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**CITY OF FRASER
PLANNING COMMISSION MEETING MINUTES
33000 GARFIELD, FRASER, MI 48026
November 1, 2023
AS APPROVED DECEMBER 6, 2023**

A regular meeting of the City of Fraser Planning Commission Meeting was held on Wednesday, November 1, 2023 at 7:00 P.M. The meeting was held in City Council Chambers, 33000 Garfield Road, Fraser, MI 48026.

1. CALL MEETING TO ORDER

Chair Czarnecki called the meeting to order at 7:01 p.m.

Chair Czarnecki led the Pledge of Allegiance.

2. ROLL CALL

PRESENT: Barr, Czarnecki, Farina, Keil, Meyer, Perry, Warunek

ABSENT: None

OTHERS: City Attorney Alyssa Ericson, City Planner Lauren Sayre, City Clerk Greenia

3. APPROVAL OF AGENDA – REGULAR MEETING November 1, 2023

Chair Czarnecki asked to correct the spelling of Juan Blanco's Restaurant as noted in Item 9b2.

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Motion by Farina seconded by Keil to approve the agenda as amended.

AYES: Barr, Czarnecki, Farina, Meyer, Keil, Perry, Warunek
NAYS: None Motion Carried

4. CHAIRPERSON'S OPENING REMARKS

Chair 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 – REGULAR MINUTES October 4, 2023

Chair Czarnecki asked the minutes to reflect the correct spelling of Juan Blanco's under agenda item #10. Also, she identified five grammatical errors insignificant in nature and asked that they be corrected.

Motion by Warunek seconded by Meyer to approve the October 4, 2023, meeting minutes as amended.

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Perry, Warunek
NAYS: None Motion Carried

6. NEW BUSINESS

A. Public Hearings: None

B. Site Plan and Other Reviews:

i. Interview Frank Farina for Reappointment to the Planning Commission

Chair Czarnecki reviewed that Frank Farina was up for reappointment to the Planning Commission. Discussion was had.

Motion by Warunek supported by Perry to recommend Frank Farina to the Fraser City Council for reappointment to the Planning Commission with a term ending 12/31/2026.

AYES: Barr, Czarnecki, Keil, Meyer, Perry, Warunek
NAYS: None
ABSTAIN: Farina Motion Carried

ii. Interview John Keil for Reappointment to the Planning Commission.

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Chair Czarnecki reviewed that John Keil was up for reappointment to the Planning Commission. Discussion was had.

Motion by Farina supported by Warunek to recommend John Keil to the Fraser City Council for reappointment to the Planning Commission with a term ending 12/31/2026.

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Perry, Warunek

NAYS: None

Motion Carried

Chair Czarnecki stated it was great to have Commissioner Farina and Commissioner Keil commit to another three years on the Planning Commission.

7. UNFINISHED BUSINESS

A. **Revised Site Plan #23-03 at 32660 Utica Road; Proposal to demolish the existing car wash at site and construct a new strip mall. This item was tabled at the September 6, 2023 Planning Commission Meeting.**

Planner Sayre went over her review with the Planning Commission of the revised Site Plan. She noted her following concerns listed below:

*The driveway is a minimum of thirty (30) feet in width.

*The dumpster is the same masonry material as the primary structure.

*The Planning Commission must approve the side yard loading configuration, landscaping, masonry screening wall, and primary building material.

*If new lighting is proposed, a photometric plan must be submitted and in compliance with Section 32-86.

Commissioner Farina asked if the building square footage had been reduced on this revised plan. Ms. Sayre stated that was a condition of the ZBA variance that was granted – the building must be 3300 square feet or less and to eliminate the one parking space in front of the building (north side) so as not to block the sign of the neighbor to the north.

Chair Czarnecki stated to be clear the ZBA did approved the front parking setback variance request conditional upon the building itself being no more than 3300 square feet and there would be no parking space in the north side of the lot to obstruct the neighbor's ground sign. Planner Sayre agreed those were correct. Commissioner Farina added that the reason the variance was granted was that several other businesses in the area had been granted that setback already.

Faki Akkam and Sam Thomas were present. Mr. Thomas agreed with the assessment of the granted variance. He confirmed that the existing entrance

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was 30 feet wide and the dumpster materials would be painted block on three (3) sides and a wooden gate in the front.

