



City of Fraser

Building & Code Enforcement Department

AGENDA

CITY OF FRASER ZONING BOARD OF APPEALS
MUNICIPAL BUILDING ~ 33000 GARFIELD ~ PHONE: 586-293-3100
THURSDAY January 5, 2023 at 7:00pm

- 1. Call Meeting to Order/Pledge of Allegiance**
 - 2. Roll Call**
 - 3. Approval of Agenda**
 - 4. Formal Statement by the Chair**
 - 5. Old Business (None)**
 - 6. Public Hearings (None)**
 - 7. New Business of the Board**
 - A. Zoning Board of Appeals 2023 Meeting Calendar
 - B. Appointment of Zoning Board of Appeals Members to City Council for Approval
 - C. Election of Officers
 - 8. Unfinished Business of the Board (None)**
 - 9. Planning Commission Liaison Member Report**
 - 10. Public Participation**
 - 11. Approval of Minutes:** November 3, 2022
 - 12. Members' Comments and Items of Interest**
 - 13. Adjournment**
-

7 A. 2023 MEETING CALENDAR

Contents:

1. Zoning Board of Appeals 2023 Calendar Memo
2. Draft 2023 Calendar



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnegie

MAYOR PRO-TEM

Patrice M. Schornak

COUNCIL

Amy Baranski

Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

To: Zoning Board of Appeals

Date: 12/19/2022

From: City Clerk Greenia

Re: Approval of 2023 Regular Zoning Board of Appeals Meeting Dates

According to the City of Fraser Zoning Board of Appeals Rules of Procedure Article VI Meetings, Section 1 Regular Meetings:

- A. Regular meetings of the Zoning Board of Appeals shall be scheduled for the first Thursday of each month at a time and place designated by the Board, unless the Board cancels the meeting for lack of a quorum or a lack of business to be conducted.

If we are following the above referenced schedule the following are the dates of the Regular Zoning Board of Appeals meeting:

January 5, 2023

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023

June 1, 2023

July 6, 2023

August 3, 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

Should the Zoning Board of Appeals wish to stay with the normal meeting dates, those listed above would follow that schedule.

A motion would be in order to approve the first Thursday of each month at 7:00 p.m. for the date and time of the 2023 City of Fraser Regular Zoning Board of Appeals Meetings.



MCKENNA

Memorandum



TO: City of Fraser Zoning Board of Appeals
FROM: Andrew Littman, AICP
SUBJECT: **2023 ZBA Meeting Calendar**
DATE: January 2, 2022

Enclosed please find the Draft 2023 Zoning Board of Appeals meeting calendar for your review. Please let me know if you have any questions about the calendar or meeting schedule.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
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City of Fraser

Building & Code Enforcement Department

2023 Zoning Board of Appeals Meeting Calendar *(DRAFT)*

January 5, 2023	<i>(Alternate: January 19, 2023)</i>
February 2, 2023	<i>(Alternate: February 16, 2023)</i>
March 2, 2023	<i>(Alternate: March 16, 2023)</i>
April 6, 2023	<i>(Alternate: April 20, 2023)</i>
May 4, 2023	<i>(Alternate: May 18, 2023)</i>
June 1, 2023	<i>(Alternate: June 15, 2023)</i>
July 6, 2023	<i>(Alternate: July 20, 2023)</i>
August 3, 2023	<i>(Alternate: August 17, 2023)</i>
September 7, 2023	<i>(Alternate: September 21, 2023)</i>
October 5, 2023	<i>(Alternate: October 19, 2023)</i>
November 2, 2023	<i>(Alternate: November 16, 2023)</i>
December 7, 2023	<i>(Alternate: December 21, 2023)</i>

Meetings begin at 7:00 pm in City Council Chambers,
All meeting dates are subject to change.



