



City of Fraser

Building & Code Enforcement Department

AGENDA

CITY OF FRASER PLANNING COMMISSION – (VIRTUAL MEETING)
MUNICIPAL BUILDING ~ 33000 GARFIELD ~ PHONE: 586-293-3100
WEDNESDAY, MARCH 3, 2021 at 7:00pm

1. **Call Meeting to Order/Pledge of Allegiance**
2. **Roll Call**
3. **Approval of Agenda**
4. **Chairperson's Opening Remarks**
5. **Approval of Minutes:** February 3, 2021
6. **New Business**
 - A. **Public Hearings (None)**
 - B. **Site Plans and Other Reviews**
 - i. SP 21-001 / JAY PARKS ON BEHALF OF FRASER CS LLC / 32200 GROESBECK HIGHWAY / PROPOSED BUILDING ADDITION
7. **Unfinished Business:**
 - A. 2020 Fraser Planning Commission Annual Report
 - B. Master Plan
8. **Public Communications on Non-Agenda Items**
9. **Zoning Board of Appeals Member Liaison Report**
10. **Commissioners' Comments and Items of Interest / Concerns**
11. **Adjournment**



City of Fraser

Building & Code Enforcement Department

NOTICE OF ELECTRONIC PUBLIC MEETING

The Michigan Department of Health and Human Services issued an order on February 4, 2021 that prohibits indoor gatherings of more than ten people from more than two households, and the Michigan Department of Labor and Economic Opportunity issued emergency rules on October 14, 2020 regarding remote work by employees when feasible. In addition, the City of Fraser has declared a local state of emergency, due to the ongoing COVID-19 pandemic. To ensure against violating the indoor gathering prohibition, and in the interest of achieving the goal expressed in the MDHHS order and the MDLEO rules to protect the public health, particularly during a local state of emergency, the Fraser Planning Commission will meet electronically on **March 3, 2021** in accordance with the Open Meetings Act, as amended on December 22, 2020, using Zoom for videoconferencing and public access.

This notice is required to ensure that those wishing to observe and/or participate in the meeting have the opportunity to do so. The public can participate via the Zoom application, internet access via the Zoom website, and/or via telephone using the Zoom telephone number and meeting ID. The public will be able to hear Planning Commission members and will be permitted to speak for up to five minutes during the public participation portion(s) of the agenda. Please note that callers/viewers will automatically be muted, and must remain muted until called upon to speak by the Chair. Written comments will be accepted prior to the date and time (no later than 4:30pm on the day of the meeting) by the Building Department at zoning@micityoffraser.com, which is the method by which members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting. Public Hearing comments will be heard during any Public Hearing that is conducted during the meeting, and other comments will be heard or reviewed during public participation. In the event of a change in the status of statewide or local states of emergency, the Planning Commission meeting may be changed from a remote meeting to a live in-person meeting to be held at Fraser City Hall, 33000 Garfield Road, Fraser, MI 48026, on the same date and at the same time. The City will post notice of any change in method of conducting the meeting from a remote meeting to an in-person live meeting, and/or any change in the meeting place for this meeting, to the City's website at www.ci.fraser.mi.us. Interested parties should periodically check for such changes or contact the City Clerk's Office at (586) 293-3100.

The City of Fraser thanks all of you for your understanding and support as we all attempt to navigate these challenging times together.

ZOOM MEETING DETAILS

Topic: Fraser Planning Commission
Time: Mar 3, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/85177702169>

Meeting ID: 851 7770 2169
Passcode: 356135
One tap mobile
+13126266799,,85177702169# US (Chicago)
+19292056099,,85177702169# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
Meeting ID: 851 7770 2169
Find your local number: <https://us02web.zoom.us/j/85177702169>

5.

Approval of Minutes: February 3, 2021

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, February 3, 2021
MINUTES DRAFT**

PRESENT: CHAIRPERSON: WARUNEK, MEMBERS: BARR, FARINA, KEIL, CZARNECKI, PERRY, COOK

EXCUSED ABSENCE: NONE.

ALSO PRESENT: DONALD DENAULT, CITY ATTORNEY
CLARK ANDREWS, CITY ATTORNEY
ALYSSA ALBRIGHT, CITY ATTORNEY
DYLAN CHURCH, CITY ATTORNEY
SARAH TRAXLER, McKENNA
PAUL URBIEL, McKENNA
DANIELLE BOUCHARD, McKENNA
BRUCE ECK, McKENNA BUILDING OFFICIAL

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE:

Chairperson WARUNEK called the meeting to order at 7:02 PM

2. ROLL CALL:

Members:	Barr	Audio was muted
	Cook	Present (participating from Macomb County, City of Fraser, Michigan)
	Czarnecki	Present (participating from Macomb County, City of Fraser, Michigan)
	Farina	Present (participating from Macomb County, City of Fraser, Michigan)
	Keil	Present (participating from Macomb County, City of Fraser, Michigan)
	Perry	Present (participating from Macomb County, City of Fraser, Michigan)
	Warunek	Present (participating from Macomb County, City of Fraser, Michigan)

3. APPROVAL OF AGENDA ~ Regular meeting of February 3, 2021:

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

To: Approve the agenda of February 3, 2021 as presented.

AYES 6

NAYS 0

MOTION CARRIED

4. CHAIRPERSON'S OPENING REMARKS:

Chairperson WARUNEK read the formal statement relative to the powers of the Planning Commission and the facts and conditions for granting site plan approval. Chairperson WARUNEK read the formal statement relative to virtual public meetings and remote participation.

5. APPROVAL OF MINUTES January 6, 2021:

Motion by Member: FARINA **Supported by Member:** KEIL

To: Approve the minutes of the January 6, 2021 as presented.

AYES 7

NAYS 0

MOTION CARRIED

**CITY OF FRASER PLANNING COMMISSION MEETING
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6. New Business

PUBLIC HEARING:

- A. SLU 20-001 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / To obtain a Special Land Use Approval for a fast-food restaurant in the “CG – Commercial General” Zoning District.**

The public hearing was opened at 7:28pm

DISCUSSION: URBIEL began the discussion by explaining the general project details. The applicant is proposing to develop 1.46 acres in an outlot located within the existing Fraser Hockeyland parking lot. The proposed development is the construction of two retail buildings – one Big Boy restaurant with a drive-through window on the north side, and a Beyond Juice store with two additional retail spaces (tenants to be determined) on the south side. The applicant submitted a site plan for City review that includes a landscaping plan and lighting plan. The applicant received a variance in 2019 for reduced parking. The applicant is in the process of securing the necessary shared parking agreements and also provided an updated traffic study.

URBIEL noted that mitigation for traffic during extreme events is necessary for approval of the application. To address this, the applicant submitted an Extreme Event Plan to the City for review. It was also noted that the applicant has been working to resolve fire safety violations for the existing Hockeyland site, and has successfully resolved about 95% of those violations.

URBIEL stated that the proposed restaurants at the outlot site are in compliance with the GC, General Commercial, District because a restaurant is a permitted use by right. The proposed drive-through at the Big Boy lot is the component that resulted in Special Land Use Approval by the Planning Commission.

Jim BUTLER, civil engineer for the project, noted that the proposed drive-through window is intended to function as a drive-up window for takeout purposes. FARINA questioned BUTLER if a Starbucks Coffee is proposed on the site because it is mentioned on the site plan. BUTLER noted that was a typo and Starbucks will be removed from the site plan. FARINA also noted concern for the existing parking lot needing repairs. Bud KOWALSKI, Hockeyland General Manager, noted that the entire parking lot is planned to be repaved. FARINA asked if the proposed easement agreements for parking lot cross-access will be filed with the City Attorney’s office for review and BUTLER confirmed. COOK questioned if there will be enough parking on the site with the new outlot development. BUTLER responded that the easement agreement for shared parking will address this issue. FARINA questioned when the Hockeyland site will be 100% fire protection compliant. KOWALSKI responded that the fire protection compliancy will be complete within the next few weeks. WARUNEK suggested to add 100% fire protection compliancy as a condition for approval.

CZARNECKI noted that the new retail sites should have hours of operation between 6am and 11pm, as per the City’s Zoning Ordinance states and if the applicant could clarify the plan for the entire Hockeyland parking lot. KOWALSKI noted that the entire Hockeyland parking lot is planned to be resurfaced, restriped, and repaved.

