



PLANNING COMMISSION MEETING
Monday, February 11, 2019 – 7:00 p.m.
City Council Chambers
23600 Liberty Street
Farmington, MI 48335

AGENDA

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Items on the Consent Agenda**
 - A. January 14, 2019 Minutes**
- 4. Discussion of 2020-2025 Capital Improvement Program and Request to Schedule Public Hearing**
- 5. Public Comment**
- 6. Planning Commission Comment**
- 7. Adjournment**

FARMINGTON PLANNING COMMISSION PROCEEDINGS
City Council Chambers, 23600 Liberty Street
Farmington, Michigan
January 14, 2019

Chairperson Crutcher called the Meeting to order at 7:00 p.m. at City Council Chambers, 23600 Liberty Street, Farmington, Michigan, on Monday, January 14, 2019.

ROLL CALL

Present: Chiara, Crutcher, 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 Majoros, seconded by Chiara, to approve the Agenda.
Motion carried, all ayes.

APPROVAL OF ITEMS ON CONSENT AGENDA

A. December 10, 2018 Minutes

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

ELECTION OF OFFICERS

A. Accept Nominations for Chairperson

Commissioner Chiara asked Crutcher if he would accept the nomination as Chairperson.
Chairperson Crutcher accepted the nomination.

MOTION by Chiara, supported by Majoros, to nominate Ken Crutcher as Chairperson of the Planning Commission.
Motion carried, all ayes.

B. Accept Nominations for Vice Chairperson

Commissioner Chiara asked Majoros if he would accept the nomination as Vice-Chairperson.
Vice-Chairperson Majoros accepted the nomination.

MOTION by Chiara, supported by Waun, to nominate Steve Majoros as Vice-Chairperson of the Planning Commission.
Motion carried, all ayes.

C. Accept Nominations for Secretary

Vice Chairperson Majoros asked Chiara if he would accept the nomination as Secretary.
Commissioner Chiara accepted the nomination.

MOTION by Majors, supported by Perrot, to nominate Ken Chiara as Secretary.
Motion carried, all ayes.

Director Christiansen congratulated the officers on their re-election.

SITE PLAN REVIEW AND APPROVAL FOR SECOND BUILDING ADDITION – PROFESSIONAL PAVILION (ORCHARD TRAIL MEDICAL), 23133 ORCHARD LAKE ROAD

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

Director Christiansen stated this item is a site plan review and approval for a second building addition at Professional Pavilion, now known as Orchard Trail Medical, located at 23133 Orchard Lake Road. This item was introduced at the December 10, 2018 Planning Commission meeting. The City has been working with the new property owner of Professional Pavilion, again Orchard Trail Medical, regarding a proposed second building addition to the existing site. The proposed addition would be a 5,500 square foot one-story medical office and urgent care and additional changes to the existing site including parking lot improvements.

The existing site is located in the C-2, Community Commercial District, and requires review and approval by the Grand River Corridor Improvement Authority, the CIA, and the Planning Commission. The recently approved 13,500 square foot two-story medical office building addition is currently under construction on the site.

As indicated the Applicant has submitted a site plan for the proposed new one-story medical office building and the additional proposed site improvements. An aerial photograph of the existing site is attached with the staff report as well as the site plan submitted by the Applicant.

Site plan and engineering review letters from OHM Advisors, dated 12-7-18, are also included in the staff packet.

The Grand River Corridor Improvement Authority, the CIA, reviewed and recommended approval of the proposed site plan to the Planning Commission at their December 13th meeting and a copy of their meetings minutes from that meeting are attached.

The aerial photograph was put on the screen as well as the current application submitted by the Petitioner for the 5,500 square foot urgent care addition. The plans were put on the screen. Christiansen indicated there is a one-story office building on the southwest corner of the site and the Petitioner is acquiring that building and looking to demolish it, repurpose the site in that area as parking in order to provide parking for the 5,500 square foot addition.

The following were shown on the screen: the site plan, the existing building along Shiawassee with some frontage on Mooney Street as well, the 13,500 square foot addition to the northeast, and then the 5,500 square foot addition south of that, the utility plan, storm water management which is one of the issues reviewed in the OHM review letter, grading plan, soil erosion plan, photometric plan, the illumination on site, parking lot lighting, landscape plan indicating quite a bit of enhancement along Shiawassee Road as well as throughout the parking lot, the parking lot islands, tree plantings as reflected.

