

# City of Brighton

PLANNING & ZONING WORKSHOP

June 6, 2016

giffels   
webster

# Giffels Webster

- ▶ Clearzoning is now part of Giffels Webster
- ▶ Planning and zoning consultants based in Detroit, Birmingham, and Washington Township, Michigan
- ▶ Clearzoning (CZ) interactive zoning ordinances are adopted or in development in 5 states across the U.S., including 6 municipalities in Oakland County

# Giffels Webster

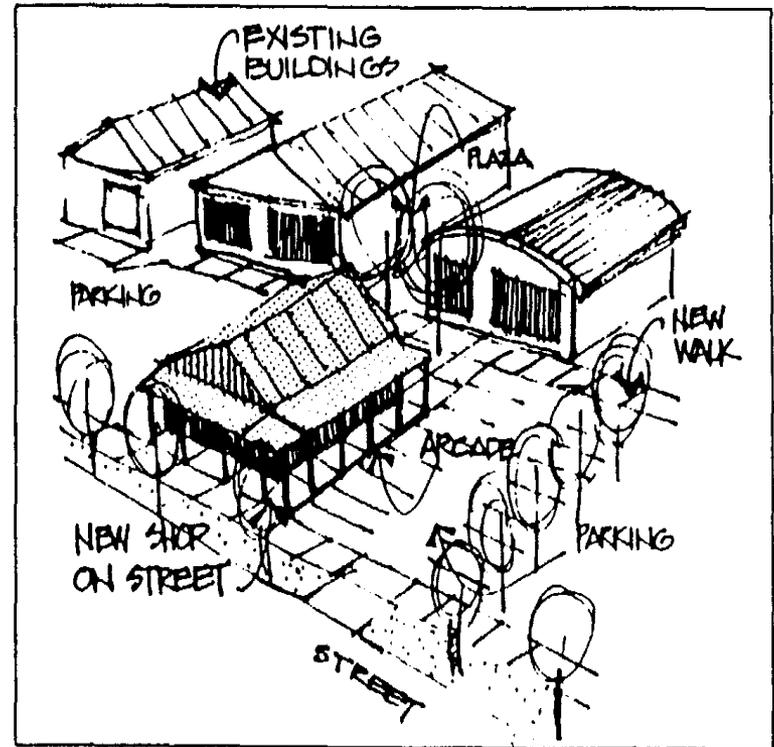
- ▶ GW staff developed the MEDC's Redevelopment Ready Best Practice 2 & 3 training programs on zoning and development review
- ▶ GW staff developed the Michigan Association of Planning's Site Plan and Subdivision Design training programs

# Overview

- ▶ Zoning Standards – the Basics
- ▶ Planning and development review process objectives:
  - ▶ Encourage economic development?
  - ▶ Support the efficient and effective use of financial and human resources?
  - ▶ Provide excellent customer service?
  - ▶ Promote transparency?
  - ▶ Be fair and equitable?

# Importance of Zoning Regulations

- ▶ Zoning is a key tool to implement master plan policies.
- ▶ Zoning can shape inviting walkable places.
- ▶ Inflexible or obsolete zoning regulations can discourage redevelopment.
- ▶ Outdated regulations force developers to pursue rezoning or variance requests.



# Overview of Sources for Updates to Zoning Standards

- ▶ Master Plan Updates
  - ▶ Zoning plan
  - ▶ Uses and standards – guided by vision
- ▶ State & Federal Laws and Case Laws
- ▶ Development procedures

# Zoning Plan

- ▶ What is a Zoning Plan?
- ▶ For a local unit of government that has adopted a zoning ordinance, [a master plan shall include] a zoning plan for various zoning districts.... The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

# What is a zoning plan?

- ▶ A description of the general relationship between future land use classifications and current zoning districts.
- ▶ Future land use plan represents a community's preferred long-range vision.
- ▶ Zoning ordinance regulates specific use and development of property today.
- ▶ The zoning plan ties together the vision for future land use with the regulatory tools of zoning.

# Zoning Plan v Zoning Map

- ▶ What to consider?
- ▶ Identify areas where a change of zoning reflects master plan goals.
- ▶ Identify priority areas, not every inconsistency.
- ▶ Preferred timing of development is important.

Remember, in most cases:  
zoning map  $\neq$  future land use map.

# Zoning Matrix

- ▶ Zoning matrix located in master plan
- ▶ Identifies appropriate uses to align with master plan goals

Future Land Uses	Existing Zoning Districts													Amendments to / Review of Existing District (s) Recommended	New Zoning District Recommended					
	RE Rural Estate	R-1 One Family	R-2 One Family	R-3 One Family	R-4 One Family	LDM Low Density Multiple Family	MDM Medium Density Multiple Family	HDM High Density Multiple Family	OS Office Service	PO Professional Office	HCD Health Care District	NC Neighborhood Commercial	GC General Commercial			RD Research & Development	I-1 Light Industrial	I-2 General Industrial	P-1 Vehicular Parking	
Rural Estate	⊙																			
Low Density Single Family Residential		⊙	⊙																	
Medium Density Single Family Residential				⊙	⊙															
Low Density Multiple Family Residential						⊙	⊙													
High Density Multiple Family Residential								⊙												
Neighborhood Commercial												⊙								
Village Mixed Use																				⊙
Community Commercial													⊙							
Office								⊙	⊙											
Flexible Development																				
Health Care park											⊙									
Research & Development														⊙						
Light Industrial															⊙					
General Industrial																⊙				
Public & Private Recreation																	⊙			
Public/Semi-Public																				

# Uses

- ▶ By right uses
- ▶ Discretionary uses

# By Right Uses

- ▶ Compatible with other uses allowed in the zoning district
- ▶ Don't require special review and approval of the land use
- ▶ May be subject to specific nondiscretionary standards
- ▶ May require site plan review of new improvements

# Nondiscretionary Standards

- ▶ Restaurants (sit down) up to a maximum of 125 seats, or other places serving food or beverage, excluding those having the character of a drive-in or having a drive through window.
- ▶ Auto wash when completely enclosed in a building.

# Discretionary Uses

- ▶ May be compatible with other uses allowed in the zoning district
- ▶ Require public hearing and special review and approval of the land use to determine compatibility with surrounding uses
- ▶ May be subject to discretionary and nondiscretionary standards
- ▶ Require site plan review

# Discretionary Standards

- ▶ The proposed use shall be compatible with adjacent uses of land in terms of location, size, character, and impact on adjacent property or the surrounding neighborhood.
- ▶ The proposed use shall be consistent with the goals, objectives and recommendations of the city's master plan for land use.

# Use & Site Standards

- ▶ Use standards regulate uses, such as standards for drive-throughs
- ▶ Site standards regulate how a site functions or looks, like landscaping
- ▶ Form-based codes are another form of regulation

# Form Based Codes

## What are form based codes?

- ▶ Regulations that foster predictable built results and a high-quality public realm by focusing on physical form (rather than separation of uses)
- ▶ Often organized around the urban-to-rural transect principle.
- ▶ FBCs - a method of regulating land development to achieve a specific urban form. (Form Based Code Institute)

# Form Based Codes - Basics

- ▶ Form-based codes can be useful where there is a vision of an area that the community intends to shape into a place with quality public spaces – safe, walkable, attractive streets and sidewalks and gathering places.
- ▶ Zoning for areas of concentrated development include the following placemaking elements, where appropriate:
  - ▶ Build-to lines
  - ▶ Open store fronts
  - ▶ Outdoor dining
  - ▶ Ground floor signage standards
  - ▶ Public realm standards
  - ▶ Other pedestrian-friendly elements

# Update Codes for Consistency with State & Federal Laws and Case Law

- ▶ Religious Land Uses and Institutionalized Persons Act (RLUIPA)
- ▶ Wireless Communications
- ▶ Signs

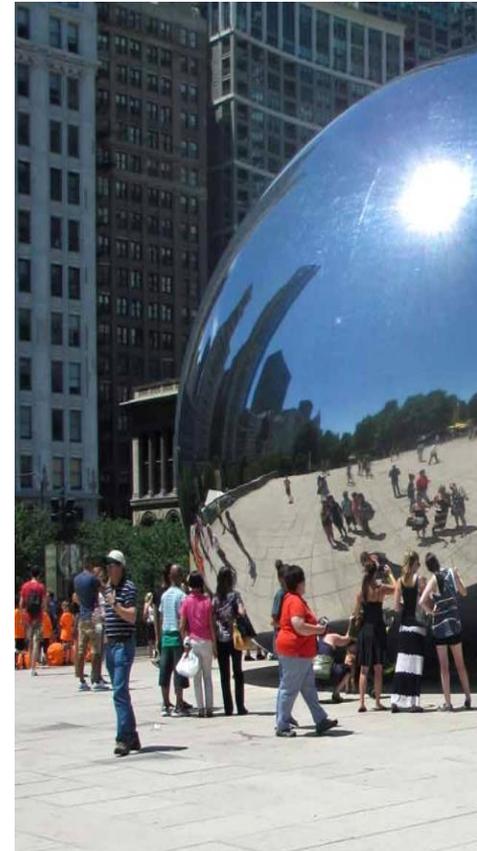
# Zoning & Placemaking Elements

- ▶ Communities are using placemaking to create memorable, unique, and vibrant places.
- ▶ The Zoning Ordinance can be a useful tool in placemaking.

# Public Art



“The Bean”  
Chicago, IL



# Promote Natural Features



# Streetscape

Improvements  
allow public  
gathering  
space



# Pedestrian Lighting



Clearzoning, Inc.

# Outdoor Dining



Clearzoning, Inc.

# Outdoor Dining

Be Innovative!



# Housing

- ▶ Two-family Development with Single Family Character



# Housing

► Live-Work



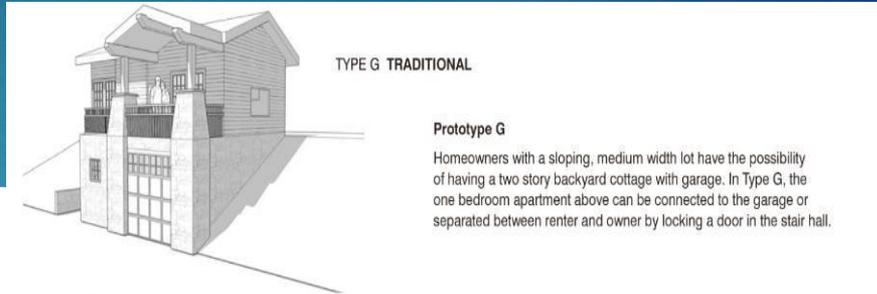
# Housing

- ▶ Accessory Dwellings

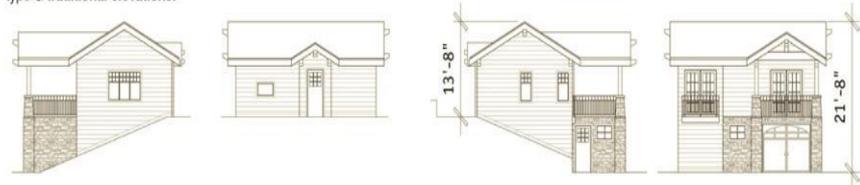


# Housing

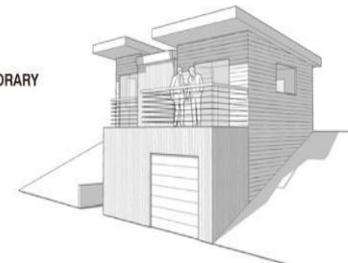
## ▶ Accessory Dwellings



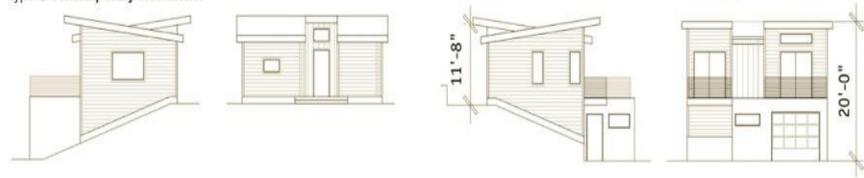
type G traditional elevations:



