CITY OF WARREN
PLANNING COMMISSION
PUBLIC HEARING

Regular Meeting held on December 12th, 2016, at 7:00 p.m.,

A Regular Meeting of the Warren Planning Commission was called for Monday, December 12th, 2016, at 7:00 p.m. in the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan 48092.

Commissioners present:
Jocelyn Howard, Chair
Jason McClanahan, Secretary
Syed Rob
Edna Karpinski
Warren Smith, Assistant Secretary
John Kupiec, Vice Chair
Natasha Houghten
Claudette Robinson

Also present:
Ron Wuerth – Planning Director
Michelle Katopodes – Planner I
Judy Hanna – Senior Administrative Secretary
Caitlin Murphy - Assistant City Attorney
Megan O'Brien - Communications Department

1. CALL TO ORDER
Chair Howard called the meeting to order at 7:10 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
Chair Howard – We did receive correspondence that Commissioner Vinson would not be here on this evening I would need a motion to excuse him from tonight's meeting.

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

Chair Howard – We have a wonderful new addition to our Planning Commission Board of Commissioners and that would be Natasha Houghten. We welcome you and thank you so much for what you're going to be doing and your service to the community.

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Commissioner Houghten – Thank you.

4. APPROVAL OF THE AGENDA

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

5. APPROVAL OF THE MINUTES – November 28th, 2016

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

6. PRESENTATION
Resolution for Charles Pryor

Chair Howard – Mr. Pryor served this Board faithfully, he's having some health challenges and therefore he would no longer be a part of the Planning Commission. We are going to miss him and we do have a resolution that I would like to read into the record.

Whereas Charles J. Pryor has served the Planning Commission in an exemplary manner as a Warren Planning Commissioner from April 25, 2014 until October 2, 2016.

And whereas Charles J. Pryor has provided leadership, knowledge, scholarship, wisdom, common sense, and considerable experience to help the Planning Commission improve it's decision studies and plans over his tenure. And whereas it is with sincere appreciation for over his two years of service that the members of the Warren Planning Commission commend Charles J. Pryor for his exceptional commit to the Planning Commission.

Now therefore let it be resolved that we the City of Warren Planning Commission do hereby express to Charles J. Pryor our sincere appreciation for his unselfish, dedicated, and outstanding efforts which has greatly assisted to the work of the Planning Commission and promote the health, safety, and welfare to the City of Warren. We wish Charles continued good health and good fortune. We want to present this to Mr. Pryor, and also to his family for his years of tenure we wish him all the best God Bless.

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7. PUBLIC HEARING ITEMS:

A. SUBDIVISION PROPERTY SPLIT REQUEST: Property located south side of Guy Court, approximately 292 ft. east of Lorraine Avenue; one subdivision lot split into two parcels; 11050 Guy Court (13-10-252-036); Section 10; Mohammed Miah. **TABLED. TO BE TABLED TO JANUARY 9, 2017.**

Secretary McClanahan – This is the letter they sent. We are scheduled to have a tabled meeting scheduled for December 12th, 2016. I would like to request an extension to February 27th, 2017 because we need more time. Thank you. Best Regards, Mohammad Miah.

Mr. Ron Wuerth – **We will go with the email date and table until February 27th, 2017.**

MOTION:
A motion was made by Secretary McClanahan to table until February 27th, supported by Assistant Secretary Smith.

ROLL CALL:
The motion carried as follows:

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

8. CORRESPONDENCE
None at this time.

9. BOND RELEASE

A. SITE PLAN FOR ADDITION TO INDUSTRIAL BUILDING: Located on the south side of Timken Avenue approximately 425 ft. west of Hoover Road; 11506 Timken Avenue; Section 27; City of Warren. Release of cash bond for $2,500.00 paid on November 8th, 1987.

MOTION:
A motion was made by Assistant Secretary Smith to release the bond, supported by Commissioner Rob.

