

**VIRTUAL MEETING OF THE BIRMINGHAM PLANNING BOARD**  
**WEDNESDAY, AUGUST 26, 2020**  
**7:30 PM**

**<https://zoom.us/j/111656967> or dial: **877-853-5247 Toll-Free, Meeting Code: 111656967****

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- A. Roll Call
- B. Review and Approval of the Minutes of the regular meeting of **August 12, 2020**
- C. Chairpersons' Comments
- D. Review of the Agenda
- E. Unfinished Business – Revised Final Site Plan & Design Review
  - 1. **34745 Woodward (JAX Car Wash)** – Request for Revised Final Site Plan & Design Review for site plan and design changes to Jax Car Wash (**Postponed from July 8, 2020, Request to postpone to September 23, 2020**).
- F. Public Hearing
  - 1. An ordinance to amend Chapter 126, Zoning, of the Code of the City of Birmingham:  
  
**TO AMEND ARTICLE 3, SECTION 3.04(E), ARCHITECTURAL STANDARDS, AND ARTICLE 4, SECTION 4.90(A), WINDOW STANDARDS TO AMEND THE WINDOW GLAZING STANDARDS IN THE DOWNTOWN BIRMINGHAM OVERLAY DISTRICT;**  
  
**AND**  
  
**TO AMEND ARTICLE 9, SECTION 9.02, DEFINITIONS TO REDFINE CLEAR GLAZING, AND TO ELIMINATE THE DEFINITION OF LIGHTLY TINTED GLAZING.**
- G. Special Land Use Permit Amendment
  - 1. **525 N. Old Woodward, Luxe Bistro** – Request for Special Land Use Permit Amendment to expand the existing restaurant into the storefront space to the south.
- H. Final Site Plan & Design Review
  - 1. **525 N. Old Woodward, Luxe Bistro** – Request for Revised Final Site Plan Review to expand the existing restaurant into the storefront space to the south.
- I. Miscellaneous Business and Communications:
  - a. Communications
  - b. Administrative Approval Correspondence
  - c. Draft Agenda for the next Regular Planning Board Meeting (**September 9, 2020**)
  - d. Other Business
- J. Planning Division Action Items
  - a. Staff Report on Previous Requests
  - b. Additional Items from tonight's meeting
- K. Adjournment

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*Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).*

**CITY OF BIRMINGHAM  
REGULAR MEETING OF THE PLANNING BOARD  
WEDNESDAY, AUGUST 12, 2020**

Held Remotely Via Zoom And Telephone Access

Minutes of the regular meeting of the City of Birmingham Planning Board held on August 12, 2020. Chairman Scott Clein convened the meeting at 7:30 p.m.

**A. Roll Call**

**Present:** Chairman Scott Clein; Board Members Robin Boyle, Stuart Jeffares, Bert Koseck, Daniel Share, Janelle Whipple-Boyce, Bryan Williams; Alternate Board Members Jason Emerine, Nasseem Ramin; Student Representative Rachel Hester

**Absent:** Student Representative June Lee

**Administration:** Jana Ecker, Planning Director  
Jamil Alawadi, IT Staff  
Nicholas Dupuis, City Planner  
Laura Eichenhorn, Transcriptionist

**Master Planning Team:**

Matt Lambert, DPZ  
Sarah Traxler, McKenna

**08-93-20**

**B. Approval Of The Minutes Of The Regular Planning Board Meeting of July 22, 2020**

**Motion by Mr. Williams**

**Seconded by Mr. Share to approve the minutes of the Regular Planning Board Meeting of July 22, 2020 as submitted.**

**Motion carried, 7-0.**

ROLL CALL VOTE

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

Nays: None

**08-94-20**

**C. Chairperson's Comments**

Chairman Clein welcomed everyone to the meeting and reminded everyone that the meeting was being held under the guidance of the City Attorney and City administration to ensure compliance with Governor Whitmer's executive orders. Chairman Clein then reviewed procedures for the meeting.

**08-95-20**

#### **D. Review Of The Agenda**

There were no changes to the agenda.

**08-96-20**

#### **E. Study Session Items**

##### **1. Review of Key Themes in Draft Master Plan Document**

Planning Director Ecker introduced the item. Mr. Lambert presented the item.

At the conclusion of Mr. Lambert's presentation, Chairman Clein invited comment from members of the public. He requested that comments be kept to broad considerations regarding the appropriateness of the themes, with the understanding that more details would be explored later in the process.

Norm Cohen said he was against allowing accessory dwelling units (ADUs). He stated that both of his neighbors have added two-story garages in the time that he has lived there and that those additions affected both his privacy and his view. He said that while he supported efforts to create more affordable housing in Birmingham those efforts should not occur in single family neighborhoods. Mr. Cohen stated he was concerned that ADUs would increase traffic, noise, security, parking and privacy issues. He concluded by saying that Birmingham should put more effort into maintaining the more affordable single family homes that are left rather than trying to move ADUs into single family neighborhoods.

Chairman Clein reiterated his statement from past meetings that in this context 'affordable housing' means more affordable for Birmingham, and not 'affordable' in the sense of the federal government's legal definition of term.

Andrew Haig proceeded to give comment on the themes, saying:

- Themes one and two were more related than separate. He opined that communication within a neighborhood cannot be facilitated through land planning decisions, stating that a neighborhood either wants to communicate within itself or does not.
- He agreed with the aims of theme three.
- He agreed with Mr. Cohen's statement that teardowns of smaller, more affordable homes are leading to people being priced out of Birmingham. He said the City should focus more effort on discouraging teardowns that are replaced with much larger, more expensive, and more unsightly homes.
- Theme four should be rephrased to give more clarity to what precisely is meant by 'affordable'.
- The 60% lot coverage rule is not sufficiently enforced in the City and that many houses exceed that limit. He said this is leading to the flooding issues many residents experience.

- Theme seven should be one of the primary focuses of the plan, as it is one of the things most likely to directly benefit residents. He said he would love to see new parks in underserved areas of Birmingham.
- He is on the City's multi-modal transportation board (MMTB) and would welcome further discussion regarding theme eight during MMTB meetings.
- The differences in success between the City's mixed-use districts could be because of size of properties, types of properties, rent costs, types of businesses, or various other factors. It should be determined which of those issues impact the success of MX districts and how they can be addressed.
- The City should endeavor to invest in its current MX districts and should not try to create any additional MX districts given the relatively small geographical size of the City.
- Supporting sustainable development is a worthwhile effort.
- Bridging the Woodward divide should be the plan's foremost priority.

Matt Wilde shared concern that adding population density to neighborhood seams would increase the parking issues residents already face and would change the experience of the City. Mr. Wilde stated that other residents in his South Poppleton neighborhood were also opposed to increasing population density in the City. He said that the City's population has hovered around 20,000 since the 1970s and said he did not see why they would try to increase the City's population. Like Mr. Cohen and Mr. Haig, he spoke in favor of working to maintain the smaller single family residences that still exist in Birmingham. Mr. Wilde said he would like to see crossing Woodward become safer and easier for pedestrians. Mr. Wilde concluded by saying that Birmingham should look into electing City Commission members so that there is one Commissioner per neighborhood on the Commission.

David Bloom said he concurred with both Mr. Haig's and Mr. Wilde's comments. Mr. Bloom continued that:

- Nearly half of the draft master plan was devoted to mixed use areas and the downtown, despite the stated goal of using this master plan to focus primarily on the neighborhoods.
- City data indicates that over 80% of the property taxes paid in Birmingham are paid by residential, non-commercial, and non-industrial properties.
- The City seems to be encouraging the growth of commercial and industrial interests in the City without much indication from the residents that they want the City to become more commercial and industrial.
- He was skeptical that there was even a plurality of residents that would be supportive of the currently proposed master planning themes. He suspected the community did not actually have much input in composing the themes despite claims to the contrary.
- Increasing population density along the seams would have the effect of isolating neighborhoods from each other.
- The apartments on the north side of 14 Mile between Southfield Road and Woodward are poorly maintained and inspire no confidence regarding future potential multi-family homes in the City. The City currently insufficiently holds multi-family property owners accountable for maintaining their properties, meaning future multi-family homes would only do further damage to the livability and aesthetics of the City.
- He agreed with Mr. Wilde, Mr. Haig, and Mr. Cohen that more needed to be done to maintain the remaining stock of smaller single family homes in Birmingham rather than focusing on building multi-family homes.

Ingrid Tighe, Birmingham resident and Birmingham Shopping District Director, said she wanted to echo previous comments that Woodward must be made easier for pedestrians to cross. She shared feedback from one Birmingham restaurant owner who said his office is equidistant from two of his locations, one in Downtown and one in the Triangle District, but that getting to the latter feels 'almost like crossing the Nile'. She said that encouraging economic development in the Triangle would become much easier if crossing Woodward were made easier. She said making it easier to cross Woodward would also be immensely beneficial for the residents, simply in terms of increasing the walkability of the City overall.

John Jones said that the changes proposed for the Haynes Street area in the draft master plan would create more of a focus on the more immediate businesses rather than on maintaining ease of access to the downtown. He said he and his wife were not enthused about that prospect. He said that as a resident of Ann Street he likes the alley behind his home and would want it to remain as-is. Mr. Jones added his voice to previous comments that the experience of crossing Woodward as a pedestrian needs to be improved.

Chairman Clein thanked the public for their comments and returned discussion to the Board.

Mr. Williams said he thought the Bates Street extension should be added as a thirteenth theme to the list. He said he thought it might also be worthwhile to consider adding how to deal with excess property held by the City and parking to the list. Mr. Williams cited a municipally-owned property on 14 Mile that the City should either find a way to sell or should find a use for. Regarding multi-modal transportation within the City, he noted that Latham is often treated as a bypass for Southfield Road, allows on-street parking, has no sidewalks, and was suggested as a major bike route within the draft master plan. Noting that there is already a lot of congestion on Latham, Mr. Williams said he could not imagine safely encouraging cyclists to join the mix.

In reply to Chairman Clein, Mr. Williams said he was supportive of efforts towards increasing multi-modal transportation while warning that it must be done safely and with consideration for already-existing circumstances.

Mr. Jeffares said:

- It might be prudent to request that the City Commission prioritize the themes since the City cannot undertake all the proposed improvements at once.
- He wanted to see accessibility for all woven into the themes more, noting that the City makes efforts to retain senior residents but does not make sure that they have equal access to the City's amenities. Senior residents still pay for use of these amenities through taxes even if they cannot use them. He cited the trail by the Rouge River and the difficulty in getting across Woodward as two examples of where accessibility in the City must be improved.
- The themes did indeed originate with the residents. He sat through all the charrettes but one and that these themes emerged from repeated conversations with residents. While he may not agree with all the themes he was confident that they emerged from Birmingham residents. He hoped members of the public continued to provide feedback as the process continues.

- That along busier Birmingham thoroughfares like 14 Mile people often do not want to purchase single family homes out of concern that it would be unsafe for their children. A neighborhood seam like 14 Mile would be the ideal place to put multi-family residences given that concern, and that there would be incentive to maintain them when there is sufficient demand for the residences.
- The City's peak population since the 1970s was actually 25,000, and not the 20,000 cited earlier. That means that Birmingham was down from its peak population by 20%. The population increase discussed by the themes and the PB is not because the PB is pursuing a population increase. Rather, it is because the Southeast Michigan Council of Governments estimates that there will be a population increase among its represented municipalities, including Birmingham. Given that, the PB is proactively working to provide the best possible accommodations for such a population increase, instead of trying to figure out as the increase occurs.

Mr. Koseck said:

- Neighborhood seams and defining neighborhoods could be more detrimental to the City than beneficial. Birmingham has a small geographical area and he values the sense of community that smallness allows. He was unsure why it would be useful to create more geographical divisions within those borders.
- He was not in favor of allowing ADUs, especially if they could be used as rental units. The City has a difficult enough time enforcing regulations on single family home rental units and ADUs would likely exacerbate the issue.
- He would like to hear more about possible ways of incentivizing renovation projects on single family homes as opposed to the teardowns and large home replacements that are currently more prevalent in the City.
- He concurred with Mr. Haig, Mr. Wilde, Mr. Bloom, BSD Director Tighe, and Mr. Jones that improving pedestrian crossings across Woodward should be one of the foremost priorities of the plan.
- Possible changes in design controls would be relevant to add to the master planning discussion. On a visit to Birmingham within the last few years Andres Duany of DPZ noted it could be beneficial to allow single family residences to become bigger on the first floors, in order to allow first floor master bedrooms and aging in place.

Ms. Whipple-Boyce said she was generally comfortable with the 12 suggested themes and with Mr. Williams' suggestion of adding a thirteenth regarding the Bates Street extension. While there were elements she was more or less supportive of within each theme, overall she thought the themes appropriate. She would hold off on her comments regarding specific ideas within the themes at future Board meetings as requested by the Chair. The themes did derive from residents' preferences and feedback.

Mr. Share said:

- Regarding the first theme, he would be supportive if that meant either attention to zoning standards within each neighborhood and/or attention to making sure residents of each neighborhood have equitable access to public amenities.
- He would be less comfortable if the first theme relates to social identity issues in each neighborhood. Neighborhood identities change based on the current residents.

- The second theme made less sense to him as a land planning issue. He has visited other cities where retail was abandoned at the neighborhood seams and turned into residences. He was not sure that fostering neighborhood destinations any more than Birmingham already has would make a lot of sense.
- He liked the theme of manage and growth. The city must define what increased housing units at the seams might be. He recommended that people look at the multi-family homes between Brown and Frank on Southfield Road. Those would fit as examples of appropriate housing at the seams.
- He agreed with Mr. Jeffares that the City can plan for additional population growth and that it can be handled well.
- Original Birmingham neighborhoods no longer exist since there are now new two-story large houses next to one-story 1950s ranches. It is too simple to say that the City needs to preserve neighborhood character since the neighborhood character has changed. Some of the smaller homes in Birmingham could potentially be saved by declaring them historic, but the City cannot undo the different kinds of houses that have been built.
- It would be worth considering using pedestrian bridges across Woodward to connect the east and west sides of Birmingham.

Mr. Boyle said:

- He agreed that studying the effect Woodward has on the community should be prioritized in the master planning process. The problem posed by Woodward is less the width of the road and more the speed of the cars. The city should work with other state governmental bodies to find ways of lowering the speed on Woodward.
- Themes three, four and five could be combined into one theme. They all attempt to address the question of what Birmingham will be like as a residential suburb over the next 25 years.
- It would be worth looking into whether the City sufficiently upholds its lot coverage standards.
- The median income in Oakland County is \$80,103 annually. Housing attainable for anyone making between 80% of that median and 120% of that median would replace what is often termed 'the missing middle'. If Birmingham had more housing stock available in that range it would attract people like school teachers, nurses, and administrative staff. These are the people Birmingham should be trying to attract. People making 80% of the median area income could probably afford a mortgage of \$325,000. People making 120% of the area median income could probably afford a mortgage of \$475,000. The City currently has very little and is building very little housing stock affordable to people in that range.
- He would be happy to see Birmingham have more houses in that price range.

Chairman Clein said:

- He appreciated Mr. Boyle's comments regarding making costs of housing more affordable in Birmingham, and that it would be appropriate to discuss further at a later date.
- He concurred with Ms. Whipple-Boyce that there are some things in the themes he agreed with and some he disagreed with. There were some recommendations made in the themes that may be appropriate in some areas of the City but not others.
- While he did see overlap between themes, he generally agreed with all 12.

- The length of the master plan documentation could be reduced by combining themes that are very related. Themes one and two could be combined, and themes three, four and five could also be combined.
- It would be helpful to have the themes streamlined wherever possible.
- For theme six, instead of assuming that Birmingham will grow, it might be more appropriate to commit the City to appropriately managing its population and growth. It was not clear to him where Birmingham residents stand on the possibility of adding between 1,000 to 4,000 more residential units. It would be inappropriate to assume that Birmingham wants to grow its population because SEMCOG predicted there could be some population growth.
- Per Mr. Jeffares' recommendation, theme seven could accommodate considerations of accessibility and infrastructure throughout the City.
- Mr. Boyle was correct that the speed of traffic on Woodward has the greatest negative impact on pedestrian safety.
- He would not be in favor of bridges or tunnels to cross Woodward. The word 'bridge' should not be in the title of theme. He said bridges and tunnels should not be set forth as the first option even though they could be considered as alternate solutions.
- He would not support adding the Bates Street extension as a master plan topic. The Bates Street extension should wait until the master plan is able to inform decisions regarding what the residents want to see there. From there the City administration can consider means of implementation.

Mr. Williams said the Bates Street extension could be discussed as part of the excess municipal property discussion he proposed earlier in meeting. He said the part of the City charter that prevents excess municipal property from being sold needs to be re-evaluated. He said he concurred with Mr. Boyle that the primary issue on Woodward is the speed of traffic and that the City must pursue reducing the speed on Woodward by whatever means available. He concurred with Chairman Clein that bridges or tunnels would not be a good way to address the issue of crossing Woodward safely.

Mr. Lambert said next steps would be to evaluate the the master plan draft from the stance of how it addresses and elucidates the chosen themes.

Mr. Boyle said that would be a better approach than trying to go through the nearly 300 page draft master plan document line by line. He said the onus would be on Ms. Traxler, Mr. Lambert, and Planning Director Ecker to make sure the talking points for each theme from the draft master plan are clear.

In reply to a question from Mr. Boyle, Planning Director Ecker said no formal action would be required of the Board at this time regarding the themes or the draft. She noted that this is part of the draft master plan review, and that the comments from the Board and the public will be integrated as appropriate by the master planning team into the second draft of the master plan.

Chairman Clein said that by the end of the review of the first master plan draft it should be clear to the master planning team which items should remain and which items should be removed.

Mr. Williams said that before the next master plan discussion in September the master planning team should consolidate some of the themes and should excise any recommendations that pay more attention to social dynamics in the City than they do land use. He said the titles of the themes should at least be revised to reflect the focus on land use. Draft two needs to be more concise than the plan's first draft.

Ms. Traxler said it might be most appropriate to revise the themes once the draft master plan has been reviewed through that lens. She noted that the discussion of the draft would likely yield additional nuance regarding the themes and key objectives.

Mr. Lambert said that while prioritization would be an important discussion the master planning team had intended it to be a second draft focus. The first draft review should clarify what topics remain, which are removed, and which need to be added.

Mr. Share said that if the City provides a wider variety of housing in order to retain different family structures and age groups there will necessarily be population growth in the City. He said it will be critical for Birmingham to have a strategy to manage the likely impending population growth. Refining the purpose of neighborhood seams and making them particular to different parts of the City will be helpful in that endeavor. Mr. Share concluded by saying that the City should plan explicitly for the likely population increase.

Chairman Clein countered that growth is potential if the other themes are satisfied and not necessarily inevitable. He said he agreed with previous comments that smaller single family residences could be preserved as one way of making housing more affordable.

Mr. Share replied that if one of the goals is for all areas of Birmingham to have a variety of family sizes and age distributions then the Board would be well served by thinking about managing worth.

Mr. Boyle said he wanted it minuted for the consultants that prioritizing the themes is probably important. He said themes one and two relate to implementation and that they should probably not be the opening themes as a result.

Chairman Clein thanked the public, the Board, Mr. Lambert and Ms. Traxler for their participation.

**08-97-20**

**F. Miscellaneous Business and Communications:**

**a. Communications**

**b. Administrative Approval Correspondence**

Planning Director Ecker reviewed a request regarding the awnings of 856 N. Old Woodward. She explained the part of the awning that currently says 'The Pearl' would need to be changed as well since it is too big to be an awning sign.

John Marusich was present on behalf of the request.

Mr. Marusich told the Board the material would be a high-gloss metal panel very similar to the one proposed in the 2016 plans.

In reply to City Planner Dupuis, Planning Director Ecker explained the awning can be required to extend the full seven feet over the sidewalk as originally required by the Board in 2016 because the sidewalk is private property, which means public right-of-way issues do not apply in this case.

The Board offered no objections to administrative approval of the plans.

**c. Draft Agenda for the next Regular Planning Board Meeting (August 26, 2020)**

- Public hearing for the glazing changes
- A further postponement of Jax Karwash, per the applicant's request
- SLUP amendment for Luxe

**d. Other Business**

**08-98-20**

**G. Planning Division Action Items**

**a. Staff Report on Previous Requests**

**b. Additional Items from tonight's meeting**

**08-99-20**

**H. Adjournment**

No further business being evident, the Chairman adjourned the meeting at 9:41 p.m.

Jana L. Ecker

Planning Director



# MEMORANDUM

Planning Division

**DATE:** August 26, 2020

**TO:** Jana Ecker, Planning Director

**FROM:** Nicholas Dupuis, City Planner

**SUBJECT:** Window Glazing Standards – Public Hearing

On November 13<sup>th</sup>, 2019, the Planning Board discussed the potential for ordinance amendments encompassing the Window Standards outlined in Article 3, Section 3.04(E) and Article 4, Section 4.90 of the Zoning Ordinance. The Planning Board directed City Staff to (1) research any possible differences in the Visual Light Transmittance (VLT) figures between different manufacturers and (2), research other cities to determine what VLT figures are used.

Upon contacting representatives at Guardian Glass, Midwest Glass Fabricators, Michigan Glass Coating, and Service Glass, it was apparent that there is no noticeable difference in glass between manufacturers. That is, all else being equal, a pane of glass with a low-e coating at 68% Visual Light Transmittance from manufacturer X will look the same as the same pane of glass from manufacturer Y. The results may differ based on what type of glass is used in the construction, whether the glass is single pane, double pane or laminated, whether a film is used or not, etc.

Additionally, the research done into the transparency requirements in other communities was confirmed and/or updated. The table below summarizes the confirmed VLT figure present in other Michigan communities, as well as some new figures:

Grand Rapids, MI	70% VLT minimum
Ferndale, MI	60% VLT minimum, 20% Reflectance
Muskegon, MI	70% VLT minimum
West Bloomfield, MI	75% VLT minimum
Rochester Hills, MI	65% VLT minimum
Pontiac, MI	Non reflective, non-tinted
Detroit, MI	70% VLT minimum
Kalamazoo, MI	Clear, non reflective

On January 8<sup>th</sup>, 2020, the Planning Board discussed the glazing ordinance amendments again, and expressed interest in hearing from more professionals such as a mechanical engineer, a glass vendor or supplier, or a glass contractor or installer. At this time, the Planning Division has been unable to find and secure any additional professionals or glass experts to add any new information to the conversation other than the professionals that were already involved up to this point.

On July 22<sup>nd</sup>, 2020, the Planning Board set a public hearing to consider Zoning Ordinance amendments to Article 3, Section 3.04(E), Article 4, Section 4.90(A) and Article 9, Section 9.02

to change the Clear Glazing standards and definition to require low iron glass, no tint, to relax the Visual Light Transmittance requirements and to add reflectivity requirements. As discussed at this meeting, although clear glass does not have substantially high iron content, it is higher than low-iron glass. Due to this higher iron content, clear glass has a greenish tint. This is a result of the natural presence of iron oxide from elements such as sand, or from the cask or container in which the glass was actually melted. Low iron glass is often referred to as "Extra Clear" glass in contrast to simple "Clear" glass.



Research has also suggested that light transparency may be improved simply through the modification of iron content in glass. Low-iron glass provides maximum brightness and clarity with a higher visible light transmittance than traditional clear glass.

### **Suggested Action**

To recommend approval to the City Commission the amendments to Article 3, Section 3.04(E), Article 4, Section 4.90(A) and Article 9, Section 9.02 of the Zoning Ordinance to adjust the glazing standards to redefine clear glazing, and to eliminate lightly tinted glazing.