**TYPE G CONTEMPORARY**



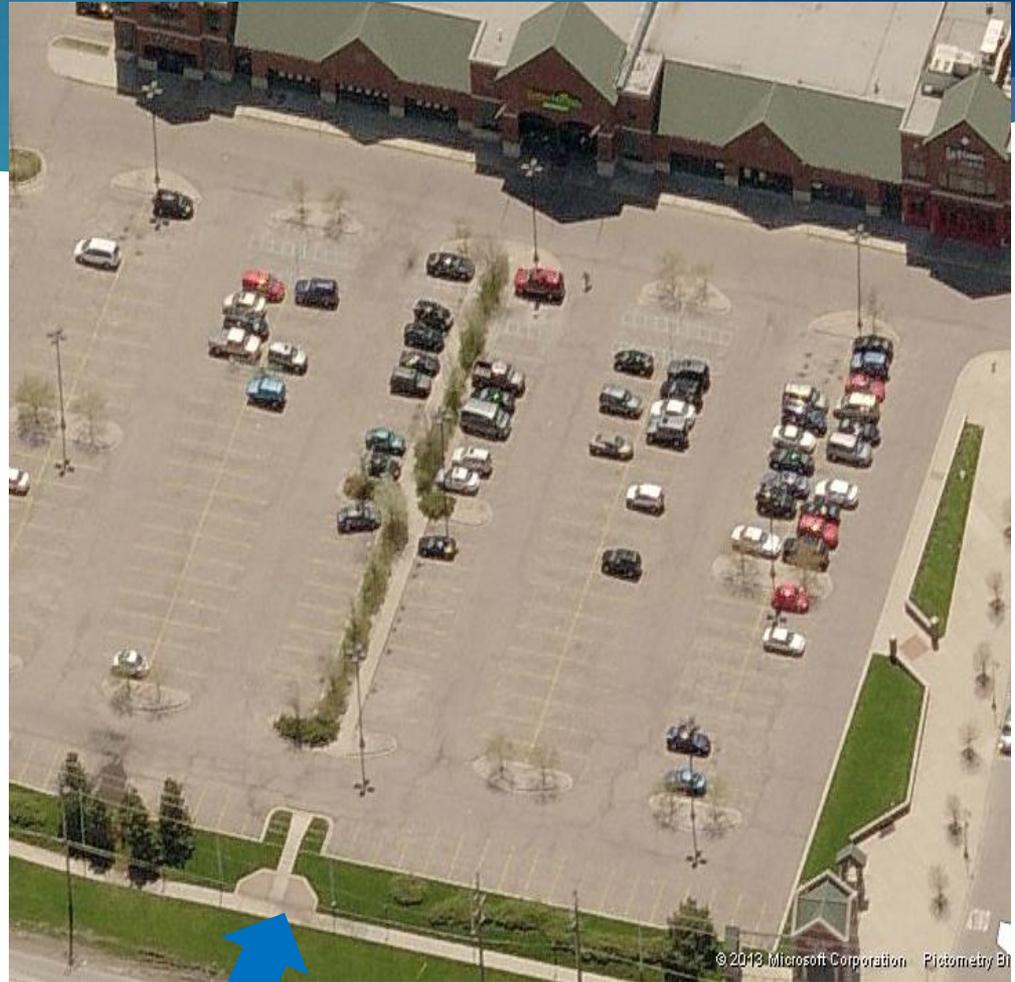
type G contemporary elevations:



# Pedestrian Elements, Parking & Streetscape

- ▶ The ordinance should consider elements that support motorized and non-motorized transportation

# Pedestrian Elements

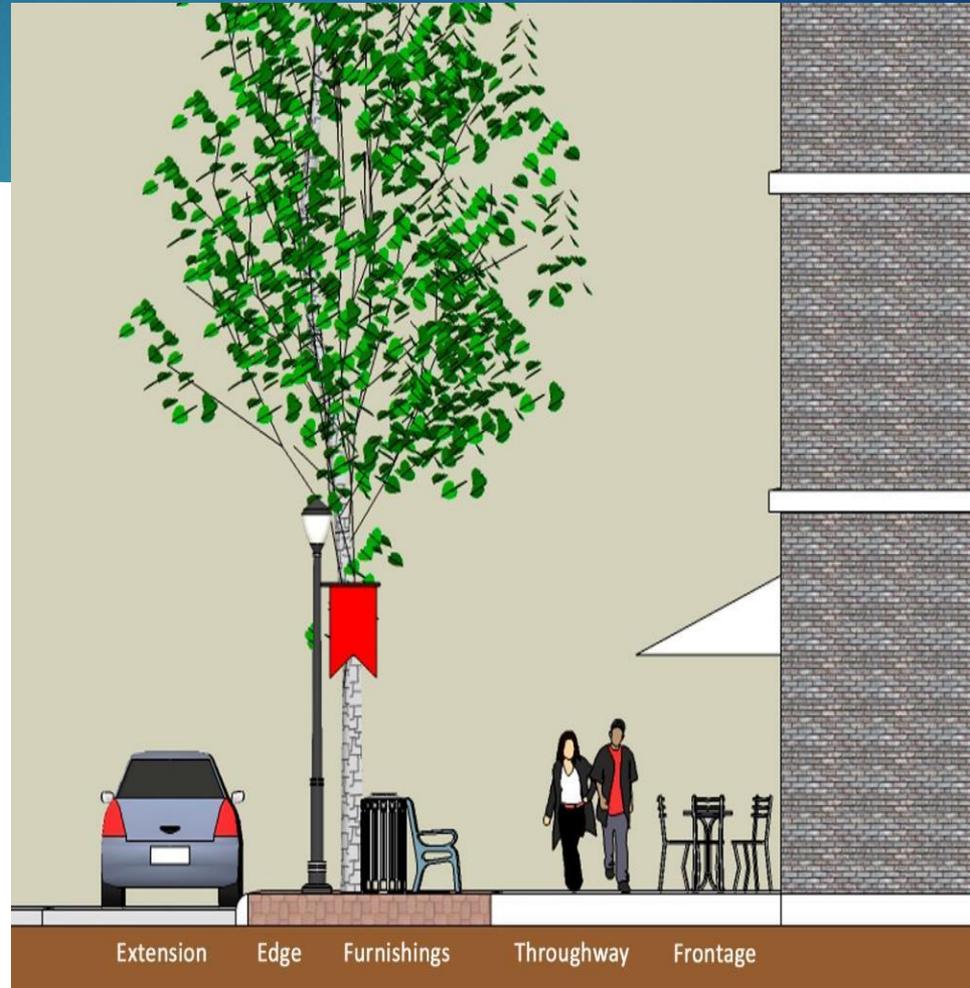


© 2013 Microsoft Corporation - Pictometry BI

Bing Maps

# Sidewalk Standards

- ▶ Frontage zone
- ▶ Throughway zone
- ▶ Furnishing zone
- ▶ Edge zone
- ▶ Extension zone



Clearzoning, Inc.

# Bicycle Parking

## 5:167. - Required parking.

Parking for vehicles and bicycles in the amount specified in this section shall be provided on the same parcel as the principal use or on a separate parcel within 500 feet of the principal building if zoned "P" or zoned for the same uses as allowed on the property of the principal use. No lot zoned other than "P" shall have parking as its principal use, excepting lots containing approved parking lots or structures in the D1 or D2 districts. An off-site permanent parking easement must be recorded if required parking is provided on another lot. An off-site parking easement may not include parking spaces or bicycle parking spaces required to keep the other owner's property in compliance with this chapter. Any fraction of a required parking space or bicycle parking space shall be considered a full space. Required bicycle parking shall meet the design requirements for Class A, B and C facilities provided in [Section 5:168.1](#). Property owners may provide a higher class of bicycle parking facility than is required by this section.

Use	Required Parking Spaces	Required Bicycle Spaces	Required Bicycle Class
Uses in D1 and D2 Downtown Districts: See Section 5:169			
RESIDENTIAL			
(1) Child care centers and nursery schools	As required by Chapter 55	1 space per 10 care givers	B
(2) Convalescent homes, hospitals and sanitariums	1 space for each 6 beds	1 space per 60 beds	B
(3) Group day care homes	As required by Chapter 55	1 space per 10 care givers	B
(4) Multiple-family dwellings zoned R4A and R4A/B	2 spaces per dwelling unit	1 space per 5 units	A - 50% C - 50%
(5) Multiple-family dwellings zoned R4B, R4C, R4C/D and R4D	1½ spaces per dwelling unit	1 space per 5 units	A - 50% C - 50%
(6) Multiple-family dwellings located in any nonresidential zoning district	1 space per dwelling unit	1 space per 5 units	A - 50% C - 50%
(7) 1-family dwellings and mobile homes	1 space per dwelling unit	None	None

# Electric Vehicle Infrastructure

Steven J. Cohen, AICP, PCP  
Director of Community Development  
scohen@auburnhills.org  
248-364-6941



## ELECTRIC VEHICLE INFRASTRUCTURE Amendment to the Zoning Ordinance

Electric Vehicles (EVs) have entered the market and will soon be available to consumers in all 50 States. As the home of Chrysler Group, LLC and numerous automotive suppliers, the City of Auburn Hills recognizes the importance of supporting this emerging innovation in the industry.

Automakers have clearly identified that to support the mass production of EVs, municipalities will need to enable and promote the necessary charging infrastructure demanded by potential customers. Thus, advanced planning at all governmental levels is critical to support the early adoption of EVs and spur private sector investment.

The City has learned that EVs need a much different type of fueling network than gasoline engine vehicles. This new fueling system will be based on a clustering of strategically placed charging stations at homes, workplaces, and retail stores, in lieu of the traditional quick 'in and out' fueling system used with gas stations today. This will be quite a paradigm shift for most American consumers and we have talked to many skeptics.

However, companies like GM, Ford, and Nissan believe the market will develop over time and all three have made bold public predictions that at least 10% of their Y2020 overall sales will be comprised of EVs. That is just eight years away. What will the EV market be like in 20-30 years? No one really knows. However, we do anticipate that higher gas prices, advancements in battery storage, lower vehicle costs, and significant public/private investment in technology and infrastructure will greatly influence EV market share over time.

We envision EV charging stations becoming as commonplace as ADA barrier free spaces at major workplaces and retail centers. **The ordinance below is a small step that the City of Auburn Hills has taken to prepare for the future by setting policy and removing the red tape and bureaucratic uncertainty involved with installing a network of public and private EV charging stations throughout the community.**



PHEV Dodge Ram Truck at Auburn Hills City Campus Charging Station

City of Auburn Hills

# Green Infrastructure

- ▶ The ordinance should consider:
  - ▶ Rain gardens, bio swales and other treatment techniques
  - ▶ Green roofs
  - ▶ Rain barrels
  - ▶ Landscape regulations that encourage or require use of native, non-invasive species
  - ▶ Pervious pavement
- ▶ The community recognizes the benefits of street trees and parking lot landscaping to mitigate the impacts of heat island effects.

