CITY OF FRASER PLANNING COMMISSION
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
WEDNESDAY, MAY 3RD, 2017 ~ 7:00 P.M.
MINUTES

PRESENT: CHAIRMAN RICKARD, MEMBERS: BARR, COOK, CZARNECKI, EHRKE, FARINA, KEIL, QUERTERMOUS

EXCUSED ABSENCE: LOY

ALSO PRESENT:	TIM TOMLINSON	CITY ATTONEY
	SARAH TRAXLER	CITY PLANNER
	LEAH BROWN	RECORDING SECRETARY

1. CALL MEETING TO ORDER:

Chairman Rickard called the meeting to order at 7:00 PM

2.	Chairman	Rickard	Present
	Members:	Barr	Present
		Cook	Present
		Czarnecki	Present
		Ehrke	Present
		Farina	Present
		Keil	Present
		Loy	Absent
		Quertermous	Present

Sarah Traxler from McKenna Associates introduced herself to the board, she gave a brief history on her experience as a City Planner. She is the new City Planner for Fraser.

3. APPROVAL OF AGENDA ~ Regular Meeting of May 3rd, 2017

Motion by Member: **FARINA** Support by Member: **KEIL**

TO: APPROVE the agenda of May 3rd 2017, as submitted.

AYES **8** NAYS **0** MOTION CARRIED

4. APPROVAL OF MINUTES ~

a. Meeting of April 5th, 2017 as submitted.

Motion by Member: **CZARNECKI** Support by Member: **QUERTERMOUS**

TO: APPROVE the April 5th 2017 minutes as submitted.

AYES **8** NAYS **0** MOTION CARRIED

5. UNFINISHED BUSINESS:

01-17RZ / MARCO SANTIA / 33540 HAYES / CONDITIONAL REZONING OF PROPERTY FROM RESIDENTIAL LOW – ONE FAMILY (RL) TO RESIDENTIAL MEDIUM – ONE FAMILY (RM) FOR NEW DEVELOPMENT WITH THE FOLLOWING CONDITIONS: A) MINIMUM LOT WIDTHS OF 60 FEET, and B) SUBJECT TO PRELIMINARY SITE- CONDOMINIUM PLAN BEING APPROVED AS SUBMITTED.

Chairman Rickard explained that because Ms. Traxler is new, and because Mr. Santia has not yet provided a more detailed plan, he suggests that they postpone this business to the next meeting.

Motion by Member: **FARINA** Support by Member: **QUERTERMOUS**

TO: POSTPONE 01-17RZ / MARCO SANTIA / 33540 HAYES / CONDITIONAL REZONING OF PROPERTY FROM RESIDENTIAL LOW – ONE FAMILY (RL) TO RESIDENTIAL MEDIUM – ONE FAMILY (RM) FOR NEW DEVELOPMENT WITH THE FOLLOWING CONDITIONS: A) MINIMUM LOT WIDTHS OF 60 FEET, and B) SUBJECT TO PRELIMINARY SITE- CONDOMINIUM PLAN BEING APPROVED AS SUBMITTED.

AYES **8** NAYS **0** MOTION CARRIED

6. SITE PLANS, SIGN REVIEWS, AND OTHER REVIEWS:

a. #06-17SP / TRAJEN CHASTAIN / 34200 UTICA RD / BANK OF AMERICA DRIVE UP ATM

Mr. Chastain explained that this is a walk-up ATM to be installed in the front wall, not a drive-up ATM. The walk up ATM will be helpful when it is busy at the drive-up ATM and/or inside the building. It will be handicap accessible, well lit, and close to the road for security purposes.

Member Czarnecki asked about the plans for lighting. Mr. Chastain explained that there will be lighting on each corner of the building, and above the ATM itself. He went on to discuss the tree near the ATM and commented that for safety purposes the limbs will not hang any lower than 6ft, they do not plan to remove the tree.

Ms. Traxler addressed that because they are not removing the tree, item “e” in the planner’s comments is not necessary. She and Mr. Chastain also agreed that he would turn in a “photometric plan” with his building plans.

Ms. Traxler went over the conditions for approval. Item “3” asked for information on loading and unloading. Mr. Chastain explained that loading and unloading will be done inside of the building. Ms. Traxler commented to the board that the site plan should reflect that there will be no new loading or unloading needs. Item “4” was removed from the conditions because the landscaping will remain the same. Item “5” includes the need for a complete legal description, location number and dimensions of parking spaces, ID of the fire lanes, and location and number of stacking spaces.

Discussion ensued between Member Farina and Mr. Chastain about the possibility of adding a mirror on the corner of the building for better visibility.

Member Cook and Mr. Chastain discussed the frequency of usage at the walk-up ATM. People tend to prefer to use the drive-up ATM or physically enter the building, but they would also have the option to use the walk-up ATM on busy days.