One of the questions that came up at the last meeting, the 5,500 square foot addition in its review, was sidewalk along Mooney Street, one plan didn't show sidewalk extended along there but it is and it's reflected on the plans on the screen and on the landscape plan as well.

The overview of the architect's rendering was put on the screen and the various elevations and were gone over in detail.

He stated there were review letters by OHM and that their representatives are present this evening to briefly review them with the Commission as well as Jim Barnas, the Applicant as well.

Crutcher asked the OHM representatives to come to the podium.

Marguerite Novak, OHM Advisors, came to the podium to give a brief outline of the letter she provided. She stated their comments are brief due to the fact that this second building holds little impact on compliance and zoning. She indicated with this location in the Community Commercial District, it generally meets the clearance, but there are a few comments on parking and building design and signage.

The proposed plan falls short of meeting zoning requirements for parking, the consideration of an offsite and peak utilization times between the urgent care and the existing buildings on the site, as well as utilization of nearby offsite parking, makes for a reduced ratio for this site.

One building design and signage they would like to see a little more detail there in order to show compliance for the zoning. They did see the renderings with color and texture, but they would like to see further identification of building materials as well as coloring to make sure the buildings are consistent on that site as well as compliance with the zoning.

Lastly, signage, the detailed drawings showing and size of all the proposed signage is needed in order to confirm accordance with the zoning department.

The comments were intended to help the Planning Commission discussion and direct that discussion and then all other comments are intended for the developer to encourage to work with the City to address them.

Chairperson Crutcher thanked Novak and opened the floor for questions from the Commissioners. Hearing none, he called Jessica Howard to the podium.

Jessica Howard, OHM Advisors, came to the podium. She stated overall in their letter they recommended site plan approval to the Planning Commission with some minor comments as well. She stated there were discrepancies on the plan, perhaps changes were made and the plans weren't updated. On one of the parking counts reflects twelve spaces when there were eleven, some minor changes like that. The circulation plan needs to show turning templates to make sure the largest vehicle accessing the site can actually maneuver throughout the site without damaging vehicles that could be parked in the area or going over the curbed island.

As far as utilities go, they wanted to have the plans show the location of the water and sanitary services to the existing building that are proposed to be demolished to make sure that those are filled or removed and then to show the proposed water service for this proposed building.

As far as grading and paving goes, they would like to see some additional spot grades to make sure the proposed sidewalk and handicap parking spaces are meeting the current ADA guidelines.

One of the comments addressed clarification with the proposed storm water and decreasing the impervious surface of the site. They recommend the Applicant consider

using some storm water best management practices to reduce the surface drainage going into the pipes and overloading the existing system.

There are some preliminary detailed engineering comments to help expedite the next review process if the Planning Commission so chooses to approve the site plan.

The floor was opened for questions from the Commissioners.

Chiara asked if with this type of urgent care would there be ambulances coming in there and the Applicant answered there could be and Howard stated that is why they would like to see circulation and turning templates to make sure that the ambulance could actually get in and out of the site with ease.

Crutcher thanked Howard for her review. He then invited the Applicant to the podium.

Jim Barnas, Contracting Resources, came to the podium. He stated most of the comments are incidental, both on the planning and the engineering, and he is sure they can be worked out with their engineering firm. He went on to say that he was here in December and answered most of the general questions that came before him and then asked the Commission if there were any specific questions they want answered.

Chiara inquired about the completion date and Barnas replied he is still waiting on a lease from the tenant and that is based on site plan approval so that is still in process. He indicated if everything goes right they could start construction in Spring and be done in Fall.

Crutcher inquired where the ambulances would pull up and Barnas replied there are two entrances and like any other municipal agency they can come anywhere they want, they can come up Mooney Street, they can come up Shiawassee, that they're going to go where they need to go when they need to do it.

MOTION by Majoros, supported by Chiara, to approve the site plan for the second building addition for Professional Pavilion, (Orchard Trail Medical), located at 23133 Orchard Lake Road, with the planning and engineering letters from OHM Advisors, both dated December 7, 2018 and their comments incorporated into the approval.

Motion carried, all ayes.

PUBLIC HEARING - REVISED 2016 RECREATION MASTER PLAN

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

Christiansen stated this item is a required public hearing on the Revised 2016 City of Farmington Recreation Master Plan. The Planning Commission briefly discussed a review of the attached City of Farmington 2019 Recreation Master Plan, it's a revised or updated version of the 2016 Recreation Master Plan, at the December 10, 2018 Planning Commission meeting and scheduled the required public hearing for this evening. The meeting minutes included in their packet reflects the discussion held on this subject at the December 10th meeting.

