

**CITY OF OAK PARK PLANNING COMMISSION
REGULAR MEETING, MONDAY, JULY 14, 2025
MINUTES**

The meeting was called to order at 7:00 p.m. in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237, by Vice Chairperson Brown and roll call was made.

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

ABSENT: Chairperson Torgow
Commissioner Tungate

OTHERS PRESENT: Economic Development & Planning Specialist, Salam Habhab
City Clerk, Ed Norris
Director of Municipal Services, Kim Marrone

3. APPROVAL OF AGENDA OF JULY 14, 2025:

MOTION by Tkatch, SECONDED by Seligson, to approve the agenda as presented for the July 14, 2025, meeting.

VOTE: Yes: All
No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF APRIL 21, 2025:

MOTION by McClellan, SECONDED by Tkatch, to approve the April 21, 2025, minutes.

VOTE: Yes: All
No: None

MOTION CARRIED

5. COMMUNICATIONS/CORRESPONDENCE:

A. Administrative Approval, Total Package Towing, LLC., 21601 Republic Ave.

This letter is in regard to Administrative Approval for operating a towing facility at 21601 Republic Ave. Oak Park, MI 48237, Parcel ID # 52-25-33-152-051. All towed and inoperable vehicles will be stored within the enclosed building. Towing trucks, customer vehicles, and employee vehicles shall be parked outdoors in the designated off-street parking spaces.

After reviewing the information that you provided, the Economic Development and Planning Department has administratively approved the request and the related Site Plan, submitted with the application.

The approval is conditioned on the following:

1. No outdoor storage of any towed or inoperable motor vehicle is permitted; towing trucks are permitted to be parked within the rear lot overnight. If the applicant wishes to change the use to outdoor storage of vehicles, a site plan review must be submitted in compliance with the regulations of Article 5, Division 3, of Section 455.r (557.j) Outdoor Storage of the Zoning Ordinance.
2. All Landscaped areas and plant materials shall be kept free from refuse and debris. Plant materials, including lawns, 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.
3. The site plan does not depict a dumpster enclosure. The applicant indicated that an interior facility is provided. If the need for a dumpster becomes necessary, the applicant will be required to provide a dumpster with the required enclosure in compliance with Article 1 Division 1 Section 333 of the Zoning Ordinance.
4. Any modifications to the access drive on Republic Ave. shall require obtaining permits/approval from the City of Oak Park Engineering Department.
5. All proposed rooftop or ground-level equipment must be screened as required by the zoning ordinance.
6. Any existing or proposed exterior lighting should be shielded and downward cast to eliminate the possibility of nuisance to the adjoining properties.
7. No signs are approved as part of the Administrative Approval review. A separate permit must be requested for the inclusion of any signs at this site.
8. 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.

6. CONSENT AGENDA

- A. City of Detroit, Amendment to the Master Plan of Policies

Economic Development and Planning Specialist Habab indicated the department reviewed the City of Detroit's amendment to their Master Plan of Policies and is providing the opinion that the

proposed update is not inconsistent with the objectives and goals of the City of Oak Park Master Plan and is therefore recommending sending a letter of support.

MOTION by McClellan, SECONDED by Tkatch, to authorizes the following letter to be sent to the City of Detroit:

Thank you for the opportunity to review the proposed amendments to the Detroit Master Plan update. The proposed update to change the northerly 22 acre portion of the former Rogell Golf Course from PRC (Recreation) to either MRC (Mixed Residential/Commercial) or CT (Thoroughfare Commercial), while maintaining the remaining southern 68.98 acres of the site as PRC (Recreation), was reviewed by members of the City of Oak Park Planning Commission without any objections. The Planning Commission did not make any suggestions or recommendations regarding the proposed amendments.

VOTE: Yes: All
No: None

MOTION CARRIED

7. MATTERS FOR CONSIDERATION

A. NEW BUSINESS

1. Site Plan Review, Hubbell Development, 20700 Hubbell Ave.

The site of 2.97 Acres (129,252 Sq. Ft.) comprises an existing, one-story warehouse building of 50,280 Sq. Ft. The existing building is situated mainly to the north of the property with a landscaped area to the east. There are egress and ingress accesses from Hubbell Ave., and a parking lot is located to the south of the property. Two existing loading docks are located in the parking lot.

The applicant proposes expanding the existing building and constructing a 22,000 Sq. Ft. warehouse structure in the east portion of the property. The existing building of 50,280 Sq. Ft. will also be used as a warehouse. A new 6-foot chain link fence will be proposed at the southern property line.

MOTION by Seligson, SECONDED by Eizelman, to **approve** the Site Plan for Hubbell Development, 20700 Hubbell Ave. with the following conditions:

1. The Site Plan Approval is contingent upon the Zoning Board of Appeals granting a waiver to reduce the total setback to 31'6". The Zoning Ordinance requires a minimum total side setback of 40".
2. The barrier-free spaces shall comply with the applicable state building codes and ADA standards for accessible design and shall be reviewed as part of the building permit application.
3. The type and specification of the grass pavers used for the fire access lane must be approved by the Fire and Engineering Departments as part of the building permit application.

