

MINUTES OF THE REGULAR MEETING OF THE CITY OF ROMULUS
PLANNING COMMISSION HELD ON MONDAY, APRIL 19, 2010

1. The meeting was called to order by Chairperson Freitag at 7:00 p.m.
2. Roll Call Showing: Daniel McAnally, Melvin Zilka, Diane Banks Lambert,
Dave Paul, Leroy Burcroff, Mike Glotfelty, Cathy Freitag
Excused: Byron Butler, Michael Prybyla
Also in attendance: Cynthia I. Lyon, AICP, Planning Director
3. Motion by Zilka supported by Lambert to approve the agenda as presented. Roll Call
Vote: Ayes – Zilka, Lambert, Burcroff, McAnally, Paul, Glotfelty, Freitag. Nays –
none. Motion Carried.

Agenda

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of the minutes of the regular meeting of the Planning Commission held
on Wednesday, February 17, 2010.
5. Public Hearings
 - A. PC-2009-014/015; H&R Properties, Inc., requesting special land use and site
plan approval to construct a 2,745 square foot gas station, convenience store
and drive-thru restaurant located on a .964+- acre parcel on the east side of
Middlebelt Road between Hildebrandt and Wick Roads. Parcel# 82-80-050-
99-0003-006. The parcel is zoned C-3, Highway Service District. (Action
required: Hold a public hearing and make recommendation to City Council
on special land use and take action on site plan)
 - B. PC-2009-025/026; Nazir Jawich, requesting special land use and site plan
approval to demolish the existing car wash and construct a 1,123 square foot
addition to the existing gas station and convenience store for a subway
restaurant located on a 1.18+- acre parcel on the south side of Eureka Road
between Wahrman and Wayne Roads. The subject property is located at
35335 Eureka Road. Parcel# 82-80-130-99-0011-000. The parcel is zoned C-
3, Highway Service District. (Action required: Hold a public hearing and
make recommendation to City Council on special land use and take action on
site plan)

- C. PC-2010-003/004; New Freedom Fellowship Ministries, requesting special land use and sketch plan approval for a place of worship located on a .37+-acre parcel on the south side of Goddard Road between Moore and Hunt Streets. The subject property is located at 36015 Goddard Road, Suite #200. Parcel# 82-80-077-02-0065-300. The parcel is zoned CBD-1, Central Business Transition District. (Action required: Hold a public hearing and make recommendation to City Council on special land use and take action on sketch plan)

6. New Business

- A. City of Romulus DPW 2010 Infrastructure Improvements. The City of Romulus Ordinance Chapter 24 and Public Act 33 of 2008, as amended, require that any City projects planned for construction during the year be approved by the Planning Commission. (Action required: Review and approve 2010 Infrastructure Improvements)
- B. City of Romulus Parks & Recreation Department has received a grant from Wayne County Park Millage in the amount of \$25,000 for a pavilion and asphalt at Park #1. The City of Romulus Ordinance Chapter 24 and Public Act 33 of 2008, as amended, require that any City projects planned for construction during the year be approved by the Planning Commission. (Action required: Review and approve Improvement)

7. Old Business

- A. Planning Commission By-Laws; Pursuant to Public Act 33 of 2008, as amended, updated by-laws have been prepared. (This item was tabled at the February 17, 2010 meeting. Action required: Review and adopt by-laws)

8. Public Discussion

9. Reports

- A. Chairperson
- B. City Planner

10. Communication

- A. Minutes of the Regular meeting of the City of Romulus Board of Zoning Appeals held on January 6, 2010.
- B. Updated Planning Commissioner's Phone List.

11. Adjournment

4. Motion by McAnally supported by Burcroff to approve the minutes of the regular meeting of the Planning Commission held on Wednesday, February 17, 2010. Roll Call Vote: Ayes – McAnally, Burcroff, Paul, Glotfelty, Zilka, Freitag. Abstain – Lambert. Nays – none. Motion Carried.

