

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

The meeting was called to order at 5:30 p.m. in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237, by Chairperson Torgow and roll call was made.

PRESENT: Chairperson Torgow
 Vice Chairperson Brown
 Commissioner McClellan
 Commissioner Eizelman
 Commissioner Whitehead
 Commissioner Tungate
 Commissioner Seligson
 Commissioner Tkatch

ABSENT: Commissioner Walters-Gill

OTHERS PRESENT: Economic Development & Planning Specialist, Salam Habhab
 Deputy City Clerk/ Director of Elections, Jo Lynn Williams-Elliott
 Director of Municipal Services, Kim Marrone
 Resident Services Coordinator, Tim Ciehorski
 Deputy City Manager of Community Services Adam Owczarzak
 Deputy City Manager/Director of DPW, Dave Decoster

Torgow welcomed Shaun Whitehead to the board.

3. APPROVAL OF AGENDA OF APRIL 21, 2025:

MOTION by McClellan, SECONDED by Brown, to approve the agenda as presented for the April 21, 2025, meeting

VOTE: Yes: All
 No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF FEBRUARY 10, 2025:

MOTION by Brown, SECONDED by Tkatch, to approve the February 10, 2025, minutes

VOTE: Yes: All
 No: None

MOTION CARRIED

5. COMMUNICATIONS/CORRESPONDENCE:

A. Administrative Approval, 15000 W. Eight Mile, Forgotten Harvest-Client Choice Market

This letter is in regard to Administrative Approval for adding a mobile trailer to be utilized as a client choice market at 15000 W. Eight Mile Rd., Oak Park, MI 48237, Parcel ID # 52-25-31-326-011. The purpose of this mobile unit is to provide Forgotten Harvest's customers with a dignified environment to access fresh produce and groceries. The mobile trailer [51'X8'] will be parked in the west drive lane, approximately 20 feet behind the gate.

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.

This approval is for temporary use of the trailer and shall not exceed a period of twenty-four (24) months. The approval period commences on April 30, 2025, and will expire on April 30, 2027. The approval is granted with the understanding that the applicant intends to construct a permanent unit to replace the mobile trailer. The development of the permanent unit will require a separate application for administrative approval. Which will be reviewed according to the applicable procedures and regulations at that time. The application indicated that branded privacy screens would be added to the entire length of the fence. It has since been communicated that branded screening will not be provided at this time. If branded screening is desired in the future, it may be subject to a separate application process and review, potentially under sign regulations. The applicant is responsible for ensuring the client's choice mobile market and its operation comply with all applicable federal, state, and local regulations, including but not limited to health and Oak Park safety codes.

6. PUBLIC HEARING:

- A. Public Hearing to consider proposed amendments to the City of Oak Park Zoning Ordinances in the following sections: Article 1, Division 2; Article 2, Division 2; Article 2, Division 3; Article 2, Division 4; Article 3, Division 1; Article 3, Division 2; Article 4, Division 1; Article 4, Division 3; Article 4, Division 4; Article 5, Division 1; Article 5, Division 2; Article 5, Division 3; Article 5, Division 4; Article 5, Division 5; Article 6, Division 1.

Chairperson Torgow opened the public hearing at 5:31 p.m.

No public was present

Chairperson Torgow closed the public hearing at 5:32 pm.

In an effort to enhance the City's ability to move toward achieving its goals, the Economic Development and Planning Department has identified areas of improvement in specific sections of the Zoning Ordinance. The proposed text amendments incorporate clarifications, additions, and deletions to specific sections, as well as address inconsistencies such as incorrect cross-references, formatting, redundant sections, and outdated references to approval bodies. These improvements address emerging land use trends, respond to businesses' feedback regarding specific zoning districts and regulations, be consistent with State & Federal laws and regulations, and contribute to a more consistent and clear zoning ordinance.

The information from the full memo containing the amendments is attached to these minutes.

- B. Planning Commission action regarding the proposed zoning amendments to the City of Oak Park Zoning Ordinances in the following sections: Article 1, Division 2; Article 2, Division 2; Article 2, Division 3; Article 2, Division 4; Article 3, Division 1; Article 3, Division 2; Article 4, Division 1; Article 4, Division 3; Article 4, Division 4; Article 5, Division 1; Article 5, Division 2; Article 5, Division 3, Article 5, Division 4; Article 5, Division 5; Article 6, Division 1.

MOTION by Brown, SECONDED by McClellan, to approve the proposed zoning ordinance amendments

VOTE: Yes: Seligson, McClellan, Eizelman, Whitehead, Brown, Torgow, Tungate, Tkatch
No: None

MOTION CARRIED

7. MATTERS FOR CONSIDERATION

A. NEW BUSINESS

1. Capital Improvement Plan (CIP) 2025-2026 Annual Budget

DeCosta presented the 6-year capital improvement plan with a three-year projection.

MOTION by Brown, SECONDED by McClellan, to approve the proposed CIP Capital Improvement Plan as presented.

VOTE: Yes: Tkatch, Seligson, McClellan, Eizelman, Whitehead, Brown, Torgow, Tungate
No: None

MOTION CARRIED

2. Parking Reform Presentation

Habhab provided information regarding the new parking reform. Habhab added that after the joint meeting of the Planning Commission and City Council, the City Manager directed staff to

further examine off-street parking requirements, referencing parking standards such as those used by the City of Ferndale. Staff is currently conducting additional research and will provide updates at a future joint PC/CC meeting.

MOTION by Seligson, SECONDED by McClellan, to approve the proposed parking reform as presented.

VOTE: Yes: Tkatch, Seligson, McClellan, Eizelman, Whitehead, Brown, Torgow, Tungate
No: None

MOTION CARRIED

8. PLANNING COMMISSION MATTERS FOR DISCUSSION

Director Marrone suggested changing the Planning Commission meeting time from 7 PM to 5:30 PM. City Manager Tungate proposed moving the meeting date to align with the City Council meetings, on the 1st or 3rd Monday of the month, since three Planning Commission members also serve on the City Council.

Planning staff will present a proposal to amend the bylaws to change the meeting date and time at the next regular meeting of the Planning Commission.

9. PUBLIC COMMENT – None

10. ADJOURNMENT

There being no further business, Chairperson Torgow adjourned the meeting at 5:45 p.m.

Jo Lynn Williams-Elliott, Deputy City Clerk