

**MINUTES OF THE REGULAR MEETING OF THE CITY OF ROMULUS PLANNING
COMMISSION HELD ON MONDAY, JANUARY 23, 2019
COUNCIL CHAMBERS**

1. **The meeting was called to order** by Chair Freitag at 7:00 p.m.
2. **Roll Call Showing:** Jerry Frederick, Cathy Freitag, Daniel McAnally, Dave Paul, Edna Talon-Jemison, Jessica Workman, Melvin Zilka

Excused: Mike Glotfelty, Celeste Roscoe

Also in attendance: Carol Maise, City Planner; Tim Keyes, Director of Economic Development; Brad Strader and Ann Marie Kerby, Planning Consultants (MKSK); Merrie Druyor, Director Downtown Development Authority

3. **Approval of Agenda:**

Motion by McAnally, support by Zilka, to approve the agenda as presented.

Roll Call Vote: Ayes – McAnally, Zilka, Workman, Talon-Jemison, Frederick, Paul and Freitag. Nays – none. **Motion Carried.**

Agenda

1. Pledge of Allegiance
2. Roll Call – Frederick, Glotfelty, McAnally, Paul, Workman, Roscoe, Talon-Jemison, Zilka, Freitag
3. Approval of Agenda
4. Approval of Minutes
 - A. Approval of the minutes of the regular Planning Commission meeting held on December 17, 2018
5. Comments from Public on Non Agenda Items
6. Public Hearings
7. Old Business
 - A. **SPR-2017-012; Jay Kay Industrial Building**

Applicant: Neal MacLean
Request: Site plan extension #1
Location: DP# 80-021-99-0006-716
Project: 70,000-sq. ft. industrial warehouse building

(Action required: Take action on site plan extension)

- B. PC-2016-020; McLane Food Service**

Applicant: Jose Restrepo, Director Construction & Real Estate, McLane
Tom Sovel, Spalding DeDecker
Request: Site plan approval extension #2
Location: 15670 Wahrman
Project: Development of a 241,379-sq. ft. warehouse distribution building

(Action required: Take action on site plan extension)

- C. Zoning Ordinance Text Amendment – Vining Road Development District Overlay
Master Plan Subarea Amendment – Vining Road Development District and Subarea

(Action required: Review drafts and schedule public hearing)

8. New Business

- A. Zoning Ordinance Text Amendment - *Section 6.02, Schedule of Uses* – Central Business District and *Section 7.02, Schedule of Uses* – Regional Center District

(Action required: Review drafts and schedule public hearing)

- B. City of Romulus Planning Commission 2018 Annual Report

(Action required: Accept the Annual Report and recommend submittal to the Mayor and City Council)

9. Reports

- A. Chairperson

- B. City Planner – Development Status Report

10. Reports on Interest Designation

11. Communications

12. Adjournment

4. Approval of Minutes

Motion by McAnally, support by Workman, to approve the minutes of the regular Planning Commission meeting held on December 17, 2018.

Roll Call Vote: Ayes – McAnally, Workman, Zilka, Talon-Jemison, Paul, Frederick, and Freitag. Nays – None. **Motion Carried.**

5. Comments from Public on Non Agenda Items: None.

6. Public Hearings: None.

7. Old Business:

- A. SPR-2017-012; **Jay Kay Industrial Building**

Applicant: Neal MacLean

Request: Site plan extension #1
Location: DP# 80-021-99-0006-716
Project: 70,000-sq. ft. industrial warehouse building

(Action required: Take action on site plan extension)

Neal MacLean, Jay Kay Investments, LLC, 1021 Livernois, Ferndale, MI was present on behalf of this application for a 1-year site plan extension for the development of a 70,000 square foot industrial warehouse building for PC-2017-012, Jay Kay Industrial Building, located at the northeast corner of Jay Kay Drive and Cogswell (DP# 80-021-99-0006-716).

- Mr. MacLean said he was working with a couple of different companies for this site, but had not yet received a commitment.
- Commissioner McAnally asked if the case number was an SPR as advertised, or a PC as shown in the packet documents. City Planner Maise said she would follow up and make sure the case number was correct going forward; the case number should be a SPR number.

MOTION by Zilka, support by Talon-Jemison, that the Planning Commission approve a 12-month extension to the site plan approval for PC-2017-012; Jay Kay Industrial Building, until January 17, 2020, subject to:

1. Submittal of an address application to the Assessor's Office, and
2. Submittal of a lighting plan to the Planning Department.