**CITY OF BIRMINGHAM**

**ORDINANCE NO. \_\_\_\_\_**

**THE CITY OF BIRMINGHAM ORDAINS:**

AN ORDINANCE TO AMEND CHAPTER 126, ZONING, OF THE CODE OF THE CITY OF BIRMINGHAM:

TO AMEND ARTICLE 3, SECTION 3.04(E), ARCHITECTURAL STANDARDS, TO AMEND ARTICLE 4, SECTION 4.90(A), WINDOW STANDARDS, AND TO AMEND ARTICLE 9, SECTION 9.02, DEFINITIONS TO REDEFINE CLEAR GLAZING, AND TO ELIMINATE LIGHTLY TINTED GLAZING

**Article 3, Section 3.04**

- E. Architectural standards. All buildings shall be subject to the following physical requirements:
1. ...
  2. ...
  3. ...
  4. Storefronts shall be directly accessible from public sidewalks. Each storefront must have transparent areas, equal to 70% of its portion of the facade, between one and eight feet from the ground. The wood or metal armature (structural elements to support canopies or signage) of such storefronts shall be painted, bronze, or powder-coated.
  5. Storefronts shall have mullion systems, with doorways and signage integrally designed. Mullion systems shall be painted, powder-coated, or stained.
  6. The glazed area of a facade above the first floor shall not exceed 35% of the total area, with each facade being calculated independently.
  7. Clear glazing is required on the ~~first floor. Lightly tinted glazing is permitted on upper floors only~~ **storefront facade**. Windows shall not be blocked with opaque materials or the back of shelving units or signs.

**Article 4, Section 4.90 – Window Standards (WN)**

- A. Storefront Windows: Ground floor facades shall be designed with storefronts that have windows, doorways and signage, which are integrally designed. The following standards apply:
1. No less than 70% of a storefront/ground floor façade between 1 and 8 feet above grade shall be clear glazing.
  2. Only Clear glazing is permitted on storefront facades ~~at the first floor. Lightly tinted glazing above the first floor may be permitted.~~ **Storefront glass shall have low iron content.** Mirrored glass is prohibited.
  3. Required window areas shall be either pedestrian entrances, windows that allow views into retail space, working areas or lobbies. Display windows set into the wall may be approved by the Planning Board.
  4. Windows shall not be blocked with opaque materials or the back of shelving units or signs.

5. The bottom of the window shall be no more than 3 feet above the adjacent exterior grade.

**Article 9, Section 9.02 – Definitions**

Clear Glazing: Glass and other transparent elements of building facades with a minimum visible light transmittance of ~~80%~~. **66% and a reflectivity of 15% or less.**

~~Lightly Tinted Glazing: Glass and other transparent elements of building facades with a minimum visible light transmittance of 70%.~~

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2020 to become effective upon publication.

\_\_\_\_\_  
Pierre Boutros, Mayor

\_\_\_\_\_  
Alexandria Bingham, City Clerk Appointee

**CITY OF BIRMINGHAM**  
**REGULAR MEETING OF THE PLANNING BOARD**  
**WEDNESDAY, JULY 22, 2020**

Held Remotely Via Zoom And Telephone Access

Minutes of the regular meeting of the City of Birmingham Planning Board held on July 22, 2020. Chairman Scott Clein convened the meeting at 7:35 p.m.

**A. Roll Call**

**Present:** Chairman Scott Clein; Board Members Robin Boyle, Stuart Jeffares, Bert Koseck, Daniel Share, Janelle Whipple-Boyce, Bryan Williams; Alternate Board Members Jason Emerine, Nasseem Ramin; Student Representative Rachel Hester

**Absent:** Student Representative June Lee

**Administration:** Jana Ecker, Planning Director  
Eric Brunk, IT Manager  
Nicholas Dupuis, City Planner  
Laura Eichenhorn, Transcriptionist

**07-86-20**

**B. Approval Of The Minutes Of The Regular Planning Board Meeting of July 8, 2020**

**Motion by Mr. Boyle**

**Seconded by Mr. Koseck to approve the minutes of the Regular Planning Board Meeting of July 8, 2020 as submitted.**

**Motion carried, 7-0.**

ROLL CALL VOTE

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

Nays: None

**07-87-20**

**C. Chairperson's Comments**

Chairman Clein welcomed everyone to the meeting and reminded everyone that the meeting was being held under the guidance of the City Attorney and City administration to ensure compliance with Governor Whitmer's executive orders. Chairman Clein then reviewed procedures for the meeting.

**07-88-20**

**D. Review Of The Agenda**

There were no changes to the agenda.

## 07-89-20

### E. Study Session Items

#### 1. Glazing Requirements

City Planner Dupuis reviewed the item and Kreg Hatfield, from Guardian Glass, was present to answer questions.

Mr. Hatfield explained that:

- All manufacturers calculate VLT and reflectivity percentages in the same way.
- Most people would be unlikely to notice the difference between 66% and 80% VLT.
- When glass gets into the range of 40-50% VLT it tends to begin to look less clear. Tinting would reduce the VLT even further.
- The glass make-up at the Brookside development and the glass make-up at the Daxton Hotel have identical coatings on the glass. The difference is that the Brookside development used a basic clear glass while the Daxton used a low iron glass. The Brookside glass has a VLT of 68% and the Daxton has a VLT of 70% because removing some iron makes glass a bit more clear.
- Glass can be rated in terms of reflectivity both from the inside-out and from the outside-in. It is important to keep those percentages about the same.
- For basic, first floor applications the ordinance should include language about prohibiting tinted glass. There would be no way for property owners to meet the proposed ordinance requirements if they have both tinted glass and low-e coating.
- There would likely be no need to mention low iron glass because it would meet ordinance requirements should a property owner choose to use it. Low iron glass tends to cost significantly more than regular clear glass. It also tends to be a bit more efficient in terms of retaining the heating and cooling of the building's interior.
- Clear glass tends to have a bit of a green hue versus low iron glass. For protection three coats of silver were added to the library windows' glass, and those layers of silver also add a bit of a greenish hue. If the library had used low iron glass with the same layers of silver the green tint would still be present but not as substantially.
- Low iron glass is widely enough available that no property owners would have a difficult time sourcing it should it be required by ordinance. Cost would be the biggest reason not to require low iron glass via ordinance.
- He has not heard of any municipality requiring low iron glass in their ordinances.
- Any glass sample from an architect submitted to the City should specify whether it is low iron glass.
- The Brookside development is the best example of what kind of glass would be permissible under the proposed ordinance language. Brookside's glass is regular clear glass and not low iron.

Mr. Share said the Board should probably not require low iron glass, especially in a time when the City is trying to help retailers weather the financial impacts of the Covid-19 pandemic.

In reply to Mr. Koseck, Planning Director Ecker stated that the ordinance does not specify how many feet from a window shelving must be placed. She said there could be some value in adding that to the ordinance.

City Planner Dupuis said it might also be worthwhile to consider a vertical height limit for shelving if a horizontal one is added.

Mr. Koseck suggested that some of the language could be clarified in Article 3, Section 3.04 of the ordinance. He said 'bronze' should probably be struck from that section.

Ms. Whipple-Boyce concurred with Mr. Koseck regarding removing the word 'bronze'. She said she agreed that it might be useful to have a horizontal distance requirement for how far shelving must be from a window. She said a typical aisle's width might be the appropriate distance. She said it would also be helpful to know the cost difference between low iron and clear glass.

City Planner Dupuis asked how the Board might want a horizontal distance requirement to deal with retail items displayed in a window.

Ms. Whipple-Boyce said that if retailers displayed their merchandise attractively in their windows she would be supportive of that.

Mr. Williams said the Board should come up with language regarding displaying merchandise in windows and shelving before it goes to a public hearing.

In reply to Chairman Clein, Planning Director Ecker said that the ordinance's current restrictions against shelving in the windows work well and are generally enforceable. She said that any examples that seem to be in egregious violation of that standard tend to have existed before the ordinance went into effect.

Mr. Jeffares recommended the Board conclude its discussion about glazing without trying to presently integrate new topics. He noted the Board had been studying glazing for months and had worked hard to prepare for the review, and thought the other topics being raised deserved a similar amount of thoroughness at a future date.

Mr. Koseck said he would be fine with Mr. Jeffares' recommendation that questions of shelving and merchandising in windows be discussed further at a later date.

The Board asked Planning Director Ecker to add 'no tint' and 'low iron glass' to the definition of clear glazing, with the understanding that 'low iron' could possibly be removed after discussion at the public hearing.

**Motion by Ms. Whipple-Boyce**

**Seconded by Mr. Koseck to set a public hearing on August 26, 2020 to consider Zoning Ordinance amendments to Article 3, Section 3.04(E), Article 4, Section 4.90(A) and Article 9, Section 9.02 to change the Clear Glazing standards and definition to require low iron glass, no tint, to relax the Visual Light Transmittance requirements and to add reflectivity requirements.**

**Mr. Share said he was in favor of moving the topic to a public hearing and not in favor of mandating low iron glass.**

**Motion carried, 6-1.**

ROLL CALL VOTE

Yeas: Whipple-Boyce, Koseck, Williams, Boyle, Clein, Jeffares

Nays: Share

Mr. Boyle echoed Ms. Whipple-Boyce's previous statement that the Board should have comparative costs for low iron and clear glass to review. He said the Board should be aware how a low iron requirement might be layering on costs to development in the City.

Chairman Clein thanked Mr. Hatfield for sharing his expertise with the Board.

## **2. Solar Panel Review Process**

City Planner Dupuis reviewed the item.

Ms. Whipple-Boyce said she recently encountered a large solar battery in some work she was doing in another community, and cautioned that the Board might not want to allow any and all ancillary equipment for solar panels to be outside the home given the potential range of sizes.

Mr. Williams said he was fine with solar panels but might be less fine with ancillary equipment on the side of a home given that it might be more prominent in a neighbor's view.

City Planner Dupuis asked if Mr. Williams would prefer the ancillary equipment to be mounted only to the rear of the home, or to possibly be screened in some way.

Mr. Williams said he was not sure what the best approach would be. He said he thought it would depend on the house, the location of the neighboring properties, and the type of equipment.

Planning Director Ecker said that moving the equipment to the rear of a home would have the benefit of being further from a neighbor's yard because of the greater required setback. She noted that, in contrast, equipment on the side of a home might be only five feet from the property line.

Ms. Whipple-Boyce agreed that placement would depend on the size of the equipment. She said that a small electric meter or connection into the house to the battery need not be limited to the rear or interior of a home, whereas larger equipment should be. She said that the Board could likely specify appropriate locations with more information on the most commonly used kinds of equipment.

City Planner Dupuis said he could find pictures of the City's most recent solar panel approvals to provide the Board with a better sense of the size of the ancillary equipment.

Mr. Jeffares noted how helpful it was to have Mr. Hatfield consulting the Board during their glazing discussion, and said it would be equally helpful to find someone as well-versed in solar power technologies. He observed that the Board was doing some guesswork in the current discussion and thought it would be better to get more specific answers. He said that consulting with someone knowledgeable in the field would have the additional benefit of informing the Board on how the technology is trending, so they could factor those considerations into the ordinance language as well.

Mr. Williams agreed with Mr. Jeffares. He said that the proposed language regarding ancillary equipment was likely too vague and should be clarified before being advanced to a public hearing.

Ms. Whipple-Boyce said she could email City Planner Dupuis some contact information for someone who might know more about solar power technology.

**07-90-20**

**F. Miscellaneous Business and Communications:**

**a. Communications**

**b. Administrative Approval Correspondence**

City Planner Dupuis explained that the owners of 266 Elm Street wanted to remove the patio in the rear of their building, to replace it with exposed aggregate, to add eight planters, and to replace the rear fence. He noted that the exposed aggregate would go all the way to the rear fence which would result in the removal of some amount of landscaped area.

Consensus of the Board was to grant administrative approval for the plans.

**c. Draft Agenda for the next Regular Planning Board Meeting (August 12, 2020)**

- **Master Plan Draft Review**

**d. Other Business**

**07-91-20**

**H. Planning Division Action Items**

**a. Staff Report on Previous Requests**

**b. Additional Items from tonight's meeting**

**07-92-20**

**I. Adjournment**

No further business being evident, the Chairman adjourned the meeting at 8:44 p.m.

Jana L. Ecker  
Planning Director

APPROVED



# MEMORANDUM

Planning Division

**DATE:** August 14, 2020

**TO:** Planning Board Members

**FROM:** Jana Ecker, Planning Director

**SUBJECT:** 525 N. Old Woodward, Luxe – Special Land Use Permit (Bistro) Amendment and Revised Final Site Plan & Design Review

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The subject site is located at 525 N. Old Woodward, between Harmon Avenue and Vinewood Avenue. The parcel is zoned O-2, Office-Commercial and D-2 in the Downtown Overlay District. The owners of Luxe bistro are requesting approval at this time to expand the existing 31' Luxe storefront into the 28' wide vacant retail space to the south for a total of 59' of frontage. The majority of the current interior at Luxe will remain, and the applicant is proposing to expand the kitchen and cooler area, relocate the host stand, add a new dining counter and several extra tables in the vacant retail space to the south. No additional bar space will be added, nor will the proposed layout exceed the maximum number of 65 seats for a bistro. The applicant has stated that the proposed layout will enhance the functionality of the operation, and will allow for additional spacing between tables. The applicant is required to obtain a recommendation from the Planning Board on the Special Land Use Permit Amendment and Revised Final Site Plan, and then obtain approval from the City Commission.

## 1.0 Land Use and Zoning

- 1.1 Existing Land Use – Luxe is currently in operation at 525 N. Old Woodward. The storefront to the south to be used for the proposed expansion is vacant. Land uses surrounding the site are residential, retail, commercial and public property (Booth Park).
- 1.2 Existing Zoning – The property is currently zoned O-2, Office-Commercial, and D-2 in the Downtown Overlay District. The existing use and surrounding uses appear to conform to the permitted uses of each Zoning District.
- 1.3 Summary of Land Use and Zoning - The following chart summarizes existing land use and zoning adjacent to and/or in the vicinity of the subject site.

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Existing Land Use</b>	Multi-Family Residential	Restaurant, Retail, Booth Park	Commercial / Retail	Multi-Family Residential
<b>Existing Zoning District</b>	R-6, Multi-Family Residential	O-2, Office-Commercial/ PP Public Property	O-2, Office-Commercial	R-6, Multi-Family Residential
<b>Downtown Overlay Zoning District</b>	N/A	D-2	D-2	N/A

**2.0 Bistro Requirements**

Article 9, section 9.02, Definitions, of the Zoning Ordinance defines a bistro as a restaurant with a full service kitchen with interior seating for no more than 65 people and additional outdoor seating of no more than 65. Under the existing SLUP, Luxe currently has approval for 54 indoor seats, including 10 at the bar, and has an additional 12 outdoor dining seats (permanent approval, not temporary COVID-19 approved plan). Luxe will continue to have a full service kitchen and offer a classic American menu featuring lunch and dinner.

The plans submitted contain a summary of the interior seating, which totals up to 64 seats split between the bar, high tops, booths, settee’s, and a dining counter. As noted above, Luxe is currently approved with 44 indoor seats plus the maximum of 10 seats at the bar (54 total existing). The proposed plan removes 5 of those bar stools from the existing bar. It would seem as though the applicant is proposing to move forward with only 5 bar seats in the same area where there were previously 10. Although the ordinance requirements are being met in this scenario, it is imperative to reiterate that all bistros must maintain the seat totals and general layouts as depicted in the approved site plans. As far as outdoor seating, the applicant is proposing an increase from 12 to 48 outdoor seats where a maximum of 65 is allowed.

Article 3, section 3.04(C)(10) of the Zoning Ordinance permits bistros in the Overlay District as long as the following conditions are met:

- (a) No direct connect additional bar permit is allowed and the maximum seating at a bar cannot exceed 10 seats;
- (b) Alcohol is served only to seated patrons, except those standing in a defined bar area;
- (c) No dance area is provided;
- (d) Only low key entertainment is permitted;
- (e) Bistros must have tables located in the storefront space lining any street, or pedestrian passage;
- (f) A minimum of 70% glazing must be provided along building facades facing a street or pedestrian passage between 1’ and 8’ in height;
- (g) All bistro owners must execute a contract with the City outlining the details of the operation of the bistro; and
- (h) Outdoor dining must be provided, weather permitting, along an adjacent street or passage during the months of May through October each year. Outdoor dining is

not permitted past 12:00 a.m. If there is not sufficient space to permit such dining on the sidewalk adjacent to the bistro, an elevated, ADA compliant, enclosed platform must be erected on the street adjacent to the bistro to create an outdoor dining area if the Engineering Department determines there is sufficient space available for this purpose given parking and traffic conditions.

Although some clarification is needed, the proposed expansion will contain only 5 bar seats where 10 are allowed. No direct connect bar permit will be permitted from this license if it is approved. Alcohol may only be served to seated patrons and those standing in the bar area. Luxe does not currently offer nor propose to offer any dancing or entertainment.

Luxe will continue to have tables located in their existing storefront space lining N. Old Woodward, and also propose to add four new tables in the vacant storefront to the south to provide continuous dining tables along the entire expanded storefront space. The existing Luxe has more than 70% storefront glazing as required, and significant glazing also exists in the vacant storefront to the south. The applicant has provided new glazing calculations that show 72% glazing for the proposed combined space, meeting the requirements of Article 4, Section 4.90 of the Zoning Ordinance.

The applicant will be required to provide a signed copy of the contract with the City that must be fully executed upon approval of the SLUP Amendment and the Revised Final Site Plan and Design Review.

As discussed above, the expansion of Luxe to the south will increase the outdoor dining area from 12 seats to 50 seats, to be situated on the sidewalk directly adjacent to the building, and in the street furnishing zone adjacent to the required 5' minimum pedestrian path (5.5' is provided). Luxe is proposing to maintain the existing doors at the north end of storefront to provide access to the outdoor dining area. The current main entry door is proposed to be reused and relocated to the south. The opening of the existing door is proposed to be filled with a new aluminum storefront window in matte black to match the existing windows. The outdoor dining area as proposed provides for safe and efficient pedestrian flow via the required 5' wide pathway between the proposed seating along the building and the seating proposed in the furnishings zone. The 2016 Plan recommends that this pedestrian way be immediately adjacent to the storefront to allow pedestrians to see into the storefront and to have a consistent and unobstructed walkway. However, the Planning Board has discussed where the location of the pathway should be located (next to the building or closer to the street) and have chosen to review each proposal individually to determine the most logical location based on the current flow of pedestrians.

The expanded outdoor dining area is proposed to be enclosed with 14 black composite Veradek planter boxes, some of which are existing. The applicant has not provided any dimensional specifications for the new planters including the dimensions and planting types proposed. **The applicant must provide the dimension specifications for the required planters.**

The applicant has indicated that Luxe is currently serving from 11 AM – 1AM every day and 11AM – 12AM on Sunday. The applicant has not indicated separate hours for the outdoor

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dining area. **The applicant must provide the hours of operation for the outdoor dining area.**

### **3.0 Screening and Landscaping**

- 3.1 Screening – There are no exterior changes shown for mechanical units or venting. However, if any additional mechanical units or venting are required, all changes must be submitted to the Planning Division prior to installation or changes.
- 3.2 Landscaping – The applicant is not proposing to change the existing street tree pattern. As mentioned above, new planters will be added to enclose the outdoor dining area.

### **4.0 Parking, Loading, Access, and Circulation**

- 4.1 Parking – As the subject site is located within the Parking Assessment District, the applicant is not required to provide on-site parking for the proposed commercial use.
- 4.2 Loading - Loading spaces are not required, nor proposed.
- 4.3 Vehicular Access & Circulation - Vehicular access to the building will not be altered.
- 4.4 Pedestrian Access & Circulation – Pedestrian access to the outdoor café is available directly from the City sidewalk. Under the 2016 Plan, outdoor cafes are encouraged as they create a more pedestrian friendly environment. All outdoor dining areas must maintain a 5 foot minimum width of unobstructed pedestrian access along the storefront in the public right-of-way, however as mentioned above, the Planning Board has determined that each applicant would be reviewed on a case by case basis to determine the existing pedestrian traffic flow. The proposed expanded layout does provide for outdoor seating along the storefront and adjacent to the curb with the required pedestrian path between these areas.
- 4.5 Streetscape – The existing sidewalk is concrete towards the storefront and aggregate between the sidewalk and curb. This sidewalk conforms to the Downtown Birmingham Streetscape Standards. Two street trees and tree wells are located along N. Old Woodward in front of the existing restaurant and the proposed expansion area to the south. The applicant has also proposed a service area that will contain the required trash receptacle and hand sanitizing station just south of the proposed main entrance closer to the street.

### **5.0 Lighting**

The three existing gooseneck light fixtures are proposed to remain in their current locations on the front facade of the existing Luxe space. The three gooseneck fixtures on the vacant storefront to the south are to remain, and the applicant proposes to paint these to match the color of the existing Luxe lighting.

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## **6.0 Departmental Reports**

- 6.1 Engineering Department – The Engineering Department has no concerns at this time.
- 6.2 Department of Public Services – The Department of Public Services has no concerns at this time.
- 6.2 Fire Department – The Fire Department submitted the following comments:
- The Fire Department has no concerns with this proposed restaurant expansion.
  - Floor plans that include proposed occupant load, and egress travel distances will need to be submitted for review and approval.
  - Plans will need to be submitted for the commercial kitchen hood suppression system for review and approval.
- 6.4 Police Department – The Police Department has no concerns at this time.
- 6.5 Building Department – The Building Department submitted the following comments:

As requested, the Building Department has examined the plans for the proposed project referenced above. The plans were provided to the Planning Department for site plan review purposes only and present conceptual elevations and floor plans. Although the plans lack sufficient detail to perform a code review, the following comments are offered for Planning Design Review purposes and applicant consideration:

Applicable Building Codes:

- 2015 Michigan Building Code. Applies to all buildings other than those regulated by the Michigan Residential Code.
  - 2015 Michigan Mechanical Code. (Residential requirements for mechanical construction in all detached one and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with a separate means of egress and their accessory structures are contained in the Michigan Residential Code)
  - 2015 Michigan Plumbing Code. (Residential requirements for plumbing construction in all detached one and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with a separate means of egress and their accessory structures are contained in the Michigan Residential Code)
  - 2017 National Electrical Code along with the Michigan Part 8 Rules. (Residential requirements for electrical construction in all detached one and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with a separate means of egress and their accessory structures are contained in the Michigan Residential Code)
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Review Comments:

- No code concerns at this time.

