



LINCOLN PARK PLANNING COMMISSION
CITY HALL – COUNCIL
CHAMBERS 1355 SOUTHFIELD
ROAD LINCOLN PARK, MICHIGAN

October 11, 2017 at 7:00 p.m.

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of previous minutes**
- V. Approval of Agenda**
- VI. Old Business - None**
- VII. New Business**
 - A. Proposed Master Plan Scope
- VIII. Policy Review and Discussion - None**
- IX. Reports from Departments and Other Boards and Commissions**
- X. Public Comments**
- XI. Comments from Planning Commissioners**
- XII. Adjournment**

The City of Lincoln Park will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the meeting to individuals with disabilities at the meeting/hearing upon seven (7) days prior notice to the City of Lincoln Park. Individuals with disabilities requiring auxiliary aides or services should contact the City of Lincoln Park by writing or calling the following: The Building Department, 1355 Southfield Road, Lincoln Park, MI 48146(313) 386-1800 Ext. 1296

**CITY OF LINCOLN PARK
COUNTY OF WAYNE, STATE OF MICHIGAN
PLANNING COMMISSION MEETING OF SEPTEMBER 13, 2017**

A Planning Commission of September 13, 2017, held at the City of Lincoln Park City Hall, 1355 Southfield Road, Lincoln Park, Michigan. The meeting was called to order at 7:08 P.M., by Chairman Kissel presiding.

PRESENT: Kissel, Graczyk, Horvath, Medina, Kelsey

ABSENT: Palmer

EXCUSED: Briones

ALSO PRESENT: Leah DuMouchel, John Meyers, and Applicants

Moved by Mr. Kelsey, seconded by Mr. Graczyk to approve the meeting Minutes of August 16, 2017.

MOTION CARRIED

The Agenda was approved as written.

UNFINISHED BUISNESS:

None

NEW BUSINESS

A. Conceptual Review – 3461 FORT ST. (Lincoln Perk)

The applicant proposes to convert a vacant bank into a drive-through coffee shop. This property would be a commercial use with 524 square feet of gross floor area and 3 employees on its largest shift. The property's parking lot is a U-shaped because it previously featured a drive through for the banks clientele.

The NBD zoning for the intended use is met, all drive – thru's are permitted after Special Land Use.

The applicant to supply product percentages for elevation drawings. Signage striping and other features to be provided to direct pedestrian and vehicular traffic, stacking spaces to be removed from public ROW.

Dumpster enclosure details required to be submitted. Applicant to work with the City Engineer for Storm Water Management. A solid masonry wall, ornamental on both sides, not less than six (6') feet in height, shall be erected and maintained.

MDOT approval to secure ROW permit. Storm water permit from Wayne County Drain Commissioner as required.

Gerald asked the business hours – the applicant suggested 6am – 6pm adjusted accordingly. The applicant indicated there will be no more than 2 employees on staff at the time. Pre - packaged items to be sold with coffee. Health Department approval has been secured.

The vehicle stacking poses a concern and will need to be addressed.

Mr. Kelsey inquired about the drive thru exception to special land use. Previous SLU could not be confirmed. Special Land Use will need to be acquired.

The applicant asked for permission permits until approvals have been granted. That request was denied.

The applicant must submit detailed drawings prior to moving forward.

Motion by Mr. Kelsey to accept the conceptual review, support by Ms. Medina. **MOTION CARRIED**

A. Site Plan Review: 25500 Outer Drive (UAW-Ford Technical Training Facility)

The applicant proposes to revitalize and remodel an existing automotive training center with offices and classrooms for students over 12th grade. Most of the improvements will take place inside the building. The current building footprint of approximately 107,045 square feet is proposed to be expanded by approximately 13,440 square feet, or about 12%. The size of the expansion triggers site plan review. The proposed site work includes repaved parking facilities and implementation of landscaping in accordance with the ordinance.

The site is zoned General Industrial (GID). Assembly and manufacture of motor vehicles is a principal permitted use in this district. The proposed training facility for the assembly and manufacture of motor vehicles, consisting of similar equipment and process, can be considered a similar use and is therefore also a principal use.

