

Present: Chairperson Jensen; Vice-chair Tillman; Members: Borowski, Freedman, Landsman, Liberty, Ostrowski, Wayne and Walter

Absent: None

Also Present: Building Official, Byrwa
Planning Consultant, Wenzara

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 Wayne, second by Ostrowski, to approve the agenda as published.

Motion carried.

PUBLIC COMMENTS

None

APPROVE MINUTES

Motion by Wayne, second by Walter, that the minutes of a Planning Board meeting held on Wednesday, December 8, 2004 be approved as submitted.

Motion passed.

REVIEW PROPOSED WALL SIGN FOR LOIS CLEANERS AT 31221 SOUTHFIELD ROAD

The Planning Board is in receipt of a request for approval of a wall sign for Lois Cleaners at 31221 Southfield Road. The proposed sign is 35.8 sq. ft. and meets ordinance requirements for signage in a business district. A representative from Lucky Sign company was present to answer questions from Board members.

Motion by Landsman, second by Walter, to approve the sign for Lois Cleaners at 31221 Southfield Road contingent on the sign being equipped with a timer that will control illumination to comply with zoning ordinance requirements.

Motion passed.

REVIEW PROPOSED WALL SIGN FOR CHARTER ONE BANK AT 31255 SOUTHFIELD ROAD

Board members reviewed a request from Charter One Bank at 31255 Southfield Road to replace existing signage. Byrwa outlined the proposal and indicated that it meets ordinance requirements for allowable total signage on the site. Charter One Bank was purchased by Citizens Bank with the new signage reflecting the color and design scheme of Citizens Bank.

Motion by Landsman, second by Tillman, to approve the sign for Charter One Bank at 31255 Southfield Road contingent on the sign being equipped with a timer that will control illumination to comply with zoning ordinance requirements.

Motion passed.

REVIEW SITE PLAN AND SPECIAL APPROVAL REQUEST FROM CONSUMERS ENERGY FOR SITE IMPROVEMENT AND AN ADDITION TO THE CONTROL BUILDING AT 30319 LAHSER ROAD AND SET PUBLIC HEARING DATE

Planning consultant Caryn Wenzara stated that there is a request before the Planning Board for site plan and special use approval from Consumers Energy for expansion of its gas regulator station located on Lahser Road, which is in a R-1 single family residential zoned district. The 0.42 acre site currently maintains an approximately 600 square foot building. The proposed expansion will add slightly more than 200 square feet to the building. Some of the landscaping on the site will be upgraded.

The current and proposed use of the building and site is for a gas regulator station for Consumers Energy. Essential service utility buildings are permitted in a residential district after special use approval. The zoning ordinance provides that expansion of such uses require a new special land use approval and site plan approval following a public hearing.

Wenzara summarized her review letter of January 5, 2005, noting that there are not too many outstanding issues related to the application. The planners reviewed the site for full compliance of new landscape requirements adopted by the Village. As an expansion, the Village has flexibility in terms of the landscaping upgrades that it would impose on the petitioners. Wenzara recommends that the Board review the landscaping recommendations in her report with the applicant and discuss what seems reasonable in terms of supplementing their plan.

There were a number of representatives present from Consumers Energy. Project engineer Matthew Beach explained that the purpose of the expansion is to enlarge the building to accommodate the increased size of the equipment inside the structure. The old equipment is being replaced with new equipment. The building will be expanded eight feet to the east towards Lahser Road. In answer to an inquiry, Beach stated that the operation involves regulating the pressure of natural gas going from the transition system to the distribution system.

Beach explained what is depicted on the plans in terms of the wheel valve locations and yard piping. The control valve and pipe locations are being moved from pits below grade to above grade. It was explained that installing the pipes above grade will improve safety and regular maintenance aspects of the operation.

Board members reviewed the landscape plan with landscape architect Peter M. Pollack from Pollack Design Associates. A vinyl coated chain link fence is proposed around the building for safety and security reasons. After a comprehensive review of the site plan, there was agreement that the plans would be revised to reflect suggestions from the Board in terms of plantings on the site and location of the fence closer to the front of the building.

