



DEXTER TOWNSHIP

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DATE: January 12, 2018
TO: Dexter Township Planning Commission
FROM: Zach Michels, Director of Planning & Zoning
RE: 2018/2019 Work Plan

2018/2019 WORK PLAN WORKSHEET

It's good to have goals! This work plan is intended to act as the Planning Commission's recommendations to the Township Board and to identify the goals for the Planning Commission and the Planning and Zoning Department for the upcoming years. It builds on earlier Work Plans adopted by the Planning Commission. Some items are not intended to be ranked but rather to serve as a record of desired actions or areas identified as needing attention.

The majority of the Planning Commission's and staff's energy this past year has been focused on preparing and revising the draft zoning ordinance. Because of this, little time has been available to address other areas identified in the 2017/2018 Work Plan. Staff, however, has been able to address some of the administrative/process items and conduct research into some other items.

In previous years, staff prepared a survey, which was distributed to and completed individually by Planning Commissioners. Staff then compiled these answers and prepared a draft Work Plan for the Planning Commission to adopt. While that process was relatively efficient, with respect to the amount of meeting time spent, it did not provide for a robust, exhaustive discussion or exploration by the Planning Commission as a body, nor did it allow for any public comment.

This year, staff has only received four surveys from Planning Commissioners. This has proven to be an inadequate number for use in preparation of a draft Work Plan for the Planning Commission. Staff has compiled the answers and comments received and incorporated them into this worksheet. For priorities, the number of Planning Commissioners who selected that response is indicated in parentheses. Not all of the respondents provided selections for every item. The overall category rankings show the priorities based on the four surveys received. The Planning Commission will need to review the items collectively to decide on the ranking of its priorities for the upcoming years.

The worksheet is currently based on the 2017/2018 Work Plan and staff observations since its adoption. The ranking of the categories and the items within those categories in this worksheet remain unchanged from the rankings in the 2017/2018 Work Plan. The rankings will be changed following the Planning Commission's action.

The Planning Commission is still able to add or delete items, as it sees necessary.

If Planning Commissioners have questions about specific items, they are encouraged to contact staff to provide additional information to aid in deliberations.



ZONING ORDINANCE

This has been the highest-priority item in the Work Plan for the last five years. The Planning Commission finished work on the draft zoning ordinance in 2017, forwarding the draft text and draft map to the Township Board with a favorable recommendation. The Township Board has been reviewing and amending the draft document starting in October 2017. Once the document has been fully reviewed by the Township Board, they may decide to remand it to the Planning Commission for review and comment or may decide to adopt it without remanding the document back to the Planning Commission for review and comment.

As part of its review of the draft zoning ordinance, the Planning Commission has already identified several areas of the document for additional attention in the future.

If the draft zoning ordinance is adopted in 2018, the Planning Commission should establish the practice of working on an annual review to address concerns that have been identified during that year, to address changing conditions, and to ensure it remains consistent with state and federal law and case law.

Description	Priority Level	Year
1) Review and revise draft zoning ordinance, text and map, at direction of Township Board.	High (3)	2018 (3)
	Medium (0)	2019 (1)
	Low (1)	
2) Prepare amendments to new Zoning Ordinance, as identified below: a) <i>Accessory buildings on corner lots;</i> b) <i>Increased setbacks for larger accessory buildings;</i> c) <i>How dormers are accounted for in building height;</i> d) <i>Outdoor storage/parking of recreational vehicles;</i> e) <i>Corner lots;</i> f) <i>Keeping of animals; and</i> g) <i>Others:</i>	High (4)	2018 (4)
	Medium (0)	2019 (0)
	Low (0)	
	High (1)	2018 (1)
	Medium (2)	2019 (2)
3) Conduct annual review of (<i>new</i>) Zoning Ordinance.	Low (1)	Annually (1)
	High (0)	
4) Other:	Medium (0)	2018 (0)
	Low (0)	2019 (0)

Comments:

1. "All actions regarding the Zoning Ordinance are dependent on current ordinance review, approval, and adoption."



