

Present: Chairperson Borowski; Vice-Chairperson Belaustegui; Members: Bliven, Domzal, Fox, Miley, Robiner and Tillman

Absent: Smith

Also Present: Building Official, Byrwa
Council Liaison, Kennedy
Council Member, Walsh
Planning Consultant - Birchler

Chairperson Borowski called the meeting to order at 7:35 p.m. in the Village municipal building at 18500 W. Thirteen Mile Road.

Borowski recognized scouts in the audience from Boy Scout Troop 1029 from Our Lady Queen of Martyrs parish. The following scouts are working towards earning a "Citizenship in the Community" merit badge required to earn Eagle Scout recognition: Tom Dixon, Joe Ferguson, Marty Johnson, Steve Krebs, Michael Schmitt and Steve Staeger. Their merit badge counselor is Mr. Steve Staeger.

APPROVAL OF MINUTES

MOTION by Bliven, supported by Robiner, that the minutes of a regular Planning Board meeting held on Monday, April 14, 1999 be approved as submitted.

Motion passes unanimously.

PUBLIC HEARING FOR SITE PLAN APPROVAL AND SPECIAL APPROVAL FOR SCHOOL AND PARISH CENTER ADDITION AT OUR LADY QUEEN OF MARTYRS CHURCH AT 32460 PIERCE

John Vitale with the firm Stucky Vitale Architects was present on behalf of Our Lady Queen of Martyrs parish to present a proposal to construct an addition to the existing school that will connect the auditorium and the two-story school building. It will allow students to utilize the auditorium without walking outdoors. The two-story addition will accommodate a computer lab, art room, music room, and library.

The existing convent building will be converted into a parish center with a meeting room added to the rear of the building. The interior of the building will be renovated to provide several meeting rooms on the second floor and parish center offices on the ground floor. The parking lot is being expanded, leaving the existing field area in its present location. It is proposed to make minor modifications to the front of the school to provide a drop-off area at the front entrance.

Vitale has worked with the Village's planning consultant firm and has incorporated their traffic flow concepts in a revised site plan. He explained changes made in the traffic flow to accommodate both the school use as well as the Sunday service function. Two-way traffic was eliminated in some of the driveways and replaced with one-way entrance and egress drives.

The landscape architect proposes a plan that provides for landscaping around the renovated and addition areas of the building. It is proposed to construct a masonry pier and cedar fence combination screen along with landscaping along the northern border of the property. It was felt that a solid masonry wall in a residential area would be intrusive. The landscaping will be enhanced along the perimeter of the field.

Planning consultant Birchler commented that most of the issues addressed in the Birchler Arroyo review letter dated May 4, 1999 are limited to the site plan. The use of the property for purposes of the school, church, and parish center is an established use which is permitted in the district by special approval. A hearing is required because the existing uses are being expanded by the proposal to enlarge the school, convert the former convent into a parish center, and move the offices out of the rectory. It is the opinion of the consultant that there are no issues related to the use itself that need to be addressed or that require mitigating or design.

Birchler Arroyo recommends approval of the site plan subject to a number of items contained in the review letter. The consultant outlined items that need attention.

The proposed project includes a church, parish center with meeting rooms, and a school with an attached gymnasium. For purposes of off-street parking calculations, the meeting rooms and office spaces are considered accessory to the church use and the gymnasium accessory to the school use and would not require additional parking as separate uses. The total required parking for each individual use on the site is 417 according to the Village Zoning Ordinance; the applicant is providing about 336 spaces.

The Ordinance provides that up to 50% of the required parking can be waived by the Village Council if it is found that there are several uses being made of the property that do not overlap one another. It is the opinion of Birchler Arroyo that the use of the school, the worship space, and the parish center do not occur simultaneously under most circumstances. An occasional overlap of two of those uses would not occur to an extent that would require more than the number of spaces that are being shown on the plan. Birchler supports the Planning Board recommending to Council a reduction in the number of spaces required based on the fact that there is essentially no time when all of these uses would occur simultaneously.

A minor correction is needed to the site plan to reflect that the garage will accommodate three spaces and not six and that the five spaces for the drop off area to the pre-school are for temporary parking only.

