



City of Fraser

Building & Code Enforcement Department

AGENDA

CITY OF FRASER PLANNING COMMISSION

MUNICIPAL BUILDING ~ 33000 GARFIELD ~ PHONE: 586-293-3100

WEDNESDAY, MARCH 2, 2022 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:** December 1, 2021
6. **New Business**
 - A. Public Hearings: None
 - B. Site Plan and Other Reviews: None
 - C. Planning Commissioner Vacancies and Candidate Interviews
 - D. 2021 Annual Planning Report
 - E. Elect Planning Commission Officers
 - F. 2022 Planning Commission Calendar
7. **Unfinished Business**
 - i. 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT EXTENSION
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**

5.

Approval of Minutes: December 1, 2021

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 01, 2021
MINUTES Draft**

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

EXCUSED ABSENCE: None

ALSO PRESENT: CLARK ANDREWS, CITY ATTORNEY
ALYSSA ALBRIGHT, CITY ATTORNEY
DYLAN CHURCH, CITY ATTORNEY
PAUL URBIEL, 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)
	Czarnecki	Present (participating from Macomb County, City of Fraser, Michigan)
	Farina	Present (participating from Macomb County, City of Fraser, Michigan)
	Perry	Present (participating from Macomb County, City of Fraser, Michigan)
	Keil	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 December 01, 2021:

Motion by Member: KEIL

Support by Member: PERRY

To: Approve the agenda of December 01, 2021 as presented.

AYES: 6 (BARR, 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 August 04, 2021:

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

To: Approve the minutes of the August 04, 2021 meeting as amended. Amendments include:

1. Page 3 item Site Plan 21-07 to read, "Addition of a bike rack with more than two-bicycle capacity."
2. Page 4 item Site Plan 21-07 to read, "Addition of a bike rack with more than two-bicycle capacity."

AYES: 6 (BARR, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

NAYS: 0

MOTION CARRIED

6. NEW BUSINESS

A. Public hearings: None.

B. Site plan and Other Reviews: None.

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 01, 2021
MINUTES Draft**

C. Administration Update

DISCUSSION: URBIEL explained that since the Planning Commission has not met in a few months that he would give an update on items that have been going on in the office recently. There will be likely at least 2 items for discussion in January, if the applicants submit materials on time. Additionally, hard copies of the packet will always be delivered from this point forward.

Construction on Autozone is nearing commencement. The City Attorney also has a revised easement agreement for review pertaining to the industrial development located on Kelly Road.

The City Administration is taking applications for Planning Commission reappointments. It is likely that the Commission will be meeting in-person in January 2022.

FARINA explained that his written comment to the administration regarding safety measures at in-person meetings (considering the ongoing COVID-19 pandemic) include the following questions/concerns:

- If there will be partitions between seats on the dais, and between the dais and the public seating
- If the room will be modified to accommodate social distancing
- If there will be a mask mandate
- If there will be a maximum capacity permitted in the room

7. UNFINISHED BUSINESS:

A. 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT

DISCUSSION: ANDREWS noted that the obligation to combine parcels 4 and 5 are the responsibility of Mr. Mancini, the applicant. URBIEL explained that at the August 4, 2021 Planning Commission meeting, the Commission approved an extension of 3 months' time for the applicant to obtain a lot combination of the subject parcels. A lot combination requires a survey and legal description of both parcels, as the City Assessor informed the applicant. To date, neither a completed application nor the survey drawings have been completed or submitted.

FARINA questioned what the Commission can do to ensure that the request of the applicant is completed. ANDREWS responded that the Commission has the right to deny the site plan amendment that the applicant has requested. The City has the right to enforce the obligations that the applicant had with the original site plan.

The administration's opinion of the application is that, absent the lot combination, it is not in the City's interest to approve the request and thus it should be denied. The lot combination is required to comply with Ordinance requirements pertaining to frontage, vehicular access, and infrastructure. KEIL noted that the applicant's most recent communication appears that they are in the process of completing the Commission's lot combination requirement. PERRY questioned what else is to be gained by denying the request.

CZARNECKI noted that the application first considered the application on February 6, 2019. It does not appear that Mr. Mancini has made any steps to combine the lots, or get the taxes paid. BARR noted that the applicant should be held to the City's processes, and applicants should be held to the standard of their site plan approval. WARUNEK stated that the applicant has already completed several tasks and the applicant should finish the project the way the Commission has requested. If the Commission were to deny the site plan, there will be too many variables and that the Commission should consider an extension.

BARR suggested that the application could be tabled for one month.

Motion by Member: CZARNECKI Supported by Member: FARINA

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 01, 2021
MINUTES Draft**

To: Deny 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT for the following reasons:

1. The proposed site plan amendment would create a nonconforming unbuildable lot with no frontage on a public road.
2. It would potentially cause future negative impacts for emergency vehicles and require future infrastructure investment for the development east of parcel 4.

AYES: 3 (BARR, CZARNECKI, FARINA)

NAYS: 3 (KEIL, PERRY, WARUNEK)

MOTION FAILS

Motion by Member: KEIL

Supported by Member: WARUNEK

To: Postpone 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT, for one month, until the January 5, 2021 Planning Commission Meeting with the following conditions:

1. The application build-out given to the administration with the survey, drawings, and legal descriptions
2. Taxes on parcel 5 must be paid in full

AYES: 5 (BARR, FARINA, KEIL, PERRY, WARUNEK)

NAYS: 1 (CZARNECKI)

MOTION CARRIED

8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:

DISCUSSION: None.

9. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:

DISCUSSION: FARINA noted that the ZBA has not had a meeting since September.

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

Member Barr:	None.
Member Czarnecki:	None.
Member Perry:	Happy holidays and happy new year.
Member Farina:	Requested to always have hard copies of the Planning Commission packet, a week prior to the meeting. St. Malachy is having breakfast with Santa on December 5 th .
Member Keil:	Happy holidays and happy new year.
Chair Warunek:	Term as chairperson is ending soon. Happy holidays and happy new year.
McKenna:	Will deliver hard copy packets for every meeting from this point forward and happy holidays.
City Attorney:	Happy Holidays and happy new year and encourages everyone to do what they can to stay safe and healthy.

11. ADJOURNMENT:

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

To: ADJOURN THE MEETING OF DECEMBER 01, 2021 at 8:25 PM

AYES 6 (BARR, CZARNECKI, FARINA, KEIL, PERRY WARUNEK)

NAYS 0

MOTION CARRIED

Audience members: None.

6C. Planning Commissioner Vacancies

Contents:

1. Staff Memo
2. Propsective Commissioner Applications



Memorandum

To: City of Fraser Planning Commissioners
From: Paul Urbiel
Date: February 22, 2022
Subject: **Seating Planning Commissioners for Vacant Seats**

The City Administration has been accepting applications for Planning Commissioners.

