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MEMORANDUM

TO: City of Northville Planning Commission
FROM: Sally M. Elmiger, AICP
DATE: March 30, 2021
RE: Master Plan Update – Guiding Principles Exercise

As discussed at the last Planning Commission meeting, we have scheduled a Planning Commission exercise for April 6 at the regularly-scheduled meeting to create “guiding principles.” These principles will be used to guide decision-making while drafting the Master Plan Update. We have worked with the Planning Commission Chair and City Attorney in crafting this exercise.

We have prepared some materials to help you get ready for the exercise. We are also sending this information to you a week ahead to give you time to prepare. The attached materials include the following:

1. A definition of a “guiding principle,” and how they are crafted.
2. A list of topic categories, and associated “value words,” that were commonly identified and used by Northville residents in their survey and Open House Event responses.

Guiding Principles Exercise

The following outlines how the exercise will unfold on the evening of April 6:

1. I will start with a short presentation going over the materials attached to this memo. I’ll describe the topic categories and value words, and how they were arrived at. Note that the number of each was deliberately kept to a minimum to focus the next step. I will also go over the definition of a guiding principle, how they are crafted, and how they will be used.
2. Next, the Planning Commissioners will be asked to prioritize the topic categories by choosing their top six “topics.” This step will identify what you think the communities’ top priorities are, based on the public input, as the starting point for the guiding principles. (Note that it may become evident during this process that some of the topics in the original list can be merged.) You have been provided a form that you can complete before the meeting to identify the top six topics. You will be called upon individually to list the priorities verbally. I will use a tally sheet, shown via “share screen,” to record the priorities identified by each Commissioner. Then the votes for each topic will be tallied, and the top six will be used in the next step.
3. Once the topics have been prioritized, the Planning Commission will break into three small groups. The small groups are:

Room 1: Jeff Gaines, Anne Smith, Steve Kirk

Room 2: Andrew Krenz and Marc Russel

Room 3: Donna Tinberg, Carol Maise, David Hay

You will notice that each group has a member of the public input sub-committee. This was done intentionally. The sub-committee member will also be the “note-taker” for their small group. The notes will be provided to the City as part of the record for the meeting.

4. The small groups will be assigned two topics, and will be asked to draft a guiding principle for each. You have been provided a template worksheet that you can use before and during your small group exercise to assist in crafting the guiding principles for your group.

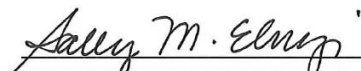
This exercise is intended to be a Planning Commission exercise, and not a public input exercise. However, to conform to the Open Meetings Act, the small groups will be open to folks in the audience who would like to observe the small group discussion. They will be asked to simply observe, and not participate in the discussion. The audience will have an opportunity to provide any comments they wish to share during a public comment period after the exercise has been complete.

5. Once each small group has completed the task, the full Planning Commission will reconvene. The note-taker of each small group will share their screen with the draft guiding principles created by that group. The members of that group will present the guiding principles, and describe the group’s thoughts on each. I will also ask the other Commissioners to provide any comments to refine the principles.
6. Once all small groups have reported back to the full Planning Commission, the note-takers will forward the draft guiding principles to me, and I will consolidate them and bring them back to the Planning Commission as part of the Master Plan drafting process.

This process is designed to create overarching principles that can guide decision-making during the Master Plan drafting stage. The wording of the principles, or the principles themselves, may be modified over time; but they will be the basis for testing different options when deciding which options to include in the Master Plan Update.

So, to prepare for this exercise, please:

1. Review the public input summaries for Survey #1, Survey #2, and the Open House Event, available on the City’s website:
<https://www.ci.northville.mi.us/cms/One.aspx?portalId=11895963&pageId=13607719>
2. Choose the six topics you think are consistent with resident input using the attached form.
3. If you are so inclined, draft guiding principal statements for the topics.



CARLISLE/WORTMAN ASSOC., INC.

Sally M. Elmiger, AICP, LEED AP

Principal

Cc: Patrick Sullivan
Dianne Massa

Northville Public Input - Topics & Value Words

Topic	Value Word	Value Word	Value Word	Value Word	Value Word	Value Word	Value Word
Design blends seamlessly	Historic/Traditional	Fits the context	Small-town scale	Neighborly	Cohesive	Sustainable	Charm
Walkability	Multi-modal	Inclusive	Top priority	Inviting	Green		
Travel connections	Multi-modal	Integrated	Destinations	human-scale	Green	Quiet	
Public spaces/open space	Multi-purpose	Accessible	Focal point	Gathering	Recreation	Multiple	Welcoming
Density	Same as City	Not a subdivision	Family-friendly				
Traffic	Limited	Small-town scale	Dispersed	Controlled	Traffic-calming	Efficient	
Daylight river and Johnson Creek	Community	Park	Nature	Walkable	Destination	Connected	
Commercial areas	Vibrant	Historic	Active	Extend downtown	Family-friendly	Entertaining	Variety
Residential areas	Value	Traditional	Diverse	More-affordable	Neighborhood character	Family-oriented	
Architecture	Historic/Traditional	Variety	Regulated	High-quality	Quaint		
Racetrack	Preserve	Acknowledge					
Farmer's Market	Multi-purpose	Sheltered	Convenient	Gathering			
Parking	Out of sight	Permeable	Integrated	Convenient	Sustainable	Green	

Northville Public Input – Top Priority Worksheet

Please use this form to indicate the top six (6) priority topics that you see expressed by the results of the public input surveys and open house. Please mark the top priorities with an “x” in the column to the right of the topic description.

Topic	Priority
Design blends seamlessly	
Walkability	
Travel connections	
Public spaces/open space	
Density	
Traffic	
Daylight river and Johnson Creek	
Commercial areas	
Residential areas	
Architecture	
Racetrack	
Farmer's Market	
Parking	

Guiding Principles Worksheet

Definition of a Guiding Principle: *"Guiding Principles" are a broad philosophy that encompass a community's values and guide development choices in all circumstances, irrespective of implementation strategies. They create a culture where everyone understands what is important.*

Please use this form to craft "guiding principle" related to the specific topic.

Topic: _____

Value Words: _____

Guiding Principle Title

(Example: Maintain and Expand Walkability):

Guiding Principle Description

(Example: Development will be walkable and bikeable with safe, accessible, and pleasurable walking and biking facilities that enable people of all ages and abilities to traverse the development and connect to existing neighborhoods, the downtown, and nearby recreation facilities.)

Development will...

...that creates/enables/establishes/preserves/etc. ...