5. Public Hearings

- A. PC-2009-014/015; H&R Properties, Inc., requesting special land use and site plan approval to construct a 2,745 square foot gas station, convenience store and drive-thru restaurant located on a .964+- acre parcel on the east side of Middlebelt Road between Hildebrandt and Wick Roads. Parcel# 82-80-050-99-0003-006. The parcel is zoned C-3, Highway Service District. (Action required: Hold a public hearing and make recommendation to City Council on special land use and take action on site plan)

Ed Al-Saati, A&M Consultants; Michael Beydoun, NSI Construction; and Moe Ouza, property owner, came forward to represent the petition.

Cynthia I. Lyon, AICP, Planning Director, reviewed the staff report dated April 14, 2010 and provided a power point presentation on the proposed project.

Chairperson Freitag opened the meeting for comments and discussion by the petitioner as follows:

- Mr. Al-Saati stated they agreed with all of the Planning Director's comments and will submit revised plans addressing all of the requirements.
- Ms. Freitag questioned what type of drive-thru restaurant was being considered.
- Mr. Beydoun stated a franchise could not be obtained until they have a location.

Let the record show that an affidavit of first class mail has been shown and is on file.

Chairperson Freitag opened the public hearing for public comments and asked if anyone wished to speak on this matter.

No one came forward. Chairperson Freitag closed the public hearing and opened the meeting for comments and discussion by the Commissioners as follows:

- Mr. Paul stated that the site plan was missing the water line and sanitary sewer information regarding the location, type and size and he informed the

applicant that the missing information would be required when they submit for engineering review.

- Mr. Paul questioned if the applicant would be required to come back to the Planning Commission for approval of the drive-thru facility in order to show the additional stacking spaces.
- Ms. Lyon stated the site plan does show the drive-thru facility and seven (7) stacking spaces.
- Mr. Paul referred to page C-4, Exhibit "B" letter A, which states, The City of Romulus assumes ultimate responsibility for collection system, vortechs (treatment system), detention system, and the pipe letting detention system to the existing storm manhole and stated that the City cannot be responsible for the detention system on the site and the statement has to be eliminated from the site plan.
- Mr. Beydoun stated that the statement on page C-4, Exhibit "B" letter A, which states, The City of Romulus assumes ultimate responsibility for collection system, vortechs (treatment system), detention system, and the pipe letting detention system to the existing storm manhole would be eliminated from the site plan.
- Mr. McNamara, OHM Engineering Advisors, stated the exhibit in question is required by Wayne County and is part of the storm water maintenance agreement documents.
- Mr. Paul stated there should be something from Wayne County that states if the City has to fix the problem then the property owner should be responsible for the cost incurred.
- Mr. McNamara stated that is also part of the storm water maintenance agreement documents.
- Mr. McAnally questioned if the 8-foot window shown on the north side of the building located 30 feet from the front of the building is the proposed drive-thru window.
- Mr. Al-Saati confirmed that the 8-foot window shown on the north side of the building located 30 feet from the front of the building is the proposed drive-thru window.
- Mr. McAnally clarified that the business would not be a 24-hour operation.
- Mr. Al-Saati confirmed that the business would not be a 24-hour operation.
- Mr. McAnally requested that Hildebrandt be spelled correctly in the notes on pages SP-3 and SP-4 that state, "All trucks are to use the Hidebrandt entrance".
- Mr. McAnally questioned how the truck traffic would be controlled in order to ensure that all trucks would only use the Hildebrandt entrance.
- Mr. Beydoun stated the route is determined by the supplier, which will have the same driver most of the time that would use the same method for every delivery.

