



CITY OF NOVI CITY COUNCIL
APRIL 17, 2023

SUBJECT: Consideration of Zoning Ordinance Text Amendment 18.300 to update the Novi Site Plan and Development Manual in its entirety and to amend the Zoning Ordinance at Section 6, "General Provisions," Section 6.1, "Site Plan Review (All Districts)" to reference the updated 2023 version of the Site Plan and Development Manual. **FIRST READING**

SUBMITTING DEPARTMENT: Community Development, Planning

BACKGROUND INFORMATION:

The City of Novi's Site Plan and Development Manual has served as an important resource for planners, developers, landowners and residents of the city since it was adopted in 1999. It is intended to provide a general overview of the city's various development processes and review standards. It steps readers through the complexities of the site plan, rezoning, special land use, woodland and wetland permitting, and preconstruction processes and submittal requirements. The Site Plan and Development Manual also answers frequently asked questions. The last update to the manual was adopted in 2011. The current draft update proposed would replace the 2011 version.

The most important update to the document is the section on the Planned Rezoning Overlay process (Chapter 3, Section 3.2) starting on page 24 of the manual. Since ordinance 18.297 amending the PRO was adopted in August 2021, the description of the PRO process has been out of date. That amendment changed several aspects of the PRO, including an initial submittal with review by the Planning Commission and City Council regarding eligibility to use the PRO option. The new text also clarifies what is to be provided by an applicant at the time of application.

Other minor updates to the manual have also been made, including changing references from the Community Development Department to Plan Review Center, an explanation of phasing plans (page 7), requiring digital copies of plan submittals to improve recordkeeping, and updating ITE rates as they relate to Traffic Studies (page 45). Clarifications have also been made in Chapter 6 for the Pre-Construction process and Soil Erosion permitting (pages 54-55). A rough mark-up of the 2011 version of the document is provided in this packet for further illustration of the sections that have been revised.

As part of the Zoning Ordinance, applicants are required to follow any procedures and policies detailed in the Site Plan and Development Manual, or seek a variance or waiver of those procedures, just as they would do for deviations from the Zoning Ordinance. Therefore, any revisions to the Site Plan and Development Manual follow the usual course for revisions to the Zoning Ordinance, and may be approved by the City Council following public hearing and recommendation from the Planning Commission.

A public hearing was held on April 5, and **the Planning Commission recommended approval to City Council of the proposed ordinance amendment and adoption of the updated Manual.** The draft version of the proposed amendment and updated Site Plan and Development Manual are included in the packet.

RECOMMENDED ACTION: Approval of Zoning Ordinance Text Amendment 18.300 to update the Novi Site Plan and Development Manual in its entirety and to amend the Zoning Ordinance at Section 6, "General Provisions," Section 6.1, "Site Plan Review (All Districts)" to reference the updated 2023 version of the Site Plan and Development Manual. FIRST READING