

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

Absent: Freedman

Also Present: Building Official, Byrwa
Planning Consultant, Wenzara

Chairperson Jensen called the meeting to order at 7:45 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road. The Planning Board met in a joint session with Council at 6:30 p.m. prior to tonight's regular Planning Board meeting.

APPROVE AGENDA

Motion by Tillman, second by Wayne, to approve the agenda as published.

Motion passed (9 – 0).

APPROVE MINUTES OF A PLANNING BOARD MEETING HELD ON WEDNESDAY, MAY 25, 2005

Liberty commented that there was an omission in the May 25, 2005 meeting minutes. He believes that Freedman proposed that a vote be taken on elimination of the Pathway Plan from the Master Plan. There was a 4-3 vote in favor of including reference to the Pathway Plan in the Master Plan.

Chairman Jensen stated that the recording secretary was not present at the meeting and received information for the minutes from a recording. She has indicated that she heard no vote on this issue on the tapes of the meeting. Jensen recalls that there was a straw vote of members that indicated what people thought with regard to referring to the Pathway Plan in the Master Plan.

Liberty stated that he supported a motion made by Freedman to eliminate reference to the Pathway Plan in the Village Master Plan, and he would like this to appear in the minutes.

The minutes were amended to add the following: "The chairperson suggested that the Board vote on whether the Pathway Plan should be referenced in the Master Plan. There was a 4-3 vote to keep it in the draft Master Plan." This could be included on page 6 in the second paragraph after the list of sections to the data collection phase of the plan.

Motion by Borowski, second by Tillman, that the minutes of the Planning Board meeting held on Wednesday, May 25, 2005 be approved as amended.

Motion passed (9 – 0).

MASTER PLAN AND PUBLIC WORKSHOP DISCUSSION

Strategic Plan as it relates to the Master Plan

Planning consultant Wenzara suggested that the Planning Board discuss the next action steps in the Master Plan process now that it has received feedback from Council. Council suggested

that the Planning Board review the Village Strategic Plan and extract what is determined to be appropriate to include in the Master Plan. It has been requested that the Board note items from the Strategic Plan that are not addressed in the Master Plan and indicate why they were omitted.

Jensen understood that the Planning Board was asked to advise Council if this task changed the scope of the Master Plan update and required revising the work plan budget.

There was discussion on how the Board will conduct the process of reviewing and including appropriate material from the Strategic Plan into the Master Plan update. Wenzara did not see a reason to expand the cost or scope if it was a matter of LSL reviewing the Strategic Plan and incorporating it into the revised goals and objectives.

There was a consensus of the members that a reasonable approach would be for the Planning Board to spend time at a meeting reviewing portions of the Strategic Plan that are applicable to planning and decide what should be included in the Village Master Plan. Wenzara stated that she hopes to make this review of the Strategic Plan work within the current budget without requesting additional funding. It may involve an hour of going through the relevant portion of the Strategic Plan as a group.

Master Plan Goals and Objectives

The next item discussed with Council were the goals and objectives of the existing Master Plan. Council provided feedback during the joint session in terms of the need to revise, condense, and update the goals and objectives. The general consensus seemed to be to keep it simple, eliminate repetition, and focus on goals and objectives that can be achieved. It was suggested to keep a positive tone. Wenzara remarked that goals and objectives are supposed to be somewhat long-term with respect to guiding actions, but there was frustration with the way the existing goals are written.

Tillman expressed the view that the goals should have enough specificity to preserve the integrity of the Village and its vision. There should be enough teeth in the goals to draw on the Master Plan as a reference if something comes along that is not consistent with the community's goals. Wenzara remarked that objectives can be helpful in that respect. Many of the current objectives are either difficult to quantify or too specific.

Wenzara suggested that the Planning Board work on drafting a vision and goal statement. The next step would be to draft objectives that are more in line with the vision and goals.

Planning Board members were in agreement with the Vision, Mission and list of Key Strategic Issues presented in the Village Strategic Plan. There was agreement to assimilate the Vision and Mission statements from the Strategic Plan into the Master Plan. The planning consultant will work on wording for the draft plan to incorporate suggestions from Board relative to the vision statement. The vision statement from the Strategic Plan reads as follows.

Vision

The Village of Beverly Hills will be a safe, aesthetically appealing, fiscally viable, family-oriented community with excellent educational, social, recreational, and cultural opportunities fostered on a strong and diverse residential and business community with concern for ecological stewardship and cooperation with other governmental bodies and agencies.

Public Workshop

Wenzara stated that the Planning Board is at the stage of the work plan where it should think about preparing for a public workshop. The goal would be to alert as many residents and business owners as possible that the Planning Board is having a public forum on the Master Plan. She suggested that the workshop take place before the Board does a lot more with the plan.

