

CITY OF HARPER WOODS
PLANNING COMMISSION
OCTOBER 22, 2014

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:04 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Commissioner(s) Douglas Barnes, Serafin Buscemi, David A. Kien, Shanna Reed and John Szymanski.

ABSENT: Commissioners Ernestine Lyons and Shanna Reed.

OTHERS PRESENT: City Manager Randolph Skotarczyk, City Clerk Leslie M. Frank and Planning Consultant John Jackson.

PC 10-14-14 EXCUSE COMMISSIONER(S) LYONS AND REED.

MOTION by Buscemi, SUPPORTED by Szymanski:
To excuse Commissioner(s) Lyons and Reed from tonight's meeting because of a prior commitment.

ABSENT: Lyons and Reed.

MOTION CARRIED

PC 10-15-14

MINUTES

MOTION by Patterson, SUPPORTED by Buscemi:
To receive, approve and file the minutes of the regular Planning Commission meeting held September 24, 2014.

ABSENT: Lyons and Reed.

MOTION CARRIED

PC 10-16-14 REQUEST DEVELOPMENT OF PARKING LOT
20839 HUNT CLUB

MOTION by Patterson, SUPPORTED By Szymanski:

To receive and file the following items:

- * The request dated October 7, 2014 submitted by American Community Developers, Inc. to develop a parking lot in a residential area at 20839 Hunt Club.
- * The Site Plan for the proposed parking lot dated October 7, 2014.
- * The review letter of the request dated October 15, 2014 as submitted by the Planning Consultant, Patrick Sloan of McKenna Associates and furthermore, to approve the development of the parking lot at 20839 Hunt Club and to forward it to the City Council as required by Section 10-455.

ABSENT: Lyons and Reed.

MOTION CARRIED

PC 10-17-14 SITE PLAN REVIEW - PARKING LOT
20839 HUNT CLUB

MOTION by Kien, SUPPORTED By Szymanski:

To receive and file the following items:

- * The request dated October 7, 2014 submitted by American Community Developers, Inc. to develop a parking lot in a residential area at 20839 Hunt Club.
- * The Site Plan for the proposed parking lot dated October 7, 2014.
- * The review letter of the request dated October 15, 2014 as submitted by the Planning Consultant, Patrick Sloan of McKenna Associates and furthermore, to recommend approval of the proposed development of the parking lot at 20839 Hunt Club, and further that this be subject to the conditions outlined in the review letter dated October 22, 2014 from McKenna Associates.

ABSENT: Lyons and Reed.

MOTION CARRIED

PC 10-18-14 ADD ITEM TO AGENDA - SITE PLAN REVIEW
ADDITION TO 20250 HARPER AVENUE

MOTION by Patterson, SUPPORTED By Buscemi:
to add to the agenda a request for site plan review from American Community Developers,
for an addition to and additional parking for the property located at 20250 Harper Avenue.

ABSENT: Lyons and Reed.

MOTION CARRIED

PC 10-19-14 SITE PLAN REVIEW - ADDITION TO AND ADDITIONAL
PARKING SPACES FOR 20250 HARPER AVENUE

MOTION by Patterson, SUPPORTED By Szymanski:
to receive and file the following items

* The request dated October 21, 2014 submitted by Chad Krueger for American
Community Developers, Inc., General Partner of HW-95 Limited Partnership for the
building addition and parking space addition to the existing commercial property at 20250
Harper Avenue.

* The site plan dated October 21, 2014 for the building addition and parking space addition
to the existing commercial property at 20250 Harper Avenue.

*The review letter of the request dated October 22, 2014 as submitted by Planning
Consultant Patrick Sloan of McKenna Associates and furthermore to approve the site plan
for the addition to the existing building and additional parking spaces for 20250 Harper
Avenue and further that the theater be used for personal use only and that this addition be
subject to the conditions outlined in the review letter dated October 22, 2014 from
McKenna Associates.

ABSENT: Lyons and Reed.

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

The City Manager gave a status update on the fire restoration at 20680 Harper Avenue, Eastland Mall, the vacant St. Peter's church property, Eastland Produce and also discussed the Living Streets concept that was brought before the members at a recent Planning meeting.

PC 10-20-14

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Szymanski:
That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:05 p.m.

ABSENT: Lyons and Reed.

MOTION CARRIED

Gregory Vargo, Chairman

Ernestine Lyons, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
SEPTEMBER 24, 2014

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Commissioner(s) Douglas Barnes, Serafin Buscemi, David A. Kien, Ernestine Lyons, Shanna Reed and John Szymanski.

ABSENT: None

OTHERS PRESENT: City Clerk Leslie M. Frank and Planning Consultant Patrick Sloan.

PC 09-11-14

MINUTES

MOTION by Buscemi, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held on June 25, 2014.

MOTION CARRIED UNANIMOUSLY

PC 09-12-14

ELECTION OF SECRETARY

MOTION by Barnes, SUPPORTED by Szymanski:

To elect Commissioner Ernestine Lyons as Secretary for 2014.

MOTION CARRIED UNANIMOUSLY

LIVING STREETS CONCEPT

The Living Streets concept that was prepared by McKenna Associates was discussed by members. Discussion points were: Funding, including the use of Community

Development Block Grant funds or preparing a bond issue; Potential traffic increase issues on the streets that would remain open to through traffic; Potential difficulty for large vehicles to maneuver. Also it was agreed by members that further information needs to be prepared to determine a cost estimate for this project. Also, they asked for comments from the Public Safety Department on these concepts.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Buscemi asked if there were going to be any major street repairs soon. He mentioned that the street at Bournemouth and Harper needs to be addressed.

Commissioner Reed mentioned the opening of the new WCCCD building and said that it looked quite nice.

Commissioner Barnes asked for an update on the Albanian Islamic center and their proposed addition. He also asked about the City's agreement with SAFEBuilt for the buildings needs.

Commissioner Szymanski mentioned that the current general obligation road bonds are set to expire soon and that maybe the city could revisit another bond issue to repair some of the streets in need.

Commissioner Patterson commented on the recently vacant St. Peter's church and school and suggested that it be monitored. He also commented that he heard that Macy's may be closing their basement and 3rd floor.

PC 09-13-14

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Szymanski:

That the agenda of the regular Planning Commission meeting having been acted upon, the

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

SEPTEMBER 24, 2014
PAGE 3

meeting is hereby adjourned at 8:07 p.m.

MOTION CARRIED UNANIMOUSLY

Gregory Vargo, Chairman

Ernestine Lyons, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
JUNE 25, 2014

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Terri Larrew, Commissioner(s) Ernestine Lyons, Shanna Reed and John Szymanski.

ABSENT: Commissioners Douglas Barnes, Serafin Buscemi and David Kien

OTHERS PRESENT: City Clerk Leslie M. Frank and Patrick Sloan, Planning Consultant.

PC 06-06-14 EXCUSE COMMISSIONER(S) BARNES, BUSCEMI AND KIEN

MOTION by Szymanski, SUPPORTED by Patterson:

To excuse Commissioner(s) Barnes, Buscemi and Kien from tonight's meeting because of a prior commitment.

ABSENT: Barnes, Buscemi and Kien.

MOTION CARRIED

PC 06-07-14

MINUTES

MOTION by Patterson, SUPPORTED by Szymanski:

To receive, approve and file the minutes of the regular Planning Commission meeting held on February 28, 2014.

