

**A REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:30 P.M. FEBRUARY 23, 2016 AT CITY HALL BY CHAIRPERSON BARNETT.**

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**PRESENT:** Martin Smith Mark Richardson Dottie Popp  
David Barnett Ann Shadle Eric Murrell  
Tim Murad Michele Buckler Joe Tangari

**ABSENT:** None

**ALSO PRESENT:** Amy Vansen, City Planner

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**APPROVAL OF AGENDA**

It was moved by Commissioner Murad to approve the agenda.  
Supported by Commissioner Popp.  
**AYES:** Richardson, Murrell, Popp, Shadle, Buckler, Smith, Murad, Tangari, Barnett  
**NAYS:** None  
Motion Carried.

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**APPROVAL OF MINUTES**

It was moved by Commissioner Smith to approve the minutes of January 26, 2016.  
Supported by Commissioner Richardson.  
**AYES:** Richardson, Popp, Murrell, Shadle, Buckler, Smith, Murad, Tangari, Barnett  
**NAYS:** None  
Motion Carried.

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**COMMUNICATIONS**

Ms. Vansen brought attention to the Downtown Development Authority minutes, a letter from Brad Strader of LSL Planning, a manual on parklet design, an article on Air BnB's, and a post card from a resident.

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**CITIZEN COMMENTS**

None.

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1. **DISCUSSION:** Discussion regarding proposed residential form based code.

The Commission reviewed the proposed changes. The Commission determined that the setbacks for flats (apartments) should be same as the setbacks for townhouses. Likewise the exterior side yard setback for single family should be stipulated as well.

There was discussion on the proposed minimum height for porches and where that was measured from.

There was discussion on the window requirements for flats and how that should be measured.

The Commission reviewed the various language related to porches. Ms. Vansen suggested that since the Commission could not come to any resolution regarding the changes, the existing regulations should stand.

There was additional discussion regarding the open house to discuss these proposed changes with residents. Time, day and format were discussed.

Ms. Vansen said she would check with the consultant and report back to the Planning Commission.

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2. **DISCUSSION:** Discussion regarding future projects in Downtown Development Authority Plan Update

Ms. Vansen advised that the Downtown Development Authority is renewing its plan and was seeking input from the Planning Commission into future projects.

The Commission reviewed the list and had the following suggestions:

Dorothea municipal parking lot: vacate Dorothea, purchase Camelot Cleaners' parking lot and reconfigure land into one large parking lot.

Wayfinding signage installation should be a priority.

A pedestrian signal at Beverly and Coolidge should be installed.

It was also noted that holiday decorations should stay in place a little longer; particularly holiday lights in January.

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**CITIZEN COMMENTS**

None.

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**LIAISON REPORTS**

Commissioner Popp reported that Doug Deeds was working on the Community Garden at Coolidge and Catalpa, the DDA budget was discussed as was a trial, temporary closure of Robina.

Commissioner Murad reported that the Chamber of Commerce is beginning its work on Art Bash for June 11, 2016 and is working on an Irish Festival.

Commissioner Richardson had nothing to report regarding the Environmental Advisory Committee.

Chairperson Barnett reported that the City Council approved the first reading the PUD-01-15; and the Recreation Master Plan was adopted. He also attended the City Manager interviews held on February 20, 2016. He reported that City Council had made a selection.

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**STAFF/COMMISSIONER COMMENTS**

Commissioner Smith commented on the parklet manual relative to Coolidge. Commissioner Tangari agreed and mentioned that National Park(ing) Day held the third Friday in September might be an ideal day to transform Coolidge (even if it is only temporary).

Commissioner Richardson and Chairperson Barnett commended the City Council on the process it used to select a city manager candidate.

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There being no further business, Chairperson Barnett adjourned the meeting at 8:30 PM.