

**CITY OF OAK PARK PLANNING COMMISSION
REGULAR MEETING, MONDAY, FEBRUARY 10, 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 Chairperson Torgow and roll call was made.

PRESENT: Chairperson Torgow
Commissioner McClellan
Commissioner Eizelman
Commissioner Walters-Gill
Commissioner Seligson
Commissioner Tkatch

ABSENT: Vice Chairperson Brown
Commissioner Tungate

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

3. APPROVAL OF AGENDA OF FEBRUARY 10, 2025:

MOTION by McClellan, SECONDED by Seligson, to approve the agenda as presented for the February 10, 2025, meeting

VOTE: Yes: All
No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF JANUARY 22, 2025:

MOTION by Walters-Gill, SECONDED by McClellan, to approve the January 22, 2025, minutes with a correction

VOTE: Yes: All
No: None

MOTION CARRIED

5. COMMUNICATIONS/CORRESPONDENCE:

A. Administrative Approval, Oak Park Woods, 24198 Church St.

As part of the Elevate Oak Park Initiative, the City has partnered with Oakland County Parks and Recreation to enhance Shepherd Park. With over \$6 million in investment, the "Oak Park

Woods” project will commence in May 2025 and conclude in November 2025. The project will focus on improving playscapes, bathrooms, pavilions, and other facilities while preserving the park’s natural beauty, including wooded trails and the beloved train.

Key upgrades include:

- New picnic pods, benches, and improved lighting
- Additional shaded areas and parking lot updates
- Full shelter one renovation including a warming kitchen for rental events
- New treehouse and eco-friendly playscapes
- Updated restrooms and walking trails
- Enhanced accessibility and community gathering spaces

This is an Administrative Approval submitted by Oakland County Parks & Recreation for the Oak Park Woods, 24198 Church St. Parcel IDs 25-30-251-001, 002, 003, 004, 005, & 25-30-276-028, 029, 030.

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

The approval is conditioned on the following:

1. The landscape plan shows Elm trees in the parking lot. The zoning ordinance does not permit the use of tree species, including Elms, that have characteristics of splitting easily, their brittle wood, roots prone to clogging drains and sewers, and are usually susceptible to disease or insects. The applicant shall work with the Economic Development and Planning Department to select suitable alternative species and submit a revised landscape plan for review and approval by the city planner as part of the building permit application.
2. All landscaped areas and plants material shall be kept free from refuse and debris and maintained in healthy growing conditions. The landscape maintenance plan shall indicate “If any plant material dies or becomes diseased, it shall be replaced within 30 days.”
3. Any modifications to the accesses on Church St. or Northfield Blvd. shall require obtaining permits/approvals from the City of Oak Park Engineering Department.
4. Any existing or proposed exterior light fixtures should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties. The intensity of light within a site shall not exceed one (1) footcandle at any property line, except where it abuts a service drive or other public right-of-way in compliance with the provision of Article 4, Division 5 Lighting Standards.
5. All ground or mounted mechanical equipment shall be screened in compliance with the provisions of Article 3, Division 1, Sec.318 Mechanical Equipment.
6. 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.
7. The site plan must comply with the requirements of the City of Oak Park Engineering, Building and Fire Departments.

The approval will expire on August 6, 2026, unless actual physical construction of a substantial nature of the improvements included in the approved site plan has been commenced and proceeded meaningfully toward completion during this period. If you require an extension of time, you may do so in writing before the expiration date, subject to the regulations of Article 5 Division 1 of the zoning ordinance.

6. PUBLIC HEARING: None

7. CONSENT AGENDA: None

8. MATTERS FOR CONSIDERATION

I. OLD BUSINESS: None

II. NEW BUSINESS:

A. Site Plan Review, CRDN Building Addition, 8797 & 8775 Capital St.

This is a Site Plan Review (SPR) request submitted by Designhaus to construct a new building addition for CRDN (Huntington Cleaners) at the vacant parcel at 8797 Capital St.

