CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MINUTES -- Meeting of November 26, 2019
COMMUNICATIONS
CITIZEN COMMENTS
ORDER OF BUSINESS

1. **PUBLIC HEARING:** Matter of Conducting a Public Hearing to review application SU-02-19 for outdoor dining at a proposed restaurant at 2485 Coolidge Hwy

2. **SPECIAL LAND USE: SU-02-19** Tomina Group, LLC, is requesting special land use approval for outdoor dining at a proposed restaurant at 2485 Coolidge Hwy in the Coolidge District.

3. **SITE PLAN: PSP-08-19** Tomina Group, LLC, is requesting site plan approval for a multi-tenant building at 2485 Coolidge Hwy. Proposed uses include Aqua Tots (swim club), two retail establishments and a restaurant.

4. **DISCUSSION:** Review and discussion of ordinance amendment for public hearing notices.

5. **DISCUSSION:** Discussion for ordinance amendment for projects requiring site plan approval.

LIAISON REPORTS
COMMISSIONER/STAFF COMMENTS
ADJOURN

Notice: Official Minutes of the City Planning Commission are stored and available for review at the office of the City Clerk.

The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days notice to the city. Individuals with disabilities requiring auxiliary aids or services should contact the city by writing or calling City Clerk, ADA Contact, Berkley City Hall, 3338 Coolidge, Berkley, Michigan 48072, (248) 658-3300.
THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, NOVEMBER 26, 2019 AT CITY HALL BY CHAIR KRISTEN KAPELANSKI.

The minutes from this meeting are in summary form capturing the actions taken on each agenda item. To view the meeting discussions in their entirety, this meeting is broadcasted on the city’s government access channel, WBRK, every day at 9AM and 9PM. The video can also be seen, on-demand, on the city’s YouTube channel: https://www.youtube.com/user/cityofberkley.

PRESENT:  Mark Richardson  Jeffrey Campbell  Kristen Kapelanski  
Lisa Kempner  Greg Patterson  Matt Trotto  
Tim Murad  Michele Buckler

ABSENT:  Martin Smith

ALSO PRESENT:  Erin Schlutow, Community Development Director  
Dan Hill, Administrative Assistant to City Manager  
Ross Gavin, City Council Liaison  
Several members of the public

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APPROVAL OF AGENDA

It was moved by Commissioner Trotto to approve the Agenda supported by Commissioner Kempner.

AYES:  Campbell, Kempner, Murad, Patterson, Richardson, Trotto, Buckler, Kapelanski  
NAYS:  None  
ABSENT:  Smith

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APPROVAL OF MINUTES

It was noted by Commissioner Kempner that she had volunteered for the Master Plan Steering Committee, along with Tim Murad and Mark Richardson, who would also represent the Environmental Advisory Committee. Community Development Director Schlutow noted to make the correction.

It was moved by Commissioner Patterson to approve the amended minutes from October 22, 2019 and supported by Commissioner Kempner.

AYES:  Kempner, Murad, Patterson, Richardson, Trotto, Buckler, Campbell, Kapelanski  
NAYS:  None  
ABSENT:  Smith

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COMMUNICATIONS

Michigan Planner newsletter was presented to the Commission.  
Emails related to marihuana business licenses, and an email related to the marihuana land uses within the City.

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CITIZEN COMMENTS

None.

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1. PUBLIC HEARING:  Matter of Conducting a Public Hearing to recommend zoning ordinance amendments that would permit Marihuana land uses in the City of Berkley.
Community Development Director Schlutow summarized the ordinance amendments that would permit medical provisioning centers and adult use retail marihuana businesses in the Eleven Mile, Coolidge, Gateway, Twelve Mile, Industrial, Woodward, Local Business, and Downtown Districts. The draft ordinance presented had been discussed at the October 22, 2019 Planning Commission meeting, in which the PC directed staff to set the public hearing.

Administrative Assistant to the City Manager Dan Hill presented his power point presentation in which he detailed the steps through the application process, from submittal to site plan review with the Planning Commission to City Council approval.

Public Hearing opened at 7:13pm.

Mark Schmier, 29625 Bristol Lane, Bingham Farms, commented on the green zone and merit point system in place for reviewing the marihuana business applications. Mr. Schmier noted that there was a demerit of 18 points based on the location of the property within the City. Mr. Schmier felt that this point designation was unfair and should be addressed.

Dan Amori, 3249 Wakefield, voiced his support for passing the law. He noted the scoring system has the potential to permit additional businesses, create up to 45 new jobs, renovating vacant buildings, and extending the downtown area. He noted that this would be a benefit to the City.

Kurt Hite, 3525 Robina, supports passing the ordinance and appreciates the change in requiring site plan approval prior to going before City Council. He noted that he is a proponent of the additional notification but was not a proponent of the special land use review.

Marihuana Licensing Attorney, voiced his concern and asked Council to reconsider the 18 points to be awarded to properties along Woodward and Eleven Mile, exclusively. This could hinder the most qualified applicants. The 18 points are noted to be more important that other criteria that was ranked lower.

Chris Klamkin, 2838 Coolidge, applauded the efforts of City staff. He noted that it was a fair and objective merit system. He noted a concern related to the incentive for a secondary business, specifically, in the Industrial District.

Aric Klar, 2008 Oxford, noted that the areas designated for marihuana businesses make sense to the development needs in the City of Berkley. He noted the importance to focus on areas that do not have development structure, as other areas within the community.

Douglas Stewart, 1000 Round Lake Rd, White Lake MI, noted that he represents a consulting firm that assists communities related to cannabis. He noted that there could be problems with the green zones and awarding points to specific properties within the green zone. The proper people should be running these facilities and the point system should reflect that.

Kurt Hite, inquired about any requirements for the accessory business to remain open for the duration of the marihuana business. Community Development Director Schlutow noted that this would be reviewed administratively. The merit point system had not yet been adopted and would be adopted by resolution after
the zoning ordinances had moved through the process of adoption.

Commissioner Patterson motioned to recommend approval of the Zoning Ordinance to permit marihuana businesses within the City of Berkley. Supported by Commissioner Murad.

AYES: Murad, Patterson, Richardson, Trotto, Buckler, Campbell, Kempner, Kapelanski
NAYS: None
ABSENT: Smith

2. SITE PLAN: PSP-06-19 2219 LLC, is requesting site plan approval for façade and site changes at the former La Salette school building for multiple family residential.

Community Development Director Schlutow provided a summary of the project.

Kurt Hite noted he appreciated the site plan changes from the previous proposed development.

Commissioners discussed the internal layout of the development, including elevator, stairwell of the building, illumination levels, fenced dog run located in the front yard.

Commissioners noted that it fit with the existing neighborhood and were curious about Phase II for the outlot to the west of the subject site.

Based on findings of fact, Commissioner Patterson motioned to approve PSP-06-19 with the following conditions:

1. The Planning Commission approves the design and location of the bicycle rack on the subject site.
2. Submission of detailed summary of flags of sidewalk to be replaced along Oxford Rd and Coolidge Hwy during construction.
3. Modifications of the parking island at the ingress/egress from Oxford Rd to accommodate emergency vehicles to the satisfaction of the Fire Marshal.
4. Construction of masonry wall to separate the La Salette multiple family residential development from adjacent residential property located to the west of the subject site.
5. Relocation or elimination of the fenced dog run in conformance with the requirements of the Zoning Ordinance pertaining to accessory structures.
6. Final review and approval by City Engineer and Department of Public Works.

Supported by Commissioner Buckler.

AYES: Patterson, Richardson, Trotto, Buckler, Campbell, Kempner, Murad, Kapelanski
NAYS: None
ABSENT: Smith

3. MEETING DATES: Matter Of reviewing meeting dates for 2020 calendar year.

Community Development Director Schlutow provided draft meeting schedule for 2020 calendar year. It was requested that the Commission review the meeting date held in December 2020.

The Commission discussed the dates and revised the December date to December 15, 2020.

Commissioner Patterson motioned to approved revised meeting dates for 2020 calendar year. Supported by Commissioner Murad.

AYES: Richardson, Trotto, Buckler, Campbell, Kempner, Murad, Patterson, Kapelanski
NAYS: None
ABSENT: Smith

4. **DISCUSSION:** Matter of discussing future ordinance amendments.

   Community Development Director Schlutow provided a summary of five topics for possible ordinance amendments. It was requested that the Planning Commission review the five items to determine which items would be beneficial to tackle in the coming months.

   Commissioners discussed and determined that public hearing notification and projects requiring site plan approval should be reviewed first, with parking, landscaping, and signs to be reviewed thereafter.

5. **DISCUSSION:** Matter of discussion for format and content of the Community Development Monthly Report.

   Community Development Director Schlutow noted the report would keep Planning Commission, Zoning Board of Appeals and City Council up to date on the various community development/planning projects. This allows each member to follow the progress of the projects from site plan approval to building permits to grand opening. The month will also ordinance amendments, building permits, CDBG projects, etc.

   * * * * * * * * * *

   **LIAISON REPORTS**

   Commissioner Murad noted that the holiday party for the Chamber of Commerce would be on December 11, 2019 at Crispell’s from 5:30pm – 8:00pm. The holiday parade would take place on December 7, 2019.

   Commissioner Richardson noted the Environmental Committee met last week and the City Council would consider resolution to support a project with the Clinton River Watershed Council Watertowns program. This project will make it possible for Berkley to utilize the services of Dr. Carpenter. The project will have a public participation component and the City would be eligible for grant funding through the project.

   State of the City address would take place October 25, 2019 and the Chamber of Commerce would welcome any members of the public who would be interested in volunteer opportunities.

