CITY OF WARREN
PLANNING COMMISSION
PUBLIC HEARING

Regular Meeting held on April 6th, 2015 at 7:00 p.m.,

A Regular Meeting of the Warren Planning Commission was called for Monday, April 6th, 2015 at 7:00 p.m. in the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan 48092.

Commissioners present:
Syed Rob
Charles J. Pryor
Edna Karpinski
Warren Smith, Assistant Secretary
John Kupiec, Vice Chair
Jocelyn Howard, Chair
Nathan Vinson

Also present:
Ronald Wuerth - Planning Director
Judy Hanna - Administrative Clerical Technician
Michelle Katopodes – Planner I
Elizabeth Saavedra – Planning Aide
Caitlin Murphy - Assistant City Attorney
Christine Laabs, Communications Department

1. CALL TO ORDER
Secretary McClanahan called the meeting to order at 7:06 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL
Chair Howard – We need a motion to excuse Secretary McClanahan. He did indicate earlier today that he was working late so if I can have a motion to excuse him.

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

Chair Howard – We currently do have a quorum, I'd like to provide this information to the petitioners this evening. You do have a right to have your item heard before a full board. We are actually missing

three Commissioners this evening. If you would like to have your item tabled you can do so or you can take the decision of this board on this evening.

4. APPROVAL OF THE AGENDA

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

5. APPROVAL OF THE MINUTES – February 23rd & March 9th, 2015

MOTION:
A motion was made by Commissioner Pryor to approve the minutes, supported by Commissioner Rob. A voice vote was taken and the motion carried unanimously.

6. PUBLIC HEARING ITEMS:

A. REQUEST TO REZONE PROPERTY; Located on the east side of Ryan Road; approximately 521.96 feet south of Chicago Road; 31830 Ryan Road; from the present zoning classification R-1-C; One Family Residential District to O, Office District in Section 5; Brian Jilbert (Mohammad Qazi). **TABLED.**

Assistant Secretary Smith – This was a tabled item and we received correspondence to retable this item until April 27th, 2015.

MOTION:
A motion was made by Commissioner Rob to table to April 27, 2015, supported by Commissioner Pry. A voice vote was taken and the motion carried unanimously.

B. REQUEST TO REZONE PROPERTY; Located on the west side of Hoover Road, 198.82 feet north of Engleman Road; 11555 Engleman Road; from the present zoning classification C-1, Local Business District to C-2, General Business District; Section 22; Little Caesars Enterprises, Inc. (Todd Huntington)

PETITIONERS PORTION:
Mr. Andrew Karow – My address is 6751 Wildridge Lane, West Bloomfield Michigan 48322, I'm here representing Little Caesar's, I'm the Director of Architecture and Design for Little Caesar's.

The property right now is owned by Little Caesar's it used to be a Caesar Land and it's since not been used. We hope to take the property, split it in half, take the northeastern most portion and turn it into a new Little Caesar's Restaurant with limited seating and drive thru. The idea is we are going to sell off the other portion to a developer who is going to redevelop it for commercial retail use.

Assistant Secretary Smith reads the correspondence as follows:

TAXES: No Delinquent Taxes.

Mr. Wuerth reads the recommendation of the Staff:

PUBLIC HEARING:
Mr. Joseph Hunt – Good evening Members of the City of Warren Planning Commission. This particular property I've noticed over the last several years has been vacant. I frequent the Little Caesar's Restaurant over at the Hoover 11 Plaza and I strongly would welcome a larger size restaurant by the Little Caesar's Origination there. So I'm in all in favor of the rezoning and also I hope their business thrives. Thank you.

MOTION:
A motion was made by Commissioner Rob to approve, supported by Commissioner Pryor.

COMMISSIONERS PORTION:
Commissioner Rob – At this time we are just doing the rezoning so when the development starts then there will be another site plan, am I right?

Mr. Wuerth – Well yea, this is their request to rezone property and it's the Planning Commission's response to make a recommendation to the City Council and we'll see if they approve it. But if they approve it then comes the site plan you've seen a concept plan that they've proposed there.

Vice Chair Kupiec – Would you mind going over your plan again for your proposed use, I missed some of it.

Mr. Andrew Karow – Well it's a new restaurant, it would include what we call limited seating which we plan to have about 18 seats in the restaurant. Most of Little Caesar's Businesses are carry out, but we feel that we will have some lunch time business so we plan on putting four small tables in with eight seats and eight bar seats

around the windows. It will also have a drive thru facility with a drive thru menu board in the back with a speaker system to take orders.

Vice Chair Kupiec – Now is this in the existing building that's there now?

Mr. Andrew Karow – No the existing building will be part of the parcel that will be sold off to be redeveloped.

Vice Chair Kupiec – And where do you propose putting the new building at in parcel A on the sketch?

Mr. Andrew Karow – Yes it would be the northeast corner closest to Home Depot.

Vice Chair Kupiec – Along with the sketch that you've drawn up you have existing building proposed parcel A and B what do you plan on doing with B?

Mr. Andrew Karow – Remind me A is the larger parcel?

Vice Chair Kupiec – Correct the northeast corner.

Mr. Andrew Karow – Yes the larger parcel will be sold off we have a possible developer who's also bought one of our other Caesar Lands who hopefully is going to either remodel the existing building or tear down and reconstruct. We really won't have any say in what's done with that.

Vice Chair Kupiec – They'll lease from you?

Mr. Andrew Karow – No, we are actually going to sell the property.

Chair Howard – Definitely there is some history behind that building with the child some years ago being left at that Caesar Land. So the size of the current facility that you are proposing to build, if this is rezoned by this Commission, how much parcel are you looking at. Are you taking A or B I think you indicated that you are going closer to the Home Depot?

Mr. Andrew Karow – Yes parcel B it's going to be approximately a 2000 square foot building. It will have a lobby area of approximately 600 to 700 hundred square foot of which about 300 hundred square foot will be actual seating area.

Chair Howard – Now do you currently have an ingress/egress agreement with the Home Depot in that area?

Mr. Andrew Karow – No we won't be using any of the Home Depot property. There's an existing easement on the property that our parcel will enclose, we will grant an easement to the owner of property A that we sell off.

Chair Howard – And how soon do you propose, if this zoning request is approved by this commission tonight, how soon do you propose getting started on this project?

Mr. Andrew Karow – We are looking to break ground as soon as we can get all the approvals. Just so you know this is a new prototype for Little Caesar's, Little Caesar's hasn't really built a free standing building in probably some 20 years so this is going to be a new thing for Little Caesar's. Hopefully it will garner a lot of attention and accolades, we hope.

Chair Howard – Excellent, now your other facilities I think the next closes one would be 12 Mile and Hoover or 12 Mile and Schoenherr is that location still open?

Mr. Andrew Karow – I believe it is.

Chair Howard – Is that just a carry out location?

