The meeting was called to order 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:
- Kristen Kapelanski
- Joe Bartus
- Greg Patterson
- Mark Richardson

Absent:
- Daniel Petrosky

Also, Present:
- Matthew Baumgarten, City Manager

Motion by Commissioner Richardson to excuse the absence of Commissioner Petrosky. Motion supported by Commissioner Bartus.

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

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APPROVAL OF AGENDA

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

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

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APPROVAL OF MINUTES

Motion by Commissioner Patterson to approve the minutes from the regular Planning Commission meeting on October 26, 2021 and supported by Commissioner Bartus.

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

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COMMUNICATIONS

None.

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CITIZEN COMMENTS

Chair Kapelanski read instructions for public to submit comments during the hybrid meeting. Comments can be made in person and via Zoom.

There were no comments from the public in person, via email, or virtually

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NEW BUSINESS

**DDA Guidelines:** Discussion to create DDA Design Overlay District and adopt ordinance language related to the DDA Guidelines, as well as discussion on the Architectural Design Checklist.

City Manager Baumgarten referenced the memorandum from the former Community Development Director in regard to this subject.

Chair Kapelanski introduced the subject and described the timeline. Commissioner Kempner would like the language to be stronger. She asked when the overlay and the underlying zoning district conflict, which rules. The Commission discussed the pros and cons of whether the stricter regulations should always rule and whether incentives could be used to relax standards. Chair Kapelanski and other Commissioners would like to know where it conflicts now.

The Planning Commission discussed the design checklist, the purpose of the applicant scoring themselves and what would happen if the staff and applicant scoring conflicted. Chair Kapelanski said that the Design Review Board has been removed from the process. The Commissioners discussed the 80-point minimum for the proposed design checklist, the flexibility options and the process of the using the checklist and scoring. The Planning Commission agreed a checklist document should be a component of the review. However, they are uncomfortable with the scoring system and felt that it was overly complicated.

City Manager Baumgarten shared the experience the City had with evaluating marijuana licenses where they used a scoring system.

The Planning Commission discussed how some things, like building placement and massing, are more important others, that are desired but not essential. They agreed that they wanted advice from Carlisle Wortman, the planning consultants involved with the Master Plan, to review and give advice on what should be required, what is better as a suggestion and to best put quantifiable parameters in the Zoning Ordinance amendments.

The Commissioners discussed whether the Design Guidelines themselves could be changed, since they have not been approved by City Council. Chair Kapelanski advised that to change them would be a heavy lift and should be passed on unchanged. She felt that they were more of a vision document, like the Master Plan.

The Commissioners discussed how the checklist should be advisory rather than a litmus test. City Manager Baumgarten discussed how scale was an important component, based on the experience with the marijuana license checklist, for incentives, such as dimensions for a plaza. The Commissioners discussed how the checklist could be used to incentivize what the City would like to see, such as building materials.

LIAISON REPORTS

Commissioner Richardson reported that the Environmental Advisory Committee did meet. They welcomed two new members and heard presentation for electric vehicle charging stations. The Commission will now start scoping the project.

Commissioner Kempner reported on the DDA and the plaza to be developed in front of the high school. Expenses for artwork in the plaza was approved and expect the plaza to be opened by spring. Also, the DDA approved 47 bicycle racks on Coolidge and Twelve Mile Road, with a uniform design.
STAFF/COMMISSIONER COMMENTS

None.

ADJOURNMENT

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

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

With no further business, the meeting was adjourned at 7:59 pm.