

Village of Beverly Hills
Regular Village Council Meeting
Tuesday, February 2, 2021

Municipal Building
18500 W. 13 Mile Road
7:30 p.m.

Zoom link: <https://us02web.zoom.us/j/87175507312>

Meeting ID: 871 7550 7312

Dial in Number: 1-646-876-9923 (US)

AGENDA

Roll Call/Call to order

Pledge of Allegiance

Amendments to Agenda/Approve Agenda

Community Announcements

Public Comments on items not on the published agenda

Consent Agenda

1. Review and consider approval of [minutes](#) of a regular Council meeting held January 19, 2021.
2. Review and consider approval of [minutes](#) of a joint Council/Parks and Recreation Board meeting held January 21, 2021.
3. Review and consider approval of [minutes](#) of a special Council Strategy meeting held January 23, 2021.
4. Review and file [bills](#) recapped as of Monday, February 1, 2021.
5. Set Public Hearing [date](#) to receive comments on Special Assessment Roll for the Southfield Road Business Assessment District for Tuesday, March 2, 2021.

Business Agenda

1. Public Hearing on proposed [Ordinance 378](#) Amending the Municipal Code Chapter 22, Zoning Ordinance, Section 22.28.020 Off Street Parking Requirements.
2. First Reading Parking of [Ordinance 378](#) Amending the Municipal Code Chapter 22, Zoning Ordinance Section 22.28.020 Off Street Parking Requirements.
3. Public Hearing on proposed [Ordinance 379](#) Amending the Municipal Code Chapter 22, Zoning Ordinance, Section 22.26 Planned Unit Development.
4. First Reading of [Ordinance 379](#) Amending the Municipal Code Chapter 22, Zoning Ordinance, Section 22.26 Planned Unit Development.
5. Review and consider [MERS Application](#) for Additional Service Purchase Agreement for Paul Chickensky.
6. Review and consider [request](#) from Groves High School to hold its annual 5K at Beverly Park and on Village streets on May 16, 2021.
7. Review and consider Park and Recreation Board's [recommendation](#) on extending bike path at Beverly Park.

The Village of Beverly Hills will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities attending the meeting upon three working days' notice to the Village. Individuals with disabilities requiring auxiliary aids or services should contact the Village by writing or phone, 18500 W. Thirteen Mile Beverly Hills, MI 48025 (248) 646-6404.

8. Review and consider Park and Recreation Board's [recommendation](#) for buckthorn eradication at Beverly Park and Riverside Park.

Topics for Council Discussion

1. Sewer and water drainage
2. Sidewalks
3. Village Tree Planning/Tree Ordinance
4. Public Safety Committee Update
5. Traffic Calming (no update)

Public comments

Manager's [report](#)

Council comments

Adjournment

Due to the COVID-19 pandemic, this meeting will take place remotely via Zoom. If you are unable to attend the meeting and would like to submit a comment, please email krutkowski@villagebeverlyhills.com prior to the meeting.

The Village of Beverly Hills will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities attending the meeting upon three working days' notice to the Village. Individuals with disabilities requiring auxiliary aids or services should contact the Village by writing or phone, 18500 W. Thirteen Mile Beverly Hills, MI 48025 (248) 646-6404.

REGULAR COUNCIL MEETING MINUTES – JANUARY 19, 2021 – PAGE 1

Present: President George; President Pro-Tem Hrydziuszko; Members: Abboud, Kecskemeti, Mooney, O’Gorman, and Peddie
All members participated remotely via Zoom from Beverly Hills, Michigan.

Absent: None

Also Present: Village Manager, Wilson
Village Clerk / Assistant Manager, Rutkowski
Public Safety Director, Torongeau
Village Attorney, Ryan

George called the regular Council meeting to order at 7:30 p.m. virtually via Zoom due to the ongoing COVID-19 pandemic. The Pledge of Allegiance was recited by those in attendance.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Mooney, second by Peddie, be it resolved, the agenda is approved as published.

Roll Call Vote:
Motion passed (7-0)

COMMUNITY ANNOUNCEMENTS

None.

PUBLIC COMMENTS

Ken Flaherty, Beverly Hills, commented on reading public comments during meetings and sewer backups.

Michael Dolan, Beverly Hills, commented on his concerns with the Erity Dam and Rouge River. He stated the dam has negative impacts on wildlife and recommended removing the dam.

CONSENT AGENDA

Motion by Mooney, second by Abboud, be it resolved, the consent agenda is approved as published.

1. Review and consider approval of minutes of a regular Council meeting held January 5, 2021.
2. Review and file bills recapped as of Tuesday, January 19, 2021.
3. Set public hearing date to receive comments on 2021 Community Development Block Grant funding allocation for Tuesday, February 16, 2021 at 7:30 p.m.

Roll Call Vote:
Motion passed (7-0)

BUSINESS AGENDA

REVIEW AND CONSIDER MUNICIPAL CREDIT AND COMMUNITY CREDIT CONTRACT WITH SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION (SMART) FOR FISCAL YEAR 2021

The Village of Beverly Hills is eligible to receive Municipal Credits and Community Credits from the Suburban Mobility Authority for Regional Transportation (SMART) for transportation services for our residents. NEXT is the subcontractor that provides direct services to the residents.

The Village is eligible to receive \$10,108.00 in Municipal Credits and \$16,276.00 in Community Credits for Fiscal Year 2021. The funds from SMART are paid directly to the subcontractor.

A copy of the agreement was provided to the Council for review.

Motion by Peddie, second by Mooney, be it resolved, the Beverly Hills Village Council hereby authorizes Village Administration to execute a contract with the Suburban Mobility Authority for Regional Transport for Municipal Credits in the amount of \$10,108.00 and Community Credits in the amount of \$16,276.00.

Roll Call Vote:
Motion passed (7-0)

PUBLIC COMMENTS

None.

MANAGER'S REPORT

COVID Operations – With the recent modifications to COVID related restrictions the Village Staff will begin operating on a revised schedule. Beginning Tuesday, January 19th, staff will work full day schedules every other day. Beginning Monday, January 25th, all staff will return to regular staffing and hours. The Village Hall will remain closed to the public pending further guidance and direction from the State of Michigan. All protocols regarding masks and social distancing will remain in effect for Village staff while at work.

Annual Strategy Session – The Village's annual Strategic Planning Session will be held on Saturday, January 23rd at 9:00 AM via Zoom. President George will be communicating with Council members on an agenda and format for the meeting.

Office Closed – Village Offices will be closed on Monday, January 18th in observance of Martin Luther King, Jr. Day. Trash services will not be interrupted.

Joint Meeting with Parks and Recreation – The annual Joint Meeting with the Parks and Recreation Board will be held on Thursday, January 21st at 7:30 PM via Zoom.

Sidewalk Inventory – Based upon discussion at the last Council meeting I have asked HRC to begin putting together a complete sidewalk inventory map for the Village. We do not have an existing map in a GIS format. When HRC has completed this map we will compare it with the existing maps and data we do have to check for accuracy and completeness. Once complete, this new map will aid in planning and identifying future sidewalk projects.

COUNCIL COMMENTS

O'Gorman stated that Berkshire Middle School would like to cooperate with Parks and Recreation for a volunteer opportunity, such as a park clean up event.

Kecskemeti thanked Wilson for setting up a meeting between HRC so she could discuss the infrastructure in Beverly Hills. She thanked Flaherty and Dolan for their comments.

Abboud stated he did not want to duplicate work in regard to mapping. He announced the MML Conference is coming up and will be held virtually. Through the Senior Advisory Committee, he is working on how to spread word about the COVID-19 vaccines to seniors.

Hrydziusko thanked residents for participating in the meeting and sharing information. She would like to discuss buckthorn at the upcoming strategy meeting.

George stated the sidewalk discussion will continue. He would like to look into grant funding for sidewalks. He stated that he appreciates public participation. He said the goal for Saturday's strategy meeting is to narrow down priorities and have each member take a leadership role on the categories outlined on the agenda.

ADJOURNMENT

Motion by Mooney, second by Abboud to adjourn the meeting at 8:08 p.m.

Motion passed.

John George
Council President

Kristin Rutkowski
Village Clerk

JOINT PARKS & RECREATION BOARD/COUNCIL MEETING MINUTES – JANUARY 21, 2021 - PAGE 1

Present: Parks and Recreation Board: Chairperson Borgon; Vice Chairperson Goodrich;
Members: Bresnahan, Hausman, Kondak, Ross, and Ruprich

Council: President George; President Pro-Tem Hrydziusko
Members: Abboud, Kecskemeti, Mooney, O’Gorman, Peddie

Due to the COVID-19 pandemic, all members participated remotely via Zoom from Beverly Hills, Michigan.

Absent: None

Also Present: Village Manager, Wilson
Clerk/Assistant Manager, Rutkowski

Chairperson Borgon called the meeting of the Parks and Recreation Board to order at 7:34 p.m. remotely via Zoom due to the COVID-19 pandemic.

AMENDMENTS TO/APPROVE AGENDA

Motion by Kondak, second by Ruprich, the meeting agenda is approved as published.

Motion passed (7-0)

APPROVE MINUTES OF A PARKS & RECREATION BOARD MEETING HELD NOVEMBER 19, 2020

Motion by Hausman, second by Kondak, to approve the November 19, 2020 Parks & Recreation Board meeting minutes as published.

Motion passed (7-0)

PUBLIC COMMENTS

Tom Maxwell, Beverly Hills, presented on pocket parks and open spaces on the east side of the Village. He discussed the 2020 millage renewal and offered suggestions on how the funding could be used to improve spaces on the east side such as installing benches, picnic tables, stationary grills, trash receptacles, and dog waste stations. He stated that adding several minor items will provide a positive step in a character-building movement on the east side.

Dan Nelson, Beverly Hills, commented on pocket parks and the HOA’s ownership of Pinecone Patch. He discussed the large amount of work he has put into the parks, such as landscaping, and sees continued maintenance as a potential issue.

Kathleen Tootell, Beverly Hills, commented on her desire to restart a Village-wide garden club. She recommended rain gardens, rain barrels, and native plantings.

Janet Mooney, Beverly Hills, encouraged the Board to set a list of priorities. She would like to see Beverly Park cleaned up. She thanked the Board for all that they do.

REVIEW AND CONSIDER REQUEST FROM GROVES HIGH SCHOOL TO HOLD FORTE 5K AT BEVERLY PARK ON MAY 16, 2021

Laurent Gillard was present on behalf of Groves High School and spoke about the event. Groves has requested to hold their annual Forte 5K Run and Walk at Beverly Park and on Village streets on Sunday, May 16, 2021 from 7:00 AM to 11:00 AM to benefit the Groves Orchestra. They have also requested to use the pavilion during this time and asked that the pavilion rental fees be waived. A map of the route was provided.

The Board and Council previously approved the request for May 2020, but the event was canceled due to the COVID-19 pandemic.

Motion by Hausman, second by Ross, the Beverly Hills Parks & Recreation Board recommends Village Council approve the request from Groves High School to hold their annual Forte 5K Run on Sunday, May 16, 2021 from 7:00 AM to 11:00 AM. This event will begin and end at the Beverly Park pavilion and they will utilize Village streets and sidewalks for the run. It is recommended that fees for use of the pavilion be waived for this event.

Motion passed (7-0)

REVIEW AND CONSIDER REQUEST TO EXTEND BIKE PATH AT BEVERLY PARK

Brian Reemmer, resident of Beverly Hills, provided an overview and presentation on the request to extend the bike path at Beverly Park. He stated the path was built mostly by kids from the Village in the summer of 2020. The trail blends in with existing terrain, avoids the woodchip foot path, and avoids the disc golf course. He proposed extending the current trail north within the wooded area of Beverly Park. He also proposed adding two new features: a “skinny” and a “wave” which allow riders to safely improve balance and gain confidence. The proposed new features would be placed within the trail boundaries.

The Board asked about the timeline of the project and Reemmer stated it would take a few months. The wetness of the ground at the park was a noted concern.

The Board and Council discussed what type of materials are used or would be used on the trail. The consensus was that only natural materials should be used.

Motion by Hausman, second by Ross, the Beverly Hills Parks & Recreation Board recommends the Village Council approve the request to extend the bike path and the request to add two new features, the skinny and the wave, to Beverly Park with the condition that all materials used must be natural.

Motion passed (7-0)

RECAP WINTER DECORATION INSTALLATIONS AT VILLAGE PARKS

Goodrich thanked everyone for their participation and help with decorating the installations around the village. He thought it was a success and said the trees looked great.

JOINT PARKS & RECREATION BOARD/COUNCIL MEETING MINUTES – JANUARY 21, 2021 - PAGE 3

The Board discussed whether to keep or donate the leftover decorations.

The Board will finish taking down the decorations, trees, and rebar soon.

DISCUSS DETROIT INSTITUTE OF ARTS' INSIDE|OUT PROGRAM

Hausman provided an overview of the 2021 DIA Inside|Out program. The Village will receive 5 works of art to display: 2 at Beverly Park, 1 at Riverside Park, 1 at Auburn/Reedmere, and 1 at Pinecone Patch (pending written HOA approval). They will be on display from May to October.

The Board discussed tailoring events around the art displays, such as a slow roll bike ride or Painting at the Park event.

DISCUSS BUCKTHORN ERADICATION AT BEVERLY PARK

Rutkowski provided an overview of buckthorn eradication. The Parks & Recreation Board has had discussions on the buckthorn eradication project at Beverly Park at several of their recent meetings.

The contract with Natural Community Services (NCS) for buckthorn eradication expired December 2020. At the August 2020 meeting, the Board reached a consensus that the eradication project should continue and requested to see more specific bid language from administration for review and recommendation. At the September 2020 meeting, the Board provided input for the "Scope of Work" section of a potential Request for Proposals (RFP). Among their recommendations, the Board would like to see the work expanded across the entire park; not contained to Zones A and B from the initial agreement. A map was provided for reference.

The Board and Council have a few options to consider to continue the eradication project: extend the contract with NCS; put the project out to bid; opt-in to one of the two contracts held by Oakland County Parks for terrestrial invasive species removal; or bring the work in-house. The Board has previously expressed interest in contracting the services out.

The benefits of the opt-in option are that the contractors have already gone through a competitive bid process and were vetted by Oakland County, and the prices should be less expensive due to bulk pricing. The participating contractors are Cardno Inc. and GEI Consultants of Michigan.

Kondak advised not to treat the buckthorn too early and to follow all removal guidelines.

Hrydziuszko suggested expanding the buckthorn eradication project to include Riverside Park.

Motion by Hausman, second by Ruprich, the Parks and Recreation Board recommends the Village continue the buckthorn eradication project at Beverly Park and recommends that the Village Council instruct administration to obtain quotes from the Oakland County Parks contractors who offer opt-in options for buckthorn eradication at both Beverly Park and Riverside Park.

Motion passed (7-0)

DISCUSS LONG TERM PLANNING WITH DEDICATED PARK MILLAGE

a. Riverside Park and Island

The Board and Council discussed buckthorn removal at Riverside Park and on the island.

Goodrich talked about creating a hardscape or lookout at Riverside.

b. Hidden Rivers

Borgon gave an overview of a recent walk members took at Hidden Rivers. She recognized that there is little the Village can do in the area due to deed restrictions. She suggested more signage.

Ross would like to inform people how to access Hidden Rivers without trespassing on private property.

The Board and Council members discussed that Hidden Rivers Nature Preserve is a natural habitat that needs to be left alone, but that people should know that it is a Village asset.

c. East Side Pocket Parks

The Board and Council discussed adding benches, picnic tables, and receptacles to open spaces on the east side and noted that there should be a quality standard set for these items.

The Board and Council talked about community involvement and gathering resident feedback from people who live in the area.

Ross suggested setting money aside for HOAs to do improvements to their open spaces/islands.

d. Beverly Park Playground

Borgon provided an overview of the intention to replace the playground and surface in 2023.

The Board and Council discussed accessibility for all and different types of surface materials.

e. Beverly Park Gravel Path

The Board and Council discussed several types of materials that could potentially replace the gravel path. They discussed accessibility for wheelchairs, strollers, walkers, runners, and cyclists. The Board and Council would like to see different pricing and material options.

Kondak noted that there are too many puddles on the path, causing people to walk on the grass. He also noted that the path needs to be able to support vehicles for Public Services and Public Safety.

DISCUSS FUTURE EVENT IDEAS

Goodrich suggested a Camp Out event.

Hrydziuszko suggested a social distanced Concert in the Park.

O’Gorman would like to see a dog park and more emphasis on recreation. He suggested hosting more regular events for better participation. He also suggested Art in the Park, farmers market, food trucks, and plant exchanges.

ADMINISTRATION COMMENTS

Rutkowski informed the Board and Council that the OC CISMA is performing buckthorn monitoring at Beverly Park. The CISMA set up 5 treatment plots and 1 control plot prior to the December spray treatment and will be back in the spring to monitor results. Rutkowski stated the ice rink at Beverly Park is being prepped for use.

Wilson thanked Rutkowski for her work with the OC CISMA. He thanked all of the volunteers for their work clearing buckthorn. He thanked the Board for their recommendation for continuing buckthorn removal.

COUNCIL COMMENTS

Hrydziuszko asked if there were enough members on the Board to carry out all of the proposed initiatives. She thanked the Board members for their hard work and said she is looking forward to this year.

Abboud thanked the Board members.

Kecskemeti thanked everyone for their patience. She suggested considering reviving the brick program at Beverly Park.

Peddie thanked the Board members for their work. She agreed with comments that more attention should be given to the open spaces on the east side of the village.

O’Gorman thanked the Board for their service.

Mooney thanked the Board for having Council at the meeting.

George stated that he was looking forward to seeing how the Board recommends using the millage funds.

BOARD COMMENTS

Hausman thanked Council for their support. She announced that she submitted another ReLeaf grant application. She said residents are interested in more tree plantings. She talked about butterfly houses and said it could be a potential Scout project.

Ross thanked everyone and stated the Board has a lot to work on.

JOINT PARKS & RECREATION BOARD/COUNCIL MEETING MINUTES – JANUARY 21, 2021 - PAGE 6

Kondak welcomed Hrydziuszko as the new Council Liaison. He thanked Council for their input. He thanked the Board members for their efforts with the decorations.

Ruprich thanked Council for their support. She thanked the public for their participation and ideas. She noted that there are sales restrictions at the parks.

Bresnahan thanked everyone for their time and ideas.

Goodrich commented that he was looking forward to more trees, clean up events, improving the east side spaces, and improving Riverside Park. He thanked Mooney and the rangers for their work at the parks.

Borgon thanked Council for their support. She said there were a lot of great ideas and lots to look forward to this year.

ADJOURNMENT

The meeting was adjourned at 11:01 p.m.

SPECIAL COUNCIL STRATEGY MEETING MINUTES – JANUARY 23, 2021 – PAGE 1

Present: President George; President Pro-Tem Hrydziuszko; Members: Abboud, Kecskemeti, Mooney, O’Gorman, and Peddie
All members participated remotely via Zoom from Beverly Hills, Michigan.

Absent: None

Also Present: Village Manager, Wilson
Village Clerk / Assistant Manager, Rutkowski
Public Safety Director, Torongeau
Village Attorney, Ryan
Finance Director, McCarthy

George called the regular Council meeting to order at 9:02 a.m. virtually via Zoom due to the ongoing COVID-19 pandemic.

PUBLIC COMMENTS

Ken Flaherty, Beverly Hills, commented on the public comments procedure and on his concern with lack of sewer backup responses.

Thomas Morrow, Beverly Hills, commented about Hidden Rivers.

Joe Melrose, Beverly Hills, commented about Hidden Rivers.

PUBLIC SAFETY

George gave an overview of Council member assignments and working groups for each section on the agenda.

Peddie provided an update on the Public Safety Subcommittee. She stated the subcommittee will look at the high-speed chase policy and increasing public involvement.

The Council discussed traffic calming and enforcement. They discussed speeding on Beverly Road. They discussed community events that the Public Safety Department has hosted or could host in the future. They talked about accreditation programs for the department.

Director Torongeau thanked Council for their efforts and support. He thanked the residents for their support. He discussed public engagement, the school liaison, and the accreditation program through the Department of Justice.

PUBLIC SERVICES

George discussed creating a subcommittee for sidewalks and for sewers and drainage. He talked about the Safe Routes to Schools grant and connecting sidewalks to schools.

Wilson discussed water and sewer infrastructure projects, such as replacing lead service lines.

Mooney stated that some roads were in bad shape. He talked about water mains.

Abboud volunteered to serve on the sidewalk committee. He would like to invite a representative from SEMCOG to speak on this topic.

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE VILLAGE COUNCIL.

Kecskemeti talked about a basement backup protection program.

FINANCES

Abboud gave an overview of how the millage funding was used to improve Village finances over the last ten years and how the focus will shift to investing in future infrastructure improvements for the next ten years. He stated that he would like to hear more resident input.

Wilson discussed the dedicated park millage and replacing the Beverly Park playground. He gave an overview of funding for road projects.

The Council discussed funding for sidewalks. They discussed the finance subcommittee coordinating with other working groups regarding their finance questions and needs.

LEGAL/CLERK/COUNCIL

George suggested creating a council desk manual for Council.

Mooney referred everyone to the Village Charter regarding the discussion around a code of conduct or council manual.

Council discussed having geographically balanced Boards and Commissions. They also discussed term limits and diversifying Board/Commission membership.

Council discussed communication and ways to reach more residents.

PERSONNEL

Council discussed that it is ultimately the Village Manager's role to oversee personnel issues and performance evaluations.

Hrydziuszko commented that Code Enforcement has improved over the last few years and she encouraged neighbors to talk to one another before calling Code Enforcement, if possible.

PLANNING & ZONING/BUILDING & DEVELOPMENT

Council discussed planning priorities, Downtown Development plans, the Southfield Road corridor, signs, chicken pilot program, and updating ordinances. They also discussed partnerships with neighboring communities and engagement with Homeowners Associations.

Peddie gave an overview of the proposed tree ordinance and said it would tie into the Building Department permitting process.

PARKS & RECREATION

Council discussed the dedicated park millage, pocket parks/open spaces on the east side of the village, planning events for 2022, partnering with other organizations, and buckthorn at Riverside Park.

O'Gorman suggested creating a dog park.

Council discussed Hidden Rivers Nature Preserve and noted that per deed restrictions, improvements cannot be made to the area.

Mooney noted that there are commerce/sales restrictions at Beverly Park.

Mooney and Abboud did not think it was appropriate for private residents to build structures on park property.

COUNCIL COMMENTS

Abboud commented on the need for sidewalks near Greenfield Elementary School. He thanked everyone who joined the meeting.

Hrydziusko stated she was excited about working on these issues and planning goals for future meetings.

George thanked residents and administration for attending this meeting on a Saturday. He appreciates everyone's work.

ADJOURNMENT

Motion by Mooney, second by Hrydziusko to adjourn the meeting at 11:33 a.m.

Roll call vote:

Abboud – No

George – Yes

Hrydziusko – Yes

Kecskemeti – Yes

Mooney – Yes

O'Gorman – Yes

Peddie – Yes

Motion passed (6-1)

John George
Council President

Kristin Rutkowski
Village Clerk



TO PRESIDENT GEORGE & MEMBERS OF THE VILLAGE COUNCIL. THE FOLLOWING IS A LIST OF
EXPENDITURES FOR APPROVAL. ACCOUNTS PAYABLE RUN FROM 01/20/2021 THROUGH 02/01/2021.

ACCOUNT TOTALS:

101	GENERAL FUND	\$53,465.14
202	MAJOR ROAD FUND	\$62,327.22
203	LOCAL STREET FUND	\$12,999.27
205	PUBLIC SAFETY DEPARTMENT FUND	\$181,116.97
285	RETIREE HEALTH	\$3,376.62
592	WATER/SEWER OPERATION FUND	\$39,337.07
701	TRUST AND AGENCY FUND	\$232.47
	TOTAL	<u>\$352,854.76</u>
	MANUAL CHECKS- COMERICA	\$0.00
	MANUAL CHECKS- INDEPENDENT	\$0.00
	ACCOUNTS PAYABLE	<u>\$352,854.76</u>
	GRAND TOTAL	<u>\$352,854.76</u>

01/28/2021 01:27 PM
User: JAY
DB: Beverly Hills

CHECK REGISTER FOR VILLAGE OF BEVERLY HILLS
CHECK DATE FROM 02/01/2021 - 02/01/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank COM COMERICA					
02/01/2021	COM	83201	60249	5 ALARM	31.17
02/01/2021	COM	83202	60217	AMAZON CAPITAL SERVICES	273.93
02/01/2021	COM	83203	31164	APOLLO FIRE APPARATUS	1,055.67
02/01/2021	COM	83204	53284	APPLIED IMAGING	9.41
02/01/2021	COM	83205	51802	ARROW OFFICE SUPPLY CO.	205.36
02/01/2021	COM	83206	60381	BATERIES PLUS BULBS	45.94
02/01/2021	COM	83207	30920	BELLE TIRE	878.36
02/01/2021	COM	83208	60239	BILLINGS LAWN EQUIPMENT	67.96
02/01/2021	COM	83209	30861	BLUE CARE NETWORK	36,455.41
02/01/2021	COM	83210	52071	BLUE CROSS BLUE SHIELD	38,935.94
02/01/2021	COM	83211	50489	BOB ADAMS TOWING	55.00
02/01/2021	COM	83212	50822	BS&A SOFTWARE	1,333.00
02/01/2021	COM	83213	59779	CANFIELD EQUIPMENT SERVICE INC	100.00
02/01/2021	COM	83214	58597	CATHY WHITE	26.32
02/01/2021	COM	83215	59347	CINTAS CORPORATION #31	42.38
02/01/2021	COM	83216	50392	CITY OF BIRMINGHAM	90,381.60
02/01/2021	COM	83217	60208	CITY OF OAK PARK	334.00
02/01/2021	COM	83218	59323	CLEANNET	858.00
02/01/2021	COM	83219	31925	COALITION OF PUBLIC SAFETY	17,627.74
02/01/2021	COM	83220	51439	COMCAST	90.02
02/01/2021	COM	83221	04500	COMEAU EQUIPMENT CO INC.	24,279.75
02/01/2021	COM	83222	52025	DETROIT SALT COMPANY	2,580.63
02/01/2021	COM	83223	52076	DON SMITH	69.02
02/01/2021	COM	83224	59676	EAGLE STAR EQUIPMENT	120.00
02/01/2021	COM	83225	30685	ERIC KOENIG	1,050.00
02/01/2021	COM	83226	53489	GREAT AMERICA FINANCIAL SVCS.	600.00
02/01/2021	COM	83227	60206	GREAT LAKES WATER AUTHORITY	949.78
02/01/2021	COM	83228	53583	GUARDIAN	6,935.89
02/01/2021	COM	83229	31202	HOME DEPOT CREDIT SERVICES	239.29
02/01/2021	COM	83230	08500	HUBBELL ROTH & CLARK INC	5,484.64
02/01/2021	COM	83231	59839	J.C. EHRLICH	49.00
02/01/2021	COM	83232	39070	J.H. HART URBAN FORESTRY	1,050.00
02/01/2021	COM	83233	59324	JCR SUPPLY, INC.	137.76
02/01/2021	COM	83234	30521	JOHN MILLIRON	1,050.00
02/01/2021	COM	83235	60383	JUDITH MAJOROS	157.60
02/01/2021	COM	83236	31794	MICHAEL MILES	1,050.00
02/01/2021	COM	83237	52030	MICHIGAN GRAPHICS & AWARDS	160.00
02/01/2021	COM	83238	51799	NYE UNIFORM EAST	502.00
02/01/2021	COM	83239	51540	O'REILLY AUTO PARTS	87.93
02/01/2021	COM	83240	51751	O.C.W.R.C.	33,807.83
02/01/2021	COM	83241	30658	OAKLAND COUNTY CLERKS ASSOC.	25.00
02/01/2021	COM	83242	50830	OAKLAND COUNTY TREASURER'S	566.92
02/01/2021	COM	83243	14100	OBSERVER & ECCENTRIC	86.88
02/01/2021	COM	83244	49769	OFFICE EXPRESS	92.67
02/01/2021	COM	83245	59122	RAPID RESPONSE	139.99
02/01/2021	COM	83246	16100	ROAD COMMISSION FOR OAKLAND	5,713.31
02/01/2021	COM	83247	16500	S.O.C.R.R.A.	30,463.00
02/01/2021	COM	83248	60366	STATE OF MICHIGAN	46,150.44
02/01/2021	COM	83249	38205	VERIZON WIRELESS MESSAGING	448.22

COM TOTALS:

Total of 49 Checks:	352,854.76
Less 0 Void Checks:	0.00
Total of 49 Disbursements:	352,854.76



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Set Public Hearing for Southfield Road Business District for March 2, 2021

Date: January 29, 2021

The Village maintains the public right-of-way along the Southfield Road business district and assesses the cost of landscape maintenance and water for the sprinkler system to the property owners on the west side of Southfield Road.

