

City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Regular Planning Commission Meeting
Monday, January 25, 2016

Members of the Planning Commission, and Residents: This shall serve as your official notification of the Regular Meeting of the Planning Commission to be held Monday, January 25, 2016, 7:00 P.M., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

PUBLIC HEARING AND REGULAR PLANNING COMMISSION MEETING-7:00 P.M.

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following minutes:
 - a. Public Hearing and Regular Planning Commission Meeting held Monday, December 14, 2015.
4. **PUBLIC DISCUSSION** – Items not on the Agenda.
5. Consideration of the 2016 Appointment of the following:
 - a. Chair.
 - b. Vice Chair.
 - c. Secretary.
6. Consideration of the Capital Improvement Plan.
7. Establishing a public hearing on Monday, February 22, 2016, at 7:00 p.m. to consider an amendment to the Pleasant Ridge Zoning Ordinance regarding Municipal Civil Infractions.
8. City Manager's Report.
9. Other Business.
10. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

**Public Hearing and Regular Planning Commission Meeting
Monday, December 14, 2015**

Having been duly publicized, Chairman Bolach called the meeting to order at 7:00 pm

- Present: Bolach, Christensen, Decoster (7:05pm), Laidlaw, Lenko, McAuliffe, Schlesinger
- Also Present: City Manager Breuckman; Commissioner Ann Perry
- Absent: Commissioner McCutcheon, Commissioner O'Brien

Minutes

PC-2015-1518

Motion by Decoster, second by McAuliffe, to approve the minutes of the Regular Planning Commission Meeting held Monday, October 26, 2015.

- Adopted: Yeas: Decoster, McAuliffe, Christensen, Laidlaw, Lenko, Schlesinger, Bolach.
- Nays: None

Public Discussion

(None.)

Public Hearing – Zoning Ordinance Amendments

City Manager Breuckman explained this item was discussed last month when the public hearing was scheduled. Changes have been proposed to the exterior design standards to communicate the City's requirements which replace the neighborhood compatibility standards. Amendments to the Manufacturing (M) district to a workplace (W) district, which would allow new uses to be permitted there in addition to manufacturing districts. There are several clean up items which are use table updates and map updates, as well as definition changes and renumbering. Finally, there are some rezoning updates.

Chairman Bolach opened the public hearing at 7:05 pm

With no comments or discussion, Chairman Bolach closed the public hearing at 7:06 pm

Commissioner Christensen questioned how Administration came up with the proposed zoning districts.

Manager Breuckman indicated he used districts which are widely recognized and used in other communities and which are allowable by Zoning and NAICS standards/code.

Chairman Bolach recalled the manufacturing district changes, but does not remember discussing changes to the Roosevelt School parcel.

Manager Breuckman noted that the school parcel will be rezoned as a municipal use parcel, this would not change the current use, however, in the future, should be school district wish to sell that parcel, the buyer would have to come to the City so that parcel could be rezoned for an appropriate use.

Recommendation of the Amendment to the Pleasant Ridge Zoning Ordinance regarding the M- Manufacturing District, Use Table Update and Map Update.

PC-2015-1519

Motion by McAuliffe, second by Schlesinger, that the Pleasant Ridge Planning Commission recommend action by the Pleasant Ridge City Commission on the proposed amendments to the Pleasant Ridge Zoning ordinance regarding the M-Manufacturing District, Use and Table update and the Map updated as listed in proposed Ordinance 414.

Adopted: Yeas: McAuliffe, Schlesinger, Lenko, Christensen, Decoster, Laidlaw, Bolach.
Nays: None

Recommendation of the Amendment to the Pleasant Ridge Zoning Ordinance Section 82-166 regarding Exterior Design Standards.

Chairman Bolach requested clarification of the appeals process.

Manager Breuckman commented that there is a modification process depending on what type of approval is needed. The Section 2.3.3 outlines these requirements.

PC-2015-1520

Motion by Schlesinger, second by Christensen, that the Pleasant Ridge Planning Commission recommend that the Pleasant Ridge City Commission adopt the exterior design standards referenced in Section 82-166 of the Pleasant Ridge Zoning Ordinance subject to the approval of the amendment to that section in the proposed Ordinance 414.

Adopted: Yeas: Schlesinger, Christensen, Decoster, Laidlaw, McAuliffe, Lenko, Bolach
Nays: None.

Capital Improvement Plan

City Manager Breuckman gave an update regarding the capital improvement plan. A full draft of the plan will be provided to the Planning Commission in January 2016. There are some capital improvements for the DDA noted in the plan. Commissioners are asked to contact Manager Breuckman with any projects they would like to add.

