

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, March 3, 2021
MINUTES APPROVED MAY 5, 2021**

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

EXCUSED ABSENCE: NONE.

ALSO PRESENT: CLARK ANDREWS, CITY ATTORNEY
PAUL URBIEL, McKENNA
SARAH TRAXLER, McKENNA

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE:

Chairperson WARUNEK called the meeting to order at 7:03 PM

2. ROLL CALL:

Members:	Barr	Present (participating from Macomb County, City of Fraser, Michigan)
	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 March 3, 2021:

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

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

AYES 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

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 February 3, 2021:

Motion by Member: FARINA **Supported by Member:** CZARNECKI

To: Approve the minutes of the February 3, 2021 as corrected. Corrections include:

1. Revising the comments stated by Chairperson WARUNEK pertaining to the site plan discussion for 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment;
2. Removing DONALD DeNAULT from the Also Present list;
3. Revising the comments stated by Commissioner CZARNECKI pertaining to the hours of operation for 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;
4. Revising the roll call for Approval of the Agenda to note that Commissioner BARR was muted;
5. Revising the roll call for 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment to note that Commissioner CZARNECKI was opposed;

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6. Correcting a spelling error pertaining to Unfinished Business item C, City of Fraser 2021 Master Plan from "MOTION CRRIED" to "MOTION CARRIED."

AYES 7 (BARR, COOK, CZARNECKI, FARINA, KEIL PERRY, WARUNEK)
NAYS 0
MOTION CARRIED

6. New Business

A. PUBLIC HEARING: None

B. SP 21-001 Jay Parks on Behalf of Fraser CS LLC / 32200 Groesbeck Highway / Proposed Building Addition

DISCUSSION: URBIEL explained the existing site is a former bank. The current occupant of the building is Cremation Source, a cremation planning business. The current site is utilized for office space. The subject of the application is to enclose the current canopy to utilize as a storage facility to accommodate increased growth of their business. The applicant is also requesting to change the exterior appearance of the building. The proposed enclosure would result in approximately 1,584 square feet in additional occupiable space. The proposal includes a new loading door and additional rear exit of the building. The applicant is also proposing additional front yard landscaping.

URBIEL noted that the applicant should clarify the anticipated site circulation and the anticipated vehicle traffic that may be generated by constructing the additional storage space. The public safety review also resulted in a request for the applicant to clarify the dimensions of the site turnaround drive to confirm safety vehicles would be able to turn around on the site efficiently. The applicant provided the new façade is planned to be clad masonry with aluminum composite.

PARKS and TERRY BILOVUS, contractors for the applicant added that the brick masonry will be carried around the building and the color for the composite has not yet been chosen. WARUNEK explained that the original site was planned for office space.

FARINA questioned if any bodies will be stored at this facility. BILOVUS explained that the owner does not plan to store any bodies at the facility. CZARNECKI questioned how body storage would affect the property zoning. URBIEL noted that storing bodies would require special land use approval. PARKS noted that shipments to the site would include office supplies, urns, cremation boxes, and other similar products.

FARINA questioned if the City's Ordinance requires that the front façade materials must wrap around the entire building. PARKS confirmed that the same materials will be used around the entire building. The Commission discussed giving URBIEL authority to approve building façade color when selected.

CZARNECKI noted that the site currently has ample underutilized parking. Additionally, the dumpster does not have a door or proper enclosure. TRAXLER explained that it is reasonable to require the dumpster be brought up to Ordinance and building code standards as a condition of approval.

Motion by Member: FARINA **Supported by Member:** CZARNECKI

To: Approve SP 21-001 Jay Parks on Behalf of Fraser CS LLC / 32200 Groesbeck Highway / Proposed Building Addition, with the following conditions:

1. The applicant confirms to the City's satisfaction that appropriate emergency vehicle access is preserved at the North Driveway;
2. The applicant demonstrates to the City Engineer's satisfaction that the proposed enclosure does not impede or modify existing surface drainage patterns;
3. The applicant provide a revision date on all future revised submitted plans;

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4. No human remains or bodies shall be stored or passed through the site and the use shall be conducted strictly as stated in the letter from the applicant dated February 25, 2021, specifically for the purposes of consulting and meeting with families who choose direct cremation services and also to provide retail purchases of urns and memorial printing services associated with the aforementioned services. At no time shall the site conduct any traditional funeral services provided or hosted within the building (i.e., visitations, funeral hosting, embalming, or storage of corpses, cadavers, or human remains);
5. Improve the dumpster enclosure to code standards;
6. Administrative approval of the color of the aluminum cladding.

AYES: 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

NAYS: 0

MOTION CARRIED

7. UNFINISHED BUSINESS:

A. 2020 City of Fraser Planning Commission and Zoning Board of Appeals Annual Report

DISCUSSION: URBIEL noted that the APP was revised per the Commission's comments from the February 3, 2021 Planning Commission Meeting. URBIEL noted the City's ZBA Members will be sent a copy of this Report.

Motion by Member: FARINA

Supported by Member: KEIL

To: Approve the draft 2020 Fraser Planning Commission and Zoning Board of Appeals Annual Report and instruct staff to transmit to City Council.

AYES: 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

NAYS: 0

MOTION CARRIED

B. City of Fraser 2021 Master Plan

DISCUSSION: TRAXLER explained that the draft was considered by City Council for distribution at the Council's February 2021 Meeting. Three Planning Commissioners were in attendance at that meeting. City Council unanimously approved distribution of the draft Plan to the required distribution entities. A distribution letter was submitted to the distribution entities On Wednesday, February 24, 2021. The public hearing for the Plan will be held by the Planning Commission at the May 5, 2021 regularly scheduled meeting.

8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:

DISCUSSION: None.

9. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:

DISCUSSION: FARINA noted the ZBA meeting March 2021 was canceled.

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

Member Barr: None.

Member Cook: Told the group to be safe and see them next month.

Member Czarnecki: Asked if any applications will be on the agenda next month.

Member Perry: None.

Member Farina: Drove by 13 Mile and Groesbeck and it is under construction and stay safe.

Member Kiel: None.

Chair Warunek: Taco Bell is open with hopefully temporary certificate of occupancy and make sure the buffer will be constructed on the site.

McKenna: A pre-application meeting was held for an industrial property on Kelly Road so that application may come in for the April 2021 Meeting. Deadlines for required updates will be underway within the next few months on the former Dairy Queen site.

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City Attorney: None.

Motion by Member: FARINA

Supported by Member: KEIL

To: Authorize the City Planner to send out notices for a public hearing to be held at the May 5, 2021 Planning Commission Meeting.

AYES 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

NAYS 0

MOTION CARRIED

11. ADJOURNMENT:

Motion by Member: KEIL

Support by Member: FARINA

To: ADJOURN THE MEETING OF MARCH 3, 2021 at 8:26 PM

AYES 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY WARUNEK)

NAYS 0

MOTION CARRIED

Audience members: None.