

CITY OF WARREN
PLANNING COMMISSION
PUBLIC HEARING

Regular Meeting held on January 11th, 2016, at 7:00 p.m.,

A Regular Meeting of the Warren Planning Commission was called for Monday, January 11th, 2016, at 7:00 p.m. in the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan 48092.

Commissioners present:

Jocelyn Howard, Chair
Edna Karpinski
John Kupiec, Vice Chair
Jason McClanahan, Secretary
Charles J. Pryor
Syed Rob
Claudette Robinson
Warren Smith, Assistant Secretary

Also present:

Ronald Wuerth - Planning Director
Judy Hanna – Senior Administrative Secretary
Michelle Katopodes – Planner I
Nicole Ciurla – Planner Aide
Caitlin Murphy - Assistant City Attorney
Christine Laabs - Communications Department

1. CALL TO ORDER
Chair Howard called the meeting to order at 7:05 p.m.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

MOTION:

A motion was made by Commissioner Rob to excuse Commissioner Vinson, supported by Secretary Smith. A voice vote was taken and the motion carried unanimously.

4. APPROVAL OF THE AGENDA
Chair Howard – I do have one modification if we could move item number 11 to item number 10 and make item number 10 item number 11. So we will have citizen's participation first followed by New Business.

MOTION:

A motion was made by Assistant Secretary Smith to amend agenda, supported by Secretary McClanahan. A voice vote was taken and the motion carried unanimously.

5. APPROVAL OF THE MINUTES – December 21st, 2015MOTION:

A motion was made by Assistant Secretary Smith to approve, supported by Secretary McClanahan. A voice vote was taken and the motion carried unanimously.

6. PUBLIC HEARING ITEMS:

- A. SITE PLAN FOR PARKING LOT ADDITION: Located on the northeast corner of Dodge Avenue and Sherwood Avenue; 22930 Sherwood Avenue; Section 33: Jeffrey Brodsky. **Tabled. Request to table again to March 21st, 2016.**

Chair Howard – We do have a request to keep this item tabled until March 21st, 2016.

MOTION:

A motion was made by Commissioner Rob to keep on table until March 21st, 2016, supported by Assistant Commissioner Smith. A voice vote was taken and the motion carried unanimously.

- B. SITE PLAN FOR BUDDHIST TEMPLE: Located on the southwest corner of Twelve Mile Road and Grobbel Avenue; 5356 Twelve Mile; Section 17; John Marusich. **Tabled. Request to table again to February 22nd, 2016.**

Chair Howard – We do have correspondence from the petitioner to keep this on the table until February 22nd, 2016.

Commissioner Rob – I think this is their 3rd table.

Chair Howard – That would probably be their last tabling of the item.

MOTION:

A motion was made by Commissioner Rob to keep tabled until February 22nd, 2016, supported Assistant Secretary Smith. A voice vote was taken and the motion carried unanimously.

C. SITE PLAN FOR OUTDOOR STORAGE AND PARKING OF TRUCK: Located on the west side of Sherwood Avenue; approximately 970 feet south of Mackersie Avenue; 25585 Sherwood; Section 21; Jane Neuman (Kerm Billette). **Tabled.**

MOTION:

A motion was made by Commissioner Rob to remove from table, supported by Assistant Secretary Smith. A voice vote was taken and the motion carried unanimously.

PETITIONERS PORTION:

Mr. Kerm Billette – I’m here today with the owner of the property Xfinity Transport Trucking Company on Sherwood, we are requesting that the item be tabled. We submitted a letter to Mr. Wuerth requesting the tabling until March 7th.

Chair Howard – Are you comfortable with the tabling out that far?

Mr. Ron Wuerth – Yes I am.

MOTION:

A motion was made by Commissioner Rob to table until March 7th, 2016, supported by Commissioner Karpinski.

ROLL CALL:

The motion carried as follows:

Chair Howard.....	Yes
Commissioner Karpinski.....	Yes
Vice Chair Kupiec.....	Yes
Secretary McClanahan.....	Yes
Commissioner Pryor.....	Yes
Commissioner Rob.....	Yes
Commissioner Robinson.....	Yes
Assistant Secretary Smith.....	Yes

D. SITE PLAN APPROVAL FOR PARKING LOT ADDITION: Located on the southeast corner of Schoenherr Road and Leonard Avenue; 21944 Schoenherr Section 36; Jeffrey Najor. **Tabled. Request to table again to February 22nd, 2016.**

Chair Howard – We do have information from the petitioner asking that this item remain tabled until February 22nd, 2016.

MOTION:

A motion was made by Assistant Secretary Smith to keep on table until February 22nd, 2016, supported by Commissioner Pryor

ROLL CALL:

The motion carried as follows:

Chair Howard.....	Yes
Commissioner Karpinski.....	Yes
Vice Chair Kupiec.....	Yes
Secretary McClanahan.....	Yes
Commissioner Pryor.....	Yes
Commissioner Rob.....	Yes
Commissioner Robinson.....	Yes
Assistant Secretary Smith.....	Yes

- E. SITE PLAN FOR DRIVEWAY ADDITION TO EXISTING ENTERPRISE RENT-A-CAR: Located on the west side of Van Dyke Avenue; approximately 140 ft. north of Eleven Mile Road; 27101 Van Dyke; Section 16; Melissa Degan (Livingston Engineering). **Tabled.**

MOTION:

A motion was made by Commissioner Pryor to remove from the table, supported by Assistant Secretary Smith. A voice vote was taken and the motion carried unanimously.

