

AGENDA



Planning Commission
Wednesday, February 4, 2026 ❖ 7:00 p.m.

LOCATION: Council Chamber
1827 N. Squirrel Road ❖ Auburn Hills, MI

PHONE: 248-364-6900 www.auburnhills.org
Meeting minutes are on file in the City Clerk's office.

1. **MEETING CALLED TO ORDER**
2. **ROLL CALL OF PLANNING COMMISSION**
3. **PERSONS WISHING TO BE HEARD** (regarding items not on the agenda)
4. **APPROVAL OF MINUTES** – December 10, 2025
5. **PETITIONERS**
 - 5a. Concraft, Inc.
Public Hearing / Motion - Recommendation to City Council for Special Land Use Permit approval to allow for the outside and overnight storage of commercial vehicles.
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - 7a. Discussion (Potential Motion) - Amend the By-Laws to start future meetings at 6:00 p.m.
8. **COMMUNICATIONS**
9. **NEXT SCHEDULED MEETING** – Wednesday, March 4, 2026 at 7:00 p.m. – Council Chamber
10. **ADJOURNMENT**

➤ **NOTE:** Anyone planning to attend the meeting who needs special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-370-9402 or the City Manager's Office at 248-370-9440 48 hours before the meeting. Staff will be pleased to make the necessary arrangements.

IMPORTANT NOTICE TO PETITIONERS

Items will be presented to the City Council on **Monday, February 16, 2026**. It will be necessary for you to have a representative present to answer any questions from the City Council. ***CITY COUNCIL WILL NOT ACT ON YOUR ITEM IF YOU OR YOUR REPRESENTATIVE ARE NOT PRESENT.***



CITY OF AUBURN HILLS
PLANNING COMMISSION
MINUTES
NOT YET APPROVED

December 10, 2025

CALL TO ORDER: Vice Chairperson Beidoun called the meeting to order at 6:31 p.m.

ROLL CALL: Present: **Carolyn Shearer, Darlene MacMillan, Jack Ferguson, Cynthia Pavlich, Raymond Saelens, Dominic Patrus, Sam Beidoun, Dominick Tringali**

Also Present: Director of Community Development Steve Cohen, Assistant Director of Community Development Devin Lang, Director of Recreation Chris Stepp, Director of Senior Services Jackie Monroy.

LOCATION: Robert W. Grusnick Public Safety Building, 1899 N. Squirrel Road, Auburn Hills, MI 48326

3. MOMENT OF SILENCE IN REMEMBRANCE OF FORMER PLANNING COMMISSION MEMBERS

- **GREG OUELLETTE** – Served February 1998 to November 2025, Chair 2009 to 2025
- **LARY BECKETT** – Served April 1990 to August 2004, Chair 1998 to 2004
- **GLEN SCHOONFIELD** – Served June 2000 to August 2003, Secretary 2001 to 2003

Mr. Beidoun led the Planning Commission in a moment of silence and spoke about the significant contributions of former Commission members.

4. PERSONS WISHING TO BE HEARD - None

5. APPROVAL OF MINUTES – October 08, 2025

Moved by Shearer to approve the minutes of October 08, 2025.

Second by Saelens.

VOTE: Yes: Pavlich, Saelens, MacMillan, Shearer, Patrus, Tringali, Ferguson, Beidoun

No: None

Motion Carried (8-0)

6. PETITIONERS – None

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS

8a. Recreation Update

Director of Recreation Stepp was introduced to the Commission and gave an overview of his background and professional experience. He indicated that the Recreation Department was recently fully staffed and is looking forward to bringing back old programming and introducing new programs.

8b. Age-Friendly Auburn Hills Update

Director of Senior Services Monroy was introduced to the Commission and provided the following information:

- AARP Livable Communities 2025-2030 Action Plan (formerly Age Friendly) was approved by the Auburn Hills City Council.
 - Scam awareness classes are already being offered as part of the 2025-2030 action plan.
 - Several more classes, including emergency preparedness and self-defense classes, are also being planned.
- Through a partnership with SMART, a new senior bus has been placed into service and is currently serving the community.

8c. Planning, Zoning, and Development Update

Director of Community Development Cohen and Assistant Director Lang provided an overview of ongoing and upcoming development projects (Attachment A).

8d. Cancellation of the January 7, 2026, Planning Commission Meeting

No regular business will be ready for consideration at the January 7, 2026 Planning Commission meeting, so the meeting will be canceled.

9. ELECTION OF OFFICERS

Per Article 5 of the Planning Commission's By-Laws and after consultation with the City Attorney, it would be appropriate for the Y2026 elections to take place for the Chairperson, Vice-Chairperson, and Secretary at this meeting.

Ms. Pavlich nominated Mr. Beidoun for Chairperson.

There were no other nominations.

Beidoun accepted the nomination for Chairperson.

Second by Patrus.

VOTE: Yes: MacMillan, Shearer, Patrus, Tringali, Ferguson, Pavlich, Saelens, Beidoun

No: None

Motion Carried (8-0)

Mr. Beidoun nominated Ms. MacMillan for Vice Chairperson.

There were no other nominations.

MacMillan accepted the nomination for Vice-Chairperson.

Second by Saelens.

VOTE: Yes: Shearer, Pavlich, Tringali, Ferguson, Patrus, Saelens, MacMillan, Beidoun

No: None

Motion Carried (8-0)

Mr. Beidoun nominated Ms. Shearer for Secretary.

There were no other nominations.

Shearer accepted the nomination for Secretary.

Second by Saelens.

VOTE: Yes: Pavlich, Tringali, Ferguson, Shearer, Saelens, MacMillan, Patrus, Beidoun,

No: None

Motion Carried (8-0)

10. COMMUNICATIONS - None

11. NEXT SCHEDULED MEETING

The next scheduled meeting is on Wednesday, February 4, 2026, at 7:00 p.m. in the Council Chamber, 1827 N. Squirrel Road.

