

CITY OF HARPER WOODS  
PLANNING COMMISSION  
JANUARY 25, 2017

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:08 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Ernestine Lyons, Commissioner(s) Serafin Buscemi, Fred Como, Gowana Mancill and Frank Serraiocco.

ABSENT: Commissioner(s) Douglas Barnes and David Kien

OTHERS PRESENT: Deputy City Manager, Joe Rheker, City Clerk Leslie M. Frank and Planning Consultant Sarah Traxler.

PC 01-01-17

EXCUSE COMMISSIONERS

MOTION by Patterson, SUPPORTED by Buscemi:

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

ABSENT: Barnes and Kien

MOTION CARRIED

PC 01-02-17

MINUTES

MOTION by Patterson, SUPPORTED by Como:

To receive, approve and file the minutes of the regular Planning Commission meeting held on November 16, 2016.

ABSENT: Barnes and Kien.

MOTION CARRIED

PC 01-03-17                    2016 ANNUAL REPORT AND 2017 WORK PLAN

MOTION by Patterson, SUPPORTED by Buscemi:  
To receive and file the 2016 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.

ABSENT: Barnes and Kien

MOTION CARRIED

PC 01-04-17                    UPDATE RECREATION MASTER PLAN

MOTION by Buscemi, SUPPORTED by Mancill:  
To direct the City Clerk to formally request approval by the City Council to begin the process of updating the City's Recreation Master Plan.

ABSENT: Barnes and Kien

MOTION CARRIED

PC 01-05-17                    ELECTION OF CHAIR/VICE CHAIR/SECRETARY FOR 2017

MOTION by Buscemi, SUPPORTED By Como:  
To (re) elect Commissioner Vargo as Chair, Commissioner Patterson as Vice-Chair and Commissioner Lyons as Secretary for 2017.

ABSENT: Barnes and Kien.

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PC 01-06-17

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 8:10 p.m.

ABSENT: Barnes and Kien

MOTION CARRIED

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Gregory Vargo, Chairman

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Ernestine Lyons, Secretary

CITY OF HARPER WOODS  
PLANNING COMMISSION  
MARCH 22, 2017

MEETING MINUTES

The regular meeting of the Planning Commission was called to order by Chairperson Gregory Vargo at 7:02 p.m.

ROLL CALL

PRESENT: Chairperson Gregory Vargo, Vice-Chair Neil M. Patterson, Secretary Ernestine Lyons, Commissioner(s) Serafin Buscemi, Fred Como, Gowana Mancill, Alan Rollins and Frank Serraiocco.

ABSENT: Commissioner David Kien

OTHERS PRESENT: City Clerk Leslie M. Frank, Deputy City Manager Joseph Rheker, Harper Woods Recreation Advisory Commission and Planning Consultants Sarah Traxler and Erin Schlutow.

PC 03-07-17

EXCUSE COMMISSIONER KIEN

MOTION by Buscemi, SUPPORTED by Como:

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

ABSENT: Kien

MOTION CARRIED

PC 03-08-17

MINUTES

MOTION by Patterson, SUPPORTED by Como:

To receive, approve and file the minutes of the regular Planning Commission meeting held January 25, 2017.

ABSENT: Kien

MOTION CARRIED

PRESENTATION -  
PARKS AND RECREATION MASTER PLAN UPDATE

Planning Consultants Sarah Traxler and Erin Schlutow were present to give a brief overview of our current Master Plan and the need for its updating. The most current Recreation Master Plan was adopted in 2000 and should be updated every five years. They also shared several demographics of our area and suggested ways to accomplish the goals and objectives provided as the commission moves forward on this much needed update. hen engaged all commission members to comment on the proposed Parks and Recreation survey that is being prepared and answered any questions.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Lyons asked about the Eastland property and what is its current status.

PC 03-09-17

ADJOURNMENT

MOTION by Buscemi, SUPPORTED by Como:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 9:05 p.m.