2023

JANUARY

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1	2	3	4	5	6	7
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29	30	31				

MAY

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SEPTEMBER

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FEBRUARY

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OCTOBER

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JULY

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NOVEMBER

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AUGUST

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27	28	29	30	31		

DECEMBER

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



7 B. APPOINTMENT OF ZBA MEMBERS TO CITY COUNCIL FOR APPROVAL

Contents:

1. Staff Memo
2. Member Applications



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnagie

MAYOR PRO-TEM

Patrice M. Schornak

COUNCIL

Amy Baranski

Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

To: Zoning Board of Appeals

Date: 12/27/2022

From: City Clerk Greenia

Re: Interview with ZBA Candidates

According to the City of Fraser Boards and Commissions Handbook "Appointment Process" the following process is followed to be appointed or reappointed to a Board or Commission:

"Most appointments to Boards and Commissions will be made by the City Council based on, but not bound by, interviews and recommendations from each respective Board or Commission".

The City of Fraser Zoning Board of Appeals currently has three terms that technically ended December 31, 2022. Those terms belong to Mark Burley, Frank Farina and Mark Stimac. Mr. Stimac will not be seeking reappointment for a new term. However both Mr. Burley and Mr. Farina have submitted applications and will therefore be available for interview at the January 5, 2023 meeting of the Zoning Board of Appeals. The terms are for three (3) years and would be ending December 31, 2025.

As of this morning, I received an application from a Mr. Stephen Moore expressing interest in serving on a Board or Commission. Initially he offered to serve on the Planning Commission. After I explained to him that we had we had an actual vacancy on the Zoning Board of Appeals he agreed that he would be willing to serve on that Board instead of the Planning Commission. I have invited him to attend our meeting on January 5, 2023 meeting to be interviewed by the Board. His application and resume are also attached to this memo.

Should you choose to, a motion would be in order to recommend to City Council the reappointment of Mark Burley and Frank Farina to the Zoning Board of Appeals for a three (3) year term ending December 31, 2025

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
FARINA		FRANK		M.
ADDRESS (number & street)				
72.				
CITY	STATE	ZIP CODE	HOME PHONE	CELL PHONE
FRASER	MI.	48026		
NAME OF BOARD/COMMISSION APPLYING FOR				
ZONING BOARD OF APPEALS				
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)				
I WANT TO HELP THE CITY TO CONTINUE TO BE A STRONG AREA FOR RAISING FAMILIES AND DOING BUSINESS.				
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)				
SEE RESUME ATTACHED				
CURRENT EMPLOYMENT				
COMPANY NAME			YOUR TITLE/POSITION	
GENERAL DYNAMICS LAND SYSTEMS			RETIRED DIRECTOR OF ENGINEERING	
COMPANY ADDRESS (number & street)			COST RESOURCE MANAGEMENT	
CITY	STATE	ZIP CODE	OFFICE PHONE	PAGER
PLEASE LIST YOUR RESPONSIBILITIES				

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

Mary M. Moly

11-1-22

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	
BURLLEY		MARK			
ADDRESS (number & street)					
CITY	STATE	ZIP CODE	HOME PHONE	CELL PHONE	
FRASER	MI	48026			
NAME OF BOARD/COMMISSION APPLYING FOR					
ZBA					
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)					
Being involved in zoning is a great way to help shape the future of Fraser.					
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)					
CMU - BSBA					
CURRENT EMPLOYMENT					
COMPANY NAME			YOUR TITLE/POSITION		
CHECKMARK PROPERTIES, LLC..			CEO, OWNER		
COMPANY ADDRESS (number & street)					
PO Box 66124					
CITY	STATE	ZIP CODE	OFFICE PHONE	PAGER	
ROSELLE	MI	48066	(586) 322-7301		
PLEASE LIST YOUR RESPONSIBILITIES					

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MICityOfFraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100

cityclerk@micityoffraser.com

LAST NAME		FIRST NAME		M.I.	
Moore		Stephen		J	
ADDRESS (number & street)					
CITY	STATE	ZIP CODE	CELL PHONE	HOME PHONE	
Fraser	MI	48026			
NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR					TERM ENDING (IF KNOWN)
Planning Commission ☐					
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)					
As a Fraser resident, I have an interest on the Planning Commission to assist the city with and share my ideas for improving the general welfare of the residents. This would be my first time serving a term on a board, so I am looking forward to learning.					
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)					
Roseville High School graduate, class of 2016 IT and Technology certifications 6-month Completion of Accelerated Programming Class through Michigan State University.					
CURRENT EMPLOYMENT					
COMPANY NAME			YOUR TITLE/POSITION		
Warren Consolidated Schools			ITS Tech I		
COMPANY ADDRESS (number & street)					
31300 Anita Drive					
CITY	STATE	ZIP CODE	OFFICE PHONE	OFFICE CELL PHONE	
Warren	MI	48093	(586) 698-4194	(586) 733-0427	
PLEASE LIST YOUR RESPONSIBILITIES					
-Share idea for improvement of school systems and technology -Program/maintain an internally used web application -Troubleshoot and resolve classroom technology issues -Assist with restoring district-network outages					