# Green Infrastructure

- ▶ Green roof



# Rain Gardens and Bio Swales

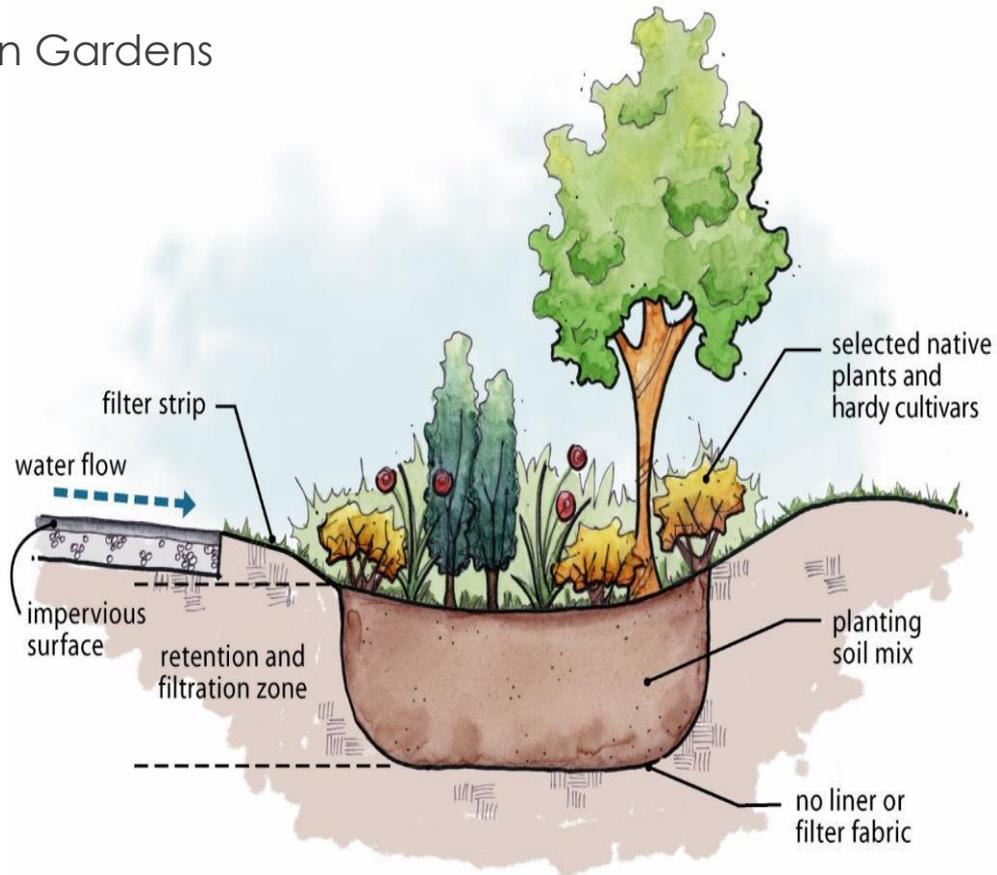
- ▶ Filter runoff pollution
- ▶ Recharge local groundwater
- ▶ Protect rivers and streams
- ▶ Improve water quality
- ▶ Create wildlife habitat
- ▶ Improve site aesthetics

# Bio Swales



# Rain Garden

## ► Rain Gardens



# Development Review & Implementation

- ▶ A team of specialists contribute to the best master plans, zoning ordinances, and development reviews.
  - ▶ Citizens
  - ▶ Business owners
  - ▶ Planners
  - ▶ Design professionals
  - ▶ Public officials

# Why is an efficient review process important?

- ▶ A logical, clear, efficient, and effective development review process - supports:
  - ▶ Economic development – by providing 24/7 answers to basic questions, realistic review timelines, and consistent outcomes.
  - ▶ Efficient and effective use of financial and human resources – by making it easy for people to find basic information in a way that is accessible to everyone.
  - ▶ Customer service – by providing accessible information, promoting transparency as well as striving for fair and equitable decision making

# What is the Process?

- ▶ Exploration
- ▶ Application
- ▶ Review
- ▶ Approval & Development
- ▶ Evaluation

# Step 1: Exploration

- ▶ Step 1: Exploration
  - ▶ What can I build?
  - ▶ Where can I build it?
  - ▶ What should it look like?
  - ▶ When can I expect to be finished?
  - ▶ Who do I talk to for answers?
  - ▶ How do I get started?

# Step 1: Exploration

- ▶ Zoning Ordinance – what is permitted and where?
  - ▶ Zoning Ordinance & Map should be online
    - ▶ Cost
    - ▶ Ease of use for customers
    - ▶ Ease of use for staff
    - ▶ Ease of use for officials
  - ▶ Use graphics to enhance understanding

# Step 1: Exploration

- ▶ If a developer went online to your community's web site, how easily could they find the existing zoning of a parcel they are considering for development?
- ▶ How easy is it for a staff member, planning commissioner, or other official to find this information?



# Step 1: Exploration

- ▶ If a developer went online to the City's web site, would they be able to figure out "Where can I build a child care center?" How easy would it be to find the answer?

	R-1	R-2	R-3	PS	O	CV	VC	MX	GO
Adult business uses <sup>(a)</sup>						P			
Animal kennels						S			
Assembly and meeting halls					S	P	S	S	
Automobile washracks						S			
Banks and other financial institutions					P	P	P	P	P
Bar, tavern, live entertainment						P	P		
Bed & breakfast							P		
Business service uses <sup>(a)</sup>					P	P	P	P	P
Child care centers				S	P	P	P	S	P
Civic uses, no outside storage					P	P	P		P
Drive in or Drive through services				S	S	P		S	P
Duplex dwelling units		P						P	
Establishments involving the manufacture or sale of any alcoholic beverages regulated by the Michigan Liquor Control Act, MCL 436.1101 et seq.						S	S	S	
Gasoline stations						S			
Health & fitness facilities						P	P	P	
Home & Building Services						P			
Home based business <sup>(a)</sup>	P	P	P						
Home occupation/Live-Work							P	P	
Hotel							P		
Instruction centers for academic and fine arts purposes				S	P	P	P	S	P
Light industrial uses						S			
Mortuaries and funeral homes					P	P			P
Multiple family dwellings		P					P	P	
Nursing homes & convalescent centers						P			
Outdoor cafes						P	P	P	P
Pawn shops						S			
Personal service uses <sup>(a)</sup>					P	P	P	P	P

Continued on next page

# Step 1: Exploration

- ▶ A well-organized online zoning code is also easy to use and get answer to common questions.

# How to Use This Ordinance

## 1. CONTENT ORGANIZATION AND PAGE LAYOUT

The Zoning Ordinance is organized into seven Articles, which are further divided using standard outline hierarchy. The content and page layout are designed to promote a clear understanding of requirements, as well as quick retrieval of relevant standards, procedures and other information. The following key assists with navigating through this document.

**Article Tabs** link to the first page of each Article. Red tab indicates the Article in which the current page is located.

**User Notes** provide helpful information for digital and hard copy formats. User Notes are always highlighted in blue.

**Sections and Subsections** contain the Ordinance regulations in a hierarchical manner.

**Blue bold font** links to standards in other sections of the Ordinance.

**Graphics, figures, and tables** illustrate concepts or clarify regulations.

**1** Purpose and Intent

**2** Definitions

**3** General Provisions

**4** Use Standards

**5** Site Standards

**6** Development Procedures

**7** Administration and Enforcement

**1** Purpose and Intent

**2** Definitions

**3** General Provisions

**4** Use Standards

**5** Site Standards

**6** Development Procedures

**7** Administration and Enforcement

**34-3.1.1 RA-1A One Family Residential (33,000 sq ft)**

**A. INTENT**

The ordinance standards and rules are designed to be clear, concise, and easy to understand. The intent is to provide for an orderly and efficient use of land and resources, to protect the public health, safety and general welfare, and to provide for a balanced and harmonious development of the community.