ABSENT: Barnes, Buscemi and Kien

MOTION CARRIED

Commissioner Kien arrived at 7:05 p.m.

PC 06-08-14 SITE PLAN REVIEW - MULTI PURPOSE HALL EXPANSION
ALBANIAN AMERICAN MOSLEM SOCIETY - 19775 HARPER AVENUE

MOTION by , SUPPORTED By :

To Table the request submitted by the Albanian American Moslem Society of Detroit, 19775 Harper Avenue for the Multi-Purpose Hall Expansion.

ABSENT: Barnes and Buscemi.

MOTION DENIED

PC 06-09-14 SITE PLAN REVIEW - MULTI PURPOSE HALL EXPANSION
ALBANIAN AMERICAN MOSLEM SOCIETY - 19775 HARPER AVENUE

MOTION by Kien, SUPPORTED By Larrew:

To Receive and File the site plan dated March 1, 2014, as submitted by the Albanian American Moslem Society of Detroit, 19775 Harper Avenue for the Multi-Purpose Hall Expansion, and further to receive and file the review letter dated June 18, 2014 as submitted by the Planning Consultant Patrick Sloan of McKenna Associates and furthermore to approve the expansion of the mosque subject to the following conditions:

1. The site plan must include the information noted in Section 10-762(B) of the Zoning Ordinance.
2. The parking lot must be at least 20 feet from the western (rear) lot line and at least 10 feet from the northern (side) lot line, or the applicant must apply for a variance. If the applicant is seeking a variance, we recommend scheduling a BZA meeting as soon as possible.
3. Per Section 10-430, the dimensions of the parking space width, length, and maneuvering lane width must be shown on the plans. We recommend making these dimensions the minimum necessary to allow for greater parking lot setbacks on the west and north sides of the lot.
4. Per Section 10-228, the modified height of the wall must be shown on the plans where it is proposed to be lowered to 3 feet.
5. Per Sections 10.482(A) and (B), we recommend that only 1 drive be used along Eastwood Drive, as 2 drives in such close proximity are unnecessary.
6. Per Section 10-292.1(A), the site plan must be revised to include the area of the unpaved open space and which trees are planted to meet this requirement.
7. Per Section 10-282.1(B)(2), the plans must be revised to show the number of shrubs along each road frontage.

8. The proposed 4 Red Maple trees should be relocated out of the right-of-way of Eastwood Drive to a conforming area of the site to enhance visibility along Eastwood Drive.

9. We recommend allowing the existing and proposed hedgerows in the right-of-way of Harper Ave. provided they do not jeopardize traffic safety and that they not exceed a height of 2.5 feet if they are located within 20 feet of a driveway per the intent of the clear vision zone requirements of section 10-215.1 of the Zoning Ordinance.

10. Per Section 10-282.1(F), we recommend that the site plan be revised to show the area of the site dedicated to parking lot landscaping and which trees are used for it.

11. Per Section 10-282.1(E)(2), the plans must include a statement that the mechanical equipment will be sufficiently screened by the parapet.

12. Per Section 10-282.1(E)(3)(a), the plans must be revised to show the required parking lot screening along the south side of the parking lot facing Eastwood Drive and along the east side of the parking lot facing Harper Avenue. We recommend a hedgerow.

13. Per the architectural standards of Section 10-291(A)(3), the new building façade on the east side to consist of at least 20% window area, and the bottom sill of the first floor windows shall be located no higher than 4 feet above grade.

14. The plans must be revised to show the dumpster area, and the dumpster area must meet the requirements of Section 10-291(D)(2).

15. If there is lighting proposed on the site, the details must be shown on revised plans and it must comply with Section 10-291(B) of the Zoning Ordinance. And further that the project be completed within one year from the issuance of permits.

ABSENT: Barnes and Buscemi

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PC 06-10-14

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Szymanski:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:02 p.m.

ABSENT: Barnes and Buscemi

MOTION CARRIED

Gregory Vargo, Chairman

Terri Larrew, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
FEBRUARY 26, 2014

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Commissioner(s) Serafin Buscemi, David A. Kien, Terri Larrew and Shanna Reed.

ABSENT: Commissioner Douglas Barnes

OTHERS PRESENT: City Clerk Leslie M. Frank and Planning Consultant Patrick Sloan.

PC 02-01-14

EXCUSE COMMISSIONER BARNES

MOTION by Patterson, SUPPORTED by Buscemi:
To excuse Commissioner Barnes from tonight's meeting because of a prior commitment.

ABSENT: Barnes.

MOTION CARRIED

PC 02-02-14

MINUTES

MOTION by Larrew, SUPPORTED by Patterson:
To receive, approve and file the minutes of the regular Planning Commission meeting held October 23, 2013.

ABSENT: Barnes.

MOTION CARRIED

PC 02-03-14

2013 ANNUAL REPORT

MOTION by Patterson, SUPPORTED by Larrew:

To receive and file the 2013 Annual Report as submitted by the Planning Consultant on the Planning Commission's Activities, and in accordance with P.A. 33 of 2008, forward a copy of said report to City Council. Additionally, direct the Secretary to attend a Council meeting to summarize the report on behalf of the Commission. (Attachment #1)

ABSENT: Barnes.

MOTION CARRIED

PC 02-04-14

ELECTION OF CHAIR - VICE-CHAIR - SECRETARY

MOTION by Kien, SUPPORTED by Buscemi:

To re-elect Commissioner Gregory Vargo as Chair, Commissioner Neil Patterson as Vice-Chair and Terri Larrew as Secretary for 2014.

ABSENT: Barnes.

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

The Commissioners discussed several items including a proposal for Conditional Rezoning, a Development Manual for the website as a means for forms, permits and information to be available to potential developers.

PC 02-05-14

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Buscemi:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:59 p.m.

ABSENT: Barnes.

MOTION CARRIED

Gregory Vargo, Chairman

Terri Larrew, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
OCTOBER 23, 2013

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Commissioner(s) David A. Kien, Valerie Kindle, Terri Larrew and Shanna Reed.

ABSENT: Jackson, Barnes and Buscemi

OTHERS PRESENT: City Clerk Leslie M. Frank and Planning Consultant Patrick Sloan

PC 10-37-13 EXCUSE COMMISSIONERS JACKSON, BARNES and BUSCEMI

MOTION by Patterson, SUPPORTED by Kindle:

To excuse Commissioner(s) Jackson, Barnes and Buscemi from tonight's meeting because of a prior commitment.

ABSENT: Jackson, Barnes and Buscemi.

MOTION CARRIED

PC 10-38-13

MINUTES

MOTION by Kindle, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held July 24, 2013.

ABSENT: Jackson, Barnes and Buscemi.

