

Planning Commission Agenda

Tuesday, February 15, 2022 at 7:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

HYBRID MEETING: Council Chambers, City Hall with access via Zoom for public

Webinar ID: 880 9140 2475

Password: LathrupPC

CLICK HERE: [Online Link](#)

Telephone: 646.558.8656 or 312.626.6799

CLICK HERE: [Public Comment Form Link](#)

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Meeting Minutes**

[A.](#) PC Minutes 2021-12-21

5. **Public Comment for items not on the agenda** (speakers are limited to 3 minutes)

Per Robert's Rules of Order there will be no dialogue or debate with members of the public.

6. **Old Business and Tabled Items**

[A.](#) Draft Ordinance - EV Charging

7. **New Business**

A. Election of Officers

[B.](#) 2021 Planning Commission Annual Report

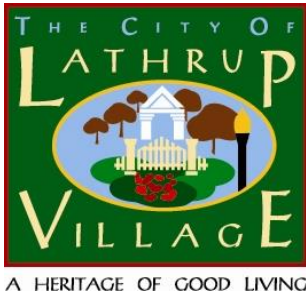
C. Stormwater Management Introductory Discussion

8. **Other Matters for Discussion**

9. **General Communication**

[A.](#) 2022 Oakland County Coordinating Zoning Committee information

10. Adjourn



Planning Commission **DRAFT** Minutes

Tuesday, December 21, 2021 at 7:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the City of Lathrup's Planning Commission will be meeting electronically using [www.Zoom.us](https://www.zoom.us) for videoconference and public access.

Call to Order

Meeting called or order by Chair Piotrowski at 7:04 pm

Pledge of Allegiance

All present joined in the Pledge of Allegiance

Roll Call

Commissioners Present: Mark Piotrowski, Chair
Jason Hammond, Vice Chair
Les Stansbery, Secretary
Wilbert Fobbs III
Mayor Pro Tem Bruce Kantor
Terrance Hicks

Absent: Robin Dillard-Russaw

This meeting is being held remotely. All Commissioners who were present announced they are in Lathrup Village, Michigan, Oakland County with exception of Commissioner Hicks who was calling from Detroit, Michigan, Wayne County.

Staff Present: Susie Stec Community and Economic Development Manager, Scott Baker City Attorney Kelda London, Government Operations

Also, Present: Eric Pietsch, Giffels Webster Engineering,
Kimathi Boothe, Derrick Beeler of Dunamis Clean energy Partners

Motion made by Vice Chair Hammond and seconded by Mayor Pro Tem Kantor to excuse Commissioner Dillard-Russaw.

Motion carried.

Approval of Agenda

Motion by Mayor Pro Tem Kanton to approved the agenda as written, motion was seconded by Secretary Stansbery.

Yes: Piotrowski, Hammond, Stansbery, Fobbs, Kantor
No: None

Motion carried

Approval of Meeting Minutes of Nov 16, 2021

Motion by Mayor Pro Tem Kantor to approve the meeting minutes of November 16, 2021 as written, motion was seconded by Secretary Stansbery.

Yes: Stansbery, Fobbs, Kantor, Piotrowski, Hammond, Hicks
No: None

Motion carried.

Public Comment

None

New Business

A. Discussion – Proposed 2022 Meeting Dates

Meetings are scheduled for the third Tuesday of every month at 7:00 P.M. There are no holiday conflicts.

Vice Chair Hammond made a motion to adopt the proposed meeting schedule for Planning Commission Meeting dates in 2022. Motion seconded by Mayor Pro Tem Kanton.

Yes: Stansbery, Fobbs, Kantor, Piotrowski, Hammond, Hicks
No: None

B. Presentation for the Electric Vehicle Charging Stations.

Kimathi Boothe and Derrick Beeler of Dunamis Clean Energy Partners presented the commission with a brief overview of the vision and direction of Dunamis, and an explanation of how their energy projects would benefit Lathrup Village.

Old business and Tabled Items

None

Other Matters for Discussion

Mayor Pro Tem Kantor reported that the City Council rescinded the cannabis ordinance indefinitely because of the staff shortage in the office and the amount of work the application process would present. There Council is also discussing putting the ordinances on the ballot for residents to vote.

