

1. Agenda

Documents: [JANUARY 12, 2016 PLANNING COMMISSION MEETING AGENDA.PDF](#)

1.I. Item B

Documents: [DRAFT PLANNING COMMISSION MINUTES FOR DECEMBER 8, 2015.PDF](#)

1.II. Item D1

Documents: [REZONING 16-01-01 - 4727 CROOKS AND 1719 WEST 14 MILE - SPEEDWAY - MIXED USE 2 TO GENERAL BUSINESS.PDF](#)

1.III. Item E1

Documents: [SIGN VARIANCE 16-01-01 - 2915 NORMANDY - WOODSIDE BIBLE CHURCH.PDF](#)

1.IV. Item E2

Documents: [326 OAKLAND - PRELIMINARY SITE PLAN REVIEW.PDF](#)

1.V. Item E3

Documents: [VILLAGE OF BEVERLY HILLS MASTER PLAN AMENDMENT.PDF](#)

1.VI. Item E4

Documents: [2015 ANNUAL REPORT.PDF](#)

**PLANNING COMMISSION  
CITY OF ROYAL OAK, MICHIGAN**  
[www.ci.royal-oak.mi.us](http://www.ci.royal-oak.mi.us)

**Tuesday, January 12, 2016  
7:30 P.M.  
Room 315**

**AGENDA**

**A. Call to Order**

**B. Approval of Minutes for December 8, 2015**

**C. Public Comment on Non-Agenda Items**

**D. New Business**

- 1. Public Hearing – RZ 16-01-01 – Rezoning from Mixed Use 2 to General Business of 1719 W. Fourteen Mile Rd.** (parcel no. 25-05-229-001) and **4727 Crooks Rd.** (parcel no. 25-05-229-002)  
Speedway, LLC, Petitioner & Owner  
Royal Oak Equity Partners, Owner  
CESO, Inc., Engineer

**E. Other Business**

- 1. SV 16-01-01 – Sign Variance** request to re-use nonconforming monument sign for institutional use (Woodside Bible Church) at **2915 Normandy Rd.** (parcel no. 25-05-305-064) with variance to waive 6 ft. of minimum required 10-ft. monument sign setback.  
Woodside Bible Church, Petitioner & Owner  
Sign-A-Rama, Contractor
- 2. Review of Conceptual Site Plan** to construct 6 multiple-family dwelling units at **326 Oakland Ave.** (parcel no. 25-15-460-031)  
Jeff Dawkins Architect, LLC, Petitioner & Architect  
R. Coburn, Owner of Record
- 3. Village of Beverly Hills Master Plan Amendment**
- 4. 2015 Annual Report**

ROYAL OAK PLANNING COMMISSION  
CITY OF ROYAL OAK, MICHIGAN

Tuesday, December 8, 2015  
7:30p.m.

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AGENDA

A. Call to Order

B. Approval of Minutes for November 10, 2015

C. Public Comment on Non-Agenda Items

D. New Business

1. **Public Hearing – Special Land Use & Site Plan (SP 15-12-30)** to establish fitness center (Cycle & Row) within existing building at **1210-1214 Catalpa Dr.** (parcel no. 25-16-183-026)  
Cycle & Row, Petitioner  
Arik Green Design, LLC, Architect  
Pine River Properties, LLC, Owner

E. Other Business

1. **SV 15-11-18 – Sign Variance** request to install monument sign for financial office (RWS Financial) at **1918 N. Main St.** (parcel no. 25-10-351-034) with variance to allow installation of sign type not expressly permitted outside of designated sign area.  
Johnson Sign Co., Petitioner & Contractor  
RWS Financial, Owner
2. **SV 15-12-21 – Sign Variance** request to install free-standing / product price sign for automobile filling station (Mobil) at **1624 E. Eleven Mile Rd.** (parcel no. 25-22-231-014) with variances to: (a) allow second free-standing sign; and (b) allow second product price sign that is neither integral part of another sign nor attached to building.  
The LED Lion, Petitioner & Contractor  
MSL Holding Group, LLC, Owner
3. **SV 15-12-22 – Sign Variance** request to install menu board and directional sign for restaurant (Panda Express) at **30766 Woodward Ave.** (parcel no. 25-08-101-042) with variances to: (a) waive 24.64 sq. ft. from maximum permitted 20-sq. ft. menu board area; (b) waive 3 in. from maximum permitted 36-in. directional sign height; and (c) waive 1.77 sq. ft. from maximum permitted 5-sq. ft. directional sign area.  
Allied Signs, Inc., Petitioner & Contractor  
13 & Woodward, LLC, Owner

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**Present**

Rebecca Black  
Robert Bruner  
Jeffrey Chase  
Clyde Esbri, Chairperson  
Dan Godek  
David Poulton, City Commissioner  
Gary Quesada  
Anne Vaara, Vice-Chairperson

**Absent**

Jim Ellison, Mayor

**Staff**

Tim Thwing, Director of Community Development

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**A. Call to Order**

Chairperson Esbri called the regular Planning Commission meeting of December 8, 2015 to order at 7:30 p.m.

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**B. Approval of Minutes**

**1. Regular Meeting of November 10, 2015**

**Moved** by Mr. Chase  
**Supported** by Mr. Quesada

**To approve** the minutes of the regular November 10, 2015 Planning Commission meeting as presented.

**Motion adopted unanimously.**

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**C. Public Comment on Non-Agenda Items**

Chairperson Esbri invited members of the audience to comment on any issues that were not part of the meeting's agenda. After all members of the audience came forward Chairperson Esbri closed the public comment portion of the agenda.

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**D. New Business**

**1. Public Hearing – Special Land Use & Site Plan (SP 15-12-30)** to establish fitness center (Cycle & Row) within existing building at **1210-1214 Catalpa Dr.** (parcel no. 25-16-183-026)  
Cycle & Row, Petitioner  
Arik Green Design, LLC, Architect  
Pine River Properties, LLC, Owner

**Moved** by Commissioner Poulton  
**Supported** by Mr. Bruner

**To approve** a **special land use permit** to establish a fitness center (Cycle & Row) within an existing building at **1210-1214 Catalpa Drive** (parcel no. 25-16-183-026).

**Motion adopted unanimously.**

**Moved** by Mr. Bruner  
**Supported** by Ms. Vaara

**To approve SP 15-12-30, a site plan** to establish a fitness center (Cycle & Row) within an existing building at **1210-1214 Catalpa Drive** (parcel no. 25-16-183-026), with the following **contingencies**:

- a. The petitioner shall submit a revised site plan and landscaping plan to the Planning Division identifying all existing landscaping, screening, and fencing.
- b. Exterior doors shall be modified so that they do not open into a public right-of-way.
- c. Any work and/or improvements within the public right-of-way shall be in accordance with the specifications and standards of the City Engineer.

- d. Any exterior lighting fixtures shall comply with § 770-96 (B) of the Zoning Ordinance and other city codes and ordinances, including being directed downward and shielded so as not to shine on adjacent property, and within maximum permitted fixture heights and illumination levels.
- e. All signage shall comply with the Sign Ordinance (Chapter 607 Signs, Article II Sign Regulations) or receive the necessary variances from the Planning Commission.
- f. A performance bond shall be posted in an amount to be determined by the Building Official.
- g. The site plan shall meet all other code and ordinance requirements as determined by the Building Official **prior** to the issuance of **any** building permit. Such requirements include, but are not limited to, the Michigan Building Code.

**Motion adopted unanimously.**

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## E. Other Business

1. **SV 15-11-18 – Sign Variance** request to install monument sign for financial office (RWS Financial) at **1918 N. Main St.** (parcel no. 25-10-351-034) with variance to allow installation of sign type not expressly permitted outside of designated sign area.  
Johnson Sign Co., Petitioner & Contractor  
RWS Financial, Owner

Mr. Chase announced he would abstain from this case and left the table.

**Moved** by Ms. Vaara  
**Supported** by Mr. Bruner

**To grant SV 15-11-18, a sign variance** request to install a monument sign for a financial office (RWS Financial) at **1918 North Main Street** (parcel no. 25-10-351-034) with a variance to allow installation of a sign type not expressly permitted outside of a designated sign area, provided the sign has a maximum height of 5 feet, a maximum sign area of 20.75 square feet (72 inches by 41.5 inches), and a minimum east front yard setback of 5 feet.

**Motion adopted 6 to 1.**

**Yes: Ms. Black, Mr. Bruner, Mr. Esbri, Commissioner Poulton, Mr. Quesada, Ms. Vaara.**

**No: Mr. Godek.**

Mr. Chase returned to the table.

2. **SV 15-12-21 – Sign Variance** request to install free-standing / product price sign for automobile filling station (Mobil) at **1624 E. Eleven Mile Rd.** (parcel no. 25-22-231-014) with variances to: (a) allow second free-standing sign; and (b) allow second product price sign that is neither integral part of another sign nor attached to building.  
The LED Lion, Petitioner & Contractor  
MSL Holding Group, LLC, Owner

**Moved** by Commissioner Poulton  
**Supported** by Mr. Godek

**To deny SV 15-12-21, a sign variance** request to install a free-standing / product price sign for an automobile filling station (Mobil) at **1624 East Eleven Mile Road** (parcel no. 25-22-231-014) with variances to: (a) allow a second free-standing sign; and (b) allow a second product price sign that is neither an integral part of another sign nor attached to a building. Denial of the sign variances is based upon the following:

- a. The property can reasonably accommodate other signs that area permitted under the Sign Ordinance.
- b. The appeal does not result from any exceptional or unique circumstances peculiar to the property that are more than general neighborhood or city-wide conditions.
- c. There are no hardships or practical difficulties which will result from a failure to grant the variance that are substantially more than mere inconvenience or monetary concern.

**Motion adopted unanimously.**

3. **SV 15-12-22 – Sign Variance** request to install menu board and directional sign for restaurant (Panda Express) at **30766 Woodward Ave.** (parcel no. 25-08-101-042) with variances to: (a) waive 24.64 sq. ft. from maximum permitted 20-sq. ft. menu board area; (b) waive 3 in. from maximum permitted 36-in. directional sign height; and (c) waive 1.77 sq. ft. from maximum permitted 5-sq. ft. directional sign area.

Allied Signs, Inc., Petitioner & Contractor  
13 & Woodward, LLC, Owner

**Moved** by Mr. Chase

**Supported** by Mr. Godek

**To grant SV 15-12-22, a sign variance** request to install a menu board and directional sign for a restaurant (Panda Express) at **30766 Woodward Avenue** (parcel no. 25-08-101-042) with variances to: (a) waive 24.64 square feet from the maximum permitted 20-square foot menu board area; (b) waive 3 inches from the maximum permitted 36-inch directional sign height; and (c) waive 1.77 square feet from maximum permitted 5-square foot directional sign area.

**Motion adopted 7 to 1.**

**Yes: Ms. Black, Mr. Chase, Mr. Esbri, Mr. Godek, Commissioner Poulton, Mr. Quesada, Ms. Vaara.**

**No: Mr. Bruner.**

#### 4. **Amendments to Appointments Ordinance**

Amendments to § 12-14, Variances; Absences from Meetings, of the city's Appointments Ordinance were presented to the Planning Commission. No further action was taken.

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#### F. **Adjournment**

**Moved** by Commissioner Poulton

**Supported** by Ms. Vaara

To **adjourn** the regular Planning Commission meeting of December 8, 2015 at 8:49 p.m.

**Motion adopted unanimously.**

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Clyde Esbri  
Chairperson, Planning Commission

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Timothy E. Thwing  
Director of Community Development

# MEMORANDUM

Community Development Department  
 City of Royal Oak, Michigan

Meeting Date: January 12, 2016  
 211 Williams St. / P.O. Box 64  
 Royal Oak, MI 48068-0064  
 Phone: (248) 246-3280  
 Fax: (248) 246-3005  
 www.romi.gov

DATE: December 18, 2015

TO: Planning Commission

FROM: Planning Division

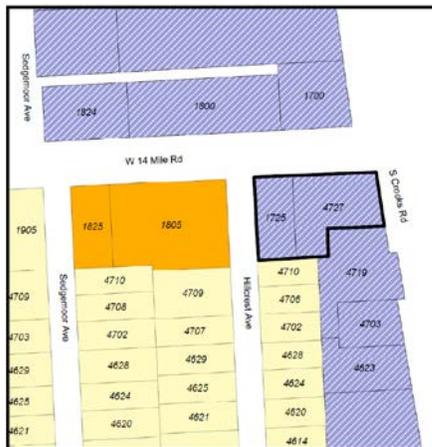
SUBJECT: **RZ 16-01-01 – Rezoning from Mixed Use 2 to General Business of 1719 W. Fourteen Mile Rd. (parcel no. 25-05-229-001) and 4727 Crooks Rd. (parcel no. 25-05-229-002)**  
 Speedway, LLC, Petitioner & Owner  
 Royal Oak Equity Partners, Owner  
 CESO, Inc., Engineer

## 1. Location & Existing Conditions

Both properties are located at the southwest corner of Crooks Road and West 14 Mile Road. The parcel at 4727 Crooks Road has 18,000 square feet of lot area and is developed with an automobile filling station and convenience store that has vehicular access to both streets. The parcel at 1719-1725 West 14 Mile Road has 10,650 square feet of lot area and is developed with a three-unit commercial building and off-street parking lot with vehicular access only to Hillcrest Avenue.