**User Note:** For uses listed in bold blue, refer to Article 4, or 6, or 8, or 10, or 12, or 14, or 16, or 18, or 20, or 22, or 24, or 26, or 28, or 30, or 32, or 34, or 36, or 38, or 40, or 42, or 44, or 46, or 48, or 50, or 52, or 54, or 56, or 58, or 60, or 62, or 64, or 66, or 68, or 70, or 72, or 74, or 76, or 78, or 80, or 82, or 84, or 86, or 88, or 90, or 92, or 94, or 96, or 98, or 100, or 102, or 104, or 106, or 108, or 110, or 112, or 114, or 116, or 118, or 120, or 122, or 124, or 126, or 128, or 130, or 132, or 134, or 136, or 138, or 140, or 142, or 144, or 146, or 148, or 150, or 152, or 154, or 156, or 158, or 160, or 162, or 164, or 166, or 168, or 170, or 172, or 174, or 176, or 178, or 180, or 182, or 184, or 186, or 188, or 190, or 192, or 194, or 196, or 198, or 200, or 202, or 204, or 206, or 208, or 210, or 212, or 214, or 216, or 218, or 220, or 222, or 224, or 226, or 228, or 230, or 232, or 234, or 236, or 238, or 240, or 242, or 244, or 246, or 248, or 250, or 252, or 254, or 256, or 258, or 260, or 262, or 264, or 266, or 268, or 270, or 272, or 274, or 276, or 278, or 280, or 282, or 284, or 286, or 288, or 290, or 292, or 294, or 296, or 298, or 300, or 302, or 304, or 306, or 308, or 310, or 312, or 314, or 316, or 318, or 320, or 322, or 324, or 326, or 328, or 330, or 332, or 334, or 336, or 338, or 340, or 342, or 344, or 346, or 348, or 350, or 352, or 354, or 356, or 358, or 360, or 362, or 364, or 366, or 368, or 370, or 372, or 374, or 376, or 378, or 380, or 382, or 384, or 386, or 388, or 390, or 392, or 394, or 396, or 398, or 400, or 402, or 404, or 406, or 408, or 410, or 412, or 414, or 416, or 418, or 420, or 422, or 424, or 426, or 428, or 430, or 432, or 434, or 436, or 438, or 440, or 442, or 444, or 446, or 448, or 450, or 452, or 454, or 456, or 458, or 460, or 462, or 464, or 466, or 468, or 470, or 472, or 474, or 476, or 478, or 480, or 482, or 484, or 486, or 488, or 490, or 492, or 494, or 496, or 498, or 500, or 502, or 504, or 506, or 508, or 510, or 512, or 514, or 516, or 518, or 520, or 522, or 524, or 526, or 528, or 530, or 532, or 534, or 536, or 538, or 540, or 542, or 544, or 546, or 548, or 550, or 552, or 554, or 556, or 558, or 560, or 562, or 564, or 566, or 568, or 570, or 572, or 574, or 576, or 578, or 580, or 582, or 584, or 586, or 588, or 590, or 592, or 594, or 596, or 598, or 600, or 602, or 604, or 606, or 608, or 610, or 612, or 614, or 616, or 618, or 620, or 622, or 624, or 626, or 628, or 630, or 632, or 634, or 636, or 638, or 640, or 642, or 644, or 646, or 648, or 650, or 652, or 654, or 656, or 658, or 660, or 662, or 664, or 666, or 668, or 670, or 672, or 674, or 676, or 678, or 680, or 682, or 684, or 686, or 688, or 690, or 692, or 694, or 696, or 698, or 700, or 702, or 704, or 706, or 708, or 710, or 712, or 714, or 716, or 718, or 720, or 722, or 724, or 726, or 728, or 730, or 732, or 734, or 736, or 738, or 740, or 742, or 744, or 746, or 748, or 750, or 752, or 754, or 756, or 758, or 760, or 762, or 764, or 766, or 768, or 770, or 772, or 774, or 776, or 778, or 780, or 782, or 784, or 786, or 788, or 790, or 792, or 794, or 796, or 798, or 800, or 802, or 804, or 806, or 808, or 810, or 812, or 814, or 816, or 818, or 820, or 822, or 824, or 826, or 828, or 830, or 832, or 834, or 836, or 838, or 840, or 842, or 844, or 846, or 848, or 850, or 852, or 854, or 856, or 858, or 860, or 862, or 864, or 866, or 868, or 870, or 872, or 874, or 876, or 878, or 880, or 882, or 884, or 886, or 888, or 890, or 892, or 894, or 896, or 898, or 900, or 902, or 904, or 906, or 908, or 910, or 912, or 914, or 916, or 918, or 920, or 922, or 924, or 926, or 928, or 930, or 932, or 934, or 936, or 938, or 940, or 942, or 944, or 946, or 948, or 950, or 952, or 954, or 956, or 958, or 960, or 962, or 964, or 966, or 968, or 970, or 972, or 974, or 976, or 978, or 980, or 982, or 984, or 986, or 988, or 990, or 992, or 994, or 996, or 998, or 1000, or 1002, or 1004, or 1006, or 1008, or 1010, or 1012, or 1014, or 1016, or 1018, or 1020, or 1022, or 1024, or 1026, or 1028, or 1030, or 1032, or 1034, or 1036, or 1038, or 1040, or 1042, or 1044, or 1046, or 1048, or 1050, or 1052, or 1054, or 1056, or 1058, or 1060, or 1062, or 1064, or 1066, or 1068, or 1070, or 1072, or 1074, or 1076, or 1078, or 1080, or 1082, or 1084, or 1086, or 1088, or 1090, or 1092, or 1094, or 1096, or 1098, or 1100, or 1102, or 1104, or 1106, or 1108, or 1110, or 1112, or 1114, or 1116, or 1118, or 1120, or 1122, or 1124, or 1126, or 1128, or 1130, or 1132, or 1134, or 1136, or 1138, or 1140, or 1142, or 1144, or 1146, or 1148, or 1150, or 1152, or 1154, or 1156, or 1158, or 1160, or 1162, or 1164, or 1166, or 1168, or 1170, or 1172, or 1174, or 1176, or 1178, or 1180, or 1182, or 1184, or 1186, or 1188, or 1190, or 1192, or 1194, or 1196, or 1198, or 1200, or 1202, or 1204, or 1206, or 1208, or 1210, or 1212, or 1214, or 1216, or 1218, or 1220, or 1222, or 1224, or 1226, or 1228, or 1230, or 1232, or 1234, or 1236, or 1238, or 1240, or 1242, or 1244, or 1246, or 1248, or 1250, or 1252, or 1254, or 1256, or 1258, or 1260, or 1262, or 1264, or 1266, or 1268, or 1270, or 1272, or 1274, or 1276, or 1278, or 1280, or 1282, or 1284, or 1286, or 1288, or 1290, or 1292, or 1294, or 1296, or 1298, or 1300, or 1302, or 1304, or 1306, or 1308, or 1310, or 1312, or 1314, or 1316, or 1318, or 1320, or 1322, or 1324, or 1326, or 1328, or 1330, or 1332, or 1334, or 1336, or 1338, or 1340, or 1342, or 1344, or 1346, or 1348, or 1350, or 1352, or 1354, or 1356, or 1358, or 1360, or 1362, or 1364, or 1366, or 1368, or 1370, or 1372, or 1374, or 1376, or 1378, or 1380, or 1382, or 1384, or 1386, or 1388, or 1390, or 1392, or 1394, or 1396, or 1398, or 1400, or 1402, or 1404, or 1406, or 1408, or 1410, or 1412, or 1414, or 1416, or 1418, or 1420, or 1422, or 1424, or 1426, or 1428, or 1430, or 1432, or 1434, or 1436, or 1438, or 1440, or 1442, or 1444, or 1446, or 1448, or 1450, or 1452, or 1454, or 1456, or 1458, or 1460, or 1462, or 1464, or 1466, or 1468, or 1470, or 1472, or 1474, or 1476, or 1478, or 1480, or 1482, or 1484, or 1486, or 1488, or 1490, or 1492, or 1494, or 1496, or 1498, or 1500, or 1502, or 1504, or 1506, or 1508, or 1510, or 1512, or 1514, or 1516, or 1518, or 1520, or 1522, or 1524, or 1526, or 1528, or 1530, or 1532, or 1534, or 1536, or 1538, or 1540, or 1542, or 1544, or 1546, or 1548, or 1550, or 1552, or 1554, or 1556, or 1558, or 1560, or 1562, or 1564, or 1566, or 1568, or 1570, or 1572, or 1574, or 1576, or 1578, or 1580, or 1582, or 1584, or 1586, or 1588, or 1590, or 1592, or 1594, or 1596, or 1598, or 1600, or 1602, or 1604, or 1606, or 1608, or 1610, or 1612, or 1614, or 1616, or 1618, or 1620, or 1622, or 1624, or 1626, or 1628, or 1630, or 1632, or 1634, or 1636, or 1638, or 1640, or 1642, or 1644, or 1646, or 1648, or 1650, or 1652, or 1654, or 1656, or 1658, or 1660, or 1662, or 1664, or 1666, or 1668, or 1670, or 1672, or 1674, or 1676, or 1678, or 1680, or 1682, or 1684, or 1686, or 1688, or 1690, or 1692, or 1694, or 1696, or 1698, or 1700, or 1702, or 1704, or 1706, or 1708, or 1710, or 1712, or 1714, or 1716, or 1718, or 1720, or 1722, or 1724, or 1726, or 1728, or 1730, or 1732, or 1734, or 1736, or 1738, or 1740, or 1742, or 1744, or 1746, or 1748, or 1750, or 1752, or 1754, or 1756, or 1758, or 1760, or 1762, or 1764, or 1766, or 1768, or 1770, or 1772, or 1774, or 1776, or 1778, or 1780, or 1782, or 1784, or 1786, or 1788, or 1790, or 1792, or 1794, or 1796, or 1798, or 1800, or 1802, or 1804, or 1806, or 1808, or 1810, or 1812, or 1814, or 1816, or 1818, or 1820, or 1822, or 1824, or 1826, or 1828, or 1830, or 1832, or 1834, or 1836, or 1838, or 1840, or 1842, or 1844, or 1846, or 1848, or 1850, or 1852, or 1854, or 1856, or 1858, or 1860, or 1862, or 1864, or 1866, or 1868, or 1870, or 1872, or 1874, or 1876, or 1878, or 1880, or 1882, or 1884, or 1886, or 1888, or 1890, or 1892, or 1894, or 1896, or 1898, or 1900, or 1902, or 1904, or 1906, or 1908, or 1910, or 1912, or 1914, or 1916, or 1918, or 1920, or 1922, or 1924, or 1926, or 1928, or 1930, or 1932, or 1934, or 1936, or 1938, or 1940, or 1942, or 1944, or 1946, or 1948, or 1950, or 1952, or 1954, or 1956, or 1958, or 1960, or 1962, or 1964, or 1966, or 1968, or 1970, or 1972, or 1974, or 1976, or 1978, or 1980, or 1982, or 1984, or 1986, or 1988, or 1990, or 1992, or 1994, or 1996, or 1998, or 2000, or 2002, or 2004, or 2006, or 2008, or 2010, or 2012, or 2014, or 2016, or 2018, or 2020, or 2022, or 2024, or 2026, or 2028, or 2030, or 2032, or 2034, or 2036, or 2038, or 2040, or 2042, or 2044, or 2046, or 2048, or 2050, or 2052, or 2054, or 2056, or 2058, or 2060, or 2062, or 2064, or 2066, or 2068, or 2070, or 2072, or 2074, or 2076, or 2078, or 2080, or 2082, or 2084, or 2086, or 2088, or 2090, or 2092, or 2094, or 2096, or 2098, or 2100, or 2102, or 2104, or 2106, or 2108, or 2110, or 2112, or 2114, or 2116, or 2118, or 2120, or 2122, or 2124, or 2126, or 2128, or 2130, or 2132, or 2134, or 2136, or 2138, or 2140, or 2142, or 2144, or 2146, or 2148, or 2150, or 2152, or 2154, or 2156, or 2158, or 2160, or 2162, or 2164, or 2166, or 2168, or 2170, or 2172, or 2174, or 2176, or 2178, or 2180, or 2182, or 2184, or 2186, or 2188, or 2190, or 2192, or 2194, or 2196, or 2198, or 2200, or 2202, or 2204, or 2206, or 2208, or 2210, or 2212, or 2214, or 2216, or 2218, or 2220, or 2222, or 2224, or 2226, or 2228, or 2230, or 2232, or 2234, or 2236, or 2238, or 2240, or 2242, or 2244, or 2246, or 2248, or 2250, or 2252, or 2254, or 2256, or 2258, or 2260, or 2262, or 2264, or 2266, or 2268, or 2270, or 2272, or 2274, or 2276, or 2278, or 2280, or 2282, or 2284, or 2286, or 2288, or 2290, or 2292, or 2294, or 2296, or 2298, or 2300, or 2302, or 2304, or 2306, or 2308, or 2310, or 2312, or 2314, or 2316, or 2318, or 2320, or 2322, or 2324, or 2326, or 2328, or 2330, or 2332, or 2334, or 2336, or 2338, or 2340, or 2342, or 2344, or 2346, or 2348, or 2350, or 2352, or 2354, or 2356, or 2358, or 2360, or 2362, or 2364, or 2366, or 2368, or 2370, or 2372, or 2374, or 2376, or 2378, or 2380, or 2382, or 2384, or 2386, or 2388, or 2390, or 2392, or 2394, or 2396, or 2398, or 2400, or 2402, or 2404, or 2406, or 2408, or 2410, or 2412, or 2414, or 2416, or 2418, or 2420, or 2422, or 2424, or 2426, or 2428, or 2430, or 2432, or 2434, or 2436, or 2438, or 2440, or 2442, or 2444, or 2446, or 2448, or 2450, or 2452, or 2454, or 2456, or 2458, or 2460, or 2462, or 2464, or 2466, or 2468, or 2470, or 2472, or 2474, or 2476, or 2478, or 2480, or 2482, or 2484, or 2486, or 2488, or 2490, or 2492, or 2494, or 2496, or 2498, or 2500, or 2502, or 2504, or 2506, or 2508, or 2510, or 2512, or 2514, or 2516, or 2518, or 2520, or 2522, or 2524, or 2526, or 2528, or 2530, or 2532, or 2534, or 2536, or 2538, or 2540, or 2542, or 2544, or 2546, or 2548, or 2550, or 2552, or 2554, or 2556, or 2558, or 2560, or 2562, or 2564, or 2566, or 2568, or 2570, or 2572, or 2574, or 2576, or 2578, or 2580, or 2582, or 2584, or 2586, or 2588, or 2590, or 2592, or 2594, or 2596, or 2598, or 2600, or 2602, or 2604, or 2606, or 2608, or 2610, or 2612, or 2614, or 2616, or 2618, or 2620, or 2622, or 2624, or 2626, or 2628, or 2630, or 2632, or 2634, or 2636, or 2638, or 2640, or 2642, or 2644, or 2646, or 2648, or 2650, or 2652, or 2654, or 2656, or 2658, or 2660, or 2662, or 2664, or 2666, or 2668, or 2670, or 2672, or 2674, or 2676, or 2678, or 2680, or 2682, or 2684, or 2686, or 2688, or 2690, or 2692, or 2694, or 2696, or 2698, or 2700, or 2702, or 2704, or 2706, or 2708, or 2710, or 2712, or 2714, or 2716, or 2718, or 2720, or 2722, or 2724, or 2726, or 2728, or 2730, or 2732, or 2734, or 2736, or 2738, or 2740, or 2742, or 2744, or 2746, or 2748, or 2750, or 2752, or 2754, or 2756, or 2758, or 2760, or 2762, or 2764, or 2766, or 2768, or 2770, or 2772, or 2774, or 2776, or 2778, or 2780, or 2782, or 2784, or 2786, or 2788, or 2790, or 2792, or 2794, or 2796, or 2798, or 2800, or 2802, or 2804, or 2806, or 2808, or 2810, or 2812, or 2814, or 2816, or 2818, or 2820, or 2822, or 2824, or 2826, or 2828, or 2830, or 2832, or 2834, or 2836, or 2838, or 2840, or 2842, or 2844, or 2846, or 2848, or 2850, or 2852, or 2854, or 2856, or 2858, or 2860, or 2862, or 2864, or 2866, or 2868, or 2870, or 2872, or 2874, or 2876, or 2878, or 2880, or 2882, or 2884, or 2886, or 2888, or 2890, or 2892, or 2894, or 2896, or 2898, or 2900, or 2902, or 2904, or 2906, or 2908, or 2910, or 2912, or 2914, or 2916, or 2918, or 2920, or 2922, or 2924, or 2926, or 2928, or 2930, or 2932, or 2934, or 2936, or 2938, or 2940, or 2942, or 2944, or 2946, or 2948, or 2950, or 2952, or 2954, or 2956, or 2958, or 2960, or 2962, or 2964, or 2966, or 2968, or 2970, or 2972, or 2974, or 2976, or 2978, or 2980, or 2982, or 2984, or 2986, or 2988, or 2990, or 2992, or 2994, or 2996, or 2998, or 3000, or 3002, or 3004, or 3006, or 3008, or 3010, or 3012, or 3014, or 3016, or 3018, or 3020, or 3022, or 3024, or 3026, or 3028, or 3030, or 3032, or 3034, or 3036, or 3038, or 3040, or 3042, or 3044, or 3046, or 3048, or 3050, or 3052, or 3054, or 3056, or 3058, or 3060, or 3062, or 3064, or 3066, or 3068, or 3070, or 3072, or 3074, or 3076, or 3078, or 3080, or 3082, or 3084, or 3086, or 3088, or 3090, or 3092, or 3094, or 3096, or 3098, or 3100, or 3102, or 3104, or 3106, or 3108, or 3110, or 3112, or 3114, or 3116, or 3118, or 3120, or 3122, or 3124, or 3126, or 3128, or 3130, or 3132, or 3134, or 3136, or 3138, or 3140, or 3142, or 3144, or 3146, or 3148, or 3150, or 3152, or 3154, or 3156, or 3158, or 3160, or 3162, or 3164, or 3166, or 3168, or 3170, or 3172, or 3174, or 3176, or 3178, or 3180, or 3182, or 3184, or 3186, or 3188, or 3190, or 3192, or 3194, or 3196, or 3198, or 3200, or 3202, or 3204, or 3206, or 3208, or 3210, or 3212, or 3214, or 3216, or 3218, or 3220, or 3222, or 3224, or 3226, or 3228, or 3230, or 3232, or 3234, or 3236, or 3238, or 3240, or 3242, or 3244, or 3246, or 3248, or 3250, or 3252, or 3254, or 3256, or 3258, or 3260, or 3262, or 3264, or 3266, or 3268, or 3270, or 3272, or 3274, or 3276, or 3278, or 3280, or 3282, or 3284, or 3286, or 3288, or 3290, or 3292, or 3294, or 3296, or 3298, or 3300, or 3302, or 3304, or 3306, or 3308, or 3310, or 3312, or 3314, or 3316, or 3318, or 3320, or 3322, or 3324, or 3326, or 3328, or 3330, or 3332, or 3334, or 3336, or 3338, or 3340, or 3342, or 3344, or 3346, or 3348, or 3350, or 3352, or 3354, or 3356, or 3358, or 3360, or 3362, or 3364, or 3366, or 3368, or 3370, or 3372, or 3374, or 3376, or 3378, or 3380, or 3382, or 3384, or 3386, or 3388, or 3390, or 3392, or 3394, or 3396, or 3398, or 3400, or 3402, or 3404, or 3406, or 3408, or 3410