   Commissioner Richardson noted Electronics Recycling Day would be taking place in the community center parking lot. Residents can drop off old electronics, such as televisions, radios, etc.

   Commissioner Trotto was unable to attend the November DDA meeting. The DDA is still looking for an Executive Director to fill the vacant position.

   * * * * * * * * * *

   **STAFF/COMMISSIONER COMMENTS**

   Commissioner Murad inquired about the Master Plan Steering Committee. City staff noted there is one position per Board/Commission on the MP Steering Committee and each would need to submit an application through the City website.

   Commissioner Richardson noted the memo templates were helpful and should be continued.

   **With no further business, the meeting was adjourned at 8:45pm.**
Instructions: This application and fee of $400.00 must be submitted with 18 copies of your proposal. If plans are required then 18 sets of signed, sealed folded plans should be submitted. If an application is withdrawn more than 3 weeks prior to the meeting date, 90% of the fee will be refunded. If the application is withdrawn less than 3 weeks prior to the meeting, no refund will be given.

The Planning Commission meets the fourth Tuesday of every month. The meetings are held at 7:30 p.m. The City Council generally meets the first and third Mondays of every month. The meetings are held at 7 PM. All meetings take place in the Council Chambers at the City Hall, 3338 Coolidge, Berkley, Michigan 48072.

Applicant:
Name: Tomina Group, LLC Phone: 248-755-7180
Complete Address: P.O. Box 251273, West Bloomfield, MI 48325

Property Owner: (If different than above)
Name: KLM LLC - Karen Koerber Phone: 248-672-2941
Complete Address: 2485 Coolidge Highway, Berkley, MI 48072

Description of Property:
Street Address: 2485 Coolidge Highway
Zoning District: Coolidge District
Lot Number: Lot 20-21 and 5 1/2 of 22
Subdivision: Denier Acres

Description of Proposed Operation: Approval of outdoor seating for a proposed restaurant in the Coolidge District.

Signature of Applicant Date

Office use only Account Number 1019

Date Application received Fee Receipt Number

Hearing Date Case Number

City Council Disposition:
MEMORANDUM

To: Berkley Planning Commission
From: Erin Schlutow, Community Development Director
Subject: PSU-02-19; 2485 Coolidge Hwy – Outdoor dining for proposed restaurant
Date: October 14, 2019

Dear Planning Commissioners:

The applicant, Tomina Group, LLC, is proposing to construct a 11,690 sq. ft. multi-tenant building at 2485 Coolidge Hwy that will include a swim club, two retail establishments and a restaurant. The existing Farina’s Banquet Hall will be demolished and the site will be redesigned with the proposed structure, as well as parking, stormwater management, and landscaping.

The subject site is located in the Coolidge District and each proposed use within the structure is permitted in the district by right. The applicant is also proposing outdoor seating along Sunnyknoll Ave, which requires special land use approval.

<table>
<thead>
<tr>
<th>Proposed Use</th>
<th>Area of Use (sq. ft.)</th>
<th>Coolidge District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim club</td>
<td>6,370</td>
<td>Permitted by right</td>
</tr>
<tr>
<td>Retail</td>
<td>1,400</td>
<td>Permitted by right</td>
</tr>
<tr>
<td>Retail</td>
<td>1,400</td>
<td>Permitted by right</td>
</tr>
<tr>
<td>Restaurant - enclosed</td>
<td>2,520</td>
<td>Permitted by right</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>11,690</strong></td>
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</tr>
<tr>
<td>Outdoor Seating</td>
<td>706</td>
<td>Special Land Use</td>
</tr>
</tbody>
</table>

Review Procedures

The proposed outdoor dining of a restaurant requires special land use approval in the Coolidge District and must be reviewed in accordance with the applicable procedures for Special Land Uses in Division 6 of Article VI in the Berkley Zoning Ordinance. The Planning Commission must hold a public hearing on
the special land use and make a recommendation to the City Council. The City Council has the authority to grant final approval on the special land use.

The five (5) standards for granting special land use approval are set forth in Section 138-653 of the Zoning Ordinance. We have reviewed the proposal for the outdoor restaurant with respect to these standards and offer the following findings:

1. **The proposed use will promote the use of land in a socially and economically desirable manner.**
   The proposed outdoor restaurant will fit with the character of the Coolidge District and the character of the downtown. The outdoor restaurant will encourage visitors to the area, as well as spur economic development and pedestrian presence in an area that does not have a lot of foot traffic. The proposed restaurant will be located just north of the approved multi-family apartments and will likely draw pedestrian visitors to the property.

   Additionally, the adjacent Berkley Frosty Freeze, located across Sunnyknoll Ave., has an outdoor area for patrons to enjoy ice cream and relax with friends and family. Therefore, the proposed outdoor dining area will fit with the existing neighborhood.

2. **The proposed use is necessary for the public convenience at that location.**
   The proposed outdoor dining area will serve the public and will encourage and enhance the walkable, pedestrian friendly Coolidge corridor.

3. **The proposed use is compatible with adjacent land uses.**
   The proposed outdoor dining area is compatible with adjacent properties, as the Republica restaurant to the south has outdoor dining area that is very popular during warmer months.

4. **The proposed use is designed so that the public health, safety and welfare shall be protected.**
   The proposed outdoor dining will not have a negative impact on the public health, safety and welfare of the community. The outdoor dining experience encourages visitors to be part of the overall community and to see the

5. **The proposed use will not cause injury to other property in the neighborhood.**
   The proposed outdoor dining will be constructed on the south side of the building. The proposed use will not cause injury to other property in the neighborhood. The proposed outdoor dining area will be fenced with decorative fencing surrounding the outdoor patio. The design of the fencing will be reviewed during site plan to ensure it fits within the existing neighborhood.

**Summary and Recommendation**

Based on the characteristics of the community and the interest for outdoor dining during warm weather, we believe that the proposed outdoor dining patio area would be a welcome addition to the community.
We believe the development of the restaurant and the patio is appropriate in scope for the area, and meets the standards of special land use review.

Therefore, we recommend the Planning Commission recommend approval of the special land use application to the City Council, subject to the results of the public hearing and approval of the site plan.

Sincerely,

Erin Schlutow
Community Development Director

c: Matthew Baumgarten, City Manager
   Victoria Mitchell, City Clerk
   John Staran, City Attorney
   Derrick Schueller, DPW Director
   Pete Kelly, Fire Marshal
   Matt Koehn, DPS Director/Chief
   Brian Tomina, btomina@gmail.com
   Mitchell Harvey, mharvey@stonefieldeng.com
   Michael Gold, mgold@stonefieldeng.com
   Tim Ponton, tponton@stonefieldeng.com
SITE DEVELOPMENT PLANS
FOR
2485 COOLIDGE HWY.
PROPOSED RETAIL BUILDING
2485 COOLIDGE HIGHWAY
CITY OF BERKLEY, OAKLAND COUNTY, MICHIGAN

LOCATION MAP
SCALE: 1" = 1000'±

AERIAL MAP
SCALE: 1" = 100'±

ZONING MAP
SCALE: 1" = 100'±

PLANS PREPARED BY:
STONEFIELD engineering & design
Detroit, MI · Rutherford, NJ · New York, NY
Princeton, NJ · Tampa, FL · Boston, MA
www.stonefieldeng.com
607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115

ALTA/NSP LAND TITLE SURVEY
PREPARED BY KEM-TEC A GROUP OF COMPANIES, DATED 11/08/2019
ARCHITECTURAL PLANS
PREPARED BY ABRO DESIGN GROUP, INC., DATED 11/08/2019
AERIAL MAP OBTAINED FROM GOOGLE EARTH PRO ON 10/07/2019
ZONING MAP OBTAINED FROM THE CITY OF BERKLEY ON 10/11/2019
LOCATION MAP OBTAINED FROM USGS ONLINE ON 11/13/2019

FOR APPLICANT
TOMINA GROUP, LLC
PO BOX 251273
WEST BLOOMFIELD, MICHIGAN
48325

PROJECT SITE

LOCATION MAP
SCALE: 1" = 1000'±

CALL before you dig.
1. The work reflected on the demolition plan is to provide general information towards the existing items to be demolished and/or removed. The contractor is responsible to review the entire plan set and associated reports/reference documents including all demolition activities and incidental tasks necessary to complete the site improvements.

2. The contractor is responsible to determine the means and methods of demolition activities.

3. Explosives shall not be used unless written consent from both the owner and any applicable governing agency is obtained. Before the start of any explosive program, the contractor is responsible to obtain all local, state, and federal permits. Additionally, the contractor will be responsible for all seismic testing as required and any damages as the result of said demolition practices.

4. All demolition activities shall be performed in accordance with local, state, and federal codes. The contractor is responsible for ensuring all utilities are disconnected in accordance with the utility authority's requirements prior to starting the demolition of any structure. All excavations associated with demolished structures or removed tanks shall be backfilled with suitable material and compacted to support site and building improvements. A geotechnical engineer should be present during backfilling activities to observe and certify that backfill material was compacted to a suitable condition.

5. Demolished debris shall not be buried on site. All waste/debris generated from demolition activities shall be disposed of in accordance with all local, state, and federal requirements. The contractor is responsible to maintain all records of the disposal to demonstrate compliance with the above regulations.
1. All soil and material removed from the site shall be disposed of in accordance with local, state, and federal regulations. The contractor is required to obtain all necessary permits for the discharge of de-watered groundwater. All soil imported to the site shall be considered fill material brought to the site.

2. The contractor is required to provide temporary and/or permanent shoring where required during excavation activities, including but not limited to utility trenches, to ensure the structural integrity of nearby structures and stability of the surrounding soils.

