

**MINUTES OF THE REGULAR MEETING OF THE CITY OF ROMULUS PLANNING
COMMISSION HELD ON WEDNESDAY, FEBRUARY 22, 2012**

1. The meeting was called to order by Chairperson Freitag at 7:00 p.m.
2. Roll Call Showing: Daniel McAnally, Melvin Zilka, Leroy Burcroff, Michael Glotfelty, Diane Banks Lambert, Byron Butler and Cathy Freitag
Excused: Michael Prybyla, David Paul
Also in attendance: Carol Maise, City Planner, Linda McNeil, Sr. Secretary
3. Motion by Burcroff supported by Lambert to approve the agenda as presented. Roll Call Vote: Ayes – Burcroff, Lambert, McAnally, Glotfelty, Butler, Zilka and 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 Monday, January 18, 2012.
5. Comments from Public on Non Agenda Items
6. New Business
 - A. PC-2011-017; Clarion Hotel Parking Reconfiguration, 8600 Merriman, requesting site plan approval for the parking lot reconfiguration located on a 5.82+- acre parcel on the west side of Merriman Road. Parcel# 82-80-043-99-0004-000. (Action required: Review site plan)
 - B. 2011 Planning Commission Annual Report; Pursuant to Public Act 33 of 2008, as amended, an annual report has been prepared detailing activity of the Commission during 2011. (Action required: Review and approve 2011 Planning Commission Annual Report and recommend that the report be submitted to the Mayor and City Council)
7. Cases Involving Advice or Input from the Planning Commission
8. Reports
 - A. Chairperson

B. City Planner

1. Status of PC-2011-007; Dollar General (memo emailed)
 2. Status of Pending Planning Commission Cases
-
9. Reports on Interest Designation
 10. Communications
 11. Adjournment
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4. Motion by Zilka supported by McAnally to approve the minutes of the regular meeting of the Planning Commission held on Monday, January 18, 2012. Roll Call Vote: Ayes – Zilka, McAnally, Glotfelty, Burcroff, Butler, Lambert and Freitag. Nays – none. Motion carried.
 5. Comments from Public on Non Agenda Items – None.
 6. New Business:
 - A. PC-2011-017; Clarion Hotel Parking Reconfiguration, 8600 Merriman, requesting site plan approval for the parking lot reconfiguration located on a 5.82+- acre parcel on the west side of Merriman Road. Parcel# 82-80-043-99-0004-000. (Action required: Review site plan)

Chairperson Freitag opened the meeting for discussion and comments from the petitioner.

- Ms. Maise gave a brief overview of the project and a summary of her report dated February 22, 2012 which included Clarion's request, background and site information. She also included recommended conditions of approval which are a land division, easement dedication, and compliance with dimensional and parking requirements.
- John Ponitz, Attorney for Clarion Hotel and Robert Hanna, Clarion Hotel General Manager came forward and stated they were prepared to answer any questions the Planning Commission may have in regards to their project.
- Mr. Burcroff questioned if it is possible to reconfigure the nonconforming front setback at the Wickham Road driveway that Ms. Maise referred to in her report.
- Mr. Ponitz answered that from the Clarion Hotel's stand point the Speedway employee parking is not their issue, it is a Speedway issue. Mr. Ponitz went on to say that from Clarion's understanding the issue is access to those spaces which are going to be used for employee parking, and that should not be a heavily used area.
- Mr. Burcroff stated that he would like to see it reconfigured rather than having them have to get a variance and he went on to question whether the ten (10) additional spaces on the south side are available for use to both businesses.

- Mr. Ponitz answered that the ten (10) additional spaces are for hotel guests only and that they would be willing to put up a sign to limit the use to hotel guests only. He went on to that Speedway has sufficient parking and should not need to utilize additional spaces.
- Mr. Burcroff stated that he would hate to see the Speedway patrons encroach over and utilize those spots as Clarion is going to need those spots for their patrons.
- Mr. McAnally stated that he has noticed limousines idling and that pedestrians who are walking back and forth between properties need to be protected. He also questioned whether Clarion still has plans for the Park and Fly.
- Mr. Ponitz answered that the Park and Fly plan is on the back burner for now.
- Mr. Burcroff stated that he appreciated that Clarion has been working with Speedway to make this all work so that there are two successful businesses.
- Mr. Ponitz questioned whether Clarion could be permitted to keep the barbed wire up on the western boundary of the property for security purposes.
- Mr. Burcroff asked whether the barbed wire was on the southern boundary.
- Mr. Ponitz apologized and stated it would be the southern boundary.
- Ms. Maise stated that this issue was discovered through the review process by the Building Department as the barbed wire is not allowed in the RC District per the Ordinance. Ms. Maise stated that she would address this issue with Mr. McCraight at the Building Department.
- Mr. Burcroff stated that based on Mr. McCraight's report dated February 8th he would like to keep the removal of the barbed wire on the site plan and that if this issue is worked out through the Administrative process then he would not have a problem with that.
- Ms. Freitag asked for clarification on Mr. Burcroff's question in regards to the reconfiguration of the front yard setback.
- Mr. Burcroff stated that he would rather see Clarion reconfigure the front yard setback rather than have to get a variance, which would slow the process up.
- Ms. Maise stated that she and Mr. Scappaticci at the Department of Public Works have both looked at it and it seems like it can be tweaked pretty easily, but as Mr. Burcroff said it is a Speedway issue and not Clarion's.
- Ms. Freitag stated that she does not see a problem with giving Clarion a side yard setback waiver for the one (1) foot six (6) inches on the other side of the property.

