2023 MME Winter Institute | February 1

Your Planning and Zoning Department

Eric Pietsch | Joe Tangari, AICP | Jill Bahm, AICP

Introduction
Glenwood Springs
Carbondale
Basalt
Gypsum
Eagle
Wolcott
Edwards
Avon
Vail
Minturn
Frisco
Silverthorne
ARAPAHO
NATIONAL
FOREST
WHITE
RIVER
PLATEAU

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What kind of government or organization do you work for?

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If you work for a municipality, do you have a planning or community development department?

Your Community

What we are talking about applies to communities of any size and type

Picture Credits: Giffels Webster

Introduction

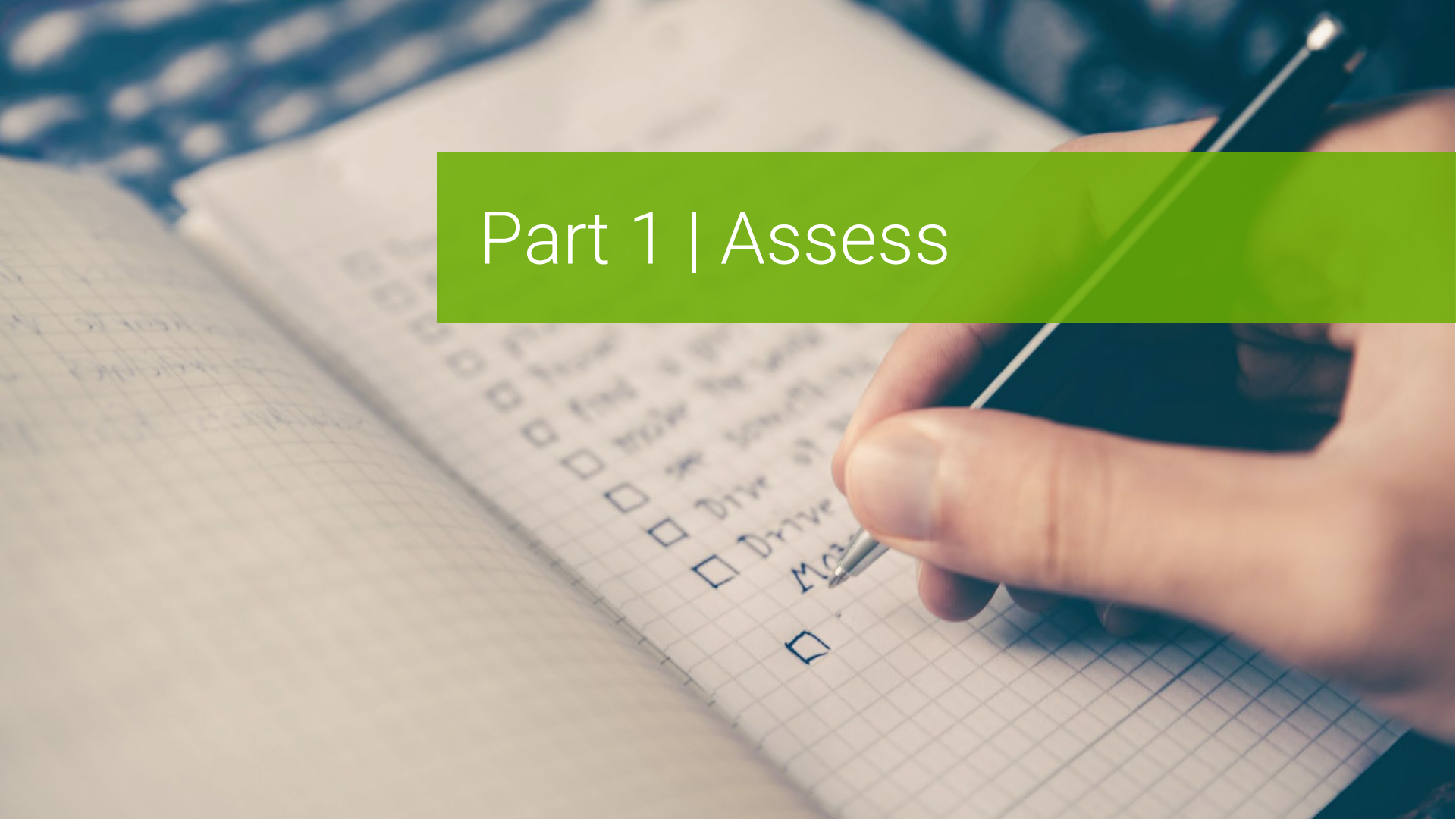
Picture Credits: Angela Compagnone

How is this session laid out?

Part 1 Assess | Sri

Part 2 Document | Joe

Part 3 Implement | Eric



Part 1 | Assess

Beyond Planning, Building and Enforcement!

A Great Resource

- Administrative assistants across all departments
- Gate keepers for submittals
- Long tenure with access to institutional knowledge
- Responsible for updating tracking systems
- Offer training opportunities
- Keep them in the loop
- They can make or break a system!

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Is your community engaged in the MEDC's Redevelopment Ready Communities program?

RRC Certification | *www.miplace.org*

Developed by public and private sector experts, the RRC Best Practices are the standard for evaluation

- ✓ provide a predictable development experience
- ✓ meet local planning and zoning responsibilities under Michigan law.
- ✓ proactively seek out community development opportunities

ESSENTIALS Communities

- ✓ All the key documents and practices in place

CERTIFIED RRC Certified communities

- ✓ Integrated all the Best Practices into their local processes

RRC Best Practices

BP 1: Plans and Engagement

BP 2: Zoning

BP 3: Development Review

BP 4: Boards and Commission

BP 5: Economic Development and Marketing

BP 6 : Redevelopment Ready Sites

Best Practice 2: **Zoning**

- Evaluate your ordinance periodically, **typically following a master plan update.**
- A Zoning Ordinance Health Check-up
  - ✓ Evaluates and identifies outdated language, conflicting provisions, confusing text.
  - ✓ Identifies opportunities for improvement, based on guiding principles listed in RRC's best practice 2.
- Follow best practices while drafting language for text amendments

Best Practice 3: Development Review

01 **CLEAR PROCESSES**

The zoning ordinance includes clear steps for major development review processes.

02 **ESTABLISH ROLES**

The community has clearly identified a point of contact for development review activities.

03 **TIMELY ASSISTANCE**

The community defines and offers conceptual review meetings for applicants.

04 **STAFF REVIEW**

The community has a clearly documented internal staff review policy.

05 **DEVELOPMENT PROCESS**

The community streamlines the approval process by using administrative and planning commission approval authority.

