

MINUTES OF THE REGULAR MEETING OF THE CITY OF ROMULUS  
PLANNING COMMISSION HELD ON MONDAY, JULY 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,  
Leroy Burcroff, Mike Glotfelty, Byron Butler, Michael  
Prybyla, Dave Paul, Cathy Freitag  
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, Butler, Paul, Prybyla, Glotfelty, McAnally,  
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, June 21, 2010.
5. Comments from Public on Non Agenda Items
6. Public Hearings
  - A. PC-2010-008/009, Integrity Truck Driving School, requesting special land use  
and site plan approval to operate a truck driving school located on 5.3+-  
developed acres of a 10+- acre parcel on the south side of Goddard Road  
between Middlebelt and Harrison Roads. Parcel# 82-80-094-99-0011-000.  
Zoning: M-T, Industrial Transportation District. Truck driving schools are  
permitted in the M-T, Industrial Transportation District, subject to Special  
Land Use Approval. (Action required: Hold a public hearing and make  
recommendation to City Council on special land use and take action on sketch  
plan)
7. Old Business
  - A. PC-2010-006/007, Five Bay Auto Service Shop, requesting special land use  
and site plan approval to construct a 2,889 square foot 5-bay automotive  
service shop. The subject property is located on a .73+- acre parcel on the  
northeast corner of Wayne and Goddard Roads. Parcel# 82-80-063-99-0008-

000. (This item was tabled at the Planning Commission meeting held on June 21, 2010).

8. New Business

- A. City of Romulus Parks & Recreation Department requesting approval to construct a pavilion at the Historical Park located on the corner of Hunt and Bibbins Street. 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)

9. Cases Involving Advice or Input from the Planning Commission

10. Reports

- A. Chairperson  
B. City Planner

11. Reports on Interest Designation

12. Communications

- A. Minutes of the Regular meeting of the City of Romulus Board of Zoning Appeals held on June 2, 2010.

13. Adjournment

4. Motion by Prybyla supported by McAnally to approve the minutes of the regular meeting of the Planning Commission held on Monday, June 21, 2010. Roll Call Vote: Ayes – Prybyla, McAnally, Glotfelty, Paul, Butler, Burcroff, Zilka, Lambert, Freitag. Nays – none. Motion Carried.
5. Comments from Public on Non Agenda Items – None.
6. Public Hearings
- A. PC-2010-008/009, Integrity Truck Driving School, requesting special land use and site plan approval to operate a truck driving school located on 5.3+- developed acres of a 10+- acre parcel on the south side of Goddard Road between Middlebelt and Harrison Roads. Parcel# 82-80-094-99-0011-000. Zoning: M-T, Industrial Transportation District. Truck driving schools are permitted in the M-T, Industrial Transportation District, subject to Special Land Use Approval.

(Action required: Hold a public hearing and make recommendation to City Council on special land use and take action on sketch plan)

Scott Steiner and Bob Vizler, Integrity Truck Driving School, came forward to represent the petition.

Cynthia I. Lyon, AICP, Planning Director, reviewed the summary memorandum dated June 28, 2010 and provided photos received from the property owner showing that the site has been cleaned up.

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

- Mr. Steiner stated Integrity Truck Driving School is an existing business that is relocating their operation to Romulus.
- Mr. Steiner stated the subject site would be used for the onsite training instruction on how to operate the vehicles; the classroom portion of the operation would be conducted at another site.
- Mr. Steiner stated they understood that only the front 5.3 acres could be used for their operation and if they wanted to expand their operation to the back portion of the property they would have to come back before the Planning Commission for approval.
- Mr. Steiner stated they take a lot of pride in maintaining their facility and strive to maintain a class operation.
- Mr. Steiner stated each of the criteria has been addressed for the special land use standards; but it is important to note that this use is much less intensive than other allowable uses in the district.
- Mr. Steiner stated all of the recommendations are acceptable for the sketch plan; however they would prefer to clean up and trim the existing landscaping and only install the additional landscaping if the existing landscaping is not sufficient buffering along the front.