MOTION CARRIED

PC 10-39-13 SITE PLAN REVIEW - BUILDING MODIFICATIONS -
19191 VERNIER ROAD

MOTION by Kien, SUPPORTED By Larrew:

To receive and file site plan dated October 11, 2013 submitted by John Vitale, Architect, 27172 Woodward Avenue, Royal Oak, MI 48067 on behalf of 19191 Vernier Holding, LLC, owner of 19191 Vernier Road, formerly Fitness USA, for proposed building modifications and for the proposed construction of a 1,400 sq. ft. addition, and furthermore to receive and file the Architectural and Site Design Review letter dated October 23, 2013 from Patrick Sloan, Principal Planner of McKenna Associates, and lastly approve the site plan as submitted subject to the following:

1. The site plan must show the zoning of the site and surrounding area, and must show the exterior building colors.
2. The plans must be revised to show 1 more tree or 5 more shrubs along the frontage of Vernier Road.
3. The applicant must obtain approval from the applicable road agency to plant trees in the right-of-way of Eight Mile Road.
4. The site plan must include the maintenance requirements of Section 10-282.4(D), including a statement that the evergreen screening on the north and south sides of the parking areas must be maintained at a height of 2.5-3.0 feet (per Section 10-282.1(E)(3)(a)).
5. The dumpster enclosure must include bollards at the rear wall of the enclosure to prevent damage to the screening wall.
6. Although the sign appears to be far less than the maximum area permitted by Ordinance 21, the length of the south side of the building and area of the proposed sign must be shown on the plans.
7. The site plan must include cut sheets of the light fixtures to ensure that they meet the requirements of Section 10-291(B) of the Zoning Ordinance.

ABSENT: Jackson, Barnes and Buscemi

MOTION CARRIED

PC 10-40-13 PUBLIC HEARING - PROPOSED ZONING MAP

MOTION by Patterson, SUPPORTED By Kindle:

To open the public hearing for the purpose of obtaining public comment on the proposed revisions to the Zoning Map for the City of Harper Woods as prepared by McKenna Associates, Inc.

ABSENT: Jackson, Barnes and Buscemi.

MOTION CARRIED

PUBLIC HEARING

No comments were made.

PC 10-41-13

PUBLIC HEARING ZONING MAP

MOTION by Kindle, SUPPORTED By Patterson:

That having received public input and comment on the revised Zoning Map for the City of Harper Woods as prepared by McKenna Associates, Inc. that this hearing be closed.

ABSENT: Jackson, Barnes and Buscemi.

MOTION CARRIED

PC 10-42-13

RECOMMEND ADOPTION - ZONING MAP

MOTION by Patterson, SUPPORTED by Larrew:

To recommend to City Council adoption of the Zoning Map as submitted by McKenna Associates, Inc., with the amendment that the parcels on the south side of Danbury Lane being classified as R-1C instead of RO-1 as recommended by the commissioners and furthermore, direct the City Clerk to forward a copy of the Planning Commission's recommendation and proposed revisions to the City Council as required in Section 10-782 of the Zoning Ordinance.

ABSENT: Jackson, Barnes and Buscemi.

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Kien commented on the new egress road that is in progress between the Harper Woods High School and Eastland Drive. He mentioned that it is expected to be completed in the next couple of weeks.

Commissioner Patterson announced that Sears is officially closed and asked if anyone knew of any plans for that space.

Commissioner Kindle commented on the lack of screening for surplus merchandise on the Beaconsfield side of Lowe's and asked if anything could be done.

PC 10-43-13

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Kindle:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:44 p.m.

ABSENT: Jackson, Barnes and Buscemi.

MOTION CARRIED

Gregory Vargo, Chairman

Nicole Jackson, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
JULY 24, 2013

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Nicole Jackson, Commissioner(s) Serafin Buscemi, Valerie Kindle and Terri Larrew.

ABSENT: Commissioner(s) Douglas Barnes, David Kien and Shanna Reed

OTHERS PRESENT: City Clerk Leslie M. Frank and Patrick Sloan, Planning Consultant.

PC 07-31-13 EXCUSE COMMISSIONERS BARNES, KIEN AND REED

MOTION by Jackson, SUPPORTED by Patterson
To excuse Commissioner(s) Barnes, Kien and Reed from tonight's meeting because of a prior commitment.

ABSENT: Barnes, Kien and Reed

MOTION CARRIED

PC 07-32-13 MINUTES

MOTION by Kindle, SUPPORTED by Patterson:
To receive, approve and file the minutes of the regular Planning Commission meeting held on June 26, 2013.

ABSENT: Barnes, Kien and Reed

MOTION CARRIED

PC 07-33-13

MOVE TABLED AND PENDING ITEM

MOTION by Kindle, SUPPORTED by Patterson:

To remove item PC 06-29-13 Master Plan Adoption from tabled and pending and move it after the new business item. (The Commissioners asked that it be placed after the new business item to accommodate the petitioners present tonight.)

ABSENT: Barnes, Kien and Reed

MOTION CARRIED

PC 07-34-13

SITE PLAN REVIEW - EASTLAND
CENTER TRANSIT IMPROVEMENT

MOTION by Buscemi, SUPPORTED by Kindle:

To receive and file the site plan dated June 24, 2013 as submitted by Parsons Brinckerhoff, 500 Griswold, Detroit, Michigan on behalf of Detroit Department of Transportation, 1301 E. Warren, Detroit, Michigan for the Eastland Center Transit Improvement, and furthermore, receive and file the letter from Eastland Mall in favor of this redevelopment and furthermore, receive and file the review letter dated July 18, 2013 as submitted by the Planning Consultant Patrick Sloan of McKenna Associates and furthermore to approve the redevelopment of the transit center at Eastland Center subject to the following conditions:

1. Revise the Site Plan as follows:

a. The zoning classifications and land uses of the areas surrounding the proposed development.

b. Per Section 10-149(12) of the Zoning Ordinance, all parking spaces must be at least 19 feet long.

c. Per Section 10-136A(7)(3)(b) and 10-136(A)(7)(1)(c) of the Zoning Ordinance, supplement the existing evergreens along the southwest and southeast lot lines with a double row of evergreens planted not less than 15 feet on center and a height of not less than 6 feet.

d. A minimum caliper of 2" for ornamental trees, a minimum caliper of 2.5" for shade trees, and a minimum height for shrubs of 24".

e. A note that the landscaping will be maintained and, if necessary, replaced in accordance with the Zoning Ordinance.

f. A lighting plan showing the location of all fixtures, height of all poles, cut sheets of all fixtures, and a photometric plan showing effective site lighting without off-site impacts.

2. That at least one side of each shelter is open and that the sides of the shelters are transparent.

3. That all of the utilities and storm water management meet the requirements of the City.
4. Although Brent Reetz, General Manager of Eastland Center, signed a letter (dated July 11, 2013) in favor of DDOT seeking site plan approval, the City must receive written consent from the owner(s) of Eastland Center prior to the issuance of any City permits and prior to the commencement of any work.
5. That approval of this site plan be subject to written approval from Target.

ABSENT: Barnes, Kien and Reed

MOTION CARRIED

PC 07-35-13

MASTER PLAN ADOPTION

MOTION by Patterson, SUPPORTED by Buscemi:

To adopt the revised Master Plan as submitted by McKenna Associates, effective this date, and direct that new copies of the Master Plan be given to the Commission and the City Council, and that copies be made available for the public to purchase through the City Clerk's office, and that a copy be placed at the Library for public review.

ABSENT: Barnes, Kien and Reed

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

The screening around the storage area behind Lowe's was brought up and a commissioner asked that the building inspector look into having the screening replaced.

PC 07-36-13

ADJOURNMENT

MOTION by Larrew, SUPPORTED by Kindle:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:05 p.m.

ABSENT: Barnes, Kien and Reed

MOTION CARRIED

Gregory Vargo, Chairman

Nicole Jackson, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
JUNE 26, 2013

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 6:30 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Commissioner(s) Douglas Barnes, David A. Kien, Valerie Kindle, Terri Larrew and Shanna Reed.

ABSENT: Commissioner(s) Serafin Buscemi and Nicole Jackson

OTHERS PRESENT: City Clerk Leslie M. Frank and Michael Gradis, Planning Consultant.