Mr. Andrew Karow – We have a carry out location in the strip center just north that will be relocated into this facility.

Chair Howard – So you are going to move all of that business there?

Mr. Andrew Karow – Yes.

ROLL CALL:
The motion carried unanimously as follows:

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

C. A PROPOSED ORDINANCE ESTABLISHING AN ADMINISTRATIVE HEARINGS BUREAU; Proposed amendment to Section 23.02 of Appendix A, Zoning, Article XXIII, Penalties, designating any zoning ordinance violation as a blight violation.

Mr. Wuerth – I'll say a few words, no one is here from Zoning I think Lynne is on vacation. This is a new amendment to our zoning ordinance it's section 23.02 regarding designating any zoning ordinance as a blight violation. So just in general I'll read a statement here and what I've written in the finding to the Planning Commission.

The proposed amendments are in response to the concerns of the public regarding the seriousness of a civil n fraction currently used for zoning ordinance violations. The amendment would place the person before a new Administrative Hearing Bureau that would determine the sentence of the offender. The code of ordinances would be amended providing for the establishment of an Administrative Hearings Bureau proposed in chapter 2.5 then proposed amendments designating any violation of the following chapters. That's chapter 9 buildings and building regulation, chapter 16 that's garbage and rubbish, chapter 21 nuisances excluding noise based nuisances described in article 2. Chapter 28 property maintenance, chapter 31 sign erectors and sign permit fees, and chapter 38 vegetation as a blight violation would be provided.

So with that said the recommendation is pretty basic. The purpose of the public hearing is for the Planning Commission to receive public comment. The Commission in turn reviews the recommendations of the Planning Department and City Attorney for any suggested changes. Therefore, it is recommended that these amendments be approved or if additional changes are required to the extent that new text be written be tabled to a date certain and forward the Commission's final recommendation to City Council for approval. So with that this would be the recommendation, but again this would be a blight violation I want to clarify that.

Assistant Secretary Smith there is no correspondence.

PUBLIC HEARING:

Mr. Joseph Hunt – Good evening once again. I would like to point out that you had mentioned that if you don't have a full Commission that any petitioner may ask that something be tabled. I know I'm not a petitioner per se but I believe that the full Planning Commission should seriously reconsider this change to the zoning ordinance.

You see for those of us that have lived in the City for a long time this is not a new proposition of establishing an Administrative Hearings Bureau that was done back on May 27th, 2006. Basically the last Administrative Hearings Bureau only lasted for seven months it really became a fiasco. I brought my Warren City Council packet from January to June 2007 and most of the conversations that Council used on the clock in this very same auditorium were for and against this Administrative Hearing Bureau. I'm not certain how it is that we can all of a sudden look at section 23.02 of appendix A and all of a sudden create this Bureau.

There is so many different things that Mr. Wuerth had mentioned in the findings that all of a sudden tie them to chapter 9, Building, Zoning and now Sanitation is involved. But let's not forget this is an Administrative Hearings Bureau, which is another level of bureaucracy that has to have a funding source. I would prefer that all nine members of the Planning Commission be present. The way I see it is this is nothing but another political move here in election 2015 because in 3 days your Mayor is going to be talking about his attempts to all of a sudden look like a champion of fighting blight. My take on this and looking at section 23.02 there's only three little sections there one talks about fines of anywhere between $100.00 to $1000.00 dollars. Another one says you can get injunctive relief at the Circuit Court and there's nothing here in this zoning ordinance that actually talks about the creation of this bureaucracy. Now back in 2006 when this was created it was stationed over at the water garage and so they painted the walls and basically they had an initial funding of $55,000.00 dollars and what I did not like about this is that the actual enforcement mechanisms the equal justice under law and the due process rights of those that are accused and given these tickets that they don't get to go the 37th District Court.

My question to the Planning Commission is on whether or not there is any correspondence with the 37th District Court Judge John Chmura or the Court Administrator Rob Curtis that they have a strong case load and overloaded with blight cases and they make a recommendation. Because what's taking place is that the third branch of government the judiciary is basically being left out of the loop. If you have nothing whatsoever from the Court that says please consider this what's happening here is this proposition of creating the Administrative Hearings Bureau is creating a quasi-judicial procedure. When I look back at the Macomb Daily articles from 2006 people were against it because the people that were these Magistrates were just Attorney's that were political appointees. Back in 2006 to 2007 the Magistrates got paid $400.00 per case that they heard. The original $55,000.00 dollars wasn't good enough so

there was an additional request for $135,000.00 dollars and that's when Council voted it down 6-3.

I suggest that you table it until there's a full Commission, I see nothing in the Master Plan that talks about the creation of Administrative Hearing Bureau. There's nothing here within the proposition of this zoning ordinance that talks about the structure and more so I feel, as a citizen who just recently received a threat ticket from the Administration because my van was in the driveway and now I would have to appear before this Administrative Hearings Bureau which would rob me of my due process rights under law. My question is did you receive any correspondence from the judiciary to say our case load is so heavy that we would prefer that you create this Administrative Hearings Bureau. I did mention that the Council did voted 6-3 back in 2007 to get rid of the prior incarnation of pretty much what I concern to be a monkey court. This was back in the Steenbergh days and Steenbergh overrode it with a veto but Council in their wisdom said we have a Court and unless the Court itself has said to the Planning Commission we need help and we need to create a quasi-judicial body.

I would suggest that you table this or you flat out reject it. I'm very passionate about this because back in 2006-2007 watching the Council Meetings it went on for hours where the residences came in and said I had to appear at an inconvenient time and the rights that were afforded to the residences where basically not the same rights that the judiciary would afford. So I'm against it, but I would like to point out that one of the members of Council back at the time who I will not name who happens to be known for exercising his mouth said we don't need a new expensive bureaucracy headed by political appointees. The real question is if it's going to be one of those self-sustaining entities where is the funding going to come from. This should be tabled.

<u>MOTION:</u>
A motion was made by Vice Chair Kupiec to table until 5-11-15, supported by Commissioner Pryor.

Chair Howard – Mr. Wuerth on May 11th, we do need someone from the Zoning Department to be here so if we could send correspondence to have someone here to answer the questions from the Commission.

Mr. Wuerth – I'll certainly make sure that Lynne and anyone else concerned with this will be present and we'll talk to the Court and see if they have any interest in this.

ROLL CALL:
The motion carried unanimously as follows:

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

D. SITE PLAN FOR PARKING LOT ADDITION; Located on the northeast corner of Dodge Avenue and Sherwood Avenue; 22930 Sherwood Avenue; Section 33; Jeffrey Brodsky.

Chair Howard – We did receive correspondence that this petitioner did want to have this item tabled until June 1st. I would need a motion to keep this on the table or table it until June 1st.

MOTION:
A motion was made by Commissioner Vinson to table, supported by Commissioner Pryor. A voice vote was taken and the motion carried unanimously.

