

**AGENDA**  
**CITY COUNCIL SPECIAL MEETING - STUDY SESSION**  
**JUNE 1, 2026 – 6:00PM**  
**CITY OF FARMINGTON HILLS**  
**CITY HALL – COMMUNITY ROOM**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)

**REQUESTS TO SPEAK:** Anyone requesting to speak before Council must complete and turn in to the City Clerk a blue Public Participation Registration Form.

1. Call to Order
2. Roll Call
3. Discussion on [Utility Rate Model Options](#)
4. Discussion on [Zoning Audit and Site Plan Review Process](#)
5. Discussion on funding options for the new Activities Center
6. Public Comment
7. Adjourn

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Karen Mondora, Acting City Manager

**NOTE:** Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/ accommodations will be made.



**INTEROFFICE CORRESPONDENCE**

DATE: May 19, 2026  
TO: Karen Mondora, Acting City Manager  
FROM: Jacob Rushlow, PE, Director of Public Services  
SUBJECT: FY 2027 Water and Sewer Rate Study Information

At the May 11, 2026 City Council Study session, several requests for additional information and questions were raised regarding the water and sewer rates study and presentation. This memo is intended to provide additional information in response to those requests and questions asked by City Council.

**1. Staff to compile historical rate increase data for the past five years.**

Water Rate per CCF (100 cubic feet)

FY 2025/2026 = \$5.64 increase of 7.1% from previous year  
FY 2024/2025 = \$5.26 increase of 7.3% from previous year  
FY 2023/2024 = \$4.90 increase of 8.4% from previous year  
FY 2022/2023 = \$4.52 increase of 3.6% from previous year  
FY 2021/2022 = \$4.36 increase of 3.8% from previous year

Sewer Rate per CCF (100 cubic feet)

FY 2025/2026 = \$6.16 increase of 9.7% from previous year  
FY 2024/2025 = \$5.62 increase of 6.0% from previous year  
FY 2023/2024 = \$5.30 increase of 12.5% from previous year  
FY 2022/2023 = \$4.71 increase of 6.5% from previous year  
FY 2021/2022 = \$4.43 increase of 8.1% from previous year

**2. Provide information on average quarter Farmington Hills residents water bill.**

Below is the average residential quarterly water bill per CCF (100 cubic feet) for the past 5 years.

2025/2026 = 2.08  
2024/2025 = 2.06  
2023/2024 = 2.10  
2022/2023 = 2.27  
2021/2022 = 2.13

- 3. Provide information on available assistance programs (GLWA Water Residential Assistance Program, Oakland County Hardship Program) to communicate to residents.**  
See attached WRAP and WRC Hardship Assistance Flyers.

- 4. Staff to prepare resident-facing communication on upcoming rate increases that contextualizes the capital investment work being done, including the number of homes benefiting from projects such as the Westbrook/Kendallwood neighborhood water main renewal program, to help residents understand the value of the investment.**

Residential customer communication has been discussed with WRC billing staff and will be finalized with input from the City’s communications department prior to implementation.

Below is a list of recent water main replacement projects and the number of customers benefiting.

- 2026 – Kendallwood Subdivision No. 3 = 228 residential, 1 commercial
- 2025 – Kendallwood Subdivisions No. 2 & 4 = 294 residential, 30 commercial
- 2024 – Kimberley Subdivision = 329 residential, 3 commercial
- 2023 – Kendallwood Subdivision No. 1 = 314 residential, 1 commercial
- 2021 – Richland Gardens Subdivision = 388 residential, 4 commercial

- 5. Staff and WRC to prepare customer communications identifying those likely to experience a bill increase under the new rate structure.**

Customer communication has been discussed with WRC billing staff and will be finalized with input from the City’s communications department prior to implementation.

- 6. Prepare A/B/C option analysis for rate model methodology.**

See attached presentation slides from Plante Moran with the additional options requested. This information will be presented by Plante Moran at the June 1, 2026 council study session.



JUNE 2025

Water Residential Assistance Program

## Take Control of Your Bill: WRAP Healthy Home and Conservation Initiatives

### WHAT IS WRAP?

The Water Residential Assistance Program (WRAP) provides income-based water and sewer bill credits, payment of past due balances and minor plumbing repairs!

Eligible, low-income households can have their homes checked for leaks, learn how to reduce their bill, and have non-functioning plumbing repaired or replaced.

#### Examples of minor plumbing repairs include:

- Repair or replacement of toilets, faucets, sinks, showers or bathtubs
- Installation of low flow fixtures
- Replacement of lead fixtures
- Other minor repairs in the kitchen, bathroom, and utility room

### HOW DO I ENROLL?

Contact your local WRAP Service Delivery Partner today!

See reverse side for ways to connect or visit  
[www.glwater.org/assistance](http://www.glwater.org/assistance) to learn more!



WRAP Toll-Free phone number (1-833-871-9727 WRAP)



# WHO IS ELIGIBLE?

Households are eligible for WRAP if they meet the following criteria:

- Demonstrate household income at or below 200 percent of the federal poverty level
- Reside within the GLWA service area
- Establish they are responsible for the water or sewer bill
- Reside in the home they own or rent



## Served by Genesee County Community Action Resource Department:

- City of Flint

**Call (810) 232-2185**



## Served by Macomb Community Action:

- Lapeer County
- Macomb County
- St. Clair County

**Call (586) 469-6464**



## Served by United Way for Southeastern Michigan:

- Oakland County
- Washtenaw County

**Call (248) 983-5656**



## Served by Wayne Metro Community Action Agency:

- Monroe County
- Wayne County

**Call (313) 386-9727**



Learn more at [glwater.org/assistance](https://glwater.org/assistance)  
WRAP Toll-Free phone number **(1-833-871-9727 WRAP)**



# EMERGENCY RELIEF FUND

Are you  
struggling to  
pay a past due  
bill?

**UP TO \$2,000 PER  
HOUSEHOLD**

**PAST DUE BILLS  
PLUMBING REPAIRS  
CURRENT BILL**

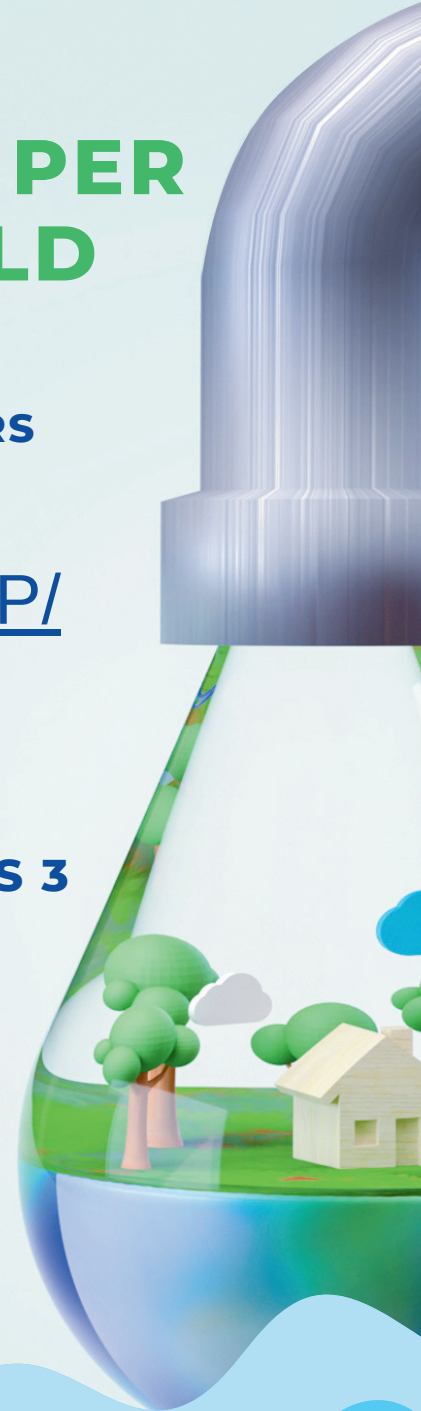
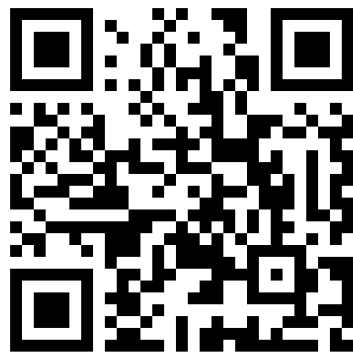
<https://uwsem.smapply.org/prog/HAP/>

**APPLY NOW**

**NEED HELP? CALL 844-211-4994 AND PRESS 3  
MONDAY-THURSDAY 9 A.M. TO 4 P.M.**

HOUSEHOLD SIZE	MAXIMUM MONTHLY INCOME
1	\$3,912.50
2	\$5,287.50
3	\$6,662.50
4	\$8,037.50
5	\$9,412.50

**EACH ADDITIONAL HOUSEHOLD  
MEMBER ADD \$1,375.00 PER MO**





# City of Farmington Hills Utility Rate Model

Brian Camiller, CPA    Amanda Garber, CPA    June 1, 2026



# Status Update

At May 11, 2026 Study Session:

- New rate methodology presented
  - Elimination of minimum bill and meter maintenance fee
  - Introduction of Ready to Serve (RTS) charge
    - RTS set to recoup 20% of the City's administrative and operational costs of operating the system (excludes wholesale purchase of water/sewer treatment, debt service, and capital projects)
  - "Jump start" rate increase – larger Year 1 increase in order to ensure manageable rate increases in Years 2-5.
- New methodology seemed to be acceptable to City Council, but more rate options (adjust the balance between fixed and variable rates) requested.

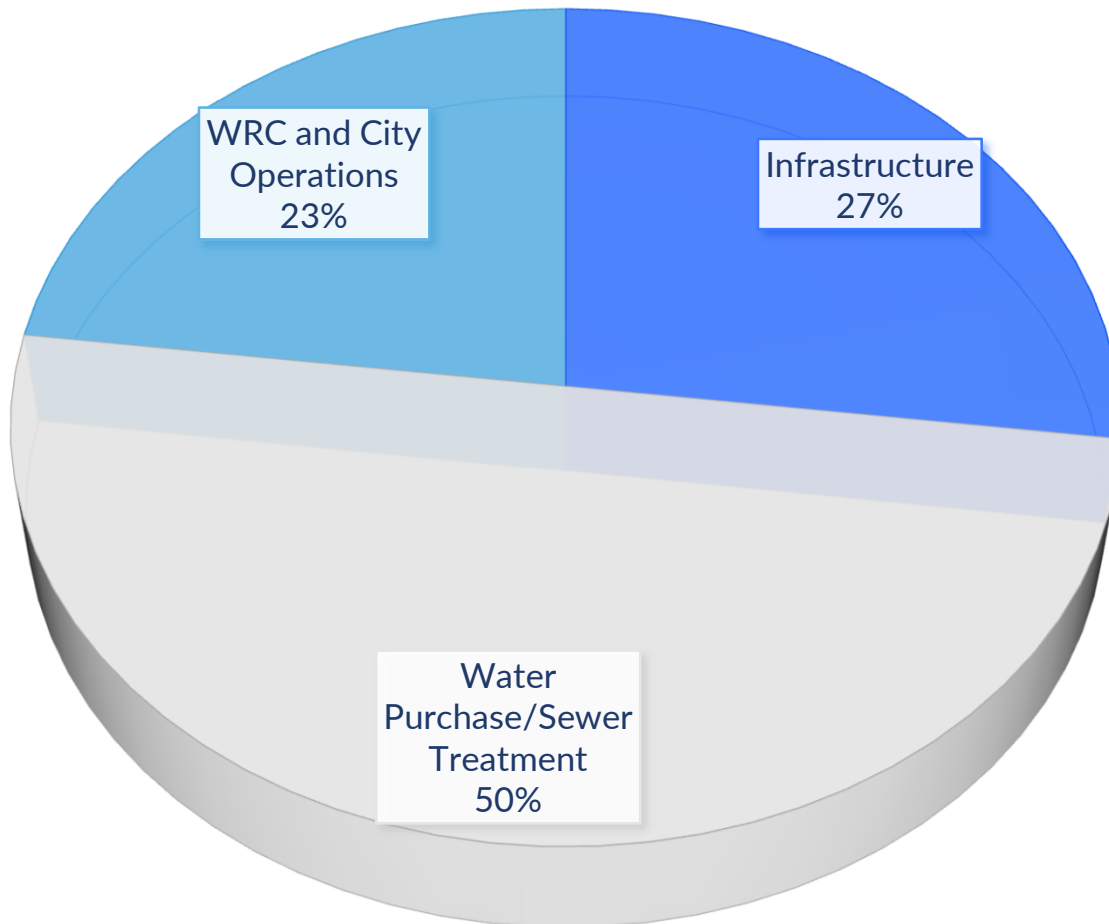
Today:

- Present 3 possible rate changes (including the May 11 recommendation).
- Assumptions and fact patterns are the SAME in all 3 versions.
- The difference in the 2 new alternative options is just the balance of fixed vs. variable rates. We are "pulling the levers" to change the composition of the City's rate structure.



# Total Cost Pool

## EXPENSES



Reminder: The costs to the system are static in all 3 models. The only thing that changes is the balance between fixed (Ready To Serve) and variable (commodity) charges.

Regardless of which rate adjustment is selected, the amount of cash needed by the City is the same.

It's just a matter of how the balance of fixed/variable charges affect customers using various amounts of water.



# Original Recommendation (“A”)

- Replace quarterly Meter Maintenance Fee with a Ready-to-Serve fee (RTS), RTS fee is set to recover 20% of administrative costs, smooth rate increases over 5 years
  - The recommended RTS fees have been benchmarked against the City’s comparable communities.
- Eliminate the minimum bill
  - All commodity sales will be based on a customer’s actual use, if any.
  - The first year will be a period of readjustment. Certain customers may see a significant increase or decrease depending on their water usage. Increases in Year 2 and beyond will be consistent across all customers.
- First year rate increase as a percentage is significant. This ensures the City will be able to limit subsequent year increases to approximately 5 percent per year.
  - This will reduce long-term pressure by addressing more of the increase up front.
  - By “jump starting” the rate increases, Year 5 rates will be significantly lower than they would be if the City did a 5-year smoothing of the increases.

Year 1 of a methodology change is a period of adjustment. Different groups of customers will be affected differently – some will see a larger increase; some will see a larger decrease.



# Recommended Rate Increases (“A”)

	<b>Current Rates</b>	<b>Proposed Rates</b>	<b>Increase</b>
<b>Meter Maintenance Fee</b>	\$3.45	\$0.00	
<b>Ready-To-Serve Fee - Water</b>	\$0.00	\$ 9.67	
<b>Ready-To-Serve Fee - Sewer</b>	\$0.00	\$ 6.63	
<b>Water Charge (Variable)</b>	\$5.64	\$7.51	33%
<b>Sewer Charge (Variable)</b>	\$6.16	\$6.71	9%
<b>Combined W/S Rate/Unit</b>	<b>\$11.80</b>	<b>\$14.21</b>	20%

**Subsequent increases to the variable rate are currently estimated to be 5% per year through 2031.**



# Breakeven Point for Low Volume Customers ("A")

## "Break Even" Quarterly Bill Example

	<b>Current Minimum Bill</b>	<b>RTS with current rates @ 15 units</b>
<b>Meter Maintenance Fee</b>	\$3.45	
<b>Ready-To-Serve Fee - Water</b>		\$9.30
<b>Ready-To-Serve Fee - Sewer</b>		\$6.38
<b>Water Charge (Variable)</b>	\$90.16	\$84.53
<b>Sewer Charge (Variable)</b>	\$98.61	\$92.45
<b>Total Quarterly Bill</b>	<b>\$192.22</b>	<b>\$ 192.65</b>
<b>\$ Increase (Decrease)</b>		<b>\$0.43</b>
<b>% Increase (Decrease)</b>		<b>0.2%</b>

Note: If the City changed methodologies today, a customer using 15 units per quarter would approximately break even compared to the current Minimum Bill. 14 units and below would see a decrease in the quarterly bill.



# Effect on Low Volume Customers in Year 1 (“A”)

## Low Volume User Quarterly Bill Example

	<u>Current</u>	<u>Recommended</u>
<b>Meter Maintenance Fee</b>	\$3.45	
<b>Ready-To-Serve Fee - Water</b>		\$ 9.67
<b>Ready-To-Serve Fee - Sewer</b>		\$ 6.63
<b>Water Charge (Variable)</b>	\$90.16	\$75.08
<b>Sewer Charge (Variable)</b>	\$98.61	\$67.07
<b>Total Quarterly Bill</b>	<b>\$192.22</b>	<b>\$ 158.45</b>
<b>\$ Increase (Decrease)</b>		<b>(\$33.77)</b>
<b>% Increase (Decrease)</b>		<b>-17.6%</b>

Note: This is an example of a low volume customer who uses 10 units per quarter. Under the current model, this customer is receiving the minimum bill.



# Effect on High Volume Customers in Year 1 (“A”)

## High Volume User Quarterly Bill Example

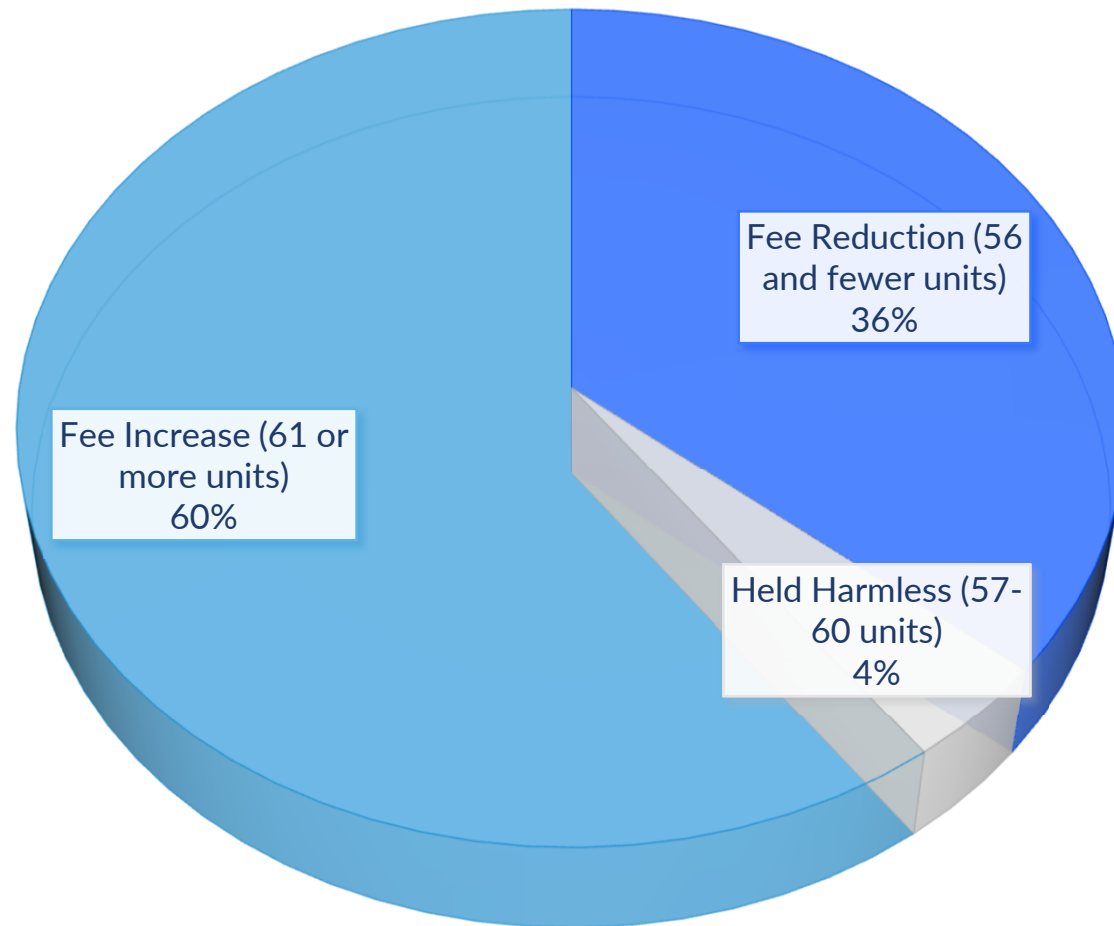
	<u>Current</u>	<u>Recommended</u>
<b>Meter Maintenance Fee</b>	\$3.45	
<b>Ready-To-Serve Fee - Water</b>		\$ 9.67
<b>Ready-To-Serve Fee - Sewer</b>		\$ 6.63
<b>Water Charge (Variable)</b>	\$140.88	\$187.69
<b>Sewer Charge (Variable)</b>	\$154.08	\$167.68
<b>Total Quarterly Bill</b>	<b>\$298.40</b>	<b>\$ 371.67</b>
<b>\$ Increase (Decrease)</b>		<b>\$73.27</b>
<b>% Increase (Decrease)</b>		<b>24.6%</b>

Note: This is an example of a higher-volume customer who uses 25 units per quarter.



