

THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:30 PM, SEPTEMBER 25, 2018 AT CITY HALL BY VICE CHAIR SMITH.

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/cityofberkley>.

PRESENT: Mark Richardson Martin Smith Ann Shadle
 Michele Buckler Greg Patterson Tim Murad
 Matt Trotto Lisa Kempner

ABSENT: Kristen Kapelanski, Chair

ALSO PRESENT: Ross Gavin, City Council Liaison
 Tim McLean, Community Development Director
 Vivian Carmody, DDA Director
 Roland Alix, HRC Engineering Consultant
 Scott Maynard, Neumann Smith Architecture
 Alexis Polsinelli, Neumann Smith Architecture
 Erin Bowdell, Michigan State University Federal Credit Union
 Analise Pietras, City Resident

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APPROVAL OF AGENDA

It was moved by Commissioner Richardson to approve the agenda as written and supported by Commissioner Patterson.

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

NAYS: None

ABSENT: Kapelanski

Motion Carried.

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APPROVAL OF MINUTES

It was moved by Commissioner Buckler to approve minutes from August 28, 2018 and supported by Commissioner Kempner.

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

NAYS: None

ABSENT: Kapelanski

Motion Carried.

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COMMUNICATIONS

None

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CITIZEN COMMENTS

None

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1. SITE PLAN REVIEW: PSP-02-18 1833 COOLIDGE

Community Development Director McLean introduced this item. Applicant is seeking site plan approval for the construction of a new credit union at 1833 Coolidge.

Scott Maynard of Neumann Smith Architecture spoke on behalf of the applicant. Mr. Maynard described the proposed development. He indicated that the existing building is inadequate for needs of the applicant. Applicant is proposing to demolish the existing building and construct a new development.

Commissioner Trotto asked how the applicant calculated the usable square footage of the proposed new building relative to the amount of required parking spaces.

Mr. Maynard stated that utility and mechanical rooms are excluded from the calculation of usable floor area.

Commissioner Buckler commented that a side entrance on the building would be easier for customer utilizing barrier free parking spaces.

Community Development Director McLean clarified the process by which required parking spaces were calculated. 1 space per 200 square feet of usable floor area ($2750/200 = 14$ spaces), plus 3 spaces per teller station ($8 \times 3 = 24$) for a total of 38 parking spaces. Applicant gets credit for two spaces for the installation of a bike rack bringing the total down to 36 spaces. Applicant is proposing 36 parking spaces. By ordinance, there must be 2 barrier free spaces. Applicant meets this standard.

Commissioner Trotto asked for clarification on the proposed ITM stations. He also stated that the proposed canopy lighting near the ITM stations is not very bright. He also asked about shielding for the lights.

Mr. Maynard responded that the proposed lighting on the building would have shielding. He explained that the ITM stations are very similar to a traditional ATM. However, the machine can connect the user to a live customer service representative at a remote location for service beyond the capabilities of a regular ATM.

Commissioner Shadle noted that in the site photometric plan, the footcandle threshold established by ordinance is exceeded along the west and north property lines in several places.

Vice Chair Smith stated that lighting needs to be corrected in areas where the threshold is exceeded.

Commissioner Buckler expressed concerns about the lighting along the north property lines. She also stated that she felt the site plan submitted was an incomplete package due to the items noted in the engineering report.

Mr. Alix referenced the engineering review report. He stated that calculations were needed for the 100 year storm detention volumes.

Commissioner Richardson asked Mr. Alix about the adequacy of the existing system on the property.

Mr. Alix responded that he would need to see how the standards were calculated for the existing building.

Vice Chair Smith asked Mr. Alix if, aside from calculations for the 100 year storm, if there were any issues related to engineering that could not be solved.

Mr. Alix responded that most of the items in the report can be corrected through the final design process.

Vice Chair Smith asked if it was known when the existing building was constructed.

Commissioner Buckler responded that she believed it was 2006.

Commissioner Patterson asked if there would be drive-up ATM's or just ITM's.

Mr. Maynard responded that the stations function as ATM's at all times, however, during day hours, the capability for ITM would be utilized.

Commissioner Murad asked about shielding and the cut sheet for the exterior wall sconces for the building.

Mr. Maynard stated that the wall sconces served more of a decorative function than functional lighting.

Commissioner Buckler asked about the added services of an ITM.

Mr. Maynard responded that the details for additional ITM services were still being decided.

Erin Bowdell stated that the ITM's were an exploratory concept.

Commissioner Shadle asked if the ITM functions as a regular ATM.

Ms. Bowdell responded that the ITM's do function as an ATM.

Commissioner Shadle commented that if ITM's become the norm, that parking standards for those stations might need to be re-evaluated in the future.

Vice Chair Smith commented that he would like to see the existing stormwater capacity for the site.

