

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

Absent: None

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

Drummond called the regular Planning Commission meeting to order at 7:30 p.m. virtually via Zoom per Executive Order 2020-75.

Borowski left the meeting at 7:35 p.m.

AMENDMENTS TO AGENDA/APPROVE AGENDA

Motion by Westerlund, second by Ostrowski, to amend the agenda to add item 6a: Review and consider approval on a request for a new wall sign and sign face change on an existing ground sign for a new business at 31255 Southfield Road.

Roll call vote:
Motion passed (7-0)

Motion by Ostrowski, second by Ruprich to approve the agenda as amended.

Roll call vote:
Motion passed (7-0)

REVIEW AND CONSIDER APPROVAL OF REGULAR PLANNING COMMISSION MINUTES OF MEETING HELD FEBRUARY 26, 2020

Motion by Westerlund, second by Stempien, to approve minutes of a regular Planning Commission meeting held February 26, 2020.

Roll call vote:
Motion passed (7-0)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

Borowski joined the meeting at 7:39 p.m.

REVIEW AND CONSIDER RECOMMENDATION ON A REQUEST FOR SITE PLAN APPROVAL FOR IMPROVEMENTS TO THE PARKING LOT AT INDEPENDENT BANK, 32800 SOUTHFIELD ROAD

Administration received a request for site plan approval from Holland Engineering on behalf of Independent Bank at 32800 Southfield Road for proposed improvements to the parking lot

at the existing bank. The site has three ingress/egress points, one on Southfield Road and two on 14 Mile Road, and the parking spaces provided exceed the number required per Section 22.28. The proposal will result in layout and number of approaches and spaces to remain the same. The improvements to the approaches are subject to Road Commission for Oakland County approval and the applicant has begun application/permitting process with RCOC. A copy of the submittal is attached. Per Section 22.08.290, this project requires site plan approval for compliance with applicable subsections of the Village Ordinance. Procedurally, the Village Council must refer the plans to the Planning Commission for review and recommendation prior to final approval by Village Council. A copy of the plans has been provided to the Fire Marshal, Engineer, and Planning Consultant for review and comment. The Village Engineer has noted the planned work is acceptable. The Fire Marshal and Planning Consultant comments were also provided.

Borden reviewed the site plan submittal from Independent Bank proposing parking lot and driveway improvements for the existing bank at the southeast corner of Southfield and 14 Mile Roads (plans dated 3/13/20) and provided an overview of his letter submitted below.

Banks and similar financial institutions, with or without drive-up service or teller machines, are listed as special land uses in the O-1 District (Section 22.20.030).

Village records indicate that this site was originally developed as a bank in 1963 and the proposed project does not entail an expansion of the established use or an increase in its intensity. The project is limited to parking lot and driveway improvements. As such, our office and Village staff are of the opinion that special land use requirements of Section 22.08.300 should be waived and that only site plan review is necessary. Procedurally, the Commission is to review the site plan and put forth a recommendation to Village Council, who has the final approval authority. We offer the following comments for your consideration in accordance with the applicable standards of the Village Zoning Ordinance. Items in need of attention or additional discussion are underlined to ease navigation through this letter.

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

1. Dimensional Requirements. The existing building is nonconforming due to its deficient front yard setback along 14 Mile Road; however, the project is limited to parking lot and driveway improvements with no building alterations proposed. With that being said, a portion of the easterly egress drive encroaches onto the adjacent property for a by-pass lane. If an easement is not already in place, the Village should require that one be provided. Additionally, the applicant must obtain the adjacent owner's authorization for the proposed activities (pavement removal, grading, and resurfacing) in this area.

2. Building Design. The proposed project does not entail any modifications to the existing building.

3. Vehicular Circulation. The proposed improvements include compliant parking lot dimensions, including both driveway widths and parking space size. As an added improvement, the bumper blocks in the southerly portion of the parking will be removed.

4. Pedestrian Circulation. The project includes a new barrier-free pedestrian ramp for access to the main building entrance. Additionally, the portion of public sidewalk along Southfield Road that is currently asphalt will be replaced with concrete as part of the improvements to this driveway. Pavement striping will also be added to the southerly parking lot area (given the removal of the bumper blocks) to help prevent vehicle/pedestrian conflicts.

5. Lighting. No alterations are proposed to existing site lighting. Based on review of aerial photos, current fixtures are downward directed, cut-off LED fixtures. As such, we do not believe any improvements are necessary.

