



2017-2018 FISCAL YEAR ANNUAL REPORT CITY OF OAK PARK PLANNING COMMISSION

ECONOMIC DEVELOPMENT AND COMMUNICATIONS DEPARTMENT

Kimberly Marrone, Economic Development and Communications
Director

PLANNING DEPARTMENT

Kevin Rulkowski, City Planner

TABLE OF CONTENTS

Topic Page

FORWARD

Message from the Director 3

PLANNING

Planning Commission 4

Zoning Board of Appeals 12

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 2017-2018 was a busy year in the Economic Development and Communications Department and the Planning Commission in particular. Together we have completed several projects, most notably we became a Michigan Redevelopment Ready Community. 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 2017-2018, the Planning Commission conducted eight regular meetings. Over the course of the year, four 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>
7/10/17	<p>Schedule a public hearing for the August 14, 2017 Planning Commission meeting for the purpose of reviewing the PMF Development/Site Plan from SPERO Housing.</p> <p>Schedule a public hearing for the August 14, 2017 Planning Commission meeting to consider the proposed changes to the Planned Multifamily District.</p>
9/11/17	<p>Public hearing and approval of the proposed text amendments to Article XIII, PMF, Planned Multi-Family Districts.</p> <p>Approve final site plan for Spero Housing Group and Southwest Housing Solutions on a Planned Multi-Family Development Site Plan, 21111-21435 Coolidge Highway.</p> <p>Public hearing and approval for 8MK Restaurant Site Plan and Special Land Use to allow for a Restaurant that serves alcoholic liquor to be located at 12700 Eight Mile.</p> <p>Approve the Final Site Plan for Michigan Dessert at 10750 Capital for building expansion project.</p> <p>Approved CRDN (Huntington Cleaners), 8775 Capital Site Plan for a 10,600 square foot addition to their facility at 8775 Capital.</p>
10/9/17	<p>Approved Congregation Dovid Ben Nuchim Site Plan for a building addition at 14800 Lincoln Avenue. The proposed 2,647 square foot addition will house a larger library and conference room as well as offices.</p> <p>Schedule public hearing to consider Proposed Zoning Ordinance text amendment for Self-Storage Facilities.</p> <p>Schedule a public hearing for Proposed Zoning Ordinance text amendments to Section 1725 Site Plan Review to comply with RRC.</p> <p>The Planning Commission welcomed Christopher Germain, AICP, from the Michigan Economic Development Corporation who gave a presentation to overview the State of Michigan's Redevelopment Ready Certification program.</p> <p>Chairperson Torgow referenced the 2016-2017 Fiscal Year Planning Commission Annual Report provided by Community and Economic Development Director Marrone and City Planner Rulkowski.</p>

- 11/13/17 Public hearing and approval of proposed text amendments to Article II, Definitions, Article VIII, Section 802, Special Land Uses and Article XIX, Section 1919, Self-storage Warehouse. The text amendments for Self-storage Warehouse uses would no longer permit the use in the B-2, General Business District and update the regulations for these uses where they are permitted.
- Public hearing and approval of proposed text amendments to Article XVII, Section 1725, Site Plan Review. The proposed text amendments to the Site Plan Review section would streamline the review process and no longer require City Council approval.
- Approve Final Site Plan for Value Wholesale for two additions to their warehouse facility at 15188 Eight Mile Road. The two additions of 4,505 square feet and 34,716 square feet will connect what are currently three buildings into one 146,814 square foot warehouse.
- Schedule a Public Hearing to receive comments on Proposed Zoning Ordinance text amendments for Indoor Recreational Uses in L1, Light Industrial Districts.
- 12/11/17 Public hearing and approval of text amendments to Article IX, Light Industrial Districts. The text amendments would allow for some indoor recreation uses to be permitted in the Light Industrial District.
- Approve Final Site Plan for Schostak Brothers, Northland Plaza, 21260-21280 Greenfield (proposed), to construct an 11,701 square foot shopping center.
- 2/12/18 Public Hearing and approval of proposed text amendments to consider text amendments to Article III, Zoning Districts & Map, Article XV Reserved (proposed MX-1 Mixed Use District), Article XVI, Schedule of Regulations, Article XVIII, Signs, Sections 1803 & 1805, Article XIX Special Land Uses, new Section 1931, Residential Dwelling Units in Mixed Use Districts. The proposed text amendments would create the MX-1 mixed use district, which would allow for two or more residential, commercial, or industrial uses in a compact area.
- Approved the proposed rezoning of properties on Eleven Mile Road from Gardens Avenue west to Tulare Avenue, from LI, Light Industrial District to MX-1, Mixed Use District.
- Schedule a Public Hearing to receive comments on proposed Zoning Ordinance text amendments regarding Green Infrastructure, Non-traditional Housing and Building Design Guidelines for Monday, March 12, 2018.
- 3/12/18 Public Hearing and approval of proposed text amendments to Article II, Definitions, Article VI, RM-1 and RM-2 Multi-family Residential District, and Article XVII, General provisions. The proposed text amendments