The City received one public comment in regards to SLU 20-001 from a resident at Gardenia Drive. The resident expressed concern for increased noise and smell of food as a result of the new outlot retail development. KEIL noted that ventilation units are more advanced now and will not likely have adverse effects on surrounding residential properties. COOK stated that there is a “hum” noise emitted from Hockeyland’s heating and cooling infrastructure so it is not likely residents on Mulvey will be able to hear drive-through noises from their homes. FARINA questioned if a noise study has been done. KOWALSKI noted that a noise study has not been conducted. ANDREWS stated that the current shared parking agreements submitted by the applicant are not recordable in their present state and must be in recordable form.

No other comments were received by the public regarding SLU 20-001.

The Public Hearing was closed at 8:04pm

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Motion by Member: KEIL

Supported by Member: FARINA

To: Approve SLU 20-001 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / To obtain a Special Land Use Approval for a fast-food restaurant in the "CG – Commercial General" Zoning District. with the following conditions:

1. The applicant must provide a 60-day advance notice of significant events (which include Extreme Events) and a plan to handle parking, traffic and safe pedestrian circulation. A plan for Extreme Events must be submitted by the Applicant to the City's Development Review Team at least 60 days in advance of the proposed Extreme event to be reviewed administratively by the City.
2. The applicant agrees to comply with the Plan for Extreme Events and all additional requirements imposed by the Development Review Team relating to the proposed parking management strategy for large-scale special events.
3. The applicant agrees to employ adequate City Public Safety personnel at the Applicant's sole expense to handle traffic congestion and circulation problems and facilitate orderly parking at Extreme Events and other events where traffic congestion and the need for overflow parking is anticipated in accordance with the past practice reimbursement process.
4. The applicant must adhere to the North Parking Lot improvement plan as submitted.
5. Agreements for easements for cross access, shared parking and utilities for the parcels proposed as part of this development application are required. These agreements for easements must be reviewed and approved by the City, executed, and recorded with the Macomb County Register of Deeds.
6. Applicant must give the City 60 days advance notice prior to the expiration or termination of any Shared Parking and Lease Agreements, provide alternate shared parking arrangements for review and approval by the City, and be subject to revocation if no suitable shared parking arrangement is provided.
7. All agreements and site plans must be reviewed and approved by all applicable government departments and agencies, by the City Attorney, and City Engineers.
8. The applicant achieves 100% fire protection and safety approval from the City of Fraser Fire Marshal.
9. Retail operations may only be conducted between 6am and 11pm.
10. The applicant agrees to completely resurface, restripe, and re-asphalt the entire Hockeyland parking lot (i.e., the entirety of parking lots in proposed Parcels A, B and C, including the north lot) and the parking lot must provide adequate stormwater management.
11. Shared Parking and Lease Agreements with Total Soccer, the Lions' Club, Meijer, and Fraser Schools must be reviewed and approved by the City Attorney, executed, and recorded with the Macomb County Register of Deeds.

AYES 7

NAYS 0

MOTION CARRIED

B. SP 20-006 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / Proposed Site Retail

DISCUSSION: FARINA questioned if the existing sanitary sewer is capable of accommodating new retail development. Michael VIGERNON, City Engineer, responded that the sanitary sewer and other utilities will be determined in the engineering phase of the project. ANDREWS questioned if the proposed outdoor seating is

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planned to be utilized during winter months as well. BUTLER noted that it is possible the outdoor seating may become permanent fixtures. ANDREWS stated that outdoor seating on this site shall comply with State regulations and Macomb County Health Department regulations.

Motion by Member: KEIL **Supported by Member:** FARINA
To: Approve SP 20-006 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / Proposed Site Retail with the following conditions:

1. The applicant must adhere to the conditions as required for the approval of SLU 20-001.
2. The parking lot must be re-paved and meet all standards for proper drainage, as determined by the City Engineers.
3. The site must comply with all requirements as set forth by the City Engineers.

AYES: 7

NAYS: 0

MOTION CARRIED

12. UNFINISHED BUSINESS:

A. 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment

DISCUSSION: URBIEL explained the proposed site plan amendment submitted by the applicant, Max MANCINI, to eliminate the required extension of Anita Drive further east and not develop parcel 5 (planned to be located at the easternmost end of Anita Drive). URBIEL noted that the site plan was originally approved in 2006. To date, the applicant has constructed 9 out of 10 of the planned homes along Anita Drive. Further, Planning Commission discussion in 2019 noted concern for the ability for emergency vehicles to turn around in the VFW parking lot located on the north side of Anita Drive if the road extension was not completed.

URBIEL explained that upon review of the proposed site plan amendment, parcel 5 would be rendered unbuildable, would result in reduced road connectivity in the City, may increase impediments to emergency vehicle access on Anita Drive, and lack of public sewer in front of parcel 5 would likely result in a required connection in front of parcel 4 and 5 to the sanitary sewer system if development were to take place. URBIEL noted that McKenna recommends denial of the proposed site plan amendment.

MANCINI stated that Fraser Road to the north was vacated in 1992. Emergency vehicles have been utilizing the VFW parking lot for years as a turn-around when called to any site on Anita Drive. Additionally, Parcel 5 is located in the FEMA floodplain, making the high watermark a flood hazard for a road extension off Anita Drive. MANCINI noted that conversations are being had with the adjacent property owner to purchase Parcel 5 and combine it with Parcel 4 so Parcel 5 will no longer be non-conforming. MANCINI stated that developing Parcel 5 is not a viable option.

VIGERNON noted that the FEMA floodplain has been changed since the original site plan was approved in 2006. Today, it would typically be required that all infrastructure was constructed prior to building homes on each parcel. The floodplain map shown in the presentation notes that water leads across Anita Drive, and it would be the City Engineer's preference that water and sewer lines were extended to Parcel 5.

ECK noted that the abrupt end of Anita Drive may become a safety hazard for patrons of the VFW. ECK explained that if the VFW's parking lot were to be changed in the future, a cul-de-sac or dead-end signage at the end of Anita Drive would be desirable.

FARINA noted that the Planning Commission requested the applicant construct a cul-de-sac or hammerhead at the end of Anita Drive during the previous review in 2019. MANCINI denied the request at the time. CZARNECKI explained that the role of the Planning Commission is to preserve the safety of City residents and a safe turnaround for emergency vehicles on Anita Drive is necessary. CZARNECKI inquired what the safety

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factors would be for emergency vehicles if Parcel 5 were purchased and developed. MANCINI explained that future development cannot occur until the road is extended.

WARUNEK noted that the site plan should be developed as it was approved. KEIL noted that the floodplain prevents the buildable area for a new home to be constructed on Parcel 5. WARUNEK explained that it may be possible to build within the floodplain, but the development will be different than the original site plan shows.

TRAXLER stated that MANCINI submitted a site plan that set the expectations to the City for development. The applicant is requesting a site plan amendment to would result in Parcel 5 being non-conforming. The Planning Commission is not permitted to approve the site plan, given that the non-conforming lot is in violation of the City's Zoning Ordinance. MANCINI may seek to combine Parcels 4 and 5, or seek a variance. COOK suggested the Planning Commission postpone the site plan amendment application so the applicant can continue working with property owner at Parcel 4 to purchase Parcel 5 and combine it to Parcel 4.

Motion by Member: FARINA

Supported by Member: COOK

To: Postpone 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment for a period of 6 months, until the August 4, 2021 City of Fraser Planning Commission meeting, or sooner, depending if the applicant is able to combine Parcel 4 and Parcel 5 prior to August 4, 2021.

AYES: 6

NAYS: 1

MOTION CARRIED

B. 2020 City of Fraser Planning Commission Annual Planning Report

DISCUSSION: URBIEL presented the 2020 Planning Commission Annual Planning Report. CZARNECKI questioned why information on variances were included in the report when that is a ZBA matter. TRAXLER noted that the Michigan Planning Enabling Act requires that an annual report on the ZBA must also be submitted to City Council. FARINA noted that McKenna should add ZBA to the title of the Report.