## 2. Zoning & Future Land Use



Zoning Map



Future Land Use Map



Both parcels are zoned "Mixed Use 2" (left). The planned use on the Future Land Use Map of the city's Master Plan for both is "Mixed Use – Residential / Office / Commercial" (right). According to the Master Plan, these areas are intended to provide for a mixture of

residential, office, and lower-intensity commercial uses. They are designed to maintain and promote the flexible redevelopment of certain areas of the city. Upper-floor dwelling units above retail sales, personal services, or offices are encouraged.

### **3. Road Classification**

The Master Plan's Functional Road Classification System identifies Crooks Road and West 14 Mile Road as "principal arterials." Arterials are at the top of the road classification hierarchy and their primary function is to carry vehicles long distances and provide through-travel movements.

### **4. Proposed Zoning District**

The petitioner proposes to rezone both parcels from Mixed Use 2 to General Business. If rezoned the parcels would be combined into a single lot and all structures would be demolished. A new automobile filling station with a convenience store would then be built on the combined parcels.

Automobile filling stations are neither a permitted use nor a special land use within the Mixed Use 2 zoning district. They are allowed as a special land use in the General Business zoning district. The properties must therefore be rezoned in some fashion to allow redevelopment and/or expansion of the exiting automobile filling station.

If the parcels are rezoned as requested, the petitioner would need to return to the Planning Commission for another review. A separate application for a special land use permit and site plan review with the Planning Commission would be required in order to redevelop the properties into a new or expanded automobile filling station with a convenience store if the site is rezoned.

The petitioner would be able to propose any permitted or special land use allowed in the General Business zoning district if the property is rezoned. They would not be restricted to establishing only an automobile filling station. Below is a list of permitted and special land uses allowed in the General Business zoning district that could potentially be developed or established at this location if it is rezoned.

#### **Permitted Uses**

Business, administrative, and professional offices	Rental leasing storefronts
Medical offices and clinics	Bicycle shops
Veterinary offices and hospitals	Personal services (barber shops, hair salons, etc.)
Banks and credit unions without drive-through lanes	Appliance and electronics sales and repair
Business and trade schools	Laundromats and dry cleaning outlets
Broadcasting stations and studios	Printing shops
Libraries, museums, and fine art centers	Contractor's workshops and repair facilities
Public buildings, parks, and playgrounds	Food and beverages sales, convenience stores
Churches and other religious institutions	Restaurants (standard or carry-out)
Transit centers	Caterers
Day-care centers	Photographic, art, and music studios
Funeral homes	Fitness centers and training studios
Retail sales	Arcades, theaters, bowling alleys, etc.
Shopping centers without restaurants	Tobacconists and cigar bars
Garden centers	Research laboratories

Special Land Uses

Automobile dealerships	Wholesale sales
Automobile filling stations	Restaurants within a shopping center
Automobile service centers and repair garages	Outdoor cafés for any restaurant
Automobile washes	Smoking lounges
All establishments serving alcohol	Pet day-care facilities
All sales of packaged alcoholic beverages	Temporary employment centers
Drive-through facilities for any permitted use	Hotels
Large-scale retail establishments	Bed and breakfasts
Outdoor display and sales for garden center, etc.	Outdoor recreation facilities
Transient outdoor sales of seasonal goods	Dwelling units above first-floor permitted use

**5. Procedure & Criteria**

Following a public hearing, the Planning Commission may recommend approval or denial of a proposed rezoning request to the City Commission. The Planning Commission may also request additional information from a petitioner and postpone making a recommendation. A recommendation for approval or denial will be forwarded to the City Commission with two ordinance readings required in order to change the zoning of a site.

In reviewing an application for an amendment to the Zoning Map, the Planning Commission shall consider the following criteria as contained in § 770-129 of the Zoning Ordinance, among other factors they may deem appropriate, in making their findings, recommendation and decision:

- A. *The requested zone should be consistent with the goals, policies and future land use map of the Master Plan, including any location-specific or corridor studies. If conditions have changed since the Master Plan was adopted, as determined by the Planning Commission or City Commission, the consistency with recent development trends in the site's area shall be considered.*
- B. *The site's physical, geological, hydrological and other environmental features should be compatible with the host of principal permitted and special land uses in the proposed zone.*
- C. *Evidence should document the applicant cannot receive a reasonable return on investment through developing the property with one or more of the principal permitted and special land uses under the current zoning.*
- D. *The potential uses allowed in the proposed zone should be compatible with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic volumes, aesthetics, infrastructure, and potential influence on property values.*
- E. *The street system should be capable of safely and efficiently accommodating expected traffic volumes generated by potential uses in the requested zone.*
- F. *The capacity of public utilities and services should be sufficient to accommodate the potential uses in the requested zone without compromising the City's health, safety and welfare.*
- G. *There should be an apparent demand in the City for the types of potential uses in the requested zone in relation to the amount of land in the City currently zoned and available to accommodate the demand.*
- H. *The requested zone shall not create an isolated and unplanned spot zone.*
- I. *Other criteria as determined by the Planning Commission or City Commission which would protect the public health, safety and welfare, protect public and private investment in the City, promote implementation of the goals, objectives and policies of the Master Plan and any amendments thereto, and enhance the overall quality of life in the City.*

cc: Mandy Gauss, PE, CESO, Inc.  
John R. Young, Speedway, LLC  
Royal Oak Equity Partners

***It is recommended that the petitioner or a representative attend the January 12, 2016 Planning Commission meeting. The meeting starts at 7:30 p.m. in the City Commission chambers on the 3rd floor of City Hall.***

# ALTA/ACSM LAND TITLE SURVEY

SPEEDWAY STORE #8841 - 4727 CROOKS ROAD  
CONTAINING 0.6577 TOTAL ACRES OF LAND  
SECTION 5, TOWNSHIP 1 NORTH, RANGE 11 EAST  
ROYAL OAK TOWNSHIP, OAKLAND COUNTY, MICHIGAN



LOCATION MAP  
NOT TO SCALE

## SURVEYOR NOTES

- North and bearing system based upon the west line of Hillcrest Avenue as N 00°41'00" E as indicated on the Norwood Estates Subdivision recorded in Liber 13 of Plats, Page 31, Oakland County Records  
  
Vertical datum based on NAVD 88 and made in conjunction with GPS observation on Sept. 23, 2015 15th and 16th of 2015 and referenced to NGS Monument Designated TROY 33324 PID AA5402
- This survey does not constitute a title search by the surveyor. All information regarding record easements, and other documents that might affect the quality of title to the parcel shown hereon we obtained through a certified title commitment conducted by Fidelity National Title Insurance Company, certified commitment number N-109660 dated August 3, 2015 at 8:00 am and certified commitment number N-109659 dated August 3, 2015 at 8:00 am
- All underground utilities are shown to the best of our knowledge and are based on locations taken from observed evidence and by underground markings provided by the Underground Detective. No certification is made or implied that the utilities shown are correct or that all underground utilities are shown. Miss I-Dig Ticket Number #B52641881-00B
- All data sources, documents and records shown hereon are on file in the Oakland County register of deeds.
- All monumentation shown hereon is in good condition unless otherwise noted.
- Access to the subject parcel is available along W. 14 Mile Road, S. Crooks Road and Hillcrest Ave., all public roads. No roadway improvement plans were disclosed to CESO during the survey.
- Utilities in the form of water, electric, natural gas, telephone, cable, storm sewer, sanitary sewer are all located either on the subject property or within the public right-of-way adjoining said parcel.
- Existing buildings and structures are as shown hereon, no evidence of recent earthwork and recent building construction.
- No evidence that subject property is being used as a sanitary landfill.
- No evidence of wetland delineation areas were evident at the time of the survey.
- This is not a recordable document for transfer of title.
- Site Location: LAT 42.532750°, LONG -83.166199°
- Parcel is located within "Zone X" (Areas determined to be outside the 0.2% annual chance floodplain) as indicated by the Flood Insurance Rate Map (FIRM) Map Number 26123C0541F, effective date: September 29, 2006; published by the Federal Emergency Management Agency.
- The current zoning of the subject parcels are shown below and are subject to the following design standards according to the canton charter township codified zoning ordinance:  
  
Zoned - Mixed Use 2 - Resid/Office/Commercial

§ 770-46. Mixed Use 2.

- A. Purpose. This zone is intended to provide for a mixture of residential, office, low-intensity public/institution uses, and neighborhood business uses in an urban design pattern. Such uses are intended to link the Central Business District with residential neighborhoods and the Woodward/496 Regional Business District. Upper floor residential uses are encouraged above lower level retail or office uses. In order to be eligible for approval under this section, a proposed development must meet the standard set forth in § 770-85, Mixed use development regulations, and all of the following criteria:
- The property shall be located within an area planned for mixed use residential/office/commercial in the City of Royal Oak Master Plan.
  - In general, the proposed development shall be consistent with the Master Plan. In particular, the proposed development shall be compatible with adjacent uses and improvements, shall minimize adverse impact to traffic circulation, and shall be of overall benefit to the community. A single use may be proposed, however, said proposed use shall be consistent and compatible with the mixed use intent of this section.
  - The proposed development shall not be in conflict with a development agreement entered into with the City relative to the property.
- B. Permitted uses.
- All permitted uses set forth in the Mixed Use 1 Zone.
  - All permitted land uses set forth in the Neighborhood Business Zone.
  - Multiple-family dwellings subject to the requirements set forth for multiple-family dwelling in § 770-37, Multiple-Family Residential. Regarding multiple-family and senior housing properties which are located at least 150 feet from all established residential zones, a density bonus of up to 100% by the Plan Commission if it finds that:
    - The proposed density will not adversely impact adjacent properties or nearby residential neighborhoods.
    - The added density is necessary to support redevelopment of an area, which currently contains uses that have an adverse impact upon adjacent properties.
    - The proposed development is designed to facilitate the objectives and strategies of the Master Plan.
  - Special land uses.
    - All special land uses set forth in the Neighborhood Business Zone, except drive-through facilities which are specifically prohibited.
  - Area and bulk regulations. The following minimum requirements shall apply to all permitted and special uses unless a more restrictive requirement is provided for in this chapter Lot area and width. No lot shall have a minimum frontage of less than 50 feet, while the minimum area shall be established by the restrictions governing lot coverage, setbacks, screening, and parking requirements.
    - Height. No building shall exceed a height of 30 feet. The Plan Commission may allow a development with greater height, if it finds that:
      - The setback of the proposed building relative to a neighboring residential property shall be increased from the minimum applicable setback by two feet for every one foot of additional building height
      - The proposed height will not adversely impact adjacent properties or nearby residential neighborhoods.
      - The added height is necessary to support redevelopment of an area which currently contains uses that have an adverse impact upon adjacent neighborhoods.
      - The proposed development is designed to facilitate the objectives and strategies of the Master Plan.
    - Setback (excluding single-family detached and two-family dwellings).
      - No setback shall be required except where the property is adjacent to a residential zone. A residential zone is to be provided, it shall not be less than five feet. Where the property is adjacent to a residential zone the setback shall be as follows:
        - Front yard setback. Where the property is on the same side of a street, in the same block, as a property zoned residential, with or without an intervening alley, the required front yard setback shall be equal to that setback required in the residential zone.
        - Rear and side yard setback. Where there is no intervening alley the side and rear yard setbacks shall be 25 feet. Where a public alley is adjacent to a side or rear lot line, the setback shall be 25 feet measured from the center line of said public alley.
        - Multiple-family yard setbacks shall be a minimum of 10 feet.
        - Alternatively, the Plan Commission in the course of its site plan review process may establish a greater or lesser setback as it determines necessary and advisable. In determining such yard setbacks, the Plan Commission shall consider the size and configuration of the proposed buildings, their relationship to the existing and proposed buildings and uses of land, and their relationship to existing and proposed thoroughfares; in order to maximize vehicular and pedestrian safety and reduce any negative impact on adjacent land uses.
        - Distance between buildings. The minimum distance between two multiple-family buildings on a single lot or on contiguous property under the same ownership shall be 20 feet, or such distance determined necessary by the Plan Commission to enhance the character of development.
  - This survey meets all of the accuracy requirements for the standards for boundary surveys according to Michigan PA 299 of 1980, Article 20
  - There currently exist 16 improved parking spaces on site and 3 handicap parking spaces.

## TITLE COMMITMENT LEGAL DESCRIPTION

Land situated in the City of Royal Oak, County of Oakland, and State of Michigan, described as:

Lot 1, except the South 50 feet thereof and except part taken for widening of Crooks Road, and Lot 14, except the South 50 feet of the East 12 feet thereof, NORDWOOD ESTATES SUBDIVISION, according to the plat thereof, as recorded in Liber 13 of Plats, Page 31, Oakland County Records.

The property described above and shown hereon is the same property as described in title commitment order number N-109660 with an effective date of August 3, 2015 at 8:00 am prepared by Fidelity National Title Insurance Company

Land situated in the City of Royal Oak, County of Oakland, and State of Michigan, described as:

Lot 15, NORDWOOD ESTATES SUBDIVISION, of the East 1/2 of the Northwest 1/4 and the West 1/2 of the Northeast 1/4 and part of the Northeast 1/4 of the Northeast 1/4 of Section 5, Town 1 North, Range 11 East, Royal Oak Township, Oakland County, Michigan, as recorded in Liber 13 of Plats, Page 31, Oakland County Records.