- There is a vacancy caused by Commissioner Cook's passing (term ending 12/31/22).
- In addition, Chair Warunek, Secretary Perry and Commissioner Barr's terms ended on 12/31/21.

Attached please find applications received by the City:

- Chair Warunek, Secretary Perry and Commissioner Barr have submitted applications and indicated their desire to be re-appointed for new terms ending 12/31/24.
- Two applications have been received for the term ending 12/31/22, from Michael Lesich and Renee Meyer.

The applicants for the vacant seat have been invited to the March 2, 2022 meeting for a conversation about their candidacies.

I look forward to discussing this matter with you at your February meeting. City Clerk Greenia will also be in attendance and will be able to answer questions regarding City Council's discussions about this matter.

ATTENTION!!!!
CITY OF FRASER RESIDENTS

The City of Fraser currently has some exciting opportunities for residents who would like to help shape the future of our City. We are accepting applications and/or letters of interest to serve on some of our Boards and Commissions. We are excited at the direction the City is taking and look forward to getting more people involved with the process.

If you are interested in helping, please submit an application and/or letter of interest, including the Board or Commission(s) you would be willing to serve on to the following email address:

cityclerk@micityoffraser.com
clerk@micityoffraser.com

On or before January 13, 2022 at 4:00 p.m.

We are looking for interested residents to fill vacancies on the following Boards and Commissions

Assessing Board of Review – 2 members

This is a two (2) year term and the Assessing Board of Review will meet three (3) times per year.

Historical Commission – 2 members

These are four (4) year terms. This Board will meet once per month.

Recreation Commission – 4 members

These are three (3) year terms. This Commission meets once per month.

Planning Commission – 4 members

These are three (3) year terms. The Planning Commission generally meets once per month but may meet more often if necessary.

Zoning Board of Appeals – 3 members

These are three (3) year terms. The Zoning Board of Appeals generally meets once per month but may meet more often if necessary.

Construction Board of Appeals – 2 members

These are two (2) year terms. The Construction Board of Appeals will meet only when necessary.

December 8, 2021

City of Fraser
Mayor and City Council
33000 Garfield Rd.
Fraser, MI 48026

Re: Request for Reappointment to Fraser Planning Commission

My partial, first term on the City of Fraser's Planning Commission expires on December 31, 2021. I consider it an honor to be on this board and allowed to work with a great group of members that care about this city and the direction it is headed. It is even a greater honor to have been chosen as chairman this past year after being on the board for a short time.

I feel we have accomplished a lot, especially with the adoption of a long-needed, new Master Plan, setting a course for the future of this great city. As a homeowner-resident here for the last 43 years, growing up in this area for the 21 years before, a product of our Fraser school system, a Fraser business owner, and a 22-year employee (retiree) of the Fraser Building Department, you could say Fraser is in my blood.

Consider this letter my intent to continue to be a Board member of the Planning Commission and my request to be reappointed for another term.

Please feel free to contact me if you ever need to.

Respectfully,
Randy A. Warunek

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS



APPLICATION MAY BE SUBJECT TO PUBLIC VIEW

33000 Garfield Road

Fraser, Michigan

LAST NAME	FIRST NAME	MIDDLE INITIAL
BARR	JOANNE	L.

ADDRESS (number & street)
GARFIELD RD

CITY	STATE	ZIP CODE	HOME PHONE	BUSINESS CELL PHONE
FRASER	MI	48026		

NAME OF BOARD/COMMISSION APPLYING FOR
PLANNING

REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)
SEE ATTACHED

EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)
SEE ATTACHED

CURRENT EMPLOYMENT

COMPANY NAME	YOUR TITLE/POSITION
LAW OFFICE OF JOANNE L. BARR	LAWYER

COMPANY ADDRESS (number & street)
SAME AS ABOVE

CITY	STATE	ZIP CODE	OFFICE PHONE	Cell Phone
------	-------	----------	--------------	------------

PLEASE LIST YOUR RESPONSIBILITIES

Application for Appointment to City Boards & Commissions

From: Joanne L. Barr

Answering: Reasons for Interest in this Board:

I have been a resident of Fraser since 1974. My children and three of my grandchildren graduated from Fraser High School. Two of my great grandchildren are currently attending Fraser Schools. Fraser businesses and neighborhoods and activities are important to me.

Before becoming a lawyer, I worked at General Motors both at Central Office in Detroit and at the Tech Center in Warren. Through promotions and transfers, I worked in Sales, Engineering, Management, Labor Relations, Personnel Policy and GMAC Overseas departments. That experience has proven valuable many times. I left GM for law school.

As my law practice expanded, I purchased my current building in Fraser which is set up as a duplex - half house and half offices. I was appointed a Magistrate for Fraser and Roseville and was able to combine that part time position along with my law practice for several years. A serious heart condition forced me to lay off my employees and reduce my practice to part time.

As a Fraser resident and business owner, I believe my background allows me to continue to be a qualified member of the Planning Commission.



City of Fraser
Boards and Commissions
Application for Appointment

Reset Form

recd 12/10/21

Planning Commission
Board or Commission Applying For

Last Name: Lesich First Name: Michael M.I.: T

Address: _____ Years/Months of Residency in Fraser 22

Cell Phone: _____ e-Mail: _____

Education:

Schools: Oakland University

Degrees: BS Management Information Systems

Professional Certifications: _____

Current or Last Employer

Name of Company: City of Fraser Your Title/Position: Councilmember

Company Address: 33000 Garfield Phone Number: _____

Responsibilities:

Councilmember until November 2021

Community Activities or Experiences:

Recreation Commission 8 years, Council member 5 years, 9 months, Fraser First Booster Club board member, MACRO representative/current chair for City of Fraser, Eastpointe-Roseville Chamber board member, SEMCOG representative, SEMCOG City/Village bloc chair, SEMCOG Executive Committee, Michigan Municipal League Municipal Finance Committee. Current President of Long Lake Property Owners Association

MSU Citizen Planner 2019, Michigan Water School 2019, MML Capital Conference

Please explain why you wish to serve:

I have served in various public positions over the past 20 years, both appointed and elected. I wish to continue to serve and as a resident have an interest in the future of Fraser's development. I believe my previous experiences can and add value to the commission's important work.

I hereby apply for appointment and do swear or affirm that, (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointment position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the position that I am seeking.

Michael T. Lesich

Digitally signed by Michael T. Lesich
Date: 2021.08.01 23:53:25 -04'00'

Please attach your resume & a copy of your ID to this application.