The requested action this evening of the Planning Commission is two-fold; one is to hold the required public hearing as scheduled and noticed on the City of Farmington 2019 Recreation Master Plan; and two, to make a recommendation on the proposed 2019 Recreation Master Plan and to forward that recommendation to City Council for their review and consideration.

Attached with the staff packet is a copy of the Notice, City of Farmington Planning Commission, public view period and Notice of Public Hearing as required. The City of Farmington Recreation Master Plan must have consideration by the Planning Commission and a public hearing must be held and that is what is scheduled this evening. And the Notice required was given and as indicated the Notice was given that the City of Farmington 2019 Recreation Master Plan, again the revised 2016 Recreation Master Plan prepared in accordance with State statutory requirements and the City's Comprehensive Planning Program and was available for public review. The Plan was made available for a 30-day public review period which commenced on December 16, 2018 and has ended January 14, 2019. The Plan was scheduled for public hearing and it was also available on the City's website for review and some inquiries and comments were received of a general nature but nothing more than that in consideration of the Plan this evening.

The 2019 Recreation Master Plan is a pretty detailed plan. From the 2016 Plan the real purpose this evening is more administrative and following State statutory requirements and also responding to and following through with comments and requirements of the Michigan Department of Natural Resources, the MDNR. So the 2016 Plan remains pretty much the same as developed and as approved by the Planning Commission and also by the City Council in the Fall of 2016. The changes that have been made have been mostly administrative, making sure that the Plan was posted for review, that the Public Notice was appropriate, that the administrative process was complied with and also there were a couple changes in the Plan that the MDNR wanted. One of them was a paragraph or an area in the Plan that reflected on the history of the State of Michigan support, MDNR

support of grants for recreational facilities and properties here in the City and so that was put together and is in Appendix E in this Plan. Also there was an update to the five-year action plan that lays out what the program is in this Master Plan over the next five-year period for enhancing the City's existing parks. Those two items are here, along with the administrative requirements being addressed.

In looking at the Plan that was together back in 2016 and adopted at that time, it's a very detailed plan of the City's five parks and then with Flanders Park there are six parks in the City of Farmington. And each park is reviewed in detail and all facilities identified. Also the existing provision of recreational services throughout the area are also part of this plan, so some of the regional facilities as required. It talks about all the parks, it talks about some demographics. There's also an online survey that had been done back in 2016 that is reflected in the Appendix as part of this plan.

There is a section in the Appendix area that deals with the funding resources for recreation improvements, very important as part of the Plan. The Land/Water Conservation Fund and some of the other funds, State administered programs, prior recreation improvements to the City that have received some of this money, grants that have been awarded, those were added to the Plan. Once the Plan is adopted by the City and is accepted and approved by the MDNR, it's the tool that's used by the City to apply for these grants to look to enhance the City's park system and the individual parks with specific improvements as proposed.

Contained in the Plan is a new Appendix E, Grant History. There were four previous grants that were provided to the City of Farmington, awarded to the City of Farmington in accordance with the Michigan Department of Natural Resources, MDNR requirements. The list outlines past recreation grants that were received by the City. The first one was in 1967 there was a grant that was awarded that was a land and water conservation grant for projects in the City and this one was for the acquisition of ten acres of land for neighborhood park development. That was the acquisition for the property for Drake Park back in 1967. There is a wood 4 by 4 post in the park where there is a plaque signifying the grant funds.

The second grant was in 1972, Drake Road Park as well, site development projects that included improvements to equipment and facilities at the existing park. So, five years later there was an application and an award for facilities at the park to develop the park.

In 1985 at Shiawassee Park there were site development activities and a project that was awarded another Land and Water Conservation Grant that included improvements to the existing park and to equipment and facilities, specifically those included the pavilion that

is out at the park. In the trusses of the pavilion there is the same plaque signifying the grant funds.

The fourth grant was in 1989, there were additional improvements at Drake Park and that was a different kind of grant that was awarded but still through the MDNR and it was provided to update facilities at Drake Park in 1989.

So that's the history of grants that have been provided. You'll note that other park improvements were made throughout the City with other types of funding. There have been generous donations to the City, Sundquist Pavilion, Riley Park, through the donations of the Riley Park Foundation, Sundquist family, have been realized and those facilities were part of the 2004 Recreation Master Plan.