The property described above and shown hereon is the same property as described in title commitment order number N-109659 with an effective date of August 3, 2015 at 8:00 am prepared by Fidelity National Title Insurance Company

## SCHEDULE B - SECTION II:

**THIS ALTA/ACSM SURVEY IS EXECUTED HEREON PER TITLE COMMITMENT PROVIDED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, FOR THE PROPOSED INSURED**

THE POLICY OR POLICIES TO BE ISSUED WILL CONTAIN EXCEPTIONS TO THE FOLLOWING UNLESS THE SAME ARE DISPOSED OF TO THE SATISFACTION OF THE COMPANY:

COMMITMENT NO: N-109660  
EFFECTIVE DATE: AUGUST 3, 2015 at 8:00 am

- Easement for electric light and power in favor of The Detroit Edison Company, which is recited in Agreement recorded in Liber 3 of Miscellaneous Records, Page 365.  
- Does affect, blanket.
- Terms, conditions and provisions which are recited in Determination of Necessity to Take Land recorded in Liber 23 of Miscellaneous Records, Page 64.  
- Does not affect
- Terms, conditions and provisions which are recited in Corrective Action Notice to Register of Deeds recorded in Liber 18382, Page 687.  
- Does affect, blanket
- Covenants, conditions and restrictions, but omitting any covenants or restrictions, if any, based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law as contained in instrument recorded in Liber 811, Page 1.  
- Subject parcel is not specifically cited although the restriction is for the Norwood Estates Subdivision of which the subject parcel is part of.

**THIS ALTA/ACSM SURVEY IS EXECUTED HEREON PER TITLE COMMITMENT PROVIDED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, FOR THE PROPOSED INSURED SPEEDWAY LLC.**

THE POLICY OR POLICIES TO BE ISSUED WILL CONTAIN EXCEPTIONS TO THE FOLLOWING UNLESS THE SAME ARE DISPOSED OF TO THE SATISFACTION OF THE COMPANY:

COMMITMENT NO: N-109659  
EFFECTIVE DATE: AUGUST 3, 2015 at 8:00 am

- Covenants, conditions and restrictions, but omitting any covenants or restrictions, if any, based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, source of income, gender, gender identity, gender expression, medical condition or genetic information, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law as contained in instrument recorded in Liber 517, Page 405 and in Liber 1819, Page 172.  
- Does affect, blanket.
- Agreement in favor of The Detroit Edison Company for easement for electric light and power, including the necessary poles, towers, wires and fixtures, as recorded in Liber 3 of Miscellaneous Records, Page 365.  
- Does affect, blanket.

## AS-SURVEYED DESCRIPTION

Land situated in the City of Royal Oak, County of Oakland, and State of Michigan, described as:

All of Lot 15, Lot 1, except the South 50 feet thereof and except part taken for widening of Crooks Road, and Lot 14, except the South 50 feet of the East 12 feet thereof, NORDWOOD ESTATES SUBDIVISION, according to the plat thereof, as recorded in Liber 13 of Plats, Page 31, Oakland County Records, further described as:

Commencing at the southwest corner of said Lot 15 of Norwood Estates Subdivision, Liber 13 of Plats, Page 31 of Oakland County Records, said corner also being on the easterly right-of-way line of Hillcrest Ave. (50') and the TRUE PLACE OF BEGINNING of the parcel herein described;

thence North 00°41'00" East, along the easterly right of way line of Hillcrest Ave., a distance of 150.00 feet to the northwesterly corner of said Lot 15 and the southerly right-of-way line of W. 14 Mile Road (width varies);

thence South 89°24'00" East, along the southerly right-of-way line of W. 14 Mile Road, a distance of 212.11 feet to the westerly right-of-way line of S. Crooks Road (width varies);

thence South 09°57'28" East, along the westerly right-of-way line of S. Crooks Road, a distance of 101.72 feet to the northeasterly corner of a parcel conveyed to Antwan Depaul, Liber 43181, Page 257;

thence North 89°24'00" West, along a northerly line of said Antwan Depaul parcel, a distance of 100.89 feet;

thence South 00°41'00" West, along a westerly line of said Antwan Depaul parcel, a distance of 50.00 feet;

thence North 89°24'00" West, along a northerly line of said Antwan Depaul parcel, a distance of 20.00 feet to a northwesterly corner thereof and the northeast corner of Lot 1 of Sophie Pinter Subdivision, Liber 88 of Plats, Page 23;

thence continue North 89°24'00" West along the north line of said Lot 1 of Sophie Pinter Subdivision, a distance of 110.00 feet to the TRUE PLACE OF BEGINNING and containing 0.6577 acres, more or less.

The property described and shown hereon is the same property as described in title commitment order number N-109659 & N-109660 with an effective date of August 3, 2015 at 8:00 am prepared by Fidelity National Title Insurance Company

## SURVEYOR'S CERTIFICATION:

TO: SPEEDWAY LLC, ROYAL OAK EQUITY PARTNERS, LLC AND FIDELITY NATIONAL TITLE INSURANCE COMPANY ITS SUCCESSORS AND/OR ASSIGNS AS THEIR RESPECTIVE INTEREST MAY APPEAR.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1-5, 8(a), 7(a)(b), 8, 11(b), 13, 14, 16 and 18 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED IN SEPTEMBER 2015

DATE OF PLAT OR MAP: NOVEMBER 22, 2015

SIGNED: *Robert Matko* DATE: 11-30-15  
ROBERT MATKO  
M.P.S. # 54056  
MATKO@CESOINC.COM



## ALTA/ACSM LAND TITLE SURVEY

SPEEDWAY LLC - STORE #8841

4727 CROOKS ROAD  
ROYAL OAK, MI 48073  
OAKLAND COUNTY, MI

SCALE: 1" = 20' DATE: November 27, 2015

DESIGN: na		JOB NO.: 751682
DRAWN: swc		SHEET NO.:
CHECKED: jda		1 OF 2

**SURVEYOR**  
CESO INC.  
8534 YANKEE STREET  
DAYTON, OH 45458  
PHONE: (937) 435-8584



**DEVELOPER:**  
SPEEDWAY LLC.  
500 SPEEDWAY DR.  
ENON, OHIO 45323  
1.800.643.1948

**OWNER:**  
SPEEDWAY, L.L.C.  
500 SPEEDWAY DR.  
ENON, OHIO 45323  
1.800.643.1948

## UTILITY COMPANIES

**WATER AND SEWER**  
CITY OF ROYAL OAK - ENGINEERING  
MATTHEW J. CALLAHAN, P.E.  
1 Energy Plaza  
Detroit, MI 48226  
2ND FLOOR CITY HALL,  
211 S WILLIAMS ST.  
ROYAL OAK MI 48067  
248.246.3260

**ELECTRIC AND GAS**  
DETROIT EDISON  
1 Energy Plaza  
Detroit, MI 48226  
(800)417-4747

**COMMUNICATIONS**  
AT&T  
  
COMCAST

**REGISTER OF DEEDS**  
OAKLAND COUNTY  
LISA BROWN  
1200 N. TELEGRAPH RD.  
PONTIAC, MI 48341  
248.858.0581

**EQUALIZATION/ASSESSMENT**  
OAKLAND POINTE OFFICE BUILDING  
230 ELIZABETH LAKE ROAD,  
SUITE 1000W  
PONTIAC, MICHIGAN, USA, 48341  
PHONE: 248-858-0740

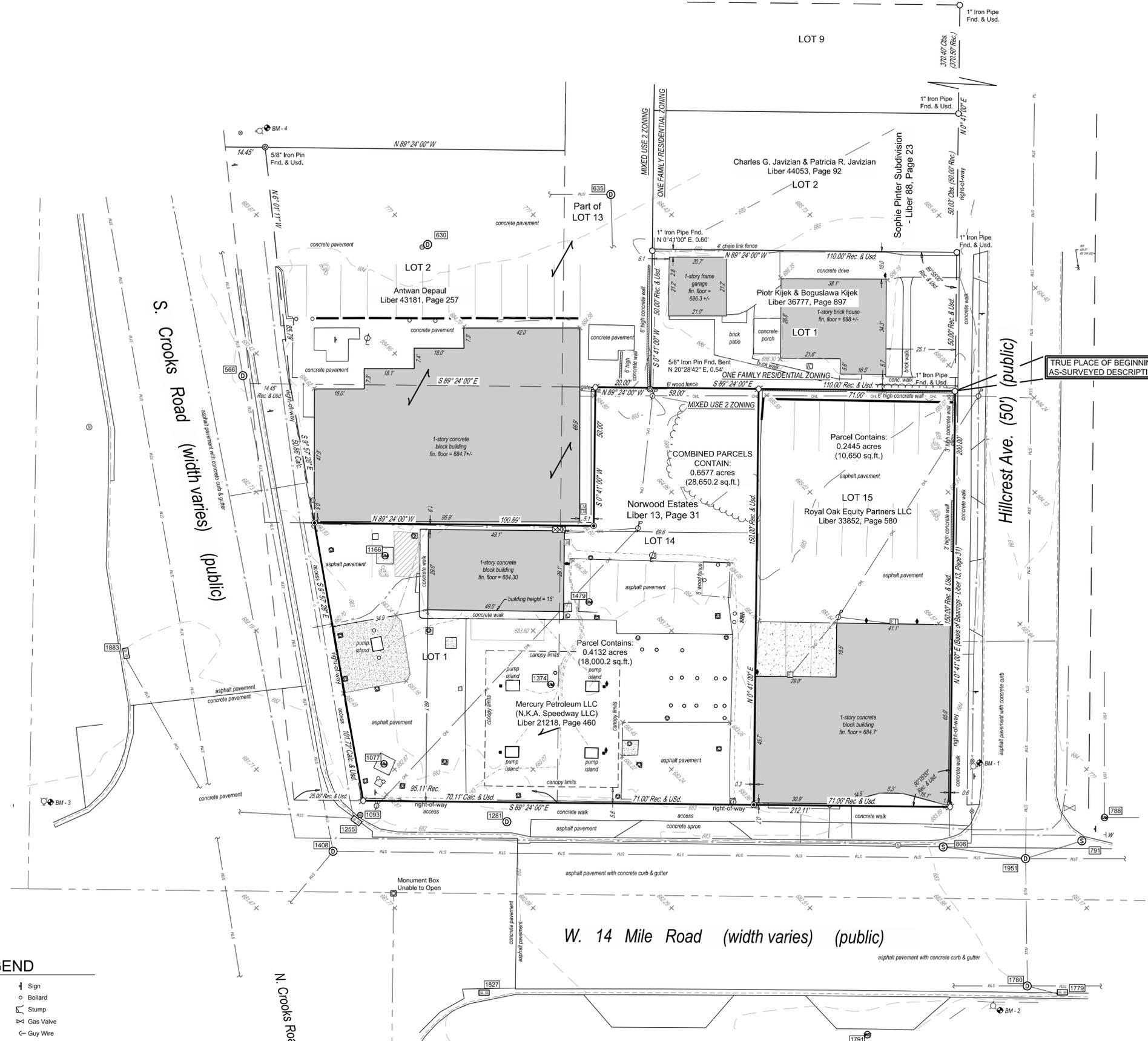
**CITY OF ROYAL OAK - ENGINEERING**  
MATTHEW J. CALLAHAN, P.E.  
CITY ENGINEER  
2ND FLOOR CITY HALL, 211 S  
WILLIAMS ST., ROYAL OAK MI 48067  
248.246.3260

**TRANSPORTATION**  
M.D.O.T.  
TAYLOR T.S.C.  
6510 TELEGRAPH ROAD  
TAYLOR, MI 48180  
313.375.0822

Samoset Road (50') (public)

ALTA/ACSM LAND TITLE SURVEY

SPEEDWAY STORE #8841 - 4727 CROOKS ROAD  
CONTAINING 0.6577 TOTAL ACRES OF LAND  
SECTION 5, TOWNSHIP 1 NORTH, RANGE 11 EAST  
ROYAL OAK TOWNSHIP, OAKLAND COUNTY, MICHIGAN



STRUCTURE SCHEDULE		
** indicates per record information		
#	TYPE = RIM ELEV	INV/SIZE/TYPEDIRECTION = ELEV
1093	CATCH BASIN ROUND = 682.21	INV 12IN CLAY E = 677.63
1255	INLET BASIN = 681.45	NO INFO
1408	MANHOLE = 681.72	INV 18IN E = 674.82 **
1951	MANHOLE = 683.27	INV 18IN W = 674.22 **
1952	MANHOLE = 684.98	INV 12IN CLAY E = 678.70 INV 12IN CLAY W = 677.66 INV 36IN RCP S = 672.90 INV 36IN RCP N = 672.82
1953	MANHOLE = 684.54	INV 12IN CLAY W = 679.64
1954	MANHOLE = 684.50	INV 12IN CLAY E = 679.10
1780	MANHOLE = 683.00	INV 36IN W = 670.32 **
1779	INLET BASIN = 683.03	NO INFO
1827	INLET BASIN = 681.69	NO INFO
1883	INLET BASIN = 681.60	NO INFO
566	MANHOLE = 683.06	INV 12IN CLAY N = 675.44 INV 12IN CLAY S = 675.34
1077	UNKNOWN TYPE MANHOLE = 682.84	NO INFO
1166	UNKNOWN TYPE MANHOLE = 683.28	NO INFO
1374	UNKNOWN TYPE MANHOLE = 683.59	NO INFO
1479	UNKNOWN TYPE MANHOLE = 684.32	NO INFO
791	MANHOLE = 683.07	BOT = 678.61 (FULL WATER)
808	MAHOLE = 683.04	INV 12IN CLAY W = 676.80
630	MANHOLE = 683.52	(FULL WATER)
635	MANHOLE = 683.54	INV 8IN CLAY E = 679.76 INV 8IN PVC N = 679.74
1281	MANHOLE = 682.61	(FULL WATER)