MASTER PLAN REVIEW

The Master Plan is intended to guide Township decisions concerning land-use decision and other actions. The current Master Plan was adopted in 2011. State law requires review of master plans at least once every five years. In early 2016, the Planning Commission reviewed the Master Plan and determined that the Master Plan would need revision.

This was the second-highest ranked item in the 2017/2018 Work Plan. The Planning Commission had hoped that the items below would have been fully completed in 2017. However, no action has taken place because work on the draft zoning ordinance took the majority of staff's and the Planning Commission's attention.

Description	Priority Level	Year	
1) Prepare and promulgate request for proposals to solicit consultants to assist with Master Plan review.	High (1)	2018 (3)	
	Medium (2)	2019 (0)	
	Low (1)		
2) Include money in Township Budget for consultants to assist with Master Plan review.	High (1)	2018 (3)	
	Medium (2)	2019 (0)	
	Low (0)		
3) Prepare a community survey to support Master Plan review.	High (4)	2018 (3)	
	Medium (0)	2019 (1)	
	Low (0)		
4) Conduct training for Township officials and citizens who will participate in Master Plan review.	High (3)	2018 (3)	
	Medium (1)	2019 (0)	
	Low (0)		
5) Conduct traffic analysis study	High (2)	2018 (2)	
	Medium (1)	2019 (1)	
	Low (0)		
6) Review the Master Plan and identify areas needing attention, in addition to those noted below: a) Update Census data, as necessary; b) Update build-out analysis using most recent Census data and recent developments; c) Replace SEMCOG's 2035 projections with its new 2045 projections; d) Consider incorporating the Washtenaw County Complete Streets Plan by reference; e) Consider incorporating the CAPT/DART Access Plan by reference; f) Update traffic count data, as appropriate; g) Include pavement surface evaluations and ratings (PASER) data on public, paved roads; h) Update floodplain data with new FEMA data; i) Review Future Land Use Map and adjust, as necessary; and j) Others:	High (3)	2018 (4)	
	Medium (1)	2019 (0)	
	Low (0)		
	High (0)	2018 (0)	
	Medium (0)	2019 (0)	
	Low (0)		
	7) Other:	High (0)	2018 (0)
		Medium (0)	2019 (0)
		Low (0)	

Comments:

1. "Items 1 & 2, do we really need consultants? Item 3 to be sent with tax notifications. Item 6 is primarily a staff clerical function?"
2. "Draft zoning ordinance is essentially complete, therefore, is a consultant absolutely necessary." (1)
3. "Use current Master Plan as guideline to add and delete as necessary."
4. "Cost of traffic analysis study?" (5)
5. "Do we anticipate a significant change?"
6. Master Plan is purview of Planning Commission, no participation/training for citizens is necessary. (4)



TOWNSHIP ORDINANCES

There are several Township Ordinances related to planning, zoning, and land use that should receive attention following adoption of the new zoning ordinance. Review would focus on eliminating any conflicts within and between ordinances and ensuring that the ordinances are consistent with case law and state statutes and are as easy to understand and use as possible.

Several of the items below were identified as priorities for 2017. Staff has conducted research concerning anti-blight, short-term rental, and street ordinances. However, no action has taken place because the draft zoning ordinance has not been adopted yet.

Because these are police power ordinances, the Township Board may or may not request the Planning Commission be involved in their development or review. Because these ordinances are related to planning and zoning, it would be appropriate for the Planning Commission to provide some guidance and recommendation to the Township Board for what might need attention.

