

FARMINGTON PLANNING COMMISSION PROCEEDINGS
City Council Chambers, 23600 Liberty Street
Farmington, Michigan
January 9, 2017

Chairperson Crutcher called the Meeting to order at 7:00 p.m. at City Council Chambers, 23600 Liberty Street, Farmington, Michigan, on Monday, January 9, 2017.

ROLL CALL

Present: Buyers, Chiara, Crutcher, Kmetzo, Waun

Absent: Gronbach, Majoros

A quorum of the Commission was present.

OTHER OFFICIALS PRESENT: Director Christiansen, Recording Secretary Murphy

APPROVAL OF AGENDA

Christiansen requested to add an item to the agenda with respect to the election of officers for the Planning Commission.

MOTION by Chiara, seconded by Buyers, to amend the Agenda to include the election of officers for the 2017 Planning Commission.

Motion carried, all ayes.

MOTION by Chiara, seconded by Kmetzo, to approve the Agenda as amended.

Motion carried, all ayes.

APPROVAL OF ITEMS ON CONSENT AGENDA

a. Minutes of Regular Meeting – December 12, 2016

MOTION by Chiara, seconded by Kmetzo, to approve the items on the Consent Agenda.
Motion carried, all ayes.

DISCUSSION OF CAPITAL IMPROVEMENT PROJECT PLAN AND SCHEDULE OF PUBLIC HEARING

Chairperson Crutcher introduced this agenda item and turned it over to staff.

Director Christiansen stated this item was an item that was considered at the Planning Commission's last meeting with respect to the City's Capital Improvement Program. He stated when the City is engaged in their annual budget process, that it involves the identification of capital expenditures for big ticket items such as facilities, equipment and infrastructure and is laid out in a program that identifies those items and funding sources that are available. He indicated there was a request by City Administration to have a Planning Commissioner appointed to the 2017-2018 Capital Improvement Program

Subcommittee that is working towards putting together that part of the annual budget to be presented to City Council and that Commissioner Steve Majoros was appointed to fill that request to sit on the ad hoc committee at their monthly meetings.

He indicated that a schedule of this year's Budget and Capital Improvement Program was included in the Commissioners' packets and stated it requires a Public Hearing before the Planning Commission which they are looking to schedule at the March 13, 2017 Planning Commission Meeting.

Christiansen opened the floor for discussion by the Planning Commission.

Chiara confirmed the date for the Public Hearing being March 13, 2017 and Christiansen stated that the timeline would be to formalize any items the Planning Commission might have at tonight's meeting and schedule the Public Hearing for the March 13th date. In the interim there would be a series of committee meetings beginning on January 13th where the CIP Steering Committee will meet to consider items brought by the Corridor Improvement Authority, City Council, the DDA, the Planning Commission, the Administration, and will put it into a working document to advertise the required public hearing.

Buyers clarified the action required by the Planning Commission.

Crutcher asked if there would be other opportunities for the Planning Commission to provide input in the process and Christiansen confirmed there would be.

MOTION by Buyers, supported by Chiara, to schedule the Public Hearing for the Capital Improvement Program at the March 13, 2017 Planning Commission Meeting.
Motion carried, all ayes.

ADOPTION OF DOWNTOWN MASTER PLAN

Chairperson Crutcher introduced this agenda item and turned it over to staff.

Director Christiansen indicated that at the January 4, 2017 meeting, the Downtown Development Authority Board approved to forward a resolution to the Planning Commission to adopt the Downtown Master Plan. He stated that the Planning Commission reviewed the plan at their December 12, 2016 meeting. He stated there was a link to that plan as part of the Commissioners' packets.

He stated that what is being requested by the Planning Commission tonight is to recommend approval of the Downtown Master Plan by the Planning Commission and forward it to the City Council after inclusion in the City's Master Plan.

He detailed the process of the City's Comprehensive Planning Process and the various elements included underneath that including the Vision Plan, the Recreation Master Plan, the Downtown Area Plan, the Grand River Corridor Vision Plan, all being elements of the City's Comprehensive Planning Process and part of the Master Plan. He indicated that the formal update of the Master Plan which will occur in 2017, that one of the things that will be done by Public Hearing and resolution, will be the adoption of all the various planning tools as well as the Downtown Development Authority Master Plan into the updated Master Plan.

He opened the floor for questions or comments by the Planning Commission.

Chiara addressed the issue of conceptual development laid out in the plan.

Christiansen responded that in the body of the plan in the draft it identifies development concepts, there being six development concepts that visualize the goals, objectives and strategies representing what could be implemented in downtown Farmington over time. Actual development will hinge on development interest. He stated the illustrations are meant to inform potential developers what is desired in Farmington.

Chiara asked if property owners are aware of the concepts and Christiansen stated they are engaged in the process and all stakeholders are invited to do so.