# How Will Our Residential Customers Be Affected?

## RESIDENTIAL CUSTOMERS





## Alternative #1 (“B”)

Set RTS to recoup 100% of the City’s administrative and operational costs (excluding wholesale water/sewer treatment, debt service, and capital projects).



# Alternative #1 Rate Increases (“B”)

	Current FY25/26 Rates	Proposed FY26/27 Rates	Increase
Meter Maintenance Fee	\$3.45	\$0.00	
Ready-To-Serve Fee - Water	\$0.00	\$ 48.37	
Ready-To-Serve Fee - Sewer	\$0.00	\$ 39.11	
Water Charge (Variable)	\$5.64	\$5.80	3%
Sewer Charge (Variable)	\$6.16	\$5.30	-14%
<b>Combined W/S Rate/Unit</b>	<b>\$11.80</b>	<b>\$11.11</b>	<b>-6%</b>

**Subsequent increases to the variable rate are currently estimated to be 5% per year through 2031.**



# Alternative #1: Breakeven Point for Low Volume Customers ("B")

## "Break Even" Quarterly Bill Example

	Current FY25/26 Minimum Bill	RTS with current rates @ 9 units
Meter Maintenance Fee	\$3.45	
Ready-To-Serve Fee - Water		\$46.51
Ready-To-Serve Fee - Sewer		\$37.60
Water Charge (Variable)	\$90.16	\$50.72
Sewer Charge (Variable)	\$98.61	\$55.47
<b>Total Quarterly Bill</b>	<b>\$192.22</b>	<b>\$ 190.30</b>
<b>\$ Increase (Decrease)</b>		<b>(\$1.92)</b>
<b>% Increase (Decrease)</b>		<b>-1.0%</b>

Note: If the City changed methodologies today, a customer using 9 units per quarter would approximately break even compared to the current Minimum Bill. 9 units and below would see a decrease in the quarterly bill.



# Alternative #1 - Low Volume Customers in Year 1 (“B”)

## Low Volume User Quarterly Bill Example

	<u>Current</u>	<u>Recommended</u>
Meter Maintenance Fee (quarterly)	\$3.45	
Ready-To-Serve Fee - Water		\$ 48.37
Ready-To-Serve Fee - Sewer		\$ 39.11
Water Charge (Variable -per 100 )	\$90.16	\$58.04
Sewer Charge (Variable)	\$98.61	\$53.04
<b>Total Quarterly Bill</b>	<b>\$192.22</b>	<b>\$ 198.56</b>
<b>\$ Increase (Decrease)</b>		<b>\$6.34</b>
<b>% Increase (Decrease)</b>		<b>3.3%</b>

Note: This is an example of a low volume customer who uses 10 units per quarter. Under the current model, this customer is receiving the minimum bill.



# Alternative #1 High Volume Customers in Year 1 (“B”)

## High Volume User Quarterly Bill Example

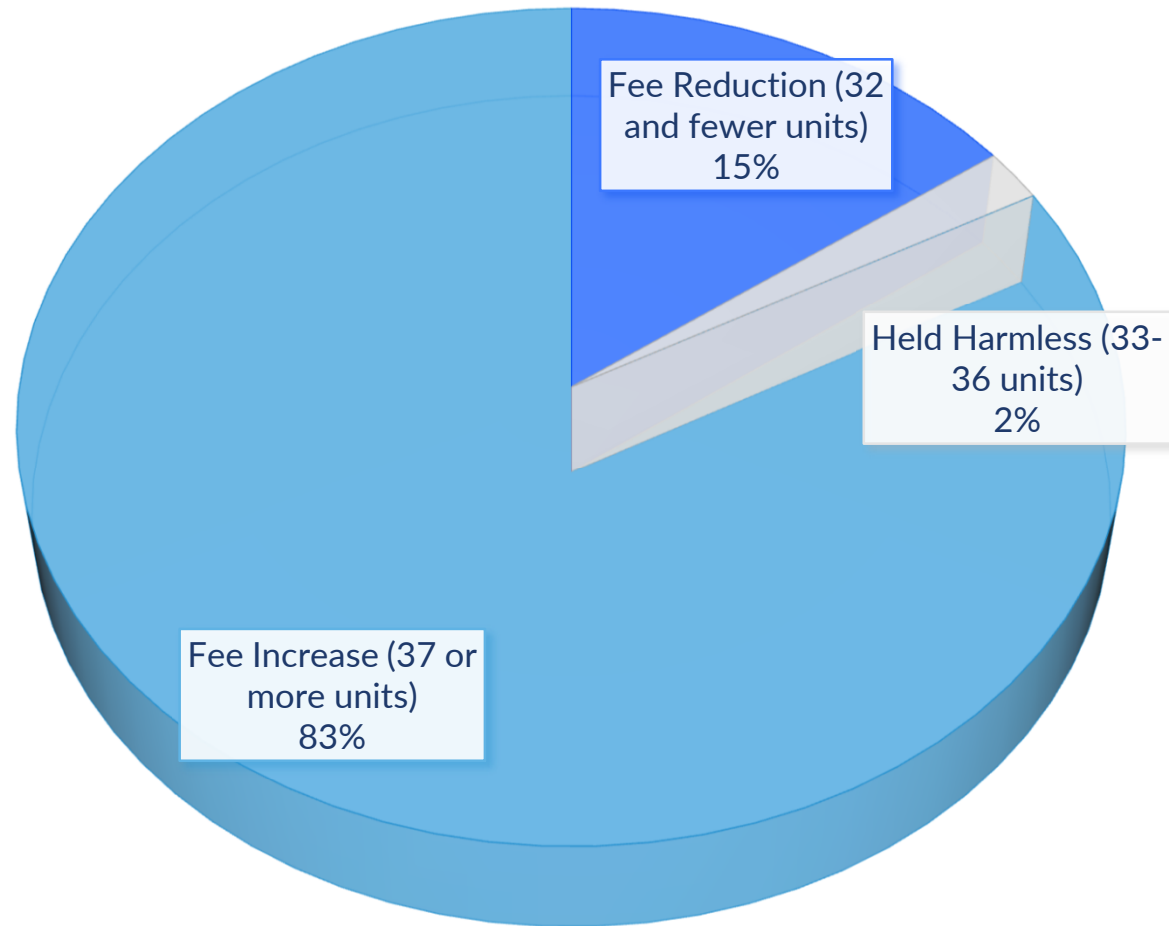
	<u>Current</u>	<u>Recommended</u>
<b>Meter Maintenance Fee (quarterly)</b>	\$3.45	
<b>Ready-To-Serve Fee - Water</b>		\$ 48.37
<b>Ready-To-Serve Fee - Sewer</b>		\$ 39.11
<b>Water Charge (Variable)</b>	\$140.88	\$145.09
<b>Sewer Charge (Variable)</b>	\$154.08	\$132.60
<b>Total Quarterly Bill</b>	<b>\$298.40</b>	<b>\$ 365.18</b>
<b>\$ Increase (Decrease)</b>		\$66.78
<b>% Increase (Decrease)</b>		22.4%

Note: This is an example of a higher-volume customer who uses 25 units per quarter.



# Alternative #1: How Will Our Residential Customers Be Affected? (“B”)

## RESIDENTIAL CUSTOMERS





## Alternative #2 (“C”)

- No RTS
- 100% of a customer’s bill will be derived directly by their metered usage



# Alternative #2 Rate Increases (“C”)

	<b>Current FY25/26 Rates</b>	<b>Proposed FY26/27 Rates</b>	<b>Increase</b>
<b>Meter Maintenance Fee</b>	\$3.45	\$0.00	
<b>Ready-To-Serve Fee - Water</b>	\$0.00	\$ -	
<b>Ready-To-Serve Fee - Sewer</b>	\$0.00	\$ -	
<b>Water Charge (Variable)</b>	\$5.64	\$7.93	41%
<b>Sewer Charge (Variable)</b>	\$6.16	\$7.06	15%
<b>Combined W/S Rate/Unit</b>	<b>\$11.80</b>	<b>\$14.99</b>	<b>27%</b>

**Subsequent increases to the variable rate are currently estimated to be 5% per year through 2031.**



# Alternative #2: Breakeven Point for Low Volume Customers ("C")

## "Break Even" Quarterly Bill Example

	Current FY25/26 Minimum Bill	RTS with current rates @ 16 units
Meter Maintenance Fee	\$3.45	
Ready-To-Serve Fee - Water		\$0.00
Ready-To-Serve Fee - Sewer		\$0.00
Water Charge (Variable)	\$90.16	\$90.16
Sewer Charge (Variable)	\$98.61	\$98.61
<b>Total Quarterly Bill</b>	<b>\$192.22</b>	<b>\$ 188.77</b>
<b>\$ Increase (Decrease)</b>		<b>(\$3.45)</b>
<b>% Increase (Decrease)</b>		<b>-1.8%</b>

Note: If the City changed methodologies today, a customer using 16 units per quarter would pay the same amount as the Minimum Bill, less the \$3.45 meter maintenance fee.

16 units and below would see a decrease in the quarterly bill.



# Alternative #2: Low Volume Customers in Year 1 (“C”)

## Low Volume User Quarterly Bill Example

	<u>Current</u>	<u>Recommended</u>
<b>Meter Maintenance Fee (quarterly)</b>	\$3.45	
<b>Ready-To-Serve Fee - Water</b>		\$ -
<b>Ready-To-Serve Fee - Sewer</b>		\$ -
<b>Water Charge (Variable -per 100 )</b>	\$90.16	\$79.34
<b>Sewer Charge (Variable)</b>	\$98.61	\$70.58
<b>Total Quarterly Bill</b>	<b>\$192.22</b>	<b>\$ 149.91</b>
<b>\$ Increase (Decrease)</b>		<b>(\$42.31)</b>
<b>% Increase (Decrease)</b>		<b>-22.0%</b>

Note: This is an example of a low volume customer who uses 10 units per quarter. Under the current model, this customer is receiving the minimum bill.



# Alternative #2: High Volume Customers in Year 1 (“C”)

## High Volume User Quarterly Bill Example

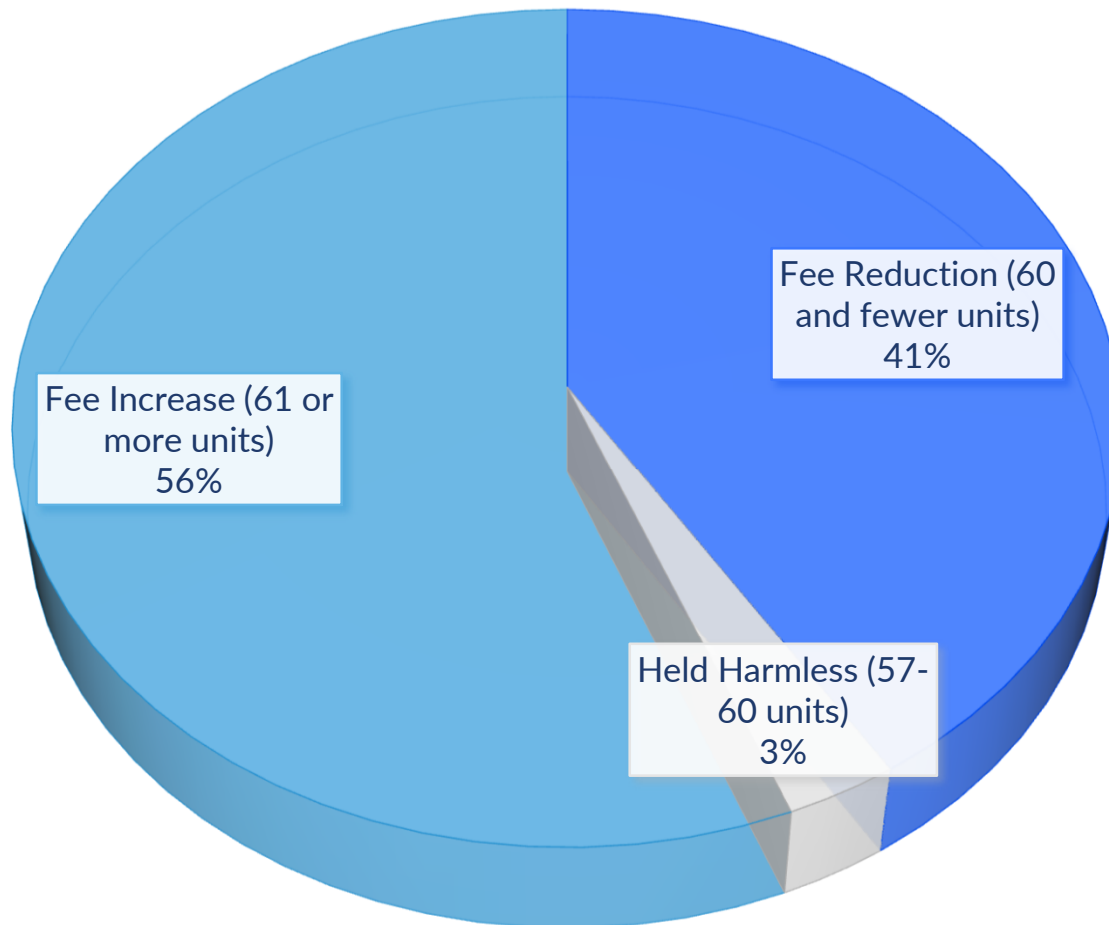
	<u>Current</u>	<u>Recommended</u>
<b>Meter Maintenance Fee (quarterly)</b>	\$3.45	
<b>Ready-To-Serve Fee - Water</b>		\$ -
<b>Ready-To-Serve Fee - Sewer</b>		\$ -
<b>Water Charge (Variable)</b>	\$140.88	\$198.34
<b>Sewer Charge (Variable)</b>	\$154.08	\$176.45
<b>Total Quarterly Bill</b>	<b>\$298.40</b>	<b>\$ 374.79</b>
<b>\$ Increase (Decrease)</b>		<b>\$76.39</b>
<b>% Increase (Decrease)</b>		<b>25.6%</b>

Note: This is an example of a higher-volume customer who uses 25 units per quarter.



# Alternative #2: How Will Our Residential Customers Be Affected? (“C”)

## RESIDENTIAL CUSTOMERS



With no fixed charge, 100% of a customer's bill will be derived from their metered usage.

This is as close as we can get to an even 50/50 split between customer positively/negatively affected by a change in rate methodology.



# 3 Options

	A	B	C
RTS – Water (5/8”; quarter)	\$9.67	\$48.37	\$0.00
RTS – Sewer (5/8”; quarter)	\$6.63	\$39.11	\$0.00
Water rate/unit	\$7.51	\$5.80	\$7.93
Sewer Rate/unit	\$6.71	\$5.30	\$7.06
Low Volume Example % change	(18%)	3%	(22%)
High Volume Example % change	25%	23%	26%
% of Customers To See A Decrease In Their Bills	36%	15%	41%
Breakeven Units	15	9	16
Low Volume Example Quarterly Bill in 2031	\$191.79	\$236.96	\$182.22
High Volume Example Quarterly Bill in 2031	\$450.96	\$439.49	\$455.55

Note: Low volume example is 10 units per quarter. High volume is 25 units per quarter.



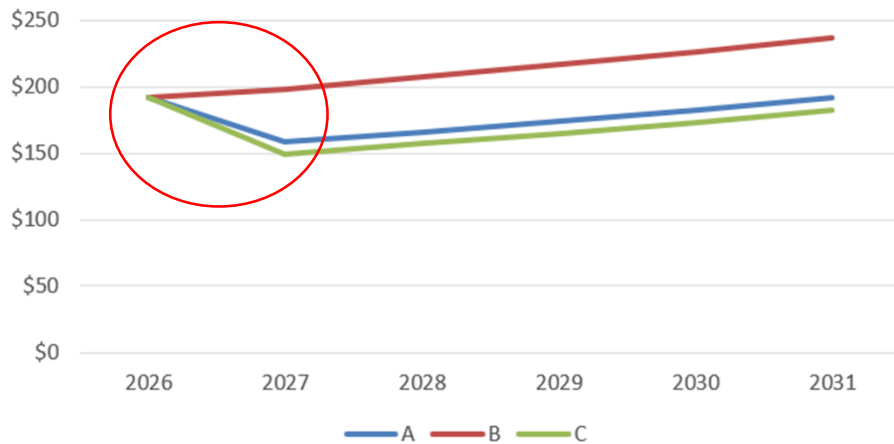
# Pros and Cons

	Pros	Cons
Original Recommendation (A)	<ul style="list-style-type: none"><li>• Immediate relief for almost all current minimum bill customers</li><li>• Most similar rate structure to majority of Metro Detroit</li></ul>	
Alternative #1 (B)	<ul style="list-style-type: none"><li>• Least significant change for all customers</li><li>• Greatest guaranteed cashflow</li></ul>	<ul style="list-style-type: none"><li>• Significantly more expensive in 2031 for the lower volume customers</li><li>• Least similar structure to majority of Metro Detroit</li></ul>
Alternative #2 (C)	<ul style="list-style-type: none"><li>• As close to 50/50 in terms of customers being positively/negatively affected</li><li>• 100% usage based – pay for what you use</li></ul>	<ul style="list-style-type: none"><li>• No fixed cashflow</li><li>• Most volatile change for all customers (biggest increases and decreases)</li></ul>



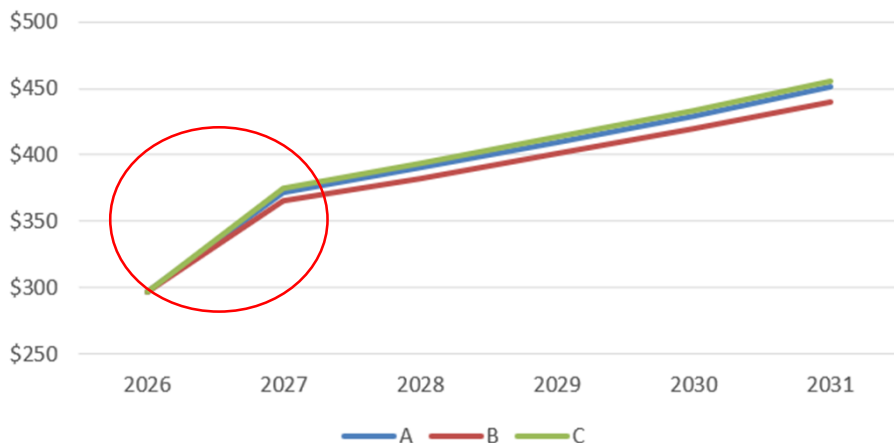
# Example Residential Customer Comparison

Low Volume Example - Quarterly Bill



- Year 1 is the “Period of Adjustment” as a new methodology is implemented.
- For Years 2-5, all customers are treated the same and receive similar and consistent increases.