Procedurally, a public hearing needs to be scheduled prior to the Council reviewing and confirming the 2020 Special Assessment Roll for the Southfield Road Business Assessment District. It is recommended that the public hearing be scheduled for Tuesday, March 2, 2021 at 7:30 p.m.



To: Honorable President George; Village Council
Chris Wilson, Village Manager

From: Erin LaPere, Planning & Zoning Administrator

Date: January 15, 2021

Re: Public hearing and first reading for proposed amendments to Section 22.28.020 Offstreet
Parking Regulations

Pursuant to Council direction in 2019, the Planning Commission subcommittee has been working with Administration and the Village Planning Consultant to draft language to amend the off-street parking requirements of Section 22.28.020 to be consistent with the use tables adopted in 2019 and updates to the parking minimums, where needed. The last time this subsection was updated was in 2000.

The rationale for the updates was two-fold. First, the revised uses introduced previously unspecified uses in the various districts. This will bring the parking standards in alignment with the current use regulations to ensure there are clear, specific parking regulations for each use. Secondly, the parking regulations were last updated in 2000 and recommendations for parking standards have changed in the past two decades. These revised standards bring the Village ordinance standards in alignment with current Institute of Transportation Engineers parking recommendations and are consistent with similar communities.

The remainder of the parking regulations were not updated as that is beyond the scope of this assignment. Administration suggests that updates to the other sections be part of the larger Ordinance overhaul goals. Some future discussions may also include whether to allow different parking within the VCOD, and whether Council is in support of the use of public parking facilities to help incentivize development in the overlay district. Attached are copies of the minutes of the Planning Commission meetings at which this topic was discussed.

At their meeting held December 16, 2020, a public hearing was held and a recommendation was made by Planning Commission that Village Council consider adoption of the amended language. Procedurally, Village Council must hold a public hearing and first reading before a second reading and adoption is considered. Upon Council adopting the language, it will take effect 20 days after publication in local newspaper.

eel

attachments

VILLAGE OF BEVERLY HILLS

ORDINANCE NO. 378

AN ORDINANCE TO AMEND THE VILLAGE MUNICIPAL CODE, CHAPTER 22,
ZONING ORDINANCE, SECTION 22.28.020 OFF STREET PARKING REQUIREMENTS
FOR THE VILLAGE OF BEVERLY HILLS

The Village of Beverly Hills Ordains:

Section 1.01. That Section 22.28.020 of Chapter 22 is hereby amended to read as follows:

22.28.020 OFF-STREET PARKING REQUIREMENTS. The minimum number of off-street parking spaces by use shall be determined in accordance with the following schedule:

Land Use Category	Standard
Recreational	
Community groups or private social clubs such as Knights of Columbus, Veterans of Foreign Wars, Kiwanis, or similar uses.	One per three seats or six feet of benches in the main unit of seating. If no fixed seating: one space for each three persons allowed within the maximum occupancy load as established by building code.
Public or nonprofit indoor recreation areas such as community recreation centers, swimming pools, and similar uses.	Swimming pools: one space per each three persons of capacity authorized by the building code. Other indoor recreation centers: one space per 200 sq ft of gross floor area.
Nonprofit or public outdoor recreation areas, playgrounds or ballfields, and similar uses.	Ballfields or facilities with fixed seating: one space per three seats or six feet of bleachers. If no fixed seating: one space for each three persons allowed within the maximum occupancy as determined by the building official.

Indoor commercial recreation (including but not limited to: skating, bowling, soccer, dance academies, arcades, indoor shooting/archery ranges, indoor golf including golf dome).	<p>Bowling Alley: five spaces per lane plus 25% of the required parking for any restaurant or lounge.</p> <p>Other (skating, dance, arcades, etc): one space per three persons allowed within the maximum occupancy load as established by the Building Code or one space per 200 sq ft of useable floor area, whichever is greater.</p>
Outdoor commercial recreation, recreation centers including amusement parks, batting cages, or go-cart tracks	Two spaces per batting cage, archery range, miniature golf hole, or similar activity.
Indoor health clubs, fitness centers, gyms and aerobic clubs.	One space for each 200 sq ft of useable floor area.
Theaters and auditoriums, fully enclosed	One per each three seats, plus one additional for each two employees.
Public arenas or stadiums, enclosed or open air	One space per three seats or six feet of bleachers
Civic	
Municipal and other governmental offices, not including publicly owned and operated warehouses, garages or storage yards	One space per 250 sq ft of usable floor area
Art galleries/studios, photography studios, public or private libraries or museums, or similar uses	One space for each 350 sq ft of gross floor area
Churches, temples, and similar places of worship with fixed seating	One per three seats or six feet of benches in the main area of worship
Health Care and Medical	
Medical offices or clinics	One space for each 200 sq ft of gross floor area
Urgent care facilities or clinics over 15,000 sq ft of gross floor area	Two spaces per exam or outpatient procedure/operating room plus one space for each two rooms for employee parking
Nursing home and convalescent centers	One space for each three beds or two rooms, whichever is less plus one space for each employee during the peak shift
Hospitals	Two spaces per inpatient bed plus one space per each 200 sq ft of office or outpatient area
Veterinary clinics or hospitals and related offices, animal shelters and animal day care facilities, and similar uses	One space per 400 sq ft of useable floor area plus two spaces per employee
Office Uses	
Business and service offices, e.g. advertising, accounting/bookkeeping, architectural, attorney/legal services, engineering, employment, real estate, secretarial, or any similar use	One space per each 250 sq ft of useable floor area
Banks and similar financial institutions, with	One space for each 200 sq ft of gross floor

or without drive-up service or teller machines	space, plus two spaces for each ATM. Drive-up windows shall be provided four stacking spaces for the first window, plus three spaces for each additional window
Child Care Uses	
Child care center, Preschool, Daycare	Two spaces plus one additional space for each eight children of licensed authorized capacity
Family day care home and group day care home	One space per four clients plus one space per each employee
Residential	
Single-family detached dwellings	Two per dwelling unit
Multi-family dwellings, attached or detached, such as duplexes, townhomes, apartments, or similar	One and a half spaces per efficiency or one bedroom dwelling unit, plus two spaces per unit with two or more bedrooms
Education	
Non-profit schools, private or parochial	One space per each teacher, employee, or administrator in addition to the requirement for auditorium or stadium, whichever seats more, plus one space per ten students for high schools
Vocational and technical training facilities including commercial schools and studios for teaching photography, art, music, theater, dance, martial arts, ballet, or similar	One space per each teacher, employee, or administrator in addition to the requirement for auditorium or stadium, whichever seats more, plus one space per ten students
Commercial schools and studios for teaching photography, art, music, theater, dance, martial arts, ballet, or similar	One space per each teacher, employee, or administrator in addition to the requirement for auditorium or stadium, whichever seats more, plus one space per ten students
Retail	
Retail uses up to 25,000 sq ft of gross floor area	One space for each 250 sq ft of useable retail floor area
Retail uses over 25,000 sq ft of gross floor area	One space per 250 sq ft of useable retail floor area for the first 25,000 sq ft, plus one space per 275 sq ft for the next 50,000 to 450,000 sq ft of useable retail floor area, plus one space per 300 sq ft for that area in excess of 450,000 sq ft of useable retail floor area Non-retail uses such as restaurants, bars, and theaters shall be calculated separately based upon their respective requirements
Drive-thru windows accessory to a retail use not otherwise listed	Drive-up windows shall be provided four stacking spaces for the first window, plus three spaces for each additional window in addition to requirements for retail use
Service	
Dry cleaning drop-off	One space per 500 sq ft of useable floor area
Personal and business service establishments	One space per 300 sq ft of useable floor area

performing services on the premises including seamstress/tailor, shoe repair, tanning salons, beauty parlor, barber shop, tattoo parlor, massage, skin care, or similar	or two and a half spaces per barber or beautician chair/station, whichever is greater, plus one per 800 sq ft where a showroom or workshop or office is on site
Laundromats	One for each two machines
Funeral home and mortuary establishments	One for each 50 sq ft of assembly room, parlor, and slumber room usable floor area, plus one space per each funeral vehicle stored on premise
Open air business such as nurseries, home improvement supplies, and similar outdoor displays and retail sales	One space per 500 sq ft of land area being used for display
Hotel/motel	One space per guest room plus any required parking for conference rooms, restaurants, bars, exhibit space or banquet rooms
Indoor mini-storage and self-storage facilities	Business service storage: one space per each 50 storage units, plus one space per employee Self-storage: four spaces adjacent to the business office, plus one space per 200 storage cubicles
Restaurants	
Restaurants and coffee shops without drive-thru or drive-in	Sit down, no liquor license: one space for each 100 sq ft of gross floor area or one for each two seats, whichever is greater. Sit down, liquor license: one space for each 70 sq ft of gross floor area or one per two seats, whichever is greater
Restaurants and coffee shops with drive-thru or drive-in service	Drive-in only: one space per employee, plus one space per drive in station Drive-thru: one space per 70 sq ft of useable floor area or one-half space per seat, whichever is greater, plus three designated drive-thru short term waiting spaces, plus ten stacking spaces for drive-thru service which do not conflict with use of required spaces
Restaurants with carry-out service only	One per 80 sq ft of usable floor area or ten spaces, whichever is greater
Restaurants, bars, and microbreweries serving alcoholic beverages. The portion of a larger facility utilized for a lounge shall be computed at this rate.	One space per each 60 sq ft of useable floor area or one space per two seats, whichever is greater.
Banquet halls	One space per three persons of capacity authorized by the Building Code or one space per 100 sq ft of useable floor area, whichever

	is greater, plus parking required for other uses.
Auto Service	
Auto and gasoline filling stations	Two for each service bay and one for each 200 sq ft of usable sales floor area; plus one for every two employees with a minimum of two spaces
Automobile repair establishments including accessory retail of new auto parts. Salvage yards and tire stores are not included	Two spaces per service bay, plus one space per employee, plus one space per tow truck
Automobile, motorcycle, boat, and recreational vehicle sales, new and used	One space per 200 sq ft, plus three spaces per each auto service bay
Automobile wash, automatic or self-serve	Automatic: Two spaces, plus one space per employee, plus 12 stacking spaces per bay for free-standing washes. Six stacking spaces when accessory to a gas station plus any required parking for other uses Self-service: Three stacking spaces per wash bay, plus two spaces per bay for drying/vacuuming, plus any required parking for other uses

Section 2.01. SEVERABILITY. If any section, clause or provision of this Ordinance shall be declared to be inconsistent with the Constitution and laws of the State of Michigan and voided by any court of competent jurisdiction, said section, clause or provision declared to be unconstitutional and void shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force.

Section 3.01. SAVING CLAUSE. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

Section 4.01. REPEALER. Former Ordinance 22.28.020 Off Street Parking Requirement is hereby repealed.

Section 5.01. EFFECTIVE DATE. A public hearing having been held by the Planning Commission, via Zoom, on December 16, 2020, and the Village Council, via Zoom, on February 2, 2021, the provision of this Ordinance shall become effective 20 days following its publication in The Eccentric, a newspaper circulated within said Village.

Made and passed by the Village Council of the Village of Beverly Hills this ____ day of _____, 2021.

John George, Village President

Kristin Rutkowski, Village Clerk

I, Kristin Rutkowski, being the duly appointed and qualified Clerk of the Village of Beverly Hills, Oakland County, Michigan, do hereby certify and declare that the foregoing is a true and correct copy of an Ordinance adopted by the Village Council of the Village of Beverly Hills at a regular meeting thereof held on the ____ day of _____, 2021.

Kristin Rutkowski, Village Clerk



To: Honorable President George; Village Council
Chris Wilson, Village Manager

From: Erin LaPere, Planning & Zoning Administrator

Date: January 14, 2021

Re: Public Hearing and First Reading of Planned Unit Development Language

Pursuant to Council direction in 2019, the Planning Commission subcommittee has worked with Administration and the Village Planning Consultant to draft language to replace the existing cluster development language. Chapter 22, Section 22.26 was adopted in 1992 and upon reviewing the language, the suggestion is to replace the existing language with a Planned Unit Development (PUD) option. PUD is a development option that is permitted by the Michigan Zoning Enabling Act (MZEA) to the municipality with certain restrictions. A copy of the proposed amendment is attached.

As an overview, there are a number of reasons to amend the language, not least of which is that the minimum open space requirement is currently 10% which is comparatively low and does not result in development that preserves significant open space as would be expected by a cluster/PUD ordinance. Below summarizes the notable changes from the existing language:

Current Cluster Development Language	Proposed PUD Language
Single Family Residential only	Adds language to allow mixed-use development
Detached residences only	Adds language to permit attached single family housing with restrictions
Minimum 10% open space requirement	Minimum 40% open space requirement
Requires Village Attorney to draft deed covenant	Requires applicant to draft legal documents with Village approval of the language
ZBA has no authority over any cluster development decision by Council	Allows limited ZBA approval for future property owners within the PUD
Limited-no ability to negotiate and preserve Village benefits.	Village has opportunity to ensure village-wide benefits are preserved through transferable PUD agreement.

The proposed PUD language also brings the review and approval procedures into alignment with the MZEA. Additionally, there are some prescriptive design requirements in the current cluster option that are not included in the PUD language. This flexibility is intentional to allow the Village and the potential developer to work together to create a project that is harmonious with the existing surrounding development. The current language also permits the imposition of performance guarantees per Section 22.08.310, which the Planning Commission and Council may want to add to a potential PUD agreement to add additional incentives to complete the development as approved. Finally, the PUD agreement is a legally binding agreement that transfers to future owners should the development change ownership. These clearly defined terms of development will ensure the Village's interests are protected and maintained.

At the meeting held December 16, 2020 the Planning Commission held a public hearing on this proposed amendment and made a recommendation that Council consider adoption of the PUD language to replace the existing cluster development language of Chapter 22, Section 22.26 of the Village Zoning Ordinance. A copy of the minutes from all of the meetings held by Planning Commission discussing this language are also attached for Council's review.

Procedurally, a public hearing and first reading must be held by Village Council. At a subsequent meeting, a second reading and adoption can be considered. Upon Council adopting the language, it will take effect 20 days after publication in local newspaper.

eel

attachments

VILLAGE OF BEVERLY HILLS

ORDINANCE NO. 379

AN ORDINANCE TO AMEND THE VILLAGE MUNICIPAL CODE, CHAPTER 22,
ZONING ORDINANCE, SECTION 22.26 PLANNED UNIT DEVELOPMENT FOR THE
VILLAGE OF BEVERLY HILLS

The Village of Beverly Hills Ordains:

Section 1.01. That Section 22.26 of Chapter 22 is hereby amended to read as follows:

22.26 Planned Unit Development

22.26.010 Intent

The intent of the Planned Unit Development (PUD) District is to permit flexibility in development regulations for a site containing unique natural features that the developer and Village desire to preserve. The procedures and regulations contained in this section are intended to encourage innovative design and create opportunities which may not be obtainable through the more rigid standards of the other zoning districts.

The PUD standards are not intended to be used as a technique to circumvent the intent of the Zoning Ordinance nor to avoid imposition of specific Zoning Ordinance standards or the planning upon which it is based. Thus, the provisions of this section are designed to promote land use substantially consistent with the character of the surrounding area, with modifications and departures from generally applicable requirements made to provide the developer with flexibility in design on the basis of the total PUD plan approved by the Village.

Section 2.01.

22.26.020 Eligibility

A PUD may be approved by the Village Council, following a recommendation by the Planning Commission, that the following criteria are met:

- a. The subject site shall be a minimum size of five (5) acres of contiguous land under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit. The Village Council, following a recommendation by the Planning Commission, may waive this requirement where the subject site has direct access to a County or arterial roadway and can accommodate a minimum of 6 residential dwellings.
- b. The site contains significant natural or historic features which will be preserved through development under the PUD standards, as determined by the Planning Commission, or the PUD will provide a complementary mixture of housing types within a unique, high quality design.
- c. The PUD will result in a recognizable and substantial benefit to the ultimate users of the project and to the Village, where such benefit would otherwise be unfeasible or unlikely to be achieved under conventional zoning requirements. These benefits shall be demonstrated in terms of preservation of natural features (including, but not limited to, trees, wetlands, and waterways), unique architecture, extensive landscaping, special sensitivity to adjacent land

uses, particularly well-designed access and circulation systems, and/or integration of various site features into a unified development.

- d. A finding that the proposed type and density of use shall not result in an unreasonable increase in traffic or the use of public services, facilities and utilities; that the natural features of the subject site have the capacity to accommodate the intended development; and that the development shall not place an unreasonable burden upon surrounding land or land owners.
- e. The proposed development shall be consistent with the Village Master Plan.
- f. The subject site shall not be located within the area designated as Village Center Overlay District.

Section 3.01.

22.26.030 Submittal and Review Process

A PUD may be designated by the Village or may be requested by an applicant. If the Village initiated the PUD, and the site is already designated PUD on the Village Zoning Map, the applicant is still responsible for the submission of a PUD preliminary plan and materials as described below, however the site shall already be deemed as meeting the eligibility criteria of Section 22.26.020 above.

The PUD submittal and approval process is as follows:

- a. **Optional Preapplication Conference.** Prior to formal submission of an application for PUD review, the applicant may request a meeting with Village staff and consultants to obtain guidance that will assist the applicant in preparation of the application and plan.
- b. **Submit PUD Request and Preliminary Plan:** The applicant shall prepare and submit the following:
 - 1. A completed application form and the required review fees.
 - 2. Proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.
 - 3. A complete and current legal description and size of property in acres.
 - 4. A site analysis map illustrating the location of existing buildings and structures, rights-of-way and easements; driveways adjacent to and across from the subject site; woodlands and trees outside woodlands over eight inches (8") in caliper; significant historical features; existing drainage patterns (by arrow), surface water bodies, floodplain areas and wetlands; topography at two (2) foot contour intervals; and surrounding land uses, zoning and buildings within 100 feet of the subject site.
 - 5. A preliminary site plan illustrating a conceptual layout of proposed land use, acreage allotted to each use, residential density, building footprints, structures, required setbacks, roadways, parking areas, drives, driveways, pedestrian paths, conceptual landscape plan, natural features to be preserved and a preliminary plan for utilities and stormwater management. If a multi-phase PUD is proposed, identification of the areas included in each phase.
 - 6. A list of anticipated deviations from the Zoning Ordinance regulations which would otherwise be applicable.
 - 7. Any other information which the Planning Commission or Village Council require to determine if the proposed project meets the eligibility criteria (e.g. preliminary building elevations, floor plans, sign plans, etc.) .

8. A draft PUD Agreement that identifies any modifications from conventional zoning, obligations of the developer and subsequent owners, provisions for maintenance, allowable uses, project phasing, and similar information to clarify conditions of approval.
- c. **Planning Commission Review:** The Planning Commission shall review the PUD request, including PUD rezoning, preliminary site plan, and draft PUD Agreement, conduct a public hearing, and make a recommendation to the Village Council based on the review standards of Section 22.26.040 and/or Section 22.26.050, as applicable.
- d. **Village Council Review:** Following receipt of a recommendation from the Planning Commission, the Village Council shall conduct a public hearing on the requested PUD rezoning, the preliminary PUD site plan and either approve, deny or approve with a list of conditions made part of the approval. The PUD Agreement is subject to execution between the owner/developer and Village Council.

Council may require re-submittal of the preliminary PUD site plan reflecting the conditions for approval by Village Administration prior to submittal of a PUD Final Site Plan. Council may impose additional reasonable conditions to ensure public services and facilities will be capable of accommodating increased service and facility loads caused by the PUD, to protect the natural environment, to ensure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner.
- e. **Final Site Plan Approval:** If the rezoning and preliminary site plan are approved by Council, the applicant shall submit a final site plan for review in accordance with Section 22.08.290.
- f. **Amendments:** If the Planning Commission determines that a proposed use or site plan is not consistent with the approved PUD, the applicant shall be directed to submit a request to amend the PUD following the same procedures outlined above.
- g. **Change in ownership:** An approved PUD plan runs with the land, not with the landowner. If the land is sold or otherwise exchanged, the approved PUD plan shall remain in effect unless the applicant submits a request to amend or terminate the PUD plan.

Section 4.01.

22.26.040 Design and Review Standards for a Residential PUD

A Residential PUD shall comply with the following project design standards:

- a. **Eligibility:** The proposed PUD meets the eligibility criteria of Section 22.26.020.
- b. **Uses Permitted:** Only residential uses as listed in Section 22.14 are permitted. Attached residential units may be permitted by the Village only upon a determination that the following criteria are met:

1. Attached unit buildings shall meet the dimensional standards set forth in Section 22.24 for the RM District.
2. Attached unit buildings shall be arranged and designed to promote compatibility with adjacent uses.
3. Attached unit buildings shall provide a variation in building height, setbacks, rooflines, window, door openings, materials, and colors.
4. For at least fifty (50) percent of the units, garages shall be side entry, rear entry, or recessed a minimum of five (5) feet behind the living area.
5. The units shall relate well to the streetscape and minimize the visual dominance of garage doors in the front yard through the provision of front porches, doors, windows, and architectural details that face the street, and a variation in garage door design and location (e.g. side entry, recessed from front building line, limited projection beyond front building line) and assist in minimizing the dominance of garages.
6. The arrangement of units maximizes the preservation of open space and the protection of natural features.

c. **Harmony with surrounding uses:** The uses and design of the PUD will be harmonious with the character of the surrounding area in terms of density, intensity of use, size and height of buildings, architecture and other impacts.

d. **Density Standards:** The overall permitted density within a PUD shall not exceed the density allowed by the underlying residential zoning district as described in Section 22.24, except as noted in paragraph 3 below. If the underlying zoning is inconsistent with the Village Master Plan, the applicant may request rezoning in accordance with Section 22.40 simultaneously with the PUD application.

1. The maximum number of dwelling units permitted within a PUD shall be the number of units permitted under conventional zoning. This shall be demonstrated through the preparation of a parallel plan that illustrates how many dwelling units could feasibly and practically be constructed on the subject site in accordance with all dimensional requirements of the zoning district and design standards for storm water and public streets. Portions of a regulated wetland shall not be located within an individual lot. The lots on the parallel plan shall not require exceptional or unusual engineering to accommodate residential construction, as determined by the Village.
2. The area used for density calculations shall not include public street rights-of-way, private road access easements, lakes, streams, detention ponds, or submerged wetlands containing surface water or open water ponds during at least one (1) month of the year.
3. The Village may allow a density bonus of up to 10% of the number of units allowed under paragraph 1 above, provided the project includes at least one of the following to the Village's satisfaction:
 - i. The amount of open space exceeds what would otherwise be required.

- ii. The development provides a diverse variety of housing types or provides a type of housing that is desired, but not currently offered or for which there is an insufficient supply, in the Village.
- e. **Dimensional Standards:** The setbacks and lot sizes for various uses may be reduced by up to 50% of the standards associated with the various uses listed in Section 22.24 provided that no proposed lot, setback or principal building may be reduced below a conventional R-3 lot, setback, or residence.

f. **Open Space**

- 1. Area included in the open space calculations must meet the following:
 - a. At least forty (40) percent of the site's gross area shall be dedicated open space and held in common ownership.
 - b. The total area of dedicated open space shall equal or exceed any reduction in area for minimum lot sizes in the development based on the parallel plan, except where a density bonus is approved as permitted herein.
 - c. The minimum size of an individual open space area shall be 20,000 square feet with a maximum width to depth ratio of 3:1. This standard is intended to ensure open space is valuable and usable rather than scattered, isolated, or remnant lands. The Village may waive this standard for clearly identified pathway corridors between a single row of lots intended to connect open spaces, if such corridors are determined to be desirable.
 - d. At least fifty (50) percent of the open space must be usable to the residents for passive or active recreation, exclusive of permitted water bodies, storm water facilities, or other required site plan elements.
 - e. No more than twenty-five (25) percent of any required open space shall include lakes, streams, detention ponds or other surface water bodies, or wetlands regulated by the Michigan Department of Environment, Great Lakes and Energy. Detention ponds that do not provide a natural appearance and are not incorporated into the overall plan as an amenity shall not be included as required open space.
 - f. A structure or use accessory to recreation, conservation, or an entryway may be erected within the dedicated open space, subject to the approved open space plan. Accessory structures or uses of a significantly different scale or character than the abutting residential districts shall not be located near the boundary of the development if it may negatively impact the residential use of adjacent lands, as determined by the Village.
- 2. To be included in the calculations for the minimum open space area, the following design standards must be met.
 - a. The open space(s) shall be organized around the site's most important natural features and link existing and planned greenways and pedestrian corridors, as illustrated in the Village Master Plan and Community Recreation Plan.

- b. The open space shall include pathways to link adjacent open spaces, public or private parks, and bike paths or non-motorized routes.
 - c. In addition to preservation of the most important natural features, where possible additional open space shall be located and designed to achieve the following:
 - i. preserve or create a buffer from adjacent land uses;
 - ii. maintain existing natural viewsheds; and
 - iii. open space shall be located within prominent and highly visible areas of the development, such as the terminus of key views along roads, at the intersection of arterial or collector streets, at high points, or centrally located within a residential area.
3. The following land areas shall not be included in calculations for required open space:
- a. the area within any existing or future public street right-of-way;
 - b. the area within private road easements or other easements that include roads, drives, or overhead utility lines;
 - c. the area located below the ordinary high water mark of an inland lake, river or stream or any pond with standing water year round;
 - d. the required setback areas around, or minimum spacing between buildings, except that the setback area around a permitted open space accessory building may be considered open space;
 - e. parking and loading areas, except those exclusively associated with a recreation facility or common open space area; and
 - f. any other undeveloped areas not specifically addressed in this Section, but determined by the Planning Commission to inadequately meet the intent and standards for open space.

4. Protection of Open Space

The dedicated open space shall be set aside by the developer through an irrevocable conveyance and protected by a Maintenance Agreement, in a form and manner acceptable to the Village. Such conveyance shall ensure the open space will be protected from alteration and all forms of development, except as shown on an approved site plan or subdivision plat.

Said documents shall bind all successors and future owners in fee title to commitments made as part of the proposal, but shall allow transfer of ownership and control to a subdivision or condominium association consisting of residents within the development, provided notice of such transfer is provided to the Village. Such conveyance shall indicate the allowable use(s) within the dedicated open space. Upon transfer to a successor of the developer, the open space shall be maintained by the property owner's association or condominium association.