PETITIONERS PORTION:

Ms. Melissa Degan – I’m here representing Enterprise Rental Car, my address is 29301 Grand River Avenue, Farmington Hills. We are here this evening requesting the addition of a driveway to the rear of our property located at the 27101 Van Dyke. We have been at the site between 15 to 20 years and what we’ve found is that due to the current traffic and business in the area it’s becoming difficult for us to enter and exit to the property with the current shared driveway that we have with the Gas Station to the side of us.

So the purpose behind requesting an additional driveway is to allow us more access to the property. We have found especially now that the Gas Station is becoming busier is that more often than not their delivery trucks will pull into the drive and block our entrance prohibiting us from accessing our lot. The only entrance that we do have is what’s currently being blocked. So what we were proposing is a rear driveway this would exit out onto Seyburn Avenue, which we do understand is a residential street, but what we would be proposing in addition to allowing us access is that this is only

secondary access, this would not become our primary means of entering and exiting the property that would still remain the driveway off of Van Dyke.

In addition I know we had proposed some additional landscaping in the rear for screening purposes. Per the Planning Commissions we would add additional landscaping. We would also instead of using the existing chain link fence that is there now we would add a privacy fence something that screens the area and provides some more security as well as a gate to the back of the lot to secure that driveway so that there would be no afterhours traffic. We do know that this is a residential street and we do appreciate you letting us be here tonight to explain our needs.

We know that there aren't very many properties in the area that also have this but we do note on the east side on both Toyota of Warren and Juliano's do have access to a residential street and we are hoping the Board will take this into consideration for us.

Secretary McClanahan reads the following correspondence:

TAXES: No Delinquent Taxes.

ENGINEERING: Review of the preliminary site plan yielded the following comments:

1. All existing and proposed utilities must be displayed on the site plan.
2. All sidewalk and the commercial drive approach construction must comply with the City of Warren standard specifications for concrete sidewalks and drive approaches.
3. This development must comply with the City of Warren Storm Water Management Plan if there is one acre or more of disturbance.
4. The site plan shall include a written legal description of the parcel.
5. The plan shall indicate the joint ingress/egress easement with the adjacent parcel to the south.
6. The existing parking lot configuration, as shown, does not meet minimum requirements.
7. The existing parking lot does not have concrete curb and gutter around the perimeter.
8. Seyburn Avenue between Eleven Mile Road and Hartsig Avenue is in poor condition. It is the recommendation of the Engineering Division not to approve a commercial driveway onto Seyburn Avenue, a primary residential roadway.

FIRE: Approved.

ZONING: Approved.

Mary Clark CER-6819
December 21st, 2015

MDOT: Approved.

DTE: Approved.

Mr. Ron Wuerth reads the recommendation of the Staff:

MOTION:

A motion was made by McClanahan, supported by Commissioner Pryor.

COMMISSIONERS PORTION:

Commissioner Rob – Do you have any ingress/egress agreement that the Planning Director is recommending?

Ms. Melissa Degan – I believe there is a shared ingress/egress between ourselves and the Gas Station to the south of us. I've not been able to locate that document in our records it's something that I would have to if the city or the tenant have a copy of it or the owner of the south property.

Commissioner Rob – We tabled from December 7th so that you would talk to the residents were you able to communicate with the residents?

Ms. Melissa Degan – With the holiday no we weren't able to reach out to any of the tenants. We also felt that the plan that we were bringing forward tonight providing with the additional screening of the privacy fence and with the landscaping would be beneficial and further benefit to the property and the tenants behind us.

Commissioner Rob – You do have egress/ingress agreement but it's not available to you right now?

Ms. Melissa Degan – That is correct.

Commissioner Rob – You received these documents on Thursday or Friday and you knew the requirements before am I right?

Ms. Melissa Degan – It was my understanding that was required if we received approval tonight moving forward we would have to provide that as part of our final packet of submission, so I may have misunderstood.

Commissioner Rob – Mr. Wuerth you were mentioning this egress/ingress from the old approval which was a long time ago so do you think this should be brought first?

Mr. Ron Wuerth – It its ingress/egress with the Gas Station to the south and they have to provide a recorded copy of it.

Commissioner Rob – I'm surprise that we don't have any residents here today they have been notified, am I right?

Mr. Ron Wuerth – They are being notified the petitioner received a letter from the Planning Department per Planning Commission that they were to contact the neighbors and discuss this with them and apparently that didn't happen.

Commissioner Rob – The original table was on December 7th and we did have some residents here that day so that was the main reason we tabled it so that they would get an opportunity to talk to them.

Ms. Melissa Degan – As far as receiving a letter from the Planning Commission requiring us to contact the residents I am not aware of that and I have received the additional documents that were sent but I did not receive such a letter.

Mr. Ron Wuerth – That letter more than likely was sent to the petitioner and someone got it there's no doubt about that, you seem to know about contacting the neighbors and you just said you didn't have an opportunity.

Ms. Melissa Degan – When we initially requested to table this to do further study and discussion, that was one of the recommendations that was made to us as a suggestion, we did not take that as a requirement. We did choose to review our plan and make the additional statements that we would add the privacy fencing and the additional landscaping to provide additional buffer and keep the area clean and neat looking, that was our proposal for that.