Motion by Member: FARINA

Supported by Member: CZARNECKI

To: Postpone forwarding the 2020 City of Fraser Planning Commission Annual Planning Report to City Council until the March 3, 2021 Planning Commission meeting.

AYES 7

NAYS 0

MOTION CARRIED

C. City of Fraser 2021 Master Plan

DISCUSSION: BOUCHARD began the discussion by explaining the changes made since the January 2021 Planning Commission meeting. The changes include the addition of a document acronym page, additional case studies, and general text edits and reviews. FARINA questioned if the McKenna included text changes pertaining to enhanced sidewalk connectivity, updating the City's sign ordinance, and including information on the current parks system. BOUCHARD noted that additional information on the City's park system still needs to be added to the next draft. TRAXLER explained the remaining tasks and project schedule.

Motion by Member: KEIL

Supported by Member: CZARNECKI

To: Forward the City of Fraser 2021 Master Plan to City Council to open the 63-day comment period.

AYES 7

NAYS 0

MOTION CARRIED

9. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:

DISCUSSION: None.

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10. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:

DISCUSSION: FARINA noted the ZBA meetings for February 2021 and March 2021 were canceled.

11. COMMISSIONERS' COMMENTS AND ITEMS OF INTEREST / CONCERNS:

Member Barr:	None.
Member Cook:	Wished the group a good evening and great job to WARUNEK for first meeting as chair.
Member Czarnecki:	Great job to the group on the meeting and kudos to Master Plan team.
Member Perry:	Great job to WARUNEK for first meeting as chair.
Member Farina:	Welcomed Bruce Eck as Building Official and congratulations to Master Plan team and to WARUNEK for first meeting as chair.
Member Kiel:	Great job to WARUNEK on first meeting as chair and to the Master Plan team.
Chair Warunek:	Thanked the group for a good meeting.
McKenna:	The March 2021 meeting will include an agenda item on the CIP.
City Attorney:	None.

12. ADJOURNMENT:

Motion by Member: KEIL **Support by Member:** PERRY

To: ADJOURN THE MEETING OF February 3, 2021 at 10:42 PM

AYES 7

NAYS 0

MOTION CARRIED

Audience members: None.

6B. Site Plans and Other Reviews

i. SP 21-001 /
JAY PARKS ON BEHALF OF FRASER CS LLC /
32200 GROESBECK HIGHWAY /
PROPOSED BUILDING ADDITION

Contents:

1. City Planner (McKenna) Review Letter
2. Site Plan Submission (*Dated November 5, 2020*)

Site Plan Review Summary

Site plan dated November 5, 2020

Received by McKenna for SPR 1/27/21 / Revision received 2/22/21

SP 21-001

City of Fraser, Michigan



SITE ADDRESS / LOCATION

32200 Groesbeck Highway:
Cremation Source Building Addition

APPROVING BODY

Planning Commission

PUBLIC HEARING DATE

N/A

STAFF REPORT CONTACT INFORMATION

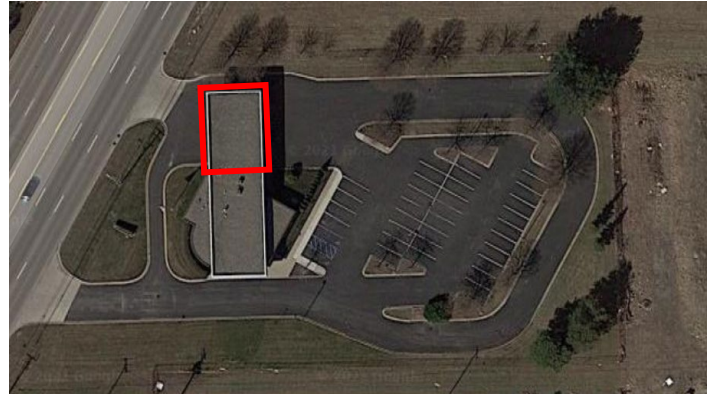
Building Clerk – Jennifer Mellar – (586) 293-3100 ext. 154
Planning Consultant – Paul Urbie, AICP – (313) 888-9882

APPLICANT / PROPERTY OWNER

Jay Parks, M and B Construction (Contractor)

BRIEF SUMMARY OF REQUEST:

The applicant, Cremation Source, is proposing to redesign/update their existing building located at 32200 Groesbeck Highway. The proposed project is to enclose the current drive-through canopy area on the site. The purpose of enclosing this area is to provide more indoor storage space for the existing business.



SITE ZONING + LAND USE

SURROUNDING ZONING + LAND USE

SITE IMPROVEMENTS

SIZE OF SITE + FRONTAGE

EXISTING SITE INFORMATION:

IR – Industrial
Restricted;
Commercial
Office

Commercial sites zoned CG
– Commercial General
(Hotels), Commercial and
Industrial uses zoned IR

Enclosure of
existing canopy
– no other site
improvements
proposed

Total site area = 1.6 acres
New bldg. area = 1,584 sq. ft.
238 ft. frontage
on Groesbeck Highway

Compatibility with Zoning Ordinance

The intent of the IR District is to: "...primarily accommodate wholesale activities, warehouses and industrial operations whose external, physical effects are restricted to the lot or parcel and in no manner affect in a detrimental way any of the surrounding lots or parcels. The IR district is so structured as to permit, along with specified uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products from previously prepared material." The current use (and proposed use of the enclosed drive-through canopy) of the site is compatible with the IR District intent. It is not anticipated that the enclosing of the existing drive-through canopy utilized for indoor storage will have any adverse effects to any adjacent properties, or result in any additional or excessive noise, odors, dust, or other nuisances.

Compatibility with Master Plan

The Master Plan depicts the subject site as industrial, proximate to mainly industrial and some commercial use along the Groesbeck Corridor. The draft Master Plan update, currently in process, anticipates the Groesbeck Corridor as a place for development flexibility, allowing for a mix of uses including industrial and residential. This proposal is compatible with the future land use designation in the Master Plan.

PLANNER RECOMMENDATION

- ☐ APPROVE
- ☒ APPROVE WITH CONDITIONS
- ☐ REVISE AND RESUBMIT
- ☐ DENY

ATTACHMENTS

- ☒ SUBMITTED PLANS
- ☐ APPLICATION
- ☐ PUBLIC HEARING NOTICE
- ☐ PROOF OF OWNERSHIP

- ☐ PUBLIC COMMENTS
- ☒ AGENCY COMMENTS
- ☒ REVIEW AGAINST ZONING STANDARDS
- ☐ MISC.

Review Against Zoning Standards



1. CG, Commercial General Business District (Section 32-143)

a. Zoning and Land Use (Section 32-143 (1))

The site, located at 32200 Groesbeck Highway, is zoned IR (Industrial Restricted). The building, a former bank, is used for the office space and storage of materials needed to facilitate funerals and cremation services. The drive-through canopy that serviced the bank is located on the north side of the site. Parking is in the rear (east) of the site, with approximately 35 parking spaces.

The intent of the IR District is to: "...primarily accommodate wholesale activities, warehouses and industrial operations whose external, physical effects are restricted to the lot or parcel and in no manner affect in a detrimental way any of the surrounding lots or parcels. The IR district is so structured as to permit, along with specified uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products from previously prepared material."

It is not anticipated that the enclosure of the existing drive-through canopy for indoor storage will have any adverse effects to any adjacent properties, or result in any additional or excessive noise, odors, dust, or other nuisances. Further, the proposed project (to enclose the space under the existing drive-through canopy for storage and receiving space) does not result in any expansion of the existing footprint.

b. Dimensional Requirements (Section 32-143 (3))

Requirement Type	IR District Requirements	32200 Groesbeck	Requirements Met
Minimum Lot Size	20,000 sq. ft.	69,997 sq. ft.	Yes
Minimum Lot Width	80 ft.	238.72 ft.	Yes
Front Yard Setback	100 ft.	~87 ft.	No
Side Yard Setback	5 ft.	~23 ft. (north) ~64 ft. (south)	Yes
Rear Yard Setback	20 ft.	245 ft.	Yes

The site conforms to all current dimensional requirements with the exception of the required front yard setback. The existing building encroaches into the front yard setback by approximately 13 feet. The proposed addition does not increase the degree of this nonconformity.