With Memorial Park, there is an attachment on the City Hall Campus here with the 911 Memorial and that is out in front of City Hall and is part and parcel with Memorial Park that was realized through donations. So that shows other sources of funding, but primarily a significant amount of them are through the State, through MDNR, which this 2019 Recreation Plan being updated from the prior plan, 2016, now this update will make it 2019 and will make it current and makes the City eligible for opportunity to receive grant funding to implement the improvements that are laid out in this plan.

So those are the updates that are part of the revised 2016 plan which is the 2019 plan and the request this evening as Noticed, is to hold the required Public Hearing for the 2019 City of Farmington Recreation Master Plan and then to act on this plan in accordance with the Notice, moving it forward to the City Council.

MOTION by Majoros, supported by Waun, to open the Public Hearing.
Motion carried, all ayes.

(Public Hearing was opened at 7:34 p.m.)

PUBLIC HEARING

Chairperson Crutcher asked if there were any comments from the public.

Patricia Shelton, a Farmington resident, came to the podium. She stated in the papers that were distributed on page 26 of the draft there's a list of goals and asked what the timeline was on those goals.

Christiansen replied that the purpose of the overall goals in the Plan is a required section of the Plan, it's a standard section of the Plan for the City to identify and address its goals which provides a guideline for decision making regarding recreation in the City.

To provide a guideline for decision making, this plan includes the list of goals and objectives that are based upon previous plans, the 2005/2009 Parks and Recreation Master Plan, the 2015 Downtown Area Plan, the 2009 Farmington Master Plan and the results of analysis of public input. This plan was generated through a work of a Recreation Master Plan Steering Committee doing the background work and making recommendations to the Planning Commission. The goals and objectives are intended to provide an operational framework for future decisions related to provisions of parks and recreation for Farmington. These goals and objectives are to be reviewed annually and modified as necessary. There are goals for now and for the future and they're to be looked at as recommended in the Plan consistently, routinely, annually, to see if they're still valid. And if they are still valid, the City will continue to move forward with them over the life of the Plan. The Plan life is about a five-year period and so if they're still valid the City would continue to move forward with these goals and they would still be part of the Plan.

MOTION by Majoros, supported by Chiara, to close the Public Hearing.
Motion carried, all ayes.

(Public Hearing closed at 8:37 p.m.)

Christiansen stated that representatives of the City's Planning and Engineering Consultants, OHM, are present this evening and they have been working very closely with the City hand in hand helping the City move through the process with respect to the Recreation Master Plan and have played a significant role in helping to coordinate with the MDNR, to provide the updates requested by the MDNR, and now get to the point of holding the required public hearing after the 30-day plan posting and notification period and have been a valuable resource and can answer any questions the Commissioners may have. He then stated the second part of this agenda item is consideration of approval of the Plan and recommend moving it forward to the City Council.

MOTION by Waun, supported by Chiara, to approve the 2019 Recreation Master Plan and move it to forward to City Council.
Motion carried, all ayes.

DISCUSSION OF ITEMS FOR SUBMISSION INTO 2020/2025 CAPITAL IMPROVEMENT PROGRAM

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

Christiansen stated this item is a review of the 2019/2024 City of Farmington Capital Improvement Program and a discussion of the 2020/2025 Capital Improvement Program process and plan. As indicated, the link that was made available to you to the current 2019/2024 program on the City's website was included here for everybody's information and anyone interested in looking at the current Capital Improvement Program, the six-year Capital Improvement Program for the City of Farmington is available on the City's website.

The Planning Commission may recall that the City is required to consider and to approve and maintain an overall City Master Plan for future growth and development as a guide in the City. That Master Plan is a tool that is developed, created and approved by the Planning Commission and also with support from the City Council and is a very specific process.

Part of the Master Plan requirements by State statute is that the Master Plan also include a six-year Capital Improvement Program. So the plan serves as the guide and the Capital Improvement Program helps to serve as an implementation tool.

The City has moved forward with the Master Plan process and as you are aware, they are actually currently involved in updating the City Master Plan, so that process has been going on. We have a 2018 City of Farmington Master Plan update ongoing right now. Part of that Master Plan update will include a six-year Capital Improvement Program and that will be the 2020/2025 six-year plan.

So, along with the annual budgetary process that the City engages in and as I think you're aware annually the City Council reviews, considers and adopts an annual budget and that is adopted in the late Spring in June prior to the next fiscal year. The Fiscal Year in the City of Farmington annually is July 1 to June 30th. So as part of the budgetary process City Council considers an annual budget and part of that budget includes the Capital Improvement Program. You may recall over the past number of years, the City has gone through a process where a steering committee has been created and that steering committee has done the leg work, the background work, putting together a draft six-year plan and moves that plan forward to the Planning Commission as required by statute for your review and consideration and the holding of the required public hearing and then your action in forwarding that Capital Improvement Program to City Council.

