

## PUBLIC NOTICE

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

Tuesday, February 26, 2019  
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 22, 2019*  
COMMUNICATIONS  
CITIZEN COMMENTS  
ORDER OF BUSINESS

1. **SITE PLAN REVIEW**: SP-01-19—FSZ HOLDINGS LLC, 2838/2850 COOLIDGE HWY.

**Attachments:** [Planning Commission Report-August 2018](#)  
[Planning Commission Minutes-August 2018](#)  
[11x17 Site Plan](#)  
[Site Plan Review Application](#)

2. **SITE PLAN REVIEW**: SP-02-19—STUMAR LLC, 3171 TWELVE MILE RD.

**Attachment:** [Site Plan Review Application](#)

3. **MASTER PLAN SCOPE OF WORK**: DISCUSSION

**Attachments:** [2007 Master Plan](#)  
[RRC Master Plan Guide](#)

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, JANUARY 22, 2019 AT CITY HALL BY CHAIR KAPELANSKI.**

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*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                      Martin Smith                      Ann Shadle  
                 Michele Buckler                      Greg Patterson                      Matt Trotto  
                 Kristen Kapelanski                      Lisa Kempner                      Tim Murad

**ABSENT:**

**ALSO PRESENT:** Tim McLean, Community Development Director  
                         Ross Gavin, City Council Liaison  
                         Vivian Carmody, DDA Director

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**APPROVAL OF AGENDA**

It was moved by Commissioner Murad to approve the Agenda with one addition under *Communications* and supported by Commissioner Patterson.

AYES: Buckler, Kempner, Murad, Patterson, Richardson, Shadle, Smith, Trotto, Kapelanski

NAYS: None

ABSENT:

\* \* \* \* \*

**APPROVAL OF MINUTES**

It was moved by Commissioner Patterson to approve minutes from December 11, 2018 and supported by Commissioner Shadle.

AYES: Kempner, Murad, Patterson, Richardson, Shadle, Smith, Trotto, Buckler, Kapelanski

NAYS: None

ABSENT:

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**COMMUNICATIONS**

Received written communication from resident

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**CITIZEN COMMENTS**

Analise Pietras, Franklin: Requested discussion on ordinance amendments before opening the Public Hearing.

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**4. SITE PLAN REVIEW: SP-04-18—JENNA IN WHITE, 2685 COOLIDGE HWY.**

Community Development Director McLean provided a summary of the request for site plan review. The applicant is proposing to construct an addition to the existing building. A second floor would be constructed along with a small expansion of the first floor.

Property Owner Mo El Zaafari stated that business has been going very well and that he would like to add a bridal salon for the proposed second floor.

Architect for the Applicant Jon Sarkisian stated that the proposed addition would add space to the back of the first floor and that a second floor would be built.

Commissioner Shadle asked to see material samples and how they would be applied.

Mr. Sarkisian showed samples of the material and explained where they would be placed.

Commissioner Trotto asked about a site photometric plan.

Mr. Sarkisian responded that no new outdoor lighting was being proposed for this property.

Chair Kapelanski discussed the parking lot layout. She expressed concerns about placing five spaces on the lot. She pointed out to the applicant that installing bicycle parking on the site would reduce the number of required car spaces by two.

Mr. Sarkisian stated that the applicant tends to favor the proposed parking layout on the site plan.

Commissioner Buckler commented that bicycle parking would be difficult for a bridal shop.

Commissioner Kempner expressed concern about the dimension of the parallel parking spaces.

Vice Chair Smith stated that the width for parallel parking is not defined. He also expressed concerns about the gas meter on the building. Mr. Smith also stated he would like to see the barrier free parking located as close to the building as possible.

Mr. Smith asked about building overhang on the southeast corner and the potential for snow runoff onto the neighboring property.

Mr. Sarkisian stated this will be addressed and will not create problems for neighboring properties.

Commissioner Murad stated that if parking was moved to the south side, parking in rear could be angled.

It was moved by Vice Chair Smith to approve SP-04-18 with the conditions that accessible barrier free parking is verified and that the parking layout be adjusted and supported by Commissioner Murad

AYES: Murad, Patterson, Richardson, Shadle, Smith, Trotto, Buckler, Kempner, Kapelanski

NAYS: None

ABSENT:

**MOTION CARRIED**

## **5. ORDINANCE AMENDMENT: PROPOSED DESIGN OVERLAY DISTRICT**

Mr. McLean provided a short summary on changes that were made to the proposed ordinance.

