



**2018-2019 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 2018-2019 was a busy year in the Economic Development and Communications Department and the Planning Commission in particular. Together we have completed several projects and are working with CIB Planning to update the City Zoning Ordinances. 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  
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 2018-2019, the Planning Commission conducted six regular meetings. Over the course of the year, six 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>
08/18/18	<p>Approved Spero Housing Group and Southwest Solutions, Planned Multi-Family Development Site Plan, 21111-21435 Coolidge Highway</p> <p>City of Oak Park Complete Streets Plan – Review and Adopt Redevelopment Ready Certified Technical Assistance – Zoning Ordinance Audit and Update to get approval to contract with CIB Planning to update City zoning ordinances.</p>
10/8/18	<p>Approve site plan for Yousif Kada, 13855 Nine Mile Road to construct an addition of 800 square feet to the existing 1,648 square foot building is designed to create two new retail spaces.</p> <p>Yeshiva Beth Yehudah, 14390 Ten Mile Road, approved to schedule a Special Land Use Public Hearing for November 12, 2018.</p> <p>Eddie’s Gourmet Restaurant, 25920 Greenfield Road, approved to schedule Special Land Use Public Hearing - Restaurant serving alcoholic liquor for November 12, 2018.</p>
11/12/18	<p>2017-2018 Annual Report of the City of Oak Park Planning Commission presented and accepted.</p> <p>Public Hearing held to consider a request submitted by Yeshiva Beth Yehudah for Special Land Use approval to allow for a kindergarten through eighth grade school to be located at 14390 Ten Mile Road.</p> <p>Planning Commission action approved a request submitted by Yeshiva Beth Yehudah for Special Land Use approval to allow for a kindergarten through eighth grade school to be located at 14390 Ten Mile Road.</p> <p>Public Hearing held to consider a request submitted by Eddie’s Gourmet Restaurant for Special Land Use approval to allow for a restaurant that serves alcoholic liquor to be located at 25920 Greenfield Road.</p> <p>Planning Commission action approved a request submitted by Special Land Use and Site Plan for Eddie’s Gourmet Restaurant, 25920 Greenfield, as a restaurant serving alcoholic liquor.</p> <p>Public Hearing held to consider a request submitted by Henderson Automotive for Special Land Use approval for a Vehicle Dealer and Towing Service to be located at 14600 and 14650 Eight Mile Road.</p>

Planning Commission approved a request submitted by Henderson Automotive for Special Land Use for a Vehicle Dealer and Towing Service to be located at 14600 and 14650 Eight Mile Road.

Kroger grocery store and fuel center, 26200 & 26155 Greenfield, Final Site Plan Approved to renovate the long vacant Kmart store at 26200 Greenfield into an 88,536 square foot grocery store. The proposed grocery store will have a pharmacy with a drive-thru and an online grocery ordering service. In addition, a 14 pump Kroger Fuel Station (26155 Greenfield Road) is approved to be located in an outlot area of the Lincoln Shopping Center.

01/14/19

Public Hearing held to consider a request submitted by TCF Auto Body & Wholesale for Special Land Use approval for a Vehicle Dealer and Collision Shop to be located at 13210 Cloverdale.

Planning Commission approved a request submitted by TCF Auto Body & Wholesale for Special Land Use approval for a Vehicle Dealer and Collision Shop to be located at 13210 Cloverdale.

Public Hearing held to receive comments on proposed text amendments to Article XIX, Special Land Uses. The proposed text amendments would remove City Council approval for Special Land Uses.

Planning Commission approved proposed text amendments to Article XIX, Special Land Uses.

Public Hearing held to receive comments on proposed text amendments to Article XVII, General Provisions, Section 1712. The proposed text amendments would create regulations for finished floor elevations of all new structures.

Planning Commission approved proposed text amendments to Article XVII, General Provisions, Section 1712.

04/08/19

Public Hearing held to consider a request submitted by Oak Park Social restaurant for Special Land Use approval to allow for a restaurant that serves alcoholic liquor to be located at 14691 Eleven Mile Road.

Planning Commission approved a request submitted by Oak Park Social restaurant for Special Land Use approval to allow for a restaurant that serves alcoholic liquor to be located at 14691 Eleven Mile Road.

05/13/19

Public Hearing held to consider a request submitted by Schostak Brothers to review and approve Conceptual PUD Development Plan for Armory Park, 15000 Eight Mile Road.

Planning Commission approved a request submitted by Schostak Brothers to review and approve Conceptual PUD Development Plan for Armory Park, 15000 Eight Mile Road.

Forgotten Harvest, 1500 Eight Mile Road, approved Final Site Plan to construct a building that will have 26,000 square feet of offices, on two

floors, at the front of the building (east side) facing Hubbell Avenue. The remaining 52,000 square feet of the new building will be devoted to food processing and warehouse uses. On the rear of the building (west side) will be 15 loading docks.

