THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, SEPTEMBER 24, 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: Martin Smith  Mark Richardson  Lisa Kempner  Greg Patterson  Matt Trotto  Tim Murad  Michele Buckler  Kristen Kapelanski

ABSENT: Jeffrey Campbell

ALSO PRESENT: Matthew Baumgarten, City Manager  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 Patterson to approve the Agenda supported by Commissioner Trotto.

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

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APPROVAL OF MINUTES
It was moved by Commissioner Patterson to approve the minutes from August 27, 2019 and supported by Commissioner Kempner.

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

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COMMUNICATIONS
There were several items provided to the Planning Commission relating to permitting marihuana businesses in Berkley and parking regulations.

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CITIZEN COMMENTS
None.

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1. **PUBLIC HEARING:** Matter of Conducting a Public Hearing to amend the Zoning Ordinance to convert misdemeanors to municipal civil infractions.

   Community Development Director Schlutow summarized the September 19, 2019 memo addressing proposed amendment.
Chairperson Kapelanski opened the public hearing at 7:05pm. No public comment was received. Chairperson Kapelanski closed the public hearing at 7:05pm.

Commissioner Buckler motioned to recommend to City Council to amend the Zoning Ordinance. Supported by Commissioner Kempner.

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

2. **PUBLIC HEARING:** Matter Of Conducting A Public Hearing to permit marihuana businesses in the City of Berkley as principal permitted uses in the Coolidge, Downtown, Eleven Mile, Gateway, Industrial, Local Business, Office, Twelve Mile, and Woodward Districts.

Community Development Director Schlutow summarized the September 19, 2019 memo addressing the proposed amendment, including the reasons for allowing such uses as principal permitted uses rather than special land uses, the 1,000 ft. separation from parochial or public k-12 schools, and the 500 ft. buffer from major intersections entering into the city limits.

Chairperson Kapelanski opened the public hearing at 7:10pm. Public written comments were received prior to the meeting date and were provided to the Planning Commission. No additional public comment was given.

Chairperson Kapelanski closed the public hearing at 7:11pm.

The Planning Commission reviewed and discussed the proposed amendment, inquiring as to why the proposed zoning ordinance amendment was written to permit marihuana businesses as principal permitted uses rather than special land uses, as discussed at the August 27, 2019 meeting.

Community Development Director Schlutow and City Manager Baumgarten addressed questions from the Planning Commission related to special land use v. principal permitted use, the administrative function for first review through the merit system, and the requirement for site plan approval by the Planning Commission prior to the issuance of any marihuana business license.

The Planning Commission further discussed their preference for special land use for all marihuana businesses, as well as whether there is a need for the 500 ft. intersection buffer.

Commissioner Smith motioned to recommend to City Council to amend the Zoning Ordinance to permit marihuana businesses in the Coolidge, Downtown, Eleven Mile, Gateway, Industrial, Local Business, Office, Twelve Mile, and Woodward Districts by special land use. Supported by Commissioner Murad.

AYES: Smith, Trotto, Buckler, Murad, Richardson, Kempner, Kapelanski
NAYS: Patterson
ABSENT: Campbell

3. **PUBLIC HEARING:** Matter of Conducting a Public Hearing to adopt the Downtown Master Plan.

Community Development Director Schlutow summarized the September 18, 2019 memo addressing the Downtown Master Plan and steps for adoption.

Chairperson Kapelanski opened the public hearing at 8:19pm.

Several members of the public provided comments about the Downtown Master Plan, including residents and business owners.

Chairperson Kapelanski closed the public hearing at 8:32pm.
The Planning Commission addressed questions from the public related to the design guidelines, the conceptual renderings in the plan, and how the Downtown Master Plan would be integrated into the community Master Plan.

Commissioner Patterson motioned to adopt the Downtown Master Plan. Supported by Commissioner Trotto.

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

4. **DISCUSSION:** Matter of discussing numerical parking requirements and regulations within the City.

Community Development Director Schlutow summarized the September 18, 2019 memo addressing the parking requirements for marihuana businesses, authority of Planning Commission to modify parking requirements during site plan review, and updates to the numerical parking requirements in Article IV of the Zoning Ordinance.

The Planning Commission expressed interest in reviewing any possible amendments for Article IV of the Zoning Ordinance in its entirety, rather than in stages. It is agreed that parking is something that should be reviewed, but not in segments.

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**LIAISON REPORTS**

Commissioner Murad noted that the State of the City address would take place in October and the Chamber of Commerce would welcome any members of the public who would be interested in volunteer opportunities.

Commissioner Richardson noted the City Council approved the Berkley Environmental Plan.

Commissioner Trotto did not attend the September DDA meeting.

Chairperson Kapelanski attended the City Council meeting and noted that Carlisle Wortman had been selected as the vendor to assist Berkley with the community Master Plan. The Downtown Master Plan was well received and City Council approved the amendment to the Zoning Ordinance to permit daycare facilities in the Local Business and Office Districts.

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**STAFF/COMMISSIONER COMMENTS**

Community Development Director Schlutow mentioned that she would be attending the annual Michigan Association of Planning conference in Kalamazoo.

Commissioner Kempner asked to receive the meeting packets as early as possible in order to review all materials.

Commissioner Smith asked about the status of projects and properties of interest in Berkley.

With no further business, the meeting was adjourned at 9:29pm.