2. Off-Street Parking and Loading Requirements (Article VI Section 32-91 through 32-95 and 32-97)

a. Parking

The site currently has 35 parking spaces. As per the City's Zoning Ordinance the parking requirements are as follows:

- Business Offices: 1 space per every 150 square feet (total of 23 spaces)
 - Conference room: 1 space per every 50 square feet (total of 8 spaces)
 - Warehouse enclosure: 1 space per every 1,500 square feet (total of 1 space)
- TOTAL REQUIRED SPACES: 32**

The existing parking conditions located on the site meet the ordinance's parking requirements.

b. Ingress / Egress

The site has two existing ingress/egress points at the north and south of the site, which are proposed to remain. The City's Public Safety review of an earlier version of these site plan drawings noted a concern about the ability of emergency vehicles to exit the property from the north driveway without

being required to turn around in the parking lot. The revised drawings indicates that the dimension between the existing curb and the face of the new building enclosure will be 19'-6". At the time of this writing, we have not yet received confirmation from the Public Safety department that this resolves their concern.

We recommend that the applicant demonstrate to the City's satisfaction that appropriate emergency vehicle circulation is maintained.

c. Circulation On- and Off-Site

It should be noted that with the addition of the warehouse enclosure to the existing building, it is possible that the site will experience more vehicle traffic, specifically from larger trucks to transport, load, and unload storage materials. If the proposed addition is completed, the driveway that remains will only allow one-way access to or from the rear parking lot on the north side of the site.

We recommend the applicant demonstrate or explain the anticipated vehicle types, frequency, and circulation pattern for the loading and unloading of materials into the proposed warehouse space.

d. Loading

The applicant is proposing a 12' x 10' overhead garage door to be located on the east side (rear) of the building for loading and unloading, as well as a 3' x 7' person door for entry and exit from the indoor warehouse space. Section 32-97 of the City Zoning Ordinance requires that one (1) loading and unloading space be provided and "[s]uch loading and unloading space, unless otherwise adequately provided for, shall be an area ten (10) feet by fifty (50) feet". Page 1 of the site plans demonstrates a "loading/receiving" area of 10' x 50'.

3. Landscaping (Section 32-84)

Section 32-84.a of the City's Zoning Ordinance notes that the sites in the IR Districts are not required to include a landscaping plan. However, Section 32-141c states that *"portions of the site not used for parking, driveways and buildings shall be provided with landscaping and lawn (see section 5.03 [section 32-84]), approved by the planning commission, and so maintained in an attractive condition."*

The applicant proposes to extend the lawn and install shrubs to match the existing landscaping in the area in front of the proposed building enclosure (the area in outlined in red in the image to the right).

No other changes to the existing site landscaping are proposed.



4. Signs (Section 32-85)

The proposed site plan notes that existing signage is planned to remain. The site currently has one freestanding sign and one ground sign.

5. Architecture and Building (Section 32-141 (a))

The zoning ordinance requires that, in the industrial districts, *“the exterior of all buildings hereafter erected shall be constructed of aesthetically pleasing brick and/or stone building materials.”* The base of the building addition is proposed to be clad in masonry to match the existing building, with composite metal panels cladding the middle of the facades below the existing metal canopy (which is proposed to remain).

We believe the proposed addition will be reasonably attractive and complement the existing architecture of the existing building, but we recommend the applicant provide more specific information about the material, color and pattern proposed for the metal panel to demonstrate to the planning commission that the result will be appropriate.

6. Screening (32-82)

The zoning ordinance requires that screening be required “between any use district that abuts any other use district”. The site is bordered by CG zoning to the north, which triggers this requirement. The site has a landscaped greenbelt with chainlink fence per ordinance requirements.

The existing trash enclosure is proposed to remain in the same location, on the northeast corner of the property. This trash enclosure is not utilized for the site’s current operations. We note that the use of this enclosure for a dumpster would require a solid gate that prevents visibility of the dumpster from the public way.

7. Lighting (Section 32-86)

Existing site lighting is proposed to remain. The parking lot and site driveways are illuminated by light poles that are appropriately shielded downward.

8. Reviewing Entities

The site plan is subject to review by all of the applicable departments and jurisdictions deemed necessary to ensure the health, safety, and welfare of the community.

The City Engineer reviewed the proposal and reported no objections, but also noted that he will require a review of a topographic survey and proposed grading plan at a minimum prior to issuance of a building permit to verify that the proposed building enclosure does not impede or modify existing surface drainage patterns.

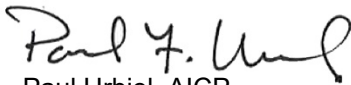
RECOMMENDATION

Given the analysis above, McKenna recommends approval of the proposed transformation of an existing drive-through canopy into a 1,584 square foot indoor storage/warehouse space located at 32200 Groesbeck Highway with the following conditions:

1. The applicant demonstrates to the Planning Commission's satisfaction that the type and frequency of delivery vehicles anticipated for the site can be accommodated by the circulation pattern resulting from the proposed addition.
2. The applicant confirms to the City's satisfaction that appropriate emergency vehicle access is preserved at the north driveway.
3. The applicant provides more specific information about the material, color and pattern proposed for the metal panel façade material to demonstrate to the Planning Commission that the result will be appropriate.
4. The applicant demonstrates to the City Engineer's satisfaction that the proposed enclosure does not impede or modify existing surface drainage patterns.

Respectfully,

McKENNA



Paul Urbiel, AICP
Senior Principal Planner

Danielle Bouchard
Associate Planner

Cc: City of Fraser: Building Official, City Attorney, City Engineer
Jay Parks, Applicant, M and B Construction

PUBLIC SAFETY COMMENTS

Re: 32200 Groesbeck Site Plan Application



Michael Pettyes <pettyesm@fraserdps.com>

To ○ Jason Poole; ● Paul Urbiel



Follow up. Start by Friday, February 12, 2021. Due by Friday, February 12, 2021.
You replied to this message on 2/22/2021 3:42 PM.

 Reply  Reply All  Forward 

Fri 2/12/2021 2:23 PM

Jason and Paul,

I read the report and was able to go out to the site earlier today. I agree with the Site Plan Review Summary Part 2 Section C that they recommend the applicant confirm the dimensions between the face of the new exterior and the existing curb. This is the only real concern that I can see from my review. I have concerns that emergency apparatus will NOT have the ability to exit through the north side exit (where the addition is being built). Having to turn around in that lot would be tricky. I would like to have enough room on the north exit that all emergency vehicles can exit that driveway without having to make a turn around in the parking lot.

Sergeant Poole is currently out of the state and not available to weigh in on this matter. When he returns he may want to weigh in on this issue as well. Please let me know if I can assist in this matter in any way.

Sincerely,

*Director Mike Pettyes
Fraser Department of Public Safety*

ENGINEER COMMENTS

RE: Fraser Site Plan Application - 32200 Groesbeck Site Plan Review (SP21-001)



Mike Vigneron <mvigneron@aewinc.com>

To ● Paul Urbiel

Cc ● Sarah Traxler; ○ Zoning Zoning; ○ 'Building Official'



You forwarded this message on 2/15/2021 5:00 PM.

 Reply  Reply All  Forward 

Mon 2/15/2021 4:53 PM

Paul,

I have no objections to the site plan, but I would like to review a topographic survey and proposed grading plan at a minimum prior to issuance of a building permit to verify that the proposed building enclosure does not impede or modify existing surface drainage patterns. Let me know if you have any questions. Thanks.

Michael A. Vigneron, PE
Senior Project Engineer

Anderson, Eckstein and Westrick, Inc.