ABSENT: Kien

MOTION CARRIED

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Gregory Vargo, Chairman

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Ernestine Lyons, Secretary

CITY OF HARPER WOODS  
PLANNING COMMISSION  
MAY 24, 2017

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 Ernestine Lyons, Commissioner(s) Fred Como, David A. Kien, Gowana Mancill, Alan Rollins and Frank Serraiocco.

ABSENT: Commissioner Serafin Buscemi.

OTHERS PRESENT: City Clerk Leslie M. Frank, Deputy City Manager Joseph Rheker, Harper Woods Recreation Advisory Commission and Planning Consultant Patrick Sloan.

PC 05-10-17 EXCUSE COMMISSIONER BUSCEMI

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

ABSENT: Buscemi

MOTION CARRIED

PC 05-11-17

MINUTES

MOTION by Patterson, SUPPORTED by Como:  
To receive, approve and file the minutes of the regular Planning Commission meeting held on March 22, 2017.

ABSENT: Buscemi

MOTION CARRIED

PC 05-12-17

RECREATION MASTER PLAN

MOTION by Kien, SUPPORTED by Mancill:

To extend the Parks and Recreation Survey's deadline through August 31, 2017.

ABSENT: Buscemi

MOTION CARRIED

ECONOMIC AND COMMUNITY DEVELOPMENT  
DIRECTOR ACTIVITY REPORT

Ty Hinton, the Economic and Community Development Director provided an overview of several projects that he is working on including the new Community Outreach center that will be located on Kelly Road. He also shared some potential real estate developments within the City and potential strategies to improve Kelly Road. Lastly he commented on a recent home buying seminar that took place to help first time buyers and renters purchase homes.

PC 05-13-17

INTERNATIONAL CONFERENCE OF SHOPPING  
CENTERS "STATE OF RETAIL" SARAH TRAXLER

MOTION by Patterson, SUPPORTED by Kien

To table this item until the next Planning Commission meeting due to the absence of McKenna consultant Sarah Traxler.

ABSENT: Buscemi

MOTION CARRIED

DISCUSSION - FUTURE KELLY ROAD PLANNING  
VISUALIZATION OF STYLES

Patrick Sloan shared information regarding a public input technique to assist in forming the basis for the design and development recommendations of Kelly Road. This can be used as a tool for future development as it provides information about visual preferences for streets, parking, landscaping, lighting, signs, etc.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Mancill asked if the businesses inside the mall are regulated by ordinance.

Commissioner Como commented about a code enforcement issue on his street and asked if it could be addressed.

Commissioner Serriaocco thanked the City for permitting all of the commissioners to attend the Citizen Planner classes through MSU Extension stating that it was very informative.

PC 05-14-17

ADJOURNMENT

MOTION by Patterson, SUPPORTED by Como:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:57 p.m.

ABSENT: Buscemi

MOTION CARRIED

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Gregory Vargo, Chairman

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Ernestine Lyons, Secretary



CITY OF HARPER WOODS  
PLANNING COMMISSION  
JUNE 28, 2017

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 Chairperson Neil Patterson, Secretary Ernestine Lyons, Commissioner(s) Serafin Buscemi, David A. Kien and Gowana Mancill.

ABSENT: Commissioner(s) Serafin Buscemi, Fred Como, Alan Rollins and Frank Serraiocco.

OTHERS PRESENT: Deputy City Manager Joseph Rheker and Planning Consultant Sarah Traxler.

PC 06-15-17 EXCUSE COMMISSIONERS BUSCEMI, COMO, ROLLINS  
AND SERRAIOCCO

MOTION by Patterson, SUPPORTED by Kien:  
To excuse Commissioner(s) Buscemi, Como, Rollins and Serraiocco from tonight's meeting because of a prior commitment.

ABSENT: Buscemi, Como, Rollins and Serraiocco.

MOTION CARRIED

PC 06-16-17 MINUTES

MOTION by Patterson, SUPPORTED by Lyons:  
To receive, approve and file the minutes of the regular Planning Commission meeting held on May 24, 2017.

