

**CITY OF OAK PARK PLANNING COMMISSION
REGULAR MEETING, MONDAY, OCTOBER 21, 2025**

MINUTES

There were no objections from commission members to have Commissioner Tungate chair the meeting.

The meeting was called to order at 6:02 p.m. in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237, by Commissioner Tungate and roll call was made.

PRESENT:

Commissioner Tungate
Commissioner McClellan
Commissioner Eizelman
Commissioner Seligson
Commissioner Tkatch
Commissioner Walters-Gill

ABSENT:

Chairperson Torgow
Vice Chairperson Brown
Commissioner Whitehead

OTHERS PRESENT:

Economic Development & Planning Specialist, Salam Habhab
Deputy City Clerk, Jo Lynn Williams-Elliott
Director of Municipal Services, Kim Marrone

3. APPROVAL OF AGENDA OF OCTOBER 21, 2025

MOTION by Tkatch, SECONDED by Seligson, to approve the October 21, 2025, meeting agenda with the amendment of postponing item 6.B2 to the November regular meeting.

VOTE: Yes: Tungate, McCellan, Eizleman, Seligson, Tkatch, Walters-Gill
 No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF SEPTEMBER 2, 2025:

MOTION by Eizelman, SECONDED by Tkatch, to approve the September 2, 2025, minutes.

VOTE: Yes: Tungate, McCellan, Eizleman, Seligson, Tkatch, Walters-Gill

No: None

MOTION CARRIED

5. COMMUNICATIONS/CORRESPONDENCE:

A. Administrative Approval, Taco Bros - Carry-out and Dine-in Mexican Restaurant, 22180 Greenfield Rd.

This is an Administrative Approval for Taco Bros, a carry-out and dine-in Mexican restaurant, at 22180 Greenfield Rd., Oak Park, MI 48237, Parcel ID # 52-25-31-101-009.

The site plan depicts six new plantings in the greenbelt area along Greenfield Rd., but it does not specify plant types. The Landscape Maintenance Plan references one Black Eyed Susan and two to four Russian Sage Plants. Final approval of plant selection and quantities shall be coordinated with the Economic Development and Planning staff as part of the building permit application.

Additionally, the elevation plan depicts an alternative design option for the west elevation. The applicant shall confirm the final west elevation design as part of the building permit application.

After reviewing the information provided, the Economic Development and Planning Department has administratively approved the request and the related site plan.

The approval is conditioned on the following:

1. The applicant shall work with the Economic Development and planning staff to reach a mutual agreement on the type and number of plant materials to be installed within the greenbelt area, as part of the building permit application process.
2. The applicant shall confirm the final west elevation design as part of the building permit application.
3. The site plan shows a dumpster and dumpster enclosure on the southeast side of the property. The detailed plan for the dumpster enclosure showing the location, orientation, design, building material, and any relevant details shall be submitted as part of the building permit application in compliance with the zoning ordinance. It is the applicant's responsibility to contact the waste management company before finalizing the dumpster location and orientation to ensure there are no accessibility issues.
4. The applicant shall obtain approval from the Oakland County Health Department, as well as any other required state or local approvals, prior to commencing operations.
5. Any modifications to the access drive on Greenfield Rd. shall require obtaining permits/approval from the Oakland County Road Commission and the City of Oak Park Engineering Department.

6. All proposed roof-top or ground-level equipment must be screened as required by the zoning ordinance.
7. Any existing or proposed exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties as required by the zoning ordinance.
8. No signs are approved as part of the Administrative Approval. A separate permit must be requested for the inclusion of any signs at this site.
9. This review is from the Economic Development and Planning Department only. The Site Plan shall comply with the requirements of the City of Oak Park Engineering, Building, and Fire Departments, as applicable.

B. Administrative Approval, Changes to Site Plan Approval – Conversion of Offices to Mixed-Use Development, 21790 Coolidge Hwy.