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ROLL CALL:
The motion carried as follows:

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

10. OLD BUSINESS

A. SITE PLAN FOR NEW RETAIL CENTER: Located on the northeast corner of Eight Mile and Schoenherr Roads; 13711 Eight Mile; Section 36; Saffa Jaddou (Lonny Zimmerman). Expired Site Plan. Approved on September 29, 2014.

Mr. Ron Wuerth – I just want to make a comment on this. I did speak to the petitioner on this particular site. They ran into some financial issues could not build the site that was approved so it will expire. Mr. Jaddou will be back probably in a couple of months with another site plan a little smaller but still there will be something coming to the corner of Eight Mile and Schoenherr.

Vice Chair Kupiec – Was that the food plaza that was going to go in there where Al Long Ford used to be?

Mr. Ron Wuerth – It was to be Mazin Foods with some other retail shops.

Vice Chair Kupiec – They demolished stuff it looked like they were getting ready to build.

Mr. Ron Wuerth – They cleared the site but he just didn't have enough money to build the plan.

Commissioner Rob – Are we holding the bond?

Mr. Ron Wuerth – There's no bond, he didn't' get that far.

Mr. Ron Wuerth – I will check on the bond now that I think about it, I'll look into it.

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MOTION:
A motion was made by Assistant Secretary Smith to receive and file, supported by Vice Chair Kupiec.

ROLL CALL:
The motion carried as follows:

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

11. NEW BUSINESS
None at this time.

12. CITIZEN PARTICIPATION
Ms. Mary Mataczynski – I reside at 28572 Aspen Drive, Warren 48093. I was born in Michigan over 60 years ago when it was Warren Township and I'm pretty sure I've lived longer in Michigan than all of you. Anyway, I'm very new to this Planning Commission I don't even know if you are appointed or elected but I'm seeking your help. I've tried for 22 years with Mayor Fouts, Councilman St. Pierre, Councilman Michael Wieck, Councilman Patrick Green, and Councilman Barnwell to get somebody to understand that when you drive south on Imperial you may not leave except by driving north on Imperial. We live in a sub with thousands of residents they live in the Tivoli Apartments the Senior Center, they living in the Huntington Apartments 500, 600, or 700 apartments, they live in the Londonderry Condominiums, they live in the Aspen Wood Condominiums, and they go to the Islam Center every day.

We only have an ingress off of Imperial, therefore when the school buses come every morning, the City of Warren trash truck comes on Tuesday morning, the Uber cars wait on Imperial for the people to come out of the apartments for a ride, the Smart Bus Vehicle comes to pick up the seniors at Tivoli, the Londonderry Apartments, and in the Aspen Wood Apartments so the cars on Imperial are stuck there until somebody moves. The garbage truck comes tomorrow morning at 8:10 so that means the school buses are locked in on Aspen there's no way out. I've talked until I've turned blue in the face with every district and City Councilmen for over 20 years. We need an

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egress. I don't k now if you can help me, I don't even know how the Planning Commission makes rules.

Mr. Fouts, our Mayor yesterday posted on his personal Facebook page his update on his jogging and his rules declaring an emergency. A City wide State of Emergency requiring all cars be moved off the city streets so the Warren plows could get through.

For over 20 years the people that live in the apartments on the corner of Imperial and Twelve Mile refuse to use their own assigned parking lot. They insist on parking on both sides of Imperial. I have pictures but they are on my phone, I will get them developed. At this point we now have seven cars on the west side of Imperial parked that did not move their cars. If Mr. Fouts wants to post on his personal Facebook page that he's going to ticket, tow, or fine all of these cars that won't move off the street that's his prerogative. I'm asking the Commission to please if it's a law that when we have a snow emergency that these cars are ticketed, towed, removed off of the streets something has to happen. Now we have a situation on both sides of Imperial where cars are parked all night. We have snow sticking out six feet around where the plows could get. We have children at Keys Academy and Warren ESCE and Warren Woods Briarwood who have to sit on a bus until the traffic clears going south into the sub, or into the condo's, or into Tivoli Senior Living, or into Islam Center and it's not fair. Everybody else that lives in Warren has an egress and ingress except us 1000 or so residents.

