

PUBLIC NOTICE

CITY OF BERKLEY, MICHIGAN REGULAR MEETING OF THE CITY PLANNING COMMISSION

Tuesday, April 24, 2018
7:30 PM - City Hall
Information: (248) 658-3320

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MINUTES -- *Meeting of March 27, 2018*
COMMUNICATIONS—Link to DDA Minutes [March 2018](#), [DDA Parking Memo](#)
CITIZEN COMMENTS
ORDER OF BUSINESS

1. **Special Land Use Request:** SLU-01-18—2838 & 2850 Coolidge Hwy
Link to Application & Sketch Plan: [PSU-01-18](#)
2. **Discussion:** Planning Consultant observations and suggested changes to proposed LaSalette project.
Link to Report: [Carlisle-Wortman Report](#)
3. **Capital Improvements Plan:** Presentation and consideration of the City's CIP.

LIAISON REPORTS
COMMISSIONER/STAFF COMMENTS
ADJOURN

Notice: Official Minutes of the City Planning Commission are stored and available for review at the office of the City Clerk.

The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days notice to the city. Individuals with disabilities requiring auxiliary aids or services should contact the city by writing or calling City Clerk, ADA Contact, Berkley City Hall, 3338 Coolidge, Berkley, Michigan 48072, (248) 658-3300.

THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:30 PM, MARCH 27, 2018 AT CITY HALL BY CHAIRPERSON BUCKLER.

*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/cityofberkeley>.*

PRESENT: Mark Richardson Lisa Kempner
 Michele Buckler Ann Shadle
 David Barnett Joe Tangari

ABSENT: Kristen Kapelanski, Tim Murad, Martin Smith

ALSO PRESENT: Ross Gavin, City Council Liaison
 Tim McLean, Community Development Director
 Several members of the public
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APPROVAL OF AGENDA

It was moved by Commissioner Barnett to approve the agenda and supported by Commissioner Shadle.

AYES: Richardson, Kempner, Shadle, Barnett, Tangari, and Buckler
NAYS: None
Motion Carried.

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APPROVAL OF MINUTES

It was moved by Commissioner Barnett to approve minutes from February 27, 2018 and supported by Commissioner Richardson.

AYES: Richardson, Kempner, Shadle, Barnett, Tangari, and Buckler
NAYS: None
Motion Carried.

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COMMUNICATIONS

N/A

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CITIZEN COMMENTS

Kurt Hite, Robina: Referenced a news article documenting the sale of Pinnacle Homes in reference to the proposed LaSalette development.

Dale Carlson, Catalpa: Discussed interest in preserving some of the historical architecture at Our Lady of LaSalette School done by renowned architect Corrado Parducci. Mr. Carlson

encouraged the Planning Commission to set guidelines for historical preservation. He also encouraged apartment development in downtown Berkley.

Vivian Carmody, DDA Director: Announced a second input session for the draft DDA Design Guidelines will take place March 7 from 6:30PM-8:30PM at the Berkley High School Collaborative Center.

Analise Pietras, Franklin: Recommended that the Planning Commission engage in team building with the community during the Master Plan process. Ms. Pietras also recommended making the Planned Unit Development (PUD) application longer and making a civil engineering requirement as well. Ms. Pietras also stated it was worth considering raising fees for planning services.

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1. **DISCUSSION: Public Participation Plan—Schedule Work Session for 4/24/18 at 6PM**

Community Development Director McLean recommended that the Planning Commission schedule a public input session for a Public Participation Plan on Tuesday, April 24, 2018 at 6PM at the Public Safety Building.

Commissioner Tangari indicated he would be unable to attend the April meeting.

Commissioner Kempner discussed concerns about the start time of the proposed session regarding the availability of residents to attend.

Chairperson Buckler and Commissioner Shadle clarified that this is more of an open house to discuss a Public Participation Plan rather than a traditional work session.

Resident Kurt Hite asked if the open house could be scheduled on a different date. He also asked if the open house could be held at a different venue.

Resident Patty Curtis asked if the room could be set up to be more convenient for members of the public.

Resident Analise Pietras suggested that the open house be held at the Berkley Public Library.

2. **DISCUSSION: Ordinance Amendment: Eleven Mile District**

Commissioner Tangari suggested a revision for Sec.138-489(a).

Commissioner Shadle suggested adding a minimum building size for automobile showrooms.

It was the consensus of the Planning Commission for the Community Development Director to make the suggested revisions and bring back the ordinance for a second reading.

3. **DISCUSSION: Guide to Development**

Chairperson Buckler had asked for some flowcharts for the site plan review process to be developed. Community Development Director McLean has been working on a Guide to Development for the City. Part of that guide has different flowcharts for various types of development.

McLean indicated that the checklist for site plan review in the draft guide had some items that were not required by ordinance to be on a site plan. If Planning Commission was so inclined to make those items a requirement, an ordinance amendment would be necessary.

The Planning Commission and citizens in the audience offered suggested revisions to the draft Guide to Development.

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LIAISON REPORTS

Commissioners Richardson discussed the meeting of the Environmental committee. A Berkley resident is being nominated for the Recycler of the Year Award; more information to come. He indicated that there are two vacancies on the committee.