This is an Administrative Approval to amend the Site Plan Approval for the property at 21790 Coolidge Hwy. Parcel ID #52-25-32-152-001. The property was previously approved for a Site Plan Review for the conversion of the office building into a mixed-use residential and office development. The original design involved renovating the north building structure (4,462 square feet) along Capital Ave. into a two-story residential building encompassing (8) studio units, with (4) units on each floor. While the south building structure (7,522 square feet) remains for office use. The new design proposes replacing the studio units with one-bedroom units.

The proposed one-bedroom units range from 502 Square feet to 556 square feet. Article 2, Division 2: Residential Districts, Section 212 Provisions Applicable to Residential Districts requires the minimum floor area per standard, one-bedroom unit for multiple-family dwellings to be 650 square feet.

On September 16, 2025, The Zoning Board of Appeals approved the variance to allow for the minimum floor area of the one-bedroom units to be between 502 square feet and 556 square feet.

After reviewing the information provided, the Economic Development and Planning Department has administratively approved the request and the related site plan.

The approval is conditioned on the following:

1. All conditions of the original Site Plan Approval granted on September 9, 2024, for the conversion of the professional offices into a mixed-use development of residential units and professional offices at 21790 Coolidge Hwy. remain in effect.
2. The original site plan and building design remain unchanged. The only modification proposed under this administrative approval is to replace studio units with one-bedroom units.
3. This review is from the Economic Development and Planning Department only. The Site Plan shall comply with the requirements of the City of Oak Park Engineering, Building and Fire Departments, as applicable.

C. 2024-2025 Annual Report of the City of Oak Park Planning Commission.

Habhab presented the annual report of the Planning Commission for the fiscal year from July 1, 2024, to June 30, 2025, highlighting the accomplishments of the Commission. Together, we continue to support our local businesses and the Oak Park community by promoting business growth, attracting investment, and fostering innovation.

6. MATTERS FOR CONSIDERATION

A. OLD BUSINESS

1. Changes to PC Bylaws

On July 14, 2025, during the Planning Commission meeting, the Board approved amendments to the bylaws, changing the date and starting time of the regular meeting to the first Monday of each month at 6 pm before the regular City Council meeting. The Board requested adding a provision stating that the planning staff shall review the business items to be included on the meeting agenda and determine whether such items can be reasonably considered within the one-hour meeting.

Proposed by-laws amendment:

3.11. Beginning and Ending Times

- c. All Commission meetings shall begin promptly at 6:00 pm.
- d. All Commission meetings shall adjourn no later than 7:00 pm. If the Commission is unable to complete all agenda items by 7:00 pm, the Commission shall schedule a continuation meeting on the earliest available date to complete any remaining petitions or business.
 1. The continuation meeting shall be scheduled as soon as reasonably possible, and within no more than seven (7) calendar days, subject to proper public notice as required by law. The Chairperson, in consultation with the Planning Staff, shall determine the date and time of the continuation meeting.
 2. In light of the Planning Commission meeting being scheduled immediately prior to the City Council meeting, the Planning Staff shall review all items submitted for inclusion on the meeting agenda and determine whether such items can be reasonably considered within the one-hour duration of the scheduled meeting.
 3. If the Planning Staff determines that one or more items require additional time beyond the one-hour meeting, such items shall be deferred to a separate meeting.
 4. When items are deemed urgent, the Commission shall schedule a separate meeting at the earliest available date within the same month to address such items.

5. Non-urgent items requiring additional time may be scheduled for the next regularly scheduled meeting.
6. If for any reason, the agenda results in a meeting exceeding the one-hour limit, the procedures for a continuation meeting, as provided herein, shall apply. A continuation meeting and a separate meeting may be scheduled on the same date to allow the Commission to complete all remaining business.

MOTION by Eizelman, SECONDED by Tkatch, to approve the proposed bylaw amendments.