A list of proposed landscape material must be provided. A list was provided on the preliminary site plan reviewed at the last meeting but has been omitted with the latest submission. Vitale stated that the landscape architect has provided a revised landscape plan including a list of plant materials which will be submitted tonight.

Another item to be addressed is the ordinance requirement for the screen wall at the south end of the site where there is an existing parking area. There may be neighbors in that area who would prefer the existing situation rather than having a barrier placed along their rear property line that would prevent them from having a view into the site. Birchler suggested that this may be an issue that can be decided after hearing input from area residents.

There was no detail provided on the existing building mounted fixtures that are proposed to be relocated onto the addition. It may be necessary to shield those fixtures to prevent glare on adjoining residential properties depending on the new locations and the height at which they are mounted. This is an item which the Planning Board and Council could refer to the building department for verification that the fixtures are properly shielded.

All of the one-way drives need to be properly signed per the 1994 Michigan Manual of Uniform Traffic Control Devices. A back up area for the handicap parking area south of the church is required. The parking island west of the soccer field could be enlarged to improve traffic circulation. Birchler will suggest to the architect a slightly modified design for the end islands that will allow traffic to circulate more smoothly.

Birchler summarized that the only major issues are whether there should be screening of the parking area along the south lot line and whether the proposed method of screening on the northern border instead of the masonry wall requirement is an appropriate alternative for the Council to approve. It will be important for the Council and Planning Board to hear the neighbor's comments on the screening device.

Borowski questioned who has authority to permit a fence in lieu of a masonry wall between the parking areas and residential use. The Village Council with a recommendation from the Planning Board has the authority to substitute a material that is more appropriate for a method of screening on the north lot line than the general standard that is provided in the ordinance. If there is an alternate to the ordinance standard that is equally as high in quality and more acceptable to the abutting residents, the Council has the authority to make a substitution of the screening material.

Borowski stated that this will be a multiple public hearing because there are three uses on this site. Birchler stated that the language in the ordinance which says that each land use has to have a separate public hearing and separate action is intended for situations where a special approval use is approved and developed on a site followed by an additional special approval use taking place without a public hearing and approval. In this instance, the church, parish center, and school uses are already occurring on the property and they are not severable from one another. It is Birchler's professional opinion that this is a single use which has three components and can be handled with a single hearing.

Borowski declared the public hearing open at 8:00 p.m. for the site plan approval and special land use approval for school and parish center addition for Our Lady Queen of Martyrs parish.

Robert Dunham of 16249 Buckingham, the neighbor immediately north of the church, asked to hear what is being planned for the north lot line with respect to the fence and parking lot extension.

Vitale explained that a six foot high cedar fence which would be complimented every 20 feet by a masonry pier is proposed for the north side of the lot. It was thought that a combination of the wood and masonry would be aesthetically pleasing to both the neighbors and the church. In addition, landscape material is proposed along the fence line. The applicant would like it worked out so that the existing fence is removed and there is only one fence on the property line.

Dunham mentioned that there are trees that provide screening and asked if they will remain. Vitale answered that existing trees will be evaluated carefully by the landscape architect. Scrub trees will be removed and the landscaping will be enhanced with lower Evergreen type materials. The applicant is proposing six foot tall Arborvitae plants.

Emily Patz of 16231 Buckingham commented that most of her concerns have been addressed by the proposed new fence. She was informed that every effort will be made to maintain the fence. Patz understands that the lighting fixtures will be shielded to prevent glare on neighboring property. She has a concern with exhaust fumes created by the busses that park near the north fence with engines running in cold weather. She asked that porta johns be available to construction workers near the work site and away from the north fence. Patz is concerned that the project be completed in a timely manner.

Vitale assured Ms. Patz that lighting fixtures will be shielded to keep direct light from spilling over the property line. The bus situation could be reviewed in terms of an operational issue. The circulation flow is being altered with this renovation. The suggestion could be made that busses wait in an area not as close to the property line. It is anticipated to start construction on the project as soon as possible.