Chairman Bolach questioned when approval must be done.

Manager Breuckman indicated the plan could be approved as late as the February 2016 Planning Commission Meeting.

Commissioner Christenson had some questions regarding the Community Center roofing project, the solar array, the energy efficiency and the \$50,000 cost.

Manager Breuckman indicated that all the items listed are all separate items. The cost for the roof repairs are immediate, and the solar and efficiency items can be put in place but not installed during that repair. The \$50,000 number was an estimate and will be revised when the projects are closer to being scheduled.

With no further business Chairman Bolach adjourned the meeting at 7:24 p.m.

Submitted by:

Amy M. Drealan, City Clerk



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Planning Commission
Date: January 21, 2016
Re: Capital Improvements Plan

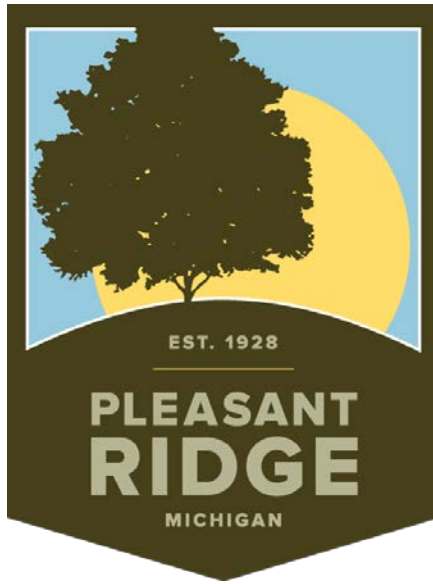
Overview

Attached to this memo is the proposed 2016-2022 City of Pleasant Ridge Capital Improvements Plan. The Plan incorporates recommended capital projects for the City to complete over the coming 6 years, in compliance with the requirements of State Law. By law, the Planning Commission is the approving body for this plan. Once you have approved it, City staff and the City Commission will use this plan in the budget process as they determine which projects the City can and should fund.

This is a living document, and it is entirely common for projects to be pushed back or moved forward by the City Commission as needs change and as financial resources become more or less available. However, a well-crafted CIP is a valuable tool to help the City plan for future capital projects and to prioritize spending over successive budget years.

Should you find the proposed CIP acceptable you may approve it as is or with specific changes by resolution next Monday. Alternately, if there are substantive changes you would like to see, you may postpone approval until the February meeting to give staff time to make your suggested revisions.

I look forward to reviewing the proposed 2016-2022 CIP with you at our meeting next Monday.



City of Pleasant Ridge

2016-2022 Capital Improvement Plan

DRAFT: January 25, 2016

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A. Purpose and Overview

1. Purpose of a Capital Improvement Plan

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve and protect the City's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment in order to ensure the efficient delivery of services to the community. The CIP is also used to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the City Council and residents of Pleasant Ridge.

2. CIP Process

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act, PA 33 of 2008. By statute, the Planning Commission is the body charged with completing the CIP. The CIP is required to show those public structures and improvements in the general order of their priority that will be needed or desirable within the ensuing 6-year period. This CIP includes the 6 fiscal years beginning with FY 2016-17 and ending with FY 2021-22.

The CIP is dynamic and is updated annually. Each year a call for new projects is made, and all projects included in the CIP are reviewed. Adjustments may be made to existing projects based on changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget.

3. CIP and the Budget Process

The CIP provides a vital link between the City's adopted plans and the budget. By identifying a list of capital projects, the CIP assists in creating short range annual budgets and long-range budget planning. The CIP process precedes the budget process and is used to develop the capital portion of the annual budget. Approval of the CIP by the Planning Commission does not mean that final approval is granted to all projects in the CIP. Rather, Planning Commission approval of the CIP is an acknowledgement that the CIP is a reasonable expectation for the future needs and funding availability of the City, and a prioritization of projects that should be completed.

The projects that are completed will also depend on funding availability. For example, a road project may have a lower priority ranking than a park project, but the road project may be funded first because there may be a dedicated funding source for the road project, such as the City's infrastructure millage. A project's funding depends on many factors – not only its merit, but also its location, cost, funding source, and logistics.

4. Submitting and Reviewing of Projects

The CIP process begins with a call for new projects. These projects may be submitted by elected and appointed City officials, City Staff, or residents. Once the projects are submitted, they are reviewed and ranked by City Staff before being presented to the Planning Commission for final review and approval.