PC 06-25-13 EXCUSE COMMISSIONERS BUSCEMI AND JACKSON

MOTION by Patterson, SUPPORTED by Kindle:

To excuse Commissioner(s) Buscemi and Jackson from tonight's meeting because of a prior commitment.

ABSENT: Buscemi and Jackson

MOTION CARRIED

PC 06-26-13

MINUTES

MOTION by Kindle, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held May 22, 2013.

ABSENT: Buscemi and Jackson

MOTION CARRIED

PC 06-27-13

PUBLIC HEARING - MASTER PLAN

MOTION by Patterson, SUPPORTED By Kindle:

To open the public hearing for the purpose of obtaining public comment on the proposed adoption of the revised Master Plan for the City of Harper Woods as prepared by McKenna Associates, inc.

ABSENT: Buscemi and Jackson

MOTION CARRIED

PUBLIC HEARING

Planning Consultant gave an overview of the revised Master Plan and answered any questions. It was determined that several changes were still needed to Map number 3 as was discussed at a previous meeting. The commissioners were concerned that other changes that they had discussed were not made in the Master Plan as well. It was suggested that this item be tabled until further review before adopting it in its entirety.

PC 06-28-13

PUBLIC HEARING - MASTER PLAN

MOTION by Kien, SUPPORTED By Larrew:

That having received public input and comment on the proposed adoption of the revised Master Plan for the City of Harper Woods as prepared by McKenna Associates, Inc. that this hearing be closed.

ABSENT: Buscemi and Jackson

MOTION CARRIED

PC 06-29-13

TABLE MASTER PLAN ADOPTION

MOTION by Barnes, SUPPORTED By Kindle:

To Table the revised Master Plan to make technical corrections on the maps, particularly Map No. 3 as noted by the commissioners.

ABSENT: Buscemi and Jackson

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Barnes inquired if the Architectural Design and Standards Ordinance that was adopted in 2000 was incorporated into the Zoning Ordinance.

PC 06-30-13

ADJOURNMENT

MOTION by Larrew, SUPPORTED by Patterson:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:02 p.m.

MOTION CARRIED

Gregory Vargo, Chairman

Nicole Jackson, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
MAY 22, 2013

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Nicole Jackson, Commissioner(s) David A. Kien, Valerie Kindle, Terri Larrew and Shanna Reed.

ABSENT: Commissioner(s) Barnes and Buscemi

OTHERS PRESENT: City Clerk Leslie M. Frank and Planning Consultant Michael Gradis.

PC 05-18-13 EXCUSE COMMISSIONERS BARNES AND BUSCEMI

MOTION by Patterson, SUPPORTED by Reed:

To excuse Commissioner(s) Barnes and Buscemi from tonight's meeting because of a prior commitment.

ABSENT: Barnes and Buscemi

MOTION CARRIED

PC 05-19-13

MINUTES

MOTION by Kindle, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held

April 24, 2013.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

MAY 22, 2013
PAGE 2

PC 05-20-13 OPEN PUBLIC HEARING - PROPOSED AMENDMENTS TO
ZONING ORDINANCE

MOTION by Patterson, SUPPORTED By Kindle:

To open the Public Hearing for the purpose of obtaining public comment on the proposed amendments to the Zoning Ordinance for the City of Harper Woods

ABSENT: Barnes and Buscemi

MOTION CARRIED

PUBLIC HEARING

No comments were made.

PC 05-21-13 CLOSE PUBLIC HEARING - PROPOSED AMENDMENTS TO
ZONING ORDINANCE

MOTION by Patterson, SUPPORTED by Kindle:

That having received public input and comment on the proposed amendments to the Zoning Ordinance for the City of Harper Woods that this hearing is hereby closed.

ABSENT: Barnes and Buscemi

MOTION CARRIED

PC 05-22-13 AMENDMENT TO ZONING ORDINANCE 265

MOTION by Kindle, SUPPORTED by Patterson:

To receive and file the amendments to the Zoning Ordinance, as submitted by McKenna Associates and recommend to City Council that said amendments be approved, and furthermore to direct the City Clerk to forward a copy of the Planning Commission's recommendation and proposed revisions to the City Council as required in Section 10-780

of the Zoning Ordinance.

ABSENT: Barnes and Buscemi.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

MAY 22, 2013
PAGE 3

PC 05-23-13

2012 ANNUAL REPORT

MOTION by Kien, SUPPORTED by Patterson:

To receive and file the 2012 Annual Report as submitted by the Planning Consultant on the Planning Commission's Activities, and in accordance with P.A. 33 of 2008, forward a copy of said report to City Council. (Attachment #1)

ABSENT: Barnes and Buscemi

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PC 05-24-13

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Reed:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:09 p.m.

MOTION CARRIED

Gregory Vargo, Chairman

Nicole Jackson, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
APRIL 24, 2013

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Nicole Jackson, Commissioner(s) Douglas Barnes, Valerie Kindle, Terri Larrew and Shanna Reed.

ABSENT: Commissioner(s) Douglas Barnes, Serafin Buscemi and David Kien.

OTHERS PRESENT: City Clerk Leslie M. Frank and Planning Consultant Michael Gradis.

PC 04-14-13 EXCUSE COMMISSIONERS BARNES, BUSCEMI AND KIEN

MOTION by Patterson, SUPPORTED by Kindle

To excuse Commissioner(s) Barnes, Buscemi and Kien from tonight's meeting because of a prior commitment.

ABSENT: Barnes, Buscemi and Kien

MOTION CARRIED

PC 04-15-13

MINUTES

MOTION by Patterson, SUPPORTED by Jackson:

To receive, approve and file the minutes of the regular Planning Commission meeting held on February 27, 2013.

ABSENT: Barnes, Buscemi and Kien

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

APRIL 24, 2013
PAGE 2

DRAFT ZONING ORDINANCE REVIEW

The Commissioners reviewed and discussed the proposed draft of the revised Zoning Ordinance with the Planning Consultant, including the additions of Section 10-262 Planned Unit Developments and Section 10-263 Wireless Communication Facilities. The Commissioners then agreed to move on to the next step of scheduling a public hearing on the draft Zoning Ordinance. After the public hearing is held, any changes must be submitted to the City Council for final approval and adoption. Also discussed was the need to hold a public hearing on the Master Plan Update.

PC 04-16-13 SCHEDULE PUBLIC HEARING - ZONING ORDINANCE

MOTION by Patterson, SUPPORTED by Kindle:

To direct the City Clerk to schedule a public hearing to obtain public comment and input on the revised Zoning Ordinance for the Commission's May 22, 2013 meeting.

MOTION CARRIED

PC 04-17-13 SCHEDULE PUBLIC HEARING - MASTER PLAN UPDATE

MOTION by Jackson, SUPPORTED by Larrew:

To direct the City Clerk to schedule a public hearing to obtain public comment and input on the proposed revisions to the Master Plan for the Commission's June 26, 2013 meeting.

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Kindle commented on the lack of screening or fencing at Lowe's on Beaconsfield. Representative from Lowe's agreed to have this screening when Lowe's first was approved to open. She asked what could be done about this.

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

APRIL 24, 2013
PAGE 3

PC 04-18-13

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Kindle:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:25 p.m.

MOTION CARRIED

Gregory Vargo, Chairman

Nicole Jackson, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
FEBRUARY 27, 2013

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 6:33 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Nicole Jackson, Commissioner(s) Serafin Buscemi, David A. Kien, and Terri Larrew.