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.

- Mr. McAnally read the letter dated July 16, 2010 from Yves Rea in support of the project.

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 if there were any future plans to use the southern portion of the property.

- Mr. Steiner stated there are no future plans to use the southern portion of the property because the 5.3 paved portion of the property they are leasing is sufficient for their operation and in order to use the southern portion of the property they would have to obtain further approval from the Planning Commission.
- Mr. Zilka questioned if the weeds could be cut down along the east and west fence line.
- Mr. Steiner stated they would cut the weeds down along the east and west fence line.
- Mr. Zilka stated the brick wall located on the east side of the gate needed to be repaired.
- Mr. Steiner stated they would repair the brick wall located on the east side of the gate.
- Mr. Zilka stated they should repair the brick wall as needed.
- Mr. Steiner stated the property is overgrown because it has been vacant for a long time.
- Ms. Freitag clarified that this is an existing operation and just the training portion of the operation was being moved to the subject site.
- Mr. Vizler stated “Phase 1” of the project is to secure the subject site for the onsite training portion of the program and then “Phase 2” of the project is to find an existing building for recruiting students and classroom training.
- Ms. Freitag questioned if they were considering a location in Romulus to accommodate “Phase 2” of their operation.
- Mr. Vizler confirmed they were looking for a building in Romulus that would accommodate “Phase 2” of their operation because they wanted the school and training facilities to be as close together as possible.
- Mr. Burcroff stated he had no problem with the special land use and believed the use would fit in that location; but questioned if they were requesting the landscaping be disregarded in front of the fence.
- Mr. Steiner stated the request is to clean up and manicure the existing landscaping and if after inspection it is determined by staff that the existing landscaping is inadequate to provide the required buffering then the additional landscaping would be installed along the front.
- Mr. Burcroff clarified they wanted to reserve the right to come back before the Planning Commission and alter the sketch plan submitted.
- Mr. Steiner confirmed they wanted to reserve the right to come back before the Planning Commission and alter the sketch plan submitted.
- Mr. Burcroff stated he would like the additional landscaping installed.
- Mr. Glotfelty questioned if they intended to store fuel on site.
- Mr. Steiner stated they did not intend to store fuel on site.
- Mr. Glotfelty questioned how they intended to wash the equipment.
- Mr. Vizler stated they have a portable power washer that would be used to wash the equipment.

- Mr. Paul agreed the additional landscaping should be installed and stated a few of the sidewalk flags needed to be replaced.
- Ms. Lyon referred to page 6 of the Planning Department Technical Report dated July 12, 2010 and stated as a compromise the required 10 evergreen trees and 99 shrubs were waived in order to account for the existing landscaping; however, if the applicant would like to trade the 10 deciduous trees for 10 evergreen trees that could be worked out administratively.

Motion by Burcroff supported by Zilka to recommend to Romulus City Council approval of Special Land Use for PC-2010-008, Integrity Truck Driving School, to operate a truck driving school 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. The subject property is located on 5.3+- developed acres of a 10+- acre parcel on the south side of Goddard Road between Middlebelt and Harrison Roads. Parcel# 82-80-094-99-0011-000. Roll Call Vote: Ayes – Burcroff, Zilka, Lambert, McAnally, Glotfelty, Prybyla, Paul, Butler, Freitag. Nays – None. Motion Carried.

Motion by Lambert supported by Prybyla to grant approval to PC-2010-009, Integrity Truck Driving School, to operate a truck driving school subject to the conditions of the Planning Director's summary memorandum dated June 28, 2010 and discussion as follows:

1. Approval of the Special Land Use by the City Council.
2. No gate being provided in the fence separating the paved and non paved portions of the property.
3. No storage of trucks other than used for the truck driving school operations.
4. Lighting being adjusted downward and any new lighting complying with ordinance standards.
5. Proper permits for occupancy and signs be obtained from the Building Department.
6. Cleanup of the fence line on the east and west side of the property.
7. Repair the brick wall as needed.
8. Replace sidewalk as necessary.

