

**CITY OF BIRMINGHAM
PLANNING BOARD ACTION ITEMS
OF WEDNESDAY, DECEMBER 9, 2015**

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<p>Motion carried, 7-0.</p>	12

**CITY OF BIRMINGHAM
REGULAR MEETING OF THE PLANNING BOARD
WEDNESDAY, DECEMBER 9, 2015
City Commission Room
151 Martin Street, Birmingham, Michigan**

Minutes of the regular meeting of the City of Birmingham Planning Board held on December 9, 2015. Chairman Scott Clein convened the meeting at 7:30 p.m.

Present: Chairman Scott Clein; Board Members Robin Boyle, Gillian Lazar; Janelle Whipple-Boyce, Bryan Williams; Alternate Board Members Stuart Jeffares, Daniel Share

Absent: Board Member Bert Koseck; Student Representatives Scott Casperson, Andrea Laverty

Administration: Matthew Baka, Senior Planner
Jana Ecker, Planning Director
Carole Salutes, Recording Secretary

12-229-15

**APPROVAL OF THE MINUTES OF THE REGULAR PLANNING BOARD MEETING
OF NOVEMBER 11, 2015**

Mr. Share:

Page 8 - Related to 1193 Floyd St., add that Mr. Share and Chairman Clein recused themselves because of a conflict of interest.

Mr. Jeffares:

Page 4 - Second paragraph, second sentence, delete "of architecture."

Page 10 - Fifth full paragraph, second sentence, delete the period and add a comma after "elevators"; delete "Therefore" and substitute "since."

Chairman Clein:

Page 10 - Replace "Skoke" with "Skok."

Motion by Mr. Boyle

Seconded by Ms. Whipple-Boyce to approve the Minutes of November 11, 2015 as amended.

Motion carried, 6-0.

VOICE VOTE

Yeas: Boyle, Whipple-Boyce, Clein, Jeffares, Share, Williams
Nays: None
Abstain: Lazar
Absent: Koseck

12-230-15

CHAIRPERSON'S COMMENTS

The chairman noted this will be the last Planning Board meeting of the year due to the holiday season.

12-231-15

APPROVAL OF THE AGENDA (no change)

12-232-15

FINAL SITE PLAN REVIEWS

- 1. 559 W. Brown St. (currently vacant land)
Application for Final Site Plan and Design Review to allow construction of two attached single-family residences**

Mr. Baka recalled the subject site is a 0.141 acre parcel located on the south side of W. Brown St. between Cherry Ct. and Watkins in the R-8 Zoning District. The existing 6,178 sq. ft. parcel is currently vacant. The applicant is proposing to construct a new 2 ½ story attached single-family building with two residential units.

On October 28, 2015, the applicant received Preliminary Site Plan approval for 559 W. Brown St. with several conditions for which they have complied. They have now provided the required open space in the side yard of each unit. An interior staircase has been added to the floor plan that allows immediate accessibility to the space, which is enclosed within a 6 ft. fence. Also, the applicant has reduced the setback of the front steps.

Further, there were some issues with the photometric plan that were corrected for Final Site Plan Review.

The applicant is prepared to reduce the width of the window wells from 8 ft. to 6 ft. in accordance with ordinance requirements.

The proposed building does not provide the 4 ft. variation as required by Article 4, Setback Standards, Section 4.60 (A). Ms. Ecker explained the rule applies only to R-8 and is to create architectural interest so that the front of the building is not a flat plane. The Planning Board may wish to consider waiving this requirement if it is found that the free flow of air, light and other amenities are not impaired.

Motion by Mr. Williams

Seconded by Ms. Lazar to receive and file for the record the letter dated December 4, 2015 from Mr. and Mrs. Herbert Danziger.

Motion carried, 7-0.

VOICE VOTE

Yeas: Williams, Lazar, Boyle, Clein, Jeffares, Share, Whipple-Boyce

Nays: None

Absent: Koseck

Mr. Jason Krieger from Krieger Klatt Architects was present along with Mr. Brian Watson, one of the developers. Mr. Krieger said they feel they have complied with all of the recommendations from staff and from the board; and they will comply with anything further that Engineering would require. Their goal is to create a quality product in Downtown Birmingham. He pointed out the porches, articulation, and bay projections that add variation to the facade. He feels the building will be a beautiful addition to the street and an extension of the Cityscape in that area.

He presented the materials and talked briefly about where they will be located.

