

FY2021 COMMUNITY DEVELOPMENT ANNUAL REPORT



CITY OF BERKLEY
AUGUST 2022

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INTRODUCTION

The Michigan Planning Enabling Act (PA 33 of 2008, as amended) requires the Planning Commission to prepare an annual report documenting its operations and status of all planning activities. The MPEA states in part:

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding action by the legislative body related to planning and development.”

This report will fulfill the state requirement. Beyond satisfying the state requirement, this document will also provide an overview of the Community Development Department, as well as a summary of permitting and inspection activities, code enforcement, and overall accomplishments. Also included is a comprehensive FY2022 Work Plan for the Planning Commission and Community Development Department that will include short-term and long-term projects we hope to achieve in the coming year.

The FY2021 Annual Report encompasses Fiscal Year 2021, which includes all planning activities from July 1, 2021 through June 30, 2022.

The Annual Report will be presented to the Planning Commission at their regular August meeting for their consideration and approval to present to the City Council at their regular September meeting.

PLANNING COMMISSION

The Berkley Planning Commission is comprised of nine members, from a variety of professional backgrounds. The varied perspectives of the members make for a well-rounded Commission that conducts fair and thoughtful deliberations. The list below encompasses members as of June 2021. There have been several resignations since that time that will be shown in the 2022 annual report.

Commissioner	Appointment Date
Kristen Kapelanski, Chair	2015
Martin Smith, Vice-Chair	2000
Mark Richardson, Secretary	2011
Joe Bartus	2020
Shiloh Dahlin	2020
Lisa Kempner	2018
Greg Patterson	2018
Julie Stearn	2020
Daniel Petrosky	2021



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The Planning Commission held eleven regular meetings, one work session and one special meeting during FY2021 and reviewed:

- 9 site plans
- 1 special land use
- 1 rezoning
- 2 zoning text amendments

Summary of Planning Commission Activities

SITE PLAN PROJECTS

Project No.	Name	Address	Description	Decision	Meeting Date
PSP-01-21	2717 Coolidge Hwy – Façade Change	2717 Coolidge	Façade change to an existing building	Approved	September 28, 2021
PSP-02-21	2400 Greenfield – Office	2400 Greenfield	Proposed new construction office building	Approved	October 26, 2021 (postponed) February 22, 2022 (approved)
PSP-03-21	3462 Greenfield – Office	3462 Greenfield	Proposed new construction office building	Approved	October 26, 2021 (postponed) February 22, 2022 (approved)
PSP-06-22	3737 Twelve Mile Rowhomes	3737 Twelve Mile	Seven unit rowhome development	Approved	March 22, 2022
PSP-04-12	The Ivy	2219 Coolidge	Construction of two multiple family buildings with a total of 24 dwelling units	Approved	April 26, 2022 (postponed) June 7, 2022 (approved)
PSP-05-22	BP America	2576 Coolidge	Updated façade, parking, pump islands and landscaping at existing gas station	Approved	April 26, 2022



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PSP-03-22	Lume	1949 Twelve Mile	Conversion of existing building to retail marihuana dispensary and office	Approved	May 24, 2022
PSP-09-22	Quality Roots	3916 W. Eleven Mile	Renovation of existing building to retail marihuana dispensary and office	Approved	May 24, 2022
PSP-02-22	Butter Provisioning	2222 Eleven Mile	Renovation of existing building to retail marihuana dispensary and warehouse	Approved	June 28, 2022

SPECIAL LAND USES

Project No.	Name	Address	Description	Decision	Meeting Date
PSU-01-22	The Black Hop Brewery	2684-2688 Coolidge	Outdoor seating accessory to a bar	PC Recommended City Council Approved	June 28, 2022 July 18, 2022

REZONINGS

Project No.	Address	Description	Decision	Meeting Date
PRZ-01-21	2465 & 2475 Cambridge 2466 & 2476 Columbia	Rezone Coolidge District to Gateway District	PC Recommended City Council Approved	January 25, 2022 First Reading – February 7, 2022 Second Reading – March 7, 2022

ZONING TEXT AMENDMENTS

Ordinance No.	Description	Public Hearing	Ordinance Adoption
O-08-21	Add a definition for entertainment establishments and as	July 27, 2021	First Reading – September 20, 2021



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	a PPU in the Downtown District		Second Reading – October 4, 2021
O-07-21	Clarify language for projections into a given yard	July 27, 2021 August 24, 2021	First Reading – September 20, 2021 Second Reading – October 4, 2021

Master Plan

In late 2019, the City of Berkley began an update of the City’s Master Plan. The City retained the planning consultant services of Carlisle Wortman Associates to assist with the development of the Master Plan and facilitate the community engagement strategy. It was essential to reach as many Berkley residents, business owners, property owners, and stakeholders as possible to garner thoughts, feelings, ideas, feedback on the future direction of Berkley.