The subject property is located on 5.3+- developed acres of a 10+- acre parcel on the south side of Goddard Road between Middlebelt and Harrison Roads. Parcel# 82-80-094-99-0011-000. Roll Call Vote: Ayes – Lambert, Prybyla, Glotfelty, McAnally, Zilka, Burcroff, Butler, Paul, Freitag. Nays –. Motion Carried.

## 7. Old Business

- A. PC-2010-006/007, Five Bay Auto Service Shop, requesting special land use and site plan approval to construct a 2,889 square foot 5-bay automotive service shop. The subject property is located on a .73+- acre parcel on the northeast corner of

Wayne and Goddard Roads. Parcel# 82-80-063-99-0008-000. (This item was tabled at the Planning Commission meeting held on June 21, 2010).

Mr. Burcroff stated to be consistent and per Section 2.5 of the Romulus Planning Commission By-Laws that he had a conflict of interest with the case on the basis that he owns property located within 300 feet of the subject property and requested that he be excused from the meeting.

Mr. Butler also stated to be consistent and per Section 2.5 of the Romulus Planning Commission By-Laws that he had a conflict of interest with the case on the basis that he owns property located within 300 feet of the subject property and requested that he be excused from the meeting.

Ms. Freitag excused Mr. Burcroff and Mr. Butler from the meeting.

Motion by Prybyla supported by Lambert to remove PC-2010-007, Five Bay Auto Service Shop, from the table. Roll Call Vote: Ayes – Prybyla, Lambert, Zilka, Paul, Glotfelty, McAnally, Freitag. Nays – None. Motion Carried.

Michael Rea, Fairmount Properties, came forward to represent the petition.

Cynthia I. Lyon, AICP, Planning Director, reviewed the summary memorandum dated July 14, 2010.

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

- Mr. Rea stated he had discussion with Cyndi Lyon on Friday and she cleared up any misunderstandings on his part about the outstanding issues.
- Mr. Rea stated a review of the property files found no existing easement of record for the utility poles; however, if the dumpster conflicts with the utility pole then they will work with DTE to have the utility pole moved.
- Mr. Rea stated the 2-ton rooftop HVAC unit is approximately 30” in height and with the parapet wall ranging from 1’4” to 2’8” in height the rooftop unit would be completely screened from view of the roadway even if the unit had to be relocated more central on the rooftop to ensure the screening.

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

- Mr. Paul stated concerns that the north elevation still needed something to break up the massing of the wall.
- Mr. Rea stated he added the soldier coursing on the north elevation to break up the massing of the wall as recommended by Mr. McAnally at the June Planning Commission meeting.

- Mr. Zilka questioned the status of the proposed Wayne Road driveway with Wayne County.
- Mr. Rea stated he spoke to Linda Henderson of Wayne County and she informed him that the proposal is still in the review process and the review comments should be complete and a determination made by early next week.
- Mr. Zilka questioned if the Wayne Road driveway proposal was favorable.
- Mr. Rea stated that prior to submitting the proposal he met with Wayne County's lead engineer onsite and he indicated that the proposal was within the realm of possibility.
- Mr. Prybyla questioned the problem with the dumpster location when there is adequate property beyond the utility pole for the dumpster location.
- Mr. Rea stated if the dumpster is moved farther east then it could hinder the ability to develop the eastern portion of the property in the future.
- Mr. Prybyla questioned the intentions for the monument sign proposed at the corner of the property.
- Mr. Rea stated he indicated the location and size of the proposed monument sign and that it would comply with the Sign Ordinance, but the graphics of the sign would be determined by the tenant of the building.
- Mr. McAnally questioned if the condition for the rooftop equipment screening could be amended to state that any rooftop equipment screening would be integrated into the building design.
- Mr. Rea stated he had no problem with amending the condition to state that any rooftop equipment screening would be integrated into the building design.
- Mr. McAnally requested that the decorative lighting be continued on the east elevation.
- Mr. Rea stated the intent is to satisfy the Ordinance and keep cost down.
- Mr. Paul stated that if the decorative lights were also continued on the north elevation that would help break up the massing of the wall.
- Ms. Freitag questioned if it would be an issue to continue the decorative lights around the building.
- Mr. Rea stated the goal is to build a beautiful building and that the only issue would be keeping the cost on target, but he would present the idea to the decision makers.
- Mr. Paul stated he would like something added to the north elevation to break up the massing of the wall.
- Mr. McAnally stated he only wanted the decorative lighting continued along the east elevation and that a different color soldier coursing could be added to the north elevation that would break up the massing of the wall and the "wall pack" lights could remain on that elevation.
- Mr. Rea showed the Commission a sample of the "earth toned" cast brick material proposed for the building and then a sample of the "lighter beige toned" material that will be used for the soldier coursing and cornice work, which would give the building a nice "two toned" look and break up the massing of the wall.

