

**Village of Beverly Hills
Planning Commission Meeting
Wednesday, August 26, 2020**

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

Virtual Meeting Link: <https://us02web.zoom.us/j/88206908089>
Meeting ID: 882 0690 8089
Dial In: 646 876 9923

AGENDA

1. Roll Call.
2. Approve Agenda.
3. Election of Chairperson, Vice-Chairperson, and Secretary.
4. Review and consider approval of regular Planning Commission minutes of meeting held June 24, 2020.
5. Public comments on items not on the published agenda.
6. Review and consider approval of a sign face replacement on existing pole sign at 31645 Southfield Road, HealthQuest.
7. Public comments.
8. Liaison comments.
9. Administration comments.
10. Commissioners' comments.

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 Clerk by writing 18500 W. Thirteen Mile, Beverly Hills, MI 48025 or calling (248) 646-6404.



To: Andrew Drummond, Chairperson; Planning Commissioners

From: Erin LaPere, Planning & Zoning Administrator

Date: August 20, 2020

Re: Election of Officers

Please use the following guidelines for electing officers.

The current Chairperson opens the floor for nominations for Chairperson. It is not necessary for a motion to be made to nominate someone nor is a second required. A person can nominate themselves. If nominated by another, the nominee should accept or decline.

After all nominations have been made, the Chairperson takes a vote for each person in the same order the nominations were made. As soon as one nominee receives the majority of votes, the voting ends because the Chairperson has been elected.

Please follow the same procedure for Vice-Chairperson and Secretary.

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

Absent: Member: Ostrowski and Stempien

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

Drummond called the regular Planning Commission meeting to order at 7:30 p.m. virtually via Zoom per Executive Order 2020-129.

AMENDMENTS TO AGENDA/APPROVE AGENDA

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

Roll call vote:
Motion passed (7-0).

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF A MEETING HELD MAY 27, 2020

Motion by Westerlund, second by Wilensky, to amend Page 1 of the May 27, 2020 meeting minutes, changing “Drummond” to “Ostrowski” under “Amendments to Agenda/Approve Agenda” and approve the minutes of a regular Planning Commission meeting held May 27, 2020 as amended.

Roll call vote:
Motion passed (7-0).

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

REVIEW AND CONSIDER APPROVAL OF A REPLACEMENT GROUND SIGN AT 17877 W. 14 MILE ROAD

Borden gave an overview of the submittal requesting a new ground sign for Michigan Orthopaedic Surgeons at 17877 W. 14 Mile 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, which are outlined in the table below:

	Permitted	Proposed	Comments
Area	30 SF maximum (ground)	29.25 SF	In compliance
Number of signs	2 types	1 ground sign	In compliance
Height	Max 8' (ground)	6'	In compliance
Illumination	Back-lit, indirect, external or no more than 30% internal	No lighting proposed	In compliance
Setback	4' minimum	Approximately 3-4'	Setback/placement is consistent w/ ZBA action on 6/8/20
Landscaping	200 SF min. area w/ live ground cover	More than 200 SF covered w/ grass	In compliance
Color scheme	No more than 3 colors	Blue, green, and black (w/ white background)	In compliance
Lettering types	2 (max.)	1	In compliance

Given the setback variance granted by Zoning Board of Appeals, the proposed ground sign complies with the requirements of Section 22.32 Signs of the Village Zoning Ordinance.

Greg Morgan, Phillips Sign and Lighting, 40920 Executive Drive, Harrison Township, Michigan, stated the new drawings comply with the variance granted by the Zoning Board of Appeals. He answered questions from the Commission.

Westerlund asked about the foundation of the new sign. He also asked about other signs on the property.

Motion by Borowski, second by Westerlund, that the Planning Commission approve the sign application at 17877 W. 14 Mile Road as submitted.

Roll call vote:
Motion passed (7-0).

PUBLIC COMMENTS

None.

LIAISON COMMENTS

Hrydziusko reported that Council approved the site plan at 16267 W. 14 Mile Road. She thanked Vince Borowski for his service on the Planning Commission. She announced Grinnan and Copeland were reappointed, and that Andrea Wright was appointed to the Planning Commission at the last Council meeting.

ADMINISTRATION COMMENTS

LaPere reported that the Village Office reopened to the public on June 15 with several safety precautions in place and she encouraged people to conduct business remotely when possible. She stated that 13 Mile Road is under construction and traffic is down to one lane traveling westbound. She provided updates on the Beverly Hills Veterinary office, BP gas station, and Woodside which are all working toward finalizing their site improvements. She gave an update on the ZBA's June meeting and noted they denied a front open space variance requirement. She said elections are scheduled for the July Planning Commission meeting which will take place via Zoom. She thanked Borowski for his time and expertise serving on the Commission.