The Village may require the removal of invasive vegetation and the inclusion of open space restrictions to prohibit activities such as the following:

- a. dumping or storing of any material or refuse;
 - b. activity that may cause risk of soil erosion or threaten plant material;
 - c. cutting or removal of plant material except for removal of dying or diseased vegetation;
 - d. use of motorized off-road vehicles;
 - e. cutting, filling or removal of vegetation from wetland areas; and
 - f. use of pesticides, herbicides or fertilizers within or adjacent to wetlands.
- g. **Infrastructure:** The uses and design shall be consistent with the available capacity of the existing street network and utility systems or the applicant shall upgrade the infrastructure as required to accommodate the PUD.
- h. **Additional Considerations:** The Planning Commission and Village Council shall consider the following design elements as appropriate: perimeter setback and landscaping; drainage and utility design; underground installation of utilities; facilities for pedestrian circulation; internal roadway design; and the achievement of an integrated development with respect to signs, lighting, landscaping and building materials.

Section 5.01.

22.26.050 Design and Review Standards for a Mixed Use PUD

A Mixed Use PUD shall comply with the following project design standards:

- a. **Eligibility:** The proposed Mixed Use PUD meets the eligibility criteria of Section 22.26.020.
- b. **Uses Permitted:** Office and commercial uses allowed elsewhere in the Village Zoning Ordinance may be permitted upon a determination by the Village that the uses would meet the intent of this Ordinance, the Village's Master Plan, and are compatible with surrounding land uses. Per paragraph (f) below, a residential component must also be incorporated into the proposed PUD.

Any proposed use listed as a Special Land Use in the Village Zoning Ordinance shall meet the standards listed in Section 22.08.300. Review and approval in accordance with Section 22.08.300 shall be required as part of a final site plan review.

- c. **Harmony with surrounding uses:** The uses and design of the Mixed Use PUD will be harmonious with the character of the surrounding area in terms of density, intensity of use, size and height of buildings, architecture and other impacts.

- d. **Dimensional Standards:** The setbacks and other dimensional standards for various uses shall generally be consistent with the standards associated with the most applicable district(s) listed in Section 22.24.

Where the proposed design deviates from the typical standards, the applicant shall provide a table that clearly compares each requested modification to the Ordinance standard and provides justification for the modification for approval by the Village Council. Unless modifications are specifically requested and approved by the Village, the site plan or subdivision plan shall comply with the applicable Village standards.

- e. **Architecture:** Buildings shall utilize brick as the primary material for all exterior walls that are visible from a public road or a parking lot. Other accent materials may be used where the materials are durable and compatible with the type of use and development proposed. Unifying elements, accents, style, color, and materials shall be provided for different uses within the project.
- f. **Residential Uses:** A Mixed Use PUD shall incorporate a residential component within the same building (i.e., upper floor residences above a non-residential use).
- g. **Natural Features:** The development shall be designed to promote preservation of any significant natural or historic features on the site.
- h. **Infrastructure:** The uses and design shall be consistent with the available capacity of the existing street network and utility systems or the applicant shall upgrade the infrastructure as required to accommodate the Mixed Use PUD.
- i. **Design:** The site design, site elements, and architecture shall be of high quality, coordinated, and consistent with Section 22.09 Site Development Requirements.
- j. **Additional Considerations:** The Planning Commission and Village Council shall consider the following design elements as appropriate: perimeter setback and landscaping; drainage and utility design; underground installation of utilities; facilities for pedestrian circulation; internal roadway design; and the achievement of an integrated development with respect to signs, lighting, landscaping and building materials.

Section 6.01.

22.26.060 Schedule of Construction

1. Construction. Final site plan approval of a PUD, PUD phase or a building within a PUD shall be effective for a period of three (3) years. Further submittals under the PUD procedures shall be accepted for review upon a showing of substantial progress in development of previously approved phases, or upon a showing of good cause for not having made such progress.
2. Phasing. In the development of a PUD, the percentage of one-family dwelling units under construction, or lots sold, shall be at least in the same proportion to the percentage of multiple family dwelling units under construction at any one time, provided that this Section

shall be applied only if one-family dwelling units comprise twenty-five (25%) percent or more of the total housing stock proposed for the PUD. Non-residential structures designed to serve the PUD residents shall not be built until the PUD has enough dwelling units built to support such non-residential use. The Planning Commission may modify this requirement in their conceptual or final submittal review process.

Section 7.01.

22.26.070 Appeals, Violations and Expiration

1. The Zoning Board of Appeals shall have the authority to hear and decide appeal requests by property owners for variances from the Zoning Ordinance. However, the Zoning Board of Appeals shall not have the authority to change conditions or make interpretations to the PUD site plan or written agreement.
2. A violation of the PUD plan or agreement shall be considered a violation of this Ordinance.
3. The Zoning Board of Appeals shall not have authority to grant variances from the approved PUD plan pertaining to uses, perimeter setbacks, or perimeter landscaping. Such changes shall require an amendment to the PUD plan.
4. Approval of the PUD rezoning and preliminary site plan by the Village Council shall confer upon the applicant the right to proceed through the subsequent planning phase for a period not to exceed two (2) years from date of approval. If application for final site plan approval is not requested within this time period, re-submittal of the application shall be required. Village Council may extend the period up to an additional two (2) years, if requested in writing by the applicant prior to the expiration date.

Section 8.01. SEVERABILITY. If any section, clause or provision of this Ordinance shall be declared to be inconsistent with the Constitution and laws of the State of Michigan and voided by any court of competent jurisdiction, said section, clause or provision declared to be unconstitutional and void shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force.

Section 9.01. SAVING CLAUSE. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

Section 10.01. REPEALER. Former Ordinance 22.26 Single Family Residential Cluster Option is hereby repealed.

Section 11.01. EFFECTIVE DATE. A public hearing having been held by the Planning Commission, via Zoom, on December 16, 2020, and the Village Council, via Zoom, on February 2, 2021, the provision of this Ordinance shall become effective 20 days following its publication in The Eccentric, a newspaper circulated within said Village.

Made and passed by the Village Council of the Village of Beverly Hills this ____ day of _____, 2021.

John George, Village President

Kristin Rutkowski, Village Clerk

I, Kristin Rutkowski, being the duly appointed and qualified Clerk of the Village of Beverly Hills, Oakland County, Michigan, do hereby certify and declare that the foregoing is a true and correct copy of an Ordinance adopted by the Village Council of the Village of Beverly Hills at a regular meeting thereof held on the ____ day of _____, 2021.

Kristin Rutkowski, Village Clerk

REGULAR PLANNING COMMISSION MEETING MINUTES – APRIL 24, 2019 – PAGE 1

Present: Chairperson Ostrowski; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Drummond, Ruprich, Stempien and Wilensky

Absent: Member: Grinnan

Also Present: Planning and Zoning Administrator, LaPere
Planning Consultant, Borden
Council Liaison, Hrydziusko

Chairperson Ostrowski called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Westerlund, second by Borowski, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD MARCH 27, 2019

Westerlund suggested amending the minutes, on page 1, under “Review and Consider Approval of Joint Council-Planning Commission Minutes of Meeting held February 13, 2109” change “second by Crossen” to “second by Copeland” and on page 5, under “Commissioners Comments” change “second by Crossen” to “second by Copeland”. .

Motion by Westerlund, second by Borowski, to approve minutes of a regular Planning Commission meeting held March 27, 2019, as amended.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

REVIEW AND CONSIDER APPROVAL OF A FACE CHANGE ON THE EXISTING GROUND SIGN AT 31333 SOUTHFIELD ROAD FOR NEW TENANT, MOTION ARTS

Borden reviewed the application requesting a sign face change within the existing collective ground sign for the building at 31333 Southfield Road. The proposed sign is for a new tenant within the building, Motion Arts. The subject site had a collective ground sign approved in 2016 and the only change proposed at this time is a new sign face for the new tenant.

The proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If the application is approved by the Commission, the applicant must obtain a permit prior to installation. Sections 22.32.095 and 22.32.110 provide regulations for wall signs, and the applicant follows all applicable regulations.

The Commission clarified with the applicant on the total illumination proposed and thanked the applicant for the detailed submission.

Motion by Westerlund, second by Wilensky, to recommend approval of a face change on the existing ground sign at 31333 Southfield road for new tenant, Motion Arts, as submitted.

Roll Call Vote:

Motion passed (8-0)

PUBLIC HEARING FOR DRAFT LANGUAGE AMENDING CHAPTER 22, SECTIONS 22.08.130, 22.08.090, 22.08.300, 22.04, 22.08.370, 22.14, AND 22.16 OF THE VILLAGE MUNICIPAL CODE

Ostrowski opened the public hearing at 7:40 p.m.

No one wished to be heard, therefore Ostrowski closed the public hearing at 7:40 p.m.

REVIEW AND CONSIDER RECOMMENDATION ON LANGUAGE AMENDING CHAPTER 22, TO ELIMINATE SECTION 22.08.130 AND TO MODIFY SECTION 22.08.090

Administration is aware of two sections with conflicting requirements for the minimum distance between buildings on adjacent properties, Sections 22.08.090 and 22.08.130. Upon reviewing the file of the various amendments to the Zoning Ordinance, Section 22.08.090 is the original language in place dictating spacing between residences tied to the minimum setback requirements of the Zone District. Section 22.08.130 was drafted and adopted by Council in response to concerns about spacing between homes during Zoning Ordinance updates that occurred in 2007. There was no reference to the existing language in the discussion recorded in the meeting minutes, therefore Administration is assuming that it was an oversight to create additional language.

In addition, the language in Section 22.08.130 conflicts with setback requirements and effectively imposes greater setback standards than the adopted minimums of 22.24. Furthermore, strict interpretation of the language "...within 15 feet of any structure..." could result in significant nonconformity throughout the Zone Districts identified in that section as our ordinance defines a structure as "Anything constructed or erected, the use of which requires location on the ground or attachments to something having location on the ground." Section 22.04 Definitions further defines accessory structures and gives examples as children's playhouse or play equipment. Based on discussion at the meeting when the language was drafted, it does not appear the intent was to prohibit a residence where the abutting property may have a swing set or fence less than 15 feet away, therefore Administration is proposing to eliminate Section 22.08.130.

Per the discussion at the Planning Commission meeting held March 27, 2019, administration has drafted modifications to the existing language of 22.08.090 to maintain the 15 foot separation between residential buildings in R-2A and R-2B Zone Districts and kept the separation linked to the minimum setbacks for all other single family residential districts. A

review of Zoning Board of Appeals cases since adoption of Section 22.08.130 revealed over 60% of the requests for a variance from that section were in Zone District R-3. The changes proposed will eliminate a significant amount of nonconformity in that Zone District and including all the regulations for minimum separation in one section provides ease for reader. Additionally, the proposed language clarifies separation is between residential buildings.

Westerlund expressed concern relative to language that reduces the separation on smaller lots and how those requirements might impact setbacks in the R-3 Zone District. Borden explained that the allowance for the reduction potentially occurs in a non-conforming lot in larger lot districts, but the setback requirements would still apply. Westerlund requested the Schedule Regulation Chart be updated to reflect changes.

Motion by Westerlund, second by Drummond, that the Planning Commission recommends Village Council adopt an ordinance to amend language of Chapter 22, Section 22.08.090 Minimum Distance Between Residential Buildings to update the language for clarity and reduce existing nonconformity and to eliminate Section 22.08.130 Minimum Separation, with changes to the schedule of regulations.

Roll Call Vote:

Motion passed (8-0)

REVIEW AND CONSIDER RECOMMENDATION ON LANGUAGE AMENDING CHAPTER 22, SECTION 22.08.300 TO REFLECT STATUTORY REQUIREMENTS FOR NOTIFICATION OF PUBLIC HEARINGS AND UPDATE REFERENCES OF “PLANNING BOARD” TO “PLANNING COMMISSION”

Section 22.08.300 Procedures and Standards for Principal Uses Permitted Subject to Special Conditions of Chapter 22 describes the procedure for notification, including the applicable deadlines, for Special Land Use requests. This section of the MZEA was last updated in 2008 and notification deadlines in our ordinance do not match statutory requirements. While the notifications are being sent in accordance with state regulations, it is important that our ordinance language is correct to ensure clarity and consistency. Additionally, the text should be updated to reflect “Planning Commission”.

Upon discussion by the Commission, Borden clarified the state regulations for thenotification area..

Motion by Borowski, second by Ruprich, that the Planning Commission recommends Village Council adopt an ordinance to amend language of Chapter 22, Section 22.08.300 Procedures and Standards for Principal Uses Permitted Subject to Special Conditions to update the notification deadlines pursuant to the statutory requirements outlined in the Michigan Zoning Enabling Act and modify references of Planning Board to Planning Commission within that section.

Roll call vote:

Motion passed (8-0)

REVIEW AND CONSIDER RECOMMENDATION ON LANGUAGE AMENDING CHAPTER 22, SECTIONS 22.04, 22.08.370, 22.14, AND 22.16 TO REFLECT STATUTORY LANGUAGE REGULATING ADULT FOSTER CARE AND CHILDCARE FACILITIES

Administration noted the sections of the Zoning Ordinance that regulate in-home adult foster care and in-home childcare facilities were last updated in 1991. The Michigan Zoning Enabling Act (MZEA) section regulating adult foster care and in-home child care facilities have been updated multiple times since 1991 and the MZEA Section 125.3206 Residential use of property; adult foster care facilities; family or group child care homes specifically states that "...a state licensed residential facility shall be considered a residential use of property for the purposes of zoning and a permitted use in all residential zones..." and the exclusion of the adult group home and group child care homes in Single Family Residential Zone Districts is contrary to that provision and must be corrected. The MZEA does allow for group child care homes to be issued a special use permit in a city or village which allows for protections to ensure the operation of such use will not negatively impact character of the surrounding neighborhood.

The MZEA, and subsequently the Village's Zoning Ordinance, combines regulatory language regarding adult foster care facilities and child care homes. There is a need to update various sections of the Zoning Ordinance to properly address the changes to the MZEA. Specifically, Section 22.04, Section 22.08.370, Section 22.14, and Section 22.16 all require amendments.

Motion by Borowski, second by Westerlund, that the Planning Commission recommends Village Council adopt an ordinance to amend language of Chapter 22, Section 22.04 Definitions, Section 22.08.370 Foster Family Group Home and Child Care Centers, Section 22.14 R-A, R-1, R-1A, R-2, R-2A, R-2B, and R-3 Single Family Residential Districts, and Section 22.16 Multiple Family Residential District to update the language pursuant to the statutory requirements outlined in the Michigan Zoning Enabling Act for adult foster care and child care facilities.

Roll call vote:

Motion passed (8-0)

DISCUSSION ON PROPOSED MODIFICATIONS TO CHAPTER 22, SECTION 22.08.280 (B), FENCES TO MODIFY REGULATIONS FOR CONSTRUCTION FENCING

In 2017 the Village adopted an ordinance amending Chapter 22, Section 22.08.280 Nuisance Activities, to add subsection b, item 3 Fences which regulates fencing surrounding construction sites. At that time, the decision was to require a four (4) foot fence for the duration of time in which an open hole or excavation was accessible on the project site.

Since enacting the ordinance, the Village has had compliance concerns regarding the time such fencing is installed as well as the general security of the fencing. Language is printed on the

building and demolition permits noting the requirement, as well as communicated verbally, to ensure contractors are aware of the regulations. Administration has reviewed other community's regulations relative to construction fencing and suggests modifying the language to require higher fencing, a longer duration, and specific details regarding gates and accessibility.

Per Council discussion on this matter at their meeting held April 2, 2019, Administration drafted language for Planning Commission to review and discuss.

Procedurally, the Planning Commission must hold a public hearing prior to making a recommendation to Council. The Council must also hold a public hearing, and first and second readings prior to adoption. Upon adoption by Council, the language will take effect 20 days after publication.

Bill Wegert, Westlady, expressed his concerns related to construction fencing requirements.

Ostrowski noted that many of these items are typically not found in Zoning Ordinance and Borden confirmed that in his experience these regulations are handled either in other sections of a community's Municipal Code or as administrative task. There was consensus to update the ordinance reflecting required compliance with administrative rules.

Discussion took place amongst the Commission including specifications related to installation specifications, chain-link fences, screenings, what type of construction requires a fence, and whether the home is occupied during construction. They concurred that the fence needs to adequately contain construction and materials should not be stored on the road or in the right-of-way and that the Building Official should have discretion to modify requirements as needed.

Hrydziusko related Council's concerns related to requirements for portable restrooms and dumpsters on site.

The Commission requested Administration draft updates to the ordinance as discussed with a copy of the proposed rules to be provided to the Commission and to schedule a public hearing for May 22, 2019.

SUBCOMMITTEE UPDATES

PUD & Cluster Development: Ruprich/Grinnan

The subcommittee met and discussed some sample language provided. The intention is to focus on residential PUD which would replace the current cluster development.

Rezoning Standards: Borowski/Copeland

They plan to collaborate with Administration to draft recommended language upon review of sample language provided.

Principal Uses and Special Land Uses in Office and Business zoning districts: Westerlund/Wilensky

Borden suggested to start with expanding and clarifying on the current lists of uses in

these districts based on the sample language provided.

Off-Street Parking: Drummond/Stempien

Borden suggested the subcommittee make recommendations based upon updates to commercial uses; contingent on the work done related to principal uses and special land use.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Hrydziuszko reported that Detroit Country Day requested a postponement to July 2; they have agreed to remove the sports court and playground after the completion of this school year.

ADMINISTRATION COMMENTS

LaPere reported the Zoning Board will see two cases at their May meeting.

COMMISSIONERS COMMENTS

None.

Motion by Wilensky, second by Westerlund, to adjourn the meeting at 9:07 p.m.

Motion passed.

George Ostrowski
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

**REGULAR PLANNING COMMISSION MEETING MINUTES – MAY 22, 2019 –
PAGE 1**

Present: Chairperson Ostrowski; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Grinnan, and Wilensky

Absent: Member: Drummond, Ruprich, and Stempien

Also Present: Planning Consultant, Borden
Council Liaison, Hrydziusko

Chairperson Ostrowski called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Westerlund, second by Borowski, to approve the agenda as published.

Motion passed.

**REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION
MINUTES OF MEETING HELD APRIL 24, 2019**

Motion by Westerlund, second by Borowski, to approve minutes of a regular Planning Commission meeting held April 24, 2019.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Robert and Karen Daykin, Buckingham, expressed their concerns related to accessory buildings.

Paula Roddy, Rutland, expressed her concerns related to allowable height of new homes.

Ostrowski explained that the Planning Commission is a recommending body and works at the direction of Council.

**PUBLIC HEARING FOR DRAFT LANGUAGE AMENDING CHAPTER 22,
SECTIONS 22.08.280 OF THE VILLAGE MUNICIPAL CODE**

In 2017 the Village adopted an ordinance amending Chapter 22, Section 22.08.280 Nuisance Activities, to add subsection B, item 3 Fences which regulates fencing surrounding construction sites. At that time, the decision was to require a four (4) foot fence for the duration of time in which an open hole or excavation was accessible on the project site.

Since enacting the ordinance, the Village has had compliance concerns regarding the time such fencing is installed as well as the general security of the fencing. Language is printed on the building and demolition permits noting the requirement, as well as communicated verbally, to ensure contractors are aware of the regulations. Administration has reviewed other community's regulations relative to construction fencing and suggests requiring higher fencing, a longer duration, and specific details regarding gates and accessibility.

**REGULAR PLANNING COMMISSION MEETING MINUTES – MAY 22, 2019 –
PAGE 2**

Administration has drafted a proposed update to reference Building Department rules per Council and Planning Commission discussion on this matter. The red-lined and clean copies of the proposed ordinance language were provided. Administration has drafted those Construction Site Maintenance Requirements along with detailed submittal guidelines for demolition permits. In addition to these formalized requirements, administration has reviewed its internal processes and we will be conducting a site visit to confirm installation of fencing prior to issuing the permit for demolition or construction.

Ostrowski opened the public hearing at 7:58 p.m.

Daykin verified that a copy of these requirements is given to contractors when they begin work in the Village.

Ostrowski explained that by updating the ordinance, the requirements will move to the building department requirements.

No one else wished to be heard; therefore Ostrowski closed the public hearing at 8:06 p.m.

**REVIEW AND CONSIDER RECOMMENDATION ON LANGUAGE AMENDING
CHAPTER 22, SECTION 22.08.280 TO MODIFY REGULATIONS FOR
CONSTRUCTION FENCING AND CONSTRUCTION SITE MAINTENANCE**

The Commissioners all agreed that these changes were necessary, and that it would give Administration the ability to act quickly to ensure proper and safe construction site maintenance.

Motion by Westerlund, second by Wilensky, that the Planning Commission recommends Village Council adopt an ordinance amending Chapter 22, Section 22.08.280 Nuisance Activities to modify the language to reference administrative rules for construction site maintenance.

Roll Call Vote:
Motion passed (6-0)

SUBCOMMITTEE UPDATES

Ostrowski suggested that the subcommittee reports and feedback items be staggered to one per meeting.

Borden recommended a discussion on rezoning (B) in June, followed by PUD (A), and then principal and special land use (C). He suggested the PUD be completed as a standalone ordinance.

A. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

The subcommittee met and discussed some sample language provided. The intention is to focus on residential PUD which would replace the current cluster development.

B. REZONING STANDARDS AND CONDITIONAL REZONING

**REGULAR PLANNING COMMISSION MEETING MINUTES – MAY 22, 2019 –
PAGE 3**

Copeland presented a draft outline of what should be included in the ordinance. Borowski explained the importance of general review standards for a conditional rezoning.

Wilensky agreed that the review should be administrative driven, all of the items on the outline are important and the ordinance should require they are discussed.

Westerlund believes there has to be room for some compatibility, but there should be fundamental requirements that have to be met for recommendation to rezone.

The Commissioners agreed that the first priority for consideration of rezoning should be how it complies and aligns with the Village Master Plan.

C. PRINCIPAL AND SPECIAL LAND USES IN O - OFFICE AND B – BUSINESS DISTRICTS

Westerlund explained they have started with expanding and clarifying on the current lists of uses in these districts based on the sample language provided. They will bring a draft for feedback and input of the entire Commission.

D. OFFSTREET PARKING REGULATIONS

The subcommittee plans to make recommendations based upon updates to commercial uses; contingent on the work done related to principal uses and special land use.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Hrydziusko reported that the Village will be utilizing additional staff to aide in code enforcement activities. Administration has met with Market Fresh and several other businesses in the Plaza to address issues with alley.

ADMINISTRATION COMMENTS

None.

COMMISSIONERS COMMENTS

Westerlund reminded everyone to attend the Memorial Day Parade and Carnival.

Borowski suggested that the notice of ownership and contact information should be included in the construction site regulations.

Motion by Borowski, second by Copeland, to adjourn the meeting at 8:53 p.m.

Motion passed.

**REGULAR PLANNING COMMISSION MEETING MINUTES – MAY 22, 2019 –
PAGE 4**

George Ostrowski
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Ostrowski; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Drummond, Grinnan, and Ruprich

Absent: Member: Stempien and Wilensky

Also Present: Planning and Zoning Administrator, LaPere
Planning Consultant, Borden
Council Liaison, Hrydziusko

Chairperson Ostrowski called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Borowski, second by Westerlund, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD MAY 22, 2019

Motion by Borowski, second by Grinnan, to approve minutes of a regular Planning Commission meeting held May 22, 2019.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Rock Abboud, Gould Court, spoke about his concerns related to the potential development of the vacant property on Southfield Road located adjacent to Gould Court.

SUBCOMMITTEE UPDATES

A. REZONING STANDARDS AND CONDITIONAL REZONING

Administration provided a draft of the proposed ordinance changes. Borden notes the criteria used is based on best practices and is the same criteria that was used the last time a rezoning project was completed in the Village. Conditional rezoning is allowed by statute and is imposed at the request of the applicant. Borden noted the potential to clarify existing language upon consent of the Village Attorney. He added that language related to submittal requirements could be included in this section.

The Commission discussed the draft language, including clarifying new versus existing language and the location of this language within the Ordinance. A suggestion was made to modify the language in Section 22.40.050 for brevity.

B. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

Modifications per the Planning Commission meeting held in May will be presented at the July meeting for further discussion.

C. PRINCIPAL AND SPECIAL LAND USES IN O - OFFICE AND B – BUSINESS DISTRICTS

Westerlund explained they have started with expanding and clarifying on the current lists of uses in these districts based on the sample language provided. They will bring a draft for feedback and input of the entire Commission.

D. OFFSTREET PARKING REGULATIONS

The subcommittee has reviewed parking regulations in other communities to begin developing recommendations based upon updates to commercial uses.

Commissioners discussed differences in communities that provide public parking versus reliance on private parking, how parking would be regulated in the Village Center Overlay District, and options to reduce parking requirements such as via shared parking agreements. There was also discussion on storm water detention and new technologies like battery charging stations in parking lots.

PUBLIC COMMENTS

Abboud thanked the Commission for their work and congratulated the reappointed members on their new terms.

LIAISON COMMENTS

Hrydziusko reported that the Village Council has appointed and reappointed volunteers to various Boards, including the Planning Commission and provided updates on the pending ordinance language.

ADMINISTRATION COMMENTS

LaPere reported on the Zoning Board of Appeals activity and implementation of the lot coverage requirements that recently took effect.

COMMISSIONERS COMMENTS

Westerlund inquired as to the date of adoption of the existing language Sections 22.40.010, 22.40.020, and 22.40.030.

Drummond inquired about the status of the tree ordinance and the buckthorn removal project at Beverly Park .

Motion by Borowski, second by Copeland, to adjourn the meeting at 8:53 p.m.

Motion passed.

George Ostrowski
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Drummond; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Drummond, Grinnan, Ostrowski, Stempien, and Wilensky

Absent: Member: Ruprich

Also Present: Planning and Zoning Administrator, LaPere
Council Liaison, Hrydziusko

Chairperson Ostrowski called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Westerlund, second by Wilensky, to approve the agenda as published.

Motion passed.

ELECTION OF OFFICERS

Ostrowski opened the floor for nominations for the office of Chairperson. Westerlund nominated Drummond for the position of Chairperson. Drummond accepted the nomination. There being no further nominations, Drummond was elected Chairperson by acclamation.

Ostrowski opened the floor for nominations for the position of Vice-Chairperson. Drummond nominated Westerlund for the position of Vice-Chairperson, and the nomination was accepted by Westerlund. There being no further nominations, Westerlund was elected Vice-Chairperson by acclamation.

Ostrowski opened the floor for nominations for the position of Secretary. Westerlund nominated Grinnan as Secretary, and the nomination was accepted by Grinnan. There being no further nominations, Grinnan was elected Secretary by acclamation.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD JUNE 26, 2019

Motion by Westerlund, second by Ostrowski, to approve minutes of a regular Planning Commission meeting held June 26, 2019.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

SUBCOMMITTEE UPDATES

A. REZONING STANDARDS AND CONDITIONAL REZONING

Copeland reported that Village Attorney, Ryan has reviewed the existing language and given the subcommittee authorization to meet with Administration to move forward with a draft.

B. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

The subcommittee intends to meet with Administration and Village Planning Consultant Borden, to further discuss their focus on residential PUD which would replace the current cluster development.

C. PRINCIPAL AND SPECIAL LAND USES IN O - OFFICE AND B – BUSINESS DISTRICTS

Westerlund distributed an updated list based on feedback from the Commission. Decisions will have to be made as to which uses are permitted by right or permitted with special land use restrictions. The next step is a meeting to be scheduled with Administration and Borden.

D. OFFSTREET PARKING REGULATIONS

The subcommittee is looking to find a balance between requiring adequate parking without creating a large concrete space that goes often unused. Discussion was held regarding options for shared parking.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Hrydziusko reported that the ordinance regulating construction fencing was passed by Council. Beverly Park was recently treated for mosquitos. Detroit Country Day has submitted a site plan approval request for a guard shack on their property; the cement pad has been poured, and the shack is being stored on-site. Council member George has requested that the Commission request a copy of the security evaluation that DCD recently commissioned.