The format of the workshop was discussed. Wenzara would begin with a brief presentation on the purpose of a Master Plan and where the Village is at in the process. The rest of the session would focus on encouraging residents to provide ideas on what they think are important issues to address in the Master Plan. The workshop can be done in a town meeting format where everyone can speak and their comments are noted. The chair will announce a certain topic and ask what the residents think is important with respect to that issue, such as level of services.

In response to an inquiry, Wenzara stated that a public hearing on the Master Plan is required by state law when the draft is complete. We are contemplating asking for input at the beginning of the process in order to sort through major issues and make sure that the public feels that it has been involved from the start. The Planning Board is in a unique situation because of the fact that the Village received community input through the strategic planning process.

Tillman suggested that the Board utilize all the information it has in addition to the input received at the Master Plan public hearing. Wenzara suggested that the Planning Board could start off the public discussion by referring to a key strategic issue from the Strategic Plan and ask the public how it thinks the Village could accomplish that initiative.

Comments from the public were heard regarding the strategic planning process, the Master Plan update, and the format for a public workshop. Frank Worrell suggested that the Public Safety Director, Village Manager, and Building Official go through the current Master Plan and remove everything that is contained in their job description. Jensen asked Byrwa to request feedback from Director Woodard and Manager Spallasso on anything they think should be omitted from the Master Plan.

Worrell voiced strong support for retaining the R-A zoning district in the Master Plan. He expressed concern that Council members will encourage lot splits to increase revenue. Worrell thinks that the Planning Board does a good job.

Bob Walsh commented on the strategic planning process and the function of the committee members.

Wenzara explained that communities are now having a public meeting towards the beginning of the process to alert the residents to what is going on in terms of updating the community Master Plan and what will be covered in the plan. The Board will want to hear the views of the public on what is important in the community. A public forum can be effective in acquiring support for the process and achieving involvement and participation.

After considerable discussion, there was a consensus to have a public forum to provide the Board with feedback from residents on the Master Plan for Beverly Hills. Residents will be informed that the Planning Board will consider the results of the Strategic Plan and community-wide survey as an element of the Master Plan. The Planning Board will have a list of items that it will use from the Strategic Plan to incorporate into the Master Plan at that meeting.

The public workshop was scheduled to be held on the regular Planning Board meeting date of Wednesday, July 27, 2005 at 7:30 p.m. There was discussion on how to publicize notice of the public workshop. Ideas included posting notice on the Village web site and extending a personal invitation to homeowner association presidents.

Wenzara reviewed the format for the public workshop. Discussion will be segmented in terms of the four general categories of the Master Plan: Land Use, Circulation, Natural Features, and Community Facilities. Following the public forum, she will be prepared to go through the Strategic Plan and highlight what is relevant for consideration to be incorporated into the Master Plan. Planning Board members will receive via e-mail a copy of the Strategic Plan that is highlighted to indicate the items Wenzara thinks the Board should be prepared to talk about.

ELECTION OF CHAIR AND VICE CHAIRPERSON

Elections are held each year for a chairperson and vice-chairperson of the Planning Board. Jensen opened the floor to nominations for the office of chairperson.

Vice-Chair Tillman commented that she does not have an interest in being chairperson or vice-chair next year. For the purpose of continuity during the Master Plan process, she nominated David Jensen as chairperson of the Board. There were no further nominations. There was a 7-1 vote in favor of Jensen as chairperson. Jensen was reelected to the chair.

Tillman nominated Elizabeth Landsman as vice-chair. Landsman was unanimously elected as vice-chair of the Planning Board.

PLANNING BOARD COMMENTS

Tillman apologized for her absences over the last several months citing family health issues. She is interested in continuing to serve on the Planning Board.

PLANNING CONSULTANT COMMENTS

None

BUILDING OFFICIAL COMMENTS

Byrwa informed the Board that the Village Council will be having a joint meeting with the Strategic Planning Committee tomorrow night at 7:00 p.m. in the Village municipal building.

PUBLIC COMMENTS

Greg Burry, Strategic Planning Committee member, commented on the Planning Board’s interest in interacting with the Strategic Planning group. He noted that 40% of the residents in the community responded to the Village-wide survey prepared by the Strategic Planning Committee.

Jensen recapped the Board’s discussion this evening with respect to the importance of the Strategic Plan and how the Planning Board was going to incorporate portions of the plan into the updated Master Plan.

Frank Worrell commented that he hopes that members of the Planning Board will attend the joint meeting of Council and the Strategic Planning Committee tomorrow night.

Bunker Kelly commented on the purpose of the Planning Board and the goal of working toward the good of the people.

Motion by Liberty, second by Walter, to adjourn the meeting at 9:21 p.m.

Motion passed.

**David Jensen, Chair
Planning Board**

**Ellen E. Marshall
Village Clerk**

**Susan Bernard
Recording Secretary**