

**CITY OF OAK PARK PLANNING COMMISSION
APRIL 11, 2016
MINUTES**

Meeting was called to order at 7:30 p.m., in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Vice Chairperson Brown and roll call was made.

PRESENT: Vice Chairperson Brown
Commissioner Burns
Commissioner Eizelman
Commissioner McClellan
Commissioner Seligson
Commissioner Tkatch
Commissioner Walters-Gill

ABSENT: Chairperson Torgow
Commissioner Tungate

OTHERS PRESENT: City Planner, Kevin Rulkowski
Community & Economic Development Director, Kimberly Marrone
Recording Secretary, Ed Norris

APPROVAL OF AGENDA OF APRIL 11, 2016

MOTION by Walters-Gill, SECONDED by Seligson, to approve the agenda as submitted.

VOTE: Yes: All
No: None

MOTION CARRIED

APPROVAL OF MINUTES OF MARCH 14, 2016 - APPROVED

MOTION by Burns, SECONDED by McClellan, to approve the Planning Commission meeting minutes of March 14, 2016 with the noted change that Commissioner Tkatch was not present.

VOTE: Yes: All
No: None

MOTION CARRIED

ELECTION OF OFFICERS:

The By-Laws of the Planning Commission State:

The election of all officers shall occur at the Commission's first regular meeting in April following City Council appointments or reappointments.

The officers of the Planning Commission consist of Chairperson, Vice Chairperson and Secretary.

Chairperson

MOTION by McClellan, SECONDED by Seligson, to elect Gary Torgow as Chairperson for the Planning Commission.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

Vice Chairperson

MOTION by Walters-Gill, SECONDED by Seligson, to elect Joe Brown as Vice Chairperson for the Planning Commission.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

Secretary

MOTION by Walters-Gill, SECONDED by Burns, to elect Michael Eizelman as Secretary for the Planning Commission.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

COMMUNICATIONS/CORRESPONDENCE: None

PUBLIC HEARINGS: None

CONSENT AGENDA: No Items Eligible This Month

OLD BUSINESS: None

NEW BUSINESS:**1. CDRN facility expansion, 8775 Capital, Final Site Plan Review.**

CDRN (Huntington Cleaners), 8775 Capital, has submitted a Final Site Plan to construct a 10,600 square foot addition to their facility at 8775 Capital. CDRN (Huntington Cleaners) performs fire restoration to a variety of fire damaged items at this facility.

The property is zoned LI, Light Industrial District and commercial cleaning processes are permitted by right in this district.

The new addition meets all the height and setback requirements of the Zoning Ordinance with the exception of the rear yard setback. The new addition is proposed to be located on the rear property line to match the building footprint of the existing building. The applicant has applied for a variance and is scheduled for the April 26th meeting of the Zoning Board of Appeals.

A new eight space parking lot and drive is proposed for the Wyoming Avenue side (west side) of the property. The new drive and parking lot will have to meet all the requirements for storm water management. Preliminary engineering plans for the drive and parking lot will need to be submitted to the Engineering Department for review and approval.

Based on the proposed square footage of the building (20,860 square feet), the facility is required to provide parking for 50 vehicles. The Site Plan shows 70 parking spaces. The existing and proposed circulation patterns of the parking lots and drives are acceptable.

The Site Plan indicates new landscaping will be installed at the Capital/Wyoming corner of the property to meet the minimum landscaping requirement. The Site Plan indicates that this landscape area would be irrigated with an in-ground water irrigation system. The Site Plan does not give adequate detail on the nature of the new landscaping. A more detailed landscape plan can be submitted when applying for a building permit.

The Site Plan does not indicate any details regarding new mechanical equipment but does show some additional wall mounted lighting on the proposed building. The Zoning Ordinance requires all roof top and ground level equipment to be screened. All proposed exterior lighting will need to be shielded downward and away from adjacent properties and positioned as to not create a nuisance to automobile traffic.

There is no indication that any new signage is proposed.

Based on the above considerations, the Planning Division recommends approval of the Final Site Plan, with the following conditions:

- 1) Engineering plans (storm water management) for the new driveway and parking lot to be submitted for review and approval by the City Engineer.*
- 2) A more detailed landscape plan to be submitted as part of application for a building permit and approved by the City Planner.*
- 3) Exterior lighting to be shielded downward and away from adjacent properties and positioned as to not create a nuisance to automobile traffic.*
- 4) All roof top and ground level equipment must be screened as required by the Zoning Ordinance.*
- 5) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.*

(6) Approval by the Zoning Board of Appeals of a rear yard setback variance.