ADMINISTRATION COMMENTS

LaPere confirmed that DCD did comply with the removal of the sports court and playground equipment. She reported at the July ZBA meeting variances were given on a case related to replacement of an addition on an existing non-conforming home, one rear encroachment for an addition off an existing home, and tabled a decision related to a corner lot address determination until a full complement of the Board was available.

COMMISSIONERS COMMENTS

Copeland asked that Administration follow up with some construction sites where there are problems with site cleanliness.

Borowski asked that Administration provide them with copies of the minutes from Council and other Boards.

All members of the Commission thanked Ostrowski for his service and leadership, and congratulated Drummond on his election.

Motion by Borowski, second by Copeland, to adjourn the meeting at 8:06 p.m.

Motion passed.

Andrew Drummond
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Drummond; Vice-Chairperson Westerlund; Members: Copeland, Grinnan, Ostrowski, Stempien, and Wilensky

Absent: Members: Borowski and Ruprich

Also Present: Planning and Zoning Administrator, LaPere
Council Liaison, Hrydziusko

Chairperson Drummond called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Westerlund, second by Ostrowski, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD AUGUST 28, 2019

Motion by Westerlund, second by Grinnan, to amend the minutes: Page 9, the Paragraph that starts with “Westerlund agrees” change “block of wall and siding” to “*blank wall of siding*”. In that same paragraph, amend the sentence; “There is a corner that would be in need of fencing, and grade adjustment to blend with the surrounding area.” To read; “*The fencing at the visitor parking spaces would need to turn the corner to the south to create a separation between the development and the parking for the nail salon. Grade adjustments are necessary to blend with the surrounding area.*” Then approve minutes of a regular Planning Commission meeting held August 28, 2019 as amended.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

REVIEW AND CONSIDER APPROVAL OF A TEMPORARY BANNER SIGN AT DETROIT COUNTRY DAY SCHOOL, 22305 WEST THIRTEEN MILE

LaPere reviewed the application from Detroit Country Day requesting the use of temporary signage during their open house in October 2019. The proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If the sign is approved by the Commission, the applicant must obtain a permit prior to installation. The proposed temporary signage complies with the applicable provisions of the Village Zoning Ordinance.

Motion by Ostrowski, second by Wilensky, to approve temporary banner sign request for Detroit Country Day School, 22305 West Thirteen Mile, as submitted.

Motion passed.

REVIEW AND CONSIDER RECOMMENDATION TO COUNCIL FOR PROPOSED

MAINTENANCE AND UPGRADES TO THE EXISTING TENNIS COURTS AT DETROIT COUNTRY DAY SCHOOL, 22305 W 13 MILE ROAD

LaPere provided an overview of Planning Consultant Borden's review of the submittal from Detroit Country Day School (DCDS) to reconstruct their existing tennis courts at the Upper School. The proposal entails removal and reconstruction of the 10 existing tennis courts. Since the project does not entail a new or expanded use, special land use review is not required by the Zoning Ordinance. However, given the nature of the project, site plan review is necessary (more than 5 cubic yards of earth material being disturbed).

Site plan review. Section 22.08.290 identifies the process and review standards applicable to site plans.

1. Dimensional Requirements. The tennis courts will be reconstructed in the same location as they currently exist. This area is central to the overall campus and well outside of minimum R-1 setback requirements.

2. Lighting. If the tennis courts are to be illuminated, the applicant needs to provide details of poles/fixtures for the Commission's review. If no lighting is proposed, we request the applicant provide confirmation.

3. Fencing. The existing black vinyl coated chain link fencing around the courts will be replaced. The current height is noted as approximately 10 feet. The fencing includes fabric wind screens, which is typical for tennis courts. Per Section 22.08.150(E), Planning Commission approval is required for fences above 7 feet tall that enclose an institutional athletic field.

4. Engineering. The project is subject to review and approval by the Village Engineer for grading and drainage.

Bruce Israel, contractor for DCD, explained that this project would not add any new structures and they will be improving the base materials and drainage system. There will not be any lights on the courts and the intention is to replace the existing fence without any change to the height. The pavers located along the west side of the court will be removed and replaced, the pavers on the east and north side will not be touched. This project is expected to take place in June of 2020. He was cautioned to be conscientious and courteous to neighbors during this project.

Motion by Westerlund, second by Stempien, that the Planning Commission recommends approval of site plan for proposed maintenance and upgrades to the existing tennis courts at Detroit Country Day School, 22305 W 13 Mile Road, contingent that no lights are added to the court, allowing of the replacement of the existing approximately 10 foot high fencing, and is subject to review and approval by the Village Engineer for grading and drainage.

Roll Call Vote:

Motion passed (7-0)

SUBCOMMITTEE UPDATES

A. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

The subcommittee provided a working draft to the Commission. They intend to insert language to protect trees, density bonus provisions, lot size reductions, open space requirements, and potentially addressing the "tiny house" movement. Discussion was had about the limitations on

tree protection language without a Village wide tree ordinance. LaPere clarified that five acres is the suggested minimum size that would be regulated by a PUD. Commission members suggested to use different guidelines for PUD requirements like location or proximity to major roads, because so few five acre parcels are found in the Village.

B. REZONING STANDARDS AND CONDITIONAL REZONING

A draft of the ordinance was provided to the Commission. Administration also intends that an itemized list of submittal requirements be added to the draft and addition of an expiration date for the Zoning Agreement.

C. PRINCIPAL AND SPECIAL LAND USES IN O - OFFICE AND B – BUSINESS DISTRICTS

Administration provided a list of uses with potential consideration of which zone districts these uses should be permitted and in which zone districts would they be allowed with special land use restrictions. There are six existing zone districts in the Village; Administration will review what is allowed in those districts, what is overlap and consolidate the lists for further discussion. There is a need to consider the allowance of temporary uses that are not connected to an existing business but are considered more of “pop up” events. Discussion was held on impacts of such temporary uses and related semi-permanent structures and potential for parking concerns.

D. OFFSTREET PARKING REGULATIONS

The subcommittee reviewed the areas that seem to have the most parking challenges in the Village. There was discussion on shared parking agreements, formal and informal shared parking uses. The goal is to balance parking requirements and allow more businesses without creating massive parking lots.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Hrydziusko reported that she spoke with the Zoning Board liaison and it was explained they granted the sign variance to the Village Pharmacy with the hope to meet the needs of a developing business; the applicant had also asked for signage at the road that was withdrawn contingent on the larger sign.

The Commission believes that this variance should not have been granted, and the standards are clear, but the Zoning Board did not give those standards the appropriate consideration.

ADMINISTRATION COMMENTS

LaPere reported Robertson Brothers intend to submit their plan revisions for the October meeting. In October the Zoning Board of Appeals will hear a request for a fence variance.

COMMISSIONERS COMMENTS

Copeland thanked everyone for their work on the subcommittees.

Ostrowski mentioned the temporary sign that is currently at the Vein Center, and inquired of Administration the status of the business. LaPere confirmed that they did not submit any requests for a temporary sign.

Westerlund is inquired as to the progress at both the Veterinary Clinic and BP Gas Station.

Grinnan thanked everyone for all their work and quick responses to the subcommittee work.

Stempien thanked everyone for their work on the subcommittees, and is proud to serve on the Commission with them.

Drummond asked that Administration provide the Commission with the report that was presented by CORE Partners regarding the development of the downtown area. He encouraged the Commissioners to review that report before the October meeting.

Motion by Ostrowski, second by Copeland, to adjourn the meeting at 8:56 p.m.

Motion passed.

Andrew Drummond
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Drummond; Vice-Chairperson Westerlund; Members: Copeland, Grinnan, Ostrowski, Ruprich, and Wilensky

Absent: Members: Borowski and Stempien

Also Present: Planning and Zoning Administrator, LaPere
Planning Consultant, Borden
Council Member, George

Chairperson Drummond called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Westerlund, second by Ostrowski, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD OCTOBER 23, 2019

Motion by Ostrowski, second by Westerlund, to approve minutes of a regular Planning Commission meeting held October 23, 2019.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

PUBLIC HEARING ON PROPOSED LANGUAGE AMENDMENTS TO CHAPTER 22, SECTION 22.10 PP – PUBLIC PROPERTY DISTRICT, SECTION 22.14 R-A, R-1, R-1A, R-2, R-2A, R-2B AND R-3 SINGLE FAMILY RESIDENTIAL DISTRICTS, SECTION 22.16 R-M MULTIPLE FAMILY RESIDENTIAL DISTRICT, SECTION 22.18 P – PARKING DISTRICT, SECTION 22.20 O – 1 OFFICE DISTRICT, SECTION 22.22 B – BUSINESS DISTRICT, AND SECTION 22.40 AMENDMENTS

Drummond opened the public hearing at 7:32 p.m.

No one wished to be heard therefore, the public hearing was closed at 7:33 p.m.

REVIEW AND CONSIDER RECOMMENDATION TO COUNCIL ON PROPOSED LANGUAGE AMENDMENTS TO CHAPTER 22, SECTION 22.10 PP – PUBLIC PROPERTY DISTRICT, SECTION 22.14 R-A, R-1, R-1A, R-2, R-2A, R-2B AND R-3 SINGLE FAMILY RESIDENTIAL DISTRICTS, SECTION 22.16 R-M MULTIPLE FAMILY RESIDENTIAL DISTRICT, SECTION 22.18 P – PARKING DISTRICT, SECTION 22.20 O – 1 OFFICE DISTRICT, SECTION 22.22 B – BUSINESS DISTRICT, AND SECTION 22.40 AMENDMENTS

Pursuant to the direction of Council following the joint meeting in February, the subcommittee and administration have been working on updates to the language for amendments to the Zoning

Ordinance, Section 22.40 Amendments, and uses of Sections 22.10, 22.14, 22.16, 22.18, 22.20, and 22.22.

Section 22.40 Amendments The proposed modifications to the language in this section are to clarify procedures, add submittal requirements, add standards for review of rezoning requests, and add standards for conditional rezoning agreements.

Sections 22.10, 22.14, 22.16, 22.18, 22.20, and 22.22 The proposed modifications to the language in the Zone Districts are to add the new/modernized uses, as well as to address consistency in formatting and statutory updates including the land use provisions of RLUIPA.

In addition to the updates, the formatting was updated to a user-friendly table. Ostrowski asked about guidelines for the environmental assessment and impact statement in 22.40.040 (e). Borden explained that Administration can draft a checklist that outlines what must be included and be part of the application process.

Motion by Westerlund, second by Ostrowski, that the Planning Commission recommends Village Council adopt the proposed amendments to the Village Zoning Ordinance, Chapter 22, Section 22.40 Amendments, Section 22.10 PP – Public Property District, Section 22.14 R-A, R-1, R-1A, R-2, R-2A, R-2B and R-3 Single Family Residential Districts, Section 22.16 R-M Multiple Family Residential District, Section 22.18 P – Parking District, Section 22.20 O – Office District, and Section 22.22 B – Business District. The environmental assessment and impact statement in 22.40.040 (e) be further described in the application process.

Roll call vote:

Motion passed (6-0).

REVIEW AND CONSIDER APPROVAL OF A REQUEST FROM CHAD HOOKS, 230 VIRGINIA, ROYAL OAK, 48067, FOR PROPERTY AT 30801 STELLAMAR, TO INSTALL A SIX (6) FOOT CEDAR FENCE IN THE REAR YARD

The Village of Beverly Hills has received an application for a six (6) foot high, solid cedar fence to be installed within a portion of the rear yard at 30801 Stellamar. Per Section 22.08.150, the applicant is seeking approval from the Planning Commission to mitigate an essential safety or privacy concern and the applicant has noted the site has an unconventional aspect due to being an irregularly shaped corner lot with multiple parcels along the rear lot line. The abutting property owners were notified of the request and hearing date per requirements of Village Ordinance.

The proposal is to install 150-200 feet of treated cedar, picture frame-style fencing that will be six feet above grade with the finished side facing outwards. On the west side, the fence will be located approximately 65 feet from the property line behind the rear corner of the home and the fencing will enclose only a portion of the rear yard. The fencing will be located on the interior side of the existing landscaping to the north, approximately 30 feet from the property line and will not extend beyond the sides of the existing home. The applicant has noted that there is a small break in the existing landscaping at the east corner of the rear yard that will render only

15-20 feet of the fencing visible to the public. Otherwise, the fencing will be entirely surrounded by the existing landscaping.

The lot is a corner lot, and irregularly-shaped at the intersection of Stellamar and Marimoor. There are two parcels which abut the lot on the north. The applicant must provide to the Commission the essential safety or privacy concern that will be mitigated by the proposed fencing and demonstrate that the size, location, height, design, and materials of the fence are aesthetically in harmony with the property on which it is located. Further, the applicant must ensure that any proposed removal of vegetation and trees and disturbance to natural terrain has been minimized.

Hooks explained that in addition to a new baby and his mother-in-law living with them, he has two large dogs that would be able to jump a smaller fence. There is approximately 23 feet from the tree line to the north property line, and the fence would not be visible to any other neighboring properties.

Copeland asked Hooks to clarify how he intends to maintain the space outside of the fence line. Hooks intends to install a gate that will allow for the lawnmower to be used in that area. He also intends to plant arborvitae along the fence line. Most of the rear property line vegetation will be left as is.

Drummond reminded the Commission that by approving this fence, they are potentially allowing other properties, with the limits of the ordinance, to have grounds for a permit to be granted.

Motion by Ostrowski, second by Ruprich, that the Planning Commission approves a permit to install six (6) foot high, cedar, picture-frame style fencing to be installed at 30801 Stellamar due to the unconventional lot and essential public safety and privacy concerns, provided the applicant complies with all applicable requirements of Chapter 22, Section 22.08.150 and minimizes removal of existing landscape as much as possible.

Roll call vote:

Motion passed (6-0)

REVIEW AND CONSIDER REQUEST FROM DIANE WOLF, 15766 BUCKINGHAM, TO ADD ONTO AN EXISTING ATTACHED GARAGE THAT REQUIRES PLANNING COMMISSION APPROVAL PER SECTION 22.08.100, i

Petitioner Diane Wolfe, 15766 Buckingham Ave, is seeking approval as required by Section 22.08.100 (i), which stipulates that accessory buildings be designed so that no exterior wall is greater than two-times the length of another exterior wall unless the Planning Commission grants approval upon finding no adverse impact to the surrounding neighborhood.

The property is zoned R-2A, Single Family Residential. The existing house and garage were originally constructed in 1952 and there is an enclosed breezeway attaching the two which makes the garage subject to the same setback requirements as the principal building. The proposed expansion is off the rear of the existing attached garage. The applicant has noted the

decision to construct in this location and with this design is due to setback restrictions on the side and the desire to retain an existing concrete patio.

The proposed addition will result in a garage that has the longest exterior wall at 56 feet and the shortest exterior wall at 9 feet 6 inches. The additional building space will be used for vehicle storage and a “work shop” that will be accessible through an interior door from the garage and through an exterior pedestrian door. The project also entails interior renovations to the existing laundry room that are not subject to Planning Commission approval.

The most immediate impact of this proposal will be to the property owners to the east; they have submitted written support for this project. Additionally, the petitioner is showing three windows along that wall and has committed to landscaping the area to minimize the visual impact. The existing lot is one of the largest in the neighborhood and subsequently the building is also one of the largest but the proposal does not exceed lot coverage requirements of the Zone District. The lot coverage calculations on the plans indicate an incorrect garage addition of 268 sq ft (it is correctly noted as 368 sq ft elsewhere on the plans); however, that error does not alter the compliance with the lot coverage as the proposal is under the allowable percentage.

Procedurally, the petitioner must obtain Planning Commission approval for the design of the garage before any permits can be issued. The proposed modifications otherwise meet Zoning Ordinance requirements of Section 22.24 and Section 22.08.100. The petitioner will also be required to submit a grade plan to the Village Engineer for approval before building permits can be issued.

Wolfe explained that she and her husband are recently married and in the combining of their households need additional space for him to pursue his hobbies. This design will preserve the front appearance of the home, creates minimal impediment on the yard, and is well within the rear set back requirements. The intention is to use windows and greenery to break up the length of wall.

Wilensky arrived at 8:20 p.m.

Based on Commissioners inquires and discussion, Wolfe agreed to adding reverse gables and box-out the windows with vinyl shaker siding to further break up the expanse of wall.

Ruprich inquired about the existing fencing that runs to the back of the yard. The applicant explained that the long-term plan is to replace the fence.

Motion by Westerlund, second by Grinnan, that the Planning Commission grants approval per the requirements of Section 22.08.100 (i) to allow the petitioner to expand an existing garage at 15766 Buckingham Ave that will be no greater than 56 feet in length upon finding no adverse impact to the surrounding neighborhood, with the requirement that the east façade includes architectural improvements of an 8 foot wide box-out with reverse gables and the use of vinyl shake material around the proposed windows.

Roll call vote:

Motion passed (7-0)

REVIEW AND CONSIDER APPROVAL OF A REQUEST FOR A TEMPORARY BANNER SIGN AT DETROIT COUNTRY DAY SCHOOL, 22305 W 13 MILE ROAD

Borden reviewed the application from Detroit Country Day requesting the use of temporary signage during their January 2020 Open House. The proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If the sign is approved by the Commission, the applicant must obtain a permit prior to installation. The proposed temporary signage complies with the applicable provisions of the Village Zoning Ordinance.

Motion by Westerlund, second by Wilensky, to approve temporary banner sign request for Detroit Country Day School, 22305 West Thirteen Mile, as submitted.

Roll Call vote:

Motion passed (7-0).

SUBCOMMITTEE UPDATES

A. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

The subcommittee submitted a revised draft to the Commission. Ostrowski pointed out the open space requirement is 40% which would be 2 acres out of 5 acres. Ostrowski anticipated the PUD would be broader, and include more than residential developments. Borden explained that the Commission does have the right to review and waive the acre requirements. Further, this document is drafted with a mind towards residential development given the existing VCOD. Westerlund pointed out there are limited areas of the Village that could be developed as mixed use. There was discussion as to the process to apply to use the PUD and requirements for rezoning. Administration will work with the subcommittee to prepare a draft that incorporates mixed use application of PUD.

B. OFFSTREET PARKING REGULATIONS

Updates will be provided at an upcoming meeting upon approval of the revised use tables.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

George continues to encourage Council to reengage some of the ordinances that have come before them but not passed. He also reported the Council denied the application for development by the Robertson Brothers.

ADMINISTRATION COMMENTS

LaPere reported the Zoning Board will meet in December. Allure Medical Spa has moved out and is being replaced by a cardiologist office. Sidewalk and lighted crosswalk signs are being installed at 13 Mile and Embassy.

COMMISSIONERS COMMENTS

Westerlund asked that Administration follow up with the pharmacy about their dumpsters during construction.

Motion by Westerlund, second by Ostrowski, to adjourn the meeting at 9:15 p.m.

Motion passed.

Andrew Drummond
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Drummond; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Grinnan, Stempien, and Wilensky

Absent: Members: Ostrowski and Ruprich

Also Present: Planning and Zoning Administrator, LaPere
Planning Consultant, Borden
Council Liaison, Hrydziusko

Vice-Chairperson Westerlund called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Grinnan, second by Borowski, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD NOVEMBER 20, 2019

Westerlund proposed changing the word “tile” to “siding” in the sentence that starts with “Based on Commissioners inquires and discussion...”

Motion by Wilensky, second by Copeland, to approve minutes of a regular Planning Commission meeting held November 20, 2019, as amended.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

REVIEW AND CONSIDER APPROVAL OF A REQUEST FROM MATTHEW WOODY, 30313 STELLAMAR TO INSTALL SIX (6) FOOT PRIVACY FENCING ALONG THE REAR PROPERTY LINE

The Village of Beverly Hills has received an application for a six (6) foot high, solid fence to be installed along the rear lot line at 30313 Stellamar. Per Section 22.08.150, the applicant is seeking approval from the Planning Commission to mitigate an essential safety or privacy concern. The abutting property owners were notified of the request and hearing date per requirements of Village Ordinance.

The provided proposal is to install 60 feet of treated wood fencing that will be six feet above grade with the finished side facing outwards along the rear property line that abuts the neighboring property on the north portion of his lot. The fencing will only be along a portion of the rear lot line and not enclose the yard. The petitioner has been issued a permit to install a privacy screen, as allowable per Section 22.08.150 (B,3); however the limit of 40 feet does not provide sufficient screening for the petitioner and he is seeking approval to extend the fencing to a total length of 100 feet at the rear lot line.

The applicant has submitted a letter of support for the proposal, signed by three abutting property owners, and a picture of the fencing. Additionally, he has provided a copy of a recent police report and photographs of the concerns he has with the abutting property owner to document the essential safety concern that will be mitigated by the proposed fencing.

Per Section 22.08.150, the petitioner must show to the Commission that the size, location, height, design, and materials of the fence are aesthetically in harmony with the property on which it is located. Further, the applicant must ensure that any proposed removal of vegetation and trees and disturbance to natural terrain has been minimized.

Woody outlined the extensive history of conflict with the neighbor in question and stated that the request for the fence is to ensure the safety of his family. He has spoken to his surrounding neighbors and all are in support of the fence.

Grinnan suggested the applicant consider the possibility that a four-foot fence would provide enough privacy. Stempien would like the applicant to give further consideration to using a vegetative screen to separate the properties.

The Commission spoke extensively about their concerns that by allowing this fence they are allowing any other properties, within the limits of the ordinance, to have grounds for a permit to be granted and that the allowance of this fence will change the aesthetic of the neighborhood.

Drummond arrived at 7:52 p.m. and he opted to abstain from voting on the case.

Wilensky supports the request and noted the ordinance was designed to allow for fencing where there are legitimate safety concerns. He argued that standard had been met and this fencing would mitigate the safety concern. Copeland stated that the safety of this family is more important than the aesthetic of the neighborhood.

Motion by Wilensky, second by Copeland, that the Planning Commission approves a permit to install six (6) foot high, treated wood fencing to be installed at 30313 Stellamar due to essential public safety concern of protection from potential activities and safety concerns related to the neighbor, provided the applicant complies with all applicable requirements of Chapter 22, Section 22.08.150.

Roll call vote:

Motion passed (6-0).

REVIEW AND CONSIDER REQUEST FROM ALICE MILES AND ED SCRITCHFIELD, 17234 BIRWOOD AVE, TO ADD ONTO AN EXISTING ATTACHED GARAGE THAT REQUIRES PLANNING COMMISSION APPROVAL PER SECTION 22.08.100, i

Petitioners Alice Miles and Ed Scritchfield, 17234 Birwood Ave, are requesting approval as required by Section 22.08.100 (i), which stipulates that accessory buildings be designed so that no exterior wall is greater than two-times the length of another exterior wall unless the Planning Commission grants approval upon finding no adverse impact to the surrounding neighborhood.

The property is zoned R-2B, Single Family Residential. The existing home was constructed in 1948, and the addition on the northeast corner was constructed in 1963. The proposed addition to the northwest corner of the home will expand the existing kitchen area, add additional living space/mudroom, and expand and attach the existing detached garage. Due to the existing location of the original house and previously constructed addition, the west side must be designated as “side other” and requires a 10-foot setback from the property line. The existing detached garage is 5.9 feet from the west side lot line and the petitioners were granted a variance from the setback requirements at the Zoning Board of Appeals meeting held December 9, 2019. The proposed modifications otherwise meet Zoning Ordinance requirements including minimum separation between residences and lot coverage.

The proposed addition will result in a garage that is 40 feet 8, 7/16 inches long and 10 feet 4 inches wide. The most immediate impact of this expansion will be to the property owner to the west; he has submitted written support for this project. There are additional modifications being proposed to the front porch and rear of the home which do not require approval. Between the home and detached garage is an existing breezeway structure that will be removed and replaced as part of this proposal. By enclosing the space, expanding the buildings, and adjoining the two buildings the petitioner is seeking to create more accessibility for their home to be able to age-in-place.

Procedurally, the petitioner will be required to receive Planning Commission approval for the design of the garage before permits can be issued. The petitioner will also be required to submit a grade plan to the Village Engineer for approval before building permits can be issued. The Commission was provided a copy of the site plan, floor plans, and elevations for consideration, as well as two letters of support received as part of the Zoning Board of Appeals consideration, and the letter describing the goals of the project to the Zoning Board of Appeals.

Brian Neeper, Architect, explained the goal of the renovation is to make the home more accessible with an attached garage as opposed to the current carport. He noted the garage will be low profile and essentially the same size as the current carport.

Borowski expressed his concerns about the length of continuous wall facing the west neighbors. Neeper clarified that three windows, consistent with the existing windows, have been added to the design.

Motion by Stempien, second by Westerlund, that the Planning Commission grants approval per the requirements of Section 22.08.100 (i) for the petitioner to expand an existing garage at 17234 Birwood Ave, that will be no greater than 40 feet 8, 7/16 inches in length, upon finding no adverse impact to the surrounding neighborhood.

Roll call vote:

Motion passed (7-0)

REVIEW AND CONSIDER APPROVAL OF A REQUEST FOR A SIGN FACE CHANGE TO THE EXISTING GROUND SIGN AT 32804 PIERCE, CARDIO Q

The new occupant of the building at 32804 Pierce St is seeking approval for a sign face replacement on an existing, nonconforming ground sign. The proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If the application is approved by the Commission, the applicant must obtain a permit prior to installation. The sign is compliant with the exception that the existing ground sign is nonconforming due to its size. Section 22.32.120(3) allows the changing of a nonconforming surface sign space to a lesser or equal area. In this instance, the proposal entails a sign face change of an equal area.

Bryan Duquet, Signarama, explained that the sign face will be opaque with only the push through letters to be illuminated.

Several members of the Commission commented that the current sign is extremely bright and would like to see the illumination reduced. The Commission also expressed concern with the sign size being almost twice what the ordinance allows; however, because the application is only for a sign face change the sign can remain at current size.

Motion by Westerlund, second by Borowski, that the Planning Commission approves the request for a sign face change to the existing ground sign at 32804 Pierce, Cardio Q, provided the sign has a timer installed that guarantees it is not illuminated between the hours of 9 pm and 7 am, and that the applicant ensures the brightness of the existing sign is reduced to create less impact on the nearby residents.

Roll call vote:

Wilensky	no
Borowski	yes
Copeland	yes
Drummond	no
Grinnan	yes
Stempien	no
Westerlund	yes
Motion passed (4-3)	

SUBCOMMITTEE UPDATES

A. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

A draft will be prepared and presented at the January meeting.

B. OFFSTREET PARKING REGULATIONS

Administration is working on blending updated use tables with the parking table, and updating suggested standards, where necessary. The subcommittee will review the draft when complete. Stempien conducted an inventory of parking spots, which he distributed. He noted there are approximately 1,167 parking spaces along the Southfield corridor.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

None.

ADMINISTRATION COMMENTS

LaPere reported the joint meeting of Planning Commission and Council is scheduled for Wednesday, February 12, 2020.

COMMISSIONERS COMMENTS

Wilensky suggested discussing the fence ordinance at the joint meeting.

Westerlund also noted that some consideration should be given to the fence ordinance as it relates to the proximity rule that allows the administrative granting of fences.

Grinnan would like to discuss the fence ordinance as well as regulations related to sign lighting.

Stempien suggested addressing non-conforming signs.

Motion by Westerlund, second by Stempien, to adjourn the meeting at 9:27 p.m.

Motion passed.

Andrew Drummond
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Drummond; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Grinnan, Ostrowski, Ruprich, and Stempien

Absent: Member: Wilensky

Also Present: Planning and Zoning Administrator, LaPere
Planning Consultant, Borden
Council Liaison, Hrydziusko

Drummond called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Westerlund, second by Borowski, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD DECEMBER 18, 2019

Westerlund asked that his commissioner comments be revised to read; “Westerlund also noted that some consideration should be given to the fence ordinance as it relates to the proximity rule that allows the administrative granting of fences.”