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

Rev 11/2017

Received by _____ Date _____



Stephen Moore

IT Professional

Contact

Address

Fraser, MI 48026

Email

Phone

LinkedIn

Website

resume-smooortech.net

Skills

Communication

Customer Service

Empathy

Problem Solving

Sales

Teamwork

Troubleshooting

Summary

IT support professional with a sales background seeking a technical position that resolves complex issues while providing end-user support. I have a strong interest and fascination in computer networking and server-side administration. I enjoy problem-solving, troubleshooting, and communicating with end-users. I thrive off learning new things and analyzing/improving day-to-day operations and procedures.

I am friendly and personable with exceptional communication and technical abilities. I specialize in quickly diagnosing and resolving hardware and software-related issues while building and maintaining strong relationships with end-users.

Experience

Warren Consolidated Schools – IT Technician

March 2021 to Current

- Frontend and backend support for internal district website used by employees.
- Assist IT Supervisor with Active Directory and server management tasks.
- Assist with implementing technology solutions for specified departments.
- Support Wi-Fi access points and network switches as needed.
- Provide second tier technical support for staff members and students.

Apple, Inc. – Technical Expert

October 2017 to February 2021

- Experience as Tier 2 phone support working from home during pandemic.
- Document and report software bugs and issues to engineering department.
- Provides fast and efficient technical support to customer's products.
- Perform internal hardware repairs on iPhones in a timely manner.
- Resolve complex systematic, and operating system issues.

Best Buy – Department Lead (Smart Home)

June 2016 to October 2017

- Conduct performance conversations with team members around store SOPs, goals, and metrics.
- Maintained department organization, stock, and planograms.
- Schedule department team members based on business labor needs and demand.
- Assisted customers with sales needs that build a complete solution.

Certifications

- Dell Tech Direct Certified
- Apple Certified iOS Technician
- Apple Service Fundamentals Certification

Education

- Michigan State University, 2021 IT/Web Development (6 Month Program)
- Roseville High School, 2016 High School Diploma

Cindi Greenia

From: Stephen Moore <stephenmoore33@outlook.com>
Sent: Tuesday, December 27, 2022 9:36 AM
To: City Clerk
Subject: Re: Interest in Boards/Commissions Position

Good morning,

Yes, I would be interested in ZBA, oppose to the Planning Commission.

Thank you.

Best regards,
Stephen J. Moore

On Dec 27, 2022, at 8:09 AM, City Clerk <cityclerk@micityoffraser.com> wrote:

Good Morning Mr. Moore,
First thanks for submitting your application and resume to serve on a City of Fraser Board or Commission. It is greatly appreciated.

I am happy to submit your application and resume to the Planning Commission as they currently have one Commission member whose term is up. She has, however, applied for reappointment to the Commission. They will be interviewing her for that spot on Wednesday, January 4, 2023 at 7:00 p.m.

We are also having interviews for membership on the Zoning Board of Appeals on Thursday, January 5, 2023 at 7:00 p.m. The ZBA is interviewing two members for reappointment but does have one spot open with no current applicants to fill it. Would you be interested in that Board versus a spot on the Planning Commission at this time?

Please let me know- I appreciate it! C

From: Stephen Moore <stephenmoore33@outlook.com>
Sent: Friday, December 23, 2022 11:41 AM
To: City Clerk <cityclerk@micityoffraser.com>
Subject: Interest in Boards/Commissions Position

Please see my attached application and resume.