Mr. Watson confirmed they will add additional Arborvitae to make up for the lack of 8 ft. wall along the rear. Also they will plant Arborvitae along the southern neighbor's yard.

Chairman Clein invited comments from members of the public at 7:50 p.m.

Mr. Herbert Danziger, 550 Cherry Ct., explained he and his wife along with seven other neighbors submitted the letter that opposes the project and discussed the issues that were taken up in the previous two meetings. Mr. Danziger feels the two attached townhouses are entirely too large for the lot. They impinge on the adjacent properties. He asked the board to vote no on the project and to recommend a single-family home which is more comparable to the neighborhood.

Mr. Watson spoke to Mr. Danziger's concerns. He announced his willingness to work with the adjacent homeowners with respect to construction fencing. He further noted there will be a 6 ft. masonry screenwall with a limestone cap going 20 ft. along the eastern lot line and all the way across the rear lot line. Chairman Clein said the Engineering Dept. will take care of the drainage in the course of the building permitting process.

Mr. Williams received confirmation that the project as proposed complies with the Zoning Ordinance in this location.

Mr. Share observed that according to Mr. Danziger's letter their house received variances in 1980 allowing it to be built 7 ft. from the north property line and 5 ft. from the west property line. To the extent that the **Danziger** house is closer to the boundary than it might otherwise be under the Zoning Ordinance, Mr. Share had a difficult time thinking that is a reason to deny the applicant the right to use their property for a permitted purpose.

Mr. Williams followed up by saying this proposal is in accordance with existing zoning. On that basis, the Planning Board does not have a reason to deny when it is in compliance with the Zoning Ordinance. That would be putting the City at risk and in his judgment the City would lose.

Motion by Mr. Boyle

Seconded by Mr. Share to approve the Final Site Plan and Design Review for 559 W. Brown with the following conditions:

- 1) Applicant submits spec sheets for ground mechanical equipment;**
- 2) Applicant must reduce the width of the window wells to 6 ft. and provide information on how they will be covered;**
- 3) Applicant provides dimensions and exact colors of proposed building materials in elevation sheets;**
- 4) Applicant addresses the concerns of all City Departments.**

There was no final discussion from the public on the motion at 8:12 p.m.

Motion carried, 7-0.

VOICE VOTE

Yeas: Boyle, Share, Clein, Jeffares, Lazar, Whipple-Boyce, Williams

Nays: None

Absent: Koseck

12-233-15

**2. 2400 and 2430 E. Lincoln St. (vacant property)
Birmingham Senior Living
Final Site Plan Review**

Mr. Williams announced he has a conflict of interest because his law firm represents the current property owners and therefore he will recuse himself from this review.

Mr. Baka recalled the subject site has a total land area of 3.78 acres. It is located on the south side of E. Lincoln St. between S. Eton St. and the Grand Trunk Railroad right-of-way. The applicant is proposing to develop the vacant site with a four-story senior living center, two surface parking lots, a detention basin and nearly 84,000 sq. ft. of landscaped open space. The proposed development will consist of two connected buildings. The east portion is one story and the west portion is four stories. The development will provide 122 residential units (83 assisted living and 39 memory care units) and building amenities for residents such as a community room, beauty salon, and wellness suite. The site is currently zoned MX and lies within the Eton Road Corridor Plan area. The proposed use is a permitted use with the approval of the City Commission.

The applicant was required to prepare a Community Impact Study ("CIS") in accordance with Article 7, section 7.27(E) of the Zoning Ordinance as they are proposing a new building containing more than 20,000 sq. ft. of gross floor area. On September 30, 2015 the Planning Board voted to accept the CIS and on November 11, 2015 they approved

the Preliminary Site Plan after the applicant presented changes to the design of the front of the building and moved the drop-off area into the parking lot.

The entire site is accessible to pedestrians via the proposed network of new sidewalks and the fire truck access drives. The main pedestrian entrance is located on the front elevation of the building adjacent to the vehicular drop-off in the front parking area. Article 04 section 4.76 SS-08 (A) 5 states that all buildings shall have their principal pedestrian entrance on the frontage line. The applicant has introduced additional design features to accentuate this area. A new awning has been added that wraps around the corner and connects to the canopy at the drop-off area. The assisted living courtyard walkway is connected to the sidewalk along the southern linear parking area. This provides direct access through the courtyard to a secondary secured entrance for visitors and residents in the event that they may need to park south of the building.