Robert Smith of 16907 Birwood lives at the southwest corner of Birwood and Pierce. His main concern is with traffic. He asked if the proposed addition will increase the capacity of the school or the church.

Vitale responded that the school was originally designed to accommodate 1100 students. The current enrollment is about 480 students with growth anticipated to be up to 520. The expansion is not intended to increase the amount of students but to better utilize the existing space and provide classrooms that will supplement the current school operation.

Smith asked if there is a net change in the number of parking spaces. Vitale responded that the number of parking spaces will be increased which will accommodate any overflow of traffic. The circulation on the site will improve with the new design. Vitale does not anticipate an increase in traffic from the number of people who use the facilities.

Smith asked whether a six foot fence is in violation of the fence ordinance. Birchler stated that there is an ordinance requirement to provide a six foot screening wall when a special approval use abuts residential zoned property.

Joe Ferguson of 1349 Dorthea in Berkley attends Our Lady Queen of Martyrs School. He noticed on the site plan that the number of parking spaces is being increased at the expense of the existing gravel playground. Vitale acknowledged that the playground is being removed.

At the inquiry of Robert Dunham, Birchler explained the traffic circulation being proposed on the site in some detail.

John Schmitt of 18833 Warwick commented that some of the residents on Kinross have children who attend the school and currently have access through a gate in the fence. He asked if those children would still be able to access the school area from their yard.

Vitale stated that this is something that has not been considered. The applicant would provide an opening in the fence structure for those residents who would like one.

Stephen Gale of 16916 Buckingham questioned the impact of the renovations and additions on the sewage situation in that part of the Village.

Vitale thinks that the classroom and office uses would have a minor impact on the sewer situation. He stated that the civil engineer for the project will work closely with the Village engineer to make sure the drainage issue is addressed.

Byrwa stated that the Village engineer did a preliminary review of the site plan and addressed concerns about storm water drainage from the parking lot. A system will have to be designed to regulate surges into the existing sewer system. A catch basin will be constructed under the parking lot and restrictors placed on it to reduce the flow and eliminate surges into the sewer system. As a result, the parking lot may hold some of the water for about an hour or two and drain at a slower rate. Final approval of the drainage plan will be required by the Village engineering department.

A resident asked about the affect of construction traffic on streets in the area. Vitale did not think that a project of this size would impact adjoining streets with respect to construction traffic. A driveway could be dedicated for construction traffic.

Mark Melendy of 16905 Kinross asked whether the direction of flow from construction traffic could be restricted from a certain direction so that trucks are not meandering through the neighborhood. Vitale stated that the applicant could discuss this at a preconstruction meeting with the general contractor and make sure that the traffic enters the site on a main road.

Melendy questioned whether parking on the west side of Pierce can be prohibited during services since the overall number of parking spaces will be increased on the property. He lives on the corner of Kinross and Pierce and objects to parking along Pierce.

Vitale suggested that the congregation could be asked to be more sensitive to how parking on Pierce affects the property owners. Melendy stated that the people who park on Pierce do not want to walk to church from the parking lot.

As part of the analysis of this use, Birchler suggested that a determination could be made as to whether the additional number of parking spaces being provided on site would be offset by signing a section of Pierce on the west side with "no parking". If the parking lot provides for the worship community's needs, the Traffic Committee could be asked to look at that section of Pierce and determine whether it could be posted as a "no parking" area.

Shelly Feist of 16215 Buckingham lives at the northeast corner of the school property. She would like to have a gate constructed in the new fence for access to the site. Feist commented on the removal of the playground.

Vitale stated that a gate would be considered with every individual property. School Principal, Peter Ferguson, commented that the staff has not discussed the status of future playground equipment. He mentioned liability concerns with the playground equipment.

Vitale assured those present that the gate at Dunblaine to the east of the parking lot will not be opened.

Elaine Kennedy of 16255 Amherst questioned whether a photometric study of the site will be conducted before the proposal comes before Council. Vitale stated that the applicant can provide that information if it is requested by the Planning Board and Council.