BENCHMARKS

- BM-1: Top nut on hydrant = 686.93
- BM-2: Top nut on hydrant = 686.37
- BM-3: Top nut on hydrant = 684.32
- BM-4: Top nut on hydrant = 686.83

SURVEY LEGEND

- ⊙ - 5/8" Iron Pin Set w/cap CESO, Inc
- ⊙ - Iron Pin Found & Described
- - Iron Pipe Found & Described
- ⊗ - Drill Hole Set
- ⊠ - Monument Fnd. & Usd.
- Fnd. (F) - Found
- Msd. (M) - Measured
- Usd. (U) - Used
- Obs. (O) - Observed
- Rec. (R) - Deed
- Calc. (C) - Calculated



LEGEND

- ⊕ - Power / Telephone Pole
- ⊙ - Power Pole
- ⊙ - Signal Pole
- ⊙ - Water Valve
- ⊙ - Hydrant
- ⊙ - Clean Out
- ⊙ - Sanitary Manhole
- ⊠ - Catchbasin
- ⊠ - Storm Inlet Basin
- ⊙ - Telephone Manhole
- ### - Structure Number
- ⊠ - Electric Box (access)
- ⊠ - Sign
- ⊙ - Bollard
- ⊠ - Stump
- ⊠ - Gas Valve
- ⊠ - Guy Wire
- ⊠ - Electric Meter
- ⊠ - Gas Meter
- ⊠ - Air Conditioner
- ⊠ - Mail Box
- ⊠ - Unknown Valve
- ⊠ - Downspout
- ⊠ - Traffic Control Box
- ⊠ - Monitoring Well

ALTA/ACSM LAND TITLE SURVEY

SPEEDWAY LLC - STORE #8841

4727 CROOKS ROAD  
ROYAL OAK, MI 48073

SCALE: 1" = 20' DATE: November 27, 2015

DESIGN:	na	JOB NO.:	751682
DRAWN:	swc	SHEET NO.:	2 OF 2
CHECKED:	jda		

# MEMORANDUM

Community Development Department  
City of Royal Oak, Michigan

Meeting Date: January 12, 2016  
211 Williams St. / P.O. Box 64  
Royal Oak, MI 48068-0064  
Phone: (248) 246-3280  
Fax: (248) 246-3005  
www.romi.gov

DATE: December 18, 2015

TO: Planning Commission

FROM: Planning Division

**SUBJECT: SV 16-01-01 – Sign Variance** request to re-use nonconforming monument sign for institutional use (Woodside Bible Church) at **2915 Normandy Rd.** (parcel no. 25-05-305-064) with variance to waive 6 ft. of minimum required 10-ft. monument sign setback.  
Woodside Bible Church, Petitioner & Owner  
Sign-A-Rama, Contractor

---

The above referenced sign variance request is scheduled for consideration by the Planning Commission at the next regular meeting. The request is from Woodside Bible Church at 2915 Normandy Road. The site is not located within any designated sign area but must meet the required standards for signs allowed at all locations in § 607-14 of the Sign Ordinance.

The petitioner applied for a sign permit to re-face an existing monument sign with a new vinyl panel. No electronic message center is proposed. The height, sign area, and setback of the sign would remain the same. The Building Division denied the petitioner's sign permit application because the existing sign is nonconforming and does not comply with the required standards for monument sign at institutional uses in § 607-14 (I)(2) of the Sign Ordinance.

Monument signs for institutional uses must maintain a minimum setback of 10 feet from all lot lines under § 607-14 (I)(2)(c). The sign has a setback of only 4 feet from the north front lot line along Normandy Road. A 6-foot variance is therefore required in order to re-face the existing monument sign.

---

According to § 607-22 (D)(1), the Planning Commission is authorized to grant variances from the strict provisions of the Sign Ordinance "...whereby extraordinary or exceptional conditions of such property, the strict application of the regulations enacted would result in peculiar or exceptional practical difficulties to or exceptional undue hardship upon the owner of such property, provided such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this article."

In order to grant the requested variance, the Planning Commission must determine that the variance, either as proposed by the applicant or as otherwise determined by the Planning Commission based upon the record, is the minimum relief necessary in order to achieve substantial justice. Further, in granting a variance, the Planning Commission must state the grounds upon which it justifies the granting of a variance as outlined below:

*The applicant must present evidence to show that, if this article is applied strictly, unnecessary hardship and/or practical difficulties to the applicant will result, and that all eight of the following findings of fact are met:*

- (a) *That the property could not reasonably accommodate a sign permitted at that specific location;*
- (b) *That the appeal results from exceptional and unique circumstances peculiar to the property and not from general neighborhood or City-wide conditions, including unique architectural character of the*

*building or innovative techniques that are determined not to be detrimental to the building or the character of the area;*

- (c) That the sign requested by the variance would not alter the essential character of the area;*
- (d) That the alleged hardships and practical difficulties, or both, which will result from a failure to grant the variance include substantially more than mere inconvenience or monetary concern;*
- (e) That the alleged hardship has not been created by the petitioner or any other person presently having an interest in the property;*
- (f) That the article's restrictions unreasonably prevent the owner from using the property for a permitted land use;*
- (g) That the variance would do substantial justice to the applicant as well as to other property owners in the immediate vicinity that would be affected by granting the variance, considering the public benefits intended to be secured by this article, and the individual hardship that will be suffered by a failure of the Planning Commission to grant a variance; and*
- (h) That a lesser relaxation than that requested would not give substantial relief to the owner of the property or be more consistent with justice to other property owners.*

The Planning Commission must therefore consider one of the following actions: 1) approve the requested variance; 2) approve the requested variance with conditions; or 3) deny the requested variance.

***It is recommended that the petitioner or a representative attend the January 12, 2016 Planning Commission meeting. The meeting starts at 7:30 p.m. in the City Commission chambers on the 3rd floor of City Hall.***

cc: Tom Lancaster, Woodside Bible Church  
Bryan Duquet, Sign-A-Rama



Royal Oak  
**COMMUNITY  
DEVELOPMENT**

12/1/15

Sign-A-Rama  
Lawrence Worden  
36866 Harper Avenue  
Clinton Township, MI 48035

**Re: 2915 Normandy Royal Oak, MI 48073 “Woodside Bible Church”**

Mr. Worden,

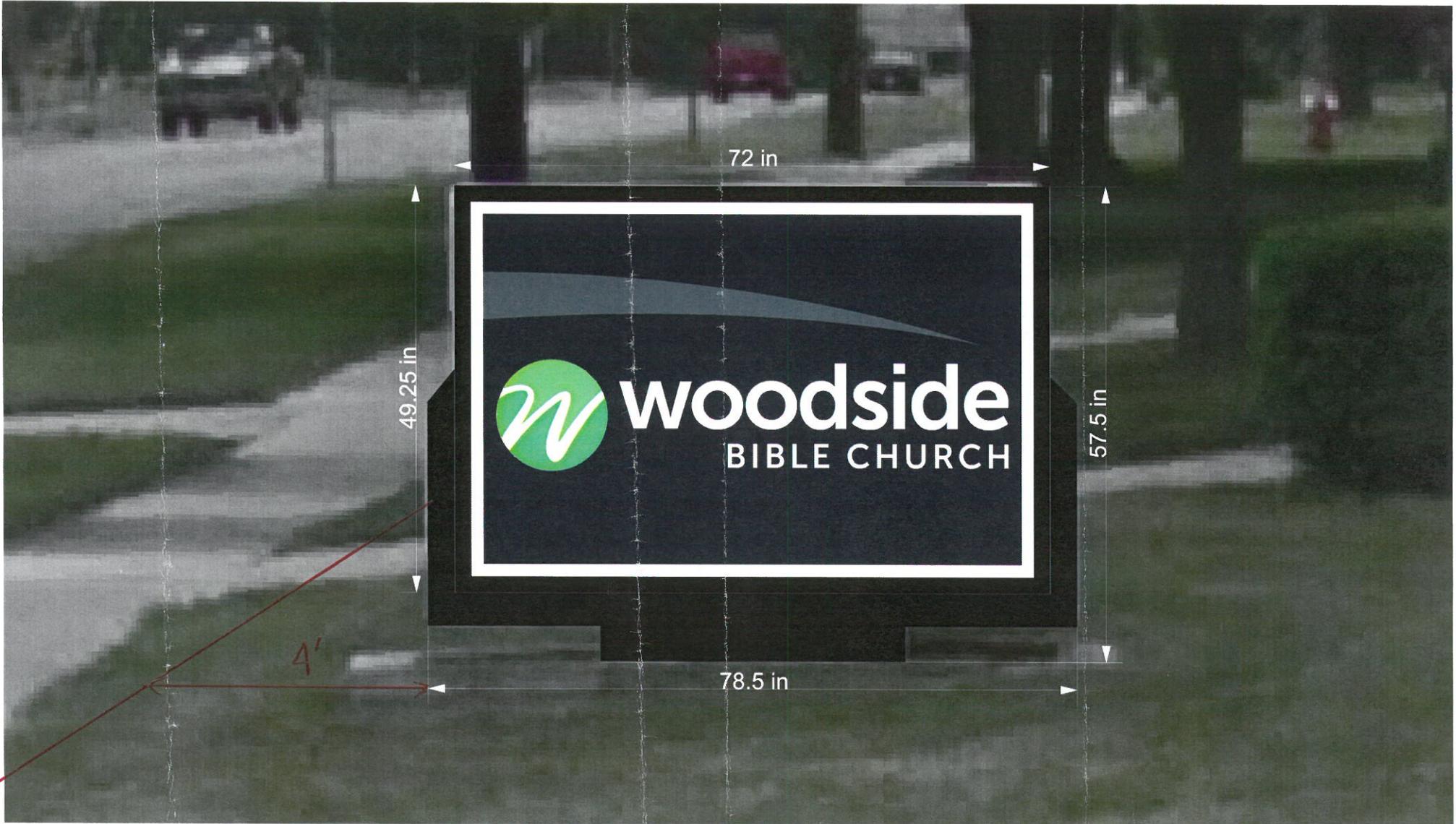
Based upon the Code of the City of Royal Oak, Chapter 607, Signs, Institutional Uses, the application to reface an existing monument sign at the above referenced address has been denied due to the following:

Setback required from property line per 607-14 I (2) (c): 10 feet  
Setback provided from property line: 4 feet

If you have any questions, please do not hesitate to contact me at (248) 246-3230. If you have any questions regarding a sign variance, please contact Douglas Hedges at (248) 246-3281.

Sincerely,  
City of Royal Oak

Kevin Duhonich  
Deputy Building Official



72 in

49.25 in

57.5 in

78.5 in

4'



**woodside**  
BIBLE CHURCH

# MEMORANDUM

Community Development Department  
City of Royal Oak, Michigan

Meeting Date: January 12, 2016  
211 Williams St. / P.O. Box 64  
Royal Oak, MI 48068-0064  
Phone: (248) 246-3280  
Fax: (248) 246-3005  
www.romi.gov

DATE: December 18, 2015

TO: Planning Commission

FROM: Planning Division

**SUBJECT: Review of Conceptual Site Plan** to construct 6 multiple-family dwelling units at **326 Oakland Ave.** (parcel no. 25-15-460-031)  
Jeff Dawkins Architect, LLC, Petitioner & Architect  
R. Coburn, Owner

---

The above-referenced preliminary site plan is being presented to the Planning Commission at the next regular meeting for review and comment. The petitioner is requesting that the Planning Commission review the proposed site plan informally and offer any comments and suggestions before an actual application is filed.

The lot is located on the north side of Oakland Avenue and has a lot width of 50 feet, a lot depth of 269.325 feet, and approximately 13,460 square feet of lot area. It is currently zoned One Family Residential and developed with a nonconforming two-family dwelling or duplex.

The petitioner proposes to redevelop the lot with one building containing six multiple-family dwelling units. The site is currently zoned One Family Residential which allows only one dwelling per lot. The site would therefore need to be rezoned as part of any application.

The most likely option would be an application to rezone the property to Multiple Family Residential. If the petitioner applied for a conditional rezoning then the Planning Commission could waive any required Zoning Ordinance standards as part of a site plan approved in conjunction with the rezoning. The petitioner could also apply for a planned unit development (PUD).

Under § 770-37 (D)(3)(a) of the Zoning Ordinance, a minimum lot area of 9,000 square feet for the first two multiple-family units and 3,000 square feet for each additional unit is required in the Multiple Family Residential zoning district. With 13,460 square feet of lot area only three dwelling units would be allowed if the lot were zoned Multiple Family Residential. A lot with at least 21,000 square feet of lot area would be required to have six dwelling units.

A minimum setback of 25 feet from all lot lines is required under § 770-37 (D)(3)(c) for multiple-family structures, although the Planning Commission may allow reduced setbacks under that same subparagraph during site plan review. The proposed building would have a south front yard setback of 27 feet, a west side yard setback of 24 feet, an east side yard setback of 5 feet, and a north rear yard setback of 44 feet 4 inches.