ABSENT: Commissioner(s) Douglas Barnes, Valerie Kindle and Shanna Reed.

OTHERS PRESENT: City Manager Randolph Skotarczyk, City Clerk Leslie M. Frank and Planning Consultant Patrick Sloan.

PC 02-10-13 EXCUSE COMMISSIONERS BARNES, KINDLE AND REED.

MOTION by Buscemi, SUPPORTED by Patterson:
To excuse Commissioner(s) Barnes, Kindle and Reed from tonight's meeting because of a prior commitment.

ABSENT: Barnes, Kindle and Reed.

MOTION CARRIED

PC 02-11-13

MINUTES

MOTION by Patterson, SUPPORTED by Buscemi:
To receive, approve and file the minutes of the regular Planning Commission meeting held on January 30, 2013.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

FEBRUARY 27, 2013
PAGE 2

REVIEW OF MASTER PLAN DRAFT

The Planning Consultant reviewed the draft Master Plan with the necessary changes and modifications as discussed previously by the commissioners.

Commissioner Buscemi left the meeting at 7:36 p.m. due to a prior commitment.

RECOMMEND DISTRIBUTION OF MASTER PLAN DRAFT
TO CITY COUNCIL FOR REVIEW

MOTION by Patterson, SUPPORTED by Jackson:
to direct the City Clerk to forward copies of the draft Master Plan, subject to additional changes and modifications discussed today, to the City Council and the City Administration to preview and provide input on the final draft of the Master Plan.

MOTION CARRIED

ZONING ORDINANCE REVIEW

The Planning Consultant introduced the draft Zoning Ordinance. The commissioners established a plan to process the updates necessary to move forward to finalize this ordinance.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

FEBRUARY 27, 2013
PAGE 3

PC 02-13-13

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Jackson:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:14 p.m.

MOTION CARRIED

Gregory Vargo, Chairman

Nicole Jackson, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
JANUARY 30, 2013

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 6:30 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle Commissioner(s) Nicole Jackson, David A. Kien and Terri Larrew

ABSENT: Commissioner(s) Douglas Barnes, Serafin Buscemi and Shanna Reed.

OTHERS PRESENT: City Manager Randolph Skotarczyk, City Clerk Leslie M. Frank and Planning Consultant Patrick Sloan.

PC 01-01-13 EXCUSE COMMISSIONERS BARNES, BUSCEMI AND REED

MOTION by Patterson, SUPPORTED by Vargo:

To excuse Commissioner(s) Barnes, Buscemi and Reed from tonight's meeting because of a prior commitment.

ABSENT: Barnes, Buscemi and Reed.

MOTION CARRIED

PC 01-02-13

MINUTES

MOTION by Kien, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held December 19, 2012.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

JANUARY 30, 2013
PAGE 2

PC 01-03-13 ADD ITEM TO AGENDA - ELECT OFFICERS

MOTION by Patterson, SUPPORTED by Kien:

To add to the agenda the election of Chair, Vice Chair and Secretary.

PRESENTATION - PLANNING
CONSULTANT - MASTER PLAN UPDATE

Planning Consultant Patrick Sloan was present to continue discussion for our Master Plan update. Goals and objectives were addressed and discussed.

PC 01-04-13

ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

MOTION by Kindle, SUPPORTED by Patterson:
to re-elect Commissioner Vargo as Chair, Commissioner Patterson as Vice Chair to elect
Commissioner Jackson as Secretary.

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Kindle announced the Prime Time Reading event scheduled for February 4 through March 18 and the Harper Woods Library at 6:00 p.m.

Commissioner Kien announced the Dad's Club Pancake Breakfast scheduled for February 3 from 9:00 am until 1:00 pm at the High School.

The next meeting will be held on February 27 at 6:30 p.m.

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

JANUARY 30, 2013
PAGE 3

PC 01-05-13

ADJOURNMENT

MOTION by Kindle, SUPPORTED by Patterson:
That the agenda of the regular Planning Commission meeting having been acted upon, the
meeting is hereby adjourned at 7:45 p.m.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
DECEMBER 19, 2012

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 6:30 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) Douglas A. Barnes, Serafin Buscemi, Nicole Jackson, David A. Kien, Terri Larrew and Shanna R. Reed.

ABSENT: Kindle

OTHERS PRESENT: City Manager Randolph Skotarczyk, City Clerk Leslie M. Frank and Planning Consultant John Jackson.

PC 12-14-12

EXCUSE COMMISSIONER KINDLE

MOTION by Vargo, SUPPORTED by Buscemi:

To excuse Commissioner Kindle from tonight's meeting because of a prior commitment.

ABSENT: Kindle.

MOTION CARRIED

PC 12-15-12

MINUTES

MOTION by Buscemi, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held November 28, 2012.

ABSENT: Kindle.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

DECEMBER 19, 2012
PAGE 2

PRESENTATION - PLANNING
CONSULTANT - MASTER PLAN UPDATE

Planning Consultant John Jackson was present to continue discussion for our Master Plan and the need for its updating. Goals and objectives were addressed and discussed.

Commissioner Reed left at 7:05 due to a previous commitment.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

PC 12-16-12

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Buscemi:
That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:00 p.m.

ABSENT: Kindle.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION

NOVEMBER 28, 2012

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 6:30 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) Buscemi, Jackson, Kien and Larrew

ABSENT: Commissioners Barnes and Reed.

OTHERS PRESENT: City Clerk Leslie M. Frank and Planning Consultant John Jackson.

PC 11-11-12 EXCUSE COMMISSIONERS BARNES AND REED

MOTION by Patterson, SUPPORTED by Buscemi:

To excuse Commissioners Douglas Barnes and Shanna Reed from tonight's meeting because of a prior commitment.

ABSENT: Barnes and Reed

MOTION CARRIED

PC 11-12-12 MINUTES

MOTION by Kindle, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held May 23, 2012.

ABSENT: Barnes and Reed

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

NOVEMBER 28, 2012
PAGE 2

PRESENTATION - PLANNING

CONSULTANT - MASTER PLAN UPDATE

Planning Consultant John Jackson was present to give a brief overview of the various residential and commercial trends in other communities as it relates to our Master Plan and the need for its updating. The most current Master Plan was adopted in 2005 and should be updated every five years. He also commented on how to accomplish the goals and objectives as the commission moves forward on this much needed update. Following his presentation he engaged all commission members to comment on the strengths and weaknesses of the city to also help with the update process and answered any questions.

COMMITTEE REPORTS

Ms. Kindle and Mr. Buscemi gave a brief overview of the discussion during the Ordinance Committee meetings.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

The new commission members introduced themselves and commented on what motivated them to seek out membership with this commission.

Mr. Buscemi suggested we attempt to apply for and obtain grant money to make the city more attractive to potential residents.

Mr. Kien commented that he felt that the money slated to be spent on updating the Master Plan would be better spent elsewhere during the tough economic time the City is facing.

Mr. Patterson also commented that without the state mandated update, we could possibly miss out on the opportunity to receive grant money.

PC 11-13-12

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Buscemi:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting

is hereby adjourned at 7:10 p.m.

ABSENT: Barnes and Reed

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
MAY 23, 2012

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) Douglas A. Barnes, Nicole Jackson, and Shanna R. Reed.

ABSENT: Commissioner David A. Kien

OTHERS PRESENT: Acting City Clerk Leslie M. Frank, Planning Consultant John Jackson and Christopher Khorey.

