

Present: Chairperson Jensen; Vice-Chairperson Borowski; Members: Bliven, Hayes, Nedley, Smith, Tillman and Wayne

Absent: Schneiders

Also Present: Building Official, Byrwa
Planning Consultant, Birchler and Rubin

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 Smith, seconded by Borowski, to amend the agenda to add item 8a, “Handouts for New Planning Board Members”.

Motion passed unanimously.

PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA

There were no comments from the audience.

APPROVE MINUTES OF A REGULAR PLANNING BOARD MEETING HELD ON WEDNESDAY, APRIL 24, 2002

A correction was made on page 2, second paragraph from bottom of page, line 3, to the spelling of the name Judge *Lippitt*. On page 4, line 1, change ‘public’ to read ‘private’.

MOTION by Bliven, seconded by Borowski, to approve the minutes of a regular Planning Board meeting held on Wednesday, April 24, 2002 as amended.

Motion passed unanimously.

REVIEW INFORMATION FROM BIRCHLER ARROYO ON SOUTHFIELD ROAD CORRIDOR

Birchler Arroyo prepared a checklist to assist the Planning Board with data collection relative to the Southfield Road corridor. Items to be included were discussed at the last Planning Board meeting. The list indicates items that are completed or in progress and the party responsible for preparing the information.

Birchler Arroyo has provided Board members with a copy of the 1985 Urban Design Committee Recommendations. This data is vague with no visual description of what the ad hoc committee was hoping to accomplish. The Village has a copy of the 1985 Wzacny & McKenna DDA Plan in its files. Copies of the Beverly Hills Site Development Handbook were distributed to Board members.

Bliven has compiled and distributed copies of existing business parking lot layouts for the west side of Southfield Road including Medical Village and The Corners shopping center. The plans depict the spaces that are actually in place today. He also provided the board with the addresses, Sidwell numbers, and right-of-way information for the parcels.

Board members have received an aerial photo of the study area. Jensen stated that he photographed building façades during the Board's walking tour of Southfield Road last summer. He will compile those photos for distribution in order to review current conditions.

Birchler suggested that the consultant and Planning Board work together to arrive at a list of questions to ask the business owners regarding future plans.

Another item on the task list is the Road Commission for Oakland County four-lane boulevard design. Birchler Arroyo provided photographs of a couple of the boulevard designs that are in place in Oakland County. Birchler indicated that his firm borrowed the original landscape architect drawing from Farmington Hills for the Orchard Lake Road boulevard that was recently completed from 10 Mile to I-696. It shows a landscape architect layout for what Oakland County refers to as its narrow boulevard design. Another location where the narrow boulevard is in place is on Livernois in Rochester Hills, north and south of University. The Village should be aware of the narrow median and turning radius of the narrow boulevard design.

The Village's segment of Southfield Road from 13 Mile Road to Beverly Road has 120 feet of existing right-of-way. That width would require the narrow boulevard design unless another 40 feet could be acquired to provide 160 feet, which is the right-of-way from Beverly to 14 Mile Road. In his memo, Birchler states that 160 feet is likely the minimum right-of-way necessary to construct a four lane boulevard that serves business development.

Birchler stated that a four-lane boulevard has been agreed to in concept for the segment of Southfield Road from 11 to 12 Mile. The existing right-of-way for this segment of Southfield is 160 feet, which will support construction of something wider than the County's narrow boulevard design. Birchler Arroyo will contact the City of Southfield to determine if it has planning in the works for a boulevard between 11 and 12 Mile. He has learned that there are no construction plans for the boulevard. It is on a priority list for 2004, and there is money theoretically set aside in a future budget for that work. The survey work necessary to prepare those plans will begin this summer. Birchler noted that there are no plans to build a boulevard in Beverly Hills.

The Board reviewed the drawing of the four lane boulevard on Orchard Lake Road from 10 Mile Road to I-696 in Farmington Hills. It shows the layout of the four lane boulevard and the city landscape architect's design for actual plantings. He noted that the advantage of a four lane boulevard is that it carries as much traffic as a five lane road and does it more safely without direct left turns. Birchler will make copies of key segments of the plan to use for future reference. The task list will include examples in terms of four lane boulevard design.

