

**CITY OF WIXOM  
49045 PONTIAC TRAIL  
PLANNING COMMISSION MEETING  
MONDAY, JUNE 27, 2016**

Approved  
07/06/16

The 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, Anthony Lawrence, Joe Barts, Ray Cousineau and Sandro Grossi

**ABSENT:** Peter Sharpe (Excused) and Anthony McClerklin

**OTHERS:** Carmine Avantini (CIB Planning) and Nancy Fisher (Recording Secretary)

**Determination of a Quorum:**

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

**Agenda:**

No additions or changes were made to the agenda.

**Approval of the June 6, 2016 Planning Commission Meeting Minutes:**

**MOTION** and seconded by Commissioners Carter and Lawrence to approve the June 6, 2016 Planning Commission Meeting Minutes.

**VOTE:**

**MOTION CARRIED**

**Correspondence:**

City Manager's Update – June 14, 2016

City Manager's Update – June 28, 2016

**Call to the Public:**

There were no comments made by the public.

**Old Business:**

- 1. BY-LAWS AMENDMENT:** City Council is considering reducing the membership of the Planning Commission from nine (9) to seven (7) members, which is allowed under State law and is becoming more common with communities the size of Wixom. The By-laws recommended to Council for approval call for a nine (9) member Commission so consideration should be given to amending that original recommendation.

Mr. Avantini said that when the City Attorney reviewed the By-laws, she suggested dropping down from 9 to 7 Planning Commission members. This is related to the size of the community and would reduce the quorum down to 4 members. Having fewer Commissioners makes it easier to get citizens to serve. Chairman Day asked Mr. Avantini whether any of the communities he works with have 7-member boards/commissions and he wonders about the effect on the quorum. Commissioner Carter noted that there are currently 8 Planning Commissioners with one vacancy. How would the Planning Commission get to 7 members? Will one Commissioner have to leave? Mr. Avantini noted that this would be left to the Mayor and City Council. Commissioner Lawrence noted that he recently renewed his term on the Planning Commission. He wondered whether perhaps one of the Commissioners' terms was not renewed. Chairman Day asked if the amended recommendation is approved by City Council

how soon it will take effect. Mr. Avantini said it would be very soon. An email will also go out to the Zoning Board of Appeals asking if anyone is interested in serving as an alternate boardmember. Commissioner Cousineau noted that he and Commissioner Lawrence were talking about the fact that the Planning Commission currently has a vacancy and a member with overwhelming work commitments. If the Planning Commission reduces its membership to 7, how would quorum be affected by Commissioner McClerklin's absences? Mr. Avantini said that it may have been Commissioner McClerklin whose term was not renewed. Commissioner Barts noted that it would be more critical for the Commissioners to make the meetings; however, there would be alternates who could step in if needed. Commissioner Cousineau does not mind reducing the size of the Board to 7 members as long as there are 7 members currently serving on it. Commissioner Barts noted that short notice to an alternate Commissioner might not work and suggested having two alternate Commissioners. Commissioner Carter asked whether there is an allowance for specifying alternates for the Planning Commission. Mr. Avantini said that is not specified by State law. Commissioner Carter noted that if 4 Commissioners do not show up, there would not be a meeting that evening. Chairman Day does not object to reducing the Commission to 7 members.

**MOTION** and second by Commissioners Lawrence and Cousineau to recommend to City Council that the membership of the Planning Commission be reduced from 9 members to 7 members.

**VOTE:**

**MOTION CARRIED**

#### New Business:

- 1. PUBLIC HEARING FOR SPECIAL USE #16-002: MEIJER, INC., 49900 & 49860 GRAND RIVER AVENUE, WIXOM, MI 48393:** The applicant is seeking special land use approval to install a drive-through window and lane for the pharmacy on the south side of the existing building. The Municipal Code, Section **18.09.020**, Table **9.02**, requires approval from the Planning Commission for this request. The property is located at 49900 Grand River Avenue, and is zoned B-3, General Business District, where drive-through windows accessory to permitted retail uses are special land uses in that district. The parcel number is 22-07-401-045.