## 7.0 Design Review

The applicant is proposing minor exterior design changes to the vacant storefront to match the finishes to the existing Luxe storefront. All brick, windows, roofing and lighting will remain as is, but the window frames, trim, fascia and light fixtures are proposed to be painted to match the colors used on the existing Luxe storefront. The applicant has stated that they will match the existing paint on the Luxe storefront with Sherwin Williams SW 7020 "Black Fox". As discussed above, the existing Luxe door and hardware will be relocated to the north to replace the entrance door to the vacant storefront space. The former Luxe entry opening will be filled with a clear glass and aluminum window system in matte black to match the existing Luxe windows. Article 4, Section 4.90 of the Zoning Ordinance requires only clear glazing (80% VLT) on first floor facades. The applicant has not submitted specifications on the newly proposed large glass area that is replacing the existing entryway. **The applicant must submit specifications on the new glazing proposed.**

### Outdoor Dining Area

Outdoor cafés must comply with the site plan criteria as required by Article 04, Section 4.42 OD-01, Outdoor Dining Standards. Outdoor cafes are permitted immediately adjacent to the principal use and are subject to site plan review and the following conditions:

1. Outdoor dining areas shall provide and service refuse containers within the outdoor dining area and maintain the area in good order.
  2. All outdoor activity must cease at the close of business, or as noted in Subsection 3 below, whichever is earlier.
  3. When an outdoor dining area is immediately adjacent to any single-family or multiple-family residential district, all outdoor activity must cease at the close of business or 12:00 a.m., whichever is earlier.
  4. All tables and chairs provided in the outdoor dining area shall be constructed primarily of metal, wood, or material of comparable quality.
  5. Table umbrellas shall be considered under Site Plan Review and shall not impede sight lines into a retail establishment, pedestrian flow in the outdoor dining area, or pedestrian or vehicular traffic flow outside the outdoor dining area.
  6. For outdoor dining located in the public right-of-way:
    - a) All such uses shall be subject to a license from the city, upon forms provided by the Community Development Department, contingent on compliance with all city codes, including any conditions required by the Planning Board in conjunction with Site Plan approval.
    - b) In order to safeguard the flow of pedestrians on the public sidewalk, such uses shall maintain an unobstructed sidewalk width as required by the Planning Board, but in no case less than 5 feet.
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- c) An elevated, ADA compliant, enclosed platform may be erected on the street adjacent to an eating establishment to create an outdoor dining area if the Engineering Department determines there is sufficient space available for this purpose given parking and traffic conditions.
  - d) No such facility shall erect or install permanent fixtures in the public right-of-way.
  - e) Commercial General Liability Insurance must be procured and maintained on an "occurrence basis" with limits of liability not less than \$1,000,000 per occurrence combined single limit, personal injury, bodily injury and property damage. This coverage shall include an endorsement naming the city, including all elected and appointed officials, all employees, all boards, commissions and/or authorities and board members, as an additional insured. This coverage must be primary and any other insurance maintained by the additional insureds shall be considered to be excess and non-contributing with this insurance, and shall include an endorsement providing for a thirty (30) day advance written notice of cancellation or non-renewal to be sent to the city's Director of Finance.

The applicant is proposing to extend the outdoor seating in front of the existing Luxe storefront to the south along the expanded frontage. The outdoor dining area is proposed to be enclosed with 14 planters. As noted in Section 2.0 of this report, the applicant has not provided any specifications for the proposed planters nor details on the plantings at this time. The required 5' pedestrian pathway is provided along the public sidewalk.

The applicant has provided a service station that contains a trash receptacle and hand sanitizing area. The applicant has indicated that Luxe served from 11 AM – 1 AM everyday but Sunday. **The proposed outdoor dining area is immediately adjacent to multi-family zoned property, and therefore must cease operation by 12 midnight or at the close of business, whichever is earlier. The applicant must provide official indoor and outdoor hours of operation for the restaurant.**

The applicant has proposed the new furniture that will match the existing tables and chairs. The chairs are proposed as black powder coated Gar "Bayhead" with woven resin seat and back and the tables as Gar "Antoinette" black metal. Seven new four top rectangular tables are proposed, along with three new round two top tables, as well as an additional 38 chairs.

No umbrellas are proposed at this time for the outdoor dining area.

**The applicant will be required to enter into a revised license agreement with the City for use of the public right-of-way, and to provide the required insurance. Liquor liability insurance will also be required for the service of liquor in the right-of-way.**

Signage

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The applicant is permitted to have a total of 59 square feet of signage, based on the expanded frontage proposed for Luxe. They are proposing to install three name letter signs on an existing canopy with a 12" high valence. The proposed name letter signs total 4.75 sq. ft. in area, with the signage broken down as follows:

- "Bar" 1 ft. in length by 0.5 ft. in height;
- "Luxe" 3.5 ft. in length by 10 in. in height; and
- "Grill" 1.5 ft. in length by 0.5 ft. in height.

In accordance with the new canopy sign regulations in Article 2, Table B of the Sign Ordinance, canopy signs are permitted if the height of the valence is 18" or less, and if no more than 33% of the canopy valence is occupied by the signage. The applicant meets both of these requirements. The dimensional letters are proposed to be constructed of polished stainless steel. No other signage is proposed.

## **8.0 Downtown Birmingham 2016 Overlay District**

The site is located within the D-2 zone of the DB 2016 Regulating Plan, within the Downtown Birmingham Overlay District. Specifically, the 2016 Plan recommends the addition of outdoor dining areas in the public right-of-way as it is in the public's best interest as it enhances street life, thus promoting a pedestrian friendly environment. The 2016 Plan also recommends that the 5' clear pedestrian passage be provided against the storefronts to ensure that merchants can display and sell their products and so as not to distort the flow of pedestrians. The applicant's proposal to provide an outdoor dining area adjacent to the storefront is not consistent with the recommendations contained in the 2016 Plan, but the Planning Board has determined to review each proposal on a case by case basis and to base decisions on how current pedestrian traffic flows.

Salvatore Scaloppini, the bistro located just south of Luxe, also has outdoor dining located directly next to the building and in the street furnishing zone, thus creating a consistent streetscape and pedestrian walking path.

## **9.0 Approval Criteria for Final Site Plan**

In accordance with Article 7, section 7.27 of the Zoning Ordinance, the proposed plans for development must meet the following conditions:

- (1) The location, size and height of the building, walls and fences shall be such that there is adequate landscaped open space so as to provide light, air and access to the persons occupying the structure.
  - (2) The location, size and height of the building, walls and fences shall be such that there will be no interference with adequate light, air and access to adjacent lands and buildings.
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- (3) The location, size and height of the building, walls and fences shall be such that they will not hinder the reasonable development of adjoining property not diminish the value thereof.
- (4) The site plan, and its relation to streets, driveways and sidewalks, shall be such as to not interfere with or be hazardous to vehicular and pedestrian traffic.
- (5) The proposed development will be compatible with other uses and buildings in the neighborhood and will not be contrary to the spirit and purpose of this chapter.
- (6) The location, shape and size of required landscaped open space is such as to provide adequate open space for the benefit of the inhabitants of the building and the surrounding neighborhood.

### **10.0 Approval Criteria for Special Land Use Permits**

Article 07, section 7.34 of the Zoning Ordinance specifies the procedures and approval criteria for Special Land Use Permits. Use approval, site plan approval, and design review are the responsibilities of the City Commission. This section reads, in part:

Prior to its consideration of a special land use application (SLUP) for an initial permit or an amendment to a permit, the **City Commission shall refer the site plan and the design to the Planning Board for its review and recommendation. After receiving the recommendation, the City Commission shall review the site plan and design of the buildings and uses proposed** for the site described in the application of amendment.

The City Commission’s approval of any special land use application or amendment pursuant to this section shall constitute approval of the site plan and design.

### **11.0 Suggested Action**

Based on a review of the site plans submitted, the Planning Division suggests that the Planning Board recommend **APPROVAL** of the applicant’s request for a Revised Final Site Plan and Design Review for Luxe at 525 N. Old Woodward to the City Commission with the following conditions:

- (1) The applicant must submit official hours of operation to ensure the outdoor dining area is not open past 12 AM;
- (2) The applicant provide specification sheets for the planters, outdoor furnishings, paint colors and glazing prior to appearing before the City Commission for review;
- (3) The applicant execute a revised contract with the City of Birmingham; and
- (4) The applicant comply with the requests of all city departments.

### **12.0 Sample Motion Language**

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Based on a review of the site plans submitted, the Planning Board recommends **APPROVAL** to the City Commission of the applicant’s request for Revised Final Site Plan and Design Review to expand Luxe bistro into the storefront space to the south with the following conditions:

- (1) The applicant must submit official hours of operation to ensure the outdoor dining area is not open past 12 AM;
- (2) The applicant provide specification sheets for the planters, outdoor furnishings, paint colors and glazing prior to appearing before the City Commission for review;
- (3) The applicant execute a revised contract with the City of Birmingham; and
- (4) The applicant comply with the requests of all city departments.

**OR**

Motion to recommend **DENIAL** of the Revised Final Site Plan and Design Review to the City Commission for 525 N. Old Woodward, Luxe, for the following reasons:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**OR**

Motion to recommend **POSTPONEMENT** of the Revised Final Site Plan and Design Review for 525 N. Old Woodward, Luxe, with the following conditions:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**AND**

Motion to recommend **APPROVAL** to the City Commission for a SLUP Amendment to allow Luxe bistro at 525 N. Old Woodward to expand into the storefront to the south with the following conditions:

- (1) The applicant must submit official hours of operation to ensure the outdoor dining area is not open past 12 AM;
- (2) The applicant provide specification sheets for the planters, outdoor furnishings, paint colors and glazing prior to appearing before the City Commission for review;
- (3) The applicant execute a revised contract with the City of Birmingham; and
- (4) The applicant comply with the requests of all city departments.

**OR**

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Motion to recommend **DENIAL** of the Revised Final Site Plan and Design Review to the City Commission for 525 N. Old Woodward, Luxe, for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OR**

Motion to recommend **POSTPONEMENT** of the Revised Final Site Plan and Design Review for 525 N. Old Woodward, Luxe, with the following conditions:

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
-



**Special Land Use Permit Application – Economic Development License  
Planning Division**

*Form will not be processed until it is completely filled out.*

**1. Applicant** *KARA*  
 Name: LARRY BONGIOUANNI  
 Address: 525 N. OLD WOODWARD AVE  
BIRMINGHAM, AL 35203  
 Phone Number: 248 867 8305  
 Fax Number: 248 644 1733  
 Email address: SALSCAL@SBCGLOBAL.NET

**2. Property Owner**  
 Name: MASTERPIECE INVESTMENTS  
 Address: 30777 NORTHWESTERN HWY  
FARMINGTON HILLS, MI 48334  
 Phone Number: 248 681-5400  
 Fax Number: 248 681-8434  
 Email address: KORI.PERNOFF@PIUMARKET.COM

**3. Applicant's Attorney/Contact Person**  
 Name: ROMAN BONISLAWSKI  
 Address: 275 E. FRANK ST.  
BIRMINGHAM, AL  
 Phone Number: 248 723-5790  
 Fax Number: 248 723-5795  
 Email address: ROMAN@RONANDROMAN.COM

**4. Project Designer/Developer**  
 Name: ROMAN BONISLAWSKI  
 Address: 275 E. FRANK ST.  
BIRMINGHAM, AL  
 Phone Number: 248 723-5790  
 Fax Number: 248 723-5795  
 Email address: ROMAN@RONANDROMAN.COM

**5. Required Attachments**

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
  - i. A detailed Existing Conditions Plan including the subject site in its entirety, including all property lines, buildings, structures, curb cuts, sidewalks, drives, ramps and all parking on site and on the street(s) adjacent to the site, and must show the same detail for all adjacent properties within 200 ft. of the subject sites property lines;
  - ii. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
  - iii. A certified Land Survey;
  - iv. Interior floor plans;
  - v. A Landscape Plan;
  - vi. A Photometric Plan;
  - vii. Colored elevation drawings for each building elevation;
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;
- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if the applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

**6. Project Information** *523*  
 Address/Location of the property: 525 N. OLD WOODWARD BIRMINGHAM  
 Name of development: LUXE BART & GRILL  
 Sidwell #: 1925-327-031  
 Current Use: RESTAURANT AT 525 & FORMER MERCHANT  
 Proposed Use: BISTRO AT 523  
 Area of Site in Acres: .35  
 Current zoning: O2 WITH DOWNTOWN OVERLAY D2  
 Is the property located in the floodplain? \_\_\_\_\_  
 Name of Historic District Site is Located in: \_\_\_\_\_  
 Date of Historic District Commission Approval: \_\_\_\_\_

Date of Application for Preliminary Site Plan: \_\_\_\_\_  
 Date of Preliminary Site Plan Approval: \_\_\_\_\_  
 Date of Application for Final Site Plan: \_\_\_\_\_  
 Date of Final Site Plan Approval: \_\_\_\_\_  
 Date of Application for Revised Final Site Plan: \_\_\_\_\_  
 Date of Revised Final Site Plan Approval: \_\_\_\_\_  
 Date of Design Review Board Approval: \_\_\_\_\_  
 Is there a current SLUP in effect for this site? YES  
 Date of Application for SLUP: \_\_\_\_\_  
 Date of SLUP Approval: \_\_\_\_\_  
 Date of Last SLUP Amendment: \_\_\_\_\_

7. Details of the Proposed Development (attach separate sheet if necessary)

EXPAN KITCHEN AREA AND ADDING COOKLINE WITH HOOD INTO ADJACENT SPACE 523 N. OLD WOODWARD. RELOCATING ENTRY FOR LUXE TO THE ADJACENT TENANTS SPACE, AND EXPANDING FRONT HIGH TOP DINING INTO FORMER EXTERIOR ENTRY NICHE. OPEN EXISTING WALL BETWEEN TWO TENANCIES AT FRONT FOR PUBLIC AND REAR FOR KITCHEN SERVICE SMALL DINING AREA EXPANDED INTO THE ADJACENT SPACE FROM LUXE - SEE HEE & COUNTER HEIGHT DINING - WITH SOUP AND SALAD PREPARATION BEHIND COUNTER. NEW HOSTESS AREA EXPANDED CARRY OUT CAPACITY. FAÇADE TO BE EXTENSION OF EXISTING MATERIALS & COLORS OF LUXE. BUILD TO REMAIN ALL WOOD TRIM, FACIAS AND WINDOWS PAINTED TO MATCH WITH FABRIC VALANCES TO MATCH EXISTING AS WELL.

8. Buildings and Structures

Number of Buildings on Site: 2 Use of Buildings: BISTRO & MERCANTILE = BOTH BISTRO
Height of Buildings & # of Stories: 1 STORY NO INCREASE 18'-0" Height of Rooftop Mechanical Equipment: 18'-0"

9. Floor Use and Area (in Square Feet)

Structures:

Restaurant Space: 3520
Office Space: 0
Retail Space: 0

Number of Residential Units: 0
Rental or Condominium? 0
Total Floor Area: 3520

10. Proposed Restaurant Operation

Number of Indoor Seats:
Number of Outdoor Seats:
Entertainment Proposed: NO
Previous LCC Complaints? NO
Number of Tables along Street Façade:
Type of Cuisine: AMERICAN

Bar Area? YES
Number of Seats at Bar:
Full Service Kitchen? YES
Percentage of Glazing Proposed:
Years of Experience in Birmingham: 40
Years of Experience Outside Birmingham: 50+

11. Proposed Setbacks

Required Front Setback:
Required Rear Setback:
Required Total Side Setback:

Proposed Front Setback:
Proposed Rear Setback:
Proposed Total Side Setback:

12. Outdoor Dining Facility

Location (sidewalk right-of-way or on-street parking space): SIDEWALK RIGHT OF WAY
Hours of Operation: 11AM - 1AM
Width of unobstructed sidewalk between door and café? (5 ft. required):
Platform Proposed:
Trash Receptacles:

Number of Tables/Chairs:
Material of Tables/Chairs:
Tables Umbrellas Height & Material:
Number and Location of Parking Spaces Utilized:
Screenwall Material:
Enclosure Material:

13. Required and Proposed Parking

Required number of parking spaces: DOWNTOWN OVERLAY
Location of parking on site:
Screenwall material:

Shared Parking Agreement?
Location of parking off site:
Height of screenwall:

14. Landscaping

Location of landscape areas:

Proposed landscape material:

**15. Streetscape**

Sidewalk width: 5'-0" CLEAR  
Number of benches: \_\_\_\_\_  
Number of planters: 12  
Number of existing street trees: 2  
Number of proposed street trees: 2  
Streetscape plan submitted? \_\_\_\_\_

Description of benches or planters: \_\_\_\_\_  
PLANTER SIMILAR TO EXISTING  
Species of existing trees: \_\_\_\_\_  
Species of proposed trees: NO NEW TREES

**16. Loading**

Required number of loading spaces: \_\_\_\_\_  
Typical angle of loading spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of loading spaces on site: \_\_\_\_\_

Proposed number of loading spaces: \_\_\_\_\_  
Typical size of loading spaces: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Typical time loading spaces are used: \_\_\_\_\_

**17. Exterior Waste Receptacles**

Required number of waste receptacles: \_\_\_\_\_  
Location of waste receptacles: ALLEY  
Screenwall material: \_\_\_\_\_

Proposed number of waste receptacles: 3  
Size of waste receptacles: 3 YARDS.  
Height of screenwall: \_\_\_\_\_

**18. Mechanical Equipment**

**Utilities and Transformers:**

Number of ground mounted transformers: \_\_\_\_\_  
Size of transformers (L•W•H): \_\_\_\_\_  
Number of utility easements: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Location of all utilities & easements: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**Ground Mounted Mechanical Equipment:**

Number of ground mounted units: \_\_\_\_\_  
Size of ground mounted units (L•W•H): \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**Rooftop Mechanical Equipment:**

Number of rooftop units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of screenwall: \_\_\_\_\_

Location of all rooftop units: \_\_\_\_\_  
Size of rooftop units (L•W•H): \_\_\_\_\_  
Percentage of rooftop covered by mechanical units: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Distance from rooftop units to all screenwalls: \_\_\_\_\_

**19. Accessory Buildings**

Number of accessory buildings: \_\_\_\_\_  
Location of accessory buildings: \_\_\_\_\_

Size of accessory buildings: \_\_\_\_\_  
Height of accessory buildings: \_\_\_\_\_

**20. Building Lighting**

Number of light standards on building: \_\_\_\_\_  
Size of light fixtures (L•W•H): \_\_\_\_\_  
Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Proposed wattage per fixture: \_\_\_\_\_

**21. Site Lighting**

Number of light fixtures: \_\_\_\_\_  
Size of light fixtures (L•W•H): \_\_\_\_\_  
Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Type of light fixtures: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Proposed wattage per fixture: \_\_\_\_\_  
Holiday tree lighting receptacles: \_\_\_\_\_

**22. Adjacent Properties**

Number of properties within 200 ft.: 1

**Property #1**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #2**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #3**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #4**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #5**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

**Property #6**

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
North, south, east or west of property? \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for Site Plan Review in Birmingham, and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Owner: DocuSigned by:  
Matthew Jonna  
59E6736A5756418... Date: 08.05.2020

Print Name: Matthew Jonna

Signature of Applicant: \_\_\_\_\_ Date: 08.05.2020

Print Name: Larry Bongiovanni

Signature of Architect: \_\_\_\_\_ Date: 08.05.2020

Print Name: Roman Bonislawski

<i>Office Use Only</i>		
Application #: _____	Date Received: _____	Fee: _____
Date of Approval: _____	Date of Denial: _____	Accepted by: _____



## SPECIAL LAND USE PERMIT APPLICATION CHECKLIST – PLANNING DIVISION

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Project: \_\_\_\_\_

All site plans and elevation drawings prepared for approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Birmingham. If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Plans must be no larger than 24" x 36", and must be folded and stapled together. The address of the site must be clearly noted on all plans and supporting documentation.

### Site Plan for Special Land Use Permit

A full Site Plan detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

1. Name and address of applicant and proof of ownership;
2. Name of Development (if applicable);
3. Address of site and legal description of the real estate;
4. Name and address of the land surveyor;
5. Legend and notes, including a graphic scale, north point, and date;
6. A separate location map;
7. A map showing the boundary lines of adjacent land and the existing zoning of the area proposed to be developed as well as the adjacent land;
8. Aerial photographs of the subject site and surrounding properties;
9. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
10. A detailed Existing Conditions Plan including the subject site in its entirety, including all property lines, buildings, structures, curb cuts, sidewalks, drives, ramps and all parking on site and on the street(s) adjacent to the site, and must show the same detail for all adjacent properties within 200 ft. of the subject sites property lines;
11. Interior floor plans;
12. A chart indicating the dates of any previous approvals by the Planning Board, Board of Zoning Appeals, Design Review Board, or the Historic District Commission ("HDC");

- 13. Existing and proposed layout of streets, open space and other basic elements of the plan;
- 14. Existing and proposed utilities and easements and their purpose;
- 15. Location of natural streams, regulated drains, 100-year flood plains, floodway, water courses, marshes, wooded areas, isolated preserve-able trees, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants and any other significant feature(s) that may influence the design of the development;
- 16. General description, location, and types of structures on site;
- 17. Location of sidewalks, curb cuts, and parking lots on subject site and all sites within 200 ft. of the property line;
- 18. Details of existing or proposed lighting, signage and other pertinent development features;
- 19. Elevation drawings showing proposed design;
- 20. Screening to be utilized in concealing any exposed mechanical or electrical equipment and all trash receptacle areas;
- 21. Location of all exterior lighting fixtures;
- 22. A Photometric Plan depicting proposed illuminance levels at all property lines;
- 23. A Landscape Plan showing all existing and proposed planting and screening materials, including the number, size, and type of plantings proposed and the method of irrigation; and
- 24. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.

### **Elevation Drawings**

Complete elevation drawings detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- 25. Color elevation drawings showing the proposed design for each façade of the building;
- 26. List of all materials to be used for the building, marked on the elevation drawings;
- 27. Elevation drawings of all screenwalls to be utilized in concealing any exposed mechanical or electrical equipment, trash receptacle areas and parking areas;
- 28. Details of existing or proposed lighting, signage and other pertinent development features;
- 29. A list of any requested design changes;
- 30. Itemized list and specification sheets of all materials, light fixtures and mechanical equipment to be used, including exact size specifications, color, style, and the name of the manufacturer;
- 31. Location of all exterior lighting fixtures, exact size specifications, color, style and the name of the manufacturer of all fixtures, and a photometric analysis of all exterior lighting fixtures showing light levels to all property lines; and
- 32. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.



## Notice Signs - Rental Application Community Development

### 1. Applicant

Name: LAWRENCE BONGIOUANNI  
Address: 525 N. OLD WOODWARD  
BIRMINGHAM AL 35209  
Phone Number: 248 867 0305  
Fax Number: 248 644 1733  
Email address: SALSCAL@SBCGLOBAL.NET

### Property Owner

Name: MASTERPIECE INVESTMENTS  
Address: 30777 NORTH WESTERN HWY  
FARMINGTON HILLS, MI 48334  
Phone Number: 248 681 5400  
Fax Number: 248 681 8434  
Email address: KOPLOPERNOFF@PLUMMARKET.COM

### 2. Project Information

Address/Location of Property: 525/523 N. OLD WOODWARD  
Name of Development: LUKE PARK GRILL  
Area in Acres: .35

Name of Historic District site is in, if any: \_\_\_\_\_  
Current Use: PISTRA AT 525  
Current Zoning: O2 WITH DOWNTOWN OVERLAY D2

### 3. Date of Board Review

Board of Building Trades Appeals: \_\_\_\_\_  
City Commission: \_\_\_\_\_  
Historic District Commission: \_\_\_\_\_  
Planning Board: \_\_\_\_\_

Board of Zoning Appeals: \_\_\_\_\_  
Design Review Board: \_\_\_\_\_  
Housing Board of Appeals: \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to post the Notice Sign(s) at least 15 days prior to the date on which the project will be reviewed by the appropriate board or commission, and to ensure that the Notice Sign(s) remains posted during the entire 15 day mandatory posting period. The undersigned further agrees to pay a rental fee and security deposit for the Notice Sign(s), and to remove all such signs on the day immediately following the date of the hearing at which the project was reviewed. The security deposit will be refunded when the Notice Sign(s) are returned undamaged to the Community Development Department. Failure to return the Notice Sign(s) and/or damage to the Notice Sign(s) will result in forfeiture of the security deposit.

Signature of Applicant: 

Date: 8/5/2020

*Office Use Only*

Application #:	Date Received:	Fee:
Date of Approval:	Date of Denial:	Reviewed by:

**CONTRACT FOR TRANSFER OF A LIQUOR LICENSE**  
**(ECONOMIC DEVELOPMENT)**

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_ (*month*), \_\_\_\_\_ (*year*), by and between \_\_\_\_\_, whose address is \_\_\_\_\_, (Licensee) and the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation, whose address is 151 Martin Street, Birmingham, Michigan 48012 (City).

