THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT
7:04 PM, DECEMBER 15, 2020 VIA ELECTRONIC MEETING BY VICE CHAIR MARTIN SMITH.

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
Lisa Kempner, Berkley Michigan
Greg Patterson, Berkley Michigan
Julie Stearn, Berkley Michigan
Mark Richardson, Berkley Michigan
Martin Smith, Berkley Michigan

ABSENT:
Kristen Kapelanski – Personal Commitment
Matt Trotto – Out of Town

ALSO, PRESENT:
Erin Schlutow, Community Development Director
Ross Gavin, City Council Liaison
Stan Lisica, Chief Innovation Officer
Jennifer Finney, DDA Director

Commissioner Kempner motioned to excuse Chair Kapelanski and Commissioner Trotto from the December 15, 2020 meeting, based on the above noted reasons for absence. Motion supported by Commissioner Patterson

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

* * * * * * * *

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

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

* * * * * * * *

APPROVAL OF MINUTES
It was moved by Commissioner Stearn to approve the minutes from the regular Planning Commission meeting on November 24, 2020 and supported by Commissioner Patterson.

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

It was moved by Commissioner Patterson to approve the minutes from the Work Session on December 1, 2020. Motion supported by Commissioner Stearn.

AYES: Stearn, Bartus, Dahlin, Kempner, Patterson, Smith
NAYS: None
ABSENT: Kapelanski, Trotto
**COMMUNICATIONS**
None

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

1. **MEETING DATES:** Matter of reviewing and approving meeting dates for 2021 calendar year.

   Commissioner Kempner motioned to approve the meeting dates for 2021 calendar year. Motion supported by Commissioner Patterson.

   **YES:** Bartus, Dahlin, Kempner, Patterson, Richardson, Stearn, Smith
   **NAYS:** None
   **ABSENT:** Kapelanski, Trotto

2. **DISCUSSION:** Discussion of projections into setbacks.

   Community Development Director provided a summary of the discussion and the ordinance updates that were discussed at the previous month's meeting.

   Commissioners discussed egress windows and if they should be considered as part of this conversation.

   Commissioner Smith noted that window wells do not have a visual impact on surrounding properties and sees no issue with them in the side yard.

   Commissioner Stearn inquired about impeding drainage in the side yard.

   Commissioner Kempner noted that this is not the first issue of digging close to adjacent property line.

   Commissioner Patterson noted that drainage is an issue that needs to be addressed.

   Commissioner Bartus noted that window wells and egress windows should be discussed in a separate section.

   Commissioner Richardson asked about the MI Building Code.

   Commissioner Kempner noted that developer is responsible to fix any damage but ordinances should prevent that from happening.

   Commissioners agreed that window wells should be discussed, but it does not belong in this section. Commissioners also discussed the safety of residents, drainage, open porches.
Planning Commission directed City staff to set the public hearing for the regularly scheduled January meeting.

3. **DISCUSSION:** Discussion of regulations for exterior appliances.

Community Development Director Schlutow provided an update on the ordinance language related to exterior appliances.

Commissioners discussed the language related to replacing the exterior appliances and directed staff to provide clarity on the process.

Commissioners discussed screening for replacing a unit.

Planning Commission directed City staff to set the public hearing for the regularly scheduled January meeting.

* * * * * * * *

**LIAISON REPORTS**
Commissioner Kempner noted that the Master Plan Steering Committee meeting is meeting the following day.

Commissioner Stearn was not able to attend the Chamber of Commerce meeting for the month.

* * * * * * * *

**STAFF/COMMISSIONER COMMENTS**
Commissioners wished everyone Happy Holidays and thanked city staff for the Holiday Parade.

**AYES:** Dahlin, Kempner, Patterson, Richardson, Stearn, Bartus, Smith

**NAYS:** None

**ABSENT:** Kapelanski, Trotto

With no further business, the meeting was adjourned at 8:04pm.