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, Berkley Michigan
- Kristen Kapelanski, Berkley Michigan
- Greg Patterson, Berkley Michigan
- Matt Trotto, Berkley Michigan
- Julie Stearn, Berkley Michigan
- Lisa Kempner, Berkley Michigan
- Martin Smith, Berkley Michigan
- Mark Richardson, Berkley Michigan

**ABSENT:**
- None

**ALSO, PRESENT:**
- Mark Zimmerman, Zimmerman Designs
- 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 Patterson to approve the Agenda supported by Commissioner Trotto

**AYES:**
- Kempner, Patterson, Richardson, Smith, Stearn, Trotto, Bartus, Kapelanski

**NAYS:**
- None

**ABSENT:**
- None

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

**AYES:**
- Patterson, Richardson, Smith, Stearn, Trotto, Bartus, Kempner, Kapelanski

**NAYS:**
- None

**ABSENT:**
- None

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**COMMUNICATIONS**
Commissioners received the newsletter from the Michigan Planner.

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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 – Facade 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 November 19, 2020 review letter and the proposed façade changes at 3180 Coolidge Hwy. This item was tabled at the October 27, 2020 meeting so the applicant could address the items identified by the Planning Commission that needed to be clarified or modified.

   Commissioners noted that the applicant had addressed the outstanding issues that were noted at the previous meeting.

   Commissioner Richardson inquired about trash removal and resurfacing of the south parking lot.

   Commissioner Richardson motioned to approve SP-04-20, subject to conditions as noted in the review letters from DPW Director, Fire Marshal, and Community Development Director.

   Motion supported by Commissioner Patterson

   **AYES:** Richardson, Smith, Stearn, Trotto, Bartus, Kempner, Patterson, Kapelanski

   **NAYS:** None

   **ABSENT:** None

2. **SP-03-20; 3082 Coolidge Hwy – Site Improvements:** Mark Zimmerman Designs, on behalf of Vibe Credit Union, is requesting site plan approval for improvements to the parking area, include a parking modification to reduce the off-street parking requirement.

   Community Development Director Schlutow referenced review letter dated November 16, 2020 and provided the history of the property. Vibe Credit Union received site plan approval at the May 26, 2020 meeting for a façade change. Soon thereafter, the owner inquired about site improvements to add landscaping and change the overall layout and maneuvering lanes on site. The proposed changes would include parking lot islands with landscaping but would require the removal of three (3) required parking spaces.

   The applicant requested a parking variance from the Zoning Board of Appeals. The request was postponed so as to allow the applicant to address alternative options and the applicant decided to withdraw the request. The applicant was informed of the development of a parking modification ordinance and decided to wait until the ordinance had been adopted before submitting the plans to the Planning Commission.

   Mark Zimmerman noted that the owner was interested in improving vehicular flow and pedestrian safety and enhance the site.

   Commissioner Kempner inquired if the parking lot had a shared parking agreement with any neighboring businesses.

   Commissioner Smith asked about vehicular travel on the site, photometric plan, elevation changes.

   Commissioner Kempner noted that the parking requirement for banks is higher than what is really needed in the modern day. And noted that the modification is appropriate for this site.

   Commissioner Patterson agreed about the parking modification for banks. He inquired about the electronic tubes for the drive thru lanes.
Commissioner Richardson inquired about bicycle parking on the site.

Commissioner Bartus asked about the brick wall separating the site from adjacent residential properties, the parking requirement and requested reduction.

Commissioner Smith motioned to approve SP-03-20, with the three-parking space modification and changes to the elevations, as presented. Motions supported by Commissioner Kempner.

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

3. **DISCUSSION:** Discussion of projections into side yard setbacks.

   Community Development Director Schlutow discussed the updates to the proposed ordinance language, based on the previous month’s meeting.

   Commissioner Smith noted that 30% of a surface is generous.

   Commissioner Kempner agrees that 30% is fine and the modified language.

   Commissioner Trotto asked how many times this has been an issue.

   Commissioner Patterson inquired about lowering the 30% maximum allowed projection into a side yard.

   Commissioner Smith asked if the projection total has caused problems.

   Commissioner Bartus noted that the distinction of projections with and without foundations should be clarified.

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

   Director Schlutow summarized the November 19, 2020 review letter and provided draft ordinance language to discuss.

   Chair Kapelanski noted that reference to non-conforming exterior appliances continuing in the same place to be included in the ordinance and the 12 ft. separation from adjacent dwelling.

   Commissioner Kempner noted that non-conforming exterior appliances should be allowed to continue and be replaced.

   Commissioner Patterson inquired about the 12 ft. separation from adjacent dwelling and if that included a detached garage.

   Chair Kapelanski noted screening around the whole yard would satisfy the screening requirement.

   Commissioner Smith asked about how often non-residential properties place exterior appliances at grade and discussed the appropriate places on the property for such appliances.

   Commissioner Trotto asked about the separation distance between property line and appliance or
screening.

Chair Kapelanski noted that it does not need to include minimum distance from building as long as the appliance is screened.

Commissioner Trotto noted that non-residential generators are much louder than residential and may want to include additional sound barrier provisions.

Commissioners discussed noise levels for generators.

Commissioner Bartus inquired about screening for residential units and noted it may not be needed.

Commissioners discussed screening requirements for aesthetics and noise reduction. Commissioner Bartus asked if there were separate regulations stipulated for corner lots.

Commissioner Stearn noted that she spoke on screening for generators in the side yard.

Chair Kapelanski noted to be not in favor of a generator in side yard of a corner lot.

Commissioner Bartus specified allowing generators on corner lots where the side yard faces the rear yard of adjacent property and inquired about street level viewing for rooftop exterior appliances.

Commissioners discussed separating generators from a/c units on residential properties.

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LIAISON REPORTS
Chair Kapelanski noted that City Council approved the second reading of the parking modification and site plan ordinances, as well as the first reading of the permeable pavement ordinance.

Commissioner Richardson noted the Environmental Committee discussed the potential of a community garden and green infrastructure.

Commissioner Trotto provided an update on the DDA meeting and the status of wayfinding signs.

Commissioner Stearn attended the Chamber of Commerce meeting and they discussed distributing PPE to chamber members over the next month.

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STAFF/COMMISSIONER COMMENTS
Commissioners expressed wishes of Happy Thanksgiving.

Community Development Director noted the work sessions will be held monthly starting December to discuss the Master Plan.

Commissioner Trotto noted he will be absent at the next meeting, as he will be out of town.
Commissioner Kempner motioned to adjourn. Motion supported by Commissioner Patterson.

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

With no further business, the meeting was adjourned at 8:50pm.