E. SITE PLAN FOR REDEVELOPMENT OF CONVENIENCE STORE AND GAS STATION; Located on the west side of Van Dyke Avenue, approximately 75 feet south of Convention Boulevard; 32123 Van Dyke Avenue; Section 4; Speedway LLC (Jonathan Ziegan).

PETITIONERS PORTION:
Mr. Jonathan Ziegan – I'm with Richard L. Bowen and Associates 13000 Shaker Blvd, Cleveland Ohio. This project is a redevelopment on an existing Speedway Gas Station located on Van Dyke Avenue. The proposal is to demolish the existing gas station and also an existing Quick Lube Station next door which is located on the same parcel and to build a brand new store with seven new fuel islands. We have on the existing site six fueling islands and we are increasing that to seven, it will run across the front of the site.

The existing store is approximately 2500 square feet with an oil change building which is approximately 1400 square feet. So those two buildings will be removed and replaced with one Speedway

Store Building that will be about 3900 square feet, which is an increase of about 200 to 300 square feet.

This is the fuel canopy so this will be approximately 24 foot high canopy structured covering the fueling island. These are the 7 that I mentioned, these are underground storage tanks they are new fiberglass reinforced tanks replacing the existing steel tanks and towards the top of the plan is the new store building centered in the middle. We have landscaping intended to meet the requirements for building foundation plantings located along the sidewalk. We have landscaping in the front of the site near Van Dyke Avenue and also to the right of the site which is adjacent to the Enterprise Car Rental and that landscaping is actually to buffer proposed site equipment. At the front of the site we have a self-serve air dispenser for people to fill their tires and on the right hand side of the site we have the vent stacks for the underground storage tanks, which are required by State Fire Code. We have parking along the front of the building and we have a minor increase in green space verses an existing plan. The two driveways are staying in the same locations that they are currently, the only changes to the driveways are the turning radius they will be improved to meet the current MDOT standards because it is a State road.

Assistant Secretary Smith reads the correspondence as follows:

TAXES: No Delinquent Taxes.
ENGINEERING: Preliminary review of the site yielded the following comments:

1. Indicate all proposed and existing utilities. No permanent structure shall be constructed over any proposed utility or easement.
2. This development must comply with the City of Warren Storm Water Management Plan.
3. There are two westerly property lines shown. Please review the parcel boundary description and revise as necessary.
4. All sidewalk and sidewalk ramps shall be constructed in accordance with A.D.A. requirements.
5. Per City of Warren records, the Van Dyke Avenue (M-53) right-of-way is 120’ and as such the existing sidewalk is located within the right-of-way. Please review and revise as necessary.
6. Van Dyke Avenue is incorrectly labelled as I-696. Revise as necessary.
7. Any improvements within the Van Dyke (M-53) right-of-way, including storm water discharge rates, shall be subject to the approval of the Michigan Department of Transportation (MDOT).

MDOT: MDOT records show 60' of right-of-way at this location, not the 53' as shown on the plan. As with all work in MDOT right-of-way, we will request a permit for this work. The petitioner may contact MDOT if they have any questions.
DTE: Approved.
FIRE: Preliminary review of this site yielded the following comments:

1. Build to the requirements of the 2012 Edition of the Michigan Building Code.
2. Propane tanks awaiting resale or to be used in a cylinder exchange program shall be secured in a lockable, ventilated metal cabinet. Propane storage shall meet all requirements of the 2012 Edition of the International Fire Code.
3. Provide Fire Department lock box (Knox box) as required by local ordinances.

Mr. Wuerth reads the recommendation of the Staff:
PUBLIC HEARING:
Mr. Joseph Hunt – I just wanted to come up here and see the parking spaces because when I was looking up at the plan I wasn't to certain that those were measurement parks or parking spaces I guess it looks like there's 15 or 16. I use this gas station frequently I like it because of the ideas it has an air machine that takes credit cards that's one of the first times I've ever seen that. I'm a big Speedway fan and I'm in strong favor of this because it will be a redevelopment and the idea behind it is that Speedway does take care of their gas stations here within the City of Warren not like other gasoline vendors.

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

COMMISSIONERS PORTION:
Assistant Secretary Smith – I noticed on your recommendations you said the trash enclosure is labeled on the site plan as a shed. I was looking at the drawing it looks like the trash enclosure is actually next to the shed it looks like it's a double width trash enclosure. See where it says shed next to it is where the trash enclosure is going to be.

Mr. Wuerth – Okay well we've had structures look exactly like that trash enclosure, a lot of times they will build a shed but I'd prefer it not be labeled shed.

Assistant Secretary Smith – I noticed on the one drawing it showed you had four tanks in there now and you are taking those out and you are putting in three tanks is there a reason for deleting the tanks are the new tanks bigger, what's the reason to go from four tanks to three tanks?

Mr. Jonathan Ziegan – The new tanks are more modern, they are safer, and yes one of them is larger. The reason that we are reducing the number of tanks is because with the new fiber reinforced glass technology we actually have two products in one tank that is divided by a wall. So we still offer the same fuel options that we did before but with only three underground tanks instead of four.

Commissioner Rob – So is Speedway planning on changing all the location to fiberglass?

Mr. Jonathan Ziegan – That is something that Speedway Environmental Staff deals with on a case by case basis. Anytime in my experience as an Engineer for Speedway when we rebuild a store, which is the case in this, when we are demoing all the buildings we do take the tanks out and replace them. Just like anything else they have a life and they are permitted at the State level, as you probably know, so it behooves them from an environmental stand point to go ahead and replace them at this time.

Commissioner Rob – I see that you are using two-way traffic for both entrance and exit do you have existing sign there right now showing two way traffic or some sort of arrow for the cars to know that they are coming from both sides?

Mr. Jonathan Ziegan – We don't currently have any signage proposed in terms of any traffic direction.

Commissioner Rob – I'd like to propose some sort of sign for two way traffic.

Chair Howard – So we are looking right now at a safety issue with the exit in and off of Van Dyke?

Commissioner Rob – Yes, because you are having two way traffic.

Chair Howard – You did indicate in your initial conversation are you widening the entrance and the exit?

Mr. Jonathan Ziegan – The entrance and the exit are consistent with the code and also with the existing condition. What's changed is the radius on that is larger it may appear wider.

Chair Howard – So you are concerned now with the pedestrian traffic going down the sidewalk?

Commissioner Rob – So if there is a sign going in or out I think that would be good.

Chair Howard – Is that something that you can add to your design pattern, perhaps a yield sign maybe a street marker for slow, stop or yield as they come towards the exit onto Van Dyke?

Mr. Jonathan Ziegan – As long as the City Engineering and MDOT Engineering is accepting that it would be fine with us.

Chair Howard – We could add that as part of the recommendation.

Vice Chair Kupiec – Did you understand everything that Mr. Wuerth talked about in his recommendations you received a copy of them?

