THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, DECEMBER 17, 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   Kristen Kapelanski
         Lisa Kempner   Greg Patterson
         Martin Smith   Matt Trotto

ABSENT: Michele Buckler
         Jeffrey Campbell
         Tim Murad

ALSO PRESENT: Erin Schlutow, Community Development Director
              Ross Gavin, City Council Liaison
              Several members of the public

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APPROVAL OF AGENDA
It was moved by Commissioner Richardson to approve the Agenda supported by Commissioner Patterson

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

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APPROVAL OF MINUTES
It was moved by Commissioner Trotto to approve the minutes from November 26, 2019 and supported by Commissioner Kempner.

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

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COMMUNICATIONS
Several communications were received regarding the multi-tenant development on Coolidge Hwy.
Memo from City Manager Matthew Baumgarten to City Council in regards to the creation and roster of the Master Plan Steering Committee. The City Council approved the roster of the Committee at the December 16, 2019 City Council meeting and the memo was provided to the Planning Commission as reference.

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CITIZEN COMMENTS
None.

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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.

   Community Development Director Schlutow summarized the staff’s review letter related to the special land
use request SU-02-19. In the Coolidge District, outdoor dining is permitted after special land use approval. The Planning Commission shall review the request in relation to the criteria in the Zoning Ordinance and shall make a recommendation to the City Council. Council will have the final authority to grant or deny a special land use request.

Chair Kapelanski opened the Public Hearing at 7:08pm.

Ken Whitmore, 2650 Sunnyknoll Ave, appreciates the increase in outdoor opportunities. Concerns regarding the entrance off Sunnyknoll from the subject property and the potential increase in traffic through the residential neighborhood.

Chair Kapelanski closed the Public Hearing at 7:11pm.

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.

   Commissioner Richardson expressed concerns about the exterior lighting in the outdoor area. Stonefield Engineer Tim Ponton noted that there would be one or two wall lights inside the outdoor area. Hours of operation have not been finalized as the restaurant space has not been leased. Applicant Brian Tomina noted that they would not want a restaurant near the swim school that has late or long hours.

   Commissioner Smith noted that this would be an ideal spot for this type of use.

   Commissioner Smith motioned to recommend approval of SU-02-19 to City Council; special land use approval for outdoor dining at 2485 Coolidge Hwy, subject to the findings and conditions listed in the provided motion. Seconded by Commissioner Kempner.

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

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.

   Director Schlutow referenced December 7, 2019 review letter and explained the items that should be discussed by Planning Commission and addressed by the applicant.

   Engineer Tim Ponton provided an overview of the site and proposed development. Architect John Abro went over the exterior design of the proposed building, including color, materials, windows, lighting. Applicant Brian Tomina provided a general overview of the Aqua Tots businesses and how the use will fit with neighboring properties.

   Ken Whitmor noted his appreciation of the project contributing to the area and neighborhood. The aforementioned comment regarding the traffic pattern, he noted is appreciation for the project.

   Commissioner Kempner expressed concerns with parking, noting the existing Aqua Tots in Troy having similar parking issues. Applicant Brian Tomina noted that the hope is to pull some of the users from the busy Troy establishment to the Berkley property.

   Chair Kapelanski also noted concerns about parking and inquired about max capacity in the facility. Brian Tomina noted about 25 kids.

   Commissioner Smith inquired about the parking requirement for outdoor dining, noting that there are parking
issues throughout the city. The outdoor parking requirement was omitted from the submitted site plan, but the city staff review letter noted the requirement and the proposed parking layout does satisfy parking requirements for all proposed uses.

Chair Kapelanski inquired about shared parking agreements with adjacent property owners.

Commissioner Patterson noted that the applicant has satisfied the parking requirement in the Zoning Ordinance.

Applicant Brian Tomina understood the parking concerns of the Planning Commission and noted that he would do whatever possible to prohibit overflow parking into the residential neighborhood.

Commissioner Trotto inquired about on-street parking. Director Schlutow noted that there are 6-7 public parking spaces available on Coolidge Hwy that could be used by visitors to the businesses; however, on-street parking cannot be used toward the parking requirement calculations.

Commissioner Kempner noted that the use would fit with the community.

Commissioner Trotto inquired about the design elevations and proposed lighting.

Commissioner Smith noted the concerns in the review letter from City Engineer and discussed alternate size of the parking spaces that would provide additional area for sidewalks along the building, masonry wall, landscaping, elevations.

Applicants provided sample color and materials for Commissioners to review.

Chair Kapelanski inquired about the façade materials, specifically the windows along Coolidge Hwy.

Commissioner Smith motioned to approve with conditions site plan PSP-08-19 for multi-tenant building at 2485 Coolidge Hwy. Seconded by Commissioner Kempner.

Conditions include:

1. Applicant shall provide a sidewalk replacement plan for sidewalk areas along Coolidge Hwy and Sunnyknoll Ave.
2. Additional landscaping to be provided on-site within the parking islands and northeast corner of the property to enhance the aesthetic appeal of the property.
3. Applicant will provide percentage of window cover for front (east) façade of the building to ensure compliance with minimum/maximum requirement. Request the applicant to work with staff regarding the windows along the east façade.
4. Applicant has demonstrated the proposed location for mechanical equipment to service the building and will provide sufficient screening.
5. Depth of parking spaces to be reduced to 18 ft. Add 2 ft to the north landscaping and sidewalk along north and west side of the building.
6. Install traffic control signs prohibiting turns from subject property onto Sunnyknoll Ave towards residential neighborhood.
7. Repair, extend height of masonry wall along the west property line to the satisfaction of City Engineer in compliance with Zoning Ordinance.
8. Final site plan approval from City Engineer, DPW, Fire Marshal, City staff.

AYES: Smith, Trotto, Kempner, Patterson, Richardson, Kapelanski
NAYS: None
ABSENT: Buckler, Campbell, Murad
4. **DISCUSSION:** Matter of discussing ordinance amendment for public hearing notices.

Director Schlutow summarized the December 5, 2019 review letter explaining the proposed amendment for public hearing notices on temporary signs.

Commissioner Patterson motioned to set a public hearing for next Planning Commission meeting to discuss zoning ordinance amendment for public hearing notices on temporary signs. Seconded by Commissioner Kempner.

5. **DISCUSSION:** Matter of discussion for ordinance amendment for projects requiring site plan approval.

Director Schlutow summarized the December 10, 2019 review letter and referenced areas of the Zoning Ordinance where there are discrepancies between sections, as well as noted interest from Planning Commission to discuss sections of the ordinance that pertain to projects that require site plan approval.

Chair Kapelanski noted that there were members of the Planning Commission that would be interested in participating in the discussion for projects requiring site plan approval.

*LIAISON REPORTS*

Commissioner Trotto was not able to attend the monthly DDA meeting

Chair Kapelanski inquired about the status of the marihuana ordinance

Commissioner Richardson noted the Environmental Committee met discussed the WaterTowns Project, meeting schedule for 2020, and Energy Plan.

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**STAFF/COMMISSIONER COMMENTS**

Commission wished everyone Happy Holidays.

Commissioner Smith expressed interest in reviewing parking length of 18 ft. with 2 ft. overhang when discussing parking ordinances. Additionally, Commissioner Smith noted the La Salette development and the parking requirement that eliminated green space. Smith noted that it might be beneficial to allow reduction in parking requirement during site plan review process.

*With no further business, the meeting was adjourned at 9:37pm.*