3. The contractor will supply all stakeout curb grade sheets to Stonefield Engineering & Design, LLC. for review and approval prior to pouring curbs.

4. The contractor is responsible to set all proposed utility covers and reset all existing utility covers within the project limits to proposed grade in accordance with any applicable municipal, county, state and/or utility authority regulations.

5. Minimum slope requirements to prevent ponding shall be as follows:
   - Curb gutter: 0.50%
   - Concrete surfaces: 1.00%
   - Asphalt surfaces: 1.00%

6. A minimum slope of 1.00% shall be provided away from all buildings. The contractor shall ensure positive drainage from the building is achieved and shall notify Stonefield Engineering & Design, LLC. if this condition cannot be met.

7. For projects where basements are proposed, the developer is responsible to determine the depth to groundwater at the location of the proposed structure. If groundwater is encountered within the basement area, special construction methods shall be utilized and reviewed/approved by the construction code official. If directly to the public storm sewer system with approval from the governing storm sewer authority.

8. Ada notes:
   - Any direction within the ada parking spaces and access aisles.
   - The contractor shall provide compliant signage at all ada parking areas in accordance with state guidelines.
   - Slope and a maximum of 2.00% cross slope along walkways within the accessible path of travel (see the site plan for the location of the accessible path). The contractor is responsible to ensure the accessible path of travel is 36 inches wide or greater unless indicated otherwise within the plan set.
   - The contractor shall maintain a maximum 2.00% slope in any direction at all landings. Landings include, but are not limited to, the top and bottom of an accessible ramp, at accessible building entrances, at an area in front of a walk-up ATM, and at turning spaces along the accessible path of travel. The landing area shall have a minimum clear area of 60 inches by 60 inches unless indicated otherwise within the plan set.
   - Accessible ramps with a rise greater than 6 inches shall contain compliant handrails on both sides of the ramp and shall not rise more than 30" in elevation without a landing area in between ramp runs. Landing areas shall also be provided at the top and bottom of the ramp.
   - A slip resistant surface shall be constructed along the accessible path and within ADA parking areas.
   - The contractor shall ensure a maximum of ¼ inches vertical change in level along the accessible path. Where a change in level between ¼ inches and ½ inches exists, contractor shall ensure that the top ¼ inch change in vertical and 2 units horizontal (2:1 slope).
   - The contractor shall ensure that any openings (gaps or horizontal separation) along the accessible path shall not allow passage of a sphere greater than ½ inch.

1. Boston, MA
2. New York, NY
3. Tampa, FL
4. Rutherford, NJ
5. Detroit, MI
6. Princeton, NJ
7. 607 Shelby Suite 200, Detroit, MI 48226
8. Phone 248.247.1115
9. www.stonefieldeng.com
DRAINAGE AND UTILITY NOTES

1. The contractor to perform a test pit prior to construction (recommend 30 days prior) at locations of existing utility crossings for stormwater improvements. Should a conflict exist, the contractor shall immediately notify Stonefield Engineering & Design, LLC. in writing.

2. Contractor shall start construction of storm lines at the lowest invert and work up-gradient.

3. The contractor is required to call the appropriate authority for notice of construction/excavation and utility mark out prior to the start of construction in accordance with state law. Contractor is required to confirm the horizontal and vertical location of utilities in the field. Should a discrepancy exist between the field location of a utility and the location shown on the plan set or survey, the contractor shall notify Stonefield Engineering & Design, LLC. immediately in writing.

4. The contractor is responsible to maintain a record of the as-built locations of all proposed underground infrastructure. The contractor shall note any discrepancies between the as-built locations and the locations depicted within the plan set. This record shall be provided to the owner following completion of work.

EXCAVATION, SOIL PREPARATION, AND DEWATERING NOTES

1. The contractor is required to review the referenced geotechnical documents prior to construction, these documents shall be considered a part of the plan set.

2. The contractor is required to prepare subgrade soils beneath all proposed improvements and backfill all excavations in accordance with recommendations by the geotechnical engineer of record.

3. The contractor is responsible for providing shoring for all excavations as required. Contractor shall have the shoring design prepared by a qualified professional. Shoring designs shall be submitted to Stonefield Engineering & Design, LLC. and the owner prior to the start of construction.

4. The contractor is responsible for ensuring that all open excavations are performed and protected in accordance with the latest OSHA regulations.

5. The contractor is responsible for any de-watering design and operations, as required, to construct the proposed improvements. The contractor shall obtain any required permits for de-watering operations and groundwater disposal.

SITE DEVELOPMENT PLANS

2485 Coolidge Hwy.
Proposed Retail Building

STONEFIELD ENGINEERING & DESIGN, LLC.
607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115
www.stonefieldeng.com

STORMWATER MANAGEMENT PLAN

100-YEAR STORMWATER DETENTION CALCULATIONS

STORM SEWER CALCULATIONS TABLE

<table>
<thead>
<tr>
<th>Line</th>
<th>Line ID</th>
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STORM SEWER CONVEYANCE PROFILE

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<tr>
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<th>Designer</th>
<th>Date</th>
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<tbody>
<tr>
<td>M-19287</td>
<td>PAUL</td>
<td>05/12/19</td>
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COMPOSITE C VALUE

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<th>Area (A)</th>
<th>Design Rainfall (I)</th>
<th>Computed C Value, Cc</th>
<th>Allowable Storage Ratio, SAR</th>
<th>Allowable Stormwater Ratio, SR</th>
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BASIN STORAGE TIME

<table>
<thead>
<tr>
<th>Design Storm Duration (D)</th>
<th>Time (T)</th>
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BASIN VOLUME REQUIRED

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<th>Design Storm Volume (V)</th>
<th>Required Volume (Vr)</th>
<th>Required Volume (Vr)</th>
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<tbody>
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UNDERGROUND BORE VOLUME REQUIRED

<table>
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<th>Bore Volume (Vb)</th>
<th>Required Volume (Vr)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

100-YEAR STORMWATER DETENTION CALCULATIONS
1. The contractor is required to call the appropriate authority for notice of construction/excavation and utility mark out prior to the start of construction in accordance with state law. The contractor is required to confirm the horizontal and vertical location of utilities in the field. Should a discrepancy exist between the field location of a utility and the location shown on the plan set or survey, the contractor shall notify Stonefield Engineering & Design, LLC immediately in writing.

2. The contractor is responsible to protect and maintain in operation all utilities not designated to be removed.

3. The contractor is responsible for repairing any damage to any existing utility identified to remain within the limits of the proposed work during construction.

4. A minimum horizontal separation of 10 feet is required between any sanitary sewer service and any water lines. If this separation cannot be provided, a concrete encasement shall be utilized for the sanitary sewer service as approved by Stonefield Engineering & Design, LLC.

5. All water lines shall be vertically separated above sanitary sewer lines by a minimum distance of 18 inches. If this separation cannot be provided, a concrete encasement shall be utilized for the sanitary sewer service as approved by Stonefield Engineering & Design, LLC.

6. The contractor to perform a test pit prior to construction (recommend 30 days prior) at locations of existing utility crossings for all utility connection improvements. Should a conflict exist, the contractor shall immediately notify Stonefield Engineering & Design, LLC in writing.

7. The contractor is responsible for coordinating gas, electric and telecommunication connections with the appropriate governing authority.

8. Contractor shall start construction of any gravity sewer at the lowest invert and work up-gradient.

9. The contractor is responsible to maintain a record set of plans reflecting the location of existing utilities that have been capped, abandoned, or relocated based on the demolition/removal activities required in this plan set. This document shall be provided to the owner following completion of work.

10. The contractor is responsible to maintain a record of the as-built locations of all proposed underground infrastructure. The contractor shall note any discrepancies between the as-built locations and the locations depicted within the plan set. This record shall be provided to the owner following completion of work.
**Lighting Requirements**

**Proposed Luminaries Schedule**

<table>
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<tr>
<th>Symbol</th>
<th>Description</th>
<th>Quantity</th>
<th>Location</th>
<th>Elevation</th>
<th>Watts</th>
<th>Manufacturer</th>
<th>IES File</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Mirada High-Med Area Pole Light - HSS</td>
<td>3</td>
<td>Setting X</td>
<td>0.30</td>
<td>94</td>
<td>LSI</td>
<td>XWM-FT-LED-8L-30.ies</td>
</tr>
</tbody>
</table>

- **Section 138-143(a.3):** Lights on poles, including the base, shall not be taller than the building whose area they illuminate 18 ft nor taller than 20 feet, whichever is shorter.

- **Section 138-143(b.2):** Level of lighting shall not exceed 0.5 FC at any residential property line or 1.0 FC at any nonresidential property line.

**General Lighting Notes**

1. The lighting levels depicted within the plan set are calculated utilizing data obtained from the listed manufacturer. Actual illumination levels and performance of any proposed lighting fixture may vary due to uncontrollable variables such as weather, voltage supply, lamp tolerance, equipment service life and other variable field conditions.

2. Fixtures 'A' & 'B'

3. Unless noted elsewhere within this plan set, the light loss factors used in the lighting analysis are as follows:
   - High Pressure Sodium: 0.72
   - Metal Halide: 0.72

4. The contractor shall notify Stonefield Engineering & Design, LLC. in writing, prior to the start of construction, of any proposed lighting locations that conflict with existing/proposed drainage, utility, or other improvements.

5. Provide electric service to all proposed lighting fixtures. The contractor is required to prepare an as-built plan of wiring and provide copies to the owner and Stonefield Engineering & Design, LLC.