Design Review

Material samples were passed around. The new building facades will be composed of brick, wood lap siding, fiber cement panels, clear insulated glass and spandrel glass. The first floor of the building is composed of primarily brick and glass with several sections of wood lap siding interspersed throughout. The upper stories of the east portion of the building are comprised of large sections of fiber cement panels framed with brick. Interior portions of the fiber cement panel areas are accented with the wood lap siding. There are also several Juliette balconies on each floor with metal railings. Several thin areas of the upper floors are composed of insulated clear glass which is interspersed with spandrel glass. The top of the building is accented with precast concrete caps in the brick areas and prefinished metal coping in the areas with fiber cement panels.

Glazing: Article 04, section 4.83 of the Zoning Ordinance requires that the first floor of the building provide at least 70% glazing and the upper floors provide a maximum of 50% glazing. However, the Planning Board recently made a recommendation to the City Commission that the calculation for the first floor be measured from 1 ft. to 8 ft. above grade. The applicant will be required to revise the glazing allotment or obtain a variance from the Board of Zoning Appeals ("BZA") if the amendment is not adopted.

- North Elevation - There are issues with the way that the glazing calculations have been presented that do not allow for an accurate assessment of the percentage of glazing provided on the first floor. Accordingly, the applicant must provide a revised glazing calculation for the north elevation that includes the entire first floor in one calculation. This calculation must include all portions of the exterior walls that face the parking area.
- West Elevation - The west elevation appears to meet the glazing requirement.
- South Elevation - There are sections of the south elevation that face the parking areas that were not included in the glazing calculation. Accordingly, the applicant must revise the glazing calculation for the south elevation to include all areas facing a parking area as required by the ordinance. ***If the building does not meet the glazing requirements after the revised calculations have been***

provided then the applicant will be required to provide the additional glazing or obtain a variance from the BZA.

The parking requirement for this project is 68 spaces. They are providing 68 on-site but they also are providing on-street parking, eight on the north/south street and seven on E. Lincoln St. Ms. Ecker advised the north/south road has been approved by the Engineering Dept. as a right-of-way. The design of the road has to be approved by the Engineering Dept. Board members agreed that the Planning Board sees it as important that when the building is completed the road will get re-built.

Signage: The applicant is proposing two signs on the property. One sign is located on the front elevation of the first floor directly to the west of the main pedestrian entrance which reads "The Sheridan of Birmingham". The second sign is located on the water fountain feature in the drop-off/parking area and also reads "The Sheridan of Birmingham". The applicant has not provided any details on the height, thickness or materials proposed. Accordingly, the applicant is required to provide additional details on the signage to verify that they meet the size and design requirement of the Sign Ordinance.

Mr. Sean Havera, Mr. Ron Hughes and Mr. Don Bailey were present with Hughes Properties, along with Mr. Matt Boon with CA Ventures, joint venture partners; and Ms. Chauncey Hoffman with Harley Ellis Devereaux, architect. Mr. Havera indicated they are slated to go before the City Commission next Monday, December 14, and hope to have a favorable ruling from the Planning Board this evening.

Ms. Hoffman pointed out the various materials and showed where they will be used. She explained the improvements that have been made for the pedestrian entrance. The canopy will be a clear material with a steel frame structure supported off the building. The drop-off and the canopy that wraps the corner goes east on Lincoln St. a little past the pedestrian entrance to the end of the bay and then a little further into the courtyard area.

Mr. Boon affirmed their goal is to have a complete new north/south road prior to obtaining their Certificate of Occupancy.

No one from the public wished to comment on this proposal at 8:32 p.m.

Motion by Ms. Whipple-Boyce

Seconded by Mr. Share to approve the Final Site Plan and Design Review for 2400 E. Lincoln St. subject to the following:

- 1) Applicant must provide a detailed analysis of the glazing provided based on the area at Final Site Plan Review to verify that the requirement has been met;**
- 2) All improvements in the right-of-way receive approval from the Engineering Dept.;**
- 3) Applicant must provide a revised photometric plan that includes the foot candle levels 5 ft. beyond the south property line as well as the color/finish of each light fixture;**
- 4) Applicant must obtain approval from the City Commission for the use of the site as an assisted living facility;**

5) Applicant provide signage details for administrative approval.

Amended by Mr. Share and accepted:

6) Applicant must comply with whatever glazing requirement is in effect at the time they apply for a Building Permit.

No further comments were heard from the public at 8:34 p.m.

Motion carried, 6-0.

