

Present: Chairperson Jensen; Vice-Chair Tillman; Members: Bliven, Ostrowski and Wayne

Absent: Borowski, Freedman, Landsman and Liberty

Also Present: Building Official, Byrwa  
Planning Consultant, Wenzara  
Council Liaison, Domzal

Chairperson Jensen called the meeting to order at 7:37 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

**APPROVE AGENDA**

Motion by Bliven, seconded by Wayne, to approve the agenda as published.

Motion carried.

**PUBLIC COMMENTS**

None

**APPROVE MINUTES**

Motion by Bliven, seconded by Ostrowski, that the minutes of regular meeting of the Planning Board held on Wednesday, November 12, 2003 be approved as submitted.

Motion carried.

**REVIEW AND APPROVE FINAL CHANGES TO SITE DEVELOPMENT HANDBOOK AND REFER TO COUNCIL**

Planning consultant Wenzara reviewed the third draft of the site development requirements with the Board. Additional modifications proposed by members will be incorporated into a draft that will be forwarded to Council for its review and comments. There may be further revisions based on Council's input prior to holding a public hearing. Wenzara stated that there will be opportunities to "fine tune" language after hearing from Council and the public.

Byrwa informed the Board that Council will review the site development ordinance at its Monday, December 15 Council meeting as a discussion item. Wenzara will be present to highlight site development requirements. The Planning Board agreed to schedule a January public hearing date if possible.

**PLANNING BOARD COMMENTS**

Members wished everyone a happy holiday.

**PLANNING CONSULTANT'S COMMENTS**

None

**BUILDING OFFICIAL COMMENTS**

None

**PUBLIC COMMENTS**

None

Motion by Bliven, seconded by Ostrowski, that the meeting be adjourned at 8:22 p.m.

Motion carried.

**David Jensen, Chairperson**  
**Planning Board**

**Ellen E. Marshall**  
**Village Clerk**

**Susan Bernard**  
**Recording Secretary**