Mr. Ron Wuerth – I did speak to the Engineering Group the Livingston Group last week and they knew about the letter and they told me they were going to contact you and discuss this.

Commissioner Rob – I think that was one condition that residents should be communicated by you guys. It is a residential street that you are trying to access so I'll leave it up to the Commission. I'm uncomfortable going forward on this without your full cooperation of what we expected you to do.

Secretary McClanahan – I understand that your polite but we want to be good to the neighbors that's why we wanted you to reach out to them and make sure that they are happy with the proposal. One

thing we want to do is protect everybody's property, value and safety. I don't really have a problem with this plan but I want to make sure that the neighbors don't, I think you definitely should have contacted them. I think a tabling would be in order to give you another chance to talk to them and work out a plan that works for everybody.

Chair Howard – I was by the site today in the heat of the day at 10 o'clock this morning and there was a lot of activity at the gas station as well as your facility. One of the bending factors that we would have is how the neighborhood would necessarily respond to it and I understand the privacy fence and the secondary access all of those are great recommendations and things that you can add to the plan but the biggest seller is you are going to be exiting on a residential neighborhood and then there has to be some buy in. Because of where we are that's not really the best approach to this and we have before us a recommendation to deny this plan.

Now unless there can come before us residents or at least some conversation that would either sway the Planning Director or this Commission as a whole that there's a buy in, we do have a recommendation to deny tonight. With that we do have a recommendation from Secretary McClanahan to table this to a date certain. We will give you a change to reach out to the residents and then have another discussion with Mr. Wuerth and then we will make a final decision on this item. Mr. Secretary, do you have a date certain that you would like?

Secretary McClanahan – Maybe a month to give them a little time to get with everybody.

Commissioner Rob – Madame Chair I would request the letter of the ingress/egress before the date.

Chair Howard – So the two stipulations would be to bring the agreement letter of ingress/egress to us and also conversation with the neighbors. Let's table this until March 7th, 2016 that would be the last tabling of this item and this Commission will make a decision at that point on your item. We do understand you're polite and also your growth as a business so we do want to be sensitive towards that but there are some things that we do need as a buy in. With that being said we have a motion by Secretary McClanahan supported by Commissioner Pryor we do have a recommendation to table.

ROLL CALL:

The motion carried as follows to table:

Chair Howard.....	Yes
Commissioner Karpinski.....	Yes
Vice Chair Kupiec.....	Yes
Secretary McClanahan.....	Yes
Commissioner Pryor.....	Yes
Commissioner Rob.....	Yes
Commissioner Robinson.....	Yes
Assistant Secretary Smith.....	Yes

- F. SITE PLAN FOR RELIGIOUS FACILITY: Located on the southeast corner of Twelve Mile Road and Universal Drive; 2446 Twelve Mile; Section 18; Anton Yousef Kosho (Ronald Kachman).

PETITIONERS PORTION:

Mr. Ronald Kachman – I'm with Design and Construction Group 291 Elm Wood, Troy. I'm here before you requesting religious services to be held at the facility that was approved for strictly community services. They do want to perform some of their religious functions at this facility so we are here to request that. My client will pray five times a day and each of the prayers will be about 20 minutes long. The most they ever have in their parking lot is on a Friday at the noon prayer and they might get anywhere from 30 to 50 people at that particular prayer. We have more than enough parking to meet the requirements of the ordinance. They are taking care of all the items that were originally set forth by the first Planning Commission approval. We received the review comments from the Planning Department and various other departments, some of those have already been taken care of and some of them will be taken care of as part of this approval.

Secretary McClanahan reads the following correspondence:

FIRE: Review of the preliminary site plan yielded the following comments:

1. Must meet the requirements of the 2012 edition of the Michigan Building code for an A-3 use group.
2. If required by the building code, the building must be equipped throughout with an automatic sprinkler system in accordance with NFPA 13. Fire Department connection threads shall be national standard type and a fire hydrant shall be provided within 150 feet of the fire department connection.

3. Maintain existing fire department access roads. Fire apparatus access roads must have a minimum width of 20 feet and a minimum vertical clearance of 13 feet 6 inches.
4. Provide fire alarm system if required by code.
5. Provide fire department lock box (Knox box) as required by local ordinance.

TAXES: No Delinquent Taxes.

ENGINEERING: Review of the preliminary site plan yielded the following comments:

1. All existing and proposed utilities shall be indicated on the site plan.
2. If there is over an acre of earth disturbance, the site shall be in compliance with the City of Warren storm water management plan.
3. Any improvements made in the Twelve Mile road right-of-way are subject to approval of the Macomb County Department of Roads.

DTE: Approved.

ZONING: Review of the preliminary site plan yielded the following comments: Variance required: 266 ft. 6 ft. high wall along east property line behind existing building abutting the R-1-C District and church property.

Mr. Ron Wuerth – Prior to the recommendation I do want to make a statement here it has to do with the Public Notice. The Public Hearing Notice was mailed on Wednesday, December 30th, 2015 the notices indicated the year of the public hearing was 2015 instead of 2016. So per the City Attorney's Office the Planning Staff is indicating the error on record.