Kmetzo asked if the Capital Improvement Project Plan is also a subset of the Master Plan and Christiansen indicated the Capital Improvement Program Plan is part of the City's Master Plan required by the State of Michigan's state statute that applies to the Municipal Planning Enabling Act, MPEA, adopted in 2008, which is a culmination of some changes to earlier statutes that consolidated all of the planning statutes and brought them under one umbrella. Part of the Master Plan for a municipality has to include a Capital Improvement Program that lays out capital improvements over a six-year period.

Kmetzo then inquired about prioritization of the projects laid out in all of the plans and Christiansen indicated that is part of the Capital Improvement Program is to identify capital expenditures, equipment, facilities, land, and that those will be laid out in a spread sheet with funding sources and timelines and priorities of what is most important by the Committee.

He talked about the 2013 Vision Plan which identified four focus areas for redevelopment, those being the Grand River/Halstead Plaza, the Downtown Farmington Center, the Maxfield Training Center and the Orchard Lake focus area which includes Farmington Plaza and the Winery and other properties in that area. In looking at the Vision Plan today, each one of those areas have been undergoing redevelopment so it was used as a guide to lay out areas with concepts for potential plans.

He indicated that same tool will be used with the 2016 Downtown Master Plan to identify areas with concepts for potential redevelopment and pointed out the six concept areas included in the plan.

Crutcher confirmed the action required by the Planning Commission for this item.

MOTION by Buyers, supported by Chiara, to move to adopt the Downtown Development Authority Master Plan 2016 as forwarded by the DDA and to consider adoption of the Downtown Development Authority Master Plan 2016 as part of the City of Farmington's Master Plan and Comprehensive Planning Program and forward it to the City Council for their review and consideration.

Motion carried, all ayes.

REQUEST FOR LOT SPLIT – MARGARET BLUMBERG, 23936 PICKETT AVENUE

Chairperson Crutcher introduced this item and turned it over to staff.

Christiansen stated the City Administration received an application from the property owner at 23936 Pickett Avenue to split the existing parcel in order to sell it to the adjacent neighbor to the rear of the property at 34021 Grand River Avenue. The parcel is zoned R-1, single family residential, and that the lot split request has been reviewed by City Administration and it has been determined it will not create any nonconforming issues as it pertains to City of Farmington City Code and in light of that, City Administration is recommending approval of the lot split to City Council.

Christiansen went over the contents of the staff packet with the Commissioners.

Crutcher clarified that parcel one and two were the properties being split and Christiansen responded that the property owner along Pickett is looking to split a rear portion of their property to sell it to the adjacent property that has frontage along Grand River.

Christiansen went over the plat history of the property at 23936 Pickett and further discussion was held. He then stated in summary what is being asked is to make an adjustment to Lots 25 and 26, to take a piece of property that is not being utilized by the owner, and add it to Lot 28 of Assessor's Plat 4 to the property on 34021 Grand River where it will be better used and that no nonconformity will occur because of this action.

Chiara asked if the Planning Commission would be required to approve the lot combination.

Christiansen responded that the action required by the Planning Commission would be to approve the lot split and move it forward to the City Council.

Chiara then inquired if the property owner of 34021 Grand River wanted to build anything on their lot if it would come before the Planning Commission for approval and Christiansen stated that they have not expressed an interest at this time but if so it would require review and approval from the Historical Commission as it relates to new structures and then come before the Planning Commission for their review.

Buyers confirmed that the lot split would result in an enlargement of the Historical District as the new parcel is located within that district and Christiansen responded in the affirmative.

Buyers commended Christiansen on his excellent presentation of the agenda item and stated that it cleared up any questions he had coming into the meeting.

Crutcher confirmed the action required by the Planning Commission.

MOTION by Chiara, seconded by Buyers, to move to approve the lot split for 23936 Pickett Avenue and move it forward to the City Council for their review.
Motion carried, all ayes.

ELECTION OF OFFICERS

Chairperson Crutcher introduced this agenda item and turned it over to staff.

Director Christiansen stated that on an annual basis the Planning Commission is asked to elect officers for the current year. At present he indicated Ken Crutcher serves as Chairperson of the Commission, with Ken Chiara as Vice Chairperson and Paul Buyers as Secretary and stated the responsibilities of each position. He then stated there was a quorum present to carry out the election at the meeting.

Buyers asked the standing officers if they were interested in maintaining their positions and all responded in the affirmative.

MOTION by Buyers, seconded by Chiara, to move to elect Ken Crutcher as Chairperson of the 2017 Planning Commission.

Motion carried, all ayes.

MOTION by Buyers, seconded by Waun, to move to elect Ken Chiara as Vice Chairperson of the 2017 Planning Commission.

Motion carried, all ayes.

MOTION by Chiara, seconded by Kmetzo, to move to elect Paul Buyers as Secretary of the 2017 Planning Commission.

Motion carried, all ayes.

PUBLIC COMMENT

None heard.

PLANNING COMMISSION COMMENTS

None heard.

STAFF COMMENTS

Christiansen stated that he confirmed that the 34021 Grand River property does fall within the Historic District by looking at the map of the district and that he would follow up on it.

ADJOURNMENT

MOTION by Chiara, seconded by Juan, to adjourn the meeting.

Motion carried, all ayes.

The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Secretary