06 **FEES & PAYMENT**

The community maintains a fee schedule. The community offers clear methods of payment.

07 **FORMS AND MANUALS**

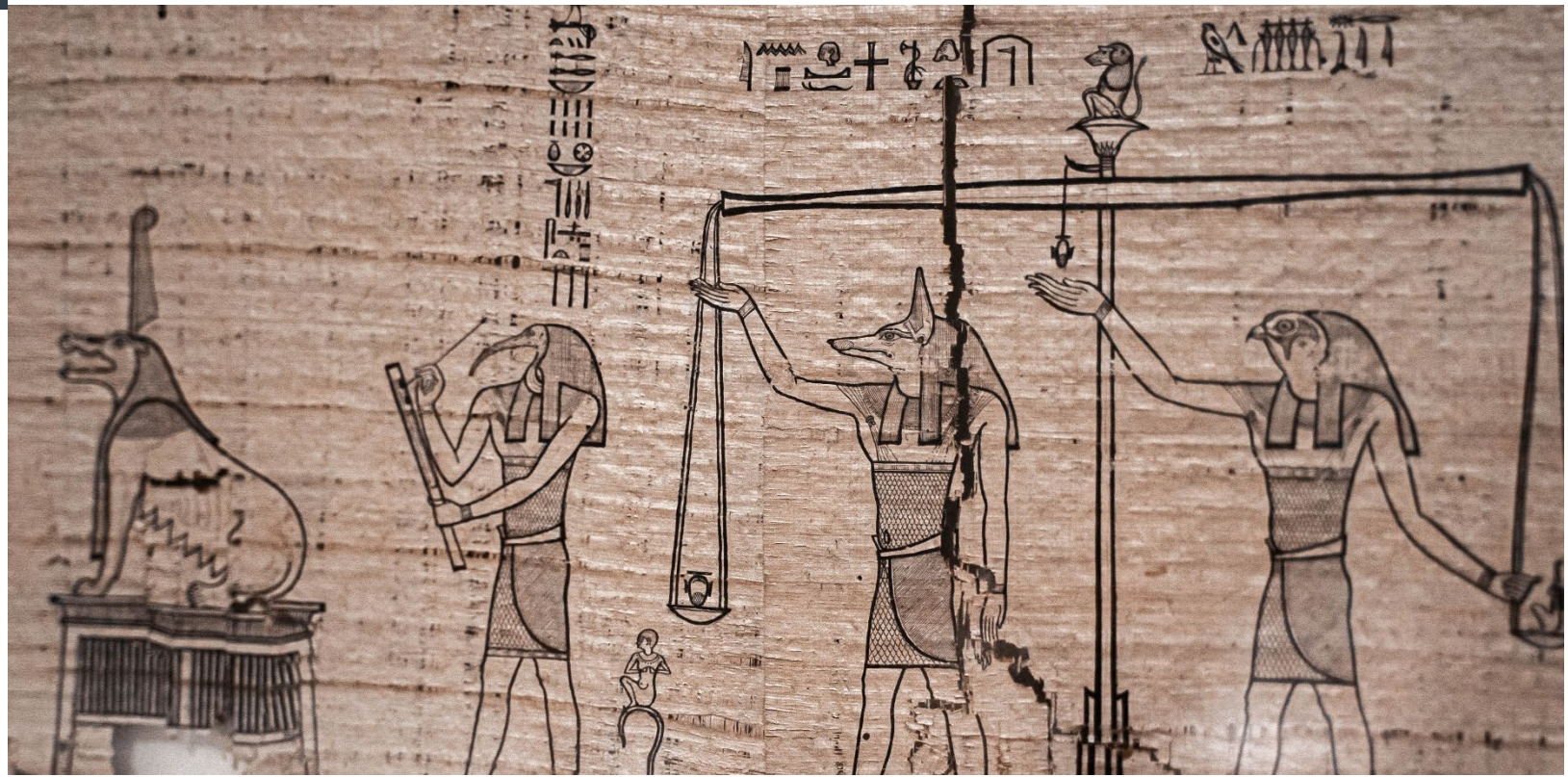
The community makes development review information and forms readily available online.

08 **TRACKING SYSTEM**

The community has a method to track development projects.