Mr. Avantini has been talking to Meijer's for the last 3 years about a drive-through window for the pharmacy, which has now become a common feature for many pharmacies. Theirs is located in a much larger building. Originally, they wanted the driver's window next to the pharmacy window but that presented traffic flow issues. Now, they are proposing the use of an overhead system via a tube, similar to what banks use. He has reviewed this with the traffic consultant. His June 23, 2016 review letter outlines how it will impact traffic flow and other areas of the site. The applicant cannot fit in the 5 required stacking spaces. That will require a Zoning Board of Appeals (ZBA) variance for special land use. However, that is intended for smaller buildings. This will be on the front of the building and is hundreds of feet off the main road. They have submitted a revised site plan. He recommends approval conditioned upon: 1) a variance being granted since the required number of stacking spaces has not been provided; 2) review and approval by the City engineering consultant, Fire Department, Police Department and Building Department. There is a letter from the Traffic Consultant who indicates there will need to be proper signage throughout the site.

Mr. Avantini said that he received an email dated June 8, 2016 from Tom St. Germaine of Ventech who is situated on the west side of the site. Mr. St. Germaine said that that area is not maintained with the grass reaching 3-4 feet tall. Mr. Avantini suggested adding this as a condition of approval. Chairman Day noted that Commissioner Sharpe sent an email saying that Mr. St. Germaine's concerns were reasonable. Chairman Day asked who is responsible for the maintenance. Mr. Avantini does not know but noted that the owner can be cited for a violation. Commissioner Lawrence noted that that whole area is atrocious and that it is more than the island that is not being maintained. The landscaping is horrible including the island and the area immediately west of that. It is an overgrown field. It is not at the immediate corner or

the west side and is set back a ways and is an empty lot of sorts. Mr. Avantini noted that the building was torn down in the fall and he can mention the issues regarding the maintenance to the City's Building Official. He has heard from a realtor expressing an interest in that property.

Craig Armstrong, 111 E. Wayne, Suite 555, Fort Wayne, Indiana. He is the architect for this project. He is asking them to consider the sign standards. They are being asked to comply with MMUTCD regulations for sign sizes. These standards apply to roadways. However, the pharmacy drive-up is actually in the parking lot. There are existing stop signs that are 2 feet by 2 feet which do not meet the MMUTCD regulations. If that cannot be achieved, he will have to go back to his client. Commissioner Carter asked whether Mr. Avantini's comments in his review letter pertain more to the curbside. Mr. Avantini said that related to the traffic consultant's comments regarding the signs. Chairman Day asked the applicant who owns the property. Mr. Armstrong said that it does not appear that the median is part of Meijer's property.

Matt Levitt [address unstated] is the real estate manager for this project. He has the site map. The island is not part of the Meijer's site and has never been owned by Meijer's. It does not even include the circle drive. Meijer's does not maintain that area because it does not own it and they would be trespassing on someone else's property. He asked the site engineer to look into who owns it. Anything east of Grand Oaks Court is owned by Meijer's including the right-of-way and the actual roadway. His job responsibilities only extend to outlot sales. He does not believe they would have sold that area.

Commissioner Carter confirmed with Mr. Avantini that the Meijer property is east of Grand Oaks Court.

**MOTION** and second by Commissioners Lawrence and Barts to approve Special Use #16-002, Meijer, Inc.'s request for special land use to install a drive-through window and lane for the Pharmacy on the south side of the existing building. This approval is contingent upon: 1) the variance being granted since the required number of stacking spaces are not provided; 2) review and approval of the City engineering consultant, Fire Department, Police Department and Building Department. The property is located at 49900 Grand River Avenue, and is zoned B-3, General Business District. The parcel number is 22-07-401-045.

**VOTE:**

**MOTION CARRIED**

2. **FINAL SITE PLAN, SPR #07-009-16, MEIJER, INC., 49900 & 49860 GRAND RIVER AVENUE, WIXOM, MI 48393:** The applicant is seeking site plan approval for an accessory drive-through window at Meijer, 49900 Grand River Avenue, located between I-96 and Grand River, west of Wixom Road. The drive-through window is proposed on the south side of the building toward the east end, near the garden center. The window will be covered with a canopy and include new signage. The property is zoned B-3, General Business District, where retail businesses and shopping centers are permitted uses in the district. Accessory drive-through windows are allowed as special land uses. The parcel number is 22-07-401-045.

