



City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Public Hearing and Regular Planning Commission Meeting
Monday, January 26, 2015

Members of the Planning Commission, and Residents: This shall serve as your official notification of the Public Hearing and Regular Meeting of the Planning Commission to be held Monday, January 26, 2015, 7:00 P.M., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

PUBLIC HEARING AND REGULAR PLANNING COMMISSION MEETING-7:00 P.M.

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following minutes:
 - a. Regular Planning Commission Meeting held Monday, December 15, 2014.
4. Welcome and Recognition of New Members Kristi McAuliffe and Lorin Christensen.
5. **PUBLIC DISCUSSION** – Items not on the Agenda.
6. Consideration of the 2015 Appointment of the following:
 - a. Chair.
 - b. Vice Chair.
 - c. Secretary.
7. **PUBLIC HEARING** – Solicitation of public comments on the City of Pleasant Ridge Community Master Plan.
8. Consideration of the City of Pleasant Ridge Community Master Plan.
9. Consideration of the 2015-2020 Capital Improvement Plan.
10. City Manager's Report.
11. Other Business.
12. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.



*City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069*

**Regular Planning Commission Meeting
Monday, December 15, 2014**

Having been duly publicized, Chairman Bolach called the meeting to order at 7:01 p.m.

Present: Bolach, Decoster, Lenko, McCutcheon, O'Brien, Schlesinger, and Sweeney
Also Present: City Manager Breuckman
Absent: Laidlaw and Stearn

Minutes

Chairman Bolach asked for a motion to approve the minutes of the Regular Planning Commission Meeting held Monday, November 24, 2014, be approved.

PC-2014-1506

Motion by O'Brien, second by Decoster, to approve the minutes of the Regular Planning Commission Meeting held Monday, November 24, 2014, be approved, as presented.

Adopted: Yeas: O'Brien, Decoster, Lenko, McCutcheon, Schlesinger, Sweeney, Bolach.
Nays: None.

Pleasant Ridge Master Plan – Schedule public hearing

Breuckman reported that the comment period for the Master Plan has ended. There were two comments received one from the City of Ferndale, and the other from Oakland County. Both comments found that the plan is not inconsistent with their plans, which is a positive comment. The next step is to schedule a public hearing on the plan document. If the Planning Commission approves the document, it will be sent to the City Commission for review and approval.

PC-2014-1507

Motion by McCutcheon, second by Lenko, that a public hearing be scheduled for Monday, January 26, 2015, at 7:00 p.m., to solicit public comments on the City of Pleasant Ridge Master Plan.

Adopted: Yeas: McCutcheon, Lenko, Decoster, O'Brien, Schlesinger, Sweeney, Bolach
Nays: None.

2015 Planning Commission Meeting Schedule

Bolach explained that the regular Planning Commission meetings are scheduled for the fourth Monday of each month. The meeting scheduled for Memorial Day will be rescheduled due to the holiday, and there may be other meetings which may conflict with holidays. If any other meeting is rescheduled, it will be posted.

All Board Members were in agreement.

City Manager's Report

Breuckman reported that the City Commission has approved the two ordinance recommendations regarding sky plane, side yard setbacks and lot coverage. The City Commission will be considering the ordinances regarding Accessory Dwelling Units in January 2015.

With no further business, Chairman Bolach adjourned the meeting at 7:10 p.m.



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Planning Commission
Date: January 22, 2015
Re: Master Plan

Overview

The Master Plan public hearing is next Monday at City Hall. Beckett & Raeder has posted the final plan at http://theridger.org/wp-content/uploads/2015/01/PR_MasterPlan_2015.pdf . Please review the plan on the website, as it was too large to include in an online packet. The changes to the plan are not substantive, but are more typographical in nature and nothing major has changed since the distribution draft of the plan was reviewed by the Planning Commission.

Your next step in the process is to conduct the public hearing and if the plan meets your expectations and no major objections are raised at the public hearing, you may adopt a resolution of approval for the plan. At that point, the plan will be forwarded to the City Commission for their approval as well.

Once the Planning and City Commissions both approve the plan, it will be adopted.