**Light Pole Installation Hardscape / Landscape Detail**

- Minimum soil bearing pressure of 1500 PSF, soil friction angle of 30 degrees, and soil dry unit weight of 120 PCF shall be confirmed in the field by a qualified professional.

- Cast-in-place concrete shall be consolidated using vibrator.

- All rebar to be new Grade 60 steel.

- Precast piers acceptable upon written approval of shop drawing by engineer.

- Concrete to be installed a minimum of 7 days prior to installing light pole. Poured concrete mix required to obtain 80% of design strength prior to installing light pole.

- Concrete shall have a maximum slump of 4" (within 1" tolerance).

- Pour to be terminated at a form.

- Work shall conform to ACI best practices for appropriate temperature and weather conditions.

- Contractor to temporarily support adjacent soil and structures during excavation if required.

- Concrete at 28 days tension reinforcement bars equally spaced.

- Horizontal clear cover for all rebar.

- Cast-in-place foundation depth in concrete at 28 days.

- Light pole installation hardscapes / landscape detail.

[Diagram of light pole installation details]
NOTES:
1. FOR CONTAINER-GROWN TREES, USE FINGERS OR SMALL HAND TOOLS TO PULL THE ROOTS OUT OF THE OUTER LAYER OF POTTING SOIL; THEN CUT OR PULL APART ANY ROOTS CIRCLING THE PERIMETER OF THE CONTAINER.
2. MODIFY HEAVY CLAY OR SILT SOILS (MORE THAN 40% CLAY OR SILT) BY ADDING COMPOSTED PINE BARK (UP TO 30% BY VOLUME) OR GYPSUM.
3. TOP 1/3 OF BURLAP. ALL NON-BIODEGRADABLE MATERIAL SHALL BE REMOVED. FOLD BACK ROPES AT THE TOP OF BALL SHALL BE CUT AND REMOVED. FOLD BACK AND FOLD AWAY FROM TOP OF ROOT BALL.
4. THE MAXIMUM SLOPE ALLOWABLE IN LANDSCAPE RESTORATION IS 10%.
5. THE CONTRACTOR IS REQUIRED TO LOCATE ALL SPRINKLER HEADS ON SOIL TEST.

IRRIGATION NOTE:
- THE IRRIGATION CONTRACTOR TO PROVIDE A DESIGN FOR AN IRRIGATION SYSTEM SEPARATING PLANTING BEDS FROM LAWN AND HARDSCAPE AREAS. PRIOR TO CONSTRUCTION, DESIGN IS TO BE SUBMITTED TO THE PROJECT LANDSCAPE DESIGNER FOR REVIEW AND APPROVAL. WHERE POSSIBLE, DRIP IRRIGATION AND OTHER WATER CONSERVATION TECHNIQUES SUCH AS RAIN SENSORS SHALL BE IMPLEMENTED. CONTRACTOR TO VERIFY MAXIMUM BE PROVIDED TO MEET SYSTEM PRESSURE REQUIREMENTS. DESIGN TO SHOW ALL VALVES, PIPING, HEADS, BACKFLOW
- FOR THE LANDSCAPED AREAS TO MATCH EXISTING CONDITIONS UNLESS WITHIN AREAS OF DISTURBANCE. LANDSCAPED AREAS ARE GRADED TO MEET FLUSH AT THE ELEVATION OF WALKWAYS AND TOP OF CURB ELEVATIONS EXCEPT IN AREA OF LANDSCAPING DISTURBANCE PRIOR TO LANDSCAPING DISTURBANCE. CONTRACTOR TO PROVIDE 4' OF DRAINS IN LAWN PERUVIAN AND BOLIVIAN SEDGE AND BROAD LEAF Sedge (to be removed after construction). CONTRACTOR TO PROVIDE 5' OF DRAINS IN LAWN PERUVIAN AND BOLIVIAN Sedge and Broad Leaf Sedge (to be removed after construction).

REFERENCES:
ARCHITECTURAL GRAPHIC STANDARDS
COPYRIGHT 2000

DECIDUOUS TREE PLANTING DETAIL

EVERGREEN TREE PLANTING DETAIL

EVERGREEN SHRUB PLANTING DETAIL

DECIDUOUS AND EVERGREEN SHRUB PLANTING DETAIL
1. THE CONTRACTOR IS RESPONSIBLE FOR SOIL EROSION AND SEDIMENT CONTROL IN ACCORDANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS.

2. THE CONTRACTOR IS RESPONSIBLE FOR DUST CONTROL IN COMPLIANCE WITH LOCAL, STATE, AND FEDERAL AIR QUALITY STANDARDS.

3. THE CONTRACTOR IS RESPONSIBLE TO INSPECT ALL SOIL EROSION AND SEDIMENT CONTROL MEASURES WEEKLY AND AFTER A PRECIPITATION EVENT GREATER THAN 1 INCH. THE CONTRACTOR SHALL MAINTAIN AN INSPECTION LOG ON SITE AND DOCUMENT CORRECTIVE ACTION TAKEN THROUGHOUT THE COURSE OF CONSTRUCTION AS REQUIRED.

4. CONTRACTOR TO PROVIDE INLET FILTERS ON ALL INLETS WITHIN PLAN. IF THERE ARE ANY DISCREPANCIES BETWEEN THIS PLAN AND FIELD CONDITIONS, CONTRACTOR IS TO NOTIFY STONEFIELD ENGINEERING & DESIGN, LLC.

LOCATION MAP
SCALE: 1" = 2000'±
SOURCE: USGS MAPS

SITE
±9,145 FT TO SWAN LAKE

SITE BENCHMARK
MAG NAIL IN UTILITY POLE AT SOUTHWEST CORNER OF PROPERTY. ELEVATION = 680.67' (NAVD 88)

PROPERTY DESCRIPTION
THE LAND SITUATED IN THE CITY OF BERKLEY, COUNTY OF OAKLAND, STATE OF MICHIGAN, IS DESCRIBED AS FOLLOWS:

PARCEL 1:
LOT(S) 20 EXCEPT THE EASTERLY 10.15 FEET, AND LOT 21 EXCEPT THE EASTERLY 10.17 FEET OF DENLER ACRES ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 15 OF PLATS, PAGE 35 OF OAKLAND COUNTY RECORDS.

PARCEL 2:
THE SOUTH 1/2 OF LOT 22, EXCEPT THE EAST 10.18 FEET, THEREOF OF DENLER ACRES ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 15 OF PLATS, PAGE 35 OF OAKLAND COUNTY RECORDS

SITE DEVELOPMENT PLANS
PROPOSED RETAIL BUILDING
OAKLAND COUNTY, MICHIGAN
CITY OF BERKLEY
2485 COOLIDGE HIGHWAY

STONEY FIELD ENGINEERING & DESIGN, LLC.
607 Shelby Suite 200, Detroit, MI 48226
Phone 248.247.1115
www.stonefieldeng.com

THE LAND SITUATED IN THE CITY OF BERKLEY, COUNTY OF OAKLAND, STATE OF MICHIGAN, IS DESCRIBED AS FOLLOWS:

PARCEL 1:
LOT(S) 20 EXCEPT THE EASTERLY 10.15 FEET, AND LOT 21 EXCEPT THE EASTERLY 10.17 FEET OF DENLER ACRES ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 15 OF PLATS, PAGE 35 OF OAKLAND COUNTY RECORDS.

PARCEL 2:
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MAG NAIL IN UTILITY POLE AT SOUTHWEST CORNER OF PROPERTY. ELEVATION = 680.67' (NAVD 88)
A complete application, a check payable to the ‘City of Berkley’, and 18 copies of a complete set of signed, sealed and folded plans must be submitted to the City of Berkley one month prior to the date of the Planning Commission meeting. If engineering review is required, an additional fee must be submitted. Should the review fees be greater than the required minimum, sufficient additional charges will be imposed to satisfy the additional review fees. All fee obligations must be satisfied prior to permit approval.

The Planning Commission meets the fourth Tuesday of every month. The meetings are held at 7:30 p.m. in the Council Chambers at the City Hall, 3338 Coolidge

**Applicant:**
Name: Tomina Group, LLC  
Phone: 248-755-7180
Complete Address: P.O. Box 251273, West Bloomfield, MI 48325

**Property Owner (if different than above):**
Name: KLK LLC - Karen Koerber  
Phone: 248-672-2941
Complete Address: 2485 Coolidge Highway, Berkley, MI 48072

**Representative:**
Name: Brian Tomina  
Title: 

**Description of Property for Review:**
Lot Number Lot 20-21 and 5 1/2 of 22  
Subdivision Denier Acres
Street Address: 2485 Coolidge Highway

Reason for Review by Planning Commission: Approval of new 11,690 SF retail building and associated site improvements

I understand that Planning Commissioners may need to access my property to better understand my case.

Signature of Applicant  
11-15-2019  
Date

Fees:  
Site Plan Review: $350.00  
Façade Change: $200.00  
Revision: $100.00
Engineering (Multiple Family): $1,100  
Engineering (Non Residential): $800

If an application is withdrawn more than 2 weeks prior to the meeting date, 90% of the fee will be refunded. If the application is withdrawn less than 2 weeks prior to the meeting, no refund will be given. Engineering review fees are not refundable.

**Office use only** Account Number: 1019

Received  
Receipt #  
Hearing Date  
Case #

City Planning Commission Disposition: 

January 2017
MEMORANDUM

To: Berkley Planning Commission
From: Erin Schlutow, Community Development Director
Subject: PSP-08-19; 2485 Coolidge Hwy – Construction of new building
Date: December 7, 2019

Dear Planning Commissioners:

The applicant, Tomina Group, LLC, is proposing to construct a 11,690 sq. ft. multi-tenant building at 2485 Coolidge Hwy that will include a swim club (Aqua Tots), two retail establishments, and a restaurant. The existing Farina's Banquet Hall will be demolished and the site will be redesigned with the proposed structure, and will include updates to the parking area, stormwater management, landscaping, etc.

