

**CITY OF OAK PARK PLANNING COMMISSION**  
**November 14, 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, MI, by Vice Chairperson Brown and roll call was made.

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

ABSENT: Chairperson Torgow  
Commissioner Seligson

OTHERS PRESENT: City Planner, Kevin Rulkowski  
Community & Economic Development Director, Kimberly Marrone  
Deputy City Clerk/Director of Elections, Cherilynn Brown

**APPROVAL OF AGENDA OF NOVEMBER 14, 2016**

The agenda was approved by consensus.

**APPROVAL OF MINUTES OF SEPTEMBER 12, 2016 - DEFERRED**

Minutes of the September 12, 2016 meeting will be presented for approval at the December meeting.

**COMMUNICATIONS/CORRESPONDENCE:** None

**PUBLIC HEARING:** None

**CONSENT AGENDA:** No Items Eligible This Month

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1) **Best Friends Child Care Center, 8430 Nine Mile Road – Final Site Plan Review.**  
Staff Report from Kevin Rulkowski, AICP, City Planner, dated November 9, 2016:

*Best Friends Child Care, 8430 Nine Mile Road, is requesting Final Site Plan approval for the renovation of a small office complex (three buildings) with a total 3,705 square feet, into a day care center. The property is zoned B-1, Neighborhood Business and child care facilities are a permitted use.*

*The proposed use has eight parking spaces located off of an alley at the rear of the building. This is adequate parking for a use of this type.*

*The Department of Licensing and Regulatory Affairs (LARA), Child Care Licensing Division, has authority over the internal layout and operation of the child care center. Based on an analysis of the useable square footage of the child care center, LARA will determine how many children can be accommodated by the facility. The applicant is anticipating approximately 30-40 children will be served by the facility.*

*LARA requires child care centers to provide opportunities for outdoor play. The site plan shows that a large asphalt area will be removed and a 1,200 square foot play area with wood chips put in its place. This area will be enclosed by a four foot high chain link fence.*

*The Site Plan indicates a screened refuse area will be constructed at the rear of the building off of the alley. The Site Plan includes a construction detail for an eight foot wall section. It is not clear whether this is for the required screen wall on the north side of the alley or for the refuse enclosure. In either case, the screen wall is only required to be six feet. A screen wall is required on the north side of the alley adjacent to a residential property.*

*The Site Plan does not indicate any existing or proposed exterior lighting. All exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties.*

*The Site Plan does not indicate any new rooftop or ground level equipment. If new rooftop or ground level equipment is planned it will need to be screened as required by the Zoning Ordinance.*

*The Site Plan does not indicate any new signs for the business. A separate application will need to be submitted for any proposed signs.*

Tori Webster, owner of Best Friends Child Care, responded to concerns expressed by Mayor McClellan by stating the paved area will be resurfaced by the general contractor and outside lighting will be added if needed for the safety of her clients. Mr. Rulkowski noted that neither item is an ordinance requirement.

It was noted that removal of the existing guardrail will be discussed with the engineer.

**MOTION by Walters-Gill, SECONDED by Eizelman**, based on the information presented in the Planning Division Report, and additional consideration by the Commission, to **approve** the Final Site Plan for Best Friends Child Care, 8430 Nine Mile Road, with the following conditions:

- 1) A six foot high screen wall is required on the north side of the alley adjacent to a residential property. The screen wall and screened refuse area construction detail to be submitted at the time of submission for building permit.
- 2) Proposed or existing lighting should be shielded and downward casting to eliminate the possibility of nuisance.
- 3) All proposed roof top or ground level equipment must be screened as required by the Zoning Ordinance.

- 4) 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.

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

**MOTION CARRIED**

**2) Vehicle Dealer Licenses – proposed moratorium.**

Staff Report from Kevin Rulkowski, AICP, City Planner, dated November 9, 2016:

*In Michigan there are eight different Vehicle Dealer Licenses that address New and Used Vehicle Dealers as well as Parts, Brokers and Wholesalers. For New and Used Vehicle Dealers the Planning Division practice has been to require Site Plan Review. As for the licensing of Brokers and Wholesalers the approval process has not been as stringent. All Vehicle Dealer Licenses require the local municipality to sign-off on the license to ensure it meets the City's zoning requirements.*

*Over the last few years the frequency and variety of licenses requested have increased dramatically. Because of this increased activity it seems prudent to step back and review the City's regulatory options and possibly develop new standards and regulations. At this point I believe a six month moratorium on the approval and issuance of any Vehicle Licenses in the City would be appropriate.*

**MOTION by McClellan, SECONDED by Walters-Gill**, based on the information presented in the Planning Division Report, and additional consideration by the Commission, to request the City Council to adopt a six month moratorium on the approval and issuance of any Vehicle Licenses in the City.

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

**MOTION CARRIED**

**3) Master Plan – schedule Public Hearing.**

Staff Report from Kevin Rulkowski, AICP, City Planner, dated November 9, 2016:

*As part of the process to revise the Master Plan, the staff will be providing a Draft Master Plan at the meeting for you to review and discuss at the December meeting.*

*In addition, as part of the process required by statute, the Planning Commission must hold a Public Hearing on the proposed Master Plan.*

Vice Chair Brown asked that all copies of the draft Master Plan produced prior to adoption of the Plan be clearly marked "Draft".

**MOTION by Eizelman, SECONDED by Burns**, based on the information presented in the Planning Division Report, to schedule a Public Hearing on the proposed Master Plan for the December 12<sup>th</sup> meeting, after which the Planning Commission will have an opportunity to discuss with staff any modifications to the Draft Master Plan.

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

**MOTION CARRIED**

**4) Proposed Bylaw Amendment – proposed meeting time change to 7:00 p.m.**

Staff Report from Kevin Rulkowski, AICP, City Planner, dated November 9, 2016:

*At recent meetings the Planning Commission discussed a By-Laws amendment to change the start time of the Planning Commission meetings from 7:30 pm to 7:00 pm.*

*The procedure to amend the By-laws states:*

*“These By-Laws and Rules of Procedure may be amended by the Commission by a concurring vote pursuant to subsection 3.6 during any regular meeting, provided that all members have received an advance copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.”*

*As required by the above provision each Planning Commissioner was delivered the proposed By-Law amendment.*

*The following By-Law amendment is to be considered:*

*Current By-Laws provision:*

*3.11 Beginning and Ending Times*

- a. All Commission meetings shall begin promptly at 7:30 pm*

*Proposed By-Laws amendment:*

*3.11 Beginning and Ending Times*

- a. All Commission meetings shall begin promptly at 7:00 pm*

**MOTION by Eizelman, SECONDED by Walters-Gill**, to **APPROVE** the By-Law amendment to 3.11 Beginning and Ending Times, to state “a. All Commission meetings shall begin promptly at 7:00 pm.”, effective with the December 2016 meeting.

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

**MOTION CARRIED**

**PLANNING COMMISSION MATTERS FOR DISCUSSION** – from members only.

Mr. Rulkowski provided an update on medical marijuana legislation.

Community & Economic Development Director Marrone provided a status report on the Lincoln Center, Armory and Fed Ex sites.

City Manager Tungate indicated Church St. is slated to open within the next few weeks.

**PUBLIC COMMENTS ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING:**

City Manager Tungate agreed to follow-up on Commissioner Walter-Gills' request for welcome packets for new city residents to be supplied to her neighborhood association.

**ADJOURNMENT**

There being no further business, Vice Chairperson Brown adjourned the meeting at 8:10 p.m.

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Cherilynn Brown, Recording Secretary