



Berkshire Township Board of Zoning Appeals
Regular Meeting Minutes
August 20, 2025, 7:00pm

Call to Order: Jim called the meeting to order at 7:00 p.m.

Determination of a Quorum/Roll Call: Members Dorothy Kerr, Fred Grunewald, James Spurrier, and Ellen Ebe present. Also, present were David Weade, Zoning Inspector and Alison Newton, Meeting Secretary.

Motion to approve the minutes:

Ellen made a correction on page 3, the 4th paragraph and asked to strike the sentence about the applicant applying for a one-year extension. Dorothy made a motion to approve the corrected meeting minutes from June 18, 2025th. Ellen seconded. Motion approved 4-0.

Announcements: Statement of Policy

As is the adopted policy of Berkshire Township, all applicants will be granted an opportunity to make their formal presentation. Following the applicant's presentation preliminary questions or points of clarification from the board will be allowed. The audience will then be granted an opportunity to comment. Each individual will be granted 3 minutes. We ask that you be brief and to the point. The Chairperson may limit repetitive comments and close public comments after a reasonable time. The board will follow with questions and take action if needed

Regional Planning Commission Updates: none

Participants sworn in by David Weade:

Beth Seedorf
Jeff French

New Business: Application 25-094 Carlton at Berkshire LLC. Variance request for signage.

Beth, here today on behalf of the applicant introduced herself and her colleague Jeff French. She described the property as being developed as a Mercedes-Benz dealership and zoned as PMUD article 16. She explained they are hoping to erect an off-premises sign with a variance that would increase the height of the sign from 8ft to 10ft and

another variance that would allow for an off-premises signs which is the property adjacent to their property (Carlton at Berkshire).

Beth outlined their application and provided answers to the following questions, in summary, Beth thought their project would be beneficial to the community as motorists would be able to see available apartments for lease, it wouldn't be substantial as the sign is only 2ft over the allowable size, the sign would alter the character of the area but it is temporary. She didn't think that it would affect government services and that the current owner of the land had agreed to allow them to place the sign on their property. She reiterated that the temporary nature of the sign and thought there was no other method in which they could solve their problem.

Jeff French of Carlton at Berkshire explained their predicament and noted that they have opened recently and have struggled with less foot traffic than anticipated. He noted that their other sites across the area have higher occupancy compared to the Carlton of Berkshire. They only have 44 occupied units out of 312 units but have additional deposits. He believed that visibility is an issue, and they have limited visibility from the street. Jeff spoke about the dealership and that their permanent sign package will commence in April of next year and any temporary signs would need to be removed by then.

Dorothy asked for clarification in their application regarding the PMUD policy that did not account for signage. Beth explained that this situation about a sign off-premises wasn't contemplated in the sign package.

Fred asked about the temporary signage that would be there, and if they could commit to having it out by April of 2026. Beth thought that they could commit to this. Fred noted that he thought that the sign might be a detriment to the area, specifically being a distraction to the drivers that go through that area. Ellen also noted that she thought signs in this area could cause distraction for drivers. Fred worried that more housing developments could come to the board and ask for signs to be placed in this area similar to this applicant causing even more distractions.

Jim asked about the specific distance of the sign from 36/37, Beth said this would be 77' from there.

Ellen asked for clarification on the temporary nature of the sign, David clarified that the board could ask the applicant to commit to an end date.

There was general discussion about the code and how it was written and how the applicant is requesting their variances.

Jim thought that their apartment complex was quite visible, especially compared to the development behind them and worried that this would begin a parade of more signs in the area. He also thought the safety issues are problematic, Ellen seconded this sentiment.

The applicant asked if the sign was moved east, away from intersection, would it improve the safety issues that the board raised. The board thought that the new lane construction would not allow for this. Jim asked about the orientation of the sign relative to the intersection, the applicant said it would be perpendicular to 36/37.

Fred made a motion to deny the application 25-094 for the authorization of an off-premises sign. Ellen seconded. Motion approved 4-0.

Other business: none

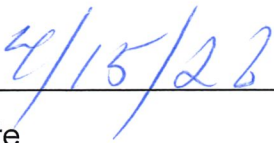
Adjournment: Ellen made a motion to adjourn the meeting at 7:38pm. Fred seconded. Motion approved 4-0.



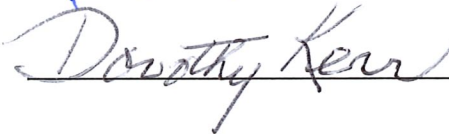
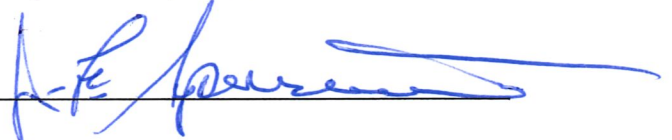
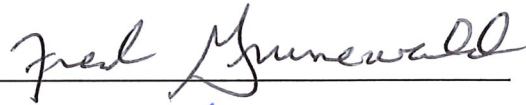
Zoning Inspector



Meeting Secretary



Date



Board Members