Mr. Jonathan Ziegan – Yes.

Vice Chair Kupiec – You understand back in November of 2012 we approved the remodeling of the facility and now you are going to demolish it and rebuild it so you have to withdraw the old plan?

Mr. Jonathan Ziegan – Yes, I saw the approval and I spoke with Mr. Wuerth about it last year when we first met.

Chair Howard – I think you indicated in the very beginning that you are going to have an oil change facility attached to this location?

Mr. Jonathan Ziegan – No ma'am there's an existing oil change facility that's being removed.

Chair Howard – And that's going to be 3900 square feet?

Mr. Jonathan Ziegan – Yes ma'am.

Chair Howard – And that's going to be mostly convenience?

Mr. Jonathan – That's all convenience.

Commissioner Pryor – The building that you are going to remove what are you going to replace it with?

Mr. Jonathan – The building that we are going to replace it with is larger than the existing store it's going to be constructed of a masonry block unit. A product called Quick Brick which has the look of brick on the outside but it's actually a structural unit, I actually have an elevation of the building here.

Commissioner Pryor – How long will the station be closed down in order to change the tanks?

Mr. Jonathan Ziegan – Well that really depends on the contractor but the goal is to have it closed as short as possible. Speedway prides itself on having a good group of general contractors that they work with especially up here in Michigan. They try to get the building down and the new building up as quickly as possible.

Chair Howard – We have an amendment to our recommendation to modify the language to include having some kind of pedestrian caution sign on the exit of the Speedway and of course this is subject to MDOT, if they approve the sign as well. That was a motion by Assistant Secretary Smith supported by Commissioner Rob, before we do roll call are you in favor of the language?

Assistant Secretary Smith – Yes.

Commissioner Rob – Yes.

ROLL CALL:
The motion carried unanimously as follows:

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

F. SITE PLAN FOR OUTDOOR STORAGE; Located on the east side of Warner Avenue, approximately 212 feet south of Ten Mile Road; 24800 Warner; Section 30; Warner Group LLC (Robert Tobin).

Chair Howard – We did receive correspondence from the petitioner that they would like to have this item tabled until April 27th at our next meeting.

MOTION:
A motion was made by Commissioner Rob to table until 4-27-15, supported by Assistant Secretary Smith. A voice vote was taken and the motion carried unanimously.

7. CORRESPONDENCE

A. Patricia Sullivan's Resignation.

Assistant Secretary Smith – Patricia Sullivan's Resignation:
Dear Judy; Please accept my regretfully submitted resignation from the Planning Commission. I had such a great time meeting all of these wonderful people and the experience was so gratifying to me. My husband has been quite ill and I'm unable to fulfill my duties either to the commission or to myself. Please forgive my lapse of manners as Jocelyn asked me to send this earlier this week and I was hoping for a celestial reprieve that did not come, thus I procrastinated writing this note. God Bless You, Patricia Anne Sullivan.

MOTION:
A motion was made by Commissioner Vinson to receive and file, supported by Commissioner Rob. A voice vote was taken and the motion carried unanimously.

Chair Howard – And by far we do wish Patty Sullivan the best and hopefully her husband gets well real soon.

B. Mayor Fouts State of the City.

Assistant Secretary Smith – This will be held on Thursday, April 9th, 2015 at Andiamo's Banquet Center 7096 E. 14 Mile Road, Warren, doors open at 11:00 a.m., lunch served at 11:30 a.m.

MOTION:
A motion was made by Commissioner Rob to receive & file, supported by Commissioner Vinson. A voice vote was taken and the motion carried unanimously.

Chair Howard – Hoping to see everyone there, who can attend, this coming Thursday at Andiamo's.

C. Ronald F. Wuerth's Retirement Letter.

MOTION:
A motion was made by Commissioner Pryor to receive & file, supported by Assistant Secretary Smith. A voice vote was taken and the motion carried unanimously.

8. BOND RELEASE

A. SITE PLAN FOR STAND ALONE STORAGE BUILDING; Located on the east side of Gloede Drive approximately 139 ft. south of Barber Street; 27046 and 27050 Gloede Drive; Section 13; Robert Clements, R.J. Properties (Lehner Findlan Associates). Release of cash bond for $1500.00 that was paid on 3-14-13.

MOTION:
A motion was made by Commissioner Vinson to release bond, supported by Commissioner Rob.

ROLL CALL:
The motion carried unanimously as follows:

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

9. OLD BUSINESS

A. MINOR AMENDMENT TO EXISTING SITE PLAN FOR PARKING EXPANSION; Located to the northeast of the end of Concept Drive; 1990 Concept Drive; Section 19; Ground Effects (Larry Nichols). Minor amendment is for additional parking area.

Chair Howard – Mr. Wuerth I presume that the petitioner was notified that this minor amendment would be coming forward?

Mr. Wuerth – Yes he had set up this proposal for this date but I don't know where the petitioner is.

Chair Howard – I'm going to suggest tabling it to next meeting, April 27th, and we can move forward then.

Mr. Wuerth – I think that would be a very good idea I think you've taken a look at this recommendation it's quite a bit. It's a little questionable if this is going to be a minor amendment or not, maybe some of this can be worked out between now and then.

MOTION:
A motion was made by Vice Chair Kupiec to table to April 27th, supported by Commissioner Pryor.

ROLL CALL:
The motion carried unanimously as follows:

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

B. MINOR AMENDMENT TO APPROVED SITE PLAN FOR NEW CADILLAC DEALERSHIP; Located on the east side of Van Dyke Avenue, approximately 222 feet north of Civic Center Boulevard; 29990 Van Dyke Avenue; Section 10; Gregory Jackson (Mike McPherson); Minor amendment is for a small building addition and additional parking spaces.

PETITIONER PORTION:
Mr. Tony Dellicolli – I'm Tony Dellicolli from Cityscape Architects and this is Michael McPherson from Atwell Group a Civil Engineer. And also with us tonight is the President of Jackson Land Holding, Anika Jackson. We are here tonight basically we ended up having to reassess the scale of the building what we learned in dialog with Cadillac we were under anticipating the potential volume of business. So what we did was make some simple modifications to the building. The original building that was approved by both your Commission and the City Council was a 28,000 square foot facility and we've now basically added about 6,000 square feet to the building that's purpose of the amendment tonight. We've added some additional tool storage and a couple more prep stalls here and we've added on from length of run to the service reception so that we physically enclose two more cars in the service reception lane then we modified the car wash here. Other than that the exterior design is in the same exact materials it hasn't dramatically changed the overall design of the project and it didn't influence the site, I think

we had a miscount on the actual parking which Ron Wuerth caught we were one space off so we've amended the plan.

One comment Ron had in his review letter was that he just wanted to make certain that we were using a integrally colored block on the sides the back half of the sides on the rear of the building and we are in fact using integrally colored block on the building. We just had to reassess the size of the building to make sure that we weren't under anticipating the scale of the building.

