



PLANNING COMMISSION 2013 ANNUAL REPORT

To: Planning Commission Members
From: Julius Suchy, Village Manager
Date: February 21, 2014
RE: 2013 Planning Commission Annual Report

The Village of Dundee Planning Commission is required to provide an annual report of its activities for calendar year 2013. This 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 2013 the Commission reviewed the following site plans:

- Dollar General Site Plan Review (14293 S. Custer Rd)
The Planning Commission reviewed and approved this 8,840 retail store at the site of an abandoned car wash. The developer purchased two parcels and had one property rezoned which involved the Planning Commission recommending a re-zoning to the Village Council.
- Dundee Department of Public Works Site Plan Review (607 ½ Main Street)
The Planning Commission reviewed and approved a site plan for enclosed storage bins for the DPW facility. These new bins would allow DPW to store materials and keep them out of the elements to allow for longer life cycles. The DPW also repaired a drainage issue with the former storage bins.
- Dundee Township Fire Hall Site Plan Review (820 Dundee Azalia Rd)
The Planning Commission reviewed and approved a site plan for the new fire hall. The new fire hall will be approximately 14,700 sq. ft.
- Spirit Ford Site Plan Review (4402 North Ann Arbor Rd)
Planning Commission reviewed and approved an expansion of the current location; the new location will include a 16,632 sq. ft. dealership office, 9,374 sq. ft. for a repair garage and carwash and 6,659 sq. ft. for a repair area and quick oil change station.

- AutoZone Site Plan Review (16480 Tecumseh Street)
Planning Commission reviewed and approved a 6,921 sq. ft. retail store next to the Walgreens location. This location will utilize the Cabela Blvd East access as well as the right in/right out access on Tecumseh Street.
- Invidia Salon – Special Land Use Review (121 Helle Blvd)
The former Coffee Beanery property was purchased and the new property owner requested a SLU that would allow the property to operate as a salon. This 2,755 sq. ft. building also had a 740 sq. ft. expansion to the front of the building and it is anticipated it will be open in the spring of 2014.
- USA Power Sports – Special Land Use Revocation (107 Cabela Blvd East)
In 2011 Planning Commission granted a SLU for outdoor display for USA Power Sports. This SLU was contingent on landscaping being installed as well as Planning Commission approving specific locations for vehicles to be displayed. This SLU was not in compliance as the owner did not install landscaping and placed vehicles outside of the approved areas. The Planning Commission voted to revoke the 2011 SLU approval.
- USA Power Sports – Special Land Use Review (107 Cabela Blvd East)
Following the revocation of the 2011 SLU, USA Powers Sports requested a new SLU provided they completed landscaping on the site. Some of the landscaping had been completed prior to the SLU request. The Planning Commission approved the SLU request for outdoor display limited to designated locations on the property.

2014-2020 Capital Improvement Plan

Planning Commission reviewed and recommended to Village Council approval of the 2014-2020 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. 2013 was the 3rd year the Village has completed a Capital Improvement Plan.

Master Plan Update

The Planning Commission has been working with Spicer Group over the past year on the Master Plan update. The Spicer Group administered a community survey to receive input on development in the Village. This process of updating the plan is ongoing and will be completed in 2014.

Ordinance Amendments

As part of the meetings held in 2013, the Commission drafted and debated a number of amendments to the Village Zoning Ordinance, specifically the Sign Ordinance and fence setback ordinance.

Sign Ordinance Amendments: Commission members reviewed proposals to update the sign ordinance and the ordinance revisions will occur in 2014 with the assistance of the firm ClearZoning.

3.20.05 (*Fences in Residential Districts and Manufactures Housing Communities*) Amendment: The village staff reviewed surrounding community ordinances and determined that the ordinance needed to be revised to allow for lesser setback requirements in regards to fences in residential districts if site visibility is clear. This ordinance amendment was approved by Village Council.

2013 Planning Commission Members Attendance

The Planning Commission scheduled 12 meetings during 2013.

| <u>Commissioner</u> | <u>Attended</u> |
|------------------------------|----------------------------|
| Dale Williams, Chairman | 12/12 |
| Chris Vandercook, Vice Chair | 1/8 * Resigned August 2013 |
| Joe Fenner, Secretary | 10/12 |
| Ron Phillips | 10/12 |
| Paul Scott | 8/12 |
| Kevin Bauer | 12/12 |
| Janet Bunch | 12/12 |