would allow for additional housing types and create regulations for green infrastructure, natural landscaping, building design, mixed-use and bicycle parking.

Approval of Corsaut Building Ventures LLC Final Site Plan to construct an 18,600 square foot office/warehouse building at 15101 Eleven Mile Road.

Approval of Citizens Bank Final Site Plan to locate a drive-up ATM in the parking lot of the Oak Park Shopping Center (northwest corner of Coolidge Highway & Nine Mile Road). Citizens Bank will be locating a bank branch in the shopping center at 23067 Coolidge Highway.

4/9/18 Public Hearing and approval of proposed text amendments to Article II, Definitions, Article XV, MX-1 Mixed Use Districts, Article IX, LI Light Industrial Districts, and Article XIX, Special Land Uses. The proposed text amendments would create or modify regulations for restaurants, brew pubs, breweries, wineries and distilleries serving alcoholic liquor in certain Zoning Districts.

Assistant City Manager Kevin Yee presented the Commission with amendments to the City's Capital Improvement Plan, describing that this plan serves as a "wish list" or goals that the City would like to achieve in the near or distant future, as funding allows. The Capital Improvement Plan was approved by the Planning Commission.

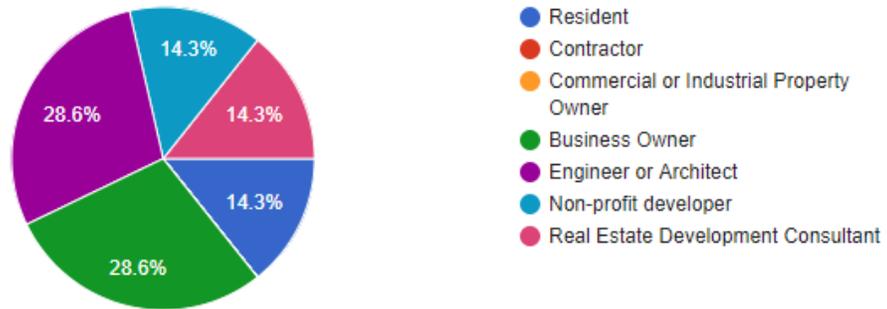
Site Plan Review Process – Customer Feedback

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 process was satisfactory or could use improvements. Below is a synopsis of the input we received.

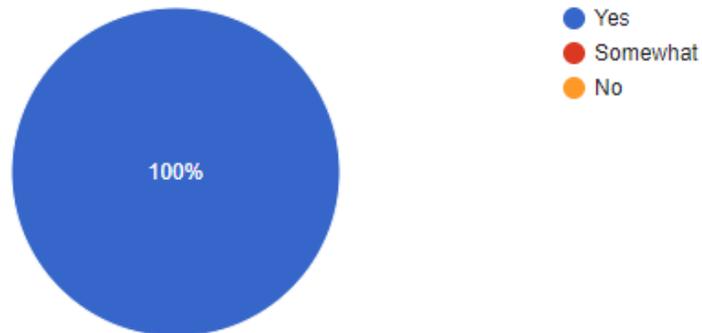
Please indicate the category to which you belong below:

7 responses



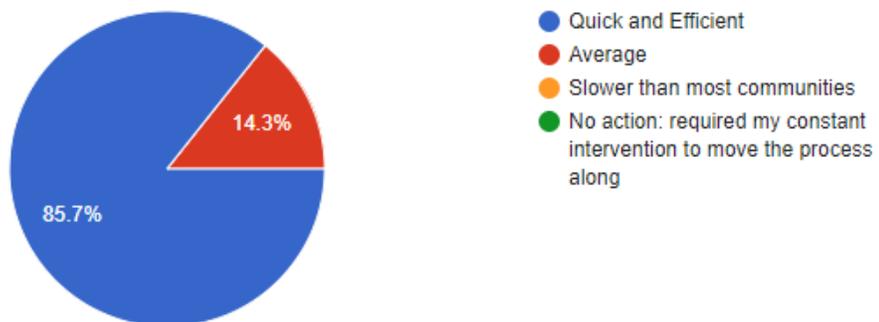
Did you find the Site Plan Approval process to be well organized and easy to navigate?