Thank you,
Stephen Moore

7 C. ELECTION OF OFFICERS

Contents:

1. Staff Memo



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

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Patrice M. Schornak

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Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

To: Zoning Board of Appeals

Date: 12/19/2022

From: City Clerk Greenia

Re: Election of Zoning Board of Appeals Officers

According to the City of Fraser Zoning Board of Appeals Rules of Procedure
Article II Section 2 Officers of the Board

- A. The officers of the Board shall consist of a Chairperson, Vice-Chairperson, and Secretary.
- B. The Board may provide for such other officers as it deems necessary And desirable for the conduct of business and in accordance with The statues of the State of Michigan.

The Zoning Board of Appeals will need to elect the above referenced officers at the January 5, 2023 meeting.

11.

Approval of Minutes: November 3, 2022

**MINUTES
CITY OF FRASER
33000 GARFIELD, FRASER, MI 48026
ZONING BOARD OF APPEALS MEETING
NOVEMBER 3, 2022 @ 7:00 P.M.**

A regular meeting of the City of Fraser Zoning Board of Appeals was held on Thursday, November 3, 2022 at 7:00 p.m. The meeting was held in City Council Chambers, 33000 Garfield, Fraser, MI 48026.

1. CALL MEETING TO ORDER

Chairman Mark Stimac called the meeting to order at 7:01 p.m. Chairman Stimac Led the Pledge of Allegiance.

2. ROLL CALL

Present: Chimenti, Lesich, Logan, Menendez, Stimac
Absent: Burley, Farina

3. APPROVAL OF AGENDA

Motion by Menendez supported by Lesich to approve the agenda as presented.

All Ayes

Motion Carried

4. FORMAL STATEMENT BY THE CHAIR

Chairman Stimac gave a formal statement relative to the powers of the Zoning Board of Appeals and the facts and conditions for granting appeals.

5. OLD BUSINESS

None at this time.

6. PUBLIC HEARINGS

A. APPEAL #ZBA22-04: VARIANCE REQUEST / 33180 GROESBECK MASONRY WALL

Applicant's attorney asked for allowing 2-foot masonry wall or 6-foot decorative fence in lieu of proposed 6-foot masonry wall. The attorney brought up the history between the two properties with visitors of restaurant utilizing applicant's parking lot.

Ms. Menendez asked about a 4-foot decorative fence instead. The applicant's attorney agreed with this request. Menendez said it should still be approved by the Planning Commission.

Mr. Logan asked how far back the fence goes.

Chairman Stimac asked about the application not providing a hardship. He referenced the history with the property to the north and that the fence would still be able to be walked around. Chairman asked why it couldn't just be 2 feet the whole length of the north property line.

Mr. Lesich asked about the height of the proposed structure.

Logan asked about if a 4 foot fence would go the entire length of the north property line.

Mr. Lesich said he was unaware of how long the food truck was permitted there.

Ms. Menendez said she wasn't supportive of a masonry wall and was supportive of a decorative fence.

Chairman Stimac opened public hearing. No public comments were provided. Stimac closed public hearing.

Motion by Menendez supported by Logan to approve variance request on the condition that a decorative wrought-iron fence non-sight obscuring fence not more than 4 feet in height be provided instead of the proposed 6-foot masonry wall. Menendez also clarified the fence would need to be approved by planning commission.

All Ayes

Motion Carried

7. NEW BUSINESS OF THE BOARD

None at this time.

8. UNFINISHED BUSINESS OF THE BOARD

None at this time.

9. PLANNING COMMISSION LIAISON MEMBER REPORT

Mr. Farina was absent tonight, no report given.

10. PUBLIC PARTICIPATION

No public participation.

11. APPROVAL OF MINUTES OCTOBER 6, 2022

Motion by Lesich supported by Logan to approve the minutes of the October 6, 2022 Zoning Board of Appeals meeting.

All Ayes

Motion Carried

12. MEMBERS' COMMENTS AND ITEMS OF INTEREST

No comments were given.

13. ADJOURNMENT

Motion by Chimenti supported by Menendez to adjourn the meeting at 7:46 p.m.

All Ayes

Motion Carried

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser



MCKENNA

Monthly Planning & Zoning Report

for December 2022

McKenna provides day-to-day assistance to the City, applicants, and the public regarding zoning, planning and economic development matters.