So here we are again, it's that time of year. We've turned the year, we're now in January and we are moving forward with the 2019/2020 budget process for the City and part of that includes the six-year Capital Improvement Program so we're looking to update the 2019/2024 six-year plan to the 2020/2025 plan. So we're kicking off the process and in doing so last month the City's Boards and Commissions, including the Planning Commission, the CIA, the DDA, the City Council, were asked to select their board, commission representative to the Master Plan Steering Committee. And you may recall in his absence Mr. Majoros was very gladly re-elected, re-appointed, confirmed by the Planning Commission to serve again as he's done the past several years as the representative from the Planning Commission on the Capital Improvement Program Steering Committee and has done an excellent job.

That being said we're here this evening to kick off, and what we need to do tonight is just take a look at the 2019/2024 six-year plan, go through it really quickly, take some comments, just a general overview and subsequent to this meeting we're going to need to get whatever comments you have in terms of what your focus individually as Commissioners or collectively as a Commission are for the 2020/2025 plan, things you want to still see realized, capital improvements that are part of the 2019/2024 plan and/or if there's anything additionally that we need to move from the Commission to Mr. Majoros and then to the Steering Committee because they're going to be doing their work very shortly. In fact I think, and we'll look at the calendar here really quick, the Steering Committee kicks off their efforts starting at the end of January.

The calendar for this process which has been implemented for a number of years pretty successfully, there's been good results. In October, November, City staff, Administration, Department heads, Council, then in the beginning of December addressing the CIP, the DDA has met and selected their representative, so has the CIA, again back in December the Commission had some general dialogue and selected your representative, and we are now moved forward through December and Council is positioning itself to submit CIP requests. And now you see the DDA looking to formalize, you're looking for the Planning Commission to formalize, the CIA has made their comments, Department heads are moving forward as well and by January 18th we're looking to have comments from Department heads, the CIA, the DDA and the Planning Commission. The next two dates reflect that a draft is being put together from comments and the Steering Committee is going to start meeting at the end of January. So whatever comments are made tonight and in the next several weeks should be shared back to Administration and staff and to Mr. Majoros who then can have those from the Commission to move forward when the Steering Committee starts to meet at the end of January.

The Planning Commission Public Hearing is tentatively scheduled for March 11th, so we'll look in February to schedule that hearing formally at the February meeting for March.

Then if it's not already approved in March, there is a secondary date for April 11th for the Planning Commission. Then it moves from the Planning Commission to City Council through April, May, the review as part of the budget, then the Public Hearing for the Fiscal Year 2019/2020, FY 2019/2020 budget considered by City Council and that notice will go out in the beginning of June. The Public Hearing then will be held and then the Council will act on the budget and adopt it in June for the next fiscal year. That's the basic calendar. As indicated the 2019/2024 six-year Capital Improvement Program as adopted by the City of Farmington with the Fiscal Year 2018/2019 budget and that is online on the website.

The current plan was put on the screen and was gone over briefly. In the 2018/2019 budget year the CIP six-year plan had a total of 115 projects, Capital Improvement Projects and/or identified needs, a total of 23.5 million dollars. The significance of the document was pointed out as it lays out the City's needs for capital facilities, whether it be infrastructure, water, sewer, roads, or capital purchases, equipment, whether it's Public Safety vehicles and equipment, whether it is Public Works vehicle and equipment, or other items. It's a very important document and tool for the City, not just overall but certainly as part of the City's fiscal responsibility and the financial responsibilities in the City.

The plan lists the Planning Commission members, the Steering Committee, staff, the resolution that was approved in 2018 for the 2019/2024 six-year plan, the transmittal letter. It defines what a Capital Improvement Program is, in short, it's a plan for identifying and categorizing large and/or very expensive projects. Capital improvement as defined for the City means 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 a year. It's a nonrecurring expenditure and/or is a study in this case this plan that leads to such purchases. The CIP versus the budget, the CIP is not the budget, the CIP lays out specific line item needs.

