

Present: Chairperson Ostrowski; Members: Copeland, Drummond, Grinnan, Ruprich, Stempien, and Wilensky

Absent: Vice-Chairperson Westerlund; Member: Borowski

Also Present: Planning and Zoning Administrator, Saur
Planning Consultant, Borden
Council Liaison, Abboud

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 Drummond, second by Wilensky, to approve the agenda as published.

Motion passed.

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD NOVEMBER 29, 2017

Motion by Drummond, second by Ruprich, to amend the minutes; “Motion by Ruprich, second by Wilensky, to adjourn the meeting at 9:03 p.m.” should read “Motion by Ruprich, second by WESTERLUND, to adjourn the meeting at 9:03 p.m.”, then approve the minutes of the regular Planning Commission meeting held November 29, 2017 as amended.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

Grinnan arrived at 7:33 p.m.

REVIEW AND CONSIDER RECOMMENDATION FOR SITE PLAN FOR PROPOSED RENOVATIONS TO 31015 SOUTHFIELD ROAD, BP GAS STATION

LSL Planning has reviewed the application from the BP gas station/convenience store located at 31015 Southfield Road. The project entails expansion of the convenience store into what is currently the car wash area, enclosure of the covered area on the south side of the building, façade improvements, a new waste receptacle/enclosure and brick finishes around the fuel canopy supports.

Previous versions of the project included expansion of the fuel pumps and inclusion of a drive-through restaurant, which are no longer proposed. The Zoning Ordinance permits retail businesses in the B District, which is the focus of the proposed project. Given the removal of the project components noted above, the request requires only site plan review/approval (as opposed to also needing special land use review/approval).

Site plan review. Section 22.08.290 identifies the process and review standards applicable to site plans, as outlined below:

1. Dimensional Requirements. Section 22.24 of the Village Zoning Ordinance provides limited dimensional standards for the B District. Of note are a 2-story/30' height limit, a 35' front setback requirement and a 20' rear setback requirement. The modified building and existing canopies meet the height requirement, while the proposed building expansion also complies with front setback requirements. As has been previously discussed, the fuel island canopies encroach into the required front yard setback along both 13 Mile and Southfield Roads. The canopies are nonconforming structures that are not being altered in any way that impacts their current status, which allows them to remain in place.

2. Building Design and Materials. Section 22.09.030 requires the use of durable, quality materials, as well as design elements consistent with high quality buildings. The proposed building is primarily brick with use of stone and EIFS as accent materials on the north, south and east elevations. The west elevation will retain the existing block material, but will be painted. The fuel canopy supports will be faced with brick matching that used on the building. Proposed colors include light beige, dark beige and light brown.

The applicant has been instructed to present the Planning Commission with material and color samples for their consideration as part of this site plan review. All roof-mounted mechanical equipment must be fully screened.

3. Parking. Based on the information provided on Sheet SP-2 (usable floor area and number of employees), Section 22.28.020 requires 11 parking spaces. The proposed plan provides 12 dedicated parking spaces, not including the spaces at each of the 8 fuel pumps.

4. Vehicular Circulation. The plan does not propose any changes to the existing circulation pattern. The revised plans include a note stating that deliveries (fuel, as well as goods for the convenience store) and refuse removal will occur during off-peak hours or between 4AM and 6PM.

The applicant must confirm the note should read off-peak or between 4 AM and 6 AM.

5. Pedestrian Circulation. The submittal identifies existing public sidewalks along both roadways, as well as an internal sidewalk along the east façade at the building entrance.

6. Landscaping. The revised submittal includes a landscape plan sealed by a Landscape Architect, as required. The plan includes new/improved landscaped beds in each corner of the property. Plantings include 7 deciduous trees and 114 shrubs.

7. Lighting. The submittal indicates that the existing parking lot light poles will remain, although the fixtures mounted under the fuel canopies are to be replaced. A fixture detail included with the revised submittal notes the use of recessed LED fixtures, which will be an improvement to the current fixtures.

8. Waste Receptacle/Enclosure. The project includes a new waste receptacle and enclosure in the northwest portion of the property. Details include a concrete base pad and masonry enclosure faced with brick matching that used on the building.

9. Signage. The submittal identifies the existing nonconforming sign in the southeast corner of the property, but does not show any new/proposed signage. The applicant should be aware that new signage requires approval by the Planning Commission prior to application for a sign permit. Since the proposal entails a building expansion of approximately 17%, Section 22.32.120 does not require that the nonconforming pole sign be brought into compliance; however, the applicant has been encouraged to consider replacement of this sign in keeping with the intent of the Village’s sign regulations and the plan to improve properties along the Southfield Road corridor.

10. Exterior Convenience Items. The revised plan identifies two exterior convenience items (an ice chest and a cage for propane tanks) along the front (east side) of the building. Section 22.22.030(b) states that the Village Administration may allow up to two exterior convenience items when they are “located adjacent to the principal building in such a manner so as to not block or disrupt pedestrian or vehicular circulation or endanger the public, health, safety and welfare.” Ordinance standards appear to be met; however, the Fire Marshal will review the propane tank storage to ensure public safety is upheld.