Further questions from Board members on the site plan and operation of the facility were addressed by Beach. A Planning Board public hearing on the site plan and special use approval for Consumer's Energy expansion project was scheduled for Wednesday, February 9 at 7:30 p.m.

There was consensus among the Planning Board members to hold a public hearing at the same meeting on February 9, 2005 to hear the Christie lot split request for 32380 Mayfair.

REVIEW REPORT FROM LSL ON PROPOSED COSTS ASSOCIATED WITH PLANNING BOARD – PRIORITIES – MASTER PLAN UPDATE

Wenzara considered the project list discussed at the last meeting to prepare a summary of services and scope of project along with cost estimates for a Village master plan update package. LSL memo dated January 5, 2005 includes several options or menu of services for discussion by the Board. There are several variables in each component that can affect the final cost.

The Village provided Board members with a handout showing the amount of the planning consultant budget and actual expenses for the last five years. Jensen proposed that the Planning Board have a long-range plan in terms of its scope of work. He suggested that the Board forward the entire master plan package to Council for approval noting that it may not be accomplished in one fiscal year.

Wenzara outlined the master plan update process beginning with the base plan update. After updating data and getting a sense of what is there, the next step is to define goals and objectives. The public is involved in this process. It takes some time to receive everyone's input and reach a consensus on the overall goals and objectives. The goals and objectives are used to arrive at specific recommendations. Master planning has become more recommendation and implementation oriented. The public is involved again to receive their reaction to the recommendations. The plan is then refined before going through the adoption process.

Wenzara talked about the four separate elements of the plan including: Option #1 – Housing and Neighborhood Plan; Option #2 – Public Involvement; Option #3 – Southfield Road Corridor Plan; and Option #4 - Incorporate results of Strategic Planning Committee Report.

Jensen recalled that Council approved a budget of \$5,000 for the master plan update about a year ago. The Planning Board was advised by the Village Manager at that time to hold off working on the master plan because there was a possibility of funding the project through a grant. If there is previous Planning Board authorization to spend a certain amount on the master plan update, that approved figure will cover the base plan update.

The Planning Board asked Wenzara to prepare a contract for the first component of the master plan update. She recalled that the initial cost estimate of \$5,000 for the master plan update was approved by Council along with a budget for the 14 Mile Road corridor plan and site development handbook. The data collection portion of the project can begin as soon as LSL is authorized to proceed. Wenzara and the Planning Board will refine the balance of the master plan update and develop a proposal for Council consideration.

Byrwa related that he would like the Planning Board to view a short video at an upcoming meeting dealing with the importance of having an updated master plan.

Wenzara highlighted the four additional components of the Master Plan as outlined in the LSL memo and addressed questions and comments from the Board. Suggestions from members will be included in a revised proposal. Wenzara was asked to prepare a master plan update proposal that includes all of the options and a total project cost. She will fine tune the proposal piecing the components together to show how the process works and how the meetings fit into the work program.

Wenzara will proceed with preparing a contract for the base plan update so that LSL and the Planning Board can begin work on updating data. She will prepare a revised proposal for the master plan update with a detailed outline of the components discussed and a bottom line cost estimate for Council consideration.

PLANNING BOARD COMMENTS

Liberty expressed the view that the Planning Board's priorities should reflect the majority opinions and priorities of Village residents as reflected in the survey conducted by the Strategic Planning Development Committee.

The next meeting of the Planning Board will be on February 9, 2005. The Planning Board will meet on the fourth Wednesday of the month beginning in March as indicated in the Village calendar.

PLANNING CONSULTANT'S COMMENTS

None

BUILDING OFFICIAL COMMENTS

None

PUBLIC COMMENTS

None

MOTION by Freedman, second by Tillman, to adjourn the meeting at 9:37 p.m.
Motion passed.

David Jensen, Chair
Planning Board

Ellen E. Marshall
Village Clerk

Susan Bernard
Recording Secretary