THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, MAY 26, 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
Martin Smith  Matt Trotto

ABSENT: Jeff Campbell

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
Theresa McArleton, Parks and Recreation Director
Eddie Zmich, HRC
Adrianna Melchoir, HRC
Mark Zimmerman, Zimmerman Designs
Jennifer Finney, DDA Director
Several members of the public

* * * * * * * *

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

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

* * * * * * * *

APPROVAL OF MINUTES
It was moved by Commissioner Murad to approve the minutes from May 26, 2020 and supported by Commissioner Richardson.

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

* * * * * * * *

COMMUNICATIONS
None.

* * * * * * * *

CITIZEN COMMENTS
Chair Kapelanski read instructions for public to submit comments during the virtual meeting.
None.

* * * * * * * * *

1. **SP-01-20: 3082 Coolidge Hwy – Vibe Credit Union Façade Change:** Zimmerman Designs, LLC, on behalf of Vibe Credit Union, is proposing a façade change to the existing structure.

Commissioners discussed any lighting on site would require a photometric plan. The main entrance to be located facing the south was accepted by the Planning Commission, as it is an existing feature to the building. Commissioners requested the applicant to get closer to the 40% window coverage facing Coolidge Hwy, if possible.

Commissioner Smith motioned to approve SP-01-20 for the proposed façade change to the Vibe Credit Union, located at 3082 Coolidge Hwy, on the following conditions:

1. Any new external lighting shall require a photometric plan to be reviewed and approved administratively;
2. Main entrance is permitted to remain on the south façade of the building;
3. West façade facing Coolidge Hwy shall incorporate as much window coverage as possible to reach the minimum 40% window coverage
4. Final plans shall be reviewed and approved by DPW, Fire Marshal, and Community Development.

Motion supported by Commissioner Murad.

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

2. **SP-02-20: Oxford Merchants Park:** The City of Berkley is proposing to develop Oxford Merchants Park that will include restroom facilities, splash pad, walking path, etc.

Community Development Director Schlutow summarized the staff report detailing the proposed park design and amenities.

Parks and Recreation Director Theresa McArleton provided additional details related to the grant funding the project, the collaboration with HRC and DPW thus far, as well as the history of the development of the park area.

Adrianna Melchoir, HRC, provided engineering details to the development and splash pad.

Several members of the public spoke and offered their opinions related to the development of Merchants Park. Several were concerned with parking challenges that are already present at the park and the new development could increase the problems, non-city residents using the facilities, lack of space for Steelers practice area, flooding issues for adjacent residential homes, crosswalks and stop signs. Others expressed their excitement for the proposed development and new amenities.

Commissioner Patterson motioned to approve SP-02-20 for the proposed development of Oxford Merchants Park. Motion supported by Commissioner Buckler.

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

3. **DISCUSSION:** Zoning Ordinance Text Amendment Section 138-298 to remove references to BOCA.

   Community Development Director Schlutow summarized the review letter, noting the reasons for the removal of BOCA and replacement with the Michigan Residential Code within the Zoning Ordinance.

   Planning Commission directed staff to set the public hearing for the next available meeting.

4. **DISCUSSION:** Local Business District (LB) site regulations in the Schedule of Regulations Section 138-526.

   Community Development Director Schlutow summarized the review letter, noting that the Schedule of Regulations table, Section 138-526, does not list or include the Local Business District (LB) for site design standards, including setbacks, height, minimum lot coverage, etc. It is thought that this regulation line was inadvertently omitted in previous zoning ordinance amendments and it is necessary to put those regulations back into the Zoning Ordinance.

   Planning Commission directed staff to set the public hearing for the next available meeting.


   Community Development Director Schlutow summarized the 2019 Planning Report and 2020 Work Plan.

   The Planning Commission had no edits or changes and agreed to send the report to City Council.

   * * * * * * * * * *

**LIAISON REPORTS**

Commissioner Murad provided an update on Chamber activities and cancellation of many community events. Commissioner Murad inquired about any relief measures that could assist restaurants and retail establishments when they are permitted to open.

Commissioner Trotto attended the DDA meeting and provided an update on the MOGO bikes installation and wayfinding.

Commissioner Kempner provided an update on the Master Plan Steering Committee and the community engagement webinars in process, and the community survey.

   * * * * * * * * * *

**STAFF/COMMISSIONER COMMENTS**

Director Schlutow provided an update to the Planning Commission related to in-process discussions for relief for businesses within Berkley to operate in outdoor areas once they are permitted to reopen. This includes ongoing discussions with City Council, City Manager, and the City Attorney.

The Master Plan webinar series and community survey are on-going.

Commissioner Buckler suggested other options for City staff to review and discuss for relief for local businesses.
Commissioner Richardson thanked staff with setting up the electronic meetings.

Commissioner Trotto noted that there is traffic congestion near the Dairy Queen on Twelve Mile and it is becoming a safety hazard.

Chair Kapelanski noted that Oakland County has kits available and resources available for local businesses.

Commissioner Murad motioned to adjourn. Motion supported by Commissioner Patterson

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

With no further business, the meeting was adjourned at 9:09pm