Steve Staeger of 29846 Pleasant Trail in Southfield attends OLQM school. He commented that there are about 100 kids that go out for recess every day. He questioned where they will spend recess time if the playground is removed. Vitale commented that the children will be able to use a combination of the blacktop area and the soccer field.

Staeger asked when the construction will be completed. Vitale stated that the parish would like to start construction as soon as all approvals are granted. It generally takes six to nine months to complete a project of this size.

Jim Cass of 1714 Norfolk in Birmingham, a parishioner, asked questions about parking spaces which were addressed by Vitale. He asked why an increase in parking spaces is needed. Vitale said that it was felt that more parking was needed to accommodate parishioners during some of the functions that take place at the parish.

Cass questioned the percentage of green space proposed on the site plan. Vitale stated that the amount of landscaping area will increase. The ordinance requires a certain amount of green space. The lot coverage of the building is about 16 percent building to land coverage.

Feist questioned the need for additional parking, particularly since it will be added at the expense of the playground. Cass and Ferguson expressed concern with removing the playground area for added parking.

Gregory Bator of 31139 Belmont questioned whether the Planning Board and Council would consider a waiver of the parking requirements to 50 percent in order to preserve some part of the playground.

No one else wished to be heard; therefore, the public hearing was closed at 8:41 p.m.

Several members of the Board commented that parishioners and users of the area have a legitimate reason to express disdain for the loss of the playground. It was agreed that this is an internal issue and not a site plan issue for the Planning Board.

Planning Board members were assured by Birchler as to the safety of the driveways and circulation along Pierce. Birchler stated that access into the site will be better controlled. The proposed design will end some of the confusion that currently occurs at the driveways.

Members suggested that a photometric study would be useful in assuring that there will be no problems with glare on abutting residences from relocating lights on the building.

Board members were concerned that appropriate engineering be designed to prevent drainage problems. Vitale will schedule a meeting between his civil engineer and the Village engineer to address storm drainage on the site.

The Planning Board supports the proposal for a brick and wood fence on the north property line in lieu of a solid masonry fence which would destroy the trees next to the wall. It was mentioned that the Village's new Fence Ordinance would give residents adequate protection from the proposed fence becoming dilapidated.

It was suggested that the abutting residents be informed that the proposed board-on-board fence is not solid like the existing fence. Vitale stated that the advantage of this style of fence is that it provides more texture than a flat wall fence. A disadvantage is that it allows some visibility at certain

angles. The applicant thinks it is the best choice aesthetically. Birchler remarked that the amount of overlap of the boards is adjustable.

Concern was expressed with the fence extending completely along the north property line and returning on the east. There are currently a couple of properties north on the edge of Pierce that do not have fences. It was suggested that the parish come to an agreement with those property owners as to whether they want a fence or landscaping. Vitale commented that the applicant will accommodate those people on an individual basis.

Both the applicant and Board members felt that landscaping would be appropriate along the south property line rather than a permanent fence. Birchler commented that the Planning Board may want to recommend to the Village Council that it may not be necessary to trigger the screening requirement of the Ordinance since there is no new parking being developed along the south side.

There is agreement that the gate to Dunblaine will remain closed and locked other than for emergency service. The access gate for property owners should be retained with the new fence.

It was mentioned that the narrow drive at the southeast end of the property going to Kinross is run down. The suggestion was made to move the road away from the property line and add planting in the area.

A landscape maintenance plan must be submitted with the landscape plan. A correct legal description should appear on the plan. The applicant's engineer was asked to verify the 43 foot right-of-way on Pierce.

Bliven suggested calculating the parking requirements based on the square footage of the additions rather than looking at the entire site. It appears that there are 80 parking spaces more than was provided previously. The additions require about 61 new parking spaces. The applicant has satisfied the parking requirement for the additional building proposed.

Birchler stated that it is his professional opinion that there is enough parking provided on the site. He has reviewed the combination of uses, the parking that is available now, and the increase in parking spaces without a significant increase in the capacity of any of these facilities. Additional parking will accommodate all the parking needs on site.

At the Board's inquiry, Vitale commented on efforts to integrate the design of the parish center addition with the existing architecture.