12. ADJOURNMENT

There being no further business, Chairperson Beidoun adjourned the meeting at 7:51 p.m.

Submitted by:

Devin Lang

Assistant Director of Community Development

ATTACHMENT A

Planning and Development - 2025 Recap

Notable Successful Completions/Opening

1. Chick-fil-A PUD - 2111 N. Squirrel Road
2. Taylor Crossings Senior Apartments PUD – Taylor Road - four-story, 124 units
3. Oakland Christian School parking lot expansion - 79 spaces and student drop-off loop
4. Penske Vehicle Services – 2150 Executive Hills Court - vehicle painting facility with overnight storage of new vehicles
5. University Plaza – former Mongolian BBQ – Five tenant spaces - physical therapy, deli, nail salon, coffee shop, Mediterranean Fresh
6. Atlantic Spec Building - 1600 Atlantic - Superior Electric Great Lakes – 55,000 sq. ft. clean industrial building
7. The Public Square – Downtown – outdoor event space, picnic areas
8. Beacon Hill Townhomes (Phase 5) – North of Walton Blvd. - 65 two-story townhouse-style apartments
9. The Parkways (Phase 3) PUD – 50 residential units. 18 owner-occupied townhouse-style condominiums and 32 townhouse-style apartments

Under Construction

1. The Webster PUD – Downtown – 6-story, 126,271 sq. ft. building (7,687 sq. ft. retail with 88 apartment units)
2. Alo's Sports Bar – 3315 Auburn Road – Reuse of a 6,371 sq. ft. building with a new restaurant with outside seating
3. Residences at River Trail PUD – Old Adams Road - 89 townhome-style apartments
4. Woodland Villas PUD – Bald Mountain – 113 detached single-family homes with clubhouse, swimming pool, and pickleball courts
5. OCC's new sign enhancement program
6. General Motors Co. Supplier Logistics Center PUD - former Palace of Auburn Hills property – 715,012 sq. ft. clean industrial building
7. Pacific/Taylor Spec Building – 47,728 sq. ft. clean industrial building
8. Greystone Pickleball Club PUD – 900 N. Opdyke Road - 60,528 sq. ft. indoor recreational facility/event venue
9. 975 S. Opdyke Self Storage PUD – 45,032 sq. ft. building addition (702 storage units)
10. Chillbox Corporate HQ – former YMCA on Walton – Reuse of a 61,756 sq. ft. building with office and café with outside seating
11. Brose HQ Parking Lot Expansion – Automation Avenue - 75 spaces

Anticipated to Start/Re-Start Construction

1. Clean View Car Wash – Auburn Road, near Adams Road – 16,307 sq. ft. car wash
2. The Learning Experience – N. Squirrel Road - 10,000 sq. ft. childcare facility
3. Five Points Community Church – NW Corner of N. Squirrel Road and Walton Blvd. - 10,220 sq. ft. sanctuary addition
4. Joslyn Road Mobil Fueling Station PUD – west side of Joslyn Road, near I-75 - 4,608 sq. ft. convenience storage with passenger and truck fueling
5. Auburn Hills Municipal Campus Fueling Station – dual fuel dispenser for City vehicles
6. Harmon Road Spec Building – NE corner of Pinnacle Ct and Harmon – 120,000 sq. ft. clean industrial building
7. Oakland Christian School – Shimmons Road - LED sign
8. The Avant at Five Points PUD - Five Points Drive – 68 apartment units (*note: project status undetermined/ currently in litigation*)

Advance Planning

1. City of Auburn Hills 2025 Residential Build-Out Analysis and Future Growth Study
Documented future build-out scenarios based on the current zoning and master land use plan. The study divided the City's residential areas into 12 sections and showed the existing and projected unit counts for each section. The analysis showed that the City has 11,639 housing units, with an estimated population of 24,675. The City is projected to add approximately 1,725 housing units at build-out, resulting in a population increase of roughly 3,657 people (28,332).

Advance Planning (cont.)

2. City of Auburn Hills Housing Policy Statement.

The City adopted a housing policy statement which demonstrated compliance with State law and outlined how Auburn Hills' Master Land Use Plan and Zoning Ordinance support "a range of housing types, costs, affordability, attainability, ages, and other characteristics, including single and multiple-family dwellings to serve the housing demands of a diverse population." The City's analysis demonstrates an approximate 50/50 mix of owner-occupied and for-rent properties, and the policy outlines the City's diverse housing types and demonstrates compliance with the intent of the State law.

3. Age-Friendly Action Plan 2025-2030

Contains 16 Action Items that focus on three of the eight domains of an age-friendly community: 1) Communication and Information; 2) Social and Civic Participation; and 3) Public Safety and Emergency Preparedness.

Zoning Amendments

1. Updated the City's zoning standards in preparation for the site plan submittal of the planned extension of the municipal parking structure in Downtown Auburn Hills.
2. Required off-street parking for new residential dwelling units in the Downtown based on the recommendations of the February 2024 Downtown Parking Study conducted by Rich & Associates Parking Consultants.
3. Amended the Planned Unit Development Option (PUD) standards to tighten up and clarify the expiration time frames for new projects. With this amendment, PUD projects would have one year to begin construction and 18 months to complete construction after construction commences, unless the City Council approves a more extended construction period.
4. Amendment that allows the City Council, on a case-by-case basis, to consider and potentially approve housing proposals, with a preference for owner-occupied condominiums, under the Planned Unit Development Option in the T&R District.
5. Revision to permit the outdoor storage of ice chests and propane tanks at gasoline service stations in the B-2 District.