Motion by Member: **EHRKE** Support by Member: **CZARNECKI**

TO: APPROVE #06-17SP / TRAJEN CHASTAIN / 34200 UTICA RD / BANK OF AMERICA DRIVE UP ATM

With the following stipulations:
1. Demonstrate how stacking spaces are provided for the drive-through (existing condition)
2. Provide dimensions of existing parking spaces, and detail, to confirm compliance with the Zoning Ordinance.
3. Provide a note detailing that there is no new need for loading and unloading, as it will continue to be done within the building.
4. Provide the remaining required site information according to Section 32-103 (b) of the Zoning Ordinance.
5. Provide lighting details.

AYES **8** NAYS **0** MOTION CARRIED

b. #07-17S / JEFFERY MARTIN – EL CHARRO / 16720 E 14 MILE / SITE PLAN FOR ADDITION TO EXISTING BUILDING.

Mr. Martin from El Charro and Mr. Ganezer from GAV Architects introduced themselves to the board. Mr. Martin explained that they would like to enclose the patio at the back of the restaurant for year round use. The room will have a wall with windows that can be opened during the summer. They would also like to remove the patio at the front of the restaurant and replace it with landscaping.

Mr. Martin explained that there will not be any additional entrances. There is a main entrance facing Garfield and an entrance at the front of the building that leads to the bar. All other exits are for emergency only. He also explained that there will be a walkway added that will connect to the west parking lot.

It was confirmed that the addition will not affect the number of patrons, and with that being said the number of parking spaces required would remain the same as well.

Discussion ensued about plans for renovation inside of the building.

Discussion ensued about the neighboring businesses and if Mr. Martin has a shared parking agreement with them.

Ms. Traxler went over the suggested conditions for approval. There was some discussion between Mr. Martin and Ms. Traxler if a shared parking agreement would be necessary. It was also discussed that loading may be done at a separate location in the future. Ms. Traxler asked for notes specifying this on the plan. She then elaborated on item “6” of the conditions; she clarified that the site should show a plan for fire truck traffic.

Discussion ensued about the need for a shared parking agreement amongst the 4 parcels. An option was discussed to combine the El Charro lot with the two lots to the west that Mr. Martin’s family also owns, this way there would be one mailing address and the parking agreement would only be needed for the lot to the east.

Discussion continued about some of the concerns with the connection of the El Charro lot and the lot to the north. Ms. Traxler explained that the area is zoned to have shared access and shared use, but it is necessary to have a shared parking agreement/ shared access agreement.

A few suggestions were made of different ways to slow traffic down as they are passing through the lots. The City Attorney commented that if they would like to go that route he would have to do some more research on what the ordinances would allow for.

Motion by Member: **COOK** Support by Member: **QUERTERMOUS**

TO: APPROVE / JEFFERY MARTIN – EL CHARRO / 16720 E 14 MILE / SITE PLAN FOR ADDITION TO EXISTING BUILDING.

With the following stipulations:
1. Combine parcels and/or submit shared parking and cross access agreements between sites that are counted toward the parking.
2. Provide dimensions of the parking spaces and provide details to confirm compliance with the Zoning Ordinance.
3. Indicate the loading area and provide notes describing how they will be handling loading and unloading.
4. Provide remaining required site information, which includes the dimensions of the parking spaces and ID the location of the fire lanes.

AYES **8** NAYS **0** MOTION CARRIED

7. Public Hearings: NONE

8. NEW BUSINESS: NONE

9. OLD BUSINESS: NONE

10. ZBA LIAISON: Member Farina commented that the May 4th ZBA meeting was cancelled. He then asked if the Planning Commission meeting date will remain on the first Wednesday of the month. Ms. Traxler confirmed the meetings will remain on the first Wednesday.

11. COMMISSION MEMBERS TO BE HEARD:

Chairman Rickard: Welcomed Ms. Traxler.

Member Barr: Welcomed Ms. Traxler

Member Cook: Thanked Kathy for helping him out with the motion. Welcomed Sarah Traxler.

Member Czarnecki: Welcomed Ms. Traxler and expressed that she was very happy with the Planners Comments.

Nancy Ehrke: Fraser Historical Commission has an event this Sunday.

Member Farina: Learning a lot and enjoys being on the board.

Member Keil: Nothing at this time.

City Planner: Will be providing some supplemental information and resources in their packets in the future. Suggested the possibility of joint training between ZBA, Planning Commission and Council.

City Attorney: Nothing at this time.

12. PUBLIC TO BE HEARD: None

13. ADJOURNMENT:

Motion by Chairman **EHRKE** Support by Member **FARINA**

TO: Adjourn the meeting of May 3rd at 8:11 pm

AYES **8** NAYS **0** MOTION CARRIED.

THE MOTION CARRIED UNANIMOUSLY.

____________________________ ____

Todd Quertermous, Secretary RANDY WARUNEK, Building Department Director