



CITY COUNCIL ACTION REPORT

DATE: May 6, 2008

TO: Phillip L. Nelson, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Economic Development Services
Mark F. Miller, Planning Director

SUBJECT: Public Hearing – Zoning Ordinance Text Amendment (File Number: ZOTA 233) –
Article III – Digital Application Submission Requirements

Background:

- A public hearing is scheduled for the May 12, 2008 City Council meeting.
- The Planning Commission held a public hearing for this item at the March 11, 2008 Regular meeting and recommended approval of ZOTA 233.
- The proposed amendment requires digital submission of all Planning Department applications. The intent of the text amendment is to be able to transmit and save applications digitally. Digital applications can be submitted via compact disc (CD) or accepted current medium. In addition, the file shall be in a Tagged Image Format (TIF) with a resolution of 200 dpi.
- This amendment is a first step towards a “paperless” Planning Department, as recommended in the Development Approval/Permit Process report prepared by Zucker Systems.

Financial Considerations:

- There are no financial considerations associated with this item.

Legal Considerations:

- City Council has the authority to amend the Zoning Ordinance.

Policy Considerations:

- The proposed amendment is consistent with City Council Goal II (Minimize the cost and increase the efficiency and effectiveness of City government) and IV (Effectively and professionally communicate internally and externally).

Options:

- City Council can approve, deny or modify the proposed text amendment.

Approved as to form and legality:

Lori Grigg Bluhm, City Attorney

Attachments:

1. Draft ZOTA 233 City Council Public Hearing Draft.
2. Minutes from March 11, 2008 Planning Commission Regular meeting.

Prepared by RBS/MFM

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CITY OF TROY
AN ORDINANCE TO AMEND
CHAPTER 39 OF THE CODE
OF THE CITY OF TROY
CITY COUNCIL PUBLIC HEARING DRAFT
ZOTA 233

The City of Troy ordains:

Section 1. Short Title

This Ordinance shall be known and may be cited as an amendment to Chapter 39 of the Code of the City of Troy.

Section 2. Amendment to Article III of Chapter 39

Article III of Chapter 39 of the Code of the City of Troy is amended to require digital copies of documents as a required item for all application submittals, to read as follows:

03.15.00 DIGITAL SUBMISSION OF APPLICATIONS

All applications required by this Zoning Ordinance shall be submitted to the Planning Department in both hard copy and digital form. Digital versions of applications shall be submitted on a compact disk (CD) or accepted current medium. The CD or accepted current medium shall be clearly marked with the applicants name, contact information, project name, and date and shall include the completed application, all information required by the application and any information requested by the Planning Department. Digital documents shall be Tagged Image Format (tif) files with a resolution of 200 dpi.

Section 3. Savings

All proceedings pending, and all rights and liabilities existing, acquired or incurred, at the time this Ordinance takes effect, are hereby saved. Such proceedings may be consummated under and according to the ordinance in force at the time such proceedings were commenced. This ordinance shall not be construed to alter, affect, or abate any pending prosecution, or prevent prosecution hereafter instituted under any ordinance specifically or impliedly repealed or amended by this ordinance adopting this penal regulation, for offenses committed prior to the effective date of this ordinance; and new prosecutions may be instituted and all prosecutions pending at the effective date of this ordinance may be continued, for offenses committed prior to the effective date of this ordinance, under and in accordance with the provisions of any ordinance in force at the time of the commission of such offense.

Section 4. Severability Clause

Should any word, phrase, sentence, paragraph or section of this Ordinance be held invalid or unconstitutional, the remaining provision of this ordinance shall remain in full force and effect.

Section 5. Effective Date

This Ordinance shall become effective ten (10) days from the date hereof or upon publication, whichever shall later occur.

This Ordinance is enacted by the Council of the City of Troy, Oakland County, Michigan, at a regular meeting of the City Council held at City Hall, 500 W. Big Beaver, Troy, MI, on the _____ day of _____, 2008.

Louise Schilling, Mayor

Tonni Bartholomew, City Clerk

ZONING ORDINANCE TEXT AMENDMENT

9. **PUBLIC HEARING – ZONING ORDINANCE TEXT AMENDMENT (ZOTA 233) – Article 03.00.00, Digital Submission Requirements**

Mr. Savidant provided a brief review of the proposed zoning ordinance text amendment relating to digital submission requirements.

PUBLIC HEARING OPENED

No one was present to speak.

PUBLIC HEARING CLOSED**Resolution # PC-2008-03-038**

Moved by: Maxwell

Seconded by: Strat

RESOLVED, That the Planning Commission hereby recommends to the City Council that Article III, APPLICATIONS AND PROCEDURES, pertaining to digital submission requirements, be amended as printed on the proposed Zoning Ordinance Text Amendment, Planning Commission Public Hearing Draft.

Yes: All present (6)

Absent: Hutson, Vleck

MOTION CARRIED