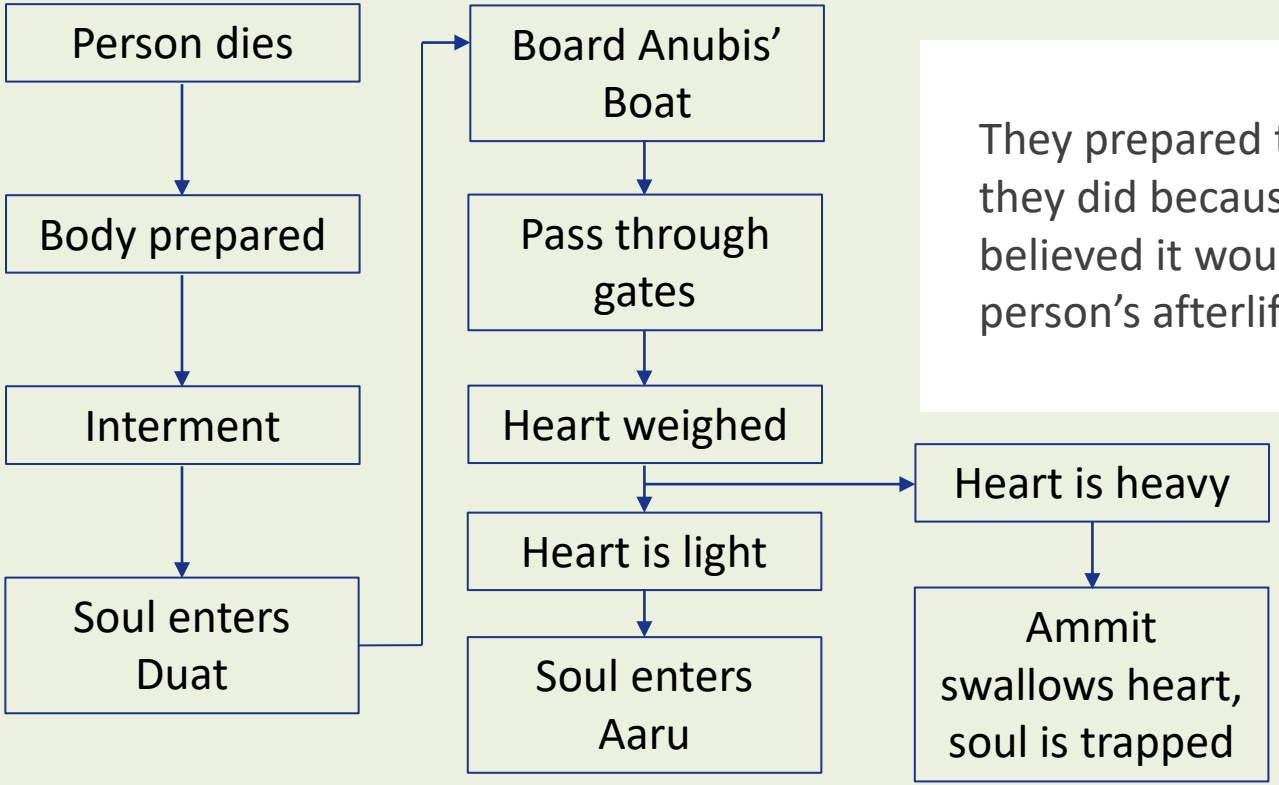
Part 2 | Document

The Passage of Knowledge



Picture Credits: 2H Media

Flowchart of Journey Through Duat (Underworld)



They prepared the dead as they did because they believed it would help the person's afterlife journey.

From Papyrus to Paper and Databases

Picture Credits: Giffels Webster

Survey the landscape: Forms

- ✓ How many application forms are there?
- ✓ Are they all in a good format, digitally? If so, are they fillable?
- ✓ Is the format of your forms consistent?
- ✓ Do the forms capture all the information required in your ordinances?
- ✓ Do you have all the forms you need?
- ✓ Do you need all the forms you have?
- ✓ Are your forms available online?

Survey the landscape: Procedures

Is it clearly documented who is responsible for each part of development review?

- ✓ Intake
- ✓ Distribution/communication with consultants, agencies, etc
- ✓ Review
- ✓ Noticing
- ✓ Follow-up
- ✓ Communicating information/expectations to applicants
- ✓ Etc.

Survey the landscape: Procedures

- ✓ Are development procedures clearly outlined in ordinances?
- ✓ Are the development procedures outlined in ordinances followed?
- ✓ Are application deadlines and approval timeframes published?
- ✓ Is it clear how much to charge for each application, and where the money goes?
- ✓ How is the progress of an application tracked?

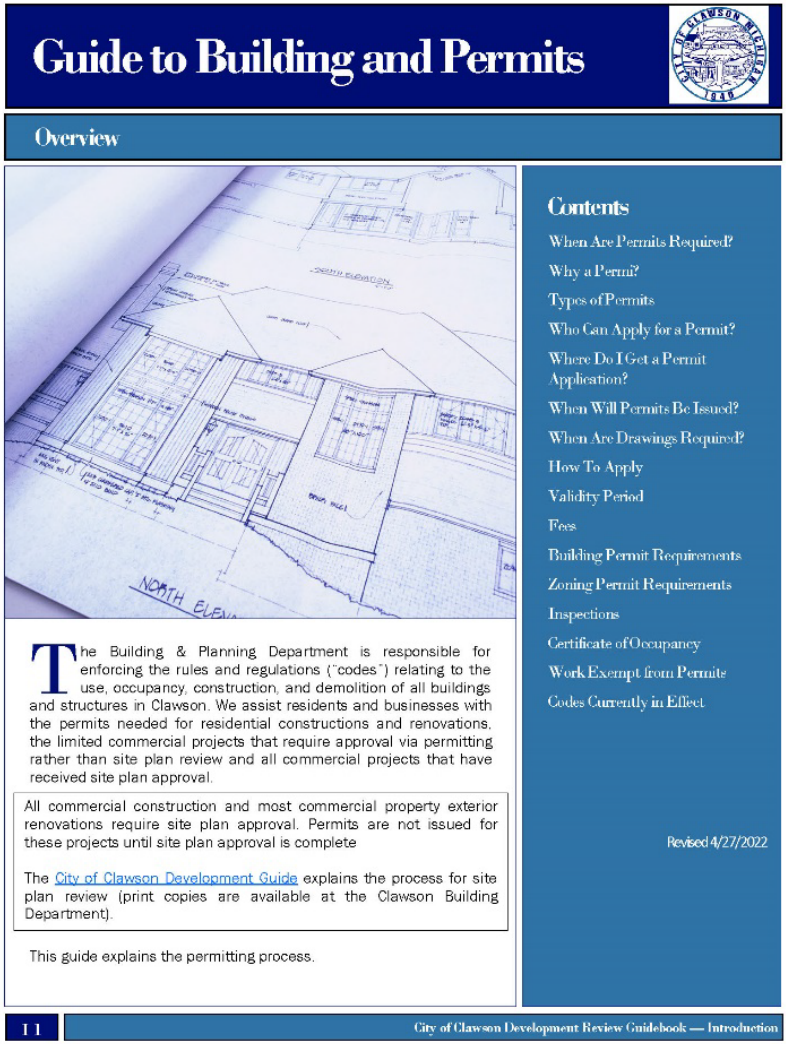
Survey the landscape: Policies

- ✓ Has the community articulated its goals for development?
- ✓ Is it clear who to ask for help if an issue arises regarding interpretation?
- ✓ Do internal deadlines allow adequate time for quality control?
- ✓ Does the community have a public participation plan?
- ✓ Does the community have a written training policy in place?
    - Staff
    - Elected officials
    - Appointed officials
- ✓ Are time-sensitive policy items on a widely-accessible calendar?

Putting it all together

Development manuals are valuable assets for staff and applicants alike.

Anything that is easy to use for a member of the general public will be easy for you and your successors to use too!



Guide to Building and Permits

Overview

Contents

When Are Permits Required?
Why a Permit?
Types of Permits
Who Can Apply for a Permit?
Where Do I Get a Permit Application?
When Will Permits Be Issued?
When Are Drawings Required?
How To Apply
Validity Period
Fees
Building Permit Requirements
Zoning Permit Requirements
Inspections
Certificate of Occupancy
Work Exempt from Permits
Codes Currently in Effect

Revised 4/27/2022

The Building & Planning Department is responsible for enforcing the rules and regulations ("codes") relating to the use, occupancy, construction, and demolition of all buildings and structures in Clawson. We assist residents and businesses with the permits needed for residential constructions and renovations, the limited commercial projects that require approval via permitting rather than site plan review and all commercial projects that have received site plan approval.

All commercial construction and most commercial property exterior renovations require site plan approval. Permits are not issued for these projects until site plan approval is complete

The City of Clawson Development Guide explains the process for site plan review (print copies are available at the Clawson Building Department).

This guide explains the permitting process.