Architectural elevations were not included in the site plan dated September 1, 2017. The applicant confirmed the previous submission, dated April 10, 2017 and received by the City in June 2017, should be referenced. Sheet A-201 was referenced for this review and the applicant shall submit a fresh copy of all additional sheets, which were not submitted to the City of Lincoln Park on September 5, 2017, which should be included with the site plan package.

Parking will need to be addressed. The proposed parking exceeds the maximum requirements by 42%. Applicant to document that such parking is required to accommodate the use on a typical day; alternately, applicant may reduce spaces to 288 or fewer, than the proposed 341.

Applicant to designate loading areas.

Decorative Masonry wall of at least 6' for waste receptacle to be featured.

Soil erosion control measures to be addressed in detailed engineering review and appropriate secured from Wayne County

Project Manages and Engineer spoke on behalf of Ford – The applicants gave an overview of the project and a description of their design intent. Ford Motor Company marquee entry metal panel ribbed panel gray color on South & East and West side of building. The applicant proposes to re-skin the entire building and add sky lights & window for more natural lighting.

This building will be LEED Certified, the first building within the City of Lincoln Park to have this designation.

Motion by Mr. Kelsey to accept the 20% increase in parking, support by Mr. Horvath.
MOTION CARRIED

Motion by Ms. Medina to accept Site Plan Review, support by Gaczyk. **MOTION CARRIED**

POLICY REVIEW AND DISCUSSION

None

REPORTS FROM DEPARTMENTS AND OTHER BOARDS AND COMMISSIONERS

Mr. Gerald inquired about the Dialysis Center progress. Ms. DuMouchel began advised an acceptable elevation was submitted by the applicant and an architectural drawing from the applicant in addition to the eifus building material.

Gerald inquired as to the vacant lot just west of the Dialysis Center, at one time a gas station was proposed. All the buildings were demolished and now the lot is for sale. The site was not cohesive for a drive thru on the site and it's possible the owner no longer wishes to pursue the gas station construction.

Ms. Medina inquired as to the status of the tattoo parlor; Ms. DuMouchel has everything almost ready for City Council.

PUBLIC COMMENTS

Jim LaPalm – Representing the Robert Jones Knights of Columbus. The building has been for Sale for a few years there is a prospective buyer and a deposit has been placed. Knights of Columbus is interested in purchasing the former bank located at Fort and New York. If plans do not work out they have it worked with Father Tony of Christ the Good Shepard to have a temporary transition for a period to hold meetings and events there. The concern is the Knights of Columbus are fearful of losing membership if a permanent location is not established. Gaming licenses are required to have a permanent address to be retained. Should the Knights of Columbus temporarily locate the licenses will be lost.

Mr. LaPalm, further stated the bank is zoned Neighborhood Business District (NBD), this district does not allow Fraternal organizations. Mr. LaPalm would like some direction as to options, and does not wish to pursue re-zoning. The main use would conform to the current zoning for office space.

Lincoln Park Knights of Columbus has two identities; The Knights of Columbus and the Building Corporation which owns all the buildings. The Building Corporation would buy the bank and then lease to the Knights of Columbus.

Mr. LaPalm was directed to discuss options with Ms. DuMouchel, City Planner. Ms. DuMouchel advised Mr. LaPalm the change of use of the bank would trigger a site plan review.

COMMENTS FROM THE PLANNING COMMISSIONERS

None

ADJOURNMENT

Motion by Kelsey, support by Horvath, the meeting adjourned at 8:20 P.M. **MOTION CARRIED**

Mr. Kevin Kissel, Chairman

City of Lincoln Park Planning and Development Proposed Master Plan Scope

The City of Lincoln Park is due for a Master Plan Update. The most recent Master Plan was written in 2007 and reviewed in 2011; the Michigan Planning Enabling Act (PA33 of 2008) requires a Planning Commission to review an adopted master plan every five years to determine whether an amendment to or replacement of the plan is warranted. In the City of Lincoln Park, the years since 2011 have been witness to dramatic changes: a national housing crisis, a historic bankruptcy of the metropolitan area's anchor city, unprecedented fiscal constraints resulting from the statewide Headlee amendment and revenue sharing decisions, the implementation of the Emergency Manager system and its application in the City of Lincoln Park, receding manufacturing and now commercial sectors in the overall economy, and a steady demographic shift toward a more racially diverse population. Any of these issues individually would be sufficient reason for the City to take a measured and long-term look at its adopted vision and policies; taken together, they almost demand it.