7 responses



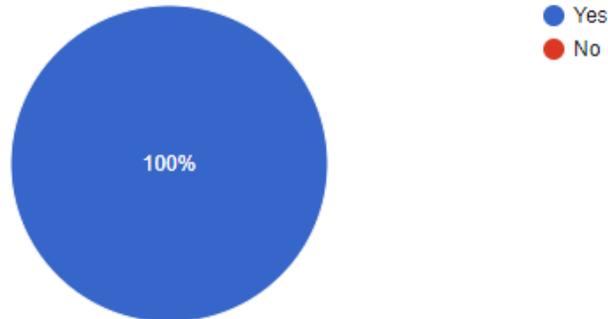
How did you find the pace of the Site Plan Approval process?

7 responses



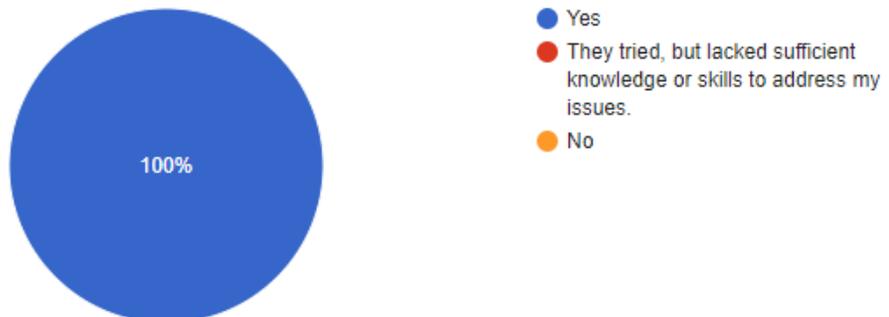
Do you feel that the Planning Commission was thorough; understanding your concerns and addressing all of the important and relevant items?

7 responses



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

7 responses



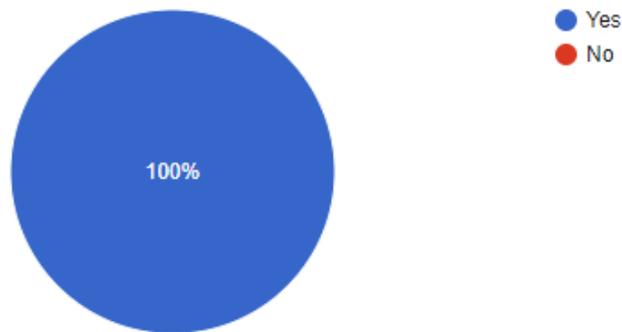
Did you find the Site Plan Approval to be a fair and judicious process compared to other municipalities?

7 responses



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

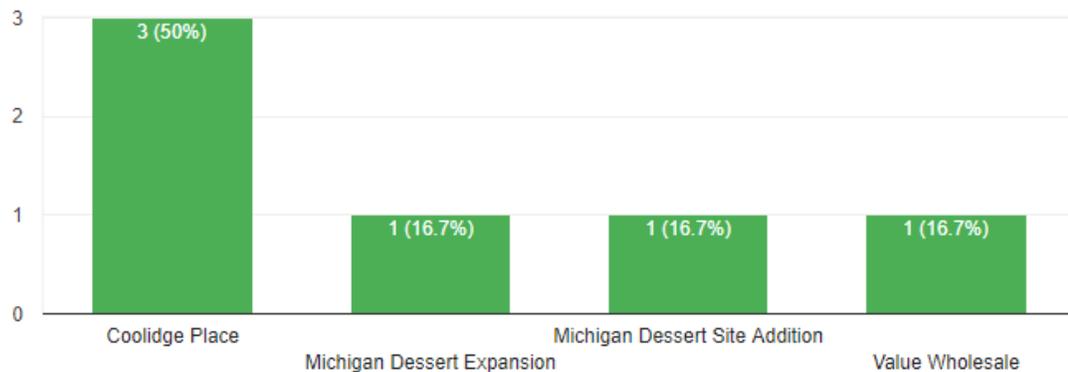
7 responses



What is the project/development you are affiliated with?



