MINUTES OF THE REGULAR MEETING OF THE CITY OF ROMULUS PLANNING COMMISSION HELD ON MONDAY, NOVEMBER 21, 2016

1. The meeting was called to order by Chairperson Freitag at 7:00 p.m.

2. Roll Call Showing: Jerry Frederick, Melvin Zilka, Celeste Roscoe, Mike Glotfelty, Daniel McAnally, Mike Prybyla, David Paul and Cathy Freitag

   Excused: Edna Talon-Jemison

   Also in attendance: Carol Maise, City Planner, and Christiina Wilson, Planning Secretary

3. Motion by McAnally supported by Roscoe to approve the agenda as presented. Roll Call Vote: Ayes – McAnally, Roscoe, Glotfelty, Paul, Roscoe, Prybyla, Zilka and Freitag. Nays – none. Motion Carried.

   Agenda

   1. Pledge of Allegiance

   2. Roll Call

   3. Approval of Amended Agenda

   4. Approval of Minutes

   5. Comments from Public on Non Agenda Items

   6. Public Hearings

   7. Old Business


   8. New Business

      A. SPR-2016-016; BTS Carrier Tractor Trailer Parking, requesting site plan approval to redevelop the property for a 10-space tractor trailer parking lot located at 29101 Goddard. Parcel #80-094-99-0005-000. Zoning – M-T, Industrial Transportation District. (Action required: approve, approve with conditions or deny site plan).

   9. PC-Cases Involving Advice or input from the Planning Commission

   10. Reports

      A. Chairperson

      B. City Planner

         1) Planning Department Status Report

   11. Reports on Interest Designation
12. Communications

13. Adjournment

4. Approval of Minutes

A. Motion by Zilka supported by Glotfelty to approve the minutes of the regular meeting of the Planning Commission held on Monday, September 19, 2016.


5. Comments from Public on Non Agenda Items – None.

6. Public Hearings – None.

7. Old Business

A. PC-2015-016; Storage of America, requesting to extend the site plan approval for an 8-building, 41,550-sq. ft. self-storage facility at 11285 Middlebelt. Parcel #80-094-99-0018-00.

Dick Butler, 178 Fall Creek Pkwy, Pendleton, IN 46064, V.P. of Construction, Storage of America stepped forward to speak.

- Mr. Butler stated that he was requesting a 12 month extension because of delay due to restructuring of the organization.
- Ms. Maise informed the commissioners that they submitted engineering plans in March and that a review is needed on the revised plans.
- Mr. Butler informed the commissioners that he was expecting to receive the revisions at any time.
- Ms. Maise explained that the project is moving along but, they just ran out of time with the expiration date.
- Mr. Frederick asked if Mr. Butler was still affiliated with the prior applicant, Robert Walker, from Utah.
- Mr. Butler replied yes.


Roll Call Vote: Ayes – Prybyla, Zilka, Glotfelty, Paul, Frederick, McAnally, Roscoe and Freitag. Nays – None. Motion Carried.

8. New Business

A. SPR-2016-016; BTS Carrier Tractor Trailer Parking; requesting site plan approval to redevelop the property for a 10-space tractor trailer parking lot located at 29101 Goddard. Parcel #80-094-99-0005-000.
Bill Mosher, APEX Engineering Group, 2959 Rambling Way, Bloomfield Township, MI 48302, stepped forward to speak on behalf of BTS Carrier, Inc.

- Mr. Mosher explained that he was looking for site plan approval and permission to remove the trees on site for the first phase of development for a self-serve parking lot for trucks that are not able to park at their place of business or residents. There are 2 existing buildings on site that are not associated with the use at this time. The buildings are not going to be used because there are not any employees at the site, since it will be a self-serve site. They plan to have a temporary trailer for office space, if the need arises for employees in the future, with proposed landscaping to alleviate the concerns of use of the buildings on site.
- Due to the nature of the business, several waivers are needed. One waiver being the dumpster. Mr. Mosher explained that there will not be any trash generated. Also, the curbing requirements should be waived since they plan to expand the parking lot south in the future. They are proposing elimination of the irrigation plan because the only landscaping is going to be at the front of the property. A waiver is also required since they are proposing asphalt millings to be used for the truck turn-around area because they want to use this as a base for future paving.
- Mr. Mosher stated that they are working with the cell tower carrier to revise the plans for the easement because it currently goes through the parking. He also noted that they have installed new landscaping and fencing along Goddard Rd.

Chairperson Freitag closed the petition speaking portion of the meeting and opened it up for questions and comments from the commissioners.