City of Pleasant Ridge
Oakland County, Michigan
Master Plan Resolution of Adoption
January 26, 2015

WHEREAS, the City of Pleasant Ridge Planning Commission, under the provisions of PA 33 of 2008 of the State of Michigan may adopt a Master Plan; and

WHEREAS, PA 33 of 2008 requires the Planning Commission to review and, if necessary, revise or amend the Plan once at least every five years and the current Pleasant Ridge Master Plan was adopted in 1998; and

WHEREAS, the City of Pleasant Ridge Planning Commission recognized the need to revise and adopt a Master Plan, including establishment and support of visions, goals, actions, implementation, and the Future Land Use Plan as described in this document; and

WHEREAS, in connection with the preparation of the Master Plan, the Planning Commission carefully and comprehensively surveyed and studied present conditions, projections of future growth of the City of Pleasant Ridge, and the relation of the City of Pleasant Ridge to neighboring areas and jurisdictions; and

WHEREAS, the Master Plan has been prepared for the purpose of guiding and accomplishing coordinated, adjusted and harmonious development of the City of Pleasant Ridge and its environs; and

WHEREAS, the plan was distributed for review by surrounding communities and other public agencies as required by the Michigan Planning Enabling Act.

WHEREAS, the Pleasant Ridge Planning Commission has provided multiple opportunities for public participation in the planning process and a public hearing conforming to the requirements of the Michigan Planning Enabling Act; and

NOW, THEREFORE, BE IT RESOLVED by the City Pleasant Ridge, Michigan, that the Planning Commission adopts the Master Plan, pursuant to MCL 125.3843 of PA 33 of 2008.

BE IT FURTHER RESOLVED that the adopted Plan shall be transmitted to the Pleasant Ridge City Commission.

This Resolution being put to vote on roll call, the Planning Commission voted as follows:

AYES:

NAYS:

ABSENT:



City of Pleasant Ridge

James Breuckman, City Manager

From: Jim Breuckman, City Manager
To: Planning Commission
Date: January 22, 2015
Re: 2015 Capital Improvements Plan

Overview

Attached to this memo is the proposed 2015 City of Pleasant Ridge Capital Improvements Plan. The Plan incorporates recommended capital projects for the City to complete over the coming 6 years, in compliance with the requirements of State Law. By law, the Planning Commission is the approving body for this plan. Once you have approved it, the City Commission will use this plan in the budget process as they determine which projects the City can and should fund.

This is a living document, and it is entirely common for projects to be pushed back or moved forward by the City Commission as needs change and as financial resources become more or less available. However, a well-crafted CIP is a valuable tool to help the City plan for future capital projects and to prioritize spending over successive budget years.

Should you find the proposed CIP acceptable, you may approve it as is or with specific changes by resolution next Monday. Alternately, if there are substantive changes you would like to see, you may postpone approval until the February meeting to give staff time to make your suggested revisions.

I look forward to reviewing the proposed 2015 CIP with you at our meeting next Monday.



City of Pleasant Ridge

2015-2020 Capital Improvement Plan

Draft: January 22, 2015

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A. Purpose and Overview

1. Purpose of a Capital Improvement Plan

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve and protect the City's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment in order to ensure the efficient delivery of services to the community. The CIP is also used to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the City Council and residents of Pleasant Ridge.

2. CIP Process

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act, PA 33 of 2008. By statute, the Planning Commission is the body charged with completing the CIP. The CIP is required to show those public structures and improvements in the general order of their priority that will be needed or desirable within the ensuing 6-year period. This CIP includes the 6 fiscal years beginning with FY 2015-16 and ending with FY 2020-21.

The CIP is dynamic and is updated annually. Each year a call for new projects is made, and all projects included in the CIP are reviewed. Adjustments may be made to existing projects based on changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget.

3. CIP and the Budget Process

The CIP provides a vital link between the City's adopted plans and the budget. By identifying a list of capital projects, the CIP assists in creating short range annual budgets and long-range budget planning. The CIP process precedes the budget process and is used to develop the capital portion of the annual budget. Approval of the CIP by the Planning Commission does not mean that final approval is granted to all projects in the CIP. Rather, Planning Commission approval of the CIP is an acknowledgement that the CIP is a reasonable expectation for the future needs and funding availability of the City, and a prioritization of projects that should be completed.

