THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:02 PM, APRIL 28, 2020 VIA ELECTRONIC MEETING 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: Michele Buckler  Tim Murad  Kristen Kapelanski
        Lisa Kempner  Greg Patterson  Mark Richardson (joined at 7:07pm)
        Martin Smith  Matt Trotto  Jeffrey Campbell

ABSENT: None

ALSO PRESENT: Erin Schlutow, Community Development Director
              Ross Gavin, City Council Liaison
              Matt Baumgarten, City Manager
              Torri Mathes, Community Engagement Officer
              Dan Hill, Public Policy Assistant
              Stan Lisica, Innovation Officer

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APPROVAL OF AGENDA
It was moved by Commissioner Murad to approve the Agenda supported by Commissioner Kempner.

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

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APPROVAL OF MINUTES
It was moved by Commissioner Buckler to approve the minutes from February 25, 2020 and supported by Commissioner Patterson.

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

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COMMUNICATIONS
None.

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CITIZEN COMMENTS
Chair Kapelanski read instructions for public to submit comments during the virtual meeting.

None.

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1. **PUBLIC HEARING:** Matter of holding a public hearing for proposed zoning text amendment to repeal Section 138-603 of the Zoning Ordinance, which gives the building official and city planner the authority to grant dimensional variances during administrative review.

   Community Development Director Schlutow referenced the April 22, 2020 memo which outlines the history of the text amendment and the reasons for the repeal.

   Chair Kapelanski gave instructions for the public to provide comments during the public hearing.

   Chair Kapelanski opened the Public Hearing at 7:11pm

   None.

   Chair Kapelanski closed the Public Hearing at 7:13pm.

   All commissioners agreed with repealing the ordinance, as presented.

   Commissioner Richardson motioned to recommend to City Council to repeal Section 138-603 of the Zoning Ordinance. Motion supported by Commissioner Smith.

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

   NAYS: None

   ABSENT: None

2. **CAPITAL IMPROVEMENT PLAN:** Presentation and consideration of the proposed Berkley CIP.

   Community Development Director Schlutow referenced the April 21, 2020 memo which provides information on the purpose of a Capital Improvement Plan, as well as the steps for approval.

   City Manager Baumgarten went through the proposed CIP, giving detail to the future capital projects.

   Commissioner Trotto voiced his opposition to road spray patching and inquired if there is another technique that would serve the same purpose. City Manager Baumgarten addressed the concerns of the Commissioner.

   Commissioner Kempner inquired about the sidewalk replacement program. City Manager Baumgarten noted that the sidewalk replacement program will begin in Section 5; however, the timeline may shift.

   Commissioner Richardson asked about the proposed parking area for Oxford Merchants Park, the Dorothea Pocket Park development status, lead service line replacement project, and the stormwater audit and study. City Manager Baumgarten provided answers to all questions.

   Commissioner Murad asked about the streetscape improvements in the DDA. City Manager Baumgarten noted that the streetscape elements would be on Coolidge and Twelve Mile, west of Coolidge.

   Commissioner Smith motioned to recommend approval of the 2020 – 20207 Capital Improvement Plan to City Council. Motion supported by Commissioner Patterson.

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

   NAYS: None

   ABSENT: None
3. **MASTER PLAN 2020:** Review and consideration to disperse the Community Survey for the Berkley Master Plan.

   Community Development Director Schlutow provided an update of the community engagement activities related to the Master Plan and provided the draft Berkley Master Plan Survey for the review of the Planning Commission.

   Commissioners asked questions about the survey questions, organization and method of monitoring responses, etc.

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**LIAISON REPORTS**

Commissioner Trotto noted he attended the DDA meeting for April 2020. He noted there were updates related to COVID-19 and possible funding opportunities for small businesses in the community.

Commissioner Murad attended three Chamber meetings. They discussed protocols related to social distancing and cancelling summer City events.

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**STAFF/COMMISSIONER COMMENTS**

Commissioner Campbell thanked the staff for facilitating the electronic meeting.

Commissioner Smith noted that he looked forward to getting back to normal meeting procedures, but thanked staff for putting together the electronic meeting.

Commissioner Trotto inquired about the Downtown Master and adoption.

Chair Kapelanski thanked city staff for putting together the electronic meeting.

Commissioner Murad motioned to adjourn the meeting. Motion supported by Commissioner Trotto.

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

   **With no further business, the meeting was adjourned at 8:23pm**