Signature:  Date: 8/2021

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS



APPLICATION MAY BE SUBJECT TO PUBLIC VIEW

City of Fraser
33000 Garfield Road
Fraser, Michigan

LAST NAME	FIRST NAME	MIDDLE INITIAL		
Meyer	Renee	M		
ADDRESS (number & street)				
CITY	STATE	ZIP CODE	HOME PHONE	CELL PHONE
Fraser	MI.	48026		
NAME OF BOARD/COMMISSION APPLYING FOR				
Planning Commission Board				
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)				
1.) I have extensive knowledge of with different project types: retail, commercial, industrial, instutional and residential. 2). Ability to read and comprehend Architectural Floor Plans & Site Plans. 3). Prepared Architectural Floor & Site Plans, Landscape Plan and coordinating drawings with Civil Engineer to submit drawings to the various municipalities for Zoning Board of Appeals and Planning Department Approval. 4.) Extensive knowledge of the Michigan Building Code.				
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)				
Bachelor of Architecture University of Detroit 1990 Detroit MI.				
CURRENT EMPLOYMENT				
COMPANY NAME		YOUR TITLE/POSITION		
Stucky Vitale Architect		Architectural Professional		
COMPANY ADDRESS (number & street)				
27172 Woodward Avenue				
CITY	STATE	ZIP CODE	OFFICE PHONE	PAGER
Royal Oak	MI.	48067		
PLEASE LIST YOUR RESPONSIBILITIES				
1.) Design Development Phase: Reviewed Planning & Zoning Code Evaluation for the submittal to the municipalities for Zoning board of Appeals and Site Plan Submittal. 2). Construction Document & Specification Phase: Prepared Architectural Drawings for Permit/Bidding Submittals, Coordinated Architectural Drawings with Civil, Structural & M.E.P. Drawings, Prepared Specification Sheets for Permit/Bidding Submittal. 3). Prepared RFI, attended client review meetings, Reviewed shop drawings. Attented construction site to prepare punch list items for completion of construction project.				

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS



APPLICATION MAY BE SUBJECT TO PUBLIC VIEW

City of Fraser
33000 Garfield Road
Fraser, Michigan

LAST NAME	FIRST NAME	MIDDLE INITIAL
PERRO	KENNY, JR.	---
ADDRESS (number & street)		
15900 LUXEMBURG AVE		
CITY	STATE	ZIP CODE
FRASER	MI	48226
NAME OF BOARD/COMMISSION APPLYING FOR		
PLANNING COMMISSION		
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)		
REAPPOINTMENT		
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)		
MARK TWAIN ELEMENTARY (RIVERVIEW) *K THEN 6 RICHARDS JUNIOR HIGH (FRASER) --> 7B + 8A GRADES FRASER HIGH SCHOOL (FRASER) --> COMM. OF 1976 MACOMB COMMUNITY COLLEGE (WARREN) --> ASSOCIATES OF GENERAL STUDIES		
CURRENT EMPLOYMENT		
COMPANY NAME	YOUR TITLE/POSITION	
CITY OF FRASER	ASSOCIATING MEMBER OF PLANNING COMMISSION	
COMPANY ADDRESS (number & street)		
33000 GARFIELD ROAD		
CITY	STATE	ZIP CODE
FRASER	MI	48226
OFFICE PHONE	PAGER	
(586) 213-3100	---	
PLEASE LIST YOUR RESPONSIBILITIES		
- ACT UPON PROTESTS FILED BY FRASER TAXPAYERS - REVIEW/EQUALIZE APPOINTMENTS ESTABLISHED BY LIAISON - EXERCISE JUDGEMENT WITH 10 MEMBERS PANELS UPON THE DATA		

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

6D. Annual Planning Report

Contents:

1. Draft 2021 Planning Report



Planning Commission

2021 Annual Planning Report to City Council

City of Fraser, MI

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 2021 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 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

The following citizens dedicated their time to serving the City of Fraser as Planning Commissioners in 2021:

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

PLANNING COMMISSION MEETINGS

The Fraser Planning Commission met seven times in 2021. This meets and exceeds the requirements of the MPEA, which requires a minimum of four meetings annually.

1. Wednesday, January 6, 2021
2. Wednesday, February 3, 2021
3. Wednesday, March 3, 2021
4. Wednesday, May 5, 2021
5. Wednesday, June 2, 2021
6. Wednesday, August 4, 2021
7. Wednesday, December 1, 2021

2021 in Review

The following tables outline the various development reviews (site plan, special land use, etc.) considered by the Planning Commission.

DEVELOPMENT REVIEWS

City ID	Project Type	Location	Description	Status	Date
SP 20-06	Special Land Use & Site Plan Review	34400 Utica Road	1.46 acre Hockeyland outlot development for the construction of two retail buildings, one including a drive-through.	Approved	February 3, 2021
SUB 19-01	Site Plan Amendment Review	Anita Drive SUB parcels 1-10	A site plan amendment to eliminate the required extension of Anita Drive and not develop the easternmost parcel (parcel 5).	Postponed	February 3, 2021
SP 21-01	Site Plan Review	32200 Groesbeck Highway	Building addition on the former bank site to enclose the canopy and utilize as additional storage for Cremation Source business.	Approved	March 3, 2021
SP 21-03	Site Plan Review	33417 Kelly Road	To construct a 5,000 square foot addition to the existing 4,991 square foot building for enclosed warehouse space. Additionally, the site plans included 6 additional parking spaces, a 750 square foot loading area, and additional landscaping in the front yard.	Approved	May 5, 2021
SP 21-04	Special Land Use & Site Plan Amendment Review	34400 Utica Road	To amend previously approved site plan and eliminate the one of the retail buildings. The singular building to be utilized as a Big Boy restaurant with drive-through window.	Approved	June 2, 2021
SP 20-04, SP 20-05	Site Plan Approval Extension	West side of Utica Road, south of Meijer entrance / 35835 Utica Road	In August 2020, the Planning Commission approved two site plan applications, one for a new Autozone development located as an outlot of Meijer, and a second site plan as a revision to the previously approved Meijer site plan. The applicant requested an extension on the site plans to finalize easement and reserved parking documentation.	Approved	August 4, 2021
SP 21-06	Site Plan Amendment Review	33080 Utica Road	to amend the existing site plan to remove 6 existing parking spaces located in front of the building. Those 6 spaces will be replaced with landscaping and an outdoor patio area	Approved	August 4, 2021
SP 21-07	Site Plan Amendment Review	33050 Utica Road	To utilize the former bar and restaurant site for administrative offices for Fraser Eyecare.	Approved	August 4, 2021
SP 21-08	Site Plan Amendment Review	33400 Utica Road	To amend the previously-approved site plan to redevelop an outlot area of Hockeyland and to remove a previous site plan condition that required a combination of all parcels before dividing the outlot. The applicant is proposing to use the same footprint from the previous proposal as an entirely enclosed restaurant (instead of an enclosed restaurant along with an outdoor patio).	Approved	August 4, 2021
SUB 19-01	Site Plan Amendment Review	Anita Drive SUB parcels 1-10	A site plan amendment to eliminate the required extension of Anita Drive and not develop the furthest east parcel (parcel 5). The applicant is required to combine furthest east parcels 4 & 5 and come back for site plan amendment approval.	Postponed	August 4, 2021

* **NOTE:** Site Plan Application 21-02 was rescinded.