PC 05-05-12

EXCUSE COMMISSIONER KIEN

MOTION by Patterson, SUPPORTED by Barnes:

To excuse Commissioner Kien from tonight's meeting because of a prior commitment.

ABSENT: Kien.

MOTION CARRIED

PC 05-06-12

MINUTES

MOTION by Patterson, SUPPORTED by Kindle:

To receive, approve and file the minutes of the regular Planning Commission meeting held March 28, 2012.

ABSENT: Kien.

MOTION CARRIED

Commissioner Kien arrived at 7:05 p.m.

PC 05-07-12 CHANGE ORDER OF NEW BUSINESS ITEMS 1 AND 2

MOTION by Patterson, SUPPORTED by Kindle:

To change the order of the New Business Items No. 1 and 2, due to the Petitioner being present tonight and to hear her presentation first.

MOTION CARRIED UNANIMOUSLY

PC 05-08-12 SITE PLAN REVIEW - THUNDERKING FIREWORKS SALE

MOTION by Kindle, SUPPORTED by Patterson:

To receive and file the following items:

- * The request dated April 30, 2012 from Thunderking to sell fireworks from a temporary tent in the parking lot of Family Dollar near Eastland Mall.
- * The Site Plan for the proposed temporary tent
- * The review letter of the request dated May 16, 2012 as submitted by the Planning Consultant, John R. Jackson of McKenna Associates, Inc., and furthermore, approve of the proposed temporary tent to be located at the Family Dollar near Eastland Mall, subject to the following conditions: 1) The applicant must obtain final approval from the State Fire Marshall and must obtain a copy of the permit to the City; 2) the applicant must meet all State standards for fireworks sales; 3) the parking spaces immediately adjacent to the sales space must be closed for the duration of the sale, in order to provide the required 10 foot gap between the sales space and the nearest parked car; 4) If any lighting is proposed, it must meet the standards in Section 10-164.4.d or a note added to the plan that no outdoor lighting is proposed; 5) a color rendering of the sign must be submitted and approved by the City and 6) Review and approval by the Zoning Board of Appeals.

MOTION CARRIED UNANIMOUSLY

PC 05-09-12 2010 ANNUAL REPORT

MOTION by Kien, SUPPORTED by Patterson:

To receive and file the 2011 Annual Report as submitted by the Planning Consultant on the Planning Commission's Activities, and in accordance with P.A. 33 of 2008, forward a copy of said report to the acting City Manager with changes and corrections as noted.

MOTION CARRIED UNANIMOUSLY

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PC 05-10-12

ADJOURNMENT

MOTION by Vargo, SUPPORTED by Kindle:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:05 p.m.

MOTION CARRIED UNANIMOUSLY

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
SEPTEMBER 28, 2011

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) Douglas A. Barnes, John Bruneel, David A. Kien and Nicole Jackson.

ABSENT: Shanna Reed (7:05) and Mark Zink

OTHERS PRESENT: Planning Consultant Christopher Khorey and Acting City Clerk Leslie M. Frank.

PC 09-17-11

EXCUSE COMMISSIONER

MOTION by Kindle, SUPPORTED by Vargo:

To excuse Commissioner Mark Zink from tonight's meeting because of a prior commitment.

ABSENT: Shanna Reed (7:05) and Mark Zink

MOTION CARRIED

PC 09-18-11

MINUTES

MOTION by Bruneel, SUPPORTED by Kindle:

To receive, approve and file the minutes of the regular Planning Commission meeting held June 22,

2011.

ABSENT: Mark Zink.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

SEPTEMBER 28, 2011
PAGE 2

Discussion took place following the submission of the Planning Consultant's recommendation and the Commissioner's opted to not act on this request, but rather asked that a public hearing be scheduled.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PC 09-19-11

ADJOURNMENT

MOTION by Vargo, SUPPORTED by Patterson:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:50 p.m.

ABSENT: None

MOTION CARRIED UNANIMOUSLY

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
JUNE 22, 2011

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) John Bruneel, Shanna R. Reed and Mark Zink.

ABSENT: Commissioner(s) Douglas A. Barnes and David A. Kien.

OTHERS PRESENT: City Clerk Mickey D. Todd and Planning Consultant John Jackson.

PC 06-13-11

EXCUSE COMMISSIONER

MOTION by Patterson, SUPPORTED by Kindle:

To excuse Commissioner(s) Douglas A. Barnes and David A. Kien from tonight's meeting because of a prior commitment.

ABSENT: Barnes and Kien.

MOTION CARRIED

MOTION by Patterson, SUPPORTED by Bruneel:

To receive, approve and file the minutes of the regular Planning Commission meeting held May 25, 2011.

ABSENT: Barnes and Kien.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

JUNE 22, 2011
PAGE 2

CITY MASTER PLAN REVIEW

The Planning Consultant advised the Commissioners that he is preparing additional information for the Commissioners to review before proceeding with adopting the updated Master Plan.

MEDICAL MARIJUANA ZONING

The Commissioners and the Planning Consultant discussed various Medical Marijuana Zoning possibilities and agreed to have a representative from the Commission approach City Council to see if there is an interest on their part to proceed with this matter.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

MOTION by Patterson, SUPPORTED by Bruneel:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:00 p.m.

ABSENT: Barnes and Kien.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
MAY 25, 2011

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Commissioner(s) John Bruneel, David A. Kien, Shanna R. Reed and Mark Zink.

ABSENT: Commissioner(s) Douglas A. Barnes and Valerie J. Kindle.

OTHERS PRESENT: City Clerk Mickey D. Todd and Planning Consultant Donna J. Krips.

PC 05-10-11

EXCUSE COMMISSIONERS

MOTION by Bruneel, SUPPORTED by Reed:

To excuse Commissioner(s) Douglas A. Barnes and Valerie J. Kindle from tonight's meeting because of prior commitments.

ABSENT: Barnes and Kindle.

MOTION CARRIED

PC 05-11-11

MINUTES

MOTION by Bruneel, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held April 27, 2011.

ABSENT: Barnes and Kindle.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

MAY 25, 2011
PAGE 2

CITY MASTER PLAN REVIEW

Planning Consultant Donna Krips and the Commissioners discussed the issues that need to be addressed to complete the statutory review of the City's Master Plan. The Planning Consultant indicated that she will provide the required updates at the next meeting for the Commissioner's review and approval.

MEDICAL MARIJUANA ZONING REQUIREMENTS

Planning Consultant Donna Krips and the Commissioners discussed handout materials provided regarding the Medical Marijuana Zoning Requirements. No action was taken, however, the Commissioners agreed to meet again on June 22 to continue discussing this issue.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PC 05-12 -11

ADJOURNMENT

MOTION by Bruneel, SUPPORTED by Zink:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:21 p.m.

ABSENT: Barnes and Kindle.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
APRIL 27, 2011

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) John Bruneel and Mark Zink.

ABSENT: Commissioner(s) Douglas A. Barnes, David A. Kien and Shanna R. Reed.

OTHERS PRESENT: City Clerk Mickey D. Todd and Planning Consultant Donna J. Krips.

PC 04-06-11

EXCUSE COMMISSIONERS

MOTION by Bruneel, SUPPORTED by Patterson:

To excuse Commissioner(s) Douglas A. Barnes, David A. Kien and Shanna R. Reed from tonight's meeting because of prior commitments.

ABSENT: Barnes, Kien and Reed.