**RECITALS:**

**WHEREAS**, Licensee wishes to transfer the location of its liquor license from \_\_\_\_\_ to \_\_\_\_\_, Birmingham, Michigan (Property); and

**WHEREAS**, local legislative approval is required by the **CITY OF BIRMINGHAM** for the transfer of a \_\_\_\_\_ liquor license pursuant to MCLA §436.1501 of the Michigan Liquor Control Code of 1998; and

**WHEREAS**, Licensee desires to enter into this Contract as an inducement to the **CITY OF BIRMINGHAM** to approve the request of the aforementioned transfer of the liquor license; and,

**WHEREAS**, the **CITY OF BIRMINGHAM** is relying upon this Contract in giving its approval to the transfer of the on-premises licenses as described herein.

**NOW, THEREFORE**, the parties agree as follows:

1. Licensee shall be permitted to transfer the location of its liquor license from \_\_\_\_\_ to the Property. Any transfer of the aforementioned license from the Property to any other location in the CITY OF BIRMINGHAM shall require the approval of the Birmingham City Commission in accordance with Section 10-83. In addition, any expansion of the building location at the Property shall also require the approval of the Birmingham City Commission.
2. Licensee does hereby agree that it shall establish as Economic Development, as defined in Birmingham City Code Chapter 126, Zoning, Article 9, section 9.02, at the Property.
3. Licensee further acknowledges that it must secure a Special Land Use Permit for Economic Development as required by the Birmingham City Code. It is further agreed that it shall comply with all provisions of the Special Land Use Permit, or any amendments thereto, as a condition of this contract. Licensee further acknowledges and agrees that a violation of any provision of the Special Land Use Permit or the Michigan Liquor Control Code is a violation of the terms of the contract entitling the City to exercise any or all of the remedies provided herein.
4. Licensee further agrees that it shall not apply or seek from the Michigan Liquor Control Commission any permit endorsements to its liquor license whether available in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without the prior approval of the Birmingham City Commission.
5. Licensee further agrees that it shall not seek any change in its license status/class whether such changes are available now in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without prior approval of the Birmingham City Commission.

6. Licensee agrees that it shall adhere to all Federal, State and Local laws currently in effect or as subsequently amended or enacted.

7. Licensee agrees that its failure to follow any of the provisions herein shall be grounds for the Michigan Liquor Control Commission to suspend, revoke or not renew its liquor license and/or for the Birmingham City Commission to revoke the Special Land Use Permit, either of which would prohibit Licensee from operating the Economic Development. Licensee agrees that in addition to the City of Birmingham's right to seek suspension, revocation or non-renewal of its liquor license and/or revocation of the Special Land Use Permit, the City retains any and all rights to enforce this Contract that may be available to it in law or in equity. Licensee further agrees that it shall reimburse the City all of its costs and actual attorney fees incurred by the City in seeking the suspension, revocation or non-renewal of its liquor license and revocation of the Special Land Use Permit, as well as enforcing such other rights as may be available at law and/or in equity.

8. To the fullest extent permitted by law, Licensee and any entity or person for whom Licensee is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, including all costs and actual attorney fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury, death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with Licensee's operation of a Economic Development at the Property.

9. In the event Licensee fails to reimburse the City the costs and/or attorney fees as required herein, or any part thereof, then said amount could be transferred to the tax roll in accordance with Section 1-14 of the Birmingham City Code.

10. Any disputes arising under this Contract, not within the jurisdiction of the Michigan Liquor Control Commission, shall be settled either by commencement of a suit in Oakland County Circuit Court or by compulsory arbitration, at the election of the City. The Licensee shall notify the City of any dispute it has arising out of this Contract and shall demand that the City elect whether the dispute is to be resolved by submitting it to compulsory arbitration or by commencement of a suit in Oakland County Circuit Court. The City shall make its election in writing within thirty (30) days from the receipt of such notice. If the City elects to have the dispute resolved by compulsory arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan, with each of the parties appointing one arbitrator and the two thus appointed appointing a third. In the event the City fails to make such an election, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court.

11. This Contract shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

12. If any provision of this contract is declared invalid, illegal or unenforceable, such provision shall be severed from this contract and all other provisions shall remain in full force and effect.

13. This Contract shall be binding upon and apply and inure to the benefit of the parties hereto and their respective successors or assigns. The covenants, conditions, and the agreements herein contained are hereby declared binding on the CITY OF BIRMINGHAM and Licensee. It is further agreed that there shall be no change, modification, or alteration hereof, except in writing, signed by both of the parties hereto. Neither party shall assign any of the rights under this contract without prior approval, in writing, of the other. Any attempt at assignment without prior written consent shall be void and of no effect.



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**Fwd: 525 N. Old Woodward**

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**Darrell Dinges** <darrell@ronandroman.com>

Thu, Aug 20, 2020 at 3:02 PM

To: Jana Ecker <jecker@bhamgov.org>, Brooks Cowan <bcowan@bhamgov.org>, Nicholas Dupuis <ndupuis@bhamgov.org>

Jana, Brooks, and Nick,

Attached Please find revised drawings that address Jana's comments 1-5.

Below is a brief statement from Larry and Kara Bongiovanni addressing item 6.

Application will be dropped off by Larry Bongiovanni.

Thanks for considering changes to Luxe current SLUP agreement. We are pleased that you will contemplate adjustments to our footprint, and our ability to meet Birmingham guests needs.

Our thought is to improve our operation by creating better work spaces, improved take out capability, and more acceptable social spacing as made necessary by the virus.

We are proposing moving portions of the kitchen to create more space for staff to work in as well as meet the growing carry out demand. Additionally, using this exhibition area to serve as a dining / lunch counter.

Menu changes will be limited. Expansion of Salad offerings, we will experiment with an idea revolving around the great comfort food, The GRILLED CHEESE Sandwich.

We are currently serving from 11-1a every day except Sunday. We may try to open a little earlier with our addition.

Our hope is to further serve our loyal guests in a manner that they feel safe, one in which allows our staff to have confidence and the environment to be successful.

Thanks again

Kara and Larry Bongiovanni

[Quoted text hidden]

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 **Luxe revised 20200820.pdf**  
4238K

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## Fwd: 525 N. Old Woodward

---

**Darrell Dinges** <darrell@ronandroman.com>

Fri, Aug 21, 2020 at 3:46 PM

To: Jana Ecker <jecker@bhamgov.org>, Brooks Cowan <bcowan@bhamgov.org>, Nicholas Dupuis <ndupuis@bhamgov.org>

Jana, Nick, and Brooks,

Attached please find a revised Elevation sheet A201 that addresses the preliminary report:

1. "Luxe" letters are 10" tall, and new pinned off letters are called out as "polished stainless steel", and are no longer extending above the top of the steel canopy.
2. Café Chairs and tables are identified as GAR products (under the photos)
3. Café rectangular planters are identified as Black Composite Veradek planters, others are painted cast stone decorative urns.
4. Paint color is identified as Sherwin Williams SW 7020 "Black Fox".
5. Valance fabric is identified as Sunbrella "Parchment" and "Slate"

Please see below for revised comments from the Bongiovanni's clarifying their hours of operation:

Thanks for considering changes to Luxe current SLUP agreement. We are pleased that you will contemplate adjustments to our footprint, and our ability to meet Birmingham guests needs. Our thought is to improve our operation by creating better work spaces, improved take out capability, and more acceptable social spacing as made necessary by the virus. We are proposing moving portions of the kitchen to create more space for staff to work in as well as meet the growing carry out demand. Additionally, using this exhibition area to serve as a dining / lunch counter. Menu changes will be limited. Expansion of Salad offerings, we will experiment with an idea revolving around the great comfort food, The GRILLED CHEESE Sandwich. We are currently open from 11am -1am every day except Sunday hours of 11am to 12 am. We may try to open a little earlier with our addition. Our hope is to further serve our loyal guests in a manner that they feel safe, one in which allows our staff to have confidence and the environment to be successful.

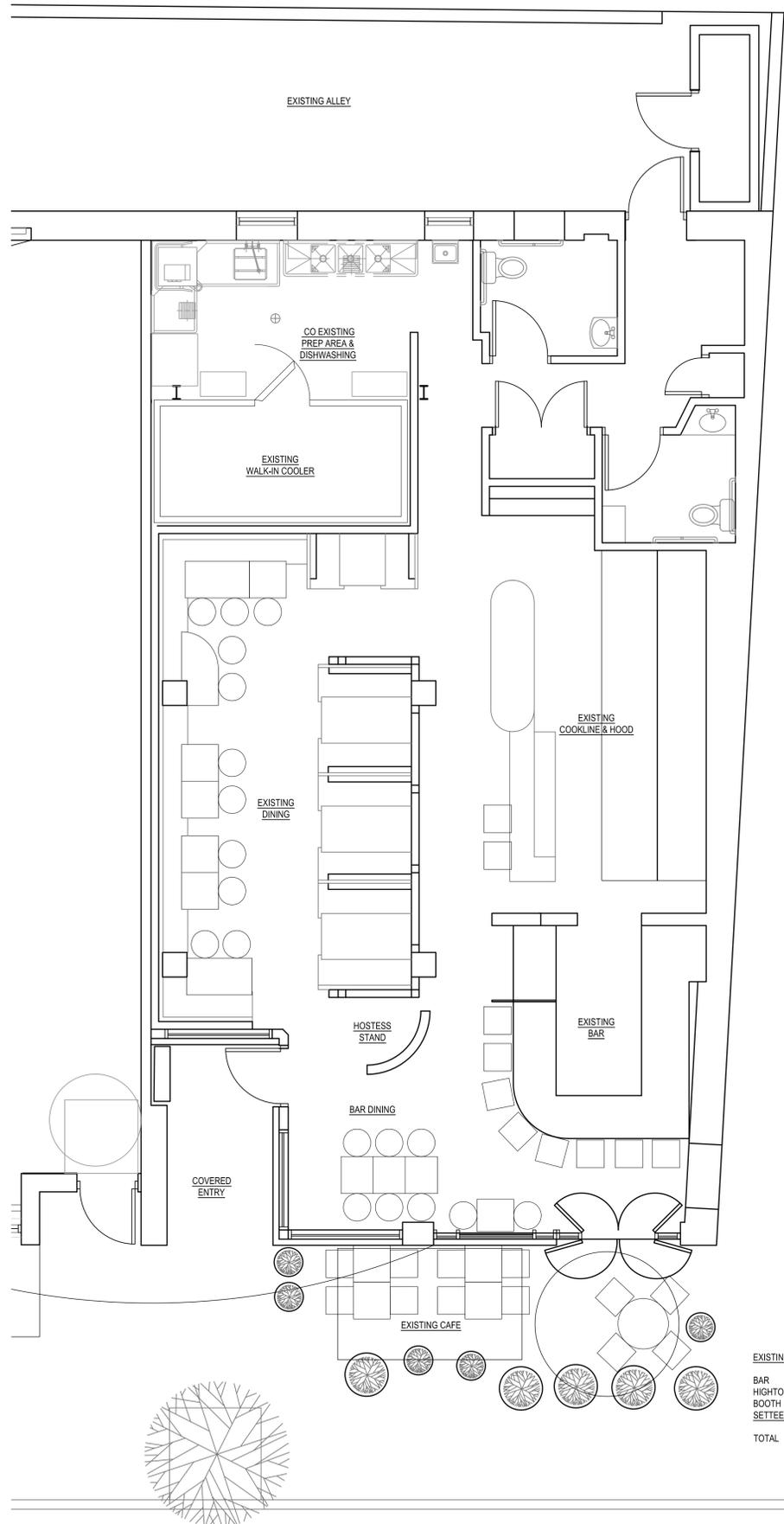
Thanks again,

Kara and Larry Bongiovanni

[Quoted text hidden]

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 **Luxe revised 20200820X.pdf**  
4259K



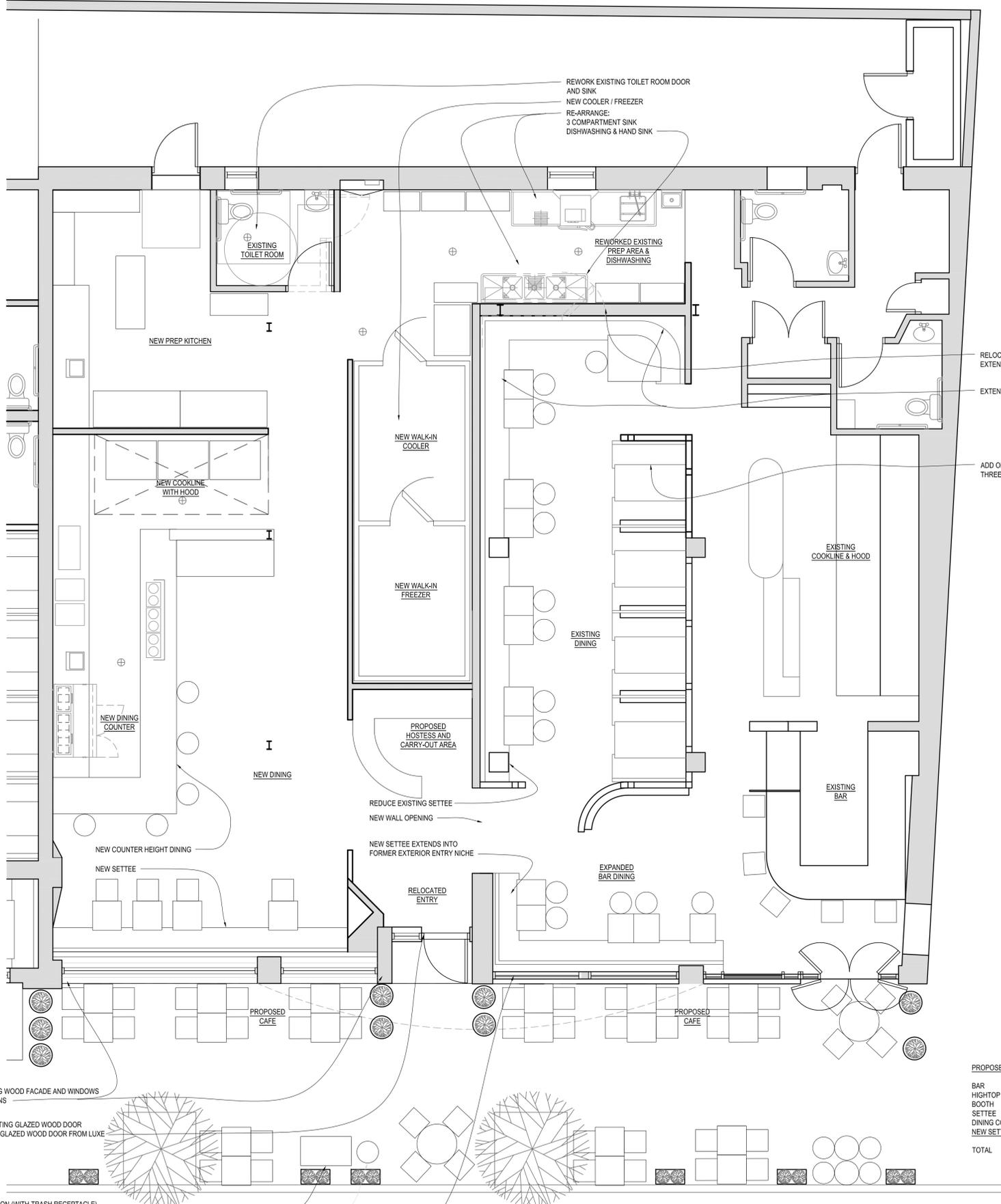
**EXISTING SEATING**

BAR	10
HIGHTOP	8
BOOTH	14
SETTEE	22
<b>TOTAL</b>	<b>54</b>

PAINT EXISTING WOOD FACADE AND WINDOWS  
SEE ELEVATIONS

REPLACE EXISTING GLAZED WOOD DOOR  
WITH PAINTED GLAZED WOOD DOOR FROM LUXE

**1 Existing Floor Plan**  
scale: 1/4" = 1'-0"



**PROPOSED SEATING**

BAR	5
HIGHTOP	10
BOOTH	16
SETTEE	20
DINING COUNTER	5
NEW SETTEE	8
<b>TOTAL</b>	<b>64</b>

SERVICE STATION (WITH TRASH RECEPTACLE)  
AND HAND SANITIZING STATION

NEW ALUMINUM STOREFRONT (MATTE BLACK)  
INFILL BETWEEN EXISTING WALLS

**1 Proposed Floor Plan**  
scale: 1/4" = 1'-0"

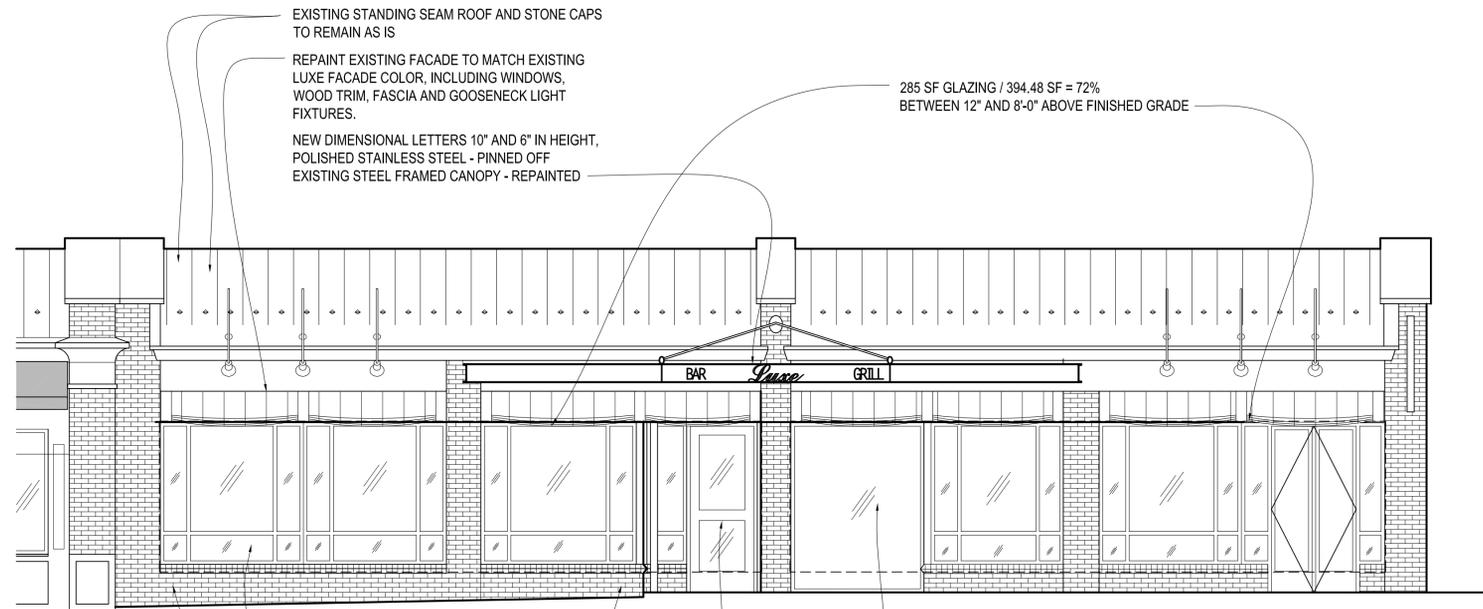


STREET VIEW FROM SOUTH



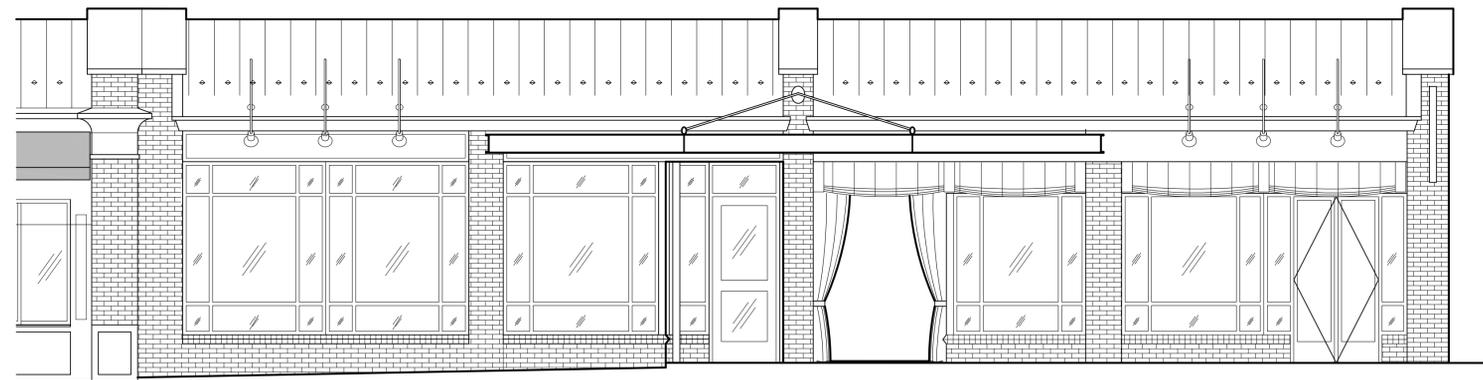
STREET VIEW FROM NORTH

6 Existing Luxe Exterior Views



2 East Elevation - Proposed

scale: 1/4" = 1'-0"



1 East Elevation - Existing

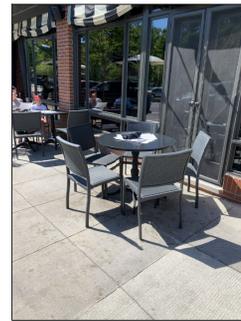
scale: 1/4" = 1'-0"



EXISTING LUXE PLANTER  
PAINTED CAST STONE DECORATIVE URNS



EXISTING LUXE PLANTER  
BLACK COMPOSITE VERADEK PLANTERS



EXISTING LUXE FACADE  
PAINTED WOOD WINDOWS AND DOORS  
SHERWIN WILLIAMS SW 7020 "BLACK FOX"  
FABRIC VALANCES  
SUNBRELLA "SLATE" AND "PARCHMENT"  
BRICK (UNPAINTED)



EXISTING LUXE CAFE TABLE AND CHAIRS  
CHAIRS: GAR "BAYHEAD" BLACK POWDERCOATED  
WITH WOVEN RESIN SEAT AND BACK  
TABLES: GAR "ANTOINETTE" BLACK METAL BASES

5 Existing Luxe Exterior Materials and Furniture to Match



EXISTING LUXE DOOR AND HARDWARE



EXISTING LUXE BAR



EXISTING LUXE DINING ROOM  
SETTEE, TABLES AND CHAIRS



EXISTING LUXE DINING ROOM  
BOOTH

4 Existing Luxe Interiors to Match in Spirit and Feel

- MULTI-FAMILY RESIDENTIAL
- ONE STORY RETAIL
- LUXE BAR AND GRILL
- SALVATORE SCALOPINI
- MULTI-FAMILY RESIDENTIAL
- SINGLE FAMILY RESIDENTIAL
- PUBLIC PARK



3 Area Map

scale: not to scale



Project:

LUXE  
Expanding Kitchen and Dining in Existing and Adjacent Tenant Spaces  
525 North Old Woodward, Birmingham, MI 48009

Seal:

Issue Date:

SUBMISSION	08.05.2020
------------	------------

Sheet Title:

Existing and Proposed Elevations

Sheet Number:

A201



CITY OF BIRMINGHAM  
Date 07/02/2020 2:45:07 PM  
Ref 00170412  
Receipt 535946  
Amount \$100.00

# Administrative Approval Application Planning Division

Form will not be processed until it is completely filled out

**APPROVED**  
*Allen as per  
Planning Board 8/12/20*

### 1. Applicant

Name: FLS Properties #5, LLC  
Address: 2950 Walnut Lake Road  
W. Bloomfield, MI 48323  
Phone Number: 248-680-1401  
Fax Number: 248-720-0293  
Email: fsimon@simonattys.com

### Property Owner

Name: Frank Simon/FLS Properties #5, LLC  
Address: 2950 Walnut Lake Road  
W. Bloomfield, MI 48323  
Phone Number: 248-790-9500  
Fax Number: 248-720-0293  
Email: fsimon@simonattys.com

### 2. Applicant's Attorney/Contact Person

Name: N/A  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Project Designer

Name: Marusich Architecture  
Address: 36880 Woodward Ave., #100  
Bloomfield Hills, MI 48304  
Phone Number: 313-482-0645  
Fax Number: \_\_\_\_\_  
Email: johnm.marusicharchitecture@gmail.com

### 3. Project Information

Address/Location of Property: 856 N. Old Woodward,  
Birmingham, MI  
Name of Development: The Pearl  
Parcel ID #: 1925328001  
Current Use: Retail/Apt. Mixed  
Area in Acres: \_\_\_\_\_  
Current Zoning: 02 / D2

Name of Historic District site is in, if any: None  
Date of HDC Approval, if any: None  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_

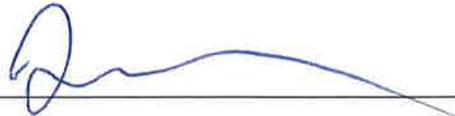
### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Revised entry canopy design and first floor

**The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.**

Signature of Applicant:  Date: 6/22/2020

Office Use Only		
Application #: <u>20-0059</u>	Date Received: _____	Fee: <u>\$100</u>
Date of Approval: <u>8/12/20</u>	Date of Denial: _____	Reviewed by: <u></u>
<u>ao per PB</u>		



**CONSENT OF PROPERTY OWNER**

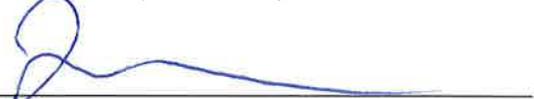
I, Frank R. Simon, OF THE STATE OF Michigan AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 856 N. Old Woodward, Birmingham, MI ;  
(Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
FLS Properties #5, LLC ;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 6/22/2020

Frank R. Simon  
Owner's Name (Please Print)

  
Owner's Signature



Jana Ecker <jecker@bhamgov.org>

**Re: The Pearl - Canopy Building Permit**

1 message

Jana Ecker <Jecker@bhamgov.org>

Wed, Jul 29, 2020 at 3:51 PM

To: Jeff Zielke <jzielke@bhamgov.org>

Cc: John Marusich <johnm.marusicharchitecture@gmail.com>, Mike Morad <mmorad@bhamgov.org>, Frank Simon <Fsimon@simonattys.com>, Imad Sitto <imad@sittoengineers.com>, Haitham Sitto <haitham@sitto.com>, Nour Makkieh <nourm@marusicharchitecture.com>, "Johnson, Bruce" <Bjohnson@bhamgov.org>

Good afternoon all,

I have reviewed the revised plans for a new covering over the main entrance to the building at 856 N. Old Woodward on the west elevation. I see that all signage has been removed from the proposed entrance feature, per our previous discussion that this structure was too large to qualify as an awning sign. The proposed aluminum frame with a metal covering is a different design aesthetic than the previously approved rigid bronze flat structure that was to be attached to the building with a cable system.