Work Program for Y2026

Anticipated Development Projects for Public Review

1. 111-space municipal parking lot north of Auburn Road/Churchill - former Farm Boy property
2. SLU permit for outside storage of 14 vehicles at the new Concraft facility at 4225 N. Atlantic
3. Expansion of the CREST Training Center on OCC's campus. 79,000 sq. ft. tactical village and range
4. Downtown municipal parking deck expansion (*tentative*)
5. 32-unit condominium project called River Bend PUD south of Auburn Road, east of Cross (*tentative*)
6. Sheetz gas station at 3880 Lapeer Road - former Post Bar (*tentative*)

Advance Planning/Zoning Amendments

1. Make editorial changes to the Master Land Use Plan. Process the change through the Oakland County review process. Publish new brochures. This was last done in 2018.
2. Universal Design Policy – expansion of 2017 ordinance



CITY OF AUBURN HILLS PLANNING COMMISSION AGENDA

MEETING DATE: FEBRUARY 04, 2026

AGENDA ITEM NO 5a.

COMMUNITY DEVELOPMENT

To: Chairperson Sam Beidoun and the Planning Commission
From: Steven J. Cohen, AICP, Director of Community Development
Submitted: January 29, 2026
Subject: Concraft, Inc. – 4225 N. Atlantic Boulevard
Public Hearing/Motion – Recommendation to City Council for Special Land Use Permit approval to allow for the outside and overnight storage of commercial vehicles

INTRODUCTION AND HISTORY

Concraft, Inc. is seeking Special Land Use Permit approval to allow for the outside and overnight storage of up to fourteen (14) commercial vehicles on the property located at 4225 N. Atlantic Boulevard. The vehicles will be screened from view of the roadway by the company's 34,961-square-foot building. The parcel is 2.01 acres and zoned I-1, Light Industrial District.

Established in 1986, Concraft, Inc. is a property restoration company for homeowners and business owners throughout Southeast Michigan. They specialize in providing 24/7 emergency response for their customers, including securing buildings after damage from floods, storms, vehicles, and fire.



Proposed location of the outside storage area for commercial vehicles

KEY ISSUE**Overnight Storage of Vehicles**

Concraft, Inc. previously received similar Special Land Use Permits in 2005 and 2022 for the outdoor storage of commercial vehicles at their former location at 1171 Centre Road. The company moved to 4225 N. Atlantic Boulevard in early 2024.



Photographs of the type of vehicles to be stored outside and overnight

STAFF RECOMMENDATION

Please be advised that the City's Administrative Review Team has reviewed this project and has received a recommendation for approval.

We recommend Approval of the Special Land Use Permit request to allow for the outside and overnight parking of up to fourteen (14) commercial vehicles and offer the following discretionary findings of fact:

1. The location of the use will not negatively impact adjacent areas, which are zoned non-residential.
2. The land will be used in accordance with its immediate character, which is planned and zoned for non-residential development.
3. The requirements of Section 1818 in the City's Zoning Ordinance will be met.
4. The use will promote the purpose and intent of the City's Zoning Ordinance.
5. The use will be consistent with the health, safety, and general welfare of the City of Auburn Hills, and the purpose and intent of the City's Zoning Ordinance.
6. The intent of Section 1807, Item 3 in the City's Zoning Ordinance will be met.
7. Sufficient parking is provided on the site for the proposed use, including the outside storage of vehicles.

RECOMMENDED ACTION

***“Move to recommend to City Council the approval of the Special Land Use Permit for Concraft, Inc. to allow for the outside and overnight storage of fourteen (14) commercial vehicles at 4225 N. Atlantic Boulevard, subject to the representations made by the company and the conditions of the City's Administrative Review Team. This permit is non-transferable and shall expire if Concraft, Inc. vacates or ceases operations on the property.*”**



Development Application



Project Name: Concraft Inc.

General Project Location: 4225 N. Atlantic Blvd.

Parcel Size: _____ Zoning: _____

Sidwell Number(s): 02-14-04-201-001

Project Description: Concraft overnight outdoor parking

Building Size (sq. ft.): _____

City Use Only

Address: 4225 N Atlantic Blvd.

Date Received: 09/25/25

Fees Paid: \$1500

SP #: _____

SLU #(s): 250004

LD/LE/SUB #: _____

RZ #: _____

PUD #: _____

ZBA #: _____

PTR #: _____

Check requested review(s)

- Site Plan
- Tree Removal Permit
- Special Land Use Permit(s) _____
- Land Division
- Land Exchange
- Subdivision
- Planned Unit Development - Step 1/Step 2/Combined
- Rezoning _____ to _____
- ZBA Variance or Interpretation (see supplemental application)
- Other _____

Applicant

Name: Concraft ^{Mary Ann} Crimando Signature: Mary Ann Crimando

Business Name and Address: Concraft Inc. 4225 N. Atlantic Blvd.

City: Auburn Hills State: MI Zip Code: 48326 Phone Number: 248-276-9400

Fax Number: 248-276-9444 Alt. Phone Number(s): _____

Property Owner(s)

Name: Mary Ann Crimando Signature: Mary Ann Crimando

Business Name and Address: AMC Five K LLC 61510 Huntington Cir E

City: Washington State: MI Zip Code: 48094 Phone Number: 248-276-9400

(Provide additional sheet if necessary for multiple property owners)