There was discussion of how the Village could develop and implement a plan for a four lane boulevard for Southfield Road. There are issues to be evaluated such as lack of right-of-way in areas and elevations at the intersection of 13 Mile Road.

Birchler Arroyo was requested to develop a work program with desired outcome and not-to-exceed fee for the data collection phase of the Southfield Road corridor study. The Board will

review the proposal and present it to Council for approval before proceeding with the work program.

Bliven commented that the data collection phase gathers information without arriving at solutions. Jensen affirmed that there is a need for information to support the decisions to be made. The information compiled through proper research will be utilized to identify the problems the Village wants to solve.

REVIEW BEVERLY HILLS URBAN DESIGN COMMITTEE PLANNED PROJECTS

The Board reviewed a handout entitled “Beverly Hills Urban Design Committee Planned Projects” prepared by an ad hoc committee created in 1985 to look into an urban design strategy for the Southfield Road corridor. The urban design plan for the Southfield Road Corridor within the Village concluded that six projects are important: 1) Streetscape improvements; 2) Building façade improvement; 3) Gateways installation; 4) Utility line burial or pole relocation; 5) Enclosure and rehabilitation of open storm sewers; and 6) Signs. The handout provides a budget estimate for each of these projects except for utility poles. It is noted that cost estimates are extremely preliminary and that final financing estimates are a part of the tax increment financing plan.

The Board reviewed and commented on projects outlined in this material. The streetscape project included construction of sidewalks and installation of other pedestrian amenities to be funded through special assessment based on front footage. The landscaping of Southfield Road frontage involved closely planted rows of trees, lighting, sod, mulch and shrubs to be accomplished with Tax Increment Financing revenue. It was noted that Southfield Road landscaping was done with funding from the Village Woman’s Club of Beverly Hills.

The 1985 plans called for building façade improvements with most of the financing coming from private sources. Two gateway entry signs were to be constructed at 13 Mile at Southfield and at Beverly Road with financing from the Village Woman’s Club of Beverly Hills.

Another of the projects consisted of enclosure and rehabilitation of open storm sewers. Bliven related that two of the projects have been accomplished: 1) enclose storm sewer from Taco Bell to McDonalds, and 2) grade and sod swale in front of Detroit Edison and Medical Village.

The 1985 proposal included a coordinated signage system in the Southfield Road right-of-way with costs to be borne by businesses and implemented through a sign ordinance provision and site plan review. Smith noted that there is no reference to parking issues in this 1985 urban design plan.

Jensen commented that the plan was not implemented for the reason that it was based on the premise that it would be funded through Tax Increment Financing money.

REVIEW COMPARISON INFORMATION ON PLANNING COMMISSION VERSUS PLANNING BOARD AND MUNICIPAL PLANNING ACT

Birchler Arroyo prepared a handout comparing the powers and duties of a Village planning commission versus planning board. Board members also received a copy of the Municipal Planning Act.

Bircher observed that both the City and Village Zoning Act and the Municipal Planning Act prescribe certain powers and duties of a Village planning commission. The statutes provide for certain formal procedures intended to result in the adoption and implementation of plans. These procedures recognize that Council may not always approve all aspects of a plan. In those events, there is a logical process by which Council identifies these issues, sends them back to the planning commission for further evaluation whereupon the planning commission reports back to Council regarding its findings. This process serves to bring both bodies together on the issues. Birchler thinks that the current Planning Board/Village Council relationship fails to accomplish this in many instances.

The statute sets up a procedure and a process causing the two bodies to work together towards the same end, which is the betterment of the Village. Under the 2002 revisions to the Municipal Planning Act, Council can now reserve the final authority to adopt a master plan. It is prepared and approved by the planning commission after holding hearings and after consulting with neighboring communities and sent to council for adoption. The statute will help the community work toward achieving that approval by the planning commission and adoption by the Council and subsequent implementation.

It was noted that the new Act has provisions with respect to requiring increased communication with surrounding communities as well as a coordinating role for the County. It was suggested that a planning commission structure would be more efficient with respect to fulfilling those requirements.