The proposed changes will have to be reviewed by the Planning Board informally for their opinion as to whether this should be administratively approved to determine whether the board would deem the new design to be a "cubed awning", and also whether they approve of the design and projection of the proposed new structure as it does not cover the entire sidewalk. The following were the conditions of approval attached to the Final Site Plan & Design approval for this building back in 2016:

**Motion by Ms. Whipple-Boyce**

**Seconded by Mr. Jeffares to recommend approval of the Final Site Plan for 856 N. Old Woodward Ave. with the following conditions:**

1. **Provide the City with an access easement for ingress/egress and maintenance of the proposed public parking spaces;**
2. **Remove all portions of the 4th floor canopy that project into the required 10 ft. setback from the 3rd floor eave using the elevation we saw tonight and obtain administrative approval for this change;**
3. **Comply with the requirements of all City departments.**
4. **The projection of the awnings on the front facade should be the same depth as the sidewalk; and**
5. **Recess the garage door on the front facade to accommodate a vehicle under the building and be approved administratively.**

No one from the public wished to comment at 9:05 p.m.

**Motion carried, 7-0.**

I am able to take this informally to the Planning Board at their next meeting on August 12, 2020. In these cases, the board will review the previously approved design and the proposed design and advise as to whether they wish staff to provide administrative approval for the changes or come back to the board formally for a Revised Site Plan & Design Review. The August 12, 2020 meeting will be via zoom and you and your team are welcome to speak in support of the changes.

Jana

On Tue, Jul 28, 2020 at 8:08 AM Jeff Zielke <jzielke@bhamgov.org> wrote:

Good morning John.

I will get with Jana when she gets in and confirm that planning is good and I will have to get back to you.

On Tue, Jul 28, 2020 at 7:19 AM John Marusich <johnm.marusicharchitecture@gmail.com> wrote:

Good Tuesday Morning,

I am writing this email to inquire on the status of the building permit for the Pearl entrance Canopy. We want to schedule an inspection at the earliest opportunity available. Thank you.

Regards,

John

--  
Jeff Zielke, NCIDQ, LEED AP  
Assistant Building Official  
City of Birmingham  
151 Martin Street  
Birmingham, MI 48012  
jzielke@bhamgov.org  
Tel: 248.530.1849

--  
**Jana L. Ecker**

Planning Director  
City of Birmingham  
248-530-1841

2016



2018



**APPROVED**  
*Miller*  
 8/12/20

**MN**  
**MARUSICH**  
 ARCHITECTURE

3888 WOODWARD AVENUE  
 BLOOMFIELD HILLS MI 48304  
 SUITE 103

PHONE (248) 638-3877  
 PHONE (313) 482-0645

OFFICE@MARUSICHARCHITECTURE.COM

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IN THE ABSENCE OF A WRITTEN AGREEMENT, THE ARCHITECT ASSUMES NO LIABILITY FOR THE DESIGN OR CONSTRUCTION OF THE PROJECT. THE ARCHITECT'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES PROVIDED BY THE ARCHITECT.

ALL MATERIALS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. THE ARCHITECT ASSUMES NO LIABILITY FOR THE DESIGN OR CONSTRUCTION OF THE PROJECT.

**OWNER**

FLS PROPERTIES #6  
 LLC

2851 WALKER LANE ROAD  
 WEST BLOOMFIELD AREA

**PROJECT NAME**

THE PEARL  
 CANOPY DESIGN

3888 WOODWARD AVENUE  
 BLOOMFIELD HILLS MI 48304

**PROJECT #** 19-11

**ISSUE DATE #** 11/09/2017

**REVISION HISTORY**

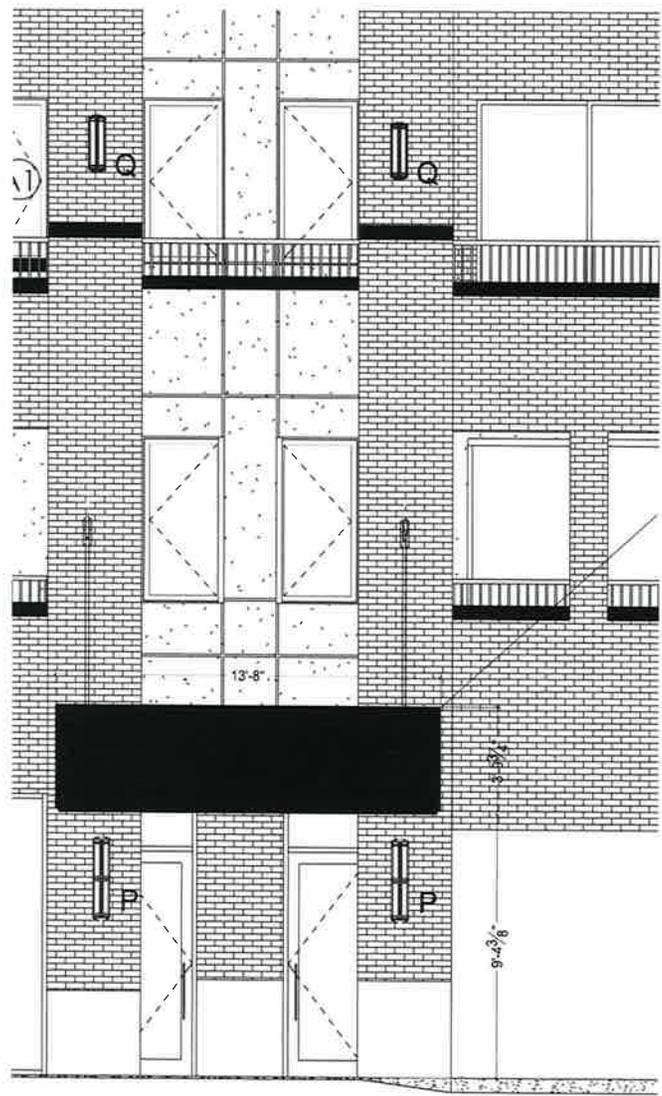
DATE	REVISION	BY
	OWNER REVIEW	
	REVISION	DAVIDSON

**DRAWN BY:** MB

**CHECKED BY:** JM

**PROJECT CONTENTS**

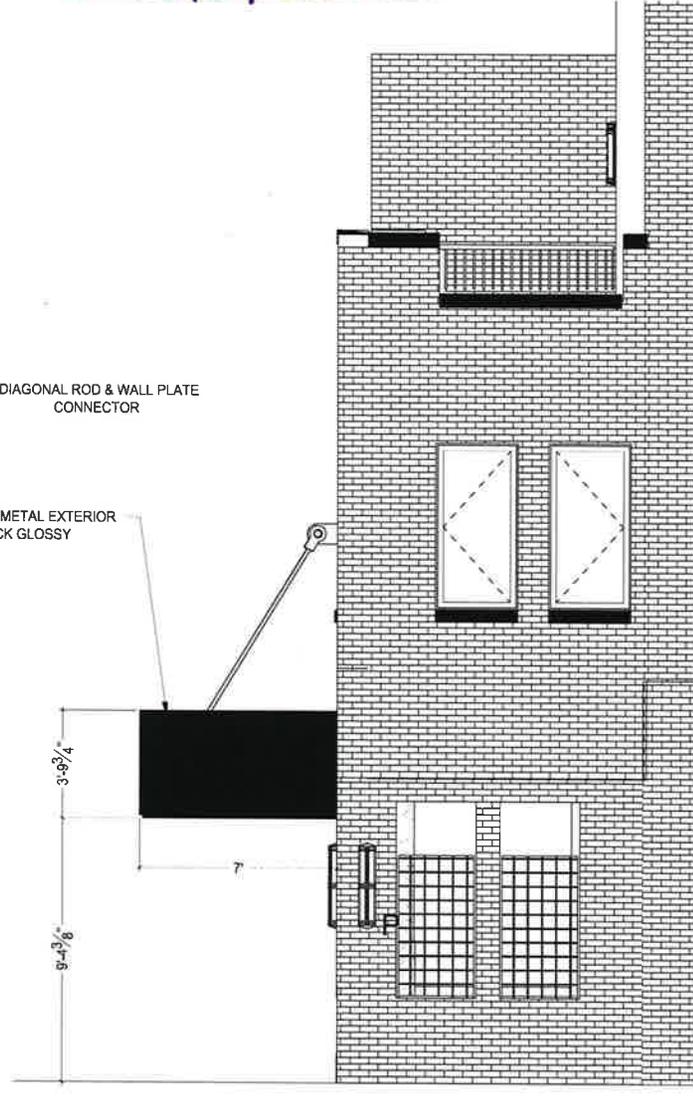
EXTERIOR ELEVATIONS



**FRONT ELEVATION**  
 SCALE 1/2" = 1'-0"

DIAGONAL ROD & WALL PLATE  
 CONNECTOR

SEAMLESS METAL EXTERIOR  
 BLACK GLOSSY



**SIDE ELEVATION**  
 SCALE 1/2" = 1'-0"

OWNER / OWNER'S AGENT APPROVED & ACCEPTED

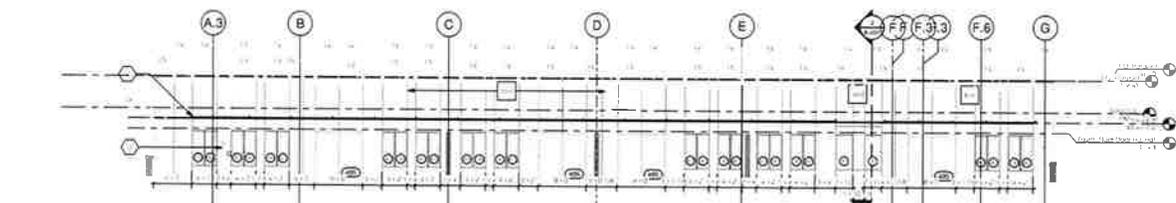
DATE: \_\_\_\_\_/\_\_\_\_\_/2018

**SHEET #** X-1

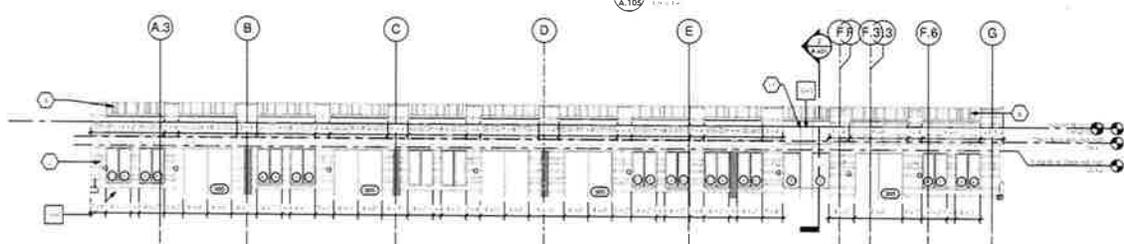
PROPOSED 2020



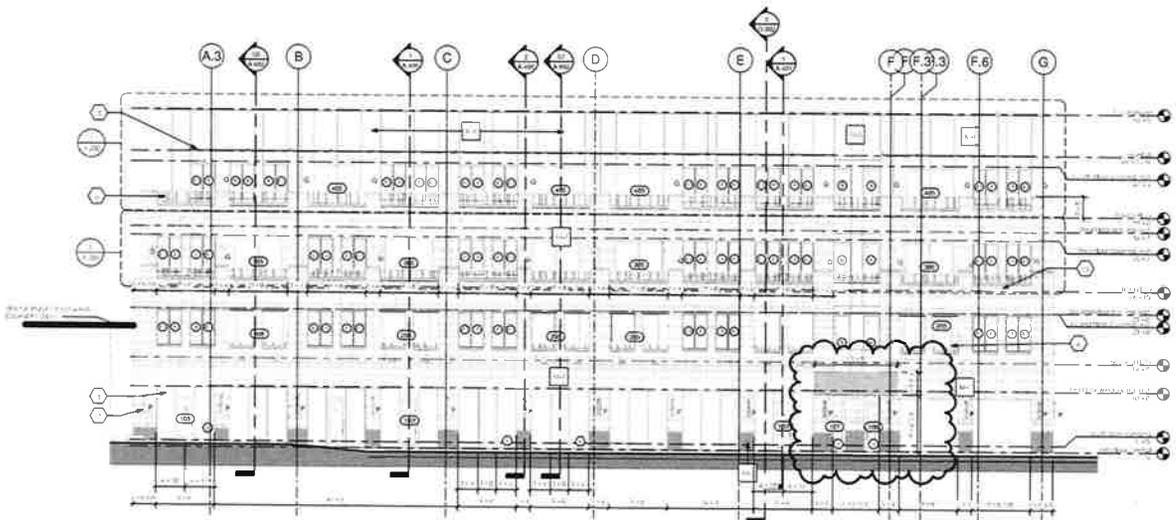
Approved with  
NO signage  
JFK



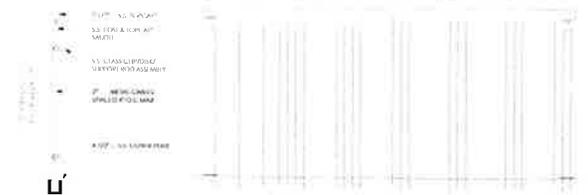
1 West Elevation (Fourth Floor Terrace)  
A.105



2 West Elevation (Third Floor Terrace)  
A.200



3 West (Front) Elevation  
A.100



Pre-Finished Aluminum Guard Rail Elevation & Section

**Exterior Lighting Fixture Schedule**

NO.	DESCRIPTION	QTY	UNIT
1	RECESSED DOWNLIGHT		
2	RECESSED DOWNLIGHT		
3	RECESSED DOWNLIGHT		
4	RECESSED DOWNLIGHT		
5	RECESSED DOWNLIGHT		
6	RECESSED DOWNLIGHT		
7	RECESSED DOWNLIGHT		
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48	RECESSED DOWNLIGHT		
49	RECESSED DOWNLIGHT		
50	RECESSED DOWNLIGHT		

**Exterior Material Schedule**

NO.	DESCRIPTION	QTY	UNIT
1	ALUMINUM GUARD RAIL		
2	ALUMINUM GUARD RAIL		
3	ALUMINUM GUARD RAIL		
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50	ALUMINUM GUARD RAIL		

**MA**  
MARUSICH  
ARCHITECTURE  
3000 WOODWARD AVENUE  
SUITE 100 BLOOMFIELD HILLS  
MICHIGAN 48304-0420  
PHONE: (248) 839-5507  
WWW.MARUSICHARCHITECTURE.COM

Client:  
FLS Properties #5 LLC  
2950 Walnut Lake Road  
West Bloomfield, MI 48322

Project:  
The Pearl - Core & Shell  
556 Old North Woodward

NO.	DESCRIPTION	QTY	UNIT
1	ALUMINUM GUARD RAIL		
2	ALUMINUM GUARD RAIL		
3	ALUMINUM GUARD RAIL		
4	ALUMINUM GUARD RAIL		
5	ALUMINUM GUARD RAIL		
6	ALUMINUM GUARD RAIL		
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50	ALUMINUM GUARD RAIL		

**General Notes**

1. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
2. ALL MATERIALS SHALL BE AS SHOWN ON THE DRAWINGS.
3. ALL MATERIALS SHALL BE APPROVED BY THE ARCHITECT BEFORE ORDERING.
4. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
5. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
6. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
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10. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

**Keyed Notes**

1. SEE ARCHITECT'S GENERAL NOTES FOR ALL NOTES.
2. SEE ARCHITECT'S GENERAL NOTES FOR ALL NOTES.
3. SEE ARCHITECT'S GENERAL NOTES FOR ALL NOTES.
4. SEE ARCHITECT'S GENERAL NOTES FOR ALL NOTES.
5. SEE ARCHITECT'S GENERAL NOTES FOR ALL NOTES.
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9. SEE ARCHITECT'S GENERAL NOTES FOR ALL NOTES.
10. SEE ARCHITECT'S GENERAL NOTES FOR ALL NOTES.

Seal:



Note:  
Do not scale drawings. Use  
calculated dimensions only.  
Verify existing conditions in field.  
North Arrow:

Sheet Title:  
Exterior Elevations

Project Number:  
14-133

Sheet Number:  
A.200



# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

**APPROVED**  
*[Signature]*  
6/29/20

### 1. Applicant

Name: Tower Construction, LLC  
Address: 2093 Orchard Lake Rd  
Sylvan Lake, MI 48320  
Phone Number: 248-287-8200  
Fax Number: 248-287-8203  
Email: aric@tower-construct.com

### Property Owner

Name: Forest Elm, LLC  
Address: 6905 Telegraph Rd #200  
Bloomfield Hills MI 48301  
Phone Number: 248-282-1430  
Fax Number: 248-282-1431  
Email: dneubecker@robertsonhomes.com

### 2. Applicant's Attorney/Contact Person

Name: Darien Neubecker  
Address: 6905 Telegraph Rd #200  
Bloomfield Hills MI 48301  
Phone Number: 248-282-1430  
Fax Number: 248-282-1431  
Email: dneubecker@robertsonhomes.com

### Project Designer

Name: McIntosh Paris Associates  
Address: 36801 Woodward Ave #200  
Birmingham MI 48009  
Phone Number: 248-258-9346  
Fax Number: 248-258-0967  
Email: mpe@mcintoshparis.com

### 3. Project Information

Address/Location of Property: 750 Forest Ave  
Birmingham MI 48009  
Name of Development: 750 Forest  
Parcel ID #: 08-19-36-228-004  
Current Use: R2, B office S-2, S-1  
Area in Acres: .3 acres  
Current Zoning: Triangle Overlay Dist.  
MU-3, MU-5

Name of Historic District site is in, if any: n/a  
Date of HDC Approval, if any: n/a  
Date of Application for Preliminary Site Plan: 7-11-16  
Date of Preliminary Site Plan Approval: 7-27-16  
Date of Application for Final Site Plan: 7-27-16  
Date of Final Site Plan Approval: 7-27-16  
Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

allow for a city required wire mesh gas manifold enclosure

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: *[Signature]* Date: 6-17-20

Application #: <u>PAA 20-0054</u>	Office Use Only Date Received: <u>6/17/2020</u>	Fee: <u>\$100.00</u>
Date of Approval: <u>6/29/20</u>	Date of Denial: <u></u>	Reviewed by: <u><i>[Signature]</i></u>



**CONSENT OF PROPERTY OWNER**

I, Forest Elm, LLC, OF THE STATE OF MI AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 750 Forest, Birmingham;  
(Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
Forest Elm, LLC;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 6/17/20

Darian L. Neubauer  
Owner's Name (Please Print)

[Signature]  
Owner's Signature



**LETTER OF TRANSMITTAL**

**To:** Jana Ecker                      **Delivery Method:** Hand Delivered                      **Date:** 6.17.20  
City of Birmingham  
\_\_\_\_\_  
\_\_\_\_\_  
**Transmitted:** For Approval                      **Attached:** Letter  
\_\_\_\_\_  
\_\_\_\_\_  
**Resubmit:** \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTIONS
1	6.17.20		Administrative Approval Application w/Consent of Property Owner
1	6.17.20	20749	\$100 Application Fee

Remarks / Special Instructions
750 Forest - Birmingham, MI

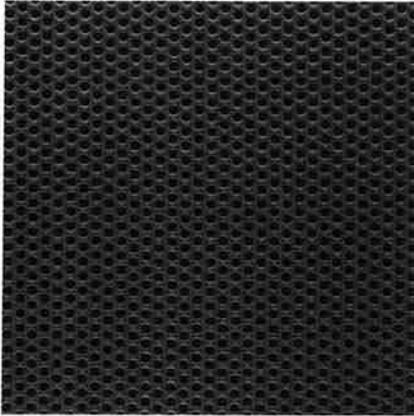
**cc:** Aric Wilcox                      **By:** Paula Arwady  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# McNICHOLS®

Industrial & Architectural Hole Product Solutions Since 1952.