PLANNING, ZONING, DESIGN & ECONOMIC DEVELOPMENT ACTIVITY

As part of our services to the City, McKenna reviews Planning Commission applications and provides recommendations on long range planning, land use, zoning, and design. The following is a summary of active developments; **yellow highlighting indicates new updates for the month.**

PROJECT # / ADDRESS	SCOPE	STATUS / NEXT STEPS
#SP21-06 Fraser Eye Care 33080 Utica	Medical building site plan amendment. Approval, with conditions, granted August 4, 2021.	Site construction permits granted, construction underway. (Compliant with PC Approval). Cross-access agreement underway.
#SP21-07 Fraser Eye Care Admin Building 33080 Utica	Administration building site plan amendment, building modifications. Approval, with conditions, granted August 4, 2021.	Site construction permits granted, construction underway. (Compliant with PC Approval). Cross-access agreement underway.
#SP21-08 Hockeyland Outlot 34400 Utica	Site plan approval with conditions granted on August 4, 2021.	Revised site plan approved at September PC meeting. CofO contingent on satisfaction of all PC conditions of approval. Lot split application approved in October. Construction underway.
#SP21-09 34400 Klein	FS 360 site modification application to reconfigure site driveways and add additional parking.	Variance request granted for outdoor storage of gravel at the October ZBA meeting. Revised site plan approved at November PC meeting Building permit and engineering review process underway.
#SP22-01 / SLU22-01 34360 Utica	Special Land Use and Site Plan application to install an outdoor patio at 33460 Utica (Shooter's).	Patio construction begun without permit and contrary to approved site plan – stop work order issues. Pending fulfillment of site plan approval conditions.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
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PROJECT # / ADDRESS	SCOPE	STATUS / NEXT STEPS
#SP22-02	Site plan application to modify an existing parking lot at 34600 – 34650 Klein	Site plan conditionally approved at August PC meeting. Revised site plan received, compliant with approval conditions - permitting process underway.
#SP22-03	Site plan application to renovate the façade and improve the site of the 33180 Groesbeck Retail Center	Variance for non-site obscuring, ornamental four-foot fence forward of the front building line approved at November ZBA meeting. Pending revised site plan submission and City receipt of cross-access agreements.
#SP22-04	Site plan application to build a new 31,000 SF industrial building on 15 Mile for potential tenant Fairway Packing.	Approved at October PC meeting. Awaiting building permit application.
#ZBA22-01	Variance request at 34155 Kelly Road to place a ground sign closer to the road centerline than allowed, and to place an additional (wall) sign on the building. Two variances were granted on March 3, 2022.	Sign permit process initiated by applicant, awaiting revised drawings for compliance with Ordinance and variance granted.
#ZBA22-02	Variance request to install a side yard fence on a corner lot that does not meet Ordinance requirements.	Application withdrawn, a variance has already been granted to this property.
#ZBA22-03	Variance request to store gravel on the site. (Storage of loose minerals, including gravel, prohibited in IR).	Variance granted at the October ZBA meeting, conditional on additional information and a revised site plan approval by PC.
#ZBA22-04	Variance request to erect a structure meeting the definition of a fence between the front building line and the property line.	Variance granted at the November ZBA meeting, pending PC approval of the fence design

LOOKING FORWARD

- A public hearing and consideration of adoption for the 2023-2027 Five-Year Recreation Plan took place at the December 8, 2022 City Council meeting. The Council determined that some corrections needed to be made to the Plan, and consequently the matter was tabled. McKenna staff will make the necessary corrections, and the City Council will reconsider adoption at its first January meeting.
- The administration would like to initiate conversations with the PC regarding engaging the MEDC Redevelopment Ready Communities program as a means to increase economic development activity in the city.
- We have had recent inquiries regarding a building expansion and a redevelopment project in the industrial districts. As of this writing, we expect at least one item for the PC's review at the January meeting.



- Administration and Code Enforcement has had conversations regarding Grand Azteca food truck. A temporary permit will be applied for. Administration would like to initiate conversation about a possible Food Truck ordinance.
- 2022 Annual Planning Program will be presented at February Planning Commission meeting.

CONTACT US

Should you have any questions on the above projects or would like additional information, please contact your City of Fraser team at:

- Andrew Littman (alittman@mcka.com)
- Alicia Warren (awarren@mcka.com)