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**MEMORANDUM**

**TO:** City of Northville City Council

**FROM:** Sally M. Elmiger, AICP, LEED AP

**DATE:** December 14, 2023

**RE:** 2023 Annual Report on Planning Commission Activities

This memo summarizes the activities of the City of Northville Planning Commission for 2023. This written summary report is a requirement of the Michigan Planning Enabling Act (PA 33 of 2008).

**Ordinance Amendments:**

At the end of 2022, the Planning Commission members prioritized their list of outstanding ordinance amendments, and decided to start work on the following topics:

- 1) Rooftop Uses
- 2) Parking Requirements in the Downtown
- 3) Tree Ordinance
- 4) Standards for Architectural Design

Early in 2023, members broke up into small sub-committees to begin identifying the policies that should be addressed in any new ordinances or ordinance amendments regarding these topics. The sub-committee's work was discussed at a number of Planning Commission meetings to gather input on each small group's progress. Due to pressing development proposals, the ordinance work was suspended to the beginning of 2024.

**Development Proposals:**

The following lists the projects that the Planning Commission reviewed in 2023. Almost all projects required multiple meetings to resolve unique issues with each project.

- 1) **318 S. Main St. Preliminary Site Plan.** This project proposed to extend an existing parking lot at the rear of the medical office building to the south, behind an existing single-family residential building, which the applicant also owns. The Planning Commission discussed this project with the applicant, and referred it back so the applicant had time to consider the Commissioners' comments. The applicant hasn't yet returned to the Commission.
- 2) **711 N. Center St. – Condominium/Site Plan.** The Planning Commission approved the Preliminary Site Plan, with conditions and comments to address at the Final Site Plan stage. Over several meetings, the Planning Commission reviewed the Final Site Plan with the applicant, and ultimately approved it, with conditions. This included additional information regarding the condominium documents.

Richard K. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Principal*  
David Scurto, *Principal* Benjamin R. Carlisle, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* R. Donald Wortman, *Principal*  
Laura K. Kreps, *Associate* Paul Montagno, *Associate*

- 3) **342 E. Main St. Special Land Use/Site Plan.** The applicant originally wanted to restore this historic structure and construct a residential building addition at the back (which is a Special Land Use in this district). However, they modified the project so that the addition would be used for office space (eliminating the Special Land Use). At a subsequent meeting, the Planning Commission approved the combined Preliminary/Final Site Plans, with a number of conditions.
- 4) **240 Orchard Drive – Our Lady of Victory Playground (Phases I and II).** The Planning Commission first approved use of this residential lot as a playground (no modifications) for the elementary school at Our Lady of Victory. At a later meeting, they then approved a combined Preliminary/Final Site Plan for installation of a play structure, landscaping, and walkway.
- 5) **590 Dubuar St. Lot Split.** The Planning Commission approved the proposed lot split, dividing this property into two lots.
- 6) **710 W. 8-Mile – Mobile Gas Station Conceptual Discussion.** The Commissioners provided the applicant with input on their proposed plans, and referred the project back so the applicant could address their comments.
- 7) **The Downs Final Site Plan.** The Planning Commission continued in the process for this project that began in 2021. The Planning Commission approved the Final PUD Site Plan, with conditions.