General Communication

None

Adjourn

Motion by Vice Chair Hammond and seconded by Mayor Pro Tem Kantor to adjourn the meeting.

Meeting adjourned at 8:10 pm

Submitted by Kelda London

Recording Secretary

memorandum

DATE: January 14, 2022
TO: Susie Stec, Community & Economic Development Director
FROM: Jill Bahm and Eric Pietsch, Giffels Webster
SUBJECT: Electric Vehicle (EV) Charging Station Ordinance

Previous Discussions

The Planning Commission discussed the draft ordinance in October and in December had a representative from the Dunamis Clean Energy Partners, an EV hardware manufacturing company. As a result of those discussions, the recommended changes to promote reliability have been added (see red text in the attached draft ordinance).

The remainder of this memo was prepared in October 2021 and is provided as background

Introduction

What prompted this discussion?

- The Planning Commission has expressed interest in amending the Zoning Ordinance to encourage and support sustainability. One fairly straightforward amendment is to provide standards for electric vehicle (EV) charging stations.

Background on Issue

Why consider an amendment?

According to the US Department of Energy, consumers and businesses with fleet vehicles are increasingly considering plug-in electric vehicles (PEVs). These include plug-in hybrid electric vehicles (PHEVs) and all-electric vehicles (EVs)—all of which need access to charging stations. Most users will charge at home or at fleet facilities, but the availability of charging stations at workplaces and public destinations is a factor in the decision-making process. Making more stations available may help increase visibility and confidence in EVs.

- There are three types of EV chargers:
 - Level 1 chargers: These chargers use a regular 120-volt outlet, common to most home and commercial plugs. These chargers provide two to five miles of range per one hour of charging. This would result in about 40 miles of range for a vehicle parked overnight. According to the Department of Energy, the cost for this type of charging is between \$200-500 (roughly the cost of adding a new outlet to an existing 120-v circuit).
 - Level 2 chargers: These chargers use 208/240-volt outlets, which may be used in a residential home or commercial setting. These chargers provide between 18-28 miles of

range per one hour of charging and can result in a full charge for a vehicle parked overnight.

- Direct current (DC) fast chargers: These chargers use 208/480-volt outlets and provide rapid charging. They provide about 60 to 80 miles of range per 20 minutes of charging. These are mainly found in heavy traffic corridors.
- In general, when provided for users of a site, charging stations are reasonable accessory uses in all zoning districts, particularly when intended for those who live or work on the property. Non-residential properties may also offer charging for visitors of a site and may even charge for this service.
- Charging at Level 1 chargers costs around 14 cents per kilowatt hour, public Level 2 chargers cost around 44 cents/kWh and fast chargers up to 59 cents/kWh, according to a PwC analysis.
- The Department of Energy promotes public charging stations and estimates that there are approximately 43,000 public EV charging stations across the US. Over 80% are Level 2 chargers, 15% are DC fast chargers and less than five percent are Level 1 chargers.
 - Demand for EV charging is increasing, and new tools are being developed to help drivers find charging sites. The US Department of Energy has a search tool that can identify public stations and fuel corridors:
<https://afdc.energy.gov/stations/#/find/nearest?location=lathrup%20village,%20mi>

Current Ordinance

The ordinance does not include any provisions for EV charging stations.

Recommendation

A draft amendment is attached that provides a definition for EV charging station and includes standards that address location, parking, lighting, signage and general maintenance. The Planning Commission may wish to discuss whether EV stations should be required for new non-single-family residential development as a proactive measure. An additional standard could be added to Section 5.13, Parking that could require all new, expanded and reconstructed parking areas to provide the electrical capacity necessary to accommodate the future hardwire installation of Level 2 EVCSs for a specific amount of required parking. (10-15% may be appropriate.)