High Volume Example - Quarterly Bill



Note: Low Volume example is 10 units per quarter. High Volume example is 25 units per quarter.

**Slide 24**

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**BC1**

Have all 4 options represented here

Brian Camiller, 2026-05-14T17:59:21.264



# Next Steps

Consider the three options as presented.

June 8: Council adopt the preferred option.

Update the model on an annual basis as part of the budget process.

Thank you for the opportunity to  
serve the City of Farmington Hills.

For more information, please contact:

Brian Camiller, CPA

248.223.3840

[Brian.Camiller@plantemoran.com](mailto:Brian.Camiller@plantemoran.com)

Amanda Garber, CPA

517.336.1534

[Amanda.Garber@plantemoran.com](mailto:Amanda.Garber@plantemoran.com)



DEPARTMENT OF PUBLIC SERVICES  
JACOB RUSHLOW, P.E., DIRECTOR

**INTEROFFICE CORRESPONDENCE**

DATE: May 28, 2026  
TO: Mayor and City Council  
FROM: Jacob Rushlow, PE, Director of Public Services  
SUBJECT: FY 2027 Water and Sewer Rates Presentation

After the May 11, 2026 City Council Study session, a request was made for data regarding the average quarterly usage for residential customers. Below is an incremental breakdown of the residential average quarterly usage.

<u>Usage per CCF</u> <u>(100 cubic feet)</u>	<u>Number of Residential</u> <u>Customers</u>	<u>Percentage of</u> <u>Residential Customers</u>
0 - 5	1292	7%
5 to 10	2835	14%
10 to 15	3814	19%
15 to 20	3611	18%
20 to 25	2759	14%
25 to 30	1931	10%
30 to 40	2026	10%
40 to 50	857	4%
50 to 60	384	2%
60 to 70	173	1%
Greater than 70	194	1%



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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**DATE:** June 1, 2026  
**DEPT:** Planning and Community Development  
**RE:** Zoning Audit and Site Plan Review Text Amendment Discussion

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### **BACKGROUND**

The Master Plan, adopted in August of 2024, identified streamlining the decades-old Zoning Ordinance as a priority, and the first step needed to create new text amendments required to implement the Master Plan's vision for special districts and major corridors (12/Orchard and Grand River Avenue).

At the annual goal-setting meeting held on February 11, 2026, City Council were introduced to the need for a complete audit of the Zoning Ordinance and to improve Site Plan submission and review workflows. Staff are actively collaborating with planning consultant Carlisle Wortman Associates (CWA) to complete the audit and to revise the City's current site plan review procedures and application requirements with the goal of creating a fair, predictable, and efficient review process that will benefit applicants, staff, and the Planning Commission.

### **ZONING AUDIT**

The results of CWA's Zoning Ordinance Audit indicate that a comprehensive modernization effort is warranted. In their memo dated April 16, 2026, CWA states,

"While the Ordinance contains many of the necessary regulatory components, it has become overly complex, difficult to navigate, and inefficient to administer. Over time, repeated amendments have produced a document with redundant provisions, inconsistent organization, scattered standards, and formatting that makes future revisions unnecessarily burdensome. As a result, the Ordinance no longer functions as clearly or as effectively as it should for staff, decision-makers, applicants, or the public."

In the Zoning Audit Review Memo under the heading "Implementation Options", CWA outlines three (3) options or approaches to streamline the Zoning Ordinance and the time and effort involved with each option. Staff and CWA are seeking direction from City Council on which option to pursue.

### **SITE PLAN REVIEW**

Concurrent with the overall re-organization of the Zoning Ordinance, CWA and staff are reviewing current site plan review procedures and processes to identify best practices and improve both review procedures and submittal requirements. The attached Site Plan Process Memo, prepared by CWA, identified several key topics that need to be addressed: application requirements, administrative versus Planning Commission review authority, variance

procedures, engineering and permit timing, zoning administration responsibilities, site plan expiration timelines, development agreements, and objective review standards are being considered.

Streamlining and clarifying the site plan review process is important to create fair, predictable and efficient results. It will reduce uncertainty, improve departmental coordination, shorten review timelines, and promote more consistent decision-making. A well-defined process benefits both applicants and the City.

Currently, provisions for submission and consideration of site plans are contained in two different chapters of the Code of Ordinances:

- Chapter 21, “Planning”, Article II, “Site Plan Regulations”
- Chapter 34, “Zoning”, Article 6.0, “Development Procedures”, Section 34-6.1, “Site Plan Review”

Having the site plan review process contained in two different chapters of the Code of Ordinance is redundant and some of the language conflicts. As such, it is proposed that site plan regulations only be contained in Chapter 34, “Zoning”. Site plan regulations found in Chapter 21, “Planning” would be repealed. The two code sections are most likely an artifact of how site plan reviews were previously processed by the Engineering Division, which previously housed Planning activities. The process is currently largely coordinated by the Planning Office with review and approval from Planning Commission and other City departments as applicable. Once a final site plan is approved, all necessary engineering approvals, building permits, tree permits, and outside agency permits (if applicable) are required prior to construction.

A timeline for completion of various text amendments related to the site plan review regulations is attached. In addition to the text amendments, staff propose to update the existing “**Project Development and Site Plan Guide**” and all applications related to site plan submission requirements.

## ATTACHMENTS

- Carlisle Wortman Associates Zoning Audit Review Memo dated April 16, 2026
- Carlisle Wortman Associates Site Plan Process Memo dated March 17, 2026
- Timeline for Site Plan Review text amendments
- Chapter 21, “Planning”, Article II, “Site Plan Regulations”
- Chapter 34, “Zoning”, Article 6.0, “Development Procedures”, Section 34-6.1, “Site Plan Review”
- City of Farmington Hills Project Development and Site Plan Guide (date unknown)

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Prepared by: Diane Mulville-Friel, City Planner  
Reviewed by: Charmaine Kettler-Schmult, Director of Planning and Community Development  
Approved by: Karen Mondora, Acting City Manager



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**City of Farmington Hills  
Zoning Ordinance Audit**

Introduction

A zoning ordinance audit is a critical first step in determining whether an ordinance remains clear, current, legally defensible, and capable of effectively guiding development. Over time, ordinances are amended repeatedly, and those changes can create outdated provisions, conflicting language, duplication, poor organization, and standards that are difficult to interpret or administer. An audit helps identify those issues, evaluate whether the ordinance is aligned with current planning practice, case law, and state enabling legislation, and determine whether the regulations still support the community's goals and master plan. It also provides a roadmap for reorganization, modernization, and future amendments so the ordinance is easier for staff, applicants, decision-makers, and the public to use.

Guiding Principles

When we are asked to review a Zoning Ordinance, we recommend a set of guiding principles which will generally improve the Ordinance. The following is what we would recommend to the City of Farmington Hills, as well:

1. **Formatting** - The Ordinance should be designed for both hard copy and online use. Techniques such as improved searchability and the use of hyperlinks can make cross-references to sections, definitions, and related provisions easier to access by allowing users to click directly on key terms. While the current Ordinance does include hyperlinks and is intended for both digital and print use, its extensive formatting makes it difficult to amend. Because new uses and legislative changes regularly emerge, zoning ordinances must often be updated more frequently. For this reason, we recommend a simpler formatting approach. In addition, the overuse of links, notes, and tips makes the document appear busy and can make it more difficult to navigate
2. **Use of Graphics** – The use of graphics in a zoning ordinance can better illustrate certain requirements such as dimensional regulations, landscaping, signage, etc. The current ordinance makes use of graphics. For continuity we would recommend maintaining these or similar graphics if the ones in the current ordinance are proprietary.

3. Improved Organization – The organization of the Ordinance is a key factor in how easy it is to use and understand. Information should be arranged in a logical and consistent manner to improve both functionality and clarity. As identified throughout this report, there are several areas where organizational improvements are warranted. For example, many commonly referenced provisions are located within subsections that are not easy to find. In some cases, related topics that should appear within the same article are instead separated. Additionally, regulations are dispersed throughout the Ordinance, often requiring users to navigate across multiple sections to interpret and apply its provisions.
4. Improve Readability – Without compromising legal precision, many sections of the Ordinance would benefit from editing for clarity and readability. To the greatest extent possible, the Ordinance should be written in a manner that is understandable to the average user.
5. Clarify Conflicting Language – Whenever an ordinance is amended it is important to review the entire document to ensure there are no conflicts. Language conflicting can often lead to misunderstandings. As we amend an ordinance, we scour the document to ensure any conflicting language is removed during the rewrite process.
6. Improve Efficiency and Avoid Repetition – There is unnecessary repetition in the Ordinance, particularly in the district regulations relative to permitted and special land uses. For example, the current ordinance appropriately includes a table of permitted and special uses, however, these are reiterated in the individual zoning district sections adding to the length of the document through redundancy and inefficiency.
7. Statutory Updates – Update the Zoning Ordinance for portions relevant to PA 110 of 2006 as well as case law including sign regulations and tree inventory. Additionally, all regulatory section should include a meaningful intent or purpose section to establish their legitimacy.

A detailed zoning audit report is included in Attachment I. A recommended organizational outline is included in Attachment II. An Implementation Option matrix is included in Attachment III.

### Executive Summary

Our review of the City of Farmington Hills Zoning Ordinance indicates that a comprehensive modernization effort is warranted. While the Ordinance contains many of the necessary regulatory components, it has become overly complex, difficult to navigate, and inefficient to administer. Over time, repeated amendments have produced a document with redundant provisions, inconsistent organization, scattered standards, and formatting that makes future

revisions unnecessarily burdensome. As a result, the Ordinance no longer functions as clearly or as effectively as it should for staff, decision-makers, applicants, or the public.

In our professional opinion, the most significant issue is not the absence of regulation, but the way the existing regulations are arranged, expressed, and applied. Important standards are dispersed across multiple sections, similar topics are separated rather than consolidated, and users are often required to navigate extensive cross-references to determine what rules actually apply. This structure creates avoidable confusion, increases the likelihood of inconsistent interpretation, and makes the Ordinance more difficult to defend, administer, and amend. The City would be better served by a reorganized and rewritten ordinance that is clear, internally consistent, and built around current zoning best practices.

We also recommend substantive updates to ensure the Ordinance is aligned with current legal standards and modern planning practice. These include strengthening the Ordinance's purpose and authority language, updating provisions tied to the Michigan Zoning Enabling Act and relevant case law, reevaluating district structure and use classifications, and revising standards that are outdated, unclear, or unnecessarily complicated. Particular attention should be given to consolidating procedures, clarifying approval criteria, modernizing parking, lighting, landscaping, and environmental regulations, and establishing a more effective framework for specific land uses, nonconformities, appeals, and amendments.

For these reasons, we recommend that the City pursue a comprehensive rewrite of the Zoning Ordinance rather than a limited reorganization alone. Although a partial restructuring would improve usability in the short term, it would not fully resolve the underlying issues identified in this review. A comprehensive rewrite would allow the City to reorganize the document, eliminate redundancy, improve clarity, address legal vulnerabilities, modernize development standards, and ensure that the Ordinance is aligned with the City's planning goals and long-term development objectives. In our judgment, this approach offers the greatest long-term value and will result in a more defensible, functional, and user-friendly ordinance.

#### Key Findings

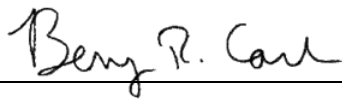
- The Ordinance contains many necessary regulatory components, but in its current form it is overly complex, repetitive, and difficult to use.
- The most significant issue is organizational: related regulations are dispersed throughout the document, making administration, interpretation, and amendment unnecessarily difficult.
- Permitted uses, dimensional standards, and related requirements should be consolidated into clearer, centralized tables and topic-specific articles to reduce redundancy and improve usability.
- Several provisions should be updated to improve legal defensibility, including foundational authority language, sign regulations, variance criteria, and certain use regulations implicating current state and federal law.

- A number of districts and overlay districts should be reevaluated for simplification, consolidation, or replacement with more effective regulatory tools where appropriate.
- Core development standards, including parking, access, landscaping, lighting, and environmental regulations, should be modernized and reorganized into dedicated articles.
- Procedural sections such as site plan review, special land uses, planned unit developments, nonconformities, appeals, and amendments should be restructured into clearer standalone articles with stronger standards and criteria.
- For these reasons, a comprehensive rewrite is the preferred course of action because it would address both the structural and substantive deficiencies identified in this review.

After reviewing the audit, we assume that staff will identify additional issues within the zoning ordinance that will need to be addressed.

We look forward to reviewing this report in detail.

Sincerely,



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**CARLISLE/WORTMAN ASSOC., INC.**

**Benjamin R. Carlisle, AICP, LEED-AP**



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**CARLISLE/WORTMAN ASSOC., INC.**

**Mike Auerbach, AICP**

**Attachments:**

- I. Detailed Zoning Ordinance Audit Report
- II. Organizational Outline
- III. Implementation Option Matrix

**ATTACHMENT I**  
**DETAILED ZONING ORDINANCE AUDIT REPORT**

Organization of Report

This report is organized in sections based on the existing ordinance’s structure. However, we are recommending significant reorganization as well as the addition of multiple new articles. Following a brief overview of the purpose of each existing article are more specific comments about content, approach, effectiveness of each individual Article, along with our recommendations.

Table of contents

The Ordinance currently includes multiple tables of contents, both at the beginning of the document and at the start of each article. The first table of contents is abbreviated and lists only article titles, which provides limited value because it does not clearly indicate the content included within each article. As discussed elsewhere in this report, certain sections would be more appropriately located in different articles, making clear and comprehensive navigation especially important.

The pages following the abbreviated table of contents include an expanded version listing sections within each article; however, not all sections are included. In addition, each article begins with its own table of contents. Given the use of hyperlinks throughout the document, this approach is confusing and unnecessary. We recommend a single, comprehensive table of contents at the beginning of the Ordinance that includes all individual sections. For ease of navigation, a hyperlink at the bottom of each page could return the user to the main table of contents. The organizational outline provided in Attachment II reflects the table of contents structure we recommend.

Article 1.0 Purpose and Introduction

*General Comment:*

The purpose section of the Zoning Ordinance provides the legal basis for the regulations embodied in the Ordinance. In fact, it may be the first line of defense in any legal challenges to the Ordinance. The purpose section should closely mirror the language which establishes the legal authority found in the Michigan Zoning Enabling Act (MZEA), PA 110 of 2006. Based on our experience administering ordinances as well as providing expert testimony we recognize the importance of specifically crafted language.

*Specific Comments:*

The Ordinance should include a preamble. While the current Ordinance includes Section 34-1.7, “Necessity of this Chapter,” we recommend replacing or expanding this provision into a more robust “Authority, Findings, and Purpose” section. This section should specifically cite the authority granted by the Michigan Zoning Enabling Act and more explicitly incorporate relevant language from the Act. It should also reference implementation of the goals and policies of the Master Plan. Adding more comprehensive language regarding the scope and intent of the Ordinance will provide the City with greater protection against legal challenges.

Similarly, we would recommend more robust language for the validity and reliability section, the scope and construction of regulations section and the conflicts section.

### Article 2.0 Definitions

#### *General Comment:*

Frequently, the exact meaning of a definition can be the deciding factor for important decisions or to fend off challenges. Therefore, a thorough review of each definition is an important task along with the addition of any new definitions, which will add substance to the Ordinance.

#### *Specific Comments:*

A definition should be limited to describing the meaning of a term. When regulatory standards are incorporated into a definition, there is a risk that the operative requirement may be overlooked if the definition is not consulted. In this respect, the City's Ordinance generally does a good job of separating definitions from regulations within Article 2.

A common issue, however, is the inclusion of definitions or critical terms throughout the body of the Ordinance that are either absent from, or potentially inconsistent with, the definitions in Article 2. One such term is "accessory structure," which appears throughout the Ordinance but is not defined.

We recommend that all definitions be consolidated within Article 2. While this report does not attempt to evaluate each individual definition, a comprehensive review of all defined terms will be necessary during the rewrite process. Staff who have experience administering the Ordinance can often be especially helpful in identifying terms they believe should be defined but currently are not.

### Article 3.0 Zoning Districts

#### *General Comment:*

The portion of an ordinance dedicated to Zoning Districts should generally consist of sections on the establishment of districts, the zoning map, boundary interpretations, the intent and purpose of each district, permitted uses and dimensional requirements. The existing article 3 includes this and much more than what should normally be included in Zoning District Article. This article inappropriately includes sections like Nuisance Factors, Cluster Option, PUDs, sections on access, or sustainable design. Many of these should be incorporated into other articles with similar regulations such as a General Provisions Article or a standalone Plan Unit Development Article.

#### *Specific Comments:*

**Section 34-3.1 Districts Established.** This article should include a section focused only on the establishment of districts, listing each district by name. It should also include sections on the Zoning Map, and interpretations of the zoning map.

**Section 34-3.1.1 through 34-3.1.13 and 34-3.1.19 through 34-3.1.29.** Currently, each district subsection in this section includes a statement of intent, a list of permitted uses, dimensional regulations, and a series of links to applicable standards and regulations located throughout the Ordinance. There are a number of provisions that are listed in each district which are repetitive or can be better organized in another section of the zoning ordinance.

Permitted uses should not be included in individual district subsections but instead provided only in a comprehensive land use and zoning matrix. Currently the ordinance provides such a table, however, it is awkwardly located at the beginning of the ordinance with no context. As noted in the introduction we recommend presenting permitted uses only in one location so that there is no confusion about where to look. Further, when amendments are made in the future there is only one location that needs to be changed. In our experience the matrix is the best tool for accessing this information. Typically, a developer is looking for a district to locate a specific use. A single use may be permitted in multiple districts which can be indicated in the table. If there are specific use standards or regulations a link to the location of the specific use standards can be provided in an additional column added to the end of the table.

Similarly, regulations such as setbacks, height, lot area, and other dimensional requirements could be included in a table of comprehensive dimensional regulations rather than in individual districts. Again, the use of a comprehensive table is a best practice that makes the ordinance easier to read and apply. If there are special exceptions or nuances that need additional explanation that could be provided in a special exceptions or exemptions section following the table. Like the land use matrix, this information is provided in the current ordinance in a “District Summary Table” at the beginning of the document. It should be located within this proposed article.

Finally, each district has a list of links to various applicable regulations. Specific use regulations should be compiled within one dedicated article. As noted above, the sections where a specific use regulation is located should be referenced in a column on the land use table. Other regulations for elements that may be necessary for any developments such as landscaping, parking or signage should be placed in their own dedicated article. Applicability of such regulations to a particular use or a district should be established within each article.

There are currently 34 zoning districts. These include traditional zoning districts as well as a number of special districts and overlay districts. There are only 23 future land use categories in the future land use plan in the master plan. It may be beneficial to combine districts, especially some of the single-family district. There are 14 different residential districts including 8 single-family districts. We would like to work with the city to evaluate the differences between these districts to determine if there is purposeful and meaningful objectives that are achieved by maintaining these differences or if the same fundamental results would occur using a set of consolidated regulations. Additionally there are 4 office districts and 4 business districts. Similar to the residential districts we would like to explore the fundamental differences between these districts in terms of use restrictions and dimensional requirements to determine if there are legitimate goals that are being achieved by keeping separate regulations and if there are opportunities to combine and eliminate districts.