Mr. Avantini referred to his June 23, 2016 review letter. This is a revised site plan review for the pharmacy drive-through. The applicant submitted plans which addressed his concerns. They will require a ZBA variance in order to use 4 stacking spaces instead of 5. He has discussed the location of barrier-free spaces with the applicant and has examined utilizing the island to be barrier accessible. However, the island contains trees as well as a fire hydrant. Most people will use the other main entrance. Any proposed lighting will need to be reviewed and approved by him. The only signage change will be from "Pharmacy" to "Pharmacy Drive-Through". The Ordinance gives the Planning Commission some discretion on this approval and that should be included in any motion. The applicant

has met the required standards. He recommends approval contingent upon: 1) details must be submitted for any new lighting associated with the proposed pharmacy drive-through; 2) ZBA approval of a variance from the stacking space requirements; 3) Planning Commission approval of the Pharmacy Drive Through sign; and 4) review and approval from other applicable consultants, departments and agencies. The tricky part is the directional signage. Will the curbside be directional or identification? If it is identification, it will come back to the Planning Commission. If it is directional, it will not. Commissioner Barts thought he saw a single-page disclaimer from the Michigan Department of Transportation (MDOT) and the consultant regarding the signage criteria. Mr. Avantini said that he was unable to reach the Traffic Consultant since she is currently attending an annual conference. However, he will exercise administrative review over this. If he cannot resolve it administratively, he will bring it back before the Planning Commission.

Commissioner Barts noted that they have focused on the directional signage for the drive-through and does not think they should get hung up on the rest of it. Mr. Avantini said there are Court cases affirming the right of police to ticket motorists for traffic violations within a parking lot. Maybe some of the signage needs to be like that. Chairman Day does not believe that the Planning Commission has the capacity to waive application of the regulations nor does he think it is a good idea to do so.

Craig Armstrong, 111 E. Wayne, Suite 555, Wayne, Indiana. He is the architect for this project. He does not have a problem with the signage being handled administratively. Commissioner Lawrence asked whether the drive-through will be audio only or audio and video. Mr. Armstrong said that it will be audio and video.

Commissioner Cousineau wondered why it is necessary to provide the extent of the paper plans to the Commissioners that was provided. Mr. Avantini said that drive-throughs are automatically a special land use and must come before the Planning Commission. The applicant generally provides all the drawings they have, even if they are not all required. With the canopy and changes to the lot, he was uncomfortable approving this administratively. He handles things administratively when he can to move the process along quicker. Commissioner Carter confirmed with the applicant that the black ornamental fence will be black aluminum.

**MOTION** and second by Commissioners Lawrence and Carter to approve SPR #07-009-16, Meijer, Inc.'s site plan for an accessory drive-through window at Meijer, 49900 Grand River Avenue, located between I-96 and Grand River, west of Wixom Road. This approval is conditioned upon: 1) details must be submitted for any new lighting associated with the proposed pharmacy drive-through; 2) ZBA approval of a variance from the stacking space requirements; 3) Planning Commission approval of the sign change from "Pharmacy" to "Pharmacy Drive-Through"; 4) review and approval of other City departments, agencies and consultants. The property is located at 49900 & 49860 Grand River Avenue, Wixom, Michigan 48393 and the parcel number is 22-07-401-045.

**VOTE:**

**MOTION CARRIED**

- 3. FINAL SITE PLAN, SPR #07-010-16, MEIJER, INC., 49900 & 49860 GRAND RIVER AVENUE, WIXOM, MI 48393:** The applicant is seeking site plan approval for curbside pick-up for Meijer, located between I-96 and Grand River, west of Wixom Road. The applicant is proposing to remove lawn area near the service area on the west side of the building to add 6 parking spaces for curbside pick-up customers. The property is zoned B-3, General Business District, where retail businesses and shopping centers are permitted uses in the district. Curbside pick-up is allowed as a permitted accessory use.

