

THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, JANUARY 28, 2025 AT BERKLEY CITY HALL BY CHAIR LISA KEMPNER.

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: Josh Stapp Mike Woods
 Shiloh Dahlin
 Lisa Kempner
 Eric Arnsman

ABSENT: Lisa Hamameh, Joe Bartus

ALSO PRESENT: Kristen Kapelanski, Community Development Director
 Megan Masson-Minock, Planning Consultant

Motion by Commissioner Stapp to excuse the absences of Commissioner Hamameh and Commissioner Bartus.
Motion supported by Commissioner Woods.

Voice Vote to excuse the absences of Commissioner Hamameh and Commissioner Bartus.

AYES: 5
NAYS: 0
ABSENT: Hamameh, Bartus

MOTION CARRIED

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APPROVAL OF AGENDA

Motion by Commissioner Dahlin to approve the agenda and supported by Commissioner Stapp.

Voice vote to approve the agenda

AYES: 5
NAYS: 0
ABSENT: Hamameh, Bartus

MOTION CARRIED

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APPROVAL OF THE MINUTES

Motion by Commissioner Dahlin to approve the minutes of the December 17, 2024 regular Planning Commission meeting and supported by Commissioner Woods.

Voice vote to approve the meeting minutes of December 17, 2024.

AYES: 5
NAYS: 0
ABSENT: Hamameh, Bartus

MOTION CARRIED

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COMMUNICATIONS

Community Development Director Kapelanski shared the latest issue of the Michigan Association of Planning Magazine.

CITIZEN COMMENTS

NONE

OLD BUSINESS

- 1. **Zoning Ordinance:** Consideration of an ordinance of the City of Berkley to repeal Chapter 94 Signs, repeal and replace Chapter 138, Zoning and repeal and replace the City of Berkley’s Zoning Map in order to move sign regulations to the Zoning Ordinance, match the recommendations of the Master Plan and modernize sign and zoning regulations.

Planning Consultant Masson-Minock presented the final draft of the Zoning Ordinance. She highlighted several items from the previous public hearing that have been incorporated to address Planning Commission’s comments.

The Planning Commission asked for the following additional corrections:

- The side yard setback definition should be adjusted to better match the diagram; and
- Formatting issues should be reviewed and corrected, as needed.

Motion by Commissioner Stapp and supported by Commissioner Dahlin to recommend approval of the draft zoning ordinance and to repeal Chapter 94 Signs, repeal and replace Chapter 138 Zoning and repeal and replace the City of Berkley’s Zoning map in order to move sign regulations to the Zoning Ordinance, match the recommendations of the Master Plan and modernize Sign and Zoning regulations.

Roll call vote on the motion recommending approval of the draft Zoning Ordinance and associated Code amendments.

AYES: 5

NAYS: 0

ABSENT: Hamameh, Bartus

NEW BUSINESS

- 1. **Subdivision Ordinance Discussion**

Planning Consultant Masson-Minock explained that the since this ordinance will be part of the City Code, the Planning Commission does not have jurisdiction but has been brought this item as a courtesy for discussion. She presented the ordinance and explained that Berkley was missing this ordinance in their City Code.

The Planning Commission did not have any comments on the proposed ordinance.

- 2. **PSP-01-25: 27333 – 27387 Woodward Ave.:** The applicant, The Jewish Community Center of Metropolitan Detroit, is requesting site plan approval for site plan revisions to a community center at 27333-27387 Woodward Ave. in the Woodward District, on the west side of Woodward Ave., between Columbia and Cambridge Rds.

Community Development Director Kapelanski presented the project noting that the applicant is requesting changes to a previously approved plan. She went through the changes, the most significant of which is the removal of the carry-out restaurant space, which brings the parking requirements into allowable margins per the ordinance. Previously, a parking waiver was required but this is no longer the case.

The applicant, Brian Siegal, along with his architect, John DeBruyne, thanked the staff for their assistance and went over the proposed changes.

The Planning Commission confirmed a shared parking agreement is no longer needed.

Motion by Commissioner Woods and supported by Commissioner Arnsman to approve the site plan for PSP-01-25: 27333-27387 Woodward Ave. with a finding that the plan meets the standards for site plan approval per Section 138-679 and the proposed landscaping meets the requirements of Section 130-37.

Roll call vote on the motion approving PSP-01-25.

AYES: 5

NAYS: 0

ABSENT: Hamameh, Bartus

3. **PSP-07-24: 2576 Coolidge Berkley BP:** The applicant, Jason Yaldo, is requesting site plan approval for site plan revisions to a gas station/convenience store at 2576 Coolidge in the Coolidge District, on the east side of Coolidge Hwy., south of Catalpa Ave.

Community Development Director Kapelanski presented the project, also changes to a previously approved plan. She went through the changes noted the main difference is the façade. The applicant is requesting a Planning Commission waiver for the reduced transparency on the Coolidge façade and the lack of a front door on the Coolidge façade.

The applicant, Jason Yaldo, explained the delays in the project and the proposed changes.

The Planning Commission discussed the project and asked the applicant (who agreed) to add additional transparency to the Catalpa façade to make up for the reduced transparency and lack of a door along Coolidge.

Motion by Commissioner Stapp and supported by Commissioner Dahlin to approve the site plan for PSP-07-24: 2576 Coolidge Hwy.

- With a finding that the Planning Commission is granting a waiver for the reduced transparency on the Coolidge façade and the lack of a door along Coolidge with the condition that the applicant increase the transparency on the Catalpa façade by either adding a third window and/or increasing the size of the existing windows;
- That the plan meets the standards for site plan approval per Section 138-679; and
- The proposed landscaping meets the requirements of Section 130-37.

Roll call vote on the motion approving PSP-07-24.

AYES: 5

NAYS: 0

ABSENT: Hamameh, Bartus

4. **Planning Commission Bylaws and Rules of Procedure**

Community Development Director Kapelanski stated this is the Planning Commission's annual review of their Bylaws and Rules of Procedure. Staff did not note any needed updates.

The Planning Commission noted their disapproval with having to excuse absent members and Community Development Director Kapelanski said she would pass that along. The Commission did not feel any changes to the Bylaws and Rules of Procedure were necessary.

LIAISON REPORT

Commissioners provided updates on the Chamber of Commerce, Downtown Development Authority and Zoning Board of Appeals.

City Council Member Patterson was absent and Community Development Director Kapelanski provided an update on the City Council activities.

COMMISSIONER COMMENTS

NONE

STAFF COMMENTS

NONE

ADJOURNMENT

Motion to adjourn by Commissioner Dahlin supported by Commissioner Woods.

Voice vote for adjournment

AYES: 5

NAYS: 0

ABSENT: Hamameh, Bartus

With no further business, the meeting was adjourned at 8:04 p.m.