13. PLANNING DIRECTOR'S REPORT

Mr. Ron Wuerth – So I'll discuss a few things here about what we've done and what I've done throughout the last couple weeks or so here. Several meetings, a lot of people coming to the office for different things probably one of the most interesting task that I was asked to do was attend the opening of the first legal marijuana grow in the city. I wanted to see what one of these facilities looked like especially from the inside. A lot of different people there from different municipalities throughout southeast Michigan. Going into the facility there were no plants at this point it was just a matter taking a look at where they'd be. It was an industrial building I'm not going to say where at this point but it was very clean and assuming they keep that facility just like that the marijuana that they grow should be in good shape and ideally that's what you're looking for. Because unfortunately I've heard horror stories about where people have gone into homes and other different places and black mold seems to be taking over everything, which obviously has an effect on

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what you're growing. Bottom line is it was a clean facility and that was a little excursion I went on last week.

I did have a meeting with Greg Jackson he's the owner of the Cadillac Dealership on Van Dyke Avenue and what he's trying to do now is refit the old Cadillac Dealership there at Arsenal and Eleven Mile. There were a couple of buildings and he needs an auto repair shop for his various automobiles and his Cadillac's that need repair so we'll see what happens with that. The concern here is it's a commercial zone not necessarily a zone where you repair vehicles and so we will go through the steps and see how it turns out.

I attended a DDA Meeting and they're moving along with the economic survey of the area to see what will match up business wise and building wise. Also attended a TIFA Meeting there was a meeting through Purchasing and they've changed some of the rules with cost and purchases that one would make. Finally Warren Estates Mobile Home Park between Ten and Frazho we didn't have any plans in particular. Mobile Home Parks are regulated by the State of Michigan so if we try to do much of any kind of regulation here from the City they're real sensitive about that. They are all legal nonconforming for your information. They want these longer trailers that they want to put in there so there will be a lot split not necessarily coming to this Board, but we'll handle it in the office and give them more room so they can continue to put in more of these particular mobile sites. So that is the Director's Report if you have any questions regarding transportation Bonanza I did not go I wasn't feel well that day, Michelle did go so if you want to ask any questions regarding that you may. We can also talk here in the Director's Report regarding the draft of the budget that you have before you.

Vice Chair Kupiec – With regards to Prestige Cadillac, previously that building along Arsenal and Service Drive was used for auto body and repair work with the dealership wasn't it?

Mr. Ron Wuerth – They did auto body work in the larger building the rest of the building was for Cadillac's and sales, that was a sales location.

Vice Chair Kupiec – Well they must have run service out of there Ron because the service used to be up there on the corner of Van Dyke.

Mr. Ron Wuerth – Well the service could go together there because it was a dealership at the time. Now that it's not a dealership if they want to do auto body work and that sort of thing they're going to

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have to get a variance to be located on that site. So that's a concern, we don't know if that can be approved or not.

Vice Chair Kupiec – So you're saying a auto repair shop and body shop cannot be conducted in a commercial zone?

Mr. Ron Wuerth – They can but they can't be within 200 feet of the residential district and there's all residential along Vermont Street along the north property line and along Arsenal along the east property line so they'd have to get a variance.

Secretary McClanahan – The lady that talked about Imperial Street should we refer that to the Engineering Department?

Mr. Ron Wuerth – I suppose one could it has to do with roads obviously there's a problem with Imperial and the parking that's on there. There have been previous request to have Gerald and Roan reopened, but the concern is they closed it because the people would have used that to cut through the residential area there so that why they put the barriers up.

Secretary McClanahan – I know that neighborhood is a secluded woodsy area over there and I'm sure those residents wouldn't want that opened but I do know that Imperial is only one way and it is a mess there.