Project Engineer Ziad El-Baba, P.E. provided the commissioners with an updated copy of the elevations and brought samples of the building materials to be used. He explained that after discussion with the owner of the property, the intention is to keep the current sign, however they are open to the Village putting their own sign in that space. He pointed out the updated landscape plans, and confirmed that deliveries and refuse removal will occur during off-peak hours or between 4AM and 6AM.

Stempien expressed concern the charity drop off bins located at the corner of the property on the 13 Mile side were not on the site plan, and the rusty guard rail, which should be removed, continues to be on the site plan. The potholes located in the parking lot need to be filled, however there is no indication of asphalt work on the plans.

Ostrowski requested clarity on whether the sidewalk in front of the door is 4” or 6” in depth. El-Baba clarified that the sidewalk is 6” thick, and is 4” from the top of the curb to the pavement; the purpose of the sidewalk is to extend the concrete due to moving the door.

Grinnan would like to see better vegetation to conceal the vent pipes. El-Baba explained that because of the intersection they are keeping the vegetation low to avoid impaired visibility.

All of the Commission agreed that they would prefer to see the canopy and the building match; they are unhappy with the color choices of a green and white canopy with a yellow, brown, and orange building. El-Baba stated that the canopy color is decided by the gas company and not the owner. The Commission also agreed that they struggle to believe changes not specified on the site plan will be completed.

Ruprich would like to see the grass replanted in the existing right-of-way.

The Commission agreed they would like to see the following: removal of guardrails on the west and north side of the property; removal of donation collection boxes; light poles, canopy and vent pipes should be painted to match new façade; asphalt should be repaired or replaced to a safe condition; the

plans should contain all proposed elevations including sidewalk and pump bases; screening for the mechanical equipment and proposed location on ground or roof should be specified on plans.

The Commission agreed that although the site plan does meet Village standards, they are disappointed in the lack of initiative by the owner to design updates consistent with the Village Southfield Corridor plan.

Jim Delaney, Riverside Drive, is disappointed that they appear to be doing the bare minimum, and is concerned about the condition of the pumps and their housing.

El-Baba confirmed that the owner does intend to replace the pumps in the future.

Motion by Drummond, second by Ruprich, to recommend site plan approval to the Village of Beverly Hills Council, contingent on the removal of guardrails on the west and north side of the property; removal of donation collection boxes; light poles, canopy and vent pipes painted to match building façade; repainting of any other existing structures on property; asphalt should be repaired or replaced to a safe condition; the plans should contain all proposed elevations including sidewalk and pump bases; removal of all unused equipment on roof and proper screening for the mechanical equipment on ground or roof; replacement of existing pumps; subject to Fire Marshal, Director of Public Services and Village Engineer review of site engineering, including grading, drainage and utilities.

Roll Call Vote:

Drummond	yes
Grinnan	yes
Ostrowski	yes
Ruprich	yes
Stempien	no
Wilensky	no
Copeland	yes

Motion passed (5-2)

Stempien left at 8:45 p.m.

DISCUSSION ON UPCOMING JOINT MEETING WITH COUNCIL SCHEDULED FOR FEBRUARY 14, 2018

Ostrowski explained that the Planning Commission should consider drafting and adopting by-laws. Per Michigan Planning Enabling Act, the responsibility of creating a Capital Improvements Plan (CIP) is that of the Planning Commission; however, the Council continues to assume the responsibility of implementation.

Borden suggested the Commission review the Master Plan and focus on some of the short and midterm items. He suggested the Commission begin the ordinance overhaul with a review of the ordinances that need minor changes. The Commission should consider drafting updated rezoning standards. A review of the non-conforming chapter of the ordinances was also suggested.

Wilensky would like to see better communication between Planning and Council, as well as more clarity on their expectations.

PUBLIC COMMENTS

Paula Roddy, East Rutland, is concerned about the maintenance of road patches done during construction in the Village. She continues to be concerned about fences and code enforcement in the Village. She suggested that the Village Code be revised to be more easily understood by residents.

LIAISON COMMENTS

Abboud announced the Council strategy session is scheduled for January 30, 2018. He suggested for the joint meeting that they discuss simplifying the Village Code and Southfield Corridor development.

ADMINISTRATION COMMENTS

Saur updated the Commission that one bid was received for the Southfield Corridor Market Plan, and the request for proposals will be put out for rebid.

COMMISSIONERS COMMENTS

Copeland reviewed the Village Municipal Code and found a lot of outdated and unnecessary information he would like to see updated.

Wilensky believes the incongruity of the R-2B zone is troublesome and needs to be revisited.

Drummond reviewed the minutes for the December 19, 2017 Council meeting, and would like the fence ordinance to be returned to the Planning Commission for review and revision.

Ruprich felt the Commission was under pressure to produce a fence ordinance and with more time a better ordinance could be drafted.

Ostrowski would like to see fences allowed east of Southfield only.

Motion by Drummond, second by Wilensky, to adjourn the meeting at 9:33 p.m.

Motion passed.

George Ostrowski
Planning Commission Chairperson

Ellen E. Marshall
Village Clerk

Elizabeth M. Lyons
Recording Secretary