Roll Call Vote: Ayes – Zilka, Talon-Jemison, McAnally, Workman, Paul, Frederick, and Freitag. Nays – None. **Motion Carried.**

B. PC-2016-020; McLane Food Service

Applicant: Jose Restrepo, Director Construction & Real Estate, McLane
Tom Sovel, Spalding DeDecker
Request: Site plan approval extension #2
Location: 15670 Wahrman
Project: Development of a 241,379-sq. ft. warehouse distribution building

(Action required: Take action on site plan extension)

Tom Sovel, Spalding DeDecker, 905 South Boulevard, Rochester Hills, MI was present representing McLane Food Service. The applicants were requesting a site plan approval extension for PC-2016-020, McLane Food Service, 15670 Wahrman, a development of a 241,379 square foot warehouse distribution building.

- Mr. Sovel explained that McLane had a lease at their current Plymouth location until April 2021; the intent was to start construction at the subject site in spring 2020.
- City Planner Maise pointed out that the variances granted for this project had expired and the applicant would need to reapply for those.

MOTION by McAnally, support by Talon-Jemison, that the Planning Commission approve a 12-month extension to the site plan approval for PC-2016-020; McLane Food Service, until February 15, 2020, subject

to the conditions of the original site plan approval and reapplication to the Board of Zoning Appeals for the required variances.

Roll Call Vote: Ayes – McAnally, Talon-Jemison, Frederick, Paul, Workman, Zilka, and Freitag. Nays – None. **Motion Carried.**

**C. Zoning Ordinance Text Amendment – Vining Road Development District Overlay
Master Plan Subarea Amendment – Vining Road Development District and Subarea**

(Action required: Review drafts and schedule public hearing)

Planning Consultant Strader explained that the Planning Commission had been discussing the Vining Road Development District and Subarea for some time. The area was zoned Regional Commercial; the purpose of the Zoning Ordinance Text Amendment and the Master Plan Subarea Amendment was to allow some specific new uses, and provide standards for those uses, especially regarding setbacks, protections of the hardwoods, allow pathways instead of sidewalks, provide a provision for architectural standards, etc. The Commission had heard and commented on previous drafts of this zoning ordinance text amendment and tonight's revision incorporated those comments.

The purpose of tonight's discussion was to make sure that the Commission's previous comments and thoughts had been addressed, and if it was the pleasure of the Commission, to set a public hearing for the draft amendments. It was important for the Master Plan text to also incorporate the relevant changes, so that the Master Plan review process could move forward, including the Vining Road Development District and Subarea and the Downtown Area. It would be appropriate for the Commission to comment on both the Zoning Ordinance and the Master Plan amendments, though the focus tonight would be on the Ordinance. After tonight's discussion, MKSK would package both the Zoning Ordinance Text Amendment and the Master Plan Subarea Amendment together, so that the Commission could hear both at the same public hearing, and potentially move both amendments forward simultaneously.

Utilizing a PowerPoint presentation, Planning Consultant Kerby continued the presentation.

- The **overall goal** of the Vining Road Development District Overlay was to implement recommendations from the Master Plan, provide a higher standard for open space, landscaping, and design standards, and also offer enhanced amenities including open space, pedestrian pathways, and landscaping.
- The **Master Plan Amendment** discussed the goals for the Subarea, which included accommodating the current market demand for research and development as well as advanced manufacturing uses in specific parts of the Subarea, while still ensuring the opportunity for Regional Center uses, limiting truck traffic volumes, and providing employment opportunities, as well as increasing the tax base for the City.
- **The Master Plan Amendment** encouraged some Light Industrial uses but also elaborated that in order for those uses to occur, stricter design standards should be implemented.
- Maps shown on the PowerPoint included the map currently shown in the Master Plan, as well as a map showing the proposed changes. The changes were mostly focused on the center of the Vining Road Subarea.
- The goal of the **Overlay District** was to strategically allow for new uses that might not otherwise be permitted in the RC District, and also to ensure that future uses were compatible with surrounding RC uses and residential areas.
- Within the **Overlay District** there were 2 sub-districts: (1) Mixed-Use Campus west of Vining Road and north of the lake, (2) Light Industrial Campus north and south of Smith Road and east of Vining Road. Both functioned to expand RC uses while meeting stricter architectural and design standards.