Director Carmody stated that she consulted staff from MEDC regarding best practices. She stated that Design Guidelines are recommended by the RRC program.

## **CHAIR KAPELANSKI OPENED THE PUBLIC HEARING AT 8:00PM**

Charles Tyrell, Columbia: Stated that he believes that the Design Guidelines are misleading and are regulatory rather than advisory. Mr. Tyrell stated he views expanding the scope of administrative approval to be problematic. He stated he was not in favor of doing something just because other communities are doing it. He stated he believes this will create additional steps in the development review process.

Analise Pietras, Franklin: Expressed concerns about the Design Guidelines. She believes the lack of specificity will create problems. Ms. Pietras stated that amending the ordinance and making it more specific would be more favorable. She also voiced concern for expanding the scope of administrative approval. Ms. Pietras stated she was concerns that the Design Review Board language does not address compliance with the Open Meetings Act.

Kurt Hite, Robina: Expressed agreement with comments made by the first two speakers. Mr. Hite stated he was concerned about creating additional steps for applicants. He stated he was not in favor of creating the Overlay District or Design Review Board and that ordinance re-write would be more favorable.

## **CHAIR KAPELANSKI CLOSED THE PUBLIC HEARING AT 8:10PM**

### **DISCUSSION**

Commissioner Richardson asked if there were any concerns from the City Attorney on proposed changes.

Director Carmody responded that only very minor language changes were recommended by the City Attorney.

Chair Kapelanski asked Director Carmody to address citizen comments/concerns about the proposed Design Overlay District.

Ms. Carmody responded that the intent of the overlay district is to raise the level of design standards for development. The Design Guidelines are intended to provide those higher standards. Creating a Design Review Board along with the Overlay District seems to be the best way forward. Ms. Carmody stated that a comprehensive rewrite of the zoning ordinance could be years away. Ms. Carmody stated that parking is regulated by the zoning ordinance and not the Design Guidelines.

Commissioner Kempner commented that the Design Guidelines have appendix recommending new parking ratios.

Ms. Carmody responded that language could be revised to specify that Design Guidelines do not change parking requirements.

Ms. Kempner stated that some of the guidelines are vague, providing the example of "signs must be the appropriate size."

Ms. Carmody responded that the guidelines offer flexibility.

Commissioner Murad responded that the existing sign ordinance still applies.

Vice Chair Smith expressed concerns about subjectivity.

Commissioner Buckler stated that she doesn't believe the Design Guidelines conflict relative to parking. She stated she was conflicted about the Design Review Board as a quasi-regulatory body. She stated she would like to see a cohesive vision.

Commissioner Murad stated he sees the Overlay District as a short term fix and that this should all rolled into an ordinance.

Commissioner Richardson expressed concerns that language regarding appeals and that the Planning Commission is not an appellate body. Mr. Richardson suggested substituting "review" for "appeal." Mr. Richardson stated he had reservations about the square footage threshold for administrative review.

Ms. Carmody stated that other communities had a higher threshold.

Commissioner Patterson asked if there could be a Citizen at Large on the Design Review Board.

Ms. Carmody stated that this would be welcome.

Commissioner Kempner asked about other RRC communities near Berkley.

Mr. McLean responded that Ferndale and Lathrup Village are RRC certified.

Ms. Kempner stated that administrative approvals should be kept minimal.

Chair Kapelanski asked the Commission if administrative approvals are the biggest obstacle to approving the ordinance changes. And if so, what should the threshold be? She suggested the Royal Oak standard, which is 3,000 gross square feet.

Mr. Murad stated he would favor a threshold of 500 square feet or 10%, whichever is less.

Ms. Buckler stated that 3,000 was too large a threshold.

Chair Kapelanski stated she tended to favor 1,500 square feet and that 3,000 was too high.

Commissioner Shadle stated she tends to favor a percentage. She asked about RRC recommendations on a square footage option.

Ms. Carmody responded that RRC wants to see more administrative approval. RRC wants small changes to made easy and make smaller projects easier.

Mr. Murad stated he would like to see any façade changes more than 50% come before Planning Commission.

Commissioner Trotto stated he was not a fan or multiple standards.

