

Present: Chairperson Ostrowski; Vice Chair Westerlund; Members: Abboud, Freedman, Jensen, Peddie, Ruprich and Stempien

Absent: Borowski

Also Present: Village Manager, Chris Wilson  
Planning Consultant, Sherrin Hood

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

### **APPROVE/AMEND AGENDA**

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

Motion passed.

### **PUBLIC COMMENTS**

None

### **REVIEW AND CONSIDER APPROVAL OF MINUTES OF A PLANNING COMMISSION MEETING HELD NOVEMBER 20, 2013**

Motion by Freedman, second by Westerlund, that the minutes of a regular Planning Commission meeting held November 20, 2013 be approved as submitted.

Motion passed.

### **MASTER PLAN UPDATE**

Committee members are in receipt of a letter from planning consultant Brian Borden dated December 5, 2013 regarding the Master Plan Update. The Michigan Planning Enabling Act requires that the Master Plan be reviewed at least every five years. The Village's five year review was delayed so that the Southfield Road Village Center concept and form-based code could be developed. At this point, it has been established that an update to the Plan is warranted, with the extent of the revision to be determined. At a minimum, the Village Center narrative and concept plan should be incorporated to support the recently adopted code.

Borden listed questions to be considered as part of the Board's review of the Master Plan. This process will help the Commission and Administration sort through the current Plan and develop a consensus on areas of the Plan in need of update.

- How current is demographic and land use data (population, employment, housing) and have there been significant changes that affect the goals and objectives of the Plan? (Chapter 1)
- What goals, objectives, and strategies have been met since the plan was adopted? (Chapters 2 & 6).
- Have zoning or infrastructure decisions been made that are contrary to the Plan? (Chapters 3 & 5).
- Have there been significant changes or are changes being proposed that were not anticipated by the Plan?
- Have there been any large developments in the Village or surrounding communities that affect the Plan?

- Have opinions been expressed publicly (by residents, Administration, Commissioners, Council members) that differ from the goals and objectives of the Plan?
- Is the zoning map consistent with future land use and the timing of infrastructure improvements described in the Plan?

There was conversation about the purpose of a master plan. Planning consultant Sherrin Hood related that the master plan is a basis for the zoning ordinance. If there is a question about the intent behind the zoning ordinance or if there is a court challenge, the master plan is used to back up decisions made by the community. Commission members discussed what they envision in terms of the scope of the Master Plan update. The document was updated in 1996 and revised again in 2007.

It was noted that the first 23 pages of the Master Plan addresses existing conditions. There was agreement that the one-page chapter (Chapter 2) on Community Vision and Goals should be updated as well as the Future Land Use Plan (Chapter 3). The Master Plan requires foresight into a framework for future planning commissions and should guide the future redevelopment of the Village.

There was a consensus that redevelopment of existing residential properties should be a topic of discussion as part of the master plan update. Members mentioned exploring market trends and community needs as part of its vision. Any proposed zoning changes should be addressed in the Master Plan. Another area of discussion should be the transition from non-residential to residential uses in particular areas of the Village where property abuts commercial or special land uses. The Village is starting to experience issues with residential properties on major thoroughfares on 13 Mile and Southfield Roads.

The focus of the Planning Commission will be to update the Existing Conditions portion of the plan and expand on Chapters 2 (Community Vision and Goals) and Chapter 3 (Future Land Use Plan). Chapter 4 (Circulation Plan) should be revised to include what the Road Commission for Oakland County is contemplating for redevelopment of Southfield Road and what the Village's vision is for the portion of Southfield Road in our community. Chapter 6 (Implementation) is critical in terms of implementing the Village Center Plan. The maps should be updated to reflect the Village Overlay District and should be more concise and visually appealing.

Planning consultant Hood indicated that she had enough information to move forward with preparing a budget outline for review by the Commission at an upcoming meeting. The Village will consider a budget for work on a Master Plan update in the upcoming 2014/15 budget.

#### **PRESENTATION ON SITE FURNISHING OPTIONS FOR THE VILLAGE CENTER**

Westerlund prepared a visual preference display that he narrated with the use of the SmartBoard. Members looked at slides showing selections of various site furnishings for use in the Village Center development. Members discussed and voiced their preferences relative to light fixtures, signs and bollards, flag banners, benches, waste receptacles, planters, name plates, tree grates, and bike stands. Westerlund received direction from Commission members and will present the group with narrowed down choices and costs for their final selection.

### **DISCUSS A COTTAGE HOUSING ORDINANCE**

Jensen distributed handouts to Commission members to educate them on the subject of pocket neighborhoods and cottage housing ordinances. He suggested that there is a segment of the population that is growing old, and there is not a suitable housing solution for those people. This discussion came about as a means to redevelop certain residential areas in Beverly Hills where property is in transition and also to address a current market trend. The issue that Beverly Hills would have in moving forward with this type of development is that the Village zoning ordinance for multiple houses is about 7 units per acre. Some of the pocket neighborhoods have 14 units on one acre.

Cottage Housing is an innovative housing style consisting of small, detached single-family homes (less than 1,500 square feet) usually clustered around a common open space, with garages and parking located away from the homes. Cottage housing is an emerging trend. This type of development offers a home ownership option that appeals to changing demographics of smaller families, young professionals, singles, and empty nesters. The smaller home sizes attract those who want to own a detached home, but don't necessarily want all the space that comes with a larger home in a typical subdivision.

Jensen referred to a book about pocket neighborhoods written by Ross Chapin. He provided the members with information that highlighted how this type of development works. In the last 15 years, this has been popular in many areas of the country. There are model ordinances available. Jensen proposed that the Planning Commission explore this further and identify how it could meet a need in the community. He addressed questions from Commission members on this residential development option.

### **PLANNING COMMISSIONER'S COMMENTS**

Ostrowski stated that a development plan will be submitted to the Village tomorrow for the former McDonald's property on Southfield Road. This will be coming before the Planning Commission for review in early 2014.

Ostrowski thanked Sherrin Hood for her presentation at a recent Council meeting on the Village Center Overlay District.

### **ADMINISTRATION COMMENTS**

Wilson informed the Commission that the Village Council approved a contract with the City of Royal Oak for building department services. Southfield Township approved the Agreement at its Board meeting last night. The contract will be implemented in January following approval of the Agreement by the Royal Oak City Commission on January 6, 2014.

Planning Commission members have received a memo dated December 5, 2013 from the Code Enforcement Officer including a status update for various nonconforming signs in the Village.

Wilson has been contacted by the owner of the 31333 building, who has indicated that a couple of tenants will be moving into the building. He would like to know what they can do with the existing pylon sign. Wilson will consult with the Planning Commission and report back to the building owner.

**PUBLIC COMMENTS**

None

Motion by Freedman, second by Westerlund, to adjourn the meeting at 9:37 pm.

Motion passed.

**George Ostrowski**  
**Planning Commission Chairman**

**Ellen E. Marshall**  
**Village Clerk**

**Susan Bernard**  
**Recording Secretary**

THESE MINUTES ARE NOT OFFICIAL. THEY HAVE NOT BEEN APPROVED BY THE PLANNING COMMISSION.