Oak Park Specialty Surgical Center MRI, 22100 Greenfield Road, approved Final Site Plan to construct a 4,700 square foot addition onto the existing medical building at 22000 Greenfield. The new addition would house a mobile MRI as well as create additional office and storage space.

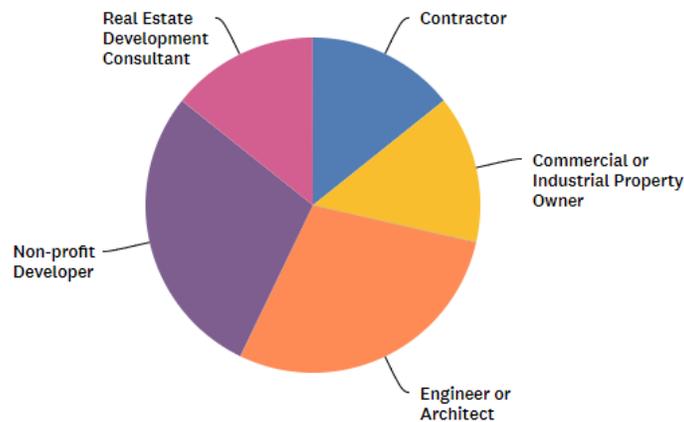
### Site Plan Review Process – Customer Feedback

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.

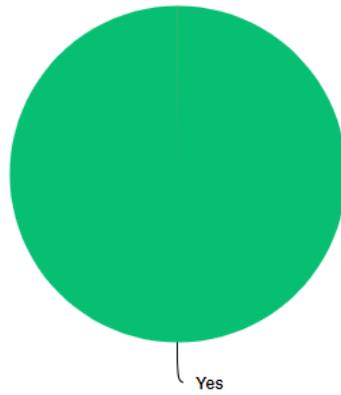
Please indicate the category to which you belong below:

Answered: 7 Skipped: 0



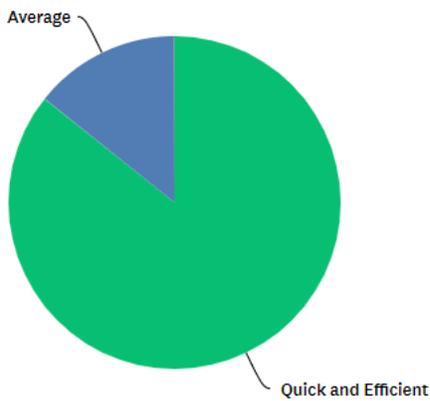
Did you find the Site Plan Approval process to be well organized and easy to navigate?

Answered: 7 Skipped: 0



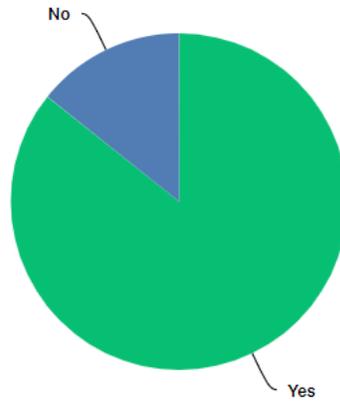
How would you rate the pace of the Site Plan Approval process?

Answered: 7 Skipped: 0



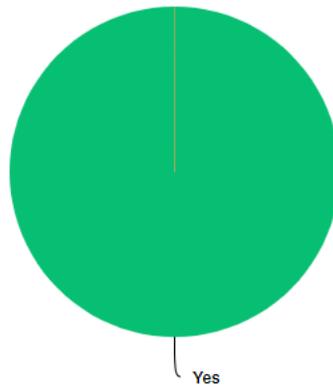
Do you feel the Planning Commission was thorough; understanding your concerns and addressing all of the important and relevant items?

Answered: 7 Skipped: 0



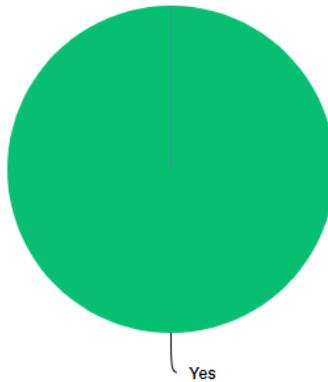
Were the City staff and/or Planning Commission members responsive to your questions, comments, or concerns?

Answered: 7 Skipped: 0



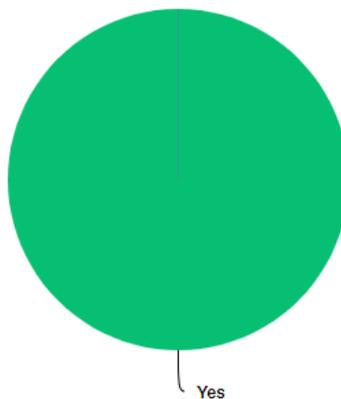
Did you find the Site Plan approval to be a fair and judicious process compared to other municipalities?