6. Landscaping and Screening. The existing site contains a large landscape area along Southfield Road and a landscaped buffer zone along the south side of the property (towards the residential along Kirkshire Avenue). There is also screen fencing along the easterly side of the property. Current Ordinance standards (Section 22.09.040) require a total of 12 street trees (8 along Southfield and 4 along 14 Mile). There is currently only 1 such tree (along Southfield Road). Given spacing and sight limitations, we do not believe there is sufficient room for trees to be added along 14 Mile. The Commission may wish to require additional trees along Southfield Road; however, such plantings will be subject to review/approval of the Road Commission for Oakland County.

6. Engineering. We defer review of site grading, drainage and utilities to the Director of Public Services and Village Engineer.

Lastly, permits will be required for the work within the Southfield Road and 14 Mile Road rights-of way.

The applicants, Lynnelle Berkenpas, Holland Engineering, (220 Hoover Boulevard, Holland, Michigan) and Nicole Kruegar, Independent Bank (623 Washington Avenue, Bay City, Michigan) answered questions from the Commission.

Ostrowski asked about the curb and inquired about adding greenspace between the curb and the sidewalk.

Westerlund would like to see the site given new life instead of replacing the existing surface.

Stempien suggested that more landscaping could soften the site. He asked Borden about the alley/easement.

Kruegar stated the bank would agree to adding more grass, but would not want to take away any parking spaces. The bank has a dedicated space to host trainings, so the parking spaces are a necessity. Westerlund clarified his comment regarding reducing the extra space in the lot; not taking away parking spaces altogether.

Wilensky joined the meeting at 7:48 p.m.

Drummond asked about site lighting. There are no plans to add additional lighting.

Discussion took place regarding curb removal, additional landscaping, and drainage. The bank was willing to entertain the idea of planting more trees along Southfield Road, per Borden's comment.

There was discussion about the existing dumpster on the southeast corner of the site.

Ruprich inquired about parking bumper blocks. Berkenpas stated that the bank wants the bumper blocks removed and that new bumper blocks were not being proposed.

Drummond recapped the discussion, requested to see a landscape plan, and stated the recommendation would ultimately be pending the cross access easement clarification before it could go to Council. He emphasized that this particular site is located at a busy intersection, is the gateway to the community, and should look more welcoming.

Motion by Ostrowski, second by Grinnan, the Village Planning Commission recommends approval of the site plan dated March 13, 2020 for improvements to the parking lot at 32800 Southfield Road, Independent Bank with the following conditions: at least four trees be added to the plan with approval of the Road Commission of Oakland County (at least two north of existing tree in the right of way, one south of the existing tree in the right of way, and one south of the driveway on Southfield Road); if the Road Commission does not approve the locations of the trees, then a letter stating such must be submitted to Village administration; the length of the parking spaces must be minimized in order to maximize green space along Southfield Road; a permanent cross access easement with the property owner to the east be obtained, subject to legal approval; and that the six (6) feet striped area at the south end of the existing building be converted to a curbed landscape island.

Roll call vote:

Borowski: no
Copeland: yes
Drummond: no
Grinnan: yes
Ostrowski: yes
Ruprich: yes
Stempien: yes
Westerlund: no
Wilensky: no

Motion passed (5-4)

REVIEW AND CONSIDER RECOMMENDATION ON A REQUEST FOR SITE PLAN APPROVAL FOR AN EXPANSION TO THE EXISTING OFFICE BUILDING AT 16267 W. 14 MILE ROAD

Prior to discussion, Drummond, Ostrowski, and Stempien each asked about separate potential conflicts of interest because of their personal or business relationships with the applicant. There was no personal or financial gain to be had and the Commission came to the consensus that none of the members needed to recuse themselves from participating in this deliberation.

Administration received a request for site plan approval from Dorchen/Martin Associates, architect for Diag Partners, for proposed renovations and an addition to the two-story office building at 16267 W. 14 Mile Road. The proposal details interior renovations, including the addition of ADA accessible features, an expansion to the building entrance on the rear of approximately 100 square feet, and the addition of a deck off the rear of the building. The total building size will increase from 5,684 GSF to 5,854 GSF. The proposal also details a reconfigured parking lot to accommodate the proposed addition, new exterior lighting and dumpster enclosure, and installation of landscaping. A copy of the submittal was included in the meeting packet.

Per Section 22.08.290, this project requires site plan approval for compliance with applicable subsections of the Village Ordinance. Procedurally, the Village Council must refer the plans to the Planning Commission for review and recommendation prior to final approval by Village Council. A copy of the plans has been provided to the Fire Marshal, Engineer, and Planning Consultant for review and comment. The Village Engineer has reviewed the plans and does not anticipate any engineering concerns. The Fire Marshal and Planning Consultant comments are attached.