The subject site is zoned Coolidge District. Commercial recreation facilities, retail establishments and enclosed restaurants are permitted by right in the district. The applicant has requested special land use approval for an outdoor dining area, located at the south end of the building, attached to the restaurant. Our review of the special land use application is in a separate review letter.

Zoning/Land Use

The surrounding properties include office, retail, parking, single and multiple family residential.

| Property     | Occupant                                              | Land Use                | Zoning District         |
|--------------|-------------------------------------------------------|-------------------------|
| Subject site | Farina's Banquet Hall                                 | Assembly Hall           | Coolidge District       |
| North        | Forte Dentistry (2569 Coolidge) Family Video (2571 Coolidge) | Dental office Retail    | Coolidge District       |
| East         | Vacant building (2524 Coolidge) Berkley High School Parking Big D Lock City Locksmith (2448 Coolidge) | Vacant Parking Retail   | Coolidge District       |
| South        | Frosty Freeze (2415 Coolidge) Vacant building (2583 Sunnyknoll) | Ice Cream/Drive-Thru Office | Coolidge District       |
| West         | Urbane Apartments 2588 Sunnyknoll Ave.                 | Multi-Family Residential Single Family Residential | RM, Multiple Family Residential |
The proposed Aqua Tots swim club, retail, and restaurants would complement the existing uses in the area, as well as contribute to the commercial corridor on Coolidge Hwy.

Review Procedures

The proposed development at 2485 Coolidge Hwy for the construction of a new multi-tenant commercial building require review and approval of the site plan by the Planning Commission.

The six (6) standards for granting site plan approval are set forth in Section 138-679 of the Zoning Ordinance. We have reviewed the proposal for the multi-tenant building with respect to these standards and offer the following findings:

1. **The site meets the requirements of this Code.**

   The proposed site is located within the Coolidge District, which permits commercial recreational uses, retail, and restaurants by right. As noted above, the outdoor dining area requires special land use approval. The special land use request is reviewed under a separate review letter.

   **Setbacks**

   The proposed structure must meet all setback requirements of the Coolidge District, as noted in Section 138-526 of the Zoning Ordinance.

<table>
<thead>
<tr>
<th>Setback</th>
<th>Minimum Required</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front (East)</td>
<td>10 ft. or equal to the setback of the adjacent buildings, whichever is less</td>
<td>The proposed structure will be 5 ft. 7 in. from the property line, which is in line with adjacent Frosty Freeze (south) and Forte Family Dentistry (north)</td>
</tr>
<tr>
<td>Rear (West)</td>
<td>10 ft.</td>
<td>114 ft.</td>
</tr>
<tr>
<td>Side (North)</td>
<td>0 ft.</td>
<td>71 ft.</td>
</tr>
<tr>
<td>Side (South)</td>
<td>0 ft. *</td>
<td>10 ft. – 11 ft. 3 in (structure)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0 ft. (outdoor dining area)</td>
</tr>
</tbody>
</table>

* Section 138-526(m) No side yards are required along the interior side lot lines except as otherwise specified in the building code. On the exterior side yard that borders on a residential district, there shall be provided a setback of at least ten feet on the side or residential street.
The exterior side yard along Sunnyknoll Ave. borders the Coolidge District, not a residential district where the 10 ft. side yard setback standard would be required. The main structure itself will be setback 10 ft. from the property line, the minimum setback requirement to border a residential district; however, the applicant has proposed the outdoor dining area to be located in that 10 ft. area.

If the Planning Commission approves the zero-setback requirement along Sunnyknoll Ave (exterior side yard setback), as proposed, the outdoor dining area would be permitted along Sunnyknoll Ave. As noted above, outdoor dining is a special land use and must be reviewed by the Planning Commission and approved by City Council.

Height
The Coolidge District permits structures to a height of 40 ft. The multi-tenant structure is proposed to be constructed to a height of 24 ft., measured from grade to the top of the parapet. Therefore, the maximum height requirement has been met.

Lot Coverage
The Coolidge District does not have a maximum percentage of lot coverage. The subject site is 47,459 sq. ft. (1.09 acres). The proposed 11,690 sq. ft. structure would occupy 24.6% of the lot, leaving the remaining lot to be occupied by impervious surface for parking.

Parking
The applicant has proposed 77 parking spaces on site to serve three separate uses. The applicant has proposed 57 standard parking spaces, measuring 9 ft. by 20 ft., three (3) barrier-free parking spaces, measuring 8 ft. by 20 ft., and 17 compact car parking spaces, measuring 8 ft. by 16 ft.

Per Section 138-221 of the Zoning Ordinance, for a total 77 parking spaces in a parking lot, four (4) barrier-free parking spaces shall be provided for the public. The proposed development must designate one (1) additional parking space as barrier-free to serve the public at the subject site. Additionally, the van accessible parking space on the north side of the building must measure 11 ft. wide. This will need to be corrected on revised plans.

Per Section 138-222(b), compact car parking spaces are permitted, provided that they do not account for more than 30 percent of the total parking requirement. The proposed compact spaces accounts for 23 percent of the total parking provided, and does not exceed the maximum permitted in a parking area. The area designated for compact car parking must be clearly signed. As the area for compact cars is located in the center row between two maneuvering aisles, it would be difficult to provide the required signage designating the spaces for compact cars. We recommend the applicant review the parking layout for an alternate design for the compact car parking.
Section 138-219 provides requirements for off-street parking to be provided by each type and use of the proposed development. (Usable floor area, UFA, shall be equal to 70 percent of the total floor area of the use or building.)

<table>
<thead>
<tr>
<th>Use</th>
<th>Parking Requirement</th>
<th>Space Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim club (Aqua Tots)</td>
<td>1 space per 100 square feet of water area plus one per 30 square feet used for spectator seating</td>
<td>18 spaces (pool)</td>
</tr>
<tr>
<td>1,800 sq. ft. pool 400 sq. ft. seating</td>
<td></td>
<td>13 spaces (spectator seating)</td>
</tr>
<tr>
<td>Retail</td>
<td>1 space per 225 square feet of usable floor area</td>
<td>4 spaces</td>
</tr>
<tr>
<td>1,400 gross sq. ft. (980 sq. ft. UFA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail</td>
<td>1 space per 225 square feet of usable floor area</td>
<td>4 spaces</td>
</tr>
<tr>
<td>1,400 gross sq. ft. (980 sq. ft. UFA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurant</td>
<td>1 space per 60 square feet of usable floor area</td>
<td>29 spaces</td>
</tr>
<tr>
<td>2,520 gross sq. ft. 1,764 sq. ft. UFA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurant (outdoor dining)</td>
<td>1 space per 60 square feet of usable floor area</td>
<td>8 spaces</td>
</tr>
<tr>
<td>706 gross sq. ft. 494 sq. ft. UFA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>76 parking spaces</td>
</tr>
</tbody>
</table>

The applicant has proposed to provide four (4) bicycles parking spaces to be located at the north of the building, adjacent to the ingress/egress to the subject site. The inclusion of the bicycle parking allows for a parking credit of up to two (2) vehicular parking spaces. This would reduce the parking requirement to 74 parking spaces. The applicant should provide a rendering of the proposed bicycle rack to ensure compliance with the bicycle rack design standards in Section 138-267(e) of the Zoning Ordinance.

Per Section 138-267(b) of the Zoning Ordinance, bicycle racks shall be visible from a main entrance of the structure of facility. The proposed location of the bicycle racks is in line with a doorway along the north side of the building. If this location is deemed appropriate, the Planning Commission can determine that the requirement has been met.

2. **The proposed development does not create adverse effects on public utilities, roads, or sidewalks.**
The proposed development will increase the use and reliance upon public utilities, as well as increase traffic along the roads and sidewalk. There are several flags of sidewalk along Coolidge and Sunnyknoll Ave. that need maintenance or replacement. The applicant should address replacement plan for the flags that have deteriorated or are pitched to cause tripping hazards.

3. **Pedestrian and vehicular areas are designed for safety, convenience, and compliment adjacent site design.**

The site plan shows two-way maneuvering aisles throughout the subject site with two means of ingress/egress; one on Coolidge Hwy and another on Sunnyknoll Ave. Each will be marked with signage stop signs and painted with stop bar. **We recommend the applicant to include a “No Right Turn” sign at the exit to Sunnyknoll Ave. to prevent traffic through the neighborhood and direct vehicular traffic to Coolidge.**

Additionally, we recommend painted pedestrian crossing within the parking area to designate areas where families with children will be walking to the building. As the subject site will be occupied by other uses, the painted pedestrian crossing will alert motorists to watch for pedestrians, bicyclists, and young children.

The parking area is proposed to be replaced with asphalt pavement and will include two (2) raised parking islands at the end of the proposed compact car parking aisle and one (1) additional raised peninsula, located at the north end of the site. **We recommend the raised parking islands and peninsula to be redesigned with landscaping to provide shade and contribute to the aesthetic character of adjacent properties.**

4. **Site design, architecture, signs, orientation, and materials are consistent with the city’s master plan objectives and the design of the neighboring sites and buildings.**

**Building Design**

The applicant is proposed to demolish the existing building and construct multi-tenant building designed with brick, aluminum siding, EIFS and glass windows. Section 138-447 notes specific building requirements within the Coolidge District.