The projects that are completed will also depend on funding availability. For example, a road project may have a lower priority ranking than a park project, but the road project may be funded first because there may be a dedicated funding source for the road project, such as the City's infrastructure millage. A project's funding depends on many factors – not only its merit, but also its location, cost, funding source, and logistics.

4. Submitting and Reviewing of Projects

The CIP process begins with a call for new projects. These projects may be submitted by elected and appointed City officials, City Staff, or residents. Once the projects are submitted, they are reviewed and ranked by City Staff before being presented to the Planning Commission for final review and approval.

5. CIP Policy

A capital improvement project is defined as a major, nonrecurring expenditure that includes one or more of the following:

- a. Any new construction of, addition to, or extension of a facility such as a public building, water/sanitary sewer mains, major/local roadways, or recreational facilities, provided that the cost is \$10,000 or more and that the improvement will have a useful life of three years or more.
- b. Any non-recurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
- c. Any purchase or replacement of major equipment to support City programs, provided that the cost is \$10,000 or more and will be coded to a capital asset account.
- d. Any planning, feasibility, engineering, or design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
- e. Any planning, feasibility, engineering, or design study costing \$25,000 or more that is not part of an individual capital improvement project or a program that is implemented through individual capital improvement projects.
- f. Any acquisition of land for a public purpose that is not part of an individual capital improvement project or program that is implemented through individual capital improvement projects provided that the cost is \$25,000 or more.
- g. All dollar values in the CIP, both revenues and expenditures, are in current year values.

B. Facilities

1. Community Center Roof Repair/Replacement

Year: 2015-16	Estimated City Share: 100%
Estimated Project Cost: \$50,000	Estimated City Cost: \$5,000
Project Description: Repair and/or reconstruct the community center roof, including accommodation for future rooftop solar array.	
Funding Source: Community center operating millage, general fund	

2. City Commission Chambers Technology Upgrade

Year: 2015-16	Estimated City Share: 100%
Estimated Project Cost: \$12,000	Estimated City Cost: \$12,000
Project Description: Retrofit Commission Chambers with technology upgrades to facilitate recording and broadcast of meetings, cable TV equipment upgrades, and built-in video display technology to allow for increased use of digital media during meetings.	
Funding Source: General fund, PEG fees	

3. Community Center Energy Optimization

Year: 2016-17	Estimated City Share: 100%
Estimated Project Cost: \$50,000	Estimated City Cost: \$50,000
Project Description: Complete building improvements to reduce energy usage at the Community Center, potentially including solar energy generation.	
Funding Source: Community center operating millage, general fund	

C. Infrastructure Projects

1. Oxford Reconstruction

Year: 2015-16	Estimated City Share: 100%
Estimated Project Cost: \$725,000	Estimated City Cost: \$725,000
Project Description: Reconstruct Oxford. Estimated cost does not include design engineering, which has already been completed.	
Funding Source: Infrastructure millage, general fund	

2. Alley Reconstruction – Amherst to Sylvan

Year: 2015-16	Estimated City Share: 100%
Estimated Project Cost: \$83,500	Estimated City Cost: \$83,500
Project Description: Reconstruct alleys on east side of Woodward between Amherst and Sylvan. Estimated cost includes design engineering.	
Funding Source: DDA, infrastructure millage, general fund	

3. Streetlight LED Conversion

Year: 2015-16	Estimated City Share: 100%
Estimated Project Cost: \$50,000	Estimated City Cost: \$50,000
Project Description: Convert the City's existing streetlights to LED fixtures.	
Funding Source: General fund	

4. Sidewalk Repair/Replacement

Year: 2015-2021	Estimated City Share: 100%
Estimated Project Cost: \$90,000	Estimated City Cost: \$90,000
Project Description: Repair and replace public sidewalks. The program is expected to be funded at \$15,000 per year and is on-going.	
Funding Source: General fund	

5. Street Tree Planting

Year: 2015-2021	Estimated City Share: 100%
Estimated Project Cost: \$60,000	Estimated City Cost: \$60,000

Project Description:
 Conduct street tree planting. The program is expected to be funded at \$10,000 per year and is on-going.