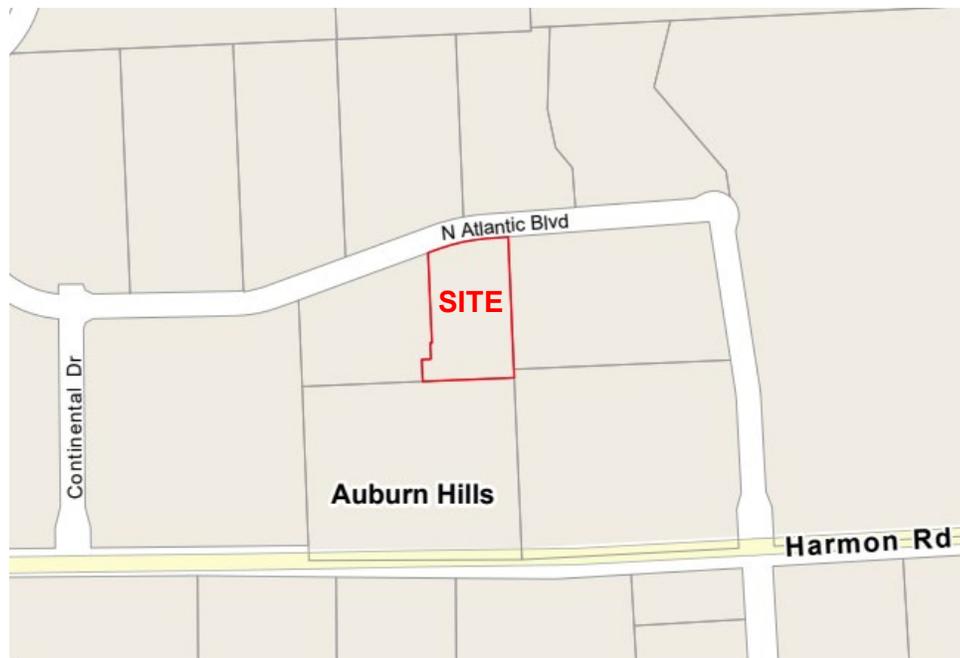
Please contact the City of Auburn Hills Community Development Department,
 1827 N. Squirrel Road, Auburn Hills, MI 48326 / Phone: 248-364-6900 Fax: 248-364-6939
 www.auburnhills.org

LSHINO@CONCRAFT.COM
NCRIMANDO@CONCRAFT.COM



Planning Commission Public Notice

Meeting Date, Time, and Location:	Wednesday, February 4, 2026 at 7:00 p.m. City of Auburn Hills - City Council Chambers 1827 N. Squirrel Road, Auburn Hills, MI 48326
Project Name:	Concraft, Inc.
General Property Location:	4225 N. Atlantic Boulevard (Sidwell No. 14-04-201-001)
Applicant:	Mary Ann Crimando – 248-276-9400
Nature of the Request:	Recommendation to City Council for Special Land Use Permit approval to allow for the outside and overnight storage of commercial vehicles.
City Staff Contact:	Steven J. Cohen, AICP Director of Community Development - 248-364-6941
<p>Notice will be sent via U.S. Mail to properties within 1,000 feet of the site. The proposed application can be inspected before the meeting at the Community Development Department, located on the municipal campus at 1827 N. Squirrel Road, Auburn Hills, MI 48326, during regular City business hours.</p> <p>Persons wishing to express their views may do so in person at the meeting or in writing addressed to the Planning Commission c/o Steven J. Cohen, AICP, Director of Community Development, at the above address.</p> <p>Anyone planning to attend the meeting who needs special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-370-9402 or the City Manager's Office at 248-370-9440 48 hours before the meeting. Staff will be pleased to make the necessary arrangements.</p>	



LOCATION MAP



September 22, 2025

City of Auburn Hills
1827 N. Squirrel Road
Auburn Hills, MI 48326

ATTN: Jeffrey Spencer
Building Official

RE: Special Land Use Permit Application
Parcel #02-14-04-200-032

Dear Mr. Spencer:

Concraft Inc. is requesting Special Land Use approval to allow for outdoor parking overnight for fourteen (14) commercial vehicles on the property located at 4225 North Atlantic Boulevard.

Concraft is a restoration company that responds 24/7 to emergency situations. It is necessary to have vehicles readily available to handle 24/7 emergency situations. Our company responds to secure buildings after damage from flood, storm, vehicle and fire. These vehicles will be parked on the rear (west) side of the building. The parking lot is lit, in addition to surveillance cameras that monitor the area. The vehicles would include Concraft lettered vehicles: 12 Vans/Transit Vans, one box truck and one Stake Truck.

Please see the attached site plan of our property.

Thank you for your time and consideration.

Sincerely,

Mary Ann Crimando
President

attachment

4225 N. Atlantic Blvd. – Auburn Hills, MI 48326

248.276.9400

1.888.290.2121

248.276.9444 fax

www.concraft.com





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Concraft Celebrates Ribbon Cutting

June 27, 2024

On Wednesday, June 26th, the Concraft team celebrated a ribbon-cutting ceremony for their new office and expanded facilities at 4225 N. Atlantic Blvd. Since 1986, Concraft has been a trusted partner in restorations, renovations, and remodels. Concraft services Wayne, Oakland, Macomb, St. Clair, Lapeer, Livingston, and Washtenaw Counties, and responds to emergency calls 24 hours a day, seven days a week.



Specializing in full-service restoration services for properties damaged by fire, flood, mold, hail, and storms, Concraft has earned a reputation for meticulous craftsmanship, responsiveness, and good communication. Their expertise spans from small residential repairs to large-scale commercial renovations, including hotels and corporate buildings. Concraft also provides biohazard clean up for crime scenes, trauma incidents, and other biohazard events.

In addition to their exemplary service record, Concraft has been recognized by the Construction Association of Michigan for fostering a positive safety culture for a company with 50 or more employees.

For more information about Concraft and their services, visit their website at concraft.com.

The City of Auburn Hills is excited to welcome Concraft to the community and wishes them all the best.