Motion by Burcroff supported by McAnally to approve the site plan for PC-2011-017 Clarion Hotel Parking Reconfiguration at 8600 Merriman Road subject to:

1. The Planning Commission finding that a waiver to allow a side yard setback of 1-foot 6-inches is warranted since there is shared access between the Clarion Hotel site and the adjacent Speedway Gas Station site.
2. The site plan approval is conditioned upon the following:
 - a. Documentation for the warranty/quit claim deed for the 43 feet of property along Wickham Road shall be provided during the land division review.

- b. The land division between Clarion and Speedway must be completed prior to issuance of any building permits for the parking reconfiguration.
- c. Verification that the proposed ingress/egress easement on Wickham Road must be recorded prior to issuance of a building permit.
- d. "No Parking" signs shall be posted along the front of the building as determined by the Fire Department during engineering review.
- e. Pavement repairs and/or restriping shall be provided as determined by the Building and Safety Director during building plan review.
- f. The applicant shall work with Speedway to provide a pathway if pedestrian access between the new parking area and the Speedway station becomes necessary.
- g. Submittal of eleven (11) copies of a revised site plan for administrative review addressing the following:
 - (1) Limits of the existing Merriman Road ingress/egress easement must be shown.
 - (2) To achieve the allowed nonconforming front setback of 15 feet along Wickham road, the driveway must either be redesigned or a variance from the BZA is required.
 - (3) If the proposed new parking spaces are restricted to Clarion Hotel guests only, signage shall be provided.

Roll Call Vote: Ayes – Burcroff, McAnally, Zilka, Lambert, Butler, Glotfelty, and Freitag.
Nays – None. Motion Carried.

- B. 2011 Planning Commission Annual Report; Pursuant to Public Act 33 of 2008, as amended, an annual report has been prepared detailing activity of the Commission during 2011. (Action required: Review and approve 2011 Planning Commission Annual Report and recommend that the report be submitted to the Mayor and City Council)
- Ms. Maise gave a brief overview of the Planning Commission Annual Report and made note that the total number of applicants are up from the previous year, the Zoning Ordinance is up and running, and that Medical Marihuana is on hold based on the recommendation of Special Council.
 - Mr. Burcroff stated that the committee had met and a lot is changing right now, and that City Council has the option to extend the moratorium again so there is no sense in moving forward with it at this time.
 - Ms. Maise directed the Planning Commissioners to Future Projects on page four (4) of the Planning Commission Annual Report and explained that she needed their help in

determining which of these projects they wanted the Planning Department to pursue for the 2012-2013 budget year, as the Budget meeting for the Planning Department will be coming in the next few weeks.

- Ms. Maise explained that the Geographic Information System (GIS) is coming and has been very useful already. She went on to say that since the recent rezoning they are starting to see some development activity in the Southern Gateway area and that an amendment to the Zoning Ordinance to create the Southern Gateway Overlay District may be warranted. Also, the Metro Centre Overlay District PDA agreement is due to expire this year and Tim Keyes has been talking with the attorneys to find out the implications of that. She went on to say that with the PDA agreement expiring this may be a good time to implement the overlay district. And she finished by saying that Aerotropolis and Wayne County Airport Authority are just for informational purposes and that she will be happy to pursue whatever the Planning Commission wishes are and try to get something worked into the budget.
- Ms. Freitag stated that she believes we need to keep moving forward on both the Southern Gateway Overlay District and Metro Centre Overlay District.
- Ms. Lambert stated that the Planning Commission worked long and hard in extra meetings on the Metro Centre PDA and that she would hate to see that just go away. She went on to say that the economy is picking up and she would be in favor of both of these projects continuing.
- Mr. Burcroff stated that he agreed and would be in favor of both projects going forward. He also went on to say that the Aerotropolis is viable and that they are currently doing a study to come up with a new name to market it. He also went on to say that he has just received the new Master Plan from the Wayne County Airport Authority and that the good news is that they do not have that additional runway in the plan.
- Mr. Zilka questioned whether the City of Romulus still meets with the Wayne County Airport Authority and went on to say that he has concerns with the Cell Phone Lot on Eureka Road. He continued by saying that he has witnessed on several occasions people being nearly rear-ended because there is no right hand turn lane.
- Ms. Maise answered by saying that she would pass this information along to Tim Keyes.