Assistant Secretary Smith reads the correspondence as follows:

TAXES: No Delinquent Taxes.
MDOT: Approved.
DTE: Approved.
ZONING: Parking spaces for new and used vehicles, employees, or customers are not identified on site plan provided.
FIRE: The following items were observed:

1. Build to the requirements of the 2012 Edition of the Michigan Building Code.
2. Fire apparatus access roads must extend to within 150 feet of all portions of the exterior walls, as measured around the exterior of the facility. Fire apparatus access roads must have a minimum width of 20 feet and a minimum vertical clearance of 13 feet 6 inches.
3. 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.
4. A fire hydrant shall be provided within 150 feet of the Fire Department Connection.
5. Provide fire alarm system if required by code.
6. Provide Fire Department lock box (Knox box) as required by local ordinance.

ENGINEERING: Preliminary review of the site yielded the following comments:

1. A system of internal drainage is required. Detention may be required. All site drainage shall be contained on the site.
2. The perimeter of the pavement area shall have concrete curb and gutter.
3. The proposed sidewalk within the Van Dyke Avenue right-of-way shall meet the City of Warren standard Section 600 "Specifications for Concrete Sidewalks and Drive Approaches".
4. Any improvements within the Van Dyke Avenue right-of-way shall be subject to the approval of the Michigan Department of Transportation (MDOT).

5. Plans must be sealed with an original stamp and signature.
6. Construction traffic will not be allowed on Civic Center Drive.

Ms. Michelle Katopodes - I just wanted to note that we did receive correspondence from Lark Samouelian and they recommended approval of this development at their last DDA Meeting.

Ms. Michelle Katopodes reads the recommendation of the Staff:

MOTION:
A motion was made by Commissioner Pryor to receive as a minor amendment, supported by Vice Kupiec. A voice vote was taken and the motion carried unanimously.

MOTION:
A motion was made by Commissioner Rob to approve, supported by Commissioner Pryor.

COMMISSIONERS PORTION:
Commissioner Rob – I still remember when we talked about new cars and designation of preowned vehicles so I just wanted to draw your attention because our primary goal was to promote new car sales not preowned car sales. So I appreciate that you comply with that I just want to make sure you focus on the new vehicles have to be in the front and the preowned vehicles can be in the rear.

Chair Howard – Our comments in the first discussion was just primarily leading with new car sales verses preowned vehicles I'm sure that those vehicles are in a good place, they look wonderful and I know you do a great job. In terms of your 6000 square feet can you refresh me with that again, the 6000 square feet what is that going to be used for again sir?

Mr. Tony Dellicolli – We added six additional prep stalls, the prep is the make ready when the new cars get dropped off at the dealership the cars are prepped, they check the oil, they Armor All the tires and so on. So we've added a couple more stalls to be able to do that we've added some additional storage along with the parts department, and we added room to enclose. This is the service reception lane it's a double lane there's overhead doors where the customers pull in. So all we did was extend the length of it so we could get eight cars, so we could park eight cars under that conditioned area to better service the customers.

Chair Howard – I heard a rumor that there was going to be a star bucks inside of your facility?

Mr. Tony Dellicolli - I think it was talked about at one time, but there is going to be a café but I don't' know if there's been any dialog with the Star Bucks or not.

Chair Howard – I think there are a lot of people interested in this coffee shop the Star Buck's possibility.

Ms. Anika Jackson – Good evening Commissioner Anika Jackson, President of Jackson Land Holdings. We are going to have a café and some additional amenities for the public as well as our customer's, we'd have to talk to Magic Johnson and the crew about a Star Bucks, but anything is possible.

Chair Howard – In terms of you receiving the customers in and the customers out did you say at your last presentation that there was going to be wireless access as well and all of those things are still going to be in your proposal?

Ms. Anika Jackson – Absolutely.

Mr. Tony Dellicolli – Absolutely.

ROLL CALL:
The motion carried unanimously as follows:

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

Mr. Tony Dellicolli – Could we please just make sure that we are on the same page on one issue. I know we had some conversation about the preowned display verses the new display it's our understanding at the two previous hearings we had with the Planning Commission and the Council we were approved to allow a maximum of 25% preowned cars on display in the front?

Chair Howard – Mr. Wuerth could you confirm I believe what we said was it had to have a majority of new car sales but there were going to be some allowable preowned towards the front am I right?

Mr. Wuerth – Yes.

Mr. Tony Dellicolli – Thank you we just wanted to make sure we were all on the same page.

C. MINOR AMENDMENT TO APPROVED SITE PLAN FOR PERMANENT OUTDOOR SALES AREAS TO HOME DEPOT; Northwest corner area of Home Depot (Kerm Billette, PCP): Minor amendment is for permanent outdoor sales area for outdoor trailer rental spaces.

PETITIONERS PORTION:
Mr. Kerm Billette – The site plan was drawn up on December 17th of last years and we had approval by the Board of Appeals for outdoor storage for 9500 square feet of area along with that a request for the outdoor storage of three trailers. Well the three trailers were determined that they wanted to have the same time sequence as the outdoor sales and that required an amendment to permanently put it on the drawing it would be a yearly thing it would be permanent from the first time it was approved.

The petition was approved by the Board of Appeals, we received a letter on February 17th of this year saying it was approved February 11th. We resubmitted the plans showing the trailer to be on the site as a permanent thing revising the parking requirements to reflect the additional shortage of parking spaces for the three trailers. It's worked out very well that the trailers are rented without regard to snow on the ground people still rent the trailers. We are requesting tonight for a permanent approval of the three trailer spaces on the site up in the center portion towards the top of the drawing. The Manager Mr. Michael Woodford is here from Home Depot to answer any questions you might have.

Assistant Secretary Smith reads the correspondence as follows:

TAXES: No Delinquent Taxes.
FIRE: Approved.
DTE: Approved.
ZONING: The property referenced above is zoned C-1, C-2, & P. Items noted on site plan: Proposed outdoor storage area for three (3) rental trailers will occupy required parking spaces that will no longer be available for customer parking.

Mr. Wuerth reads the recommendation of the Staff:

Chair Howard – this is a two tier approval first let's approve that this is a minor amendment.

MOTION:
A motion was made by Vice Chair Kupiec to receive as a minor amendment, supported by Commissioner Vinson. A voice vote was taken and the motion carried unanimously.

MOTION:
A motion was made by Vice Chair Kupiec to approve, supported by Commissioner Vinson.

COMMISSIONERS PORTION:
Commissioner Rob – Is this standard for Home Depot to have it permanent rather than seasonal?

Mr. Michael Woodford – Yes it is.

Commissioner Rob – Why was it submitted to the Commission as seasonal in the beginning?

Mr. Michael Woodford – It's permanent.

Mr. Kerm Billette – It was required by the Board of Appeals when they approved the other part.