# How to Use This Ordinance

## 1. CONTENT ORGANIZATION AND PAGE LAYOUT

The Zoning Ordinance is organized into seven Articles, which are further divided using standard outline hierarchy. The content and page layout are designed to promote a clear understanding of requirements, as well as quick retrieval of relevant standards, procedures and other information. The following key assists with navigating through this document.

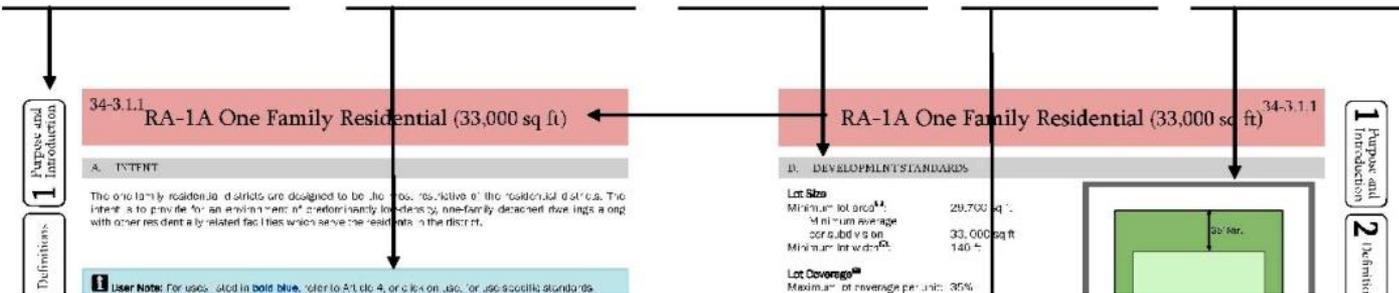
**Article Tabs** link to the first page of each Article. Red tab indicates the Article in which the current page is located.

**User Notes** provide helpful information for digital and hard copy formats. User Notes are always highlighted in blue.

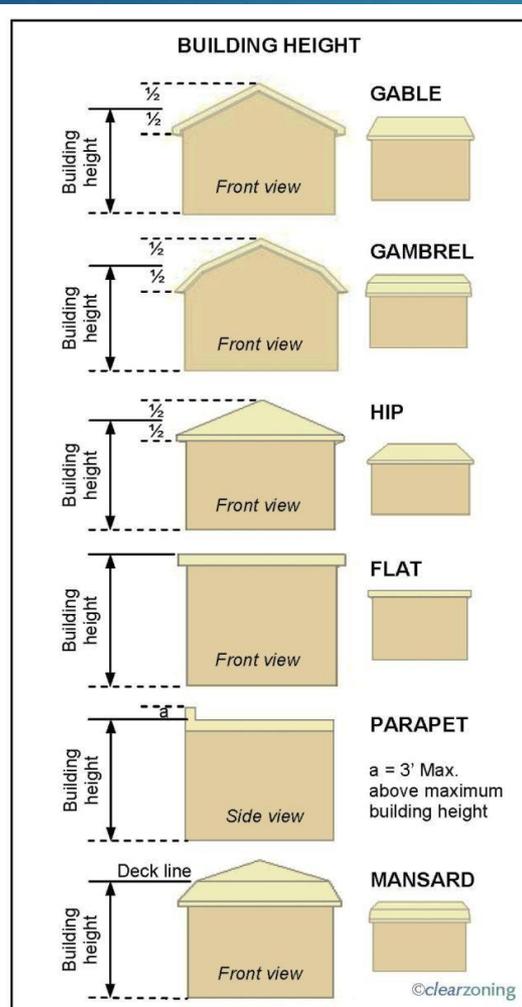
**Sections and Subsections** contain the Ordinance regulations in a hierarchical manner.