ADDITIONAL ACTIVITIES

2021 Master Plan Adoption

Perhaps one of the most significant achievements of the Planning Commission's 2021 work program included the adoption of the 2021 Master Plan. Some of the key highlights and overarching themes of the Plan include:

- Supporting the growth and development of Downtown Fraser
- Envisioning a fully-connected accessible by all modes of transportation
- Encouraging mixed land uses
- Supporting efforts relating to sustainability and Citywide beautification
- Reimagining the future of the Groesbeck Highway Corridor
- Continuing to maintain a high quality of life for residents, visitors, and businesses

The Plan was created under the direction of the Planning Commission, with significant input from City Council. Additionally, residents, businesses, and stakeholders in Fraser had the opportunity to help shape the Plan by submitting comments on a public engagement survey. The Plan was officially adopted by City Council on July 8, 2021.



Looking Ahead: 2022 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.

2021 MASTER PLAN IMPLEMENTATION

Some of the high priority implementation projects as outlined in the 2021 Master Plan include the following:

- **Continuing to develop and maintain the City's sidewalk network.** Throughout the course of 2022, the Planning Commission may encourage the construction and/or repair of sidewalks, especially along major thoroughfares.
- **Business attraction and retention efforts.** The Planning Commission will support business retention and attraction in whatever ways most feasible in 2022. This may include examining the need for a social district, fast-track permitting for outdoor dining facilities, and others.
- **Zoning District update.** Perhaps one of the more significant components of the Master Plan is the Future Land Use Plan recommendations. In 2022, the Planning Commission may consider the

implementation of new districts (and revisions to existing districts) such as Transitional Residential, Central Business District, Central Business District Fringe, and Flex Corridor Overlay District.

SIGN ORDINANCE UPDATE

In 2022, one of the Planning Commission's work program priorities will include an update of the sign ordinance by means of (but not limited to):

- Ensuring compliance with all State laws
- Ensuring compliance with Reed v. Gilbert
- Analyzing allowable sign area regulations for each zoning district
- Utilizing best practices for signage as they relate to Master Plan implementation, especially along major road corridors such as Groesbeck Highway
- Reorganizing the sign regulations chapter in the Ordinance
- And more!

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 2022 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.

6F. 2022 Commission Calendar

Contents:

1. Draft 2022 Calendar



City of Fraser

Building & Code Enforcement Department

2022 Planning Commission Meeting Calendar *(DRAFT)*

January 5, 2022	<i>(Alternate: January 17, 2022)</i>
February 2, 2022	<i>(Alternate: February 21, 2022)</i>
March 2, 2022	<i>(Alternate: March 21, 2022)</i>
April 6, 2022	<i>(Alternate: April 18, 2022)</i>
May 4, 2022	<i>(Alternate: May 16, 2022)</i>
June 1, 2022	<i>(Alternate: June 20, 2022)</i>
July 6, 2022	<i>(Alternate: July 18, 2022)</i>
August 3, 2022	<i>(Alternate: August 15, 2022)</i>
September 7, 2022	<i>(Alternate: September 19, 2022)</i>
October 5, 2022	<i>(Alternate: October 17, 2022)</i>
November 2, 2022	<i>(Alternate: November 21, 2022)</i>
December 7, 2022	<i>(Alternate: December 19, 2022)</i>

Meetings begin at 7:00 pm in City Council Chambers.

All meeting dates are subject to change.

7. Unfinished Business

i. 01-19SUB / MAX MANCINI / GARFIELD PARK -
SUB PARCELS 1-10 / SITE PLAN AMENDMENT

Contents:

1. Staff Memo

Materials from Previous Discussion:

2. Previous Meeting Minutes
3. City Planner (McKenna) Review Letter
4. Original Approved Site Plan (2006)
5. Site Plan As-Built / Proposed Amended Site Plan
6. City Engineer (AEW) Review Letter
7. Applicant Statement of Request



Memorandum

TO: Fraser Planning Commission
FROM: Paul Urbiel, AICP
SUBJECT: **Site Plan Amendment Request: 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT**
DATE: February 22, 2022

In 2006, the Planning Commission approved a site plan for the development of 10 single-family residences on Anita and Josephine Avenues east of Garfield. The developer constructed nine of the 10 approved homes over the ensuing years, but is now requesting a site plan amendment, the key points of which are summarized thusly:

- 1. Request to not construct required extension of Anita Avenue past the middle of Parcel 4;*
- 2. Request to not construct approved Anita Avenue home on Parcel 5.*

The Planning Commission originally considered this request on February 6, 2019, and then again on February 3, 2021. In February, the Commission postponed a decision on this request for a period of six months, until the Commission's August meeting, to give the applicant an opportunity to continue to work with the property owner of Parcel 4 and combine the lots.

On August 4, 2021, the Commission postponed the request until December 1, 2021 to again provide an opportunity to continue to work with the property owner of Parcel 4 and combine the lots. On December 1, the Commission postponed the request with the intention of deciding it at the January 5, 2022 meeting to give the applicant an opportunity to submit an application to combine the lots and engage a surveyor to provide the necessary documentation. The lot has not been combined and as of this writing, there is not an application pending to do so.

Mr. Mancini has contacted the administration since this item was last discussed, including:

- In September, Mr. Mancini discussed lot combination requirements with Debra Kopp, City Assessor.
- In January, Mr. Mancini and I had a discussion about the potential cancellation of the February Planning Commission meeting.
 - At that time, Mr. Mancini asserted to me that he has been in contact with the owner of Parcels 4 and 5, that the owner had been made aware of the issue at hand.
 - Mr. Mancini also asserted that the parcel's current owner intends to build a shed on Parcel 5, and thus it is also in his interest to combine the lots to facilitate the construction of an accessory structure. (Construction of this accessory structure would not be permitted on Parcel 5 without a principal structure.)
 - Finally, Mr. Mancini asserted that the property's owner is not interested in completing the combination process until Spring 2022.



CONCLUSION

The proposed site plan amendment would create an unbuildable lot with no frontage on a public road. We maintain our assertion that, absent the combination of lots 4 and 5, amending the site plan is not in the City's interest. A combination of Parcels 4 and 5 would remove our concerns, and our recommendation is that this should occur (or the Commission and the City should be satisfied that it is imminent) prior to any approval of a site plan amendment.

Please feel free to contact me with any questions. I look forward to discussing this request with you at the January 5, 2022 Planning Commission meeting.

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 01, 2021
MINUTES Draft**

C. Administration Update

DISCUSSION: URBIEL explained that since the Planning Commission has not met in a few months that he would give an update on items that have been going on in the office recently. There will be likely at least 2 items for discussion in January, if the applicants submit materials on time. Additionally, hard copies of the packet will always be delivered from this point forward.