COMMISSIONERS COMMENTS

Wilensky said it has been a tremendous pleasure serving on the Commission with Borowski. He will miss him greatly and thanked him for everything.

Ruprich stated it has been a great pleasure working with Borowski and he will be missed.

Grinnan thanked LaPere for her follow up on the Southfield Road planters request from the previous meeting. She pointed out that the KFC sign needs to be fixed. She extended her condolences to the family of John W. Smith. Smith contributed a great deal to the Planning Commission/Board. She thanked Borowski for his decades of service, for his thoughtfulness, and for his wisdom.

Copeland said he appreciates the coaching he has received from Borowski and he wished him good luck in the future.

Westerlund thanked Borowski for always keeping the Commission on track. He reminisced about Borowski's critique of electronic signage and thanked him for his service.

Drummond thanked Borowski for his service to the Village. He stated the Village is a better place for having Borowski serve on the Board/Commission for so long and said there will be big shoes to fill. He commented that Ostrowski and Stempien were unable to attend this meeting, but they send their best regards to Borowski.

Borowski commented about some of his former colleagues who served with him on the Planning Board/Commission over the years. He described his decision to leave the Planning Commission after 31 years of continued service. He considered the criteria for reappointment, including length of service and opening up opportunities for new people to serve. Those reasons, along with his confidence in the Commissioners, allowed him to come to the conclusion to withdraw his application for reappointment. He commended the Commissioners on their experience, professionalism, and integrity. He thanked Borden and LaPere. He encouraged everyone to vote to approve the upcoming millage and thanked everyone once again.

Motion by Borowski, second by Westerlund, to adjourn the meeting at 8:02 p.m.

Motion passed.

Andrew Drummond
Planning Commission
Chairperson

Kristin Rutkowski
Village Clerk



August 17, 2020

Planning Commission
Village of Beverly Hills
18500 W. 13 Mile Road
Beverly Hills, MI 48025

Attention:	Erin LaPere, Planning and Zoning Administrator
Subject:	Health Quest – Sign application review
Location:	31645 Southfield Road – west side of Southfield Road, north of 13 Mile Road
Zoning:	B Business District and VCOD Village Center Overlay District

Dear Commissioners:

At the Village's request, we have reviewed the submittal requesting a sign face change for the existing nonconforming pole sign structure at 31645 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.

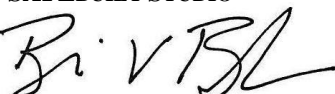
As outlined in the table below, Sections 22.32.095 and 22.32.110 provide the overall requirements for signs, while Section 22.32.120 provides regulations for nonconforming signs:

	Permitted	Proposed	Comments
Area	30 SF maximum	49.9 SF	Existing nonconformity
Number of signs	2 types	1 existing pole sign 1 existing wall sign	Both of the existing signs are nonconforming. The applicant has only applied to re-face the nonconforming pole sign. Another application will be required for a new/modified wall sign.
Height	Max 8'	12.5'	Existing nonconformity
Illumination	Back-lit, indirect, external, or no more than 30% internal	Information not provided	Application form notes that existing illumination will remain. Applicant should identify the existing illumination.
Setback	4' minimum	Information not provided	Existing sign structure. Applicant should identify existing setback.
Landscaping	200 SF min. area w/ live ground cover	Mix of stones and grass; size not provided	Existing condition. Applicant should provide size of landscape area. We suggest the applicant consider removal of stones and replacement with lawn/live groundcover
Color scheme	No more than 3 colors	Burgundy, black and white	In compliance
Lettering types	2 (max.)	2	In compliance

As noted above, 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 surface sign space of an equal area.

Should you have any questions concerning this matter, please do not hesitate to contact me.

Respectfully,
SAFEBUILT STUDIO


Brian V. Borden, AICP
Planning Manager

Village of Beverly Hills Application for Sign Permit

Rev. 2-28-13

Permit No. _____

Date Applied _____

Business Name	<u>HealthQuest Physical Therapy</u>
Business Address	<u>31645 Southfield Rd</u>
Phone	<u>248-601-9207 ext.9977</u>

Building Street Frontage

Primary 30'

Secondary (if applicable) _____

Business Frontage

(if different than building street frontage) _____

Applicant or Contractor John Pessina (HealthQuest)

Address 1773 Star Batt Drive

City Rochester Hills

Zip 48309

Phone 248-601-9207 Ext. 9977 Email jpessina@hqpt.com

Sign Type:

☒ Permanent

☐ Wall Describe wall to be used (front, side, rear):

☒ Ground **New faces for existing sign**

☐ Canopy

☐ Temporary From: _____ To: _____

Describe type of temporary sign:

Describe location of proposed sign:

Existing ground sign is in the front of the building on the North end of the property.

