings were cancelled for lack of business. The following is a summary of Zoning Board of Appeals actions from Fiscal Year 2019-2020:

| Date | Action |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 23, 2019 | CASE 19-03: Keith Travis Jr. on behalf of Q1 Services, 13351 Kenwood St. Requested variance of Zoning Ordinance Article XVI that requires rear yard setback of thirty (30) feet. Applicant is requesting a waiver of eight (8) feet, ten (10) inches to allow the rear yard setback to be twenty-one (21) feet, two (2) inches. APPROVED. |
| | CASE 19-04: Tonisha and Terril Wilson, 23410 Radcliff St. Appeal made for variance from Zoning Ordinance Article XVI to allow for the construction of a garage that does not meet lot coverage requirements. CASE WITHDRAWN. |
| Aug 27, 2019 | CASE 19-05: Keith Wood, 12800 Oak Park Blvd. Requested variance of Zoning Ordinance Article XVI that requires side yard |

setback of fifteen (15) feet on corner lots. Applicant is requesting a waiver of nine (9) feet to allow the side yard setback to be six (6) feet.

TABLED.

- Sept 24, 2019 CASE 19-05: Keith Wood, 12800 Oak Park Blvd. Requested variance of Zoning Ordinance Article XVI that requires side yard setback of fifteen (15) feet on corner lots. Applicant is requesting a waiver of nine (9) feet to allow the side yard setback to be six (6) feet.
DENIED and PRE-APPROVED a variance to keep porch in line with the building line of the house – eleven (11) feet from the property line.
- Oct 22, 2019 Meeting cancelled due to lack of business
- Nov 26, 2019 CASE 19-07: 1-800 Self Storage, 11560 Eight Mile Rd. Requested variance of Zoning Ordinance Article XVII that requires the self-storage facility as proposed to provide 60 parking space. Applicant is requesting a waiver of seven (7) parking spaces to allow for the self-storage facility to provide fifty-three (53) parking spaces.
APPROVED.
- December No December Meeting
- Jan 28, 2020 Meeting cancelled due to lack of business
- Feb 25, 2020 Meeting cancelled due to lack of business
- March 24, 2020 Meeting cancelled due to lack of business
- April 28, 2020 Meeting cancelled due to lack of business
- May 26, 2020 Meeting cancelled due to lack of business
- June 23, 2020 Meeting cancelled due to lack of business

ZONING BOARD OF APPEALS TRAINING

There was no training due to COVID-19.