THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, MARCH 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  
Lisa Kempner, Berkley Michigan  
Mark Richardson, Berkley Michigan  
Greg Patterson, Berkley Michigan  
Matt Trotto, Berkley Michigan  
Kristen Kapelanski, Berkley Michigan  
Martin Smith, joined at 7:35pm

ABSENT: Julie Stearn

ALSO, PRESENT: Matt Baumgarten, City Manager  
Dan Hill, Public Policy Assistant  
Erin Schlutow, Community Development Director  
Ross Gavin, City Council Liaison

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

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

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APPROVAL OF MINUTES  
It was moved by Commissioner Patterson to approve the minutes from the regular Planning Commission meeting on February 23, 2021 and supported by Commissioner Kempner.

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

It was moved by Commissioner Patterson to approve the minutes from the Work Session on March 2, 2021. Motion supported by Commissioner Kempner.

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

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COMMUNICATIONS
None

CITIZEN COMMENTS
Chair Kapelanski read instructions for public to submit comments during the virtual meeting.

None.

1. CAPITAL IMPROVEMENT PLAN: Presentation and discussion of the proposed Berkley Capital Improvement Plan.

   Community Development Director Schlutow provided a description of the purpose of the CIP and the role of the Planning Commission.

   City Manager Matt Baumgarten presented the draft Capital Improvement Plan.

   Commissioners asked questions related to the proposed CIP.

   The City Manager noted that the item would return to the Planning Commission at the April meeting.

2. DISCUSSION: Matter of discussing ordinance that requires special land use approval for office uses on the first floor in the Downtown District.

   Community Development Director Schlutow summarized March 17, 2020 memo related to expanding uses in the Downtown District.

   Commissioners discussed options to expand offices as permitted uses that would promote foot traffic that is desired.

   Commissioner Kempner noted it would be beneficial to keep office uses as special land uses, as they do not come up very often, and to focus on the uses that are desired based on survey results. This includes retail and entertainment uses.

   Commissioners discussed possibilities of limiting office uses in the District and if special land use is the way to do that. Commissioners discussed reviewing all possible land uses in the District to determine what needs to be amended.

   Community Development Director noted the item would return to the Planning Commission at the April meeting with definitions and examples from other communities to continue the discussion.

3. DISCUSSION: Matter of discussing ordinances that require special land use approval for outdoor dining.

   Community Development Director summarized March 17, 2021 memo related to allowing outdoor dining for restaurants as a permitted use rather than special land use.
Commissioners discussed possibility to allow outdoor dining by right rather than special land use. Some commissioners were in favor, provided that regulations are in place to ensure the outdoor area meet certain requirements.

Commissioners asked about the resolutions related to outdoor dining, temporary closure of side streets, possibility of permeant side street closures.

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**LIAISON REPORTS**
Chair Kapelanski asked staff about the status of recently reviewed text ordinance amendments, as well as the special land use request that was reviewed at the previous meeting.

Commissioner Richardson noted that the Environmental Committee did not meet, as they could not secure a quorum. Will meet again in May.

Commissioner Trotto attended the DDA meeting and noted that nothing that much came out of the meeting.

City Manager Baumgarten provided an update on City summer events.

Commissioner Kempner reminded everyone that the virtual Open House will take place March 25, 2021 and a reminder to register.

Commissioner Kempner apologized for lateness.

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**STAFF/COMMISSIONER COMMENTS**
Community Development Director Schlutow also reminded everyone to attend the virtual Open House, and the next Master Plan Work Session will take place on April 6, 2021.

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

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

**NAYS:** None

**ABSENT:** None

With no further business, the meeting was adjourned at 8:28pm.