

Present: Chairperson Jensen; Members: Bliven, Hayes, Nedley, Schneiders, Smith, Tillman and Woodrow.

Absent: Borowski

Also Present: Village Manager, Murphy  
Planning Consultant, Wyrosdick  
Council Liaison, Downey

Chairperson Jensen called the meeting to order at 7:30 p.m. in the Village municipal building at 18500 W. Thirteen Mile Road.

### **APPROVAL OF AGENDA**

The agenda was approved as prepared.

### **PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA**

There were no comments from the public.

### **APPROVE MINUTES OF A REGULAR PLANNING BOARD MEETING HELD ON WEDNESDAY, JULY 11, 2001**

On page 3, third paragraph, the first sentence was changed to read, “Smith asked the planning consultant to comment....”.

MOTION by Smith, supported by Hayes, that the minutes of a regular Planning Board meeting held on Wednesday, July 11, 2001 be approved as amended.

Motion passes unanimously.

### **REVIEW INFORMATION ON 14 MILE ROAD CORRIDOR**

The Planning Board is in receipt of a revised draft of the 14 Mile Road Corridor Study that incorporates the decisions made at the last meeting. Board members discussed additional text changes with planning consultant Wyrosdick. Suggested modifications will be included in a final draft prepared for the board’s review at its September 12 meeting.

The board decided earlier in the planning process to schedule a second public discussion with area residents after concrete recommendations were formulated for the future development of the 14 Mile Road corridor. There was discussion of information that should be available for that meeting, the format of the presentation, and ways to encourage feedback from property owners in the area. The Planning Board will further develop an approach for presentation of the plan and resident input at its September 12 meeting.

The public discussion was tentatively scheduled for September 26. It was suggested that notice of the public forum be published in the September issue of the Villager newsletter. If the newsletter is not mailed to Village residents until the end of the month, the public meeting will be held on October 10. Manager Murphy remarked that the staff will take a look at ways to

make sure that the people who were notified of the previous meeting are properly informed of the upcoming public discussion.

### **REVIEW SAMPLES OF VILLAGE ENTRY SIGNS**

Jensen presented background information on the Planning Board's pursuit to update the Village entranceway signs. He became involved in the process and created a graphic design that was used by the former manager to construct identification signs for the municipal offices and public safety department building. The Planning Board has decided to use the design for its entranceway signs. The purpose of this agenda item is for the Planning Board to achieve a consensus on entryway and identification signs and make recommendations to Council.

The identification sign for the public safety department building is a banner sign, and the sign located in front of the municipal building is a pole sign. There have been comments made that the Village office identification sign is too small and difficult to read.

The sign company has provided two prototype signs using different colors and in sizes larger than the Village identification sign. The examples are on display in the meeting room. Jensen explained the limitations of the post system of signage in terms of the size of a sign. He recommends that the board consider the post signs for locations that can appropriately handle a smaller sign.

Board members discussed the type of sign, shape, size, and color to be used for the municipal building identification sign and for the entranceway signs. It was thought that the signs resulting from these selections will establish a pattern for sign design that will be consistent throughout the Village.

Board members left the meeting room to view the sign outside the Village municipal offices and the public safety building. It was the consensus of the board to recommend that the current identification pole sign in front of the Village offices be replaced with an oval banner sign of the same size and using the same colors as the public safety building sign. Illumination of the sign was discussed.

Board members agreed that the Village entryway signs should be pole signs. The oval design will be used with the same colors as proposed for the Village identification signs. The signs are constructed of wood and will need maintenance and periodic replacement. There was agreement that reflective paint should be used if possible on entryway signs because they will not be illuminated.

The board addressed the ancillary signs that are attached to the existing Village entrance signs. It was suggested that these signs be attached to a separate post.

Murphy related that the State has issues with those ancillary signs. The Michigan Department of Transportation has issued an order with respect to those signs that must be followed if a community receives Act 51 money. Additionally, some of those signs are in the county road right-of-way, which may require approval from the Road Commission of Oakland County.

The location of the post entryway signs will be a topic for another meeting. The board discussed wording on the signs and whether they will be single-sided. The choice of the majority of members was not to use the word 'Welcome'. The curlicue design will be used. The exact wording of the entryway signs was not decided. These issues were deferred to another meeting.

### **REVIEW FUNCTION AND DUTIES OF PLANNING BOARD**

Board members have received copies of Ordinance Section 21.03 addressing the Functions and Duties of the Planning Board.

Smith noted that new Planning Board members have an opportunity to attend a one-day workshop that provides valuable instruction on performing the duties of a volunteer planner. This course is scheduled twice a year and is highly recommended for novice board members.

### **DISCUSS FUTURE MEETING SCHEDULE**

Jensen proposed that the board conduct Village business at one meeting a month and reserve the second meeting for Planning Board priority projects. This would allow the board members time to research and deliberate on the topic being studied.

Smith remarked that the highest priority of the Planning Board is to address matters brought to the Village by a petitioner. It was noted that there are statutes that mandate time limits for board review of lot splits. Scheduling of Planning Board meetings will be left to the judgment of the chair with the understanding that this board serves the public.

Jensen outlined the projects that the Planning Board has included in its work program for 2001. The board will begin work on the Southfield Road Corridor Plan. The Site Development Handbook will be reviewed with elements to be incorporated into the Zoning Ordinance. Jensen expects that the Pathway Plan will come back to the Planning Board in some form following the Council public hearing. The 14 Mile Road Corridor Plan may be before the Planning Board again after consideration by Council.

### **PLANNING BOARD COMMENTS**

Bliven related that the Village has 231,000 lineal feet of sidewalk currently. Beverly Hills has 63 miles of roads and 43 miles of sidewalks.

Smith quoted comments made by Council member Downey at the July 2, 2001 Council meeting. Downey expressed his opinion that the Village should adopt a ground water retention ordinance. He suggested that the Village should always be concerned about the quality of its rivers, elicit discharges, and overflows controlled through the treatment facility. Downey would like to see Council involved in those discussions.

Smith stated that he is a member of the SEMCOG committee on environmental affairs, and that there has been discussion on this topic at their last two meetings. He indicated that there is "boiler plate" language available for a ground water retention ordinance. Smith asked the chair if it would entertain a suggestion that administration contact SEMCOG to request information in order to begin consideration of a ground water retention ordinance. This was noted by Manager Murphy.

**PLANNING CONSULTANT COMMENTS**

Wyrosdick announced that two of Birchler Arroyo’s associate planners have received their planner’s certification (AICP). Birchler Arroyo now has a total of five certified planners on its staff.

MOTION by Tillman, supported by Smith, to adjourn the meeting at 9:35 p.m.  
Motion passes unanimously.

**Carry over items:**

- 1 - Entranceway signs (10-27-99)
- 2 - Fourteen Mile Road Corridor Study (10-11-00).
- 3 - Opinion from legal counsel on current ordinance definition of family (01-24-01).

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

- 01/24/01: Recommendation that the issue of the residential design study “Big Foot” not be pursued any further at this time.
- 01/24/01: Recommendation that the Council approve the Pathways Plan.
- 06/27/01: Recommend denial of Kensington Academy request for parking revisions to approved site plan for gymnasium addition.

**David Jensen, Chairperson  
Planning Board**

**Ellen E. Marshall  
Village Clerk**