It was moved by Commissioner Patterson to recommend that City Council adopt the proposed Design Overlay District with the following conditions: 1. "appeal be changed to "review," 2. adding language to allow for a Citizen at Large, 3. Amend Sec.138-552 removing "alterations" or Sec.138-552 expansions only, 4. Amending the threshold to 500 square feet or 10%, whichever is less, and supported by Commissioner Richardson

AYES: Richardson, Shadle, Smith, Trotto, Buckler, Murad, Patterson, Kapelanski

NAYS: Kempner  
ABSENT:  
**MOTION CARRIED**

**6. ORDINANCE AMENDMENT: SEC.138-678-ADMINISTRATIVE REVIEW**

Commissioner Buckler stated that administrative review creates a predictable pattern. Ms. Buckler stated that RRC guidelines are fluid.

Commissioner Shadle asked if there was any thought to language about increasing vs decreasing window size relative to administrative review.

Chair Kapelanski stated that the language was written that way to encourage increased transparency in windows.

Commissioner Patterson asked if an applicant could just do small incremental changes to avoid the Planning Commission all together.

Commissioner Buckler responded that the Community Development Director can evaluate and bring it to the Planning Commission.

**CHAIR KAPELANSKI OPENED THE PUBLIC HEARING AT 9:25PM**

Kurt Hite, Robina: Asked if the 50% threshold applied to multiple sides.

Commissioner Murad responded that any one side, 50% or more was how this is intended.

Analise Pietras, Franklin: Stated that Planned Unit Developments should be excluded from any administrative approvals.

Chair Kapelanski responded that any Planned Unit Development cannot have any administrative approvals and is regulated by ordinance language pertaining to Planned Unit Developments.

**CHAIR KAPELANSKI CLOSED THE PUBLIC HEARING AT 9:29PM**

It was moved by Commissioner Murad to recommend that City Council adopt the proposed amendments to Sec.138-678 and Sec.138-681, and supported by Commissioner Buckler

AYES: Shadle, Smith, Trotto, Buckler, Kempner, Murad, Patterson, Richardson, Kapelanski  
NAYS:  
ABSENT:  
**MOTION CARRIED**

**7. MASTER PLAN SCOPE OF WORK: DISCUSSION**

Commissioner Richardson stated that the Master Plan should cover trends in transportation. Additionally, economic trends, home occupations, Air BnB facilities, and possibly marijuana dispensaries should be discussed in the plan.

Commissioner Kempner stated she would like to see a “user friendly” Master Plan. She suggested that focus groups or surveys getting feedback from the “empty nest” residents should be part of the plan.

Commissioner Murad stated he would to see a redevelopment plan for Woodward.

**Citizen Comments**

Kurt Hite, Robina: Stated he would like to see recommendations on protecting residences that abut commercial districts.

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**LIAISON REPORTS**

Commissioner Patterson stated that the Parks & Recreation Department was recently awarded a grant for Oxford Merchant Park.

Commissioner Murad stated that the Chamber of Commerce was working on its 2019 Plan.

Commissioner Trotto stated he did not attend the last DDA meeting due to work schedule.

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**STAFF/COMMISSIONER COMMENTS**

Mr. McLean informed the Planning Commission that there would be a joint training session scheduled for March 7.

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**With no further business, the meeting was adjourned at 9:56PM.**

# **MEMORANDUM**

**FEBRUARY 18, 2019**

**TO: CITY OF BERKLEY PLANNING COMMISSION**  
**FROM: TIMOTHY MCLEAN, COMMUNITY DEVELOPMENT DIRECTOR**  
**RE: REPORT FOR THE PLANNING COMMISSION MEETING, FEBRUARY 26, 2019**

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- 1. SITE PLAN REVIEW:** SP-01-19 FSZ Holdings LLC, 2838/2850 Coolidge Hwy., Parcel ID # 25-17-153-005 is requesting site plan approval for a façade change.

