

**MINUTES OF THE CITY OF SOUTHFIELD PLANNING COMMISSION
REGULAR MEETING OF MARCH 23, 2022
6:30PM**

Planning Commission Members Present: Culpepper, Griffis, Huntington, Martin, Stephens-Gunn and Willis

Planning Commission Members Excused: Miah

Staff Present: City Planner Croad and Planner Spence

Chair Dr. Stephens-Gunn called for a roll call. Planner Spence called the roll and determined there was quorum present to conduct business.

Chair Stephens-Gunn called for Approval of the Agenda. Motion by Commissioner Culpepper to Approve the Agenda as Written. Seconded by Commissioner Huntington. Chair Dr. Stephens-Gunn called for a Vote.

There was an affirmative vote for the Commissioners. Motion Carries

Chair Dr. Stephens-Gunn asked if there were any Announcements or Communications. Planner Spence noted he had none at this time.

Chair Dr. Stephens-Gunn called for the first item.

PSP22-0001 is the Site Plan Review Request of Skye Construction, to construct a new exterior stairway leading to a rooftop deck on the existing building located at 29444 Northwestern Highway, Sidwell Parcel 2407-326-008, Supervisors Plat No. 2 E 123 Ft Of W 244.5 Ft Of Lot 2, on the north side of Northwestern Highway between Franklin and Rosemond, Section 7, City of Southfield, Oakland County, State of Michigan.

Planner Spence noted that he didn't see the petitioner in the audience and asked the Commission to move PSP22-0001 to take up the second item on the Agenda to see if the petitioner shows.

Chair Dr. Stephens-Gunn called for the next item.

PSP22-0002 is a Site Plan Review Request of the City of Southfield Fire Department, to construct a new Fire Tower Training Facility at Station #5/Fire Department Headquarters located at 24477 Lahser Road, Sidwell Parcel 2428-226-012 and 2428-226-011, on the west side of Lahser Road between W Ten Mile Road and Brookside, Section 28, City of Southfield, Oakland County, State of Michigan.

Planner Spence gave a brief overview of the proposal noting the Fire Tower had been before the Commission a few times this month. He noted that Captain Jason Deneau was available for any questions.

Captain Deneau didn't have much to add to the presentation by Planner Spence. He would answer any questions the Commission might have.

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Chair Dr. Stephens-Gunn opened the floor to the Commissioners for questions and comments.

Commissioner Huntington was happy to see this happening.

Commissioner Culpepper thought it was a great opportunity. He was happy to see the Southfield Public Schools support.

Commissioner Griffis thought it was an interesting structure.

Commissioner Martin thought it was an excellent idea. He asked if the City would maintain the landscaping. Captain Deneau noted they would.

The Commission inquired about a timeline. Captain Deneau noted this item would come before City Council on April 11. They hoped grading and earthwork would commence in May with construction starting in late Summer.

There were no other comments so Chair Dr. Stephens-Gunn called for the Planners Recommendation. Planner Spence obliged.

The Planning Department recommends **FAVORABLE RECOMMENDATION** of the Site Plan Review Request of the City of Southfield Fire Department, to construct a new Fire Tower Training Facility at Station #5/Fire Department Headquarters located at 24477 Lahser Road, Sidwell Parcel 2428-226-012 and 2428-226-011, on the west side of Lahser Road between W Ten Mile Road and Brookside, Section 28, City of Southfield, Oakland County, State of Michigan, for the following reasons and conditions:

1. Receipt of the following waiver from the Zoning Board of Appeals:
 - a. Waiver to bring a structure into the City from the Zoning Board of Appeals.
2. Subject to approval of PSLU22-0001 Special Use Request by the Planning Commission on March 30, 2022.
3. Landscaping must be installed in accordance with the Approved Landscape Plan prior to the issuance of a Certificate of Occupancy unless the season of the year does not permit installation. In that instance, a bond must be submitted to the Building Department to cover the cost of the installation and a Temporary Certificate of Occupancy shall be given. Upon completion of landscaping and approval of the same by the Planning Department, the bond will be returned and a Final Certificate of Occupancy shall be given.
4. Exterior lighting will be shielded to prevent spillage of glare onto adjacent properties.
5. The petitioner is to provide a sprinkler system for all landscape areas to encourage preservation of plant materials.
6. The petitioner is to execute a perpetual maintenance agreement for the landscaped and parking areas both on the site and in the right-of-way, which includes maintenance of the storm water detention system.
7. The petitioner is to implement the recommendations made by the Southfield Police Department's Crime Prevention Bureau regarding site security.
8. The Fire Tower Training Facility will be constructed in accordance with the elevations shown on Sheets FAB-1 through FAB-10 dated January 19, 2022.

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9. Approval of this site plan and/or building elevations represented herein does not constitute nor guarantee approval for signage. Separate approval and sign permits must be obtained from the Building Department for any proposed signs.

There were no other comments so Chair Dr. Stephens-Gunn called for a motion.

Motion by Commissioner Willis for Favorable Recommendation of PSP22-0002. Seconded by Commissioner Martin. Chair Dr. Stephens-Gunn asked that all in favor say Aye. There were 6 ayes. Those against say Nay. There were no nays. Motion carries.

Planner Spence noted that he had emailed the petitioner for PSP22-0001 and hadn't gotten a response yet. He noted the Commission had heard a number of presentations on the proposal and asked if the Commission would like to proceed or postpone the item to next week. City Planner Croad noted that there is an obligation for the petitioner to be at the meeting, present his case, and answer any questions that could come up. He recommended postponing the item to the March 30 Regular Meeting.