MOTION CARRIED

PC 04-07-11

MINUTES

MOTION by Patterson, SUPPORTED by Zink:

To receive, approve and file the minutes of the regular Planning Commission meeting held March 23, 2011.

ABSENT: Barnes, Kien and Reed.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

APRIL 27, 2011
PAGE 2

PC 04-08-11

MASTER PLAN REVIEW

MOTION by Kindle, SUPPORTED by Patterson:

To table discussion on the Master Plan review until the Planning Consultant can provide additional information on the following items: 1) the City's plan to possibly implement cul-de-sacs on some streets; 2) new census information on the rental/ownership ratio in the City; 3) information on the City's current version of the property maintenance code; and 4) updated information of the complete streets program.

ABSENT: Barnes, Kien and Reed.

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Bruneel announced that he is selling poppies for the American Legion.

Commissioner Kindle announced that she is no longer employed by Wayne County Commissioner Martha Scott.

PC 04-09-11

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Zink:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:05 p.m.

ABSENT: Barnes, Kien and Reed.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
MARCH 23, 2011

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) John Bruneel, David A. Kien, Shanna R. Reed and Mark Zink.

ABSENT: Commissioner Douglas A. Barnes.

OTHERS PRESENT: City Clerk Mickey D. Todd and Planning Consultant Donna J. Krips.

PC 03-01-11

EXCUSE COMMISSIONER

MOTION by Bruneel, SUPPORTED by Patterson:

To excuse Commissioner Douglas A. Barnes, from tonight's meeting because of a prior commitment.

ABSENT: Barnes.

MOTION CARRIED

PC 03-02-11

MINUTES

MOTION by Kindle, SUPPORTED by Zink:

To receive, approve and file the minutes of the regular Planning Commission meeting held September 22, 2010.

ABSENT: Barnes.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

MARCH 23, 2011
PAGE 2

PC 03-03-11

2010 ANNUAL REPORT

MOTION by Patterson, SUPPORTED by Zink:

To receive and file the 2010 Annual Report as submitted by the Planning Consultant on the Planning Commission's Activities, and in accordance with P.A. 33 of 2008, forward a copy of said report to City Council. Additionally, direct the Secretary to attend a Council meeting to summarize the report on behalf of the Commission. (Attachment #1)

ABSENT: Barnes.

MOTION CARRIED

PC 03-04-11

ELECTION OF CHAIR - VICE-CHAIR - SECRETARY

MOTION by Kien, SUPPORTED by Reed:

To re-elect Commissioner Gregory Vargo as Chair, Commissioners Neil Patterson as Vice-Chair and Valerie J. Kindle as Secretary for 2011.

ABSENT: Barnes.

MOTION CARRIED

COMMITTEE REPORTS

Chairperson Vargo re-appointed Commissioners Bruneel and Kindle to the City's Ordinance Committee.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

The Commissioners agreed to hold meetings in April and May, as part of the State Law requiring the Planning Commission to meet a minimum of four times a year, and leave an open date for the fourth meeting. They added that for the April meeting they will review the City's Master Plan and for the May meeting they will address the zoning for Medical Marijuana.

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

MARCH 23, 2011
PAGE 3

Commissioner Kindle asked if the banner at Rex's Deli is permissible under our ordinance. (The City Clerk said he would ask the Building Inspector about the sign.) She also announced that she has recently been appointed as an aide to County Commissioner Martha Scott.

PC 03-05-11

ADJOURNMENT

MOTION by Kien, SUPPORTED by Patterson:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:50 p.m.

ABSENT: Barnes.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

ATTACHMENT #1

February 21, 2011

Planning Commission
City of Harper Woods
19617 Harper Avenue
Harper Woods, MI 48225

Subject: 2010 Annual Report of Planning Commission Activities

Dear Commissioners:

The Planning Commission of Harper Woods met three times in the past year and reviewed one site plan that was submitted for approval. There were no changes to personnel at the Planning Commission.

Site Plans

Taco Bell, 20726 Harper Avenue requested approval to change the parking lot by moving the two dumpsters to the rear of the lot, providing better site circulation and stacking and the elimination of two parking spaces. The Planning Commission approved the request on March 24, 2010.

Miscellaneous Reviews

The Planning Commission discussed the Michigan Medical Marijuana Act and its implications for the City. The Commission recommended to City Council placing a moratorium on Medical Marijuana until the City establishes ordinances to govern the location and regulations of the controlled substance that would best serve the needs of the residents and businesses of the City.

2011

The Planning Commission looks forward to the year 2011. In order to counter the negative impacts of the economy, the Planning Commission should be pro-active and strive to be a part of the solution to the problems facing the community. There are many areas that the Planning Commission should consider or review in the upcoming year as part of their work plan including the following:

1. Substantive review of the Master Plan as required by State law. The City of Harper Woods Master Plan with adopted in 1999. The Planning Commission should at a minimum review the new census data, the goals and objectives of the Master Plan and the future land use map and descriptions to determine its validity based on development trends and existing conditions. This would be an optimum time to include the complete streets legislation required by the State of Michigan the works to increase the safety and mobility of cyclists, pedestrians and all other modes of transportation.

• Complete streets	\$1,500.00
• Review of Plan	\$1,000.00
• Census data update	\$1,000.00

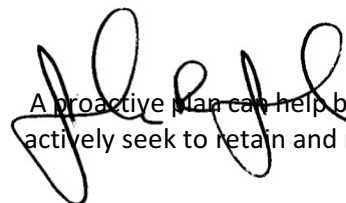
2. The City should consider drafting an ordinance to regulate the growing and dispensing of Medical Marijuana because the impacts of doing nothing could negatively impact neighborhoods, schools, and business districts.

• Draft Ordinance	\$1,500.00
• Map Locations	\$1,500.00

3. Adoption of a Conditional Zoning Ordinance. A Conditional Zoning Ordinance allows for rezoning a site based on a submitted site plan and the conditions of development that an applicant proposes for the project.

• Draft Ordinance	\$1,000.00
-------------------	------------

4. An update of the park and recreation plan is needed to capture grants for proposed projects.
5. What is Harper Woods position in the market place? How can Harper Woods target appropriate businesses to fill store on Kelly Road and Harper Avenue? A market study would help answer these questions and help Harper Woods formulate a strategy to strengthen the City's business district based on real world information.

 A proactive plan can help build a quality community and we look forward to working with the City as they actively seek to retain and maintain its economic base.

Respectfully submitted,
McKenna Associates

John Jackson, AICP
Executive Vice President

Donna J. Krips
Senior Zoning Administrator

CITY OF HARPER WOODS
PLANNING COMMISSION
SEPTEMBER 22, 2010

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) Douglas A. Barnes, John Bruneel, David A. Kien, Shanna R. Reed and Mark Zink.

ABSENT: Commissioner Margaret Wagner.

OTHERS PRESENT: City Clerk Mickey D. Todd and Planning Consultant Donna J. Krips.

PC 09-09-10

EXCUSE COMMISSIONER

MOTION by Bruneel, SUPPORTED by Patterson:

To excuse Commissioner Margaret Wagner from tonight's meeting because of a prior commitment.

ABSENT: Wagner.

MOTION CARRIED

PC 09-10-10

MINUTES

MOTION by Zink, SUPPORTED by Kindle:

To receive, approve and file the minutes of the regular Planning Commission meeting held March 24, 2010.

