



## PLANNING COMMISSION 2012 ANNUAL REPORT

To: Planning Commission Members  
From: Julius Suchy, Village Manager  
Date: January 29, 2013  
RE: 2012 Planning Commission Annual Report

The Village of Dundee Planning Commission is required to provide an annual report of its activities for calendar year 2012. The report is to fulfill Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act).

The Michigan Planning Enabling Act states that “ planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development.”

### **Site Plan and Special Land Use Permit Review:**

During 2012 the Commission reviewed the following site plans:

- **Dundee Place Apartments Site Plan Review:**  
The Planning Commission reviewed and approved this 144 unit apartment complex consisting of four buildings to be located on an 11 acre vacant site at the southwest corner of Helle Blvd and Powell Drive.
- **Speedway Site Plan Review (635 Tecumseh St):**  
The Planning Commission reviewed and approved a site plan for 635 Tecumseh Street for Speedway. The applicant purchased the former D restaurant and tore it down as well as the current Speedway facility to build a larger Speedway on two parcels. Planning Commission members worked well with Speedway and addressed a number of issues including lighting on the site.

### **Capital Improvement Plan**

Planning Commission reviewed and recommended to Village Council approval of the 2013-2019 Capital Improvement Plan (CIP). The CIP incorporates all expenditures over \$5,000 that staff anticipates over the next 6 years. This plan includes streets, water and sewer infrastructure as well as equipment for police, DPW and other village services. This document is reviewed on an annual basis and updated as necessary. 2012 was the 2<sup>nd</sup> year the Village has completed a Capital Improvement Plan.

### **Master Plan Update**

Consistent with the statutory requirements, the Planning Commission began the process of updating the 2002 Master Plan. An RFP was issued and the Planning Commission interviewed three firms. The Planning Commission selected Spicer Group to perform the Master Plan update for the Village. It is anticipated this will take approximately 10-11 months and will include multiple aspects of citizen input.

### **Ordinance Amendments**

As part of the meetings held in 2012, the Commission drafted and debated a number of amendments to the Village Zoning Ordinance, specifically the Sign Ordinance.

*Sign Ordinance Amendments:* Commission members reviewed signage language amendments to temporary signage, window signage, sandwich board signs and monument/pole signs. This will continue to be worked on in 2013 as the Commission has had to delay these amendments to work on the Master Plan process. The Commission held a public meeting with business owners to discuss signage and will hold additional meetings in the future to further discuss signage issues prior to amendments being approved.

### **Training**

Members of the Planning Commission were invited to attend a Planning/Zoning training March 29, 2012 at Monroe Community College. A number of Commission members and staff were present at this training.

### **2012 Planning Commission Members Attendance**

The Planning Commission scheduled 10 meetings during 2012.

<u>Commissioner</u>	<u>Attended</u>
Dale Williams, Chairman	10/10
Chris Vandercook, Vice Chair	7/10
Joe Fenner, Secretary	7/10
Ron Phillips	9/10
Paul Scott	5/10* Joined board April 2012
Kevin Bauer	9/10
Janet Bunch	9/10