Amend Section 2.2: Definitions to add:

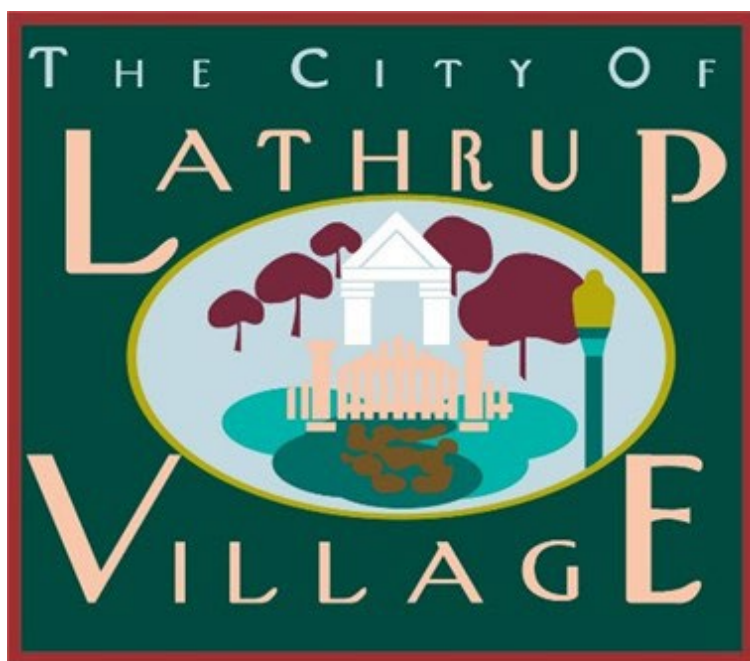
Electric vehicle charging station (EVCS). A public or private parking space that is served by battery charging station equipment that has as its primary purpose the transfer of electric energy (by conductive or inductive means) to a battery or other energy storage device in an electric vehicle. EVCS may include Level 1, 2 and 3 charging stations.

Amend Article 4 to add a new section:

Section 4.20: Electric Vehicle Infrastructure

1. **Intent.** The intent of this section is to facilitate the use of electric vehicles and to expedite the establishment of a convenient electric vehicle infrastructure that such use necessitates. **Electric vehicle charging stations should be provided in convenient and safe locations and maintained in good working order to promote electric vehicles and instill confidence in the reliability of the overall network in the City of Lathrup Village.**
2. **Permitted Locations**
 - A. When accessory to the principal permitted use, and when no fees are collected for such use, electric vehicle charging stations are permitted in every zoning district.
 - B. When accessory to the principal permitted use, and when fees are collected for such use, electric vehicle charging stations are permitted in all non-single-family residential zoning districts.
3. **General Requirements**
 - A. **Parking**
 - i. An electric vehicle charging station space may be included in the calculation for minimum required parking spaces required in accordance with Section 5.13. All such spaces shall comply with ADA requirements.
 - ii. Public electric vehicle charging stations are reserved for parking and charging electric vehicles only. Electric vehicles may be parked in any space designated for public parking, subject to the restrictions that would apply to any other vehicle that would park in that space.
 - B. **Lighting.** Site lighting shall be provided in compliance with Section 5.8, where an electric vehicle charging station is installed, unless charging takes place during daytime hours only.
 - C. **Equipment Standards and Protection**
 - i. Battery charging station outlets and connector devices shall be no less than 36 inches and no higher than 48 inches from the surface where mounted. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designed and located as to not impede pedestrian travel or create trip hazards.
 - ii. Adequate battery charging station protection, such as concrete-filled steel bollards, shall be used. Curbing may be used in lieu of bollards, if the battery charging station is setback a minimum of 24 inches from the face of the curb. Bumper blocks shall not be used for protection of such charging devices.
 - iii. All equipment installed shall meet building code requirements.
 - iv. Equipment mounted on pedestals, lighting posts, bollards, or other devices for on-street charging station shall be designed and located as to not impede pedestrian travel or create trip hazards within the right of-way

- D. Signage.** Signs shall meet the standards of the City of Lathrup Village Sign Ordinance, Article 2 of the City's municipal code, as well as the following:
- i. Information shall be posted identifying voltage and amperage levels and any time of use, fees, or safety information related to the electric vehicle charging station.
 - ii. Each electric vehicle charging station space shall be posted with City-approved signage clearly indicating the space is only for electric vehicle charging purposes. For purposes of this subsection, "charging" means that an electric vehicle is parked at an electric vehicle charging station and is connected to the battery charging station equipment.
- E. Permitting.** Compliance with all local building and electrical codes is required.
- F. Maintenance.** Electric vehicle charging stations shall be maintained in all respects, including the functioning of the equipment. A phone number or other contact information shall be provided on the equipment for reporting when it is not functioning, or other problems are encountered. The failure to maintain the electric vehicle charging stations in proper working order for a period in excess of 14 days shall result in those spaces ceasing to be counted towards required parking. The installation of the number of parking spaces provided by the district regulations shall be required. The electric vehicle charging stations must be operational during the normal business hours of the use(s) that it serves. Electric vehicle charging stations may be de-energized or otherwise restricted after normal business hours of the use(s) it serves.