Chair Dr. Stephens-Gunn called for a motion based on the City Planners comments.

Motion by Commissioner Griffis to postpone PSP22-0001 to the March 30, 2022 Regular Meeting. Seconded by Commissioner Martin. Chair Dr. Stephens-Gunn stated that all in favor say Aye. There were 5 ayes. All against say Nay. There was 1 Nay. Motion carries.

Chair Dr. Stephens-Gunn called for the next item.

Capital Improvement Program – Recommendation to Adoption

City Planner Croad gave an overview of the Capital Improvement Program noting the proposals for each of the departments over the next 5 years.

Chair Dr. Stephens-Gunn opened the floor to the Commissioners for comment.

Commissioner Culpepper had no comments.

Commissioner Griffis had no comments.

Commissioner Willis asked what would happen if an unanticipated expense came up. City Planner Croad noted that any expenses needed to be in the CIP but in a worse-case scenario there is an emergency process to follow.

Commissioner Huntington what happens with the money received for sold items. City Planner Croad noted Purchasing Department has an evaluation process. Commissioner Huntington then asked where the money goes. City Planner Croad noted it goes into the General Fund.

Chair Dr. Stephens-Gunn though the CIP document was exceptional and felt it was better than the last CIP.

There were no other comments so Chair Dr. Stephens-Gunn called for the Planners Recommendation. Planner Spence obliged.

A RESOLUTION TO APPROVE THE FY 2022/23-FY 27/28 CAPITAL IMPROVEMENT PROGRAM, CITY OF SOUTHFIELD, MICHIGAN

WHEREAS, One of the most important purposes of planning is to anticipate the needs of a community for future public facility improvements and to provide a stable base from which to work in order to achieve these needs. This is a function of the Capital Improvement Program (CIP), which can help the City to develop and implement a long range policy for physical development; and,

WHEREAS, Capital improvements are those major non-recurring expenditures for physical facilities of government or recurring expenditures for physical items which cost over \$5,000, such as equipment and vehicles or the installation of sewer and water mains. A CIP is a six-year evaluation and forecast of priorities and provides an appropriate opportunity for review of a municipality's overall development for the near future; and,

WHEREAS, The benefits of the CIP process relate to fiscal stewardship and successfully implementing the Comprehensive Master Plan. Other benefits include:

- Implementing plans for new public works that are identified in the Master Plan
- Building new public facilities in locations identified in the Master Plan and consistent with public policy
- Weighing costs of projects against each other to determine the greatest value and priority during any given year
- Dividing projects into parts or phases (e.g. land acquisition, design, development, and maintenance)
- Identifying the total project costs of expensive facilities in enough time to secure adequate funding through grants, bonds, donations or special assessments
- Spreading out capital debt over many years
- Helping make sure logical sequencing of events, or pairing of projects take place so that the water line is not replaced the year after the road is resurfaced
- Taking into account life expectancy of various municipal facilities and can plan for replacement in future years
- Establishing an effective local system for financial planning and management over a longer timeframe than that of an individual project; and,

WHEREAS, The six (6) major advantages of a CIP are:

1. Coordinates Community Goals, Needs and Capabilities.
2. Achieves Optimum Use of the Taxpayer's Dollars
3. Encourages a More Efficient Governmental Administration
4. Maintains a Sound and Stable Fiscal Year
5. Serves Wider Community Interests
6. Enhances Opportunities for Participation in Federal and State Grant- in Aid Programs

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WHEREAS, the CIP is authorized by the Michigan Planning Enabling Act (MPEA), PA 33 of 2008, as amended, and is required by Redevelopment Ready Communities Certification by the Michigan Economic Development Corporation; and,

WHEREAS, the Planning Commission held a review meeting with key departments at their Special Meeting held on February 16, 2022;

NOW, THEREFORE, BE IT RESOLVED THAT, the Southfield Planning Commission recommends approval of *FY 2022/23-FY 2027/28 CAPITAL IMPROVEMENT PROGRAM draft* dated March 23, 2022).

PRESENT: Culpepper, Griffis, Huntington, Martin, Stephens-Gunn, Willis

ABSENT:

NAYS: None

RESOLUTION DECLARED **Recommended for Approval**

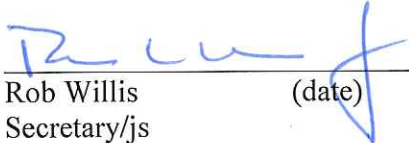
Chair Dr. Stephens-Gunn called for a Motion on the Minutes.

Motion by Commissioner Martin to approve the Minutes of February 9, 2022 Study Meeting, February 16, 2022 Long Range Study Meeting and February 23, 2022 Regular Meeting. Seconded by Commissioner Huntington. Chair Dr. Stephens-Gunn stated that all in favor say Aye. There were 6 Ayes. All against say Nay. There were no Nays. Motion passes.

Chair Dr. Stephens-Gunn called for the Public Comment portion of the meeting. No public chose to speak so Chair Dr. Stephens-Gunn closed the public comment.

Chair Dr. Stephens-Gunn asked if there were any Miscellaneous. Planner Spence noted that as the Commission has a Regular Meeting on Wednesday, March 30 to discuss the Fire Station Special Land Use.

There were no other comments. The meeting was adjourned at 7:34 PM.

 05.25.2022
Rob Willis (date)
Secretary/js