VOICE VOTE

Yeas: Whipple-Boyce, Share, Boyle, Clein, Jeffares, Lazar

Nays: None

Recused: Williams

Absent: Koseck

12-234-15

COMMUNITY IMPACT STUDIES ("CIS") AND PRELIMINARY SITE PLAN REVIEWS

1. **856 N. Old Woodward Ave.** (vacant land)
Application for a CIS and Preliminary Site Plan Review to consider a request to construct a new four-story mixed-use over 20,000 sq. ft. in size (postponed from November 11, 2015)

Ms. Ecker explained the site has a total land area of .56 acres and is located on the east side of N. Old Woodward Ave. south of Oak St.

Ms. Ecker advised that the applicant is proposing to construct a four-story mixed-use building. The lower level of the building will have parking and residential storage spaces. The first floor is proposed to contain parking fronted by retail space and a residential lobby. The second, third and fourth floors will contain 27 residential units. On-street parking will be provided on N. Old Woodward Ave. The building will have an approximate total of 106,513.7 gross sq. ft. Thus, the applicant was required to prepare a Community Impact Study in accordance with Article 7, section 7.27(E) of the Zoning Ordinance as they are proposing one new building containing more than 20,000 sq. ft. of gross floor area.

CIS

The CIS acts as a foundation for discussion between the Planning Board and the applicant, beyond the normal scope of information addressed in the Preliminary Site Plan Review application. The Planning Board "accepts" the CIS prior to taking action on a Preliminary Site Plan.

Planning and Zoning Issues:

- Use - The site is currently zoned O-2 Office and falls within the D-2 Overlay District as provided in the Downtown Birmingham 2016 Plan. The proposed

residential units, retail space and parking facility are permitted principal and/or accessory uses in the O-2 and D-2 Zone District.

- **Overlay District Compliance** - The proposed development implements some of the recommendations contained in the 2016 Plan. However, the proposed building contains one extra floor of residential above the three stories recommended in the 2016 Plan. Although it is four stories, the building conforms to the maximum height of 56 ft. limit in the D-2 Zone of the Overlay District. The Building Official will have to make a final determination as to whether it is clear they can only have three stories. ***If that is the case, the applicant will need a variance from the Board of Zoning Appeals ("BZA") for the fourth story.***
- **Master Plan Compliance, 2016 Plan** - The CIS presented does not fully discuss the goals and objectives of the City's Master Plan to demonstrate whether the City can support the proposed development. However, a number of goals and objectives of the Downtown Birmingham 2016 Master Plan do demonstrate that the City can support the proposed development.

Land Development Issues: While the applicant has submitted a soil boring report, the received materials do not confirm that the soils within the subject site are suitable to support the proposed development. The applicant will be required to provide a full soil analysis when applying for a Building Permit. On August 13, 2015, PM Environmental conducted a subsurface investigation and discovered a whole list of contamination concerns that exceed the limits. The applicants plan to submit a Brownfield Application to the City.

The existing site also contains steep slopes. The applicant proposes a below grade parking garage that will substantially remove the existing site erosion and runoff conditions into the adjacent Rouge River. Areas of existing steep slopes will be stabilized during construction to prevent erosion. The CIS states that an Erosion Control Plan will be prepared to meet all municipal soil erosion control requirements to mitigate any potential discharge of materials into the river. Mr. Share was certain the construction will disturb some of the contaminated soils. He did not think the Michigan Dept. of Environmental Quality ("MDEQ") will be proactive so the City ought be concerned. Ms. Ecker clarified that is generally something that the Brownfield Redevelopment Authority would handle when a Brownfield Plan is submitted for reimbursement. She added the City can call the MDEQ and bring this to their attention. Also, she can submit this information to the City's environmental attorney to ensure everyone is fully aware about what is going on. Chairman Clein suggested that the applicant provide background information on their mitigation plan for the City to review and take proper action to protect the City's interest in the natural environment. Further, Mr. Boyle wanted to see some resolution regarding the roles and responsibilities of the different agencies in detailing whether this facility can mitigate the contamination that exists at present.

Utilities, Noise and Air Issues: All required utility easements have not been verified. However, the applicant has noted that the civil engineer and construction manager will provide verification of easements for all proposed and additional utilities prior to construction. In accordance with the 2016 Plan, all utilities on the site should be buried

to visually enhance the site. The CIS does not indicate that utilities will be buried to meet this provision.