Motion by Wilensky, second by Ostrowski, to approve minutes of a regular Planning Commission meeting held December 18, 2019 as amended.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Leslie Wilson, Marlin Ct., spoke in opposition to the proposed rezoning of two lots on Lahser Road from R-A Single Family Residential to O-1 Office. Currently, one of the lots has a single-family home and one is undeveloped/vacant. The properties are at the northeast intersection of Lahser and 13 Mile Roads. She is concerned about the impact of the rezoning and building on her property.

REVIEW AND CONSIDER APPROVAL FOR A NEW GROUND SIGN AT BEVERLY HILLS VETERINARY ASSOCIATES, 32831 SOUTHFIELD ROAD

Borden reviewed the submittal requesting a new ground sign for the Beverly Hills Veterinary Associates development at 32831 Southfield Road. The proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If the application is approved by the Commission, the applicant must obtain a permit prior to installation. Sections 22.32.095 and 22.32.110 provide regulations for ground signs, the proposed ground sign complies with the requirements of the Village sign regulations.

Ruprich verified with Borden that there is no internal or external lighting planned for the sign.

Motion by Borowski, second by Ruprich, that the Planning Commission approves a new ground sign at Beverly Hills Veterinary Associates, 32831 Southfield Road as submitted.

Roll call vote:

Motion passed (8-0).

SUBCOMMITTEE UPDATES

A. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

Prior to the meeting a draft was provided to the Commission for their review. Language was added to allow for a Mixed-Use PUD; however, as part of the criteria, a prohibition of the use of the PUD within land that has been zoned as part of the Overlay District.

Ostrowski verified that all requirements of eligibility must be met. There were questions regarding the open space requirements and wetlands/floodplain regulations. Ostrowski wants to be sure to avoid conflict between open space elements of preservation and building. There was also discussion on the density bonus and waiver for the requirements of acreage written into the ordinance.

Borden noted that the PUD Subcommittee raised the question of whether, under the residential component, regulations related to allowance of senior housing, accessory dwelling units, and tiny houses should be added.

B. OFFSTREET PARKING REGULATIONS

Administration created an updated parking table consistent with the newly adopted use language. The draft will be updated to include suggested changes where appropriate.

Westerlund hopes that the ordinance will help find the balance between avoiding over paving and allowing appropriate parking for a business. LaPere suggested that the standards for occupancy should be set related to either fire code or state building code. Westerlund cautioned that often times the occupant load and the actual use of the space vary greatly.

DISCUSSION ON TOPICS FOR JOINT PLANNING COMMISSION – COUNCIL MEETING

Borowski, Stempien, and Ostrowski suggested that a conversation of the goals and intentions related to the Overlay District be added to the agenda. Westerlund and Drummond suggested a review of the fence ordinance as it relates to the 200-foot rule. Grinnan would like to discuss the need for an objective measurement of illumination related to signs. Borden noted the PUD elements including alternative housing, tiny houses, and accessory dwelling units should be added to ensure Council support. LaPere stated there will also be discussion on front open space average standards and the accessory buildings and structures ordinance.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Hrydziusko reported that Council referred a site plan for an enclosed entrance at Market Fresh and a request for rezoning on Lasher to the Commission for review and recommendation.

ADMINISTRATION COMMENTS

LaPere reported all of the ordinances were approved by Council.

COMMISSIONERS COMMENTS

Grinnan will miss the February meeting.

Stempien asked about an update on the BP Gas station construction. LaPere reported that the Building Official has met with the contractor to ensure the ordinance is followed.

Borowski inquired about the January ZBA Case 1376 related to parking allowances. LaPere explained that the requested was granted; however it was conditional on maintaining the offsite parking for the staff, the variance was allowed only for that use, and any change or additional use would need to be in compliance with parking regulations.

Drummond would like to see licensing for anyone doing business in the Village whether they are contractors, lawn service, or brick and mortar.

Motion by Westerlund, second by Ruprich, to adjourn the meeting at 9:12 p.m.

Motion passed.

Andrew Drummond
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Drummond; Vice-Chairperson Westerlund; Members: Borowski, Copeland, Ostrowski, Ruprich, Stempien, and Wilensky

Absent: Member: Grinnan

Also Present: Planning and Zoning Administrator, LaPere
Planning Consultant, Borden
Council Liaison, Hrydziusko

Westerlund called the regular Planning Commission meeting to order at 7:30 p.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Ostrowski, second by Borowski, to amend the agenda to postpone the public hearing and discussion on the request for rezoning on Lahser Road, given the size of the crowd in attendance and occupancy limits of the council chambers it is not feasible or in the interest of public safety, health, and welfare to conduct the public hearing.

Motion passed.

Drummond arrived at 7:50 p.m.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD JANUARY 22, 2020

Motion by Westerlund, second by Stempien, to approve minutes of a regular Planning Commission meeting held January 22, 2020.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

REVIEW AND CONSIDER RECOMMENDATION ON A REQUEST FOR SITE PLAN APPROVAL FOR AN EXPANSION TO THE FRONT ENTRANCE AT MARKET FRESH, 31201 SOUTHFIELD ROAD

The Village has received a request for site plan approval for Market Fresh, 31201 Southfield Road, to construct a vestibule enclosure at the existing front entranceway. The proposal details an addition at the storefront that will be a glass enclosure of existing paved walkway/entrance. Additionally, the proposal would replace the existing cloth canopy along Southfield Road side of the building with a steel canopy and a partial restriping of the pedestrian walkways and parking spaces near the entrance to direct pedestrians to the relocated doors. A copy of the application and plans were provided.

The plans have been reviewed by the Fire Marshal, Village Engineer, and Planning Consultant. The Fire Marshal noted the need to relocate the existing Knox Box and the applicant has indicated a willingness to work with Public Safety on that matter. Given the limited scope of

the changes to the existing site the Village Engineer found no concerns with the proposal. The Planning Consultant's review letter was provided to the Commission.

Procedurally, the application will be reviewed by the Planning Commission for a recommendation and then Village Council will review and consider approval of the proposed site plan.

Borden has reviewed the site plan submittal from Market Fresh proposing a new entry enclosure for Market Fresh (plans dated 12/30/19). The proposed 1,232 square foot addition is at the southeast corner of the existing 23,135 square foot commercial building. Retail businesses, including grocery stores, are permitted by right in the B District (Section 22.22.020).

Per Section 22.32.4(f), the proposal is exempt from the standards of the VCOD. More specifically, the proposed addition accounts for a 5.3% of the existing square footage. The introduction of VCOD standards starts with a 10% expansion.

Site plan review. Section 22.08.290 identifies the process and review standards applicable to site plans.

1. Dimensional Requirements. The proposed addition (60') exceeds the minimum front yard setback required from the Southfield Road right-of-way (35') and is well within the maximum height allowed in the B District (14' proposed versus 30' allowed).

2. Building Design. The proposed addition is primarily glass with a masonry base that matches the existing building and a metal roof/canopy that extends to the north along the east side of the building. The metal canopy extension along the east side of the building will replace the existing fabric awnings that project over the windows. Given the relatively small size of the proposed addition, Section 22.09.020 requires that "building materials must provide a balance between compatibility with the existing structure and the general intent and purpose of Section 22.09.030 Building Design." In our opinion, the proposal meets this requirement.

3. Vehicular and Pedestrian Circulation. The proposed addition does not include or require any changes to the existing vehicular circulation pattern. Existing drive aisles and parking spaces meet or exceed minimum dimension standards. During a pre-application meeting, we requested additional crosswalk striping and vehicular stop bars to ensure a safe environment for motorists and pedestrians alike. The site plan provides these items, as requested.

4. Lighting. The site plan does not identify any proposed exterior site lighting. If any new wall or pole mounted lighting is proposed as part of this project, the applicant must provide details demonstrating compliance with the Ordinance standards of Section 22.09.050.

5. Landscaping and Screening. The site plan depicts existing landscaping, but does not propose any new plantings. There is also an existing masonry wall along a portion of the west side lot line adjacent to residential zoning. If any new plantings are proposed as part of this project, details must be provided. Lastly, there is an existing dumpster in the "alley" along the west side of the building that is not within an enclosure. Section 22.09.040(h) requires a 3-sided

enclosure with a gate across the 4th side. The existing masonry wall screens one side of the dumpster and protects views from the adjacent residential district; however, the Village may wish to require the installation of a full enclosure in an effort to bring the site closer to compliance with current standards.

Eavan Yaldo, Saroki Architecture, was present, along with owners Johnny and Laith Karmo. She elaborated on the plans to create an entrance space that will be complementary to the aesthetics of the building. It will provide space for year-round entrance displays as well as provide better heat/cooling controls at the entrance. On the east side of the building there will be a permanent canopy installed, and existing canopy and post mounted lights will be removed.

There will be no new lighting installed. The existing lighting is set on timers and are all off once the store is closed with the exception of emergency lights.

Drummond expressed concerns about the HVAC extending beyond the parapet. There will be a rooftop unit, however it will be fully screened and this detail will be included on the plans that are presented to Council for approval. No signage will be added to the glass enclosure.

Resident Scott Foret inquired about the use of the space where Bigby Coffee was located. He was informed the space is occupied by Village Pharmacy + Compounding.

Ruprich asked about the parking and pedestrian access near the north entrance. Yaldo clarified that it is approximately 8 feet at both ends, and there will be no change to the existing curb and concrete walk. The cart corral will be moved one spot west of its current location and the total parking spaces will remain unchanged.

Borowski inquired how the change would affect the seasonal flower and plant sales that are traditionally on racks in front of the building. Karmo explained that the flowers and plants are there in May and June, and the four west most spots on the south side of the building will be used for that.

Discussion took place regarding the alley dumpster enclosure and storage concerns. Westerlund had concerns related the angled 2.5-foot retaining wall and whether it could be expanded vertically to provide screening of the alleyway. The applicant is unclear whether the wall is located on the neighboring property and will confirm ownership and feasibility of expansion. Borden noted the wall should be reviewed for sight distance to ensure the drive aisles and parking lot traffic are not impacted.

Motion by Ostrowski, second by Westerlund, that the Planning Commission recommends approval of the site plan submitted for the vestibule enclosure and canopy at Market Fresh, 31201 Southfield Road, contingent on the rooftop units being screened in compliance with Village ordinance, and that ownership of the existing screen wall be determined, and if on the applicants property, the wall be expanded to a height of six feet to provide additional screening.

Roll call vote:

Motion passed (8-0).

REVIEW AND CONSIDER APPROVAL FOR A NEW WALL SIGN FOR RAHMA WORLDWIDE AIDE & DEVELOPMENT, TENANT AT 31333 SOUTHFIELD ROAD, SUITE 100

Borden has reviewed the application requesting a wall sign for a new tenant within the existing building at 31333 Southfield Road. The proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If the application is approved by the Commission, the applicant must obtain a permit prior to installation.

Sections 22.32.095 and 22.32.110 provide regulations for wall signs, the proposed wall sign complies with the applicable Ordinance requirements. However, there is concern about whether a wall sign is allowed based on the definition of “business.”

More specifically, Section 22.32.020 defines a “business” as:

Any legal use of a building, other than for religion, day care center, school, home occupation or residence, by a person, firm or corporation. Although contained in the same building as another business and may or may not be owned by the same person, an activity may be treated as a separate business only if the following exists:

- 1. The businesses are physically separated from each other in a manner that complies with the Village adopted building code for fire separation between business uses.*
- 2. Each business provides distinctly different services.*
- 3. Has a separate business address.*

Given the nature of the building, it does not appear items 1 and 3 are met. If Planning Commission concurs with that interpretation of the definition, then the applicant cannot have a wall sign. Borden noted they have option to place signage on the existing multi-tenant ground sign structure pending an amended application for review by the Planning Commission.

Motion by Borowski, second by Ruprich, that the Planning Commission deny the supplication as submitted for a new wall sign for Rahma Worldwide Aide & Development, tenant at 31333 Southfield Road, suite 100, per Section 22.32.020 of the Village Ordinance, a wall sign is not permitted.

Roll call vote:

Motion passed (8-0).

SUBCOMMITTEE UPDATES

A. PLANNED UNIT DEVELOPMENT (PUD) AND CLUSTER DEVELOPMENT

Pursuant to Council direction in 2019, the Planning Commission subcommittee has been working with Administration and Village Planning Consultant to draft language to replace the existing cluster development language. Chapter 22, Section 22.26 was adopted in 1992 and, upon review, the suggestion is to replace the language with a Planned Unit Development (PUD) option. PUD is a development option that is permitted by the Michigan Zoning Enabling Act (MZEa) to the municipality with certain restrictions. For the Commissioners’ review there is a

clean version of the PUD ordinance language, the current cluster development language, and the strike-through version of the proposed changes provided.

As an overview, there are a number of reasons to modify the language, not least of which is that the minimum open space requirement is currently 10% which is low and does not result in development that preserves significant open space as expected through a typical cluster/PUD ordinance. Below summarize the major changes from the existing language:

Current Cluster Development Language

Single Family Residential Only

Detached residences only

Minimum 10% open space requirement

Requires Village Attorney to draft deed Covenant

ZBA has no authority over any
cluster development decision by Council

Proposed PUD Language

Adds language to allow mixed-use development

Adds language to permit attached single-family housing with restrictions

Minimum 40% open space requirement

Requires applicant to draft documents with Village approval of the language

Allows limited ZBA approval for future property owners within the PUD

The proposed PUD language also brings the review and approval procedures into alignment with the MZEA. Additionally, there are some prescriptive design requirements in the current cluster option that are not included in the PUD language. This flexibility is intentional to allow the Village and the potential developer to work together to create a project that is harmonious with the existing surrounding development. The current language also permits the imposition of performance guarantees per Section 22.08.310, which the Planning Commission and Council may want to add to the PUD language to maintain the option to require additional incentives to complete the development as approved.

Procedurally, a public hearing and recommendation must be made by Planning Commission. Afterwards, Village Council must hold a public hearing, and first and second reading of the proposed language before adoption. Upon Council adopting the language, it will take effect 20 days after publication in local newspaper. The first date Planning Commission can hold a public hearing in accordance with notification deadlines will be the March 25th meeting.

Motion by Wilensky, second by Copeland, that the Planning Commission directs administration to schedule a public hearing for proposed language updating Chapter 22, Section 22.26 Single Family Residential Cluster Option, for the April 2020 meeting.

Motion passed.

B. OFFSTREET PARKING REGULATIONS

Pursuant to Council direction in 2019, the Planning Commission subcommittee has been working with Administration and Village Planning Consultant to draft language to update the off-street parking requirements of Section 22.28.020 to be consistent with the newly adopted use tables and updates to the parking minimums where needed. The last time this subsection was updated was in 2000.

The remainder of the parking regulations were not updated as that is beyond the scope of this assignment. Administration suggests that updates to the section as a whole be part of the larger Ordinance overhaul goals. Some future discussions may also include whether to allow different parking within the VCOD, and whether Council is in support of the use of public parking facilities to help incentivize development in the overlay district.

Procedurally, a public hearing and recommendation must be made by Planning Commission. Afterwards, Village Council must hold a public hearing, and first and second reading of the proposed language before adoption. Upon Council adopting the language, it will take effect 20 days after publication in local newspaper. The first date Planning Commission can hold a public hearing in accordance with notification deadlines will be the March 25th meeting.

Motion by Wilensky, second by Copeland, that the Planning Commission directs administration to schedule a public hearing for proposed language updating Chapter 22, Section 22.28.020 Off-Street Parking Requirements for the April 2020 meeting.

Motion passed.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Hrydziuszek reported that Council has decided to refrain from reviewing the fence ordinance.

ADMINISTRATION COMMENTS

LaPere reported the ZBA granted a front open space variance request, and there are multiple outstanding matters to be addressed with the owner related to the BP project.

COMMISSIONERS COMMENTS

Wilensky will not be at the March meeting.

Westerlund reiterated the necessity for a tree ordinance if the character of the community is to be protected.

Motion by Westerlund, second by Ruprich, to adjourn the meeting at 9:23 p.m.

Motion passed.

Andrew Drummond
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk

Elizabeth M. Lyons
Recording Secretary

Present: Chairperson Drummond; Vice-Chairperson; Members: Copeland, Grinnan, Ostrowski, Ruprich, Westerlund, Wilensky, and Wright
All commissioners participated remotely via Zoom from Beverly Hills, Michigan.

Absent: Stempien

Also Present: Planning and Zoning Administrator, LaPere
Village Clerk/Assistant Manager, Rutkowski
Planning Consultant, Borden
Council Liaison, Peddie

Ruprich called the regular Planning Commission meeting to order at 7:39 p.m. virtually via Zoom due to the ongoing COVID-19 pandemic.

APPROVE AGENDA

Motion by Westerlund, second by Wilensky, to approve the agenda as published.

Roll call vote:

Motion passed (7-0)

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD NOVEMBER 18, 2020

Motion by Grinnan, second by Westerlund, to approve the minutes of a regular Planning Commission meeting held November 18, 2020.

Roll call vote:

Motion passed (7-0)

PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA

None

PUBLIC HEARING ON PROPOSED AMENDMENTS TO CHAPTER 22, SECTION 22.28.020 OFF-STREET PARKING REQUIREMENTS AND CHAPTER 22, SECTION 22.26 SINGLE FAMILY RESIDENTIAL CLUSTER DEVELOPMENT

Ruprich opened the public hearing at 7:42 p.m. No one from the public wished to be heard, so the public hearing was closed at 7:42 p.m.

REVIEW AND CONSIDER RECOMMENDATION TO VILLAGE COUNCIL ON PROPOSED AMENDMENTS TO CHAPTER 22, SECTION 22.28.020 OFF-STREET PARKING REQUIREMENTS

Borden provided an overview of proposed changes to the off-street parking requirements section of the code. In 2019, the Village adopted revisions to the allowable uses in all the Zone Districts. Subsequently, the Planning Commission, administration, and planning consultant prepared updates to the parking regulations. The rationale for the updates was two-fold. First, the revised uses introduced previously unspecified uses in the various districts. This will bring the parking standards in alignment with the current use regulations to ensure there are clear, specific parking regulations for each use. Secondly, the parking regulations were last updated in 2010 and recommendations for parking standards have changed in the past decade. These revised standards

modernize Village ordinance standards with current recommendations and are consistent with similar communities. In the interim, the proposed changes were modified to reflect consistent numbering throughout the chart and a clean version is attached for the Planning Commission's review and consideration.

The Commission discussed outdoor recreation occupant loads. Borden suggested reaching out the Building Official or Fire Marshal regarding outdoor capacity.

Westerlund discussed gross and usable floor space in retail establishments and suggested the term should be consistent throughout the code.

Drummond arrived at 7:53 p.m.

Motion by Westerlund, second by Ostrowski, the Village Planning Commission recommends Village Council review and consider approval of proposed amendments to the Village Municipal Code, Chapter 22, Section 22.28.020 Off-street Parking Regulations, to update parking requirements for consistency with allowable uses and modern parking regulations with the following conditions: a slight modification be made to the standard related to non-profit or public outdoor recreational areas, that if no fixed seating, one space for each 3 persons allowed within the maximum occupancy determined by the Building Official and under the standard for retail uses up to 25,000 square feet of gross floor area, that the standard be revised to indicate one space for each 25,000 square feet for usable retail floor area.

Roll call vote:

Motion passed (8-0)

REVIEW AND CONSIDER RECOMMENDATION TO VILLAGE COUNCIL ON PROPOSED AMENDMENTS TO CHAPTER 22, SECTION 22.26 SINGLE FAMILY RESIDENTIAL CLUSTER DEVELOPMENT

Borden provided an overview on Planned Unit Development (PUD) language. Pursuant to Council direction in 2019, the Planning Commission subcommittee has been working with Administration and Village Planning Consultant to draft language to replace the existing cluster development language. Chapter 22, Section 22.26 was adopted in 1992 and, upon review, the suggestion is to replace the language with a Planned Unit Development (PUD) option. PUD is a development option that is permitted by the Michigan Zoning Enabling Act (MZEA) to the municipality with certain restrictions. A clean version of the PUD ordinance language, the current cluster development language, and the strike-through version of the proposed changes was provided to the Commission for review .

As an overview, there are a number of reasons to modify the language, not least of which is that the minimum open space requirement is currently 10% which is low and does not result in development that preserves significant open space as expected through a typical cluster/PUD ordinance. Below summarizes the major changes from the existing language:

Current Cluster Development Language	Proposed PUD Language
Single Family Residential only	Adds language to allow mixed-use development
Detached residences only	Adds language to permit attached single family housing with restrictions
Minimum 10% open space requirement	Minimum 40% open space requirement
Requires Village Attorney to draft deed covenant	Requires applicant to draft legal documents with Village approval of the language
ZBA has no authority over any cluster development decision by Council	Allows limited ZBA approval for future property owners within the PUD

The proposed PUD language also brings the review and approval procedures into alignment with the MZEA. Additionally, there are some prescriptive design requirements in the current cluster option that are not included in the PUD language. This flexibility is intentional to allow the Village and the potential developer to work together to create a project that is harmonious with the existing surrounding development. The current language also permits the imposition of performance guarantees per Section 22.08.310, which the Planning Commission and Council may want to add to the PUD language to maintain the option to require additional incentives to complete the development as approved.

The Commission discussed concerns over the density bonus and considered 10%, 15%, or 20% as options.

Motion by Ostrowski, second by Ruprich, the Village Planning Commission recommends Village Council review and consider approval of proposed amendments to the Village Municipal Code, Chapter 22, Section 22.26 Single Family Residential Cluster Option to replace existing language with Planned Unit Development (PUD) regulations.

Roll call vote:

Motion passed (8-0)

DISCUSSION ON MASTER PLAN ACTION ITEMS

The Commission discussed short-term goals and priorities.

Grinnan discussed the Woodland Ordinance, evaluating corridors and transition areas, and permeable paving options.

Westerlund talked about standards for rights of way and flexible street design. He discussed filling in the gaps in the major corridors, connecting to public schools and public spaces.

Wright discussed the site plan review process and creating easy to use applications and forms.

Ruprich discussed sidewalks and filling in gaps throughout the village.

Ostrowski would like the priorities to align with the Redevelopment Ready Communities Program requirements. He also spoke about accessory dwelling units.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Peddie encouraged the Commission to reach out to her if there is anything they would like her to bring to the Council.

ADMINISTRATION COMMENTS

LaPere reminded the Commission that the joint Planning and Council meeting will be held on Wednesday, February 10, 2021. She stated that the petitioner on Lahser withdrew her request.

COMMISSIONERS' COMMENTS

The Commissioners wished one another Happy Holidays and asked that everyone stay safe.

ADJOURNMENT

The meeting was adjourned at 9:04 p.m.

Andrew Drummond
Chairperson

Kristin Rutkowski
Village Clerk



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

CC: Chris Wilson, Village Manager; Richard Torongeau, Public Safety Director; Peggy Linkswiler, Human Resources Coordinator

Subject: MERS Service Credit Purchase – Paul Chickensky

Date: January 26, 2021

Public Safety Officer Paul Chickensky has petitioned the Municipal Employees Retirement System (MERS) about purchasing additional service credit relative to his defined benefit program. This service credit purchase would be for a period of forty-eight (48) months. Mr. Ginther has reviewed the terms of this purchase agreement with Village Administration and we are confident that he understands the terms and risks involved.

The cost to Mr. Chickensky for this service credit purchase is \$141,541.00. There is no cost to the Village. Were Mr. Chickensky to separate from the Village before he was vested and eligible for a retirement benefit, he would be entitled to a refund of these funds without interest. Administration has reviewed the attached application and resolution for your review and consideration and if there are no objections from Council, we recommend approval.

The following resolution is included on page 2 of the Application for Additional Service Credit Purchase:

By Resolution of its Governing Body, at its meeting on _____, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands that this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

Attachment

Application for Additional Service Credit Purchase

Section 1: Service Credit Purchase Cost Estimate

With the approval of the employer and the local governing body, participants can purchase additional service credit to help meet an early retirement eligibility provision or to increase their pension benefit. Unlike MERS-to-MERS or Act 88 time, purchased service credit generally cannot be used to reach vesting.

This estimate is only valid for two months after January 1, 2021, the effective date of this calculation.

The cost to purchase service credit for each individual is based on many factors. Below is the information that MERS used to prepare this estimate. Please review the following information for accuracy. If any is incorrect, this estimate may not be correct.

Participant Information

Paul A

Chickensky

Date of Birth:

Age:

Spouse's Date of Birth:

FAC as of calculation date: \$88,792.60

Service Credit

Earned service credit as of calculation date: 20 years, 2 months

Vesting Only Service:

Other Governmental Service used for

Eligibility (MERS or Act 88):

Type of Credited Service to be Purchased: Generic

Amount of additional service requested: 4 years, 0 months

Employer Information

Beverly Hills, Vlg of

6321 / 02

Benefit Program

Benefit B-4 (80% max)

Benefit F55 (With 10 Years of Service)

Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

Benefit D2

Benefit FAC-2 (2 Year Final Average Compensation)

DROP+ Program - 4% Reduction

10 Year Vesting

25 Years & Out

E2 1% Comp COLA for future retirees (06/01/2013)

Defined Benefit Normal Retirement Age - 60

Benefit Impact

Chickensky

Date of Birth:

Age:

Spouse's Date of Birth:

Age:

Before Proposed Purchase

After Proposed Purchase

	Earliest Eligibility Retirement Date	Retirement Age	Projected FAC	X	Service Credit	X	Benefit Multiplier	=	Annual Benefit
Before Proposed Purchase	11/1/2025		\$102,429.10		25 years 0 months		2.5%		\$64,018.20
After Proposed Purchase	11/1/2021		\$91,006.93		25 years 0 months		2.5%		\$56,879.28

Estimated Cost of This Service Credit Purchase: \$141,541.00

The total cost is due in full at the time of purchase and may be paid by either the participant or employer. You may be eligible to transfer assets from other accounts to make a payment for the purchase, such as: 457 Deferred Compensation Plans; 401 plans; 403(b) plans; and some IRAs (traditional and SIMPLE). To initiate this transfer complete the form *Certification of Qualified Fund Rollover to MERS* (form number F-38). Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.

Section 2: Calculation Assumptions

1. Projected Earliest Eligible Retirement Date

This date is calculated using the participant's date of birth, the amount of service credit reported by the employer, and other service credit that we have on record (such as MERS-to-MERS or Act 88 time). If any of this data is incomplete or inaccurate this can affect the cost estimate. If the participant chooses to retire on a different date, it may increase/decrease the actual cost.

2. Projected Final Average Compensation (FAC)

Future increases in the FAC are assumed to be a 3.00% annual increase. This calculation is dependent on the wages reported by the employer to MERS. If the actual increases end up being different than the assumption, it may increase/decrease the actual cost.

3. Projected Service Credit

It is assumed the participant will continue to work until the earliest date for unreduced retirement benefits unless a specific termination date is shown. Any deviation from the earliest eligibility date may increase/decrease the actual cost.

4. Benefit Program

The current benefit plan provisions are used to calculate the cost of purchasing service credit. If the participant transfers into a different division and is eligible for a benefit plan with different provisions, then the cost may differ from the initial calculation. Likewise costs may differ if the municipality adopts different benefits in the future for any participant that has purchased service credit. These changes will be reflected in the actuarial valuation required to adopt any benefit increase.

5. Investment Assumption

The current investment return assumption for service credit purchase is 6.35%.

6. Mortality Rate

Assumptions are made on the life expectancies of the participant and their surviving spouse, using tables generated by actuarial professionals.

Section 3: Certification and Authorization

PARTICIPANT CERTIFICATION

I certify the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify the service has not and will not be recognized for the purposes of obtaining or increasing a pension under another defined benefit retirement plan.