Mr. Avantini referred to his June 13, 2016 review letter. He recommended approval prior to the

applicant submitting another set of drawings. He has now reviewed the new drawings. His biggest concern is the turning radius entering the site. The Traffic Consultant believes that the first space requires a wide swing and that there is a potential conflict with the trucks. The applicant says that most of the deliveries arrive prior to 7 a.m. and the applicant will direct trucks away from there. They have identified the door they will use for curbside pick-up. There is no new lighting included. They have identified signs denoting it as curbside pick-up which requires Planning Commission approval. Directional signs can be approved administratively. He recommends approval contingent upon: 1) the Planning Commission should discuss the turning template to be included with the delivery information provided so that circulation can be verified by the City's Traffic Consultant; 2) snow protection fencing, to protect the existing landscaping during construction, is required; 3) administrative review of any lighting; 4) details and locations of any permanent and temporary signs associated with curbside pick-up must be provided and to be reviewed administratively. Calculations for any permanent signs must be provided to verify overall compliance of the shopping center with Ordinance requirements; and 5) review and approval from other applicable City consultants, departments and agencies.

Chairman Day asked what is meant by 'barrier-free'. Will one space of six be barrier-free? Mr. Avantini said that if people are exiting their cars, they will need to have a barrier-free space. Chairman Day said that people may be sitting in their cars. If they have several bags of groceries, they will likely exit their car. Those spaces should include an area for that to be accomplished safely.

Richard Blasey, Bergmann Associates, 7050 W. Saginaw Highway, Lansing, Michigan. Kyle Wilson, 601 First Street, N.W., Grand Rapids, Michigan. Mr. Blasey has nothing to add. He said the Meijer's customer will pull up, call the number, tell them which space they are in and then someone will bring out the groceries and give it to them. They never have to exit their vehicle. They have not provided a barrier-free space for people in wheelchairs. Mr. Wilson has done 12 of these last year. This year, they utilized the existing parking spaces and added concrete block signs with the call-in number. He has not heard any negative feedback. He does not see a need for barrier-free. Every customer he has seen has opened the trunk from their vehicle. Commissioner Carter noted that this could encourage people who would otherwise use a barrier-free space; i.e., those with mobility issues, to use the curbside pick-up. Commissioner Carter inquired about the function of the hut. Mr. Blasey noted that it is a smoking shelter for Meijer's employees.

Commissioner Day asked about the turning radius. Mr. Blasey said that he has received more comments from the Traffic Consultant. He will work with them to show that trucks can get through. The trucks will arrive before 7 a.m. which is when the curb side pick-up starts. The truckers will be directed to use the back side of the building after 7 a.m. Commissioner Carter asked whether it is believed all 6 spaces will be used simultaneously. Mr. Blasey said no. Currently, it is a maximum of 4 spaces within 15 minutes. Commissioner Carter asked about whether there will be room for vehicles who have already pick-ups to back out and turn. Mr. Blasey said there is adequate room for that and the truck dock is hundreds of feet back at the rear of the building. Chairman Day asked whether the spaces are covered. Mr. Blasey said no.

Commissioner Carter confirmed with Mr. Avantini that he is satisfied with the details. His only question is whether they need Americans for Disability (ADA) accessibility going into the building. Mr. Blasey said it will be ADA-compliant and the ramp is under a 2 percent grade. In answer to Commissioner Carter's question, Mr. Blasey said that the curbside pick-up will run until 9 p.m. Commissioner Carter inquired about reduced lighting in the winter. Mr. Blasey said he does not know whether it meets egress requirements for the door previously. They are not proposing any changes to the area. Commissioner Barts noted that it is a deserted area and there may be security issues involved with rolling down windows in a darkened, isolated area.

**MOTION** and second by Commissioners Barts and Carter to approve SPR #07-010-16, Meijer, Inc.'s site plan approval for curbside pick-up for Meijer, located between I-96 and Grand River, west of Wixom Road. This approval is conditioned upon the 8 items enumerated in Mr. Avantini's June 13, 2016 review letter. The property is located at 49900 & 49860 Grand River Avenue, Wixom, Michigan 48393, is zoned B-3, General Business District and the parcel number is 22-07-401-045.