VOTE: Yes: Tungate, McCellan, Eizelman, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

B. NEW BUSINESS

1. Site Plan Review, Motor City Ice, 21800 Greenfield Rd

This is a Site Plan Review (SPR) request submitted by Pillar Construction on behalf of BM Ventures 2, LLC for Motor City Ice for an ice-making facility at 21800 Greenfield Rd. Property ID #52-25-31-155-003.

The site of 2.96 acres (128,745 square feet) of land comprises a one-story building (former Forgotten Harvest) of 30,763 square feet. The building is situated to the north of the property. The property has a frontage on Greenfield Rd. and an egress/ingress access on the south side of the property. The property is developed with a hard surface parking area on the front, south, and rear of the building. Landscaped areas are located along Greenfield Rd. and to the north, south, and east of the property lines. A 6-foot masonry wall is constructed on the north and east property lines serving as a buffer between this property and the adjacent one-family residential dwellings.

The property is zoned B-2, General Business District. Small manufacturing and production establishments are permitted in the B-2 District by Conditional Land Use (CLU), subject to the provisions of *Article 5, Division 3*.

Upon the findings of the staff report and the analysis herewith, it is the recommendation of the Economic Development and Planning staff to approve the site plan for Motor City Ice for operating an ice making facility at 21800 Greenfield Rd. with the following conditions:

Conditions of Site Plan approval:

1. The operation of the ice-making equipment and the outdoor condensers shall comply with the performance standards as specified in Sec. 320 of the zoning ordinance, particularly noise and odor.

2. The barrier-free spaces shall comply with the applicable state building codes and the ADA standards for accessible design and shall be reviewed as part of the building permit application.
3. The applicant shall provide a minimum of (5) bicycle parking spaces in compliance with the zoning ordinance as part of the building permit application.
4. The applicant shall work with the Economic Development and Planning staff to reach a mutual agreement on a revised landscape plan. The revised landscape plan shall propose additional plant materials within the southern green area and specify the number and type of the existing shrubs within the weed bed. The revised landscape plan shall also include the following:
 - a. All landscaped areas shall be provided with a functional underground irrigation system as per the provisions of the zoning ordinance. The revised landscape plan shall indicate the irrigation system or demonstrate or provide data to confirm that irrigation is not needed for survival, when drought-resistant species are proposed, along with a landscape maintenance plan.
 - b. The revised landscape plan shall identify the landscape maintenance program and shall indicate the following: "Landscaped areas and plant materials shall be kept free from refuse and debris. Plant materials, including lawn, shall be maintained in a healthy growing condition, neat and orderly in appearance in accordance with the approved site plan/landscape plan. If any plant material dies or becomes diseased, it shall be replaced with 30 days written notice from the City or within an extended time period as specified in said notice."
5. Modifications to the access along Greenfield Rd. shall require obtaining permits/approval from the Road Commission for Oakland County (RCOC) and the City of Oak Park Engineering Department.
6. As part of the building permit process, the building official shall determine whether the existing dumpster enclosure is in good condition and complies with all applicable requirements of the zoning ordinance.
7. All ground, building, or roof mounted mechanical equipment, including transformers, shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearance with the principal building in compliance with the provisions of Article 3, Division 1, Sec.318 Mechanical Equipment and Utilities.
8. 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.
9. This review is from the Economic Development and Planning Department only. The site and Building shall comply with the requirements of the City of Oak Park Engineering, Building, and Fire Departments, as applicable.

MOTION by Eizelman, SECONDED by Tkatch, to approve the Site Plan Review for Motor City Ice, 21800 Greenfield Rd.

VOTE: Yes: Tungate, McCellan, Eizelman, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

7. PLANNING COMMISSION MATTERS FOR DISCUSSION

Mayor McClellan wished City Manager Tungate a happy birthday. City Manager Tungate gave a reminder about the upcoming mandatory boards and commissions training.

8. PUBLIC COMMENT – None

9. ADJOURNMENT

There being no further business, Commissioner Tungate adjourned the meeting at 6:19 p.m.

Jo Lynn Williams-Elliott, Deputy City Clerk