

APPROVED
JANUARY 4, 2023

**CITY OF WIXOM
49045 PONTIAC TRAIL
PLANNING COMMISSION MEETING
MONDAY, DECEMBER 5, 2022**

This meeting was called to order by Chairman Day of the Planning Commission at 7:30 p.m. at which time allegiance was pledged to the American flag.

PRESENT: William Day (Chairman), Phillip Carter (Vice Chairman), Sandro Grossi, Mark Lada, Anthony Lawrence; Cheryl Tacy

ABSENT: Excused: Ray Cousineau

OTHERS: Doug Lewan (Carlisle Wortman Associates), Drew Benson, Assistant City Manager; and Mona Freiburger (Recording Secretary)

Determination of a Quorum:

A quorum of the Planning Commission was present for this meeting.

Changes or Additions to the Agenda:

None

Approval of Minutes:

None

Correspondence:

November 29, 2022 City Manager Update

Call to the Public: (Limited to 5 minutes per speakers, addressing Agenda items on Agenda only)

No public comments.

New Business:

1. **SITE PLAN REVIEW/SPR#22-013 VILLAGE APARTMENTS COMMUNITY BUILDING RENOVATION, 30900 TAMARACK, WIXOM, MI**

48393. The applicant is requesting site plan approval for a 4,852 square foot building addition connecting the existing community building and existing maintenance garage within the central portion of the existing Village Apartments complex. The site is located at the southwest quadrant of the Beck and Pontiac Trail intersection. The site is zoned RM-2, Multiple-Family and, currently, contains the Village Apartment complex.

Discussion:

The applicant is requesting site plan approval for a 4,852 square foot building addition connecting the existing community building and existing maintenance garage within the central portion of the existing Village Apartment complex. The site is located at the southwest quadrant of the Beck and Pontiac Trail intersection. The site is zoned RM-2, Multiple-Family and, currently, contains the Village Apartment complex. The original community building has been modified over the years to accommodate additional operational functions and employees.

In addition to the proposed building expansion, the existing community building will be renovated to include new office spaces, an exercise room, community room and a new poolside deck. Sidewalks along the periphery of the existing structure and proposed addition are also proposed, as well as minor parking modifications accommodating additional barrier-free parking for the community building. A new picnic area north of the pool is also proposed as part of the community building improvements.

Project and Site Description, Natural Resources, Building Location and Site Arrangement, Essential Facilities and Services, Parking, Loading, Site Access and Circulation, Landscaping, Lighting, Signs, and Floor Plan and Elevations are all outlined and described in Carlisle Wortman Associates, Inc., Site Plan Review dated November 11, 2022 and revised December 1, 2022.

The community building is located centrally on the site and will not impact existing required property setbacks.

The site has been previously graded for development and is fairly level. No floodplains or wetlands are located within the project area. However, in the location of the proposed building addition, several trees are required to be removed to accommodate the construction of the proposed addition. In total, eight (8) trees will be removed, four (4) landmark trees and four (4) protected trees. The applicant has provided tree replacement calculations in accordance with Section 17.12.100.H. totaling 12 replacement trees.

The proposed building addition is located along the north and east elevations of the existing community building connecting the existing community building to the maintenance garage.

The City Engineer reviewed the plans and noted the water service and sanitary sewer leads may need to be relocated to accommodate the building addition. These improvements can be reviewed and approved as part of the building and plumbing permits.

Three (3) additional parking spaces are proposed along the west elevation of the proposed building addition. Improvements to the southeastern parking area are proposed as well to accommodate the required barrier-free access aisle. Based on required parking calculations, the expanded community room facility requires 65 parking spaces based on the uses provided. Currently, forty-six (46) parking spaces are provided. Three (3) additional parking spaces are to be installed as part of this project bringing the total to 49 spaces in the immediate area of the community building. Section 18.15.010.G, allows for the Planning Commission to reduce parking requirements based upon a finding that there will be a lower demand for parking. The applicant demonstrates on Sheet AS-3 that parking areas for Buildings 29, 30, and 31 contain overflow parking spaces totaling 13 additional adjacent parking spaces to the community building. By utilizing these overflow spaces, the required 62 spaces for the community building can be met.

The site access and circulation will not be impacted by the proposed community building expansion.

A separate landscape plan has been provided as part of the site plan submittal and has been signed and sealed by a professional landscape architect registered in the State of Michigan.

