

# City of Dexter Plan 2 Plan Joint Worksession

## Meeting Script

June 5, 2017

5:30 p.m. – 7:00 p.m. (90 minutes)

GOAL: *Determine shortcomings in current City of Dexter Master Plan to help CWA provide the City of Dexter with a good proposal for a Master Plan update.*

### Materials Checklist:

- Summary Report on City of Dexter Master Plan Analysis (1 for each participant)
- Post-it notes (3-5 for each participant)
- Flip chart
- Pens
- Markers

### STEPS

#### 1. Dinner/Welcome/Introductions (10-15 minutes) Michelle

Have everyone get dinner and after they've eaten and are settled, ask for the group's attention. Thank them for attending and introduce Doug and Megan.

#### 2. Summary Report Discussion (20 minutes) – Doug & Megan

Take any questions or discussion the group has about the master plan summary report.

#### 3. Shortcomings Brainstorm (10 minutes) – Megan

Ask participants to write shortcomings on sticky notes, one short coming per sticky note and to place them under the number one, two or three posted on a wall. Give the following examples from the summary report (pre-written on three sticky notes) and post them as an example:

- Planning outside of borders
- Streamlining the zoning ordinance
- Incorporating economic reports

Take down the examples. Take any questions.

As participants post the shortcomings, CWA staff should group similar ideas physically together under each number and then horizontally across the priorities. Double check to see that the brainstormed shortcomings cover the major sections that likely need to be updated: existing land use, goals and objectives, future land use, transportation, background studies and implementation.

**4. Create list of items for update based on shortcomings (10 minutes) - Megan**

Read off the shortcomings by group and how they laid out by priority. Let the group know that this brainstorm is going to create a list of items that they will vote on for inclusion in the Master Plan update. One CWA staff facilitates the discussion while the other writes down on flip chart a list of items to be included in the master plan update. Ask clarifying questions about ideas so that the whole group understands what is meant by each one. If CWA staff sees technical gaps, state that to the group and add it to the list.

**5. Review process for voting and list of items for update (10 minutes) - Megan**

Let the group know that after some discussion, the group will vote on each item. They will vote by a show of hands in favor and have an unlimited number of votes. Before going through the list, encourage the participants to ask any questions about each one so everyone knows what they are voting on. Review the list, take questions, and note any changes.

**6. Discussion (15 minutes) - Megan**

Open the floor to the participants to talk about any of the items and why they should or should not be included in the master plan update. Let everyone who wants to speak before calling on someone for a second time. If they want to argue, remind them that there will be a vote and some time for discussion afterwards.

**7. Voting (5 minutes) - Megan**

Ask participants to vote for each item with a show of hands. Note the number beside the item

**8. Closing discussion (10 minutes) - Doug**

Review votes. Ask the group to share any thoughts on what they want from the update to help us write the scope.



**Carlisle | Wortman**  
ASSOCIATES, INC.

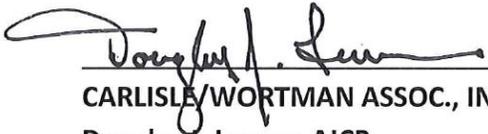
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**TO:** City of Dexter City Council and Planning Commission  
**CC:** Michelle Aniol, Community Development Manager  
**FROM:** Douglas J. Lewan, Community Planner  
Megan Masson-Minock, Planner  
**DATE:** May 31, 2017  
**RE:** Master Plan Analysis

Please find attached a thorough review and analysis of the existing City of Dexter Master Plan by CWA. All sections of the plan have been reviewed to identify where background data needs to be updated and improvements are possible. You will have time at our meeting on June 5, 2017 to review this report before we discuss the possible content of a Master Plan update.

Should you have any questions please don't hesitate to contact either of us.

  
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**CARLISLE | WORTMAN ASSOC., INC.**  
**Douglas J. Lewan, AICP**  
**Executive Vice President**



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**CARLISLE | WORTMAN ASSOC., INC**  
**Megan A. Masson-Minock, AICP**  
**Planner**

Cc: file.

