

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

Absent: Bliven

Also Present: Building Official, Byrwa
Planning Consultant, Birchler
Council Liaison, Schmitt

Chairperson Jensen called the meeting to order at 7:33 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

APPROVAL OF AGENDA

Tillman added item 5A to the agenda, "Pathway Advisory Committee Update".

Motion by Tillman, seconded by Smith, to approve the agenda as amended.

Motion passed unanimously.

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

Motion by Wayne, seconded by Hayes, that the minutes of the regular Planning Board meeting held on Wednesday, May 8, 2002 be approved as submitted.

Motion passed unanimously.

UPDATE ON PROGRESS FOR PLANNING COMMISSION

At its last meeting the Planning Board reviewed information comparing a planning commission versus a planning board and the Municipal Planning Act. The Board discussed how to proceed with requesting Council to consider planning commission status for the Village Planning Board. It was the consensus of the Board members to move forward with this proposition. The suggestion was made that the proposal be presented to Council by the Village Manager.

Village Manager Murphy commented that recent discussion on how Planning Board business is conducted initiated revisiting the issue of planning board versus planning commission status. The way the process now works is that the Planning Board identifies an issue and how it will be addressed and establishes a work plan and budget. The proposal goes to Council for consideration and approval of the work plan and budget. The Planning Board then spends its time and energy on a project. A report is sent to the Village Council and they hold the final public hearings and final discussion on the topic. Murphy remarked that the Planning Board conducts public discussions but cannot advance a project too far because it is not the ultimate authority on the product it is developing.

The concept of a planning commission is slightly different in that commission members would conduct public hearings and be the final authors of their report. That report then goes to Council, which has the right to make inquiries and send it back to the planning commission for additional work. The planning commission can be asked to start the study over again by a two-thirds vote of Council.

Birchler compared the statutory approach of establishing a planning commission to the Village's approach to establishing a planning board. Chapter 21 of the Municipal Code creates the Village Planning Board and outlines its function and duties. The Village Municipal Code has a very generalized role for the Planning Board in support of the Council that is not designed to get certain things accomplished. There is a process written into the Municipal Planning Act that is designed to get a zoning ordinance or a master plan written, adopted and implemented.

Murphy related that he took the planning commission idea to the Village Council. He thinks it is a natural step considering recent changes implemented for conducting Planning Board business. Administration prepared a report to Council and received some feedback. There are those on Council who still have questions that need to be answered. Council is open to the idea but thinks it needs additional exploration. He would like to have Dave Birchler speak to Council at some point on the subject of a planning commission.

Murphy commented that the function and form between the Planning Board and a planning commission is minor. He believes that the differences in organizing as a planning commission will add value to the work being done and provide for more citizen involvement. It will provide more autonomy for board members without relinquishing Village Council control.

PATHWAYS ADVISORY COMMITTEE UPDATE

Tillman, Planning Board representative to the Pathways Advisory Committee, reported that this committee has held about six meetings and is at a point where it is putting together a presentation for the Village Council. The committee has reviewed the Pathways Plan as adopted and worked on ways to implement the plan.

Tillman summarized the Pathways Advisory Committee's recommendation to Council. The committee will recommend a dedicated millage of 0.5 mills for five years for construction of the Pathways Plan. The millage will raise about \$200,000 per year. Tillman highlighted the segments that will be done in each of the five years, noting that crosswalk improvements will be accomplished in the first year. The estimated cost of the project is \$800,000.

The Pathways Advisory Committee will also recommend that the Village implement a sidewalk repair program that will provide for sidewalk repairs on the east side of the Village at no cost to the homeowners. It is anticipated that this will encourage residents on the east side to support this initiative. The Committee will also recommend that the Village continue to maintain all sidewalks after they are installed.

Tillman commented that the only concern she has is that the proposal for crosswalks does not go far enough to make them visible to motorists, particularly in high pedestrian and vehicle areas. It is proposed to paint and stripe crosswalks with white paint. She referred to more

significant measures including signage used in other parts of the country to identify crosswalks. It was the view of the implementation committee that these methods would be cost prohibitive. Tillman mentioned that the last meeting of the Pathways Committee will be July 5 if there is anything Planning Board members would like her to share with the group.

DISCUSS AND FINALIZE SCOPE OF WORK AND BUDGET FOR SOUTHFIELD ROAD

The Board is in receipt of updates from Birchler Arroyo including a study outline, timeline, and fixed fee cost estimate for a Southfield Road Corridor Plan. Board members reviewed the work program elements and deliverable products outlined in the May 15, 2002 memo.

The first element involves a basic inventory and analysis of the business mix including adjoining parts of Southfield and Southfield Township. The second step is to interview business/property owners, evaluate current vacancies, and assess the nature of the vacant buildings and spaces. This will give the board an idea of what is going on presently on the basis of existing uses. The third step will evaluate vehicular, pedestrian and parking facilities associated with corridor businesses and development of plans for: traffic and access management; pedestrian facility enhancements and links; interconnections between adjoining business developments.

Jensen suggested that the following steps listed in the memo should come after a decision making stage to consider what the corridor can become. Once the evaluation is completed and there are a series of existing issues and conditions identified, that is the time to discuss problems that discourage redevelopment and to explore what could be encouraged to happen on Southfield Road.