5. CIP Policy

A capital improvement project is defined as a major, nonrecurring expenditure that includes one or more of the following:

- a. Any new construction of, addition to, or extension of a facility such as a public building, water/sanitary sewer mains, major/local roadways, or recreational facilities, provided that the cost is \$10,000 or more and that the improvement will have a useful life of three years or more.
- b. Any non-recurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
- c. Any purchase or replacement of major equipment to support City programs, provided that the cost is \$10,000 or more and will be coded to a capital asset account.
- d. Any planning, feasibility, engineering, or design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
- e. Any planning, feasibility, engineering, or design study costing \$25,000 or more that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects.
- f. Any acquisition of land for a public purpose that is not part of an individual capital improvement project or program that is implemented through individual capital improvement projects provided that the cost is \$25,000 or more.
- g. All dollar values in the CIP, both revenues and expenditures, are in current year values.

B. Facilities

1. City Commission Chambers Technology Upgrade

Year: 2016-17	Estimated City Share: 100%
Estimated Project Cost: \$12,000	Estimated City Cost: \$12,000

Project Description:

Retrofit Commission Chambers with technology upgrades to facilitate recording and broadcast of meetings, cable TV equipment upgrades, and built-in video display technology to allow for increased use of digital media during meetings.

Funding Source: General fund, PEG fees

2. Community Center Energy Optimization

Year: 2016-17	Estimated City Share: 100%
Estimated Project Cost: \$75,000	Estimated City Cost: \$75,000

Project Description:

Complete building improvements to reduce energy usage at the Community Center, potentially including solar energy generation.

Funding Source: Community center operating millage, general fund

3. Police and City Hall Facilities Upgrades

Year: 2020-21	Estimated City Share: 100%
Estimated Project Cost: \$150,000	Estimated City Cost: \$150,000

Project Description:

Upgrades to police facilities and City Commission meeting room.

Funding Source: General fund

4. 4 Ridge Meeting Room Upgrades

Year: 2020-21	Estimated City Share: 100%
Estimated Project Cost: \$150,000	Estimated City Cost: \$150,000

Project Description:

Upgrades/reconstruction of the large meeting room at 4 Ridge.

Funding Source: General fund

C. Infrastructure Projects

1. Sidewalk Repair/Replacement

Year: 2016-2022	Estimated City Share: 100%
Estimated Project Cost: \$15,000	Estimated City Cost: \$15,000
Project Description: Repair and replace public sidewalks. The program is expected to be funded at \$15,000 per year and is on-going.	
Funding Source: General fund	

2. Street Tree Planting

Year: 2016-2022	Estimated City Share: 100%
Estimated Project Cost: \$10,000	Estimated City Cost: \$10,000
Project Description: Conduct street tree planting. The program is expected to be funded at \$10,000 per year and is on-going.	
Funding Source: General fund	

3. Street Slab Replacement

Year: 2016	Estimated City Share: 100%
Estimated Project Cost: \$80,000	Estimated City Cost: \$80,000
Project Description: Replace deteriorating concrete street slabs on Millington, Oakland Park, and Oxford/Cambridge.	
Funding Source: Infrastructure millage, major and local streets funds	

4. Norwich and Hanover Sidewalk Replacement

Year: 2017-18	Estimated City Share: 100%
Estimated Project Cost: \$100,000	Estimated City Cost: \$100,000
Project Description: Remove and replace Norwich and Hanover sidewalks.	
Funding Source: Infrastructure millage, local street fund	

5. Norwich Reconstruction

Year: 2018-19	Estimated City Share: 100%
Estimated Project Cost: \$570,000	Estimated City Cost: \$570,000
Project Description: Reconstruct Norwich. Estimated cost includes design engineering.	

Funding Source: Infrastructure millage, local street fund

6. Hanover Reconstruction

Year: 2018-19

Estimated City Share: 100%

Estimated Project Cost: \$570,000

Estimated City Cost: \$570,000

Project Description:

Reconstruct Hanover. Estimated cost includes design engineering.

Funding Source: Infrastructure millage, local street fund

7. Woodward Streetscape Improvements

Year: 2019-20

Estimated City Share: 100%

Estimated Project Cost: \$150,000

Estimated City Cost: \$150,000

Project Description:

Refresh the Woodward streetscape to maintain and improve the decorative pavers and sidewalks, incorporate landscaping and plantings, add stormwater infiltration, and improve existing transit stops with shelters and other elements to improve the Woodward streetscape.

Funding Source: DDA, transportation grant funding

8. Woodward Parking Bay Reconstruction

Year: 2019-20

Estimated City Share: 100%

Estimated Project Cost: \$100,000

Estimated City Cost: \$100,000

Project Description:

Repair and reconstruct on-street parking bays along east side of Woodward.

