

FARMINGTON PLANNING COMMISSION PROCEEDINGS
City Council Chambers, 23600 Liberty Street
Farmington, Michigan
February 12, 2018

Chairperson Crutcher called the Meeting to order at 7:00 p.m. at City Council Chambers, 23600 Liberty Street, Farmington, Michigan, on Monday, February 12, 2018.

ROLL CALL

Present: Chiara, Crutcher, Gronbach, Kmetzo, Majoros, Perrot, Waun

Absent: None

A quorum of the Commission was present.

OTHER OFFICIALS PRESENT: Director Christiansen, Recording Secretary Murphy

APPROVAL OF AGENDA

MOTION by Chiara, seconded by Waun, to approve the Agenda.

Motion carried, all ayes.

APPROVAL OF ITEMS ON CONSENT AGENDA

a. January 8, 2018 Minutes

MOTION by Gronbach, seconded by Majoros, to approve the items on the Consent Agenda.

Motion carried, all ayes.

DISCUSSION OF 2019-2024 CAPITAL IMPROVEMENT PROGRAM AND REQUEST TO SCHEDULE PUBLIC HEARING

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

Director Christiansen stated this item is a discussion of the 2019-2024, six-year Capital Improvement Program and a request to schedule the required Public Hearing. The Capital Improvement Program Steering Committee and City staff have been diligently updating the program to incorporate it into the upcoming City Master Plan Update. The new CIP is requesting that the Planning Commission schedule the required Public Hearing at the next meeting which is the March 12, 2019 meeting. The final draft of the Capital Improvement Program will be available to review on the City's website as of February 25th. It will also be available and it's going to be placed on the website for public view as well, so if anyone wants to take a look at the draft of the 2019-2024 Capital Improvement Program will be able to do so at that time.

As indicated in the staff packet there was a link provided for this evening's meeting as a reference to the 2018-2023 six-year program on the City's website for your reference.

He stated he'd like to quickly go over what the schedule is, where we're at right now, and quickly just review the current 2018-2023 six-year plan so we can get a flavor for where we're at right now and then request that the Planning Commission schedule the required Public Hearing and answer any questions you might have.

Christiansen stated that the schedule for this year's program was attached with the staff packet. He put the calendar for the Fiscal Year 2019 – 2024 Capital Improvement Program on the screen and stated that this is process that was followed in the past and that was followed last year. He indicated starting in October the staff had a kick-off meeting to discuss the next six-year program. In November the discussion focused on revisions from a staff perspective to the CIP. In November a department head meeting was held to discuss the CIP Program and that was done at the department head meeting at City Hall. City Council met to discuss the CIP Program on December 4th and to appoint a representative to the CIP Steering Committee. The City uses this process which includes a committee, a working committee of members from various boards, commissions, including City Council, Planning Commission, Grand River Corridor Improvement Authority, department heads and City staff. On December 6th the DDA met to discuss the CIP and they appointed a member on the Steering Committee. The CIA, the Grand River Corridor Improvement Authority met on December 14th and discussed the program and appointed a member to the Steering Committee. And at the Planning Commission's December 11th meeting, the Planning Commission discussed the CIP Program and reviewed the schedule briefly at that time and Mr. Majoros again was appointed and volunteered to serve as the representative of the Planning Commission on the Steering Committee.

The department heads then met back in the middle of December to discuss the program as proposed at that time and then were directed by City Administration to submit any interests the departments had individually and also any sort of new interests they had as far as additions to the CIP for the 2019-2024 six-year CIP Program.

The City Manager's office scheduled meetings in January and February for the CIP Steering Committee. Those meetings were held and at those two meetings feedback was taken from committee members with respect to their comments on the outline for the 2019-2024 program, including comments that were made by Mr. Majoros on behalf of the Planning Commission.

The Steering Committee met twice and the department heads have been meeting at their regular meetings and provided comments back to City Administration, to the Finance Director, the Treasurer and the City Manager's office and at this point a draft is expected for the 2019-2024 to be available on February 25th. He then stated the action for this item

is for the Planning Commission to schedule the required Public Hearing for their March 12, 2018 meeting.

