

**MINUTES OF THE CITY OF SOUTHFIELD PLANNING COMMISSION  
REGULAR MEETING OF FEBRUARY 24, 2021  
6:30PM  
VIA TELECONFERENCE**

**Planning Commission Members Present:** Culpepper, Griffis, Huntington, Martin, Stephens-Gunn and Willis

**Planning Commission Members Excused:** Miah

**Staff Present:** City Planner Croad and Planner Spence

Chairman Griffis called for a roll call. Planner Spence called the roll and determined there was quorum present to conduct business.

Chairman Griffis called for Approval of the Agenda. Motion by Commissioner Willis to Approve the Agenda as Written. Seconded by Commissioner Culpepper. Chair Griffis called for e Roll Call Vote.

Commissioner Culpepper – Aye  
Commissioner Huntington – Aye  
Commissioner Martin - Aye  
Commissioner Stephens-Gunn – Aye  
Commissioner Willis – Aye  
Chair Griffis – Aye

Motion carries

Chairman Griffis asked if there were any Announcements or Communications. Planner Spence noted there were none at this time.

Chair Griffis called for the first item.

**PSLU21-0001** is a Special Use Request of the owner, City of Southfield, to allow for a professional office use within a publicly owned building located at 26080 Berg Road on publicly owned land located at 23660 Civic Center Drive, Sidwell Parcel 2421-100-132, on the northeast corner of Civic Center Drive and Berg Road at the Burgh Historical Park, Section 21, City of Southfield, Oakland County, State of Michigan.

Planner Spence gave a brief overview of the project using a PowerPoint presentation. He noted that the Special Use Standards Report showed this use met the conditions for Special Use Approval. City Council approved these types of uses in public buildings in 2020 and this professional office met the standards. He did ask about hours of operation and hoped Deputy Administrator John Michrina could answer that for staff and the Commission.

Mr. Michrina felt the hours of 8am to 8pm Monday through Friday would work but he had yet to hear back on what the weekend hours, if any, would be. He had no other comments at this time and would be happy to answer any questions the Commission might have.

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Chairman Griffis noted this was a Public Hearing and opened the discussion up to the public. After the allotted time, Planner Spence noted there was no one on the line for Public Comment on this item. Chairman Griffis opened up the discussion to the Commissioners.

Commissioner Culpepper noted this proposal meets the standards for Special Land Use.

City Planner Croad noted a condition of the approval will be 8am-8pm Monday through Friday with weekend hours to be determined.

There were no other comments. Chair Griffis called for the Recommendation from the Planner.

The Planning Department recommends **FAVORABLE RECOMMENDATION** of the Special Use request of the City of Southfield to allow for a professional office use within a publicly owned building located at 26080 Berg Road on publicly owned land located at 23660 Civic Center Drive, Sidwell Parcel 2421-100-132, on the northeast corner of Civic Center Drive and Berg Road at the Burgh Historical Park, Section 21, City of Southfield, Oakland County, State of Michigan, for the following reasons and conditions:

1. Subject to Approval of PASP21-0004, Administrative Site Plan Review by the City Planner.
2. Hours of operation shall be limited to 8:00am-8:00pm Monday through Friday with weekend hours to be determined.
3. Any exterior changes to the building must go through the review and approval process with the Southfield Historical Commission.
4. The submitted special use, with any conditions recommended by the Planning Department and the Planning Commission, will be of such size and character that it will be in harmony with the appropriate and orderly development of the R-2 Single Family District.
5. The location, size, intensity and periods of operation of the proposed use is designed to eliminate any possible nuisance likely to emanate there from which might be adverse to occupants of any nearby permitted uses.
6. The proposed use is in accord with the spirit and purpose of this Chapter and is not inconsistent with, or contrary to, the objectives sought to be accomplished by this Chapter and principles of sound planning.
7. The proposed use is of such character and vehicular traffic generated will not have an adverse effect, or be detrimental, to the surrounding land uses or adjacent thoroughfares.
8. The proposed use is of such character and intensity and arranged on the site so as to eliminate any adverse effects resulting from noise, dust, dirt, glare, odor, or fumes.
9. The proposed use will not be adverse to the promotion of the health, safety and welfare of the community.
10. The proposed use is designed and operated so as to provide security and safety to employees and the general public.

Chairman Griffis called for a Motion.

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Motion by Commissioner Huntington for Favorable Recommendation for PSLU21-0001. Motion supported by Commissioner Willis. Chair Griffis called for a Roll Call Vote.

Commissioner Huntington – Aye  
Commissioner Martin – Aye  
Commissioner Stephens-Gunn – Aye  
Commissioner Willis – Aye  
Commissioner Culpepper – Aye  
Chair Griffis – Aye

Motion carries.