Mr. Ron Wuerth – It's like a long cul-de-sac and if they park on both sides and it snows like it did yesterday then there's a problem, cars get stuck in there and that type of thing. But it sounds as though there are problems even when there is no snow, it's tight through there. Engineering could look at it, the Police could look at it to see whether or not there should be parking on that street or just one side of the street that's one way to help relieve some of the problems with parking on both sides.

Secretary McClanahan – So would a motion to send that to Engineering and the Police Department be in order?

Vice Chair Kupiec – I'll second that.

<u>MOTION:</u>
A motion was made by Secretary McClanahan to send this concern regarding Imperial Street and Gerald Street to the Engineering Department and Police Department, supported by Vice Chair Kupiec.

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ROLL CALL:
The motion carried as follows:

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

Chair Howard – With that we can move into the Budget portion, Mr. Wuerth.

Mr. Ron Wuerth – I wouldn't call it a budget hearing what you have here is a draft, the staff worked very hard to put this together so that everyone would have a chance to look at this and see if you have any questions. Or if you have any ideas that you want to share with us about expanding the Planning Department and what we do and how we do it. That's the basic idea here. We are looking to change personnel a little bit if we could similar to what we asked for last year so we'll keep asking until they realize that we need help. In particular we need Michelle to go from a Planner I to a Planner II and eliminate the Planner I position. We need an Office Assistant there full time that can support Judy. Judy needs to take time off once and awhile and when she's gone things aren't always get caught up or maintained and it's very important to have that Office Assistant. We've begging for that so we'll keep begging.

Finally right now in order to cover the Office Assistant we're looking to fill one more vacant spot for a Planner Aide. I've already contacted Macomb County College that's where we can get a work study person at a reasonable price and that will take us through to the next budget, which happens to be July 1st. But between that time period and now it's six months and we need the help.

Vice Chair Kupiec – The Office Assistant is that something that's requisitioned, is it currently in the process of being looking into?

Mr. Ron Wueth – Well we looked into it last year and that's what we wanted. We have it listed in here, it's descriptive, you can read what they do, what their qualifications are, and what they are going to do in the office to support Judy and support us all. When she's gone the Office Assistant would step in and take over the running of the office.

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Vice Chair Kupiec – I agree with getting the help, was it turned down last year by the Administration in the Budget review?

Mr. Ron Wuerth – In the end it was, yes.

Vice Chair Kupiec – I know we were asking for it last year and I didn't know what happened with it.

Mr. Ron Wuerth – We asked and they determined that they didn't want to approve it last year.

Vice Chair Kupiec – Okay I wasn't sure if we just didn't look for a person or it just wasn't approved, but you're saying it wasn't approved.

Mr. Ron Wuerth – It wasn't approved.

Commissioner Rob – I have a recommendation I don't know if it's helpful or not. Page two where you have the two square footage that we approved for commercial and industrial for 2016. Would it be helpful if you alongside it had 2015 so it shows the comparison's from 2015 to 2016.

Mr. Ron Wuerth – We can do that.

Commissioner Rob – And also the mailing of the notices have increased like double from 2015 to 2016. You only increased the postage $2000.00 will that be enough to cover it?

Mr. Ron Wuerth – That's a good point. I saw that and then I looked at what we were channeling for we are going to think about adding more money to that to take care of it because the notices almost doubled in one year.

Commissioner Rob – Another thing I had a question on. Under what category does the Seminars and other Educational Trainings fall under? I didn't specially see the amount maybe I missed it, I'm on page seven.

Assistant Secretary Smith – Go to page 12.

Mr. Ron Wuerth – Well if you look at these they are all page 12 for the most part.

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Assistant Secretary Smith – Commissioner Rob on the sheet I'm looking at it has for three Map Conferences with four Planning Commission Officers four times at $500.00 dollars equals $2000.00 dollars. And it has the cost of four Planning Commissioners to attend courses for Citizen Planning for $1100.00 dollars.