Funding Source: General fund

6. Norwich Reconstruction

Year: 2017-18	Estimated City Share: 100%
Estimated Project Cost: \$575,000	Estimated City Cost: \$575,000

Project Description:
 Reconstruct Norwich. Estimated cost includes design engineering.

Funding Source: Infrastructure millage, general fund

7. Woodward Streetlighting Upgrades

Year: 2017-18	Estimated City Share: 75%
Estimated Project Cost: \$60,000	Estimated City Cost: \$45,000

Project Description:
 Upgrade street lighting along Woodward and Main Street at intersections to improve pedestrian visibility.

Funding Source: General fund, transportation grant funding

8. Woodward Streetscape Improvements

Year: 2017-18	Estimated City Share: 100%
Estimated Project Cost: \$140,000	Estimated City Cost: \$140,000

Project Description:
 Refresh the Woodward streetscape to maintain and improve the decorative pavers and sidewalks, incorporate landscaping and plantings, add stormwater infiltration, and improve existing transit stops with shelters and other elements to improve the Woodward streetscape.

Funding Source: DDA, transportation grant funding

9. Hanover Reconstruction

Year: 2018-19	Estimated City Share: 100%
Estimated Project Cost: \$595,000	Estimated City Cost: \$595,000
Project Description: Reconstruct Hanover. Estimated cost includes design engineering.	
Funding Source: Infrastructure millage, general fund	

10. Woodward Parking Bay Reconstruction

Year: 2019-20	Estimated City Share: 100%
Estimated Project Cost: \$100,000	Estimated City Cost: \$100,000
Project Description: Repair and reconstruct on-street parking bays along east side of Woodward.	
Funding Source: General fund, DDA	

11. Ridge Reconstruction

Year: 2020-21	Estimated City Share: 100%
Estimated Project Cost: \$1,000,000	Estimated City Cost: \$1,000,000
Project Description: Repair and resurface Ridge Road with asphalt. Estimated cost includes design engineering.	
Funding Source: Infrastructure millage, general fund	

D. Parks and Recreation

1. Gainsboro Park Design and Construction Plans

Year: 2015-16	Estimated City Share: 100%
Estimated Project Cost: \$80,000	Estimated City Cost: \$80,000

Project Description:

Develop detailed design and construction plans for Gainsboro Park improvements, prepare bid specifications and documents, and provide construction administration and oversight.

Funding Source: Parks improvement millage

2. Gainsboro Park Fence Refurbish

Year: 2015-16	Estimated City Share: 66%
Estimated Project Cost: \$30,000	Estimated City Cost: \$20,000

Project Description:

Repair and replace (as necessary) the fence along the east side of Gainsboro Park, DPW Yard, and Flynn Field.

Funding Source: Parks improvement millage, MMRMA grant funding

3. Gainsboro Park Improvements

Year: 2016-17	Estimated City Share: 80%
Estimated Project Cost: \$650,000	Estimated City Cost: \$520,000

Project Description:

Construct Gainsboro Park improvements.

Funding Source: Parks improvement millage, grant funding

4. Pool Marcite Repairs

Year: 2016-17	Estimated City Share: 100%
Estimated Project Cost: \$20,000	Estimated City Cost: \$20,000

Project Description:

Repair marcite lining at Community Pool.

Funding Source: Community center operating millage, general fund

5. Woodward Park Pedestrian Lighting Improvements

Year: 2017-18	Estimated City Share: 100%
Estimated Project Cost: \$75,000	Estimated City Cost: \$75,000

Project Description:
Install pedestrian lighting along all walking paths in parks on west side of Woodward.

Funding Source: General fund, DDA

6. Community Center Park Improvements

Year: 2018-19	Estimated City Share: 100%
Estimated Project Cost: \$125,000	Estimated City Cost: \$100,000

Project Description:
Construct improvements to the park behind the Community Center, including associated building improvements.

Funding Source: Parks improvement millage

E. Police

1. New Police Cruiser

Year: 2015-16

Estimated City Share: 100%

Estimated Project Cost: \$32,000

Estimated City Cost: \$32,000

Project Description:

Replace police cruiser #32.