- An application that included Light Industrial uses had to comply with several conditions, including building size limitation of 125,000 square feet for the Mixed-Use Campus. For the Light Industrial Campus, buildings could not exceed 350,000 square feet. At least 10% of open space must be dedicated for public amenities. Site plans must display preservation of prime woodlots or other natural features. Dock doors and outdoor storage must be located in the rear or side yard and be buffered from residential areas and RC Districts. No unreasonable increase of current capacity of public utilities could result, and any development had to be consistent with the Mater Plan.
- **Overlay District Permitted Uses** would include all permitted RC uses. The overlay was an optional zoning district, so if a developer wanted to propose a little more intense use, the overlay would come into play. The more intense uses would include Research and Development and Light Industrial Uses, such as office parks, publishing and printing establishments, research establishments and manufacturing of materials.
- The same uses would be allowed in both subdistricts; the main difference was the permitted building size in each subdistrict.
- Uses already permitted in the RC District must meet the dimensional standards of that district. Research and Development and Industrial Uses would have a maximum building height of 35 feet, with a permitted increase up to 55 feet, with an increase in setbacks and landscaping. Maximum lot coverage would be 30%, with a total impermeable surface limit of 60%.
- **Special Standards for Lake Front Properties** included a minimum 50-foot setback for open space. Parking and paved areas must have a minimum 75-foot setback from the lake.
- **General Development Standards** provided stricter design and open space standards for industrial uses within the Overlay District. Building design standards required material changes and shifts in the wall façade to break up exterior walls, higher quality materials, neutral colors, and proper screening for mechanical equipment and storage areas. At least 10% of the open space had to be reserved for public use. Preservation of prime woodlots was encouraged by incentives. There was a focus on pedestrian pathways, including sidewalk connections from parking areas to building entrances, and shared use 8-foot wide pathways along the lakefront and public streets. Landscaping was required along street frontage. For industrial uses, landscaping requirements for greenbelt depth were doubled to 60 feet from 30 feet, and were increased to 80 feet for buildings over 35 feet in height.
- **Review and Approval Process** followed the site plan review procedures and requirements of Section 17.03. The Planning Commission had the authority to grant waivers.
- Planning Consultant Kerby concluded her review.
- Planning Consultant Strader pointed out that the ability to grant waivers and other changes were a response to previous comments from the Commission.
- Chair Freitag thought the new draft language responded well to the Commission's previous concerns.
- In response to questions from Commissioner Frederick, Planning Consultant Strader said when the maximum allowed building height was 55 feet, that height was not required. The additional required depth for landscaping for buildings taller than 35 feet up to the maximum of 55 feet was determined by a set ratio.
- Noting that the Commission had been working on this area for a long time, Commissioner McAnally said he was pleased with the language this evening.
- The consensus of the Commission was that the zoning text amendment was ready for a public hearing. Changes in the Master Plan seemed to coincide well with the proposed zoning amendment.
- In response to a request from City Planner Maise, Planning Consultant Strader explained that Level of Service (LOS) D referred to traffic flow at traffic lights. LOS C usually meant when a vehicle came to a red light, the vehicle should be able to get through the light when it turned green. LOS D meant that there were short periods during the day when a vehicle could not get through on the 1st green light.

LOS E meant there were long periods when a vehicle could not get through an intersection on the 1st green light. LOS F meant that a vehicle would never get through a light on the 1st green light, and probably not on the 2nd. Every lane had an LOS: right, center, and left.

- Planning Consultant Strader said the ordinance required that if a traffic impact study showed the additional traffic from a project made the LOS worse than D, the developer either had to scale back the project or they had to identify the improvements that were needed to accommodate the greater traffic flow. Also, in response to previous comments from the Commission, information regarding trucks was also included in the required traffic impact studies for this area.
- Chair Freitag thanked staff for taking the Commission's ideas and incorporating them in the draft amendment language.
- City Planner Maise addressed the standards regarding building materials. If something was not specifically mentioned in the overlay district language, the project deferred to the zoning ordinance. The landscape section referred to Article 13 for additional landscape standards not included in the overlay language. A statement would be added regarding building materials, so that any standards not included would defer to Article 13.01.
- City Planner Maise said the public hearing would be scheduled for February.

8. New Business:

- A. **Zoning Ordinance Text Amendment** - *Section 6.02, Schedule of Uses* – Central Business District and *Section 7.02, Schedule of Uses* – Regional Center District

(Action required: Review drafts and schedule public hearing)

City Planner Maise explained that the proposed Zoning Ordinance amendments pertained to uses allowed in the CBD, Central Business and RC, Regional Center Districts. She made the following points:

- The downtown was also under review as a subarea in the Master Plan, and the DDA Development Plan had just been completed.
- The actual downtown subarea amendment had been drafted and was under review.
- Currently there was a need to bring some existing uses in compliance with the ordinance, as well as address some new uses.