**VOTE:****MOTION CARRIED**

- 4. FINAL SITE PLAN, SPR #31-008-16 CREATIVE MACHINES, 50140 PONTIAC TRAIL, WIXOM, MI 48393:** The applicant is seeking site plan approval for the construction of a 14,375-square foot building addition for Creative Machine at 50140 Pontiac Trail, which is located on the north side of Pontiac Trail, west of Wixom Road. The proposed addition to the north side of the 11,803 sq. ft. industrial building will include 19,946 sq. ft. of new pavement behind the building along with a loading dock, new dumpster enclosure, propane tank storage area and new landscaping; an expanded parking lot of 14 additional spaces along the east side of the property; and the removal of 11 parking spaces at the front of the building to accommodate an expanded detention basin with new landscaping. The project also includes the removal of 21 regulated trees which will be replaced. The property is zoned M-1, Light Industrial District. The building addition will include the extension of a 10-ton crane bay and two 5-ton crane bays.

Mr. Avantini referred to his June 20, 2016 review letter. This involves a building addition. He referred to the large scale depictions of the site. The key issues are: 1) transition from the new curbed parking area to one which is not; i.e., does there need to be some form of separation? 2) pedestrian circulation; i.e., there will be a new door. Is a crosswalk necessary? 3) waste receptacle. They propose it go into the required setback. However, the Ordinance allows the Planning Commission to approve it without a variance. The site is tight. The applicant is a bit short on the landscaping. However, it meets the intent. They will remove some trees from the rear of the property and will need to plant replacement trees onsite or contribute to the City's Tree Fund which would involve tree plantings elsewhere. He recommends approval conditioned upon: 1) special land use approval for any outdoor storage; 2) approval of the dumpster enclosure in the required side setback; 3) some form of separation between the existing parking spaces and grass area should be considered, if determined necessary by the Planning Commission; 4) the connection between the new door on the east elevation of the building addition and the parking lot should be considered, if determined necessary by the Building Official and Fire Chief; 5) waiver to the landscaping requirements, since the site contains landscaping and the amount of required landscaping cannot be provided on the developed site; 6) replacement trees being provided or a donation to the City's Tree Fund for the replacement of the removed landmark trees, in an amount determined by City staff; 7) approval of other consultants, agencies and departments.

Chairman Day asked whether the payment to the City's Tree Fund is required. Mr. Avantini said that it is although there is some discretion as to tree size, quality, etc. Generally, replacement trees are planted elsewhere in the City, usually in a right-of-way. There is a public purpose. Commissioner Barts asked for clarification of No. 3 referenced in Mr. Avantini's review letter. Mr. Avantini pointed it out on the large diagram. There is a curbed area, then spaces that are not curbed. He does not like bumper blocks. Chairman Day noted that one area is striped for parking and asked where the grass area is located. Commissioner Barts said that it is the green space with abutting pavement and no separation. Commissioner Carter confirmed with Mr. Avantini that there would be new curbing along that stretch and that curbing works better when it is done in conjunction with the pavement. Commissioner Cousineau confirmed with Mr. Avantini that the Planning Commission has the authority to approve the plan for dumpster setbacks without needing ZBA approval.

Nick Mendenhall, Schonsheck, 50555 Pontiac Trail, Wixom. He spoke with the police officer who wrote the letter; however, that is a bigger concern in multi-family housing. The building will have wooden doors or metal with full screening woodwork. Commissioner Cousineau confirmed with Mr. Avantini said that there is an enclosure to the dumpster and landscaping outside the screen wall. Commissioner Cousineau confirmed with the applicant that he will use 8-foot block wainscoat with metal panels to make it blend in seamlessly. It will be painted block that looks like 8-inch squares. The applicant said that there are easements with cross access. They built the original building in 1994 and it was Schonsheck's headquarters.