As the project was gaining momentum, the global pandemic caused worldwide closures and restricted public gatherings. City staff and the consultant team brainstormed on alternative methods to engage the public and keep the project moving forward. The team relied heavily upon the Master Plan Steering Committee to aid in advising outreach methods, as well as promoting the engagement sessions and ensuring public interest.

Master Plan Steering Committee

As a way to promote community engagement and advise the consultant team, the City Council appointed 15 persons to serve on the Master Plan Steering Committee. The MPSC was appointed to be a group representative of the Berkley community, and included members of the city staff, City Council, Planning Commission, Zoning Board of Appeals, Tree Board, Environmental Advisory Board, Downtown Development Authority, Parks and Recreation Advisory Board, as well as business owners and residents-at-large.

Community Engagement

As noted above, the community engagement component of the Master Plan project was the most important to ensure that all community members were able to participate in and comment on proposed ideas and text prior to adoption. Despite the restrictions of the pandemic, city staff and consultants adapted quickly and thought outside the box to facilitate socially distant and online engagement events. This included an 8-part webinar series, social media polls, a community survey, recorded videos, stakeholder interviews, corridor walking tours and a virtual Open House.

Adoption

Once the community engagement component of the plan was completed, the consultant team went to work compiling all the thoughts and feedback in draft text to be reviewed by the MPSC and Planning Commission. The public hearing was held and the Planning Commission recommended adoption of the plan on October 26, 2021. The plan was adopted by the City Council on November 15, 2021.

Next Steps...

The next steps include a technical review of the Zoning Ordinance to ensure the newly adopted Plan aligns with the regulations of the ZO.



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This will be a lengthy process, as the ZO has not received a comprehensive review in many years. The Community Development Department has budgeted for a third-party consultant to assist with the technical review of the Ordinance and recommendations for a complete re-write of the Ordinance.

COMMUNITY DEVELOPMENT DEPARTMENT

In FY2021, the Community Development Department was comprised of a Director, a Building Clerk, a Licensing Clerk, a Building Official and a Code Enforcement Officer. The team works together to ensure that the needs and wants of the residents and business owners are answered and addressed in a timely and efficient manner.

PERMITS AND INSPECTIONS

The City of Berkley contracts with McKenna Associates for Building Department services, include Building Official duties, plan reviews, trade inspections, and Code Enforcement.

The below table shows the number of permits issued for FY2021 and previous years, for reference.

	FY2020 7.1.21 – 6.22.22	FY2020 7.1.20 – 6.21.21	FY2019 7.1.19 – 6.30.20	FY 2018 7.1.18 – 6.30.19
Building	585	477	475	565
Electrical	454	449	386	536
Mechanical	318	362	335	402
Plumbing	247	176	202	238
Sewer	153	118	85	110
Zoning	198	226	185	205

The below table shows the number of inspections conducted for FY2021.

Inspection Type	Inspector	Total
Building (July – October)	David Reilly	930
Building (October – June)	John Lipchik	1,800
Building	Karson Claussen	340
Mechanical	Aaron Garcia	444

