

**PUBLIC NOTICE**

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

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

1. **Public Participation Plan—Schedule Public Input Session:**
2. **Ordinance Amendment:** 1<sup>st</sup> Reading-[Eleven Mile District: Automobile Sales/Displays](#)
3. **Discussion:** Guide to Development [Draft](#)

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**

March 23, 2018

TO: City of Berkley Planning Commission

FROM: Timothy McLean, Community Development Director

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

## **1. Public Participation Plan—Schedule Public Input Session**

Based on discussions held at the February meeting, the next step is to schedule a public input session for the development of a Public Participation Plan. It is my recommendation that this be scheduled as a Work Session on Tuesday, April 24, 2018 from 6PM to 7PM. The Work Session would take place just prior to the regularly scheduled meeting.

## **2. First Reading Ordinance Amendment—Eleven Mile District: Automobile Showrooms**

The Planning Commission has discussed amending sections of Chapter 138, Article V, Division 14: Eleven Mile District of the Berkley City Code regarding automobile sales and outdoor displays. Currently in the Eleven Mile District, automobile sales has 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.

The consensus of the Planning Commission was to amend the ordinance to allow outdoor displays of new or used vehicles without the 6-foot obscuring masonry walls. It was also discussed that with relaxing this restriction that Automobile Sales be moved from the list of Principal Permitted Uses in that district to a Special Land Use.

Additionally, in the draft amendments, there are listed conditions under which new or used vehicles for sale may be displayed. Vehicles must be in good repair and free of major body damage. There is also a requirement that outdoor displays that abut a residential district or use will be required to construct an obscuring masonry wall. In a majority of the properties in the Eleven Mile District, this wall would be required at the rear property line. In the Eleven Mile District, there is one parcel that has a single-family residence, located on the corner of Eleven Mile and Tyler. These amendments apply to the sale of new and used automobiles. Automobiles in need of repair would still be subject to the obscuring masonry wall requirements.

The draft amendments have been reviewed by City Attorney Staran. Please see the attached draft amendments for the full text of what is being proposed.

## **3. Discussion: Guide to Development in the City of Berkley**

Some of the consistent feedback I have received from members of the Planning Commission is that they would like to see some type of flowchart for site plan review for potential applicants. Additionally, a Site Plan Review checklist has been asked for. There is currently a checklist for Site Plan Review. This checklist comes from information that is required by ordinance to be included for all site plans for new construction or additions ([Sec.138-680-Required Information](#)).

As a side project, I have been drafting a Guide to Development. The guide addresses the processes for site plan review, special land uses, rezoning requests, and planned unit developments. The draft guide also includes flowcharts for each process. It also includes a checklist for Site Plan Review. The checklist in the guide is slightly updated from what is required by ordinance. Should the Planning Commission be agreeable to updated checklist, it would necessitate an ordinance amendment to Sec.138-680-Required Information.

In an effort to streamline the site plan review process, I also would like to make it a requirement that applicants have a pre-application meeting with the Community Development Director and other City staff (as needed). While this would not be a requirement, the draft guide strongly recommends that an applicant first schedule a concept meeting.

At this time, I am seeking some guidance from the Planning Commission regarding the proposed updated checklist and general feedback on the draft Guide to Development.

**THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:30 PM, FEBRUARY 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      Tim Murad  
                 Michele Buckler      Ann Shadle      Kristen Kapelanski  
                 David Barnett      Joe Tangari

**ABSENT:**      Martin Smith

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

\* \* \* \* \*

**APPROVAL OF AGENDA**

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

**AYES:**              Richardson, Murad, Kempner, Shadle, Kapelanski, Kempner, Tangari, and Buckler  
**NAYS:**              None

**Motion Carried.**

\* \* \* \* \*

**APPROVAL OF MINUTES**

It was moved by Commissioner Barnett to approve minutes from January 23, 2018 and supported by Commissioner Kapelanski.

**AYES:** Richardson, Murad, Kempner, Shadle, Kapelanski, Kempner, Tangari, and Buckler  
**NAYS:** None

**Motion Carried.**

\* \* \* \* \*

**COMMUNICATIONS**

N/A

\* \* \* \* \*

**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.

\* \* \* \* \*

#### **4. DISCUSSION: Automobile showrooms in Woodward and Eleven Mile Districts**

Chairperson Buckler began the discussion about current requirements for showrooms in the Woodward and Eleven Mile Districts.

Commissioner Barnett was able to provide some historical context for the requirements in both districts.

Each Commissioner had the opportunity to weigh in on both districts. The consensus of the Planning Commission was a continuation of the status quo regarding automobile showrooms in the Woodward District. The Planning Commission is receptive to some changes regarding outdoor displays and sales in the Eleven Mile District. The consensus was to have the Community Development Director to draft an amendment to permit outdoor displays and sales as a Special Land Use.

#### **5. DISCUSSION: Public Participation Plan**

Chairperson Buckler began the discussion stating that of the five examples of public participation plans (East Lansing, Escanaba, Ferndale, Manistee, Muskegon), Berkley was most similar to the City of Ferndale. She stated that she felt the plans were ambitious and potentially unable to be fully implemented.

Commissioner Kapelanski stated that some of the plans discussed determining high and low controversy site plans. She felt it was impossible to determine which site plans are high controversy and which are low. She recommended that requiring a developer to place signs on a property that a public hearing is scheduled, along with date, time, and location was a good way to keep the neighbors in the community apprised about opportunities for engagement.

Commissioner Tangari suggested “daylighting” the development process and opportunities for community engagement. He felt it was impossible to determine controversy level on site plans. He also recommended that once a public participation plan is in place, that it be reviewed every three years.

Chairperson Buckler suggested that a subcommittee be formed to draft a public participation plan.

Commissioner Kempner stated that education needs to be a huge part of a public participation plan.

Commissioner Murad recommended that two members from the former Citizen Advisory Committee be brought in to assist the subcommittee with its work.

Commissioner Tangari suggested developing a very short survey to identify what the goals of a

public participation plan should be.

Chairperson Buckler suggested that the subcommittee draft a framework and goals for public input.

Commissioner Richardson advised using a variety of communication tools. He feels the plan needs to be aspirational and have clearly defined goals. Communicating to the community needs improvement. He also stated that the Planning Commission should be more responsive to community input.

Chairperson Buckler stated her opinion that the Planning Commission adequately considers public input.

Commissioner Shadle stated her opinion that community involvement needs to take place from the beginning of developing the public participation plan.

Commissioner Barnett voiced support for the subcommittee idea.

Resident Patty Curtis thanked members of the Planning Commission for taking public participation seriously. Ms. Curtis doesn't feel a public participation plan can happen without public input. She indicated she would like to be involved in the development.

Resident Kurt Hite advised using similar guidelines from the Citizen Action Committee. He used the example of the DDA work session.

\* \* \* \* \*

**LIAISON REPORTS**

Commissioners were unable to attend sessions, and thus no liaison reports were given.

\* \* \* \* \*

**STAFF/COMMISSIONER COMMENTS**

Commissioner Tangari informed the Planning Commission that he will be absent in April.

Commissioner Barnett spoke on attending the RRC Best Practices 1-3 training and that he looks forward to attending Best Practices 4-6.

\* \* \* \* \*

**With no further business, the meeting was adjourned at 9:32PM.**