A maximum building height of 30 feet is allowed under § 770-37 (D)(3)(b) and the proposed building would have an approximate height of 29 feet 6 inches.

In 2015 a conditional rezoning from One Family Residential to Multiple Family Residential was approved by the Planning Commission and City Commission for 414 Oakland Avenue. The site

plan approved as part of that conditional rezoning included three detached single-family dwelling units, each with an attached garage. Three waivers from required Zoning Ordinance standards in the Multiple Family Residential zoning district were granted as part of the project:

- (a) Permitting three single-family dwellings on one lot;
- (b) Allowing a 15-foot east side yard setback instead of the minimum required 25 feet; and
- (c) Allowing 19.5 feet between buildings instead of the minimum required 20 feet.

cc: Jeff Dawkins, Jeff Dawkins Architect, LLC

***It is recommended that the petitioner or a representative attend the January 12, 2016 Planning Commission meeting. The meeting starts at 7:30 p.m. in the City Commission Chambers on the 3rd floor of City Hall.***

326 Oakland Avenue  
Royal Oak . Michigan



partial elevations

1/4" = 1'-0"

25 November 2015

jeff dawkins architect . llc

2565 west maple road . suite 101

troy . michigan . 48084

248.321.0640

jeffthearchitect@gmail.com

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University Ave  
WILLSON PARK SUB

Oakland Ave

N Main St

N Center St

N West St

N West St

N Lafayette Ave

MAGEEHANS SUB

25-16-477-019

25-16-477-020

25-16-477-021

25-16-477-022

- 25-16-481-001
- 25-16-481-002
- 25-16-481-035
- 25-16-481-005
- 25-16-481-006
- 25-16-481-007
- 25-16-481-008
- 25-16-481-009

25-16-481-034

25-16-484-031

25-16-486-001

25-16-485-027

25-16-485-001

25-16-485-020

25-15-356-038

25-15-358-001

25-15-356-040

25-15-356-040

25-15-356-040

25-15-353

E University Ave

- 25-16-457-007
- 25-16-477-043
- 25-16-477-040
- 25-16-477-007
- 25-16-477-008
- 25-16-477-018
- 25-16-477-017
- 25-16-477-029
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- 25-16-477-031
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- 25-16-477-033
- 25-16-477-034

25-16-464-006

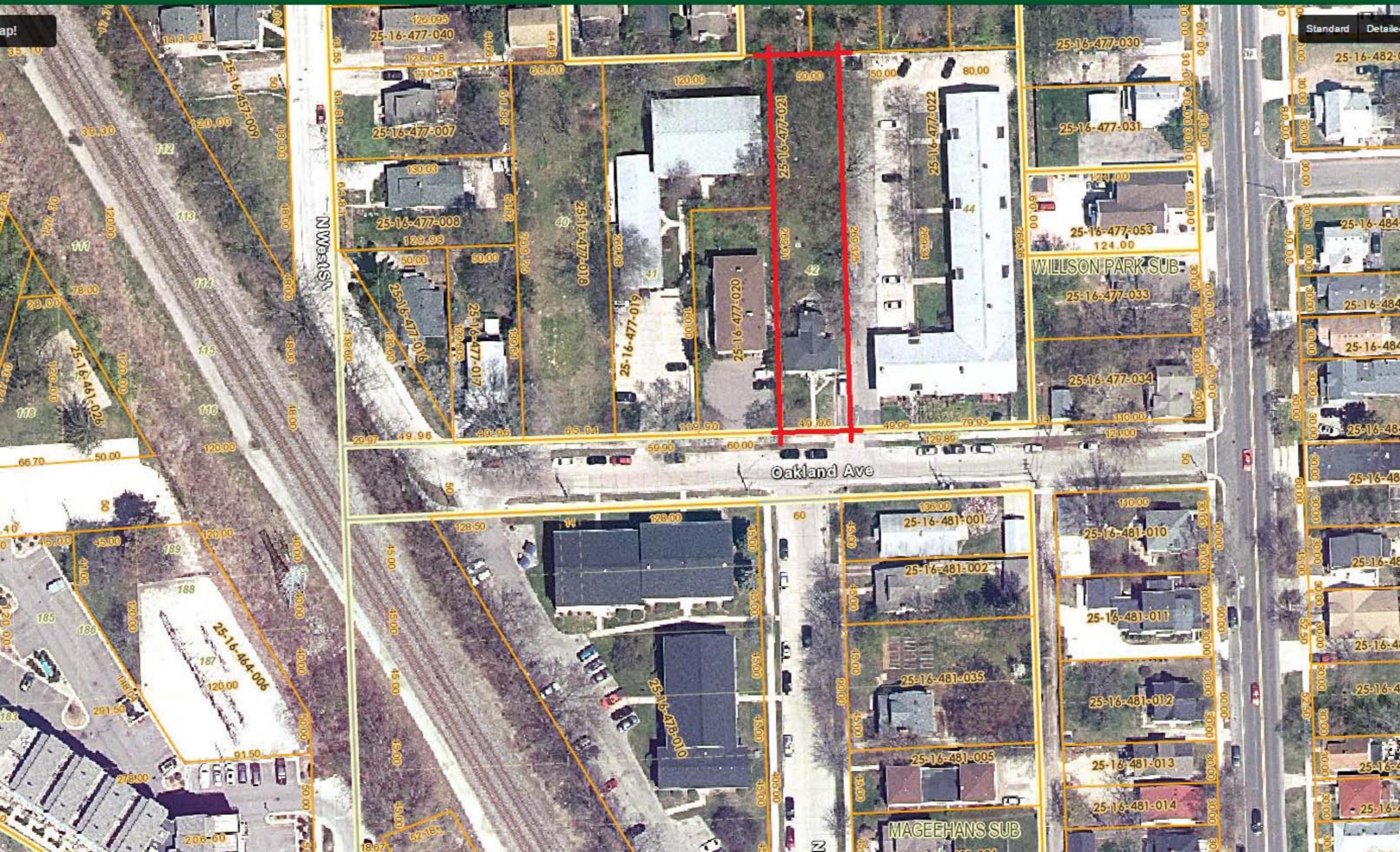
25-16-478-010

25-16-479-001

25-16-483-015

AS

Lafayette Ave

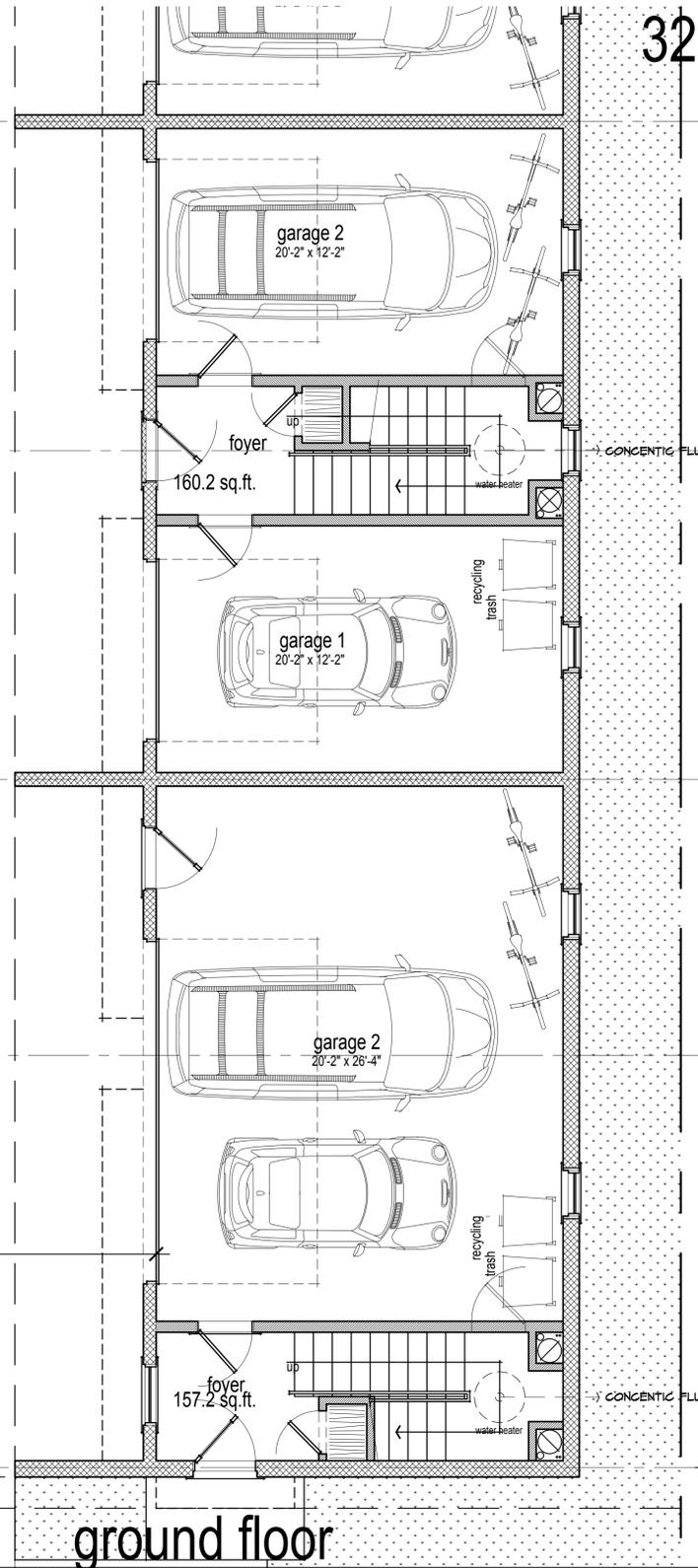






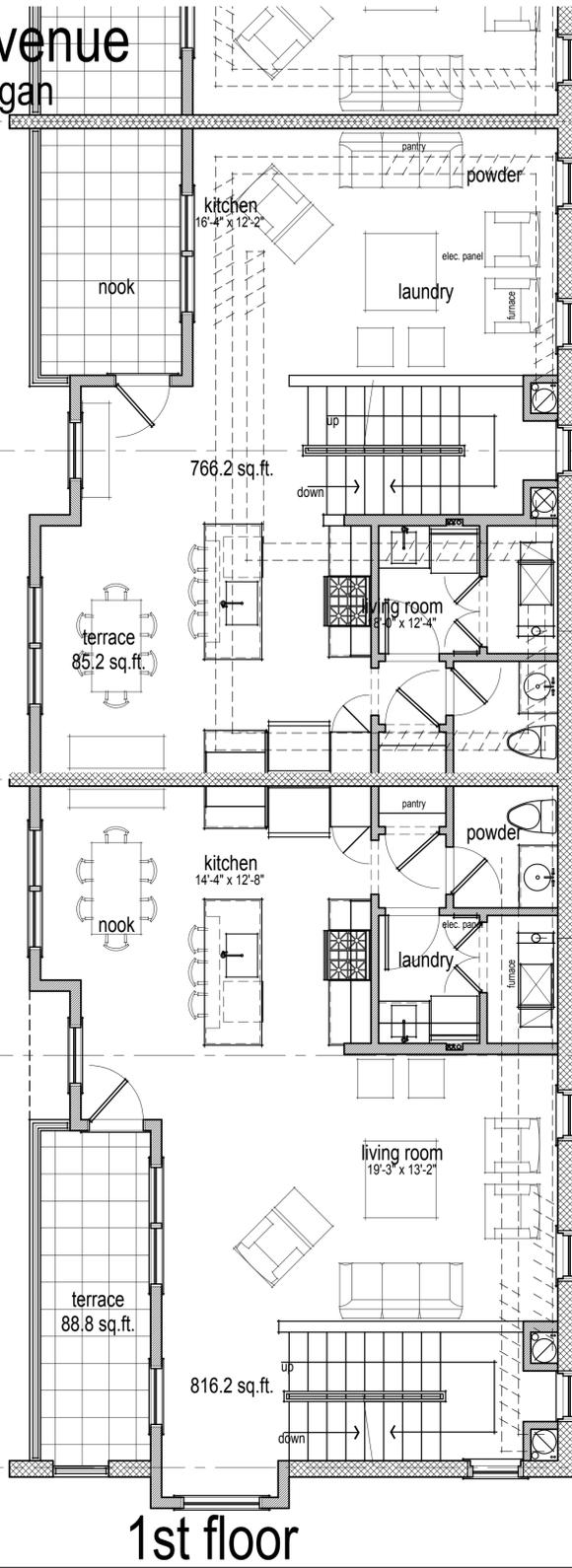
326 Oakland Avenue  
Royal Oak, Michigan

