THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, FEBRUARY 23, 2021 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, Berkley Michigan       Julie Stearn, Berkley Michigan
        Lisa Kempner, Berkley Michigan       Mark Richardson, Berkley Michigan
        Greg Patterson, Berkley Michigan    Matt Trotto, Berkley Michigan
        Kristen Kapelanski, Berkley Michigan

ABSENT: Martin Smith, Excused

ALSO, PRESENT: Tony Moreno, 3445 Robina
               Gabe Rubin, 3445 Robina
               Cole Poyner, 3435 Robina
               Bridget Dean,
               Erin Schlutow, Community Development Director
               Ross Gavin, City Council Liaison

Motion by Commissioner Kempner to excuse the absence of Commissioner Smith due to a scheduling conflict. Motion supported by Commissioner Richardson.

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

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

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

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APPROVAL OF MINUTES
It was moved by Commissioner Richardson to approve the minutes from the regular Planning Commission meeting on January 26, 2021 and supported by Commissioner Patterson.

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

It was moved by Commissioner Richardson to approve the minutes from the Work Session on February 2, 2021. Motion supported by Commissioner Kempner.
AYES: Richardson, Stearn, Trotto, Bartus, Dahlin, Kempner, Patterson
NAYS: None
ABSENT: Smith

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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 Conducting a Public Hearing for application PSU-01-21 for Office Use in the Downtown District at 3445 Robina.

   Community Development Director Schlutow summarized the February 17, 2021 report. The applicant, Info Tek Realty, has submitted a business license to occupy the existing building at 3445 Robina for use as a Real Estate office. Per Zoning Ordinance, office uses in the Downtown District are permitted on the first floor with special land use approval. The applicant is requesting approval for the office. Site Plan review is not part of the application, as they are not proposing exterior changes at this time. A sign permit application has been submitted to the Building Department, but cannot be processed without special land use approval by City Council.

   Director Schlutow also noted that the 2007 Master Plan and Downtown Master Plan support office uses in the Downtown District.

   Gabe Rubin, applicant, noted he was excited to be in the Downtown area of Berkley.

   Chair Kapelanski opened the Public Hearing at 7:10pm.

   Cole Poyner, 3435 Robina, is the neighbor to 3445 Robina and is excited for the new business in the neighborhood, and wants to share his support for the applicant and more businesses on Robina.

   Bridget Dean, 3455 Robina, is the neighbor to 3445 Robina and is speaking as a Berkley business owner, and wants to support local businesses.

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

2. **SPECIAL LAND USE PSU-01-21; 3445 Robina.** Info Tek Realty, LLC DBA Berkley Realty Group, 3445 Robina, Parcel #25-07-454-037, west side of Robina, north of Twelve Mile Rd, is seeking special land use approval for an Office Use on the first floor in the Downtown District.

   Commissioners discussed the standards of review for special land use and proposed changes to signage.
Chair Kapelanski noted that the office use does meet the standards of review and it may be worthwhile to discuss a text amendment to allow all office uses in the Downtown District.

Motion by Commissioner Patterson to recommend approval of PSU-01-21, 3445 Robina; Special Land Use request for office use on the first floor in the Downtown District. The standards of review have been met and justified by staff report, dated February 17, 2021. Motion supported by Commissioner Trotto.

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


Community Development Director Schlutow summarized the proposed updates to the Rules of Procedure provided to the Planning Commission. The changes are intended to be in line with the attendance, training, and continued education ordinance that was passed by City Council in 2020. The PC has already been operating under the proposed changes after O-05-20 went into effect, and the updates to the Rules of Procedure clarifies the roles and responsibilities of the commissioners.

Director Schlutow also noted that the ZBA recently reviewed their Rules of Procedure to incorporate similar language related to attendance, training and continued education, as part of their required yearly review. Director Schlutow noted that a yearly review could be added to the Planning Commission Rules of Procedure, similar to the ZBA.

Commissioner Kempner agreed that a yearly review would be good practice.

Commissioners had questions related to the continued education requirement. Director Schlutow noted that the trainings, webinars, etc. are sent to the Planning Commission from a variety of sources when made aware.

Motion by Commissioner Kempner to approve the updated Rules of Procedure, with an amendment to include an annual review of the procedures to take place in January or February, at the latest. Motion supported by Commissioner Patterson.

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

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LIAISON REPORTS
Commissioner Trotto did not attend the February DDA meeting.

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STAFF/COMMISSIONER COMMENTS

Master Plan Update: Director Schlutow noted that the recorded videos and surveys about Housing and Commercial Corridors are set to be released next week. The virtual Open House is set to take place on Thursday, March 25, 2021 at 7:00pm. Registration is encouraged but not required.

PC Work Session on the Master Plan will take place next Tuesday, March 2, 2021 at 7:00 pm via Zoom.

Motion to adjourn by Commissioner Patterson. Motion supported by Commissioner Kempner.

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

With no further business, the meeting was adjourned at 7:33pm.