

Charter Township of Oakland

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PLANNING COMMISSION REGULAR MEETING

February 7, 2023 7:00 p.m.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes – October 4, 2022
6. Public Comment - Items not on the agenda
7. Planning Commission Considerations
 - a. Election of Officers
 - b. 2022 Annual Report
8. Commissioners' Comments
9. Adjournment

Any interested person may comment upon a scheduled agenda item during the public hearing to be held at the date, time and location above. Written comments may be submitted to the Charter Township of Oakland at the address above prior to the scheduled Public Hearing date. Documents pertaining to any request on the agenda are available for review during normal business hours at the Oakland Township office. Necessary and reasonable aids to individuals with disabilities will be provided at the meeting with seven-day notice.

CHARTER TOWNSHIP OF OAKLAND PLANNING COMMISSION

DRAFT

October 4, 2022

The October 4, 2022, meeting of the Charter Township of Oakland Planning Commission was called to order at 7:00 p.m. in the main conference room of the Township Hall.

PRESENT: Gary Kwapis, Chairperson
John Casadei, Secretary
John Giannangeli, Board of Trustees Representative
Robert Preston, Commissioner
James Tweedie, Commissioner
Judy Workings, Commissioner

ABSENT: George Platz, Vice-Chairperson

A quorum was present.

ALSO PRESENT:

Don Mende, Planning Coordinator

PLEDGE OF ALLEGIANCE

Chairperson Kwapis led the Commissioners, staff and those present in the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL

Secretary Casadei called the roll.

AMENDMENTS TO AND APPROVAL OF AGENDA

MOVED BY GIANNANGELI, SECONDED BY CASADEI, to approve this evening's agenda as presented.

MOTION CARRIED.

APPROVAL OF MINUTES

MOVED BY TWEEDIE, SECONDED BY PRESTON, to approve the minutes of the September 6, 2022, meeting as presented.

MOTION CARRIED (Abstention: Workings).

GENERAL PUBLIC COMMENT

There was no one present who wished to comment on an item not already on this evening's agenda.

COMMISSIONER REPORTS

Welcome to Commissioner Preston

Commissioner Workings welcomed Robert Preston to the Planning Commission.

Birch Grove Academy

Commissioner Workings had several questions and concerns regarding this matter. She asked if the plans show the appropriate number of ADA parking spaces. Planning Coordinator Mende responded that he will review the plans to make sure that they reflect the correct number. She also wondered if ADA spaces are counted in the total number of parking spaces; Planning Coordinator Mende responded that they are.

Next, Commissioner Workings asked about a wing wall or other type of screening that would shield view of the building from the road. Planning Coordinator Mende will review the plans. Commissioner Giannangeli noted that if the developer needs to add parking spaces or some type of screening, these can be made conditions of any approval by the Board of Trustees.

Finally, Commissioner Workings was concerned that the DTE electrical panels were to be installed inside the Phase 1 building, but DTE has installed electrical equipment on the outside of the building. If there will be more electrical panels installed, she asked how we can make sure that they are installed on the inside of any new buildings. Commissioner Preston commented that, in his experience, if there is no mechanical room in the floorplan for the building, then DTE locates the panels outside. Further, he explained that a CT cabinet (which is different than electrical panels) would typically be located outside the building. In answer to other questions, Commissioner Preston stated that DTE usually allows only one meter per address, and said he would expect that the service that was installed for Phase 1 was sized to also serve the second building. With respect to screening the electrical equipment, Secretary Casadei recalled that the applicant indicated at the September meeting that they would screen the electrical cabinet for Phase 1 and would do the same for Phase 2 as necessary.

ADJOURNMENT

MOVED BY GIANNANGELI, SECONDED BY WORKINGS, there being no further business before the Commission, to adjourn the meeting at 7:11 p.m.

MOTION CARRIED.

Respectfully submitted,

Approved,

Ingrid R. Kliffel
Recording Secretary

Gary Kwapis
Chairperson

Memo

To: Planning Commission
From: Donald Mende, AICP, Planning Coordinator
Date: January 11, 2023
Re: Election of Officers

Per Planning Commission by-laws, election of officers is held every year. Terms are for one-year, existing officers are eligible for re-election and the Township Board representative is not eligible to serve as Chairperson.

Procedurally, a member shall nominate another for the office of Chairperson. The nominee shall accept or decline the nomination. If there is only one nominee, they may be elected by motion and support. If there are multiple nominees, a vote shall be taken.