Commissioner Rob – So isn't it a liability when people are renting in the snow?

Mr. Michael Woodford – They rent them all year long, they are small open top flatbed trailers 4 feet x 8 feet at the most there's three of them. Really it's for them to get their home improvement projects home if they don't have an existing vehicle that can carry an item like that. It's all year long that they do that even in the winter.

Commissioner Rob – Are you saying its standard for all the Home Depot's to have it all year?

Mr. Michael Woodford – Sometimes they'll put them to the side ours are towards the back of the parking lot right there in the middle right where they asked us to put them.

Mr. Kerm Billette – I believe one thing that requires some utility trailer to be used is when you purchase a washer and dryer and you can't get it in your car. So you would have to rent a small trailer or have the company deliver it.

ROLL CALL:
The motion carried unanimously as follows:

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

10. NEW BUSINESS

A. Performance Bond Reviews for Site Plan Approvals.

Mr. Wuerth – This particular report is one that we've thought about for a while and it has to do with performance bonds, we have performance bonds left over from the 1970's. Performance bonds are a guard to help us get site plans and request a development completed. Well unfortunately not everyone completes their developments so the bond sits there until they do. The bond, if they don't complete it the City could claim the bond and they are supposed to be able to use that money to complete the site. And many times if not most of the time that amount of money that is kept as a bond is not near enough to complete the site so it just stays there. We have several different types of performance bonds, surety bond, cash bond, and letter of credit.

So after looking at this and the suggestions of others we choose to begin weeding these out but we'd prefer to work on those bonds from 2000 and back. Start taking a quick look at these as opposed to a hard look because as you see in my letter there ends up sometimes being concerns about the developers for example. A lot of developers after 30 years they are no long around, they are no longer in business or they've moved out of town and trying to get in contact with them is difficult. So we can release these bonds if we are satisfied with the content that exists out on the site to date. Any performance bond that is out there from the year 2000 forward that will take a much harder look will require an onsite visit and we should be able to get in contact with those developers, owners and others who would be responsible for this and make a harder effort to get them to comply.

And I'll go back to the older ones what happens is at a site that's been developed 30 years ago a lot has happened. And I've come

across making check list that's just impossible basically financially for them to fix and repair things. So that's one of the biggest reason for it, but it also helps as you can see our storage situation at City Hall. We can get these scanned into the system, for instant retrieval, that's part of what we've been working on so we think this system is what will help enhance what we are doing. We have a small staff so we need to use our abilities elsewhere other than running down old performance bonds. So I wanted to show you what we were intending to do if you have any suggestions then certainly forward those suggestions or we'll talk about them in a meeting. I think this is a path that is necessary so we can focus on bigger and better things like the Master Plan.

MOTION:
A motion was made by Commissioner Rob to receive and file, supported by Commissioner Pryor.

ROLL CALL:
The motion carried unanimously as follows:

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

B. Waiver for Kerm Billette to create site plans for Site Plan Approval.

Mr. Wuerth – There is a provision in the rules of procedure where by the Planning Director can issue a waiver to someone who is preparing a plans for the Planning Commission to review and approve. In this case this person is Kerm Billette who you seen here tonight making presentations and doing plans for people for some 30 years. What has happened in his case and what the requirement is a licensed person in the State of Michigan has to put their stamp and seal on the plans and he's been doing that all these years, but apparently the State Legislature last year removed the licensure for the Professional Community Planner, I have no idea why they choose to do that. I spoke to another Professional Community Planner and asked him if he received notice about this last year and the State didn't bother, they didn't notify over 300 of these people that had this licensure. So I'm not happy about that, I'm a Planner and I'm very respectful of anyone who was a Professional Community Planner. So with that I would like to grant this waiver for

Mr. Billette, any other Professional Community Planner that is in the State of Michigan. I believe they are welcome to present plans they all know how to do that they are well trained.

Chair Howard – Is there a time limit on the waiver sir?

Mr. Wuerth – For as long as Mr. Billette wants to continue to present a good qualified site plan, for as long as he'd like.

Vice Chair Kupiec – Where do you get the authority to do this?

Mr. Wuerth – From the Rules of Procedure, it's in section 15 definitions and specifications for required plans E and 2 there's a waiver there.

Vice Chair Kupiec – I just wanted to make sure.

Ms. Caitlin Murphy – I spoke with Mr. Wuerth and maybe the best course of action would be to amend your Rules of Procedure in order to indicate that anyone in Kerm's position could send out site plans and the Planning Director can approve such submissions. So the procedure for amending the rules of procedure would be for it to come to you in writing so that would be the next meeting and then for you to vote on it at the following meeting.

Chair Howard – So we would vote on it or would they still go to Mr. Wuerth to obtain a waiver?

Ms. Caitlin Murphy – It depends on how we formulate the new rule so that's something that Ron and I can talk about, how the easiest procedure to go forward with this new situation with the lack of license. Because the way that the Rules of Procedure are written right now is that it requires the license so we might want to take some of that language out or alter it.

Chair Howard – And going forward now we can vote to approve this particular waiver?

Ms. Caitlin Murphy – I would be more comfortable if we changed the rules generally and that would be going forward.

Chair Howard – So we need to amend our bylaws to reflect this particular amendment. Commissioner Vinson is that your department bylaws you are on the bylaws committee am I correct?

Commissioner Vinson – Yes.

Chair Howard – So let's do this, let's vote on to receive and file then let's also provide an amendment for waivers that endorses the Planning Director's authority to have this in place for those who do not have a license.

Ms. Caitlin Murphy – I think Ron and I can do it and present it to the Board at the next meeting. And in the mean time I'd say anything that Kerm turns in, because the way that it's written right now, is that Ron can waive an individual. What I'm concerned with is he wants to do this waiver going forward and I think the language of the Rules of Procedure indicate that he would have to approve it every time. So I guess I would be more comfortable if we amend it, but with the knowledge that if Kerm would like to submit plans that Ron does have the authority to waive under the Rules of Procedure until such time.

Vice Chair Kupiec – So that's just for this one case for Kerm Billette we are going to rewrite a rule?

Ms. Caitlin Murphy – So under 15E of your Rules of Procedure it indicates that a Community Planner has to be a Registered Professional in order to submit the site plans. There is a waiver indication in E2 that says that the Planning Director can waive that requirement in [1]. So basically what we'd be doing, going forward, would be to allow all Community Planners, as long as they are knowledgeable about doing site plans, the Community Planners wouldn't necessary have to be Registered Professionals because the State has taken away their license. It's my understanding that a lot of them do have the site plans.

Vice Chair Kupiec – So we are going to rewrite the language in our procedures is that what you are saying?

Ms. Caitlin Murphy – Yes.

Vice Chair Kupiec – There's three of us on the Commission.

Ms. Caitlin Murphy – Okay I can contact you as well about it.

