

THE WORK SESSION OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, MARCH 1, 2022 AT BERKLEY CITY HALL BY CHAIR KRISTEN KAPELANSKI.

The minutes from this meeting are in summary form capturing the actions taken on each agenda item.

PRESENT: Kristen Kapelanski Martin Smith
Joe Bartus Daniel Petrosky
Lisa Kempner Greg Patterson
Mark Richardson Shiloh Dahlin

ABSENT: Julie Stearn

ALSO, PRESENT: Megan Masson-Minock, Interim Community Development Director
Ben Carlisle, Carlisle Wortman & Associates
Matteo Passalacqua, DDA Board Member, 3609 Robina, Berkley

COMMUNICATIONS

NONE

CITIZEN COMMENTS

NONE

1. **DISCUSSION:** Matter of discussing creation of DDA Design Overlay District and ordinance language related to the DDA Guidelines.

Planning Consultant Ben Carlisle reviewed the memorandum in the packet on the survey sent to the Planning Commission and DDA Board and an analysis of how the items in the Downtown Design Guidelines were ranked in importance by survey participants, whether or not the item was regulated currently in the Zoning Ordinance and recommendations. He laid out steps that could be implemented in the near term, mid term and long term.

Interim Community Development Director Masson-Minock led the Planning Commission and DDA Board Member Matteo Passalacqua in a group writing exercise to adapt the Troy Site Plan Review Design Standards.

The Planning Commission asked Carlisle Wortman Associates to draft Zoning Ordinance amendments based on the discussion at the work session for the next Planning Commission meeting.

2. **DISCUSSION:** Matter of discussing rules of procedure.

Interim Community Development Director Masson-Minock reviewed the previous changes to the by-laws. She suggested that with the number of site plans submitted already this year, the Planning Commission may wish to amend the by-laws to limit the length of meetings, the number of agenda items, etc. The Planning Commission discussed the by-laws and meeting length. It was the general consensus that limits on meeting were not necessary. Planning Commissioners asked that staff inquire as to whether the excusing of absences was a required City policy. Many felt uncomfortable making that decision. Interim Community Development Director Masson-Minock said she would research that item and report back.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:30 p.m.