# City of Dexter Master Plan Analysis

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This report is a section by section analysis of the City of Dexter Master Plan, as amended in March 2016. The suggestions for areas to update fall into the following categories:

- **Data:** The Master Plan contains data that needs to be updated ranging from demographic data to existing land use data that has changed due to new development in the City. These updates take minimal effort and provide up to date context for decision-making.
- **Plan references:** The Master Plan contains references to plans by Dexter entities other than the City, adjacent communities, Washtenaw County, The Ride and WATS. In many cases, these organizations have more recent plans than those referenced in the text. Bringing these sections up to date takes minimal time, but bolsters the validity of the Master Plan and the City's commitment to work with its partners.
- **Cityhood:** When most of the text of the Master Plan was drafted, the municipality was going through the process of becoming a City. These sections should be updated.
- **Whether to plan beyond borders:** The City is facing annexation requests from developers. Part of this update could be to plan beyond city borders to be prepared for those requests. The analysis on the following pages flags sections would need to be updated if planning beyond borders was part of the scope of the update of the Master Plan.

Each chapter is presented in a table with the name of each section, the page number and analysis of whether an update is needed. If an update is needed, details are provided. In some cases, suggestions have been provided in the analysis of possible updates, based on best planning practices.

## Introduction

Section	Page	Analysis
Purpose of the Master Plan	1	No update is needed.
How is the Plan to be Used*	1	If update of plan includes planning of land uses beyond the city's borders, a paragraph should be added as to how the Master Plan affects decisions about expansion of the City's borders.
Historic Context *	2	A sentence should be added noting the year of the update.
Planning Process	2	Unless a significantly different process is used, this section does not need to be updated.
Regional Setting	4	No update is needed.
Community History of Dexter*	5	A sentence should be added noting the date the municipality became a city. The Cityhood section from the Background Studies chapter could be added to this section.

## Existing Land Use and Community Plans

Section	Page	Analysis
Existing Land Use*	7	The existing land use map and data need to be updated to account for Grandview Commons, the annexation of 8180 Main Street and subdivision lots that have been developed.
City Planning Initiatives*	11	Recent initiatives - such as the CIP, target market analysis, retail market analysis, economic development strategy – should be incorporated into this section.
County Planning Initiatives	13	The <u>Housing Affordability and Economic Equity Analysis</u> could be referenced.
Neighboring Communities*	15	The information about the plans and conditions in neighboring communities should be updated. If need be, the Adjacent Communities Future Land Uses Map should be updated. We anticipate these changes to be minor.

\* Indicates Master Plan section where update is needed.

## Community Goals and Objectives

Section	Page #	Analysis
Public Participation	19	Any public participation events in the update that directly affect the goals and objectives should be added.
City of Dexter Goals*	20	The community goals should be reviewed and objectives examined in terms of what has been accomplished in Dexter and what has changed.

## Future Land Use

Section	Page #	Analysis
Future Land Use Categories	35	No update is needed.
Low Density Residential	35	If the City decides to plan beyond its borders, this category will likely be one of those future land uses that would need to be updated.
Village Residential	36	This category could be expanded to allow commercial uses in special circumstances, perhaps wrapping Village Commercial into the category.
Multiple-Family Residential	37	No update is needed unless the City decides to plan beyond its borders and this category is one of the planned uses.
Downtown – Mixed Use	38	The building types could be added to this section to lay the ground work for zoning regulations that could help to further preserve the historic buildings and street layout in the downtown.
Future Land Use Map*	39	Changes may be needed based on decisions, including planning outside of borders. Also, should the mixed use area be different colors?
Dexter-Ann Arbor Road Corridor – Mixed Use	41	Update needed for changes to the Dexter-Ann Arbor Road Corridor Overlay, which has been problematic at times to implement.
Baker Road Corridor – Mixed Use	42	Update needed if zoning changes are anticipated to the Baker Road Corridor Overlay. Additional form-based regulations could be added.
Village Commercial	43	The Village Commercial areas west of Main Street are mostly linked to 1-2 parcels on a block. These uses could be wrapped into Village Residential are special circumstances.

\* Indicates Master Plan section where update is needed.