Regarding Zoning Ordinance Text Amendment - *Section 6.02 Schedule of Uses* – Central Business District:

- The new use *Pet Daycare* went along with pet obedience training and grooming. Pet daycare was a term used in other sections of the Ordinance that needed to be carried over to the CBD.
- Another use that needed to be included was *Contractors Establishments*, which had a longer paragraph in the draft language.
- Last, *Research Experimental and Testing Laboratories* would be added as permitted use.
- Certain special land uses had been changed to permitted uses, in order to be consistent with the City's Redevelopment Ready goals. This had been done in other sections of the ordinance, and in the current instance would make the process consistent with those other sections.
- Commissioner McAnally asked if nursing homes would be permitted in all 3 CBD Districts. City Planner Maise said nursing homes were already permitted as a special land use, but would now be a permitted use subject to special conditions. Those conditions were listed in Section 11.03(f), as referred to in Section 6.02 Schedule of Uses.
- City Planner Maise said that in the future there might be conditions added to some of the newly permitted uses.

- Discussion was held regarding the deletion of *Bath houses, saunas or business providing whirlpool baths, or mineral baths*. City Planner Maise explained that the term *bath houses* was archaic. Commissioner McAnally was concerned that someone who wanted to build such an establishment or something similar would not find any language in the Ordinance to regulate the use. City Planner Maise said a spa, for example, was covered elsewhere in the ordinance. Other similar uses would fall under provisions already in the ordinance.

Regarding Zoning Ordinance Text Amendment - Section 7.02 Schedule of Uses – Regional Center District:

- City Planner Maise pointed out the new permitted use *Kennels and long-term parking (park and bark)*. This use would allow someone to have long-term parking in addition to a pet hotel.

It was the consensus of the Commission to schedule the proposed changes to Section 6.02 Schedule of Uses – Central Business District, and Section 7.02, Schedule of Uses – Regional Center District, for public hearing in February.

B. City of Romulus Planning Commission 2018 Annual Report

(Action required: Accept the Annual Report and recommend submittal to the Mayor and City Council)

Chair Freitag explained that the Commission needed to accept the City of Romulus Planning Commission 2018 Annual Report and forward it to City Council.

- Commissioner Talon-Jemison pointed out a typo on page 2, in the head: *Development Applications by Type*.
- After brief discussion regarding the increasing development in the City, Chair Freitag indicated she would entertain a motion.

Motion by Workman, support by Paul, to accept the 2018 City of Romulus Planning Commission Annual Report as written and recommend that the report be submitted to the Mayor and City Council.

Roll Call Vote: Ayes – Workman, Paul, Frederick, Talon-Jemison, Zilka, McAnally, and Freitag. Nays – None. **Motion Carried.**

9. PC-Cases Involving Advice or Input from the Planning Commission: None.

10. Reports

A. Chairperson

- Chair Freitag wished everyone a happy New Year.

B. City Planner – Development Status Report

- Discussion was held regarding various projects in the City.
- Commissioner Frederick spoke regarding businesses that did not follow approved site plan truck routes. For instance, Amazon's (D&G Building Phase 2) site plan approval had included improving Hannan Road from the tracks north to accommodate their truck traffic, yet Amazon's trucks were coming in from the south. Other businesses were also using non-truck routes. This reflected badly on the City, as conditions of approval required that approved truck routes were used.

- Director of Economic Development Keys acknowledged the issue, and said he would relate the comments to enforcement staff.

11. Reports on Interest Designation

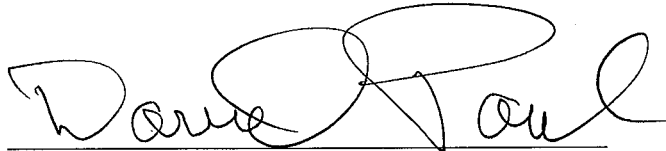
- Chair Freitag encouraged everyone to get flu shots.

12. Communications: None.

13. Adjournment

MOTION by McAnally, support by Zilka, to adjourn the meeting at 7:56 p.m.

Roll Call Vote: Ayes – McAnally, Zilka, Workman, Talon-Jemison, Frederick, Paul and Freitag. Nays – None. **Motion Carried.**

A handwritten signature in black ink, appearing to read "David Paul", written over a horizontal line.

David Paul
City of Romulus Planning Commission

/cem