Mr. Ron Wuerth reads the recommendation of the Staff:

PUBLIC HEARING:

Mr. Samer Issa – I own a business in the same plaza 2456 E. Twelve Mile Road, its Insurance Auto Body. Actually we didn't have a problem when they first came in, the landlord said it was just going to be a community center, it's not going to be more than that. After a while I started losing some business in my place and I was getting complaints from my customers, especially on Friday. When they see a lot of people and a lot of prayer going on they get scared and don't know what is going on.

Mr. Fady Tawfiq – I'm at 2452 E. Twelve Mile Road. I have the same situation as Samer stated in his comments.

Ms. Sandy Donohue – I received a letter because I live in the area where they want to have this Mass. My question is does this mean that their call to prayer is going to be over loud speakers?

Mr. Ronald Kachman – No, just the way it is now.

Ms. Sandy Donohue – What is the process from here, is this to be voted on or is this a done deal, how do we oppose this?

Chair Howard – If you have any comments you can state your comments at this time.

Ms. Sandy Donohue – Can I get together with neighbors which I’ve already tried to do but I didn’t get much of a response. Like the man said the date was wrong on the letter. I went through my neighborhood and some neighbors got the letter other neighbors knew nothing of the letter. I went to St. Louise Church they knew nothing of the letter and they are right next door to this.

Chair Howard – We will take that up in our Commissioner portion.

Mr. Joni Sitto – I own 2448 E. Twelve Mile Road it’s a mechanical business, it’s called Tech 2 Auto and I’m having the same exact problems. I’m the closest one to the center so I’m having a lot of complaints from my customers, they are seeing a lot of activity in there.

Vice Chair Kupiec – In view that there was a mistake with the date on the letter possibly even the mailing of the letter I would like to see this put to a table until March 7th. Hopefully that will give them enough time to get their letter and discuss this among themselves.

Chair Howard – By far I do agree, thank you Mr. Wuerth for clarifying the error in the mailing. That should give the residents and also the local business enough time to respond properly to that.

MOTION:

A motion was made by Vice Chair Kupiec to table until March 7th, 2016, supported by Commissioner Karpinski.

ROLL CALL:

The motion carried as follows:

Chair Howard.....	Yes
Commissioner Karpinski.....	Yes
Vice Chair Kupiec.....	Yes

Secretary McClanahan.....	Yes
Commissioner Pryor.....	Yes
Commissioner Rob.....	Yes
Commissioner Robinson.....	Yes
Assistant Secretary Smith.....	Yes

7. CORRESPONDENCE

None at this time.

8. BOND RELEASE

None at this time.

9. OLD BUSINESS

A. SITE PLAN FOR NEW INDUSTRIAL BUILDING ADDITION:

Located on the north side of 1-696 Service Drive, approximately 360 ft. east of Bunert Road; 14575 Eleven Mile Road; Section 13; Mark Rusch (Steven Smith). Withdrawal of Site Plan Approved on November 10th, 2014, replaced with updated site plan.

MOTION:

A motion was made by Assistant Secretary Smith to withdraw the site plan, supported by Commissioner Pryor.

ROLL CALL:

The motion carried as follows:

Assistant Secretary Smith.....	Yes
Chair Howard.....	Yes
Commissioner Karpinski.....	Yes
Vice Chair Kupiec.....	Yes
Secretary McClanahan.....	Yes
Commissioner Pryor.....	Yes
Commissioner Rob.....	Yes
Commissioner Robinson.....	Yes

10. CITIZENS PARTICIPATION

None at this time.

11. NEW BUSINESS

Discuss and approve the 2016-2017 Budget.

Mr. Ron Wuerth – At the last meeting in 2015 we presented the draft copy of the Planning Commission’s Budget and asked that everyone read it over. We haven’t received any questions or communication

from the Planning Commissioners stating that they had any changes in particular that they were interested in.

I have a few changes also that I want to make. As you go through this we fixed the flow chart a little clearer too so that it's clear to the Administration and clear to City Council the fact that we want to do some things with the employees. One was to promote Ms. Katopodes from Planner I to Planner II and the other one depending on what happens if we end up with an Office Assistant then a full time Planner Aide and a part time Planner Aide would be eliminated. If that didn't happen then those Planner Aides would stay. And finally, you see the Assistant Planner it says to be filled and I'm going to make every effort in the next three months to get that filled. So that's the Flow Chart.

The Memorandum is standard, it's informational to the Mayor as you can see. We talk about the new industrial buildings, the additions and other things that have occurred during this particular year. We talk about what the professional staff and the different Boards that we attend. As an example, the Downtown Authority otherwise known as the DDA, TIFA, we occasionally attend things having to do with SEMCOG the Southeast Michigan Council of Government and others. I'm not going to go into all the other different committees you can see them for yourself there.

We talk about prior Budgets and you can see as time goes by the cost have slowly crept up but not at a quick rate. You can see our notices, the visitors, and the public hearings, and they've all gone up in the last couple of years. So it indicates the need for additional personnel. So as we go through here you can see I'm just summarizing the current planning day to day activities, our special projects, our planning short range, and our planning long range thoughts.