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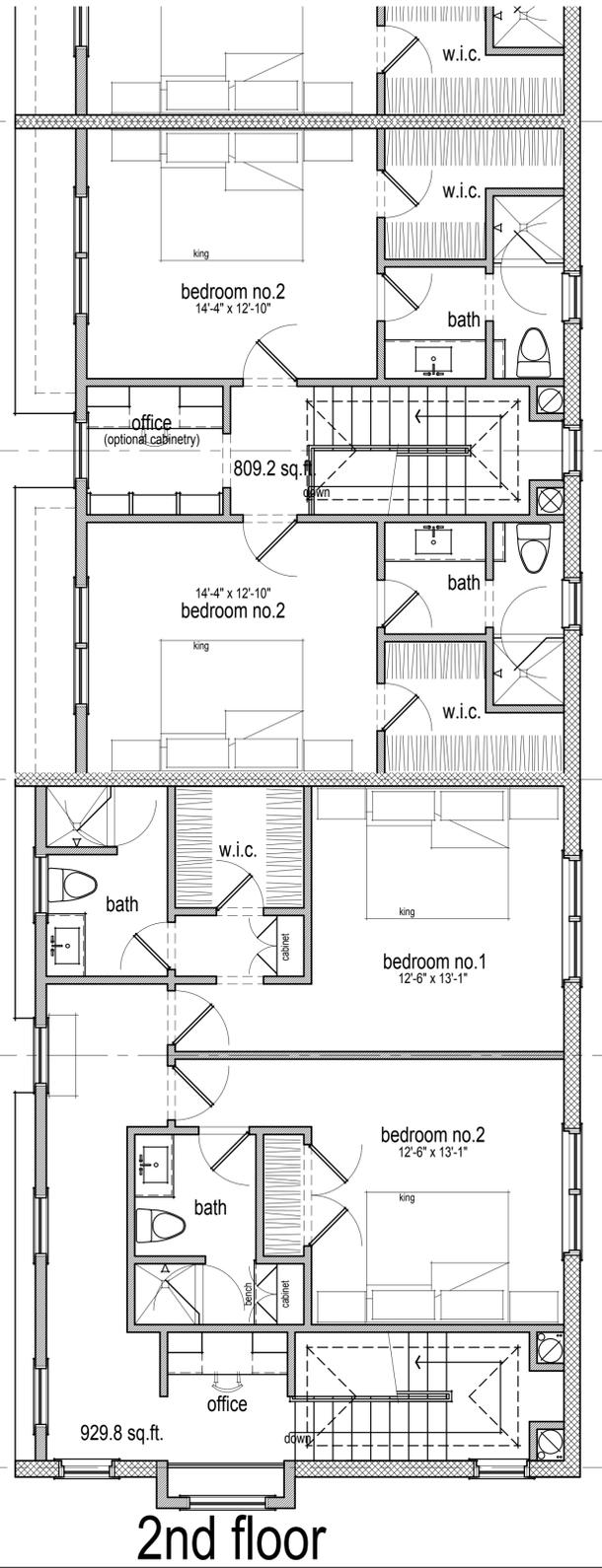


unit 2

unit 1



1st floor



2nd floor

26'-6 1/2"  
25'-0"  
16'-0"

25 November 2015  
1/4" = 1'-0"  
**jeff dawkins architect . llc**  
2565 west maple road . suite 101  
troy . michigan . 48084  
248.321.0640  
jeffthearchitect@gmail.com

project owner:  
and property owner:  
Robert Colburn  
520 Wellesly Avenue . Royal Oak . Michigan . 48067  
586.662.4444  
robertecoburn@aol.com

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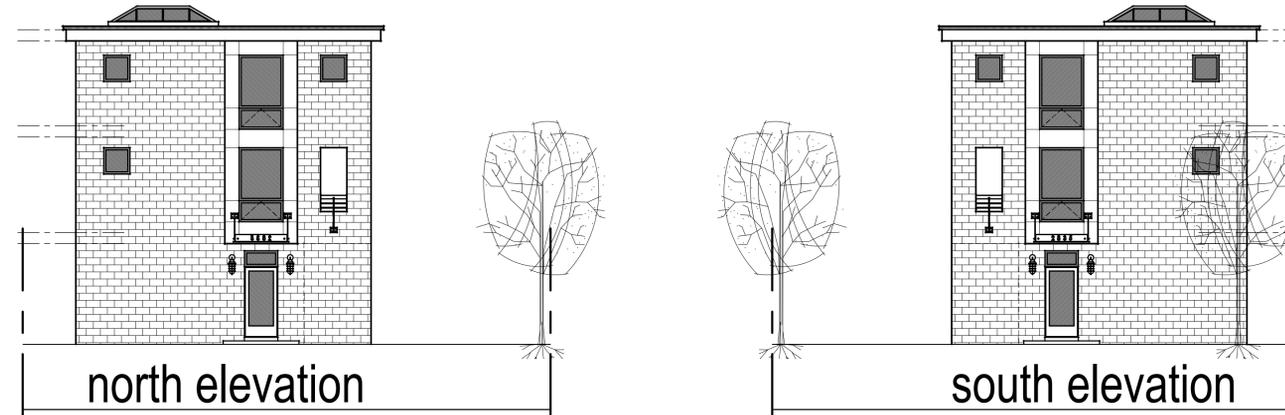
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326 Oakland Avenue  
Royal Oak . Michigan

3.

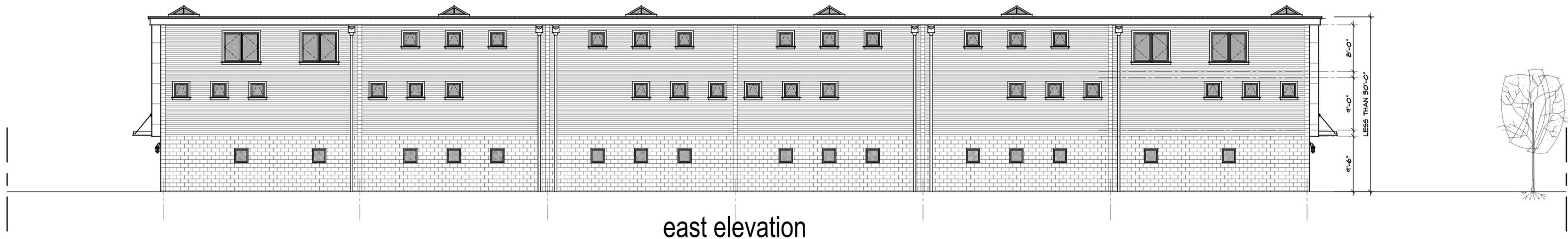


west elevation



north elevation

south elevation



east elevation  
elevations

1/8" = 1'-0"

25 November 2015

**jeff dawkins architect . llc**

2565 west maple road . suite 101  
troy . michigan . 48084  
248.321.0640

jeffthearchitect@gmail.com

**project owner:**

and property owner:  
Robert Colburn

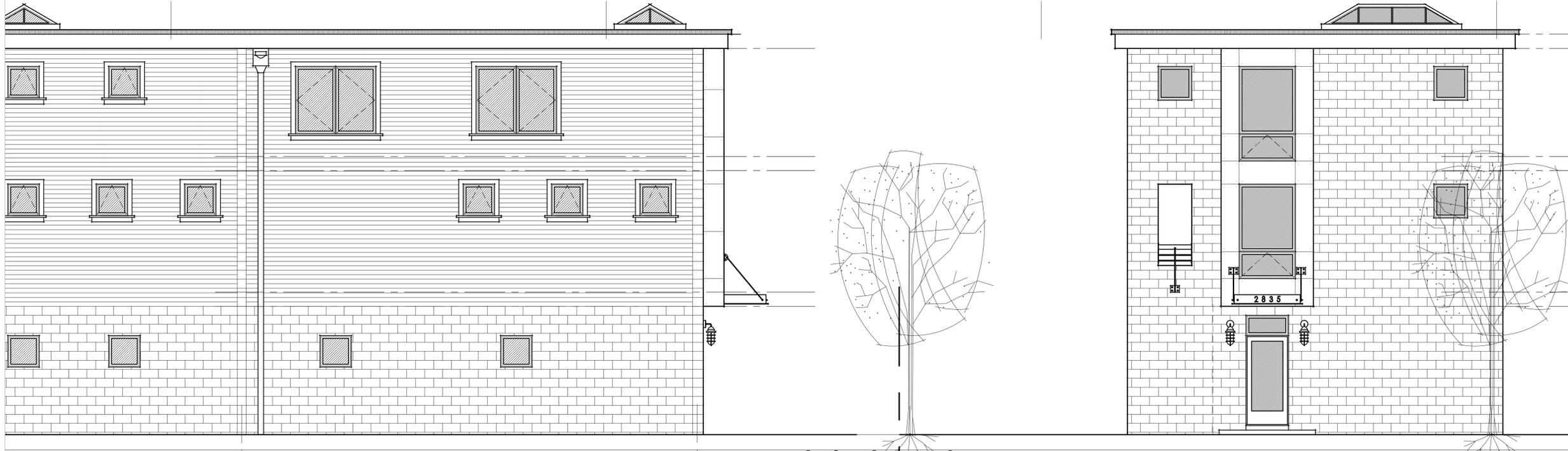
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326 Oakland Avenue  
Royal Oak . Michigan

4.



partial elevations

1/4" = 1'-0"

25 November 2015

jeff dawkins architect . llc

2565 west maple road . suite 101  
troy . michigan . 48084  
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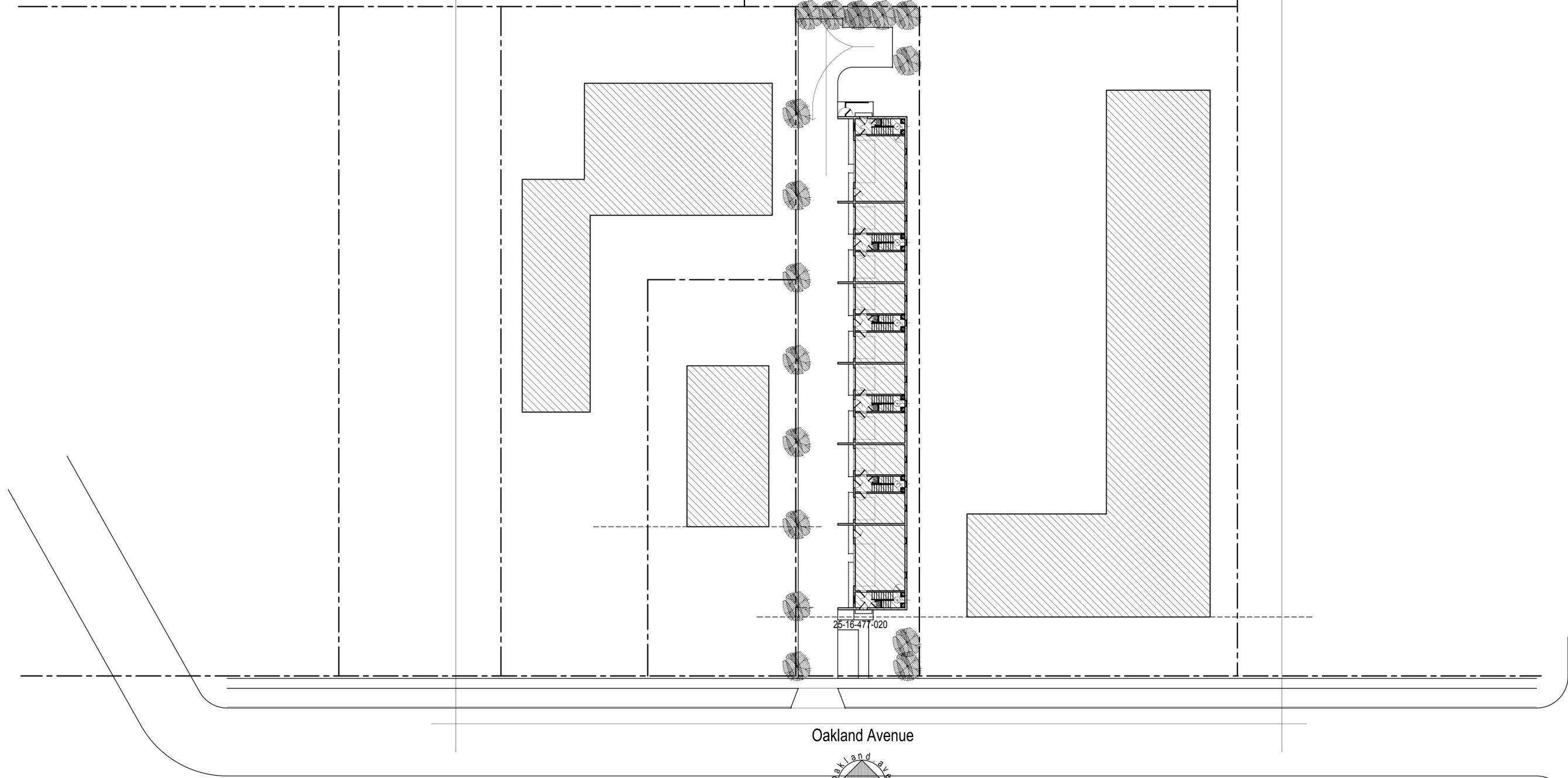
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5.