Commissioner Rob – That clarifies it, thank you Assistant Secretary Smith for clarifying that.

Mr. Ron Wuerth – One thing we are going to do is renumber these pages so that I can find what you are talking about, this doesn't make any sense.

Commissioner Rob – Last year we did increased the amount for educational training I just wanted to make sure we didn't cut that and it's still the same. That was my main question and Assistant Secretary Smith you have clarified that, it's already in the budget.

Mr. Ron Wuerth – It's under Office Supplies that's what we are looking at. In the upper right hand corner, that's the account name.

Commissioner Rob – It's so hard to figure out, I'm telling you a page number and you're not finding it because you have 12 several times maybe we can renumber it in the future.

Mr. Ron Wuerth – The numbering system comes to us from the Controller's Office they can have their own numbering system and we'll have ours off to the side.

Commissioner Rob – Thank you so much for the clarification.

Vice Chair Kupiec – I have a question regarding the first page that I was talking about earlier. With regards to the Planner II position what's it going to take to approve that, the Administration?

Mr. Ron Wuerth – The Administration would need to positively approve it and indicate that to City Council. If they don't then the chances are not good that it would be approved.

Vice Chair Kupiec – So the way its set up here a Planner II is higher than a Planner I?

Mr. Ron Wuerth – Yes.

Vice Chair Kupiec – And Michelle currently is working in that capacity but she's not being reimbursed?

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Mr. Ron Wuerth – Not in my opinion she wasn't last year when we asked for this. So this is the second year in a row that we're asking for her to get a raise.

Vice Chair Kupiec – Okay so it's a matter of the Administration approving it and City Council supporting it?

Mr. Ron Wuerth – Exactly.

Vice Chair Kupiec – She's well worth it there's no question about it I just wanted clarification.

Chair Howard – Going back to the personnel page, I know we've had this discussion several times. We are supportive of the Planner Aides that come in from Macomb County College. Because they are transitionary is there any way that we can hire someone in full time in that position perhaps someone like Dewan or Elizabeth and offer them that position versus getting three or four part-time Aides that would pretty much rotate out after so long because of their school schedule or other obligations. I think the salary amount is substantial also.

Mr. Ron Wuerth – The Office Assistant?

Chair Howard – Yes, which is $36,203.00. So my question is versus having four individuals coming in and dividing that up try and secure one individual that would be consistent in that department. I think that salary amount is enough to hire one of those individuals in. I don't know what the hire in rate would be but at least it would be someone there that's consistent, and someone who knows what you've been doing maybe offer them that position.

Mr. Ron Wuerth – The Office Assistant is a Union position so one has to take an exam to qualify for this Office Assistant. If one of the present Planner Aides want to do that then they get on a list. There is a procedure when these positions open up, I'd like to just pick and choose who I want to but can't do that, it doesn't work that way. As far as the Planner Aides are concerned you're right they have classes, they work from 15 hours a week which isn't as much as we'd like to 27 or 28 hours a week, it just depends on what they are doing. On the average it's about 20 hours a week that's what we based on numbers on for the Planners Aides. And you'll see that the amount would of ended up being about $60,000.00 so divide that up into three and of course that's around $20,000.00 per Planner Aide.

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Chair Howard – You know what your needs are there in the office, but will echo some of the sentiments that Vice Chair Kupiec has stated in years past that because of the volume of work that you're receiving now even the Commission. When I first got here I think we had eight or ten meetings now we are up to 23. With the volume of work and what you're doing, which is critical to the city, you need to secure your personnel in the office, if that calls for a more permanent individual I definitely will support that. And I think it's great if we can still have the relationship with Macomb Community College on some end but not as that being the primary function or our plug for that position.

Mr. Ron Wuerth – Well the knowledge base that has been created between the two Planner Aides we have right now Dewan and Elizabeth if they both simply said we've got to go to school full time and they left that would be out the door, and we have a dependence on it and we need not to have a dependence on it. That's one of the problems so we need to have an Office Assistant in there with the knowledge then I would feel more secure. I like to have Planner Aides there, I enjoy it, I see them grow and they provide unique ideas for the office itself and how it runs. So I'd like to have them in there but with an Office Assistant we won't have as many.