1 1

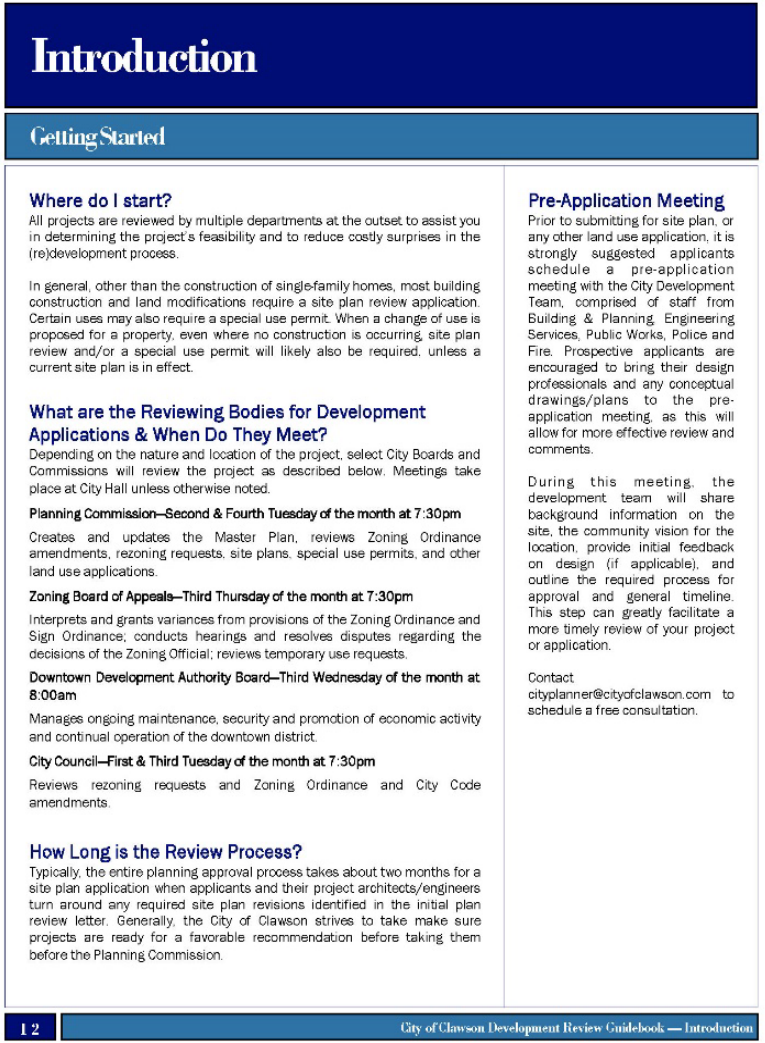
City of Clawson Development Review Guidebook — Introduction

Part 2 DOCUMENT

Development Manuals

Write it for the person who has never done this before—assume they don't know what the boards and applications are.

This will also help anyone who is filling in or starting new behind the counter.



Introduction

Getting Started

Where do I start?

All projects are reviewed by multiple departments at the outset to assist you in determining the project's feasibility and to reduce costly surprises in the (re)development process.

In general, other than the construction of single-family homes, most building construction and land modifications require a site plan review application. Certain uses may also require a special use permit. When a change of use is proposed for a property, even where no construction is occurring, site plan review and/or a special use permit will likely also be required, unless a current site plan is in effect.

What are the Reviewing Bodies for Development Applications & When Do They Meet?

Depending on the nature and location of the project, select City Boards and Commissions will review the project as described below. Meetings take place at City Hall unless otherwise noted.

Planning Commission—Second & Fourth Tuesday of the month at 7:30pm

Creates and updates the Master Plan, reviews Zoning Ordinance amendments, rezoning requests, site plans, special use permits, and other land use applications.

Zoning Board of Appeals—Third Thursday of the month at 7:30pm

Interprets and grants variances from provisions of the Zoning Ordinance and Sign Ordinance; conducts hearings and resolves disputes regarding the decisions of the Zoning Official; reviews temporary use requests.

Downtown Development Authority Board—Third Wednesday of the month at 8:00am

Manages ongoing maintenance, security and promotion of economic activity and continual operation of the downtown district.

City Council—First & Third Tuesday of the month at 7:30pm

Reviews rezoning requests and Zoning Ordinance and City Code amendments.

How Long is the Review Process?

Typically, the entire planning approval process takes about two months for a site plan application when applicants and their project architects/engineers turn around any required site plan revisions identified in the initial plan review letter. Generally, the City of Clawson strives to take make sure projects are ready for a favorable recommendation before taking them before the Planning Commission.

Pre-Application Meeting

Prior to submitting for site plan, or any other land use application, it is strongly suggested applicants schedule a pre-application meeting with the City Development Team, comprised of staff from Building & Planning, Engineering Services, Public Works, Police and Fire. Prospective applicants are encouraged to bring their design professionals and any conceptual drawings/plans to the pre-application meeting, as this will allow for more effective review and comments.

During this meeting, the development team will share background information on the site, the community vision for the location, provide initial feedback on design (if applicable), and outline the required process for approval and general timeline. This step can greatly facilitate a more timely review of your project or application.

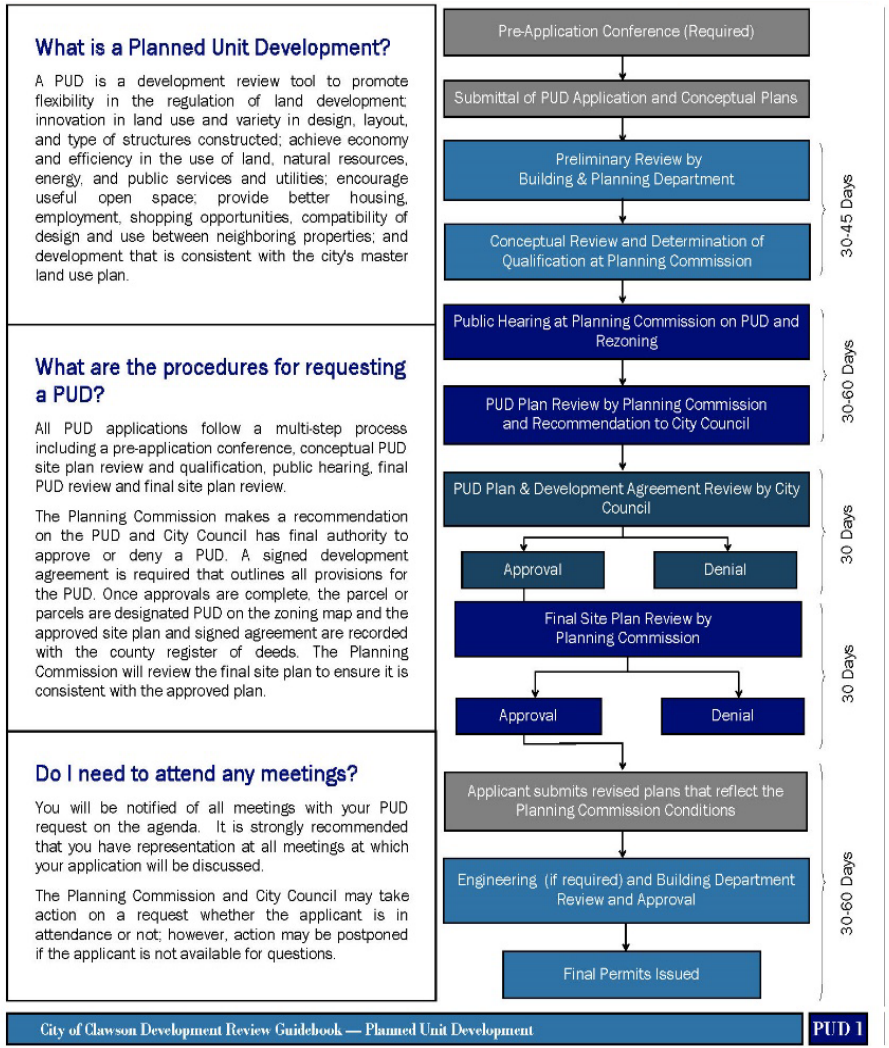
Contact cityplanner@cityofclawson.com to schedule a free consultation.