A sound study was performed by Kolano and Saha Engineers to analyze existing ambient noise and estimated future noise levels on the site. The prepared noise report states the site has a measured sound level of DNL 63 dB, and thus falls within HUD guidelines for residential land use. Kolano and Saha have provided information detailing the types of units that will produce the least amount of sound.

The CIS notes that the proposed project is not expected to create excessive noise that would exceed existing code standards.

The CIS states that the closest air monitoring stations are located in Oak Park and Pontiac. Current ambient air quality standards are well under the existing minimum standards mandated by the Environmental Protection Agency "(EPA)". The applicant has indicated that all new HVAC equipment will be selected to provide minimum pollutant discharge and maximum filtration.

Environmental Design and Historic Values: The applicant will be required to provide the City with a public access easement for the western portion of the site that is proposed for public parking and a public sidewalk.

Refuse, Sewer and Water: The CIS states that there will be a refuse room on the first level that will be adequate in size to service the development. No details have been provided on the size of the trash containers, nor has information been provided to detail the collection and separation of recyclables. The CIS further states that there is adequate water service to the site and that the existing sanitary and combined sewers on the site will be sufficient to service the development.

The applicant has stated that the proposed wastewater system will be adequately designed by an engineer to service the facility and that design capabilities of the facilities will not be exceeded as a result of this project.

The proposed storm water system will be designed to meet the City standards for storm water management. The applicant anticipates that the design capacity of storm water facilities will not be exceeded. The CIS has indicated that elements have been incorporated into the project to reduce the amount of storm water entering the sewer. This will be carried out through a proposed underground detention system.

The applicant has indicated that the proposed water service system will be adequately designed to service the facility. The applicant anticipates that the existing water quality is safe from both chemical and bacteriological standpoints and will provide verification of this prior to final site plan review. The applicant also anticipates the water supply design to be compatible with the existing City system.

Public Safety: The applicant has not indicated whether the proposed development location or design provide adequate access for police, fire and emergency vehicles and

individuals. However, the applicant has indicated that the project design will be reviewed by all public safety services and recommendations for conformance will be implemented into the final design.

Transportation Issues: The applicant has submitted a Traffic Impact Study prepared by Stonefield Engineering and Design. The City's traffic consultant, Fleis & Vandenbrink, has completed a review of the traffic study and provided a number of comments and concerns. The traffic study should be revised to meet all City requirements and approved by the City's traffic consultant.

The applicant is proposing 19 parking spaces on the first level located behind the retail. Thirty-seven parking spaces are proposed on the lower level and nine parking spaces are proposed in the open space parking outside along the western edge of the property for a total of 65 spaces. The CIS states that there will be no more than 75 parking spaces, but both the engineering and architectural drawings show 65 parking spaces.

Natural Features: The applicant has indicated that there are no water quality issues known regarding the existing Rouge River to the east of the site. The CIS indicates that the proposed project will involve an increase in impervious surface area. An underground detention system has been designed to accommodate the additional impervious surfaces and reduce the overall runoff from the site. The CIS indicates that the project will not affect surface water flows on water levels of ponds or water bodies. The MDEQ has been notified and does not anticipate any adverse effects. The CIS also states that the project is located within the 100-year floodplain. As such, the applicant indicates that the project will meet all state and local floodplain regulations.

The proposed development will not destroy a natural feature, but it will isolate the river from public access. However, there is not currently public access to the river from this site. No natural feature will pose a safety hazard to the development nor will the proposed project destroy any existing wildlife or habitats.

Mr. Tim Ponton, Stonefield Engineering and Design, spoke on behalf of the applicant and explained to the board their design process and some of the challenges they encountered in terms of getting the development to work. Very deep piles along with a grid system will be needed beneath the project. Their property line comes out 20 ft. as compared to the remainder of the block. What that means for them is the opportunity for additional parking and extending the boulevard.

Mr. Ponton explained that they will be required to file a Due Care Plan with MDEQ who will then monitor their construction, ultimately do additional testing, and then sign off. Therefore, the site will be cleaned up to meet at least the minimum standards for residents to be living there. In addition the county will be taking a look at it to make sure from a soil erosion and sediment control standpoint nothing gets into the Rouge River. They intend to submit a Brownfield Plan. In terms of the traffic, they are confident they can mitigate any issues and satisfy the City traffic engineer. They hope to develop the site into something that is consistent with the existing development patterns and are under the assumption that they will go before the BZA for a height variance.