Borden summarized his letter submitted below for the revised site plan submittal proposing an addition and site improvements for the existing office development at 16267 14 Mile Road (plans dated 5/22/20).

The overall project includes a 106-square foot addition and an elevated (uncovered) deck at the rear of the building, as well as improvements to the parking lot, landscaping, lighting, and a waste receptacle enclosure.

General office uses in buildings of up to 15,000 square feet are principal permitted uses in the O-1 District (Section 22.20.020).

Accordingly, the proposed building addition and site improvements are subject to the site plan review process of the Village Zoning Ordinance. Procedurally, the Commission is to review the site plan and put forth a recommendation to Village Council, who has the final approval authority.

We offer the following comments for your consideration in accordance with the applicable standards of the Village Zoning Ordinance. Items in need of attention or additional discussion are underlined to ease navigation through this letter.

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

1. Dimensional Requirements. The existing building is nonconforming due to its deficient front yard setback (4' provided; 35' required). However, the proposed addition is along the rear of the building and does not impact the established nonconforming condition.

Furthermore, the proposed addition complies with the applicable dimensional standards (65' rear yard setback and 16.5' height proposed) of the O-1 District.

Based on the above, the Village's nonconforming regulations allow the addition without the need for a variance (Section 22.30.040).

2. Building Design. The existing building is predominantly wood siding with a brick base and accents. The proposed addition will match the existing building in terms of materials and color.

The overall project also includes replacement and/or painting of portions of the existing building (wood siding and brick)

Lastly, 3 new rooftop screen structures are proposed to enclose roof-mounted mechanical equipment. The color and design of the screens will generally match those of the building.

3. Parking. The site currently provides 26 parking spaces, though 2 will be lost as a result of the proposed project.

Current Ordinance standards require 19 spaces, while 24 will be provided. This includes 1 required barrier-free space, which has been moved closer to the building entrance, per our initial comments.

All parking spaces and drive aisles (existing and proposed) meet the dimensional standards of Section 22.28.030.

4. Vehicular and Pedestrian Circulation. The project entails relatively minor changes to the existing vehicular circulation pattern. As noted above, the existing and proposed drive aisles meet current Ordinance standards for two-way travel.

Pedestrian improvements include two new ramps providing access to the main building entrance at the rear of the site. Crosswalk striping has also been added across the main drive aisle (north/south) per our initial review comments.

The new sidewalk between the rear yard parking lot and building provides a sufficient width (7') to accommodate any vehicle overhang without disrupting pedestrian circulation.

5. Lighting. The project includes new decorative entryway and landscape/building lighting. All fixtures are LED and lighting intensities comply with current Ordinance standards.

Our only comment is related to the "OC" flood light fixtures and whether they are intended to shine upwards onto the landscaping/building or outwards into the parking lot.

In our opinion, the latter does not fully comply with Ordinance requirements and lighting should not be directed towards the adjacent residential uses to the south.

We request the applicant clarify the installation of these 2 fixtures.

6. Landscaping and Screening. The landscape plan (Sheet LS-1) includes a variety of new plantings around the site in the form of trees (7), shrubs (92), and a mix of perennials and ornamental grasses.

Of note, the plan includes 4 large deciduous trees along the site's frontage, per current Ordinance standards. Our only comment is that their location within the right-of-way will require Road Commission approval.

The existing site also contains a 4' tall masonry screen wall along the rear lot line, which was required given the site's adjacency to residential zoning/uses.

Lastly, the existing site has a waste receptacle occupying a parking space with no enclosure. The project includes the required concrete base pad and a new cedar enclosure, which utilizes the screen wall as its fourth side.

7. Engineering. We defer review of site grading, drainage and utilities to the Director of Public Services and Village Engineer.

Applicant Joe Saad (474 Lerchy, Birmingham, Michigan) and architect Tim Coon, Dorchen/Martin Associates (29895 Greenfield Road, Southfield, Michigan) answered questions from the Commission.

Westerlund applauded the thoroughness of the site plan, especially how the deck and improved landscaping was addressed. He asked about the deck covering. Coon confirmed the entire deck would be covered.

Ostrowski asked what the intended use of the deck was and reminded the applicant to consider the neighbors. Saad explained the deck would essentially be used as a daytime outside space or outdoor patio for employees to eat lunch. Ostrowski asked that the text on the plans be cleaned up.