Description	Priority Level	Year
1) Review and revise Private Roads Ordinance for consistency with new zoning ordinance.	High (1)	2018 (3)
	Medium (2)	2019 (0)
	Low (1)	
2) Review and revise the Anti-Noise Ordinance.	High (0)	2018 (2)
	Medium (1)	2019 (1)
	Low (2)	
3) Review and revise the Anti-Blight Ordinance.	High (1)	2018 (2)
	Medium (1)	2019 (1)
	Low (2)	
4) Review and revise the Land Division Ordinance.	High (1)	2018 (3)
	Medium (2)	2019 (0)
	Low (1)	
5) Develop short-term rental ordinance	High (1)	2018 (2)
	Medium (0)	2019 (1)
	Low (3)	
6) Review and revise the Dangerous Building Ordinance.	High (1)	2018 (3)
	Medium (2)	2019 (0)
	Low (1)	
7) Develop a burn ordinance	High (1)	2018 (0)
	Medium (1)	2019 (2)
	Low (2)	
8) Other:	High (0)	2018 (0)
	Medium (0)	2019 (0)
	Low (0)	

Comments:

1. "All items pending adoption of current draft zoning ordinance."
2. "All ordinances must follow master plan, therefore, first update master plan."
3. "Don't become more restrictive than state Land Division Act." (4)
4. "Educate public on DAFD permit requirements." (7)



CODE ENFORCEMENT

Without effective code enforcement, Township Ordinances exist only on paper and cannot appropriately achieve their goals.

Staff has made significant progress processing code enforcement these past two years. In 2017, staff processed and closed more complaints/violations than any other year on record. However, there are still 28 open violations that are more than a year old. Remediating these violations can take a tremendous amount of time.

For FY 2017/2018, the adopted budget included 24 hours a week for the ordinance enforcement officer, who focuses on code enforcement, and up to 520 hours for an intern, who has assisted on inspections.

Description	Priority Level	Year
1) Continue staff training on code enforcement process and expectations.	High (1)	2018 (4)
	Medium (3)	2019 (0)
	Low (0)	
2) Revise notice of violation letters.	High (1)	2018 (3)
	Medium (2)	2019 (1)
	Low (1)	
3) Investigate all complaints within one week.	High (1)	2018 (4)
	Medium (2)	2019 (0)
	Low (1)	
4) Resolve all complaints within 45 days.	High (1)	2018 (4)
	Medium (2)	2019 (0)
	Low (1)	
5) Review all older, unresolved violations and take appropriate actions.	High (1)	2018 (3)
	Medium (1)	2019 (0)
	Low (2)	
6) Share code enforcement information on the Township's website.	High (0)	2018 (3)
	Medium (1)	2019 (0)
	Low (3)	
7) Be more proactive, as time allows, in identifying violations.	High (1)	2018 (3)
	Medium (2)	2019 (1)
	Low (1)	
8) Other:	High (0)	2018 (0)
	Medium (0)	2019 (0)
	Low (0)	

Comments:

1. "Items 3, 4, and 7 are goals and as such are difficult to prioritize with a time deadline."
2. "Not sure what kind of information..." to share on the Township's website.
3. "Good goal (4) if can accomplish it."
4. "Statute of limitations (5), how old?"
5. "Don't disclose names (6)."



CAPITAL IMPROVEMENT PLAN

Dexter Township is required to have a capital improvement plan. This plan will help with long-term budgeting and ensure that the infrastructure and facilities that the Township maintains or assists with maintenance remain in good condition.

Description	Priority Level	Year
1) Appoint members to a capital improvement committee.	High (3)	
	Medium (0)	2018 (4)
	Low (1)	2019 (0)
2) Prepare and adopt a simple capital improvement plan.	High (2)	
	Medium (1)	2018 (4)
	Low (0)	2019 (0)
3) Revise (<i>future</i>) existing capital improvement plan and add more details.	High (3)	2018 (2)
	Medium (0)	2019 (0)
	Low (1)	Annually (2)
4) Other:	High (0)	2018 (0)
	Medium (0)	2019 (0)
	Low (0)	

Comments:

1. "This would seem to follow new master plan."



TRANSPORTATION IMPROVEMENT COMMITTEE

Dexter Township is not responsible for maintenance of public or private roads within the Township, but it does provide resources to the Washtenaw County Road Commission and to some private roads for improvements or maintenance. A Transportation Improvement Committee would be able to gather data and make recommendations for responsible investments in the transportation system within the Township.

Several of these items were priorities for 2017, but no action has been taken.