326 Oakland Avenue  
Royal Oak . Michigan



Oakland Avenue



proximity

1:10

25 November 2015

jeff dawkins architect . llc

2565 west maple road . suite 101  
troy . michigan . 48084  
248.321.0640

jeffthearchitect@gmail.com

project owner:

and property owner:  
Robert Colburn  
520 Wellesly Avenue . Royal Oak . Michigan . 48067  
586.662.4444  
robertecoburn@aol.com

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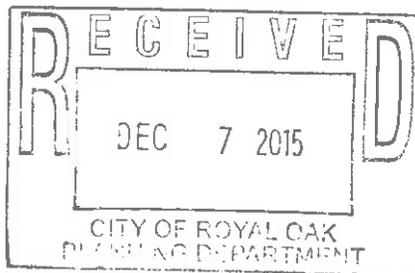
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## BOARD OF COMMISSIONERS

December 1, 2015

Ms. Ellen Marshall, Clerk  
Village of Beverly Hills  
18500 West 13 Mile Road  
Beverly Hills, MI 48025



1200 N. Telegraph Road  
Pontiac, MI 48341-0475  
Phone: (248) 858-0100  
Fax: (248) 858-1572

Dear Ms. Marshall:

On Tuesday, December 1, 2015, the Oakland County Coordinating Zoning Committee (CZC) held a meeting and considered the following draft Master Plan amendment:

**Village of Beverly Hills Master Plan Amendment  
(County Code Master Plan No. 15-10)**

The Oakland County Coordinating Zoning Committee, by a 3-0 vote, endorses the County staff review of the draft Master Plan amendment. The staff review finds the master plan **not inconsistent** with the plan of any of the surrounding communities and is enclosed.

If further documentation is necessary, the unofficial minutes of the December 1, 2015 Oakland County Coordinating Zoning Committee meeting will be available shortly. If you have any questions on the Committee's action, please feel free to call me at (248) 858-7935 or email me at [kapelanskik@oakgov.com](mailto:kapelanskik@oakgov.com).

Sincerely,

Kristen Kapelanski, AICP  
Senior Planner

enc.

cc: George Ostrowski, Village of Beverly Hills Plng Com Chair  
Brian Borden, LSL Planning, Inc.  
Bill Dwyer, O.C. Commissioner  
Phil Schmitt, Southfield Township Supervisor  
Sharon Tischler, Southfield Township Clerk  
Kathleen Mechigian, Southfield Township Plng Com Chair  
Patricia Voelker, Bloomfield Township Plng & Bldg Dir  
Janet Roncellie, Bloomfield Township Clerk  
Thomas Petinga, Bloomfield Township Plng Com Chair  
Marcia Gershenson, O.C. Commissioner  
Shelley Taub, O.C. Commissioner

Kathryn Hagaman, Village of Bingham Farms Clerk  
Karl Ochadleus, Village of Bingham Farms Plng Com Chair  
Dave Birchler, Clearzoning, Inc.  
Terry Croad, City of Southfield Plng Dir  
Nancy Banks, City of Southfield Clerk  
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Janet Jackson, O.C. Commissioner  
Nancy Quarles, O.C. Commissioner  
Jana Ecker, City of Birmingham Plng Dir.  
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Timothy Thwing, City of Royal Oak Plng Dir  
Melanie Halas, City of Royal Oak Clerk  
Clyde Esbri, City of Royal Oak Plng Com Chair  
Gary McGillivray, O.C. Commissioner  
Wade Fleming, O.C. Commissioner  
David Woodward, O.C. Commissioner  
SEMCOG Plan and Policy Development



November 18, 2015

Commissioner Robert Gosselin, Chairperson  
Oakland County Coordinating Zoning Committee  
1200 North Telegraph Road  
Pontiac, MI 48341

**SUBJECT:** County Code No. MP 15-10, Planning & Economic Development Services' review of the Village of Beverly Hills Master Plan (Draft September 2015)

Dear Chairperson Gosselin and Committee Members:

The Beverly Hills Planning Commission has prepared a new master plan to replace its 2007 plan. The following is a review and analysis of the draft plan, which has been presented as an amendment to the current Master Plan. The Plan includes text, charts, and maps that describe the existing and desired future development of the community.

Under the amendments to the Michigan Planning Enabling Act, which took effect September 1, 2008, the Village of Beverly Hills is required to send a copy of the draft plan amendment to Oakland County and neighboring communities for comment prior to adoption. Oakland County has 42 days to submit comments on the amendment. The December 1, 2015 Oakland County Coordinating Zoning Committee (CZC) meeting falls within our 42-day comment period from the receipt of the plan. Neighboring communities also have 42 days to submit comments directly to the Village of Beverly Hills and are asked to send a copy of any comments to the County as well. Once the comment period has expired, the Planning Commission can hold a public hearing and take final action to adopt the plan.

According to the Village's Planning and Zoning Administrator, the Southeast Michigan Council of Governments, the Cities of Royal Oak, Birmingham and Southfield, the Townships of Bloomfield and Southfield and the Village of Bingham Farms were sent a copy of the draft plan. All of these communities have received notice of the CZC meeting. Comments have been received from the City of Birmingham and are attached.

#### **Public Participation Process**

Public involvement is briefly discussed in the Introduction chapter of the Master Plan. It included regular updates at Planning Commission meetings as well as a public workshop. Outreach was done using the Village newsletter, the Village's website and email blasts.

**L. Brooks Patterson, Oakland County Executive**  
2100 Pontiac Lake Rd., Bldg. 41W | Waterford, MI 48328-0414  
(248) 858-0721 | [www.oakgov.com](http://www.oakgov.com)

## Plan Contents

The Plan is divided into the following four chapters: Introduction, Beverly Hills Today, Beverly Hills Tomorrow and How to Get There. The layout has been revised extensively to provide the casual reader with key pop-outs of information that might have otherwise been buried in the text of the plan.

The plan begins by providing general information on the purpose of a master plan and how it fits into the overall context of the community vision. Substantial updates from the previous versions of the Master Plan are also noted and include references to an inclusion of a 'Complete Streets' concept, and a Village Center subarea plan as well as updated goals and objectives and an updated Future Land Use map.

### Beverly Hills Today and Beverly Hills Tomorrow

Beverly Hills is a small, residential village in the southeastern part of Oakland County. The Village is 4.5 square miles and had a population of 10,267 in 2010. Between 1970 (at its peak population) and 2010, the population of Beverly Hills decreased by 3,331 persons, primarily due to a decrease in the person per household number. Between now and 2040, the population is expected to remain fairly stable with a modest 0.7% increase by the year 2040, consistent with comparable communities in Oakland County.

Village residents are more affluent than the county average. The median household income for the Village of Beverly Hills is \$104,951. This compares to the median household income for Oakland County of \$66,390. Higher educational attainment and professional and skilled employment are responsible for the higher median incomes. It is also noteworthy that owner-occupied homes comprise 89.3% of the housing stock.

Over 83% of the total acreage in Beverly Hills is currently used for single family residential, according to the existing land use inventory prepared by the Village Planning Consultant. Smaller lots (6,000 to 15,000 square feet) are mainly in the eastern half of the Village with larger residential lots in the western half. Public (8.6%) and quasi-public (4.9%) are the next highest land use classifications. More intensive uses like multi-family, commercial, and office each account for one percent or less of the total land area. The Village is mainly built out with little land for new development and the plan notes that this could add development pressure to the remaining public and quasi-public open space areas. *"It can be expected that land use changes, expansions, alterations, intensification, and modifications will occur on the Village's public, semi-public and institutional sites. While the Village will likely face redevelopment of some of these sites in the future, the longevity and success of these facilities should be supported in order to preserve their locations in the Village."* (Pages 17-18)

The Village of Beverly Hills is primarily in the Rouge River Watershed. The two nature preserves east and west of Evergreen Road, the Douglas Evans and Hidden Rivers Preserves, are located adjacent to the Rouge. Protecting the natural environment and the Rouge River are important goals listed in the plan. New projects should incorporate the use of Low Impact Development (LID) strategies, which aim to protect *"...the environment by strategically managing rainfall close to its source, minimizing impervious coverage, using native plant species, and conserving and restoring natural areas during site development or redevelopment."* (Page 39)

Roads in the Village are mostly under the jurisdiction of either the Road Commission for Oakland County (RCOC) or the Village, with a small number established as private roads. The four main roads in the Village are classified as County Primary Roads under RCOC jurisdiction. They are Southfield Road,

Greenfield Road, Lahser Road, and Fourteen Mile Road. No specific improvements are listed in the plan but it does mention an added stress to an established community is the need for road reconstruction. *“Expenditures for resurfacing and reconstruction become a major component and account for a significant portion of the Village’s annual road budget.”* (Page 22) Beverly Hills has managed to maintain (and upgrade where necessary) those bridges and streets under Village control through the combination of a contribution from the Village’s charter millage and the regular allocation of funds for routine maintenance. The plan recommends the Village continue to focus on the regular maintenance of roadways while also turning some attention to the maintenance and development of non-motorized facilities.

### How to Get There

The plan concludes with a chapter on implementation. This chapter identifies a variety of strategies for implementation including potential improvements to the Zoning Ordinance and development process, the creation and adoption of a Capital Improvements Plan and coordination between the Council and various boards and commissions.

### **Future Land Use Map**

The Future Land Use map is attached. The largest planned land use is single family residential. Four residential densities are shown on the map:

1. Estate Density (Over 25,000 square foot lot area)
2. Low Density (16,000 to 25,000 square foot lot area)
3. Medium Density (12,000 to 16,000 square foot lot area)
4. High Density (6,000 to 12,000 square foot lot area)

The largest lot sizes of Estate Density are located between Lahser and Evergreen Roads. Low Density is located in two locations, west of Lahser to the Village limits, and both east and west of Evergreen Road. The higher density classifications with lots less than 16,000 square feet are in the eastern half of the Village. Medium Density is shown west of Southfield Road, while High Density is exclusively east of Southfield Road.

The Public classification shows a large community park (Beverly Park), the two nature preserves and municipal offices on Thirteen Mile Road. The South Oakland Water Authority site on Fourteen Mile Road is identified as Utility. Public and private school sites are shown as single family residential, consistent with the surrounding density classification.

Limited locations are shown for Multi-Family Residential. Two sites are on Thirteen Mile Road between Evergreen and Southfield Roads. Two other individual parcels of Multi-Family are shown on the east side of Southfield Road between Beverly and Fourteen Mile Roads.

Locations planned for the higher intensity uses of office and commercial are limited as well. One small area of commercial is shown at the northwest corner of Thirteen Mile Road and Greenfield. Office is planned along Fourteen Mile Road at Southfield and Pierce Roads and at the intersection of Lahser and Thirteen Mile Road.

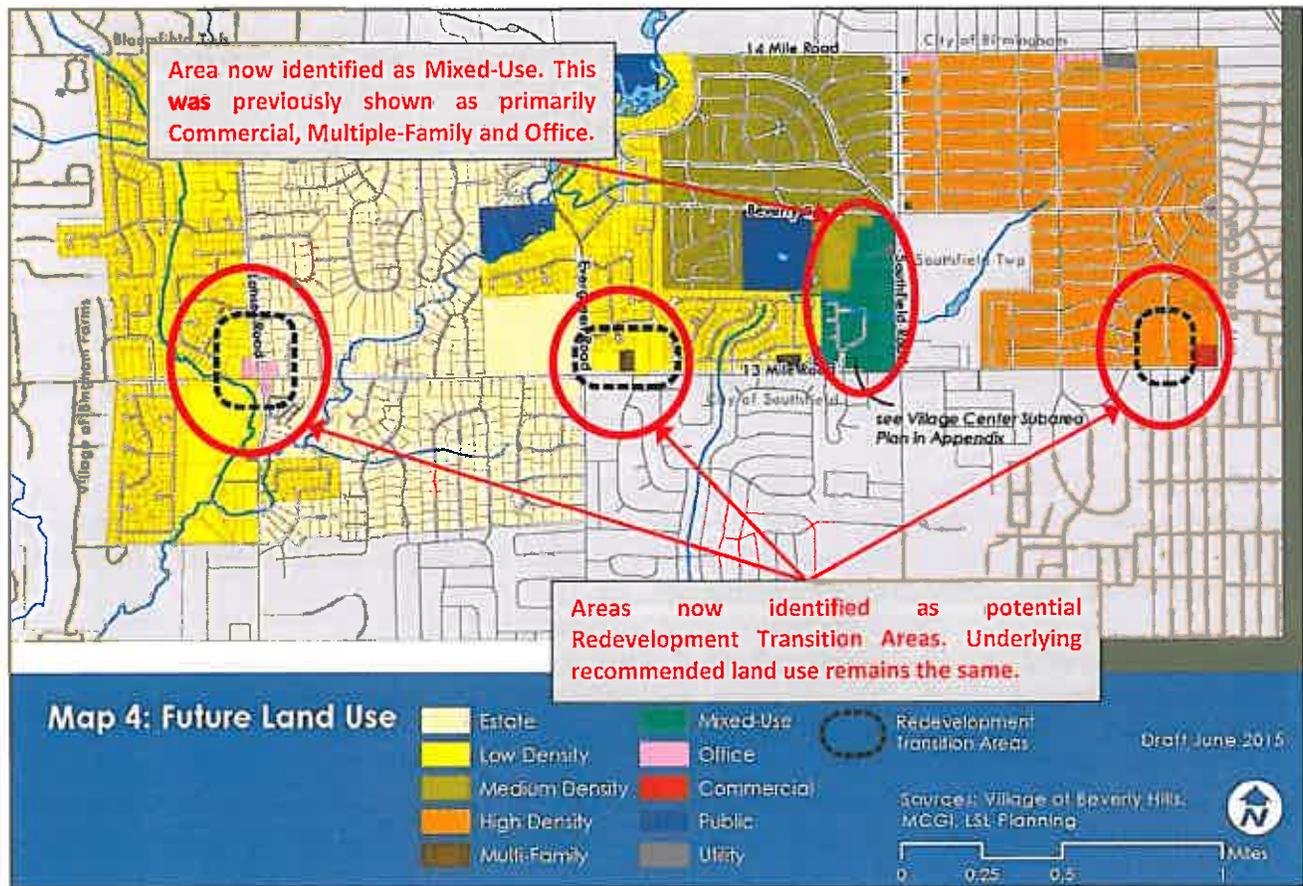
A new Mixed-Use area has been added to the map in the location of the current commercial strip on Southfield Road from Thirteen Mile Road north to Beverly Road. Per the Master Plan text, the planned

uses in this are further detailed in the Village Center Subarea Plan, an Appendix of the Master Plan. This plan envisions the Village's commercial core as a mixed-use, pedestrian-oriented environment with an emphasis placed on interconnectivity between parcels in the Village Center and the surrounding residential uses. A unified vision for streetscaping, building façades and other design elements is also included.