Board members discussed the work plan with Birchler and suggested several revisions. There was agreement to modify the work program to reflect three phases. The first phase is the evaluation, which would include the first three elements of the work program. Phase two is to create a vision, and phase three is implementation.

The Planning Board would like the first phase of the process approved immediately in order to begin work on evaluation of existing conditions. It is proposed to proceed with the first phase and then decide whether further modification of the work program is appropriate.

DISCUSS AND FINALIZE SCOPE OF WORK AND BUDGET FOR INCORPORATION OF SITE DEVELOPMENT HANDBOOK INTO THE ZONING ORDINANCE

This project has been a Planning Board priority for several years. A work plan and budget for incorporation of the Site Development Handbook into the Zoning Ordinance has been prepared by Birchler Arroyo. It divides the project into different areas of the handbook, identifies the appropriate ordinance provision, and provides a fixed fee cost. The total cost of the project is \$4,410.00.

There was discussion on whether the work should proceed prior to arriving at a plan for the Southfield Road Corridor. There was concern that a Southfield Road Corridor proposal may result in revisions to the Site Development Handbook for non-residential building.

Members of the Board thought that incorporating the Handbook into the Zoning Ordinance is an important step in providing guidance to owners and developers of property whether or not there are changes at the conclusion of the Southfield Road Corridor study.

Birchler said to keep in mind that these are not rigid requirements contained in the Site Development Handbook. They are guidelines that are intended to allow the Planning Board and Village Council to review what is submitted and determine whether a proposal is consistent with the Village's guidelines. It is designed to provide more review into the design related aspects of a development as well as the technical details.

It was the consensus of the Planning Board to move forward with project and submit the work program and fixed fee cost to Council for approval. Birchler estimated that it will take a couple of months to get through the process.

DISCUSS 14 MILE ROAD CORRIDOR STUDY IMPLEMENTATION

Birchler Arroyo has presented a proposed work plan and budget to continue the 14 Mile Road Corridor Study. The proposal is presented in keeping with the approach that Planning Board studies require Council action on a proposed work plan and budget before the project may proceed.

The study breaks the project down into two stages. The first stage calls for a report that outlines the available options for implementing the vision. The second stage develops suggested zoning language that complements the goals of the plan with the wishes of the residents. Both stages encourage resident involvement in the process.

The proposed not-to-exceed budget is \$1,750 for the first phase and \$2,750 for the second stage. The anticipated timeline for the project is four months beginning in July and ending in October.

The Board reviewed the 14 Mile Road Corridor Study Implementation Plan work program and timeline. It is proposed to review the work underway to improve the roadway and to consider general implementation options that are available to accomplish the plan's objectives before inviting area residents for their input later in August. There were some adjustments made to the timetable proposed by Birchler.

ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Jensen asked for nominations for chairperson of the Planning Board.

Nedley nominated David Jensen for the position of chairperson. There were no further nominations. David Jensen was elected chairperson by acclamation.

Jensen opened the floor for nominations for vice-chairperson.

Borowski commented that the position should go to someone other than himself for the reason that he has been vice-chairperson for a couple of years and has also served as chairperson. It has been the practice of this Board to alternate the officer positions among Board members.

Smith nominated Tillman as vice-chairperson of the Planning Board. There were no other nominations. Tillman was elected as vice-chairperson by acclamation.

PLANNING BOARD COMMENTS

This will be Carolyn Hayes' last meeting. Hayes commented that she did not seek reappointment to the Planning Board due to her work schedule and responsibilities at this time. She remarked that serving on the Planning Board has been interesting.

As a new member of the Board, Wayne commented that he is impressed by the way that meetings are conducted and with the Board's work to benefit the community.

Tillman thanked the Board for electing her as vice-chairperson.

Smith referred to his memorandum listing topics and questions for the Beverly Hills business owners on Southfield Road. He made a couple of corrections to the memo.

Smith congratulated administration on doing a good job on the volunteer recognition dinner. He asked when the new aerial map will be installed in the Council chambers. Murphy responded that the Village had to reschedule with the company retained for the job. He will check with Spallasso on the timetable.

Smith commented that he visited Oxford to see the building façade on a Meijers store on Lapeer Road that was part of a Birchler Arroyo redevelopment plan. He congratulated Birchler on this work and questioned whether Birchler had something like this in mind for Beverly Hills. Birchler responded that the new town approach in Oxford requires more vacant land than is available in the Village. He is close to completing a downtown development plan for the city of Woodhaven and will bring in a copy of that plan for the Board's review. It represents more of what could be an approach to redevelopment in Beverly Hills. The Board may observe techniques that could apply in the Village.

Smith commented that he is pleased that the Council liaison is in attendance this evening.

Motion by Borowski, seconded by Tillman, to adjourn the meeting at 9:02 p.m.

Motion passed unanimously.

Carry over items:

1. Opinion from legal counsel on current ordinance definition of family (01-24-01)
2. Request approval from Council on Southfield Road Corridor study outline and fixed fee budget (4/24/02).

3. Request Council approval of Birchler Arroyo proposal and cost estimate for incorporating portions of the Site Development Handbook into the Zoning Ordinance. (5/8/02).
4. Request Council approval of 14 Mile Road Corridor Study implementation plan.

David Jensen, Chairperson
Planning Board

Ellen E. Marshall
Village Clerk

Susan Bernard
Recording Secretary