Motion by Lambert supported by Paul to recommend to Romulus City Council approval of Special Land Use for PC-2009-014, H&R Properties, Inc., to construct a 2,745 square foot gas station, convenience store and drive-thru restaurant based upon the finding that it is consistent with the Master Plan, compatible with adjacent land uses, has minimal impact on the environment and can be consistent with the Zoning Ordinance requirements, be compatible with public services, and have a minimal impact on traffic if the following are met:

1. The site plan is revised consistent with the Administrative Review Committee Reports;
2. Wayne County approval of the Middlebelt drive location and geometrics;
3. Shifting of the Hildebrandt drive up to 20 feet to the west; and
4. Any changes to the floor plan to accommodate a larger volume drive-thru restaurant would require revised special land and site plan approval

The subject site is located on the east side of Middlebelt Road between Hildebrandt and Wick Roads. Parcel# 82-80-050-99-0003-006. Roll Call Vote: Ayes – Lambert, Paul, Glotfelty, Burcroff, McAnally, Zilka, Freitag. Nays – None. Motion Carried.

Motion by Paul supported by Burcroff to grant site plan approval to PC-2009-015, H&R Properties, Inc., subject to the conditions of the Planning Director's summary memorandum dated April 14, 2010.

Discussion during the motion:

- Ms. Lambert requested that the approval of the waiver be added to the motion to allow the drive-thru window on the side wall at the front half of the building.

Motion by Paul supported by Burcroff to grant site plan approval to PC-2009-015, H&R Properties, Inc., to construct a 2,745 square foot gas station, convenience store and drive-thru restaurant subject to the conditions of the Planning Director's summary memorandum dated April 14, 2010 and discussion as follows:

1. Approval of the Special Land Use by the City Council;
2. Any major site layout changes as a result of Wayne County review and approval or the City engineers review may require revised approval by the Planning Commission;
3. Shifting of the Hildebrandt drive up to 20 feet to the west (consistent with the City Engineers direction);
4. Approval of the waiver to allow the Middlebelt drive to be 89.4 feet from the Hildebrandt intersection conditioned upon Wayne County approval;
5. Approval of the waiver to allow seven (7) drive-thru stacking spaces conditioned on the interior floor area remaining as indicated on the plan any reallocation of space to accommodate a larger volume restaurant will require revised approval;

6. Approval of the waiver of the submission of the canopy color, paint scheme and brand logo, this information must be submitted with a full application for a sign permit to the Building Department;
7. Approval to allow payment-in-lieu-of construction for the sidewalk along Hildebrandt Road. A cost estimate must be provided and approved by the City Engineer. Once the amount is approved, it must be submitted to the Planning Department prior to issuance of a Temporary Certificate of Occupancy;
8. No approval of the ground sign illustrated on the site plan;
9. Submission of eleven sets of revised plans to the ARC incorporating the following:
 - A. Compliance with LSL Planning, Inc. review letter dated March 18, 2010.
 - B. Compliance with Fire Department memorandum dated March 16, 2010.
 - C. Compliance with the Assessing Departments memorandum dated March 9, 2010.
10. Approval of the waiver to allow the drive-thru window on the side wall at the front half of the building.

The subject site is located on the east side of Middlebelt Road between Hildebrandt and Wick Roads. Parcel# 82-80-050-99-0003-006. Roll Call Vote: Ayes – Paul, Burcroff, Zilka, Glotfelty, McAnally, Lambert, Freitag. Nays – None. Motion Carried.

Discussion after the motion:

- Ms. Freitag clarified that the applicant understood the proposed sign was not included in the approval.
 - Mr. Beydoun stated they understood the proposed sign was not included in the approval.
- B. PC-2009-025/026; Nazir Jawich, requesting special land use and site plan approval to demolish the existing car wash and construct a 1,123 square foot addition to the existing gas station and convenience store for a subway restaurant located on a 1.18+- acre parcel on the south side of Eureka Road between Wahrman and Wayne Roads. The subject property is located at 35335 Eureka Road. Parcel# 82-80-130-99-0011-000. The parcel is zoned C-3, Highway Service District. (Action required: Hold a public hearing and make recommendation to City Council on special land use and take action on site plan)

Jeff Holman, Motor City Energy, and Ed Al-Saati, A&M Consultants, came forward to represent the petition.

Cynthia I. Lyon, AICP, Planning Director, reviewed the staff report dated April 8, 2010 and provided a power point presentation on the proposed project.

Let the record show that an affidavit of first class mail has been shown and is on file.