- Mr. Paul requested that two (2) rows of soldier coursing be added to the north elevation.
- Mr. Rea stated there would be a double layer of soldier coursing added to the north elevation.
- Mr. Paul stated he was satisfied that the double layer of soldier coursing would be sufficient to break up the massing of the wall.
- Mr. McAnally requested the condition be added to continue the decorative lighting on the east elevation.
- Mr. Rea stated he would certainly bring that to the attention of the final decision makers.
- Mr. McAnally also confirmed the condition would be amended to state that any rooftop equipment screening would be integrated into the building design.

Motion by Lambert supported by Zilka to grant approval to PC-2010-007, Five Bay Auto Service Shop.

Discussion during the motion:

- Mr. McAnally noted that the Planning Commission determined that the “wall pack” lighting units would only be on the north elevation and the decorative lighting would be continued on the east elevation.
- Mr. McAnally noted that the Planning Commission determined that the design does comply with the design standards of Section 6.05(a) 2, 3 and 4.
- Mr. Paul requested the condition be added to the motion that the rear of the building be kept clean and neat.
- Ms. Lambert agreed to add the condition to the motion that the rear of the building be kept clean and neat.

Motion by Lambert supported by Zilka to grant approval to PC-2010-007, Five Bay Auto Service Shop, to construct a 2,889 square foot 5-bay automotive service shop subject to the conditions of the Planning Director’s summary memorandum dated July 14, 2010 and discussion as follows:

A. Granting of the following Waivers:

1. Two (2) waivers granted to Section 6.03(e)(10) to allow this use within 500 feet of the existing vehicle fueling station (northwest corner) and existing oil change facility (southwest corner).
2. Waiver granted to Section 6.03(e)(6) to allow the overhead garage doors to face Goddard Road and integration of the windows to match the style of the doors.
3. Waiver granted to allow the restricted left driveway on Wayne Road to be less than 125 feet from the intersection subject to Wayne County approval.
4. Waiver granted to allow the driveway along Wayne Road to be less than 300-feet/60-feet from existing Burger King driveway.
5. Waiver granted to Section 6.05(d)(5) to allow a hedgerow to screen the parking rather than a three (3) foot brick wall. Conditioned upon the

Board of Zoning Appeals approval of parking in the front yard, boxwood shrubs being a minimum of 30-inches to 36-inches at the time of planting and shrubs being maintained as a hedgerow.