**Blue bold font** links to standards in other sections of the Ordinance.

**Graphics, figures, and tables** illustrate concepts or clarify regulations.



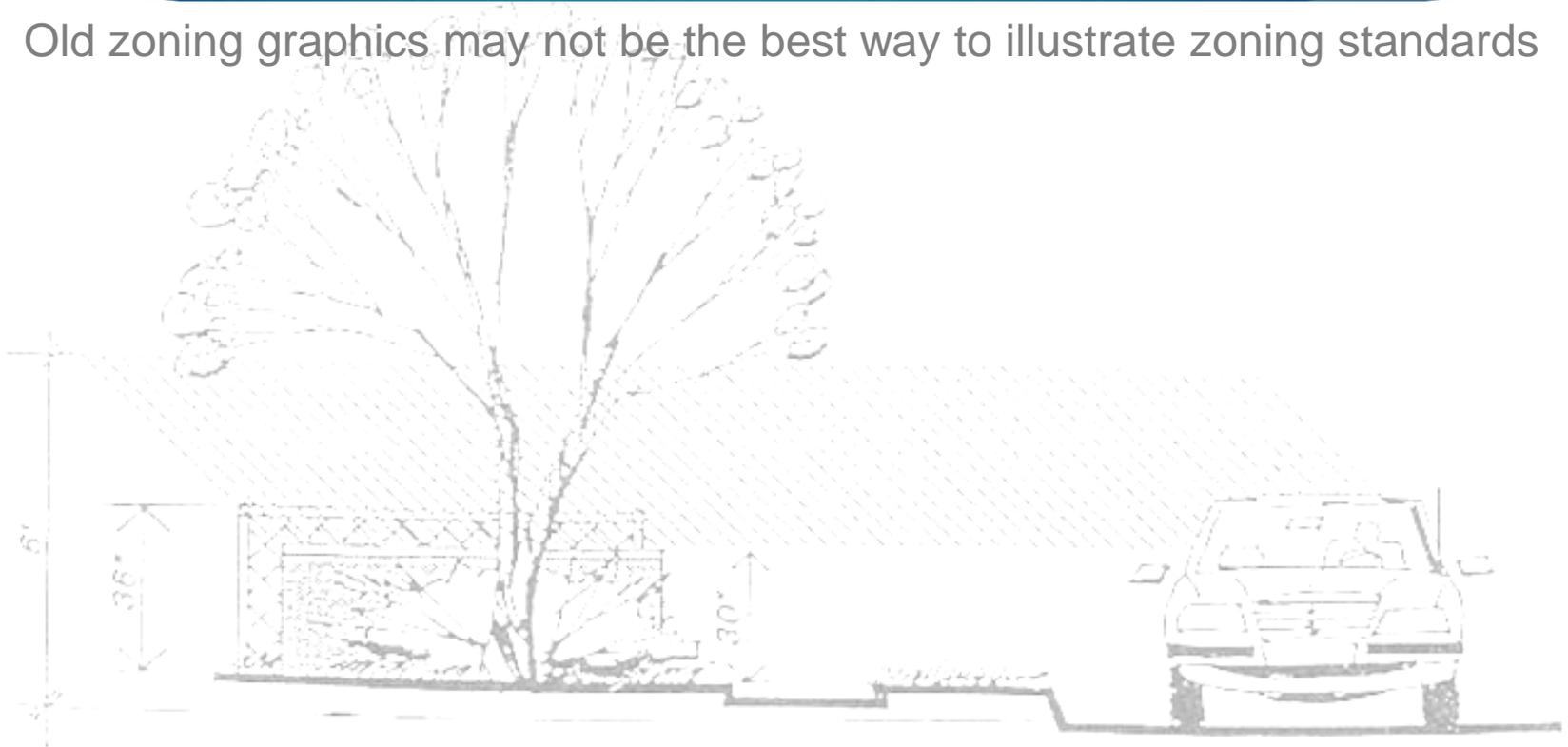
# Step 1: Exploration



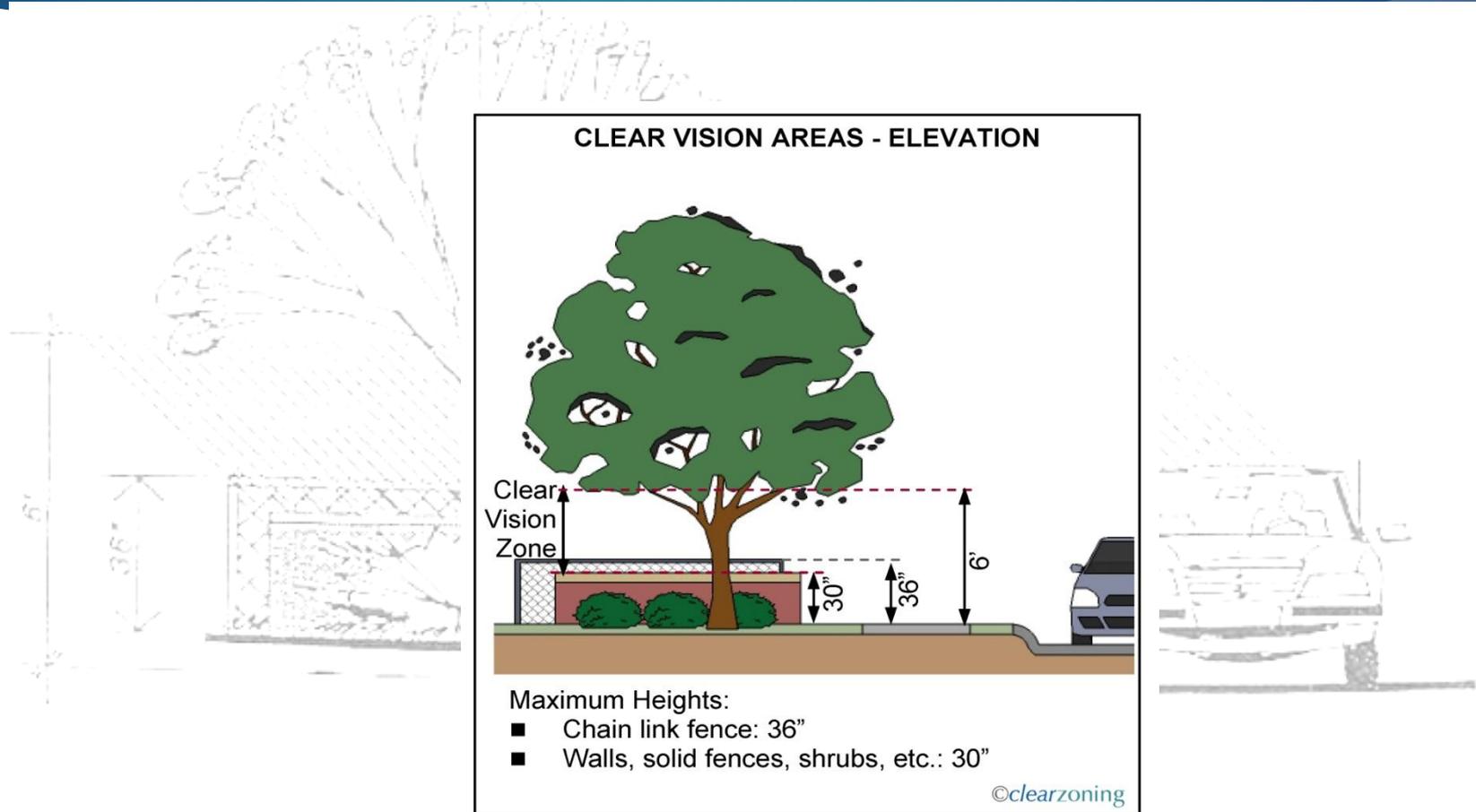
Building height means the vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip, and gambrel roofs. On a structure having a flat roof, the parapet, if provided, may exceed the maximum building height by three feet. Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall.

# Step 1: Exploration

Old zoning graphics may not be the best way to illustrate zoning standards



# Step 1: Exploration



# Step 1: Exploration

## R-3 One-Family Residential District

3.1.4

### D. DEVELOPMENT STANDARDS

#### Lot Size

Minimum lot area<sup>(1)</sup>: 12,000 sq ft  
 Minimum lot width<sup>(1)</sup>: 90 ft

#### Lot Coverage<sup>(1)</sup>

Maximum lot coverage: 25%

#### Setbacks<sup>(1)</sup>

Minimum front yard setback: 30 ft  
 Minimum rear yard setback: 35 ft  
 Minimum side yard setback: 10 ft one side  
 30 ft total two sides

#### Building Height<sup>(1)</sup>

Maximum building height: 35 ft or 2.5 stories, whichever is less

#### Floor Area<sup>(1)</sup>

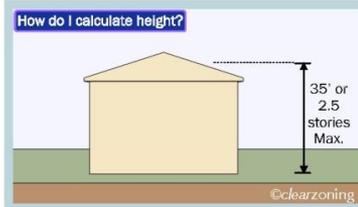
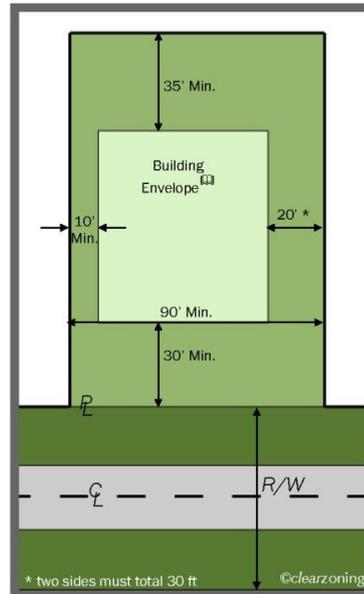
Minimum floor area per unit<sup>(1)</sup>: 1,000 sq ft

#### Dwelling Unit Density

Maximum density  
 DU's/Net Site Area: 2.7

#### NOTES

- For additions to the above requirements, refer to [Section 3.6.2 Notes to District Standards: A, B, C, and M](#)
- See *Selected References* below for applicability



The above drawings are not to scale.

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 De

City of Novi

# Step 2: Application

- ▶ Step 2: Application
  - ▶ What do I need to submit?
  - ▶ Where do I submit it?
  - ▶ How do I submit it?
  - ▶ How do I pay and how much?
  - ▶ What happens after I submit?
  - ▶ When will I get an answer?

# Step 2: Application

- ▶ Making application:
  - ▶ Information required for review
  - ▶ Quantities of materials
  - ▶ Deadlines for materials
  - ▶ Fillable forms
  - ▶ Online payment

# Step 2: Application

- ▶ Create a Development Guide with the following information:
  - Contact information
  - Meeting schedules
  - Process flowcharts
  - Approval timelines
  - Meeting procedures
  - Relevant ordinances or handouts
  - Fee schedule
  - Application forms & submittals
  - Conceptual review procedures
  - Financial assistance tools
  - Design guidelines
  - Permit requirements & forms
  - Online or paper form instructions
  - Online or paper payment options

## Application Requirements

### What is required for pre-application review?

A Pre-Application Review package must be submitted at least 5 days in advance of a Pre-Application review meeting. The application shall include:

- A completed site plan application, available at Construction & Development Services and on page SP 11
- A plan sheet, drawn to scale, showing site boundaries and existing conditions (structures, paved areas, natural features, etc.)
- Ten (10) copies of the concept plan, drawn to scale, showing proposed site boundaries, proposed site improvements including uses, buildings, parking, drives, and other infrastructure

### What is required for preliminary site plan review?

A Site Plan Application package must be submitted for preliminary review. The application shall include:

- A completed application form, available at Construction & Development Services and online at [www.wixomgov.org](http://www.wixomgov.org)
- Seven (7) copies of the site plan
- An application fee
- Proof of ownership or evidence of a contractual ability to acquire the subject property
- Information contained in [Table 1](#) on page SP 4

### What is required for final site plan review?

For projects that required preliminary site plan review, the following must be submitted for final review:

- A completed application form, available at Construction & Development Services and online at [www.wixomgov.org](http://www.wixomgov.org)
- Twelve (12) copies of the site plan
- The application fee
- Information contained in [Table 1](#).

If any ownership information has changed since preliminary review, proof of ownership or a contractual ability to acquire the property is required.

### What are the submission deadlines for site plan review?

Preliminary and Final Site Plan Application packages must be submitted at least thirty (30) days before a Planning Commission meeting.

Plans submitted for preliminary review will typically be reviewed by Construction & Development Services and all other applicable City departments, within approximately two (2) weeks of their submission. If the Application package is substantially complete, it will be scheduled for the next available Planning Commission Meeting. If it is not complete or if there are issues that require a revised site plan submittal, the City will issue a review letter notifying the Applicant of the outstanding issues requiring further attention.

Final site plans must also be submitted to Construction & Development Services. The typical review period for a final site plan is approximately 2 weeks. If a final site plan requires action by the Planning Commission, it will be scheduled after staff & consultant review is complete and the Application has been deemed complete and sufficient for Planning Commission action.

Site plans will be scheduled for review in the order in which they are received and on the basis of completeness.

Introduction

Site Development

Building Review

Resources

Fee Resources

F. A. Q. s

Application Reference List

# Step 2: Application

## Debit/Credit Cards

The Ogemaw County Building and Zoning Office now accepts credit card payments for permits through a service provided by GovPayNet.

To pay by debit/credit card, you must call 888-604-7888 or log onto [www.GovPayNow.com](http://www.GovPayNow.com) (This will direct you to the GovPayNet website).

The following information is needed when making a payment:

1. Amount for permit.
2. Pay Location Code: 5958
3. Property Identification, i.e. property address, property owner. Tax ID number preferred.
4. A valid MasterCard, Visa, American Express or Discover

Please note: When charging your credit card, GovPayNet will add a service fee to the payment amount due. If you have any questions please call 1-888-604-7888. (Live operators are available 24 hours a day / 7 days a week to help you!)



# Step 3: Review

- ▶ Review
  - ▶ Who does the review?
  - ▶ Which boards/commissions approve?
  - ▶ How do I find out where I am in the process?
  - ▶ What if I need a variance?
  - ▶ How do I receive information on what else I need to do?
  - ▶ When are all the meetings?
  - ▶ What happens if I get conflicting information between planning and engineering?

# Step 3: Review

- ▶ Important elements:
- ▶ Communicate the steps in the process
- ▶ Train staff and officials
- ▶ Incorporate public participation early
- ▶ Track projects to monitor progress and evaluate what's working & what needs work

# Step 3: Review

- ▶ Steps: Logical sequence of events – what steps are needed to have a project approved?
  - ▶ Pre-application meeting staff
  - ▶ Make application for site plan review (special land use, rezoning, etc.)
  - ▶ Meet with staff to review comments, if necessary
  - ▶ Meet with Planning Commission (public hearing?)
  - ▶ Make application for building permit

# Step 3: Review

- ▶ How do we get started?
  - ▶ Articulate the process in the Zoning Ordinance
  - ▶ Keep the ordinance up to date.
    - ▶ Zoning Board of Appeals can identify common variances that may indicate the need for an amendment.
    - ▶ Review case law and monitor federal and state legislation

Wixom, Michigan, Code of Ordinances >> Title 18 - ZONING\* >> **Chapter 18.17 SITE PLAN REVIEW REQUIREMENTS AND PROCEDURES** >>

**Chapter 18.17 SITE PLAN REVIEW REQUIREMENTS AND PROCEDURES**

**Sections:**

- [18.17.010 Intent.](#)
- [18.17.020 Uses requiring site plan review.](#)
- [18.17.030 Site plan review procedures.](#)
- [18.17.040 Standards for site plan approval.](#)
- [18.17.050 Conditions of site plan approval.](#)
- [18.17.060 Administrative sketch plan review.](#)
- [18.17.070 Condominium developments.](#)
- [18.17.080 Validity of approved site plan.](#)
- [18.17.090 Amendment to approved site plans.](#)
- [18.17.100 Property maintenance after approval.](#)
- [18.17.110 Compliance required.](#)

**18.17.010 Intent.**

- A. It is the intent of this chapter to require site plan review and approval prior to issuance of a building permit for certain buildings, structures and uses to ensure that the arrangement, location, design and materials within a site are consistent with the character of the city and the goals and design guidelines in the city of Wixom master plan. In particular, the standards herein are intended to minimize negative impacts on natural resources, utility systems, public service delivery, traffic operations, adjacent neighborhood or district character and the character of future development.
- B. It is further the intent of this chapter to bring existing sites that do not conform with current standards of this title into greater conformity when uses change or an exterior renovation or expansion is proposed.

*(Ord. 08-05 § 1 (part), 2008)*

**18.17.020 Uses requiring site plan review.**

Construction and uses that require site plan, sketch plan or permit approval are listed in Table 17.02. Uses requiring site plan or sketch plan approval shall also be required to obtain a building permit, where required by the building code. A building permit shall not be issued until a site plan is approved in accordance with the procedures and standards set forth herein and all necessary review, inspection and permit fees have been fully paid. Certain construction shall also require review as specified by the city's engineering standards.