Commissioner Richardson asked for a summary of the exterior finish of the building.

Mr. Maynard provided a summary of the materials to be utilized for the exterior finish of the building.

It was moved by Commissioner Richardson to approve PSP-02-18 with the following conditions: Submit a revised engineering plan that addresses the items noted in the report issued by Hubble, Roth, & Clark, Inc. on September 18, 2018, Submit a revised site photometric plan, Include revised heights on light poles (not to exceed 18' in height with a 2' base), and supported by Commissioner Trotto.

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

NAYS: Buckler

ABSENT: Kapelanski

Motion Carried.

2. PUBLIC PARTICIPATION PLAN: 2ND DRAFT

Community Development Director McLean briefly reviewed revisions that were made, based upon feedback from the previous meeting.

Commissioner Richardson stated that the second draft was a more complete product. He recommended that language is added that determines who decides what communication tools to utilize.

Commissioner Buckler suggested revisions to Table 1: Type of Development & Communications Methods.

Commissioner Kempner stated that she agreed with statements made by Commissioners Buckler and Richardson, but that the public needs reassurance about utilizing more advanced forms of communication.

Commissioner Shadle suggested that language is placed in the document under "Goals" relative to movement beyond the status quo.

Commissioner Trotto asked about how the DDA Design Guidelines and proposed Review Board would fit into the development flow charts in the document.

Mr. McLean responded that the flowcharts would be updated if/when the Design Review Board is established.

Vice Chair Smith suggested a revision to the development flowcharts in the case of postponement.

Mr. McLean stated that he would make the requested revisions and get an updated draft to Planning Commission very quickly. If the Commission finds the revisions acceptable, he recommends that an extended public comment period be placed on the agenda for the next meeting to receive citizen feedback on the draft plan.

CITIZEN COMMENTS

Analise Pietras, Franklin: asked if a timeline for documents such as the Master Plan would be included in the Public Participation Plan.

3. PROPOSED ORDINANCE: DESIGN REVIEW BOARD

DDA Director Carmody explained that it will be necessary to have two ordinance adopted to establish the Design Review Board. One ordinance could be approved specifically by City Council, while any ordinance related to Zoning must first be adopted by the Planning Commission.

Commissioner Buckler asked about submitting comments to City Council on the proposed ordinances.

Commissioner Richardson stated that language in section 2b was too vague and that more objective criteria is needed. He also commented that there is no language listed for establishing timelines for review.

Mr. McLean stated that there is existing language in the zoning ordinance for development that requires a full site plan review by the Planning Commission.

Commissioner Kempner addressed the topic of guidelines as opposed to items required by ordinance. She inquired as to how many inconsistencies exist between the zoning ordinance and design guidelines.

Commissioner Richardson asked about Section 5 regarding language about waiving zoning codes.

Mr. McLean clarified that the Zoning Enabling Act is clear on which bodies have the authority to grant variances for zoning codes. He also stated that the language in Section 5 needs clarity and that the Zoning Enabling Act takes precedence over any codes adopted by the City.

CITIZEN COMMENTS

Analise Pietras, Franklin: stated that the design guidelines and review board seem more like a stopgap until ordinances are updated. She suggested including a sunset date for the Design Review Board.

4. ORDINANCE AMENDMENT: EXTERIOR APPLIANCES

Mr. McLean explained revisions that had been made to the draft ordinance from the previous meeting.

Commissioner Kempner stated that she did not believe there should be language in the draft ordinance requiring approval from a neighbor for side yard placement of exterior appliances.

Commissioner Trotto stated that he was comfortable leaving in language requiring neighbor approval.

Commissioner Buckler stated that there should be a standard set that does not require that a neighbor sign an approval. She also stated that a decibel level standard of 70db at 23 feet is too loud. She stated that generators are more of an elective appliance rather than a necessity. She stated she does not favor placement in side yards.

Commissioner Kempner stated that she believes a decibel standard at 23 feet is arbitrary.

Commissioner Richardson stated that he is not in favor of placing exterior appliances in side yard by right. He stated if a resident has a hardship, that it can be heard by the Zoning Board of Appeals.

Vice Chair Smith stated that he is opposed to placing exterior appliances in a side yard, but that an ordinance defining exterior appliances is necessary.

Commissioner Shadle voiced concerns about higher decibel levels.

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LIAISON REPORTS

Commissioner Trotto stated that the topic of possible bike sharing stations between communities was discussed by the DDA.

Commissioner Patterson discussed an informational meeting hosted by the Parks & Rec committee regarding bond proposals for a new community center. He also stated that the Friends of the Parks & Rec Program is looking for projects.

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STAFF/COMMISSIONER COMMENTS

N/A

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With no further business, the meeting was adjourned at 9:38PM.