<b>Section</b>	<b>Page #</b>	<b>Analysis</b>
General Commercial	44	No update needed unless the City decides to plan beyond its borders and this category is one of the planned uses.
Light Industrial	45	No update needed unless the City decides to plan beyond its borders and this category is one of the planned uses.
Research/Development	45	No update needed unless the City decides to plan beyond its borders and this category is one of the planned uses.
Public/Semi-Public	46	Many master plans have eliminated their public/semi-public future land use categories and included those uses as part of other categories – such as Village Residential or a mixed use category. By doing so, the municipality is prepared if a public or semi-public land owner decides to sell their property for private development.
Open Space/Recreation	47	No update needed unless the City decides to plan additional areas, including outside city borders, for open space/recreation
Master Plan Land Use + Zoning District Classification Comparison*	47	This table will need to be updated if the future land use categories are changed, such the nature of Village Residential or Village Commercial.

### Transportation Plans

<b>Section</b>	<b>Page #</b>	<b>Analysis</b>
National Functional Classifications	49	No update is needed.
Access Management	51	No update needed unless specific improvements (e.g. mid-block crossings) need to be listed.
Public Transportation*	51	This section should be updated to include The Ride's 5-Year Transit Improvement Plan.
Non-Motorized Transportation*	54	This section should be updated the non-motorized path descriptions to reflect recent path construction and to include WATS plans since 2006.
Non-Motorized Pathways Map*	59	This map should be updated to reflect recent path construction.

\* Indicates Master Plan section where update is needed.

## Background Studies

Section	Page #	Analysis
Population*	61	The tables should be updated with 2015 American Community Survey Data from the U.S. Census Bureau, with analysis in the text when needed.
Housing Characteristics*	65	This section should be updated to reflect the changes to housing characteristics, such as the near completion of Huron Farms and Westridge. The tables should be updated with 2015 American Community Survey Data from the U.S. Census Bureau. Target Market Analysis data and recommendations should also be incorporated.
Property Values*	67	The table on City of Dexter SEV Plus IFT Growth should be updated with data from 2012-2017, with analysis in the text, if need be.
Capital Improvements/ Community Facilities*	68	This section should be updated to reflect changes and plans in the CIP. The CIP could be referenced here instead of maintaining a separate chapter in the Implementation Chapter. Also, update any changes to capacities of municipal systems as well as plans, such as those of the Downtown Development Authority.
Wellhead Protection	72	If this program is no longer a top priority, this section could be eliminated.
Property Transfer Agreements*	73	This section should be updated to reflect current state of property transfer agreements. If the update plans outside the City's borders, the sub-section on that topic should be expanded.
Cityhood*	74	This section should either be included in the Community History of Dexter section of the Introduction chapter or distilled to briefly describe the process Dexter took to make the decision to become a city.
Natural Features*	76	This section should be updated to include pathway construction, as well as programs and projects that have been completed or ongoing to protect natural features in and around Dexter.
School Facilities*	78	The text needs to be updated with the latest school district rankings.

\* Indicates Master Plan section where update is needed.

<b>Section</b>	<b>Page #</b>	<b>Analysis</b>
Parks and Recreation*	79	This section should refer to latest Parks and Recreation Plan and the inventory in Table 11 on page 80 updated.
Economic Development*	83	This section should include Redevelopment Ready certification, Retail Market Analysis and any changes to the programming offered by SPARK, the DDA or the EDC.
Intergovernmental and Regional Cooperation*	84	No update is needed.

### **Implementation**

<b>Section</b>	<b>Page #</b>	<b>Analysis</b>
Zoning Requirements	87	No update is needed. This section remains relevant as written.
Zoning Adjustments*	88	This section should be updated to remove adjustments that been done and included zoning adjustments the City wishes to pursue in the future not currently listed.
Capital Improvement Program*	90	A reference to the year of the most recently adopted Capital Improvement Program should be added. This section could be combined with the "Capital Improvements/Community Facilities" in the Background Studies
Plan Education	90	No update is needed unless the City is changing how they communicate and educate the public about the Master Plan.
Plan Updates	91	No update is needed unless the City intends to change the intervals at which the Master Plan is updated. Current practice complies with Michigan law.

\* Indicates Master Plan section where update is needed.