Construction on Autozone is nearing commencement. The City Attorney also has a revised easement agreement for review pertaining to the industrial development located on Kelly Road.

The City Administration is taking applications for Planning Commission reappointments. It is likely that the Commission will be meeting in-person in January 2022.

FARINA explained that his written comment to the administration regarding safety measures at in-person meetings (considering the ongoing COVID-19 pandemic) include the following questions/concerns:

- If there will be partitions between seats on the dais, and between the dais and the public seating
- If the room will be modified to accommodate social distancing
- If there will be a mask mandate
- If there will be a maximum capacity permitted in the room

7. UNFINISHED BUSINESS:

A. 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT

DISCUSSION: ANDREWS noted that the obligation to combine parcels 4 and 5 are the responsibility of Mr. Mancini, the applicant. URBIEL explained that at the August 4, 2021 Planning Commission meeting, the Commission approved an extension of 3 months' time for the applicant to obtain a lot combination of the subject parcels. A lot combination requires a survey and legal description of both parcels, as the City Assessor informed the applicant. To date, neither a completed application nor the survey drawings have not been completed or submitted.

FARINA questioned what the Commission can do to ensure that the request of the applicant is completed. ANDREWS responded that the Commission has the right to deny the site plan amendment that the applicant has requested. The City has the right to enforce the obligations that the applicant had with the original site plan.

The administration's opinion of the application is that, absent the lot combination, it is not in the City's interest to approve the request and thus it should be denied. The lot combination required to comply with Ordinance requirements pertaining to frontage, vehicular access, and infrastructure. KEIL noted that the applicant's most recent communication appears that they are in the process of completing the Commission's lot combination requirement. PERRY questioned what else is to be gained by denying the request.

CZARNECKI noted that the application first considered the application on February 6, 2019. It does not appear that Mr. Mancini has made any steps to combine the lots, or get the taxes paid. BARR noted that the applicant should be held to the City's processes, and applicants should be held to the standard of their site plan approval. WARUNEK stated that the applicant has already completed several tasks and the applicant should finish the project the way the Commission has requested. If the Commission were to deny the site plan, there will be too many variables and that the Commission should consider an extension.

BARR suggested that the application could be tabled for one month.

Motion by Member: CZARNECKI Supported by Member: FARINA

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 01, 2021
MINUTES Draft**

To: Deny 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT for the following reasons:

1. The proposed site plan amendment would create a nonconforming unbuildable lot with no frontage on a public road.
2. It would potentially cause future negative impacts for emergency vehicles and require future infrastructure investment for the development east of parcel 4.

AYES: 3 (BARR, CZARNECKI, FARINA)

NAYS: 3 (KEIL, PERRY, WARUNEK)

MOTION FAILS

Motion by Member: KEIL

Supported by Member: WARUNEK

To: Postpone 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT, for one month, until the January 5, 2021 Planning Commission Meeting with the following conditions:

1. The application build-out given to the administration with the survey, drawings, and legal descriptions
2. Taxes on parcel 5 must be paid in full

AYES: 5 (BARR, FARINA, KEIL, PERRY, WARUNEK)

NAYS: 1 (CZARNECKI)

MOTION CARRIED

8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:

DISCUSSION: None.

9. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:

DISCUSSION: FARINA noted that the ZBA has not had a meeting since September.

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

Member Barr:	None.
Member Czarnecki:	None.
Member Perry:	Happy holidays and happy new year.
Member Farina:	Requested to always have hard copies of the Planning Commission packet, a week prior to the meeting. St. Malachy is having breakfast with Santa on December 5 th .
Member Keil:	Happy holidays and happy new year.
Chair Warunek:	Term as chairperson is ending soon. Happy holidays and happy new year.
McKenna:	Will deliver hard copy packets for every meeting from this point forward and happy holidays.
City Attorney:	Happy Holidays and happy new year and encourages everyone to do what they can to stay safe and healthy.

11. ADJOURNMENT:

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

To: ADJOURN THE MEETING OF DECEMBER 01, 2021 at 8:25 PM

AYES 6 (BARR, CZARNECKI, FARINA, KEIL, PERRY WARUNEK)

NAYS 0

MOTION CARRIED

Audience members: None.

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, August 4, 2021
MINUTES Approved as Amended December 01, 2021**

7. UNFINISHED BUSINESS:

I. 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT

DISCUSSION: URBIEL explained that in February 2021, the Planning Commission considered a revision to the previously approved site plan from 2006. The approved plans from 2006 include 10 residential homes on Anita Avenue and Josephine Avenue east of Garfield Road. 9 of the homes were constructed, and the 10th and final home was not. The proposed site plan amendment is to eliminate the required extensions of Anita Avenue and associated public utilities as well as the requirement to construct the 10th home on parcel 5 (located at the end of Anita Avenue). In February 2021, the Planning Commission did not approve the proposed amendment because parcel 5 would then be rendered unbuildable given a lack of road frontage because Anita Avenue would not be extended. In addition, public water and sewer is also required to be extended to parcel 5. The Planning Commission postponed the application in February 2021 for 6 months so the applicant could explore options to mitigate this issue.

Applicant, MANCINI noted that parcel 5 has since been sold to the owner of adjacent parcel 4 (to the west). URBIEL noted that the new owner of the parcel will then be required to combine parcels 4 and 5. Once the parcels are combined, the site plan amendment may be permitted to move forward for Planning Commission consideration.

MANCINI questioned the terminology of the parcel being considered unbuildable. The parcel is buildable if Anita Drive and public utilities are extended. Adjacent neighbors to parcel 5 have been maintaining the parcel while it has been vacant. ANDREWS explained that typically when a parcel is platted, utilities and street improvements are put in place before final plat approval is granted. Unless Anita Avenue and associated public utilities are extended, parcel 5 is not buildable. If the City believes it is not buildable, and utility and road extensions do not occur, the City's best option is for the applicant to sell and combine the lot to an adjacent property. MANCINI explained that the City Building Department did not tell him at the time of original site plan approval that a building permit would not be given until the City's requirements are met (requirements include frontage on a public street and accessible public utilities).

CZARNECKI explained that the Minutes from the February 4, 2021 Planning Commission Meeting note that parcel 4 and parcel 5 must be combined prior to the August 4, 2021 Planning Commission Meeting. MANCINI agreed to discuss the lot combination between parcel 4 and 5 with the property owner and come back to the Planning Commission for a proposed site plan amendment in 3 months' time.

Motion by Member: FARINA

Supported by Member: WARUNEK

To: Postpone 01-19SUB / MAX MANCINI / GARFIELD PARK - SUB PARCELS 1-10 / PROPOSED SITE PLAN AMENDMENT until the December 1, 2021 Planning Commission Meeting, unless the required lot combination of parcels 4 and 5 is completed sooner.