A detailed lighting plan has been provided demonstrating all existing and proposed lighting within the community building portion of the site. Various lighting types are proposed including seven (7) building mounted fixtures and two (2) different bollard fixtures (adjacent to the picnic area).

No additional signage is proposed as part of this project.

Floor plans and elevations have been submitted for review. The applicant has also provided color renderings and samples of materials for Planning Commission consideration. All elevations are proposed to be updated as part of the project. Building materials include manufactured stone veneer; fiber cement siding; and an asphalt shingled roof.

In the Commissioner's packet, in addition to our review, the Wixom Building Department provided a letter dated November 30, 2022 with some of the building code issues that had to be addressed as part of this project. The City's engineering consultant indicated there are no issues or concerns from the engineering standpoint. Also included in the

packet is a letter dated November 16, 2022 from the City Fire Marshall, who indicated his approval of the project.

It is the recommendation of Carlisle Wortman Associates to approve the subject site plan with the condition that the Planning Commission allows the shared parking arrangement with Buildings 29, 30, and 31 in accordance with Section 18.15.010.G.

Ms. Charlotte Keller, Dorchen/Martin Associates, 29895 Greenfield Road, Southfield, MI, representing the applicant, commented Mr. Lewan summarized the plans, elevation and materials. The only question was in reference to the parking. The facility was built in 1975, when they added on a maintenance garage area in 1980; and in 2015, the separate maintenance garage was built. Ms. Keller indicated the facility has functioned and the parking has served the needs of the building throughout that time. There is a letter written by Mr. Madsen, Edward Rose and Sons which states that on occasion, they do have events at the community center where they may need additional parking beyond what is onsite; at that time, they utilize the other buildings' accessible parking. Also, a number of people do walk, ride their bikes, and it is easily accessible for everyone.

Ms. Keller provided sample building materials for the Commissioners to view and access.

Chairman Day commented in terms of parking, he read Mr. Madsen's letter and why he believes it is sufficient. Chairman Day believed that the applicant would want to have sufficient parking so that it is not to have angry residents and they are satisfied. Chairman Day indicated he appreciated the new entry signs that were installed a few years ago at the apartment complex.

MOTION made and seconded by Commissioner Lawrence and Vice Chairman Carter to approve **SITE PLAN REVIEW/SPR#22-013 VILLAGE APARTMENTS COMMUNITY BUILDING RENOVATION, 30900 TAMARACK, WIXOM, MI 48393**. The applicant is requesting site plan approval for a 4,852 square foot building addition connecting the existing community building and existing maintenance garage within the central portion of the existing Village Apartments complex. The site is located at the southwest quadrant of the Beck and Pontiac Trail intersection. The site is zoned RM-2, Multiple-Family and, currently, contains the Village Apartment complex; with the condition that the Planning Commission allow the shared parking arrangement for Buildings 29, 30 and 31 in accordance with Section 18.15.010.G.

VOTE:

MOTION CARRIED

Old Business:

1. **APPROVAL OF REVISED PLANNING COMMISSION BY-LAWS -**
Consider amendments to the Planning Commission By-laws to change the regular monthly meeting dates.

Discussion:

Chairman Day indicated the approval of Revised Planning Commission By-laws could only be made when there is a full complement of Commissioners. Commissioner Cousineau is not present at this meeting.

Chairman Day indicated the Commission has upcoming meetings and the first meeting the by-laws change to the regular monthly meeting dates would affect the second meeting in January. Chairman Day inquired if the Commission is not able to amend these by-laws by the first meeting in January, does this mean the Commission automatically goes back to the fourth Monday for the Commission's second meeting? Assistant City Manager Benson answered no, ultimately, it would mean that the Commission would be out of compliance with the by-laws which is not ideal; but is not a significant concern at this time, as discussed with the City attorney. The Commission will continue to have this item as an Old Business item and approve them as soon as possible. The Commission did formally approve the schedule, so in function, it should not be a significant problem.

Chairman Day recommended providing a copy of the by-laws to new Commissioners of the Planning Commission in the future.

The Commission discussed changes to the By-laws as follows:

No change to Section 2, Absences. In order to be excused from a meeting, members of the Commission shall effectively communicate in advance of the meeting to the commission Chairperson and City staff when they intend to be absent from the meeting. Otherwise the absence shall result in an unexcused absence. Total absences exceeding twenty-five (25%) percent of all meetings in any one (1) calendar year shall be considered non-performance of duty and may be cause for removal from the Commission upon vote by the majority of City Council.