Then we get into the state regarding and it says Other Budget Items I'm going to call that regarding operating expense budget items. We made just a few changes there. Where we had a decrease we'll change that a little bit to indicate why we are having a decrease in a particular item, usually in a budget items always go up in this case it will go down. It truly is because we ended up with this envelope stuffing machine, paid for it, so that amount of money we don't have a need for. So as it continues on we talk about everything that we pay for throughout the year. I'm now looking at page nine that's the projected revenue and these are thought about how many site plans we might have during the year. Site plans, additions, minor amendments, site plans for outdoor retail sales, administrative site

we have used, which are few and far between. It continues on to all of our cost that we put out there on fees. If it all went according this list as you can see down at the bottom the Planning Commission in fees alone would take in over \$79,000.00 dollars. We actually did check into that number for last year to find out what our revenue gain was and it was very close to that within \$5000.00 dollars of that number, so we've been busy. What we list here is what we truly believe will happen for this next coming year.

The rest of this is the operating expense budget. We start with the Manning Tables Schedule I. Then there's a description of the Office Assistant and the justification for that Office Assistant and that certainly goes to who is going to review this Budget and make decisions on it. Secondly on the promotion for the Planner II there's the justification for that and I truly believe that's necessary Michelle Katopodes has done an amazing job and I don't have to elaborate people see it every day in her work ethic. With the City Planner II description I'm going to have to go to the Civil Service Board and make a change, it's a minor change, it's under preliminary qualifications. Go down about eight to ten sentences and it says an employee in this class must have had one (1) year in a Supervisory capacity and be registered as a Professional Community Planner in the State of Michigan. Well they no longer have Professional Community Planners in the State of Michigan so that's a pretty easy thing to remove, we'll get Civil Service to take care of that. So we will put a note on this page so that everyone understands that.

After that you can see the general break down, the meeting allowance I'll just read through these. The Planning Aide and the Technician, the office supplies and that's where we will indicate why the decrease. Overtime that is permitted, contractual services, that's where we have various things including our fine Court Reporter over there. We appreciate all the hard work she does and we want to continue her services most certainly. There's also postage, mileage, printing and publishing. We are going to work hard to get some new atlas's printed and updated and some zoning ordinances printed and updated. I know that we have some Commissioners including Vice Chair Kupiec and I think Chair Howard that your zoning ordinance is probably about seven years old and we've had a lot of amendments to that. Even mine is four years old and I can't have that, it's got to be up to date. So we'll get something printed up and everyone gets a new copy of the zoning ordinance what we have left we will sell.

So at the end here you'll see the expense summary at the bottom it says page 18. What I did is add to that \$190,735.00 a number that represents the wages for the employees from a page earlier in this

packet that number was \$311,652.00 dollars to give us a general total of what we have here for the budget itself which came to \$502,387.00 dollars, that does not include the fringe benefits that will add considerably to that. So that's not a real number it's probably closer to \$590,000 or \$600,000.00 dollars or somewhere in there. I just wanted to put that in just so everyone can get a ballpark compared to those previous years that you see in the first part of that report.

You also have the Schedule 8 it's a Performance Objectives and Indicators and that's what the City requires, that we put down here for general review on their part. There's a five year budget on the personnel, we only know from one year to the next what we are doing we are not sure how these numbers will move so we are okay with that. So with that is the Budget as we're bringing it to the Planning Commissioner, it is your Budget. So I would suspect that once we do the few revisions that I had and we'll get that done tomorrow then we'll hand it in by the end of the day tomorrow. I would say within two to three weeks we will get a notice when that meeting is with the Administration and once they complete their reviews with the Departments then it will be a meeting with City Council and finally approval of the Budget. So if you have any questions or changes at this time please provide them to me now so that I can get this completed and in to the Administration.

Chair Howard – I just have a couple things. I would say by far I agree and strongly support Michelle being moved to Planner II. She has proven herself to be faithful and competent so I do support her promotion. A couple of items that I did have was definitely because of what we will be undertaking this year with the Master Plan and you've already put that in your description and the overview. We definitely staff your department with full time workers and the staffing that you need. I was very glad to hear you say within the next 90 days you intend to have those things there. We do know our Master Plan meeting with the Purchasing Department is going to take place on the 21st so I know you'll be running with your heels at that time.

We do want to put every effort into securing your personal and I love the relationship that we have with Macomb Community College but I do know you need to have some full time people there. People that you can depend on and those individuals who are competent enough or not necessarily in the learning process. Because we will have the Master Plan, GM, and their expansions and all of the other large ticket items that we have currently with the city. So the 90 days I think is a good time frame if we can definitely secure those positions both with Michelle and also the other open position.

Mary Clark CER-6819
December 21st, 2015

The other thing that I had a question about would be under the consultant, to hire the company to scan thousands of files into the program Onbase. Is that a software or is that a particular company?

Mr. Ron Wuerth – That's a company.

Chair Howard – So will they be doing this on an annual basis or is this a onetime event, what is going to be our process going forward?

Mr. Ron Wuerth – It's ideally a onetime event they come in they scan all of our documents as it says, we have thousands of documents to scan. They come in and they do them and bring us right up to date. We are already up to date because we are scanning everything that we work on and have been for several years now, so we are up to date that way but this will bring us up to date historically. In doing so it will save us an immense amount of time of running around trying to find these documents or trying to find a file. There may be letters in there that are important, that happened in the past that apply to the future and we need that information. When people come in and want to redevelop properties they need to know what the concerns and problems are and if there aren't any than they are ready to go. They want to build and they want to go fast and we want to be able to go fast with them just through information alone. So being able to do this is very important. It's my understanding that the same company has been hired for the Clerk's Office to begin their scanning. I'm hoping we can get our approval right away, it brings us right in line with the building division because anything we have again lines to all types' permits across the board including Zoning everything will mesh together. So we will have a picture from someone's property from ideally day one when it was first developed to today.