Motion by Burcroff supported by Zilka to accept the 2011 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 – Burcroff, Zilka, Lambert, Glotfelty, Butler, McAnally and Freitag. Nays – None. Motion Carried.

7. Cases Involving Advice or Input from the Planning Commission –

- Ms. Maise explained that there are uses out there that are not covered in the Zoning Ordinance and that there has been a request that came through the Ordinance and Building Department from Comfort Inn to have valet parking. She went on to say that Valet Parking is a common accessory use that is not covered in the ordinance. Through meetings with the applicant, it has been determined that this use is much more than just valet parking. This particular applicant is basically doing short term park and fly parking which is not covered in the ordinance. This applicant takes the vehicles in and then they are quickly taken off site to another community. It was decided that the Planning and Building Departments cannot make a determination on the use and that Ms. Maise would bring in to the Planning Commission to see how the Commission feels about us doing some further analysis. Both the Zoning Ordinance and the Code of Ordinances for parking need to be consistent and at this time they are not.
- Ms. Lambert stated that the Ordinance was scripted to protect the long term parking and the businesses that have been in the City for years, and that she can see a hundred different ways and stories that people are going to come up with to violate our Ordinance and that any language would have to be super super tight to prevent that from happening.
- Ms. Maise stated that both long term parking and park & fly require special land use approval and suggested that we regulate all such parking as special land uses that have to come before Planning Commission for approval.
- Ms. Freitag stated that she did not understand valet parking as the car being taken to another community and stored.
- Ms. Maise stated that the Romulus Police Department has enlightened us to the crime that is associated with this type of use.
- Mr. Burcroff stated that we are a city surrounded by the an airport and this is not the type of valet parking that you would see at a restaurant, so it would make sense that we keep them all as special land uses so that we can keep a handle on what is going on.
- Mr. McAnally questioned whether the city where they are parking the cars has an ordinance that would prevent this.
- Ms. Maise answered that they have an agreement with the City of Wayne to park them in their parking structure.
- Mr. McAnally stated that this is going to require some work and that he likes the direction the Planning Commission is going in.
- Ms. Maise stated that at the very minimum we need to make sure that our Zoning Ordinance and Code of Ordinances are consistent and at this time they are not.
- Mr. McAnally questioned what part of the ordinance the applicant is violating at this time.

- Ms. Maise answered that it was her understanding that the number of vehicles on site and the fact that they are moving the vehicles around from one spot to another and basically doing long term parking.
- Ms. Lambert stated that they are not hotel guests that parked at Airlines Parking. They park their car at the hotel, took a flight, and left the city.
- Mr. Butler questioned if they were doing the valet parking from the hotels and the airport.
- Ms. Maise answered no, that they were doing it from a little desk inside the Comfort Inn and that you could also make the arrangements on-line. She went on to say that the service is also offered at three hotels off Middlebelt Road.
- Mr. Butler questioned whether they were running a business inside of a business.
- Ms. Maise answered yes and went on to say that it requires a business registration through the Clerk's office and a reoccupancy through the Building Department, and this creates a burden on the enforcement through the Ordinance Department.

8. Reports

A. Chairperson

- Ms. Freitag stated that she has nothing to report and would like to turn the floor over to Mr. Burcroff.
- Mr. Burcroff encouraged everyone to attend the Winter Frost Day at Mary Ann Banks Park on February 24th from 4:00 p.m. till 9:00 p.m.

B. City Planner

- Ms. Maise stated that they have received a couple sign variances applications and that they are starting to notice some issues with the Sign Ordinance standards that may need to be addressed. She went on to say that the Building Department enforces the Sign Ordinance and Ms. Maise made a request that if any of the Commissioners see something that may not be in compliance with the Ordinance to let the Planning Department know.
- Mr. Burcroff stated that the intent of the temporary sign section of the Sign Ordinance was for special events and that he has noticed that temporary signs are being used more and more as permanent signs and that we need to enforce that or change that portion of the sign ordinance.
- Ms. Freitag stated that she noticed that the dentist office on Goddard Road is constructing a new sign that is built with brick that does not match the brick that the building was built with.