**EXISTING ZONING / LAND USE:** Downtown District / Shared Office Space

**SURROUNDING ZONING / LAND USE:**

**NORTH:** Downtown District/Vacant  
**SOUTH:** Downtown District/Medical  
**EAST:** R-1D District/Single Family Residence  
**WEST:** Coolidge District/Restaurant

**SECTION 138-678 OF THE BERKLEY CITY CODE SAYS THAT THE SITE PLAN SHALL BE REVIEWED AND APPROVED BY THE PLANNING COMMISSION UPON FINDING THAT:**

- The site meets the requirements of this Code.
- The proposed development does not create adverse effects on public utilities, roads, or sidewalks.
- Pedestrian and vehicular areas are designed for safety, convenience, and compliment adjacent site design.
- Site design, architecture, signs, orientation, and materials are consistent with the city's master plan objectives and the design of the neighboring sites and buildings.
- Landscaping, lighting, dumpster enclosures, and other site amenities are provided where appropriate and in a complementary fashion.
- Site engineering has been provided to ensure that existing utilities will not be adversely affected.

**DISCUSSION:**

In May 2018, following a recommendation from the Planning Commission, City Council approved a Special Land Use for shared offices at this property. In August 2018, the Planning Commission approved a site plan for a façade change at this location. The property owner has decided to make revisions to the plan that had been previously approved. Consequently, the scope of the proposed changes is significant enough that they cannot be approved administratively and must go before the Planning Commission for Site Plan Review.

**SIGNAGE:**

Applicant is proposing a wall sign with 1/8" steel letters. The dimensions of the proposed sign total 8 square feet. In the Downtown District, wall signs are permitted with a maximum size of 10% of the

adjoining wall up to 100 square feet. The sign is well within the permitted size. The sign will be illuminated by hidden linear LED lighting. There are no proposed changes to the sign from the previous site plan. The rear façade will have a directional sign directing overflow parking to the municipal lot. Dimensions for the directional sign have not been indicated on the site plan. Directional signage not exceeding 3 square feet does not require a permit. There will also be a new ADA parking sign mounted to the wall of the rear façade. There are no changes to the proposed signage from the previous site plan.

### **ELEVATIONS:**

The building at 2838/2850 Coolidge is currently composed of block/brick. There are extensive proposed changes to the building façade. On the front façade facing Coolidge, the northwest corner will have 1/8" steel fastened to cedar siding (powdercoated orange). Below that steel, on the west corner of the building will be 1/8" perforated steel (powdercoated black) fastened to brick. On the previous site plan, the applicant had proposed horizontal cedar screening (charred charcoal color) to cover most of the façade facing Coolidge Hwy. The horizontal cedar screening is no longer being proposed. Instead, the applicant is proposing to paint the exposed brick white. Aluminum storefront frames will be painted dark bronze.

From the August site plan, the proposed aluminum storefront with double doors has not changed. To the east of the proposed double doors, the material of the proposed infill wall is changing. Instead of the corrugated metal siding, the applicant is proposing horizontal cedar siding over that opening.

The proposed steel awning from the previous site plan has been removed. The new site plan is showing a fabric awning to project 24" from the stone façade. The Planning Commission did add a condition that the vertical section of steel awning be removed. That section of awning has been removed from the current site plan.

The proposed paint for the garage has not changed. The applicant is still proposing the Gauntlet Grey color for the garage. The only change to the garage in the east alley will be the removal of 6' wooden fence.

### **ATTACHMENTS:**

[Planning Commission Report-August 2018](#)

[Planning Commission Minutes-August 2018](#)

[11x17 Site Plan](#)

[Site Plan Review Application](#)

- SITE PLAN REVIEW:** SP-02-19 Stumar LLC, 3171 Twelve Mile Rd., Parcel ID # 25-18-203-003 is requesting site plan approval for a façade change.

**EXISTING ZONING / LAND USE:** Downtown District / Vacant

### **SURROUNDING ZONING / LAND USE:**

**NORTH:** Downtown District/Salon

**SOUTH:** R-1D District/Single Family Residence

**EAST:** Downtown District/Credit Union

**WEST:** Downtown District/Chiropractic Center

**SECTION 138-678 OF THE BERKLEY CITY CODE SAYS THAT THE SITE PLAN SHALL BE REVIEWED AND APPROVED BY THE PLANNING COMMISSION UPON FINDING THAT:**

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- The proposed development does not create adverse effects on public utilities, roads, or sidewalks.
- Pedestrian and vehicular areas are designed for safety, convenience, and compliment adjacent site design.
- Site design, architecture, signs, orientation, and materials are consistent with the city's master plan objectives and the design of the neighboring sites and buildings.
- Landscaping, lighting, dumpster enclosures, and other site amenities are provided where appropriate and in a complementary fashion.
- Site engineering has been provided to ensure that existing utilities will not be adversely affected.