Lisa Passalacqua, Community Engagement Manager

Departments

- [Auburn Hills Historical Society](#)
- [Brownfield Redevelopment Authority](#)
- [Building Services](#)
- [Business Development](#)
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CITY OF AUBURN HILLS
REGULAR CITY COUNCIL MEETING
MINUTES - EXCERPT

FEBRUARY 21, 2022

CALL TO ORDER: Mayor McDaniel at 7:00 PM

LOCATION: Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

Present: Mayor McDaniel, Council Members Carrier, Hawkins, Kittle, Knight, Marzolf and Verbeke

Absent: None

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, City Clerk Pierce, Police Chief Baker, Deputy Police Chief Gagnon, Fire Chief Taylor, Assistant Fire Chief Robinson, City Planner Keenan, DPW Director Melchert, Mgr of Municipal Properties Baldante, Mgr of Roads and Fleet Hefner, HR Manager Parpart, Senior Services Director Adcock, Senior Program Coordinator Beckett, Recreation Director Hegdal, City Engineers Juidici and Cousino, Management Asst Hagge

80 Guests

9. NEW BUSINESS

9e. Motion – To approve a Special Land Use Permit to allow for the outside and overnight storage of commercial vehicles / Concraft

Mr. Keenan presented the Special Land Use Permit to allow Concraft to store up to twelve commercial vehicles outside and overnight at 1171 Center Road. Concraft has the need to store on ten vans, one box truck, and one stake truck. The type of vehicles is limited to the company branded transit vans, box truck and stake truck. The vehicles will be stored in the twelve existing parking spaces behind the building with nine spaces next to the existing six-foot four inch screened wall and three spaces close to the building. This location was found to be ideal due to the stored vehicles will be screened from Center Road by the building. The SLUP was approved for Concraft in 2005 to allow the storage and overnight vehicles of four vehicles. Concraft has experienced growth in their business which necessitates this request. This permit will be for one year with annual renewal by Planning Commission and City Council for compliance. Concraft may seek annual extension directly from City Council via application with Community Development.

Mr. Athony Crimando was present.

Mr. Keenan shared that the City has patrolled the Center Court area for compliance and found some businesses that were out of compliance and these actions are bringing them into compliance.

Moved by Kittle, Seconded by Carrier.

RESOLVED: To accept the Planning Commission's recommendation and approve a one (1) year Special Land Use Permit to allow for the outside and overnight storage of twelve (12) commercial vehicles subject to the representations made by Concraft and the conditions of the City's Administrative Review Team. Concraft may seek annual extensions directly from the City Council

via an application with the Community Development Department. The City Council may grant annual extensions, provided it finds the company has complied with the conditions of the Special Land Use Permit. This permit is a revision to the Special Land Use Permit previously approved by the Auburn Hills City Council on December 19, 2005.

VOTE: Yes: Carrier, Hawkins, Kittle, Knight, Marzolf, McDaniel

No: None

Resolution No. 22.02.37

Motion Carried (6 - 0)



CITY OF AUBURN HILLS
PLANNING COMMISSION
MINUTES - EXCERPT

February 9, 2022

CALL TO ORDER: Chairman Ouellette called the meeting to order at 7:00 p.m.

ROLL CALL: Present: Sam Beidoun, Brian Marzolf, Bob Pierce, Carlene Pederson, Carolyn Shearer, Chauncey Hitchcock, Ray Saelens, Greg Ouellette
Absent: Laura Ochs
Also Present: City Planner Keenan
Guests: 4

LOCATION: City Council Chamber, 1827 N. Squirrel Road, Auburn Hills, MI 48326

5. PETITIONERS

5c. Concraft (7:19 p.m.)

Public Hearing/Motion – Recommendation to City Council for Special Land Use Permit approval to allow for the outside and overnight storage of commercial vehicles.

Mr. Keenan explained that Concraft is seeking Special Land Use Permit approval to allow for the outside and overnight storage of up to twelve (12) commercial vehicles on the property located at 1171 Centre Road. The 17,973 square foot building is located on the 1.25-acre parcel that is zoned I-1, Light Industrial District.

At this time Concraft has the need to store ten (10) vans, one (1) box truck, and one (1) stake truck. The type of vehicles stored by Concraft will be limited to company-branded vans/transit vans, box trucks, and stake trucks. The storage of trailers, equipment, or any other type of commercial/construction vehicles and equipment will be prohibited.

The vehicles will be stored in the twelve (12) existing parking spaces located behind the building, with nine (9) spaces located next to the existing 6'-4" tall screen wall and three (3) spaces close to the building. This location was found to be ideal because the stored vehicles will be screened from Centre Road by the building.

A Special Land Use Permit was approved for Concraft in 2005 to allow for the outdoor and overnight parking of four (4) work vehicles. Concraft has experienced growth in their business since their initial Special Land Use Permit approval that necessitates their request to store an additional eight (8) work vehicles on site for a total of twelve (12) vehicles.

Staff recommends the approval of a one-year Special Land Use Permit for Concraft, to allow the Planning Commission and City Council the opportunity to follow up and monitor the company's compliance with the SLU permit conditions. Concraft may seek annual extensions directly from the City Council via an application with the Community Development Department. The City Council may grant annual extensions, provided it finds the company has complied with the conditions of the Special Land Use.

Anthony Crimando, Concraft, Inc., 1171 Centre Road, Auburn Hills, MI 48326 was available to answer any questions of the Commission.

Mr. Ouellette asked what type of business Concraft is. Mr. Crimando explained that it's a twenty-four-hour emergency services restoration company for incidents such as fire, water, storm, etc.

Mr. Saelens asked if anything will be stored in the vans. Mr. Crimando stated that the vans will be empty.

Mr. Hitchcock congratulated Mr. Crimando on the company's thirty-six years in business.

Mr. Ouellette opened the public hearing at 7:23 p.m.

There being no public comments, Mr. Ouellette closed the public hearing at 7:23 p.m.

Moved by Hitchcock to recommend to City Council the approval of a one (1) year Special Land Use Permit for Concraft, to allow for the outside and overnight storage of twelve (12) commercial vehicles subject to the representations made by Concraft and the conditions of the City’s Administrative Review Team. Concraft may seek annual extensions directly from the City Council via an application with the Community Development Department. The City Council may grant annual extensions, provided it finds the company has complied with the conditions of the Special Land Use Permit. This permit is a revision to the Special Land Use Permit previously approved by the Auburn Hills City Council on December 19, 2005.

Second by Shearer.