ABSENT: Buscemi, Como, Rollins and Serraiocco.

MOTION CARRIED

SAFEBUILT PRESENTATION

Building official Jim LaPalm presented statistics of SafeBuilt's efforts to date since they took over the responsibilities from the City. An update of high visibility issues and projects was provided largely centered on code enforcement, Kelly Road issues, progress at the Albanian Islamic center, and the potential farmer's market near the Subway restaurant on Kelly Road. The Deputy City Manager will coordinate with McKenna and SafeBuilt for clarification on the sign ordinance and code enforcement.

MALL CONFERENCE DISCUSSION

Sarah Traxler briefly explained her attendance at the International Conference of Shopping Centers "State of Retail." Aspects of walkability and bikeability continue to grow in popularity and necessity in the planning arena. Hotel proximity for destiny creation and walkability to amenities was explained as a growing trend. New town centers and town squares are becoming a creative option for obsolete shopping centers. McKenna's success in Buena Vista Township with mall site redevelopment was explained along with the presentation of their town center plans and streetscape concept plans.

KELLY ROAD PROGRESS UPDATE

Deputy City Manager and Sarah provided a recap of their meeting with planning officials from the City of Detroit, Larry Johnson of LifeBuilders and Chairman Vargo. The challenges of establishing a Downtown Development Authority (DDA) or a Corridor Improvement Authority (CIA) were explained as were the efforts to get "murals" included in our sign ordinance. Commissioners requested Harper Woods efforts with Detroit to also include our border streets of Kingsville and McCormick.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

None.

PC 06-17-17

ADJOURNMENT

MOTION by Kien, SUPPORTED by Mancill:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:57 p.m.

ABSENT: Buscemi, Como, Rollins and Serraiocco.

MOTION CARRIED

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Gregory Vargo, Chairman

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Ernestine Lyons, Secretary

CITY OF HARPER WOODS  
PLANNING COMMISSION  
SEPTEMBER 27, 2017

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 Ernestine Lyons (7:05), Commissioner(s) Serafin Buscemi, Fred Como, David A. Kien, Gowana Mancill and Alan Rollins.

ABSENT: Commissioner Frank Serraiocco

OTHERS PRESENT: City Clerk Leslie M. Frank, Deputy City Manager Joseph Rheker and Planning Consultant Mike Deem.

PC 09-18-17

EXCUSE COMMISSIONER SERRAIOCCO

MOTION by Como, SUPPORTED by Buscemi:

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

ABSENT: Lyons and Serraiocco

MOTION CARRIED

PC 09-19-17

MINUTES

MOTION by Patterson, SUPPORTED by Como:

To receive, approve and file the minutes of the regular Planning Commission meeting held June 28, 2017.

ABSENT: Lyons and Serraiocco

MOTION CARRIED

Commissioner Lyons arrived at 7:05 p.m.

PC 09-20-17                      REQUEST LOT SPLIT - 20655 EASTWOOD  
    LOT 73 AND PART OF LOTS 74 THROUGH 77  
    OF THE SUPERVISOR'S PLAT OF EASTWOOD FARMS

MOTION by Patterson, SUPPORTED by Mancill:

To receive and file the following items: (1) the Lot Split application dated September 12, 2017, from AAMS Properties, LLC requesting that Lot 73 and Part of Lots 74 Through 77 of the Supervisor's Plat of Eastwood Farms, be split; (2) the Certificate of Survey of Lots 73 through 77, of the Supervisor's Plat of Eastwood Farms, dated September 4, 2017, as prepared by Land Specialists of Macomb Township, MI; and (3) the letter dated September 20, 2017, from McKenna Associates, Inc., (City Planner) reviewing the requested lot split, subject to the Petitioner adding the addresses of the adjoining properties and furthermore, recommend to the City Council, as required in Section 10-133 of the City's Zoning Ordinance, that the lot split as requested be approved.