PAGE 1 OF 2



## McNICHOLS® PERFORATED METAL

Round, Stainless Steel, Type 304, 11 Gauge (.1250" Thick), 1/8" Round on 3/16" Staggered Centers, 40% Open Area

**McNICHOLS®** Perforated Metal, Round, Stainless Steel, Type 304, Mill Finish, 11 Gauge (.1250" Thick), 1/8" Round on 3/16" Staggered Centers, 1/16" Bar Width, 32.60 Holes Per Square Inch (HPSI), Minimum Solid Margin One Side of Sheet Parallel to Length of Sheet, Holes Sheared Through One Side of Sheet Parallel to Length and Both Ends of Sheet Parallel to Width of Sheet, 40% Open Area

**ITEM** 18183111M1 - 24" x 24"

### ITEM SPECIFICATIONS

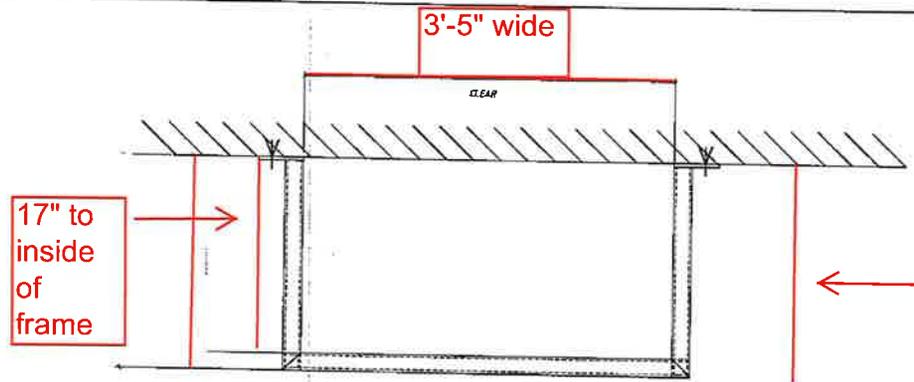
<b>Item Number</b>	18183111M1
<b>Product Line</b>	Perforated Metal
<b>Hole Type</b>	Round
<b>Primary Material</b>	Stainless Steel (SS)
<b>Alloy, Grade or Type</b>	Type 304 (304)
<b>Material Finish</b>	Mill Finish
<b>Gauge/Thickness</b>	11 Gauge (.1250" Thick)
<b>Hole Pattern</b>	1/8" Round on 3/16" Staggered Centers
<b>Hole Size (Diameter)</b>	1/8"
<b>Hole Centers</b>	3/16"
<b>Bar Width</b>	1/16"
<b>Hole Arrangement</b>	60° Staggered Centers
<b>Holes Per Square Inch (HPSI)</b>	32.60
<b>Straight Rows Parallel to</b>	Length of Sheet
<b>Margins Parallel to Width</b>	Minimum Solid One Side, Sheared Through Other Side
<b>Margins Parallel to Length</b>	Minimum Solid Both Sides

Superior Service, Quality and Performance ... That's The Hole Story®!

800.237.3820 ▪ sales@mcnichols.com ▪ mcnichols.com

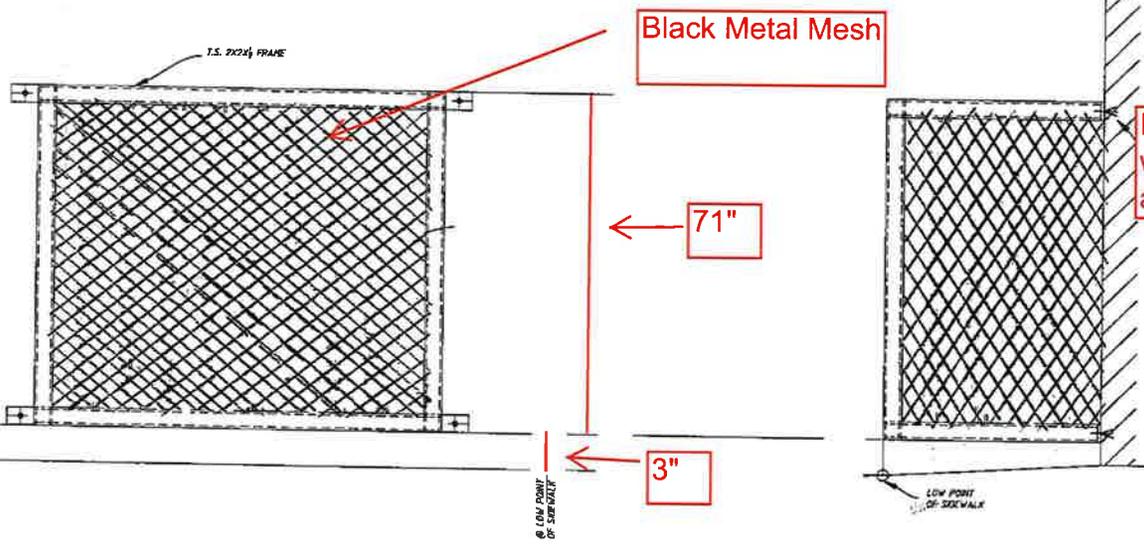
*Inspired to Serve!®*

750 forest



Black Metal mesh to be installed on the exterior of the 2" x 2" x 1/8" frame to allow for the required 19" clearance of the gas manifold. Enclosure to be installed 3" above finished sidewalk elevation

APPROVED  
 [Signature]  
 4/29/20



Frame to be anchored with 3/8" x 1-7/8" sleeve anchors

SCALE	AS SHOWN	GEN OAK FABRICATORS	
SIZE	AS SHOWN	2501 BROWN RD. ORION (248)-373-1515	
SWP	AS SHOWN	DATE	BY
PAINT	AS SHOWN	DATE	BY
PRINT RECORD	AS SHOWN	DATE	BY



**1/8" DIA. PERF. METAL PANEL - POWDERCOATED BLACK**



**STORM SEWER NOTES**

ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF THE MUNICIPALITY. THE MUNICIPALITY STANDARD NOTES, DETAILS AND SPECIFICATIONS SHALL BE INCORPORATED AS PART OF THEIR PLANS.

ALL STORM SEWER TRENCHES UNDER OR WITHIN THREE (3) FEET OF EXISTING OR PROPOSED PAVEMENT SHOULD BE BACKFILLED WITH MDOT CLASS II MATERIAL (SAND) AND BE MACHINE COMPACTED TO A MINIMUM OF 95% OF THE MATERIAL'S MAXIMUM DENSITY. PAVEMENT SHALL INCLUDE PARKING LOTS, DRIVE APPROACHES, CURB & CUTTER AND ADJACENT WALLS.

ALL STORM SEWER PIPE SHALL BE INSTALLED ON CLASS "B" BEDDING OR BETTER UNLESS OTHERWISE INDICATED ON THE PLANS.

STORM SEWER SHALL BE OF THE TYPE, SIZE & CLASS DESIGNATION INDICATED ON THE PLANS AND SHALL BE INSTALLED AT THE PROPOSED LINE AND GRADE INDICATED.

ALL STORM SEWER PIPE SHALL BE REINFORCED CONCRETE PIPE CONFORMING TO ASTM SPECIFICATION C-76, CL. IV.

ALL MANHOLE, CATCH BASIN, INLET, REAR YARD DRAIN FRAMES AND COVERS SHALL BE AS INDICATED ON THE PLANS IN ACCORDANCE WITH MUNICIPALITY STANDARDS.

THE CONTRACTOR SHALL NOTIFY MISS DIG (1-800-482-7171) A MINIMUM OF THREE (3) WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.

EXACT GRADES AND INVERTS OF PROPOSED STORM SEWER ARE TO BE CHECKED WITH THE FIELD ENGINEER PRIOR AND DURING INSTALLATION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE DESIGN ENGINEER OF ANY PLAN INCONSISTENCY AND/OR UTILITY CONFLICTS.

ALL STORM SEWER JOINTS SHALL BE "PREMIUM JOINT" MODIFIED GROOVED TONGUE, (M.G.T.) WITH SYNTHETIC RUBBER GASKETS CONFORMING TO ASTM SPECIFICATION C-443 & C-361 UNLESS OTHERWISE INDICATED ON THE PLANS. ALTERNATE JOINT CONNECTION MAYBE STANDARD GROOVED TONGUE WITH COLD MASTIC (DEWITT #10 JOINT COMPOUND OR EQUAL).

FACTORY MANUFACTURED PRECAST TEE SECTIONS SHALL BE USED FOR ROOF DRAINS AND/OR SUMP PUMP LEADS AND LATERALS WHERE INDICATED ON THE PLANS. BUNG "TOP" CONNECTIONS INTO STORM SEWER WILL NOT BE PERMITTED BY BREAKING PIPE WALL.

THE UNDERGROUND SITE CONTRACTOR SHALL INSTALL ALL STORM SEWER BUILDING LEADS TO WITHIN FIVE (5) FEET OF PROPOSED BUILDING.

GRADED RIP RAP SHALL BE INSTALLED AT THE ENDS OF ALL CULVERTS AND END SECTIONS. GRADED RIP RAP SHALL LIKEWISE BE INSTALLED AT OUTLET POINTS IN DETENTION AND SEDIMENTATION FACILITY. THE MINIMUM WIDTH OF THE RIP RAP SHALL BE TWICE THE OUTSIDE DIAMETER OF THE PIPE. THE RIP RAP SHALL EXTEND FROM THE BOTTOM OF THE SLOPE TO THE PIPE INVERT.

THE CONTRACTOR SHALL PAY FOR AND SECURE ALL NECESSARY PERMITS AND LIKEWISE ARRANGE FOR ALL SITE INSPECTION.

**SANITARY SEWER NOTES**

THE CONTRACTOR SHALL NOTIFY THE INSPECTION SECTION OF THE DETROIT WATER AND SEWERAGE DEPT. AT (313) 833-4862 AT LEAST 48 HOURS PRIOR TO THE START OF ANY SANITARY SEWER CONSTRUCTION.

ALL SEWERS TO BE PLACED ON CLASS "B" BEDDING OR BETTER.

WYES, RISERS AND HOUSE LEADS ARE TO BE PLACED AT LOCATIONS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER. ALL WYES ARE INCIDENTAL.

EACH WYE OR HOUSE LEAD SHALL HAVE A PLUG OF THE SAME TYPE OF JOINT AS THE HOUSE LEAD.

HOUSE LEADS SHALL BE A MINIMUM OF 9 FEET DEEP AT THE PROPERTY LINE.

WHENEVER EXISTING MANHOLES OR SEWER PIPE ARE TO BE TAPPED, HOLES ARE TO BE DRILLED AT 4 INCH CENTER TO CENTER SPACINGS AROUND THE PERIPHERY OF THE PROPOSED OPENING TO CREATE A FLANGE OF "BEANSESS JOINT". A 12 INCH THICK CONCRETE COLLAR IS TO ENCASE THE NEW PIPE AND OPENING.

MAXIMUM INFILTRATION SHALL NOT EXCEED 100 GALLONS PER INCH OF DIAMETER PER MILE OF PIPE PER 24 HOURS. FOR PURPOSES OF TESTING INFILTRATION, A BULKHEAD WITH A ONE INCH DIAMETER PIPE SHALL BE PROVIDED AT THE DOWNSTREAM MANHOLE.

THE INSIDE JOINTS FOR ALL SANITARY SEWERS 30" AND LARGER SHALL BE CEMENT POINTED.

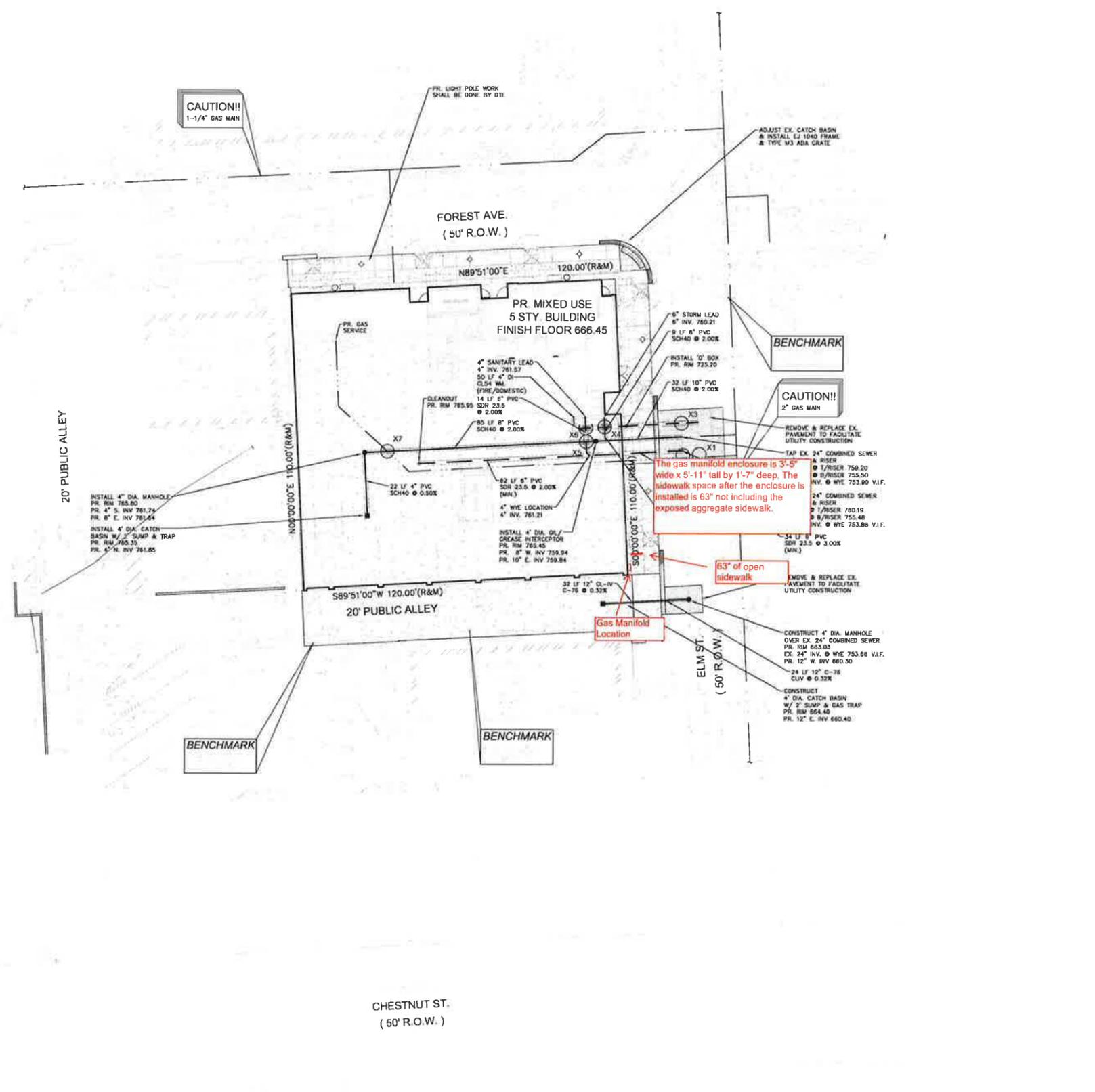
ALL SANITARY SEWER MANHOLES SHALL BE PROVIDED WITH WATER TIGHT BOLT DOWN COVERS.

ALL CONCRETE SANITARY SEWER, MANHOLE AND PIPE JOINT SHALL BE MODIFIED GROOVED TONGUE WITH RUBBER GASKETS AS REQUIRED UNDER THE CURRENT A.S.T.M. C-443.

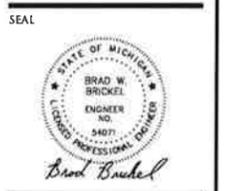
CONTACT THE OFFICE OF THE MACOMB COUNTY PUBLIC WORKS COMMISSIONER AT 469-5325, 48 HOURS BEFORE CONSTRUCTION.

NO GROUND WATER, STORM WATER, CONSTRUCTION WATER, DOWNSPOUT OR WECP TILE DRAINAGE SHALL BE ALLOWED TO ENTER ANY SANITARY SEWER INSTALLATION.

ALL SANITARY SEWER LEADS SHALL BE INSTALLED TO A POINT 5 FEET FROM THE PROPOSED BUILDING.



**NOWAK & FRAUS ENGINEERS**  
 46777 WOODWARD AVE.  
 PONTIAC, MI 48342-5032  
 TEL. (248) 332-7931  
 FAX. (248) 332-8257



**PROJECT**  
 750 Forest Avenue  
 Condominium Project  
 Birmingham, MI 48009

**LEGAL DESCRIPTION**  
 LAND SITUATED IN THE CITY OF BIRMINGHAM, OAKLAND COUNTY, STATE OF MICHIGAN, IS DESCRIBED AS FOLLOWS:  
 PARCEL 1:  
 LOT 2, EXCEPT THE EAST 10 FEET OF BLOCK 4 OF CAMPBELL'S SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 4 OF PLATS, PAGE 30, OAKLAND COUNTY RECORDS.  
 TAX ITEM NO. 19-28-228-003  
 ADDRESS: 748 FOREST AVENUE, BIRMINGHAM, MI 48009  
 PARCEL 2:  
 LOT 1 AND THE EAST 10 FEET OF LOT 3 OF BLOCK 4 OF CAMPBELL'S SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 4 OF PLATS, PAGE 30 OAKLAND COUNTY RECORDS.  
 TAX ITEM NO. 19-28-228-004  
 ADDRESS: 750 FOREST AVENUE, BIRMINGHAM, MI 48009

**PROJECT LOCATION**  
 Part of the SE 1/4  
 of Section 36  
 T.2N., R.10E.  
 City of Birmingham,  
 Oakland County, Michigan

**UTILITY CROSSING SCHEDULE**

X1	PR. GAS COND. B/P 761.00 EX. 12" WM. T/P V.I.F.	X5	PR. 4" SAN. B/P 761.33 PR. 8" STM. B/P 760.74
X2	PR. GAS COND. B/P 761.00 EX. 24" SEWER. T/P 756.12	X6	PR. 4" SAN. B/P 761.43 PR. 4" WM. B/P 759.93
X3	PR. 4" WM. B/P 758.75 EX. 24" SEWER. T/P 756.20	X7	PR. GAS B/P 762.70 PR. 8" STM. T/P 762.20
X4	PR. 6" STM. B/P 760.05 PR. 4" WM. B/P 758.55		

**ESTIMATED QUANTITIES**

DESCRIPTION	QUANTITY	UNIT
12" C-76, CLASS IV, SEWER PIPE	32	L.F.
10" PVC, SCH 40, SEWER PIPE	32	L.F.
8" PVC, SCH 40, SEWER PIPE	85	L.F.
6" PVC, SCH 40, SEWER PIPE	9	L.F.
4" PVC, SCH 40, SEWER PIPE	22	L.F.
4" DIA. CATCH BASIN W/ 2' SUMP & TRAP	1	EA.
4" DIA. MANHOLE	1	EA.
4" DIA. OIL/DREASE INTERCEPTOR	1	EA.
SEWER TAP/CONNECTION	1	EA.

**REVISIONS**

DATE	DESCRIPTION
05-09-18	ISSUED FOR SITE PLAN REVIEW
07-11-18	FINAL SITE PLAN APPROVAL
12-08-18	ISSUED FOR ENGINEERING REVIEW
03-28-17	REVISED PER ENGINEERING REVIEW
04-12-17	REVISED PER CITY REVIEW
05-15-17	REVISED PER CITY REVIEW
08-18-17	ADDED DTE TRANSFORMER
08-28-17	REVISED DTE TRANSFORMER
09-13-17	REVISED PER ENGINEERING REVIEW

**WATER MAIN**

DESCRIPTION	QUANTITY	UNIT
4" D.I., CLASS 54, WATER MAIN	50	L.F.
WATER MAIN CONNECTION	1	EA.

**LEGEND**

MANHOLE	EXISTING SANITARY SEWER
HYDRANT	SAN. CLEAN OUT
MANHOLE CATCH BASIN	EXISTING WATER MAIN
	EXISTING STORM SEWER
	EX. R. Y. CATCH BASIN
UTILITY POLE	EXISTING BURIED CABLES
QTY POLE	OVERHEAD LINES
	GUY WIRE
	LIGHT POLE
	SIGN
C.O.	EXISTING GAS MAIN
MANHOLE	PR. SANITARY SEWER
HYDRANT	PR. WATER MAIN
INLET	PR. STORM SEWER
	PR. R. Y. CATCH BASIN
	SAND BACKFILL (85% DENSITY)
	PROPOSED LIGHT POLE

**DRAWN BY:**  
R. Johnson

**DESIGNED BY:**  
B. Brickel

**APPROVED BY:**  
B. Brickel

**DATE:**  
May 5, 2016

**SCALE:** 1" = 20'

**NFE JOB NO. SHEET NO.**  
J189 C5

# DCAM inc.

concrete and asphalt maintenance

4321 Delemere Court | Royal Oak, Michigan 48073 | tel 248.677.0100 | fax 248.291.6486

December 2, 2019

Herriman & Associates  
41486 Wilcox Rd.  
Plymouth, MI 48170-3104  
734-459-5440 Fax: 8071  
Attn: David Chaundy

RE: Williamsburg of Birmingham  
DIR: 1679 Graefield Rd, Birmingham

CC: Lisa Fairborn

**APPROVED**  
PAA20-0634-00  
6/17/2020

Dear Mr. Chaundy,

We are pleased to quote as follows:

**RECEIVED**  
JUN 15 2020  
CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPARTMENT

CONCRETE WORK AS FOLLOWS:

1. **1679 - 1683 Graefield Rd:** (Front) Remove and replace approx 4 sections of sidewalk with 4" concrete.
2. **1671 Graefield Rd:** (Front) Remove and replace approx 2 sections of sidewalk with 4" concrete.
3. **1661 Graefield Rd:** (Front) Remove and replace approx 1 section of sidewalk with 4" concrete.
4. **1657 - 1637 Graefield Rd:** (Front) Remove and replace approx 5 sections of sidewalk with 4" concrete.
5. **1629 Graefield Rd:** (Front) Remove and replace approx 1 section of sidewalk with 4" concrete.
6. **1621 Graefield Rd:** (Front) Remove and replace approx 2 sections of sidewalk with 4" concrete.
7. **704 - 718 Graefield Ct:** (Front) Remove and replace approx 39 sections of sidewalk with 4" concrete and add stone aggregate material to raise the elevation of sidewalk as needed, approx. 1" - 2" in height as needed.  
**NOTE:** Owner/Agent may need to install top soil in seed as sidewalk elevation will be raised up.
8. **1901 Graefield Rd:** (Porch) Tuck point approx 3 In ft open void in joint and install cement patching compound in cavity area on the right side of the porch. No warranty on patch repair, this is a temporary repair.
9. **1800 - 1806 Graefield Rd:** (Rear) Remove and replace approx 3 sections of sidewalk with 4" concrete.
10. **1734 Graefield Rd:** (Rear - East) Remove and replace approx 1 section of sidewalk at porch with 4" concrete.
11. **1736 Graefield Rd:** (Rear - East) Remove and replace approx 1 section of sidewalk at porch with 4" concrete.
12. **1734 Graefield Rd:** (Rear - East) Remove and replace approx 8 sections of sidewalk with 4" concrete.
13. **1722 - 1724 Graefield Rd:** (Rear) Remove and replace approx 6 sections of sidewalk with 4" concrete.  
**NOTE:** Handrail at 1722 to be moved by owner/agent and reinstalled by others.
14. **1716 Graefield Rd:** (Rear) Remove and replace approx 12 sections of sidewalk with 4" concrete. Add stone as needed, approx 1" - 2" to raise elevation.

- 15. 1668 - 1666 Graefield Rd:** (Front) Remove 2 precast steps and approx 2 sidewalk slabs. Form and pour sidewalk slabs and solid poured steps at porch, not to exceed 11 In ft.
- 16. 1664 Graefield Rd:** (Front) Remove precast step and install solid poured step.
- 17. 1642 Graefield Rd:** Remove and replace approx 2 sections of sidewalk with 4" concrete and replace step with solid poured step.
- 18. 1608 Graefield Rd:** (Front) Remove and replace solid poured type porch with new 4" concrete top and 4" sidewalls, and remove and replace approx 2 sections of sidewalk with 4" concrete next to the porch. Replace step with solid poured step.
- NOTE:** Handrail to be moved by owner/agent and reinstalled by others.
- 19. 1703 - 1711 Graefield Rd:** (Rear) Remove and replace approx 18 sections of sidewalk with 4" concrete. Add fill material as needed to level out area. Widen sidewalk at step to the porch to approx 4 ft wide. Form and pour new 4" concrete sidewalk, total not to exceed 18 locations.

