

**A REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:30 P.M. JANUARY 27, 2015 AT CITY HALL BY CHAIRPERSON BARNETT.**

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**PRESENT:** Martin Smith                      Mark Richardson                      Tim Murad  
David Barnett                      Michele Buckler                      Ann Shadle  
Eric Murrell                      Dottie Popp                      Joe Tangari

**ABSENT:**      None

**ALSO PRESENT:**      Tara Hayes, 1021 Oxford  
Rob Robinette, 1021 Oxford  
Dean Smith, 1161 Larkmoor  
Kip Serota, 3044 Twelve Mile Road  
Tina Edgar, Council Liaison  
Amy Vansen, City Planner

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**APPROVAL OF AGENDA**

**It was moved by Commissioner Murad to approve the agenda.  
Supported by Commissioner Murrell.  
AYES: Murrell, Richardson, Popp, Shadle, Buckler, Smith, Murad, Tangari, Barnett  
NAYS: None  
Motion Carried.**

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**APPROVAL OF MINUTES**

**It was moved by Commissioner Smith to approve the minutes of November 25, 2014.  
Supported by Commissioner Murad.  
AYES: Murrell, Richardson, Popp, Shadle, Buckler, Smith, Murad, Tangari, Barnett  
NAYS: None  
Motion Carried.**

**It was moved by Commissioner Richardson to approve the minutes of December 9, 2014.  
Supported by Commissioner Popp.  
AYES: Murrell, Richardson, Popp, Shadle, Buckler, Smith, Murad, Tangari, Barnett  
NAYS: None  
Motion Carried.**

**COMMUNICATIONS**

Ms. Vansen called attention to the Downtown Development Authority minutes, Michigan Association of Planning (MAP) training, new ordinance books, and handouts from the MAP Transportation conference Ms. Vansen attended last month.

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**CITIZEN COMMENTS**

None.

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1. **SITE PLAN REVIEW: SP-08-14** Geoff Hutchison for Bapji, LLC, 3387-3391 Twelve Mile, southeast corner of Twelve Mile and Buckingham is requesting site plan approval for a façade change and site work.

Ms. Vansen advised that she had contacted the applicant. He was currently working on some final design decisions related to the interior layout and was not prepared for site plan approval. He was asking for a postponement until February.

**It was moved by Commissioner Murrell to postpone SP-08-14 to February 24, 2015.**

**Supported by Commissioner Shadle.**

**AYES: Murrell, Richardson, Popp, Shadle, Buckler, Smith, Murad, Tangari, Barnett**

**NAYS: None**

**Motion Carried.**

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2. **SITE PLAN REVIEW: SP-01-15** Berkley Holding, LLC, 3044 Twelve Mile, north side of Twelve Mile between Robina and Griffith, is requesting site plan approval for a façade change.

Mr. Kip Serota of Berkley Holding was present. He advised that the current façade of dryvit was being removed and replaced. New windows and a new door were being added. The panels under the windows would be reused since they were in very good condition. The color scheme would be gray panels and beige dryvit.

The Commission questioned whether the window could be made wider. The applicant advised that the tenant was interested in additional wall area for merchandise display. The Commission agreed that the proposed façade was an improvement.

**It was moved by Commissioner Smith to approve SP-01-15.**

**Supported by Commissioner Murad.**

**AYES: Murrell, Richardson, Popp, Shadle, Buckler, Smith, Murad, Tangari, Barnett**

**NAYS: None**

**Motion Carried.**

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3. **DISCUSSION:** Discussion regarding valet parking ordinance.

The City Council has requested the Planning Commission’s review of the proposed ordinance. The Commissioners made the following suggestions:

- Suggest a biennial or annual renewal for valet businesses.
- Fee for the license should be set as a separate motion amending the City's fee schedule.
- Set a time limit for appeals (section 704).
- Clarify definition of permittee versus valet parking operator.
- Unsure if a valet can use the public right of way for vehicle pick up/drop off or not?
- Clearly require that the valet business shall designate a representative and contact information.
- Typo on Section 30-703, d Valet parking attendants. Double negative.
- Should the 10 calendar days referred to in 702 (3) match the wording in 702 (8)?

- Likewise, the insurance requirements referred to in 703 (n)(i) and (iii), should they be the same?

Tara Hayes, 1021 Oxford suggested the following item be added:

Under Section 703, Designating Parking "Valet Only". The Permittee shall be allowed to designate as "valet only" only those parking lot(s) and/or spaces which exceed the number of off-street parking spaces Section 138-219 requires the Permittee to have for its patrons.

Ms. Vansen advised that she would pass along all of the comments to the City Attorney and City Manager.

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4. **DISCUSSION:** Discussion regarding form based code.

Ms. Vansen advised the Commission that she had me with Kathleen Duffy of LSL Planning and the consultant should be ready to present preliminary information to the Commission in March. A March 10, 2015 work session was scheduled.

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**CITIZEN COMMENTS**

None.

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**LIAISON REPORTS**

Commissioner Popp presented her report from the Downtown Development Authority's last meeting.

Commissioner Murad reported that the Chamber is hosting a mixer for new members at Amici's.

Commissioner Richardson reported that the Environmental Advisory Committee's January meeting was cancelled.

Chairperson Barnett reported that the City Council reviewed the valet parking ordinance at its last meeting.

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**STAFF/COMMISSIONER COMMENTS**

Ms. Vansen advised that the City's licensing clerk recently left for a full-time job so the department was currently short staffed.

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There being no further business, Chairperson Barnett adjourned the meeting at 8:13 PM.