Participant Signature

Date

1/19/21

GOVERNING BODY RESOLUTION

By Resolution of its Governing Body, at its meeting on _____, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official

Date

Title

MERS Use Only

Payment Received:	Participant Payment:
Service Credit:	ER Payment:
Signed:	



To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Groves Forte 5K Request

Date: January 26, 2021

Groves High School has requested to hold their annual Forte 5K Run and Walk at Beverly Park and on Village streets on Sunday, May 16, 2021 from 7:00 AM to 11:00 AM to benefit the Groves Orchestra. They have also requested to use the pavilion during this time and asked that the pavilion rental fees be waived. All social distancing, face covering, and group gathering guidelines that are in effect at the time of the event must be followed.

A map of the route is attached.

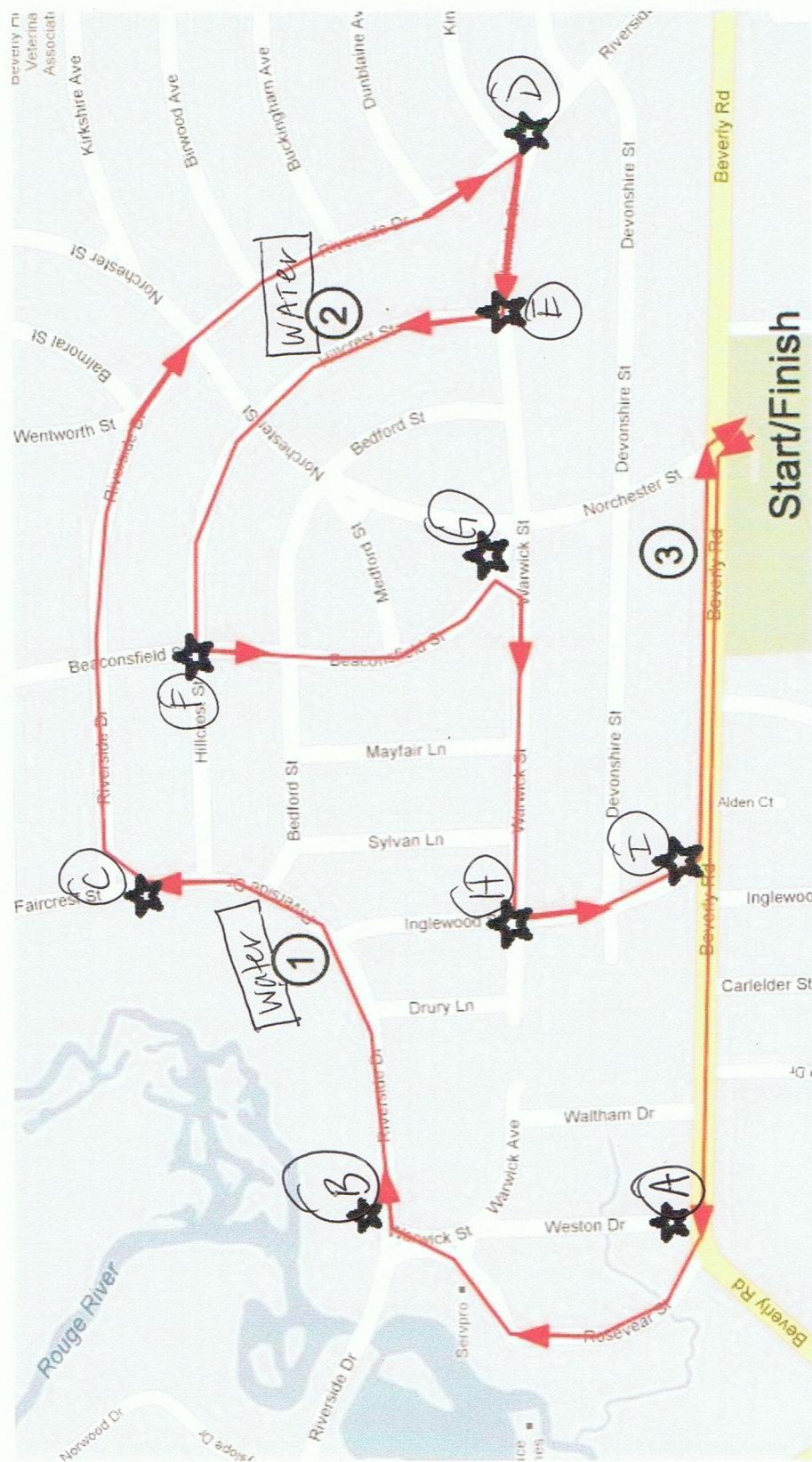
The Parks & Recreation Board and Council previously approved the request for May 2020, but the event was canceled due to the COVID-19 pandemic.

At the January 21, 2021 Joint Parks & Recreation/Council meeting, the Parks & Recreation Board voted unanimously to recommend approval of this request to Council.

Recommended Resolution:

The Beverly Hills Village Council approves the request from Groves High School to hold their annual Forte 5K Run on Sunday, May 16, 2021 from 7:00 AM to 11:00 AM at Beverly Park and on Village streets as outlined on the attached map, provided that a Certificate of Liability Insurance naming the Village of Beverly Hills as an additional insured is submitted to the Clerk's Office prior to the event. Be it further resolved that the Pavilion rental fees for this event are waived.

The map shows a red route starting and ending at 'Start/Finish' on Beverly Rd. The route passes through points A, B, C, D, E, F, G, and H, marked with stars and circled letters. Handwritten labels '1' and '2' are placed near points B and F respectively, with arrows pointing to 'Water' sources. The map includes streets like Riverside Dr, Warwick St, Bedford St, and Devonshire St. A blue area at the bottom represents the 'Rouge River'.





To: Honorable President George; Village Council Members

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Bike Path at Beverly Park Request

Date: January 29, 2021

In the summer of 2020, a group of residents begin creating a bike path in the wooded area of Beverly Park. The residents did not seek approval prior to this venture, but once they were notified that approval was required, they attended Parks & Recreation Board meetings to discuss. They then presented a more formal proposal for consideration at the January 21, 2021 Joint Parks & Recreation/Council meeting. A copy of their presentation is attached.

The request did not include a contribution from the Village.

At the January 21, 2021 Joint Parks & Recreation/Council meeting, the Parks & Recreation Board voted unanimously to recommend the Village Council approve the request to extend the bike path and the request to add two new features, the skinny and the wave, to Beverly Park with the condition that all materials used must be natural.

Parks & Recreation Board meeting minutes where this topic was discussed are attached for the Council's reference. The draft meeting minutes from the January 21, 2021 joint meeting are included at the beginning of this packet.

Suggested Resolution:

The Beverly Hills Village Council (approves/denies) the request to extend the bike path and (approves/denies) the request to add two new features, the skinny and the wave, to Beverly Park with the condition that all materials used must be natural.

Beverly Park Bicycle Trail

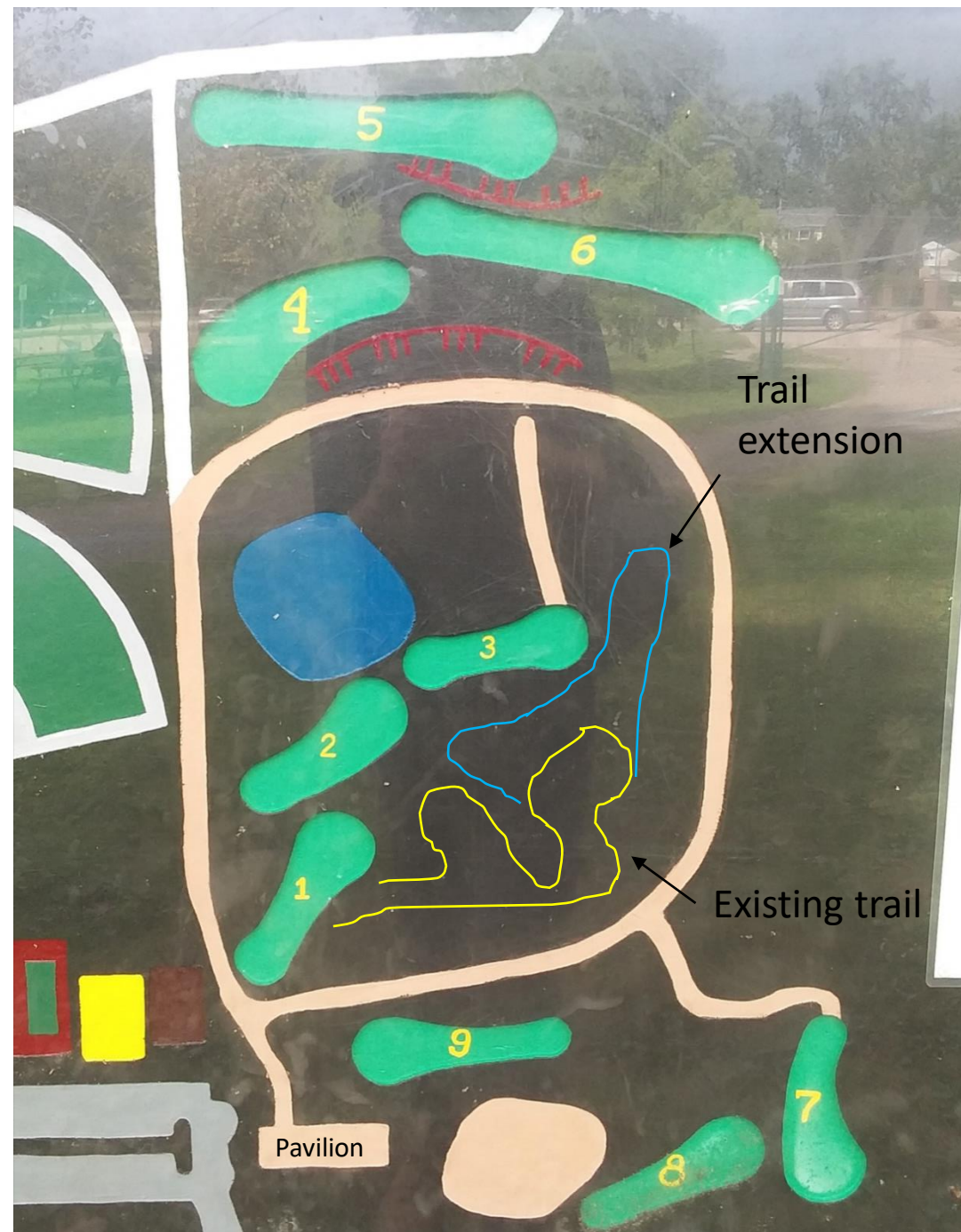
Presented by:

Brian Reemmer and Terrance Metz

Trail History

- Built during spring and summer 2020
- Work was performed mostly by Beverly Hills Village kids
- Many requests from riders for a trail extension

Trail



Layout

Trail Extension Description

- Trail extension will be routed along the BLUE path on the previous slide
- Trail will:
 - continue to blend in with existing terrain
 - continue to avoid the woodchip foot path
 - continue to avoid the disc golf course
- Features will be of similar design to the current trail with the exception of the two new features on the next slide

Proposed New Features



Allows riders to safely improve balance and gain confidence.

Placement is TBD but would be within trail boundaries.

Skinny



Wave

Request

- ☐ Approval to proceed with trail extension
- ☐ Approval of two new trail features
 - ☐ Skinny
 - ☐ Wave

PARKS & RECREATION BOARD MEETING MINUTES – AUGUST 20, 2020 - PAGE 1

Present: Vice Chairperson Goodrich; Members: Bresnahan, Kondak, Ross, and Ruprich

Absent: Chairperson Borgon; Member: Hausman

Also Present: Clerk/Assistant Manager, Rutkowski
Council Liaison, Mueller

Vice Chairperson Goodrich called the meeting of the Parks and Recreation Board to order at 6:30 p.m. at the Beverly Park Pavilion located at 18801 Beverly Road, Beverly Hills, MI 48025.

Goodrich moved item #4 Public Comments to the top of the agenda with no objection.

PUBLIC COMMENTS

Brian Reemer, 18604 Devonshire, spoke about the bike path in the woods at Beverly Park.

Terrence Metz, 18350 Riverside, spoke about the bike path in the woods at Beverly Park.

The consensus among the Parks and Recreation Board was that any further alterations to the bike path need to come before the Board for consideration first.

APPOINT CHAIRPERSON OF THE PARKS & RECREATION BOARD

Goodrich opened the floor for nominations for Chairperson.

Motion by Ruprich, second by Ross, to elect Molly Borgon as the Parks & Recreation Board Chairperson.

Motion passed (5-0)

APPOINT VICE CHAIRPERSON OF THE PARKS & RECREATION BOARD

Goodrich opened the floor for nominations for Vice Chairperson.

Motion by Ruprich, second by Ross, to elect Matt Goodrich as the Parks & Recreation Board Vice Chairperson.

Motion passed (5-0)

APPROVE MINUTES OF A PARKS & RECREATION BOARD MEETING HELD JUNE 18, 2020

Motion by Ruprich, second by Kondak, to approve the minutes of the Parks & Recreation Board meeting held on June 18, 2020.

Motion passed (5-0)

REVIEW AND CONSIDER REQUEST FROM THE ROEPER SCHOOL TO HOLD CROSS COUNTRY MEETS AT BEVERLY PARK ON SEPTEMBER 3, 2020 AND OCTOBER 13, 2020

PARKS & RECREATION BOARD MEETING MINUTES – AUGUST 20, 2020 - PAGE 2

Administration received a request from the Roeper School's Athletic Department to hold two Cross Country meets at Beverly Park on Thursday, September 3, 2020 and Tuesday, October 13, 2020. Both events would begin at 4:30 p.m. Less than 100 people would be in attendance for the events. The request includes spray painting portions of the grass to outline the track. The school is not requesting use of the pavilion. The dates do not interfere with other events at the park.

Motion by Kondak, second by Bresnahan, the Parks and Recreation Board recommends approval of the Roeper School's request to hold Cross Country meets at Beverly Park on September 3, 2020 and October 13, 2020 at 4:30 p.m. provided that all social distancing guidelines are followed.

Motion passed (5-0)

DISCUSS HALLOWEEN HOOT

Goodrich read comments submitted by Borgon stating that she does not want to cancel the event and offering suggestions on social distancing. Goodrich agreed with Borgon's comments.

Bresnahan agreed that aspects of the event would need to be changed in light of coronavirus, but she does not want to cancel the event.

Ross concurred that if the event is held this year, it will look different than in previous years due to coronavirus.

The Board would like to discuss safe ways to hold the Halloween Hoot at the September meeting.

DISCUSS RIVERSIDE PARK LANDSCAPE MAINTENANCE

Rutkowski stated that there are two flowerbeds at Riverside Park in bad shape that need to be restored or removed.

Ross would like native flowers to remain in the flowerbeds.

Bresnahan will contact the County, MSU Extension, and/or nurseries to discuss options for revitalizing the flowerbeds at Riverside Park.

DISCUSS BUCKTHORN ERADICATION PROJECT

Rutkowski stated that the buckthorn eradication contract with Natural Community Services will expire at the end of 2020. Administration is seeking a recommendation from the Parks & Recreation Board on next steps to present to Council.

The Board members discussed the need to continue eradication efforts at Beverly Park. They also discussed the need for restoration and long-term maintenance. The Board was in agreement that the project would need to go out to bid.

Ross would like the specific space or zones identified in the bid specifications.

PARKS & RECREATION BOARD MEETING MINUTES – AUGUST 20, 2020 - PAGE 3

Goodrich would like to include more detail in the next bid specifications and include areas around the fence line, tennis courts, and sled hills.

The Board would like to discuss the scope of work, measures of success, and bid specifications further at the next meeting.

DISCUSS BEVERLY PARK LANDSCAPING

The Board discussed planting wildflowers and native plant seeds in the northwest side of Beverly Park and in the area between the playground and trail.

Goodrich would like to see a few more trees planted in the area being discussed.

Mueller would like to see a meadow and more trees planted in the park in the northwest corner or possibly near the sled hill.

Kondak provided an update on the ReLeaf grant tree planting. Holes will need to be dug in advance that are 36 inches wide and 24 inches deep. He suggested staking the trees and using the water bag/donuts once they are planted to increase their chances of survival.

The Board discussed October 17, October 18, and November 1 as possible dates for the community tree planting event.

DISCUSS ESTABLISHING MEMORIAL/PLAQUE GUIDELINES

If plaques are placed at the parks, the Board requested they be standardized or more uniform and suggested they require Village or Board approval prior to placement. The Board did not want to see plaques that are larger than a standard brick.

Motion by Ruprich, second by Ross, all plaques placed in the parks require prior Village approval and must adhere to standard size limits.

Motion passed (5-0)

DISCUSS FUTURE EVENT IDEAS

Bresnahan suggested a Village wide scavenger hunt and possibly having a beautification award.

LIAISON COMMENTS

Mueller stated that the upcoming millage renewal is a high priority and details will be discussed further at upcoming Council meetings. He emphasized that it is a millage rate renewal, so residents will not be paying a higher rate than they have been paying for the last ten years. He stated the passing of the millage renewal is critical for the parks and library services.

ADMINISTRATION COMMENTS

Rutkowski told the Board that a touchless hand sanitizer station was installed at the Beverly Park pavilion. She thanked Park Ranger, Luke Mercer, for all of his hard work this summer. The Villager Newsletter is now available to view on the website and will be arriving in mailboxes soon.

BOARD COMMENTS

Kondak commented on two dead oak trees in Beverly Park. He thanked Luke Mercer and all the Park Rangers for their hard work over the summer.

Ruprich welcomed Ross to the Board. She said she is looking forward to planning events again.

Bresnahan welcomed Ross and thanked the Park Rangers for their hard work.

Goodrich thanked Rutkowski for her work on the parks. He thanked the Rangers for their work every summer, especially on the woodchip path. He also thanked Council member Mooney for volunteering his time at Beverly Park. He encouraged residents to volunteer for the upcoming community tree planting.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

**PARKS & RECREATION BOARD MEETING MINUTES – SEPTEMBER 17, 2020 -
PAGE 1**

Present: Chairperson Borgon; Vice Chairperson Goodrich; Members: Bresnahan, Hausman, Ross, and Ruprich

Absent: Member: Kondak

Also Present: Clerk/Assistant Manager, Rutkowski
Council Liaison, Mueller

Chairperson Borgon called the meeting of the Parks and Recreation Board to order at 7:30 p.m. at the Beverly Park Pavilion located at 18801 Beverly Road, Beverly Hills, MI 48025.

**APPROVE MINUTES OF A PARKS & RECREATION BOARD MEETING HELD
AUGUST 20, 2020**

Motion by Bresnahan, second by Ruprich to approve the minutes of the Parks & Recreation Board meeting held on August 20, 2020.

Motion passed (4-0)

Ross arrived at 7:33 p.m.

PUBLIC COMMENTS

Nolan Lamphere, 17127 Beechwood, presented an Eagle Scout project proposal to the Board. He proposed constructing and installing 13 bat houses and 2 barn owl houses at Beverly Park.

Motion by Hausman, second by Ruprich, the Parks & Recreation Board recommends the Village Council approve Nolan Lamphere's Eagle Scout project proposal to build bat houses and owl houses at Beverly Park.

Motion passed (5-0)

Rob Wilker, 31320 Churchill, addressed the Board about creating a dog park in Beverly Hills.

DISCUSS HALLOWEEN HOOT

Trish Oen, Verona Circle, Volunteer Event Organizer, was present and commented that other nearby cities have canceled their Halloween events. She said some of the participants from previous years indicated to her that if the event was held, they would not be participating this year.

The Board discussed several ways to host a modified Halloween Hoot safely due to coronavirus concerns. Some of the suggestions included: a longer event time, so less people were at the park at once; a requirement to sign up for a specific time slot; prepackaged candy/goody bags; entering at the pavilion and exiting at Allerton; no pavilion activities; social distancing; mask requirement regardless of the costume; staying in vehicles/drive-thru event in the parking lot; decorated car parade; a drive thru event at an alternate location, such as a local school; and a light/decoration festival. The Board considered costs, traffic control, the timing, volunteers, whether to pass out candy, and a different event name. Hausman offered to reach out to

PARKS & RECREATION BOARD MEETING MINUTES – SEPTEMBER 17, 2020 - PAGE 2

Birmingham Public Schools about the possibility of hosting a Halloween event at the Groves parking lot.

DISCUSS ADDITIONS TO THE DIRT BIKE TRAIL AT BEVERLY PARK

Borgon read Goodrich's comments that stated he preferred using native and natural materials to maintain the trail; to which Borgon and Hausman agreed.

The Board discussed the general maintenance of the trail and in general found no need to expand the bike trail at this point.

REVIEW AND CONSIDER MEETING DATES AND SPECIAL EVENT DATES FOR 2021

Each year the Parks and Recreation Board must set a meeting schedule and post the dates to the public. The Board must also select dates for the 2021 special events. All of these dates will be published in the 2021 Village Calendar. A draft schedule was presented to the Board.

2021 Parks and Recreation Board Meeting Schedule

Meets at 7:30 pm in the Council Chamber in winter and fall

18500 W. 13 Mile Road, Beverly Hills, MI 48025

Meets at the Beverly Park Pavilion May - September

18801 Beverly Road, Beverly Hills, MI 48025

(unless otherwise noted)

January 21 (Joint Council/Parks & Rec)

February 18

March 18

April 15

May 20

June 17

July 15

August 19 (6:30 PM)

September 16 (6:30 PM)

October 21

November 18

2021 Special Events

Saturday, May 15 – Park Clean Up

Monday, May 31 – Memorial Day Parade and Carnival

Friday, June 4 – Concert in the Park

Friday, July 16 – Concert in the Park

Thursday, August 19 – Movie in the Park

Saturday, September 18 – Read in the Park

Saturday, October 23 – Halloween Hoot

**PARKS & RECREATION BOARD MEETING MINUTES – SEPTEMBER 17, 2020 -
PAGE 3**

Motion by Hausman, second by Bresnahan, the Village of Beverly Hills Parks and Recreation Board hereby approves the 2021 meeting schedule and special events schedule set forth above.

Motion passed (5-0)

DISCUSS BUCKTHORN ERADICATION PROJECT

Borgon commented that she would like to see some of the fallen debris left on the floor of the wooded area of Beverly Park in its natural state.

The Board discussed adding two more zones to the original buckthorn eradication proposal, for a total of four zones, with the intention of removing the buckthorn from the entire park.

The Board discussed potentially going to out to bid or using Oakland County's invasive species removal contractor for the project. Rutkowski will follow up regarding those options.

Goodrich arrived at 8:40 p.m.

DISCUSS FUTURE EVENT IDEAS

Hausman said she will submit the application for the Detroit Institute of Arts' Inside/Out Program and add the "Paint in the Park" idea to the application per Bresnahan's suggestion.

Hausman reminded the Board that the ReLeaf tree planting was scheduled for Saturday, October 17 at 9:00 a.m., but she would not be able to attend. The Board discussed creating a sign-up form and Hausman offered to reach out to ReLeaf to see if they are working on that.

Borgon and Bresnahan would like to have a scavenger hunt in the village.

LIAISON COMMENTS

Mueller encouraged everyone to read the September 1st and September 15th Council meeting minutes for more information on the proposed millage renewal.

ADMINISTRATION COMMENTS

Rutkowski reported that an invasive species called Japanese knotweed was identified at Riverside Park. Rutkowski will nominate Beverly Hills to receive an invasive species removal demonstration through the OC CISMA.

BOARD COMMENTS

Bresnahan gave an update on the wildflowers at Riverside Park. She contacted nurseries, but they only have seeds left and recommended doing the planting next spring.

Hausman asked about the fence along Beverly Road. Rutkowski reported that the fencing style was no longer manufactured, so the company is looking into alternatives.

ADJOURNMENT

The meeting was adjourned at 9:16 p.m.

PARKS & RECREATION BOARD MEETING MINUTES – OCTOBER 15, 2020 - PAGE 1

Present: Chairperson Borgon; Vice Chairperson Goodrich; Members: Bresnahan, Hausman, Kondak, and Ruprich

Absent: Members: Hausman and Ross

Also Present: Clerk/Assistant Manager, Rutkowski

Chairperson Borgon called the meeting of the Parks and Recreation Board to order at 7:32 p.m. at the Beverly Park Pavilion located at 18801 Beverly Road, Beverly Hills, MI 48025.

APPROVE MINUTES OF A PARKS & RECREATION BOARD MEETING HELD SEPTEMBER 17, 2020

Motion by Ruprich, second by Bresnahan, to approve the minutes of the Parks & Recreation Board meeting held on September 17, 2020.

Motion passed (5-0)

PUBLIC COMMENTS

Terrence Metz, Beverly Hills, and Brian Reemer, Beverly Hills, were in attendance and spoke about expanding the bike trail at Beverly Park. They expressed interest in creating jumps and noted that safety is their top priority.

DISCUSS RELEAF TREE PLANTING

Goodrich provided an overview for the tree planting scheduled for October 17, 2020. He noted that Borgon and Rutkowski will give remarks and ReLeaf will provide a demonstration before volunteers plant the trees.

DISCUSS FUTURE EVENT IDEAS

The Board discussed having a Village-wide Halloween themed Scavenger Hunt. Borgon provided a list of Halloween items/decorations that residents could locate around the Village. They discussed prizes and contactless delivery of the prizes. Completed forms would be sent via email and due by 11:59 on October 31, 2020.

Motion by Bresnahan, second by Goodrich, the Parks and Recreation Board recommends that the Village Council approve the Village of Beverly Hills Scavenger Hunt to be held October 21-31, 2020.

Motion passed (5-0)

Borgon requested a discussion item for Winter Family Fun Day be placed on the November agenda.

The Board discussed moving the location of the next meeting from the Council Chambers to the Beverly Park Pavilion due to COVID-19 safety concerns.

Motion by Ruprich, second by Kondak, the Parks & Recreation Board will hold the November 19, 2020 meeting at the Beverly Park Pavilion located at 18801 Beverly Road, Beverly Hills, MI.

Motion passed (5-0)

LIAISON COMMENTS

None.

ADMINISTRATION COMMENTS

Rutkowski gave an update on the Open Meetings Act amendment that was recently passed which allows electronic public meetings through the end of 2020 and remote participation in 2021 under special circumstances.

BOARD COMMENTS

Kondak said he was looking forward to the tree planting on Saturday. He expressed concern over the bike path at Beverly Park and changes to the natural wooded area.

Ruprich thanked Borgon for her efforts around the Halloween events.

Bresnahan commented on the weeds in the flower beds at Riverside Park.

Goodrich stated he was looking forward to the ReLeaf planting on Saturday and said someone will be there with a drone to take photos.

Borgon expressed her appreciation to the Board members for their work and communication with one another. She was also looking forward to the tree planting.

ADJOURNMENT

The meeting was adjourned at 8:40 p.m.



To: Honorable President George; Village Council Members
Chris Wilson, Village Manager

From: Kristin Rutkowski, Village Clerk/Assistant Village Manager

Subject: Buckthorn Eradication Project

Date: January 28, 2021

The Village of Beverly Hills previously contracted with Natural Community Services (NCS) for buckthorn eradication at Beverly Park. The contract expired in December of 2020.

The Parks & Recreation Board has been discussing the buckthorn eradication project at Beverly Park at several of their recent meetings.

At the August 2020 meeting, the Board reached a consensus that the eradication project should continue and requested to see more specific bid language from administration for review and recommendation. At the September 2020 meeting, the Board provided input for the “Scope of Work” section of a potential Request for Proposals (RFP). Among their recommendations, the Board would like to see the work expanded across the entire park. A map of the park is attached.

At the January 21, 2021 joint Parks & Recreation Board/Council meeting, members were provided with a few options to consider to continue the eradication project: extend the contract with NCS; put the project out to bid; opt-in to one of the two contracts held by Oakland County Parks for terrestrial invasive species removal; or bring the work in-house. The Board and Council also discussed expanding the buckthorn eradication project to include Riverside Park.

