

**ROSEVILLE PLANNING COMMISSION
REGULAR MEETING**

CITY COUNCIL CHAMBERS
29777 GRATIOT AVENUE
ROSEVILLE, MI 48066
(586) 445-5443

MONDAY, FEBRUARY 24, 2014
7:00 p.m.

ROLL CALL

PRESENT:	Chairperson	Otto Wilhelm
	Vice-Chairperson	Geraldine White
	Commissioners	John Surhigh Kurmmell Knox Matthew Haugh Lauren O'Meara Nancy Sunderman-Elert Steven Wietecha
ABSENT:	Commissioner	Joseph Montgomery
OTHERS PRESENT:		Ben Tallerico, Planning Consultant

Chairperson Otto Wilhelm called the meeting to order at 7:00 p.m.

A. ROLL CALL

Secretary John Surhigh conducted Roll Call.

COMMISSIONER NANCY SUNDERMAN-ELERT moved, VICE-CHAIRPERSON GERALDINE WHITE seconded to excuse Commissioner Joseph Montgomery.

MOTION CARRIED UNANIMOUSLY

B. PLEDGE OF ALLEGIANCE

Chairperson Otto Wilhelm led the Commission in the Pledge of Allegiance.

C. AGENDA APPROVAL

Agenda was approved at the Study Session on February 3, 2014.

D. PUBLIC TO BE HEARD

No one from the public wished to be heard.

E. APPROVAL OF MINUTES

1. Study Session Minutes of January 6, 2014.

COMMISSIONER NANCY SUNDERMAN-ELERT moved, VICE-CHAIRPERSON GERALDINE WHITE seconded to approve Study Session Minutes of January 6, 2014.

MOTION CARRIED UNANIMOUSLY

2. Regular Meeting Minutes of January 20, 2014.

COMMISSIONER KURMMELL KNOX moved COMMISSIONER STEVEN WIETecha seconded to approve Regular Meeting Minutes of January 20, 2014.

MOTION CARRIED UNANIMOUSLY

F. CORRESPONDENCE

Secretary John Surhigh reported Commissioners received application for annual workshop, monthly Michigan Planner and invitation from City Manager Scott Adkins to attend City Council meeting on March 4, 2014.

G. BILLS TO BE PAID

Beckett & Raeder Invoices #2014-0727, 2014-0730 and 2014-0732

- | | |
|--|----------|
| 1. Professional service fees and expenses for December #2014-0727 | \$600.00 |
| 2. Revised time line – Master Plan .50 hours@ \$90/hour #2014-0730 | 45.00 |
| 3. Professional service fees and expenses January #2014-0732 | 600.00 |

COMMISSIONER KURMMELL KNOX moved, COMMISSIONER MATTHEW HAUGH seconded to approve Invoices 2014-0727, 2014-0730 and 2014-0732 from Beckett & Raeder.

MOTION CARRIED UNANIMOUSLY

H. PUBLIC TO BE HEARD-AGENDA ITEMS ONLY-NOT TO INCLUDE PUBLIC HEARING ITEMS

No one from the public wished to be heard.

I. PUBLIC HEARINGS

There are no public hearings.

J. COMMITTEE REPORTS

There are no committee reports.

K. OLD BUSINESS

1. Creation of a Public Participation Plan

COMMISSIONER KURMMELL KNOX moved, VICE-CHAIRPERSON GERALDINE WHITE seconded to approve the Public Participation Plan and forward to City Council for review.

MOTION CARRIED UNANIMOUSLY

2. Creation of training plan for Elected Officials, Appointed Board and Commission Members and Administration

COMMISSIONER KURMMELL KNOX moved, COMMISSIONER NANCY SUNDERMAN-ELERT seconded to approve the Training Plan for Elected Officials, Appointed Board and Commission Members and Administration and forward to City Council for review.

MOTION CARRIED UNANIMOUSLY

3. SPECIAL USE PERMIT – 29187 Gratiot Avenue (Parcel #14-09-353-006); Request special use as Pawn Shop at the property located on the west side of Gratiot, north of 12 Mile Road. Current zoning of the property is B-3. Cambell Estates LLC, Developer; Thelma S. Feuerman Revocable Trust, Owner; Kevin J. Tuchowski of Tosa Architects, Site Plan Designers.
>NOTE: Petitioner requests that this item continue to be tabled.