AYES: 5 (BARR, CZARNECKI, FARINA, PERRY, WARUNEK)

NAYS: 0

MOTION CARRIED

II. ADMINISTRATION REPORT/FOLLOW UP ON SITE PLAN ADMINISTRATION POST-PLANNING COMMISSION APPROVAL

DISCUSSION: URBIEL Noted that the Planning Commission requested an update on the Taco Bell site plan approval conditions as well as additional context about mechanisms that the Planning Commission has in place to ensure that applicants are fulfilling conditions of site plan approval.

The Taco Bell site landscaping will be complete during this fall planting season, or a few months prior. As far as mechanisms for site plan approval, the Planning Commission has a fair amount of ability to ensure that

**CITY OF FRASER PLANNING COMMISSION MEETING
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, August 4, 2021
MINUTES Approved as Amended December 01, 2021**

conditions of site plan approval are fulfilled, one of which being a performance bond. In general, the administration uses the following process to ensure all conditions of site plan approval are met:

- As soon as approval from the Planning Commission is granted, the planner and other City Departments (including the City Attorney) work on facilitating conditions with the applicant.
- When permit drawings come in, the planner reviews and checks the plans to make sure that physical conditions of approval are reflected on the site plans.
- Permits are then issued and a final site inspection is scheduled to go over the required conditions and compare those conditions of approval to the physical conditions on the site.

FARINA noted that a final checklist for site plan approval should be created, or in place, before final approval occurs and permits are issued. URBIEL will put together a process for the next Planning Commission Meeting.

8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:

DISCUSSION: None.

9. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:

DISCUSSION: FARINA noted that there will be a meeting next month (September 2021).

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

Member Barr:	None.
Member Czarnecki:	Asked for an update on the 2021 Master Plan and noted that the Planning Commission has a vacancy for the role of Vice-Chair.
Member Perry:	None.
Member Farina:	Questioned if there have been any applications to fill the Planning Commission vacancy and who at the City receives applications when submitted. St. Malachy is having a one-day festival on August 22 nd .
Chair Warunek:	Mr. Cook will be very hard to replace and a very active member of the community. He will be missed.
McKenna:	The City Manager is aware of the Planning Commission vacancy and applications will be turned into the Manager's office when received. The Master Plan was adopted and will be put on the website to begin implementation.
City Attorney:	Expressed condolences for the passing of Commissioner Cook and best wishes to the Cook family during this time.

11. ADJOURNMENT:

Motion by Member: FARINA **Support by Member:** CZARNECKI

To: ADJOURN THE MEETING OF AUGUST 4, 2021 at 10:10 PM

AYES 5 (BARR, CZARNECKI, FARINA, KEIL, PERRY WARUNEK)

NAYS 0

MOTION CARRIED

Audience members: None.

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

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

7. 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

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

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~~ (corrected: support for exploring different avenues for this site plan in the future). 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 (corrected: CZARNECKI)

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**~~ (corrected: **MOTION CARRIED**)

8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:



MCKENNA

January 26, 2021

Planning Commission
City of Fraser
33000 Garfield Road
Fraser, Michigan 48026

Subject: Proposed Site Plan Amendment

Lots 77 through 108 inclusive, including the adjacent vacated alleys and the vacated Fraser Drive between Anita Avenue and Josephine Avenue, Garfield Park Subdivision, Liber 11, Page 25, Macomb County Records
RM (Single-Family Residential)
Site Plan dated November 14, 2018

Dear Commissioners:

In 2006, the Planning Commission approved a site plan for the development of 10 single-family residences on Anita and Josephine Avenues east of Garfield. The developer constructed nine of the 10 approved homes over the ensuing years, but is now requesting a site plan amendment, the key points of which are summarized thusly:

1. Request to not construct required extension of Anita Avenue past the middle of Parcel 4;
2. Request to not construct approved Anita Avenue home on Parcel 5.

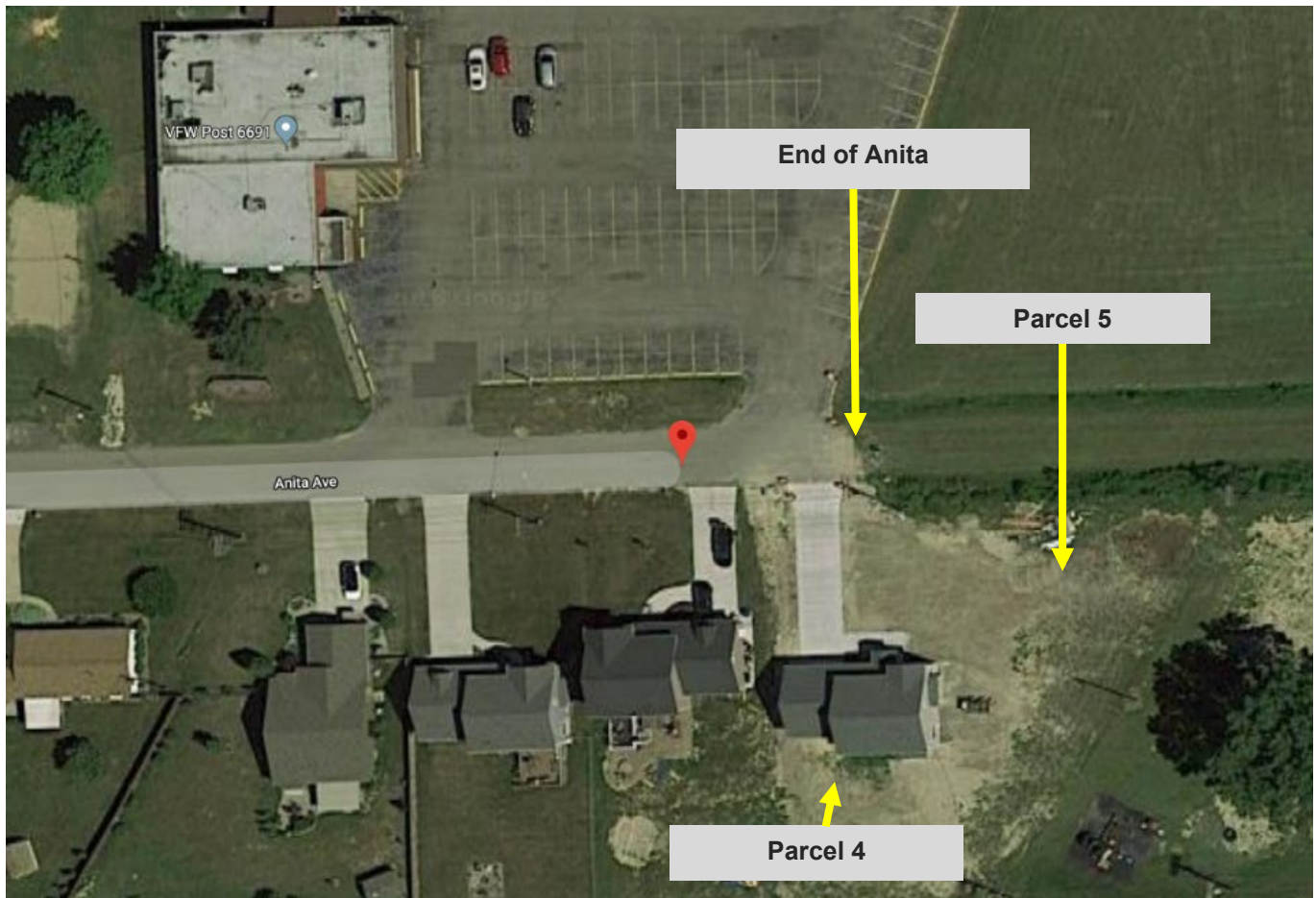
The Planning Commission originally considered this request on February 6, 2019 and postponed the item until the applicant provided a proposed revised site plan illustrating the desired amendment. The applicant has provided the attached site plan, which represents both the as-built condition to date and the proposed amended site plan.



