

CITY COMMISSION AGENDA ITEM

TITLE	Authorization to Distribute Notice of Planning Commission’s Proposed Master Plan
SUBMITTING DEPARTMENT	Community Development - Planning
PRESENTER	Joseph M. Murphy, Director of Planning
MEETING DATE	January 27, 2025
SECOND READING REQUIRED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
CERTIFIED RESOLUTION	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EXECUTIVE SUMMARY *(include history of previous Commission action/discussion, background, scope of work, etc.):*

At their August 10, 2021, meeting, the planning commission discussed the city’s current master plan and determined that the demographics, goals, objectives, future land use map, and recommended actions are no longer relevant and applicable to the physical development of the city. The planning commission unanimously adopted a resolution that the overall changes warrant an entirely new Master Plan ahead of the statutory five-year review period (2022). The resolution requested that the city commission authorize staff to prepare and release a request-for-qualifications to engage a consulting firm to assist the city in developing a new Master Plan.

The Michigan Planning Enabling Act (Act 33 of 2008) tasks the planning commission with the responsibility of developing and approving a master plan as a guide for development within the city.

The act allows the city commission the right to approve or reject the planning commission’s Proposed Master Plan however the city commission must assert that right by way of resolution. The city commission did assert its right at the August 23, 2021, meeting.

Since then, the city has solicited, interviewed, and hired a consultant, actively engaged the public throughout the entire process, developed draft and proposed versions of the new Master Plan. This history, including a comprehensive summary of community notification and engagement efforts, is captured on the dedicated website: www.planroyaloak.com

At their January 14, 2025 meeting, the planning commission unanimously adopted the draft dated December 2, 2024 as the Proposed Master Plan. It’s now forwarded to the city commission for concurrence and authorization to distribute.

The city commission must adopt a resolution authorizing distribution of the planning commission’s “Proposed Master Plan”. Alternatively, if a majority of the city commission object to specific provisions in the document, it may be directed back to the planning commission for their consideration and possible refinement.

Once distributed, the contents of the document may not be modified until after the required comment period. The state act requires a comment period of no less than sixty-three (63) days for specified entities (nearby municipalities, county planning commission, public utilities, railroad, transportation systems, etc.). This review period does not start until the city commission

authorizes distribution. Upon conclusion of the 63-day comment period, staff will provide receipted comments to the planning commission and DPZ CoDesign for consideration.

Once the 63-day comment period commences, staff will provide the planning commission with available dates and times to hold the required public hearing in the city commission chambers at city hall. The planning commission must then adopt a motion to set the public hearing date and time.

After the 63-day comment period and required public hearing, the planning commission should consider the collective comments. It may offer, discuss, and adopt a motion(s) directing further changes to the document prior to adoption. Alternatively, the planning commission may adopt a motion to approve the document in its entirety “as-is” and forward it to the city commission. The city commission must adopt a motion to approve or reject the document stating specific objections. The planning commission shall consider the city commission’s objections and revise their proposed master plan to address the objectives. Upon final adopt by the city commission, the document will become the city’s new Master Plan.

Fiscal Impact

OTHER FISCAL IMPACTS: (Select all that apply.)

- No fiscal impact
 Workload impact (details below)
 Revenue impact (details below)
 Operations Impact (details below)

REVENUE IMPACT: *Provide a description of how this item will impact revenue. (Is this item expected to create additional/new revenue? Will this item have a negative impact on revenue? Which funds would be impacted? Provide additional details, as necessary.)*

N/A

WORKLOAD IMPACT: *If this item will require staff time to implement, operate or maintain, provide a description of the workload impact. (Will more staff be needed? Is this workload able to be absorbed by existing staff? If new FTE(s) are needed, provide details of position classification and duties. Provide additional details, as necessary.)*

N/A

OPERATIONS IMPACT: *If the item requires a budget adjustment, please identify source of additional funds and any proposed cuts to other operations, programs and services.*

N/A

ALIGNMENT WITH COMMISSION APPROVED PLANS, POLICIES, AND PROGRAMS

Provide a description of how this item aligns with the strategic plan, aging in place plan, and sustainability and climate action plans. Include any specific goals or action steps it supports.

The master plan establishes a framework to help achieve the following strategic goals: “a variety of housing that works for everyone”, “practices to combat climate change and protect the natural environment”, and “pursue policies that encourage sustained business investment and development in the city”.

COMMUNITY ENGAGEMENT

Provide a description of any community engagement efforts made for this item. Include information on tools used, participation information, and general sentiments.

A summary of community notification and engagement efforts can be found at:

<https://planroyaloak.com/participate/>

BOARD AND COMMISSION FEEDBACK

Was an advisory board or commission engaged in discussion on this item? If yes, please provide a summary of feedback received:

A summary of community notification and engagement efforts, including dates of the planning commission's review, comment, etc. can be found at:

<https://planroyaloak.com/participate/>

LEGAL COMMENTS

PROPOSED COMMISSION RESOLUTION:

Whereas the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), provides for a local unit of government to prepare, adopt, amend, and implement a master plan to guide and accomplish development that satisfies identified criteria; and

Whereas the city and its consultant (DPZ CoDesign) have provided a wide range of public engagement and receipted valuable and diverse feedback throughout the process of creating a new Master Plan.

Be it resolved that the Royal Oak City Commission concurs with the Royal Oak Planning Commission and adopts the draft dated January 14, 2025 as the Proposed Master Plan; and

Be it further resolved that the Royal Oak City Commission authorizes staff to prepare and distribute notice of the Proposed Master Plan to entities identified in the state act.

ATTACHMENTS:

2025 01-14 Proposed Master Plan

Report Approval Details

Document Title:	Authorization to Distribute Notice of Planning Commission's Proposed Master Plan.docx
Attachments:	- 2025 01-14 Proposed Master Plan.pdf
Final Approval Date:	Jan 22, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Tim Thwing was completed by workflow administrator Nic Grochowski

Tim Thwing

No Signature - Task assigned to Kymberly Coy was completed by workflow administrator Nic Grochowski

Kymberly Coy

Nic Grochowski

No Signature - Task assigned to Joseph Gacioch was completed by workflow administrator Susan Barkman

Joseph Gacioch