

Present: Chairperson Jensen; Vice-Chairperson Borowski; Members: Bliven, Nedley and Schneiders and Smith

Absent: Hayes and Tillman

Also Present: Building Official, Byrwa
Village Manager, Murphy
Planning Consultant, Birchler
Alternate Council Liaison, Mooney

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

APPROVE AGENDA

MOTION by Borowski, seconded by Smith, to approve the agenda as prepared.

Motion passed unanimously.

PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA

There were no comments from the public.

APPROVE MINUTES

MOTION by Borowski, seconded by Smith, that the minutes of a regular Planning Board meeting held on Wednesday, March 13, 2002 be approved as submitted.

Motion passed unanimously.

REVIEW PLANNING BOARD PRIORITIES AND REVISED WORK PROGRAM FROM BIRCHLER ARROYO

The Planning Board is in receipt of an updated 2002/2003 priorities and recommended schedule from Birchler Arroyo. The Board reviewed and approved the work schedule as presented for the 14 Mile Road Corridor Study implementation. The schedule and fixed fee cost estimate will be forwarded to Council for review and consideration.

Open Space Development Option standards must be adopted by Council before the end of the year to bring Beverly Hills into compliance with recent amendments to the City and Village Zoning Act. Byrwa questioned whether the Cluster Option of the Village Zoning Ordinance could be recognized by the State as qualifying as an Open Space Development Option.

Birchler responded that it would have to be demonstrated that the provisions of the Beverly Hills Cluster Option have the same content as the State requirements for an Open Space Development Option and that the Village's ordinance provision has been implemented in the community. It was noted that the Cluster development option has been implemented in the Westwood Common, Turnberry and Charrington Crossing developments. Birchler will evaluate whether the Cluster Option ordinance standards combined with the developments that have occurred would exempt the Village from adopting the State standard. If the Village is not exempt, the consultant may be able to modify the Cluster Option to comply with State Law.

There was agreement to include the work plan and cost estimate for the Open Space Development Option in the priorities forwarded to Council.

Jensen stated that Village Manager Brian Murphy will present various ways to study the Southfield Road/Village Center Plan.

Murphy stated that he would like to discuss how the Village intends to address long term planning and budgeting for Planning Board work programs and the way in which concepts and projects are submitted to the Village Council. The Planning Board currently develops its priorities and cost estimates for those programs and seeks Council approval before there is a defined work plan and end product.

Murphy outlined the concept presented in the proposed budget for 2002/03. The priority projects defined by the Planning Board will be included in the budget narrative for Council's review and approval. He suggests that asking a consultant to provide a work plan and cost estimate on a project that is loosely defined is not the best way to proceed. The Planning Board should develop a project scope as a work program is ready to progress, separate from the budget process.

It is proposed that the Planning Board determine the scope of a project before asking for a work plan and budget from either its primary consulting firm or before going out for Requests for Proposal (RFP) or Requests for Qualifications (RFQ). The consulting firm is then asked to address how it would approach the issue and to provide a work plan, timeline, and fee. The work plan submitted could be amended by the Planning Board. If the proposal is approved by the Planning Board, it is forwarded to Council for review and consideration. The project begins upon approval by the Village Council.

Murphy stated that this procedure will better define the scope of a project and will provide a "buy-in" with the Village Council. Included in the project scope would be check-in points with Council, deliverables, timeline, and budget. Everyone will know what is going to happen, when, and what the deliverables will be when the project is completed. Murphy proposes this procedure as an alternative to the way that the Planning Board has been doing business.

Planning Board members recognized the advantage of a process that would involve Council sanctioning the scope of a project and its deliverables as part of approval of the budget for that project.

In answer to an inquiry, Murphy explained that Council will budget for planning consultant services and not for specific projects. Its focus will be on whether the priorities recommended by the Planning Board are what they want the Board to be addressing rather than focusing on the cost of the work program. Council's attention during the budget process is on policy issues of the community. After the scope is developed and the Planning Board receives the RFQ results or a work plan from Birchler Arroyo, it comes to Council for review and consideration. Council will take action on encumbering a dollar amount for that specific project.

Murphy is also proposing an alternative method of handling day-to-day planning matters. Dave Byrwa and Renzo Spallasso are qualified to handle the more pedestrian planning tasks that come before the Planning Board in lieu of the planning consultant, which would release more cash for Planning Board studies. The Village currently spends about half of the planning and consulting fee budget on everyday matters. Doing some of the work in-house would free approximately \$11,000 towards other projects. Murphy recognized that there are items that come before the Planning Board that would benefit by review of the consultant.