- Mr. Glotfelty commented that there was a note from the Fire Chief regarding the turn-around on site for the fire trucks and that the Fire Chief said that the asphalt millings do not comply with requirements. He expressed his concerns about the asphalt millings as well and stated that he would like to see pavement. He wouldn’t mind if there was stone over top of millings but, not he is not a fan of millings, and he would not like to see the city’s fire truck sink in millings.
- Mr. Glotfelty also questioned the waiver for the dumpster. His concern was that there is going to be trash and it will be blowing around the site if the truck drivers have place to put their trash. He likes the idea of an irrigation plan to keep the landscaping neat and watered. He is not in favor of waiving that request.
- Mr. Mosher explained that Mr. Singh, the owner was present and could address the concerns of the commissioners over the dumpster. Also, he stated that they can provide irrigation but, they had a hard time tracking down an irrigation plan.
- Ms. Maise commented that they were under the impression that they were asking for a waiver from the irrigation.
- Mr. Mosher replied that they were only asking for a waiver from providing the irrigation plan.
- Ms. Maise stated that the landscape contractor will usually provide an irrigation plan.
- Mr. McAnally reminded the commissioners that there was another case where they required another applicant to remove the waste and garbage collected from truck drivers and they did waive a dumpster.
- Mr. McAnally asked Ms. Maise for more background on the 48-inch oak tree on site.
- Ms. Maise stated that there are a lot of trees on the site and that the property owner was initially asking to clear the entire site. Although the clearing of trees for development is often necessary, the ordinance requires that tree clearly be for development. At this point they are only proposing development on a small portion of the site. There is a large oak tree at the fringe of the westerly portion of the property and the hope was that some of the larger oak trees remain.
• Mr. Mosher stated that they can place some landscape islands around those trees, or make every attempt to and during engineering they’ll make sure that the grading works.
• Mr. McAnally commented that although the applicant has stated that they plan on not using the 2 existing buildings on the site, he wonders if they will be boarded and locked.
• Mr. Mosher explained that Mr. Singh now has his business in Plymouth and plans to relocate to Romulus in the future and plans to demolish those buildings and build a new facility for dispatch. At this time he will fence the site and lock the buildings up. Mr. Singh will have the only key to the buildings and no one will use them.
• Ms. Freitag asked if Mr. Singh owns the property now. She commented that the back door was wide open when she visited the site earlier today.
• Mr. Singh replied that the equipment inside the building was the previous owner’s and that the door was open for them to collect their belongings.
• Ms. Freitag commented that the wooden building on site appears to be dilapidated and is concerned that it may fall down.
• Mr. Singh stated that he is willing to demolish the building but would like to leave the concrete pad beneath.
• Ms. Maisie replied that Mr. Singh can work with the Building & Safety Department to demolish the wooden building.
• Mr. Singh agreed.
• Ms. Freitag commented that she noticed a bulldozer on site and asked Mr. Singh if was already starting to clear debris.
• Mr. Singh stated that he was starting to clean up the property and did remove some trees already since he was unaware that he could not do this without permission, so they have stopped.
• Mr. Prybyla commented that he understands the desire to bring trucking onto the site but, wonders if there could be some improvements to the concrete building.
• Mr. Singh suggested painting the concrete building, since the wooden building will be demolished.
• Mr. Prybyla inquired about a lighting plan.
• Mr. Mosher stated that they are currently looking at a security system with lighting but, just have not finalized those plans.
• Mr. Paul asked for clarification on whether the trucks will be stored on site for local drivers.
• Mr. Singh replied that the trucks will be stored for drivers of long hauls.
• Mr. Paul also asked how the drivers will access the site if there are no employees to let them in.
• Mr. Singh replied that there will be a gate and the drivers will access with a code.
• Mr. Paul asked Mr. Singh if he planned on having water, electric and heat in the temporary trailer.
• Mr. Singh replied yes.
• Mr. Federick asked if the power supplied to the temporary trailer will be separate from the other 2 buildings on site.
• Mr. Mosher replied that the temporary trailer will have its own power supply from the pole since the power is off to the other buildings.
• Mr. Glotfelty asked if there will be fuel on site.
• Mr. Mosher replied no.
• Mr. Glotfelty stated that during his visit to the site he noticed electrical down the east fence line and wondered if the trucks will be plugging into this supply.
• Mr. Singh replied that the previous owner used it but, that he has no plans to use it.
• Mr. Glotfelty commented that if the electrical lines are to be used in the future they will definitely need to be updated.
Ms. Maise commented that the use or non-use of the electrical lines will need to be indicated on the revised site plan.

Mr. McAnally asked Mr. Singh if there will be tractors and trailers stored on site.

Mr. Singh replied yes, both.

Ms. Freitag gave a recap of the proposed project.

Mr. Glotfelty expressed that he did not receive an answer as to the millings that Mr. Singh would like to use for the truck turn-around.

Mr. Paul agreed with Mr. Glotfelty that millings should not be used.

Mr. McAnally questioned if a base of millings with a top layer of gravel would be acceptable for the turn-around.