The above process is then done for the office of Vice- Chairperson, and finally for Secretary.

EXAMPLES

"I nominate Mr. Smith for the office of Chairperson". Mr. Smith accepts the nomination. "Are there any other nominations? Hearing none, is there a motion and support to elect Mr. Smith Chairperson".

-or-

"I nominate Mr. Smith for the office of Chairperson". Mr. Smith accepts the nomination. "Are there any other nominations? Yes, I nominate Ms. Jones". Ms. Jones accepts the nomination. "Are there any other nominations? Hearing none, we will vote for the office of Chairperson".

If a vote is necessary, it may either be a voice vote or by written ballot.

Current Officers –
Gary Kwapis, Chairperson; George Platz, Vice-Chair; John Casadei, Secretary

Memo

To: Planning Commission
From: Donald Mende, AICP, Planning Coordinator
Date: January 11, 2023
Re: Annual Report

Please find attached the Planning Commission Annual Report for Fiscal Year 2022. This Annual Report is required to be submitted to the Board of Trustees as specified by the Michigan Planning Enabling Act and by-laws of the commission.

Suggested Motion

To receive and forward the Planning Commission Annual Report for Fiscal Year 2022 to the Board of Trustees.



CHARTER TOWNSHIP OF OAKLAND PLANNING COMMISSION ANNUAL REPORT

FISCAL YEAR 2022

ROLE OF THE COMMISSION

The duties and responsibilities of the Planning Commission are established by State law and Township ordinances, and generally include periodically reviewing and, if necessary, updating the Township's master plan; reviewing and making recommendations to the Township Board regarding proposed amendments to the zoning ordinance; and, reviewing and making recommendations to the Township Board regarding site plans, special land uses, and other land use or development proposals. The Planning Enabling Act requires this annual report.

MEETING SCHEDULE

Planning Commission meetings are generally held the first Tuesday of the month at 7:00 p.m. in the Township office. In fiscal year 2022 (April-December), the Planning Commission held a total of three (3) regular meetings. The reporting period for this FY 2022 Annual Report is abbreviated by three meetings as the township has amended its fiscal year. Going forward, the Townships fiscal year will no longer be April-March but will now match the calendar year (January-December).

OPERATIONS OF THE PLANNING COMMISSION

The following is a synopsis of items reviewed in fiscal year 2022.

Site Condominium Review

Artemis Villa – Requesting approval for a Planned Unit Development (PUD) Site Condominium project. Parcel 10-20-351-005 (General location – northeast corner of Gunn and Adams Roads in section 20. The Planning Commission recommended final site condominium approval to the Board of Trustees.

Special Land Use Approval

Birch Grove Academy Phase II – Requesting Special Land Use approval for an educational facility at 2878 Rochester Road. West side of Rochester Road between Buell and Stoney Creek Roads. The Planning Commission recommended approval to the Board of Trustees.

Miscellaneous

The Planning Commission reviewed and approved the Fiscal Year 2021-2022 Annual Report.

The Planning Commission appointed John Casadei to serve as the Planning Commission representative to the Safety Path and Trails Committee.

The Planning Commission appointed Judy Workings to serve as the Planning Commission representative to the Zoning Board of Appeals.

The Planning Commission held election of officers on February 1, 2022. Elected were Chairperson Gary Kwapis, Vice-Chairperson George Platz, and Secretary John Casadei.

PLANNING COMMISSIONERS

The Planning Commission consists of seven members. Members of the Planning Commission are appointed by the Township Supervisor, subject to approval by majority vote of the members of the Township Board elected and serving. The term of each member is three years. The Election of Officers is held annually at the first regular Planning Commission meeting in February and terms of office are one year.

Current Members

Gary Kwapis, Chairperson. Term expires September 2023. Attendance 3/3 meetings.

George Platz, Vice-Chairperson. Term expires September 2025. Attendance 1/3 meetings.

John Casadei, Secretary. Term expires September 2023. Attendance 3/3 meetings.

John Giannangeli, BOT Representative. Term follows Board election. Attendance 2/3 meetings.

Robert Preston. Term expires September 2025. Attendance 2/2 meetings.

James Tweedie. Term expires September 2024. Attendance 3/3 meetings.

Judy Workings. Term expires September 2024. Attendance 2/3 meetings.

Former Member

Joseph Peruzzi (retired). Term expired September 2022. Attendance 1/1 meetings.