The site of 1.33 acres (57,992 sq ft) currently comprises three contiguous parcels:

- Parcel A (further west parcel): 8797 Capital St. ID 25-33-152-056: This vacant corner lot is 0.360 acres (15,750 sq ft) and located at the intersection of Capital St and Wyoming Ave.
- Parcel B (middle parcel): 8775 Capital St. ID 25-33-152-003: This parcel is 0.540 acres (23,625 sq ft) and comprises a one-story industrial structure (10,067 sq ft) used for CRDN operations.
- Parcel C (further east parcel): ID 25-33-152-055: Parcel C: This parcel is 0.430 acres (18,617 sq ft) and serves as a parking lot for the CRDN operations.

The applicant proposes to combine the three contiguous parcels into one parcel and build an addition on parcel (A). Parcels (B) and (C) are fully developed with the existing industrial building and parking lot, that are proposed to remain. Parcel (A) will feature a new one-story warehouse building of (15,008 sq ft), and landscaped areas along the frontages of Capital St. and Wyoming Ave. The property has an access on Capital St. Two new truck delivery accesses are proposed on Wyoming Ave.

The existing parking lot is enclosed with a 6-foot existing chain-link fence. A new 6-foot screen wall is proposed along the south property line of the parking lot. There is a 6-foot chain link fence enclosing the vacant parcel that is proposed to be removed.

- The Site Plan Review approval is contingent upon combining the parcels into one parcel in accordance with the requirements of the State Land Division Act and the City of Oak Park Code of Ordinance, and other applicable statutes and ordinances.

Additionally, the site plan depicts a new canopy of (1,988 sq ft) extending along the southeast side of the existing building. The applicant has indicated that the canopy is still in the conceptual phase and will be constructed in a later phase of the project.

- If the construction of the canopy commences within the 18-month site plan approval period, detailed construction plans must be submitted to the city planner for review and

approval prior to construction. Should the site plan approval expire without construction of the canopy, any subsequent canopy proposal will be subject to the applicable development review process based on the size of the canopy at that time.

MOTION by Eizelman, SECONDED by Walters-Gill, to approve the site plan review submitted by CDRN with the following conditions:

1. The Site Plan Review approval is contingent upon combining the parcels into one parcel in accordance with the requirements of the State Land Division Act and the City of Oak Park Code of Ordinance, and other applicable statutes and ordinances.
2. If the construction of the canopy commences within the 18-month site plan approval period, detailed construction plans must be submitted to the city planner for review and approval prior to construction. Should the site plan approval expire without construction of the canopy, any subsequent canopy proposal will be subject to the applicable development review process based on the size of the canopy at that time.
3. The applicant shall submit a revised landscape plan for review and approval by the city planner as part of the building permit application. The landscape plan will be evaluated based on site tree replacement and credits. Any variation from the submitted plan shall be corrected and resubmitted for approval before construction begins.
4. 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.”
5. The applicant shall obtain permits/approvals from the City of Oak Park Engineering Department for the proposed accesses on Wyoming Ave and any modification to the access on Capital St.
6. The applicant shall submit a detailed plan for the dumpster enclosure showing the location, design, building material, and any relevant details, as part of the building permit application, in compliance with section 333 of the zoning ordinance, and shall be approved by the Building Official before construction.
7. The applicant shall submit a revised photometric plan that shows the light distribution along Wyoming Ave. Any existing or proposed exterior light fixtures should be shielded and downward cast to eliminate the possibility of nuisance to the adjoining properties. The intensity of light within a site shall not exceed one (1) footcandle at any property line, except where it abuts a service drive or other public right-of-way in compliance with the provision of Article 4, Division 5 Lighting Standards.
8. Any ground or mounted mechanical equipment shall be screened in compliance with the provisions of Article 3, Division 1, Sec. 318 Mechanical Equipment.
9. No signage is approved as part of the site plan review process; a separate permit must be requested for the inclusion of any signs at this site.
10. The site plan must comply with the requirements of the City of Oak Park Engineering, Building, and Fire Departments.

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

MOTION CARRIED

9. PLANNING COMMISSION MATTERS FOR DISCUSSION – None

10. PUBLIC COMMENT – None

11. ADJOURNMENT

There being no further business, Chairperson Torgow adjourned the meeting at 7:05 p.m.

Jo Lynn Williams-Elliott, Deputy City Clerk