(a) **The first-floor elevation of a building that fronts a street shall be composed of a minimum of 40 percent and maximum 80 percent windows. When there is a choice between a major thoroughfare and a minor street, the elevation that faces the major thoroughfare shall be considered the front.**

The applicant has not provided a detailed measurement of the windows along the front (east) façade of the building. **We recommend the applicant to provide the total percentage of**
windows along the front (east) façade of the building to ensure compliance with the minimum/maximum requirement.

(b) The building elevation that fronts a street shall contain an entrance. The entrance shall access the first floor of the building. When there is a choice between a major thoroughfare and a minor street, the elevation that faces the major thoroughfare shall be considered the front.

The applicant has provided four (4) doorways along the front elevation, facing Coolidge Hwy. Each doorway shall access the four (4) proposed uses on the subject site.

(c) Siding, generally considered residential, regardless of orientation, and T111-type material shall not be permitted.

The applicant has proposed façade materials that shall include brick, EIFS, and aluminum siding. Such siding is generally considered to be residential in character. The applicant should provide material and color samples of the façade materials. The Planning Commission has the authority to approve the aluminum siding, based on the materials submitted by the applicant.

Signage

The applicant has not submitted any signage to be included with the site plan application. Building or ground mounted permanent signs will require a separate sign permit to be submitted and reviewed by the Building Department.

Masonry Wall

Per Section 138-85(c)(3), screen walls are required on or adjacent to all property lines separating non-residential property from residential property and shall not be less than 6 feet in height. Sheet C-3 of the site plan notes the existing screening wall is to remain and be modified, as necessary. The existing screen wall is less than the required six (6) feet, but can be maintained as a non-conforming structure, if approved by the Planning Commission.

Mechanical Equipment

The submitted site plan does not note the location of any mechanical equipment. The applicant should include the location of any and all mechanical equipment on site. If any equipment is proposed to be located on the roof of the proposed structure, screening should be provided to ensure the equipment is not visible from street view.

5. Landscaping, lighting, dumpster enclosures, and other site amenities are provided where appropriate and in a complementary fashion.
Landscaping

The submitted landscaping plan shows trees and vegetation to be planted along Coolidge Hwy, along the north property line, and the ingress/egress from Sunnyknoll Ave. The proposed landscaping will enhance the site design and will welcome the customers to the area.

The location of the plantings along Coolidge Hwy in front of the proposed Aqua Tots swim club will need to be reconfigured. There is a discrepancy between Sheet C-8 and A-2.1 as to the location of the front entry door along Coolidge Hwy. Sheet C-8 shows trees and plantings directly in front of the doorway that is noted on Sheet A-2.1. This will need to be clarified on revised plans.

The proposed landscaping on the north end of the property incorporates some of the existing vegetation that currently separates the two properties. The applicant should work with the property owner and tenants to the north to ensure that the plantings are complementary and do not negatively impact the existing business or mechanical equipment located therein.

As noted above, we recommend additional plantings to be included on the raised parking islands and peninsula located within the parking area. There is also an open area on the northwest corner of the property that could be redesigned with additional plantings to enhance the site.

The applicant has noted an irrigation system shall be designed and installed on the subject site to ensure survival and longevity of all plantings.

Lighting

A photometric plan has been included with the site showing illumination levels, measured in footcandles, throughout the subject site. The proposed illumination levels meets the maximum requirement (5 footcandles) on the site. There is concern regarding the illumination levels at the property line abutting the multiple family properties to the west of the subject site. The light pole at the southwest corner of the property has an illumination level 3.9 and then directly at the property line, the illumination level has decreased to 0.0. We request clarification of the shielding to ensure that the pole lighting will not bleed to the residential properties to the west.

Dumpster Enclosure

The applicant has proposed a double dumpster enclosure to be located at the northwest corner of the site. The enclosure will be constructed of a masonry wall on three sides, with black vinyl lockable doors at the opening. Three ft. six-inch bollards will protect the enclosure at the front opening.
6. **Site engineering has been provided to ensure that existing utilities will not be adversely affected.**
   We defer to the comments and recommendations of the City Engineer and Department of Public Works.

**Summary and Recommendation**

The proposed development and the proposed uses would be welcome in a community with young, active families. The Aqua Tots, retail, and restaurant would each be appropriate in scope and scale for Coolidge Hwy.

Given the comments noted herein and the review letters submitted by HRC and DPW, we recommend the Planning Commission table this application in order for the applicant to make the necessary changes or corrections.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Erin Schlutow
Community Development Director

c: Matthew Baumgarten, City Manager
Victoria Mitchell, City Clerk
John Staran, City Attorney
Derrick Schueller, DPW Director
Pete Kelly, Fire Marshal
Matt Koehn, DPS Director/Chief
Brian Tomina, btomina@gmail.com
Mitchell Harvey, mharvey@stonefieldeng.com
Michael Gold, mgold@stonefieldeng.com
Tim Ponton, tponton@stonefieldeng.com
Transmittal Memo

To: Erin Schlutow, Community Development Director (via email)
Cc: Kim Anderson, Community Development (via email)  
    Shawn Young, DPW Foreman (via email)  
    Eddie Zmich, HRC (via email)
From: Derrick Schueller, DPW Director
Date: December 6, 2019
Subject: Proposed Retail Bldg. & Aqua Tots  
       Plan Review #1  
       2485 Coolidge Hwy.

We have visited the site and reviewed the plans provided by Community Development and prepared by Stonefield Engineering & Design dated November 15, 2019. Please find below our initial comments:

1. It appears a parcel combination will be required as part of this new project. We defer to Community Development on the process and procedure for joining parcels.

2. Please show the existing sanitary lateral and water service on the demolition plan. A copy of the water service card is attached here for reference. Note sewer lines are private with no City records available. The applicant may need to have a licensed plumber video the existing lateral to accurately show it on the plans.

3. Consistent with the current City demolition process, all existing sewer lines must be removed at the public main with no stubs remaining. This includes existing storm sewer and existing sewer laterals.

4. Each new address must have a separate water service line and associated water meter.

5. Proposed water connections to the existing public system must be accomplished via live taps to avoid water disruptions to residents and businesses in the area. In addition, like-sized live taps are not allowed. The new water services shall come from the existing 12" Coolidge water main.

6. The proposed public sanitary sewer shall be a minimum 10" in size with a minimum 20' wide public easement granted. In addition, cleanouts shall be provided on each of the sanitary leads near the building.

7. The storm pipe under the new pavement is shown as HDPE. Berkley typically sees C76 Class IV concrete pipe under paved surfaces for added protection.

8. A stormwater maintenance agreement shall be drafted and submitted for review and approval at a later date.

9. Note the Community Development Department will review the new striping plan for verification of number of stalls required, sizing, handicap considerations and general site circulation.

10. The City will revise and adjust the storm water fixed charges at completion of construction to reflect pervious/impervious changes. This calculation will be re-evaluated at a later date and reflected on a future quarterly utility bill.

Feel free to call with any questions or concerns. Thank you.

Attachment
DLS
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap No.</td>
<td>6971</td>
</tr>
<tr>
<td>Date</td>
<td>6/25/73</td>
</tr>
<tr>
<td>Resident's Name</td>
<td>Robert Baker</td>
</tr>
<tr>
<td>Builder</td>
<td>Leo's Construction Co.</td>
</tr>
<tr>
<td>House No.</td>
<td>2485</td>
</tr>
<tr>
<td>Street</td>
<td>Coolidge</td>
</tr>
<tr>
<td>Lot No.</td>
<td>20 &amp; 21</td>
</tr>
<tr>
<td>Subdivision</td>
<td>Denler Acres</td>
</tr>
<tr>
<td>Size of Service</td>
<td>2&quot;</td>
</tr>
<tr>
<td>Curb Cock</td>
<td></td>
</tr>
<tr>
<td>Corp. Cock</td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td></td>
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<tr>
<td>Ft.</td>
<td></td>
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<tr>
<td>Joints</td>
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<td>Stop Box</td>
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<td>Basement</td>
<td></td>
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December 5, 2019

City of Berkley
3338 Coolidge Highway
Berkley, Michigan 48072

Attention: Ms. Erin Schlutow, Community Development Director
Mr. Matthew Baumgarten, City Manager

Re: Proposed “Aqua Tots”  
2485 Coolidge Highway  
Engineering Site Plan – Review No. 1  
City of Berkley, MI

Dear Ms. Schlutow and Mr. Baumgarten:

As Consulting Engineers for the City of Berkley, and in accordance with your request, we have completed the Engineering Site Plan review of the proposed subject development for compliance with the City of Berkley’s engineering and site plan requirements. The plans were prepared by Stonefield Engineering and Design, LLC of Royal Oak, Michigan with an issue date of November 15, 2019. The proposed project scope includes the demolition of the existing commercial building and parking lot and the construction of a multi-unit retail building and new parking lot. The site is located on the Northwest corner of Coolidge Highway and Sunnyknoll Ave. We hereby offer the following comments:

General:

1. At the north drive approach on Coolidge Hwy, Sheet C-2, the Demolition Plan, shows the removal of sections of sidewalk and curb to move the proposed drive approach further north than the existing approach. To do this, the sloped section of concrete that meets the road in the existing drive approach would have to be removed, and new sidewalk would have to be constructed to match the height of the existing sidewalk in that area. Sheet C-2 does not show that the existing sloped concrete will be removed, nor does C-3, the Site Plan, show that new sidewalk will be constructed there.

Additionally, on all three drive approaches, there are sections of sidewalk around the drive approaches that are either shown as removed on Sheet C-2 but not shown as being constructed on C-3, or shown as being constructed on C-3 but not shown as being removed on C-2. See attached snapshots for further clarification.