A Master Plan Update will take a measured and thorough approach to reflecting the changed conditions within the City. Data and community engagement form the primary tools with which to chart a realistic and achievable course toward a healthy, revitalized, and smoothly-functioning community. The following tasks will be executed during the course of the master planning process:

Task 1: Organization and Administration

- **Steering Committee and Stakeholder Analysis.** The Planning Commission and City administration will select a group of approximately 6-12 representatives from various segments of the community to serve as stewards of the master planning process. The role of this group will be to offer insights into the community and review plan documents as they are produced. This group will also conduct a Stakeholder Analysis, identifying the members and organizations within the community which have interest and influence, and determining the appropriate level of involvement in the process for each.
- **Web Presence.** A page will be added to the website currently serving the Planning Commission which hosts documents created through the process, provides notice of events, and offers a direct contact link to the master planning team. This page may be linked from the City's website.
- **Existing Information Review.** Current and recent planning documents will be reviewed in order to capture relevant information and to identify areas appropriate for synergistic efforts or further investigation. Alignment across the community's planning and implementation documents is the goal.

Task 2: Community Engagement

- **Surveys.** Two surveys will be developed. A community-wide survey will gather broad-based information about the community's overall priorities. The goal of this survey is to help inform City leadership's decisions about resource allocation, and to gain an understanding of any specific recurring issues through an open-comment box. The second survey will be targeted

- toward local businesses, and will be developed with guidance from the Downtown Development Authority and the Economic Development Corporation.
- **Community Visioning.** To understand the citizens' vision for the Lincoln Park of the future, nothing beats face-to-face interaction. Community members are invited to an interactive workshop in which guided exercises reveal their assessments of the City and priorities for the future. Led by National Charrette Institute-certified facilitators, the structure of the session maximizes both data collection for the project and enjoyment for the participants—our two guiding principles for community engagement.
 - **Goals.** Goal development will take clear direction from the Community Visioning Session and Community Survey and will be refined by the Steering Committee to ensure that the selected goals firmly and clearly reflect the priorities of the citizens of Lincoln Park. These broad goals will guide the analyses of plan element, which in turn will guide the development of more specific objectives and strategies after the analyses are completed.

Task 3: People

- **Demographic Dashboard.** An analysis of “Lincoln Parkers” will describe the characteristics of the City’s population and contextualize it in relation to Wayne County, the Downriver community, the State of Michigan, and the nation as a whole. In addition to the textual analysis, a graphic “dashboard” display of the data will give an inviting and interesting overview of the findings. Topics such as household composition, education, income, housing, and vehicles will be examined.
- **Economics.** An examination of businesses and industry in the City will build on the above discussion. Dominant and related clusters as well as commuting patterns will be analyzed. Information for the Downtown Development Authority and the Economic Development Corporation will be incorporated to ensure alignment with these two bodies.

Task 4: Land

- **Existing Land Use.** A map of land use by tax classification will be developed and will serve as the preliminary Existing Land Use map. The Steering Committee will review this map to identify any areas which require field verification. Optimally, this field verification will be conducted by volunteers from the Committee.
- **Vacancy Analysis.** An inventory of vacant buildings will be compiled and spatially represented. This map points to both redevelopment opportunities, and to areas of immediate concern.
- **Centers, Corridors, and Neighborhoods.** The City’s centers, corridors, and neighborhoods will be delineated and described. Centers will be assessed for completeness and accessibility. Both the function and the aesthetics of the various corridor types (road, rail, water) will be examined. Neighborhood analysis will build on the 2007 Comprehensive Plan, adding a layer of data analysis to the descriptions contained therein.