Motion by Westerlund, second by Ruprich, the Planning Commission recommends site approval for the expansion of the existing office building at 16267 W. 14 Mile Road for the plans as submitted with the conditions that (1) the text on the landscape detail plan is clarified and (2) the trees in the public right of way are subject to approval by the Road Commission of Oakland County and if they are denied, a letter be submitted to the Village administration indicating such.

Roll Call Vote:

Motion passed (9-0)

REVIEW AND CONSIDER RECOMMENDATION ON A REQUEST FOR SIGN APPROVAL FOR A NEW BUSINESS AT 31255 SOUTHFIELD ROAD

Borden provided an overview of the application requesting signage for a new business, Michigan Coffee & Creamery, located at 31225 Southfield Road, as detailed in the letter below. The project includes a new wall sign and a replacement sign panel for the existing multi-tenant ground sign.

As outlined in the table below, the proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If signage is approved by the Commission, the applicant must obtain a permit prior to installation.

	Permitted	Proposed	Comments
Wall sign	30 SF (max.)	29.9 SF (wall) 8.65 SF (ground)	In compliance
Number of signs	2 types	1 – wall 1 – ground	In compliance
Height	8’ above grade (min.)	13’ (wall)	In compliance
Color scheme	No more than 3 colors	Black, white, blue, and maroon (wall) Black and white (ground)	PC has discretion to allow company logos w/ multiple colors. Ground sign panel must match color scheme of existing sign panels.
Illumination	Back-lit, indirect, or external (or no more than 30% internal)	Proposed external (wall) Existing internal (ground)	In compliance, though the applicant should provide a detail of the proposed fixtures.
Projection	12” from wall (max.)	6”	In compliance
Lettering types	2 (maximum)	1	In compliance
Spacing	20’ (minimum)	10’	Not identified. Prior business sign spacing was 10’ and PC used discretion to reduce requirement. Applicant must identify proposed spacing for PC consideration.

The applicant must identify the wall sign spacing and confirm that the sign panel will match the color scheme of the remainder of the multi-tenant ground sign. If the spacing is less than 20’, the Planning Commission may use their discretion to reduce spacing (as has frequently been done with this particular shopping center).

Lastly, the Planning Commission may use their discretion to grant the wall sign color scheme; otherwise, the applicant will need to modify the proposed all sign.

A copy of the sign permit application and plans were provided to the Commission.

Mary Ann Deters, Metro Signs and Lighting (11444 Kaltz Avenue, Warren, Michigan) and Janae Condit, owner of Michigan Coffee and Creamery (31225 Southfield Road, Beverly Hills,

Michigan) answered questions from the Commission. They clarified that the logo contains four colors and that the sign would be illuminated. The spacing between this sign and the Beer Growler sign is about 10 feet due to the size of the plaza.

Westerlund commented that is he okay with the fourth color as the maroon is very subtle.

Grinnan concurred with Westerlund's comments and would like to the colors of the panels to match.

Stempien inquired as to whether the applicant would be patching and repairing the area where the old sign was located. The applicant confirmed that the intent is to patch the area.

Stempien disclosed that he is directly related to the architect on this project, but does not believe his relationship would impact his ability to make an unbiased decision on the sign. There were no objections from the Commission

Ostrowski thinks the color of the gooseneck lights is obtrusive in contrast to the brown metal roof and façade color.

Motion by Westerlund, second by Stempien, the Planning Commission approves the new wall sign and monument face change for Michigan Coffee and Creamery Company located at 31225 Southfield Road with the conditions that the monument face change sign matches the same colors of the other panels on that sign; the fourth color maroon is acceptable; the work will include patching and repairing the EIFS to match the existing surface; and to allow ten feet of spacing between signage.

Roll call vote:
Motion passed (9-0)

PUBLIC COMMENTS

None.

Ruprich left the meeting at 9:02 p.m.

LIAISON COMMENTS

Hrydziuszko provided updates on the Stay Home Order, the annual budget, and the upcoming millage. She also reminded the Commissioners that reappointments for Boards/Commissions would take place at the June 16th Village Council meeting.

ADMINISTRATION COMMENTS

LaPere thanked everyone for joining the Zoom meeting.

COMMISSIONERS COMMENTS

Grinnan commented on the neglect of multi-tenant sign in terms of weeding and asked that those be cleaned up.

Westerlund asked about construction equipment on Southfield Road and LaPere confirmed that Consumers was staging construction equipment on that site for upcoming construction on 13 Mile Road.

Drummond thanked administration for hosting the virtual meeting.

Motion by Borowski, second by Drummond, to adjourn the meeting at 9:13 p.m.

Motion passed.

**Andrew Drummond
Planning Commission
Chairperson**

**Kristin Rutkowski
Village Clerk**