Funding Source: General fund, DDA

9. Ridge Reconstruction

Year: 2021-22

Estimated City Share: 100%

Estimated Project Cost: \$1,000,000

Estimated City Cost: \$1,000,000

Project Description:

Repair and resurface Ridge Road with asphalt. Estimated cost includes design engineering.

Funding Source: Infrastructure millage, major street fund

D. Parks and Recreation

1. Gainsboro Park Improvements

Year: 2016-17	Estimated City Share: 80%
Estimated Project Cost: \$900,000	Estimated City Cost: \$900,000

Project Description:
Construct Gainsboro Park improvements.

Funding Source: Parks improvement millage

2. Pool Capital Improvements/Repairs

Year: 2017-18	Estimated City Share: 100%
Estimated Project Cost: \$20,000	Estimated City Cost: \$20,000

Project Description:
Repair marcite lining at Community Pool.

Funding Source: Community center operating millage, general fund

3. Woodward Park Pedestrian Lighting Improvements

Year: 2017-18	Estimated City Share: 100%
Estimated Project Cost: \$75,000	Estimated City Cost: \$75,000

Project Description:
Install pedestrian lighting along all walking paths in parks on west side of Woodward.

Funding Source: General fund, DDA

4. Community Center Park Improvements

Year: 2019-20	Estimated City Share: 100%
Estimated Project Cost: \$125,000	Estimated City Cost: \$100,000

Project Description:
Construct improvements to the park behind the Community Center, including associated building improvements.

Funding Source: Parks improvement millage

E. Police

1. Capital Improvements

Year: Ongoing	Estimated City Share: 100%
Estimated Project Cost: \$10,000	Estimated City Cost: \$10,000

Project Description:
Ongoing upkeep and replacement of police equipment

Funding Source: General fund

2. New Police Cruiser

Year: 2016-17	Estimated City Share: 100%
Estimated Project Cost: \$34,000	Estimated City Cost: \$34,000

Project Description:
Replace outgoing police cruiser

Funding Source: General fund

3. New Police SUV

Year: 2017-18	Estimated City Share: 100%
Estimated Project Cost: \$35,000	Estimated City Cost: \$35,000

Project Description:
Add police SUV

Funding Source: General fund

4. New Police Cruiser

Year: 2019-20	Estimated City Share: 100%
Estimated Project Cost: \$34,000	Estimated City Cost: \$34,000

Project Description:
Replace outgoing police cruiser.

Funding Source: General fund

5. New Police SUV

Year: 2021-22	Estimated City Share: 100%
Estimated Project Cost: \$35,000	Estimated City Cost: \$35,000

Project Description:
Replace outgoing police SUV.

Funding Source: General fund

F. Professional Services

1. City Web Site Update

Year: 2016-17	Estimated City Share: 100%
Estimated Project Cost: \$20,000	Estimated City Cost: \$20,000

Project Description:
Replace City website with modern, up-to date version.

Funding Source: General fund

2. Parks and Recreation Master Plan

Year: 2018-19	Estimated City Share: 100%
Estimated Project Cost: \$10,000	Estimated City Cost: \$10,000

Project Description:
5-Year update of parks and recreation master plan.

Funding Source: General fund

G. Water and Sewer

1. Sewer Inspection and Cleaning

Year: 2016-2022

Estimated City Share: 100%

Estimated Project Cost: \$120,000

Estimated City Cost: \$120,000

Project Description:

Inspect and clean combined sewer system. The program is expected to be funded at \$20,000 per year and is on-going.

Funding Source: Water and sewer enterprise fund

2. Cambridge & Oxford Sewer Lining

Year: 2017-18

Estimated City Share: 100%

Estimated Project Cost: \$200,000

Estimated City Cost: \$200,000

Project Description:

Line the Cambridge and Oxford combined sewers.

Funding Source: Water and sewer enterprise fund

3. Hanover and Norwich Sewer Lining

Year: 2019-20

Estimated City Share: 100%

Estimated Project Cost: \$200,000

Estimated City Cost: \$200,000

Project Description:

Line the Hanover and Norwich combined sewers.