SITE STATISTICS

CURRENT ZONING:	INDUSTRIAL RESTRICTED
PARCEL ID#:	14-05-251-006
SITE AREA:	69,997 SQ. FT. 1.6069 ACRES
BUILDING AREA:	
EXISTING BUILDING	3,800 SQ. FT.
PROPOSED ADDITION	1,564 SQ. FT.
TOTAL	5,364 SQ. FT.
PARKING REQUIRED:	
EXISTING BUSINESS USE	
3,425 SQ. FT. @ 1 CAR/150 SQ. FT.	23 CARS
ASSEMBLY (CONF. ROOM)	
375 SQ. FT. @ 1 CAR/90 SQ. FT.	4 CARS
WAREHOUSE (SIMILAR)	
1,564 SQ. FT. @ 1 CAR/1500 SQ. FT.	1 CAR
TOTAL	32 CARS
PARKING PROVIDED:	35 CARS

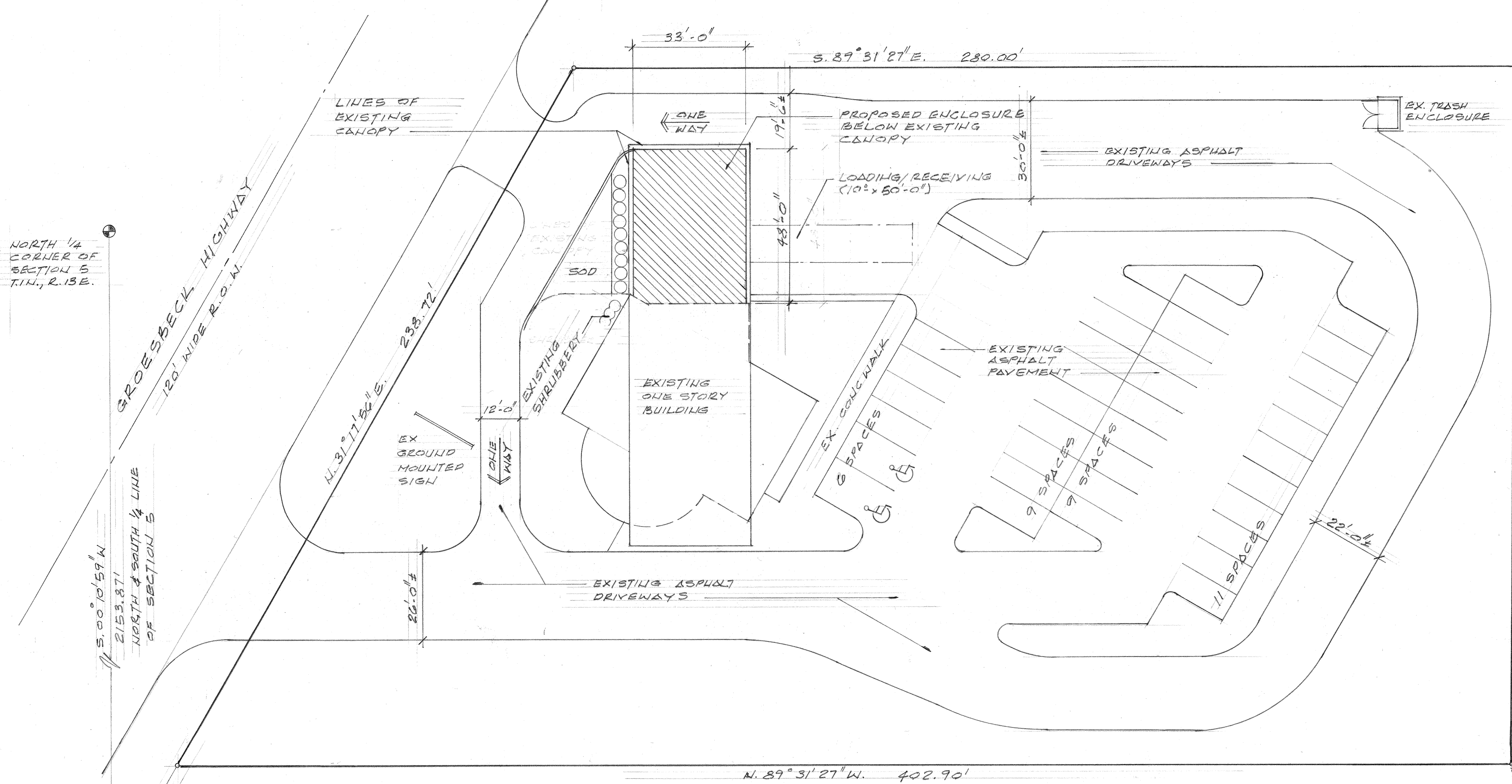
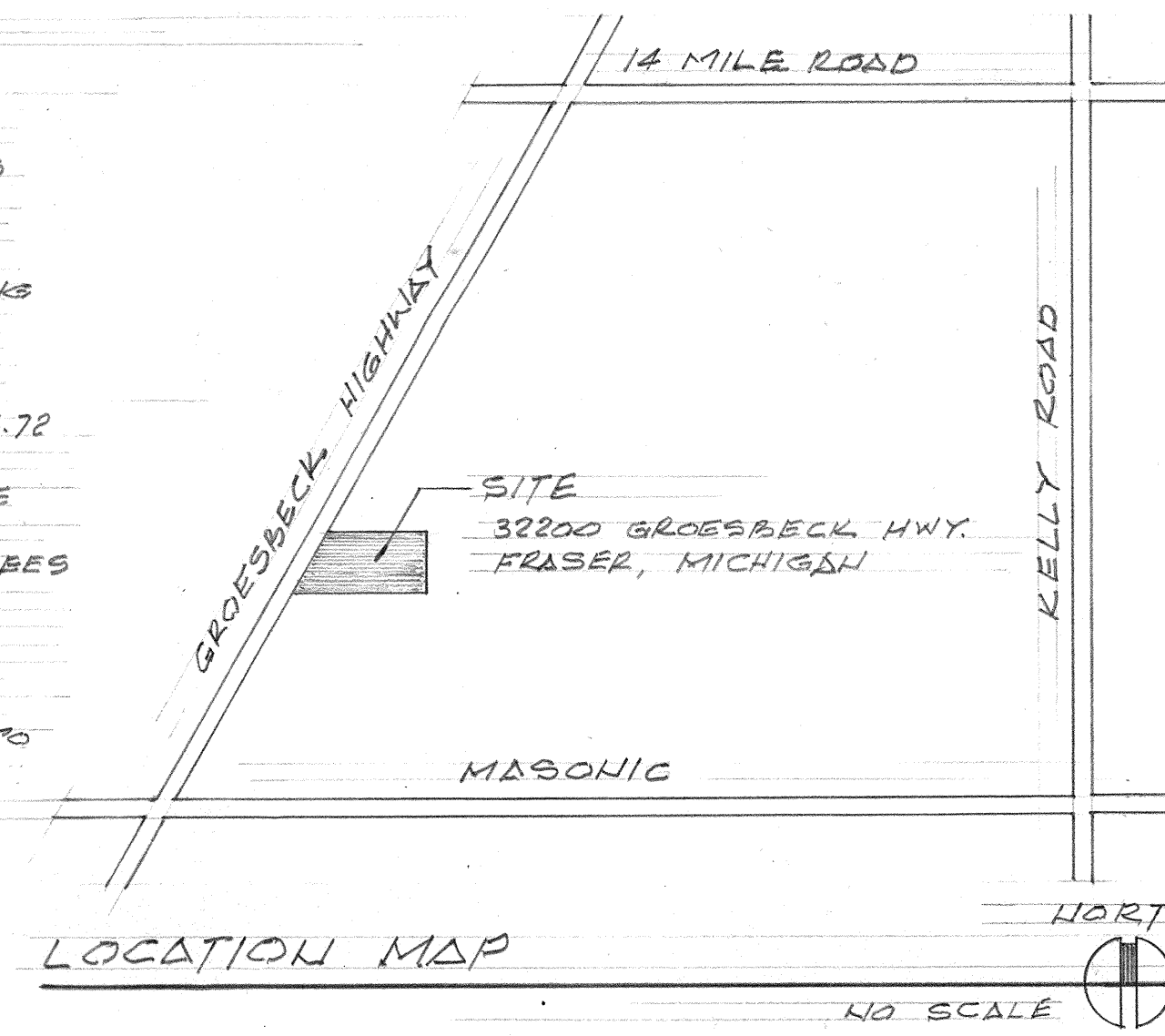
ALL EXISTING PARKING, PAVEMENT, DRAINAGE, SITE UTILITIES, EXT. LIGHTING, FENCING AND SIGNAGE SHALL REMAIN INTACT.