Assistant Secretary Smith – Mr. Billette I want to thank you for doing such a great job. It's been a pleasure having you with us and continue doing what you're doing.

Chair Howard – What we are going to do is have a motion to receive and file and then at our next meeting the City Attorney's Office along

with Mr. Wuerth will submit to us language by which we can vote on to amend our Rules of Procedure.

MOTION:
A motion was made by Commissioner Pryor to receive & file, supported by Commissioner Vinson. A voice vote was taken and the motion carried unanimously.

11. CITIZEN PARTICIPATION
None at this time.

12. PLANNING DIRECTOR'S REPORT
I took a little bit of time off during March as a result of my choice of retirement so not a lot here, but what is important was that the Planning Commission did have their subcommittee meeting. I only lasted until 6 o'clock so I'm not sure what happened after that and I wasn't sure if there was a new meeting scheduled.

Chair Howard – No we did not schedule another meeting the subsequent meeting was going to be with Doctor Jacobs from Macomb Community College. I have been in contact with his office and he is available Wednesday's in April. So I believe we have the 8th and the 15th if the subcommittee can meet he's available to meet that day, that's the day that I'm purposing. April the 15th for the Master Plan Committee to meet again that's what I'm purposing.

Mr. Wuerth – Alright we'll see what the staff can arrange here and continue to move on with our Master Plan work. On March 24th in which Michelle attended and that's when Mike Tobin received a lot split for his development, the apartment development over there off of Hayes. They ended up turning down the rezoning request at 9 Mile and Warner that was a conditional rezoning, we did a lot of work on that I guess I'm a little dismayed at the decision.

Then there was a liquor sign amendment to the zoning ordinance in which we were going to discuss or at least try and regulate those and City Council turned that down. Then they reapproved the geothermal amendment to the zoning ordinance because it hadn't been advertised correctly in the newspaper so that was on the 24th. We had a training seminar here that was March 25th which it was good to see the Planning Commission, members of the Zoning Board of Appeals, people from the Building Division and others attended. So I think that was a nice starting point I think we need more of those type of seminars here for continued training. I hope everyone feels the same way I do about that particular idea.

Finally I received notice regarding the Budget Hearings before City Council they will be on April 18th, at the Community Service I believe in Conference Room A. and those run from 9 a.m., to 6 p.m., on that Saturday, so one has to be here to be prepared for that Budget Hearing. The young woman over there is Elizabeth, she is our new Planning Aide.

Chair Howard – Naturally most of us who are here are very saddened by your retirement, but we do understand it is what it is. Since the time I've been here you've been an absolute asset, you've have been a wealth of information and diligent at your job. We want to thank you for your service on behalf of this body. I know in your recommendation letter you have been very thoughtful in not to leave us without some type of support. And you've indicated that there was going to be a three day a week option for you to still be on staff to still come in can you speak to us more about that sir?

Mr. Wuerth – It just comes from simple observation of what happens to departments when their Directors and Leadership leave. There's a time lapse between when someone leave and when a new Director comes aboard and then that Director obviously has to learn a whole lot of new things that learning curve starts on the uphill run and it's difficult.

I've heard the Mayor talk about that exclusively so when I decided to retire I gave that some thought and I felt that if there was the option to continue about three days a week, maybe a little more, we'll see, it depends on the Master Plan. Then I'd certainly be glad to continue to help the staff out. Then between the Planning Commission and the Mayor's Office when you decide it's time for a new Director I could stay and help them for a while. My interest is in planning, I want to make sure when I leave it it's going to be a far better place for everyone in the City of Warren. So that's the idea behind that I think the Mayor is looking kindly upon that so we will see what happens.

Chair Howard – Well by far I know that you and I have had discussion. I know the Master Plan is at the center of the City and I know from this Commission we started moving forward with that and I don't think that we want to drop the ball. You and I have discussed how we feel, that your time would be the most affective during those three days. I think we should have discussion regarding what we think would be a great use of your time during those three days. I do know that you can't attend every meeting so I think we should have some priorities going forward.

Commissioner Rob – Can we initiate a thank you letter for his service.

Chair Howard – I think it would only be fitting that we have some type of presentation and recommendation for all your years of service. I dare not sit here and think I'm a scholar at planning, but what I can say is that you've shed a lot of light we've gone through a lot of difficult site plans and you've taken some heat for quite a few things, but you've always been a person of great integrity and diligence.

I appreciate your professionalism in every aspect. Everything hasn't been easy to do and we haven't always agreed but you've always carried yourself with great dignity and I appreciate that especially in your position, so yes Commissioner Rob we will do something formally to recognize him.

Chair Howard – Vice Chair Kupiec there are items that you'd like to see Mr. Wuerth still continue on while we go through this process correct?

Vice Chair Kupiec – One of the most important items and Ron has alluded to it in some of his comments is his replacement. I think we need to get a firm commitment from the administration whether they are going to replace him or not and if so some kind of timeframe so we can get this process started. As Ron said he will share his time with that person and with us in the intern but looking at the schedule there's not a lot of days that you have left, what is it 16 days?

Mr. Wuerth – Yes, I have a lot of time that I need to use up I'm going to be preparing for each Planning Commission between now and until I retire sometime in June. Then begin, ideally begin, the other stretch which is to work three days a week and we will go from there. I expect meetings, one's going to have to do, I think, I can be there enough that it will keep things going until it's time for the Planning Commission and the Mayor to bring on a new Planning Director.

Vice Chair Kupiec – You've always been more then competent doing your job. I'm wondering that if in your meeting with the Mayor and the Administration if they talked to you about some kind of schedule for your remaining time here.

Mr. Wuerth – No nothing in detail. The Mayor received the same letter you have, I met with the Mayor and we did have a discussion about it and he seemed to accept what my proposal is and we will move forward with that. But details no, we haven't really got firm

details it all doesn't start for about three months so there's time to work that out.

Vice Chair Kupiec – My concern is knowing what we went through in the past to get a Director on board, with the time and the procedure involved, so we definitely need to consider using Ron's time beneficially towards that replacement person and getting them trained. Somehow we need to get the Administration's commitment on starting the process I think that's very important.

Chair Howard – I believe that it's a fair assessment to say Mr. Wuerth and you can correct me if I'm wrong, that the Mayor is somewhat amenable to your three days a week. So it's just with us trying to come up with some type of agenda for those three days.

Mr. Wuerth – That's not a problem at all, I think that you'll find that I'll use every minute of those days obviously. I will be working on the Master Plan every week also.

Chair Howard – And the Commissioners here can definitely echo in I think that the two areas that I would see where we would need you the most would be towards the Master Plan and also our meetings.

Vice Chair Kupiec – Those are two very important areas but the other that's very important and as we've noticed in the past with Ron is the shortness of staff and the training time. Is Elizabeth a fulltime employee?