Chairman Griffis called for the next item.

**PZTA21-0001** is a Council-initiated Zoning Ordinance Text Amendment to amend Title V, Zoning and Planning, Chapter 45, Zoning, of the Code of the City of Southfield by amending various Articles and Sections of the Zoning Ordinance related to Woodlands and Wetlands, Small Box Retail, and Wireless Communications Facilities, and other amendments that may become necessary as needed for the City of Southfield.

Planner Spence made a brief presentation with a PowerPoint on the proposed text amendment noting the amendment specifically addresses updating the Woodland and Tree Protection Ordinance, updating the Wetland and Watercourse Protection Ordinance, adding provisions for Small Box Retail, adding provisions for Small Cell Facilities to the Wireless Communications Facilities Ordinance, and other amendments that may become necessary as needed for the City of Southfield.

Chairman Griffis noted this was a Public Hearing and opened up the floor to the Public. After the allotted time, Planner Spence noted that there was no one on the line for Public Comment on this item. Chairman Griffis closed the Public Hearing and opened the floor to the Commissioners.

Commissioner Huntington inquired if a pharmacy could operate within a dollar store use. City Planner Croad noted that if the pharmacy meets the requirements, then, yes, it can operate.

Commissioner Willis asked about the pharmacy as well. City Planner Croad noted that pharmacy uses are regulated by a different set of standards in the Zoning Ordinance.

Commissioner Culpepper felt these amendments to the Zoning Ordinance made sense.

Commissioner Huntington inquired about the small cell facilities. City Planner Croad noted that the only control a municipality will have is in design and color in the districts noted.

Chairman Griffis thought these amendments to the Zoning Ordinance made sense.

Chairman Griffis called for the Planner's Recommendation.

Planner Spence noted the Planning Department recommends **FAVORABLE RECOMMENDATION** of PZTA21-0001 draft dated 2-24-2021, for the following reasons:

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1. The proposed text amendment will amend Title V, Zoning and Planning, Chapter 45, Zoning, of the Code of the City of Southfield by amending various Articles and Sections of the Zoning Ordinance related to Woodlands and Wetlands, Small Box Retail, and Wireless Communications Facilities, and other amendments that may become necessary as needed for the City of Southfield.

This amendment specifically addresses updating Section 5.56 Woodland and Tree Preservation Ordinance, updating Section 5.55 Wetland and Watercourse Protection Ordinance, adding provisions related to Small Box Retail uses in Article 13 Neighborhood Shopping District, Article 14 Regional Shopping District, Article 15 Regional Center District, Article 16 Neighborhood Business District, Article 17 Planned Business District, Article 18 General Business District, and Article 20 Industrial Districts (Telegraph Road Only), and adding provisions to Section 5.58 for Small Cell Facilities to the Wireless Communications Facilities Ordinance, and other amendment that may become necessary as needed for the City of Southfield.

Chairman Griffis called for a Motion.

Motion by Commissioner Culpepper for Favorable Recommendation for PZTA21-0001. Motion supported by Commissioner Huntington. Chair Griffis called for a Roll Call Vote.

Commissioner Martin – (Lost his connection to the meeting)  
Commissioner Stephens-Gunn – Aye  
Commissioner Willis – Aye  
Commissioner Culpepper – Aye  
Commissioner Huntington – Aye  
Chair Griffis – Aye

Motion carries.

Chair Griffis called for Approval of the Minutes.

Motion by Commissioner Culpepper to Approve the Minutes of January 13, 2021 Study Meeting, January 20, 2021 Study Meeting and January 27, 2021 Regular Meeting. Supported by Commissioner Willis. Chair Griffis called for a Roll Call Vote.

Commissioner Stephens-Gunn – Aye  
Commissioner Willis – Aye  
Commissioner Culpepper – Aye  
Commissioner Huntington – Aye  
Commissioner Martin – (Lost his connection to the meeting)  
Chair Griffis – Aye

Minutes Approved.

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Chair Griffis announced the Public Comment section of the meeting. Planner Spence noted that due to the delay between the Webex PC meeting and the Cable version he would give any public who wished to speak a few minutes to call in. After the allotted time, Planner Spence announced there were no calls in for Public Comment. Chair Griffis closed the Public Comment portion of the meeting.

Chair Griffis asked if there were any Miscellaneous items. City Planer Croad mentioned the Master Plan and noted we were in Week 4 of the Public Input. The second Town Hall Meeting with Hubert Massey was coming up. Training opportunities for the Commissioners are available so if you are interested, let us know.

Planner Spence noted that the next meeting of the Commission is on March 3.

There were no other comments.

The meeting was adjourned at 7:32pm.

Tony Martin                      5/7/2021  
Tony Martin                      (date)  
Secretary/js