Answered: 7 Skipped: 0



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

Answered: 7 Skipped: 0



**Working with the City of Oak Park was a pleasure throughout the entire duration of our project. All of the staff we dealt with were accommodating, professional and courteous. It was a pleasure working with the City.**

**The entire city staff and commissions were fair and informative and consistent. Happy we picked Oak Park for our new campus. Many Thanks to All**

**Oak Park Team has been great to work with!**

#### **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 are in the final stage of amending our zoning ordinances and plan to complete it next fiscal year. 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*
- 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. With current changes in requirements for our region we are working together as a region to create new ways to calculate stormwater runoff fees and to encourage stormwater to be retained on site with green infrastructure.*
- 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

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 2018-2019:**

Lou Landau, former chair  
James Huston, new Chair  
Nathan Peiss  
Taleesa D. Anderson  
Jack Blumenkopf  
Abrahma (Avi) Snider  
Sherman Barton  
Michael Seligson

## ***Summary***

The Zoning Board of Appeals consists of 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 2018-2019, 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:

8/28/18            CASE 18-04: Ms. Patricia Wright, 15301 Leslie, requested a waiver of seven (7) feet, from the provisions in Article XVI, to allow for the construction of an addition and a deck with a rear yard setback of twenty-three (23) feet. APPROVED

CASE 18-05: REM Partners LLC, 10721 Corning, requested a waiver of 99 square feet, from the provisions in Article XVI, Section 1600, Footnote D, to construct a one-story dwelling with a floor area of 901 square feet. APPROVED

10/23/18            CASE 18-06: Mr. Yousif Kada, 13855 Nine Mile Road, requested

1. a waiver of ten (10) feet, from the requirements in Article XVI, to allow for the rear yard setback to be ten (10) feet.
2. a waiver of eleven (11) parking spaces, from the requirements in Article XVII, Section 1726, G, to allow for one (1) parking space to be provided on site.

Subject to the applicant to paying the cost to the City of creating two parking spaces in the adjacent City municipal parking lot - APPROVED

CASE 18-07: Yeshiva Beth Yehudah, 14390 Ten Mile Road, requested

1. a waiver from the provisions in Article XIX, Section 1907, B, which requires school buildings to be set back fifty (50) feet from all property lines, to allow for a front yard setback of twenty-three (23) feet, and a rear yard setback of thirty (30) feet, and an east side yard setback of thirty (30) feet.
2. a waiver from the provisions in Article XVI, Section 1600, which requires the maximum height of a building be two (2) stories and twenty-seven (27) feet, to allow for an additional building story with a maximum building height of forty-seven (47) feet.
3. a waiver from the provisions in Article XVII, Section 1726, B, which requires parking space length to be twenty (20) feet, to allow required parking spaces to be eighteen (18) feet in length.

APPROVED

11/27/18

CASE 18-08: The Kroger Company, 26155 & 26200 Greenfield Road, requested

1. a waiver from the provisions in Article XVII, Section 1726, G, to allow for the grocery store to provide 433 parking spaces and the fuel center 19 parking spaces on site.
2. a waiver from the provisions in Article XVII, Section 1716, B, 5, to allow for the grocery store to provide 6% of interior landscaping and for the fuel center to provide 3% of interior landscaping and the quantity of required landscaping within those areas.
3. a waiver from the provisions in Article XVII, Section 1716, B, 4, to allow for a variable width right-of-way of less than ten (10) feet wide and a reduction of the quantity of required landscaping within those areas.
4. a waiver from the provisions in Article VIII, Section 803, C, to allow for an outdoor display area on the front sidewalk of the grocery store and an outdoor display area around the kiosk and fuel dispensing areas of the fuel center.

APPROVED

02/26/19

CASE 19-01: Impressive Tile, 12990 Eight Mile Road, requested

1. a waiver of one (1) foot, six (6) inches from the provisions in Article XVIII, Section 1806, B to allow for a monument style sign seven (7) feet, six (6) inches in height.
2. a waiver from the provisions in Article XVIII, Section 1802, A, to allow for an off-site monument style sign on the adjacent property to the east along Eight Mile Road.

APPROVED

06/25/19

CASE 19-02, Mr. Kenya Spratt on behalf of Q1 Services, 23130 Webster, requested

1. a waiver of seven (7) feet, eight (8) inches, from the provisions in Article XVI, to allow for the construction of a house that will result in a front yard setback of seventeen (17) feet, four (4) inches.
2. a waiver of four (4) feet, ten (10) inches, from the provisions in Article XVI, to allow for the construction of a house that will result in a rear yard setback of twenty-five (25) feet, two (2) inches. - 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.