Chairperson Freitag opened the public hearing for public comments and asked if anyone wished to speak on this matter.

No one came forward. Chairperson Freitag closed the public hearing and opened the meeting for comments and discussion by the Commissioners as follows:

- Mr. Zilka questioned the reason for the height of the proposed building.
- Mr. Al-Saati stated the proposed building contains a second floor mezzanine with a private office.
- Mr. Zilka questioned if the proposed Subway Restaurant would replace the existing Subway Restaurant located at Eureka and Colbert.
- Mr. Holman stated the proposed Subway Restaurant will not replace the existing Subway Restaurant located at Eureka and Colbert.
- Ms. Freitag questioned if the intent is to capture the I-275 traffic.
- Mr. Holman confirmed that the intent is to capture the I-275 traffic.
- Mr. McAnally requested clarification on the location of the drive-thru window.
- Mr. Al-Saati stated the drive-thru window is located on the front half of the east elevation, which is according to the site plan.
- Ms. Freitag questioned if the applicant had any problems with the recommendations listed in the Planning Director's summary memorandum dated April 8, 2010.
- Mr. Al-Saati stated they would comply with all of the recommendations listed in the Planning Director's summary memorandum dated April 8, 2010.

Motion by Burcroff supported by McAnally to recommend to Romulus City Council approval of Special Land Use for PC-2009-025, Nazir Jawich, to demolish the existing car wash and construct a 1,123 square foot addition to the existing gas station and convenience store for a subway restaurant based upon the finding that it is consistent with the Master Plan, compatible with adjacent land uses, and has minimal impact on the environment and can be consistent with the Zoning Ordinance requirements, be compatible with public services, and have a minimal impact on traffic if the outstanding site plan items are addressed. The subject property is located at 35335 Eureka Road. Parcel# 82-80-130-99-0011-000. Roll Call Vote: Ayes – Burcroff, McAnally, Lambert, Paul, Zilka, Glotfelty, Freitag. Nays – None. Motion Carried.

Motion by Paul supported by Glotfelty to grant site plan approval to PC-2009-026, Nazir Jawich, subject to the conditions of the Planning Director's summary memorandum dated April 8, 2010.

Discussion during the motion:

- Mr. Paul requested a condition be added to the motion that the DPW be present when the water is disconnected for the car wash.

Motion by Paul supported by Glotfelty to grant site plan approval to PC-2009-025, Nazir Jawich, to demolish the existing car wash and construct a 1,123 square foot addition to the existing gas station and convenience store for a subway restaurant subject to the conditions of the Planning Director's summary memorandum dated April 8, 2010 and discussion as follows:

1. Approval of the Special Land Use by the City Council.
2. Clarification that the location of the drive-thru window is according to the site plan.
3. A waiver being granted to the drive-thru window location (front portion of the east elevation).
4. A waiver being granted to the required number (10) of drive-thru stacking spaces to allow seven (7) drive-thru stacking spaces.
5. Submission of eleven sets of revised plans to the ARC incorporating the following:
 - A. Compliance with LSL Planning, Inc. review letter dated March 24, 2010.
 - B. Compliance with the Building Departments memorandum dated March 15, 2010.
 - C. Compliance with Assessing Departments memorandum dated March 15, 2010
6. The DPW being present when the water is disconnected for the car wash.

The subject property is located at 35335 Eureka Road. Parcel# 82-80-130-99-0011-000. Roll Call Vote: Ayes – Paul, Glotfelty, Zilka, McAnally, Burcroff, Lambert, Freitag. Nays – None. Motion Carried.

Mr. Zilka requested that he be excused from participating in PC Case 2010-003/004, New Freedom Fellowship Ministries, because he is in a contract with the applicant/property owner.

- C. PC-2010-003/004; New Freedom Fellowship Ministries, requesting special land use and sketch plan approval for a place of worship located on a .37+- acre parcel on the south side of Goddard Road between Moore and Hunt Streets. The subject property is located at 36015 Goddard Road, Suite #200. Parcel# 82-80-077-02-0065-300. The parcel is zoned CBD-1, Central Business Transition District. (Action required: Hold a public hearing and make recommendation to City Council on special land use and take action on sketch plan)

Rick Perry, property owner, and Pastor Anderson, tenant, came forward to represent the petition.