6 responses



Thank you for your feedback, Please write additional comments in the form below. Thank you for taking the time to complete this form.

5 responses

I have found both the City staff and Planning Commission to be very supportive and helpful. I have only heard positive things from all members of our development team.

Keep up the good work. Give us a call if there is something that Nowak and Fraus Engineers can help you with.

City staff, in particular Kimberly Marrone, were extremely helpful in helping us navigate process.

Oak Park has always been great to work with and we love doing business in this city!

The City of Oak Park staff were always quick to respond to questions and a pleasure to deal with. They were helpful assisting our team navigate the entire Site Plan Approval process and were expedient in providing answers to our questions.

Planning Commission Training

Throughout the year the City Clerks' office has informed the members of any training opportunities. We encourage members to attend these trainings and to notify the City Planner of their attendance so that we may track it.

Future Planning Goals

Through the City Master Plan the Planning Department has begun adopting the changes as identified in the Master Plan. We have also hired a consulting firm to assist the department to look at our current ordinances and provide suggested changes to the ordinances as well as possible changes to the zoning districts. The items from the Master Plan 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*
 - *A large portion of Eleven Mile has been rezoned to allow for Mixed Use and Live Work spaces.*
- Create and adopt a Complete Streets plan. – *mid-term goal*
 - *This goal was completed and adopted by the Planning Commission and City Council.*
- Update zoning regulations and allow green storm water infrastructure design. – *mid-term goal*
 - *Some changes have been made to allow and encourage green infrastructure with more to come in the future.*
- 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*
- Create ordinance to allow and encourage green infrastructure – *short term goal*
 - *This was completed.*
- Review and amend city ordinances as necessary. - continuous

Short term – within one year

Mid-term goal – within the next three years

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 2017-2018:

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 2017-2018, the Zoning Board of Appeals conducted seven regular scheduled meetings. Five meetings were cancelled for lack of business. Following is a summary of Zoning Board of Appeals action from the past year:

- 7/25/17 CASE 17-03: Mr. Mustapha Hannawi, on behalf of Marathon gas station, 26700 Greenfield, 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 building that does not meet the rear yard setback requirements of the Zoning Ordinance. – TABLED
- CASE 17-04: Ms. Danielle Peterson, 23680 Coyle, Oak Park, Michigan Property Identification Number: 25-30-327-007, made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance, Article XXI, Section 2105, allows decks to project into required rear yards for a distance not to exceed five (5) feet. The applicant is requesting a waiver of fourteen (14) feet, two (2) inches to allow for the rear yard setback to be ten (10) feet, ten (10) inches. - APPROVED
- 8/22/17 CASE 17-03: Mr. Mustapha Hannawi, on behalf of Marathon gas station, 26700 Greenfield, 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 building that does not meet the rear yard setback requirements of the Zoning Ordinance. Article XVI requires that the rear yard setback to be twenty-five (25) feet. The applicant is requesting a waiver of twenty-five (25) feet to allow for a rear yard setback of zero (0) feet. – APPROVED

CASE 17-05: Mr. Mordechai Dunst, 25330 Ronald Court, Oak Park, Michigan, Property Identification Number: 25-30-451-011 has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance as follows:

ORDINANCE REQUIREMENTS AND REQUEST:

Two variances are requested:

1. Article XVI requires that the rear yard setback be thirty (30) feet. The applicant is requesting a waiver of six (6) feet, six (6) inches, to allow for the rear yard setback to be twenty-three (23) feet, six (6) inches.
2. Article XVI, requires the maximum lot coverage of all buildings not to exceed thirty-five (35) percent of the total lot area. The applicant is requesting a waiver of seventy (70) square feet to allow for building coverage of thirty-six (36) percent of the total lot area.