#### **34-3.1.14 through 34-3.1.18 Special Purpose districts**

There are 5 Special Purpose districts which each allow for a limited number of uses. This approach is a unique way to regulate these very limited and specific uses. Each district indicates that the district is designed to accommodate specific uses which are generally compatible with one-family residential areas but which because of particular characteristics of size or use should not be permitted in a one-family district without review and rezoning by the council. Such structure may inhibit the potential reuse or redevelopment of buildings or land in the future if the current use is abandoned. If these uses are generally compatible with residential districts, we would recommend making the use a special use in the appropriate districts and providing supplemental specific land use regulations.

One district of particular concern is the SP-3 Special Purpose District, which includes churches. This raises a potential issue under the federal Religious Land Use and Institutionalized Persons Act (RLUIPA). RLUIPA's "equal terms" provision prohibits a local government from imposing or implementing land use regulations that treat a religious assembly or institution on less than equal terms with a nonreligious assembly or institution.

If the SP-3 District requires rezoning or another discretionary approval process for churches, while comparable secular places of assembly, such as theaters or other assembly uses, are permitted through a less burdensome process, the Ordinance may present a significant compliance concern under federal law. For that reason, we recommend careful review and revision of this district's use regulations to ensure that religious uses are not subject to more restrictive treatment than similar nonreligious assembly uses.

#### **34-3.1.30 P-1 Vehicular Parking District**

There is limited application of this district in the city. It appears that these districts are immediately adjacent to the parcels that they serve. We question why the district boundaries for such uses couldn't be expanded to accommodate the parking lot. Further, if there is a perceived need to have standalone parking we would recommend making them a permitted or special use in certain districts that might need them. The design standards and limitations of use would go into the general parking article

#### **34-3.1.31 through 34-3.1.33 FWR-1 FWR-2 and FWR-3 FREEWAY REDEVELOPMENT OVERLAY DISTRICT**

It is unclear the need for 3 different freeway overlay districts. While the intent of the districts to encourage redevelopment of the designated areas and to allow for the potential for greater building height is consistent with the direction from the master plan, we feel that a form based code could better achieve these goals. The structure of the article, run-on sentences, and oddly placed intent statements make it difficult for a user to easily find salient requirements. The current building regulations are overly prescriptive and complicated. The building standards, while intended to achieve more desirable building designs, are formatted in a way that makes it difficult to follow.

Additionally, these sections include subsections on landscaping, parking, pedestrian access and other elements that as described in other parts of this review should be incorporated into other articles in the ordinance.

#### **34-3.1.34 GR-1 Grand River Corridor Overlay 1**

This district, like the freeway redevelopment districts, should be reorganized for readability and clarity. We would recommend reestablishing this as a form based district to more effectively realize

the intent of the code and meet the goals of the master plan for this area. See separate proposal for the Grand River Form Based code.

The overlay districts and special development option districts that have their one unique approval process or seem to be encouraged to go through a Planned Unit Development (PUD) process. We recommend removing procedural requirements from the individual district regulations and rather relocate them in the Site Plan Approval Article. Similarly, PUD process requirements and eligibility for PUD should be housed only in the PUD article.

### **34-3.2 BOUNDARIES 34-3.3 ZONING OF VACATED AREAS 34-3.4 ZONING OF ANNEXED AREAS**

These three sections are appropriate in the Districts Established Article as noted above.

**34-3.5 NOTES TO SCHEDULE OF REGULATIONS** This section contains a wide range of regulations, including requirements related to landscaping, setbacks, parking, mechanical equipment, spacing between buildings, and other topics. These provisions do not appear to be organized in a logical manner and, as a result, require the use of a table to determine applicability. The layout of this section is cumbersome, disjointed, and difficult to use. In particular, Table 34-3.5.1, Applicability of Notes to District Standards, requires users to move back and forth between provisions, creating a significant risk that important regulations may be overlooked.

We recommend that the regulations currently contained in this section be redistributed into the proposed topic-specific articles, such as those addressing landscaping and parking. Other standards that may apply across all districts, such as requirements for utility pedestals or the location and screening of mechanical equipment, should instead be placed in the proposed section on accessory structures within the General Provisions article.

In addition, this section includes several complex calculations that could be stated more simply to improve usability and understanding. While we recommend removing this section in its current form, any ordinance update should include a careful review to ensure that all necessary standards are retained and incorporated into the appropriate sections of the reorganized Ordinance.

### **Section 34-3.6 through 34-3.14 DISTRICT SPECIAL CONDITIONS**

Similar to Section 3.5, some of the requirements in this section would be more appropriately incorporated into other sections of the Ordinance that address similar standards. Other provisions merely restate the need to comply with requirements found elsewhere in the Ordinance. In addition, some requirements reference specific uses that could be more effectively addressed through the proposed use matrix. Where this section identifies the need for site plan review, we recommend instead that applicability be clearly articulated within an enhanced Site Plan Review article. Overall, the content of this section is largely redundant, unnecessary, and confusing. We recommend that it be removed; however, as part of any ordinance update, this section should be carefully reviewed to ensure that all necessary standards are retained and relocated to the appropriate sections of the revised Ordinance.

### **34-3.15 SUBDIVISION OPEN SPACE PLAN**

This section is intended to allow reductions in the dimensional requirements for residential lots and to permit clustering of lots when the resulting development would preserve open space or natural

features. However, because subdivisions are infrequently used in Michigan, we recommend that these provisions be relocated to the City's Subdivision Code.

#### **34-3.16 NUISANCE FACTORS**

This section is weak and appears to be randomly placed within the Ordinance. We recommend creating a dedicated Environmental Regulations article that would establish clear standards for nuisance factors identified in the Ordinance, including noise, dust, smoke, odor, glare, fumes, flashes, vibration, shock waves, heat, electronic or atomic radiation or interference, objectionable effluent, and rubbish.

Additional items currently included within the definition of nuisance factors, such as the congregation of people, particularly at night, passenger traffic, and the intrusion of traffic onto nonabutting street frontage, should be further evaluated to clarify their intended meaning and purpose. These issues may require a different regulatory approach than the other nuisance factors listed above.

#### **34-3.17 ONE-FAMILY CLUSTER OPTION**

This section is intended to allow reductions in dimensional requirements for residential lots and to permit clustering where there are unusual site conditions or where development would preserve open space or natural features. A more detailed review of this section is warranted to both encourage its use and incorporate current best practices.

#### **34-3.18 MAJOR ROAD FRONTAGE OPTION**

This section appears to serve a very specific purpose. We would defer to City staff and the City Attorney to clarify its intent and determine whether it is still necessary. However, it is unclear whether the objectives of this section could instead be addressed through the Ordinance's provisions on nonconformities or through the variance process.

#### **34-3.19 PLANNED RESIDENTIAL DEVELOPMENT**

The requirements in this section are highly prescriptive and include complex density calculations intended to facilitate mixed-density developments with a specified mix of housing types in certain ratios. It appears that these regulations have been applied to a number of developments within the community. However, the overall purpose of this section is unclear. If the intent is to regulate and control density, there may be clearer and more effective ways to accomplish that objective.

It may be necessary to retain these provisions to the extent they govern existing development sites. However, it is unclear whether they remain relevant or appropriate for application to future developments.

#### **34-3.20 PLANNED UNIT DEVELOPMENT**

We recommend a dedicated article for Planned Unit Developments. This article should contain a strong intent section, applicability section, design standards, a clear procedural section, approval standards and a public benefit standard section. Such community benefits should reflect the values of the community as identified in the city's master plan and may include but may not be limited to public art, low impact design, public amenities and spaces, affordability, and transit connections

#### **34-3.22 MARGINAL ACCESS DRIVES**

#### **34-5.13 Access to Major or Secondary Thoroughfare**

### **34-3.24 PEDESTRIAN ACCESS**

These sections should be consolidated into the proposed Off-Street Parking, Loading, and Access Standards Article. There are various regulations on access peppered throughout this document. All regulations on access should be consolidated into one article

### **34-3.25 Noise and Glare**

This should be incorporated into the proposed Environment Regulations Article

### **34-3.26 GENERAL EXCEPTIONS**

This section contains a number of use regulations that are embedded within its subsections and are not easily located. We recommend creating a dedicated General Provisions article containing standards that apply across all zoning districts. Individual sections within that article could incorporate many of the current subsections from Section 34-3.26, but in a format that is easier to find, understand, and apply, without requiring users to navigate to them through links from other parts of the Ordinance.

#### Article 4.0 Use Standards

##### *General Comment:*

This section establishes supplemental standards for specific uses. These standards were presumably considered necessary at the time of adoption to ensure that such uses were developed and operated in a manner appropriate for the community. Input from staff and, where appropriate, the community may be helpful in evaluating whether these regulations have achieved their intended outcomes. We have been provided with staff notes regarding certain uses, and those comments should be incorporated into any future update.

All uses addressed in this section should be reviewed to determine whether the standards remain consistent with contemporary practice and current best practices. In addition, some listed uses may be outdated and no longer necessary, while newer uses that may warrant supplemental standards, such as data centers, may need to be added.

##### *Specific Comments:*

### **34-4.20 Special Land Uses**

This section includes use-specific provisions for a variety of uses, including outdoor theaters, television and radio towers, cemeteries, mining and excavation operations, public riding or boarding stables, and nurseries or greenhouses. Special uses should instead be identified in the Ordinance's use table, with use-specific standards organized in separate sections, as noted in the specific comments for Article 3 in this report.

#### Article 5.0 Site Standards

General comment: Includes a variety of sections that should be their own article as well as many sections that should be incorporated into the general provisions section of the ordinance as they would potentially be regulations that would apply to all districts.

Specific comments:

**34-5.1 Accessory Buildings and Structures**

This section should be reorganized to improve clarity and functionality. In addition, several confusing regulations within the section should be evaluated to better understand their intent and purpose, and then rewritten to more clearly achieve that purpose. There are also various statements and regulations related to accessory structures scattered throughout the Ordinance that should be consolidated into this section. Likewise, pools are regulated in multiple locations, which in some cases creates conflicts, and those provisions should also be consolidated here. We recommend that this section be incorporated into the proposed General Provisions article.

**34-5.2 Off-street Parking Requirements**

**34-5.3 Off-street Parking Layout, Standards, Construction and Maintenance**

**34-5.4 Off-street Loading and Unloading**

These sections should be consolidated into a dedicated article addressing Off-Street Parking, Loading, and Access Standards. Parking lot design standards are currently located in various sections throughout the Ordinance and should be brought together in this article for improved clarity and usability. Parking space requirements should also be reviewed to ensure that they reflect contemporary standards and do not result in the overparking of sites. Consideration should be given to curbside pick-up areas, short-term parking spaces, and rideshare accommodations. In addition, the Ordinance currently lacks standards addressing electric vehicle parking, which should be incorporated into this article. A section addressing vehicular and pedestrian access should also be included, consolidating related variance requirements that are presently scattered throughout the Ordinance.

**34-5.5 Signs**

A separate sign article should be created. This article should be thoroughly reviewed to ensure compliance with case law.

**34-5.6 Acceleration - Deceleration – Passing Lanes**

Should be included in the Off-Street Parking, Loading, and Access Standards Article

**34-5.7 Storage of Recreational Equipment or Trailers**

Should be included in the Off-Street Parking, Loading, and Access Standards Article

**34-5.8 Flood Zone Controls**

This should be incorporated into the proposed Environment Regulations Article

**34-5.9 Entryway Structures**

Should be included as a section in the Landscaping and Screening Article.

**34-5.10 Corner Clearance**

Should be included in the General Provision article.

**34-5.11 Frontage on Public Street**

Should be included in the Off-Street Parking, Loading, and Access Standards Article

**34-5.12 Fences**

Should be included as a section in the general provisions Article.

**34-5.13 Access to Major or Secondary Thoroughfare**

Should be included in the Off-Street Parking, Loading, and Access Standards Article

**34-5.14 Landscape Development**

All landscape standards should be included as a section in a dedicated LANDSCAPING AND SCREENING Article. Most of the Ordinance’s landscaping requirements are listed in this section, although additional standards are listed throughout the Ordinance. For example, the notes to the schedule of regulations in Section 34-3.5 require all front yard parking lots to be landscaped. Similar requirements are listed in Section 34-5.14(5).

Landscaping requirements for specific areas could be simplified. Terminology also needs to be reconciled. For example, screening for parking lots are required to provide separation from “public thoroughfares.”

**34-5.15 Walls and Berms**

Should be included as a section in the LANDSCAPING AND SCREENING Article.

**34-5.16 Exterior Lighting**

Rather than being placed within site standards, we recommend that lighting regulations be organized in a separate article. Several of the current standards appear outdated. For example, LED lighting is now the norm rather than the exception, and the perceived brightness of LED fixtures is often influenced by color temperature, or K-value. In general, fixtures above 3500K can appear excessively bright. Shielding requirements in this section should also be updated, along with more effective standards for wall-pack lighting, which is a frequent source of glare. In addition, the Ordinance should establish clear requirements for lighting and photometric plans, as the quality and level of detail in such plans can vary considerably in the absence of consistent standards.

The current review language also raises concerns. Review is required only when “the installation or modification of outdoor lighting is part of a development that requires site plan approval.” As written, this suggests that existing lighting may remain, even when site plan review is otherwise required, so long as no lighting modifications are proposed. Further, if lighting standards apply only in connection with developments requiring site plan review, new development not subject to site plan review, such as individual residential development, may create lighting impacts for neighboring properties without being subject to clear standards.

The Ordinance currently regulates maximum illumination based on paved surface area and measures lighting output in lumens. We recommend instead establishing maximum illumination limits in footcandles, which is a more typical and functional regulatory standard. In addition, the current maximum illumination level of 0.3 footcandles at property boundaries may be difficult to achieve in more urbanized commercial areas. Allowing a higher threshold in certain contexts or for certain uses could provide greater flexibility for businesses while still protecting against excessive glare and light spill.

**34-5.17 Screening of Rooftop Equipment**

Should be included in the proposed General Provision Article.

**34-5.18 Tree Protection, Removal and Replacement**

This should be incorporated into the proposed Environmental Regulations Article

**34-5.19 Pedestrian Access and Connectivity From Public Rights-of-Way**

Should be included in the Off-Street Parking, Loading, and Access Standards Article

**34-5.20 Design Standards**

New article. We defer to staff.

**34-5.21 Public Art Requirements**

New article. We defer to staff.

6.0 Development Procedures

*General Comment:* This article includes 2 sections that should be in their own article including Site Plan Review, and Special Land Use and Special Land Use Approval Standards. The section on public hearings should be included in an administration and enforcement article while the other two sections only reference other sections in the ordinance and are therefore unnecessary and should be removed.

*Specific Comments:*

**34-6.1 Site Plan Review**

Site plan review requirements should be consolidated into a single article in the Zoning Ordinance. They are currently split between the zoning ordinance and general code. Within the zoning ordinance there are different sections that address applicability and process. This should all be consolidated to one article.

We have drafted a site plan review amendment that is currently being considered by the City.

**34-6.2 NOTICE OF PUBLIC HEARING**

Should be included in an Administration and enforcement article

**34-6.3 Special Land Use and Special Land Use Approval Standards**

A single Special Land Use article should be created. This article should include the approval process and designate the decision-making authority. It is also important to establish specific decision-making criteria and how and when conditions may be applied. This article should also include enforcement and revocation criteria.

Additionally, as noted previously, there are some special use requirements listed as a subsection in the Ordinance's Article 4 use-specific requirements (Section 34-4.20). All special land use requirements should be listed in a single consolidated article.

7.0 Administration, Appeals and Enforcement

*General Comments:* This article should be broken into multiple standalone sections including an Administration and Enforcement section, a Nonconforming Lots, Uses and Structures section, a Zoning Board of appeals section, and a Rezoning and Zoning Ordinance Amendment section.

*Specific Comments:*

**34-7.1 Nonconformities**

This should be a single article that covers nonconforming lots, uses and structures. It should begin with a strong intent and purpose section. The section needs to be rewritten for clarity and consistency and organized in a manner that makes it easier to navigate and comprehend.

**34-7.2 through 34-7.10 and 34-13 (Generally Administration and Enforcement)**

These sections of the Zoning Ordinance should be consolidated into a single, standalone Administration and Enforcement article located near the beginning of the Ordinance, typically following the definitions article. This article should establish the framework for how the Ordinance is administered in practice by identifying both the officials responsible for enforcement and the procedures necessary to ensure compliance. It should also make clear that the role of the Zoning Administrator is not merely administrative, but also coordinative, serving as a link among applicants, staff, and decision-making bodies such as the Planning Commission, Zoning Board of Appeals, and City Council.

A key component of this article should be the requirement for a Certificate of Zoning Compliance before any land or structure may be used, occupied, or altered. This certificate should confirm that the proposed use or activity complies with the Ordinance and helps ensure that development does not proceed outside of established regulations. Applications should include sufficient detail, such as site layout, dimensions, and proposed uses, and may be subject to review by multiple City officials before being approved, conditionally approved, or denied.

The article should also emphasize transparency and due process in zoning decisions. Public hearings are required for many types of requests, including rezonings, variances, and special land uses, and notice procedures should be clearly articulated. Mailed notice, newspaper publication, and online posting help ensure that surrounding property owners and the public are properly informed and have an opportunity to participate in the decision-making process.

To support orderly development, the Ordinance should also include appropriate financial and procedural safeguards. Performance guarantees and completion guarantees may be required to ensure that infrastructure and site improvements, such as roads, utilities, and landscaping, are completed as approved. For more complex developments, including Planned Unit Developments, development agreements may be used to document expectations, timelines, and responsibilities, thereby creating a clear and enforceable framework between the applicant and the City.

Finally, the article should clearly outline enforcement mechanisms. Violations may result in fines, legal action, and orders to correct or cease unlawful activity. Each day that a violation continues may be treated as a separate offense, underscoring the importance of compliance. In addition to imposing penalties, the City should retain the authority to pursue legal action to prevent or abate violations, reinforcing the Ordinance's role in protecting the public health, safety, and welfare.

**34-7.11 Changes and Amendment**

**34-7.12 Petition for Amendments; Fee**

There should be a single standalone article for Rezoning and Zoning Ordinance Amendment. This article should include sections on who can apply for an amendment, information required, process, authority for decision making, and decision-making criteria. Clear and consistent decision-making criteria is especially important for defensibility of final decisions.

**34-7.14 Board of Appeals**

The Ordinance should include a single, standalone article dedicated to the Zoning Board of Appeals (ZBA). This article should clearly establish the types of appeals and requests over which the ZBA has decision-making authority, who may apply, the applicable procedures, and the standards and criteria for review.

Based on our review, the variance criteria do not appear to be fully consistent with current case law and should be carefully evaluated and revised as needed. In addition, the category of “exceptions and special approvals” appears to be distinct from a variance, yet the purpose of that distinction and the applicable review criteria are unclear. Because many common development activities fall within this category, we are concerned that it creates unnecessary administrative burdens and introduces regulatory ambiguity.

It also appears that most categories of temporary uses require approval by the ZBA. We do not recommend this approach. Temporary uses are more typically reviewed by the City Council, Planning Commission, or as an administrative function based on clear standards and criteria. These provisions would be more appropriately located in the proposed General Provisions article, within a section dedicated to Special Events, Seasonal Sales, and Other Temporary Uses.