Cynthia I. Lyon, AICP, Planning Director, reviewed the staff report dated April 8, 2010 and provided a power point presentation on the proposed project.

Let the record show that an affidavit of first class mail has been shown and is on file.

Chairperson Freitag opened the public hearing for public comments and asked if anyone wished to speak on this matter.

No one came forward. Chairperson Freitag closed the public hearing and opened the meeting for comments and discussion by the Commissioners as follows:

- Mr. Paul questioned if the applicant had a problem with the Assessing Department's recommendation to combine all three (3) lots into one lot.
- Mr. Perry stated that he had no problem combining all three (3) lots into one lot.
- Mr. McAnally questioned if any new construction would be necessary.
- Mr. Perry stated no new construction would be necessary.
- Mr. Burcroff clarified that the church would be located in the suite that was previously used for Curves.
- Mr. Perry confirmed that the church would be located in the suite that was previously used for Curves.
- Mr. Burcroff welcomed Pastor Anderson to their new location and confirmed that their church has been worshipping at the Romulus Athletic Center.
- Pastor Anderson confirmed that their church has been worshipping at the Romulus Athletic Center since 2008.
- Mr. Burcroff questioned if any other activities were offered at the church other than worship and Bible study.
- Pastor Anderson stated that worship and Bible study were the only activities at the church.

Motion by McAnally supported by Lambert to recommend to Romulus City Council approval of Special Land Use for PC-2010-003, New Freedom Fellowship Ministries, for a place of worship based upon the finding that it is consistent with the Master Plan, compatible with adjacent land uses, has a minimal impact on the environment, is consistent with the Zoning Ordinance, is compatible with public services, and has a minimal impact on traffic. The subject property is located at 36015 Goddard Road, Suite #200. Parcel# 82-80-077-02-0065-300. Roll Call Vote: Ayes – McAnally, Lambert, Burcroff, Glotfelty, Paul, Freitag. Abstain – Zilka. Nays – None. Motion Carried.

Motion by Burcroff supported by McAnally to grant sketch plan approval to PC-2010-004, New Freedom Fellowship Ministries, for a place of worship subject to the conditions of the Planning Director's staff report dated April 8, 2010 as follows:

1. Approval of the Special Land Use by the City Council.
2. Lots being combined with the City Assessing Department.

The subject property is located at 36015 Goddard Road, Suite #200. Parcel# 82-80-077-02-0065-300. Roll Call Vote: Ayes – Burcroff, McAnally, Lambert, Paul, Glotfelty, Freitag. Abstain – Zilka. Nays – None. Motion Carried.

6. New Business

- A. City of Romulus DPW 2010 Infrastructure Improvements. The City of Romulus Ordinance Chapter 24 and Public Act 33 of 2008, as amended, require that any City projects planned for construction during the year be approved by the Planning Commission. (Action required: Review and approve 2010 Infrastructure Improvements)

Derrick Schueller, DPW Assistant Director, came forward as the representative.

Cynthia I. Lyon, AICP, Planning Director, stated that it is a requirement of Public Act 33 and the recent amendments to Chapter 24 that all the roads utilities infrastructure projects come before the Planning Commission for approval.

- Ms. Lyon stated that we worked with the DPW and decided that it would be best to present the Commission with all of the planned projects for the entire year at one time.
- Ms. Lyon stated that the new requirements also tie to the next item on the agenda for the Parks and Recreation Department.