6. Waiver granted to Section 6.05(d)(4)/13.02(f)(5) to allow the landscape islands to be less than 10 feet in width (5 feet along Goddard Road and 8 feet along Wayne Road).
- B. Submission of eleven (11) sets of revised plans to the Administrative Review Committee for review and approval incorporating the outstanding items addressed in the technical review and ARC reports and the following:
1. Listing the approving authority and date of approval for all waivers and variances.
  2. Submission of the survey in the packet inclusive of all utility easements.
  3. Existing utility lines and easement must be shown on the plan and verification provided that the proposed development (i.e. dumpster enclosure) will not be impacted by their location.
  4. Revised Engineering plan to be consistent with the site plan and the variances that were granted by the Board of Zoning Appeals with respect to layout, dumpster enclosure location and setback information.
  5. Revised use statement remove or revise information regarding the dumpster.
  6. Right-of-way must be correctly identified on Wayne Road.
  7. A revised circulation plan complying with the Fire Department requirements and showing no impact to parking, sidewalk or open areas of site.
  8. A new address obtained from the Assessing Department and the incorrect address removed from the site plan submission.
  9. Rooftop equipment must be screened from view of the roadway. Significant changes to the building design to allow screening must be approved by the Planning Commission. Any rooftop equipment screening shall be integrated into the building design.
  10. ADA compliant ramps be installed at the Goddard and Wayne intersection and noted as such on Sheet CE-1.
  11. The plant list being revised to include the full range of shrubbery size at the time of planting as 30"-36".
  12. A note being added to the plans that shrubs will be installed and maintained as a hedgerow.
  13. Details with respect to the type, quantity, species and size of flowering perennials to be provided and added to the plant list.
  14. The note stating the tenant is responsible for planting and maintaining the flowering shrubs be removed or revised to state the property owner is responsible.
  15. The decorative lighting be added on the east elevation.
  16. Rear of building be kept clean and neat.
- C. Approval of the driveways and storm water system by Wayne County. Any site plan changes as a result of their review and approval will require review

and approval of a revised layout by the Planning Commission prior to construction.

The subject property is located on a .73+- acre parcel on the northeast corner of Wayne and Goddard Roads. Parcel# 82-80-063-99-0008-000. Roll Call Vote: Ayes – Lambert, Zilka, Paul, Prybyla, Glotfelty, McAnally, Freitag. Nays – None. Motion Carried.

## 8. New Business

A. City of Romulus Parks & Recreation Department requesting approval to construct a pavilion at the Historical Park located on the corner of Hunt and Bibbins Street. 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)

Cynthia I. Lyon, AICP, Planning Director, reviewed the DDA Director's summary memorandum dated July 15, 2010 and discussed the elevations, design and the preliminary layout of the proposed pavilion for the Historical Park.

- Ms. Lyon stated the pavilion is 80X40 and has the potential for a concession area and restrooms, which would be "Phase 2" of the project. An additional \$30,000 grant is available for the Historical Park next year.
- Ms. Lyon stated the construction of the pavilion is anticipated to occur in late fall or early spring. The City has up to one (1) year to spend the grant money.
- Ms. Lyon also noted that any additional funds needed for the project would come from the DDA fund and not the City fund.
- Ms. Freitag confirmed that no City funds would be used for the construction of the pavilion.
- Ms. Lyon confirmed that no City funds would be used for the construction of the pavilion.
- Ms. Lambert stated that she is a member of the DDA Board and explained that the money was obtained from the government for the construction of the pavilion and any additional money needed for the project would come from the DDA fund, which is separate from the City general fund and cannot be used for expenditures of the City general fund.
- Mr. Prybyla informed the residents that the location of the pavilion will be across from and north of the post office.

Motion by Zilka supported by Paul to grant approval to the City of Romulus Parks and Recreation Department Improvement Project to construct a pavilion at the Historical Park as stated in the DDA Director's memorandum dated July 15, 2010 per the requirement of Public Act 33 and the recent amendments to Chapter 24.

Roll Call Vote: Ayes – Zilka, Paul, Glotfelty, Prybyla, McAnally, Freitag.  
Abstain – Lambert. Nays – None. Motion Carried.

9. Cases Involving Advice or Input from the Planning Commission – None.

10. Reports

A. Chairperson – None.

B. City Planner – None.

11. Reports on Interest Designation

12. Communications

A. Minutes of the Regular meeting of the City of Romulus Board of Zoning Appeals held on June 2, 2010.

13. Adjournment– Motion by Lambert supported by Prybyla to adjourn the meeting at 8:00 p.m. Roll Call Vote: Ayes – Lambert, Prybyla, Paul, Glotfelty, McAnally, Zilka, Freitag. Nays – None. Motion Carried.

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Daniel McAnally, Secretary  
City of Romulus Planning Commission