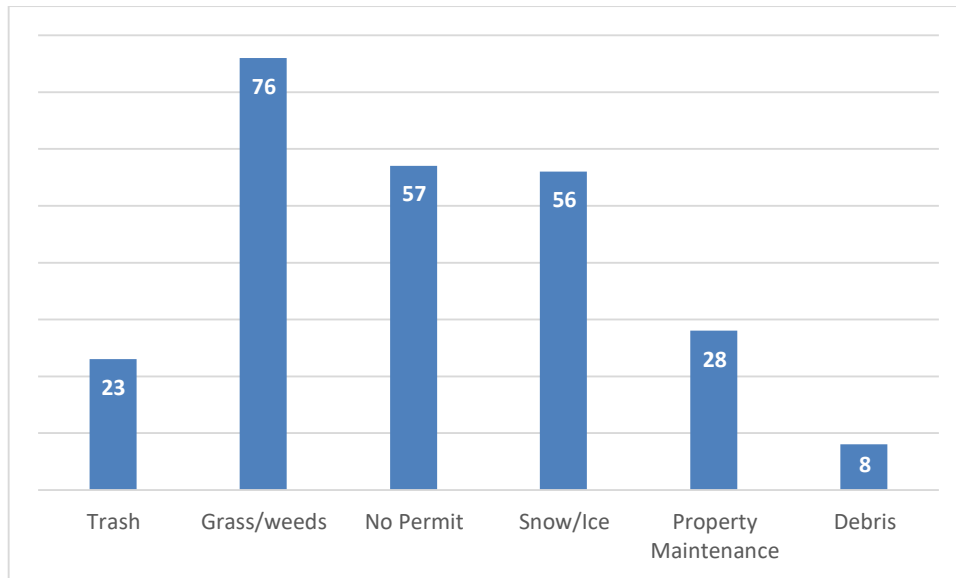


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Plumbing	George Beattie	504
Electrical	John Brunning	435
Electrical	Sean Dar	405

CODE ENFORCEMENT

Code Enforcement has also been busy over the past year. In FY2021, 586 enforcements were logged in BS&A. Below is a breakdown of the most popular or repeated enforcement actions in the City.



ACCOMPLISHMENTS

The Community Development Department has seen a lot of transition over the 2021 fiscal year and has continued to provide a high level of service and work towards the completion of several major projects. We want to share some of our accomplishments:

1. Staff Transitions

There have been several staff transitions over the course of the year and despite that, the Community Development team has not missed a beat in their ability to assist residents, developers, contractors or business-owners. During the course of FY2021, Erin Schlutow moved on and the City contracted with Carlisle Wortman on an interim basis to take over director duties. Danna Bauer, the department's Licensing Clerk also welcomed a new daughter and was out towards the end of the year. The City was able to contract with McKenna to cover some of her responsibilities. We also ended this fiscal year with a new Building Official (also contracted through McKenna). We look forward to a more settled FY2022 in terms of staffing.



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2. Marihuana Business Licensing

Community Development was heavily involved in the creation of the Marihuana Business Licensing process and ordinance. Once applicants were chosen to move forward, the department led processes related to site plan review and pre-construction for the approved applicants.

3. Master Plan Adoption

As noted above, the Master Plan project continued on through the pandemic. City staff and the consultant team worked together to transition from a predominately face-to-face community engagement strategy to an exclusively online format. The quick-thinking adaptive plan allowed for longer engagement with the public and received attention from the Michigan Association of Planning and the Michigan Municipal League. Mid-way through FY2021, we were proud to present a finished plan laying the groundwork for the future development of the City to the Planning Commission and the City Council for adoption.

FY2022 WORK PLAN

In addition to reporting on the activities and successes of the Planning Commission and Community Development Department, it is important to set goals for the next year and what we would like to accomplish.

1. Staff Transitions (In People and Places)

We are excited to be expanding our team with the newly created position of Zoning Administrator. Kim Anderson, who has been our long time Building Permit Technician, will be promoted to Zoning Administrator and Danna Bauer, our long time Licensing Clerk, will be moving to the Building Permit Technician spot. A new Licensing Clerk will be hired in the first half of the FY2022. With these changes, we also hope to implement a number of process improvements.

Those stopping by our offices will notice that we're changing physical locations too as we move to the opposite side of City Hall as part of the planned renovation.

2. Redevelopment Ready Community Certification

The City of Berkley began steps for Redevelopment Ready Community Certification in 2018. One of the main hurdles included an updated Master Plan and Zoning Ordinance. The adoption of the Master Plan has checked off a big box on the "To Do" list. Over the course of the next year, City staff will work to check off many of the other boxes, with the biggest of those being working towards a Zoning Ordinance update.

3. Zoning Ordinance Re-Write

The Michigan Planning Enabling Act states that zoning decisions must be based on a plan. The adopted Master Plan provides the basis for making decisions and amendments to the Zoning Ordinance. The last comprehensive update to Chapter 138 was 1981. Since then, there have been several amendments that address specific issues, but not a comprehensive update. A complete re-write of the Zoning Ordinance will bring it into compliance with case law and the master plan, as well as address conflicting sections or overall holes in the Ordinance.

4. Sign Ordinance Re-Write

The Sign Ordinance is not located in the Zoning Ordinance; however, we will address the updates with the Planning Commission as they may review site plans that include new commercial



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signage. City staff will work with the City Attorney to ensure that all proposed changes are defensible.

5. DDA Guidelines & Overlay District

This project has been put on hold for quite some time. It had gained forward momentum in March 2020, but was halted due to the lockdown. With the Master Plan adopted, it is time to focus attention on this project and finalize the Ordinance language for adoption.

The Community Development Department is excited to continue working with the Planning Commission, DDA, City Council and other community groups to serve Berkley residents and businesses.