Chair Howard – Wonderful, will this process interrupt your day to day activities how long will this process take?

Mr. Ron Wuerth – It is offsite and we have boxes so they will take them offsite run them through get them all organized and then we will have a fantastic data base assuming we can get this approved.

Chair Howard – Does that require an increase in your current storage as far as your system or server or is that going to be an external drive?

Mr. Ron Wuerth – We are going to be on something called Onbase.

Chair Howard – Okay, so it will be a cloud base system.

Mr. Ron Wuerth – Yes, which can handle that whole system as copied and scanned and provided to us, we don't have any issues about that at all.

Chair Howard – Thanks for including some of the Commissioners to attend a couple of those meetings offsite that was great. Thanks for including that in the budget, the three map conferences. I do see sir, as you indicated in your comments, increases in most of the budget lines. From me being here going on my sixth year when I first came in our budget wasn't that large it was during the time of the downturn in the economy now we have an uptick in the economy. Do you believe the budget is going to level off or are we going to be matriculating incrementally?

Mr. Ron Wuerth – I think we will continue to go up, it's just the way I see the economy, it's not peaked we've still got more to go. We are still going to be working with General Motors quite a bit in the next two years. Beyond that I have people coming who want to redevelop property, it's an amazing process, I'm glad to see it and we are ready to take it on. It's a little difficult because of our staffing problems sometimes but we've been able to handle it, we'd like to be able to handle things with ease. And when you handle things with ease you're not going to make mistakes you're going to be able to run a smooth department. And continue to become known out there for being able to process request in that type of fashion.

Commissioner Pryor – What I got with my packet was the same thing that you talked about but the page numbers don't match so this wasn't updated to, evidentially, what you have is that right?

Mr. Ron Wuerth – The numbers correspond to a number of a page that were issued and then we have these pages as we put them together and if we start putting another number on the page it creates a problem.

Commissioner Pryor – Well I was trying to follow you in what I've got and it was difficult. Do you have an Administrator that is responsible for all scanning of the records or is this company just coming in grabbing everything scanning and nobody is watching after it?

Mr. Ron Wuerth – Well to answer it this way I think you know me well enough to know that I'll ride herd over that and make sure that things are done to the highest specifications possible. We will meet to make sure that they have it the way we want it done and what we

want scanned out of each one of these files. We are not just doing site plan files we are doing every file that we have and it's possible that we can insert some other things in that too, like reports and other historical reports that were done in the past. We'll get request for the trailer parks, as an example, in our city. There was a report that was done some 35-40 years ago and things really haven't changed in the trailer parks so that report still is applicable that's just an example of something beyond our plans, our rezoning's, our special land uses, lot splits all that is going to be rolled into one.

Commissioner Pryor – I was wondering if there were other departments that would be interested or be using some of this data and they should be consulted to make sure that what they need is what they get.

Mr. Ron Wuerth – Well there has been discussion with those people in the Building Division especially the Zoning People who are always looking for certain letters that we may have sent them. It's a little difficult, we hope we have the file, we send someone to a different building to dig it out and that takes time. The whole thing takes considerable time and this is what we are trying to eliminate by having it right there on our desk on the computer. That would be amazing to be able to do that right now it's not amazing at all it takes time. We will make sure that they will be monitored.

Commissioner Pryor – Is there an index or something that if you want a certain type of thing out of the record that you can go to an index can you access this visually on the screen?

Mr. Ron Wuerth – There usually are indexes. You bring up an index on the screen from there if you want to go to sight plans you click on that and then from there what year, what address any number of different ways to get to that plan. Sometimes addresses don't work, sometimes parcel identification numbers don't work so we will go at from a different direction. We might pick up on a site that's next to it and be able to find information that way, it's just a matter of learning on how to manipulate the system. So of course there will be ways to do this.

Commissioner Pryor – So already you have this system so that the personal that you have are oriented to it so that you don't need a budget item for education of the personal that is going to use it?

Mr. Ron Wuerth – No we don't not that I can see. Right now we can do a lot of this and I'm going to assume that it's going to be set up in a similar format that we have, they may have suggestions. There's a

learning curve in just about any job you ever that you take. I have an excellent staff they are very smart and they pick up on these things quickly.

Commissioner Rob – I think that's a great addition having it scanned. I know we were talking about it on the last budget so I'm glad that we have this now. I just want to ask about the development for the Commissioner do you have something for the conferences for Citizen Planner and other courses.

Mr. Ron Wuerth – Yes we have that in the budget and we are hoping that will be approved. It's a request for the Officers to be able to go to a least three of the meetings that Michigan Association of Planning puts out. They have their annual conference they have a transportation type of conference and then something called the Spring Institute where they provide new and exciting things in Planning. So those are the three that the Officers could attend, if an Officer isn't able to attend then they could defer to someone else on the Commission. I'm a great believer in the education of Planning Commissioners through the Citizen Planner Program, you yourself have just signed up for it. Vice Chair Kupiec has been a Citizen Planner for quite a few years now. Madame Chair did you become a Citizen Planner?

Chair Howard – I did not sir.