Task 5: Systems

- Natural Systems. Though the City of Lincoln Park is fully developed, it is still influenced by the presence of natural systems. The most prominent are the systems for water supply, wastewater, and stormwater. These will be identified and described. Stormwater management has a particular influence on land development at this time, warranting a discussion of the relationship between the standards and regulations of both Wayne County and Lincoln Park.
- Built Systems. Transportation is the most prominent built system in this and other cities. It will be assessed from the perspective of Complete Streets in order to fully explore the relationship between the form and the function of the rights-of-way, so that all types of travelers within and through the City are well served. An inventory of public facilities will be compiled from City sources, and current relevant issues facing them will be explored. Finally, an inventory of the City's overall assets and amenities will be conducted during the community visioning session. This will be compiled and spatially represented, and will serve to inform both economic and quality-of-life issues in the community.

Task 6: Future Land Planning

- Future Land Classification Map. This map will show the generalized spatial arrangement of preferred uses and development intensities throughout the City. As determined by the Steering Committee at this point in the process, this element may be a traditional Future Land Use map, or it may incorporate some form-based parameters governing intensity.
- Zoning Plan. As required by the Michigan Planning Enabling Act, the Plan will describe the changes needed to the current Lincoln Park Zoning Ordinance in order to fully implement the new Master Plan.

Task 7: Implementation Priorities

- Action Plan. The goals and analyses developed throughout the process will be combined into a detailed table of actions which will implement the community's vision. The Action Plan will include responsible parties, funding estimates where available, and a prioritized timeline. The sole goal of this item is to make implementation of the Plan as straightforward, manageable, and inevitable as it can possibly be.

Task 8: Public Hearing and Plan Adoption

- Integration of Elements. Your new master plan will be compiled into an attractive, engaging, and usable document. It will be designed to both inform the interested public and to guide the actions of various municipal departments.
- Public and Inter-Governmental Review. Once the Plan has been approved for review by both the Planning Commission and City Council, it will be posted on the website. Notification will be sent to all agencies and organizations as required by the MPEA, and the City will advertise this Plan's availability to citizens via its regular communication channels. Comments will be collected

and summarized in a single document to be reviewed and addressed by the Steering Committee.

- Public Hearing. A Public Hearing will be advertised and held by the Planning Commission pursuant to the requirements of the MPEA.
- Adoption and Publication. Once adopted, a final version of the Master Plan will be produced and posted on the website. Notification will be sent to all agencies and organizations as required by the MPEA.

Task 9: Final Documents

- Deliverables. Fifteen (15) copies of the final adopted Plan will be printed and delivered to the City. Electronic deliverables will include a .pdf of the Plan, the program files used to create it, .pdfs of all maps, and GIS shapefiles as needed or requested.

At the conclusion of this process, the City of Lincoln Park will be well-positioned with a current and accurate understanding of the community's circumstances, a well-developed vision of the citizens' preferred future, and a highly implementable path toward it.

Lincoln Park Master Plan
Proposed Budget



Budget

Tasks		Expense	Hours	Fee
1	Organization and Administration		16 \$	1,760
	Steering Committee and Stakeholder Analysis		4	440
	Web Presence		4	440
	Existing Information Review		8	880
2	Community Engagement		69 \$	7,910
	Priorities Survey		8	880
	Business Community Survey		8	880
	Community Visioning (2)	70	53	5,270
	Goal Development		8	880
3	People		40 \$	4,400
	Demographics and Dashboard		24	2,640
	Economics		16	1,760
4	Land		56 \$	5,600
	Existing Land Use	35	12	1,240
	Vacancy Analysis		16	1,600
	Centers		8	800
	Corridors		8	800
	Neighborhoods		12	1,160
5	Systems		92 \$	9,320
	Natural Systems		50	5,060
	Built Systems		42	4,260
6	Future Land Planning		28 \$	2,920
	Future Land Classification Map		24	2,480
	Zoning Plan		4	440
7	Implementation Priorities		16 \$	1,760
	Action Plan		16	1,760
8	Public Hearing and Plan Adoption		60 \$	6,280
	Integration of Elements		40	4,400
	Public and Inter-governmental Review	25	8	800
	Public Hearing		0	-
	Adoption and Publication		12	1,080
9	Final Documents		8 \$	720
	Deliverables	200	8	720
	Hours		385	
	Professional Fee		\$	40,670
	Expenses			330
Total Proposal Budget (Not to Exceed)			\$	41,000