The CIP is created as it is required by statute as part of the Master Plan process for the City, it's under Michigan Public Act 33 of 2008, so that would be the State statute, the Michigan Planning Enabling Act which requires it. It's also part of what's required, the Capital Improvement Program, it's specified in Section 23-29 of the Farmington City Code, indicating that the Planning Commission shall annually prepare a Capital Improvement Program, a public structure and improvements showing those structures and improvements in general order of their priority for the following six-year period, again in accordance with State statute. So that is your charge, statutorily and by City policy, by City Ordinance.

The benefits of the CIP are that it calls attention to community deficiencies, provides a means to correct them, identifies long and short terms expenditures which greatly improves the budget process and efficiency, enhances the ability to secure grants reducing taxpayer burden, increases the likelihood of departmental intergovernmental cooperation, improving continuity and reducing costs and it encourages efficient governance.

Executive summary from the 2019/2024 plan, the pie chart reflects the primary area of expenditure in this Capital Improvement Program for the City, again a total of 115 projects with a value of 23.2 million dollars, almost 23.5 in some sense with some adjustments. Over six years the primary area of focus is infrastructure. Sidewalks and streetscapes make up 21% of this program plan, almost 5 million dollars. Roads, 25%, that's almost 6 million dollars. So, there are roads, sidewalks, streetscapes as being part of the primary focus, at least almost going on half of the Capital Improvement expenditures. Water and sewer system, 12%. Then you see buildings and grounds, land acquisition and redevelopment, recreation and culture would be your parks, parking lots, and then vehicles and equipment.

The program has taken a look at various planning tools that the City has put in place, the City of Farmington Master Plan 2009, now being updated which will be the 2018 plan. The Recreation Master Plan 2016 which will now be the updated 2019. The Farmington Vision Plan 2013, the Downtown Area Plan 2015, Grand River Corridor Vision Plan 2013, the Orchard Lake and Ten Mile Roads Intersection Redesign Analysis Plan 2015, the Rouge River Trail Project 2016, and the Downtown Master Plan 2017, all pretty current tools used to help move forward with generating the CIP.

Funding sources are a part of this, project prioritization, and again, the nine categories.

The first category, buildings and grounds, this is the 2019 plan, talks about buildings in the City that are owned, projects, and the expenditures over time, again, this is a general overview. Drainage system, storm water management, Mayfield Drain in particular, land acquisition and redevelopment, what's shown here is the Grand River Corridor, Grand River East Area which is Development Area E of the Downtown Area Plan, it's the twelve properties just to the east of downtown on the north side of Grand River from the Burger King property all the way down to Power Road, that's what is shown here. Again, there's been a lot of planning about opportunities there. There's other projects in here as well. Parking lots, the City owns a series of municipal lots that provide parking throughout the City, those properties, those parking lots have to be maintained and the process of maintaining them is moving forward with improvements that are identified in the Capital Improvement Program. Recreation and culture, we just looked at the Recreation Master Plan, the revised 2016 Plan, that plan has improvements to the various parks, the six

parks throughout the City. Comprehensive improvements are shown significantly to both Shiawassee Park and to Drake Park in the Recreation Master Plan and are reflected here in terms of need and priority for need in the CIP. Roads, roads in the number one in this plan, almost 6 million dollars of the 23.5.

There is a representation of the Freedom Road Project, this is a project in the City that will take place along Freedom Road, along the M-5 bypass, and that is a planned project for 2019 with a plan for a 2020 implementation. Farmington Hills did their portion last year.

Sidewalks and streetscapes, Farmington Road Streetscape is in the Capital Improvement Program and identified as a priority, preliminary engineering for a new streetscape along Farmington Road is part of this CIP and is being moved forward to design and looking forward to move for request for grant funding in the 2020 program year, hopefully for an award of a grant implementation shortly thereafter for improvements that have planned out and similar to the ones implemented in 2009 for Grand River Avenue, bring that around the corner down Farmington Road down to Orchard Street and looking to have the same kind of streetscape improvements, pedestrian elements, road improvements, on-street parking, to provide that cohesiveness and continuity in the corner of downtown.

Vehicles and equipment, significant, they're not projects but they're capital purchases over \$10,000 and they're needed as part of the operations in the community.

Water and sewer system, this is Appendix A, this is the old review. So as we look here, you see project category, you see project name, you see prioritization and rank that was done for the individual line item project, you see a fund identified, anything on the outside, total cost and then the year of implementation. And this is for all 115 projects or purchases identified in the 2019/2024 plan.

In the general overview, you'll see necessary short term, necessary long term, desired not necessary, prioritized, and then at the end you'll see the nine areas, nine categories and their total cost estimations over the six-year period and then in total.