Describe creative/unique aspects of sign in keeping with sign ordinance purpose and intent:

Size of sign

Length 84.75"
Height 84.75"
Total s.f. 49.88
Depth or projection 12.25"
Height from grade 57.5"

Existing signs currently located on property

Number of signs 2
Type(s) 1 Wall & 1 Ground
Square footage per sign Wall = 50.66 sq.ft. Ground = 49.88 sq.ft.

List all sign colors (white and black considered a color)

- 1 Burgundy
- 2 Black
- 3 White

Sign Lighting

Type of lighting proposed Existing
Size of light fixture (Length/Hgt/Width) _____
Maximum wattage per fixture _____
Location _____
Number of fixtures proposed _____
Height from grade 150"

Landscaping (if applicable)

Proposed landscape materials

Sign Review Presentation Requirement Checklist

- ☐ Payment of review fee
- * ☐ 8.5"x11" color photo of existing building
- * ☐ 8.5"x11" color photo of adjacent building(s)
- * ☐ Site plan showing sign location dimensions
- * ☐ Rendering or 8.5"x11" photo or rendering of building with proposed signage
- * ☐ Show building length
- * ☐ Sign height and width
- * ☐ Color photos of existing signage including location and size
- ☐ Landscape plan showing all existing and proposed planting materials and square footage (if applicable)
- ☐ Sign base material (ground or development signs only)
- ☐ Location of all existing and proposed light fixtures illuminating sign
- ☐ Dimensions from the sign to each end of the building or space
- ☐ True colors of sign, background, and logos
- ☐ Cut view of sign indicating thickness and mounting details
- ☐ Cut sheet of proposed lighting including size, color and manufacturer
- ☐ Foam Core presentation board
 - Approximately 24"x36"
 - Attach all pictures and plans
 - Attach color and material samples
 - Attach lighting cut sheets
- ☐ 12 copies containing the above information as indicated*

I herby certify that the above answers are correct and true

Signature of Applicant

Date

Subscribed and sworn to before me this _____ day of _____ AD

Notary Public:

County, Michigan:

Commission expires:

Note: Erecting of a permanent sign prior to Planning Commission approval will result in a fine double the sign per

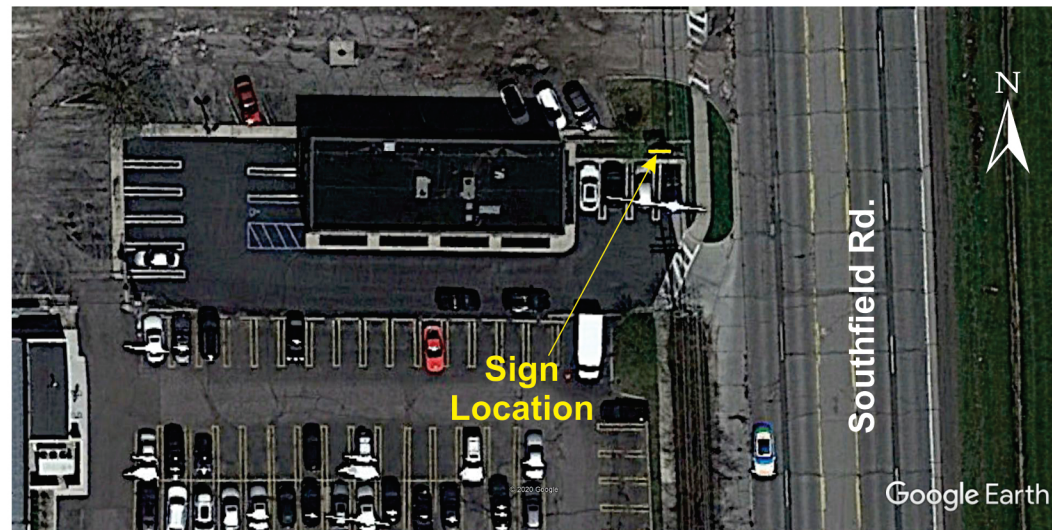


**New sign faces
for existing
ground sign**

Building: 26'h x 30'w = 780 sq.ft.

Existing Wall Sign: 32" x 19' = 50.66 sq.ft.

Ground Sign: 84.75" x 84.75" = 49.88 sq.ft.



**31645 Southfield Road
Beverly Hills**