VOTE: Yes: Hitchcock, Shearer, Pederson, Pierce, Marzolf, Beidoun, Ouellette

No: Saelens

Motion Carried (7-1)

EXCERPT
The City of Auburn Hills
Regular City Council Meeting

December 19, 2005

CALL TO ORDER: by Mayor Edwards at 6:00 p.m. with the Pledge of Allegiance.

LOCATION: City Council Chambers, 1827 N. Squirrel Road, Auburn Hills MI 48326

ROLL CALL: Present. Mayor Edwards, Mayor Pro Tem Pillsbury (6:24 p.m.), Council Members Hammond, Kittle, Knight, McDonald, Newkirk

Absent. None

Also Present. City Manager Randall, Assistant City Manager Tanghe, City Clerk Shannon, Community Development Department Director McBroom, DPW Director Culpepper, City Treasurer Valko, Golf Professional Marmion, Police Chief Olko, Finance Director Barnes, Recreation Director Marzolf, Senior Director Adcock, Information Technologies Director Leix, Tax Increment Finance Authority Chair Bennett, City Attorney Beckerleg, City Engineer Westmoreland
24 Guests

10. NEW BUSINESS

10a. Motion – Approval of Special Land Use Permit for Concraft, Inc - Outside Storage of Vehicles

Speaking for Concraft, Inc., **Mr. Tony Crimando**, AMC Development, assured Council that vehicles will only be stored behind the building and only overnight and on weekends. Responding to questions, Mr. Crimando stated that the storage area is not fenced, but the area is lit and surveillance cameras are in place.

Moved by Mr. Newkirk to approve the special land use permit for Concraft, Inc. Approval will allow the outdoor storage of vehicles overnight (not to exceed 4 vehicles) on a site zoned I-1, Light Industrial District. The property is located at 1171 Centre Road.

Supported by Mr. Pillsbury.

VOTE: Yes: Edwards, Hammond, Kittle, Knight, McDonald, Newkirk, Pillsbury

No: None

RESOLUTION NO. 05.12.222

Motion carried (7-0)

EXCERPT
CITY OF AUBURN HILLS
PLANNING COMMISSION MEETING

December 1, 2005

CALL TO ORDER: Chairperson Hurt-Mendyka called the meeting to order at 7:02 p.m.

ROLL CALL: Present. Beidoun, Hurt-Mendyka, Hitchcock, Ouellette, Pierce, Verbeke
Absent. Doyle
Also Present. City Planner Cohen
Guests. 1

LOCATION: City Council Chambers, 1827 N. Squirrel Road, Auburn Hills, MI 48326

PERSON WISHING TO BE HEARD – none

PETITIONERS –

Concraft, Inc- Public Hearing

(Sidwell No. 14-23-151-038)

Ms. Hurt-Mendyka presented the request for approval of a special land use permit to allow the outside storage of vehicles on a site zoned I-1, Light Industrial district. The property is located at 1171 Centre Road.

There was one communication received regarding the special land use request dated November 29, 2005:

Subject: SLU-13, Concraft, Inc.

Dear Mr. Cohen:

Please be advised that the Auburn Centre Industrial Park Association has not objections to the petitioner's request to park its trucks on the subject property as long as they are behind the building and screened from the street.

We welcome this Company to our Industrial Park.

David G. Miles

President

Auburn Centre Industrial Park Association

Mr. Cohen noted:

- Concraft, Inc. request permission to park up to four (4) vehicles for overnight storage in the back of the property.
- The vehicles will be parked in designated parking spots behind the bulding.
- This permit will allow the business to occupy an existing vacant building.
- The vehicles can not be seen from Centre Road.

Ms. Hurt-Mendyka moved to open and close the public hearing at 7:07 p.m. since there were no comments from the audience.

Ms. Verbeke moved to recommend to City Council approval of the special land use permit for Concraft, Inc. Approval will allow the outdoor storage of vehicles overnight (not to exceed 4 vehicles) on a site zoned I-1, Light Industrial District. The property is located at 1171 Centre Road. Supported by Mr. Beidoun.

**VOTE: Yes: Beidoun, Hitchcock, Hurt-Mendyka, Ouellette, Pierce, Verbeke
No: None**

Motion Carried (6-0)

**CITY OF AUBURN HILLS
PLANNING COMMISSION BY-LAWS
OAKLAND COUNTY, MICHIGAN
(Amended as of November 17, 2015)**

ARTICLE 1

The name of this Commission shall be the City of Auburn Hills Planning Commission.

ARTICLE 2

SECTION 1. PURPOSE

The general purpose of the Commission shall be to guide and promote the efficient, coordinated development of this City in a manner which will best promote the health, safety, and general welfare of its people. The objectives of the Commission are those set forth in Act 33 of 2008, as amended, and those powers and duties delegated to the Commission by the City Council.

SECTION 2. MEMBERSHIP

The Commission shall consist of nine (9) members, representing, insofar as it is possible, important segments of the community such as economic, governmental, educational and social development. To the extent possible, membership shall be representative of the entire geography of the City. One member of the City Council shall serve as an ex officio member of the Commission, with all voting rights, whose term shall expire with his or her term on the City Council. The remaining eight (8) members shall be appointed by the Mayor, subject to the approval of a majority of the City Council. All members of the Commission shall be qualified electors the City. A City employee is not eligible to serve on the Commission.

SECTION 3. TERM OF OFFICE

The term of each member, other than the ex officio member, shall be three (3) years. Insofar as possible, terms shall be staggered so that the terms of 1/3 of all Commission members will expire each year. Members, other than the ex officio member, shall be appointed by the Mayor, subject to the approval by a majority vote of the City Council. Should a Commissioner be unable to complete a full three (3) year term, the Mayor, with the approval of the City Council, shall appoint a new member to fill the remainder of the term. A member shall, to the extent possible, serve until a successor has been appointed and qualified.