Funding Source: General fund

2. New Police Cruiser

Year: 2016-17

Estimated City Share: 100%

Estimated Project Cost: \$35,000

Estimated City Cost: \$35,000

Project Description:

Replace police cruiser #34.

Funding Source: General fund

3. New Police SUV

Year: 2017-18

Estimated City Share: 100%

Estimated Project Cost: \$37,500

Estimated City Cost: \$37,500

Project Description:

Replace police SUV #33.

Funding Source: General fund

F. Professional Services

1. City Web Site Update

Year: 2016-17

Estimated City Share: 100%

Estimated Project Cost: \$20,000

Estimated City Cost: \$20,000

Project Description:

Replace City website with modern, up-to date version.

Funding Source: General fund

G. Water and Sewer

1. Sewer Inspection and Cleaning

Year: 2015-2021

Estimated City Share: 100%

Estimated Project Cost: \$120,000

Estimated City Cost: \$120,000

Project Description:

Inspect and clean combined sewer system. The program is expected to be funded at \$20,000 per year and is on-going.

Funding Source: Water and sewer enterprise fund

2. Cambridge & Oxford Sewer Lining

Year: 2016-17

Estimated City Share: 100%

Estimated Project Cost: \$200,000

Estimated City Cost: \$200,000

Project Description:

Line the Cambridge and Oxford combined sewers.

Funding Source: Infrastructure millage, water and sewer enterprise fund

3. Hanover and Norwich Sewer Lining

Year: 2019-20

Estimated City Share: 100%

Estimated Project Cost: \$200,000

Estimated City Cost: \$200,000

Project Description:

Line the Hanover and Norwich combined sewers.

Funding Source: Infrastructure millage, water and sewer enterprise fund

H. Summary Tables

Project Summary Table

		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Facilities							
F.1	Community Center Roof Repairs	\$50,000					
F.2	Commission Room Technology Upgrade	\$12,000					
F.3	Community Center Energy Optimization		\$50,000				
Infrastructure							
I.1	Oxford Reconstruction	\$725,000					
I.2	Amherst-Sylvan Alley Reconstruction	\$83,500					
I.3	Streetlight LED Conversion	\$50,000					
I.4	Sidewalk Repair/Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
I.5	Street Tree Planting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
I.6	Norwich Reconstruction			\$575,000			
I.7	Woodward Streetlighting Upgrades			\$45,000			
I.8	Woodward Streetscape Improvements			\$140,000			
I.9	Hanover Reconstruction				\$595,000		
I.10	Woodward Parking Bay Reconstruction					\$100,000	
I.11	Ridge Reconstruction						\$1,000,000
Parks and Recreation							
PR.1	Gainsboro Park Design and Const. Plans	\$40,000	\$40,000				
PR.2	Gainsboro Park Fence Replacement	\$30,000					
PR.3	Gainsboro Park Improvements		\$650,000				
PR.4	Pool Marcite Repairs		\$20,000				
PR.5	Woodward Park Pedestrian Lighting			\$75,000			
PR.6	Community Center Park Improvements				\$125,000		
Police							
P.1	New Police Cruiser	\$32,000					
P.2	New Police Cruiser		\$35,000				
P.3	New Police SUV			\$37,500			
Professional Services							
PS.1	City Web Site Update		\$20,000				
Water and Sewer							
W.1	Sewer Cleaning	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
W.2	Cambridge & Oxford Sewer Lining		\$200,000				
W.3	Hanover and Norwich Sewer Lining					\$200,000	
Total:		\$1,005,500	\$1,010,000	\$917,500	\$765,000	\$345,000	\$1,045,000
		0	0	0	0	0	0

H. Summary Tables

1. Infrastructure Millage Revenues and Expenditures Estimate

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Street Infrastructure Projects						
Oxford Reconstruction	\$725,000					
Norwich Reconstruction			\$575,000			
Hanover Reconstruction				\$595,000		
Ridge Reconstruction						\$1,000,000
Millage Revenue						
Infrastructure Millage Revenue:	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Infrastructure Projects Fund Balance						
	(\$325,000)	\$75,000	(\$100,000)	(\$295,000)	\$105,000	(\$495,000)