12 City of Clawson Development Review Guidebook — Introduction

Part 2 DOCUMENT

Development Manuals

- ✓ Illustrate processes with flowcharts.
- ✓ Explain when and why things happen.
- ✓ Include all steps in the process so that novice applicants aren't surprised by, for instance, engineering review.



What is a Planned Unit Development?

A PUD is a development review tool to promote flexibility in the regulation of land development; innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, natural resources, energy, and public services and utilities; encourage useful open space; provide better housing, employment, shopping opportunities, compatibility of design and use between neighboring properties; and development that is consistent with the city's master land use plan.

What are the procedures for requesting a PUD?

All PUD applications follow a multi-step process including a pre-application conference, conceptual PUD site plan review and qualification, public hearing, final PUD review and final site plan review.

The Planning Commission makes a recommendation on the PUD and City Council has final authority to approve or deny a PUD. A signed development agreement is required that outlines all provisions for the PUD. Once approvals are complete, the parcel or parcels are designated PUD on the zoning map and the approved site plan and signed agreement are recorded with the county register of deeds. The Planning Commission will review the final site plan to ensure it is consistent with the approved plan.

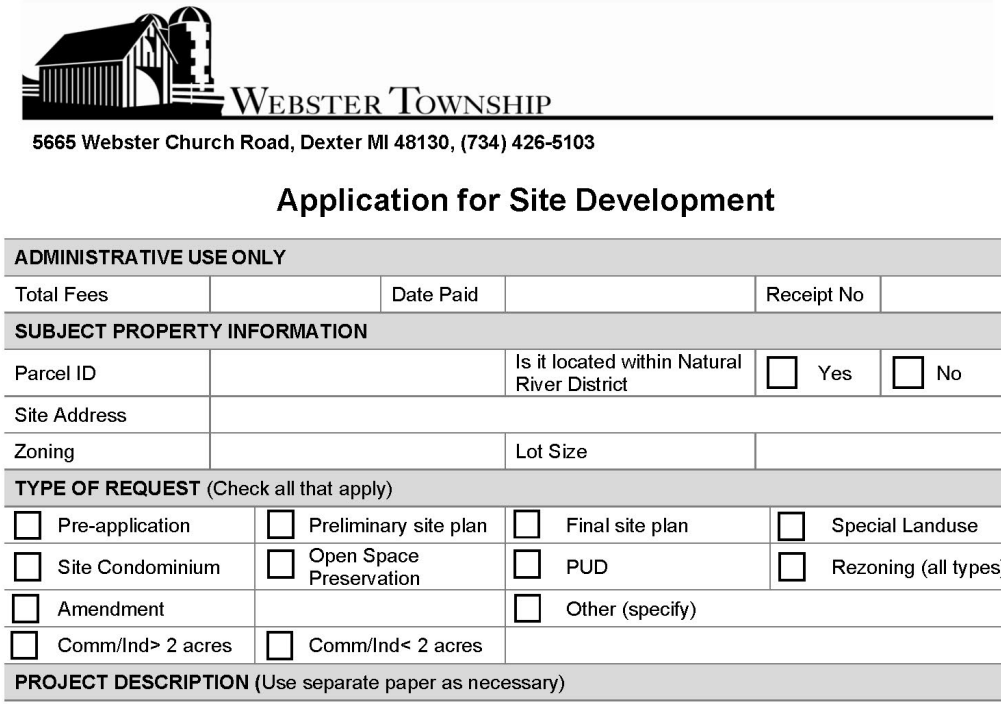
Do I need to attend any meetings?

You will be notified of all meetings with your PUD request on the agenda. It is strongly recommended that you have representation at all meetings at which your application will be discussed.

The Planning Commission and City Council may take action on a request whether the applicant is in attendance or not; however, action may be postponed if the applicant is not available for questions.

Part 2 DOCUMENT

Documenting Development Processes



WEBSTER TOWNSHIP

5665 Webster Church Road, Dexter MI 48130, (734) 426-5103

Application for Site Development

ADMINISTRATIVE USE ONLY					
Total Fees		Date Paid		Receipt No	
SUBJECT PROPERTY INFORMATION					
Parcel ID			Is it located within Natural River District	☐ Yes	☐ No
Site Address					
Zoning			Lot Size		
TYPE OF REQUEST (Check all that apply)					
☐ Pre-application	☐ Preliminary site plan		☐ Final site plan	☐ Special Landuse	
☐ Site Condominium	☐ Open Space Preservation		☐ PUD	☐ Rezoning (all types)	
☐ Amendment			☐ Other (specify)		
☐ Comm/Ind> 2 acres	☐ Comm/Ind< 2 acres				
PROJECT DESCRIPTION (Use separate paper as necessary)					

- ✓ Include forms right in the development manual.
- ✓ Forms should be clean, simple, and easy to fill out.
- ✓ Forms can usually be consolidated to require as few as possible.