The benefits of the opt-in option are that the contractors have already gone through a competitive bid process and were vetted by Oakland County, and the prices should be less expensive due to bulk pricing. The participating contractors are Cardno Inc. and GEI Consultants of Michigan.

At the January 21, 2021 meeting, the Parks and Recreation Board unanimously recommended that the Village continue the buckthorn eradication project at Beverly Park and recommended that the Village Council instruct administration to obtain quotes from the Oakland County Parks contractors who offer opt-in options for buckthorn eradication at both Beverly Park and Riverside Park. The draft minutes of the January 21st meeting are included in this packet.

Recommended Resolution:

Be it resolved, the Beverly Hills Village Council instructs administration to obtain quotes from the Oakland County Parks invasive species removal contractors who offer opt-in options for buckthorn eradication at Beverly Park and Riverside Park.

Attachment



Beverly Park

Zone A

CRYSTAL SPRINGS

Zone D

Zone B

Zone C

BEVERLY HILLS SUB NO 12

BEVERLY HILLS ESTATES SUB NO 2

Alton Ct

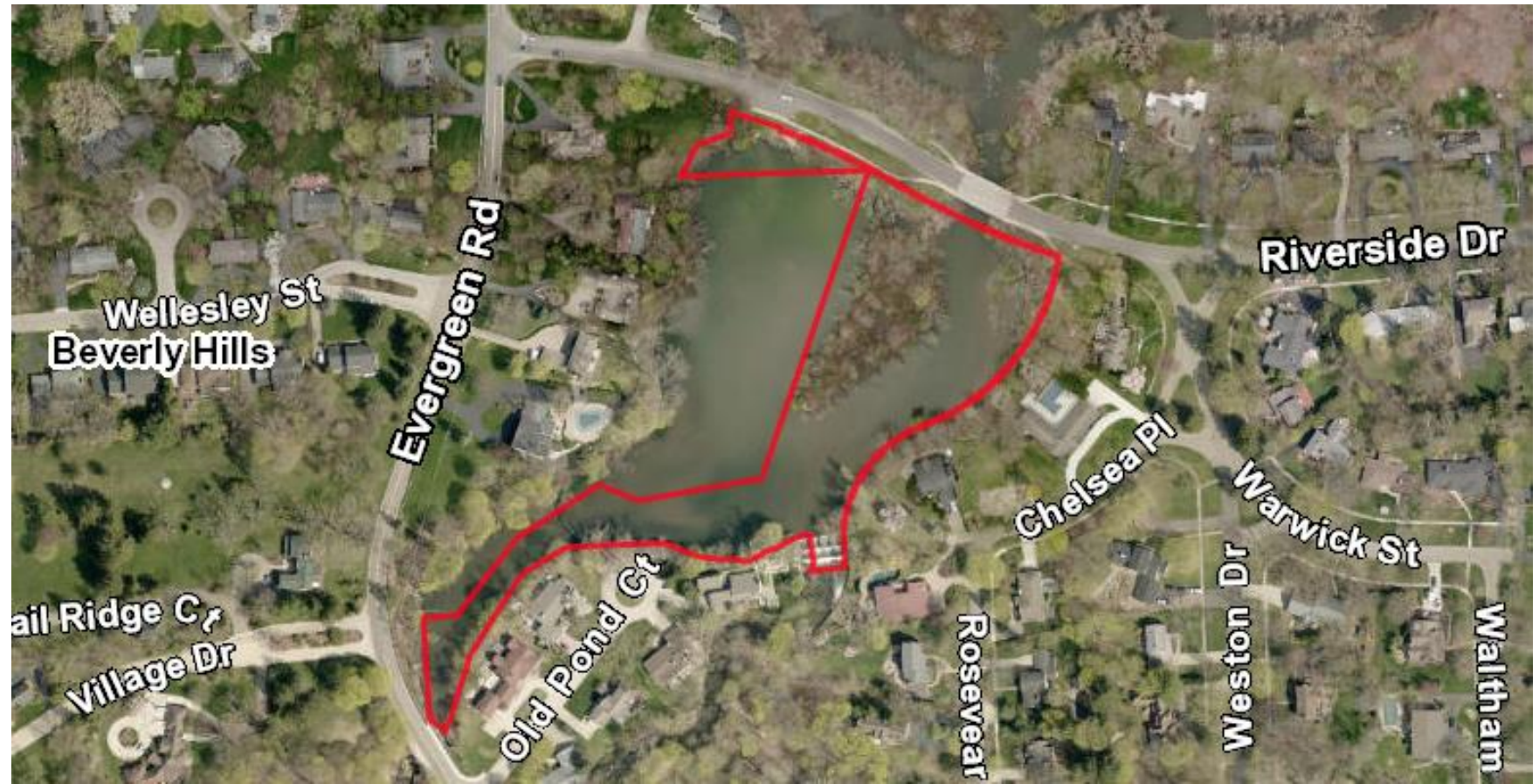
Mayfair Ln

Southview St

Nixon St

Alton Dr

Riverside Park



VILLAGE MANAGER'S REPORT
CHRIS D. WILSON
JANUARY 29, 2021

Evergreen Farmington System Updates – Village Administration met this week with representatives from WRC to discuss upcoming changes and modifications to the Evergreen Farmington System. This is the separated sewer system that services primarily the area west of Southfield Rd. Through many years of study and discussion the EFSDS is going to be making modifications to our overall capacity allocations and the primary Evergreen interceptor. There will be two phases to this project, one of which will be the acquisition of additional capacity by the EFSDS and the other will be the structural modifications to existing infrastructure. These changes will not have an impact on combined areas within the GWK drainage district. As one of the EFSDS communities, the Village will be responsible for approximately 5% of the cost of these improvements. As the EFSDS is operated as a Chapter 20 drain by Oakland County, bonds will be issued by Oakland County for this work on behalf of the Village and other EFSDS member communities. Village Administration will analyze these costs and whether to pay up front or over the proposed 20 year bond period. WRC will be making a formal presentation to the Village and all EFSDS communities in the coming months as they seek to modify the existing community agreements to facilitate these projects. The existing agreements date to 1989 and are in need of updating. Through completion of these projects, the EFSDS should be able to meet all the terms of existing Administrative Consent Orders (ACO's) and complete a process that began over 30 years ago to modernize and improved this system.

Consumers Energy Projects – Consumers Energy informed the Village this week that they will commence gas line replacement projects this spring in the City of Royal Oak that will cross over into portions of Beverly Hills. This work is scheduled to begin on April 19th and will be completed by May 31st. A separate Phase II project in Royal Oak will extend to the Village border on Greenfield Rd. This project will start on May 24th and will be completed by June 12th. The Village is obtaining maps and will notify impacted residents and businesses impacted by this work. Consumers Energy also does their own public outreach.

Inside|Out Art Program – The Village of Beverly Hills and the Parks & Recreation Board are excited to announce the return of the Detroit Institute of Arts Inside|Out program to the village in 2021. Five high-quality art reproductions will be displayed at various locations throughout the village. Beverly Hills is one of 24 communities across Macomb, Oakland and Wayne counties to host Inside|Out in 2021. Pieces will be on view from May through October. More information on the pieces of art, locations and possible events associated with the display will be forthcoming.

Winter Taxes – Winter Taxes are due to **Southfield Township** by Tuesday, February 16th. Payments may be mailed or dropped off to the Township Office. Beginning Monday, February 1st, the Township Offices will be opened to the public from 10-2. Notices of Assessment for 2021 will be going out in the mail soon. If you have any questions you can call the Southfield Township Treasurer at 248-540-3420.

Offices Closed – Village and Township Offices will be closed on Monday, February 15th in observance of Presidents Day. Trash service will not be interrupted.

Beverly Hills Public Safety Activity Report

January 14th- January 28th, 2020

- The Public Safety Department is currently looking for applicants for Public Safety Officer. Please visit our website, www.beverlyhillspolice.com to see if you qualify.
- For more information on Coronavirus Disease and vaccine please visit;
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.ready.gov/>
<https://www.Michigan.gov/coronavirus>
<https://www.oakgov.com/covid/Pages/default.aspx>
<https://oaklandcountyvaccine.com>

Congratulations to Lieutenant Chad Trussler on his retirement! He has served the community for over twenty years in many roles such as School Liaison Officer, Detective, Detective Sergeant, and Patrol Sergeant. We wish him continued success in his new position.

Congratulations to Officer Jeff Moore on his promotion to Sergeant! Officer Moore has contributed to the success of the Public Safety Department through the Field Training Program and Investigation Division. Officer Moore also serves as an instructor at the Oakland Community College Police Academy. He will continue to serve the community well.

CALLS FOR SERVICE

- 164 Calls for Service
- 59 Tickets issued.
- 16 Property/School checks.
- 10 Arrests.
- 5 Operation Medicine Cabinet.
- Gun Permit
- 5 Medicals on 13 Mile Rd.
- 2 Motorist Assists on 13 Mile Rd.
- Alarm on 13 Mile Rd.
- Parking complaint on 13 Mile Rd.
- Reckless Driving complaint on 13 Mile Rd.
- Suspicious Circumstance complaint on 13 Mile Rd.

- Suspicious Vehicle complaint on 13 Mile Rd.
- 2 Suspicious Persons complaints on 13 Mile Rd.
- Alarm on 14 Mile Rd.
- Traffic Accident on 14 Mile Rd.
- Assist Franklin-Bingham Police with an accident on 14 Mile Rd.
- Traffic Investigation on Greenfield
- 4 Alarms on Southfield
- Fire Alarm on Southfield
- 2 Medicals on Southfield
- 3 Traffic Accidents on Southfield
- E.O. complaint on Southfield
- Reckless Driving on Southfield
- Motorist Assist on Southfield
- Trespass complaint on Southfield
- Suspicious Vehicle on Southfield
- Animal complaint on Lahser
- 2 Traffic Accidents on Lahser
- Medical on Chelton
- Larceny on Locherbie
- Alarm on Nottingham
- Citizen Assist on Madison
- Officers responded to Troy Police Dept. to arrest an individual held on a Beverly Hills Warrant. The arrest was completed without incident.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Noise complaint on Elizabeth
- Parking complaint on Huntley Sq. N.
- Suspicious Persons complaint on Elizabeth
- Officers responded to Birwood for an assault. Officers arrested one individual without incident.
- Parking complaint on Sheridan
- Medical on Elwood
- Lift Assist on Village Pines
- Medical on Verona
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating without a license. The driver was arrested without incident.
- Carbon Monoxide Alarm on Ronsdale
- Noise complaint on Elizabeth
- Neighbor Dispute on Stellamar
- Alarm on Embassy
- Fireworks complaint on Huntley Sq. E.
- Medical on Walmer

- Assist DPW on Sheridan
- Parking complaint on Birwood
- Suspicious Vehicle on Huntley Sq.
- Officers stopped a vehicle on Southfield for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Medical on Kirkshire
- Civil Dispute on Elizabeth
- Medical on Riverside
- Medical on Dover
- Suspicious Persons complaint on Riverside
- Assist Birmingham Police with a complaint on Woodward
- Medical on Elizabeth
- Alarm on Reedmere
- Alarm on Amherst
- Medical on Amherst
- Medical on Charrington
- Welfare Check on Warwick
- Fire Alarm on Walmer
- Animal complaint on E. Rutland
- Parking complaint on Buckingham
- Fraud on Hobnail
- Suspicious Persons complaint on Embassy
- Suspicious Circumstance complaint on Dunblaine
- Officers stopped a vehicle on 14 Mile for a traffic violation. The driver was operating without a license. The driver was arrested without incident.
- Medical on Birwood
- Alarm on Orchard Pl.
- Neighbor Trouble on Huntley Sq. E.
- Assist Berkley Public Safety with a fire alarm
- Officers stopped a vehicle on Lahser for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Carbon Monoxide Alarm on Riverside
- Citizen Assist on Wilshire
- Peace Officer on Metamora
- Odor Investigation on Saxon
- Officers stopped a vehicle on Tremont for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Lift Assist on Marguerite
- Traffic Accident on Kirkshire

- Officers stopped a vehicle on Evergreen for a traffic violation. The driver was suspected of operating while intoxicated. The driver was arrested without incident.
- Medical on Mayfair
- Officers stopped a vehicle on Greenfield for a traffic violation. The driver was operating on a suspended license. The driver was arrested without incident.
- Harassing Phone complaint on Smallwood
- Suspicious Circumstance complaint on Beechwood
- Citizen Assist on Birwood
- Domestic Assault on Huntley Sq. E.

FIRE PREVENTION

- 30 Fire/EMS reports reviewed
- 12 Fire training hours entered into ISO records
- 10 EMS training hours entered into continuing education records
- 1 EMS license renewal audits of training files completed
- 8 Oakland County Medical Control Authority EMS Continuing Education sponsorship courses verified
- Bi-Weekly NFIRS data export uploaded to FEMA
- Instruct Incident Safety Officer course, Day 1 – Units 1 & 2, hosted by the South Oakland Fire Association
- Attend Oakland County Medical Control Authority Protocols Committee meeting via teleconference
- Attend CLEMIS Advisory meeting via teleconference
- Instruct Incident Safety Officer course, Day 2 – Units 3 & 4, hosted by the South Oakland Fire Association
- Attend FEMA Regional Grant informational meeting via teleconference.
- Instruct Incident Command and Resource Management for the Fire Service course, Day 1 – Units 1 & 2, hosted by the South Oakland Fire Association
- Attend FEMA Assistance to Fire Fighters Grant webinar training for 2020/21 grant submission via teleconference
- Attend Oakland County Association of Arson and Fire Investigators Board meeting via teleconference
- Attend monthly MABAS 3201 via teleconference
- Attend Oakland County Medical Control Authority EMS Operations Committee meeting via teleconference
- Onboarding three PSO's to the BRYX alerting system
- Four sets of Fire Fighting Personal Protective Equipment measured
- Review Fire Suppression System Report for 17696 Thirteen Mile
- Submit retirement of LT. Trussler to Bureau of Fire Services System Maintenance of Knowledge and Education (SMOKE) system

- Submit Michigan Company Officer Series Application for PSO Thomas to Bureau of Fire Services System Maintenance of Knowledge and Education (SMOKE) system for approval
- Supervise Road Patrol
- Complete EMS for Children survey for the National EMS for Children Data Analysis Resource Center
- Supervise Road Patrol
- Update Fire Response Box Alarm Cards due to permanent decommission of Air Cascade unit
- Coordinate COVID-19 vaccinations for department personnel
- Memorandum of Understanding for 2020 FEMA Assistance to Fire Fighters Grant (AFG) program regional submission signed by all five participating partners (Berkley, Beverly Hills, Bloomfield Hills, Farmington, and Huntington Woods) Public Safety Director's
- Reviewed and continued draft of Cost/Benefit narrative for 2020 FEMA Assistance to Fire Fighters Grant program submission
- Reviewed and continued Critical Infrastructure narrative for 2020 FEMA Assistance to Fire Fighters Grant program submission
- Reviewed and continued New Risk narrative for 2020 FEMA Assistance to Fire Fighters Grant program submission
- Reviewed and continued Financial Assistance narrative for 2020 FEMA Assistance to Fire Fighters Grant (AFG) program regional submission
- Reviewed and continued Community Description narrative for 2020 FEMA Assistance to Fire Fighters Grant (AFG) program regional submission
- Reviewed and continued Multiple Organization narrative for 2020 FEMA Assistance to Fire Fighters Grant (AFG) program regional submission
- Reviewed and continued Project Description narrative for 2020 FEMA Assistance to Fire Fighters Grant (AFG) program regional submission
- Reviewed and continued Statement of Effect narrative for 2020 FEMA Assistance to Fire Fighters Grant (AFG) program regional submission
- Compiled equipment assessment needs for 2020 FEMA Assistance to Fire Fighters Grant (AFG) program regional submission
- Completed and submitted required course flyers to the Bureau of Fire Services for Elevator Training course being hosted by the South Oakland Fire Association on February 3, 2021
- Completed and submitted required course flyers to the Bureau of Fire Services for SOFA Elevator Training course being hosted by the South Oakland Fire Association on February 10, 2021
- Attend monthly South Oakland Fire Association meeting
- Attend Michigan State Fire Marshal Wednesday Wrap via tele-conference

INVESTIGATIONS

- CFS Closed and Reviewed 151
- Reviewed 30 case reports for a disposition
- Followed up and reviewed cases of which 25 were closed and 5 remained open
- 5 Case were assigned
- 4 Reports written on current cases
- 37 Current active investigations
- 4 Current pending investigations
- Follow up on Implied threats complaint. Partnered with the FBI.
- Follow up on computer harassment complaint
- Follow up and completed two search warrants for fraud cases
- Follow up on a trespassing complaint
- Follow with the Prosecutor on an assault complaint.
- F/U neighbor trouble X2.
- Attended AXON Camera training.
- Det Moore conducted 2 dept. Axon camera training.
- Dropped off latent prints.
- Det Moore attended Fire Officer Training.
- Birmingham Schools resumed class, SLO followed up with visits at Groves HS.
- Michigan State Forfeiture completed.
- Conducted follow up on background investigation.

Enforcement List - Inspection Summary

01/29/21

Enforcement Number	Address	Filed	Status	Closed
E200185	31945 INGLEWOOD DR	12/15/20	Closed	12/16/20
ANONYMOUS LETTER RECEIVED BY THE VILLAGE ON DEC 07 2020.				

12-15-2020

OFFICER FOUND LETTER IN MAILBOX. LETTER INDICATED A POLITICAL SIGN WAS STILL IN THE YARD OF 31945 INGLEWOOD AVE.

OFFICER SPOKE WITH THE OWNER OF THE HOME WHO STATED THE RESULTS OF THE ELECTION WERE NOT COMPLETED. OFFICER INDICATED THE CODE STATES POLITICAL SIGNS SHALL BE REMOVED WITHIN 10 DAYS OF ANY ELECTION TO WHICH THEY RELATE.

OWNER INDICATED HE UNDERSTOOD AND WOULD TAKE IT DOWN.

12-16-2020

OFFICER OBSERVED SIGN TAKEN DOWN FROM FRONT OF LAWN.

Code	Date Next Action		Next Action		
22.32	12/17/2020		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E200186	15743 BIRWOOD AVE	12/17/20	Closed	12/28/20

Enforcement List - Inspection Summary

01/29/21

12-16-2020

MESSAGE LEFT REGARDING GARBAGE LEFT IN FRONT YARD. NEIGHBOR STATED RODENTS GOT INTO THE GARBAGE ON MONDAY AND THEY SPREAD THE GARBAGE ALL OVER THE FRONT YARD. SHE PICKED UP A BAG FULL ALREADY FROM HER AND HIS YARD BUT THERE IS STILL SOME REMAINING.

OFFICER ATTEMPTED NOTIFICATION IN PERSON AT THE DOOR TO NO AVAIL.
NOTICE LEFT IN DOOR SLOT.

12-21-2020

SITE INSPECTION REVEALED SOME GARBAGE STILL LAYING ABOUT ON THE LAWN. OFFICER ATTEMPTED TO RAISE CONTACT AT THE DOOR WITH NEGATIVE RESULTS.
2ND NOTICE PROVIDED TO THE HOME OWNER AND LEFT IN THE DOOR SLOT OF THE FRONT DOOR.

12-28-2020

TRASH PICKED UP ON FRONT YARD.

Code	Date	Next Action
302.1 / 302.5	12/28/2020	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200188	21648 N RIVERVIEW CT	12/22/20	OPEN	

Enforcement List - Inspection Summary

01/29/21

THIS OFFICER RECEIVED A CALL FROM A RESIDENT IN THE WEST WOOD COMMONS NEIGHBORHOOD WITH A CONCERN ABOUT A CAR ON A TRAILER PARKED ON PRIVATE PROPERTY. THE VEHICLE AND TRAILER COULD BE SEEN FROM THE WALKING TRAIL WHICH IS BEHIND THE COMMONS AREA. (BLIGHT) COMPLAINTANT STATED IT WAS TOO CLOSE TO THE RIVERS EDGE AND WAS A BLIGHT ISSUE.

THIS OFFICER LOCATED THE HOME, (LISTED) AND SPOKE WITH THE OWNER WHO STATED HE HAD A NEW DRIVE WAY POURED AND HAD TO MOVE THE (TWO) CARS WHICH MADE THEM VISABLE IN THE REAR OF HIS PROPERTY. HE STATED NOW THAT THE DRIVEWAY IS COMPLETED, HE WILL MOVE THEM BACK AND OUT OF THE VIEW. HE ALSO STATED HE WAS GOING TO SELL THE CARS AS HE HAS OTHER INTERESTS HE IS PURSUING SO THERE SHOULD BE NO FUTUTRE PROBLEMS.

OFFICER CONTACTED THE COMPLAINTANT AND WAS ADVISED OF THE OWNERS PLANS. COMPLAINTANT WAS HAPPY WITH THE RESULTS.

Code		Date Next Action		Next Action		
302.8		01/05/2021		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector	

Enforcement Number	Address	Filed	Status	Closed
E200189	32405 BELL VINE TRL	12/28/20	Closed	01/04/21

Enforcement List - Inspection Summary

01/29/21

12-24-2020

COMPLAINT OF DIRT AND MUD DEBRIS LEFT IN ROADWAY FROM CONSTRUCTION SITE TO SMALLWOOD.

12-28-2020

OFFICER CONTACTED ALEX FROM THE HB CONTRACTORS AND LEFT A MESSAGE TO CLEAN THE STREET OF MUD AND DEBRIS.

12-30-2020

OFFICER HAS NOT HAD A CALL BACK FROM THE CONTRACTOR.

OFFICER WOULD NOTE ON THIS DATE, THE WEATHER WAS A MIXTURE OF RAIN, SLEET AND SNOW WHICH IS SLOWLY WASHING AWAY WHAT MUD AND TRACK OUT THERE WAS ON THE STREET.

01-04-2020

OFFICER CHECKED BACK ON THE STREET AND A SIGNIFICANT AMOUNT OF MUD HAD DISOLVED AS THE SNOW HAD MELTED. CLOSED.

Code	Date	Next Action
13.12 (8)	01/04/2021	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E200190	30386 EMBASSY ST	12/22/20	Closed	12/22/20

Enforcement List - Inspection Summary

01/29/21

COMPLAINANT STATED THERE IS GARBAGE AND DEBRIS BLOWING AROUND THE YARD FROM THE CONSTRUCTION AND REMODELING PROJECT.

12-22-2020

OFFICER RESPONDED TO THE SITE AND OBSERVED THE DEBRIS BLOWING ABOUT THE PROPERTY. OFFICER GAINED THE ATTENTION OF A WORKER INSIDE AND GAINED THE PHONE NUMBER AND NAME OF THE CONTRACTOR PERFORMING THE WORK. THE WORKER WAS PERFORMING DRYWALL INSTALL AND REPAIR. WHILE ON SITE INSIDE THE HOME, MAJOR RENOVATIONS HAD BEEN TAKING PLACE. HVAC, ELECTRICAL AND PLUMBING WORK.
RESPONSIBLE NAME: NICK

COMPANY : BOJAJ MANAGEMENT LLC 51162 SHADOW RIDGE DR. MACOMB MI 48042-6043
PHONE : 586-770-1610

LISTED INFORMATION WAS RELAYED TO AND PROVIDED TO VILLAGE BUILDING INSPECTOR JOHN GIRARD.

INSP. GIRARD PROPMTLY CALLED RESPONSIBLE AND PUT AN ALL STOP WORK ORDER ON ADDRESS UNTIL ALL PROPER PERMITS WERE OBTAINED. NO PERMITS OBTAINED PRIOR TO THIS CONTACT.

CLOSED AS FAR AS THIS CODE ENFORCEMENT IS INVOLVED. FOR FURTHER SEE INSP. GIRARDS NOTATIONS.

Code		Date Next Action		Next Action		
13.12						
Inspection Type	Status	Result	Scheduled	Completed	Inspector	

Enforcement Number	Address	Filed	Status	Closed
E200191	18951 DEVONSHIRE DR	12/29/20	Closed	01/05/21

Enforcement List - Inspection Summary

01/29/21

PLEASE REMOVE COMMERCIAL EQUIPMENT FROM DRIVEWAY.
MULTIPLE WARNINGS IN THE PAST.

01-05-2021

OFFICER RESPONDED TO THE ADDRESS TO MAKE A SITE INSPECTION AND FOUND ALL THE
COMMERCIAL VEHICLES REMOVED FROM THE DRIVEWAY.

CLOSED.

Code	Date Next Action	Next Action			
22.08.330	01/05/2021	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
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E200192	32933 LONG BOW CT	12/30/20	Closed	01/04/21
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12-30-2020

OFFICER RECEIVED A CALL FROM A NEIGHBOR WHO STATED THE OWNER AT THE ABOVE
ADDRESS HAS PUT OUT APPROX 30 LEAF BAGS AT THE END OF HER DRIVEWAY. KNOWING
THE VILLAGE DEADLINE FOR LEAF PICK UP WAS BACK ON DECEMBER 15, SHE WAS
CONCERNED FOR FATE OF THE BAGS.

12-30-2020

OFFICER RESPONDED TO THE HOME AND SPOKE WITH THE HOMEOWNER ABOUT THE PLAN
FOR THE BAGS. OFFICER DESCRIBED AND INFORMED HER OF THE DECEMBER 15 DEADLINE
WHICH SHE WAS UNAWARE OF. OWNER STATED SHE WOULD WORK ON ARRANGEMENTS TO
HAVE THEM PICKED UP IN THE NEXT TWO WEEKS. OFFICER INFORMED HER OF THE
VILLAGES CODES AND THE CONDITION IF THE VILLAGE IS LEFT TO DISPOSE OF THE BAGS,
SHE WOULD INCUR THE COST OF DISPOSAL.

01-04-2021

OFFICER CONDUCTED A SITE CHECK ON THE ABOVE ADDRESS AND FOUND THE LEAF BAGS
GONE.

CLOSED.

Code	Date Next Action	Next Action
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Enforcement List - Inspection Summary

01/29/21

302.1

01/13/2021

SITE
INSPECTION

Inspection Type Status Result Scheduled Completed Inspector

Enforcement Number	Address	Filed	Status	Closed
E200193	16267 W 14 MILE RD	12/30/20	Closed	01/04/21

12-29-2020

OFFICER RECEIVED A MESSAGE FROM HOMEOWNER AT 16277 KIRKSHIRE REGARDING A BRIGHT LIGHT COMING FROM THE NEW BUSINESS REMODELING PROJECT AT THE LISTED ADDRESS. INFORMANT STATED IT SHINES 15 HRS A DAY AND IT SHINES INTO HER BEDROOM FROM DUST TIL DAWN.

12-30-2020 0825HRS

OFFICER RESPONDED TO THE 14 MILE ADDRESS WHILE THE STREET LIGHTS WERE STILL LIT. OFFICER OBSERVED THE ONLY BUILDING OBSERVABLE FROM THE KIRSKSHIRE ADDRESS. THIS OFFICER THEN CALLED THE COMPLAINTANT TO TRY AND FURTHER IDENTIFY AND VERIFY WHICH LIGHT WAS IN QUESTION. NO ANSWER UPON CALLING THE NUMBER LEFT SO THIS OFFICER LEFT A MESSAGE.

12-30-2020

COMPLAINANT CALLED BACK AND STATED THE PREVIOUS NIGHT THE LIGHT HAD NOT BEEN SHINNING IN HER DIRECTION ANY MORE AND TO DISREGARD. OFFICER ADVISED IF THERE WERE ANY FURTHER PROBLEMS TO CALL BACK FOR FOLLOW UP.