SECTION 4. COMPENSATION

Members of the Commission shall be compensated for their services as determined by the City Council.

SECTION 5. REMOVAL OF COMMISSIONERS

The City Council may remove a member of the Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. The Chairperson shall be responsible for informing the Mayor of instances of suspected misfeasance, malfeasance, or nonfeasance by a Commission member.

Unexcused absences are strongly discouraged. To be excused from a Commission meeting, a member shall notify the Community Development Department via phone and/or writing in advance of a meeting from which he/she intends to be absent.

ARTICLE 3

SECTION 1. OFFICERS

The Commission shall have a Chairperson, Vice-Chairperson, and a Secretary.

SECTION 2. CHAIRPERSON

The Chairperson shall preside at all meetings, appoint such committees from time to time as deemed necessary, and perform such duties as may be delegated by the Commission. The Chairperson shall have a vote on all motions and resolutions of the Commission. An ex officio member of the Commission shall not serve as Chairperson.

SECTION 3. VICE-CHAIRPERSON

The Vice-Chairperson shall preside in the absence of the Chairperson.

SECTION 4. SECRETARY

The Secretary shall read all correspondence into the record at public meetings. The Chairperson may delegate this authority to another Commission member if the Secretary is absent. The duties of record keeping (i.e., minutes of all meetings, a record of all transcripts, records, plans, etc., brought before the Commission) shall be performed by the Community Development Department.

ARTICLE 4.

SECTION 1. MEETINGS

All meetings shall be conducted in accordance with the Open Meetings Act. No informal meetings or discussions will be conducted. Regular meetings will be held on the Wednesday that generally proceeds the 2nd City Council meeting of the month by twelve days at 7:00 p.m., at the City Council Chamber at 1827 N. Squirrel Road, Auburn Hills, MI 48326 unless otherwise stipulated. The Chairperson may authorize via the Community Development Department, as determined by necessity, a date and time change of the regular meeting in accordance with the requirements of the Michigan Open Meetings Act.

A. REGULAR MEETINGS

The general purpose of the regular meetings will be to make decisions on pending business matters, to review and study various planning matters, and to approve minutes of previous meetings.

B. SPECIAL MEETINGS

The general purpose of special meetings will be to review business or planning matters that cannot wait for the regular meeting date or too lengthy to be discussed at regular meeting. The special meetings may be called by the Chairperson or the Vice-Chairperson of the Commission at such time and place deemed necessary, in coordination with the Community Development Department. Prior notice of forty-eight (48) hours is required to each Commissioner stating the time, place, and nature of business.

C. COMMITTEE MEETINGS

There shall be no standing committees of the Commission. The Chairperson may appoint special or ad-hoc advisory committees, as the Commission shall deem necessary to carry on the work of the Commission. Advisory committee members may or may not be members of the Commission. The Chairperson shall be an ex-officio member of all committees of the Commission. Committees shall be advisory bodies only and may make recommendations to the Commission.

SECTION 2. ORDER

The parliamentary rules contained in the current edition of *Robert's Rules of Order* shall govern the Commission as applicable and consistent with these By-Laws.

SECTION 3. PUBLIC HEARING ORDER

The Chairperson shall outline the following order of procedure for all public hearings at the scheduled time on the agenda:

- A. The Chairperson opens the public hearing, announces the subject of the request, and summarizes the rules of conduct for public comments.
 - 1) All individual public comments shall be addressed to the Chairperson
 - 2) Each person will be given an opportunity to be heard. Persons may speak only once, unless additional input is authorized by the Chairperson.
 - 3) All comments shall be pertinent to the issue at hand and not excessively repetitive.
 - 4) For large hearings, the Chairperson may impose a time limit per person on all comments.
 - 5) The Chairperson expects courtesy from all participants during the public hearing; applause, booing, shouting, or other public outbursts will not be tolerated.

City of Auburn Hills Planning Commission By-Laws

- B. The Secretary, or other designee assigned by the Chairperson in the Secretary absence, shall read any communications into the record related to the item.
- C. The Community Development Department may provide a presentation about the agenda item.
- D. The Petitioner may make a presentation about the agenda item.
- E. Commission members may ask questions of the Community Development Department and Petitioner.
- F. The Chairperson asks for comments from the audience.
- G. After comments from the audience are provided, the Chairperson closes the public hearing.
- H. The Chairperson asks for a Motion
- I. The Chairperson asks for a Second to the Motion
- J. There may be further discussion on the motion, except if a motion to table the item is made by a Commission member.
- K. The Chairperson asks for a Roll Call Vote

SECTION 4. CONFLICT OF INTEREST

Failure of a Commission member to disclose a potential conflict of interest may constitute malfeasance in office.

A member declaring a conflict of interest should state the nature of the conflict and whether he/she believes he/she could impartially consider the request before the Commission. Once a member discloses a potential conflict of interest regarding a particular matter, he/she may be disqualified from voting on the matter upon a majority Roll Call vote of the remaining members of the Commission.

A member shall declare of conflict of interest when:

- A. A relative or other family member is involved in any request for which the member is asked to make a decision;
- B. The member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association;
- C. The member owns or has a financial interest in neighboring property. For purposes of this provision, this shall include ownership of any property directly abutting a property subject to a proposed development application; or
- D. There is a reasonable appearance of a conflict of interest, as determined by the member declaring such conflict.

The member declaring a conflict of interest should abstain from any discussion or votes relative to the matter that is the subject of the conflict. The member should absent him/herself from the room in which the discussion takes place, unless doing so would violate the member's constitutionally protected rights to participate. The member should not make any presentations to the Commission as a representative of the proposal.

SECTION 5. EX-PARTE COMMUNICATION

Failure of a Commission member to disclose ex-parte communications may constitute malfeasance in office.