Chair Howard – And that's perfectly fine. I know we've looked at this several times primarily because of budget constraints but if we could move in that direction I think it's going to be an asset to you especially with all the work that's coming in.

Mr. Ron Wuerth – Are Master Plan document has been sent to Purchaser there in the Controller's Office it's the end of the year so we'll probably start getting active in January with the RFP Board that we have to go through and finally start talking to consultants. I'd like to see something happen, if something doesn't happen in three months I'll be darn surprised. Michelle and I will be also working with the consultants for the Master Plan, it's a huge process everyone else will also be involved. So needless to say we need the help. We have our Assistant Planner and she's working out very well helping pick up the slack on a lot of things so that's working well, but still again we need that up front person that Office Assistant is key and critical.

Chair Howard – Another thing you have in here is GIS Maintenance and Training at $2300.00 dollars a year for five different computers set with the program. I'm presuming that from last year's budget that we had that initial outlay with updating all of those files putting them in. This is something we wanted to do to take some of the old files

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and upload them and have a consultant come in, did that ever occur?

Mr. Ron Wuerth – We have some things that we started to get focused on which had to do with web maps and app products. We can't at this point and time reproduce our zoning map. If they are industrial or commercial and they go to the Assessing Office and pull up their map on their property and it says something called MZ, MZ stands for multiple zones on one particular property. Well it's true there are multiple zones but when you map it you've got all these MZ's all over town. You don't know that the whole piece of the property might be zoned C2 and then another part might be R-1-P or a parking zone, so now you've got multiple zones. There's no way to depict them correctly on the map and it's difficult to provide information to the public when they want to look at different properties like that. So you've got industrial zones and some properties will have four different zones on it. So that's a problem so in order to try and fix that we are looking for this sole provider for GIS to help with that particular thing, it's an app. If you want more detailed information I'll step aside and you can ask Michelle about it if you care to.

Chair Howard – No I believe you alluded to this last year so I was looking for this type of equipment in your proposal regarding the needs and also the navigation, the Google maps and now we are looking at the zoning with the MZ which is a new concept. Last year we talked about taking all of the old files that have been there and having a consultant upload them so they would be easily assessable so your department wouldn't have to go back in and readily pull those out. I want to make sure that was done or that was still in the budget to be done.

Mr. Ron Wuerth – They are in process right now, that's the scanning group that was to go and scan all of our old files so that not only we could use them but everyone else could use them. It's important to see what went on in the past so we can work to the future, especially on individual sites and special agreements that happened over time. We need that and we need to not spend time on the road going from one building to the next and then digging around in hard copy files to find what we need. We lose so much time and time is everything with us. We'd like to be able to help someone at the counter within five minutes as opposed to five hours. It's that type of thing it's public service, trying to service the public regarding things like that. We have the scanning group involved and I think we are going to be talking to them next week on how they've looked at samples of what we have and how they are going to go about scanning it, copying it,

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getting it into our BSA account. The Administration saw that was an important thing to do and we moved ahead with that.

Now we are looking at other applications that we'll need to work with, but we haven't produced a zoning map since 2009. So that's seven years of rezoning that have occurred that your maps don't show and we need to bring that up to date. It's still going to be slow but it will help us at least get off the ground with that. We will get help from the Assessing Office also, they have GIS Applications and we'll all gain from this.

Chair Howard – So the scanning that will be taking part, this GIS system will help with what you're going to already have scanned in so they'll be able to manipulate the current data as it is?

Mr. Ron Wuerth – They could most certainly.

Vice Chair Kupiec – I'm still not clear I thought under last year's budget we had funds available to hire someone to come in and bring the files up to date in our computer system. Are you saying six months into the budget you're just now talking to someone about it?