He then put the current 2018-2023 Capital Improvement Program on the screen and stated as part of the City's budget process and as part of the master planning program for the City, the City Administration and staff under the direction of the City Manager's office coordinated by the Finance Director/Treasurer, put together the Capital Improvement Program and that it is utilized as an instrument and becomes official when adopted by the City Council and they do that as part of the annual budget.

He briefly went over the 2018-2023 CIP Program and stated that it was approved by the Planning Commission by resolution and that the basis of the CIP Program is to comply with State and local laws adopted by the Planning Commission to do two separate things, to enhance the public awareness of issues in the community that need to be addressed and to show the residents in the City that the City is actively working towards remediating or remedying them; and two, to increase transparency and efficiency in the budget process.

He stated that the CIP Program is basically a road map, it lays out both short and long term capital expenditures that are desired or needed, and points out priorities. He indicated the CIP is a resource as it lays out large expenditures and capital projects that the City, the residents and the Planning Commission have identified as improvements in need for safety, usability and future planning for the community. Each project in the plan recognizes a source of funding and its desired completion timeline. The 2018-2023 six-year Capital Improvement Program identified a total of 141 projects totaling over 28 million dollars. He indicated the CIP is not a plan of projects to be completed, but rather a list of all potential projects including short term, long term, urgent, needed, and desired projects.

He indicated the process last year was a lot more detailed than in years past following statutory requirements and very thorough and that the City is looking to continue in that vein for this year's program.

He cited the different entities that were integral in the process of creating the CIP, residents, administration, City staff, City Council, and the various boards and commissions, DDA, CIA, and the Planning Commission.

He stated the statute that provides for this is Michigan's PA 33 of 2008, which is the Michigan Planning Enabling Act, and the Planning Commission is required to follow the requirements in that statute.

He then put the 2019-2024 update on the screen and stated it was designed to make the best use of what will still be kept in place in that program and those items that are no longer deemed significant will be moved out of the plan and new ones put in the plan and accomplishments and completed projects from the last year are identified.

He defined what the CIP is stating that it is an improvement to at least one of the following: a purchase or improvement of a facility, system, infrastructure or piece of equipment that costs \$10,000 or more with an expected service life of more than one year. Lesser costs items under the \$10,000 figure do not fall under the CIP and are in the general budget. It is also identified as a non-recurring expenditure, or a one-time outlay of capital expenditure. He stated the differences between the CIP and the budget are included in the document and that the benefits of the CIP Program are calling attention to community deficiencies, providing a means to correct them, identifying long term and short term expenditures which greatly improve the budget process and efficiency, enhancing the ability to secure grants, reducing the taxpayers' burden and increasing the likelihood of departmental/intergovernmental cooperation, improving continuity and reducing costs and encouraging efficient progress.

He described the funding and the different categories included therein.

He stated in summary, the program incorporates various guides and plans in the community, many of which the Planning Commission has been an integral part of putting together, including the City of Farmington Master Plan, the Parks and Recreation Master Plan, the Farmington Vision Plan and the Downtown Area Vision Plan, the Grand River Corridor Vision Plan, the Orchard Lake and Ten Mile Road Intersection Redesign Analysis and the Rouge River Trail Project.

He indicated the funding sources are identified in the document and are part of the budgetary process and part of the tax structure, that project prioritization is featured in the plan which identifies the nine different categories which are then broken down. He stated the majority of the categories are infrastructure related. He stated the CIP is a very important tool, necessitated by statute, but certainly important to Farmington as a community to have in terms of a guide, a road map for these items.

Chairperson Crutcher thanked Christiansen and opened the floor for questions from the Commissioners.

Commissioner Chiara inquired if an item is less than \$10,000, if it would be excluded from the CIP and Christiansen responded that it would be included in the budget, but not the CIP.

Commissioner Kmetzo asked Christiansen if the Planning Commission could be provided with a summary of the changes that occurred between the 2018-2023 CIP and the 2019-2024 rendition and Christiansen responded that he would provide an overview of the changes made between the two projects.