- Ms. Maise followed up by saying that the ordinance addresses such things as building material requirements and that she would get with Mr. McCraight in the Building Department in regards to this issue.
- Ms. Freitag also questioned a new sign and company on Goddard Road called Gatex and whether they needed to come before the Planning Commission.
- Ms. Maise questioned if Ms. Freitag was referring to the asphalt company.
- Ms. Freitag answered that she was not aware that it was an asphalt company and questioned whether they should have come before the Planning Commission.
- Ms. Maise stated that she did not think that use was allowed in that district and she would follow-up with the Building Department to see if they did a reoccupancy permit.
- Mr. Zilka stated that there are a number of real estate signs throughout the city that need to be cleaned up that are in disrepair.
- Ms. Maise stated that on March 7th the Board of Zoning Appeals will be hearing the Dollar General variance request and that the Planning Commissioners are more than welcome to attend. She went on to say that Bob McCraight was planning on attending tonight's meeting but was unable to make it and they if any of the Commissioner's have questions to please give him a call. She also went on to question whether the Commissioner's had their original site plans or if they needed a copy, as the Planning Department is making copies for the Board of Zoning Appeal members and could make copies for them as well.
- Mr. Burcroff requested that the Planning Department make copies for everyone. He went on to say that it was presented to Planning Commission as a brick building and he requested that the Commissioner's review them before the meeting on March 7th.
- Ms. Lambert stated that even without the plans in front of her she knew the minute she drove by it that it was not the building the Planning Commission approved.
- Ms. Maise stated that there are two issues. The first one being the building material which was presented as brick panel material. The second issue being the front of the building, which the Planning Commission approved as a solid brown color and they added the stone. So the issues are the material, the color and the design. Ms. Maise finished by saying that if the Commissioners have any questions feel free to give Bob McCraight a call.
- Mr. McAnally stated that he did not recall seeing vinyl mentioned anywhere in the plans.
- Ms. Freitag stated that it was not.
- Ms. Maise stated that they will say that the sample piece that was passed around at the Planning Commission meeting is what is on the building currently, but they do admit the color is different. What they explained when Mr. Burcroff asked was that it was not a true brick, but the rendering that was passed around indicated a brick panel siding and we

understood that to be a half brick. And she went on to say that there was no mention of vinyl anywhere.

- Ms. Freitag stated that she explained to the Dollar General representatives that the Planning Commission approves site plans not samples.
- Ms. Maise stated that the sample stated “Hand Laid Brick”.
- Ms. Freitag mentioned that the sample was very misleading.
- Mr. Burcroff stated that he recalls that when he questioned the applicant at the Planning Commission meeting, the applicant answered that it was a type of brick. He went on to say that he would not have approved any type of vinyl product. He encouraged everyone to watch the DVD and to attend the March 7th Board of Zoning Appeals meeting and that he also plans on attending the meeting.
- Ms. Maise invited anyone who wanted to watch the DVD to let herself or Linda know and they would make arrangements for such.
- Mr. Kadau volunteered to make copies for the Planning Commission members.
- Ms. McNeil stated that she could have the plans ready to be picked up at the same time the DVD’s are ready.
- Mr. McAnally questioned whether the Commissioners could pick up the plans.
- Ms. Maise stated that they could get everything copied and ready for pick-up on Monday after lunch.
- Ms. Maise gave a brief status update and indicated that she has had several applicant meetings and that if it all comes through, we are going to be busy and she finished by saying that it is a very exciting time.
- Ms. Lambert questioned what was going on with the Holiday Inn at 8400 Merriman Road.
- Ms. Maise answered that Holiday Inn has installed a rather large generator that requires screening which we are working with them through Administrative Review Committee to resolve.
- Mr. Zilka questioned whether D&G has started their project for Propane Services.
- Ms. Maise answered that they are currently going through the engineering process and that they were in the office inquiring about some old projects that may get going again.

9. Reports of Interest Designation – None

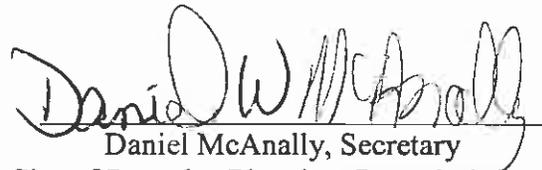
10. Communications

- Ms. Lambert congratulated Mr. Burcroff on the birth of his first grandchild and expressed how excited she is for him.

- Mr. Burcroff showed a picture of his new grandson “Gavin Lee Burcroff” and thanked everyone for the best wishes and a special thank you to the person that left the framed picture of his grandson in his mailbox.

11. Adjournment– Motion by Zilka supported by Lambert to adjourn the meeting at 7:57 p.m. Roll Call Vote: Ayes – Zilka, Lambert, McAnally, Butler, Burcroff, Glotfelty and Freitag. Nays – None. Motion Carried.

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Daniel McAnally, Secretary
City of Romulus Planning Commission