

**CITY OF FRASER PLANNING COMMISSION
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 2, 2020
MINUTES DRAFT**

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

EXCUSED ABSENCE: COOK, PERRY

ALSO PRESENT: CLARK ANDREWS, CITY ATTORNEY
ALYSSA ALBRIGHT, CITY ATTORNEY
DYLAN CHURCH, CITY ATTORNEY
SARAH TRAXLER, McKENNA
PAUL URBIEL, McKENNA
DANIELLE BOUCHARD, McKENNA
JIM ALBUS, CITY PROPERTY OWNER REPRESENTATIVE

1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE:

Chairwoman Czarnecki called the meeting to order at 7:01 PM

2. ROLL CALL:

Members:	Barr	Present
	Cook	Absent
	Czarnecki	Present
	Farina	Present
	Keil	Present
	Perry	Absent
	Warunek	Present

3. APPROVAL OF AGENDA ~ Regular meeting of December 2nd, 2020:

Motion by Member: KEIL **Support by Member:** WARUNEK

To: Approve the agenda of December 2, 2020 as presented.

AYES 5

NAYS 0

MOTION CARRIED

4. CHAIRPERSON'S OPENING REMARKS:

Chairwoman CZARNECKI read the formal statement relative to the powers of the Planning Commission and the facts and conditions for granting site plan approval.

5. APPROVAL OF MINUTES November 4th, 2020:

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

To: Approve the minutes of the November 4, 2020 as presented.

AYES 5

NAYS 0

MOTION CARRIED

6. PUBLIC HEARINGS: None.

**CITY OF FRASER PLANNING COMMISSION
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 2, 2020
MINUTES DRAFT**

7. NEW BUSINESS:

A. Draft 2021 City of Fraser Planning Commission Meeting Calendar.

DISCUSSION: TRAXLER and URBIEL presented the Draft 2021 City of Fraser Planning Commission Meeting Calendar. The meetings for 2021 are scheduled for the first Wednesday of each month with alternate meetings on the third Monday of each month. CZARNECKI inquired to the Commissioners if there will be any potential schedule conflicts for the July 7, 2021 meeting. Commissioners noted that there are not currently any schedule conflicts with the July 7, 2021 meeting.

Motion by Member: KEIL

Supported by Member: FARINA

To: Approve the 2021 City of Fraser Planning Commission Meeting Calendar as printed.

AYES: 5

NAYS: 0

MOTION CARRIED

8. UNFINISHED BUSINESS:

A. City of Fraser Master Plan

DISCUSSION: TRAXLER presented updates on the City of Fraser Master Plan project. The presentation contained highlights of the new sections of the Master Plan pertaining to:

- The Central Business District Core and Fringe
- The Flex Corridor Overlay District

TRAXLER described the two Central Business District (CBD) Future Land Use designations, CBD Core and CBD Fringe. The goal of the CBD Core is to create and support growth and development of Downtown Fraser. The overarching goal of the CBD Fringe is to support a mix of single-use development in areas immediately surrounding the Downtown Core. TRAXLER presented highlights to the existing conditions analysis of the CBD area and noted that McKenna will look further into the number of existing vacant commercial sites and adjust the existing conditions analysis accordingly. Some of the Master Plan recommendations for the CBD Core and CBD Fringe include specifics on:

- Tactical beautification
- Building and site design standards
- Setbacks
- Parking standards
- Signage and lighting standards
- Pedestrian and nonmotorized accessibility

TRAXLER continued the discussion of new section content for the Master Plan by describing the Flex Corridor Overlay District in greater detail. The purpose of the Flex Corridor Overlay District is to encourage high-quality redevelopment along the Groesbeck Highway Corridor, while supporting the longevity of existing local businesses. Some of the recommendations for the Flex Corridor Overlay District pertain to:

- Building and site design standards
- Landscaping standards
- Access management
- Signage and lighting standards
- Parking standards

TRAXLER also requested that the Commissioners study the proposed Future Land Use Map to find any discrepancies between existing development and planned development. WARUNEK suggested that the Master Plan document be "fine-tuned" before sending to City Council for consideration and comment. TRAXLER

**CITY OF FRASER PLANNING COMMISSION
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD
Wednesday, December 2, 2020
MINUTES DRAFT**

confirmed that the Master Plan document will be in its final format before submitting to the City Council for comment and McKenna is still in the ongoing revision process.

The City of Fraser Planning Commission will hold a second meeting on December 14, 2020 to discuss the next draft of the Master Plan that will include a refined and detailed implementation section. ALBUS noted that his family, property owners of 33240 Utica Road, is in favor of the proposed future land use designation for their property.

9. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:

DISCUSSION: None.

10. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:

DISCUSSION: FARINA noted that the ZBA is planning to meet on Thursday, December 3, 2020.

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

Member Barr:	None.
Member Czarnecki:	Inquired about the status of the City's marijuana ordinance, in light of recent events in the City of Warren.
Member Farina:	Wished the group a Merry Christmas and wished his son a happy birthday.
Member Kiel:	Requested that McKenna update Commissioner expiration terms on the City's website.
Member Warunek:	Wishes the group Merry Christmas and noted that the City should settle on referring to Downtown Fraser as the "Central Business District" or "Community Business District."
McKenna:	Will follow up to put discussion of marijuana ordinances on the agenda for a future meeting and will work to plan small group meetings with Commissioners to discuss the Master Plan.
City Attorney:	Wish everyone happy holidays, congratulate Mr. Church on the passing of the bar exam, and thank McKenna for all their work on the Master Plan since last month.

12. ADJOURNMENT:

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

To: ADJOURN THE MEETING OF December 2, 2020, 8:19 PM

AYES 5

NAYS 0

MOTION CARRIED

Audience members: None.