ANY EXTERIOR ASPHALT REMOVED TO FACILITATE CONSTRUCTION OR DAMAGE DUE TO CONSTRUCTION SHALL BE REPLACED AND RESTORED TO ORIGINAL CONDITION.

ASPHALT REMOVED AT THE WEST ELEVATION SHALL BE REPLACED WITH LANDSCAPING AS SHOWN. MATCH EXISTING CURB. MATCH EXISTING SHRUBBERY AND MULCH BED. EXTEND IRRIGATION SYSTEM AS REQUIRED.

LEGAL DESCRIPTION

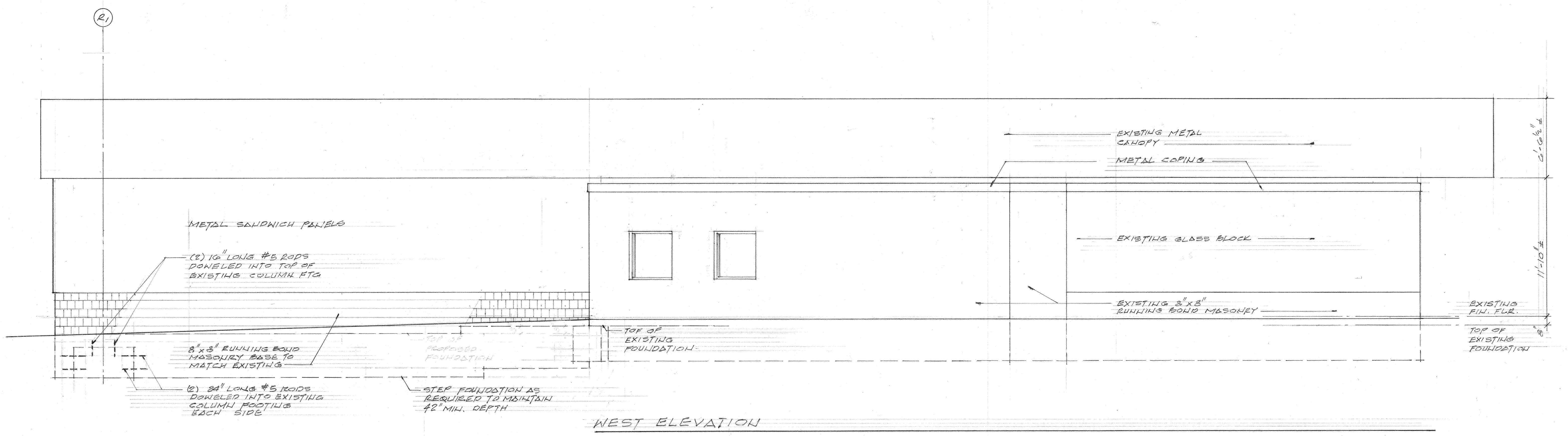
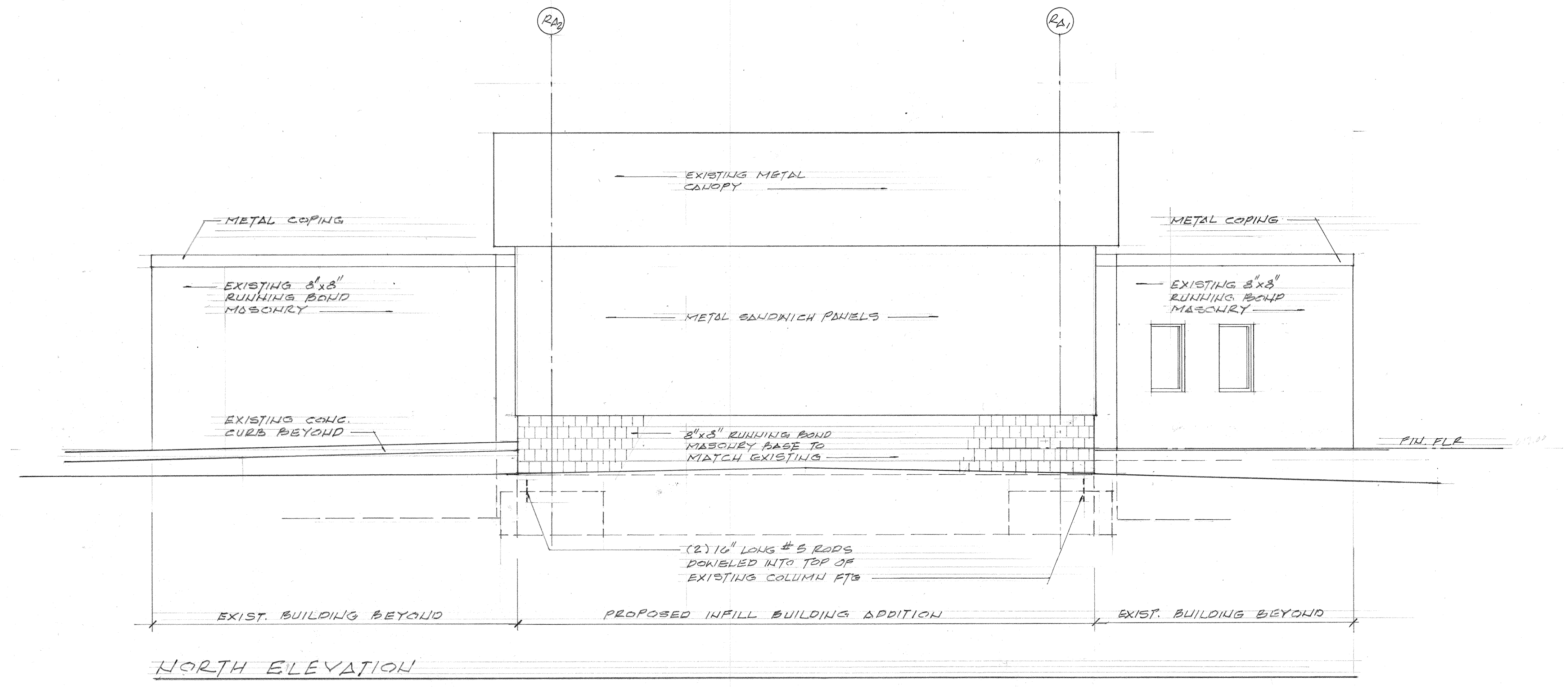
COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 5, TOWN 1 NORTH, RANGE 13 EAST, AND PROCEEDING THENCE SOUTH 0 DEGREES 10 MINUTES 59 SECONDS WEST 2153.37 FEET ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION 5; THENCE NORTH 31 DEGREES 17 MINUTES 56 SECONDS EAST 208.40 FEET MAKE THE SOUTHEASTERLY RIGHT OF WAY LINE OF GROESBECK HIGHWAY (M-97) TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 31 DEGREES 17 MINUTES 56 SECONDS EAST 238.72 FEET ALONG THE SOUTHEASTERLY RIGHT OF WAY LINE OF GROESBECK HIGHWAY (M-97); THENCE SOUTH 39 DEGREES 31 MINUTES 27 SECONDS EAST 280.00 FEET; THENCE SOUTH 00 DEGREES 13 MINUTES 45 SECONDS WEST 205.00 FEET; THENCE NORTH 89 DEGREES 31 MINUTES 27 SECONDS WEST 402.90 FEET TO THE POINT OF BEGINNING. CONTAINING 69,997 SQUARE FEET OR 1.6069 ACRES OF LAND SUBJECT TO AND TOGETHER WITH ANY EASEMENTS, RESTRICTIONS OR RESERVATIONS.