Part 2 DOCUMENT

Documenting Development Processes

NOTES

1. Prior to applying, please feel free to call the Zoning Administrator at 734-426-5103 to discuss submittal **requirements**, if needed. Click on the link to access Webster Township Ordinances
2. **Incomplete Applications will NOT be processed**
3. It shall be unlawful to change the type of use of land, or type of occupancy of any building, or to extend any use on any lot on which there is a nonconforming use until the Zoning Administrator has issued a preliminary certificate of zoning compliance

OTHER AGENCY CONTACTS		
Washtenaw County Building	Building and Demolition	734-222-3900
Washtenaw County Water Resources Commission	Soil Erosion, site grading and clearing	734-222-6860
Washtenaw County Road Commission	Driveway permits and waivers	734-761-4500
Department of Environment, Great Lakes, and Energy	Wetlands and waterbodies	800-662-9278
Michigan Department of Agriculture & Rural Development - MDARD	Generally Accepted Agricultural and Management Practices	800-292-3939

Development manuals and forms should also include useful information, such as

- ✓ who to call with questions,
- ✓ which agencies the applicant may need to reach out to.

Zoning Ordinances

- ✓ The **key tool** for implementing a community's master plan and guiding development
- ✓ Clear standards, supported by intent statements, aid interpretation
- ✓ A well-organized ordinance means things don't get missed

Intent

3.1.22 TVC Tech Village Center District

A. INTENT

i. Intent. The Technology Village Center (TVC) District is established in accordance with the 2012 Grand Blanc Township Master Plan and is intended to be a vibrant pedestrian-oriented district in a traditional downtown form that creates a unique identity for Grand Blanc Township. The TVC district will support development in the adjacent Tech Village Park (TVP) District by providing housing, shopping, dining, and entertainment opportunities for those who live and work in the TVP district as well as those living and working elsewhere in the region. The TVC district shall accommodate a mixture of complementary land uses, including public/civic uses that connect with each other, with adjacent development in the TVP district, and surrounding uses in the township. Development in this area will reflect the township's natural setting through sustainable development techniques. Components of the district include:

a. **Commercial, restaurant, and entertainment uses.** This district will include high-quality working, dining, shopping, and entertainment opportunities in a traditional town center development pattern, focused along an internal primary roadway. Commercial uses in this area could include general and specialty retail and personal services that serve district and nearby residents as well as destination uses that draw visitors from the region. Restaurants and entertainment uses with outdoor patios and open spaces will contribute to a vibrant, dynamic atmosphere.

b. **Housing.** This district will contain high-quality, unique housing, with an emphasis on types currently undersupplied in the township and surrounding region. Residential uses may be located above commercial uses, while some ground floor residential uses such as row houses are also appropriate away from the principal street. Live-work units are also encouraged. A variety of housing sizes to accommodate residents of all ages and abilities are desired, from one-bedroom units to larger 2-3 bedroom units.

c. **Transportation.** This district will include a transportation network that supports motorized and non-motorized travel in and around the village, between the village and the adjacent Tech Village Park district, and to the surrounding township; accommodations for electric vehicles, autonomous vehicles, bicycle facilities, and integration with mass transit will be provided.

d. **Parking.** On-street parking will be provided within the TVC district. Compact development where off-street parking is shared between uses is envisioned, minimizing the amount of land devoted to surface parking. Generally, off-street parking will be provided behind buildings that front on the primary roadway. Bicycle parking should also be accommodated in safe, convenient, and accessible areas. Electric vehicle charging stations are encouraged.

e. **Placemaking.** The public realm will be framed by buildings, streets, and sidewalks that are safe, comfortable and attractive to pedestrians, as well as civic spaces such as pocket parks and plazas that support a variety of social interactions, from impromptu gatherings to community events. It is envisioned that a village green or square will be created within a typical block facing the primary street.

f. **Sustainability.** As in the adjacent TVP district, development in the TVC will rely on mitigating stormwater runoff through bioretention systems such as rain gardens and bioswales, and alleviating concentration of runoff through the use of permeable pavement. Landscaping with native plants, green roofs, living walls, and the incorporation of alternative energy systems, such as solar collectors or geothermal heat pumps into building and site designs, will reinforce the unique natural character of this district. Pursuit of Leadership in Energy and Environmental Design (LEED) certification for individual buildings, and potentially of LEED-ND (LEED-Neighborhood Development) certification for coordinated development, is strongly encouraged.

g. **Technology.** Opportunities for technology are encouraged and should be incorporated into all aspects of building and site design.

TVC Tech Village Center District 3.1.22

A. INTENT

h. **Master Plan.** The Grand Blanc Township Technology Village Master Plan/Framework Study (December 2016) shall be a guiding document for development in this district.

ii. **Development Agreement.** A Planned Unit Development (PUD) is strongly encouraged for development within this district, following the process outlined in Section 3.1.19. If that process is not utilized, a development agreement shall be provided and shall be subject to approval by the Township Board as part of the site plan.

iii. **Regulating Plan.** There will be two types of roads in the TVC District: A primary street that functions as the main street and other roads that support the grid network, based on the Grand Blanc Township Technology Village Illustrative Plan dated November 2016.

Regulating Plan
In the image to the left, which shows the conceptual plan for the TVP district taken from the Tech Village Master Plan, the red streets are the primary streets, while the purple streets are the secondary streets.

- ✓ Make your intent statements as long as they need to be to convey the purpose of a regulation.
- ✓ Cite legal cases if they support the regulation.
- ✓ Make sure intent statements match the Master Plan.

Intent

- ✓ Make your intent statements as long as they need to be to convey the purpose of a regulation.
- ✓ Cite legal cases if they support the regulation.
- ✓ Make sure intent statements match the Master Plan.

4-5.4 Lighting

A. **Purpose.** The purpose of this chapter is to preserve, protect, and enhance the lawful nighttime use and enjoyment of all properties in the City through the use of appropriate lighting practices and systems. Exterior lighting shall be designed, installed, and maintained to control glare and light trespass, minimize obtrusive light, conserve energy and resources, maintain safety, security and productivity, and prevent the degradation of the nighttime visual environment. It is the further intent of this chapter to encourage the use of innovative lighting designs and decorative light fixtures that enhance the character of the community.

5.10 LANDSCAPE STANDARDS

1. **Intent**. The intent of this Section is to promote the public health, safety and welfare by establishing minimum standards for the design, installation and maintenance of landscaping in parking lots, as buffer zones between uses, along roadways and adjacent to the building. Landscaping is viewed as a critical element contributing to the aesthetics, development quality, stability of property values and the overall character of the township. The standards of this Section shall apply to all projects subject to site plan review.