**ATTACHMENT II**  
**ORGANIZATIONAL OUTLINE**  
**DRAFT TEMPLATE**

*ARTICLE 1 TITLE, PURPOSE AND LEGAL CLAUSES.....1 - 1*

- Section 1.01 Title
- Section 1.02 Authority, Findings, and Purpose
- Section 1.03 Validity and Severability
- Section 1.04 Scope and Construction of Regulations
- Section 1.05 Conflicts
- Section 1.06 Repeal of Ordinance

*ARTICLE 2 DEFINITIONS.....2 - 1*

- Section 2.01 Interpretation of Article Provisions
- Section 2.02 Definitions

*ARTICLE 3 ADMINISTRATION AND ENFORCEMENT.....3 - 1*

- Section 3.01 Zoning Administrator Appointment
- Section 3.02 Duties
- Section 3.03 Zoning Certification Process
- Section 3.04 Records
- Section 3.05 Fees and Escrows
- Section 3.06 Withholding of Approval
- Section 3.07 Completion of Construction
- Section 3.08 Public Hearing Notice Requirements
- Section 3.09 Performance Guarantees
- Section 3.10 Development Agreements
- Section 3.11 Violations and Penalties

*ARTICLE 4 ESTABLISHMENT OF DISTRICTS.....4 - 1*

- Section 4.01 Establishment of Districts
- Section 4.02 Zoning Map
- Section 4.03 Interpretation of District Boundaries
- Section 4.04 Zoning of Vacated Areas
- Section 4.05 Zoning of Annexed Areas

*ARTICLE 5 ZONING DISTRICT REGULATIONS.....5 - 1*

- Section 5.01 Intent and Purpose
- Section 5.02 Uses Permitted
- Section 5.03 Area and Size Requirements
- Section 5.04 General Exceptions

*ARTICLE 6      RESERVED*

*ARTICLE 7      RESERVED*

*ARTICLE 8      SITE PLAN REVIEW PROCEDURES AND REQUIREMENTS.....8 - 1*

- Section 8.01      Intent
- Section 8.02      Building, Structures, and Uses Requiring Site Plan Review
- Section 8.03      Site Plan Review Procedures
- Section 8.04      Administrative Plan Review
- Section 8.05      Site Plan Review Standards
- Section 8.06      Data Required for Preliminary and Final Site Plans
- Section 8.07      Amendments
- Section 8.08      Extension, Revocation, and Abandonment of Site Plan

*ARTICLE 9      SPECIAL LAND USES.....9 - 1*

- Section 9.01      Intent
- Section 9.02      Procedures
- Section 9.03      Standards for Special Land Uses
- Section 9.04      Conditions of Approval
- Section 9.05      Extensions, Amendments, Expansions, and Changes in Uses
- Section 9.06      Inspections
- Section 9.07      Revocation

*ARTICLE 10     PLANNED UNIT DEVELOPMENT.....10 - 1*

- Section 10.01     Intent
- Section 10.02     Uses Permitted
- Section 10.03     Standards for Approval
- Section 10.04     Preliminary Development Plan Approval
- Section 10.05     Final Development Plan Approval
- Section 10.06     Amendment
- Section 10.07     Abandonment
- Section 10.08     Appeals
- Section 10.09     Violations

*ARTICLE 11     GENERAL PROVISIONS.....11 - 1*

- Section 11.01     Purpose
- Section 11.02     Fences and Walls
- Section 11.03     Essential Services
- Section 11.04     Uses and Buildings Per Lot and Limitations
- Section 11.05     Accessory Buildings and Structures
- Section 11.06     Frontage on Public Street Required
- Section 11.07     Special Events, Seasonal Sales, and Other Temporary Uses
- Section 11.08     Exterior Appliances

*ARTICLE 12     SPECIFIC USE PROVISIONS.....12 - 1*

- Section 12.01     Adult Foster Care Facilities
- Section 12.02     Adult-Oriented Uses
- Section 12.03     Automotive Uses

- Section 12.04 Contractor’s Yards
- Section 12.05 Day Care Facilities
- Section 12.06 Drive-Through and Drive-In Facilities
- Section 12.07 Funeral Homes and Mortuaries
- Section 12.08 Garden Centers and Nurseries
- Section 12.09 Home Occupation / Home-Based Businesses
- Section 12.10 Indoor Recreation Facilities
- Section 12.11 Marihuana Business Regulations
- Section 12.12 Nursing Homes, Senior Assisted Living Facilities, and  
Convalescent Centers
- Section 12.13 Open Air Businesses
- Section 12.14 Outdoor Seating and Service Areas
- Section 12.15 Outdoor Storage
- Section 12.16 Places of Assembly
- Section 12.17 Self-Storage Facilities
- Section 12.18 Single Family Dwellings
- Section 12.19 Solar Energy
- Section 12.20 Wind Energy
- Section 12.21 Wireless Communication Facilities

**ARTICLE 13 SIGN REGULATIONS.....13 - 1**

- Section 13.01 Intent
- Section 13.02 Sign Computation
- Section 13.03 Exempt Signs
- Section 13.04 Prohibited Signs
- Section 13.05 General Standards
- Section 13.06 Permitted Signs
- Section 13.07 Permanent Signs
- Section 13.08 Temporary Signs
- Section 13.09 Electronic Message Signs
- Section 13.10 Nonconforming and Abandoned Signs

**ARTICLE 14 OFF-STREET PARKING, LOADING, AND ACCESS STANDARDS.....14 - 1**

- Section 14.01 Intent
- Section 14.02 Streets, Roadways, and Rights-of-Way
- Section 14.03 Clear Vision Zone
- Section 14.04 Vehicle Parking Requirements
- Section 14.05 Bicycle Parking Requirements
- Section 14.06 Plug-In Electric Vehicle Parking Requirements
- Section 14.07 Off-Street Loading Requirements

**ARTICLE 15 LANDSCAPING AND SCREENING.....15 - 1**

- Section 15.01 Intent
- Section 15.02 Application of Requirements
- Section 15.03 Landscape Plan Requirements
- Section 15.04 Screening Between Land Uses
- Section 15.05 Parking Lot Landscaping
- Section 15.06 Required Street Tree Greenbelt Planting

Section 15.07	Site Landscaping	
Section 15.08	Nonresidential Waste Receptacle Screening	
Section 15.09	Landscape Elements	
Section 15.10	Minimum Size and Spacing Requirements	
Section 15.11	Stormwater Control Features	
Section 15.12	Waiver or Modification of Standards for Special Situations	
Section 15.13	Tree Protection During Construction	
<b>ARTICLE 16</b>	<b>EXTERIOR LIGHTING STANDARDS.....</b>	<b>16 - 1</b>
Section 16.01	Intent	
Section 16.02	Applicability	
Section 16.03	Standards for Exterior Lighting	
Section 16.04	Conditions of Approval	
Section 16.05	Exemptions	
Section 16.06	Prohibited Lighting	
<b>ARTICLE 17</b>	<b>ENVIRONMENTAL REGULATIONS.....</b>	<b>17 - 1</b>
Section 17.01	Environmental Performance Standards	
Section 17.02	Regulations of Floodplain Areas	
Section 17.03	Drains and Drainage	
<b>ARTICLE 18</b>	<b>NONCONFORMING LOTS, USES, AND STRUCTURES.....</b>	<b>18 - 1</b>
Section 18.01	Purpose and Intent	
Section 18.02	General Requirements: Uses and Structures	
Section 18.03	Requirements for Nonconforming Uses	
Section 18.04	Requirements for Nonconforming Structures	
Section 18.05	Requirements for Nonconforming Lots	
<b>ARTICLE 19</b>	<b>ZONING BOARD OF APPEALS.....</b>	<b>19 - 1</b>
Section 19.01	Establishment	
Section 19.02	Membership	
Section 19.03	Rules Governing the Board of Appeals	
Section 19.04	Powers and Duties of Zoning Board of Appeals	
Section 19.05	Rules and Procedures for Variances	
Section 19.06	Zoning Board of Appeals Approval	
Section 19.07	Approval Periods	
<b>ARTICLE 20</b>	<b>REZONING AND ZONING ORDINANCE TEXT AMENDMENTS.....</b>	<b>20 - 1</b>
Section 20.01	Initiation of Zoning Ordinance Map and Text Amendments	
Section 20.02	Zoning Ordinance Text and Map Amendment Application Procedures	
Section 20.03	Rezoning and Zoning Ordinance Amendment Process	
Section 20.04	Criteria for Amendment of the Official Zoning Map (Rezoning)	
Section 20.05	Criteria for Amendment of the Official Zoning Ordinance Text	
Section 20.06	Conditional Rezoning of Land	
Section 20.07	Amendments Required to Conform to Court Decree	

**ATTACHMENT III  
 IMPLEMENTATION OPTIONS**

<b>Option 1</b>	<b>Comprehensive Rewrite</b>	<b>Timeline:</b> 18 to 24 months	<b>Note:</b> Comprehensive rewrite includes reorganization, and review and update of zoning regulations. Will include public input including consultation with elected and appointed officials, residents, property owners, business owners, and other stakeholders
<b>Option 2</b>	<b>Reorganization</b>	<b>Timeline:</b> 6 to 12 months	<b>Note:</b> The review will include reorganization of the Ordinance to improve its structure, reduce redundancy, and enhance overall usability. There will be limited focus on updating specific zoning regulations, except where we identify provisions that appear to be inconsistent with state or federal law
<b>Option 3</b>	<b>Specific regulation and/or article review</b>	<b>Timeline:</b> Varies	<b>Note:</b> This review will include the examination and editing of specific regulations and/or articles based on input from Staff, the Planning Commission, and the City Council. This approach is similar to the process currently being used for the Site Plan Review article and the Grand River Zoning District.



**Carlisle | Wortman**  
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**To:** Charmaine Kettler-Schmult  
Diane Mulville-Friel  
Kirsten Mellem

**From:** Ben Carlisle, AICP  
Mike Auerbach, AICP

**Date:** March 17, 2026

**Re:** Site Plan Process

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We have been asked by the City to review its site plan process and provide best-practice recommendations. Our review has focused on two primary areas: (1) the review process and (2) submittal requirements. We believe that implementing the recommended changes, along with clarifying both procedural steps and submittal expectations, will help create a fair, predictable, and efficient review process for staff and applicants alike. Attached for your review is a draft site plan review ordinance.

In reviewing the draft ordinance, we have identified several key policy and implementation questions for the City to consider:

**1. Required Site Plan Data.**

The draft includes a range of site plan data requirements in a table format. Please note that the data requirements differ depending on whether the application is for preliminary/administrative site plan or final site plan approval.

*Questions for staff: Are the site plan submittal requirements realistic, appropriate, and proportional to the type of review being requested?*

**2. Administrative Site Plan Review.**

We have separated the site plan process into administrative/preliminary review and final review. The projects and circumstances that qualify for administrative review by staff are listed under Section 34-6.1.3.C.

*Questions for staff: Are City officials and staff comfortable with the categories of items proposed for administrative review.*

**3. Preliminary and Final Site Plan Review Process.**

The proposed site plan review process is meant to follow the City's current practice. The Planning Commission approves all preliminary site plans and final site plan is approved administratively.

*Questions for staff: Are there any preliminary site plans that the Planning Commission should approve? Who is best positioned to approve final site plans: the Planning Commission or staff?*

**4. Variance Process and Timing.**

We have suggested a process under which the applicant first appears before the Planning Commission for preliminary site plan review, then proceeds to the Zoning Board of Appeals for any necessary variances. Alternatively, an applicant could be required to present their Preliminary Site Plan to the Planning Commission for a *tentative* approval, subject to the condition that they obtain any necessary variances. If the variances are granted, the applicant could then return to the Planning Commission for a Preliminary Site Plan approval.

*Questions for staff: What is the appropriate site plan review sequence if a variance is required?*

**5. Engineering Review and Building Permits.**

Under the proposed site plan review process, an applicant would apply for engineering plan approval after obtaining Final Site Plan approval.

*Questions for staff: At what point in the review process should an applicant apply for engineering review and building permits? For example, should those applications be permitted only after final site plan approval, or at some earlier point during the review process?*

**6. Zoning Administration.**

The current ordinance appears to defer a significant amount of zoning administration authority to the Code Enforcement Officer. We recommend that the ordinance instead define the role of Zoning Administrator and place zoning administration responsibilities under that office. Example definitions to accomplish that are as follows:

**“ZONING ADMINISTRATION.** This Zoning Ordinance shall be administered by the Zoning Administrator or such deputies as designated by the Zoning Administrator. The Zoning Administrator shall be designated by the City Manager.”

**“ZONING ADMINISTRATOR.** The official of the City of Farmington Hills charged with the administration of this Zoning Ordinance.”

**7. Site Plan Expiration.**

We have created a site plan expiration process which includes three (3) years for Preliminary Site Plan, and two (2) years for Final Site Plan. In both cases, staff could grant extensions in one (1) year increments if an applicant requests an extension in writing. The draft does not limit the number of extensions that can be granted.

Questions for staff: *Are the extension timeframes reasonable?*

**8. Development Agreements.**

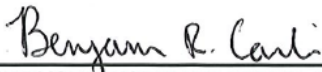
It does not appear that the current ordinance includes a requirement or authorization for a development agreement. We recommend adding such a provision.

**9. Site Plan Review Standards.**

We have added site plan review standards to better assist staff and the Planning Commission in evaluating site plans in a more consistent and objective manner.

We look forward to meeting with you and discussing these items further.

Sincerely



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CARLISLE/WORTMAN ASSOC., INC.  
Benjamin R. Carlisle, AICP, LEED-AP  
President



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CARLISLE/WORTMAN ASSOC., INC.  
Mike Auerbach, AICP  
Associate

**Site Plan Review (Zoning Text Amendment 1, 2026 & City Code Amendment 1, 2026)**

Meeting Type		Meeting Purpose	Meeting Date	Legal to Clerk	Legal Publish Date
1	PC - Regular Meeting	Schedule Study Session for 6/18/26 to discuss need for zoning audit and ordinance amendments related to site plan review process (no ordinance draft)	5/21/2026 @ 7:30 pm	N/A	N/A
2	CC - Study Session	Staff presentation on need for zoning audit and ordinance amendments related to site plan review process (no draft ordinance)	6/1/2026 @ 6:00 pm	N/A	N/A
3	PC - Study Session	Staff presentation on need for zoning audit and ordinance amendments related to site plan review process (include draft ordinances)	6/18/2026 @ 6:00 pm	N/A	N/A
4	Developer Engagement	Send information email outlining changes to site plan review process (no draft ordinances)	TBD	N/A	N/A
5	Joint Study Session (CC, PC, ZBA)	Staff presentation on need for zoning audit and ordinance amendments related to site plan review process (include draft ordinance)	7/20/2026 @ 5:00 pm	N/A	N/A
6	PC - Regular Meeting	PC to discuss the proposed ordinance amendments related to site plan review process (draft of ZTA and CCA and set for PC public hearing)	8/20/2026 @ 7:30 pm	N/A	N/A
7	PC - Public Hearing	PC holds public hearing and recommends approval of the proposed ordinances related to site plan review process (ZTA & CCA)	9/17/2026 @ 7:30 pm	8/28/2026	9/2/2026
8	CC - Study Session	CC holds study session to review PC approved ordinances related to site plan review process (ZTA & CCA)	9/28/26 or 10/12/2026 @ 6:00 pm		
9	CC - Public Hearing	CC holds public hearing to introduce and approve ordinances related to site plan review process (ZTA & CCA)	10/12/2026 @ 7:30 pm	9/23/2026	9/27/2026
10	CC - Regular Meeting	Consideration of approval of the ENACTMENT of ordinances related to site plan review process (ZTA & CCA)	10/26/2026 @ 7:30 pm	N/A	N/A

Note: ZTA & CCA become effective 21 days after formal adoption.

Consideration of approval of the ENACTMENT of ordinance C-\_\_\_\_-2026, amending the Farmington Hills Code Of Ordinances, Chapter 34, "Zoning," Article 6.0, "Development Procedures" in order to amend Section 34-6.1, "Site Plan Review" relating to submission of a site plan to the planning commission, (ZTA 1, 2026); and summary for publication.

Consideration of approval of the ENACTMENT of Ordinance C-\_\_\_\_-2026, repeal the City of Farmington Hills Code of Ordinances Chapter 21, "Planning," Article II, "Site Plan Regulations," (City Code Amendment \_\_, 2026); and summary for publication.

## **ARTICLE III. SITE PLAN REGULATIONS<sup>1</sup>**

### **Sec. 21-51. Definitions.**

In the interpretation of this article, the following definition shall apply:

*Site plan design standards* means the city engineering design requirements as adopted by council resolution.

Cross reference(s)—Definitions and rules of construction generally, § 1-2.

### **Sec. 21-52. Site plan required.**

No building permit shall be issued for the construction or reconstruction of any building or structure, except detached single-family residences and buildings or structures accessory thereto, unless and until a site plan has been filed and approved in conformance with this article. Such permit shall be issued and construction performed only in accordance with an approved site plan. The provisions of this article shall be in addition to any requirements of the zoning ordinance, chapter 34, as amended, with respect to site plan review.

(Code 1981, § 62.020)

### **Sec. 21-53. Specifications, contents.**

- (a) For the purpose of this article, a site plan shall be defined as a map or drawing of the entire lot or parcel of land upon which the building or structure is to be constructed.
- (b) A site plan submitted to the planning commission or department of public services, in accordance with section 21-59, shall include the following:
  - (1) A scale of not less than one (1) inch equals fifty (50) feet if the subject property is less than twenty-five (25) acres, and one (1) inch equals one hundred (100) feet if twenty-five (25) acres or more;
  - (2) Date, north arrow and scale;
  - (3) The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;
  - (4) The location of all existing and proposed structures on the subject property and all existing structures within fifty (50) feet of the subject property;
  - (5) The location of all existing and proposed drives and parking areas with proposed and existing striping indicated;
  - (6) The location and right-of-way widths of all abutting streets and alleys and the location of driveways or intersecting streets within one hundred (100) feet of the zoning lot on either side of the abutting street;
  - (7) The location of lighting structures, if applicable;

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<sup>1</sup>State law reference(s)—Site plan, MCL 125.584d.

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- (8) The proposed location and dimensions of any pedestrian sidewalks;
  - (9) Existing ground elevations on the site on an appropriate grid or by contours, including existing ground elevations on adjacent land within fifty (50) feet of the subject property and existing building, drive and/or parking lot elevations and elevations of any adjacent unusual surface conditions;
  - (10) A preliminary grading plan in detail sufficient to determine whether or not extensive grading of the site is proposed and to enable the building height to be determined. Spot grades are sufficient, but should include locations near the major corners of the buildings. First floor elevations and rooftop elevations should be indicated. If the proposed building height is to be within five (5) feet of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided;
  - (11) The location of proposed fire hydrants with reasonable access thereto for firefighting, police and other emergency equipment;
  - (12) The names and addresses of the architect, planner, designer, engineer and other persons responsible for the preparation of the site plan;
  - (13) A location map showing relation to major cross streets;
  - (14) The legal description of the parcel;
  - (15) Any other provision required under chapter 34.
- (c) The site plan must be sealed by a registered architect, planner, landscape architect or engineer licensed to practice in the state.
  - (d) A site plan submitted to the engineering division must also be in conformance with the requirements set forth in the site plan design standards as established by resolution of the council.

(Code 1981, § 62.030)

#### **Sec. 21-54. Filing procedure, distribution of copies for review, recommendations.**

- (a) If a site plan is required to be submitted to the planning commission in accordance with zoning ordinance, chapter 34, prior to application for a building permit, the owner or developer shall submit to the city clerk eight (8) copies of the proposed site plan. The clerk will then forward plans to the engineering division, the planning consultant and the community development division for review comments to be presented to the planning commission. Submittal to the city clerk must be made on or prior to the eighteenth of the month before the planning commission meeting.
- (b) Following the planning commission approval, or prior to or at the time of the application for a building permit, where planning commission approval was not required, the owner or developer shall submit to the engineering division a minimum of four (4) copies of the proposed site plan. The engineering division shall then review the site plan for conformance to the site plan design standards. The engineering division shall forward the site plan to the community development division for review and, thereafter, coordinate and indicate the community development division's review comments within the engineering review. At the discretion of the engineering division, the site plan may be forwarded for review by other agencies, such as the city consultant engineer and/or planner, the county road commission, the county department of public works, the county drain commission, the department of state highways and transportation, and any other agency who may have a jurisdictional interest in the site.
- (c) Upon review and approval by the engineering division, the approved site plan will be forwarded to the building division. A building permit shall not be issued without written approval of the site plan by the engineering division.