Planning Board members discussed how to proceed with requesting Council to consider a planning commission status. Birchler suggested that this proposal be presented to Council by the Village Manager with support from the Planning Board. It was the consensus of the Planning Board to move forward with this proposition.

It was noted that there is no liaison from Council present tonight.

REVIEW SITE DEVELOPMENT HANDBOOK FOR POSSIBLE FUTURE INCORPORATION INTO ZONING ORDINANCE

Bliven reviewed that the Site Development Handbook was developed in 1995 as an attempt to arrive at guidelines for new commercial buildings in the Village. The intent was for administration to provide a copy of the handbook as a guideline to individuals developing commercial property or refurbishing commercial buildings. Bliven stated that it was always planned to incorporate appropriate items from the Site Development Handbook into the Village Zoning Ordinance.

Board members discussed the timetable for incorporating portions of the Site Development Handbook into the Zoning Ordinance. Borowski suggested that the Planning Board work on this coincidentally with the Southfield Road Corridor study, which may be a two year project.

Birchler was asked to provide the Board with a work plan and fee for incorporating the appropriate portions of the handbook into the Zoning Ordinance as standards that would be applied during site plan review and approval.

HANDOUTS FOR NEW PLANNING BOARD MEMBERS

At the request of the Board, John Smith compiled a list of materials that should be provided to all new Planning Board members.

- Municipal Code
- Master Plan
- Site Development Handbook
- Announcement of seminar opportunities for Planning Board/Commission members
- Zoning maps and other maps prepared by Robert Bliven
- Website information – one page handout
- Minutes of the most recent joint meeting of Council/Planning Board
- Minutes of the last four meetings of the Planning Board
- Place new member on list to receive Planning & Zoning News
- Copy of the municipal Planning Act with 2002 revisions

PLANNING BOARD COMMENTS

Borowski referred to an information memo received by Planning Board members regarding the 14 Mile Road improvement project. Construction will begin on May 15, 2002.

Smith mentioned for the benefit of new members that the volunteer appreciation dinner hosted by the Village will be held this year on June 13 at the Birmingham Country Club.

PLANNING CONSULTANT COMMENTS

Birchler displayed a map prepared by the Oakland County Planning Division. Oakland County has been developing data to create a map that identifies land use throughout the county, community by community. The map was compiled from a combination of assessment records and aerial photos.

Birchler observed that the map shows single family residential property by density. The County used the GIS system to calculate the area of each lot, which resulted in a number of neighborhoods incorrectly appearing to have an inconsistent pattern of lot sizes.

BUILDING OFFICIAL'S COMMENTS

Byrwa reported that two houses in the Village were demolished this week, one on Smallwood and the other on Kirkshire. The Zoning Board of Appeals granted variances that allowed those property owners to rebuild in the same location.

Byrwa reported on a April 16 meeting with Vic Ventimiglia, owner of Vic's Fruit Market, regarding the condition of the alley and the upkeep of the building. He provided Ventimiglia with a copy of the Zoning Ordinance, which states that truck trailers are not allowed in the alley for storage use. Because the trailer was not moved by the end of the month, Ventimiglia was issued a court appearance ticket to explain why he is maintaining a temporary building out of a truck trailer at the rear of his site.

Ventimiglia has a case before the Zoning Board of Appeals to be heard at its Monday, May 13 meeting requesting variances to conduct outdoor business at Vic's Fruit Market.

PUBLIC COMMENTS

Irene McAdams commented that she enjoys attending Planning Board meetings. She asked that Board members give an explanation for any acronyms that are used.

MOTION by Borowski, seconded by Bliven, to adjourn the meeting at 9:27 p.m.

Motion passed unanimously.

Carry over items:

1. Opinion from legal counsel on current ordinance definition of family (01-24-01)
2. Review information on Southfield Road corridor and develop scope of work (4/24/02).
3. Review Birchler Arroyo proposal and cost estimate for incorporating portions of the Site Development Handbook into the Zoning Ordinance. (5/8/02).

**David Jensen, Chairperson
Planning Board**

**Ellen E. Marshall
Village Clerk**

**Susan Bernard
Recording Secretary**