   The standards of this Section are intended to help achieve a number of aesthetic, functional and environmental objectives, such as to:

   A. Promote implementation of the Township Master Plan and Corridor Studies;
   B. Provide incentives to preserve quality mature trees rather than planting new but smaller trees;
   C. Screen headlights to reduce glare and accident potential;
   D. Integrate various elements of a site;
   E. Blend inharmonious land uses;
   F. Screen or filter views between incompatible land uses;
   G. Help define and separate or unify, as appropriate, various site elements;
   H. Control soil erosion by slowing the effects of erosive winds or water;
   I. Moderate harsh or unpleasant sounds;
   J. Remove air pollutants;
   K. Control glare and reflection;

Applicability

Applicability statements are also valuable tools, clarifying for all involved when a particular set of regulations applies.

4-5.4 Lighting

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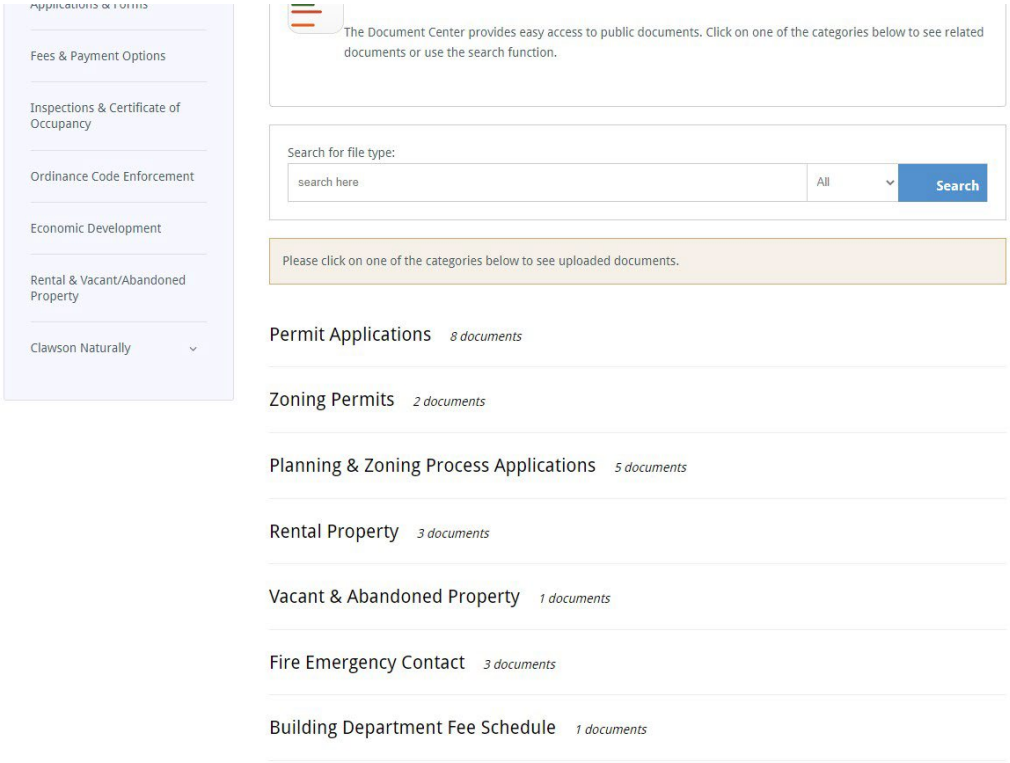
B. **Applicability.**

1. **Existing Buildings and Uses.** New outdoor lighting installed on a building or parcel shall meet the requirements of this chapter with regard to shielding and lamp type.
2. **New Uses, Buildings, and Major Additions or Modifications.**
   a. The requirements of this section apply to any and all new and major additions to land uses, developments, buildings or structures.
   b. If a major addition occurs on a property, the entire property shall comply with the requirements of this code. For the purposes of this section, the following are considered to be major additions:
      i. Additions of twenty-five percent (25%) or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions subsequent to the effective date of this provision; or
      ii. Single or cumulative modification or replacement of outdoor legally installed lighting fixtures constituting twenty-five percent (25%) or more of the lumens that would be permitted under this section for the property, no matter the actual amount of lighting already on a nonconforming site, constitutes a major addition for purposes of this section.
   c. **Minor Additions or Modifications.** Additions or modifications of less than twenty-five percent (25%) in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces to existing uses shall require the submission of a complete inventory and site plan detailing all existing and any proposed new or modified outdoor lighting. Any new or modified outdoor lighting on the site shall meet the requirements of this section with regard to shielding and lamp type.
   d. **Change of Use.**
      i. Whenever the use of any existing building, structure, or premises is intensified, as described in subsection 2, above, then all outdoor lighting shall be reviewed and brought into compliance with the requirements of this section before the use is resumed to the maximum extent feasible as determined by the Community Development Department.
      ii. For changes of use or intensity which require an increase in parking of less than twenty-five percent (25%) cumulative, the applicant shall only have to meet the requirements of this section for any new outdoor lighting provided.

Accessibility

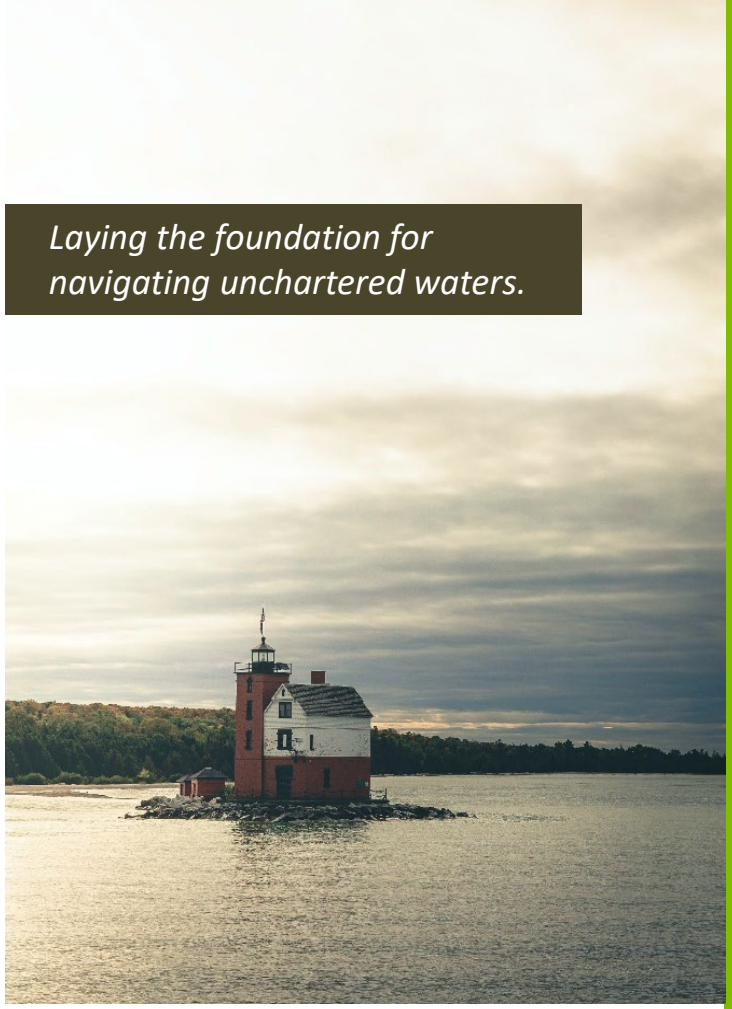


- ✓ The fewer clicks people need to access information, the better.
- ✓ It's still necessary to provide physical forms.
- ✓ Websites should include accessibility elements, such as the ability to increase type size and tools for the visually impaired.