ABSENT: Wagner.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

SEPTEMBER 22, 2010
PAGE 2

COMMITTEE REPORTS

Commissioner Bruneel said that he was told there will be an Ordinance Committee meeting in the next few weeks.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

The Commissioners discussed the information presented by the Planning Consultant relative to the new Medical Marijuana Law and the impact it is having on zoning.

PC 09-11-10

ADDENDUM TO AGENDA

MOTION by Kindle, SUPPORTED by Bruneel:

To add to the agenda discussion and/or action on recommending to City Council that they adopt a moratorium on the issuance of any permits/licenses pertaining to any Medical Marijuana uses as provided by State law in order to provide time to draft the appropriate zoning regulation.

ABSENT: Wagner.

MOTION CARRIED

PC 09-12-10

MEDICAL MARIJUANA MORATORIUM

MOTION by Kien, SUPPORTED by Bruneel:

To recommend to City Council that they adopt a six month moratorium on the issuance of any permits/licenses pertaining to any Medical Marijuana uses as provided by State law in order to provide time to draft the appropriate zoning regulation.

ABSENT: Wagner.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

SEPTEMBER 22, 2010
PAGE 3

DISCUSSION BY COMMISSION MEMBERS

Commissioner Kien commented on his participation in Saturday's Kelly Road clean-up, and how

the Police Department plans on staying on the business owners to keep their property clean.

Commissioner Kindle also commented on her participation in Saturday's Kelly Road clean-up.

Commissioner Zink commented on the High School's Annual Band-O-Rama being this Sunday with seventeen marching bands scheduled to participate.

Commissioner Bruneel announced that the Lion's Club will be having their Annual Pasta Dinner on October 20 from 4-8 p.m. at the Community Center, with all proceeds going to help families in need over the coming holiday season.

PC 09-13-10

ADJOURNMENT

MOTION by Bruneel, SUPPORTED by Patterson:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:41 p.m.

ABSENT: Wagner.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
MARCH 24, 2010

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:00 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) Douglas A. Barnes, John Bruneel, David A. Kien, Shanna R. Reed, Margaret Wagner and Mark Zink.

ABSENT: None.

OTHERS PRESENT: City Clerk Mickey D. Todd and Planning Consultant John Jackson of McKenna Associates, Inc.

PC 03-06-10

MINUTES

MOTION by Zink, SUPPORTED by Bruneel:

To receive, approve and file the minutes of the regular Planning Commission meeting held January 27, 2010.

MOTION CARRIED UNANIMOUSLY

PC 03-07-10

SITE PLAN REVIEW - TACO BELL
REMODELING 20726 HARPER

MOTION by Patterson, SUPPORTED by Bruneel:

To receive and file the site plan dated March 2, 2010, as submitted by Arc Vision, Inc., 1950 Craig Road, Suite 300, St. Louis, Missouri, 63146, on behalf of Taco Bell of America, Inc., 1 Glen Bell

Way, Irvine, California, 92618, owner of the Taco Bell at 20726 Harper, for the remodeling of the restaurant. Furthermore, receive and file the memorandum dated March 1, 2010, from John Jackson and Donna J. Krips, Senior Zoning Administrator of McKenna Associates, Inc.

MOTION CARRIED UNANIMOUSLY

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Bruneel announced that the Lion's Club will be having their Annual Pancake Breakfast on Palm Sunday, March 28, at the Community Center from 9:00 a.m. to 1:00 p.m., and that tickets are \$5. He also announced that the Harper Woods Dad's Club will be having a Fish Fry this Friday at the High School.

Commissioner Patterson commented on the new Family Dollar store that is going in at one of the out buildings at Eastland Center.

Chairman Vargo commented on the informational flyer from McKenna Associates about the new Medical Marijuana Law and the impact it may have on local zoning. He asked the Planning Consultant if this is something that the Planning Commission and the City needs to address in the zoning ordinance before these type of businesses attempt to come into the city, or if we should wait before adopting any new zoning ordinance amendment. (John Jackson, Planning Consultant, said that the Zoning Ordinance should be amended now to provide reasonable guidelines for this use to ensure that distribution sources of medical Marijuana are not allowed to go next to schools and churches, and so that they are not concentrated in a given area of the city. He added that McKenna Associates is drafting proposed ordinances that would regulate medical marijuana distribution locations, and he will share them with the City and the Planning Commission for review and adoption.) The Commissioners also discussed the informational flyer from McKenna Associates regarding adopting form based codes in the city.

PC 03-08-10

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Zink:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:40 p.m.

MOTION CARRIED UNANIMOUSLY

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary

CITY OF HARPER WOODS
PLANNING COMMISSION
JANUARY 27, 2010

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:05 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Valerie J. Kindle, Commissioner(s) John Bruneel, Shanna R. Reed and Mark Zink.

ABSENT: Commissioner(s) Douglas A. Barnes, David A. Kien and Margaret Wagner.

OTHERS PRESENT: City Clerk Mickey D. Todd and Planning Consultant Donna J. Krips.

PC 01-01-10

EXCUSE COMMISSIONER

MOTION by Bruneel, SUPPORTED by Patterson:

To excuse Commissioner from tonight's meeting because of prior commitments.

ABSENT: Barnes, Kien and Wagner.

MOTION CARRIED

PC 01-02-10

MINUTES

MOTION by Zink, SUPPORTED by Kindle:

To receive, approve and file the minutes of the regular Planning Commission meeting held August 26, 2009.

ABSENT: Barnes, Kien and Wagner.

MOTION CARRIED

PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

JANUARY 27, 2010
PAGE 2

PC 01-03-10

2009 ANNUAL REPORT

MOTION by Patterson, SUPPORTED by Kindle:

To receive and file the 2009 Annual Report as submitted by the Planning Consultant on the Planning Commission's Activities, and in accordance with P.A. 33 of 2008, forward a copy of said report to City Council. Additionally, direct the Planning Consultant to prepare a summary of the cost associated with the items suggested for review for 2010 in said report, and submit them to the Commissioners for further review and consideration. (Attachment #1)

ABSENT: Barnes, Kien and Wagner.

MOTION CARRIED

PC 01-04-10

ELECTION OF CHAIR - VICE-CHAIR - SECRETARY

MOTION by Bruneel, SUPPORTED by Reed:

To re-elect Commissioner Gregory Vargo as Chair, Commissioners Neil Patterson as Vice-Chair and Valerie J. Kindle as Secretary for 2010.

ABSENT: Barnes, Kien and Wagner.

MOTION CARRIED

COMMITTEE REPORTS

Chairman Vargo reappointed Commissioner Bruneel as the Commission's Representative to the Ordinance Committee.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

The Commissioners discussed the State statute that requires them to meet four times annually

and suggested that meetings be tentatively scheduled for March, May and September, so that compliance with the statute is met. They added that should other business come before the Commission the meeting schedule could change.

The Commissioners discussed the opening of the Burlington Coat Factory at the mall and how
PLANNING COMMISSION MEETING
CITY OF HARPER WOODS, MICHIGAN

JANUARY 27, 2010
PAGE 3

it is a nice addition to the mall.

Commissioner Reed suggested that we invite the manager from Eastland Center to a meeting to update the commission on future plans for the mall.

PC 01-05-10

ADJOURNMENT

MOTION by Zink, SUPPORTED by Patterson:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 7:58 p.m.

ABSENT: Barnes, Kien and Wagner.

MOTION CARRIED

Gregory Vargo, Chairman

Valerie J. Kindle, Secretary