The Commission desires to conduct all proceedings fairly, to create a record that includes all of the evidence upon which recommendations and decisions were made, and to prevent the appearance of undue influence on its recommendations and decisions. To this end, members whose experience ex-parte communication shall disclose the details of the communication at the Commission meeting after the introduction of the item of which the ex-parte communication pertained.

For clarification, Commission member communication with the Community Development Department regarding an agenda item or other relevant issue (e.g., questions, clarifications, requests for information, etc.) shall not constitute ex-parte communication.

Members may attend meetings held by applicants with adjacent property owners, however only in the capacity of an observer. If a member chooses to take part in discussions at said meeting, he/she shall disclose the nature of their participation to the Commission prior to participating in a hearing or deliberations on a request. Once a member discloses their ex-parte communication regarding a particular matter, he/she may be disqualified from voting on the matter upon a majority Roll Call vote of the remaining members of the Commission.

ARTICLE 5

SECTION 1. ELECTION OF OFFICERS

Election of Officers of the Commission shall be held annually at the January regular meeting and shall be the last order of business at that meeting.

- A. The term of office shall be one (1) year commencing immediately upon election. The immediate past Chairperson shall continue to preside at the meeting until the election of the new Chairperson is complete.
- B. Should an Officer be unable to complete his or her term of office, a special election shall be held to fill the remainder of the term. The election shall be held at the first regular meeting after the vacancy has been confirmed.

ARTICLE 6

SECTION 1. RULES

A quorum consists of five (5) members.

SECTION 2. VOTING

A minimum of a majority of those present and voting is necessary to pass any motion, with the exception of approval of a Master Plan which will require a two-thirds (2/3) majority vote of the whole Commission. Voting shall be by Roll Call for significant items. A Roll Call vote shall not be required for routine items unless requested by a Commissioner or a split vote occurs. A record of the vote shall be kept as a part of the minutes.

SECTION 3. AGENDA OF REGULAR MEETING

Conduct of a regular meeting shall generally require the following order to business:

- A. Meeting Called to Order
- B. Roll Call
- C. Persons Wishing to Be Heard (regarding items not on the agenda)
- D. Minutes
- E. Petitioners
- F. Old Business
- G. New Business
- H. Communications
- I. Next Scheduled Meeting
- J. Adjournment

ARTICLE 7

The general role of the Planning Commission is as follows:

SECTION 1. MASTER PLAN AND OTHER PLANNING ACTIVITIES

The Commission shall make and approve a City-wide Master Plan, subarea plans, or other documents as the guides for development within the City in accordance with Act 33 of 2008, subject to final review and acceptance by the City Council.

SECTION 2. ZONING ORDINANCE AND MAP

The Commission shall be responsible for formulation of any amendments or updates of the Zoning Ordinance and Zoning Map subject to final review and approval by the City Council.

SECTION 3. DEVELOPMENT REVIEWS

The Commission shall be responsible for review and action, or recommendation of an action to the City Council, on applications for development, subdivision, and land use approvals in accordance with the applicable provisions of the City Zoning Ordinance, the State Land Division Act, and other applicable State laws and City Ordinances. The Commission strives to encourage public participation in the development review process via the use of a Citizen Participation Ordinance, 1,000 foot public notice distribution radius, and utilization of development notification signs.

SECTION 4. REVIEW OF CAPITAL IMPROVEMENTS

No street, square, park, playground, public way, ground, or other open space; or public building or other structure shall be constructed or authorized for construction in an area covered by a municipal Master Plan unless the location, character, and extent of same has been submitted to the Commission for approval in the manner provided for in sections 61 and 63 of Act 33 of 2008, as amended.

SECTION 5. CAPITAL IMPROVEMENTS PROGRAM

The Commission shall be exempted from preparing a capital improvements plan. To further the desirable future development of the City under the Master Plan, the City Council shall prepare or cause to be prepared by the City Manager or by a designated official, a capital improvements program of public structures and improvements to the City, including the City water supply system and sewage disposal system, showing those structures and improvements in general order of their priority, for the six (6) year period.

SECTION 6. BUDGET

On behalf of the Commission, the Community Development Department shall prepare a budget to support the Commission's training and activities and submit to the City Council for approval or disapproval.

SECTION 7. TRAINING

Members of the Commission shall strive to attend educational programs designed for training of Michigan Planning Commissioners if the adopted City budget provides funds to reimburse members for or pre-pay the cost of tuition, registration, and travel expenses for the training. The Community Development Department shall coordinate training opportunities and funding.

SECTION 8. EDUCATION AND CONSULTATION

To promote public interest in and understanding of the Master Plan, the Commission may publish and distribute copies of the Master Plan or of any report, and employ other means of publicity and education. The Commission shall consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning the promotion or implementation of the Master Plan.

SECTION 9. ANNUAL REPORT TO CITY COUNCIL

A report shall be prepared annually, presented and accepted by a majority vote of the Commission. The report shall be prepared by the Community Development Department and submitted to the Commission at the time of City Council budget review (i.e., typically mid-year). After review and acceptance by the Commission, the report shall be submitted to the City Council for their review and placement on file.

SECTION 10. OTHER DUTIES AND RESPONSIBILITIES

The Commission shall perform such other duties and responsibilities as defined by the City Council or required by State Law or City Ordinance, and shall respond as requested to any other matters referred by the City Council.

SECTION 11. AMENDMENT TO BY-LAWS

The By-Laws may be amended at any regular meeting by a two-thirds (2/3) majority vote of the whole Commission.

Amended as of October 4, 1990
Amended as of January 16, 2003
Amended as of July 17, 2008, Effective January 1, 2009
Amended as of August 20, 2008, Effective January 1, 2009
Amended as of April 14, 2009
Amended as of October 12, 2010, Effective January 1, 2011
Amended as of October 1, 2013, Effective January 1, 2014
Amended as of October 29, 2013, Effective January 1, 2014
Amended as of October 30, 2014, Effective January 1, 2015
Amended as of November 17, 2015, Effective January 1, 2016