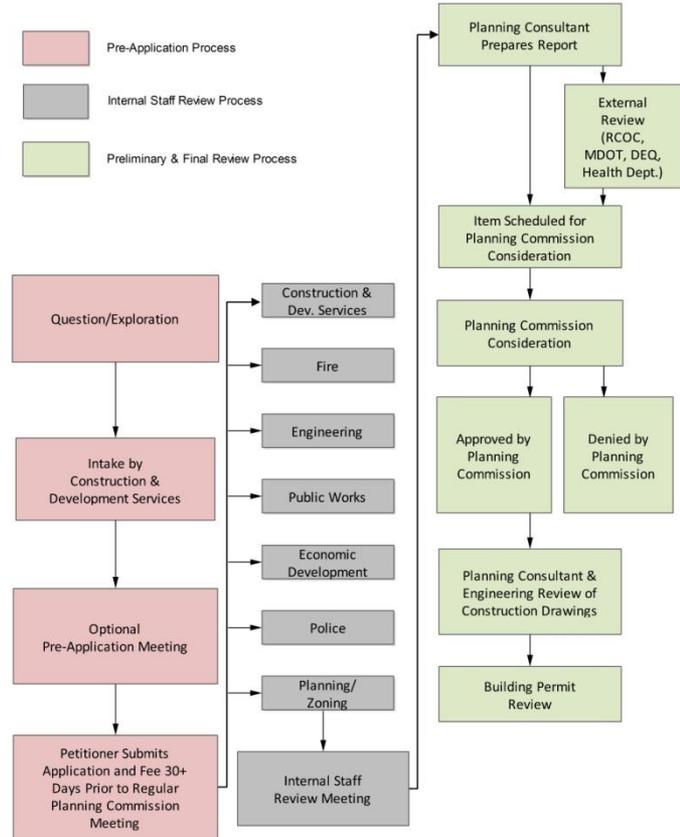
**Table 17.02**

**Uses Requiring Site Plan Review**

PC – Planning Commission	Site Plan Approval	Sketch Plan Approval	Building Permit Only

<http://library.municode.com/print.aspx?h=&clientID=16705&HTMRequest=http%3a%2f...> 7/11/2013

**Site Plan Review Process**



# Step 3: Review

- ▶ A good process only works if everyone involved understands it
  - ▶ Staff
    - ▶ Community development
    - ▶ Building
    - ▶ Engineering
    - ▶ Department by the front door – the first person to come into contact with a property owner, resident, or business owner should have a basic understanding of how everything works

# Step 3: Review

- ▶ A good process only works if everyone involved understands it
  - ▶ Officials
    - ▶ Planning Commission
    - ▶ Zoning Board of Appeals
    - ▶ City Council
    - ▶ Other related boards (historic district, design review, etc.)

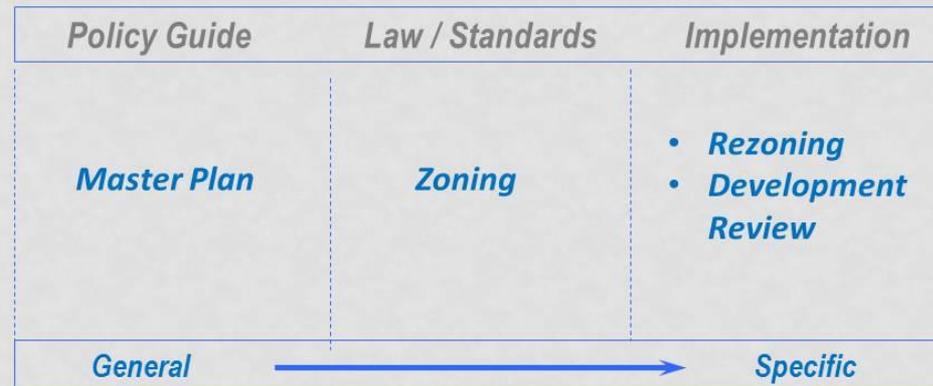
# Step 3: Review

## Site Plan Review: What Is It?

- The process by which a community reviews specific development proposals to insure that they comply with Zoning Ordinance standards
- Zoning ordinance must list which development is permitted, what the review criteria are, and what the site plan must show
- Applies the standards of the zoning ordinance to the property - regulates the DESIGN of the development
- Initiated By Application
- Results In A Specific Site Plan And Conditions For Use Of The Site
- Conditions Are Permitted

Basic Training – City of Novi

## The Relationship Between Master Plans and Zoning, & Development Review



Basic Training – City of Novi

## SPECIAL LAND USE REVIEW

- Initiated by application
- The Zoning Ordinance must list which uses are special land uses
- The Zoning Ordinance must specify the process for approval of special land uses, including the required application materials and required application materials
- All special land uses must be reviewed by the Planning Commission (i.e., site plan review is required)
- Public hearing is required

## HINTS FOR ORDERLY PUBLIC MEETINGS

- Print public participation rules on the back of the agenda
- It is not required that the Planning Commission attempt to answer every question
- If things get out of hand, take a recess
- Remember that the Planning Commission represents the interests of the entire community, not just those at the hearing
- Once the hearing is closed, the public should not be involved in the discussion

City of Farmington Hills Planning Commissioner Training by Clearzoning, Inc.

## Step 3: Review

- ▶ Public participation – why is it important?
- ▶ Allows neighbors to voice their concerns well before a project is approved and construction begins
- ▶ Allows developers to clarify any misinformation and misconception about their projects
- ▶ Builds relationships
- ▶ Encourages win-win solutions
- ▶ Avoid angry calls and emails – or the mob that shows up at the meeting.

## Step 3: Review

- ▶ Consider developing a public participation plan to provide guidance based on the type of review / project.
- ▶ This is encouraged by MEDC as part of the Redevelopment Ready certification process.

# Step 3: Review

## STATE REGULATIONS ON PUBLIC PARTICIPATION

Along with the desire to include input from the City's diverse community, the City of Lathrup Village complies with all state statutes which guide its participation activities. All Lathrup Village boards, commissions, and the City Council adhere to all laws of the State of Michigan that outline public participation requirements. These laws set forth a minimum standard that the City seeks to exceed in each area for which they are applicable.

### Michigan Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), all meetings of those bodies that have a governmental function (e.g., City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, etc.) will hold meetings in the City Hall building located at 27400 Southfield Road, Lathrup Village, MI 48076, which is accessible to the general public. The following notice requirements will apply:

Meeting Type	Notice Type/Information	Timeline for Notice
Regular council, board and commission meetings	A list stating the dates, times and places of all such regular meetings	Within 10 days of the first of a public body in each calendar fiscal year
Change in regular council, board and commission schedule		Within three days of the month in which the schedule was changed
Special and irregular council, board or commission meetings		At least 18 hours before meeting
A regular meeting of a public body which is recessed for more than 36 hours		At least 18 hours before meeting reconvenes
Emergency sessions	No notice required if the public health, safety or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency session	

## Appendix 1) Evaluating Efficiency of Communication Efforts

### 1.A- External Survey of Communication Efficacy

Lathrup Village Event Satisfaction Survey	
Date:	
What event did you attend today?	
How did you hear about this event?	
Was the event held at a convenient location and time? If no, when would be a better time?	
Are you glad you came to this event? How would you improve it?	

Lathrup Village, MI

## Step 3: Review

- ▶ Early Public Input - How can a community help?
- ▶ Maintain contact list for homeowner associations.
- ▶ Provide meeting space for applicants to meet with neighbors and present plans.
- ▶ Include information about informal neighborhood meetings with formal public meeting notices

# Step 3: Review



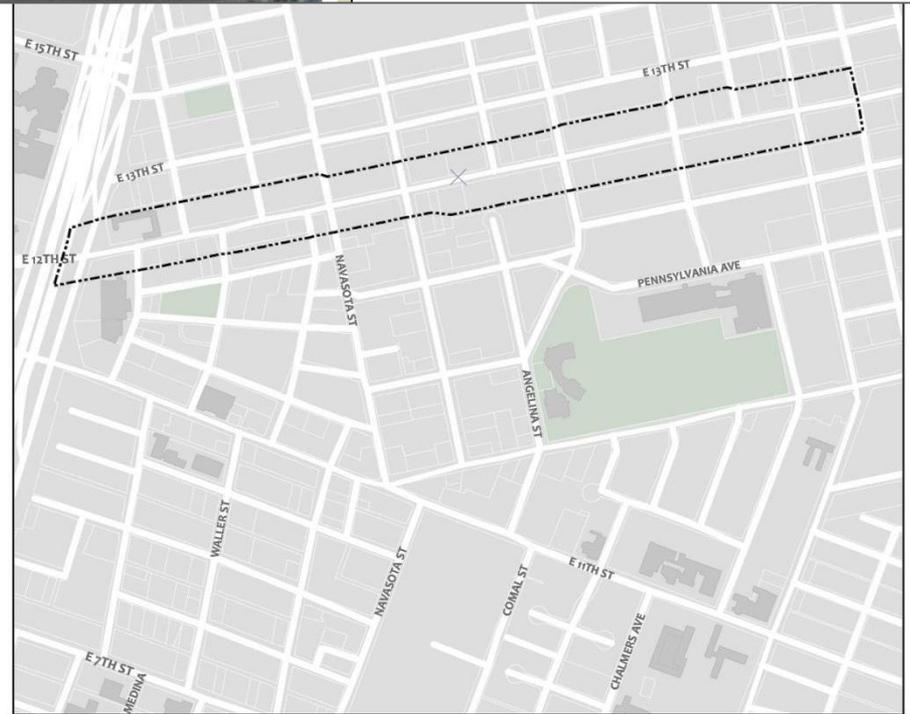
## ONLINE TOOLS & RESOURCES

Browse through the Planning and Development Review Department's various tools and resources available online.

### Web Resources

- [Schedule an inspection online](#) or by phone (Click [here](#) for instructions on how to schedule an inspection)
- [Search for land development cases, building plan reviews, permits and inspections](#) (Click [here](#) for an Information Search Guide)
- [Forms and Applications](#)
- [Access public records](#)(Council Agendas, Minutes, Ordinances, Resolutions, Municipal Election and Utility District documents)
- [Office of the City Clerk](#)
- [Look up a neighborhood association on the City's Community Registry](#)
- [Browse through various terms in the Planning/Development Glossary](#)
- [Zoning](#)

### Online Training



618 - 12th Street Business/Property Owner Assn.

Source: Public Information Office of the City of Austin  
Date Created: Friday, February 08, 2013

1" = 577'

This product is for informational purposes and may not have been prepared for or the suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This product has been produced by STIM - GIS for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.

## Step 3: Review

- ▶ Tracking system should be available to the entire review team.
- ▶ Consider making the project tracking available to the applicant

# Step 3: Review

**Search By Permit Number**

Permit Number:

Permit numbers should be in '2004-023481 BP' format.  
Please enter at least 8 characters like '2004-023' or '2004-02%' for partial search criterion.

**Search By Case Number or Old PIER Permit Number**

Case Number:

Case numbers should be in 'C8-2004-0001' format. (Note: M...  
this search. Use the same format as your PIER permit.)

**Search By Property/Project Name**

Number	Prefix	Street	D
<input type="text"/>	--- <input type="button" value="v"/>	<input type="text"/>	--- <input type="button" value="v"/>

Please enter at least the first 3 letters of the street name above

Project Name:

Permit/Case Type:

Sub Type:

Work Type:

City of Austin, TX

Home | Setup an Account | Log In
Public  Username Password 
 REMEMBER ME [Forgot Password /Username](#)

- Permits
  - [Apply for a New Permit](#)
  - [Search](#)
- Projects
  - [Apply for New Project](#)
  - [Search Projects](#)
- Contractor
  - [Search Contractors](#)
- Properties
  - [Search](#)
- Inspections
  - [Schedule](#)

### Project Search

Search By:

Your search returned 300 of 499 total records.  
Please refine your search criteria to reduce the number of records returned.