2. The Demolition Plan sheet must show all removal quantities including pavement, curb, sidewalk/ramp, utilities, trees, and landscape features.

3. The proposed limits of sidewalk removal and replacement must be extended to include all of the sidewalk areas on the property in order to address the current deteriorated conditions. At a minimum, the sidewalk replacements must be expanded to address the areas with faulting or with other conditions that could present a trip hazard.

4. Existing building Sanitary and Water leads should be shown, along with the method of abandonment.
5. There are 5 existing trees just off the east side of the existing building that are not shown on the plans, that will require removal. The Demolition Plan should be updated to show these.

6. The outdoor seating area appears to be in the wrong location on the South Elevation on Sheet A-2.

7. The East Elevation on Sheet A-2 does not show the proposed handrails, stairs, or ramps. Finished floor elevations also appear to be inconsistent between the elevations and grading plan.

8. A geotechnical investigation must be performed in order to evaluate the storm detention system. The soil logs from that investigation must be shown on the plans, including the elevation of the groundwater table, soil types encountered, and the written report indicating the design recommendations or comments on the proposed stormwater collection system.

9. According to Sec. 138-221 of the Berkley Ordinances, a parking lot with 77 spaces would require 4 ADA accessible parking spaces. The submitted plans show 3 proposed ADA accessible spaces.

10. The proposed ADA parking spaces on the north side of the lot are labeled as van accessible, however are shown as 8’ wide. Van accessible parking spaces must be 11’ wide. One of the two spaces must be increased to 11’ wide and the striping between must be reduced to 5’ wide.

11. A soil erosion permit may be required from the OCWRC.

Water and Fire Protection Services:

1. Permits may be required from the Department of Environment, Great Lakes, and Energy (EGLE) and from the Oakland County Water Resources Commission (OCWRC) for the installation and connection of the new water main service leads.

2. The plans must include calculations for the new Residential Equivalent Unit (REU) value of the proposed structures. These calculations must also support that the proposed water service leads are sufficiently sized for the new REU values.

3. A separate water service connection must be made for Fire Protection services, and must be shown on the plans.

4. Service lead locations for each individual unit must be shown on the plans.

5. The plans indicate a proposed water main connection to the existing water main in the Sunnyknoll Ave right-of-way (ROW). The City’s Department of Public Works (DPW) requires a tapping sleeve, valve, and well be used for this connection. The plans must reflect this type of connection. The cut-in tee is not a feasible connection type.

6. Where the water service lead connection is proposed the existing pavement cross-sections will need to be sawcut, removed, and replaced in kind. The plans must indicate the pipe bedding and type of backfill to be used in the street excavation areas for the new pipe installation.

7. Proposed finished grades for gate wells must be provided.
Storm Drainage and Detention/Sanitary Sewer:

1. The type of cover to be utilized on the proposed drainage structures must be indicated on the plans. Restricted covers may need to be utilized if required by the City’s DPW being that the City’s sewer system is combined. The Applicant must inquire directly with the DPW. Efforts must be made to avoid overtaxing the system with additional drainage from the development.

2. Details for the proposed detention system should be shown on the plans.

3. Details of the outlet control structure and the connection to the existing combined system must be shown on the plans.

4. The plans indicate detention calculations for a 100-year storm for the proposed development. Although they appear to follow Oakland County’s design method, the calculations will be reviewed at the time of final engineering plan submittal. The volume of any proposed detention system must meet or exceed the required detention volume.

5. The profile view of the proposed Sanitary line should show both the existing and proposed ground surface.

6. The developer will be required to complete a perpetuity maintenance agreement with the City for the proposed private stormwater systems.

7. A Drop Connection is necessary for the proposed sanitary line and must be shown on the plans.

8. The plans must show locations of all existing/proposed roof downspouts. Roof downspouts are not permitted to discharge directly into the combined sewer system and must be directed onto grass, landscape or other green space area (or directed through the new detention system) to prevent ponding of water on the property or from being directed towards adjacent properties.

9. Detail sheets for the proposed storm and sanitary sewers must be provided with structures, covers, pipe requirements/cross sections and connection/tap details in accordance with City and County Standards. In addition, shop drawings for the said appurtenances will be required to be reviewed by the City and HRC.

10. The Utility Plan (Sheet C-6) shows a proposed 12’ wide easement for the new sanitary line. This easement must be submitted to this office along with the plans for review.

Recommendation:

Based on our aforementioned comments, we do not recommend approval of the proposed Site Plan at this time. The plans must be revised to address all of the above comments, and two sets resubmitted to the City of Berkeley for further review.

If you have any questions or require any additional information, please contact the undersigned.
Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Edward D. Zmich
Project Manager

EDZ/mas
pc: City of Berkley; Mr. Derrick Schueller, Mr. Shawn Young
    HRC; R. Alix, M. Stark, File
    Stonefield Engineering & Design, LLC; Mr. Mitchell Harvey, Mr. Michael Gold
    Abro Design Group, Inc; Mr. Jon Abro
    Toma Group, LLC; Mr. Brian Tomina
    KKL, LLC; Ms. Karen Koerber
Sheet C-2 further clarification:
Erin Schlutow —Community Development Director  
Tomina Group LLC, Applicant  

RE: Plan Review #19-20, re: 2485 Coolidge Hwy., Berkley MI  

Dear Interested Parties:  

I have received and reviewed the site development plans for the above listed proposal, and have no input or concerns regarding the proposal as presented at this phase.

Sincerely,

Pete Kelly  
Fire Inspector
December 6, 2019

Dear Planning Dept.: 

Thank you for your recent letter alerting us to the requests for variances on the part of Tomina Group. We may not be able to attend the meeting on Dec. 17, so we would like to submit our comments in advance.

According to your letter, the variance involves outdoor seating at a proposed restaurant, on the Farina's parcel. There is little information in the letter about the impact that this would have on parking. We are not opposed to outdoor seating (assuming that the owners will take care to keep the noise levels appropriate to a business that adjoins a residential area and will clean up promptly), but loss of parking or increased demand for it is a serious concern of ours.

In the 30 years that we have lived in our home, around the corner on Sunnyknoll, we often see our street crowded with the cars of people attending events at Farina's. Since our street has parking only on the north side, there really is not much extra space. A reasonably small party at the home of one of the residents will fill up much of the block. Overflow parking from Farina’s or, occasionally, Frostee Freeze, can cause serious congestion. A 13’ space between our driveway and that of our neighbors, which is not large enough for a standard vehicle, attracts people who can’t find other spots. We have often called Public Safety to complain about our driveway being blocked. (It should be noted that Farina’s management is always very helpful in getting guests to come back and move their cars if we call with a complaint, but sometimes we can’t figure out who the offenders are.)

It seems to us that allowing a business to reduce the number of spaces in its lot is not wise. Demand is high and there aren’t enough extra spaces on our street to make up for a shortage. If the proposed outdoor seating is on ground that is currently unpaved, it would probably be okay. But if it reduces parking spaces, then we recommend that the variance be denied.

Sincerely,

Kimery Campbell
William Fox
2660 Sunnyknoll
Berkley 48072
MEMORANDUM

To: Berkley Planning Commission
From: Erin Schlutow, Community Development Director
Subject: Ordinance Discussion – Public Hearing Notice Requirements
Date: December 5, 2019

The Michigan Zoning Enabling Act 2006, as amended, requires a public hearing for planning and zoning requests that may impact public health, safety, welfare, as well as neighborhood and community character. Such requests include rezoning of a property, special land use, use and dimensional variances, zoning map and text amendments, planned unit developments, etc.

The MZEA specifies that the public hearing notice shall be published in a mass circulation newspaper at least 15 days prior to the scheduled meeting, and to send such notice by mail to the property owners within 300 ft. of the subject property. The above state law reflects the bare minimum notification requirements, but the Act does not preclude a community from requiring additional public notices for such applications.

The Berkley Public Participation Plan, adopted in 2018, set the goal to move beyond the status quo in regards to engage and notify the public of developments and projects that would impact property owners. The City has implemented two (2) such policies to alert the public of such hearings within the City:

1) set a temporary sign at the property subject to a public hearing, and,
2) upload the public hearing notice on the City website.

Such activities will alert the public who did not see the newspaper notice or reside outside the 300 ft. radius from the subject property. In order to provide consistency with these methods of notification already in practice, we recommend codifying the requirements within the Zoning Ordinance. This will ensure the notification practices continue beyond the tenure of the current city administration and provides stability in expectations from community business owners and residents.

In making such addition to the current Zoning Ordinance, it was noted that the public hearing requirements are included in several sections, each in reference to a specific application process. This will cause a number of amendments to several sections of the Ordinance to ensure that each planning and zoning application follows the same public hearing notice process.
Therefore, we further recommend codifying one new section of public hearing notifications that will be referred to by each planning and zoning request subject to a public hearing. This will provide one point of reference for all planning and zoning requests that are subject to a public hearing and will eliminate redundancies in the Zoning Ordinance.

Currently, the notification requirements for public hearings are located within the following sections, based upon the nature of the request: Section 138-584 (Amendments), Section 138-605 (Variance), Section 138-625 (Appeals), and Section 138-656 (Special Land Use).

Included is draft language for the public notice requirements that would be codified into a new section of the Zoning Ordinance; Section 138-552.

We look forward to reviewing this with you at the upcoming Planning Commission meeting.

Sincerely,

Erin Schlutow
Community Development Director
Sec. 138-552. Public hearing notification process.

This section shall present the basic provisions which shall apply to the following applications that require a public hearing:

Amendments (including rezonings);

Variances;

Special land uses;

Planned development.

