

**PUBLIC NOTICE**

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

Tuesday, February 27, 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 January 23, 2018*  
COMMUNICATIONS  
CITIZEN COMMENTS  
ORDER OF BUSINESS

1. **Discussion: Ordinance: Automobile Showrooms**
2. **Discussion: Developing a Public Participation Plan:** Examples of plans from other communities: [City of East Lansing](#), [City of Escanaba](#), [City of Manistee](#)

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.*

## **MEMORANDUM**

February 23, 2018

TO: City of Berkley Planning Commission

FROM: Timothy McLean, Community Development Director

RE: Report for the Planning Commission Meeting, February 27, 2018

### **1. Discussion: Automobile Showrooms**

Due to an increasing number of questions regarding regulation of automobile sales and showrooms in the Berkley Code of Ordinances, it is time to address existing rules. Currently automobile sales are principal permitted uses only in the Woodward District, and Eleven Mile District. The requirements in each district are as follows:

#### **Woodward District: Sec. 138-472. - Principal uses permitted.**

(3) New car automobile sales showrooms, excluding outdoor automobile storage, display and sales.

#### **Eleven Mile District: Sec. 138-487. - Principal uses permitted.**

(18) Automobile sales.

#### **Sec. 138-489. - Required conditions.**

(a) All uses shall be conducted wholly within a completely enclosed building or within a designated area enclosed on all sides with a 6-foot obscuring masonry wall not less than 8 inches thick.

While automobile sales showrooms are a principal permitted use in the Woodward District, the prohibition of outdoor storage, display, and sales makes it highly unlikely that this use can be utilized. This calls into question whether or not automobile sales/showrooms are a compatible use in the Woodward District. Available options should the Planning Commission wish to explore them would be: continuation of the status quo, amend the ordinance to allow for outdoor storage and display, amend the ordinance to remove automobile sales/showrooms as a principal permitted use, or amend the ordinance to permit automobile sales/showrooms with outdoor display or storage as a Special Land Use.

In the Eleven Mile District, there is the requirement that this use be conducted wholly within a completely enclosed building or within a designated area enclosed on all sides with a 6-foot obscuring masonry wall not less than 8 inches thick. In consideration of automobile sales as a principal permitted use, the aforementioned options for the Woodward District could be considered. Consideration of the enclosure requirements in the Eleven Mile District should also be a point of discussion for the Planning Commission.

If changes are made to permit outdoor displays or sales in the Woodward District, one item that will also have to be addressed is the parking requirements. Currently, for automobile sales, the required number of parking spaces is: *seven per 1,000 square feet of showroom plus one per 350 square feet of service bay.*

## 2. Discussion: Public Participation Plan

At the regular meeting in January, it was determined that the development of a public participation plan was a high priority task for the Planning Commission. As the City becomes engaged in the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program, there are six identified "Best Practices" that must be met as part of the certification process. A very large part of meeting *Best Practice One: Community Plans and Public Outreach* is the development of a public participation plan.

The MEDC has listed the following expectations as part of a public participation plan:

- **The strategy identifies key stakeholders, including those not normally at the visioning table.**
- **The strategy describes public participation methods and the appropriate venue to use each method.**
- **If a third party is consulted, they adhere to the public participation strategy.**
- **The community assists the developer in soliciting input on a proposal early in the site plan approval process as detailed in the public participation strategy.**
- **Identifying basic practices for public participation (ex. statutory notice requirements for public hearings, website postings, announcement at City Council meetings).**
- **Develop proactive practices.**
- **The community tracks success of various outreach methods.**
- **Public participation results are communicated in a consistent and transparent manner.**

One of the most important items that need to be spelled out clearly in a public participation are the goals of the plan. The public participation plan drafted by the City of East Lansing identifies nine (9) public participation goals very early in its plan. This would be the first step in developing a public participation plan for the City of Berkley.