(Code 1981, § 62.040)

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### **Sec. 21-55. Revisions to approved plans.**

Amendments and/or changes to a previously approved site plan may be made in the same manner in which the original site plan was approved.

(Code 1981, § 62.050)

### **Sec. 21-56. Final approval.**

Upon completion of the work in accordance with the approved site plan, the owner or developer will request a final approval of the site. Upon receipt of this request, the engineering division will perform a final inspection. If all work has been completed in accordance with the approved plan, the engineering division shall notify the building division in writing. A certificate of occupancy will not be issued without this written approval.

(Code 1981, § 62.060)

### **Sec. 21-57. Engineering certification.**

The engineering division may, as a prerequisite for final approval, require a written certification from the engineer or architect who designed the plan stating that all work has been performed in accordance with the approved plan.

(Code 1981, § 62.070)

### **Sec. 21-58. When plan not required.**

Submittal of the site plan to the engineering division will not be required if in the opinion of the director of public services the improvement does not change existing conditions on the site, or the improvement will be of such minor nature that a site plan is not required in the opinion of the director.

(Code 1981, § 62.080)

### **Sec. 21-59. Planning commission approval.**

Planning commission review and approval of a site plan is required for those uses where site plan approval by the planning commission is required by the zoning ordinance, chapter 34, as amended, and as required by other chapters of this Code.

(Code 1981, § 62.090)

### **Sec. 21-60. Fees.**

Fees shall be paid by the owner, developer or contractor for site plan review, in accordance with the schedule of fees for site plan review as established by resolution of the council.

(Code 1981, § 62.100)

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**Secs. 21-61—21-75. Reserved.**



## **PROJECT APPROVAL PROCESS**

- STEP 1:** Site Plan (and Open Space Plan, if necessary) Review and Approval by the Planning Commission and City Council (if required).
- STEP 2:** Landscape Plan Review and Approval by the Planning Commission. (To be submitted at same time as the Site Plan)
- STEP 3:** Engineering Plan Review – (must be in conformance with the approved site plan and landscape plan).
- STEP 4:** Building Permit application and Construction Plan Review.
- STEP 5:** Tree Permit Application and Approval.
- STEP 6:** Building Permit Issued.

## **STEP: 1 – SITE PLAN AND LANDSCAPE PLAN SUBMISSION, REVIEW AND APPROVAL**

The applicant should obtain a copy of the Site Plan application, Fee Schedule, Schedule of Regulations (Zoning Ordinance) and all Design Standards from the Department of Planning and Community Development or the City's Web site ([www.fhgov.com](http://www.fhgov.com)). The applicant should also contact the Engineering Division for a copy of the Farmington Hills Site Engineering Design Standards. These documents contain all the necessary information for designing a site plan and putting together a site plan submission package.

The submission package must be received at the Planning Office by 3:30 P.M. on the 1st day of the month to be pre reviewed and revisions submitted no later than the 18th of the month in order to be placed the following months Planning Commission agenda. In the case of the 18th of the month falling on a Saturday or Sunday, the package can be submitted by Noon the following Monday.

First submittal on the 18<sup>th</sup> can be done if directed by the City Planner.

Proponents are urged to submit their application prior to the 1st. This provides an opportunity to bring in any documents which may have been inadvertently forgotten or correct any errors or omissions on the plans when they are submitted.

Prior to submitting a package, applicants are encouraged to meet with the Engineering Division, Planning Office, and Fire Department to discuss their project. All of the items listed in the submission package below must be submitted together as a package. If any portion is missing, the Planning Office may reject the submission package.

### **Submission Package**

- 1. Completely fill out the application. This includes the site characteristics, property ownership, and applicant information. This information must be typed or printed in ink.**
- 2. Completely fill out the Hazardous Substance Reporting Form. If you have any questions regarding completion of the form, please contact the Fire Marshal at 248/871-2820.**
- 3. A Tree Protection Affidavit must be completely filled out and submitted if regulated trees (six inches in diameter at breast height) are not present on or near the property. See Section 34-5.18 of the Zoning Ordinance for a detailed description of the Tree Protection Ordinance.**

4. **Proof of Ownership for the property – i.e., Title Insurance or a Purchase Agreement. If the property is owned by a corporation or partnership, the names of the principal owners must be submitted. The owner of record must sign the application.**
5. **Plan submittal:**
  - A. **Eight (8) copies of the sealed site plan folded 8 ½" x 11" and sealed by a registered planner, architect, landscape architect or engineer licensed to practice in the state.**

**Landscape Plan, see Step #2.**

**If a Landscape plan is needed, Planning Commission will review the landscape plan at the same time as the site plan.**

**Eight (8) copies of lighting plan. Whenever the installation or modification of outdoor lighting is part of a development that requires site plan approval, the approving body shall review and approve all proposed lighting as part of its site plan approval process and all lighting shall be subject to the provisions of Ordinance Section 34-5.16.2.**

**A site plan is defined as a map or drawing of the entire lot or parcel of land upon which the building or structure is to be constructed and shall include the following:**

**A scale of not less than one (1") inch equals fifty (50') feet if the subject property is less than twenty-five (25) acres, and one (1") inch equals one hundred (100') feet if twenty-five (25) acres or more;**

**Date, north arrow and scale;**

**The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;**

**The location of all existing and proposed structures on the subject property and all existing structures within fifty (50) feet of the subject property;**

**The location of all existing and proposed drives and parking areas with proposed and existing striping indicated;**

**The location and right-of-way widths of all abutting streets and alleys and the location of driveways or intersecting streets within one hundred (100') feet of the zoning lot on either side of the abutting street;**

**The location and detail of lighting structures, if applicable;**

**The proposed location and dimensions of any pedestrian sidewalks;**

**Existing ground elevations on the site on an appropriate grid or by contours, including existing ground elevations on adjacent land within fifty (50') feet of the subject property and existing building, drive and/or parking lot elevations and elevations of any adjacent unusual surface conditions;**

**A preliminary grading plan in detail, sufficient to determine whether or not extensive grading of the site is proposed and to enable the building height to be determined. Spot grades are sufficient but should include locations near the major corners of the buildings. First floor elevations and rooftop elevations should be indicated. If the proposed building height is to be within five (5') of the maximum height limit and the grade is not constant, the average grade along each major building face shall be provided;**

**The location of proposed fire hydrants with reasonable access thereto for fire fighting, police and other emergency equipment;**

**The names and addresses of the architect, planner, designer, engineer, and other persons responsible for the preparation of the site plan;**

**A location map showing relation to major cross streets;**

**The legal description of the parcel;**

**Any other provision required under Chapter 34 of the City Code.**

**The placement of all freestanding signs must be in accordance with Section 34-5.5 of the Zoning Ordinance (signs). Signs should be integrated into the site plan design, however, they should not be shown on the site plan (exception below). Signs require a separate permit, and are available from the Building Division at 248-871-2450 for more information (or, again, check the city's website). A sign plan, however, is required for ALL PUD Plan applications.**

- B. Three (3) copies of the tree survey (if required by Ordinance) with the seal or signature of both a registered land surveyor and a registered landscape architect or arborist. These plans must include all information required by ordinance.**
- C. Two (2) sealed copies of the tree survey superimposed on the site plan. These plans must include the disposition of each tree and statement of tree protection.**
- D. Fifteen (15) copies of the site plan reduced to 11"x 17".**
- E. Copies of building elevations and floor plans may be required by the Zoning Ordinance. If required, submit three (3) copies.**
- F. Landscape plans may also be required – please refer to Step 2.**

**1. Fees:**

**All fees must be paid at the time plans are submitted. Fees are outlined in the Fee Schedule and can be obtained from the Planning Office or on the City's website ([www.fhgov.com](http://www.fhgov.com)). You should always retain your receipts for review fees that have been paid.**

**2. If open space plans are required please refer to Step #2.**

## Review

The Submission Package is forwarded to the City Engineering Division, the Fire Marshal and the City's Planning Consultant. Their reviews are forwarded to the Planning Office, generally, one (1) week prior to the meeting. Copies of those reviews are sent to the applicant whose name appears on the application. The applicant should be prepared to address any problems or deficiencies identified in the review letters at the Planning Commission meeting. Please note that revised plans cannot be submitted prior to the scheduled meeting due to inadequate time to review the plans.

If there are numerous deficiencies identified in the review letters, the applicant may wish to request adjournment of the application from the scheduled meeting to make the necessary corrections. Revised plans could be submitted by the 18<sup>th</sup> of the month to be heard at the following month's meeting. Adjournments must be requested in writing.

### STEP 2: - LANDSCAPE PLAN/OPEN SPACE PLAN, REVIEW AND APPROVAL

Landscape Plans are required as stated in the Zoning Ordinance, Section 34-5.14 and must be submitted after site plan approval.

Eight (8) copies of the plan and fifteen (15) reduce copies (11 x 17), sealed by a registered landscape architect, and must be submitted to the Planning Office the same time as the Site Plan is submitted with the required review fee. With the Site Plan these plans are forwarded to the Engineering Division and the Planning Consultant for review. If their review identifies any problems with the plan, the review letters will be forwarded to the applicant so the necessary corrections can be made and revised plans can be submitted. When plans have been submitted which meet all Zoning Ordinance and engineering standards, the plan will be scheduled on the next available Planning Commission agenda. The applicant will be required to attend the Planning Commission meeting to answer any questions. Permits will not be issued until the landscape plan is approved.

Open space plans are required for all Cluster Site Plans and Open Space Plats/Plans and must be submitted with the submission package. Six (6) copies of the open space plan and fifteen (15) reduce copies (11 x 17), sealed by a registered landscape architect, must be submitted to the Planning Office and will require review and approval by the Planning Commission and City Council.

### STEP 3: - ENGINEERING PLAN REVIEW AND APPROVAL

The site plan approval process includes a preliminary engineering review, however, final site engineering drawings must be submitted to the Engineering Division for review and approval after site plan approval. Applicants should contact the Engineering Division to determine what needs to be submitted at 248-871-2560.

#### **STEP 4: - BUILDING CONSTRUCTION REVIEW AND PERMIT**

The applicant should contact the Building Division at 248-871-2450 to determine the submission requirements for a building permit. The permit application will be forwarded to the Planning Office for approval following verification of site plan, landscape plan, and site engineering approvals.

#### **STEP 5: - TREE PERMIT APPLICATION**

If a tree permit is required by Ordinance, a tree permit application must be filled out and submitted to the Planning Office with a \$60.00 fee, at the time a building permit application is submitted. Please remember that all required wooden snow fencing must be installed per Ordinance requirements prior to submitting the tree permit application. The building permit will not be issued until a tree permit has been approved.

#### **STEP 6: - BUILDING PERMIT APPLICATION AND ISSUANCE**

Once all the required plans and permits have been approved by the appropriate authority, a Building Permit Application can be obtained from the Building Division.

#### **THINGS TO REMEMBER WHEN APPLYING FOR SITE PLAN APPROVAL**

1. The submission package must be submitted to the Planning Office by the 1<sup>st</sup> or 18<sup>th</sup> of the month, see Step #1. The Planning Office is open Monday thru Friday from 8:30 A.M. to 4:30 P.M.
2. All plans must be submitted in accordance with this document and all applicable ordinance requirements.
3. A complete submission package must be submitted in order to be accepted.
4. The required seals must be on all plans including two (2) seals on the tree survey and superimposed tree survey.
5. Review the Zoning Ordinance thoroughly to make sure all requirements are included on the plan and that adequate information is supplied (i.e., parking calculations, building height, parking lot trees identified on the site plan, spot grades, walls, dumpster, loading, etc.).

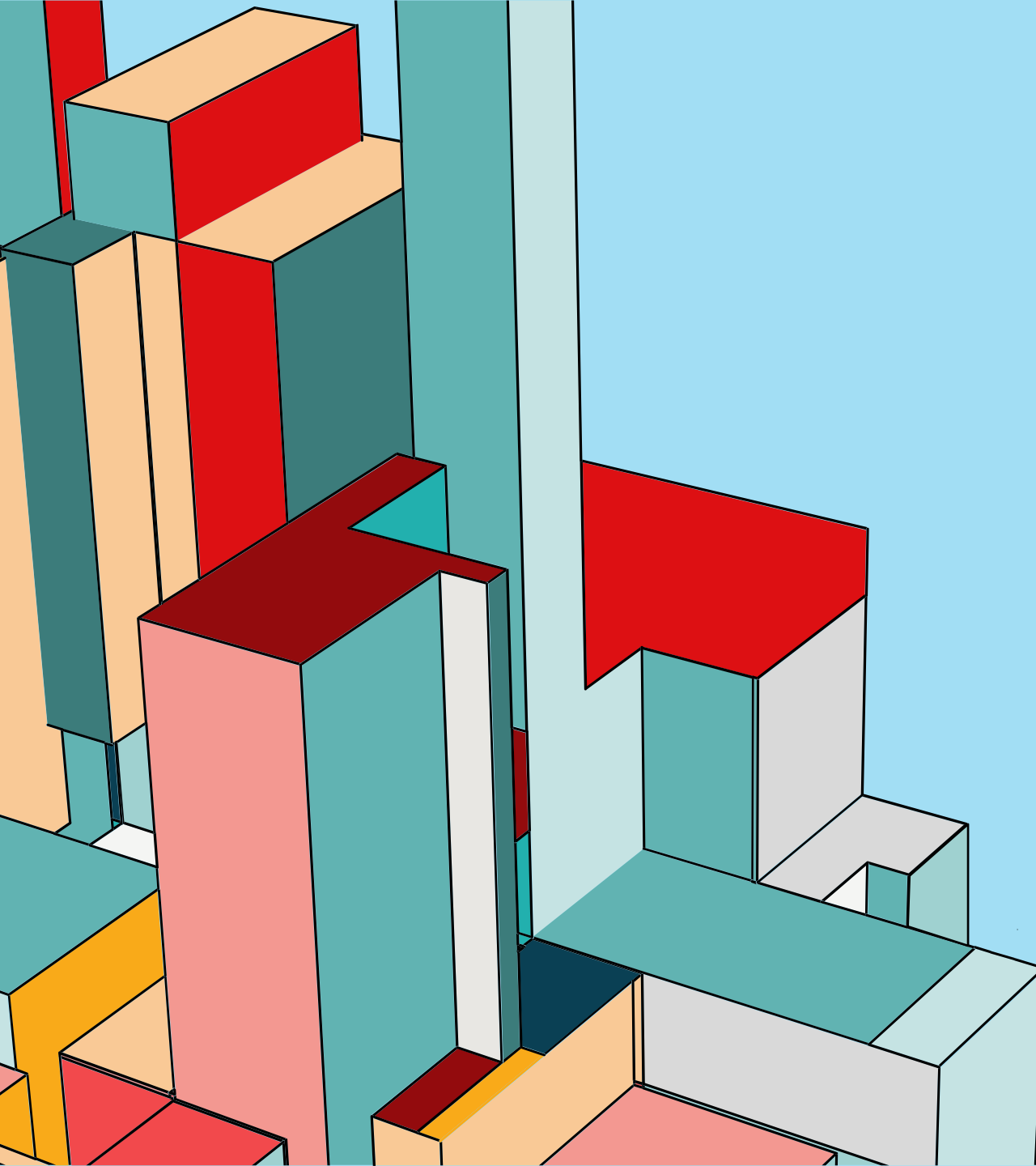
## **DESIGN PRINCIPLES AVAILABLE**

The following design principles and Landscape/Open Space Plan checklist are available upon request from the Planning Office or on the city's website ([www.fhgov.com](http://www.fhgov.com)).

- ◆ **Parking Lot Landscape Guidelines – This provides suggested planting locations for required plants in and around parking lots.**
- ◆ **Landscape/Open Space Plan checklist - All requirements are listed in the Zoning Ordinance, however, this checklist offers further suggestions and reiterates notes that must be included on the plan.**
- ◆ **RC Zoning District Berm Alternative Design Principles – Under Section 34-3.7 of the Ordinance, a marginal access road may be required. The principles provide guidelines for landscape development in the area adjacent to the access road.**
- ◆ **Berm Planting and Design Plan – General Design Principles – These are applicable to any required or proposed berm.**
- ◆ **OS-3 District – Landscape Design Principles – Since this zoning district is specifically designed to retain existing natural features, these principles are to be used as a guide in preparing plans for landscape development.**
- ◆ **Bufferyard Design Principles – this provides calculations for determining the required landscape treatment between multiple family buildings and residential property lines.**
- ◆ **Landscape Design Principles for Densely Wooded Areas (Woodlot Design Principles) – This provides alternative calculations for required tree replacement.**
- ◆ **Tree Survey and Superimposed Tree Survey checklist – All requirements are listed in the Zoning Ordinance, however, this checklist offers further suggestions and reiterates notes that must be included on the plan.**
- ◆ **Landscape Design Principles for Storm Water Detention Basins – This provides guidelines for all detention basin development.**

## SITE PLAN APPROVAL REQUIREMENTS

	PLANNING COMMISSION		CITY COUNCIL	
	REGULAR HEARING	PUBLIC HEARING	REGULAR MEETING	PUBLIC HEARING
Cluster Option Qualification		✓		
Cluster Site Plan/Open Space Plan	✓	✓		✓
Major Road Frontage Option (duplex)		✓		
Planned Residential Development Conceptual Plan	✓	✓		✓
Multi-Family Site Plans within an Approved PRD	✓		✓	
Site Plans for “Principle Uses Permitted” and “Principle Uses Permitted Subject to Special Conditions” in any Zoning District	✓			
Site Plans for “Principal Uses Permitted Subject to Special Approval” in any Zoning District.		✓		
PUD Qualification	✓			
PUD Plan Approval	✓	✓		✓
Site Plans within an Approved PUD	✓			
<b>Plats:</b>				
Tentative Approval	✓	✓		
Final Preliminary Plat Approval			✓	
Final Plat Approval			✓	
<b>Site Condominium Plans:</b>				
Tentative Approval	✓	✓		
Final Preliminary Plan Approval			✓	
Final Plan Approval			✓	



# **ZONING ORDINANCE AUDIT AND SITE PLAN REVIEW AMENDMENTS**

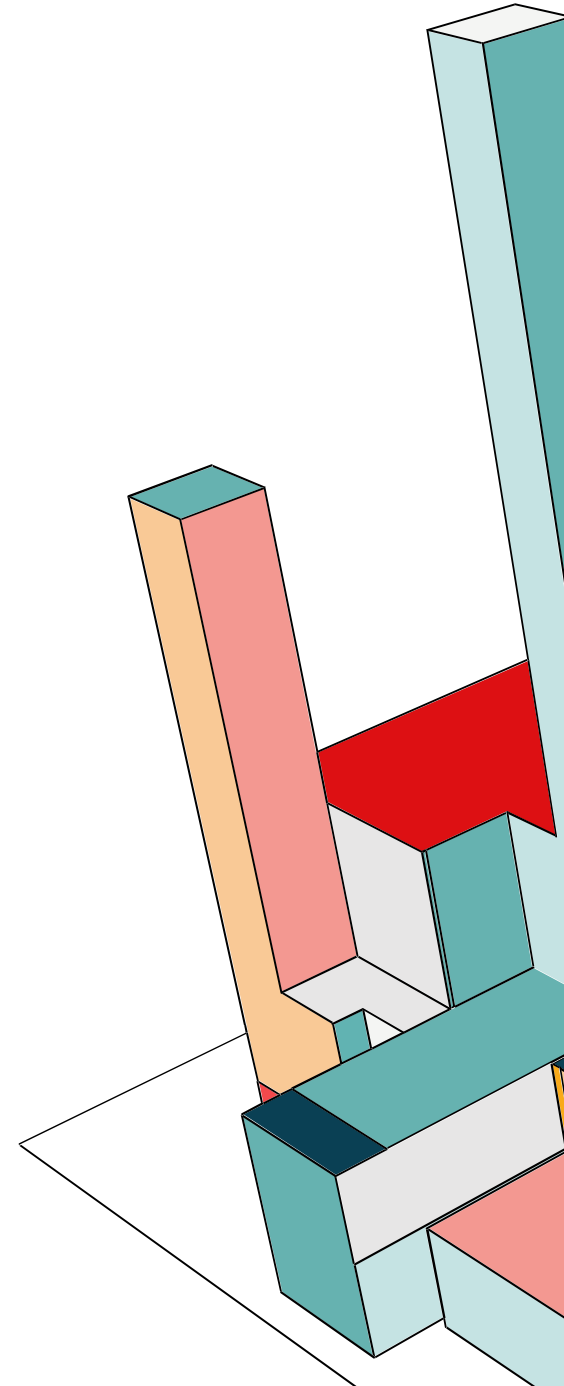
# AGENDA

## 1. Zoning Ordinance Audit

- Guiding Principles
- Key Findings and Recommendations
- Options to Move Forward

## 2. Site Plan Review Amendment

- Purpose
- Process
- Timeframe



# GUIDING PRINCIPLES

The zoning ordinance should be updated around several core principles that improve usability, administration, and legal defensibility.