A. Public notice. The following public notice procedure shall apply for any public hearing:

1. Notice contents. The notice shall contain the following information, where applicable:
   a. A description of the nature of the application and the purpose of the public hearing;
   b. A statement indicating the applicable sections of the Zoning Ordinance;
   c. Address and parcel number of the property/properties subject to the public hearing;
   d. A statement of when and where the public hearing will be held;
   e. A statement of when and where comments can be sent concerning the application.

2. Newspaper publication. The notice of the public hearing must be published in the newspaper of record or a newspaper of general circulation within the City not less than 15 days prior to the date of the hearing.

3. Mailed notice. The notice of the public hearing must be mailed to owners and occupants of all properties and structures within 300 feet of the subject site, including those outside of the City, if applicable. Notices must be postmarked not less than 15 days prior to the date of the hearing.

4. City website notice. The notice of the public hearing shall be posted on the City website not less than 15 days prior to the date of the hearing.

5. Temporary sign on subject property. A temporary sign shall be placed in the front yard on the subject property of a public hearing not less than seven (7) days prior to the hearing date.
   a. Signs shall be provided by the City of Berkley placed on the subject property with the permission of the property owner.
   b. If the property is located on a corner lot, one public hearing sign shall be placed on each corner facing a street.
   c. If the property is located in a district without an established yard, the sign may be placed in the window of the subject property.
MEMORANDUM

To: Berkley Planning Commission
From: Erin Schlutow, Community Development Director
Subject: Ordinance Discussion – Projects Requiring Site Plan Approval
Date: December 10, 2019

At the November 26, 2019 meeting, it was suggested to review Sections 138-677 and Section 138-678 for the purpose of determining which projects within the City should be reviewed by the Planning Commission and which projects within the City can be reviewed administratively.

In reviewing the language, I have noted several items that should be addressed and discussed:

Section 138-677

1. Eleven Mile District was not included in the development list requiring site plan review.
2. The inclusion of additional parking should be clarified. Perhaps a threshold of how many spaces added would trigger Planning Commission review.
3. Façade alterations including change in material and size or number of windows is in contrast with Section 138-678 (2). This should be revised to prevent confusion with applicants or property owners.

Section 138-678

1. Façade alterations changing surface material does not specify if that is one façade or the entire structure.
2. Increase in number and size of windows is in contract with Section 138-677, as noted above.
3. Accessory structures are typically reviewed administratively, but there may be instances where Planning Commission may want the authority to review and approve; such as, when an accessory structure is proposed to be more than 50% of the principal structure.

Additionally, it may be prudent to review additional sections of the Site Plan Review process, under Chapter 138, Article VI, Division 7. Additional sections include:

1. Sec. 138-679 – Standards
2. Site plan approval extensions

For the purpose of the December 17, 2019 meeting, I have included the entirety of Chapter 138, Article VI, Division 7 for review.

Sincerely,

Erin Schlutow
Community Development Director
DIVISION 7. - SITE PLAN REVIEW

Sec. 138-676. - Purpose.

(a) The intent of this division is to provide for consultation and cooperation between the applicant and the planning commission, so that both parties might realize maximum utilization of land and minimum adverse effects upon the surrounding area.

(b) It is hereby recognized that peculiarities of lot contour, existing and potential development of adjacent properties and existing and potential traffic and pedestrian circulation patterns require a flexibility in the location of buildings, open spaces, parking lots and driveways that cannot be achieved by detailed specifications. It is therefore required that all development within the districts listed in section 138-677 be submitted to the planning commission for its review and approval prior to the issuance of building permits. Nothing contained in this section is intended to allow a greater density of population nor less required open space than that which is specified.

(Ord. No. O-10-08, § 1, 12-15-2008)

Sec. 138-677. - Applicability.

(a) Any development in the following zoning districts shall require site plan review:

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<td>Parking district</td>
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(b) Site plan review is also required for development of all institutional uses permitted in single-family districts such as, but not limited to: churches, schools and public facilities.

(c) Development requiring site plan review shall include:

1. Construction of a building;
2. Structural alteration of a building that includes adding floor area or height to the building;
3. Additional parking;
4. Facade alterations that include any change in the exterior surface material or changes in the size or number of windows.


Sec. 138-678. - Administrative review.

Administrative review for site plan review shall be conducted by the building department in cases where:

1. The façade alterations do not change the surface material more than 50%; or
2. The number or size of the windows are increasing in size.
3. The structure requiring site plan review is an accessory structure. An accessory structure must conform to site standards according to ch. 138, article III, division 1 of the Berkley Code of Ordinances.

During administrative review, the building official and city planner shall act as the planning commission in determining compliance with the standards for approval. If the building official and city planner do not agree, then the application is denied. If the property owner is not satisfied with the administrative review, the property owner may take the application to the planning commission for site plan review.

(Ord. No. O-10-08, § 1, 12-15-2008; Ord. No. O-11-18, § 1, 9-17-2018)

Sec. 138-679. - Standards.

The site plan shall be reviewed and approved by the planning commission upon finding that:

1. The site meets the requirements of this Code.
2. The proposed development does not create adverse effects on public utilities, roads, or sidewalks.
3. Pedestrian and vehicular areas are designed for safety, convenience, and compliment adjacent site design.
4. Site design, architecture, signs, orientation, and materials are consistent with the city's master plan objectives and the design of the neighboring sites and buildings.
5. Landscaping, lighting, dumpster enclosures, and other site amenities are provided where appropriate and in a complementary fashion.
6. Site engineering has been provided to ensure that existing utilities will not be adversely affected.
Sec. 138-680. - Required information.

The following information shall be included on the site plan for final review, unless waived by the planning commission. The site plan shall be to a reasonable scale and indicate:

1. Seal of architect and/or engineer who prepared plans.
2. An appropriate descriptive legend, including north arrow, scale, legal description and the names and addresses of the architect or engineer responsible for the preparation of the site plan.
3. The existing (and proposed) zoning.
4. Location and size of all structures (including location of entrances and loading points).
5. All outside dimensions of each structure, its distance from the property lines, its area and its height.
6. With multiple-family residential proposals, the number and location of one-bedroom units, two-bedroom units, etc., and include typical floor plans with square feet of floor areas.
7. Recorded and measured dimensions of all lot lines and location and design of all lots.
8. Adjacent property's structures, uses, zoning and other significant features of the community, where appropriate (using a location sketch).
9. Location of all existing and proposed drives and parking areas including types of surfacing, parking layout and dimensions.
11. All existing easements and vacated easements and rights-of-way.
12. All required minimum setbacks (from the existing or proposed right-of-way from adjacent properties).
13. Locations of lawns and landscaped areas, types and number of species, and how the landscaping is to be accomplished.
14. Locations, sizes, and types of existing trees over four inches in diameter (before and after proposed development).
15. Location and type of outside lighting, include site and fixture photometrics.
16. All proposed screen and freestanding architectural walls, including typical cross-sections and the heights above ground on both sides of walls.
17. Elevation drawings of all existing and proposed buildings on the site drawn to a scale of one inch equals four feet, or to another scale adequate to determine compliance with this chapter and to provide any other information needed to evaluate the overall site design on the basis of the criteria set forth in this section.
18. Color and type of façade materials.
19. Stormwater engineering including: existing and proposed grading of the site, location of existing and proposed utilities, stormwater calculations for a 100-year storm, the drainage area on site that will detain the 10-year storm, and a profile of the sanitary sewer.
Sec. 138-681. - Approval process.

(a) **Sketch plan (optional).** An item may be submitted to the planning commission for informal discussion. No approval shall be granted. However, the applicant may wish to present and discuss a proposed project and any anticipated problems before applying for site plan approval.

(b) **Site plan approval.**

1. An application for site plan approval shall be submitted to the city planning commission on such forms and containing such information that the planning commission shall prescribe.

2. The planning commission is hereby authorized to approve, approve with conditions, or deny all site plans submitted under this chapter.

3. Approval may be issued by the planning commission, subject to the applicant receiving board of appeals variances, as required by the zoning chapter.

4. Each action taken with reference to site plan review and approval shall be duly recorded in the minutes of the planning commission and shall state the grounds for the action taken upon each site plan submitted for its approval.

(Ord. No. O-10-08, § 1, 12-15-2008)

Sec. 138-682. - Revisions.

An applicant for site plan approval may wish to revise a previously approved site plan. A site plan outlining the differences in the original approved site plan and the requested changes shall be submitted to the city. The approval process shall be similar to that outlined above. If the revised site plan is denied, the applicant may develop the site plan as originally approved or appeal the matter as outlined below.

(Ord. No. O-10-08, § 1, 12-15-2008)

Sec. 138-683. - Appeals.

An applicant for site plan approval shall have the right of appeal to the zoning board of appeals, and in such cases, the board may reverse, affirm or modify the action of the planning commission by the concurring vote of two-thirds of the members of the board.

(Ord. No. O-10-08, § 1, 12-15-2008)

Sec. 138-684. - Conformity.

When an applicant receives final site plan approval, the site shall be developed in complete conformity with the approved site plan, except as provided for under Revisions and Appeals. The site plan approval shall be valid for a period of 12 months. If a building permit is not procured and construction begun within that time, the site plan approval becomes null and void. No time extension to the site plan approval shall be granted.

(Ord. No. O-10-08, § 1, 12-15-2008)

Sec. 138-685. - Site maintenance.

The city planning commission shall not approve any site plan under this chapter unless and until the applicant signs a site maintenance agreement in a form approved by city council.

(Ord. No. O-10-08, § 1, 12-15-2008)