The individual categories are then broken out. Buildings and grounds, HVAC City Hall, an urgent need here at City Hall. The building was built in 1963 and needs constant maintenance and needs to have updates and upgrades in order to remain operational. DPW roof repair is shown here. DPW roof replacement identified and there's other items here down the line so there's a need to take a look at these facility improvements for buildings and grounds. Recreation and Culture, you see an urgent need, Riley Park turf improvements, and other items here, and this relates back to the Recreation Master Plan.

Parking lots are mentioned, Drake parking lot at Drake Park, the Downtown parking lot, the Downtown Farmington Center that provides parking for the Downtown Farmington Center and those commercial buildings and serves as probably the main lot in the core of downtown for the community. Other parking lots are shown here that are municipal lots. Public Safety equipment, Department of Public Works equipment, roads, these are the priority projects that have been identified throughout the community.

Oakland/Farmington to Grand River is actually currently in process right now, again, identified in the Capital Improvement Program, it's a priority on the list that right now is being addressed. Flanders Street, another priority, Lilac Street, Floral Park Subdivision, Freedom Road we talked about that's in process through engineering and finishing plan to be implemented in 2020. Chesley/Eight Mile Entrance, Frederick, and the road program as a whole, so again, these priorities here are what is followed, identified through the CIP in terms of where the City focuses improvements.

Sidewalks and streetscapes, water system, meter replacement has been going on in the community from the old equipment that has been in place to digital equipment and that's ongoing throughout the City.

So these are the category areas and what I'd like to do, Mr. Chair, is maybe take a few minutes to entertain questions and then ask the Commission to take an opportunity to look at the 2019/2024 plan to see what still holds priority in this plan as it's currently approved and being implemented as the City's CIP or if there's anything that needs to be changed about it and if that can be shared back to Administration and staff and to Mr. Majoros over the next several weeks, we can prepare him to start with the Capital Improvement Program Steering Committee.

Chairperson Crutcher opened the floor for comments and questions from the Commissioners.

Chiara inquired about the blinking light at CVS when you cross Farmington Road, if there are any more of those proposed in the plan.

Christiansen replied that is known as a rapid flashing beacon, which is the pedestrian crossing system that the City implemented there, and there have been some discussions about some other locations and there is also discussion about other alternatives from the rapid flashing beacon because as technology evolves there are different systems that become more functional and for the investment provide a better system. It is not listed under vehicles and equipment or roads but it is something that should be considered and that question will be added.

Kmetzo asked if for the category prioritization, desired but not necessary, if any of those funds can be reallocated to other projects.

Christiansen replied yes, that this is a living, breathing document, so if there is a desire to move identified potential expenditures to another area, and there's a basis to do it, yes, there can be amendments made, adjustments made.

Kmetzo asked if that is something that the Commissioners would recommend and Christiansen replied in the affirmative.

Majoros stated there is not all this funding available, this is be if we were to do it, where would the funds come from. All of this adds up to 51 million dollars and the City's annual budget is over 9 million dollars.

Christiansen indicated that the City has just realized a support for the millage increase and that millage increase, the 3 mills, providing another \$350,000 per mill, so almost 1 million dollars annually over a 10 year period, so almost 10 million dollars is being allocated. One mill to general operations for the general budget, so that would be your 9 million dollar annual budget. And two mills specifically to capital improvements for specific priority projects. That's all being moved forward as to where those monies are going to be spent as approved by the taxpayers in the City.

Majoros stated going from memory in years past, that this is a pivotal year for this because they have had the improvements and the things voted on by the citizens go through. His approach to this that he was trying to represent accordingly was, the subject matter experts are the experts in this case and you have to go with what the recommendations are for Public Safety, for infrastructure, from the experts who tell what these projects are. He asked the Commission to really focus on 2020/2025, forward looking that's really when the benefit will be shown of the tax issues and the millage increase that came through and gives them a chance to look at these and say if there's more money coming in, does the priority order stay the same, do we think that something needs to be moved, are they different. Other considerations are is recreation more important than something else. Is a project that has the potential for grant money more important than one that is exclusively funded by the City. Are there some of these that were costs that the City would have to spend money on, yet if something bigger was to happen that would be a cost that would be looked back on and say, for instance, why would I do fencing at the ballfield at Drake Park, as an example, if there was going to be all of a sudden a big redo at Drake Park, why would we spend 25 grand on fencing when a year later if something big happens. So some of these you have to look at and say do the tennis courts need to be redone at Shiawassee Park? Sure. If there's something big happening in the future, why would you spend that money? So that's the way that to look at it, take the input of what the

projects are, the priority order of those projects, listening to the subject matter experts, it's up to the Commission to look at this and give feedback so that it can be brought to the Steering Committee. There will be more resources that can be looked upon and being taxpayers the criteria for which the money being spent should be looked at as well.

