THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, OCTOBER 27, 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: Joe Bartus  Julie Stearn  Kristen Kapelanski
         Lisa Kempner  Greg Patterson  Martin Smith
         Matt Trotto  Jeffrey Campbell  Mark Richardson

ABSENT: None

ALSO, PRESENT: Ghassan Kalaf
                Erin Schlutow, Community Development Director
                Ross Gavin, City Council Liaison
                Stan Lisica, Chief Innovation Officer
                Torri Mathes, Community Engagement Officer
                Dan Hill, Public Policy Assistant
                Jennifer Finney, DDA Director

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

AYES: Campbell, Kempner, Patterson, Richardson, Smith, Stearn, Trotto, Bartus, Kapelanski
NAYS: None
ABSENT: None

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APPROVAL OF MINUTES
It was moved by Commissioner Patterson to approve the minutes from September 22, 2020 and supported by Commissioner Kempner.

AYES: Kempner, Patterson, Richardson, Smith, Stearn, Trotto, Bartus, 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.
1. **SP-04-20; 3180 Coolidge Hwy – Façade Change:** Sadier Abro, owner, is proposing a height addition and a façade change to the existing building at 3180 Coolidge Hwy.

   Community Development Director summarized the October 21, 2020 review letter and the proposed façade changes at 3180 Coolidge Hwy.

   Ghassan Khalaf, on behalf of Sadier Abro, expressed his excitement for the updates. The explained the intent to beautify the building for future tenants. The renovations are restricted to the exterior of the building and no internal renovations. He noted that the chimney was omitted from the plans because the future tenant would put rooftop units on the building and would remove the chimney. He noted that they are increasing the number and size of windows.

   Commissioner Smith commented on the increase of windows and inquired about the color and sample materials for the façade.

   Commissioner Trotto noted that the lighting was not provided on the plans and commented on the materials of the façade, including the rear of the building.

   Commissioner Patterson agreed that the rear of the building should incorporate some of the materials for the front of the building and commented on the window coverage.

   Commissioner Kempner commented on windows and agreed that the design elements should be incorporated into the rear of the building. She also agreed that she would like to see façade color and material samples.

   Chair Kapelanski agreed with the materials on the rear of the building and the color and sample materials.

   Commissioner Smith noted that lighting has not been provided and inquired about the types of materials to be used at grade.

   Commissioner Stearn asked about exterior lighting of the building.

   Commissioner Richardson asked about interior square footage of the building.

   Commissioner Smith motioned to postpone SP-04-20 to address the following:
   1. Intent of the existing chimney
   2. Revised site plan that shows the correct property boundary
   3. Provide samples of the color and materials to be used on the façade of the building
   4. Provide details and location of light fixtures
   Motion supported by Commissioner Kempner

   **AYES:** Patterson, Richardson, Smith, Stearn, Trotto, Bartus, Campbell, Kempner, Kapelanski
   **NAYS:** None
   **ABSENT:** None

2. **PUBLIC HEARING:** Public Hearing for proposed ordinance text amendments to allow permeable pavement materials in parking areas.

   Director Schlutow summarized the October 21, 2020 review letter and draft ordinance. The text language was discussed at the September Planning Commission meeting and a public hearing
was scheduled.

Chair Kapelanski opened the Public Hearing at 7:45pm.

No public comment.

Chair Kapelanski closed the Public Hearing at 7:45pm.

Commissioner Smith motioned to recommend approval to City Council of proposed ordinance amendments to Section 138-222 to allow permeable pavement materials in parking areas. Motion supported by Commissioner Patterson.

AYES: Richardson, Smith, Stearn, Trotto, Bartus, Campbell, Kempner, Patterson, Kapelanski
NAYS: None
ABSENT: None

3. **DISCUSSION:** Discussion of accessory structure ordinances in relation to air conditioning units and generators.

Director Schlutow summarized the October 19, 2020 review letter and provided background and history of discussions by the Planning Commission and Zoning Board of Appeals.

Commissioner Smith noted that there are narrow properties in the City and allowing appliances in the side yard will impact adjacent neighbors.

Commissioner Stearn noted that side yard exterior appliances can have appropriate screening, including plantings that screen from neighbors. Screening standards can be achieved.

Commissioner Kempner concerned about allowable projections into the sideyard setback. Concern about existing units in the sideyard.

Commissioners discussed replacing existing units should be included in the draft ordinance and homeowners should not be required to relocate an existing unit in the future.

Commissioner Bartus noted allowing the a/c unit in the side yard may work with appropriate screening.

Commissioner Trotto noted that it should not exceed the property line and should meet the manufacture specifications.

Commissioners discussed allowing the a/c units into the side yard, provided it does not exceed the property line and is in compliance with manufactures specifications.

Commissioner Richardson noted the noise level of exterior appliances should not be come nuisance.

Commissioners discussed a numerical setback as being difficult on smaller lots and screening may be achieved. Fencing or opaque shrubbery would be appropriate.

Commissioners discussed separating a/c units from generators in terms of regulations.

Commissioners discussed commercial exterior appliances screening on grade and on rooftop.

4. **DISCUSSION:** Discussion of projections into side yard setbacks.
Director Schlutow provided a summary of the Zoning Ordinance language that permits projections into side yard and rear yard setbacks, history of regulation for chimneys and ordinance language from neighboring communities.

Commissioners determined that chimneys should not be separated from other types of projections and should not be regulated separately.

5. **MASTER PLAN UPDATE:** Update on progress of Master Plan with discussion on Future Land Use Map, corridor walking tours, Missing Middle Housing, and Scavenger Hunt.

Commissioners discussed the Future Land Use categories and inquired about Opportunity Zones and the Potential Corridor Expansion Areas. They noted the necessity to be transparent with the community.

Commissioners noted it would be beneficial to set work sessions for in depth Master Plan discussions.

*LIAISON REPORTS*
Chair Kapelanski noted that the City Council approved the first reading of two ordinances that had been recommended by the Planning Commission; parking modification and site plan review procedures. The second reading will be on the November 16, 2020 agenda.

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**STAFF/COMMISSIONER COMMENTS**
Chair Kapelanski thanked Commissioner Campbell for his service and wished him well.

Commissioner Kempner noted she attended the MAP conference.

Commissioner Smith inquired about marihuana applications and site plans. Director Schlutow provided an update on overall process.

Commissioner Patterson motioned to adjourn. Motion supported by Commissioner Campbell.

**AYES:** Smith, Stearn, Trotto, Bartus, Campbell, Kempner, Patterson, Richardson, Kapelanski
**NAYS:** None
**ABSENT:** None

With no further business, the meeting was adjourned at 9:39pm.