ABSENT: Serraiocco

MOTION CARRIED

PC 09-21-17                      SITE PLAN REVIEW - 18000 VERNIER;  
    STORAGE OF AMERICA LLC

MOTION by Kien, SUPPORTED by Patterson:

To receive and file the following items: (1) the Site Plan application dated September 1, 2017, from Storage of America LLC for the redevelopment of 18000 Vernier Road from a retail establishment to an indoor storage mini-warehouse with a retail store/office and; (2) the letter dated September 19, 2017 from McKenna Associates, Inc. reviewing the requested redevelopment and furthermore to recommend the Site Plan be approved based on the resubmitted plans provided by the petitioner and that all items raised by the Planning Consultant have been amended.

ABSENT: Serraiocco

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Commissioner Lyons invited everyone to attend the “Pedal to Porch” event that she is involved with scheduled for October 1 at 1:00p.m. beginning at the Harper Woods High School.

The commissioners also asked for updates on several properties, including the former orthopedic office on Harper, the empty restaurants at Eastland Center, and Wayne County Community College District’s plan for Vernier Road.

Deputy City Manager Rheker commented that the Neighborhood Improvement Plan group will be holding a planning meeting at their offices on Kelly Road on the 2<sup>nd</sup> Wednesday of each month and invited all to attend.

PC 09-22-17

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 8:40 p.m.

ABSENT: Serraiocco

MOTION CARRIED

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Gregory Vargo, Chairman

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Ernestine Lyons, Secretary

CITY OF HARPER WOODS  
PLANNING COMMISSION  
OCTOBER 25, 2017

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, Fred Como, David A. Kien, Gowana Mancill, Alan Rollins and Frank Serraiocco.

ABSENT: Commission Member Ernestine Lyons

OTHERS PRESENT: Deputy City Manager Joseph Rheker, Harper Woods Recreation Advisory Commission and Planning Consultant Sarah Traxler.

PC 10-23-17 EXCUSE COMMISSIONER LYONS

MOTION by Buscemi, SUPPORTED by Como:

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

ABSENT: Lyons

MOTION CARRIED

PC 10-24-17

MINUTES

MOTION by Como, SUPPORTED by Kien:

To receive, approve and file the minutes of the regular Planning Commission meeting held on September 27, 2017.

ABSENT: Lyons

MOTION CARRIED

DISCUSSION - RECREATION MASTER PLAN

Sarah Traxler of McKenna Associates presented and discussed three hand outs: Parks and Recreation Survey results, Roundtable discussion results and the Summary of Action, items to be included in the Parks and Recreation Master Plan. From her perspective Harper Woods went above and beyond with its community engagement efforts in conjunction with the preparation of the Recreation Master Plan. Extensive dialogue followed with questions, answers, and opinions. Specifically, the issue of providing outdoor basketball courts and a potential collaboration with the school district for a recreation facility was discussed. The consensus of the planning commission/advisory board was for McKenna to proceed with development of the master plan taking into account this evening's discussion and to have a draft ready for the November 15, 2017 Planning Commission meeting.

DISCUSSION - STORAGE OF AMERICA

Commissioner Buscemi explained his desire to have this discussion. Commissioner Mancil shared his research into the business history and background of Storage of America. Deputy City Manager Rheker briefed the commissioners regarding his conference call with the City Manager and the Planning Consultants at McKenna regarding zoning text amendments. A general consensus was expressed that the planning commission would like to be more proactive in the potential future of the Eastland Mall site.

PC 10-25-17

ZONING ORDINANCE AMENDMENT

MOTION by Buscemi, SUPPORTED by Patterson:

To direct the City Administration to investigate potential zoning text amendments addressing RS-1 Regional Shopping District zoning.

ABSENT: Lyons

MOTION CARRIED

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.



DISCUSSION BY COMMISSION MEMBERS

Commissioner Como inquired about the status of Wayne County Community College District and Rex's Deli.

Commissioner Buscemi indicated that he has observed several streetlight outages and stated that he would provide a list to the City of the various outage locations.