Each of the attached public participation plans addresses stakeholder engagement that occurs when a community goes through the process to update its Master Plan. This level of engagement is a good template for an overall plan of stakeholder engagement relative to development. When drafting a public participation plan for the City of Berkley, our plan will be tailored to meet the needs of our own stakeholders in the community. However, it is important that when we draft our plan that we are mindful of the RRC expectations and incorporate them into our plan. A plan that is proactive, realistic, consistent with the City's goals for public participation, and incorporates RRC expectations should be the end result.

At this time, I would like to engage the Planning Commission in a discussion to identify a list of goals for a public participation plan. This will serve as the guiding principles for a good public participation plan.



**CITIZEN COMMENTS**

Kurt Hite, Robina: Referenced the traffic study done as part of the proposed LaSalette development. Mr. Hite stated his belief that the traffic study was invalid due to the fact that the study was completed when school was on summer break. Mr. Hite referenced higher traffic volumes during the morning when school is in session. Mr. Hite questioned the four votes for approval for the LaSalette P.U.D. in August 2017.

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**3. DISCUSSION: Work Plan 2018**

Chairperson Buckler opened a discussion about prioritizing work/projects to be done by the Planning Commission in 2018. Each Commissioner had the opportunity to weigh in on items they felt were essential for 2018 and beyond.

Commissioner Smith stated that he believes updating the Master Plan, updating the Zoning Ordinance, and engagement in the Redevelopment Ready Communities Program are high priorities.

Commissioner Richardson would like to see ordinances reviewed and updated; especially requirements for Planned Unit Developments. He indicated that sustainable development needs to be addressed during the Master Plan update. Commissioner Richardson also stated that green initiatives need to be addressed in the Capital Improvements Plan. A Complete Streets Ordinance/Plan is also a high priority.

Commissioner Kapelanski noted the importance of prioritizing these items. A complete re-write of the Master Plan is a high priority. Commissioner Kapelanski noted that the Master Plan for the City of Ferndale was very well done and suggested the Community Development Director review it. A review of the Zoning Ordinance with Attorney Staran was recommended. It may be time to do a comprehensive re-write of all ordinances. Commissioner Kapelanski stated she would like to allow for more administrative approval on site plans.

Commissioner Murad would like to see a review of the P.U.D. ordinance and have it possibly revised. Updating the Master Plan and more information on the Redevelopment Ready Communities Program were also high priority items.

Commissioner Barnett would like to see the Zoning Ordinance updated to meet current building codes. Updating the Master Plan is also a high priority.

Commissioner Shadle would like to see a more user-friendly Zoning Ordinance. A major re-write of the Master Plan is a high priority. Developing a public participation plan is also a very high priority.

Commissioner Tangari echoed the statements of the other commissioners. A public participation plan is key. The Zoning Ordinance needs major work. Landscaping and

trees need to be addressed in the Zoning Ordinance. The Redevelopment Ready Communities Program is a high priority.

Commissioner Kempner would like to see a Master Plan update. She also stated that the Redevelopment Ready Communities Program will help to address many of the other stated priorities as well.

Chairperson Buckler asked the Community Development Director to come back with five model Master Plans. She would like to see benchmarking and best practices of Master Plans.

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**LIAISON REPORTS**

Commissioner Murad provided an update on the Chamber of Commerce. There was a treasure hunt and art exhibit. The gift certificate program was very successful.

Commissioner Smith discussed the City Council meeting on January 22. He discussed the proposed millage proposals for roads, the Community Center, and City Hall renovation.

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**STAFF/COMMISSIONER COMMENTS**

Commissioner Murad offered a clarification response from the Public Comment portion of the meeting. Commissioner Murad clarified that the City did not pay for the traffic study.

Commissioner Tangari welcomed new Commissioner Lisa Kempner to the Planning Commission.

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**With no further business, a motion was made by Commissioner Barnett and supported by Commissioner Murad to adjourn. All in favor. Meeting adjourned at 8:37PM.**