## 1. Simplify Formatting

- a. Work for both digital and printed formats.
- b. Hyperlinks and navigation tools are useful, but excessive links, notes, tips, and complex formatting can make the document harder to amend and harder to read.

## 2. Maintain and Improve Graphics

- a. Graphics should be used where they help explain dimensional standards, landscaping, signage, parking, and other technical requirements.
- b. Visual examples can make the ordinance easier for applicants, staff, and the public to understand.

## 3. Improve Organization

- a. Related regulations should be grouped together in logical, topic-specific articles.
- b. Standards that are currently scattered throughout the ordinance should be consolidated so users do not have to jump between multiple sections to understand what applies.

# GUIDING PRINCIPLES

## 4. Improve Readability

- a. Written in clear, plain language while still preserving legal precision.
- b. The goal is to make the document understandable to the average user, not just attorneys, planners, or frequent applicants

## 5. Clarify Conflicting Language

- a. As the ordinance is rewritten, conflicting or inconsistent provisions should be identified and removed.
- b. This will reduce confusion, improve administration, and lower the risk of inconsistent interpretation.

## 6. Improve Efficiency and Reduce Repetition

- a. Avoid repeating the same regulations in multiple locations.
- b. For example, permitted and special land uses should be listed in one clear use table rather than repeated in each zoning district section.

## 7. Update for Law and Best Practices

- a. Updated to reflect the Michigan Zoning Enabling Act, current case law, and modern planning practice.
- b. Key areas include signs, tree regulations, variance standards, purpose statements, and legally defensible approval criteria.

# **KEY FINDINGS AND RECOMMENDATIONS**



# REORGANIZE

Related regulations are dispersed throughout the document, making administration, interpretation, and amendment unnecessarily difficult.

Core development standards, including parking, access, landscaping, lighting, and environmental regulations, should be modernized and reorganized into dedicated articles.

## Draft Ordinance Outline Template

Section 15.07	Site Landscaping	
Section 15.08	Nonresidential Waste Receptacle Screening	
Section 15.09	Landscape Elements	
Section 15.10	Minimum Size and Spacing Requirements	
Section 15.11	Stormwater Control Features	
Section 15.12	Waiver or Modification of Standards for Special Situations	
Section 15.13	Tree Protection During Construction	
<b>ARTICLE 16</b>	<b>EXTERIOR LIGHTING STANDARDS</b> .....	<b>16 - 1</b>
Section 16.01	Intent	
Section 16.02	Applicability	
Section 16.03	Standards for Exterior Lighting	
Section 16.04	Conditions of Approval	
Section 16.05	Exemptions	
Section 16.06	Prohibited Lighting	
<b>ARTICLE 17</b>	<b>ENVIRONMENTAL REGULATIONS</b> .....	<b>17 - 1</b>
Section 17.01	Environmental Performance Standards	
Section 17.02	Regulations of Floodplain Areas	
Section 17.03	Drains and Drainage	
<b>ARTICLE 18</b>	<b>NONCONFORMING LOTS, USES, AND STRUCTURES</b> .....	<b>18 - 1</b>
Section 18.01	Purpose and Intent	
Section 18.02	General Requirements: Uses and Structures	
Section 18.03	Requirements for Nonconforming Uses	
Section 18.04	Requirements for Nonconforming Structures	
Section 18.05	Requirements for Nonconforming Lots	
<b>ARTICLE 19</b>	<b>ZONING BOARD OF APPEALS</b> .....	<b>19 - 1</b>
Section 19.01	Establishment	
Section 19.02	Membership	
Section 19.03	Rules Governing the Board of Appeals	
Section 19.04	Powers and Duties of Zoning Board of Appeals	
Section 19.05	Rules and Procedures for Variances	
Section 19.06	Zoning Board of Appeals Approval	
Section 19.07	Approval Periods	
<b>ARTICLE 20</b>	<b>REZONING AND ZONING ORDINANCE TEXT AMENDMENTS</b> .....	<b>20 - 1</b>
Section 20.01	Initiation of Zoning Ordinance Map and Text Amendments	
Section 20.02	Zoning Ordinance Text and Map Amendment Application Procedures	
Section 20.03	Rezoning and Zoning Ordinance Amendment Process	
Section 20.04	Criteria for Amendment of the Official Zoning Map (Rezoning)	
Section 20.05	Criteria for Amendment of the Official Zoning Ordinance Text	
Section 20.06	Conditional Rezoning of Land	
Section 20.07	Amendments Required to Conform to Court Decree	

# CONSOLIDATE KEY REQUIREMENTS

Permitted uses, dimensional standards, and related requirements should be consolidated into clearer, centralized tables and topic-specific articles to reduce redundancy and improve usability

Uses	Districts														
	R-1A through R-1E	RT	MF	UR	MHP	CF	EP	CB	GB	IB	O	OM	RC	PV	P
<b>Residential</b>															
One-family dwellings	P	P	P	P	P	P	NP	NP	NP	NP	NP	NP	NP	NP	NP
Two-family dwellings	NP	P	P	P	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
One-family attached dwellings	NP	P	P	P	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Home occupations	A	A	A	A	A	A	NP	A	A	A	NP	A	NP	NP	NP
Multiple-family dwellings (2-8 stories)	NP	NP	P	P	NP	NP	NP	NP	NP	P	NP	NP	NP	NP	NP
Multiple-family dwellings (9+ stories)	NP	NP	NP	P	NP	NP	NP	NP	NP	P	NP	NP	NP	NP	NP
Multiple-family dwellings (on upper floors only in a mixed-use building)	NP	NP	NP	NP	NP	NP	NP	P	P	P	NP	P	NP	NP	NP
Senior assisted/independent living	S	S	P	P	NP	S	NP	P	P	P	NP	P	NP	NP	NP
Live/work units	NP	NP	P	P	NP	NP	NP	P	P	P	NP	P	NP	NP	NP
Bed and breakfast	S	S	S	S	S	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
<b>Recreation</b>															

Use District	Minimum Lot Size Per Dwelling Unit			Maximum Height		Minimum Yard Setback (R) (Per Lot in Feet)				Minimum Floor Area Per Unit (Square Feet)	Maximum % of Lot Area Covered by Buildings
	Area in Sq. Ft.	Width in Ft.	Frontage in Ft.	In Stories	In Feet	Front	Sides		Rear		
	①	①	①	②	②	③	Least One ④	Least Two ④	⑤		
<b>R-1A</b>											
No Sewer	30,000	150	150	2 1/2	30	40	15	30	45	1,400	30%
Sewer	21,780	120	120	2 1/2		40	15	30	45		
<b>R-1B</b>											
No Sewer	21,780	110	110	2 1/2	30	40	15	30	45	1,400	30%
Sewer	15,000	100	100	2 1/2		40	10	25	45		
<b>R-1C</b>											
No Sewer	21,780	110	110	2 1/2	30	30	15	30	40	1,200	30%
Sewer	10,500	85	85	2 1/2		30	10	20	40		
<b>R-1D</b>											
No Sewer	21,780	110	110	2 1/2	30	25	15	30	40	1,000	30%
Sewer	8,500	75	75	2 1/2		25	8	20	40		
<b>R-1E</b>											
No Sewer	21,780	110	110	2 1/2	30	25	15	30	35	1,000	30%
Sewer	7,500	60	60	2 1/2		25	5	15	35		

P	P	P	P	NP	NP
S	NP	NP	NP	NP	NP
S	NP	NP	NP	NP	NP
<b>Recreation</b>					
P	P	P	P	NP	NP
P	P	P	P	NP	NP
P	P	P	P	P	P
P	P	P	NP	NP	NP
P	NP	S	NP	NP	NP

# ADDRESS PLANNING TOPICS

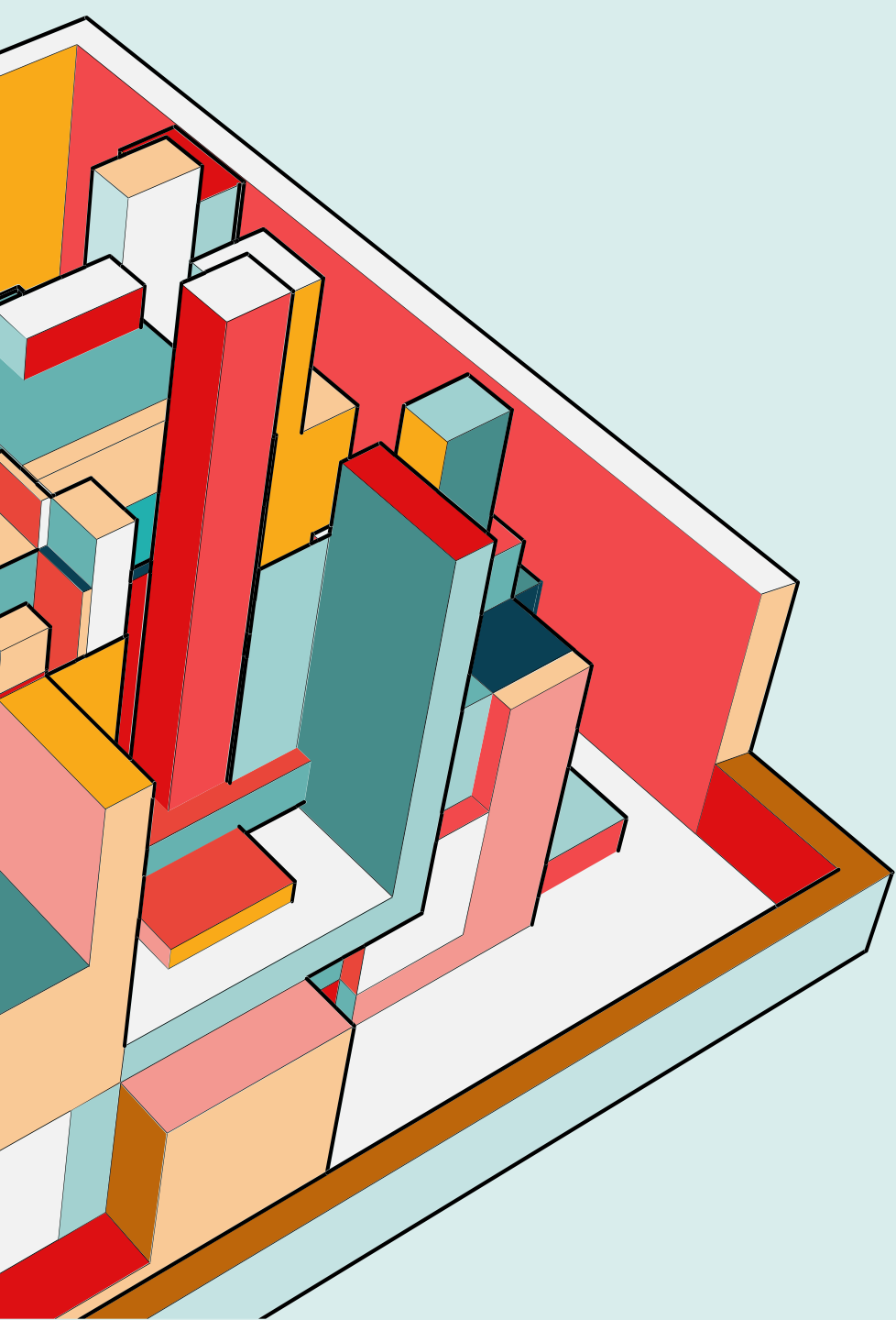
Several items need to be updated to address current planning issues:

- Items identified in Master Plan
- Sign regulations
- Conditional rezoning
- Short term rentals
- Missing Middle (duplexes, triplexes, ADUs)
- Land division changes
- PUD
- Data Centers
- Updates based on current state and federal law

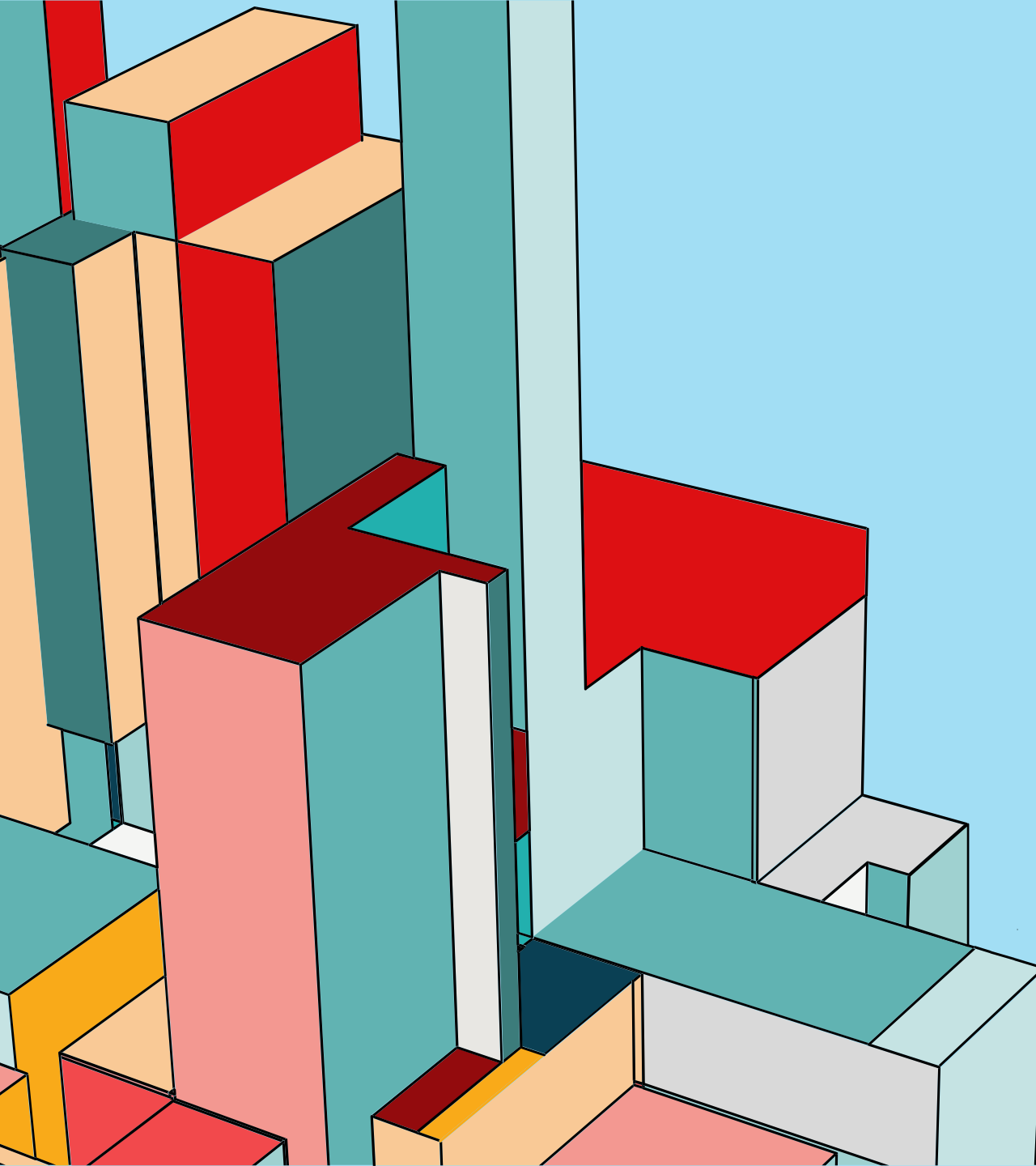


# ZONING ORDINANCE UPDATE OPTIONS

Option 1	Comprehensive Rewrite	<p><i>Timeline:</i> 18 to 24 months</p>	<ul style="list-style-type: none"> <li>• Reorganization, review, and update regulations.</li> <li>• Include consultation with elected and appointed officials, residents, property owners, business owners, and other stakeholders.</li> </ul>
Option 2	Reorganization	<p><i>Timeline:</i> 6 to 12 months</p>	<ul style="list-style-type: none"> <li>• Reorganize to improve structure, reduce redundancy, and enhance overall usability.</li> <li>• Limited focus on updating specific regulations, except as necessary to comply with state/federal law.</li> </ul>
Option 3	Specific regulation and/or article review	<p><i>Timeline:</i> varies</p>	<ul style="list-style-type: none"> <li>• Examine and edit specific articles/regulations based on staff, Planning Commission, and Council input.</li> </ul>



**QUESTIONS???**



# **SITE PLAN REVIEW AMENDMENTS**

# CURRENT SITE PLAN REVIEW PROCESS

The current site plan review process and submittal requirements are inconsistent and unclear.

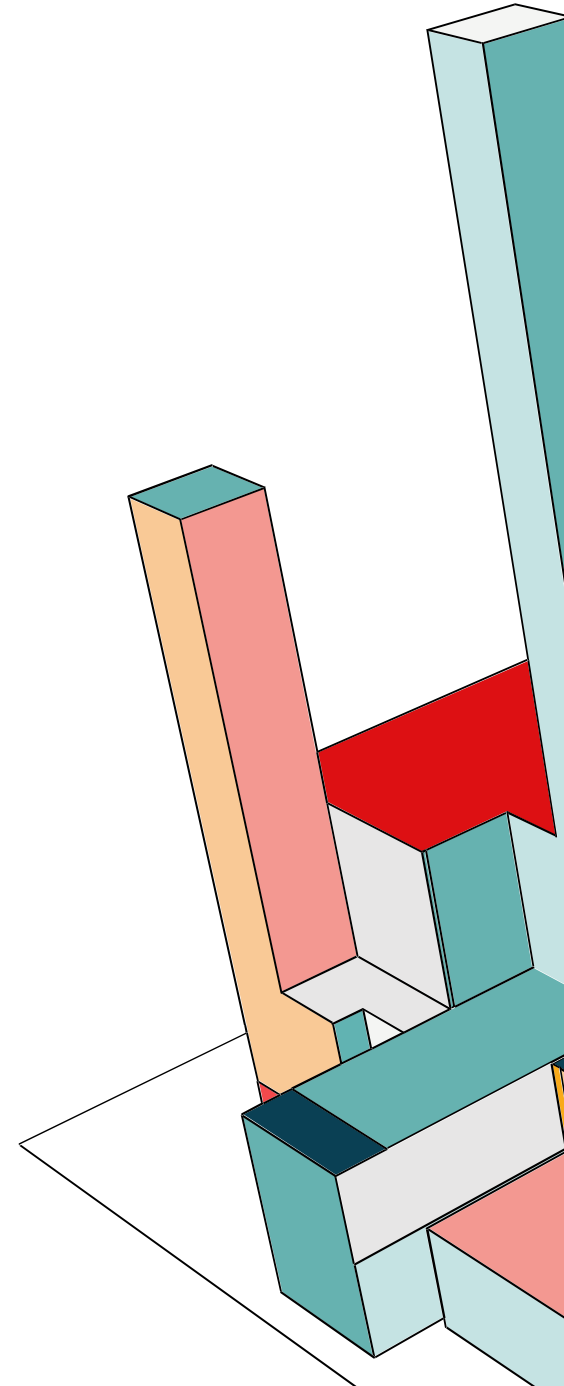
- The list of required submittal materials is not clearly codified.
- Requirements are located in both the Zoning Ordinance and the General Code, creating confusion for applicants and staff.
- The review process itself is not clearly codified.