**DISCUSSION:**

The property owner is seeking site plan approval for a façade change. The building at 3171 Twelve Mile Rd. is currently zoned as Downtown District. The existing building is 2,182 square feet. The property owner does not currently have a tenant for the building. ***Please see the 24x36 site plan included in your packet.***

**SIGNAGE:**

At this time, there is no signage being proposed for the building. The property owner does not currently have a tenant at this location.

**ELEVATION:**

**North:** The existing brick will be painted medium grey. Portions of the façade facing Twelve Mile Rd. will be covered with new corrugated metal siding in charcoal grey. The applicant is proposing a new 36” wide black anodized aluminum door and frame with insulated tempered glass. The size of the window on front façade will be increasing. The same style of glass and framing will be used as the new window space. Building design requirements in the Downtown District require that the first floor elevation of a building that fronts a street shall be composed of a minimum of 40 percent and a maximum of 80 percent windows. What is shown on the front elevation of the site plan is roughly 32% windows. If the applicant expanded the width of the window to the west where the corrugated metal is showing and the height to the north up to the corrugated metal, the window coverage would be increased to 42, just over the minimum requirement.

**South:** The existing brick on the south elevation will be painted medium grey. There will be a new gutter to match the new metal roof and siding. A charcoal grey corrugated metal awning will be installed above the door. A new 3x7 black anodized aluminum door and frame will replace the existing door. New 1” insulated clear tempered glass windows in black anodized aluminum frames will replace the existing windows.

**LIGHTING:**

No outdoor lighting is being proposed at this time.

**ATTACHMENTS:**

[Site Plan Review Application](#)

### **3. MASTER PLAN: Scope of Work Discussion**

A scope of work for the update to the Master Plan is being developed. At the January meeting, there was some discussion about items that Planning Commissioners would like to see in the next Master Plan.

This item is intended as an expanded discussion from the previous meeting. I've put together a list of items for the Master Plan update. This is not an exhaustive list. It also includes my own "wish list" for the Master Plan.

#### **MASTER PLAN SCOPE OF WORK: DRAFT**

##### **STATUTORY REQUIREMENTS:**

- A land use plan and program.
- General location, character and extent of transportation systems and infrastructure, public utility systems and other similar facilities.
- Recommendations for blighted areas and changes to streets, open space, buildings, utilities,
- etc.
- Recommendations for implementing any of the plan's proposals.

##### **ITEMS THAT NEED TO BE UPDATED:**

- Demographics
- Existing Conditions
- Market Analysis of Land Use Needs

##### **RRC GUIDE ITEMS:**

- The governing body has adopted (or re-adopted) a master plan in the past five years.
- It reflects the community's desired direction for the future.
- It identifies strategies for priority redevelopment areas.
- It addresses land use and infrastructure, including Complete Streets elements
- It incorporates recommendations for implementation, including goals, actions, timelines and responsible parties.
- It includes a zoning plan.
- Progress on the master plan is reported annually to the governing body.

##### **THINGS TO BE CONSIDERED:**

- Communication between the MP consultant and Lakota Group on DT Plan. We must avoid duplication of efforts.
- The Downtown Plan and Master Plan should be harmonious.

##### **MY "WISH LIST" FOR THE NEXT MASTER PLAN:**

- Very robust community/stakeholder engagement from the consultant. Any recommendations from the consultant need to be reflective of information gained from this robust engagement process.
- Create a Complete Streets plan with recommendations for implementation.
- A Master Plan that meets the Best Practices of the RRC program.
- Visioning for the future of Woodward Ave.
- Recommendations on Green Infrastructure.
- The City of Oak Park has rezoned several parcels on the south side of Eleven Mile between Greenfield and Kipling to mixed-use districts. Recommendations from the consultant on incorporating similar districts on Eleven Mile between Mortensen and Greenfield would be helpful.
- Recommendations on best ways to encourage more multi-family residential development without significantly altering the character of existing residential districts.
- Recommendations on overhauling zoning ordinance to match recommendations regarding future land use.
- Any recommendations in the plan need to be categorized with annual priorities, along with responsible parties and potential funding sources.

**ATTACHMENTS:**

[2007 Master Plan](#)

[RRC Master Plan Guide](#)

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24x36 hard copies of the site plan for 3171 Twelve Mile Rd is available to be viewed at the Berkley Building Department