4. The applicant shall submit a revised landscape plan. The revised landscape plan shall illustrate the location, spacing, species, size, and details of all existing and/or proposed plant materials.
5. 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.
6. 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."
7. Any modifications to the accesses on Hubbell Ave. shall require obtaining permits/approval from the City of Oak Park Engineering Department.
8. A detailed plan for the dumpster enclosure showing the location, design, building material, and any relevant details shall be submitted as part of the building permit application in compliance with *Article 1 Division 1 Section 333* of the Zoning Ordinance.
9. Any existing or proposed exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties in compliance with the provisions of *Article 4, Division 5 Lighting Standards*.
10. All 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 provision of *Article 3, Division 1, Sec.318 Mechanical Equipment and utilities*.
11. No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs on this site.
12. The site plan and building shall comply with the applicable requirements of the City of Oak Park Engineering, Building and Fire Departments.

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

MOTION CARRIED

2. Site Plan Review, Honoré Properties - Outdoor Storage, 21410 Coolidge Hwy.

The site of 0.91 Acre (39,560 Sq. Ft.) comprises an existing one-story building of 2,530 Sq. Ft. The building is situated in the northwest portion of the property. The property has egress and ingress access from Coolidge Hwy. The front of the property is developed with a parking lot and a landscaped area. The remainder of the property is a hard-surfaced area enclosed by a 6-foot chain-link fence on the north and west sides as well as a 6-foot masonry screen wall on the east side, which are proposed to remain.

The applicant proposes to use the property for outdoor storage of construction materials and equipment, and the building will be used for document storage and other equipment. The

property to the south is under the same ownership as the subject site. The applicant has removed the chain-link fence between the two properties to allow easier access and coordination of outdoor storage between the sites.

MOTION by Eizelman, SECONDED by McClellan, to approve the Site Plan for Honoré Properties - Outdoor Storage, 21410 Coolidge Hwy. with the following conditions:

1. The site shall comply with the provisions of Section 544.r.(577.j) Outdoor Storage of the Zoning Ordinance at all times, specifically:
 - a. All stored materials, including loosely packaged materials shall not be piled or stacked higher than the height of the obscuring screen. Vehicles, implements, and recreational vehicles may exceed the height of the screen provided that they are set back from the screen at a distance equal to their height.
 - b. No materials, racks, or vehicles shall exceed the height of the required obscuring screen.
2. The Arborvitae plants shall be 6-foot-high at the time of planting, the same height as the existing fence, to provide natural screening.
3. All landscaped areas and plants shall be kept from refuse and debris. Lawns and plants shall be maintained in a healthy growing condition and be kept in neat and orderly appearance in accordance with the site plan. If any plant dies or becomes diseased it shall be replaced within 30 days.
4. If a need for a dumpster becomes necessary, the applicant shall be required to provide a dumpster with the required enclosure in compliance with *Article 1 Division 1 Section 333* of the Zoning Ordinance.
5. Any existing or proposed exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties in compliance with the provisions of *Article 4, Division 5 Lighting Standards*.
6. All 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*.
7. No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs on this site.
8. The site plan and building shall comply with the applicable requirements of the City of Oak Park Engineering, Building and Fire Departments.

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

MOTION CARRIED

3. Changes to the PC Bylaws: Proposed New Date and Time

The commission discussed proposed changes to the Planning Commission's bylaws that would require the commission to meet on the first Monday of the month at 6:00 p.m. Vice Chairperson Brown indicated a need for clarification in the bylaws that city staff are responsible for creating the agenda for the commission.

MOTION by Eizelman, SECONDED by McClellan, to approve the following changes to the Planning Commission bylaws:

Proposed by-laws amendment:

3.2 Regular Meetings and Regularly Scheduled Special Meetings

- a. Regular meetings of the Commission shall be held monthly in the Council Chambers of the City Hall on the **first Monday** of the month **before the City Council Regular Meeting**.

3.11 Beginning and Ending Times

- a. All Commission meetings shall begin promptly at **6:00 pm**
- b. All Commission meetings shall adjourn no later than **7:00 pm**. **If the Commission is unable to complete all agenda items by 7 pm, the Commission shall schedule a continuation meeting on the earliest available date to complete any remaining petitions or business.**

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.

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

MOTION CARRIED

3. Master Plan Update 2025

In light of the recent amendments to the Michigan Planning Enabling Act (MPEA) through House Bill 5557, signed into law in November 2024, all municipalities are now required to include a housing assessment element as part of their Master Plan. This new requirement aligns well with the City's plan to update our Master Plan, following the last update in 2020, and to incorporate planning for a senior development on the City campus. The five-year update of the Master Plan is recommended by MPEA and is necessary to remain in compliance with the Redevelopment Ready Communities (RRC) certification.

According to Michigan Planning Enabling Act 33 of 2008 – Section 125.3845(2), at least every five years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend or adopt a new master plan.

The Economic Development and Planning staff have recently secured a \$50,000 Technical Assistance grant through the Michigan Economic Development Corporation (MEDC)-Redevelopment Ready Communities (RRC) program to support this effort. Additionally, the City has allocated \$25,000 in the Fiscal Year 2025-2026 budget for the Master Plan update. We intend to hire a consultant to lead this process.

Currently, we are preparing a Request for Proposal (RFP) to select a consultant, which we anticipate will be released for bid by July 23, 2025. We will continue to keep the Board informed with regular updates as the process progresses. Your input and engagement will be essential throughout the update process.

8. PLANNING COMMISSION MATTERS FOR DISCUSSION - None

9. PUBLIC COMMENT – None

10. ADJOURNMENT

There being no further business, Vice Chairperson Brown adjourned the meeting at 7:30 p.m.

T. Edwin Norris, City Clerk