BOTH VARIANCE REQUESTS WERE APPROVED

9/26/17

CASE 17-07: Mr. Christian Mayville, 13731 Borgman, Oak Park, Michigan, Property Identification Number: 25-19-233-004 has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance as follows:

1. Article XVII, Section 1703, C, limits the maximum height of a garage to thirteen (13) feet. The applicant is requesting a waiver of one (1) foot, to allow for a garage fourteen (14) feet in height.
2. Article XVII, Section 1703, B, 4, c, requires that the total square footage of all accessory buildings not exceed 10% of the lot area. The applicant is requesting a waiver to allow for the total square footage of all accessory buildings on the lot to be 11.03%.

BOTH VARIANCE REQUESTS WERE APPROVED

10/24/17

CASE 17-08: Rabbi Ari Kosterlitz, on behalf of Congregation Dovid Ben Nuchim, 14800 Lincoln Avenue, Oak Park, Michigan, Property Identification Number: 25-19-178-036 has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance as follows:

Three variances are requested:

1. Article XIX, Section 1906 (c), requires that the side yard setback for a building fourteen (14) feet in height to be twenty-eight (28) feet. The applicant is requesting a waiver of seventeen (17) feet, two (2) inches to allow for a west side yard setback of ten (10) feet, ten (10) inches.
2. Article XIX, Section 1906 (c), requires that the front yard setback for a building fourteen (14) feet in height to be twenty-eight (28) feet. The applicant is requesting a waiver of three (3) feet to allow for a front yard setback of twenty-five (25) feet.

3. Article XVII, Section 1726, G (7), requires that places of worship with a proposed occupant load of 200 provide 67 parking spaces. The applicant is requesting a waiver of eighteen (18) parking spaces to allow for 49 parking spaces to be provided on-site.

THREE VARIANCE REQUESTS WERE APPROVED

11/28/17

CASE 17-09: Rabbi Ari Kosterlitz, on behalf of Congregation Dovid Ben Nuchim, 14800 Lincoln Avenue, Oak Park, Michigan, Property Identification Number: 25-19-178-036 has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance as follows:

Three variances are requested:

1. Article XVII, Section 1716, B, 5, requires interior landscaping of at least ten (10) % of the total lot. The applicant is requesting a waiver of 13,401 square feet of interior landscaping to allow for 15,601 square feet of interior landscaping to be provided.
2. Article XVII, Section 1716, B, 6, requires parking lot landscaping of five (5) square feet for each parking space. The applicant is requesting a waiver of 368 square feet of parking lot landscaping to allow for 137 square feet of parking lot landscaping to be provided.
3. Article XVIII, Section 1802, A, permits only on-site signs. The applicant is requesting a waiver of to allow for an off-site sign to be placed on an adjacent property.

THREE VARIANCE REQUESTS APPROVED

3/28/18

CASE 18-01: Congregation Beth Shalom, 14601 Lincoln, Oak Park, Michigan, Property Identification Number: 52-25-19-327-002 has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance as follows:

Three variances are requested:

1. Article XVIII, Section 1803, A, 1, requires monument style signs not to exceed thirty (30) square feet in size. The applicant is requesting a waiver of three (3) square feet to allow for a monument style sign thirty-three (33) square feet in size.
2. Article XVIII, Section 1803, A, 3, requires no electronic messaging sign shall be allowed within 100 feet of a residential zone. The applicant is requesting a waiver to allow for an electronic messaging sign to be in a residential zone.
3. Article XVIII, Section 1802, T, 2, requires the area of the electronic messaging display not to exceed 50 percent of the total sign face of a monument style sign. The applicant is requesting a waiver of two-and-one-half (2.5) square feet to allow for an electronic messaging display of seventeen-and-one-half (17.5) square feet in size.

THREE VARIANCE REQUESTS APPROVED

6/26/18

CASE 18-02: MRE Partners, LLC, 8250 Nine Mile, Oak Park, Michigan, in reference to 10130 Albany, Property Identification Number: 52-25-32-

229-033 has made an appeal to the Zoning Board of Appeals for a variance from the provisions in the Zoning Ordinance as follows:
Article XVI, Section 1600, Footnote D, requires the minimum floor area for a one-story dwelling to be 1,000 square feet. The applicant is requesting a waiver of 99 square feet, to construct a one-story dwelling with a floor area of 901 square feet. - APPROVED

Zoning Board of Appeals 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.