A HERITAGE OF GOOD LIVING

2021 PLANNING COMMISSION ANNUAL REPORT

January 2022

Prepared with Assistance by:

giffels 
webster

2021 PLANNING COMMISSION ANNUAL REPORT

INTRODUCTION

The Michigan Planning Enabling Act (P.A. 33 of 2008, as amended) requires the Planning Commission to prepare, file and present an annual written report to the City Council. This document is intended to meet the state requirement as well as provide an overview of 2021 accomplishments.

The Planning Commission in Lathrup Village is comprised of seven members, many of whom have been on the Planning Commission for several years. These members come from a variety of professional backgrounds in architecture, business, finance, city planning, and education. The various perspectives and knowledge brought by these members creates a well-rounded Commission that maintains fair and thoughtful deliberations.

2021 was a challenging year for many communities. One of particular challenge was the health-related restriction on gatherings and meetings due to the Covid-19 pandemic. The State of Michigan amended the Open Meetings Act to allow for electronic meeting participation and the City of Lathrup utilized Zoom for its municipal meetings. The Planning Commission held one in-person meeting in January and held eight meetings electronically.

2021 PLANNING COMMISSION ROSTER - AS OF DECEMBER 31, 2021

Name	Term Ending
Mark Piotrowski, (Chairperson)	8/31/22
Jason Hammond (Vice Chairperson)	8/31/24
Robin Dillard-Russaw	8/31/24
Wilbert Fobbs III	8/31/23
Terrence Hicks	8/31/22
Les Stansbery	8/31/22
Bruce Kantor, City Council Liaison	

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT STAFF

Susan Stec, Community & Economic Development Director.

Giffels Webster assists the city with planning and zoning services. Our team assists city staff with technical planning and zoning related calls, emails, and visits to the city. We also prepare reviews, memoranda, and reports for the Planning Commission, ZBA, and City Council, as needed. We attend all Planning Commission meetings as well as City Council meetings as requested. The GW team is directed by Jill Bahm, AICP, partner at GW, and supported by Matthew Wojciechowski, associate planner, Sri Ravali Komaragiri and Eric Pietsch, senior planners as well as our GIS team.

2021 Department Activities

DEVELOPMENT REVIEWS

In 2021, the Planning Commission reviewed 2 development applications. The Zoning Board of Appeals considered one application.

Site Plan Reviews. Site plan review takes place when an application is submitted for new construction or additions to ensure that development plans meet the standards of the Zoning Ordinance. These standards are primarily non-discretionary standards – these are objective standards such as setback, landscaping, lighting, and parking requirements.

Two site plans were reviewed by the Planning Commission in 2021. One site plan represented an application for “by right” development (permitted uses) and the other accompanied a special land use. Site plan approvals are valid for twelve months, with a one-year extension permitted by the Planning Commission. These site plans included:

- 26079 Southfield Road – US Rehab (change of use)
- 27000 Southfield Road – Discount Tire (Expansion for storage and parking lot reconfiguration)

Special Land Uses. Special land uses are uses that may be permitted in certain locations within the city, provided that certain standards are met. The Zoning Ordinance provides general standards for special land uses, and some uses have their own additional standards. Generally, most standards are non-discretionary, but there are some discretionary standards that the Planning Commission considers during the review process. There was one special land use requests submitted to the city in 2021 – for Discount Tire on Southfield Road. A site plan is required with the special land use request, and it is noted above.

Public Input/Public Hearings. The Planning Commission meetings are open to the public, and “public comment” is an agenda item at every meeting. Public hearings are required for PUD, special land use, and rezoning applications. Throughout 2021, there was one development review items that required public hearing (Discount Tire). One public hearing was held for the zoning ordinance amendment discussed below.