Majoros then asked Christiansen what the timeline would be for Commissioners to submit their input to him to bring back to the Steering Committee.

Christiansen responded that he spoke to City Treasurer Weber this afternoon and that the next meeting of the Steering Committee will be somewhere between January 31 to February 8th and that in the next two weeks the Commissioners should provide comments to help move forward with the Planning Commission's items of interest.

Majoros stated that if he could receive the input by the 28th of January that would provide him an opportunity to review it before submitting it to the Steering Committee.

PUBLIC COMMENT

Kathy Fruechtenicht, 32306 Valley View Circle, inquired about the proposed streetscape on Farmington Road and its impact on the downtown and further discussion was held.

PLANNING COMMISSION COMMENTS

None heard.

ADJOURNMENT

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

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Secretary

**Farmington Planning Commission
Staff Report**

**Planning Commission
Date:** February 11, 2019

**Reference
Number
4**

Submitted by: Kevin Christiansen, Economic and Community Development Director

Description Discussion of 2020-2025 Capital Improvement Program and Request to Schedule Public Hearing

Background

This item is a request to schedule a public hearing. The Capital Improvement Program Steering Committee and City staff have been diligently updating the program to incorporate into the upcoming City Master Plan update and are requesting the Planning Commission to schedule for public hearing at the March 11, 2019 meeting. The final draft 2020-2025 Capital Improvement Program will be available for your review on the City's website February 22, 2019. The link to the current 2019-2024 program on the City's website for reference is https://farmgov.com/getattachment/Home/Capital-Improvement-Program-2019-2024_final.pdf.aspx?lang=en-US.

Calendar for Fiscal Year 2020-25 Capital Improvement Program Process

October	Planning Meeting to discuss calendar Kevin, Lisa, David, Chris
November	Planning Meeting to discuss possible revisions to CIP Kevin, Lisa, David, Chris
November 12	Department Heads meet to discuss CIP Program at Department Head Meeting.
November 28	Department Head meeting to discuss new CIP Program. Items must be submitted by January 18
December 3	City Council meets to discuss CIP Program and to appoint representative to CIP Steering Committee. Items must be submitted by January 7.
December 5	DDA Meeting to discuss CIP and appoint Kate or a Board member to Steering Committee. Items must be submitted by January 18.
December 10	Planning Commission meets to discuss CIP Program and appoint a member to serve on the committee. Items must be submitted by January 18.
December 13	CIA Meeting to discuss CIP Program and appoint representative to CIP Steering Committee. Items must be submitted by January 18.
December 15	City Manager's Office to schedule 3 meetings in January/February for CIP Steering Committee.
January 7	Council submits CIP requests.
January 9	DDA to formalize items for submission to CIP Steering Committee.
January 10	CIA to formalize items for submission to CIP Steering Committee.
January 14	Planning Commission to formalize items for submission to CIP Steering Committee

January 18	Department Heads submit CIP requests. CIA submits CIP requests. DDA submits CIP requests. Planning Commission submits CIP requests.
January 30	Draft Schedule of Capital Improvements circulated to CIP Steering Committee.
Jan 31 – Feb 8	CIP Steering Committee meets to create CIP.
Feb 11 – Feb 16	Draft CIP created.
Feb 20	E&CD advertises Public Hearing for FY 2020-25 CIP on February 24 and posts plan on website on February 22.
March 11	Planning Commission meets to hold public hearing regarding CIP and possibly approve plan.
April 8	Planning Commission meets to approve CIP if not already approved on March 11.
April 15	City Manager submits CIP along with proposed budget to City Council.
April 22	City Council Budget Review Session & Review of DDA Budget.
April 23 - May 24	City Council reviews and adjusts proposed budgets.
May 20	City Council schedules budget and millage public hearing for June 18.
May 27	2 nd Council Review Session, if necessary.
June 6	City Clerk advertises Public Hearing for FY 2018-19 Budget.
June 17	City Council holds Public Hearing regarding FY 2017-18 Budget and Millage Rate, and considers adoption.
June 18	City Clerk publishes summary of adopted budget.

Planning Commission
 Department Heads
 DDA
 City Council
 CIA