Mr. Ron Wuerth – We figure that there would be enough to do three per year after three years everyone ultimately go take the classes and get that credential. It's more than just getting the credential it's the education that you receive and the background about everything that you are doing right here and why you do it. You need to know why you are doing a certain thing, we try to provide you with information as we go along. So that's the educational part that we are trying to insert here for the Commissioners.

Commissioner Rob – They have one in January but if you do by person they have it in March in Macomb County that depends on the attendance and how many people they get. Thank you Mr. Wuerth for all the clarification and I think the scanning will be a great resource for us having all the history documents. Will we be able to access that information as Commissioners?

Mr. Ron Wuerth – I'll have to see how that works out and what the city will permit on internal access like that, I'm not sure. Last year and the year before we talked about scanning and having our Planning Aides do some scanning and we became too busy.

Commissioner Robinson – Do the salaries include the fringe benefits or is that straight salary and then add on the benefits?

Mr. Ron Wuerth – It's straight salary no fringe benefits, they'll add those on later, we don't know what those are.

Commissioner Robinson – And also when your budgeting for overtime do you estimate what the estimated overtime is going to be for the upcoming year?

Mr. Ron Wuerth – We try to, yes.

Commissioner Robinson – If you go over that do you have to get approval?

Mr. Ron Wuerth – We have to get a budget amendment to accommodate if it seems we are going to go over.

Vice Chair Kupiec – I have nothing against training people and bringing in young people into the system. My only concern was bringing them in and losing them and not getting a staff developed here where we can start accomplishing something as busy as we are. I'm glad to see we are moving in that direction, trying to fill full time positions and supplement them with part time and some outside help. The other question is quite a few times here we talk about the Master Plan and again getting back to this funding of the Master Plan hopefully we are going to get outside assistance.

Mr. Ron Wuerth – Well the Master Plan would be funded out of City Council's Budget.

Vice Chair Kupiec – Solely out of their budget, not out of ours?

Mr. Ron Wuerth – Yes, solely out of City Council's Budget and our Ex-Officio, Kelly Colegio, clearly understands that and I understand that she's fully in support of that.

Vice Chair Kupiec – Well she sounds like she is let's see what happens because in the past the ball has always been passed back and forth. Hopefully this time the ball is in a direction that the people can control and free up the money and get something accomplished. Listening to your presentation here a lot of the responsibility is on our shoulders except when it comes down to the dollars and cents. So hopefully we can get the support to continue on, doing things right and in the right direction. You hate to think this, and once and

awhile there's comments being made, that we don't have a Master Plan and we go back to 1966. It's hard to sell yourself when you don't have nothing to sell yourself. So it's good that we are working in the right direction I'm just hoping that we can keep the thing going and get the financing accomplished.

Chair Howard – I agree, I concur whole heartedly that's why we are meeting on the 21st with our Purchasing Director Mr. Treppa to get this ball rolling, to get the RFP, and also to bring in consultants and also possible corporations who can actually do that work. If we can both be focused what are you thinking the end of the year to have that Master Plan in place?

Mr. Ron Wuerth – No, it takes longer.

Chair Howard – Eighteen months?

Mr. Ron Wuerth – Probably that amount at a minimum. It's going to take time for them to take a look at Warren, we see Warren everyday they are going to come in and look at it from different eyes, different views, and different planning thoughts so there's going to be 50% us and 50% them sort of speak . We'll tell them what we think we need on behalf of the people and then they will tell us and then somewhere in between we'll get together with the people and they also tell us a few things about what the city needs to grow and become a great city in this State not just the third city population wise in this State. I'd say so far Mayor Fouts is doing that but we want to make it a place where everyone wants to go.

Chair Howard – I agree I think we have a lot of great things to offer I think we are strategically situated within the County as well as the State as a whole. We have a lot of things going for us, we have great Administration at the helm, we've been able to keep our name out of a lot of improprieties, so I'm very excited about that so let's take that positive and move it forward.

Vice Chair Kupiec – With all that being said about the Master Plan what kind of support are we getting from the Downtown Development Authority, DDA. Are they fully in favor of it, or are they against it, or do they have no comments?

Mr. Ron Wuerth – They are in favor of it. Remember the DDA is a large part of the City, when I say large part about three or four square miles but they also looks forward to the future so there's no problem.

Vice Chair Kupiec – What about financial support through them?

Mr. Ron Wuerth – I've not really considered that because the amount of financial support from the City Council I think is certainly handle it in the way that we hope and the end product we will get. We will have enough funding, we don't have to go and get funding from one of our Boards.

Vice Chair Kupiec – How about their input towards the end product of the development of the Master Plan as to how they perceive it from their standpoint?

Mr. Ron Wuerth – Well I haven't had discussions like that with them, it's not been an item on their agenda. They are busy trying to work and develop the Downtown area that's their focus right now.

Vice Chair Kupiec – Which is a big part of the Master Plan.

Mr. Ron Wuerth – It certainly is.

Commissioner Robinson – My term expires June 30th, 2015 is that an error there?

Mr. Ron Wuerth – That's correct and you're looking at your term, but your term and two others on this Board will stay until the Mayor takes it before the City Council to get it approved.

Commissioner Robinson – Well what is it two years?

Mr. Ron Wuerth – It's a three year term.

Commissioner Robinson – I guess maybe the language kind of threw me off.