MOTION by Burns, SECONDED by Seligson, to approve the Final Site Plan for CDRN (Huntington Cleaners), 8775 Capital with the noted conditions.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

2. City of Southfield Master Plan Update response.

Staff memo from City Planner Kevin Rulkowski, dated April 5, 2016:

The City of Southfield is requesting comment on the draft Sustainable Southfield Master Plan Update. This request is in accordance with the provisions of the Michigan Planning Enabling Act (Public Act 33 of 2008). The letter with the link to the draft Sustainable Southfield Master Plan Update was provided in the March Planning Commission packet.

After reviewing the information in the draft Sustainable Southfield Master Plan Update I do not find the proposed plan would be inconsistent with the City of Oak Park Master Plan.

As the draft Sustainable Southfield Master Plan Update for the City of Southfield is not inconsistent with the Master Plan of the City of Oak Park, I am recommending the Planning Commission authorize sending the following letter to the City of Southfield Planning Commission and a copy to the Oakland County Coordinating Zoning Committee.

April 12, 2016

*City of Southfield Planning Commission
Attn: Terry Croad, AICP, ASLA, Director of Planning
26000 Evergreen Road
Southfield, MI 48076*

Dear Mr. Croad:

Thank you for the opportunity to review the draft Sustainable Southfield Master Plan Update. The draft Sustainable Southfield Master Plan Update was reviewed by members of the City of Oak Park Planning Commission without any concerns. The Planning Commission determined the Sustainable Southfield Master Plan Update was not inconsistent with the City of Oak Park Master Plan. The Planning Commission did not make any suggestions or recommendations regarding the Sustainable Southfield Master Plan Update.

Sincerely,

*Kevin Rulkowski, AICP
City Planner*

cc: Kristen Kapelanski, Economic Development & Community Affairs, Oakland County

MOTION by Eizelman, SECONDED by Walters-Gill, to approve sending the referenced letter to the City of Southfield Planning Commission and a copy to the Oakland County Coordinating Zoning Committee.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

3. Proposed text amendment regarding Smoking Lounges.

Staff memo from City Planner Kevin Rulkowski, dated April 6, 2016:

Recently the Planning Division received some inquiries regarding whether a Smoking Lounge (sometimes called a Hookah Lounge) could be located in the City of Oak Park. The Zoning Ordinance and City Code do not make any specific reference to Hookah Lounges or the regulation of these uses. After performing a search on this type of business I found a number of communities have experienced problems with this type of business, specifically an extraordinary number of responses by the police to these businesses.

The City Manager and Council has been aware of this potential problem and have directed the City Attorney to draft regulations regarding the operation of Smoking Lounges to be included as part of the Business Chapter of the General City Code.

In addition, the Planning Commission should determine and recommend to City Council the appropriate Zoning District to permit Smoking Lounges.

It is the recommendation of the Planning Division to allow Smoking Lounges as a permitted use in only the B-2 General Business District.

The process for approval of text changes to the Zoning Ordinance requires a Public Hearing to be scheduled. It is the recommendation of the Department of Community and Economic Development that the Planning Commission schedule a Public Hearing for the May 9, 2016, regular meeting.

MOTION by Seligson, SECONDED by Walters-Gill, to approve scheduling a Public Hearing for the May 9, 2016 regular meeting to hear comments on a proposed text amendment that would allow Smoking Lounges as a permitted use in only the B-2 General Business District.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

4. Capital Improvement Program 2015-2016 Annual Budget.

Staff memo from City Planner Kevin Rulkowski, dated April 5, 2016:

As part of the annual budget process, the City Manager prepares a Capital Improvement Program Budget that is provided to the Planning Commission for their review and

consultation. The Capital Improvement Program Budget as part of the 2016-2017 Annual Budget will be presented at the meeting.

MOTION by Burns, SECONDED by Seligson, to postpone consideration of the proposed Capital Improvement Program Budget for fiscal year 2016-17.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

5. Nine Mile Re-Design Update.

Community and Economic Development Manager Marrone presented a plan that would redesign Nine Mile Road in the City of Oak Park. She reviewed the project design which includes a road diet, bike lanes, non-motorized pathways, linear and pocket parks and new lighting.

PLANNING COMMISSION MATTERS FOR DISCUSSION – from members only - None

PUBLIC COMMENTS: None

ADJOURNMENT

There being no further business, Vice Chairperson Brown adjourned the meeting at 8:06 p.m.

Ed Norris, Recording Secretary