Mr. Glotfelty explained that it could but, typically a 1x3, which is a binder stone, is placed down and capped with 22AA, and that is what he would accept as a base.

Mr. Singh agreed to use this as a base for the truck turn-around.

Mr. Zilka disagreed with Mr. Glotfelty, Mr. Paul and Mr. McAnally. He went on to explain why he felt that millings are an acceptable base.

Mr. McAnally and Mr. Glotfelty discussed the difference between the gravel and millings.

Mr. McAnally suggested to Mr. Glotfelty and the commissioners that maybe gravel should be used and asked Mr. Singh and Mr. Mosher to check with the Fire Chief to see if gravel was an acceptable temporary base.

Mr. Singh and Mr. Mosher agreed and commented that maybe even a combination of both millings and gravel could be an option.

Mr. McAnally commented that it is the commission’s direction to investigate something other than the millings.

Ms. Maise asked Mr. McAnally if they would then endorse a waiver for gravel.

The commissioner’s replied yes.

Mr. Glotfelty asked Mr. Singh if was then willing to transport the trash off site.

Mr. Mosher stated that Mr. Singh is willing to put a dumpster enclosure on site.

Ms. Freitag asked Mr. Singh if after the temporary trailer expiration of 1 year is up, will he be expanding the site at that time.

Mr. Singh replied that it will depend on how the business grows.

Ms. Maise noted that the temporary trailer will be handled administratively and that it would be allowed for 1 year. The ordinance does allow a 6-month extension however the applicant should be aware that the trailer cannot become a permanent structure.

Mr. Mosher explained that they did look at building a permanent structure now but they would like to get things up and running now and see how well things go. They do plan to expand in the future.

Mr. Paul stated that the petitioners have 1 year to have it worked out.

Motion by McAnally supported by Paul to approve SPR-2016-016; BTS Carrier Tractor Trailer Parking conditioned upon:

1. All outdoor storage and parking of vehicles with the exception of employee parking shall be restricted to the tractor/trailer storage area designated on the site plan. If other areas are needed for storage, it must be shown on a revised plan.
2. There shall be no use in the existing 2 buildings. The small wooden building shall be demolished and the concrete block building shall be upgraded and secured.
3. If truck repair is proposed, the site plan must be amended and the conditions of Section 11.07(d) must be addressed.
4. The temporary office trailer must be reviewed by ARC (Administrative Review Committee) prior to installation. Approval of the temporary trailer is good for 1 year only.

5. Due to the deteriorated condition of the existing pavement, the driveway, parking and storage areas must be repaired and/or reconstructed as determined by the City Engineer and the Building Department during engineering review.

6. Deteriorated pavement must be removed along the east side of the access easement and the required minimum 10-foot setback provided. Note that only pavement that is needed for circulation is allowed.

7. Waivers to the following:
   a. The driveway spacing requirements of Section 14.06(c) since the proposed reconstruction improves the current situation. This is conditioned upon the reconstruction of the approach as determined by the City Engineer.
   b. The curbing requirements of Section 14.02(b)(2) and Section 11.17(b)(7) since the site currently does not include curbs. Note that this does not include the driveway approach.
   c. To allow the use of gravel for the truck turn-around area only with the condition that no parking or storage is permitted in area.

8. A revised lighting plan, revised landscape plan and a revised site plan is required for administrative review and approval.

9. Screening of the trucks and trailers and limits of landscaping will be reviewed upon completion of the development and prior to issuance of any occupancy permits, the city will determine if additional landscaping is required.

10. Installation of a landscape island to preserve the 48 inch oak tree on the westerly edge of the property.

11. Review and approval by other departments, agencies and consultants.

Roll Call Vote: Ayes – McAnally, Paul, Glotfelty, Frederick, Roscoe, Prybyla, Zilka and Freitag. Nays – None. Motion Carried.

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

10. Reports

   A. Chairperson

      1. Chairperson Freitag wished everyone a Happy Thanksgiving.

   B. City Planner

      1. Planning Department Status Report
         - Ms. Maise informed the commissioners that there will be a study session with the City Council to discuss the Vining Road Development District on November 28, 2016.

      2. 2017 Planning Commission Meeting Dates

         Motion by Prybyla supported by McAnally to approve the 2017 regular meeting dates. Roll Call Vote: Ayes – Prybyla, McAnally, Zilka, Roscoe, Glotfelty, Paul, Frederick and Freitag. Nays – None. Motion Carried.
11. Reports on Interest Designation
   • Ms. Roscoe announced upcoming city events.

12. Communications

13. Adjournment

   Motion by Zilka supported by Prybyla to adjourn the meeting at 7:55 p.m. Roll Call Vote: Ayes – Zilka, Prybyla, Roscoe, McAnally, Frederick, Glottfely, Paul & Freitag. Nays – None. Motion Carried.

Michael Prybyla, Secretary
City of Romulus Planning Commission