Part 3 | Implement

Where do we go from here?

Laying the foundation for navigating unchartered waters.



Picture Credits: Kevin Carrera-Pexels

Political Climate

- ✓ Understand the current, local political climate.
- ✓ Anticipate political and structural transition.
  - Gubernatorial
  - Mayoral
  - Commissions
  - Administrative
  - Local stakeholders
  - Community leaders

Establish Legal Representation

Ordinance Interpretation

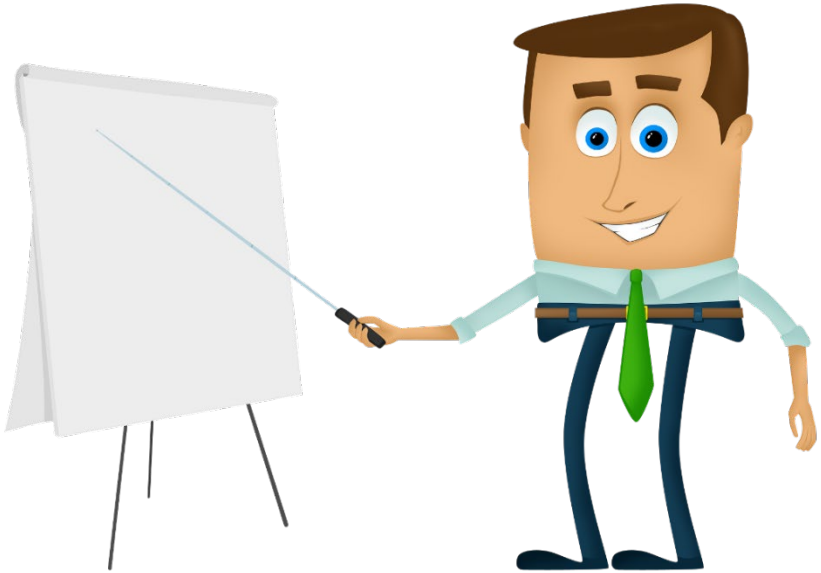
Policy Clarification

Application of Law

Training

Training sessions tailored to

- Elected officials
- Department & municipal staff
- Consultants
- Applicant community (architects, engineers, surveyors, planners)



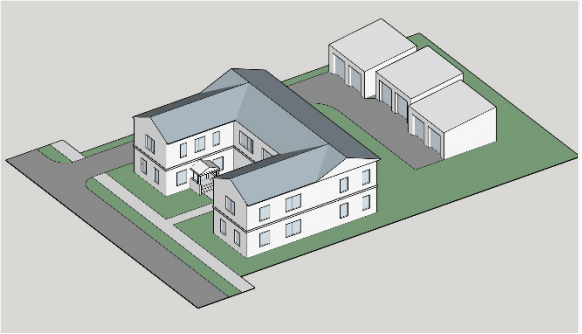
Training Resources

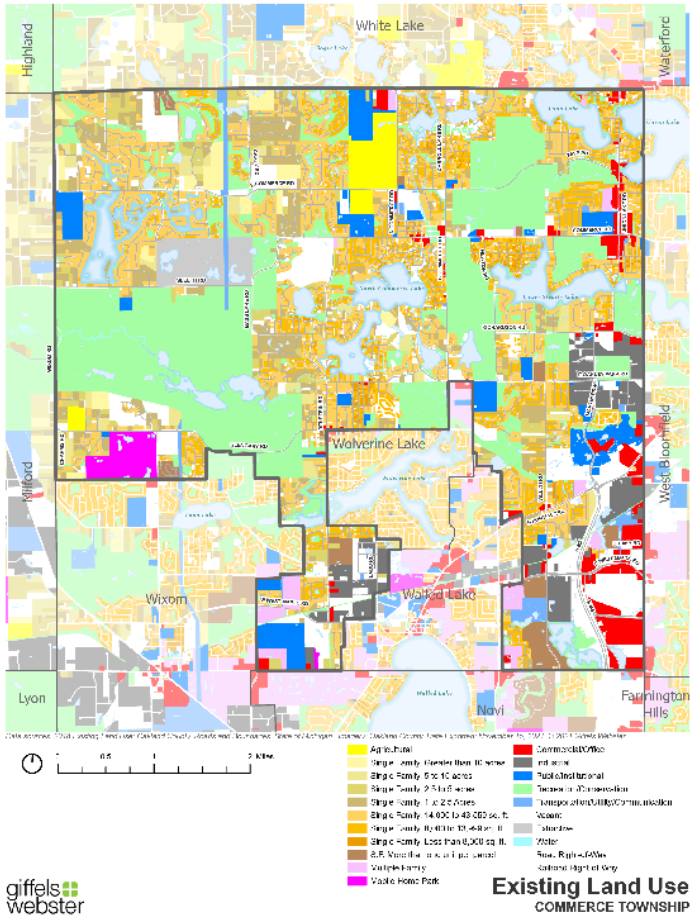
- MML/MME
- APA (national, state, local)
- MAP (Michigan Association of Planning)
- Planetizen
- MSU Extension (Citizen Planner)
- MTA (MI Township Association)
- Others relevant to the industry

Technology

Assess Technological Proficiency

- Project Tracking Software (BS&A)
- Geographic Information Systems (GIS)
- Computer Aided Design (CAD)
- SketchUp
- InDesign
- Other





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What kind of system do you use to track applications?

Picture Credits: Future-Proofing Your Planning

Rely on Leadership

- Tap into senior management and administrative staff
- Value and benefits of institutional knowledge
- Resources
- Internal accessibility

Image Credits: Thirdman -Pixels

Rely on External Resources

- Consultants
- County & State level offices
- Professional networks

Picture Credits: Pexels

Questions & Thoughts?

THANK YOU