Planning Consultant Ben Tallerico informed the Commissioners on the current status of Special Use Permit – 29187 Gratiot Avenue (Parcel #14-09-353-006).

COMMISSIONER STEVEN WIETECHTA moved, COMMISSIONER MATTHEW HAUGH seconded to table this item until the March meeting with instruction that if they do not receive further information to move forward that it would be denied.

MOTION CARRIED UNANIMOUSLY

4. Creation of Action Program for Master Plan Goals

Planning Consultant Ben Tallerico discussed the Action Program for Master Plan Goals with Commissioners.

COMMISSIONER STEVEN WIETECHTA moved, COMMISSIONER KURMMELL KNOX seconded to accept the Action Program for Master Plan Goals as presented.

MOTION CARRIED UNANIMOUSLY

4a. Safe Routes to School language for Master Plan

Planning Consultant Ben Tallerico reviewed the Safe Routes to School language that was presented at the February 3, 2014 Study Session.

VICE-CHAIRPERSON GERALDINE WHITE moved, COMMISSIONER STEVEN WIETECHTA seconded to approve the Safe Routes to School language with Public Hearing to be held at a later date.

MOTION CARRIED UNANIMOUSLY

5. Creation of Town Center Overlay District

Planning Consultant Ben Tallerico stated this will be discussed at the March Study Session.

L. NEW BUSINESS

1. Educational training presented by Planning Consultant on Capital Improvement Plan

Planning Consultant Ben Tallerico gave a presentation of the Capital Improvement Plan. Commissioners considered options for their role / involvement in preparing the Capital Improvement Plan and will discuss these options with City Manager Scott Adkins at the March 3, 2014 Study Session.

2. Election of Officers

COMMISSIONER STEVEN WIETECHTA moved, COMMISSIONER MATTHEW HAUGH seconded to retain John Surhigh as Secretary.

MOTION CARRIED UNANIMOUSLY

COMMISSIONER KURMMELL KNOX moved, COMMISSIONER STEVEN WIETECHTA seconded to retain Geraldine White as Vice-Chairperson.

MOTION CARRIED UNANIMOUSLY

COMMISSIONER STEVEN WIETECHTA moved, VICE-CHAIRPERSON GERALDINE WHITE seconded to retain Otto Wilhelm as Chairperson.

MOTION CARRIED UNANIMOUSLY

3. Review of 2014/2015 Commission Budget

Chairman Otto Wilhelm reviewed the budget with the Commissioners.

M. REPORT OF PLANNING CONSULTANT, ADMINISTRATOR'S OR STAFF REPORT

Planning Consultant Ben Tallerico reported the Building Department Secretary will be provided with a copy of the meeting summary, stated as requested the Zeidman's site plan with a date stamp of January 22, 2014 was not reviewed, discussed RRC Community Assessment Report – Best Practice 2.1 Zoning Regulations under Actions to get to green states “Research a form based-code for town center area identified in the master plan”, informed Commissioners on court cases and provided information on available training and workshops.

Planning Consultant Ben Tallerico discussed the new Zoning Ordinance book with Commissioners.

N. COMMISSION MEMBERS TO BE HEARD

Commissioners congratulated the re-elected officers. Officers thanked the Commission Members for re-electing them.

O. ITEMS FOR NEXT AGENDA

1. Special Use Permit 29187 Gratiot
2. Creation of Town Center Overlay District
3. Discussion of Capital Improvement Plan with City Manager
4. Redevelopment Ready Communities update by City Manager
5. Gratiot/Groesbeck Corridor Plan update by City Manager

P. ADJOURNMENT

COMMISSIONER KURMMELL KNOX moved, VICE-CHAIRPERSON GERALDINE WHITE seconded that the agenda having been acted upon; the meeting is hereby adjourned at 8:20 p.m.

MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Richard M. Steenland
City Clerk