Chairperson Freitag opened the meeting for comments and discussion by the Commissioners as follows:

- Mr. Schueller stated that the City is fortunate to have projects moving forward in today's economy.
- Mr. Schueller stated the Shook and Huron River Drive resurfacing projects will begin soon.
- Mr. Schueller stated the Wahrman Road Phase II project to relocate the intersection to the east and hopefully eliminate the traffic problems at the existing intersection has already begun.
- Mr. Schueller stated the Harrison and Hildebrandt project will address the terrible road conditions on both of those roads.
- Mr. Schueller stated that the Shook and Huron River Drive projects are stimulus projects funded by the Federal Government and the Wahrman Road Phase II project and the Harrison/Hildebrandt project are TIFA funded projects and he thanked them for their support.
- Mr. Schueller referred to the map in the packet that highlights the City of Romulus projects, as well as, other projects occurring in the City that are under the jurisdiction of either Wayne County or MDOT.

Chairperson Freitag opened the meeting for comments and discussion by the Commissioners as follows:

- Mr. Burcroff questioned if the time frame noted on the map for each project is accurate.
- Mr. Schueller stated that the dates are fairly accurate, but he will try to stay in the loop for the projects not in our jurisdiction in case there are changes.
- Mr. Zilka questioned if Wayne County intended to make improvements to the north side of Eureka Road at Wahrman Road.
- Mr. Schueller stated that is part of the Wahrman Road Phase II improvement project to construct the north and south leg at Eureka Road.
- Mr. Paul questioned if the Harrison Road improvement would be from Hildebrandt to Wick Road.
- Mr. Schueller stated the Harrison Road improvement would consist of a 3 lane concrete road between Wick and Goddard Roads and the Hildebrandt Road improvement would consist of a 2 lane concrete road between Middlebelt and Harrison Roads.

Motion by Zilka supported by Lambert to approve the City of Romulus DPW 2010 Infrastructure Improvement Projects as listed in the Assistant DPW Director's memorandum dated March 26, 2010 per the requirement of Public Act 33 and the recent amendments to Chapter 24. Roll Call Vote: Ayes – Zilka, Lambert, Burcroff, McAnally, Glotfelty, Paul, Freitag. Nays – None. Motion Carried.

- B. City of Romulus Parks & Recreation Department has received a grant from Wayne County Park Millage in the amount of \$25,000 for a pavilion and asphalt at Park #1. The City of Romulus Ordinance Chapter 24 and Public Act 33 of 2008, as amended, require that any City projects planned for construction during the year be approved by the Planning Commission. (Action required: Review and approve Improvement)

Tonya Cofield, Parks and Recreation Department, came forward as the representative.

- Ms. Cofield stated a grant was received from the Wayne County Park Millage in the amount of \$25,000 to resurface the basketball court and provide a pavilion at Park #1.
- Ms. Cofield stated the portion of the project to resurface the basketball court has already been completed and approval is being requested for the pavilion portion of the project.

Chairperson Freitag opened the meeting for comments and discussion by the Commissioners as follows:

- Mr. McAnally questioned if the basketball court area is shown on the map provided.
- Ms. Cofield stated the basketball court area is not shown on the map because the specific request is for the pavilion.

- Mr. McAnally referenced the map and questioned if the proposed pavilion would be located where it is indicated by the square labeled “pavilion” and also questioned what the surface was under the pavilion.
- Ms. Cofield confirmed that the pavilion would be located where it is indicated by the square labeled “pavilion” and stated that the pavilion would be located on the old basketball court.
- Mr. McAnally clarified that there is a new basketball court located in the park that is not shown on the map submitted.
- Ms. Cofield confirmed that the new basketball court is located where the old tennis courts were located.
- Mr. McAnally questioned if the new basketball court area is on the other side of the baseball field that is not shown on the map submitted.
- Ms. Cofield confirmed that the new basketball court is located on the other side of the baseball field that is not shown on the map submitted.
- Mr. Burcroff commented that it is a positive thing to be receiving grants from Wayne County that can be used for our parks because the City needs it, the improvements will be appreciated and it helps our citizen’s quality of life.

Motion by Paul supported by Burcroff to approve the City of Romulus Parks and Recreation Department Improvement Project at Park #1 as stated in the Director’s memorandum received March 29, 2010 per the requirement of Public Act 33 and the recent amendments to Chapter 24. Roll Call Vote: Ayes – Paul, Burcroff, Lambert, Zilka, Glotfelty, McAnally, Freitag. Nays – None. Motion Carried.