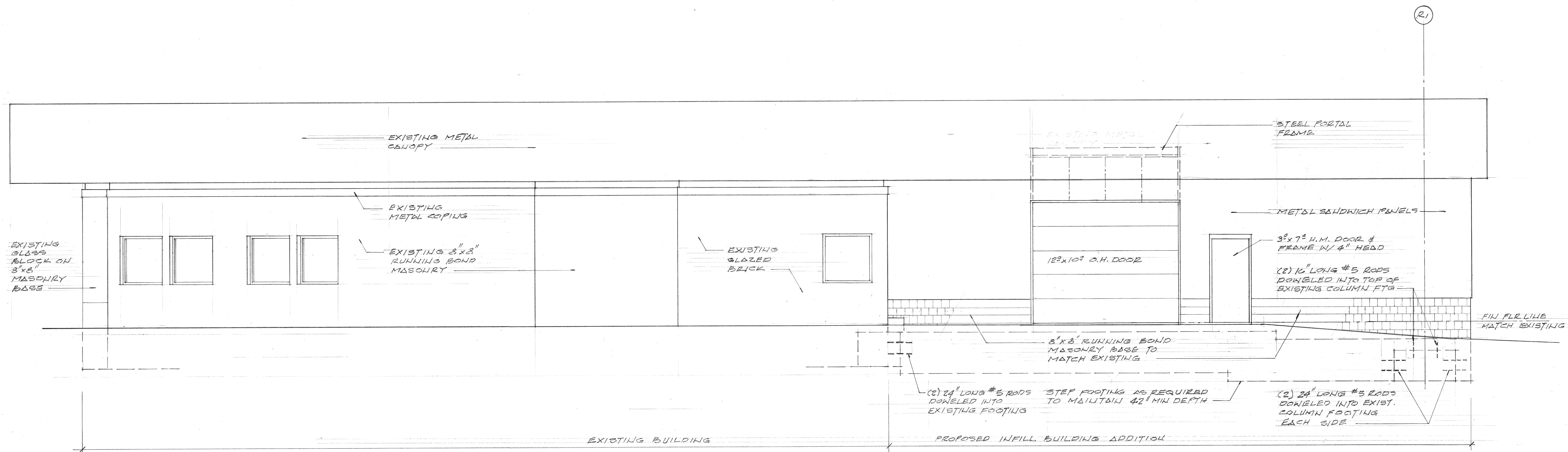


SITE PLAN



ADD A WALL MOUNTED "EXIT" LIGHT AND A
DECORATIVE EXTERIOR FIXTURE
(AS SELECTED BY OWNER) AT THE
EXTERIOR DOOR.





EAST ELEVATION

PROPOSED RECEIVING ENCLOSURE FOR
CREMATION SOURCE

EXTERIOR ELEVATIONS

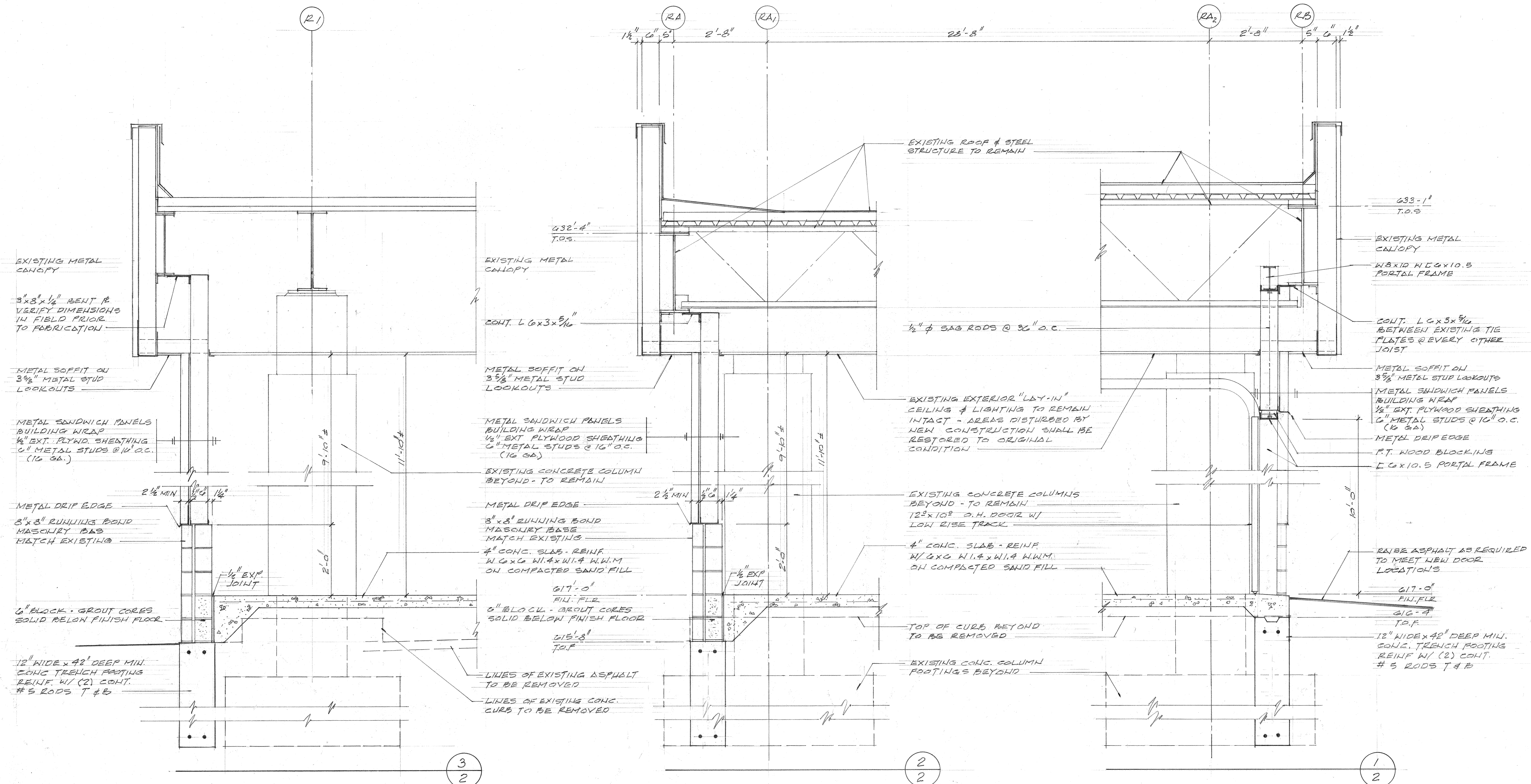
REVISIONS

DATE
NOV. 5, 2020
DRAWN BY
BILLOVUS
FILE #
20-262
SHEET NO.
4
4 OF 5

terence bilovus, architect
1662 crestline drive
48083
troy
michigan
528-1427

32200 GROESBECK HIGHWAY
FRASER, MICHIGAN

SCALE: 1/4" = 1'-0"



PROPOSED RECEIVING ENCLOSURE FOR

CREMATION SOURCE

SECTIONS & DETAILS

REVISIONS:

DATE
NOV. 5, 2020
DRAWN BY
BILLOVUS
FILE NO.
20-262
SHEET NO.
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OF 5

terence billovas, architect
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32200 GREENBECK HIGHWAY
FRASER, MICHIGAN

SCALE: 3/4" = 1'-0"

7_{A.}

2020 Fraser Planning Commission +
ZBA Annual Report

Planning Commission & Zoning Board of Appeals 2020 Annual Planning Report to City Council & 2021 Planning Commission Work Plan

City of Fraser, MI

This Annual Report is intended to serve as a planning document that outlines the work plan for the next fiscal year, and is a communication tool to share recent achievements and plans for future goals with the community.

INTRODUCTION AND PURPOSE OF THE PLANNING COMMISSION

As required per the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, the Planning Commission shall submit a report of its 2020 activities to the Fraser City Council.

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

In addition to fulfilling this requirement, the Annual Report and Work Plan increases information-sharing between staff, boards, commissions, and the governing body and assists with these entities with anticipating, preparing, and budgeting for upcoming priorities.

PLANNING COMMISSION MEMBERSHIP

We thank the following Commission members for their time commitment and good work:

- Kathy Czarnecki, Chairperson
- John Keil, Vice-Chair
- Kenny Perry, Secretary
- Joann Barr
- Donald Cook
- Frank Farina, ZBA Liaison
- Randy Warunek

PLANNING COMMISSION MEETINGS

The Fraser Planning Commission met ten times in 2020. This meets and exceeds the requirements of the MPEA, which requires a minimum of four meetings annually.

