

**Village of Beverly Hills
Joint Council/Planning Commission Meeting
Wednesday, February 9, 2022**

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

AGENDA

1. Roll Call.
2. Amendments to Agenda/Approve agenda.
3. Public comments on items not on the published agenda.
4. Review and File Annual Report for 2021.
5. Discussion on Zoning Ordinance Updates.
 - a. Update sign ordinance based on court rulings regarding content.
 - b. Medical marijuana caregiver.
 - c. Tree protection ordinance or initiating a tree planting program.
 - d. Fence Ordinance.
 - i. Revisit the "character of the neighborhood" clause.
 - e. Implementing a business license procedure.
6. Discussion on Implementing Master Plan.
 - a. Streamlining the application and submittal process.
 - b. Mechanisms to add to processes.
7. Discussion on Village Center Overlay District.
 - a. Develop hardscaping and road standards.
8. Public comments
9. Administration comments
10. Commissioner's comments
11. Council 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.

Present: Vice-Chairperson Wilensky; Members: Grinnan, Harper, Jawad, and Stempien

Absent: Copeland, Drummond, Westerlund, and Wright

Also Present: Interim Planning & Zoning Administrator, Brown
Interim Village Manager/Village Clerk/Assistant Manager, Rutkowski
Planning Consultant, Borden

Wilensky called the regular Planning Commission meeting to order at 7:31 p.m. in the Village Municipal Building located at 18500 W. 13 Mile Road, Beverly Hills, MI 48025.

APPROVE AGENDA

Motion by Stempien, second by Grinnan, to amend the agenda to remove item #6 since the application for a sign permit at 32990 Pierce Street was withdrawn by the applicant, and approve the agenda as amended.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD OCTOBER 27, 2021

Motion by Grinnan, second by Jawad, to approve the minutes of a regular Planning Commission meeting held October 27, 2021 as submitted.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE PUBLISHED AGENDA

None.

REVIEW AND CONSIDER APPROVAL OF A NEW GROUND SIGN FOR MISSION POINT, 18200 W. 13 MILE ROAD

Borden provided an overview of the request. The sign application submittal from Mission Point for a new ground sign at 18200 W. 13 Mile Road was 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)	30 SF	In compliance
Number	2 sign types	1 ground sign	In compliance
Height	Max 8' (ground)	5.8'	In compliance
Illumination	Back-lit, indirect, external or no more than 30% internal	External	In compliance
Setback	4' minimum	4'	In compliance
Landscaping	200 SF min. area w/ live ground cover	More than 200 SF w/ live ground cover	In compliance
Color scheme	No more than 3 colors	2 shades of blue on a white background	In compliance
Lettering types	2 (max.)	2	In compliance
Materials	Compatible w/ building is recommended	Metal and plastic	Existing ground sign is brick that matches the building

Based upon the review of the materials submitted, the proposed ground sign complies with the requirements of Section 22.32 Signs of the Village Zoning Ordinance. However, the applicant may wish to alter the sign materials and/or utilize (at least) some portion of the existing brick ground sign, as recommended by the Ordinance. A landscaping design was not submitted, but there should be landscaping around the base of the sign.

Micheal Kean, Northville, Michigan, from LaVanway Sign Co. was in attendance on behalf of the applicant to speak about the request. He stated they were amenable to putting in landscaping around the base of the sign.

Stempien asked about the landscaping plan and stated that he would like to see uniformity on all sides of the sign. He commented on the lighting and specifically that one fixture was located on the other side of the sidewalk.

Jawad asked about the sign material and how long the paint would last on it. Kean stated it was an aluminum sign and the paint they use is durable and will not start chipping anytime soon.

The Commission discussed whether the address numbers would be on the side elevation. They would prefer that the numbers are not on the side of the sign, especially since the address numbers on the building are large and visible. Borden suggested getting the Fire Marshal’s approval to not include the numbers on the side of the sign.

Motion by Stempien, second by Harper, that the Village of Beverly Hills Planning Commission approves the application for a sign permit for Mission Point located at 18200 W. 13 Mile Road as submitted with the sign elevation as shown without the address numbers upon Fire Marshal acceptance and with the condition that a landscape plan is submitted to Administration for approval.

Roll call vote:
Motion passed (5-0)

UPDATED COLOR ZONING MAP

Brown stated that there are few corrections to be made on the color zoning map and that Commissioners Copeland and Wright are to meet with Administration for a final review. The map is expected to be presented to the Commission at the January meeting.

PUBLIC COMMENTS

None.

LIAISON COMMENTS

None.

ADMINISTRATION COMMENTS

Carissa Brown introduced herself as the Interim Planning and Zoning Administrator. She stated that the Joint Planning Commission and Village Council meeting will be held on February 9, 2022 in the Village Council Chambers. She stated the Village Offices will be closed December 23, 24, 30, and 31st for the holidays.

COMMISSIONERS' COMMENTS

Grinnan asked about the temporary signs at KFC and Woodside Swim Club. She stated that Southfield Township Clerk Sharon Tischler is retiring and passed around a card for the Commissioners to sign.

Harper welcomed Brown. She thanked Grinnan for getting a card for Tischler. She commended the Commission for a concise meeting.