Mr. Ron Wuerth – Well the Mayor has numerous Boards and Committees that he works with, he talks to me all the time about the Planning Commission and he will make sure that those whose terms are up will be reinstated. You're still on the Planning Commission so there's no worry there.

Chair Howard – I believe Commissioner Robinson also assumed the end of someone else's term.

Mr. Ron Wuerth – She did yes.

Commissioner Robinson – Okay thank you.

Chair Howard – With that being said we have our Budget for the 2016/2017 fiscal year.

MOTION:

A motion was made by Vice Chair Kupiec to approve the Budget and send it forward to City Council, supported by Assistant Secretary Smith.

ROLL CALL:

The motion carried as follows:

Vice Chair Kupiec.....	Yes
Secretary McClanahan.....	Yes
Commissioner Pryor.....	Yes
Commissioner Rob.....	Yes
Assistant Secretary Smith.....	Yes
Chair Howard.....	Yes
Commissioner Karpinski.....	Yes

12. PLANNING DIRECTOR’S REPORT

This starts back from December 21st up until now and I had a little bit of time off during that time. There were a few important things that have gone on that I’ll bring to light. The first one has to do with Lipari Foods. Lipari Foods is a large corporation in our town it’s located on Bunert Road just south of Eleven Mile Road and they expect to expand. They are looking right across the road to the east at two junk yards that were on Bunert. That’s amazing anytime someone wants to develop a property like that with environmental concerns on it, we commend them. They are looking to do a lot of things beginning with rezoning, site plan approval, and brown field declaration. We hope that this all comes to play, I think it will. The building that they would construct is 250,000 square feet and they would probably pick up probably another 80 jobs so we are real happy about that. I will be working with them hand and hand here in the next three months.

Next Prestige Cadillac they find in their development that they have a few changes that they’d like to bring forth and that will come at the next Planning Commission Meeting. They are somewhat minor changes but changes still the same enough so that it will be under the minor amendment clause if you will. We are going to talk about some elevations, a new look, fencing and things of that nature.

This is more informational, the City has owned Majestic Plaza on Van Dyke at Martin for awhile so we went through some discussion

and going towards the procedure of finally selling Majestic Plaza but that still has a little more time to go before that actually takes place so we'll be glad to get that into private ownership.

Finally I had a meeting with General Motors and the meeting had to do with a statement that I had made about six or seven months ago in a meeting with General Motors regarding their site plan approval process.

The process is they come in for site plan approval and two weeks later they'd be coming back for a change. This was ongoing its call as built type of procedure. We weren't exactly prepared for that and they weren't prepared for us to go as slow as we are going. So during that meeting I mentioned that perhaps General Motors ought to look into determining that they can be their own zoning district. So that the specifications for buildings, the height, the setbacks, the parking, the landscaping, the procedure itself of running them through could all be looked at and ideally be modified so that we could serve them better and be able to go faster. So they took that suggestion they've been mulling this over now for about six months and we finally had a meeting on that to see if it's worthwhile for both the city and General Motors to go through. The meeting ended with the idea that yes it could probably work well for General Motors and for the City. So they are going to move forward with this idea and they do have a Consultant that's Smith Group JJR. I know those people as Planners so we are going to work together and hopefully design a new zoning district for the General Motors Technical Center.

Chair Howard – And that's going to be in vetted in our new Master Plan as well am I correct?

Mr. Ron Wuerth – That will probably be there before the Master Plan.

Chair Howard – What you are doing would have to be incorporated into our new Master Plan?

Mr. Ron Wuerth – Most certainly. I think that you'll see that in what we were looking at and what we are thinking about and some might be a good example of what the future can hold with our Master Plan, some of the ideas that might be incorporated in there. It's exciting from a Planning point of view; it should be exciting for everyone in the city to go in this direction. With that that's all I have to share with the Planning Director's Report.

Vice Chair Kupiec – So General Motors would be zoned as their own district with all their own specifications?

Mr. Ron Wuerth – They will be specifications that we agree upon but yes. What they recently did was get a variance from the Zoning Board for a certain length of all their parking spaces. Now once that occurred I continued to tell the leadership over there, if you are going to do this then why don't we just get it into district format like the Arsenal Industrial District. You can take a look in your own zoning ordinance as you have it and see how that was laid out and go from there.

Vice Chair Kupiec – Will it be similar to the Tank Arsenal?

Mr. Ron Wuerth – They'll use that as boiler plate from different things that are in there but I would suspect that's the way that they want to go.

13. CALENDAR OF PENDING MATTERS:

Chair Howard – As I indicated in my statement we do have a Master Plan Meeting on the 21st I think at 4 o'clock or 4:30?

Mr. Ron Wuerth – I think 4:30 I guess it all depends on Commissioner Rob.

Commissioner Rob – I knew that was coming.

Mr. Ron Wuerth – Usually its 4:30.

Chair Howard – Okay the 21st at 4:30. Again I'm excited about this New Year and what we are going to be doing. Thank you Mr. Wuerth for all of your tremendous hard work and innovation in some of these areas, thank you again.

14. ADJOURNMENT

MOTION:

A motion was made by Assistant Secretary Smith to adjourn, supported by Commissioner Karpinski. A voice vote was taken and the motion carried unanimously.

The meeting adjourned at 8:37p.m.

Jocelyn Howard, Chair

Jason McClanahan, Secretary

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DRAFT