Description	Priority Level	Year
1) Develop a charge/mission for a transportation improvement committee.	High (2)	2018 (3)
	Medium (0)	2019 (0)
	Low (0)	
2) Conduct a transportation analysis study.	High (1)	2018 (2)
	Medium (2)	2019 (1)
	Low (0)	
3) Advertise for and appoint members to transportation improvement committee.	High (0)	2018 (3)
	Medium (3)	2019 (0)
	Low (0)	
4) Prepare recommendations for transportation improvements for inclusion in the capital improvement plan.	High (0)	2018 (1)
	Medium (3)	2019 (2)
	Low (0)	
5) Develop a policy for assisting with private road repairs/maintenance.	High (0)	2018 (3)
	Medium (4)	2019 (1)
	Low (0)	
6) Provide assistance for private road maintenance planning.	High (0)	2018 (2)
	Medium (4)	2019 (2)
	Low (0)	
7) Other:	High (0)	2018 (0)
	Medium (0)	2019 (0)
	Low (0)	

Comments:

1. "Items 1-4 could be off-shoot of new master plan."



FEE SCHEDULE & FORMS

Application forms and the fee schedule are the gateway to a new project. They should help the applicant and the Township and accurately reflect the Township's cost to process an application. With the upcoming adoption of the new zoning ordinance, many of the forms will need to be revised for consistency with each other and the new zoning ordinance. Additionally, there are many forms, as noted below, that do not currently exist.

Because a new zoning ordinance has not been adopted yet, no action has taken place to develop new forms, but staff has been collecting examples of best practices from across the state.

Description	Priority Level	Year
1) Develop Administrative Adjustment form.	High (1)	2018 (2)
	Medium (1)	2019 (0)
	Low (0)	
2) Review the Planning Commission/Zoning Board of Appeals/Planning and Zoning Department fee schedule and revise, if necessary.	High (0)	2018 (1)
	Medium (1)	2019 (1)
	Low (1)	
3) Revise Zoning Permit application form.	High (0)	2018 (1)
	Medium (1)	2019 (1)
	Low (1)	
4) Develop Boundary Line Adjustment application form.	High (1)	2018 (1)
	Medium (0)	2019 (1)
	Low (0)	
5) Revise Open Space Community application form.	High (0)	2018 (1)
	Medium (2)	2019 (1)
	Low (0)	
6) Revise Land Division application form.	High (0)	2018 (0)
	Medium (1)	2019 (2)
	Low (1)	
7) Revise Site Plan application form.	High (1)	2018 (0)
	Medium (0)	2019 (2)
	Low (1)	
8) Revise Special Land Use application form.	High (1)	2018 (0)
	Medium (0)	2019 (2)
	Low (1)	
9) Develop Commercial Planned Unit Development application form.	High (1)	2018 (1)
	Medium (1)	2019 (1)
	Low (0)	
10) Other:	High (0)	2018 (0)
	Medium (0)	2019 (0)
	Low (0)	

Comments:

1. "I don't have enough experience to offer even a guess. Sorry."
2. "Follow state Land Division Act. Don't become more restrictive to negate the Land Division Act intent of the law." (4,6)
3. "Because this activity is a staff function, I am going to suggest leaving it to the Director of Planning and Zoning to best budget time to accomplish these form revisions."



CONTINUING EDUCATION

Because of the complexity and ever-changing nature of planning and zoning law and best practices, it is essential for members of appointed and elected bodies and staff to receive continuing education. Having knowledgeable public officials is essential to ensure that decisions are being made in a manner consistent with the law.

Township staff organized a joint training session in March 2017 with surrounding communities. No members of the Township's appointed or elected bodies participated in the MSU Extension Citizen Planner course this past year or attended off-site training related to planning and zoning.