ZONING UPDATES

The Planning Commission worked on several amendments to the Zoning Ordinance this year, two of which were initiated in 2020:

- **R-1 Parking – Adjacent to MX District.** For many years, the Planning Commission has seen concepts for building expansion and reuse run into problems adequately addressing parking. Since 2015, the Planning Commission has discussed strategies to accommodate parking while also leaving some room for landscaping enhancements, outdoor dining or other amenities that may be desirable. The linear, narrow development pattern of the city’s commercial corridor is bounded by residential neighborhoods on one side and Southfield Road on the other. Any growth or revitalization has to occur within the 100 ft depth of these parcels. In addition to updating parking standards, providing for shared parking and allowing some parking to be provided in side-street rights-of-way, the Planning Commission prepared an amendment to allow parking as a special land use in the R-1 district when adjacent to the MX district and as part of a larger redevelopment project. A public hearing was held in December 2020 and the ordinances adopted in February 2021.

- **Cannabis facilities.** Following a study group recommendation, City Council asked the Planning Commission to prepare zoning standards for cannabis facilities. These amendments were presented for a first draft in November 2020 and were adopted in fall of 2021.
- **Minor Administrative Amendments.** The Planning Commission prepared amendments to clean up confusion related to administrative roles and responsibilities, fences and materials needed for site plan review. These amendments were made to chapters 5-7 of the Zoning Ordinance.
- **Future amendments:** Towards the end of 2021, the Planning Commission has been exploring ways to promote alternative energy uses in the Zoning Ordinance, including accommodations for both electric vehicle charging and solar energy. Amendments will likely be prepared in early 2022. Additional amendments planned for 2022 include updates to the City's landscaping standards and front yard parking for residential homes.

OTHER HIGHLIGHTS

- **Comprehensive Plan.** In 2019, the city's Master Plan was ready for its five-year review, which is required by state law. This review was initiated by the Planning Commission in 2019 and the Planning Commission found that an update was needed. Since the Recreation Plan and Downtown Plan also need to be updated, the city launched a process to update all three plans as a Comprehensive Plan. This allows the city to see how each of these plans relate to each other as well as encourage all boards and commissions responsible for implementation to see how their efforts are connected. The pandemic, development review and pressing zoning concerns has slowed the long-range planning process; however, the plan was adopted in July 2021.
- The Community & Economic Development Department continues to have discussions about long-range improvements to Southfield Road with the Road Commission for Oakland County.
- The Community & Economic Development Department continues to work with the Michigan Economic Development Corporation (MEDC) to ensure that the city retains its Redevelopment Ready certification.
- The Community & Economic Development Department continues to work with Main Street Oakland County on redevelopment strategies and organizational support.

MEETINGS

Body	Number of Meetings
Planning Commission	9
Zoning Board of Appeals	3
Joint City Council, Downtown Development Authority & Planning Commission	0

THE YEAR AHEAD

Zoning Amendments. The Comprehensive Plan includes zoning action strategies that recommend specific changes needed to the Zoning Ordinance. Zoning-related work has been initiated with the research on amendments that promote sustainability noted above. This work will continue in 2022.

Oakland County's Coordinating Zoning Committee: Review Function for Cities and Villages

Established in 1982, the Coordinating Zoning Committee (CZC) is here to serve Oakland County's 62 local communities in the interest of exemplary planning. As of January 2022, the CZC consists of the following Oakland County Commissioners:

Commissioner Gwen Markham, CZC Chairperson, District 9

Commissioner Gary R. McGillivray, CZC Vice Chair, District 20

Commissioner Phil Weipert, CZC Member, District 8

Role of the CZC:

The responsibility of the CZC is to review and make recommendations on all city, village, and township master plans and select township rezoning cases.

The County is the only level of government charged with the responsibility of boundary coordination. Therefore, the review of land use and zoning activity at the municipal boundaries for rezoning requests or master plan changes is an important function of the CZC. However, recommendations that are included in a staff review and/or are made by the CZC on any township rezoning case or draft master plan are considered non-binding and remain to be instituted at the discretion of the municipality.

Rezoning Review:

This process is for the review of township rezoning cases only and is not applicable to cities and villages. However, cities and villages will be invited to any CZC meeting and sent a copy of our staff review when a rezoning case is adjacent to their borders. Please contact our office if you would like more information regarding township rezoning protocols for the CZC review process.