Page 5, Article VII- Meetings, Section 2. Notice. The agenda and supporting documentation shall be distributed to the Commission via email or delivery not less than four (4) days prior to the date set for the meeting.

Page 6, Quorums, Article VIII. Section 1. Voting. For the transaction of ordinary business at any meeting, four (4) members shall constitute a quorum, and an affirmative majority vote of the four (4) shall decide.

***Noted in discussion: Unless it is in conflict with Robert's Rules of Order or State rules.

Page 6, Article IX- The Order of Business, Section 1.

Order of Business. The order of business for a regular meeting shall be:

1. Call to Order by the Chairperson or Vice Chairperson
2. Pledge of Allegiance
3. Roll Call
4. Determination of Quorum
5. Changes or Additions to the Agenda
6. Approval of Minutes of Preceding Meetings
7. Correspondence
8. Call to the Public with the "Rules of Conduct" read aloud - Agenda Items
9. Consent Agenda
10. New Business
11. Old Business
12. Call to the Public - Non-agenda Items
13. Staff Comments
14. Commission Comments
15. Adjournment

Vice Chairperson Carter inquired about the meaning of "Consent Agenda". Assistant City Manager Benson indicated it would be items that are considered and approved in bulk. As an example, routine expenditures by City Council can be placed on a Consent Agenda so they require a formal approval. There has to be a motion that they approved it or if they are routine, they don't need to consider them; if there is any individual member who is interested in pulling an item for further discussion, such a motion will be made, and it is moved to New Business.

Chairman Day commented in terms of an Election, this item should be a standard item of business on the first meeting in January every year.

Commissioner Tacy inquired about the meaning of "Ex Parte" contact. Mr. Lewan indicated it is referring to a Commissioner going to an onsite visit and having a conversation with the applicant. This should be avoided, if possible; but sometimes it is unavoidable. If this happens, the Commissioner is supposed to mention this conversation to the Planning Commissioners at the public meeting to reveal the discussion with the applicant, so that everything is out in the open; no one can say there was a private conversation that occurred onsite. It is not allowed to communicate with other Commission members in a mass email that is not in a public setting. Mr. Lewan commented it gives the appearance that you are deliberating towards a decision. Commissioners are only supposed to deliberate towards a decision in a public meeting.

Mr. Lewan explained if the Commissioners wanted to do a group site visit where they are all together and will discuss the matter, it is possible. The onsite visit has to be posted eighteen (18) hours prior to the onsite meeting, so anyone in the city can attend to hear the discussion.

Assistant City Manager Benson commented they will work on the changes to the By-laws. The revisions and updates will be on the next Agenda which should be held in January, 2023.

Call to the Public:

No public comments.

Staff Comments:

Mr. Lewan commented there were some concerns of the Planning Commissioners and City Council about the façade of the Wixom Assembly Park on Phase 2, specifically, about windows on the front façade.

Mr. Lewan indicated he visited the Wixom Assembly Park and confirmed there are fewer windows in Phase 2 than there are in Phase 1; particularly on the upper part of Phase 2. Some of the windows on Phase 2 are painted over, still have paper over them, but there are less windows. Mr. Lewan stated he looked at the site plans and viewed some notations in the design part of the site plan section; there are supposed to be 20% windows for any facilities that face Wixom Road. Phase 2, although has less windows, according to the site plan note, indicates there are a little over 20% windows. Phase 1 has slightly more than 20%.

Commissioner Tacy commented the buildings have more windows because they had requested it, both Planning Commission and City Council. She asked why this request was not translated over to the following phases. This was important when looking at the first two building because it was an expanse of nothing. Phase 2 looks worse because it was the same color scheme of the exact same building and it is much closer to the road. There is now less glass to break up the spaces. Commissioner Tacy indicated she was not happy with the lack of windows and that this request was not carried through. Assistant City Manager Benson commented they are still working on possible remediation steps, but at a minimum, they are talking about working on it and trying to identify what the circumstances are and what they can do. Mr. Lewan commented he would review the Minutes and the plans.

Commission Comments:

City of Wixom
Planning Commission
Monday, December 5, 2022

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Happy Holidays to everyone.

ADJOURNMENT:

This meeting of the Planning Commission was motioned and adjourned at 8:12 p.m.

Mona Freiburger
Recording Secretary