Commissioner Majoros indicated that he apologized that he was out of town for the two working meetings of the CIP but that similar to last year the feedback or the commentary that he provided on behalf of the Planning Commission was that fundamentally, first and foremost there has to be trust in the subject matter's point of view, that there should not be a debate about the need for equipment so that this is a process that is driven more by department heads and the like.

The second priority that he put on the list was resident and employee safety and security, that there are a lot of things about the fundamentals of these issues.

The third was the elimination of future costs, that there was a lot of if you spend a little bit now you offset a significant cost later on, so that those items were looked at with the eye of if a small investment now could eliminate a big potential cost later.

The fourth was does it provide a fundamental city service and he stated there are a lot of things that people enjoy about Farmington that would like to be maintained and that there are items in the plan that help preserve the fundamentals of what the City is fundamentally responsible to provide.

The fifth item was are there offsetting budget sources that can help fund some of these projects with grants or shared revenue or shared cost scenarios that if we had the potential to take advantage of that we might want to look at those.

He stated it is important to note what some of the changes are from year after year and that like a lot of things that have been talked about before, i.e. the Maxfield Training Center, that the more that can be done to help the citizens process and digest what is being presented to them, he thinks the better off the City will be. He stated he thinks there will be a more engaged citizen base on projects like this because there is a lot more attention to all the work that is being done in the City and this process is a big part of it and it's a big enabler on the overall project.

Christiansen thanked Majoros for his comments and all of the comments made this evening and is looking forward to moving the 2019-2024 CIP Program forward with the Planning Commission and thanked Majoros for his efforts and that his comments were valuable in the process.

He stated that this is a work in progress and there is a lot of input still to be made and that this is one of the City's road maps to help in the long range plans for the City but stated this particular instrument is an implementation tool of all of those plans because it takes a look at all of the projects identified in the planning tools and equates a focus of what is needed to achieve that, and is a very valuable tool and the Planning Commission's input is certainly very significant.

Chairperson Crutcher thanked Christiansen for his comments and asked for a motion from the Planning Commission.

MOTION by Majoros, supported by Chiara, to schedule a Public Hearing at the March 12, 2018 Planning Commission meeting, to conduct public comment and review of the 2019-2024 Capital Improvement Program document that will be available on the City's website on February 25th, 2018.

Motion carried, all ayes.

PUBLIC COMMENT

None heard.

PLANNING COMMISSION COMMENTS

Commissioner Chiara asked Christiansen if the summary of the changes in the 2018-2023 CIP report and the 2019-2024 can be provided before the March 12th meeting and Christiansen responded in the affirmative.

Chiara also requested an update on contact information of the Planning Commissioners.

Christiansen distributed a letter from McKenna Associates, in re: City of Livonia, Notice of Intent to Conduct Comprehensive Planning, and stated as has been discussed and prepared for and reviewed that the City of Farmington is moving forward with updating the 2009 Master Plan and as such, Farmington is ready to move forward with their RFP to update the City Master Plan and part of that will be to incorporate all of the tools into one comprehensive updated document and in light of that the letter that he just presented from the City of Livonia, that they are updating their City's Master Plan in accordance with Michigan's PA 33 of 2008, and it specifies the requirements, process, procedures and responsibilities for the community's long range planning and part of the requirements under the statute is for public notification to adjacent communities and interested entities and the public at large for their knowledge that planning is ongoing and in accordance with State statute, and cited the letter from McKenna stating that Livonia was updating its

Master Plan because Farmington is an adjacent community and that as such Farmington will be allowed to look at the document and provide comments. He stated that is the same process Farmington will be going through as they update their Master Plan.

He put on the screen the 2009 Master Plan and detailed what will be requested in the RFP for the new Master Plan. He indicated the CIP was not included in the 2009 Master Plan but would be an important part of the update and included in the RFP and detailed the requirements that would be requested.

Christiansen then informed the Commissioners that he had received an email that he wanted to share regarding training for local officials and staff as well as board members and commission members regarding current standards and training that is available for them.

ADJOURNMENT

MOTION by Gronbach, supported by Majoros, to adjourn the meeting.
Motion carried, all ayes.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Secretary