Commissioner Cousineau asked whether the current Ordinance covers removal of existing trees onsite. The applicant said that is a formality. Generally, that is for elms, maples, etc. in good condition. Mr. Avantini said this would be assessed via a tree survey. Commissioner Cousineau confirmed there are also landscaping requirements and that the Planning Commission does not need to do anything specifically with the Tree Ordinance. The applicant said it is struggling with the property which was formerly agricultural. The owner wanted to keep it as rural as possible. He wanted to maintain the trees onsite. However, they are now building out the site and want to make it economical. They saved the trees and landscaped it in order to beautify it. The owner wants to point out that he has never asked for help from the City in terms of tax abatements and does not feel he should have to pay into the Tree Fund. He would like to have that waived. The current dumpster enclosure is 6 feet off the property line. When they expand the building, the dumpster enclosure will need to be rebuilt. There is no room for it in back but he would like to keep the same setback along the west property line. There have not been any issues with vehicles. He does not want bumper blocks or curbs. They will connect to the building on the east side. Chairman Day confirmed there is no current request for outdoor storage and that the applicant will come back before the Planning Commission if that is required in the future.

Chairman Day asked if a tree survey has been done. Mr. Avantini said yes and there are 18 trees. Chairman Day said that his report shows 21 regulated trees. Mr. Avantini noted there is usually some discrepancy in terms of what is considered a replacement tree. He will sit down and negotiate this and look at other options onsite including trading shrubs for trees. The Ordinance is pretty clear. Chairman Day said that he does not believe the Ordinance gives the Planning Commission the authority to waive the Tree Ordinance nor does he think it wise to do so. This should be worked out administratively. Mr. Avantini said the next best option is for him to sit down with the applicant to verify the number of trees and apply credits.

Chairman Day confirmed that Item No. 1 on Mr. Avantini's recommendations is moot, item No. 2 is requires approval of the enclosure and side setback, Item No. 3 can be eliminated and Item No. 4 has already been done. No. 6 (waiving the landscaping requirements) is redundant since it is required by the Ordinance. Mr. Avantini noted that it could be administratively compensated or the applicant can apply for a variance. Mr. Avantini said that Item Nos. 2, 5 and 7 from his review letter remain while No. 6 will be dealt with administratively.

**MOTION** and second by Commissioners Carter and Lawrence to approve SPR #31-008-16 Creative Machines' site plan for the construction of a 14,375-square foot building addition for Creative Machine at 50140 Pontiac Trail, which is located on the north side of Pontiac Trail, west of Wixom Road. This approval is contingent upon: 1) dumpster enclosure in the required side setback; 2) waiver to the landscaping requirements, since the site contains landscaping and the amount of required landscaping cannot be provided on the developed site; 3) replacement trees being provided or a donation to the City's Tree Fund for the replacement of the removed landmark trees, in an amount determined by City

staff or through a variance; 4) approval of all other City departments, agencies and consultants. The property is located at 50140 Pontiac Trail, Wixom, Michigan 48393, is zoned M-1, Light Industrial District and the parcel number is 17-31-452-012.

**VOTE:**

**MOTION CARRIED**

**Call to the Public:**

None.

**Staff Comments:**

Mr. Avantini has the first rough draft of the Master Plan. It now runs to 30 pages, is shorter and easier to read. He hopes to have it in the Commissioners' hands by next Wednesday.

Mr. Avantini noted there are a couple other reviews for next week. He is trying to space these out so there are only two or three on each agenda. Then he will return to Zoning Ordinance amendments. Hopefully, the Master Plan will be approved this year and the Zoning amendments will be approved in early 2017.

**Commission Comments:**

Chairman Day announced that he will be present for the July 6, 2016 Planning Commission meeting but will be absent for the July 25, 2016 and August 3, 2016 meetings. The Commission will have to decide who will chair these meetings. Mr. Avantini noted that the Commission can discuss the Master Plan but will withhold going through the process until Chairman Day returns. Commissioner Cousineau nominated Commissioner Carter to serve as the Planning Commission's Vice Chair and to replace Commissioner Lupinacci in that role.

**MOTION** and second by Commissioners Cousineau and Lawrence to appoint Commissioner Carter to replace former Commissioner Lupinacci as Vice Chair of the Planning Commission, effective immediately.

**VOTE:**

**MOTION CARRIED**

**ADJOURNMENT:**

This meeting of the Planning Commission was motioned and adjourned at 9:05 p.m.

Nancy Fisher  
Recording Secretary