Commissioner Kien inquired about the recently closed bank on Vernier at Beaconsfield and if there were any development plans.

Several comments were made about the medical marijuana issue.

PC 10-26-17

ADJOURNMENT

MOTION by Como, SUPPORTED by Buscemi:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 9:00 p.m.

ABSENT: Lyons

MOTION CARRIED

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Gregory Vargo, Chairman

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Ernestine Lyons, Secretary

CITY OF HARPER WOODS  
PLANNING COMMISSION  
NOVEMBER 29, 2017

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 Ernestine Lyons, Commissioner(s) Serafin Buscemi, Fred Como, David A. Kien, Gowana Mancill, Alan Rollins and Frank Serraiocco.

ABSENT: None

OTHERS PRESENT: Deputy City Manager Joseph Rheker, MME Fellow Paul Corbett, Harper Woods Recreation Advisory Commission and Planning Consultant Sarah Traxler.

PC 11-27-17

MINUTES

MOTION by Buscemi, SUPPORTED by Patterson:

To receive, approve and file the minutes of the regular Planning Commission meeting held October 25, 2017.

ABSENT: None

MOTION CARRIED UNANIMOUSLY

DISCUSSION - PARKS AND RECREATION MASTER PLAN

Sara Traxler of McKenna briefed the members on the Summary of Action items, the Capital Improvement Program, potential next steps and the process for publishing the plan for public comment for 30 days. Ms. Traxler will work with the administration for publication in first week of December with the 30 days ending the first week in January. The next Planning Commission meeting scheduled for January 24 will include a review of public

comments and those will be forwarded to the city council for a public hearing and ultimate approval.

PC 11-28-17            PUBLISH PARKS AND RECREATION MASTER PLAN

MOTION by Patterson, SUPPORTED by Como:

To publish the Harper Woods Parks and Recreation Master Plan for requisite 30 day public comment period.

ABSENT: None

MOTION CARRIED UNANIMOUSLY

PC 11-29-17            AMENDING THE ZONING ORDINANCE - REGIONAL  
SHOPPING PERMITTED USES

MOTION by Buscemi, SUPPORTED by Patterson

To post a notice for a Pubic Hearing to be held at the next Planning Commission meeting scheduled for January 24, 2018 at 7:00 p.m. for the purpose of hearing public comment on text amendments to the Zoning Ordinance for Regional Shopping - Permitted Uses.

ABSENT: None

MOTION CARRIED UNANIMOUSLY

DISCUSSION - POTENTIAL COLLABORATION WITH  
MICHIGAN'S URBAN AND REGIONAL PLANNING PROGRAM

Mr. Eric Dueweke from the University of Michigan explained how he would like his graduate students to use the Kelly Road area for a capstone planning project. The plan would focus on revitalizing both the Harper Woods and Detroit side in cooperation with third party non-profit such as LifeBuilders. He explained the potential need for a community development corporation to leverage grant opportunities. The students will commence their studies in January of 2018 with an anticipated completion date in April. A full presentation to the public will be made at the completion of the project.

COMMITTEE REPORTS

None.

HEARING OF THE PUBLIC

None.

DISCUSSION BY COMMISSION MEMBERS

Concern about the lot split behind the Albanian Mosque was brought up along with questions about requiring petitioners to attend the planning commission meeting. Ms. Traxler explained the duties of the planning commission in various circumstances. She then explained how it was well within the commission's right to "Table" an item pending additional information as a method of managing items before the commission.

The consensus of the Planning Commission was to conduct future meetings back at the city hall facility.

PC 11-30-17

ADJOURNMENT

MOTION by Kien, SUPPORTED by Serraiocco:

That the agenda of the regular Planning Commission meeting having been acted upon, the meeting is hereby adjourned at 8:22 p.m.

ABSENT: NONE

MOTION CARRIED UNANIMOUSLY

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Gregory Vargo, Chairman

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Ernestine Lyons, Secretary