PRICE: \$26,482.00

**NOTE:** All areas to be marked prior to start of work.

**NOTE:** All concrete to be installed using 4000 psi mix unless otherwise specified above. Control and expansion joints to be installed as needed. Cars cannot drive or park on or against new concrete for a minimum of 7 days.

**NOTE:** Prices are based on the above specified thickness. Should existing pavement thickness exceed what is specified, additional charges will be assessed. Should existing work area contain hidden objects, hidden footings, reinforcement steel, wire mesh, additional charges will be assessed on a time and material basis. Down time resulting from hidden objects, or any of the conditions mentioned above, will be charged to customer at \$100 per man hour and costs of trucking, materials and dump fees if applicable.

ASPHALT WORK AS FOLLOWS:

**Please see the attached site map dated 12-02-2019 for the following asphalt work location(s):**

**AREA 1: 1746 - 1748 Graefield Service Drive:** Mill asphalt pavement to a depth not to exceed 3" and haul material off site. Clean and sweep pavement. Furnish and install approx 3" of commercial hot mix asphalt. Asphalt to be installed in 2 courses for proper compaction. Roll and compact to a tight matte finish.

**AREA 2: 1822 - 1888 Graefield:** Mill asphalt pavement to a depth not to exceed 4" and haul material off site. Remove concrete collars as needed. Clean and sweep pavement. Install deep strength 6" asphalt at drains. Remove 4 sidewalk slabs next to the driveway and haul off site. Furnish and install approx 4" of hot mix asphalt. Furnish and install approx 4" of commercial hot mix asphalt on driveway. Asphalt to be installed in 2 courses for proper compaction. Roll and compact to a tight matte finish.

Layout and stripe single white lines, handicaps in blue if needed.

PRICE: \$61,780.00

**NOTE:** All areas to be marked prior to start of work.

**NOTE:** Some areas not to industry standards on paving, some puddles may occur.

**NOTE:** Contractor to remove railroad ties. Owner/Agent to reinstall. Truck bumper to remain.

**NOTE:** Prices are based on the above specified thickness. Should existing pavement thickness exceed what is specified, additional charges will be assessed. Should existing work area contain hidden objects, hidden footings, reinforcement steel, wire mesh, additional charges will be assessed on a time and material basis. Down time resulting from hidden objects, or any of the conditions mentioned above, will be charged to customer at \$100 per man hour and costs of trucking, materials and dump fees if applicable.

Above prices are valid for 30 days from the date of this proposal.

GRAND TOTAL LUMP SUM PRICE: \$ \_\_\_\_\_

**PAYMENT TERMS:**

CONTRACTOR TO BE PAID IN FULL UPON COMPLETION OF EACH PHASE OF WORK.

**Deposit: 1/3 Down**

**Balance: Upon Completion**

\_\_\_\_\_ This is a unit price contract, with quantities to be verified upon completion. Contract amount shall be determined by extending verified quantities at quoted unit prices and any modification resulting from change in material prices.

X This is a lump sum contract except for change orders or extra charges as outlined on contract. This contract is not based on a unit price. Actual quantities and area may vary.

All amounts unpaid after 30 days will be subject to interest at 1.5% per month. An annual rate of 18%. If DCAM, Inc. is required to incur costs to collect payment, DCAM, Inc. shall be entitled to recover all costs of collection, including actual attorney fees.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I HAVE READ AND AGREED TO THE GENERAL CONDITIONS ON THIS PROPOSAL.

Customer/Agent

Contractor: DCAM, Inc.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Representative:  
\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

TB/kk  
2019: 12-101

## GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions shall govern the Proposal for Services between you and DCAM, Inc. ("DCAM")

**Permits.** DCAM will obtain permits and bonds required by the governing municipality. You agree to reimburse DCAM for all permit and bond application fees, inspection fees, bond insurance fees, and any other related assessments. A 25% charge will be added to these fees to cover administrative costs as well as labor hours and fuel for trips to municipality office to obtain permits. DCAM's minimum charge is \$200.00 for obtaining necessary permits and bonds.

**Zoning and Other Local Regulations.** DCAM assumes no responsibility for determining whether you have the legal right or authority to pave the property as set forth in the Proposal for Services. Should the work you seek be deemed to violate any ordinance, zoning regulation, or other law, you shall nevertheless be obligated to pay for work performed as ordered.

**Limited Warranty.** DCAM warrants its principal work against any defects in materials or workmanship for which DCAM is notified by you within one (1) year from completion of the work. This limited warranty does not cover: (1) damages caused by premature use or movement of the substratum; (2) any tire marks on new pavement as a result of traffic and turning tires; (3) movement of the pavement due to frost heave; (4) damage caused by intentional or accidental excavation; (5) damage caused by fire, flood, gasoline, oil, chemicals, subsurface water, overloading, salt used within the first year after the work, or other misuse; (6) any cracks that may occur on new or resurfaced concrete, brick, or asphalt pavements; and/or (7) any other limitations set forth in the accompanying Proposal for Services and these General Terms and Conditions. This limited warranty will not apply to any patch or repair work. THIS IS THE ONLY WARRANTY AND THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THIS CONTRACT. ALL IMPLIED WARRANTIES, INCLUDING THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE EXCLUDED. THE SOLE AND EXCLUSIVE REMEDY FOR BREACH OF WARRANTY IS THE REPAIR OR REPLACEMENT OF THE DEFECTIVE MATERIALS OR WORKMANSHIP.

**Drainage/Minimum Grade.** Paving Industry Standards for the proper design of asphalt pavement require a minimum slope of 1% in all areas (one foot for fall of every 100 feet). If the proposed grades on the project result in less than the minimum acceptable slope of 1%, you should expect sluggish runoff of surface water, and puddles on the completed pavements. DCAM shall not be responsible for this condition, and DCAM will not be responsible for correcting this condition.

**Sprinkler Systems.** Sprinkler systems must be turned off at least 24 hours prior to the scheduled start of work, and kept off for at least 24 hours after completion of the work under the Proposal for Services.

**Tree Roots and Landscaping.** DCAM shall not be responsible for damage to trees or for the removal of trees. Furthermore, unless otherwise stated in the Proposal for Services, DCAM assumes no responsibility for landscape restoration as a result of the work. This includes, but is not limited to, sprinkler lines, heads, or repairs, backfill of edges of concrete, asphalt, masonry work, or fill work.

**Soil Condition.** Should any unusual soil conditions be encountered no specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid for by you.

**Cars in Work Area.** It is the responsibility of the customer/agent to have all cars and other objects removed from the work area prior to 7:00 a.m. of the scheduled start of work. If cars remain in the working area after 7:00 a.m., and DCAM is not able to perform the scheduled work, you agree to have the cars towed out of the work area at your own expense. You will be responsible for any labor charges incurred while waiting to have any cars or other objects removed from the work area.

**Storage of Materials.** Contractor shall be permitted to stockpile materials and/or equipment necessary to complete the work identified in the Proposal for Services, adjacent to the site of the work, without incurring cost from you.

**Late Season Work Conditions.** Concrete work installed after October 15th has an increased risk of pitting, scaling, and cracking because of inadequate curing time before freezing temperatures and frost related ground movement occurs. Concrete installed after October 15th frequently has calcium chloride added to the mix (to reduce drying time) which can result in a grey and blotchy finish. Deicing chemicals of any kind should not be used on new concrete for the first year as these chemicals often contribute to pitting and flaking of the surface. Asphalt work done in October and November often has a rough and rocky finish, especially on seams and edges, because the hot mix cools prematurely in colder temperatures. These late season conditions are unavoidable and are not subject to correction or warranty.

**Estimates.** Quantities and areas in the Proposal for Services are approximate, arrived at for estimating purposes only. You understand that payment is to be made as outlined on the Proposal for Services, and actual quantities and area may vary.

**Property Lines.** You are responsible to establish and designate any property lines, and you shall be obligated to pay for work performed as ordered in the event the property lines established and designated by you trespass on adjacent property. You shall also be responsible for any damages caused to the owner of any adjacent property, and you shall indemnify and hold harmless DCAM for any liability associated with work that extends beyond your property lines.

**Underground Structures/MISS DIG.** DCAM will contact MISS DIG and request that utilities in work area be marked/staked if proposed work involves digging in subbase material below concrete or asphalt pavement. MISS DIG only marks major utilities, water, gas, electric, cable TV, phone lines, and fiber optic lines. You are responsible to notify DCAM of the location of any other hidden objects including, but not limited to: sprinkler lines, wires for street and parking lot lights, utilities owned by property owner, which MISS DIG will not identify, underground plumbing related to sump pumps or existing drain tile systems, etc. Additional work and/or down time resulting from discovery of unidentified underground structures will be charged to customer as specified in the extra thickness/hidden objects clause in the main body of the Propose for Services.

**Limitation of Liability.** DCAM's liability to you, whether in contract, in tort, in negligence, or otherwise, shall not exceed the amount of money paid by you to DCAM. Under no circumstances shall DCAM be liable for special, indirect, or consequential damages (including lost profits, exemplary, and/or punitive damages). DCAM shall not be responsible for damage of adjoining concrete, asphalt, and brick due to construction equipment. No action, regardless of form, arising out of the Proposal for Services or these General Terms and Conditions may be brought by you more than six months after the expiration of the last day of the limited warranty period.

**Approval.** The Proposal for Services shall not become binding upon our company until the signed acceptance has been received by us, and until it has been checked and signed by an officer of this Company. DCAM reserves the right to cancel this contract prior to the commencement of work in its own discretion.

**Assignment.** DCAM may assign the work set forth in the Proposal for Services to any number of subcontractors necessary to complete the work.

**Termination.** In the even that you fail to make payments due under the Proposal for Services, DCAM may immediately terminate its obligations under the Proposal for Services and keep all proceeds paid to DCAM prior to termination. In the event of termination, you shall remain responsible for any payments due under the invoice prior to termination, or earned as a result of DCAM's performance of its obligations under the invoice.

**No Oral Agreements.** It is expressly understood that all terms, agreements, and conditions relating to the Proposal for Services and these General Terms and Conditions are only expressed in writing in these documents, and that there are no oral

warranties, representations, undertakings, terms, agreements, or conditions of any kind. Any amendments to the Proposal for Services or these General Terms and Conditions must be in writing and signed by both you and DCAM.

**Force Majeure.** An event of force majeure is an event or circumstance which is beyond the control and without the fault or negligence of DCAM and which by the exercise of reasonable diligence DCAM was unable to prevent, including, but not limited to: riot, war, acts, or threats of terrorism, strikes, lock-outs, earthquakes, flood, fire, or other physical natural disaster. Where there is an event of force majeure, DCAM shall contact you to give full particulars of the event of force majeure preventing or delaying it from fulfilling its obligations to you. An event of force majeure does not relieve DCAM from liability for an obligation which arose before the occurrence of that event, nor does that event affect your obligation to pay money in a timely manner which matured prior to the occurrence of that event. You have no entitlement to, and DCAM has no liability for, any costs, losses, expenses, or damages suffered by you arising out of an event of force majeure.

**Attorneys Fees and Costs.** You shall be liable for DCAM's expenses incurred in exercising any remedies available to it under the Proposal for Services or these General Terms and Conditions, including reasonable attorney's fees and legal expenses.

**Governing Law, Arbitration, Jury Waiver.** This invoice shall be construed in accordance with and governed by the law of the State of Michigan. You and DCAM agree to submit any disputes to private arbitration with a single arbitrator, governed by the American Arbitration Association rules then in effect for construction disputes. By accepting the Proposal for Services and these General Terms and Conditions, you are waiving any right to a trial by jury.

**Severability.** If any part of these General Terms and Conditions is found to be contrary to, prohibited by, or deemed invalid under applicable laws or regulations, such provision shall be deemed inapplicable and omitted to the extent contrary, prohibited, or invalid, but the remainder shall be valid and given effect so far as possible under the law.

**APPROVED**  
6/17/2020  
PAA20-0034

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
Address: 1679 - 1683 Graefield Rd Birmingham, MI 48009  
c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
Phone Number: 734-459-5440  
Fax Number: 734-459-8071  
Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Project Designer

Name: Same  
Address:  
Phone Number:  
Fax Number:  
Email:

### 3. Project Information

Address/Location of Property: 1679 GRAEFIELD  
Name of Development:  
Parcel ID #:  
Current Use:  
Area in Acres:  
Current Zoning:

Name of Historic District site is in, if any:  
Date of HDC Approval, if any:  
Date of Application for Preliminary Site Plan:  
Date of Application for Final Site Plan:  
Date of Final Site Plan Approval:  
Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: REPLACE SIDEWALK 4" 16x5 = 80 SF

**RECEIVED**  
JUN 15 2020  
CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPARTMENT

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Staffer

Date: \_\_\_\_\_

Application #: PAA20-0034 Date Received: 6/15/2020 Office Use Only Fee: \$100.00

Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]

### CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1679-1683 Graefields Birmingham, MI 48009;  
(Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

1679 Graefield 16x5

AREA 1

REPLACE-4" 16x5

1 message

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 9:39 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1671 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1671 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations



### 5. Details of the Request for Administrative Approval

Write description REPLACE SIDEWALK 4" \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Slaffer Date: \_\_\_\_\_

Application #: PAA 20-0035 Date Received: 6/15/2020 Office Use Only Fee: \$ 100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: \_\_\_\_\_



## CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1671 Craefield Birmingham, MI 48009;  
(Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

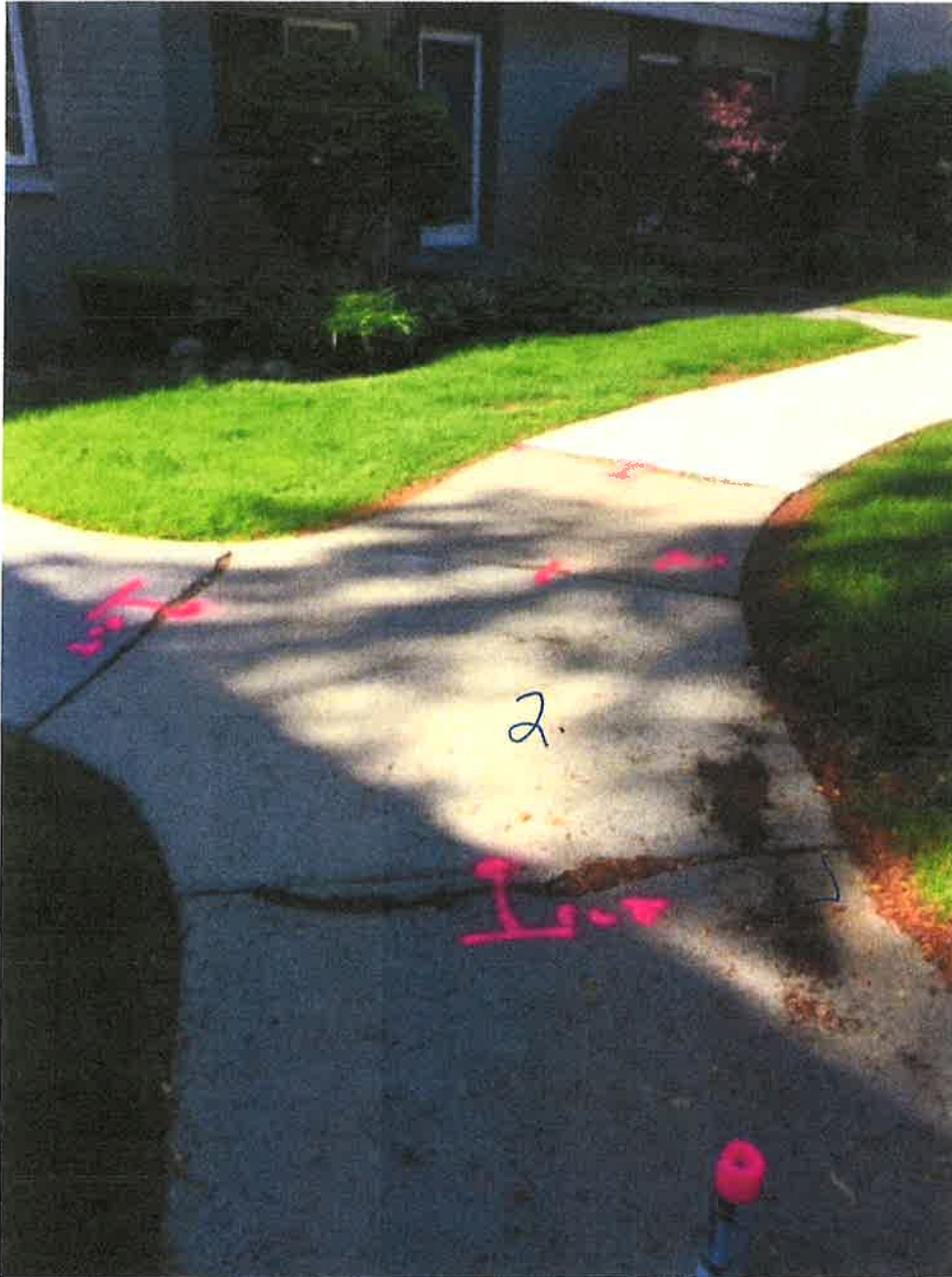
**1671 Graefield area 2**

1 message

6x5.5 + 7x7.5

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 9:43 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1661 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1661 GRAEFIELD.  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

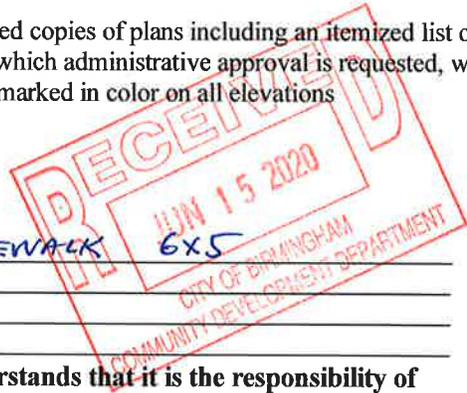
### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description REPLACE 4" SIDEWALK 6X5



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Steffen Date: 6/15/2020

#### Office Use Only

Application #: PAA 20-0036 Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]



## CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 11661 Graefield Rd Birmingham, MI 48009;  
Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**1661 Graefield area 3**

1 message

6x5

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 9:46 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1657 - 1637 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1657 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description REPLACE 4" SIDEWALK 24X5 1X6



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Stappeler

Date:

Application #: PA20-0037 Date Received: 6/15/17 Office Use Only Fee: \$100.00

Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by:



## CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1657-1637 Birmingham, MI 48009;  
Graefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 4 - 1657 Graefield**

1 message

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 9:50 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1629 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1629 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

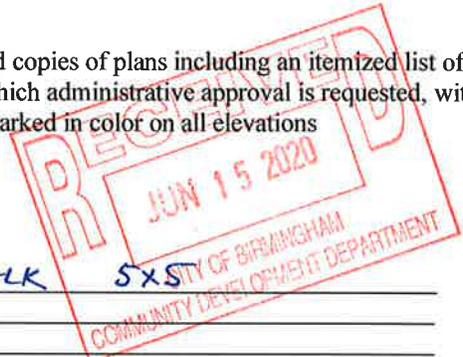
Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description REPLACE 4" SIDEWALK 5x5



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Slaffee Date:                     

Application #: PA 20-0038 Date Received: 6/15/2020 Fee: \$ 100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]

### CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 16029 Birmingham, MI 48009;  
Craefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

---

**Area 5 - 1629 Graefield**

1 message

---

**baker@dcamconcrete.com** <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 9:52 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)



# Administrative Approval Application Planning Division

Form will not be processed until it is completely filled out

## 1. Applicant

Name: DCAM, Inc  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

## Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
Address: 1621 Graefield Rd Birmingham, MI 48009  
c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
Phone Number: 734-459-5440  
Fax Number: 734-459-8071  
Email: CMoroschan@herriman.net

## 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

## Project Designer

Name: Same  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## 3. Project Information

Address/Location of Property: 1621 GRAEFIELD  
Name of Development: \_\_\_\_\_  
Parcel ID #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

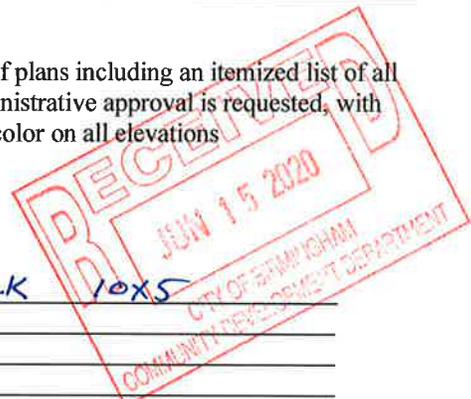
Name of Historic District site is in, if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_

## 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

## 5. Details of the Request for Administrative Approval

Write description REPLACE 4" SIDEWALK 10X5



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: Johul Alafie Date: \_\_\_\_\_

Application #: PAA 20-0039 Office Use Only Date Received: 6/15/2020 Fee: \$100.00  
Date of Approval: 6/12/2020 Date of Denial: N/A Reviewed by: [Signature]



**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1621 Birmingham, MI 48009;  
Craefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

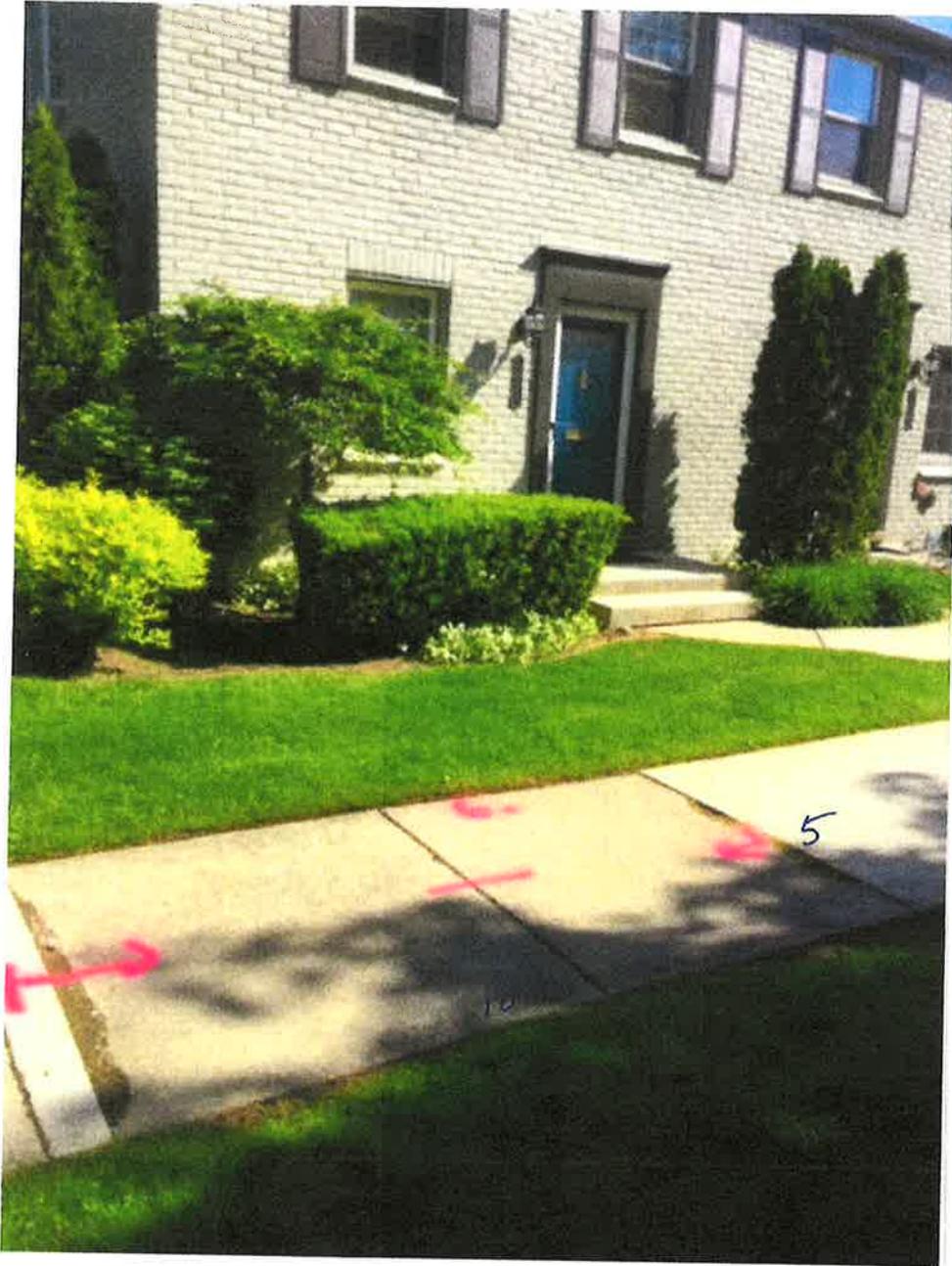
**Area 6 1621 Graefield**

1 message

*REPLACE 10x5*

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 9:56 AM



Tom Baker  
248.568.4404  
www.dcamconcrete.com

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 704 - 718 Graefield Ct Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 704 GRAEFIELD CT  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: REPLACE 4" SIDEWALK 704-718 GRAEFIELD CT  
 ADD AGGREGATE MATERIAL TO RAISE UP GRADE  
 ± 740 SQ FT



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Slafke Date: \_\_\_\_\_

Application #: PA920-0040 Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: \_\_\_\_\_

### CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 704-718 Birmingham, MI 48009;  
Graefield Ct. (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 7- 704 Graefield ct**

1 message

REPLACE 4" SWK ± 740 S.F.  
ADD FILL AGGREGATE TO RAISE UP SWK

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 11:03 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1901 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1901 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: TUCKPOINT APPROX 3' C.F. & PATCH SIDE OF PORCH - BLOCK-2023.