This can lead to inconsistent submittals, incomplete applications, increased staff time and resources, and incomplete information being provided to the Planning Commission.



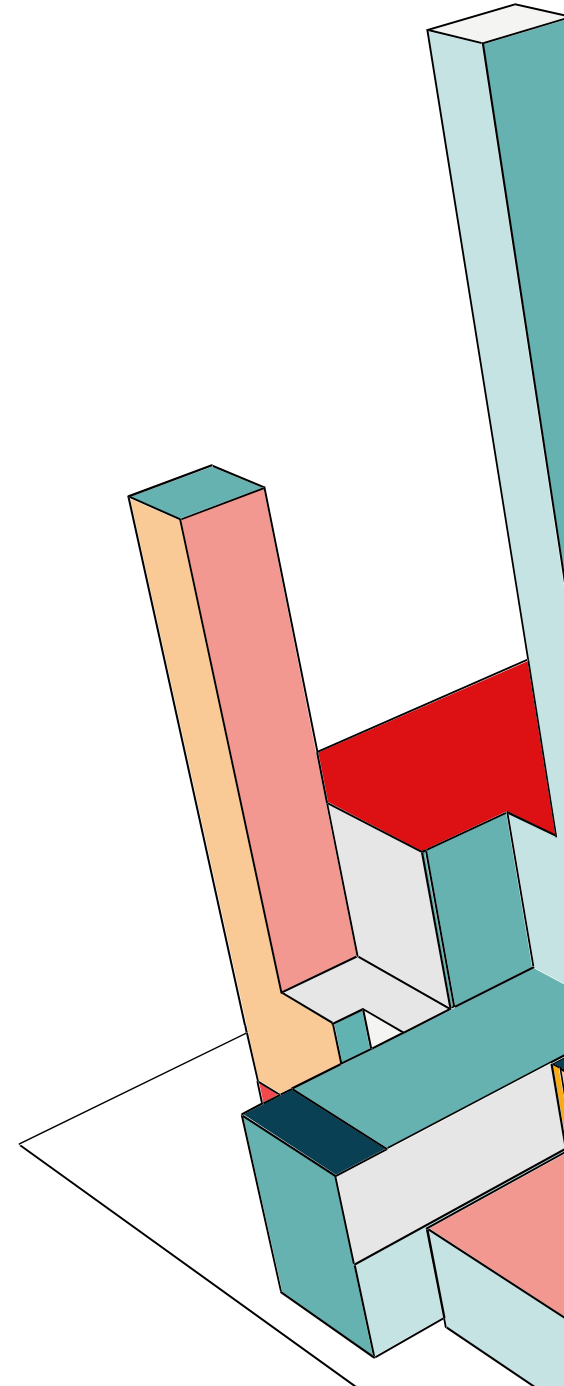
# WHY UPDATE

- Fair, Predictable, and Efficient
  - Clearer expectations for applicants
  - More consistent review standards and decisions
  - Faster approvals for low-risk or routine projects
  - More Staff and Planning Commission capacity
  - Greater economic development value through a more business-friendly process
  - Lower administrative burden for staff, consultants, and applicants
  - Better streamlines inter department review and coordination
  - Improved customer service and transparency



# IMPACT

- There will be a learning curve, particularly for smaller developers or applicants who are less familiar with the site plan review process.
- The upfront submittal requirements may be greater than what has been required in the past.
- However, clearer requirements at the beginning of the process will lead to more complete applications, fewer delays, and a more consistent and predictable review process.
- Ultimately, the goal is to create a process that is fair, predictable, and efficient.

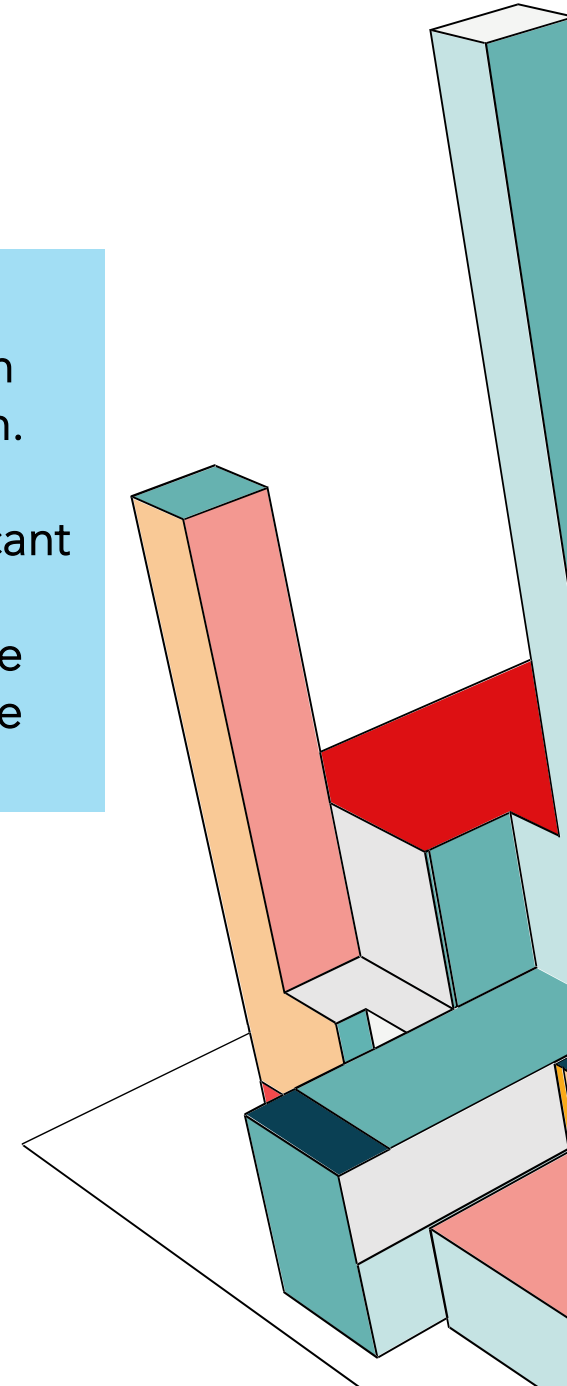


# SITE PLAN REVIEW

- Draft ordinance summary – proposed amendment to Zoning Ordinance Section 34-6.1 and City Code Chapter 27
- What the amendment does:
  - Creates a consistent, ordinance-based site plan review process.
  - Clarifies when review is required and when residential work is exempt.
  - Separates preliminary, final, and administrative review tracks.
  - Adds detailed submittal data, approval periods, and review standards.

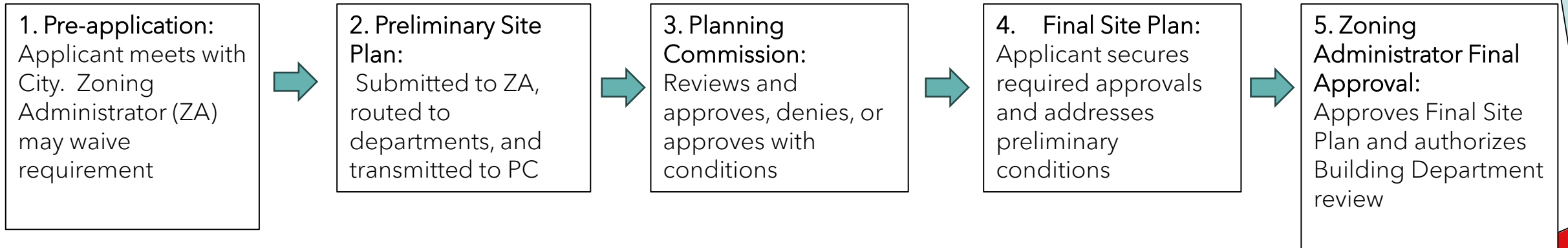
**Core Intent:**  
Better Coordination  
before Construction.

City objectives, applicant expectations, and technical reviews are aligned earlier in the process

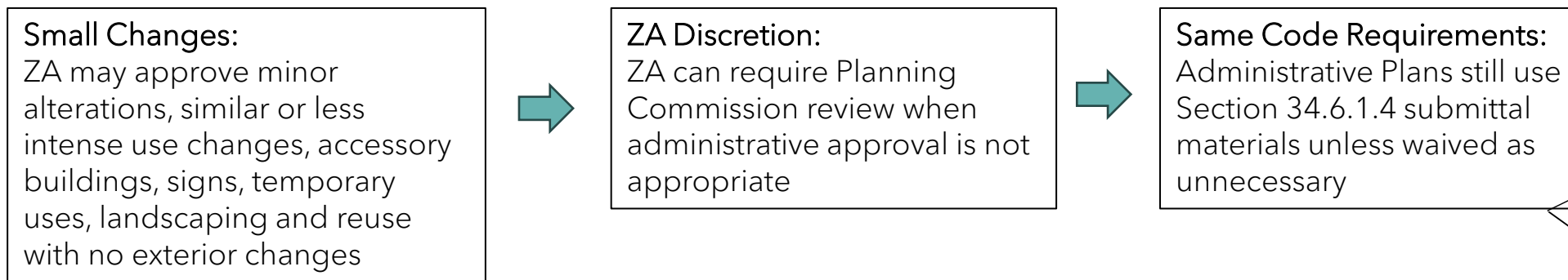


# SITE PLAN REVIEW

## • Full Site Plan Review



## • Administrative Site Plan Review



# KEY TAKEAWAYS

## Submittal Requirements

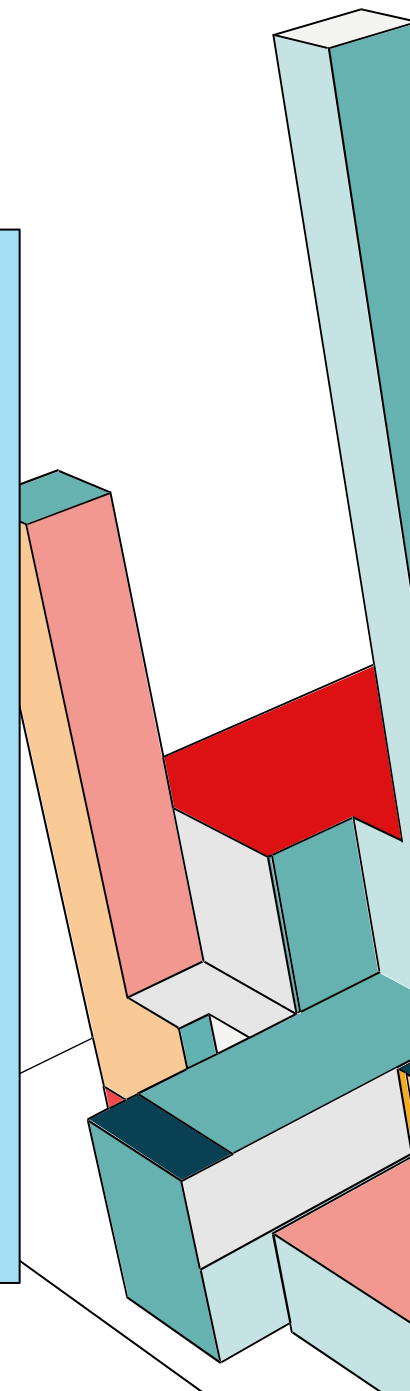
- Comprehensive data table covers submittal requirements
- ZA may waive unnecessary data based on project scope
- Traffic, environmental, noise, and other studies may be required

## Approval Lifecycle

- Preliminary approval is valid for three years
- Final approval is valid for 2 years after ZA approval
- One-year administrative extensions are allowed
- PC may revoke approvals after hearing if approved information is in error

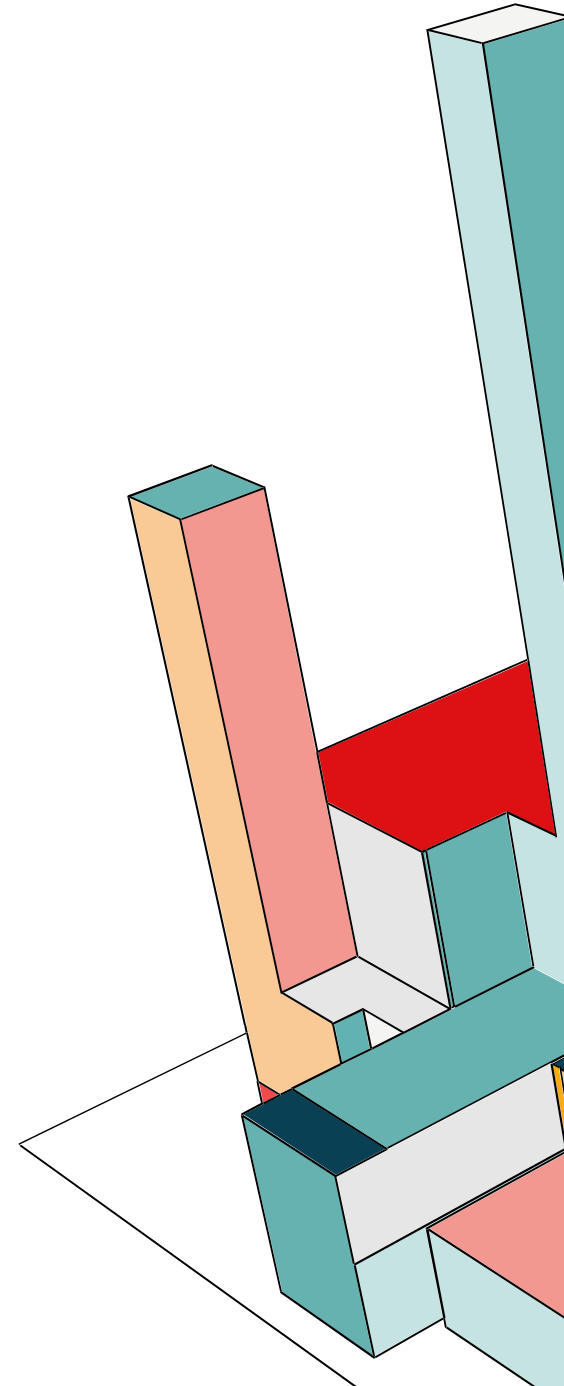
## Established Standards

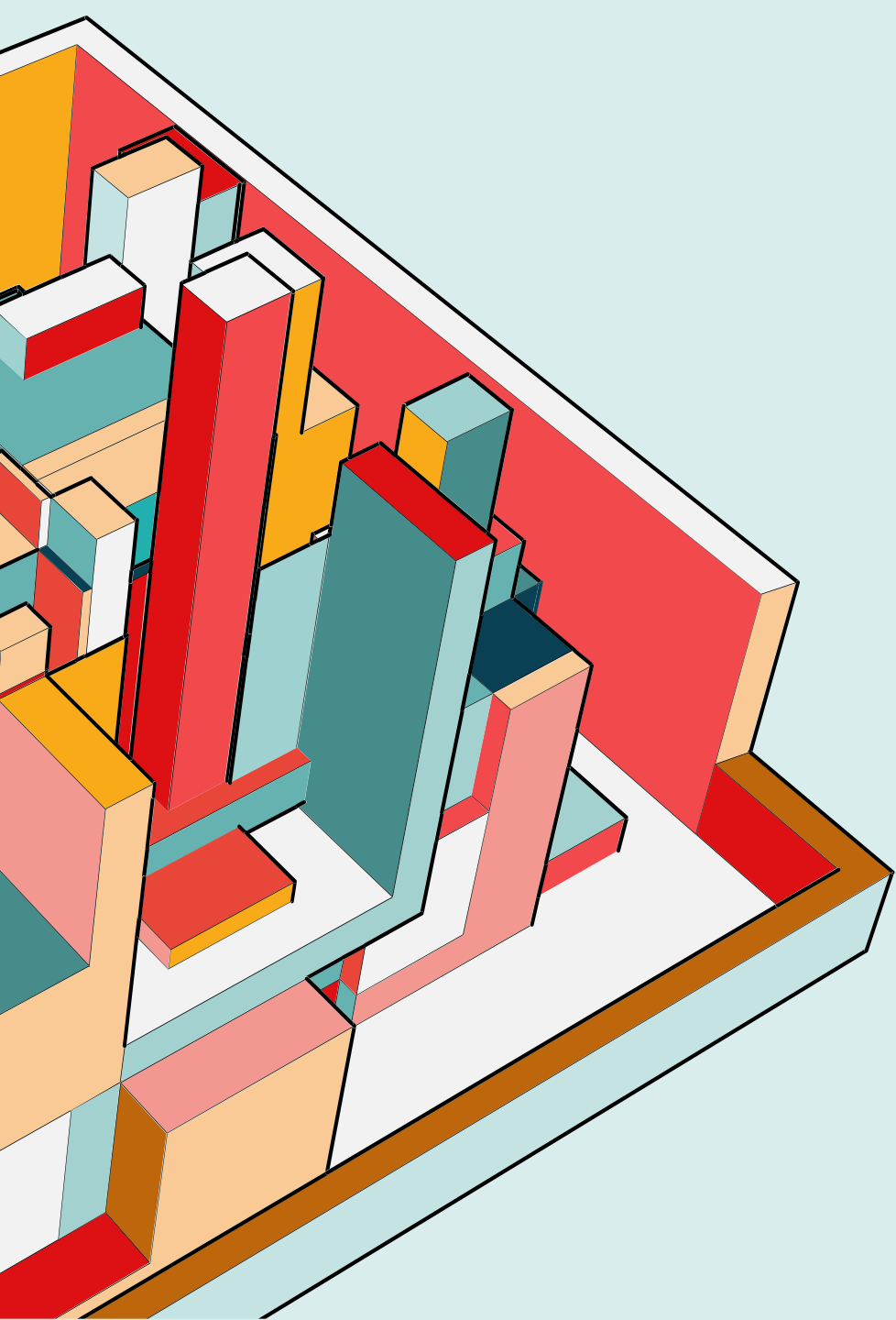
- 11 standards
- Give the Planning Commission and Zoning Administrator a clear basis evaluate whether a site plan is functional, safe, compliant, and compatible.



# APPROVAL TIMEFRAME

- PC review: June 18<sup>th</sup>
- Informal Developer Engagement
- Joint Study Session : July 20<sup>th</sup>
- PC Meeting: August 20<sup>th</sup>
- PC Public Hearing: September 17<sup>th</sup>
- CC Study Session: September/October
- CC Public Hearing: October / November
  
- Effective: 21 days after formal adoption





**QUESTIONS???**