Birchler commented on his firm's involvement in reviewing small scale projects, citing that this work is paid for by a fee charged to the applicant. He suggested that the Village should be charging the applicant a fee that is equal to or more than what the consultant charges the Village for a review.

Murphy responded that the Uniform Budgeting Act requires that the Village book an expense even if it is offset by a corresponding revenue. He noted that the revenue would be there for the building official's or the planning consultant's time.

Birchler discussed Birchler Arroyo's experience with the Village of Beverly Hills over the past few years and some of the frustrations that the planners have encountered. He commented on the lack of authority of a Planning Board versus a planning commission. Birchler agrees that there should be a clearly defined work program with a budget, time line, and end product that the consultant is expected to deliver. There is a need to receive Council approval so that the Planning Board knows that it is free to conduct its study. Birchler thinks that Council should be kept abreast of the study and involved in the process throughout the work program if they are to embrace the results of the work.

Birchler stated that a corridor study would be adopted by a planning commission as a functional element of the community's master plan. A study is given policy significance by adopting it as a

formal part of the master plan either as a functional element or geographic area plan. In that way zoning requirements that are designed to implement the plan can be based in the zoning ordinance and given the force of law.

Mooney thinks that there should be better communication between the Planning Board and Council and that Council should have more understanding and involvement in the process.

Birchler suggested that a good reason for the Board to work with Birchler Arroyo on planning projects is for continuity and to establish trust between the firm and the community. He thinks that the Village is better off working with one firm if that firm has the expertise to do those planning projects in the work program. If the Village gets to a point where the planning firm does not have the expertise needed, it should put the project out for RFPs.

Jensen brought up the topic of the Southfield Road/Village Center Plan. He mentioned that the Planning Board discussed the scope of the project at previous meetings and agreed to expand the study area from the commercial area along Southfield Road to encompass a Village Center study area.

Birchler commented that Birchler Arroyo did not provide the Planning Board with a work program and fixed fee dollar amount for consulting services for the Southfield Road study. Birchler Arroyo gave the board an abbreviated outline of the study based on the Planning Board discussion of the project. He understands that the Planning Board may request proposals for that work program from other firms. He asks that Birchler Arroyo be placed on equal footing with anyone else that will respond and be allowed to respond to the Village's RFP for that project.

Smith referred to the minutes of the March 13 Planning Board meeting. He suggested that the Planning Board has to define the project as a Southfield Road corridor plan or a Village Center Plan. Smith asked administration to provide the Planning Board with information to be used as background material for the corridor study. Murphy agreed that the requested information should be compiled and furnished to the Planning Board.

PLANNING BOARD COMMENTS

Schneiders expressed interest in hearing more about pursuing planning commission status for the Village Planning Board. Bliven concurred that there should be some momentum towards forming a planning commission in Beverly Hills.

Bliven observed activity going on at Beverly Park and noted that the Planning Board was not asked to review a site plan for park improvements. The Planning Board should have an opportunity to review the site plan for the park project. Administration will provide Board members with a copy of the park improvement plan.

Borowski asked for clarification with regard to the Planning Board priorities and work program referred to Council for consideration.

Jensen remarked that there has been discussion about alternative approaches as to how the Planning Board will go about long term planning in the future. The work program for the 14 Mile Road Corridor Study Implementation and the Open Space Development Option has been forwarded to Council for consideration in next year's budget. There will be some work on the Master Plan Update. The Village Manager has proposed new ways of studying Southfield Road, which will involve assessing the scope of work as a first step.

Murphy explained that the budget will include a line item for planning consultant services, which is separate from projects. The priority projects defined by the Planning Board will be listed in the narrative as the major items that the Planning Board wishes to take on either in this or the next fiscal year with no money attached to the projects. The money becomes encumbered when the Planning Board develops a scope and a work plan and a budget is approved by Council for that line item. Murphy stated that there is a dollar amount budgeted in the planning consultant line item to be allocated later.

Jensen recommends that the Village look into whether the fees charged by the Village for planning related items cover the review performed by staff or planning consultant.

PUBLIC COMMENTS

As the alternate Council liaison, Mooney commented that she enjoyed tonight's meeting and looks forward to attending future meetings.

MOTION by Borowski, seconded by Bliven, to adjourn the meeting at 9:15 p.m.

Motion passed unanimously.

**David Jensen, Chairperson
Planning Board**

**Ellen E. Marshall
Village Clerk**

**Susan Bernard
Recording Secretary**