Code	Date Next Action	Next Action
22.09.050	01/04/2021	SITE INSPECTION

Inspection Type Status Result Scheduled Completed Inspector

Enforcement Number	Address	Filed	Status	Closed
E210001	18875 BEDFORD RD	01/07/21	Closed	01/07/21

Enforcement List - Inspection Summary

01/29/21

01-07-2021

THIS OFFICER RECEIVED A LETTER FROM AN ANONYMOUS NEIGHBOR ON THIS DATE INDICATING THERE IS TRASH BUILT UP AT THE GARAGE DOOR OF THE THE LISTED HOME WHICH IS BEING REMODELED. THE LETTER INDICATED THE TRASH WAS PLACED THERE TWO DAYS AFTER THE GARBAGE PICK UP WAS TO BE MADE. THE LETTER ALSO INDICATED A POSSIBLE RODENT HARBORAGE HOWEVER IT APPEARS THE TRASH IS ALL HARD STRUCTURAL FRESH ACTIVE REMODEL REFUSE (FRESH IN NATURE.)

THE LETTER IS DATED: 01-02-2021

THE U.S. POST OFFICE PROCESS STAMP IS DATED: 01-04-2021

THE RECEIVED DATE STAMP OF BEVERLY HILLS IS: 01-06-2021

THE BUILDING INSPECTOR J GIRARD STATED ON 01-06-2021 HE WAS ON PROPERTY AND OBSERVED THE REMODEL REFUSE REMOVED FROM THE PROPERTY.

CLOSED.

Code	Date	Next Action	Next Action		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E210002	15619 KIRKSHIRE AVE	01/12/21	Closed	01/12/21

Enforcement List - Inspection Summary

01/29/21

COMPLAINT BY NEIGHBOR WAS CALLED IN FOR THE BACK YARD BEING VERY MESSY AND IT IS INTERFERING WITH THE NEIGHBOR SELLING HER HOME.

01-12-2021

THIS OFFICER RSPONDED TO THE NEIGHBOR'S HOME AND SPOKE WIITH THE NEIGHBOR. THERE HAS BEEN A LONG HISTORY (30YEARS) BETWEEN THE TWO. NEIGHBOR AGREED THAT NO CLEAN UP WAS GOING TO TAKE PLACE THIS TIME OF YEAR (29 DEGREES) AND ALSO AGREED THE CURRENT OWNER WAS NOT IN A FINANCIAL POSITION TO MAKE ANY CAPITAL IMPROVEMENTS. THIS OWNER IS ELDERLY (75+) AND DURING THE PANDEMIC SHOULD BE MAINTAINING HER EXPOSURE TO OTHERS TO A MINUMUM. OFFICER INQUIRED IF SHE HAD EVER HEARD OF THE "NEXT" PROGRAM IN SUGGESTING IT FOR HER NEIGHBOR. THE NEIGHBOR STATED HER NEIGHBOR DID NOT QUALIFY BECAUSE THERE WAS NO CURRENT INSURANCE ON THE HOME. THE NEIGHBOR WAS SATISFIED THAT LITTLE COULD BE DONE AT THE MOMENTAND THAT THIS WOULD BE ADDRESSED IN THE SPRING WHEN COVID 19 WAS POSSIBLY UNDER CONTROL AND THE WEATHER WAS SAFER FOR HER TO OUTSIDE IN.

Code		Date Next Action		Next Action		
302.1						
Inspection Type	Status	Result	Scheduled	Completed	Inspector	

Enforcement Number	Address	Filed	Status	Closed
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E210003 15567 KIRKSHIRE AVE 01/12/21 Closed 01/14/21
COMPLAINTANT REQUESTED THE POLITICAL SIGN BE TAKEN DOWN FROM FRONT YARD.

01-12-2021

OFFICER RESPONDED TO RESIDENCE AND ATTEMPTED CONTACT WITH NEGATIVE RESULTS. FIELD CORRECTION NOTICE LEFT IN FRONT DOOR.

01-14-21

OFFICER RESPONDED TO THE LISTED ADDRESS AND MET WITH THE OWNER WHO WALKED OUT A TOOK THE SIGN DOWN FROM HIS FRONT YARD.

Code		Date Next Action		Next Action		
22.32		01/14/2021		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector	

Enforcement List - Inspection Summary

01/29/21

Enforcement Number	Address	Filed	Status	Closed
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E210004	31317 W CHELTON DR	01/13/21	OPEN	
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COMPLAINANT STATED HE HAS SOME CONCERNS ABOUT THE "POLITICAL" SIGN POSTED IN THE YARD.

01-13-2021

OFFICER RESPONDED TO THE ADDRESS AND OBSERVED THE ATTACHED SIGN IN THE YARD: SEE ATTACHMENT. OFFICER THEN CONTACTED THE VILLAGE PLANNER TO ACHIEVE CLARITY ON WHAT TYPE OF SIGN IT IS. THE PLANNER STATED IT FALLS UNDER THE 22.32.050 EXEMPT SIGNS (13) GENERAL EXPRESSION SIGN.

PHONE MESSAGE HAD TO BE LEFT WITH COMPLAINANT.

01-14-21

OFFICER CALLED COMPLAINANT BACK AND OFFICER HAD THE WRONG ADDRESS. THE SIGN IS A POLITICAL SIGN. THIS OFFICER RESPONDED TO 31316 WEST CHELTON.

01-14-21

OFFICER OBSERVED A POLITICAL CANDIDATE SIGN IN THE FRONT YARD. FIELD CORRECTION NOTICE LEFT IN FRONT DOOR.

01-19-21

RECEIVED A PHONE MESSAGE FROM OWNER OF THE LISTED PROPERTY WHO INDICATED HE TOOK THE SIGN DOWN. HE ALSO STATED HE PUT THE SIGN UP ORIGINALLY TO SHOW UNITY FOR HIS POLITICAL CANDIDACY CHOICE WHEN THE "INSURRECTION" OCCURRED.

THIS OFFICER RESPONDED TO THE ADDRESS AND FOUND THE OWNER HAD TAKEN THE SIGN DOWN ONLY TO POST IT ON THE FRONT DOOR OF HIS RESIDENCE. THIS OFFICER CALLED THE OWNER AND SPOKE TO HIM REGARDING THE INTENT AND THE RESPECT FOR THE CODE WHICH SHOULD HAVE TAKEN PRECEDENCE IN THE MATTER. THE OWNER UNDERSTOOD AND TOOK THE SIGN DOWN FROM THE FRONT OF HIS DOOR.

CLOSED.

Code	Date Next Action	Next Action
	01/14/2021	SITE INSPECTION

Enforcement List - Inspection Summary

01/29/21

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E210005	18135 DUNBLAINE AVE	01/14/21	OPEN	
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01-11-21

I RECEIVED A LETTER FROM THE PLANNING AND ZONING ADMIN REGARDING A PROBLEM WITH THE FENCE INSTALLATION AT THE PROPERTY. THE FACE OF THE FENCE WAS FACING INWARD TOWARD THE PROPERTY. THE PLANNING ADMIN REQUESTED I CHECK ON THE FENCE TO SEE IF THERE WAS ANY CHANGE OR CORRECTION COMPLETED NOW THAT THE OWNER HAS RECEIVED THE CORRECTION LETTER.

ON THIS DATE, THIS OFFICER RESPONDED TO THE ADDRESS AND FOUND NO CORRECTION HAS BEEN MADE AS OF THIS DATE. A BUSINESS CARD WAS LEFT IN THE MAILBOX WITH CONTACT INFORMATION AND A MESSAGE TO CONTACT THIS OFFICER.

01-18-21

RECEIVED A MESSAGE FROM THE OWNER TO CALL HIM RESULTING FROM THE BUSINESS CARD LEFT.

OFFICER CALLED BACK AND SPOKE WITH HIM REGARDING THE REPAIR. HE IS PLEDGING TO REPAIR THE ISSUE BUT WOULD LIKE TO SPEAK WITH HIS REAL ESTATE AGENT BEFORE REPAIRING IT HIMSELF AS THIS MIGHT HAVE BEEN DELT WITH DURING THE NEGOTIATION OF THE PROPERTY. OTHER WISE I HAD RECOMMENDED THIS BE REVISITED IN APRIL 2021 (WEATHER) AS A REMEDY DATE. FIRST BABY DUE ON 04-11-2021.

Code	Date Next Action	Next Action
22.08.1501A	05/03/2021	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E210006	16144 MARGUERITE ST	01/13/21	Closed	01/20/21
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Enforcement List - Inspection Summary

01/29/21

01-13-2021

THIS OFFICER RECEIVED A COMPLAINT REGARDING A BUILD UP OF MISC. PROPERTY COVERED BY A TARP IN THE LISTED DRIVEWAY. THE COMPLAINANT ALSO INDICATED THERE WAS AN ABANDON VEHICLE BEING STORED IN THE DRIVEWAY WITH A FLORIDA LICENSE PLATE AS WELL AS SOME IMPROPER FENCING SURROUNDING THE YARD.

01-13-2021

THIS OFFICER MET THE COMPLAINANT WHO WALKED THIS OFFICER TO THE BACK OF HIS YARD WHERE THIS OFFICER WAS SHOWN THE BACK YARD OF THE LISTED ADDRESS AND THE BUILD UP OF LIGHT CONSTRUCTION MATERIALS (OLD NOW SOLID CEMENT BAGS AND PLYWOOD) IN THE BACK OF THE SHED. A MAKE SHIFT UNAPPROVED FENCE AND A TARP WHICH COVERED FURNITURE.

THIS OFFICER THEN WALKED OVER TO THE LISTED ADDRESS AND SPOKE WITH THE HOMEOWNER WHO INVITED THIS OFFICER INTO BACK YARD INORDER TO DISCUSS THE ISSUES. THIS OFFICER EXPLAINED THE AREAS WHICH NEED TO BE CLEANED AND REMOVED WHICH INCLUDED THE INQUIRY AS TO THE EXPIRED FLORIDA PLATED VEHICLE. THE OWNER STATED HIS DAUGHTER WAS BACK FROM SCHOOL AND DUE TO GLOBAL PANDEMIC OF COVID 19 WAS UNABLE TO REGISTER THE CAR AS OF THIS DATE AND INDICATED THERE HAS NOT BEEN THE NEED TO DUE TO THE STATES RECOMMENDATIONS REGARDING UNCESSARY TRAVEL. THE VEHICLE APPEARED TO BE IN RUNNING CONDITION HOWEVER. THIS OFFICER ASKED THE OWNER FOR A TIMELINE WHICH HE COULD HAVE THE LISTED ISSUES REMEDIED. THE OWNER STATED HE WOULD HAVE THE AREAS OF RESPONSIBILITY COMPLETED BY 01-20-2021. THE VEHICLE IS UNDERSTOOD COULD NOT BE HELD TO THE SAME TIMELINE DUE TO THE SLOW DOWNS BY MI SOS. HOWEVER THE OWNER WAS ASKED TO START THE REGISTRATION PROCESS WITHIN THIS TIME FRAME.

01-20-2021

RESPONDED TO THE HOME AND THE OWNER MET ME OUTSIDE AND SHOWED ME THE PROPERTY. THE ITEMS IN QUESTION WERE REMOVED FROM THE PROPERTY. THE FENCE WAS TAKEN DOWN, THE TARP WITH FURNITURE WAS GONE, THE WOOD PILE WAS GONE. THE OWNER ALSO SHOWED THIS OFFICER A RESERVATION AT THE S.O.S. IN ORDER TO REGISTER THE VEHICLE IN THE DRIVEWAY.

CLOSED.

Code	Date Next Action	Next Action			
302.1, 22.08.460,	01/20/2021	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement List - Inspection Summary

01/29/21

Enforcement Number	Address	Filed	Status	Closed
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E210007	31316 W CHELTON DR	01/14/21	Closed	01/19/21
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THE COMPLAINT WAS RECIEVED REGARDING THE LISTED ADDRESS PLACING A POLITICAL SIGN IN THE FRONT YARD MONTHS AFTER THE ELECTION WAS OVER.

01-14-21

THIS OFFICER RESPONDED TO THE ADDRESS AND FOUND THE POLITICAL CANDIDATE IN PLACE ON THE FRONT YARD. THIS OFFICER ATTEMPTED CONTACT AT THE FRONT DOOR WITH NO RESPONSE. FIELD CORRECTION NOTICE ISSUED AND PLACED IN THE FRONT DOOR.

01-19-21

RECEIVED A PHONE MESSAGE FROM OWNER OF THE LISTED PROPERTY WHO INDICATED HE TOOK THE SIGN DOWN. HE ALSO STATED HE PUT THE SIGN UP ORIGINALLY TO SHOW UNITY FOR HIS POLITICAL CANDICY CHOICE WHEN THE "INSURRECTION" OCCURRED.

THIS OFFICER RESPONDED TO THE ADDRESS AND FOUND THE OWNER HAD TAKEN THE SIGN DOWN ONLY TO POST IT ON THE FRONT DOOR OF HIS RESIDENCE. THIS OFFICER CALLED THE OWNER AND SPOKE TO HIM REGARDING THE INTENT AND THE RESPECT FOR THE CODE WHICH SHOULD HAVE TAKEN PRESEDENCE IN THE MATTER. THE OWNER UNDERSTOOD AND TOOK THE SIGN DOWN FROM THE FRONT OF HIS DOOR.

CLOSED.

Code		Date Next Action		Next Action		
22.32 (6) B.		01/20/2021				
Inspection Type	Status	Result	Scheduled	Completed	Inspector	

Enforcement Number	Address	Filed	Status	Closed
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E210008	19777 BEVERLY RD	01/19/21	OPEN	
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Enforcement List - Inspection Summary

01/29/21

AS OFFICER WAS INVESTIGATING A POSSIBLE DEAD TREE WHICH WAS CALLED IN AT THE NEIGHBORS HOME, THIS OFFICER OBSERVED A BUILD UP OF JUNK AND DEBRIS: ALUMINUM SIDING ON GROUND, TIRES, MISC WOOD PILED UP.

THE OWNER WALKED OUT TO OFFICER WHO INDICATED HE WOULD PICK UP THE DEBRIS WHEN THE WEATHER IMPROVED AND HE COULD MOVE THEM FROM THE FROZEN GROUND.

Code		Date Next Action		Next Action		
302.1		02/15/2021		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector	

Enforcement Number	Address	Filed	Status	Closed
E210009	32477 WESTLADY DR	01/20/21	Closed	01/21/21

Enforcement List - Inspection Summary

01/29/21

UNK CALLER LEFT MESSAGE REGARDING A CONSTRUCTION TRUCK "STORED" ON THE PRM CONSTRUCTION PROPERTY ALONG WITH IMPROPER FENSING. NO PROPERTY ADDRESS LEFT ON MESSAGE WITH NO CALL BACK INFORMATION LEFT.

OFFICER SPOKE WITH BUILDING INSPECTOR JOHN GIRARD AND OBTAINED TWO ADDRESSES THIS COULD BE. OFFICER DROVE OUT TO CHECK THOSE PROPERTIES AND DID NOT FIND THE CONDITIONS DESCRIBED.

THIS OFFICER KEPT DRIVING THROUGH THE STREETS OF BEVERLY HILLS AND LOCATED LISTED ADDRESS MATCHING THE DESCRIPTION OF THE DESCRIBED SITE. THIS OFFICER OBSERVED A PARTIALLY BUILT FENCE AND A FOUNDATION CONSTRUCTION TRUCK ON PROPERTY.

THIS OFFICER CALLED THE BUILDER AND SPOKE WITH OWNER PAUL MOONEY WHO STATED HIS WORKERS WERE ACTIVELY BUILDING THE FENCE AND RAN OUT OF SUPPLIES. HIS SUPPLY COMPANY RAN OUT OF RESOURCES AND HAD TO STOP UNTIL THE SUPPLIES CAME IN. THE HOUSE IS NOT AN ACTIVE SITE AS OF THIS DATE SO THERE WAS NO SAFETY HAZARD PRESENT.

THIS OFFICEER ASKED ABOUT THE TRUCK TO WHICH MR MOONEY STATED HE HAD ASKED HIS FOUNDATION CREW TO MOVE IT A DAY BEFORE BECAUSE HE KNEW IT COULDN'T STAY THERE. HE STATED HE WOULD HAVE IT MOVED BY TOMMOROW.

01-21-2021

OFFICER RESPONDED TO THE ADDRESS AND FOUND THE TRUCK HAD BEEN MOVED OFF PROPERTY. THE FENCE IS STILL AN INPROGRESS WORK AND AGAIN DEMO HAS NOT BEGUN YET SO THERE IS NO TIME OF COMPLETION TO BE SPECIFIED.

CLOSED.

Code	Date Next Action	Next Action
22.08.280	01/21/2021	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
E210010	17028 W 13 MILE RD	01/20/21	Closed	01/25/21

Enforcement List - Inspection Summary

01/29/21

OFFICER OBSERVED A RED FORD RANGER XLT BACKED INTO THE DRIVEWAY AND COVERED IN SNOW. THERE WERE CEMENT DECORATIVE BLOCKS PILED IN FRONT OF THE VEHICLE AND TREE BRANCHES WHICH HAVE BEEN GROWING INTO THE BED OF THE TRUCK. THE LICENSE PLATE HAS AN EXPIRED PLATE AS OF 2016.

THIS OFFICER ATTEMPTED CONTACT AT THE DOOR WITH NEGATIVE RESULTS. THIS OFFICER COMPLETED AND LEFT A CORRECTION NOTICE IN THE FRONT DOOR OF THE RESIDENCE.

01-25-21

OFFICER RESPONDED TO THE ADDRESS AND DISCOVERED THE VEHICLE HAD BEEN REMOVED FROM THE PROPERTY.

CLOSED.

Code	Date Next Action	Next Action			
	02/03/2021	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E210011	32255 AUBURN DR	01/21/21	Closed	01/25/21

OFFICER DROVE BY THE RESIDENCE AND DISCOVERED A POLITICAL SIGN IN THE FRONT YARD.

THIS OFFICER CALLED THE OWNER, PAUL BALOGH AND REQUESTED HE TAKE THE SIGN DOWN.

MR. BALOGH STATED HE WOULD TAKE THE SIGN DOWN.

01-25-2021

THIS OFFICER INSPECTED THE FRONT YARD OF THE PROPERTY AND OBSERVED THE SIGN GONE.

CLOSED.

Code	Date Next Action	Next Action
	01/25/2021	SITE INSPECTION

Enforcement List - Inspection Summary

01/29/21

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number	Address	Filed	Status	Closed
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E210012	32061 VERONA CIR	01/25/21	OPEN	
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OFFICER OBSERVED THREE VEHICLES WHICH APPEAR TO BE ABANDON. TWO VEHICLES HAD NO LICENSE PLATES ON THE VEHICLE.

1. BLACK 2 DR COBOLT, DAMAGE FRONT END- NO PLATE

2.SILVER 4 DR VOLKSWAGON (JETTA?) - NO PLATE

3. GREEN 4 DR SUBARU OUTBACK - EXPIRED PLATE (12-20)

THIS OFFICER ALSO NOTICED A BLUE TARP WRAPPED AROUND THE TREE HOUSE IN THE BACKYARD WHICH HAD BECOME TATTERED AND WAS BLOWING IN THE BREEZE.

THIS OFFICER SPOKE WITH THE OWNER, WHO STATED HE WOULD REMOVE THE TARP AND RE-REGISTER THE VEHICLES. THE OWNER WAS CAUTIONED ABOUT RUNNING A "REPAIR SHOP" OUT OF THE HOME. OWNER STATED HE WOULD HAVE THE JETTA TOWED OUT OF THE DRIVEWAY BY 01-28-21, GET RID OF THE TARP AND START THE PROCESS FOR REGISTERING THE CARS BY THE 28TH AS WELL.

01-28-2021

THIS OFFICER STOPPED BY THE ADDRESS AND SPOKE WITH THE OWNER. THE TARP WAS REMOVED. THE JETTA STILL REMAINED ON PROPERTY AND THE OWNER STATED IT WOULD BE TOWED NOW BY 02-04-2021 DUE TO SOME DIFFICULTY WITH THE TOW TRUCK. THE COBOLT IS NOW REGISTERED AND HAS A PLATE ON IT. THE SUBARU WONT BE REGISTERED DUE TO THE TITLE NOT BEING ABLE TO BE TRANSFERED DUE TO SOS SLOW DOWN WITH PROCESSING DOCS DURING COVID CONDITIONS. OWNER STATED HE HAD AN APPOINTMENT TO TRANSFER TITLE ON FEB 28TH.

Code	Date Next Action	Next Action
302.8 & 22.08.46	02/04/2021	SITE INSPECTION

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement List - Inspection Summary

01/29/21

Enforcement Number	Address	Filed	Status	Closed
E210013	16309 KIRKSHIRE AVE	01/26/21	OPEN	

Enforcement List - Inspection Summary

01/29/21

THIS OFFICER WAS ASKED TO LOOK INTO A SEWER DISPUTE BETWEEN NEIGHBORS BY BUILDING OFFICIAL J. GIRARD.

THIS OFFICER SPOKE WITH THE NEIGHBOR AT 16301 KIRKSHIRE REGARDING A SHARED SEWER LINE ISSUE WITH THE ABOVE ADDRESS. 16301 STATED BOTH HOUSES WERE BUILT BACK IN THE 30'S WITH A SHARED SEWER LINE FROM THE FRONT OF THE HOUSES TO THE STREET. FROM THE BACK OF THE HOUSES, THE LINES SPLIT HOWEVER THE LINES ARE LOCATED ON THE 16301'S PROPERTY. 16301 HAS MADE A FULL REPAIR OF HIS LINES FROM THE FRONT TO THE BACK OF THE HOUSE. 16309 HAS MADE A PARTIAL REPAIR TO CLEAR CLOGGINNG BUT HAS NOT MADE A FULL REPAIR AS NECESSARY.

16301 STATED HE HAS NOTICED A DEPRESSION IN THE GROUND ON HIS PROPERTY LOCATED OVER HIS NEIGHBORS SIDE OF THE SEWAGE LINES AND FEARS IT IS LEAKING OR LEACHING INTO THE GROUND DUE TO THE LINE NOT BEING FULLY REPAIRED AS ONCE DISCUSSED BETWEEN NEIGHBORS. 16309'S ROOF LINE AND GUTTER SYSTEM IS IN DISREPAIR AS WELL CONTRIBUTING TO THE POOLING OF WATER OVER THIS PARTICULAR AREA. 16301 WANTED TO KNOW WHAT HIS LEAGAL RESPONSIBILITY WAS AND HOW THE VILLAGE COULD HELP IF AT ALL. 16301 ALSO ADVISED THE HOUSE WAS A RENTAL AND PROVIDED THIS OFFICER WITH THE OWNERS INFORMATION.

THIS OFFICER OBSERVED THE PROPERTY (16309) AND WITNESSED THE FOLLOWING ORDINANCE VIOLATIONS ON THE PROPERTY.

1. POSSIBLE SEWER LINE BREAK
2. GUTTER REPAIR
3. FACIA BOARDS
4. INOPERABLE VEHICLE STORAGE
5. TWO (2) SHEDS
6. NO RENTAL LICENSE ON FILE

THIS OFFICER CALLED AND SPOKE WITH THE OWNER OF 16309 WHO STATED SHE WAS RENTING THE HOEME OUT TO HER SON AND DAUGHTER-IN-LAW AND DID NOT LIVE IN THE HOUSE. THIS OFFICER ADVISED HER OF THE LISTED VIOLATIONS AND STATED SHE UNDERSTOOD WHAT HAD TO BE REPAIRED AND IN FACT HAD A QUOTE FOR THE SEWER SYSTEM BUT HAD NOT HAD MADE A DECISION ON IT. THIS OFFICER ASKED WHAT TIME FRAME SHE COULD HAVE TO FIX THE LISTED ISSUES AND SHE INDICTATED ONE MONTH. THIS OFFICER AGREED AND ADVISED HE WOULD CHECK BACK WITHIN ONE MONTHS TIME.

01-27-2021

THIS OFFICER LOOKED UP THE ADDRESS TO FIND OUT IF THERE WAS A CURRENT RENTAL AGREEMENT ON FILE AND THERE WAS NOT. THIS OFFICER RESPONDED TO 16309 AND

Enforcement List - Inspection Summary

01/29/21

DISCOVERED THE OWNER WAS ACTUALLY ON SITE. THE CARS HAD BEEN REMOVED AND SHE WAS ASSESSING THE EXTERIOR OF THE HOUSE WITH HER SON AT THE TIME OF ARRIVAL. I SPOKE WITH THE OWNER WHO CONFIRMED SHE DID NOT HAVE A RENTAL AGREEMENT, SHE DIDN'T KNOW SHE NEEDED ONE.

01-28-2021

THIS OFFICER CONTACTED THE OWNER OF 16309 AND WAS ADVISED SHE NEEDED TO OBTAIN A RENTAL LICENSE. SHE STATED SHE WILL OBTAIN A LICENSE AND SEND IT IN.

Code	Date Next Action	Next Action			
302.1, 302.8 &	02/23/2021	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E210014	18106 BIRWOOD AVE	01/28/21	OPEN	

PLEASE REMOVE SNOW AND ICE FROM THE EASTERN SIDEWALK OF YOUR PROPERTY. (SOUTHFIELD SIDE).

ATTEMPTED CONTACT AT THE DOOR WITH NEGATIVE RESULTS. NOTICE LEFT ON FRONT DOOR.

Code	Date Next Action	Next Action			
5.05 2 (F)	02/01/2021	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement Number	Address	Filed	Status	Closed
E210015	18050 BIRWOOD AVE	01/28/21	OPEN	

CLEAR WESTERN SIDEWALK OF SNOW. SPOKE WITH OWNER WHO STATED HE WOULD CLEAR IT.

Code	Date Next Action	Next Action			
	02/01/2021	SITE INSPECTION			
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement List - Inspection Summary

01/29/21

Enforcement Number	Address	Filed	Status	Closed
E210016	32041 VERONA CIR	01/28/21	Closed	
SPOKE WITH OWNER REGARDING AN UNREGISTERED TAN GMC ENVOT PARKED ON SIDE OF DRIVEWAY WITH NO PLATE. OWNER STATED IT WAS PURCHASED RECENTLY HOWEVER IT NEEDS TOO MUCH ENGINE WORK AND IT IS TO BE TOWED FOR SCRAP BY 02-04-2021.				

Code	Date Next Action		Next Action		
302.8	02/04/2021		SITE INSPECTION		
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Population: All Records

Enforcement.DateFiled Between 12/15/2020 12:00:00 AM AND 1/29/2021 11:59:59 PM



City of Southfield

26000 Evergreen Rd. • P.O. Box 2055 • Southfield, MI 48037-2055 • www.cityofsouthfield.com

January 22, 2021

Village of Beverly Hills Village Clerk
Attn: Ms. Kristen Rutkowski, Village Clerk
18500 W Thirteen Mile Rd
Beverly Hills, MI 48025

**RE: Notice of Intent to update the Comprehensive Master Plan
City of Southfield, Michigan**

To Whom It May Concern:

Pursuant to the requirements of the Michigan Planning Enabling Act (Act 33 of 2008, as amended), this notification is to inform you of the City of Southfield's intent to update the City's Comprehensive Master Plan (adopted June 20, 2016). As required, a copy of the draft plan will be available to you for your review and comment in advance of the City's Public Hearing.

We encourage you to follow the progress of the plan update on the home page of the Planning Department at the City of Southfield's website: www.cityofsouthfield.com.

Further, if you would like to receive any future notices regarding the City of Southfield's Comprehensive Master Plan update electronically, please e-mail your request along with your e-mail address to: tcroad@cityofsouthfield.com or Terry Croad, Planning Director, 26000 Evergreen Road, P.O. Box 2055, Southfield, MI 48037-2055.

In the meantime, please feel free to contact the Planning Department at 248-796-4150 if you have any questions. We look forward to your input.

Respectfully Submitted,

Terry Croad, AICP, ASLA
Director of Planning
On Behalf of the City of Southfield Planning Commission

L:\Planning\Master Plan\2021 MP Update\Distribution to Adjacent Communities\2021-2026 Intent Letter to Update MP 1-21-21

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Council President
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