Chair Czarnecki stated a photometric plan is required. She asked the Commission how they felt about Drivit as a building material and no landscaping along the wall on the east side because of the property layout. Commissioner Warunek noted his concern regarding the loading site. Mr. Akkam indicated that he would be adding a sign at the loading site that any loading or unloading would be done prior (before 9:00 a.m.) to or after business hours of the tenants. Discussion was had on using a neighboring property to help with the loading area.

Chair Czarnecki indicated she had concerns about the safety of people walking from their cars to the door. The applicant agreed he could put a walkway on the side where the loading zone is – they could restripe this when they completed the drive area for the loading zone. Chair Czarnecki then added she would like to see a bike rack at the site, applicant stated they could put one at the end of the walkway.

Commissioner Meyer stated her concern with the handicapped parking space. Planner Sayre reviewed the size and indicated that the one proposed did, in fact, meet with ADA standards as proposed.

Chair Czarnecki opened the floor for public comment at 7:31 p.m. Acknowledging no one was present, she closed the floor for public comment.

Motion by Farina supported by Warunek to approve revised Site Plan # 23-03, proposal to demolish existing carwash and construct a three-unit strip mall building, no larger than 3,300 square feet, located at 32660 Utica Road with the following conditions:

- 1) The Planning Commission is in support of the building materials (Drivit), landscaping, masonry screening wall and side yard loading configuration as proposed.
- 2) Compliance with all conditions imposed by the City of Fraser Zoning Board of Appeals.
- 3) Applicant shall post a sign stating that loading and unloading can only be done prior to the start of business and/or after the close of business.
- 4) The applicant will provide a walkway from the public sidewalk to the retail center per Engineering regulations.
- 5) The applicant will provide a striped pedestrian walkway from the rear parking lot (east) to the building entrance to be approved administratively.
- 6) The applicant will provide a bike rack at a location to be approved administratively.
- 7) The applicant will submit a photometric plan.

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AYES: Barr, Czarnecki, Farina, Keil, Meyer, Perry, Warunek

NAYS: None

Motion Carried

B. Sign Ordinance Discussion

Planner Sayre went over the sign illumination, lights on or around signage, and electronic message boards (pages 11-15 of the chart) with Planning Commission.

Commission discussed items regarding flashing on electronic signs, what the brightness could be on these signs, information on scrolling text, and how these issues would be enforceable.

It was noted that the Planning Commission would like Ms. Sayre to look at the trends in other Cities to see what they are using for their parameters related to illumination of signs.

8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS

There was no public comment at this time.

9. Monthly Report

a. October 2023

Planner Sayre briefly reviewed the October 2023 monthly report from the Planners regarding Planning and Zoning issues.

b. Action Items

i. Dairy Queen Roof

Planner Sayre stated she spoke with Mr. Logan, Building Department, and He indicated there was no change in the status of this issue.

ii. Juan Blancos Parking

Planner Sayre had spoken with Public Safety regarding the parking happening on French Creek due to the busyness of the new restaurant. She advised the Board cars parked along the street are legally parked because it is a public road.

10. ZONING BOARD OF APPEALS MEMBER LIAISON REPORT

Commissioner Farina indicated that the ZBA did approve a parking variance last month and that was on the item that was before the Planning Commission tonight. Discussion was had on whether the Planning Commission could give conditional approval to Hockeyland/Big Boy when the ZBA had put conditions on the parking

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allowed at that site. The attorney's office had prepared a lengthy summary of this matter and submitted it both to the Planning Commission and the ZBA.

11. COMMISSIONER'S COMMENTS AND ITEMS OF INTEREST/CONCERNS

Commissioners Meyer, Perry, Farina, Barr, Warunek, and Keil had no comments at this time.

Chair Czarnecki discussed the following items: Hockeyland, December's meeting agenda, joint training for Planning Commission and Zoning Board of Appeals which it now appears that sometime in January of 2024 might be the target date, the timing of City Council to consider recommendations for reappointments for Commissioners Farina and Keil and the timing of interviewing candidates for Board vacancies.

12. AJDOURNMENT

Motion by Keil seconded by Meyer to adjourn at 8:12 p.m.

AYES: Barr, Czarnecki, Farina, Keil, Meyer, Perry, Warunek

NAYS: None

Motion Carried.

Respectfully
Submitted:

Cindi Greenia, Clerk
City of Fraser