**Projects**

Search Results

Project Number	Address	Project Name
9321Q2.8	1003 S MAIN/110-112 E HOO	PAMPREEN
BBA09-008	1009 S MAIN ST	APPROVED Variance for basement...
JALC02-0128	101 N MAIN ST	Alteration Commercial
JALC02-0191	101 N MAIN ST	Alteration Commercial
JALC02-0192	101 N MAIN ST	Alteration Commercial
JALS02-0255	101 N MAIN ST	Alteration Single Family
JALC01-0040	101 N MAIN ST #23	Alteration Commercial
JALC03-0001	101 N MAIN ST #525	Alteration Commercial
JALC04-0015	101 N MAIN ST #565	Alteration Commercial
JALC03-0030	101 N MAIN ST #825	Alteration Commercial
JALC03-0094	101 S MAIN ST	Alteration Commercial
HDC10-149	101 S MAIN ST	Replace control joint and caul...
HDC10-150	101 S MAIN ST	Replace membrane roof with Fir...
9204U10_5_3	1042 N. MAIN STREET	NEW CENTER (McKINLEY)
HDC12-056	106 S MAIN ST	New Commercial storefront
HDC12-169	106 S MAIN ST	New blade sign
JALC02-0096	108 S MAIN ST	Alteration Commercial
JALC02-0105	108 S MAIN ST	Alteration Commercial
HDC10-133	108 S MAIN ST	Two business signs
Z10-003	1099 N MAIN ST	Bluffs Nature Area

City of Ann Arbor, MI

# Step 3: Review

Project Manager	SP #	SP #	Plan Type	Pre Con Meeting	Letters Received	Letters Due	Working Days in Review	PC Date	Public Hearing Notice	Site Plan Review Status								Reviews completed within target date	Days in review	Month Reported in
										5 - 15	Planning	Eng	Landscape	Woodlands	Wetlands	Traffic	Facade			
Kristen Kapelanski	JSP13-0038 PSP13-0124	Starbucks 27855 Cabot	FSP		7/11/2013	8/1/2013				PRC-App 8/1/13	PRC-App 8/1/13	PRC-App 8/6/13	NA	NA	Traffic-App 8/5/13	DRN-App 8/5/13	Fire-App 7/16/13	3 of 6	16	2103 August
Kristen Kapelanski	JSP13-0058 PSP13-0127	Knightsbridge Gate Mailboxes	Rfsp		7/22/2013	8/2/2013				PRC-App 8/2/13	PRC-App 8/2/13	PRC-App 8/5/13	NA	NA	NA	NA	NA	2 of 3	9	2103 August
Kristen Kapelanski	PSP13-0129 JSP13-0060	Eberspaecher Parking	PSP		7/23/2013	8/13/2013				PRC-App 8/13/13	PRC-App 8/13/13	PRC-App 8/14/13	NA	NA	Traffic-App 8/12/13	NA	Fire-App 7/25/13	4 of 5	16	2103 August
Kristen Kapelanski	JSP13-0061 PSP13-0131	Creform (Ika Beck North Lot 38)	PSP		7/24/2013	8/2/2013				PRC-App 8/2/13	NA	NA	NA	NA	NA	DRN-App 8/2/13	NA	2 of 2	7	2103 August
Kristen Kapelanski	JC13-0072 PSP13-0130	Lazy Boy Entrance Way	PSP		7/24/2013	8/14/2013				PRC-App 8/14/13	PRC-App 8/14/13	NA	NA	NA	Traffic-App 8/14/13	NA	Fire-App 7/25/13	4 of 4	15	2103 August
Kristen Kapelanski	JC13-0117 PSP13-0132	Farm Grill Addition	FSP		7/26/2013	8/9/2013				PRC-App 8/9/13	PRC-FYI	PRC-FYI	NA	NA	NA	DRN-App 8/8/13	FYI-App 7/31/13	3 of 3	10	2103 August
Kristen Kapelanski	JSP13-0047 PSP13-0134	Berkshire Pointe	Concept Plan		7/31/2013	8/15/2013				PRC-App 8/19/13	PRC-App 8/14/13	PRC-App	ECT-App 8/15/13	ECT-App 8/15/13	Traffic-App 8/16/13	DRN-App 8/15/13	Fire-8/7/13	5 of 8	13	2103 August
Kristen Kapelanski	JC13-0112 PSP13-0136	Men's Warehouse Façade 4323 Crescent	FSP		8/8/2013	8/22/2013				PRC-App 8/22/13	NA	NA	NA	NA	NA	DRN-App 8/12/13	NA	2 of 2	10	2103 August
Kristen Kapelanski	JSP13-0019 PSP13-0138	Collex Collision 25100 Novi Rd	FSP		8/15/2013	9/6/2013				PRC	PRC	PRC	ECT	ECT	Traffic	DRN	Fire			2103 Sept
Kristen Kapelanski	JC13-0124 PSP13-0139	Lydall Generator 39500 Mackenzie Dr #300	FSP		8/19/2013	9/3/2013				PRC	NA	NA	NA	NA	NA	NA	NA			2103 Sept
Kristen Kapelanski	JC13-0099 PSP13-0140	Suburban Infrnt Façade 24355 Haggerty	FSP		8/19/2013	9/3/2013				PRC	NA	NA	NA	NA	NA	DRN	NA			2103 Sept
Kristen Kapelanski	JC13-0168 PSP13-0141	Joe & Aldo's/Andiamos 42705 Grand River	PSP		8/23/2013	9/9/2013				PRC	NA	NA	NA	NA	NA	DRN	NA			2103 Sept
Kristen Kapelanski	JSP13-0057 PSP13-0144	Hobby Lobby 43075 Crescent Blvd	PSP		8/26/2013	9/17/2013				PRC	PRC	PRC	NA	NA	Traffic	DRN	Fire			2103 Sept
Kristen Kapelanski	JSP13-0064 PSP13-0142	Fox Run	Concept Plan		8/26/2013	9/17/2013				PRC	PRC	PRC	ECT	ECT	Traffic	DRN	Fire			2103 Sept
Kristen Kapelanski	JSP13-0051 PSP13-0143	Chameth Fen 28401 Melanie Ln	Rfsp		8/26/2013	9/17/2013				PRC	PRC	PRC	ECT-Fyi	ECT-Fyi	NA	NA	Fire			2103 Sept
Kristen Kapelanski	JSP13-0006 PSP13-0146	HomeGoods 43635 West Oaks	FSP		8/30/2013	9/16/2013				PRC	NA	NA	NA	NA	NA	DRN	NA			2103 Sept

2012

Average		2012 Jan
Average		2012 Feb
Average		2012 Mar
Average		2012 Apr
Average		2012 May
Average		2012 June

Average	9.33	2012 July
Average	7	2012 Aug
Average	9.2	2012 Sept
Average	9.5	2012 Oct
Average	9.85	2012 Nov
Average	10.2	2012 Dec

2013

Average	10.58	2013 Jan
Average	13.55	2013 Feb
Average	8.75	2013 Mar
Average	11.36	2013 April
Average	13.72	2013 May
Average	7.6	2013 June

Average	10.62	2013 July
Average	12	2103 August
Average		

# Step 3: Review

Site Plan Review Status								Reviews completed within target date	Days in review	Month Reported in
Planning	Eng.	Landscape	Woodlands	Wetlands	Traffic	Façade	Fire			
PRC-App 8/1/13	PRC-App 8/1/13	PRC-App 8/6/13	NA	NA	Traffic-App 8/5/13	DRN-App 8/5/13	Fire-App 7/16/13	3 of 6	16	2103 August
PRC-App 8/2/13	PRC-App 8/2/13	PRC-App 8/5/13	NA	NA	NA	NA	NA	2 of 3	9	2103 August
PRC-App 8/13/13	PRC-App 8/13/13	PRC-App 8/14/13	NA	NA	Traffic-App 8/12/13	NA	Fire-App 7/25/13	4 OF 5	16	2103 August
PRCApp 8/2/13	NA	NA	NA	NA	NA	DRN-App 8/2/13	NA	2 OF 2	7	2103 August
PRC-App 8/14/13	PRC-App 8/14/13	NA	NA	NA	Traffic-App 8/14/13	NA	Fire-App 7/25/13	4 OF 4	15	2103 August
PRC-App 8/9/13	PRC-FYI	PRC-FYI	NA	NA	NA	DRN-App 8/8/13	FYI-App 7/31/13	3 OF 3	10	2103 August
PRC-App 8/19/13	PRC-App 8/14/13	PRC-App	ECT-App 8/15/13	ECT-App 8/15/13	Traffic-App 8/16/13	DRN-App 8/15/13	Fire-8/7/13	5 OF 8	13	2103 August
PRC-App 8/22/13	NA	NA	NA	NA	NA	DRN-App 8/12/13	NA	2 OF 2	10	2103 August
PRC	PRC	PRC	ECT	ECT	Traffic	DRN	Fire			2103 Sept
										2103 Sept

Average	9.33	2012 July
Average	7	2012 Aug
Average	9.2	2012 Sept
Average	9.5	2012 Oct
Average	9.85	2012 Nov
Average	10.2	2012 Dec

2013

Average	10.58	2013 Jan
Average	13.55	2013 Feb
Average	8.75	2013 Mar
Average	11.36	2013 April
Average	13.72	2013 May
Average	7.6	2013 June

# Step 4: Approval & Development

- ▶ Step 4: Approval & Development
  - ▶ Issuance of building and development permits
  - ▶ Inspections
  - ▶ Certificate of occupancy

# Step 5: Evaluation

- ▶ Step 5: Evaluation
  - ▶ How efficient was the process?
  - ▶ How effective was the process?
  - ▶ Was the end result satisfactory?
  - ▶ How can we improve?

# Step 5: Evaluation

- ▶ Survey staff, officials, and developers on their experiences with the zoning ordinance and the review process.
  - ▶ What's working? What needs work?

# Step 5: Evaluation

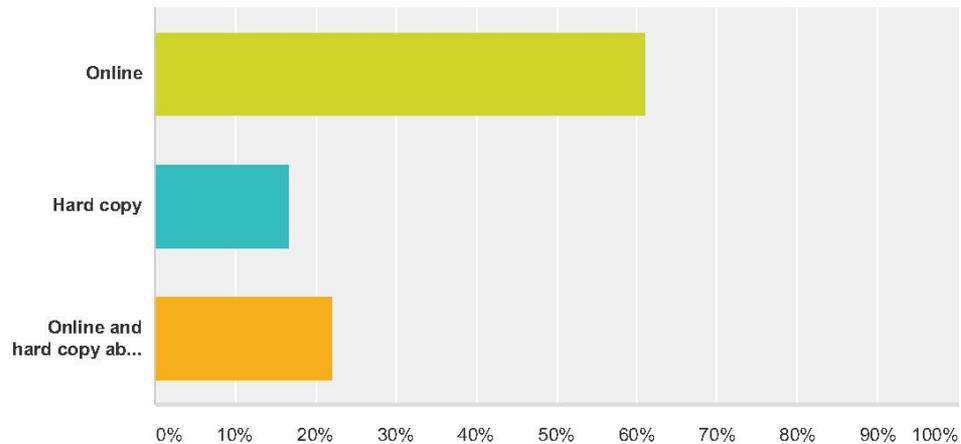
- ▶ Periodic self-assessments can illustrate what's working well and what aspects of the process need improving.
- ▶ Assessments should include asking for input from developers as well as internal staff.
  - ▶ Surveys
  - ▶ Interviews
  - ▶ Focus groups
  - ▶ Roundtable discussions

# Step 5: Evaluation

Steamboat Springs Community Development Code Survey

## Q2 In what format do you generally use the Community Development Code?

Answered: 18 Skipped: 1



# Wrap Up

- ▶ Having an efficient, predictable, and consistent review process not only helps encourage quality development, but it brings staff and officials together on the same page.
- ▶ Your community can reinforce its identity as a great place to do business (great boost for civic pride)

# Wrap Up

- ▶ An effective and efficient review process includes five parts:
  - ▶ Exploration: Research and due diligence on where and how to develop/redevelop in the community
  - ▶ Application: Submission of required materials and payment
  - ▶ Review: Confirming compliance with ordinance requirements and the vision of the community
  - ▶ Approval and development
  - ▶ Evaluation: What's working & what needs work?

# City of Brighton Zoning Ordinance Update

- ▶ What's working? What needs work?
  - ▶ We need your input and suggestions
    - ▶ Online survey: <https://www.surveymonkey.com/r/brightonzo>
    - ▶ Group Discussion