THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, JUNE 22, 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 Matt Trotto, Berkley Michigan
Lisa Kempner, Berkley Michigan Mark Richardson, Berkley Michigan
Greg Patterson, Berkley Michigan Shiloh Dahlin, Berkley Michigan
Kristen Kapelanski, Berkley Michigan Martin Smith, Berkley Michigan (left at 8:00pm)

ABSENT: Julie Stearn

ALSO, PRESENT: Kurt Hite,
Joshua Hunter,
Megan Masson Minock, Carlisle Wortman Associates
Erin Schlutow, Community Development Director
Daniel Hill, Public Policy Assistant

Motion by Commissioner Trotto to excuse Commissioner Julie Stearn, due to a scheduled conflict. Motion supported by Commissioner Kempner.

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

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APPROVAL OF AGENDA

Motion by Commissioner Kempner to approve the amended agenda. Motion supported by Commissioner Patterson.

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

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APPROVAL OF MINUTES

Motion by Commissioner Richardson to approve the minutes from the regular Planning Commission meeting on May 25, 2021 and supported by Commissioner Kempner.

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

Motion by Commissioner Kempner to approve the minutes from the Planning Commission Work Session on June 1, 2021 and supported by Commissioner Bartus.

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

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COMMUNICATIONS
None

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

NEW BUSINESS

1. **MASTER PLAN:** Matter of reviewing the draft text of the Berkley Master Plan to recommend to City Council to release for public comment.

   Megan Masson-Minock led the discussion related to the draft Master Plan. She went through the timeline for approval.

   Megan Masson-Minock reported on the discussion from the Master Plan Steering Committee related to duplexes and the recommendation for guide posts for duplex locations in the City.

   Chair Kapelanski opened the public comment.

   Kurt Hite, Robina, spoke in favor of the changes proposed by Megan Masson-Minock. He referenced the 2016 Future Land Use Amendment process.

   Joshua Hunter, 2240 Thomas, spoke about duplexes in the residential neighborhood. He also referenced the 2016 amendment. He spoke in favor of accessory dwelling units.

   Chair Kapelanski closed public comment.

   The Commissioners discussed duplexes and the proposed language suggested by the Master Plan Steering Committee. Commissioners were ok with guideposts in a general format so as to review and analyze in more detail during Ordinance amendment discussions.

   Commissioners also discussed the graphics, the potential corridor expansion area, aging in place.

   Motion by Commissioner Smith to recommend to City Council to distribute for public comment to adjacent communities, reviewing agencies, with the comments included that were discussed. Motions supported by Commissioner Kempner.

   AYES: Smith, Trotto, Bartus, Dahlin, Kempner, Patterson, Richardson, Kapelanski
   NAYS: None
   ABSENT: Stearn
2. **DISCUSSION:** Matter of discussing ordinance amendments to expand permitted uses in the Downtown District.

   Community Development Director Schlutow summarized the discussion item and the changes incorporated from the previous month’s discussion.

   Chair Kapelanski opened public comment. None received.

   Planning Commission directed staff to set the public hearing.

3. **DISCUSSION:** Matter of clarifying language related to projections into given yard.

   Community Development Director Schlutow summarized the amendment.

   Chair Kapelanski opened public comment. None received.

   Planning Commission directed staff to set the public hearing.

**NEW BUSINESS**


   Community Development Director summarized the Annual Planning Report, as well as updates on the Master Plan, activities by the Community Development Department, overall achievements by the Planning Commission, and the work plan for the next year.

   Motion by Commissioner Patterson to distribute the 2020 Annual Planning Report and 2021 Work Plan to City Council. Motion supported by Commissioner Kempner.

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

   **NAYS:** None

   **ABSENT:** Smith, Stearn

**LIAISON REPORTS**

Commissioner Trotto was unable to attend the DDA meeting this month.

Commissioner Richardson noted that the Environmental Advisory Committee did not meet this month.

**STAFF/COMMISSIONER COMMENTS**

Commissioner Trotto noted that this would be his last meeting as he has decided to step down. Planning Commission expressed appreciation for his time and efforts to the Commission.
Commissioner Bartus asked about methods for receiving planning packet materials. Director Schlutow summarized methods for distributing materials to the PC.

Director Schlutow provided an update on returning to in person meeting procedures.

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

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

With no further business, the meeting was adjourned at 8:10pm.