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
✉ 248.596.0930
MCKA.COM

Communities for real life.



The manner in which the development has been carried about thus far appears to be consistent with the approved plans. However, by not constructing the improvement to Anita Avenue, the end of that road (shown in street view (previous page) and aerial (above)) is left in a state that has potential negative impacts.

Parcel 5 is to the east of the easternmost home in the aerial to the right; that is the parcel that the applicant proposes not to develop. As shown below, Anita Ave. now terminates at the eastern edge of Parcel 4's driveway.

The VFW parking lot extends onto a portion of the Fraser Road right of way that was vacated on October 9, 1992. In the event that the VFW were to close, be redeveloped, or otherwise reconfigure its parking lot, the only turnaround at the eastern end of Anita would be the driveway of Parcel 4. As suggested by the City Engineer, this is not a condition that is acceptable.



ZONING CONSIDERATIONS

We have reviewed the proposal in light of zoning requirements and offer the following comments for the Planning Commission's consideration.

I. Frontage Requirements

The Zoning Ordinance includes frontage requirements for buildable lots (*Article III Sec 32-45. (Ord. No. 279, § 3.14, 12-12-96)*) as follows:

Every dwelling or principal building shall be located on a lot which fronts upon an improved public or an existing private street, road or highway. Modification of this requirement may be permitted by the zoning board of appeals in cases where unusual land or geographic conditions exist.

Approval of the proposed amendment would result in an unbuildable lot because Parcel 5 does not front upon an improved public or existing private street, road or highway (and therefore a dwelling or principal building would not be approvable on the subject parcel).

II. Planning Standards

The Zoning Ordinance requires that the planning commission consider specific planning standards as part of a site plan approval (*Article VII. Sec 32-102. (Ord. No. 279, § 7.01, 12-12-96)*). The standards are listed below, and our comments follow.

(1) Vehicular access and circulation. *The location and design of driveways providing vehicular access to the site shall be arranged to promote the safety and convenience of vehicles and pedestrians and to provide access in a manner that promotes proper internal circulation. The planning commission shall require public streets adjacent or through a proposed development, when it is necessary for the public health, safety and welfare, and/or provide continuity to the public road system. In those instances where the planning commission determines that there is an excessive number of curb-cuts in relation to abutting public roads, thereby diminishing the capacity of the road or creating excessive points of conflict, a reduction in the number of driveways shall be required.*

The site plan as originally approved provided continuity to the public road system. The proposed amendment would reduce that continuity, as it would leave Parcel 5 without access to a public road.

(2) Relationship to surrounding property. *All site development features shall be arranged to minimize the potential of any negatively impact upon surrounding property. In making this determination, the planning commission shall review the plan for negative conditions such as, but not limited to:*

- *Channeling excessive traffic onto local residential streets.*
- *Adequate screening of parking or service areas.*
- *The impediments to emergency vehicle access.*

As we note above, a change in the configuration or operation of the VFW lot has the potential to cause an impediment to emergency vehicle access.



(3) **Relationship to natural features.** *All buildings, driveways, parking lots and site improvements shall be designed to be compatible with the physical characteristics of the site, including, but not limited to, woodlands, wetlands, slopes, floodplains and soil suitability. The proposed development shall not needlessly have an adverse impact on the natural environment of the site or the surrounding area.*

The proposed amendment does not have an adverse effect on impact on the natural environment of the site or the surrounding area.

(4) **Infrastructure.** *The planning commission shall consider the city engineer's evaluation of the adequacy of public or private services and utilities proposed to serve the site, including water, sanitary sewers and stormwater retention.*

The City Engineer's review letter is attached and addresses infrastructure. The Engineer notes that the sanitary sewer was only extended to the westerly edge of Parcel 4, that no public sewer exists in front of Parcel 5, and that any future extension of sanitary sewer service to the east will require future construction in front of Parcels 4 and 5.

RECOMMENDATION

The proposed site plan amendment would create a non-conforming, unbuildable lot with no frontage on a public road. Further, it would potentially cause future negative impacts for emergency vehicles and require future infrastructure investment for development east of Parcel 4.

We note that a proposal to combine Parcel 5 with the adjacent parcel would alleviate the frontage and access issue. Absent a proposal to combine the lots, we do not see a way to amend the site plan that is in the City's interest. Given the above, we recommend that Planning Commission deny the request to amend the site plan.

Please contact us with any questions. Thank you.