With regard to fencing on the north property line, it was suggested that the neighborhood associations may be a means of communicating with the neighbors about the proposed fence and the concern that there not be two fences.

Fox commented that leaving a gravel area on the site would provide an organization of the parish with an opportunity to fund raise for playground equipment.

It was the sense of the Planning Board to refer the suggestion of a "no parking" area on the west side of Pierce to the Traffic Committee for review and recommendation.

MOTION by Tillman, supported by Robiner, to approve the site plan for school and parish center addition for Our Lady Queen of Martyrs Church at 32460 Pierce subject to the following: 1) submission of a photometric lighting study to address lighting concerns; 2) storm drainage issues being addressed by the engineering department prior to the Council public hearing; 3) submission of a complete landscape plan and landscape maintenance plan for the site.

Roll Call Vote:
Motion passes unanimously.

MOTION by Fox, supported by Tillman, for special use approval for the expansion of Our Lady Queen of Martyrs School in a residential zone district.

Roll Call Vote:
Motion passes unanimously.

MOTION by Fox, supported by Robiner, for special use approval for the expansion of the parish center.

Roll Call Vote:
Motion passes unanimously.

A recess was called at 9:30 p.m. The meeting reconvened at 9:40 p.m.

REVIEW SUMMARY AND CONDUCT PUBLIC HEARING ON LAND DIVISION ORDINANCE

The Planning Board recommended approval of the proposed Land Division Ordinance at its April 14, 1999 meeting and forwarded it to Council for adoption.

Borowski stated that a Planning Board public hearing was scheduled at the advice of Village legal counsel and published in the Eccentric newspaper. He opened the public hearing on the proposed Land Division Ordinance at 9:42 p.m. No one wished to be heard; therefore, the public hearing was closed at 9:43 p.m.

Board members questioned the necessity for the public hearing considering that this is a subdivision ordinance and not a zoning ordinance.

MOTION by Robiner, supported by Bliven, that the proposed Land Division Ordinance be approved and submitted to Council for adoption.

Roll Call Vote:
Resolution passes unanimously.

REVIEW SECOND DRAFT, CHAPTER 23, SECTION 23.17 PRIVATE ROAD REQUIREMENTS

Birchler stated that the amendments to the Private Road Requirements have been revised to include comments and suggestions made by the Planning Board at its last meeting. He reviewed the new language with the Board. Additional changes to the ordinance were suggested by members and will be incorporated into a revised draft.

The Board discussed whether to hold a public hearing on this ordinance. Birchler commented that State law and the Village Municipal Code do not require a public hearing on a police powers ordinance, only on a zoning ordinance.

The Planning Board asked that it receive direction through Council if Village legal counsel suggests a public hearing be held on the Private Road Requirements.

PLANNING BOARD COMMENTS

Fox invited everyone to attend the Groves High School spring concert on May 26 if the Planning Board meeting scheduled for that evening is canceled.

Robiner commented that the Village is organizing a Rouge River clean up at Douglas Evans nature preserve for Saturday, June 5.

Bliven mentioned that a Village of Beverly Hills web page is being prepared.

PLANNING CONSULTANT'S COMMENTS

Birchler stated that the private road regulations will be revised for the May 26 Planning Board meeting unless the Board wishes to defer this item until its June 9 meeting.

BUILDING OFFICIAL COMMENTS

Byrwa informed the Board that the Village is in receipt of a site plan for a minor expansion of the men's locker room at the Beverly Hills Racquet Club. This will be an agenda item for the May 26 meeting.

PUBLIC COMMENTS

Kennedy stated that an agenda item for the May 17 Council meeting will be discussion of procedure for new appointments to Boards and Committees.

The meeting was adjourned at 10:09 p.m.

Carry over items:

1 - Review revised draft of Private Road Requirements (4-12-99).

Motions made by Planning Board to be acted upon by Council:

4-14-99: Recommendation for adoption of Land Division Ordinance.

5-12-99: Recommend approval of site plan and special approval for school and parish center addition for Our Lady Queen of Martyrs Church

**Vince Borowski, Chairperson
Planning Board**

**Ellen E. Marshall
Village Clerk**