Stempien inquired about the status of the landscaping at the bank at 14 Mile and Southfield Road. He asked about the Village Manager search. Rutkowski stated that the Village Council hired the Michigan Municipal League to conduct the Village Manager search and that applications are due January 5, 2022.

Wilensky welcomed Brown. He wished everyone happy holidays.

ADJOURNMENT

The meeting was adjourned at 7:56 p.m.

Benjamin Wilensky
Vice-Chairperson

Kristin Rutkowski
Village Clerk



**Planning Commission
Annual Report
2021**

Summary

The Village of Beverly Hills Planning Commission is required to provide an annual written report of its activities for each calendar year. This report is to fulfill Article II, Section 19 of Public Act 33 of 2008 (Michigan Planning Enabling Act). The Michigan Planning Enabling Act states that "...planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body relating to planning and development." The annual report details the activities over the past year, including reviews, recommendations, and ordinance updates. The Village Master Plan is used as the underlying guide for the land use decisions and updates to the Village's Zoning Ordinance.

Members and Meetings

The Planning Commission is a nine-member body comprised of appointed residents of the community at-large. The current Commission membership is:

Andrew Drummond, Chairperson
Benjamin Wilensky , Vice-Chairperson
Antonia Grinnan, Secretary
Charles Copeland
Ashley Harper
Ahmad Jawad
Robert Stempien
Patrick Westerlund
Andrea Wright

The Commission meets on the fourth Wednesday of each month, except where the meeting dates conflict with a holiday. In 2021, the Commission met twelve times including one joint meeting with Council to review prior year activity and establish annual goals.

Reviews and Recommendations

Through the Zoning Ordinance, the Planning Commission has authority to review and approve a limited number of development matters and to review and make recommendations to the Village Council on requests for site plan and special land use approval.

Signs and Fences

<i>Property Address</i>	<i>Type</i>	<i>Request</i>	<i>Result</i>
<i>31015 Southfield Rd. (BP Gas Station)</i>	<i>sign permit application</i>	<i>new canopy signs</i>	<i>denied</i>
<i>17370 Beechwood</i>	<i>fence permit application</i>	<i>6ft privacy fence</i>	<i>approved</i>
<i>16021 Hummel</i>	<i>fence permit application</i>	<i>6ft solid style fence</i>	<i>denied</i>
<i>31211 Pierce St.</i>	<i>fence permit application</i>	<i>6ft solid style fence</i>	<i>denied</i>
<i>18200 W. 13 Mile Rd. (Mission Point)</i>	<i>sign permit application</i>	<i>1 ground sign</i>	<i>approved</i>

Projects

Property Address	Type	Result
31655 Southfield Rd. (The Goddard School)	Site Plan Review	Recommended to Village Council
30815 Wendbrook Ln.	Land Division	withdrawn by Petitioner

Miscellaneous

Request for Interpretation of Section 22.08.150.B.2.A to allow the installation of a 6ft solid fence where the subject site is adjacent to a non single family residential land use.
Interpretation of Intent of Section 22.08.150.B.2.A to allow administrative approval allowing a six (6) foot high solid fence to enclose an entire rear yard where a letter from a licensed landscape architect or certified arborist identifies a specific area on the site that cannot support vegetative screening.
Interpretation of Intent of Section 22.08.150.B.2.A to allow administrative approval allowing the installation of a six (6) foot high solid fence enclosing the entire rear yard where a property within 200 feet has a permitted fence as a result of having a letter from a licensed landscape architect or certified arborist which identifies a specific area on the site that cannot support vegetative screening.

Five-Year Master Plan Review

The Michigan Planning Enabling Act (MCL 125.3845(2)) requires every community to review its master plan every five years. On February 24, 2021 the Planning Commission established a schedule to review individual chapters of the Village Master Plan. After a three months long thorough review and discussion, the Planning Commission decided at the June 23, 2021 meeting to focus on the implementation of the plan rather than opening it to amending.

It was suggested and agreed upon, that implementation of the plan should be the focal point of our next Master Planning strategies. Furthermore, they agreed that Village staff shall formulate an action/work plan that includes implementation of the Master Plan along with other agreed upon planning priorities.

At the August 25, 2021 meeting, the Planning Commission passed a motion in accordance with the Michigan Planning Enabling Act (MCL 125.3845(2)), concluding no amendments are needed to the Village Master Plan and recommended to Council the same accordingly.

Zoning Ordinance Updates

The Village Council approved amending the Zoning Ordinances Chapter 22.28.020 Off Street Parking Requirements and 22.26 Planned Unit Development.

2022 Action Plan

The Planning Commission is recommending the continued work of implementing the various Action Plan items to realize the goals outlined in the Village Master Plan.

The Planning Commission will continue to target sections of the Zoning Ordinance that require priority attention to accomplish the other Action Items of the Master Plan and to better serve the residents of Beverly Hills.

Respectfully Submitted,

Andrew Drummond
Planning Commission Chairperson

Benjamin Wilensky
Planning Commission Vice-Chairperson

Antonia Grinnan
Planning Commission Secretary

Carissa Brown
Interim Planning & Zoning Administrator