Funding Source: Water and sewer enterprise fund

H. Summary Tables

1. Project Summary Table

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Facilities							
F.1	Commission Room Technology Upgrade	\$12,000					
F.2	Community Center Energy Optimization		\$75,000				
F.3	Police & City Hall Facilities Upgrades					\$150,000	
F.4	4 Ridge Meeting Room Upgrades					\$150,000	
Infrastructure							
I.1	Sidewalk Repair/Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
I.2	Street Tree Planting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
I.3	Street Slab Replacement	\$80,000					
I.4	Norwich and Hanover Sidewalk		\$100,000				
I.5	Norwich Reconstruction			\$570,000			
I.6	Hanover Reconstruction			\$570,000			
I.7	Woodward Streetscape Improvements				\$150,000		
I.8	Woodward Parking Bay Reconstruction				\$100,000		
I.9	Ridge Reconstruction						\$1,000,000
Parks and Recreation							
PR.1	Gainsboro Park Improvements	\$900,000	\$30,000	\$30,000	\$30,000	\$30,000	
PR.2	Pool Capital Improvements/Repairs			\$20,000			\$20,000
PR.3	Woodward Park Pedestrian Lighting		\$75,000				
PR.4	Community Center Park Improvements				\$150,000		
Police							
P.1	Capital Improvements	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
P.2	New Police Cruiser	\$34,000					
P.3	New Police SUV		\$35,000				
P.4	New Police Cruiser				\$34,000		
P.5	New Police SUV						\$35,000
Professional Services							
PS.1	City Web Site Update	\$20,000					
PS.2	Parks and Recreation Master Plan			\$10,000			
Water and Sewer							
W.1	Sewer Cleaning	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
W.2	Cambridge & Oxford Sewer Lining		\$200,000				
W.3	Hanover and Norwich Sewer Lining				\$200,000		
Total:		\$1,101,000	\$570,000	\$1,255,000	\$719,000	\$385,000	\$1,110,000

2. Infrastructure Millage Revenues and Expenditures Estimate

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Street Infrastructure Projects						
Street Slab Replacement	\$80,000					
Norwich and Hanover Sidewalk Replacement		\$100,000				
Norwich Reconstruction			\$570,000			
Hanover Reconstruction			\$570,000			
Ridge Reconstruction						\$1,000,000
Revenue						
Infrastructure Millage Revenue:	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Major and Local Streets Funding:	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Infrastructure Projects End Of Year Fund Balance						
	(\$12,000)	\$288,000	(\$452,000)	(\$52,000)	\$348,000	(\$252,000)



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Planning Commission
Date: January 25, 2016
Re: Zoning Amendment – Municipal Civil Infractions

Overview

Attached is a zoning amendment that would reclassify infractions against the zoning ordinance as municipal civil infractions instead of criminal misdemeanors.

Background

Currently violations against the zoning ordinance are classified as criminal misdemeanors, and are processed through the 45th District Court. Municipal civil infractions are processed locally through the City and do not involve the 45th District Court unless the individual against whom the ticket was written challenges the ticket.

This accomplishes two ends – it decriminalizes offenses and it also allows for a more streamlined process which can be handled entirely through Pleasant Ridge City Hall.

The City Commission recently approved an amendment to the City Code of Ordinances establishing a local municipal civil infractions bureau. Our next step is to now reclassify certain violations of local ordinance as municipal civil infractions rather than criminal misdemeanors.

Requested Action

Establishment of a public hearing for the proposed amendment to the Zoning Ordinance.

CITY OF PLEASANT RIDGE
Ordinance No. ____

AN ORDINANCE TO AMEND THE CITY OF PLEASANT RIDGE CODE OF ORDINANCES, CHAPTER 82 – ZONING.

THE CITY OF PLEASANT RIDGE ORDAINS:

Section 1.

The following sections of Chapter 82, Zoning, of the Pleasant Ridge City Code are amended as follows:

1. Section 82-6, Violations, is amended in its entirety to read as follows:

Violations of any of the provisions of this chapter shall be municipal civil infractions.

2. Section 82-8, Fines and Imprisonment, is amended to read in its entirety as follows:

The owner of any building, structure or premises or part thereof, where any condition in violation of this chapter shall exist or shall be created, and who has assisted knowingly in the commission of such violation shall be deemed responsible for a separate offense and, upon conviction thereof, shall be liable for the fines and other sanctions provided by Section 1.7.

Section 2. Severability.

Should any provision or part of this Article be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of the balance of this Article, which shall remain in full force and effect.

Section 3. Repealer.

All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4. Savings clause.

Nothing in this Article shall be construed to affect any suit or proceeding pending in any court or any rights acquired or any liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 8 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

Section 4. Effective Date.

This Ordinance shall become effective seven days after publication of a notice of adoption, as provided by law.

Section 5. Adoption.

This Ordinance is hereby declared to have been adopted by the Commission of the City of Pleasant Ridge at a meeting duly called and held on the ____ day of _____, 2016, and ordered to be given publication in the manner prescribed by law.

James Breuckman, City Manager

Amy M. Drealan, City Clerk