7. Old Business

- A. Planning Commission By-Laws; Pursuant to Public Act 33 of 2008, as amended, updated by-laws have been prepared. (This item was tabled at the February 17, 2010 meeting. Action required: Review and adopt by-laws)

Motion by McAnally supported by Lambert to remove the Planning Commission By-Laws from the table. Roll Call Vote: Ayes – McAnally, Lambert, Burcroff, Paul, Glotfelty, Zilka, Freitag. Nays – None. Motion Carried.

Cynthia I. Lyon, ACIP, Planning Director, stated the draft By-Laws were distributed at the February 17, 2010 Planning Commission meeting and the item was tabled at that meeting to allow more members to be present, so if the Commission wished they could move forward at this time.

Motion by Burcroff supported by Lambert to adopt the Planning Commission By-Laws as presented. Roll Call Vote: Ayes – Burcroff, Lambert, McAnally, Zilka, Glotfelty, Paul, Freitag. Nays – None. Motion Carried.

8. Public Discussion – None.

9. Reports

A. Chairperson

B. City Planner

- Ms. Lyon stated that an electronic Planning Commission packet was sent via email this month to those members who provided us with an email address and that we are also working with the IT Department to provide an electronic login through the City's website in order to access and view the Planning Commission packets.
- Ms. Lyon explained that a cost analysis found that it cost approximately \$2,000.00 to prepare the paper packet for this month's meeting, which included the applicant cost and City cost.
- Ms. Lyon stated in an effort to take advantage of the significant cost savings, we should work towards having future packets transmitted electronically and she requested feedback, comments or concerns from the Commissioners.
- Mr. McAnally commented that he could understand receiving the documentation from the packet, but it would be hard to view the prints online.
- Ms. Lyon stated the intent is to start accepting electronic submissions, which would eliminate the 24X36 prints and be easier to view than the scanned prints.
- Ms. Lyon stated we are trying to look at the cost savings for the City, as well as the applicant, but as we begin to implement this process a paper packet could also be available for pickup at the Planning Department or continue to be mailed.
- Mr. Paul questioned if the electronic prints would be too small to read on a computer.
- Ms. Lyon stated the prints could be read from a larger monitor and there is also software available that allows you to review and redline the prints, but agreed it may be awhile before we reach that point.
- Ms. Lyon stated that the site plan portion of the packet is very costly to the applicant and it would be beneficial to help cut down on the submission cost.
- Mr. Burcroff commented that he is in favor of receiving the packets electronically and cost savings should be considered during these tough economic times, but if a dual system is going to be implemented until the technology issues are resolved then he will also pick up his packet.
- Mr. McAnally stated that it is not difficult to work with a digital drawing, you can zoom in on the section you want to view and scroll across the page in the zoomed mode and that having an intranet with a document room that is password protected would be an easier way to provide packets rather than loading them onto your email.
- Ms. Lyon stated the packet could also be burned onto a disk if that would be preferred or there are a lot of options that could be accommodated in order to do our part.
- Ms. Freitag questioned the status of the KFC/Taco Bell project.

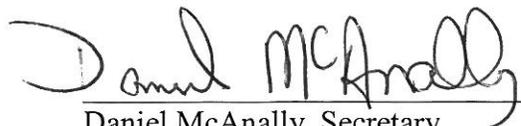
- Ms. Lyon stated that she has not heard anything and would check with the Economic Development Department on the status of that project.

10. Communication

- A. Minutes of the Regular meeting of the City of Romulus Board of Zoning Appeals held on January 6, 2010.
- B. Updated Planning Commissioner's Phone List.

11. Adjournment– Motion by Paul supported by Lambert to adjourn the meeting at 8:04 p.m.
Roll Call Vote: Ayes – Paul, Lambert, Burcroff, McAnally, Glotfelty, Zilka, Freitag.
Nays – None. Motion Carried.

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Daniel McAnally, Secretary
City of Romulus Planning Commission