Motion by Mr. Williams

Seconded by Mr. Share to receive and file the letter from Norman Ziegelman dated October 26, 2015 and also a letter from Carolyn Butcher which is marked received on November 30, 2015.

Motion carried, 7-0.

VOICE VOTE

Yeas: Williams, Share, Boyle, Clein, Jeffares, Lazar, Whipple-Boyce

Nays: None

Absent: Koseck

At 9:40 p.m. the chairman opened discussion to the public on the CIS.

Mr. David Underdown, owner of the Douglas Cleaners property, said he doesn't think they contributed to the contamination because they dispose of their waste and years ago there was a gas station on that site.

Chairman Clein personally thought that a lot of information needs to be tightened up, particularly related to the number of stories and their impact, and the traffic.

Motion by Mr. Williams

Seconded by Ms. Whipple-Boyce that consideration of the CIS and Preliminary Site Plan be postponed to January 13, 2016.

Mr. Ponton spoke from the audience at 9:50 p.m. He noted with respect to the shortage of parking in that area that they have an abundance of 15 spaces on-site. Therefore, they don't need to count the spots in front towards their goal.

Motion carried, 7-0.

VOICE VOTE

Yeas: Williams, Whipple-Boyce, Boyle, Clein, Jeffares, Lazar, Share

Nays: None

Absent: Koseck

12-235-15

REQUEST FOR SITE PLAN EXTENSION

- 1. 2000-2070 Villa St.
Request for one year approval of site plan**

Ms. Ecker recalled that the project proposed is eight units on the south side of Villa across from District Lofts on the east side of S. Eton. Mr. David Steuyer explained his lender dropped them in the spring. He has since found another lender and they are not looking for any changes other than what was submitted and approved in 2013. In response to an inquiry by Mr. Share, Mr. Steuyer said that a 6 month extension would be fine.

Motion by Mr. Boyle

Seconded by Mr. Williams to suggest extension of the site plan for 2000-2070 Villa St. for 6 months from this date.

No public remained at this time.

Motion carried, 7-0.

VOICE VOTE

Yeas: Boyle, Williams, Clein, Jeffares, Lazar, Share, Whipple-Boyce

Nays: None

Absent: Koseck

STUDY SESSION ITEMS

1. Planning Board Action List 2016-2017

Ms. Ecker indicated the one item that was added from last year is the D-5 Overlay District. The City Manager has also asked the Planning Board to consider whether or not to look at adding parking requirements for outdoor dining. The Triangle and Rail Districts are the two areas where this might apply.

Mr. Williams thought the Planning Board needs direction from the new City Commission on some of the items on the Action List. It would make sense to hold the joint meeting on a Saturday.

In response to discussion about the need for a Master Plan update, Ms. Ecker said that at the Long Range Planning meeting in January the Master Plan issue will be one of the Planning Dept. topics for discussion.

Chairman Clein suggested removing item 6, S. Woodward Ave. Gateway Plan from the Action List. Items 3, 7, and 8 can be handled in a relatively short time:

- Item 3 - Potential residential zoning changes - MF and MX garage doors, garage house standards, dormers;
- Item 7 - Ordinance adjustments and corrections;
- Item 8 - Consider outdoor storage and display standards.

Mr. Williams thought regarding the planning process that the board needs to get back to some dedicated planning meetings. He suggested they start in February with one every other month and then go to April. He further suggested that these meetings be held on the first meeting of the month.

12-236-15

MEETING OPEN TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA (none)

12-237-15

MISCELLANEOUS BUSINESS AND COMMUNICATIONS

- a. Communications (none)
- b. Administrative Approval Correspondence
 - 260 N. Old Woodward Ave., Arthur Ave. - Awning to be fabricated and attached to Arthur Ave. front of building facing N. Old Woodward Ave.
 - 2483 W. Maple Rd. - Install illuminated ground sign, 30 sq. ft.; install non-illuminated wall sign, 13 sq. ft.
- c. Draft Agenda for the Regular Planning Board Meeting on January 13, 2016
 - Action List
 - 1193 Floyd - easements (may be postponed)
 - 2159 - 2295 E. Lincoln - Site Plan extension
 - 856 N. Old Woodward Ave.
- d. Other Business (not discussed)

12-238-15

PLANNING DIVISION ACTION ITEMS

- a. Staff report on previous requests (none)
- b. Additional items from tonight's meeting (none)

12-239-15

ADJOURNMENT

No further business being evident, board members motioned to adjourn at 10:15 p.m.

Jana Ecker
Planning Director