Mr. Ron Wuerth – We talked to them three months ago.

Vice Chair Kupiec – Where are we at getting something accomplished?

Ms. Michelle Katopodes – The scanning company right now is working with our IT Department to get all the data imported. They've done some testing, so right now they're in the testing phase. They are working directly with IT they've went back and forth a few times trying to get all the data imported correctly but then they are going to start doing all the rest of the scanning once the testing works. They are in the process, they've been to our office, they wanted to sample a bunch of different files because there's a variety of file types.

Vice Chair Kupiec – So I take it the purchase order has been cut to hire someone to do this work, it's just a matter of getting through the preliminary stages?

Ms. Michelle Katopodes – This is part of the budget that was approved they are working on it now, they are a consulting firm.

Vice Chair Kupiec – So we have an outside company in here doing it right now?

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Mr. Ron Wuerth – They are not in our office but they are working with the IT Department. So two months into this budget we were on that and we got the company in and they've been working on it ever since.

Vice Chair Kupiec – So this year we will be asking for an extension to that budget?

Mr. Ron Wuerth – No, we have a contract for them to do this work and I'm not sure exactly how long it was supposed to be, do you know Judy?

Ms. Judy Hanna – It was for last year's budget and they promised us it will be done in this year's budget not the new one, the one we are in now, so we won't need anything for the next budget.

Vice Chair Kupiec – So we will not need any additional funds per their agreement?

Ms. Judy Hanna – No.

Chair Howard – Mr. Wuerth you plan to submit this budget when sir?

Mr. Ron Wuerth – Officially we'll provide it again to you on the 9th for your approval we will try and get it to you a week in advance. We already have the basics here and again if you come up with ideas call us and let us know. If you have questions or changes please let us know. It's all for preparation for the official budget presentation to the Planning Commission on January 9th and then on the 10th we'll make any changes immediately and provide that to the Controller's Office.

Chair Howard – I think those instructions are clear so definitely over the holiday during your leisure time take a look at the budget and if there's any additional questions send that to Mr. Wuerth and also Planning.

14. CALENDAR OF PENDING MATTERS

Chair Howard – Mr. Wuerth did indicate the main thing was the Master Plan thank you so much for the update. Before we adjourn this is our last meeting of the year thank you everyone for all of your hard work and diligence and support for the City of Warren. We've had some very interesting cases and we've had some great improvements to the City.

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Assistant Secretary Smith – Mr. Wuerth, real quick, on the calendar of pending matters with the Master Plan, does Craig Treppa have the plan that we submitted to him and is he doing anything with it?

Mr. Ron Wuerth – It was given to him about three weeks ago maybe a little longer and we haven't heard from him. He's been busy with some things, we had a meeting with him regarding funds and how to handle funds separately from that particular thing. Usually we wait until he finds time to begin this particular R-F-P, he has R-F-P's going all the time.

Assistant Secretary Smith – I'm just trying to find out the progress on it.

Mr. Ron Wuerth – Right, I'm curious too actually.

Chair Howard – So with that I wish everyone a Merry Christmas if you don't celebrate Christmas I wish you a Happy Holiday and a Great New Year we are looking forward to doing great things next year.

Vice Chair Howard – I'd like to say I think we did a good job last year you see a lot of good improvements going on around the city and we are very proud of it and I think the city is very proud of what we are trying to accomplish here. Merry Christmas and God Blessed Happy New Year.

Assistant Secretary Smith – I'd like to wish everyone a safe and Happy Holiday and see you next year.

Commissioner Karpinski – Happy Holidays, it's been my pleasure.

Commissioner Robinson – Be safe, watch your surroundings at all times.

Commissioner Rob – Happy Holidays and Happy New Year's.

Commissioner Houghten – Happy Holidays.

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15. ADJOURNMENT

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

The meeting adjourned at 8:10 p.m.

_____
Jocelyn Howard, Chair

_____
Jason McClanahan, Secretary

Meeting recorded and transcribed by
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