Description	Priority Level	Year
1) Continue to provide MSU Extension Citizen Planner courses for new members of the Planning Commission and Zoning Board of Appeals.	High (3)	2018 (1)
	Medium (0)	2019 (0)
	Low (0)	Annually (3)
2) Provide on-site training for Planning Commission, Zoning Board of Appeals, and Board of Trustees.	High (3)	2018 (2)
	Medium (1)	2019 (0)
	Low (0)	Annually (2)
3) Provide funding to allow for Planning Commission, Zoning Board of Appeals, and Township Board members to attend off-site training with the Michigan Association of Planning, Michigan Township Association, or similar.	High (1)	2018 (1)
	Medium (1)	2019 (0)
	Low (2)	Annually (2)
4) Arrange to have speakers come to Planning Commission meetings from the Water Resources Commissioner's Office, Dexter Area Fire Department, Chelsea Area Construction Agency, etc, as time allows.	High (1)	2018 (1)
	Medium (2)	2019 (0)
	Low (1)	Annually (2)
5) Onsite training for Robert's Rules of Order	High (0)	2018 (1)
	Medium (1)	2019 (0)
	Low (0)	
6) Other:	High (0)	2018 (0)
	Medium (0)	2019 (0)
	Low (0)	

Comments:

1. "MSUE Citizen Planner course completion should be required for all members of the Planning Commission, Zoning Board of Appeals, and Board of Trustees." (1)
2. "I have found on-site training somewhat valuable, depending on the subject and skill of the person doing the presentation." (2)
3. "I've checked online offerings, but it is difficult to commit to the time required." (1)
4. Speakers "with specific questions or issues." (4)



COMMUNITY OUTREACH

Despite the fact that Dexter Township has had zoning for over 40 years, planning and zoning remains a mystery for a majority of the Township's citizens and property owners. Increased outreach will help reduce confusion and (*hopefully*) reduce the number of violations while engaging citizens in a productive manner.

Having information available will reduce staff time repeating the same information and ensure that everybody gets all of the same information.

Some information concerning ordinance complaints/violations have been included in department reports to the Township Board and on the Township's website.

Description	Priority Level	Year
1) Develop educational pamphlets for the following: <i>a) Zoning permits,</i> <i>b) Stormwater management,</i> <i>c) Signs,</i> <i>d) Site plans,</i> <i>e) Special land uses,</i> <i>f) Administrative adjustments,</i> <i>g) Land divisions and boundary line adjustments,</i> <i>h) Shared driveways, and</i> <i>i) Other:</i>	High (2) Medium (1) Low (1)	2018 (3) 2019 (0)
2) Review and revise materials available on the Township's website and reorganize the website, if necessary.	High (2) Medium (2) Low (0)	2018 (4) 2019 (0)
3) Communicate with local businesses, realtors, nonprofits, and political parties concerning the Township's sign standards.	High (0) Medium (2) Low (2)	2018 (1) 2019 (1)
4) Publish a regular newspaper article about planning and zoning.	High (1) Medium (0) Low (3)	2018 (1) 2019 (1)
5) Attend neighborhood/homeowners' association meetings.	High (1) Medium (1) Low (3)	2018 (2) 2019 (1)
6) Work with neighboring communities to speak at local schools about planning and zoning.	High (0) Medium (2) Low (1)	2018 (1) 2019 (1)
7) Other:	High (0) Medium (0) Low (0)	2018 (0) 2019 (0)

Comments:

1. "Let them know it's available. Maybe as requested." (5)
2. "Could explain how use of bussing could ease road congestion." (6)
3. "Items 2, 4, and 5 should be on-going activities, with 5 being potentially useful for Planning Commission members."
4. "I question the viability of Item 6, do we really get 'bang for the buck?'"



CATEGORY RANKING

The general categories below are ranked according to the 2017/2017 Work Plan. The “priority level” indicated in the parenthesis is based on four surveys received from Planning Commissioners.

Description	Priority Level
1) Zoning Ordinance Amendment	(1)
2) Master Plan Review	(2)
3) Township Ordinances	(3)
4) Code Enforcement	(5)
5) Capital Improvement Plan	(4)
6) Transportation Improvement Committee	(7)
7) Fee Schedule & Application Forms	(9)
8) Continuing Education	(6)
9) Community Outreach	(8)
10) Other:	

Comments: