

THE REGULAR MEETING OF THE BERKLEY CITY PLANNING COMMISSION WAS CALLED TO ORDER AT 7:00 PM, APRIL 22, 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 Lisa Hamameh
Shiloh Dahlin Joe Bartus
Lisa Kempner Mike Woods
Eric Arnsman

ABSENT:

ALSO PRESENT: Kristen Kapelanski, Community Development Director
Greg Patterson, City Council Liaison

APPROVAL OF AGENDA

Motion by Commissioner Hamameh to approve the agenda and supported by Commissioner Woods.

Voice vote to approve the agenda

AYES: 7
NAYS: 0

MOTION CARRIED

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APPROVAL OF THE MINUTES

Motion by Commissioner Dahlin to approve the minutes of the March 18, 2025 regular Planning Commission meeting and supported by Commissioner Stapp.

Voice vote to approve the meeting minutes of March 18, 2025.

AYES: 7
NAYS: 0

MOTION CARRIED

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COMMUNICATIONS

NONE

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CITIZEN COMMENTS

NONE

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OLD BUSINESS

NONE

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NEW BUSINESS

1. Capital Improvement Plan

Community Development Director Kapelanski presented the Capital Improvement Program (CIP) noting the Planning Commission is responsible for reviewing the CIP to ensure it complies with the recommendations of the Master Plan.

Chair Kempner opened the public hearing at 7:04PM. No wished to speak and no correspondence was received and the public hearing was closed at 7:04PM.

Chair Kempner noticed spending in this CIP was lower this year than in past years. Community Director Kapelanski said staff revamped the CIP process and focused on a much more realistic CIP process and forecast than in years past.

Motion by Commissioner Hamameh and supported by Commissioner Woods to approve the Capital Improvement Plan.

Voice vote on the motion to approve the Capital Improvement Plan.

AYES: 7

NAYS: 0

2. PSP-03-25: 3340 Ellwood Ave.: The applicant, John Spietzer, is requesting site plan approval for a new parking lot at 3340 Ellwood connecting to the existing Green Lantern parking lot, on the east side of Ellwood, south of Twelve Mile in the Parking District.

Community Development Director Kapelanski presented the project. This project was reviewed under the previous zoning ordinance. The applicant is requesting approval of a fourteen-space parking lot connecting to the existing Green Lantern parking lot in the P, Parking District. Staff recommended the applicant consider adding additional landscaping.

Chair Kempner confirmed with the applicant that they reached out to Country Oven and the owner of that property was not interested in removing the existing screen wall or connecting parking areas.

The applicant considered additional landscape opportunities but that would require removing a parking space. The Planning Commission agreed it was better to have an additional parking space in this area.

The Commission asked additional clarifying questions. The applicant was asked to be cognizant of the fact that exiting headlights may impact the house across the street.

Motion by Commissioner Hamameh and supported by Commissioner Bartus to approve PSP-03-25 3340 Ellwood with the following findings:

- The standards of Section 138-679 have been met; and
- The proposed landscaping meets the standards of Section 130-37.

Roll call vote on the motion to approve PSP-03-25 3340 Ellwood.

AYES: 7

NAYS: 0

3. **PSP-04-25: 3391 Twelve Mile Rd.:** The applicant, C & H Land-Walnut, LLC, is requesting site plan approval for façade renovations at 3391 Twelve Mile, on the south side of Twelve Mile, east of Buckingham in the Twelve Mile District.

Community Development Director Kapelanski presented the project. The applicant is proposing to redevelop the façade at 3391 Twelve Mile. The proposed revisions will better comply with the Downtown Design Guidelines and ordinance requirements but a transparency waiver is required along the Twelve Mile frontage. The application was reviewed under the previous zoning ordinance.

The applicant indicated the interior layout of the building really limited transparency opportunities.

The Planning Commission asked some clarifying questions.

Motion by Commissioner Hamameh and supported by Commissioner Stapp to approve PSP-04-25 3391 Twelve Mile with the following findings:

- A waiver of the transparency requirements along Twelve Mile to allow 28% transparency when 40% is required as the façade is being brought more in line with transparency requirements and the Downtown Design Guidelines; and.
- The standards of Section 138-679 have been met.

Roll call vote on the motion to approve PSP-04-25 3391 Twelve Mile.

AYES: 7

NAYS: 0

4. **Planning Commission Liaison for Chamber of Commerce**

Commissioner Arnsman volunteered to be liaison to the Chamber of Commerce.

LIAISON REPORT

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

City Council Member Patterson provided an update on recent Council decisions.

COMMISSIONER COMMENTS

Chair Kempner shared there is a group meeting for the temporary closure of Dorthea for activation as a pocket park from mid-June to mid-July.

STAFF COMMENTS

Community Development Director Kapelanski shared than an updated boards and commission process will be coming and Planning Commission bylaws and rules may need to be adjusted.

ADJOURNMENT

Motion to adjourn by Commissioner Bartus supported by Commissioner Woods.

Voice vote for adjournment

AYES: 7

NAYS: 0

With no further business, the meeting was adjourned at 7:44 p.m.