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STAFF/COMMISSIONER COMMENTS

Chairperson Buckler commented on attending the most recent City Council meeting to see the newest member sworn into office. She also spoke about the DDA Ladies Night which was very well attended.

Commissioner Kempner commented that she was happy with the flowcharts in the draft guide to development. She also was hopeful that the open house for the Public Participation Plan would be well attended.

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With no further business, the meeting was adjourned at 8:31PM.

MEMORANDUM

April 19, 2018

TO: City of Berkley Planning Commission
FROM: Timothy McLean, Community Development Director
RE: Report for the Planning Commission Meeting, April 24, 2018

1. Special Land Use Request: SLU-01-18—FSZ Holdings LLC, 2838 & 2850 Coolidge Hwy, east side of Coolidge, between Wiltshire and Franklin, Tax ID# 04-25-17-153-005 and 004 is requesting special use approval for offices in the Downtown District.

EXISTING ZONING / LAND USE: Downtown District/Existing, unoccupied building

SURROUNDING ZONING / LAND USE:

NORTH Downtown District / Downtown businesses

SOUTH Downtown District / Downtown businesses

EAST Single Family Residential (R-1D) / Single family detached homes

WEST Coolidge District / Downtown businesses

DISCUSSION:

The following standards for Special Use approval should be met in order to recommend the matter for City Council's approval.

1. *The proposed use will promote the use of land in a socially and economically desirable manner.*
2. *The proposed use is necessary for the public convenience at that location.*
3. *The proposed use is compatible with adjacent land uses.*
4. *The proposed use is designed so that the public health, safety and welfare shall be protected.*
5. *The proposed use will not cause injury to other property in the neighborhood.*

The applicant, FSZ Holdings LLC is proposing to use adjoining buildings (2838 Coolidge & 2850 Coolidge) in order to operate a cooperative-use office space. This proposed office space will not be utilized as a traditional business with one organization in one building. Rather, space would be rented and shared through a co-mingling of business owners, entrepreneurs and freelancers. The applicant intends to remodel the interior of the adjoining buildings to accommodate the shared office space.

Shared office space has become a popular concept in neighboring communities. Similar projects are popping up in Ferndale, Royal Oak, and Rochester. This type of facility would be the first of its kind in Berkley. Offices are permitted as a Special Use in the Downtown District.

Because the Special Use request will utilize existing buildings, there is no required site plan review. The applicant has prepared a legible sketch plan showing the proposed use and has prepared a narrative relative to the standards of approval as required by ordinance.

In addressing any required on-premise parking, Sec.138-222(c)(1b) of the Code of Ordinances states: *If a non-residential use is within 500 feet of a municipal parking lot, without crossing a major thoroughfare, no on-premise parking shall be required.* Municipal parking is located approximately 210 feet from 2838 Coolidge, immediately south of Franklin Road. Based on this standard, no on-premise parking shall be required.

Following the public hearing, a recommendation to City Council must be made in the form of a motion by Planning Commission on whether or not to approve the Special Use request. The recommendation may be based on certain terms and conditions.

Please click on these links to view examples of similar projects: [ShareSpaces Rochester](#), [The Cooler \(Ferndale\)](#), [Venture Park in Royal Oak](#).

2. Discussion: Planning Consultant Report on Proposed LaSalette Project

The City has utilized the services of the planning consulting firm Carlisle-Wortman Associates Inc. as part of the review for the proposed LaSalette project. Richard Carlisle has worked with City staff on project review since February.

Based on a thorough review of the project history, previous feedback from the Planning Commission, and his own professional expertise, Mr. Carlisle has prepared a report with observations and suggested changes to the project. The report was presented to developer Bennett Terebelo and his team. On April 2, Mr. Carlisle and I met with Mr. Terebelo and his architects to go over their responses to the report. The report has been amended to include a section titled "Applicants Response."

Mr. Carlisle will be on hand at the Planning Commission meeting to discuss the report as well as proposed changes the developer is willing to make. The goal of this discussion is to gain direction from the Planning Commission in terms of the changes and next steps. The intent is to have the developer bring back a full site plan to the Planning Commission in May so that a decision/recommendation to City Council may be reached on the application for a Planned Unit Development (PUD).

It is important to note that this item is not a formal site plan review or public hearing. The purpose of this agenda item is purely for discussion and to receive direction from the Planning Commission.

Please click on these links for the report and bio on Richard Carlisle: [Bio](#), [Report](#)

3. Presentation of Capital Improvements Plan

The Michigan Planning Enabling Act of 2008, in addition to requiring a Planning Commission to create and adopt a master plan, states that a Planning Commission shall prepare a coordinated and comprehensive program of public structures and improvements. The Commission shall prepare such a program annually.

The Finance Department, with the help of all other departments, has put together a capital improvements program for your consideration. City Manager Baumgarten will be in attendance to present the capital improvements plan and answer any questions that the Planning Commission may have.

A motion is necessary to adopt the capital improvements plan and make a recommendation on passage to City Council.