Mr. Wuerth – No she's not, she's a work study employee from Macomb Community College and as you know we've gotten some of the best people around who have worked for us from there and that resource always will remain there. We can take a look at our present budget before we go to that budget hearing and see where it's possible to maybe bring on another person and fill the gap for us. So we will look at that.

Vice Chair Kupiec – Your previous Assistant Ken are there plans to replace that position?

Mr. Wuerth – I can't answer that.

Vice Chair Kupiec – Well that's the kind of answers we have to have.

Mr. Wuerth – I'm sorry I don't have an answer for that, that's an administrative question.

Vice Chair Kupiec – We've talked about Michelle who is a bright young lady and she'll do very well, but she needs training and some support staff to at a higher level.

Mr. Wuerth – Vice Chair Kupiec you're not telling me anything that I don't know. You know the circumstances that I've had to work under and I worked hard to try and get additional staff and I'll continue to do that, but at this point I cannot give you any definitive answers regarding an Associate Planner or anyone else. I told you there's some spaces in the budget that we can discuss that's for the Planning Commission to talk to the Administration and work out some of these things.

Vice Chair Kupiec – If it's our responsibility as a Commission then, somehow, we have to figure out what we are going to do.

Chair Howard – Now the meeting Ron on the 18th the Budge Meeting are those meetings open to suggestions on the current budget or is that just a review process?

Mr. Wuerth – They receive the Administrations review of the Planning Commissions budget, they review what our entire budget is, and they look at the positions that are available. They will ask questions regarding those positions to see if they are needed or not. I've been before that Board many times continuously indicating to them that yes we need those position and we make every effort to fill them.

Chair Howard – Alright then I believe we can address that or at least bring that up as an agenda point at the Budget Hearing on the 18th, Mr. Kupiec that was the Associate Planner position that you are referring to correct?

Vice Chair Kupiec – What was Ken's exact title?

Mr. Wuerth – He was Planner 1 and Michelle has taken that position, so there's an Associate Planner position that's lower on the ladder, sort of speak, that's still open and hopefully there might be a Planner Technician. We had that position for about 6 months and it worked really well so we may be able to do something there.

Vice Chair Kupiec – So basically we are looking for an Associate Planner Assistant and Technician?

Mr. Wuerth – Yes.

Vice Chair Kupiec – As I see it we are community service people appointed by the Mayor we are here on a part time basis. We need someone in that office to supply us with the information in order to conduct these meetings.

Chair Howard – I think the budget meeting on the 18th is going to actually give us an opportunity to express that. With Ron coming into a retirement position and going to three days a week there is going to be some critical needs. So at that time the Administration can go forward as to how they choose to fill the Planner Tech position and also for the Associate Planner. With the number of items that we have coming forward, the number of businesses, there's definitely the need, it's just how we couch that conversation properly and use the best resources that we currently have while Ron is still available to us. He can also assist in the selection of those particular candidates.

Assistant Secretary Smith – The only thing I wish to say is Ron you've done a great job and one of the things that I think will be important is your three days be focused on the Master Plan, like you planned on doing. And the second would be the training of the new Director plus the continued training of Michelle and any other Planner Aides that come in. We have the findings but as you train them they can kind of handle most of the findings stuff. I know three days isn't a lot of time I would put the Master Plan and training as a priority.

Chair Howard – We currently have two Planning Aides, we have Dewan and Elizabeth, so we have two part time students.

Mr. Wuerth – Yes that's filed.

Chair Howard – So those two positions are filed so we have the two outstanding positions then we should almost be at a full staff if we get those two additional positions and then a Director.

Mr. Wuerth – Yes, I think the transition will work out really well with whoever takes over the position.

Chair Howard – Vice Chair Kupiec you were there on the last selection of a Director I was not there, did the former Director have some conversation in the training process?

Vice Chair Kupiec – Well no, the actual Director did not but we had Ron Wuerth the Associate Director working there as a Director during a period of time when there was an approval to hire a

Director. So the salary was set, the process was put in motion through Human Resources, and off we went to get somebody on board through a review process. You have to review the qualifications you have to go through a regular procedure there is a committee designed to do that.

Chair Howard – Perhaps what we should do and we still have some time which is great to establish a subcommittee for a fact finding so we have a nice transition of changing of guards. I think where we are right now, your role is very critical, you're involved with a lot of new projects that we have going on and we don't really want to have someone that's there that's not familiar with these new projects that we have going on. So it would be nice to have a subcommittee to help smooth the waters along the way and also to have a nice transition.

Vice Chair Kupiec – Since we've had a change in our Human Resource Director since the one we had the previous time we were interviewing for a Director. Are those job criteria and descriptions still available to follow?

Mr. Wuerth – I can't answer any questions regarding how that was set up I was too busy running the department while you were looking for another Director. So it's all going to be new to me and maybe Phil Easter will have a new or quicker way I don't know, but we certainly will find out.

Vice Chair Kupiec – Madame Chair obviously we are going to have to talk to Mr. Easter and see what his position is on this after the meeting on the 18th and make sure the job is funded.

Chair Howard – Yes sir that would probably be something that we would look after the budget meeting it would definitely be a conversation for the subcommittee. Mr. Wuerth you submitted to us some compensation reports you want to elaborate on?

Mr. Wuerth – That was strictly for your information.

Commissioner Rob – Do you have a specific outline of the job responsibilities and duties that an Associate Planner and Planner Aide because the committee may ask us what specific job they do?

Mr. Wuerth – We have job qualifications it's all in place.

13. CALLENDAR OF PENDING MATTERS

Assistant Secretary Smith – On this item I'd like to make a correction as far as the Master Plan update committee, we had a site plan meeting on March 4th which is not included in the calendar of pending matters. It said the last meeting was 10-25-13 but we did have one March 4th, 2015.

Chair Howard – That's correct we did have a meeting on March 4th and I believe that was at 4:30 at City Hall. And in terms of the Master Plan Committee as I indicated I did speak to Doctor Jacobs Office at Macomb Community College he is available on Wednesday and I'm looking at a date of April 15th if the subcommittee can meet on that date that's a good date to meet for our next Master Plan Meeting.

Assistant Secretary Smith – It should be good for me.

Vice Chair Kupiec – I'm not really sure if I'll be available on April 15th I will get back with you.

Chair Howard – We will put this date out and send the invitation out and you can just let us know. So let's look at April 15th at 4:30 p.m., we will do an email and confirmation and Mr. Wuerth will you secure the room for us as well?

Mr. Wuerth – Sure.

Commissioner Rob – I had an opportunity to attend a seminar it was Downtown Detroit it was on April 1st for Place Making. We had the opportunity to see other Planning Commissioners from different cities so I have received a package that I will submit and share with the other Planning Commissioners.

14. ADJOURNMENT

MOTION:

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

The meeting adjourned at 9:11 p.m.

_____
Jocelyn Howard, Chair

_____
Warren Smith, Assistant Secretary

Meeting recorded and transcribed by
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