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: Joseph A. Slaffke Date: \_\_\_\_\_

Office Use Only

Application #: PA A 20 - 0041 Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: \_\_\_\_\_



**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1901 Birmingham, MI 48009;  
Graefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 8 1901 Graefield**

1 message

- TUCKPOINT  
- 2-3 BLOCK REPAIRS

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:00 AM



2 TO 3 BLOCK

Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1800 - 1806 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1800 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description REPLACE 4" SIDEWALK 8X3, 3X4

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John Shaffer

Date:                     

Application #: PAA 20-0042 Office Use Only Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]

**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1800-1806 Birmingham, MI 48009;  
Groefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 9 - 1800 Graefield**

1 message

8x3+3x4

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:04 AM



Tom Baker  
248.568.4404  
www.dcamconcrete.com



# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
Address: 1734 Graefield Rd Birmingham, MI 48009  
c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
Phone Number: 734-459-5440  
Fax Number: 734-459-8071  
Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Project Designer

Name: Same  
Address:  
Phone Number:  
Fax Number:  
Email:

### 3. Project Information

Address/Location of Property: 1734 GRAEFIELD  
Name of Development:  
Parcel ID #:  
Current Use:  
Area in Acres:  
Current Zoning:

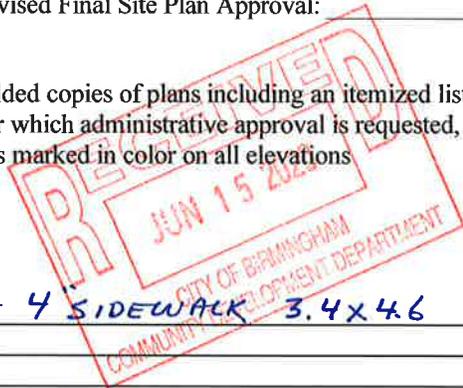
Name of Historic District site is in, if any:  
Date of HDC Approval, if any:  
Date of Application for Preliminary Site Plan:  
Date of Preliminary Site Plan Approval:  
Date of Application for Final Site Plan:  
Date of Final Site Plan Approval:  
Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description REPLACE 1- 4 SIDEWALK 3.4x4.6



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Slappey Date: \_\_\_\_\_

Application #: PAA20-0043 Date Received: 6/15/2020 Fee: \$100.00  
Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]

Office Use Only



**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1734 Birmingham, MI 48009;  
Graefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

Area 10 - 1734 Graefield

1 message

REPLACE 4" = 4.6 x 3.4

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:09 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1736 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

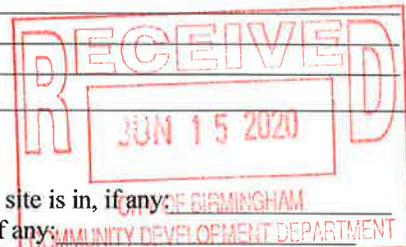
### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1736 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:



### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: REPLACE 4" SIDEWALK 3.4 x 4.6

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Slafke Date: \_\_\_\_\_

Application #: PAR20-0044 Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: \_\_\_\_\_



**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1736 Birmingham, MI 48009;  
Graefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

---

**Area 11- 1736 Graefield**

1 message

---

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:09 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1734 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1734 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

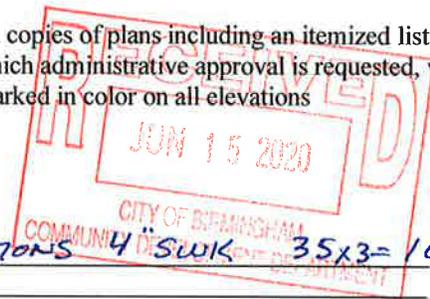
### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: REPLACE 8 SECTIONS COMMUNITY 4 SWIK 35x3=105SF



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Shaffer

Date: \_\_\_\_\_

#### Office Use Only

Application #: PAA 20-045 Date Received: 6/15/2020 Fee: \$ 100.00

Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: \_\_\_\_\_



**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1734 Birmingham, MI 48009;  
Graefield rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 12- 1734 Graefield**

1 message

35X3 REPAIR 4"

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:12 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1722 - 1724 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

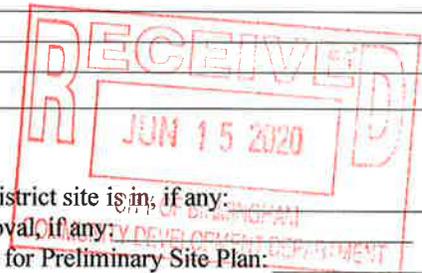
### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1722 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:



### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description REPLACE 4" SIDEWALK 14x3 = 42  
 15x3.6 = 54

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Slaffke Date: \_\_\_\_\_

Office Use Only  
 Application # PA-20-0046 Date Received: 6/15/2020 Fee: \$ 100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]

### CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1722-1724 Birmingham, MI 48009;  
Graefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 13- 1722 Graefield**

1 message

14x3  
15x3.6

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:17 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

14



# Administrative Approval Application Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
Address: 1716 Graefield Rd Birmingham, MI 48009  
c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
Phone Number: 734-459-5440  
Fax Number: 734-459-8071  
Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Project Designer

Name: Same  
Address:  
Phone Number:  
Fax Number:  
Email:

### 3. Project Information

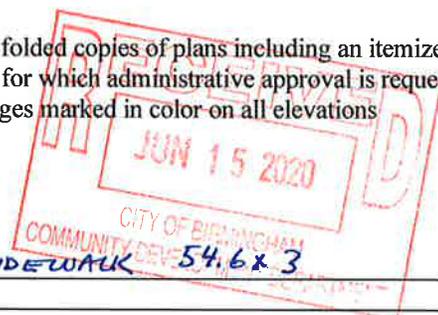
Address/Location of Property: 1716 GRAEFIELD  
Name of Development:  
Parcel ID #:  
Current Use:  
Area in Acres:  
Current Zoning:

Name of Historic District site is in, if any:  
Date of HDC Approval, if any:  
Date of Application for Preliminary Site Plan:  
Date of Preliminary Site Plan Approval:  
Date of Application for Final Site Plan:  
Date of Final Site Plan Approval:  
Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations



### 5. Details of the Request for Administrative Approval

Write description REPLACE 4" SIDEWALK

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Stuffle Date:

#### Office Use Only

Application #: PAA 20-0047 Date Received: 6/15/2020 Fee: \$100.00  
Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by:



## CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1710 Birmingham, MI 48009;  
Graceland Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 14 - 1716 Graefield**

1 message

*54.6 x 3 = 164 s.F*

**Thomas Baker** <bakerdcam@comcast.net>  
To: "DCAM Inc." <officedcam@gmail.com>

Thu, Jun 4, 2020 at 3:20 PM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1668 - 1666 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

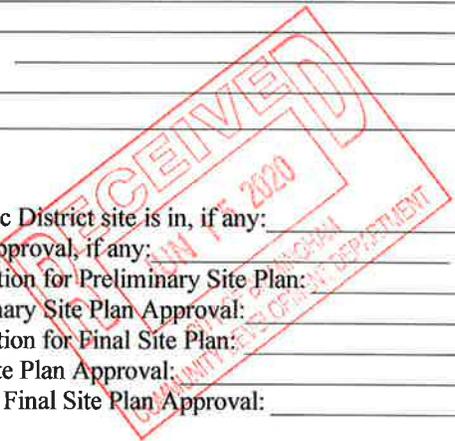
### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1668 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:



### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: REPLACE 4" SIDEWALK 7x4=28  
11x4=44

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Steffer Date: \_\_\_\_\_

Application #: PA 20-0048 Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: \_\_\_\_\_

**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 11068-11060 Graefield Rd Birmingham, MI 48009;  
(Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 15 -1668 Graefield**

1 message

4" SWK REPLACE 11x4, 7x4  
REPLACE 11LF SOLID STEP POURED

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:27 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

16



# Administrative Approval Application Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
Address: 1664 Graefield Rd Birmingham, MI 48009  
c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
Phone Number: 734-459-5440  
Fax Number: 734-459-8071  
Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
Address: 4321 Delemere Ct  
Royal Oak, MI 48073  
Phone Number: 248-677-0100  
Fax Number: 248-291-6486  
Email: officedcam@gmail.com

### Project Designer

Name: Same  
Address:  
Phone Number:  
Fax Number:  
Email:

### 3. Project Information

Address/Location of Property: 1664 GRAEFIELD  
Name of Development:  
Parcel ID #:  
Current Use:  
Area in Acres:  
Current Zoning:

Name of Historic District site is in, if any:  
Date of HDC Approval, if any:  
Date of Application for Preliminary Site Plan:  
Date of Preliminary Site Plan Approval:  
Date of Application for Final Site Plan:  
Date of Final Site Plan Approval:  
Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

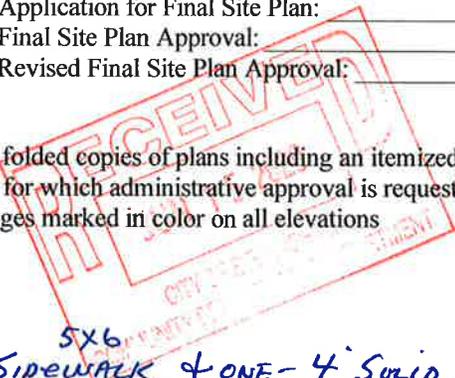
### 5. Details of the Request for Administrative Approval

Write description: REPLACE 4" SIDEWALK & ONE-4' SOLID STEP

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Staffler Date: 6/15/2020

Application #: PAA20-0049 Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]



### CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc. \_\_\_\_\_, OF THE STATE OF MI \_\_\_\_\_ AND COUNTY OF

(Name of property owner)

Oakland \_\_\_\_\_ STATE THE FOLLOWING:

1. That I am the owner of real estate located at 11604 Birmingham, MI 48009 \_\_\_\_\_;  
Graefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

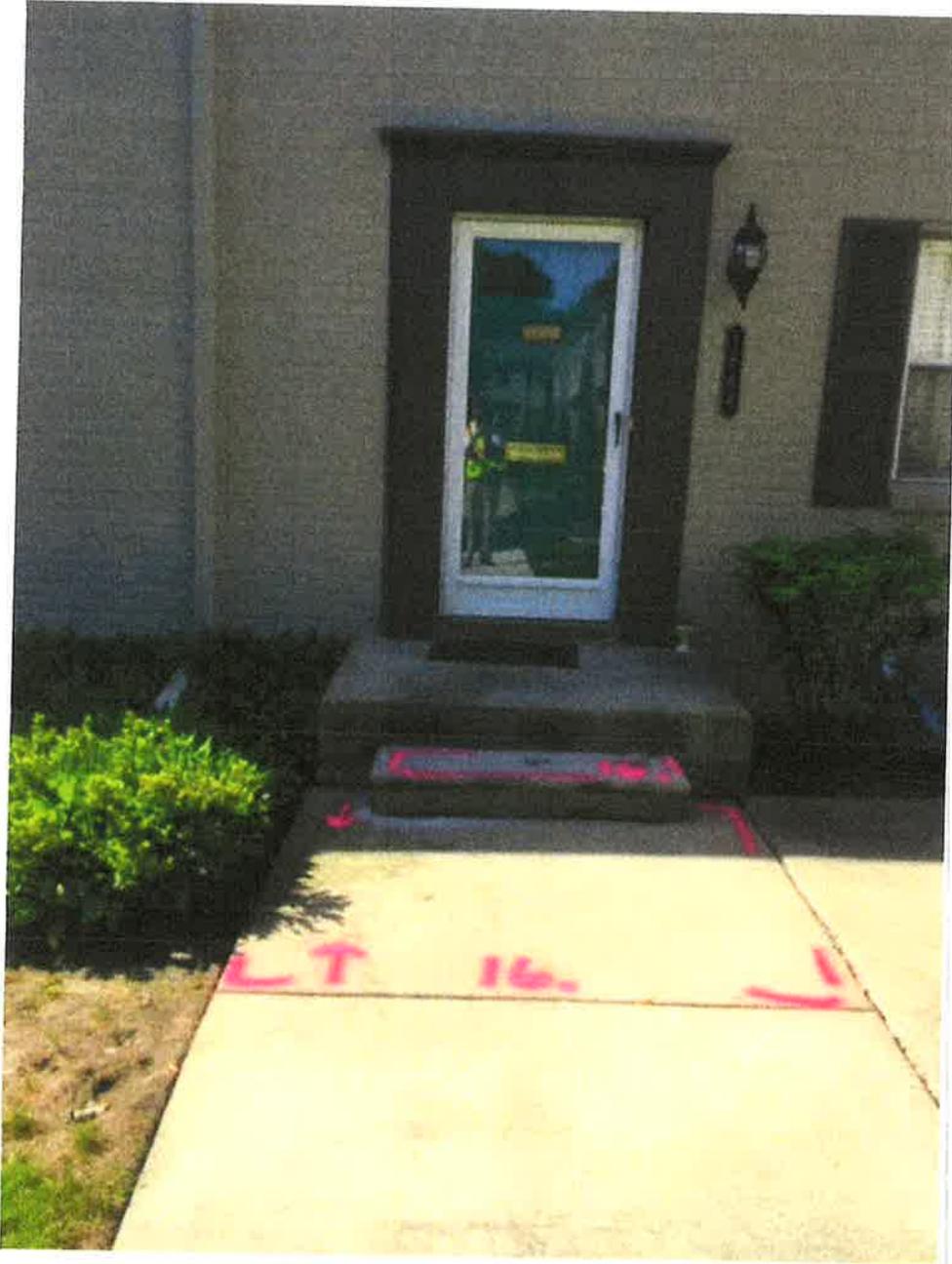
**Area 16 - 1664 Graefield**

1 message

4" SWK REPLACE 5x6  
REPLACE - 1-4' STEP SOLID

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:30 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1642 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1642 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

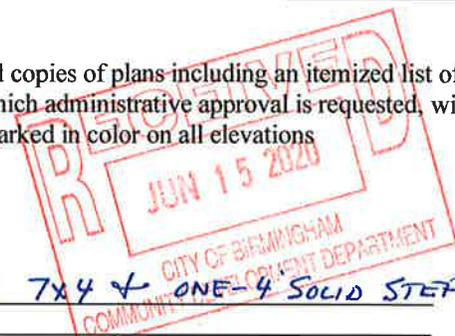
Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: REPLACE 4" SWK 7x4 ✓ ONE-4 SOLID STEP



The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Hooper Date: \_\_\_\_\_

Application #: PA 20-0050 Office Use Only Date Received: 6/15/2020 Fee: \$100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: \_\_\_\_\_

**CONSENT OF PROPERTY OWNER**

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1647 Birmingham, MI 48009  
Cracfield Rd (Address of affected property);
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

Area 17- 1642 Graefield

1 message

4" = 7x4,  
1- 4'-SOLID STEP

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:33 AM



Tom Baker  
248.568.4404  
[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1608 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1608 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations

### 5. Details of the Request for Administrative Approval

Write description: REPLACE 6x4 POURED PORCH, ONE-4' SOLID STEP & 4" SIDEWALK 8x4-4"

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Shaffe Date: \_\_\_\_\_

Application #: PA20-0051 Office Use Only Date Received: 6/15/2020 Fee: \$106.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]



## CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1608 Birmingham, MI 48009;  
Graefield Rd (Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

Area 18 - 1608 Graefield

1 message

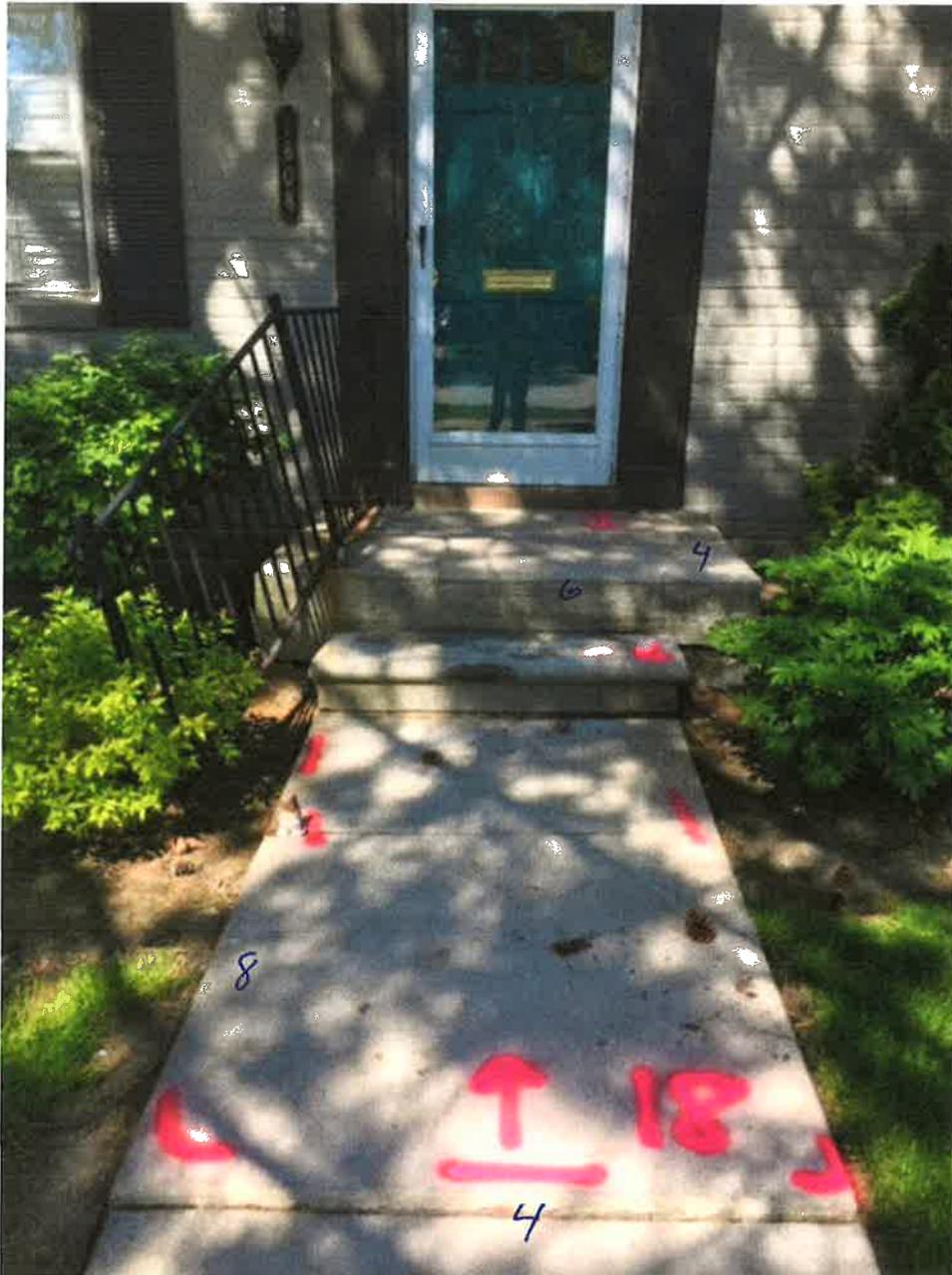
4" SIDEWALK 8x4

1 - Porch - 6x4 + STEP 4' SOLID

baker@dcamconcrete.com <baker@dcamconcrete.com>

To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:37 AM



Tom Baker

248.568.4404

[www.dcamconcrete.com](http://www.dcamconcrete.com)

# Administrative Approval Application

## Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: DCAM, Inc  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Property Owner

Name: Williamsburg of Birmingham Condo Assoc.  
 Address: 1703 - 1711 Graefield Rd Birmingham, MI 48009  
 c/o Herriman & Assoc. Mgmt. Co. 734-459-5440  
 Phone Number: 734-459-5440  
 Fax Number: 734-459-8071  
 Email: CMoroschan@herriman.net

### 2. Applicant's Attorney/Contact Person

Name: DCAM Inc. Tom Baker  
 Address: 4321 Delemere Ct  
 Royal Oak, MI 48073  
 Phone Number: 248-677-0100  
 Fax Number: 248-291-6486  
 Email: officedcam@gmail.com

### Project Designer

Name: Same  
 Address:  
 Phone Number:  
 Fax Number:  
 Email:

### 3. Project Information

Address/Location of Property: 1703 GRAEFIELD  
 Name of Development:  
 Parcel ID #:  
 Current Use:  
 Area in Acres:  
 Current Zoning:

Name of Historic District site is in, if any:  
 Date of HDC Approval, if any:  
 Date of Application for Preliminary Site Plan:  
 Date of Preliminary Site Plan Approval:  
 Date of Application for Final Site Plan:  
 Date of Final Site Plan Approval:  
 Date of Revised Final Site Plan Approval:

### 4. Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Digital Copy of plans

- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations



### 5. Details of the Request for Administrative Approval

Write description: REPLACE 4" SWK ± 18 SECTIONS

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes to the approved site plan.

Signature of Applicant: John P. Shaffe Date:         

Application #: PAAD0 - 0052 Date Received: 6/15/2020 Fee: \$ 100.00  
 Date of Approval: 6/17/2020 Date of Denial: N/A Reviewed by: [Signature]



## CONSENT OF PROPERTY OWNER

I, Williamsburg of Birmingham Condo Assoc., OF THE STATE OF MI AND COUNTY OF

(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 1703-1711 Birmingham, MI 48009  
Graefield Rd. (Address of affected property);
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
DCAM, Inc. John Shaffer, Owner;  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 06.04.2020

Catherine Moroschan, Prop. Mgr, Herriman & Assoc.  
Owner's Name

Catherine Moroschan  
Owner's Signature

**Area 19 - 1703 Graefield**

1 message

REPLACE 4" SWK 53x4,  
6x4  
14x4

baker@dcamconcrete.com <baker@dcamconcrete.com>  
To: "DCAM Inc." <officedcam@gmail.com>

Tue, Jun 2, 2020 at 10:45 AM



Tom Baker  
248.568.4404  
www.dcamconcrete.com