Respectfully submitted,

McKENNA


Sarah Traxler, AICP

Vice President

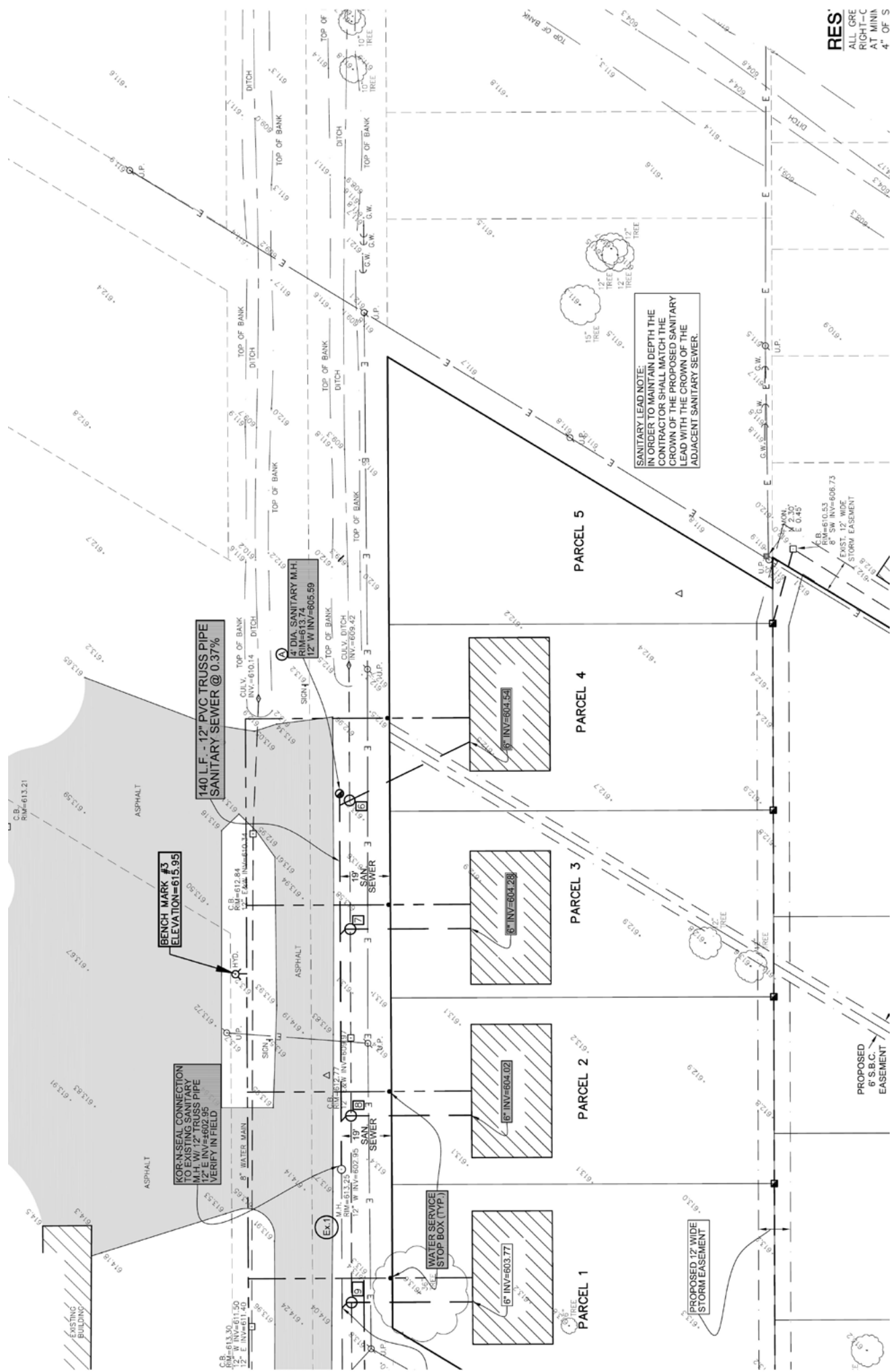

Paul Urbiel

Senior Principal Planner

Cc: Applicant
City of Fraser: Building Official and Building Clerk
O'Reilly Rancilio
AEW Engineering

[illegible]

AS-BUILT / PROPOSED AMENDMENT



RES.
ALL GRE
RIGHT-C
AT MINA
4" OF S



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS SURVEYORS ARCHITECTS

51301 Schoenherr Road
Shelby Township, MI 48315

586.726.1234
www.aewinc.com

January 28, 2019

Jim Wright
Building Official
City of Fraser
33000 Garfield Road
Fraser, Michigan 48026

Reference: Site Plan Review
 Garfield Park Sub
 City of Fraser
 AEW Project No. 0190-0306

Dear Mr. Wright:

We understand the applicant is submitting a revised site plan for a site that was previously approved. We also understand this development is almost entirely built. With the current state of the development in mind, we have completed our review of the above referenced site plan and offer the following comments:

Utilities

1. An enclosed storm sewer outlet is available on the east end of the site on Josephine. Open ditches currently exist on Anita. Drainage improvements on Anita would be necessary if the applicant intends to direct rear yard drainage towards Anita.

The applicant utilized the outlet on Josephine.

2. A 6" water main is located on the south side of Josephine and is available to serve the subject site. An 8" water main is located on the north side of Anita across part of the frontage of the subject site. This water main should be extended to the east end of the subject site as part of this development to provide service to the proposed lots and to provide for future extension. In addition, this dead end main is already over 500' long and consideration should be made to connecting to the existing main on Anita east of the Sweeney Drain or looping the water main down to Josephine to improve fire flow and water reliability.

The water main along Anita was never extended, and the water services were run at an angle to tie into the existing water main.

3. Sanitary sewers are located along the north side of Josephine, with upstream manholes near the easterly property line flowing west and westerly property line flowing east, which may be available to serve the subject site. The easterly manhole is tributary to a pump station and the availability of this outlet would need to be evaluated during engineering review. Sanitary sewer should be extended along Josephine to serve the proposed lots.



Jim Wright
January 28, 2019
Page 2

An upstream sanitary manhole is located on the south side of Anita near the westerly property line of the subject site. This sanitary sewer should be extended to the easterly property line to provide service to the subject lots and for possible future extension.

Sanitary sewer was extended to the east and west along Josephine to serve Lots 6-10. Sanitary sewer was extended along Anita to the westerly edge of Lot 4. No public sewer exists in front of Lot 5. Any future extension of sanitary sewer to serve parcels to the east of the subject site will require construction in front of Lots 4 and 5.

Permits

1. A soil erosion permit will need to be obtained for the Macomb County Public Works Soil Erosion and Sedimentation Control Division.

This permit was obtained.

2. A sanitary sewer and water main permit will be required from the MDEQ.

These permits were obtained, but the public utilities were not constructed as originally proposed and permitted.

General

1. Anita Road should be extended to the easterly end of the property to serve the proposed lots. In addition, a cul-de-sac or hammerhead style turn around should be constructed to accommodate fire trucks, garbage trucks, etc., and provide for possible future extension for parcels to the east.
2. Sidewalk should be provided across the frontage of all proposed lots. Accessible routes and sidewalk ramps shall be constructed in accordance with the requirements of the Americans with Disabilities Act (ADA).
3. There is mapped floodplain from the Sweeney Drain encumbering portions of all of the proposed lots along Anita and should be shown on the site plan.

Sincerely,

Michael A. Vigneron, PE

cc: Nick Schaefer, DPW Supervisor
Sarah Traxler, McKenna

Re: Anita Ave. Water/Sewer installation of Garfield Park Subdivision

Date 10/12/18

To whom it may concern:

This memo is with regards to the development of Garfield Park subdivision as designed and approved June 19th, 2006. The plan shows water, sewer and road pavement on Anita Ave. extending east to the end of parcel 5 of submitted engineering plans.

Due to events beyond control, the site has been halted at the east end of Parcel 4. It is therefore requested that the site plan be revised to show the improvements on Anita Ave. as they are.

Please feel free to contact me for with any questions or information you may have.

Regards

Max Mancini

Max Built LLC

586-415-7355