1. Monday, January 20, 2020
2. Monday, March 4, 2020
3. Wednesday, May 6, 2020
4. Wednesday, June 3, 2020
5. Monday, July 20, 2020
6. Monday, August 17, 2020
7. Monday, September 21, 2020
8. Wednesday, November 4, 2020
9. Wednesday, December 2, 2020
10. Monday, December 14, 2020

INTRODUCTION AND PURPOSE OF THE ZONING BOARD OF APPEALS

The City of Fraser Zoning Board of Appeals (ZBA) is responsible for Zoning Ordinance interpretation and granting variances in the City. A variance may be granted to an applicant for reasons of unnecessary hardship due to special circumstances located on a specific site or property.

ZONING BOARD OF APPEALS MEMBERSHIP

We thank the following ZBA members for their time commitment and good work:

- Mark Stimac, Chairperson
- Mark Burley
- Frank Farina, Planning Commission Liaison
- Joseph Chimenti
- Roseanne Menendez
- Bob Logan
- Dale Hunt

ZONING BOARD OF APPEALS MEETINGS

The ZBA held 4 meetings in 2020. This meets and exceeds the requirements of the Michigan Zoning Enabling Act, which requires a minimum of two meetings annually.

1. Thursday, January 16, 2020
2. Thursday, July 16, 2020
3. Thursday, August 6, 2020
4. Thursday, December 3, 2020

2020 in Review

The following tables outline the various development reviews (site plan, special land use, etc.) considered by the Planning Commission, and variances that were considered by the Zoning Board of Appeals in 2020.

VARIANCES (ZBA)

Project Type	Location	Description	Status	Recommendation to Legislative Body	Date
Parking Variance	Part of 34835 Utica Road	To allow 1,1149 parking spaces on the Meijer site where 1,608 parking spaces are required as per the City's Ordinance.	Approved	Yes	January 16, 2020
Dimensional Variance	31270 Groesbeck Highway	To allow for 27.8 square feet of added wall signage for Happy's Pizza and 28.8 square feet of added wall signage for Savvy Sliders, totaling 56.6 square feet of added wall signage, as proposed in the plan submitted by the applicant, based on the hardship that the ordinance deprives the applicant of rights commonly enjoyed by other properties in the same district as well as general public safety.	Approved	Yes	August 6, 2020

DEVELOPMENT REVIEWS (PLANNING COMMISSION)

Project Type	Location	Description	Status	Recommendation to Legislative Body	Date
Site Plan Review	Address to be determined, the southeast corner of Bennett and Vermader Drives	10,480 square foot building on 1.24 acres. The proposed building is divided between 1,500 square feet of office space and 8,980 square feet of warehouse space in the IR District.	Approved	Yes	March 30, 2020
Site Plan Review	16001 Hanover Street at McKinley Park	Replacing cell tower equipment within the compound and on the T-Mobile tower.	Approved	Yes	May 6, 2020
Site Plan Amendment Review	18530 15 Mile Road	Building expansion to Carmela Foods intended for a cold storage warehouse.	Approved	Yes	May 6, 2020
Site Plan Amendment Review	35835 Utica Road	To reduce Meijer's available parking count from 1,149 parking spaces to 1,079 parking spaces so that they can split off 1.29 acres for a new AutoZone store on the west side of Utica Road, just south of the main Meijer driveway.	Approved	Yes	August 17, 2020
Site Plan Review	West side of Utica Road, south of Meijer entrance	To remove 85 of Meijer's parking spaces, construct a new 6,816 square feet independent retail building with 46 parking spaces, and replace 15 parking spaces for Meijer.	Approved	Yes	August 17, 2020

ZONING ORDINANCE AMENDMENTS (PLANNING COMMISSION)

Section	Amendment Description	Status	Recommendation to Legislative Body	Date
Article XII, Section 32-170, Subparagraph (b) (3) and (b) (4) of Zoning Ordinance No. 279	To require that a fast-food restaurant located in a shopping center be aesthetically compatible in design and appearance with other buildings, tenant spaces, and uses in the shopping center, and to allow drive-thru service for fast-food restaurants that are not in a freestanding building.	Approved	Yes	November 4, 2020

AND MORE...

Zoning Ordinance Technical Evaluation

At the Planning Commission's behest, McKenna completed a technical evaluation of the City of Fraser Zoning Ordinance in 2020. This analysis provided recommendations for improving the zoning ordinance considering modern regulatory methods, the City's Master Plan revision in process, and McKenna's day-to-day experience administering the City's and other communities' planning and zoning.

Neighboring Community Draft Master Plan Review

The MPEA requires local governments to provide adjacent communities an opportunity to review and comment on proposed master plans and master plan amendments. In 2020, the Planning Commission received a proposed master plan from the City of Warren and a proposed Master Plan Amendment from Clinton Township consisting of Design Guidelines for Groesbeck Highway. McKenna conducted a review and presented findings to the Planning Commission. The reviews and subsequent discussion were intended to:

- Ensure the proposed projects and recommendations compliment the City of Fraser's goals
- Examine future partnership opportunities
- Be informed of potential zoning amendments for districts in neighborhoods that border the City of Fraser

After reviewing the reports and discussing the potential impacts on the City of Fraser, the Planning Commission approved a motion to send comments in support of the proposed plans to both the City of Warren and Clinton Township.



Looking Ahead: 2021 Work Plan

In the coming year, the following are additional projects the Planning Commission may undertake:

By preserving what Fraser already has, and enhancing those elements that can be improved, the City can continue to afford residents and visitors with a high-quality place to live, work and play.

CITY OF FRASER 2021 MASTER PLAN

Throughout 2020, the City of Fraser Planning Commission, City staff, and McKenna have been working collaboratively to develop the City of Fraser Master Plan. The primary purpose of the 2021 Master Plan is to provide guidelines and best practices for supporting new growth and development in the City, while also preserving and recognizing the elements that already make the City a great place to live and work. Some of the most imperative points and highlights in the Plan include:

- Design standards, recommendations, and implementation steps for the City's Central Business District.
- Design standards, recommendations, and implementation steps for the beautification and flexible development along Groesbeck Highway.
- Development of a Future Land Use Plan, Nonmotorized Network Plan, Sustainability Plan, and Transportation Plan.
- Emphasizing best practices in planning, such as walkability, bikeability, housing diversity, integration of land uses, and more.

ZONING ORDINANCE UPDATE

As previously noted, a Zoning Ordinance Technical Evaluation was conducted in 2020 to identify areas of the Zoning Ordinance that require updates or amendments.

The following is a preliminary list of areas in the City's Zoning Ordinance to amend or enhance throughout 2021:

- Sign Regulations.
- Clarification of District definitions and intent.
- Consistent references and terms.
- Create standalone sections for pertinent information (e.g., landscaping standards).
- Eliminate inconsistencies in District Regulations.
- Eliminate terms included in the Definitions section that are not used in the Ordinance.
- Develop cross-reference links where needed.
- Implement zoning recommendations included in the 2021 Master Plan.

RE-ENERGIZING THE DOWNTOWN DEVELOPMENT AUTHORITY

A significant component of the 2021 Master Plan is the re-organization and re-energization of the City's Downtown Development Authority (DDA) to assist with the growth and development of Downtown Fraser. The DDA must be compliant with PA 57 of 2018. Therefore, at the City Council's discretion, several administrative tasks will need to be completed.

The DDA's anticipated initial responsibilities in 2021 as they relate to Downtown Fraser include (but are not limited to):

1. Update and adopt DDA Bylaws and establish the DDA's mission statement.
2. Verify the DDA boundary.
3. Develop and City Council adoption of a DDA Development Plan and Tax Increment Financing Plan, projecting development projects and project budgets.
4. Determine whether DDA Ordinance requires amendment.

PREPARATION OF CAPITAL IMPROVEMENT PLAN PROJECTS

A capital improvement program (CIP) is a prioritization of various priority infrastructure and other public improvement projects. The CIP should take into consideration the requirements of all the departments and agencies in the local government and shall include, in general order of priority, the public improvement projects that will be undertaken in the ensuing six-year period. All local units of governments, (except those townships that do not own or operate a water supply or sewage disposal system) are required to prepare and update a capital improvement program each year and the Michigan Planning Enabling Act requires CIPs. Further, many state and federal grant programs are requiring communities to have capital improvement plans to be eligible for project funding.

In early 2021, the City of Fraser Planning Commission, City Staff and Administration, other City Departments, and City Council may determine various projects to include in the CIP as a first step to the implementation phase of the 2021 Master Plan.