Master Plan Review:

Another role of the CZC is the review of all new, updated, or amended master plans. Changes to the Municipal Planning Act in 2003 required all communities (cities, villages, and townships) to send a copy of the draft master plan to the county and to all adjacent communities. Prior to this change, only townships sent their master plans to the CZC for review and these plans were sent after they were adopted. The state law (P.A. 33 of 2008, the Michigan Zoning Enabling Act) was updated in 2008 and is the current law in which this reviewing authority is granted.

- I. **Master Plan Review Process:** Changes to a master plan are sent to the county and adjacent communities before the community has adopted the plan. There are two (2) types of master plan changes that initiate a review by the CZC:
 - a. **Master Plan Update:** Oakland County has 63 days from the receipt of the draft master plan (or the date of the notification letter from the community) to conduct its review; adjacent communities and other jurisdictional authorities have the same timeline to provide comments on the plan. Plans are considered to be "updated" if extensive changes are proposed and/or the document is to be adopted under a new adoption date.
 - b. **Master Plan Amendments:** The review time is reduced to 42 days for all adjacent municipalities, Oakland County, and other jurisdictional authorities to conduct a review of the draft plan. The plan is considered to be "amended" if the existing master plan has a section(s) or minimal areas of information that is proposed to be added or changed. The document keeps its original adoption date and an amendment date is added to the plan once approved by the municipality.
- II. **Review Considerations:** A summary and analysis of the plan and the proposed changes are provided as part of our review. Future land use and zoning coordination at the border is a prime consideration in the reviewing and recommendation process for the draft master plan. These changes are usually reflected in the future land use plans within the master plan document, and recommendations are written to support transparency and coordination in these cases.

Under the Michigan Planning Enabling Act, following the review period, the elected board (township board, city, or village council) may choose to adopt the draft master plan. Recommendations and comments for any reviewing jurisdiction can be taken into consideration at that time in the process as deemed necessary by that municipality.

CZC Meetings:

CZC meetings are scheduled on an as-needed basis. Based on recent history, the CZC usually needs to meet about once a month. In scheduling meetings, the main concerns are meeting the 30, 42, or 63-day deadline, while providing enough time for the adjacent community to review and respond. At the discretion of the Chair, we schedule the CZC meetings before a regularly scheduled Economic Development & Infrastructure Committee meeting. Occasionally a special meeting may be scheduled in order to better accommodate a community's adoption process timeline and/or to adhere to state law requirements.

I serve as the planning staff to the Coordinating Zoning Committee. Please send all Master Plan updates and amendments to my office for review (address information is provided below). We have included a table of programs and services our department offers on the following page. If you have questions, please do not hesitate to contact me.

Sincerely,



Scott E. Kree | Senior Planner
Oakland County, Department of Economic Development
Division of Planning & Local Business Development
Executive Office Bldg. 41W
2100 Pontiac Lake Road
Waterford, MI 48328
Krees@oakgov.com
O: 248.858.0389
C: 248.209.9256

Program	Service / Mission
Brownfield Redevelopment Authority (OCBRA)	Provide assistance in the County's Brownfield initiative to clean-up and redevelop contaminated properties.
Environmental Stewardship	Provide information, plans and options to promote conservation of the natural environment while supporting sustainable economic growth, development, and redevelopment.
Historic Preservation Assistance	Support local efforts to maintain and enhance architectural and heritage resources through sustainable practices to enrich the quality of life for all.
Land Use & Zoning Services	Prepare and provide land use, zoning, and Master Plan reviews for communities to enhance coordination of land use decision-making.
Main Street Oakland County (MSOC)	Help local governments develop their downtowns as vibrant, successful districts that serve as the heart of their community.
Oakland County Household Hazardous Waste Program (NoHaz)	Help Oakland County residence to have an option for the proper disposal of household hazardous waste
Planning, Zoning and Development Training	Encourage communities to capitalize on their strengths and refine their economic development processes to implement their community vision.
Trail, Water & Land Alliance (TWLA)	Become an informed, coordinated, collaborative body that supports initiatives related to the County's Green Infrastructure Network