Due to the small size of the community, no industrial or other intensive land uses are planned.

**Comparison of the draft 2015 Future Land Use map to the 2007 Future Land Use map**

Changes to specific areas on the Future Land Use map are identified in red on the following illustration. The biggest change is to the area now shown as Mixed-Use on the west side of Southfield Road between 13 Mile Road and Beverly Road. This was previously shown as Commercial, Multiple-Family and Office on the 2007 map. Further recommendations for the Mixed-Use area are detailed in the Village Center Subarea Plan. Three locations have been shown as potential Redevelopment Transition Areas. The previously identified future land uses from the 2007 map remain in place but the updated map specifically targets these areas for redevelopment.



**Coordination with Surrounding Community Boundaries**

Under state law, the County's review is required to include a statement indicating whether the proposed plan is "inconsistent with the plan of any city, village, or township" that received notice of the draft plan.

Each of the adjacent communities has been encouraged to provide the Village of Beverly Hills with comments if they have any concerns.

**West Boundary – Village of Bingham Farms:** The Village of Bingham Farms Master Plan was updated in 2015. Bingham Farms and Beverly Hills share a common border from Fourteen Mile Road south to a ½ mile south of Thirteen Mile Road. For this entire border Beverly Hills has planned for Low Density (16,000 to 25,000 square foot lots). The Village of Bingham Farms has planned for Low Density Residential (0.7 dwelling units/acre) and Moderate Density Residential (0.8-2.5 dwelling units/acre). This is a very consistent border of single family residential.

**North Boundary – Bloomfield Township:** The Bloomfield Township Master Plan for Future Land Use was adopted in March of 2007. Bloomfield Township and Beverly Hills share a non-continuous border along Fourteen Mile Road. At the western edge, the border starts approximately ½ mile west of Lahser and continues to the City of Birmingham boundary a ¼ mile west of Evergreen. The border picks up again at Evergreen and continues to approximately ¼ mile west of Southfield Road. Along the western most part of this border, Bloomfield Township has planned for Single Family Residential with two parcels shown as Institutional/Civic use. This is adjacent to Low Density and Estate Density in Beverly Hills.

Along the remaining part of this border, from Evergreen Road east, Bloomfield Township has planned for Recreation. This is the Birmingham Country Club. On the adjacent south side of Fourteen Mile Road, Beverly Hills has planned for Low Density (16,000 to 25,000 square foot lots), Public (Hidden Rivers Nature Preserve), and Medium Density Residential (12,000 to 16,000 square foot lots). Both portions of this Bloomfield Township/Beverly Hills border are fairly harmonious.

**North Boundary – City of Birmingham:** The Birmingham Future Land-Use Plan was prepared in 1979 and has been amended since that time, most notably for the downtown area. Beverly Hills and Birmingham also share a non-continuous border along Fourteen Mile Road. This border starts approximately ¼ mile west of Evergreen Road and goes to Evergreen Road. It picks up again on the east side of the Birmingham Country Club in Bloomfield Township and continues to Greenfield Road. West of Evergreen Road, the City of Birmingham has planned this area for Open Space and Recreation. This is the site of the city-owned Lincoln Hills Golf Course. On the south side of Fourteen Mile Road in Beverly Hills is Low Density Residential (16,000 to 25,000 square foot lots).

For the remainder of the border to Greenfield Road, the City of Birmingham has mainly planned for Single-Family Residential (4,500 to 20,000 square foot lots) along Fourteen Mile Road. Beverly Hills has also planned for residential along this stretch of Fourteen Mile Road, Medium Density Residential (12,000 to 16,000 square foot lots) west of Southfield Road and High Density (6,000 to 12,000 square foot lots) east of Southfield Road. Exceptions to the single family occur at Southfield Road and Pierce. The City of Birmingham has planned for a small amount of Neighborhood Commercial at Southfield Road. Beverly Hills has planned for Office at Southfield Road. At Pierce, Birmingham has planned for Neighborhood Commercial and Low-Density Multi-family Residential (not to exceed 20 units per acre). Beverly Hills has planned for Office and Utility (South Oakland Water Authority well site). This border area is fairly compatible.

The City of Birmingham Planning Director sent a letter indicating *"the desire to discourage multi-family uses, isolate commercial uses and discourage mixed use developments within the Village of Beverly Hills is inconsistent with the City of Birmingham's goals to encourage multi-family uses and to promote mixed use, pedestrian-friendly developments throughout the City."* While each community may approach their multiple family and commercial areas differently, this statement does not mean that the plans are inconsistent.

**East Boundary – City of Royal Oak:** The Master Plan for the City of Royal Oak was adopted in April of 2012. Beverly Hills shares a one mile border with the City of Royal Oak from Fourteen Mile to Thirteen Mile along Greenfield Road. Beverly Hills has planned this border for High Density Residential (6,000 to 12,000 square foot lots) except for a small area of Commercial at the northwest corner of Thirteen Mile and Greenfield. Royal Oak has planned for mostly Single Family Residential-Medium Density (5,000 square foot minimum lot) along this stretch of Greenfield Road. In addition, Royal Oak has a few parcels planned for Parks and Open Space. At the northeast corner of Thirteen Mile and Greenfield, Royal Oak has planned for Public/ Institutional and a small area of Multiple Family Residential. The residential uses along the border are consistent, and the non-residential uses at Thirteen Mile are compatible.

**South Boundary – City of Southfield:** The City of Southfield Master Plan was adopted in April of 2009. The Village of Beverly Hills shares its southern border with the City of Southfield. The Southfield Future Land Use Plan map shows most of this border as Moderate-Density Single Family Residential with a small area of Low-Density Single-Family Residential west of Lahser Road and between Southfield Road and Greenfield Road. Likewise, Beverly Hills has planned most of this border for residential, High Density east of Southfield Road, Low Density between Southfield and Evergreen, and Estate Density west of Evergreen.

At both Greenfield and Southfield Roads, more intensive uses are planned in both communities. Commercial is planned by the Village of Beverly Hills at Thirteen Mile and Greenfield Roads while Southfield has planned Local Mixed-Use. At Thirteen Mile and Southfield Roads, Beverly Hills has Mixed-Use planned for the north side of the road as well as areas of Public use and a few parcels of Multi-Family. Two areas, one at the northeast quadrant of Evergreen and Thirteen Mile Roads and another on the northern half of the intersection of Fairfax Avenue and Thirteen Mile Road, have been identified as Redevelopment Transition Areas where uses other than single-family residential may be considered. The City of Southfield's Future Land Use map shows the North Southfield Road Subarea (defined as containing multi-cultural retail and service uses) on the south side of Thirteen Mile Road near Southfield Road. An area of Low-Density Multiple-Family is shown at the southeast corner of Evergreen and Thirteen Mile Roads. This border appears to be fairly consistent.

**Internal to the Village—Southfield Township:** The Southfield Township Master Plan was adopted in December 2012. Southfield Township consists of three distinct geographic areas of which two are adjacent to the Village of Beverly Hills. The largest area is on the north side of Thirteen Mile Road, east of Southfield Road. This area is mostly the Acacia Park Cemetery with some commercial and office uses fronting on Thirteen Mile Road. The Village of Beverly Hills borders Southfield Township to the west, north, and east at this location. Beverly Hills has the west side of Southfield Road planned for more intense Mixed-Use developments. These classifications are compatible with the uses in Southfield Township.

The second of the two boundary areas is a sliver of land between the Village of Beverly Hills and the City of Southfield off Lahser near Normandale. This portion of Southfield Township consists of five back yards of homes in the City of Southfield on Vernon Court. This area is Estate Density in the Village of Beverly Hills and is compatible.

### **Analysis**

The Village of Beverly Hills is an almost completely built out community with little vacant land remaining. Therefore, the emphasis of the Village of Beverly Hills Master Plan is to maintain the existing residential character of the community and ensure that any new development or redevelopment is consistent with the surrounding residential character. The plan does recognize the need for a more varied housing stock to support the aging demographic who may wish to stay in the community. Guidelines are provided for new residential development and three areas in the community have been identified as Redevelopment Transition Areas. (See attached Future Land Use map.) The plan states *"These areas were chosen for their location along major corridors..., their proximity to existing non-residential uses (especially churches), and their lot sizes that are more than double the minimum lot area allowed with current zoning..."* (Page 30) Transitional uses could include alternative housing types (i.e. attached residential or 'cottage-style' houses) or mixed-use/offices. As redevelopment and residential infill occurs, the plan indicates that attention should be given to providing appropriate buffers, access management strategies and scale of structure, etc. so as not to alter the existing character of the surrounding neighborhoods.

This concise and easy to read plan provides a good overview of the status of the Village and offers attainable visions and recommendations.

### **Conclusion**

Oakland County Planning and Economic Development Services staff commends the Village of Beverly Hills on its new master plan.

Based on the review of the surrounding communities' master plans, the Village of Beverly Hills Master Plan is not inconsistent with the plan of any city, village, or township that received notice of the draft plan. The City of Birmingham sent comments, and they are attached.

Oakland County has not prepared a countywide development plan, so there is no countywide plan to which to compare the Beverly Hills Draft Master Plan.

Sincerely,



Kristen Kapelanski, AICP  
Senior Planner

Enclosures

## Oakland County Planning Resources

The Oakland County Department of Economic Development & Community Affairs (EDCA) offers a variety of programs to support Oakland County communities with innovative programming and assistance to create attractive destinations in which to live, work and raise a family. The chart below details those programs offered by the Planning Division (a division of the EDCA). Current participation in Planning Division programs and opportunities for future involvement are noted on the right of the chart. Additional information on all EDCA programs can be found at [www.oakgov.com/advantageoakland](http://www.oakgov.com/advantageoakland).

Program	Mission	Village of Beverly Hills Opportunities and Current Participation
Environmental Stewardship	Provide information, plans and options to promote conservation of the natural environment while supporting sustainable economic growth, development and redevelopment.	The Village of Beverly Hills Master Plan lists the preservation of the remaining natural resources and support of redevelopment that is cognizant of natural resource protection and management as a major point of interest. County staff members are able to act in a supporting capacity with grant application identification and natural resource protection.
Historic Preservation Assistance	Support local efforts to maintain and enhance architectural and heritage resources through sustainable practices to enrich the quality of life for all.	The Village of Beverly Hills Master Plan does not identify any historic structures or resources.
Land Use & Zoning Services	Prepare and provide land use, zoning and master plan reviews for communities to enhance coordination of land use decision-making.	The Village of Beverly Hills submits Master Plan updates and amendments for County review and boundary coordination as they are prepared. County-wide land use maps and statistics are also available.
Main Street Oakland County (MSOC)	Help local governments develop their downtowns as vibrant, successful districts that serve as the heart of their community.	The Village of Beverly Hills is not presently an MSOC member. As the Village Center area develops, it may be appropriate for the Village to consider participating as an affiliate MSOC member.
One Stop Ready (OSR)	Encourage communities to capitalize on their strengths and refine their economic development processes to implement their community vision.	The Village of Beverly Hills does not currently participate in the OSR Program but many of the program's recommendations are in line with the implementation strategies listed as Zoning Ordinance Actions, Policy/Programmatic Actions and Ongoing Actions in the Master Plan. The Village may want to consider joining this program as a way to aid in the implementation of the Master Plan.
Trail, Water & Land Alliance (TWLA)	Become an informed, coordinated, collaborative body that supports initiatives related to the County's Green Infrastructure Network	The Master Plan emphasizes the importance of non-motorized connections and facilities and includes strategies (i.e. Capital Improvements Plan) that have been used to successfully implement those recommendations. Participation in TWLA would connect the Village with like-minded communities and non-motorized planners. The County fully supports the expansion of non-motorized facilities and can aid the Village in non-motorized planning efforts through education and the identification of potential funding sources.



November 16, 2015

Ms. Kristen Kapelanski, Senior Planner  
Oakland County Economic Development & Community Affairs  
2100 Pontiac Lake Road, Building 41W  
Waterford, MI 48328

Sent via email

Dear Ms. Kapelanski:

In accordance with Section 41 of the Michigan Planning Enabling Act (PA 33 of 2008), I am in receipt of the draft Village of Beverly Hills Master Plan Amendment ("the BH Plan"), and thank you for the opportunity to comment on same.

Both Birmingham and Beverly Hills echo some of the same initiatives in their plans, such as promoting multi-modal transportation, flexible road design, retaining the character of residential areas, and sustainable development, but the extent to which they are addressed in each community differs greatly.

Birmingham has and will continue to place a premium on supporting a diverse mix of uses, enhancing the downtown experience, and requiring the design of streets and buildings to cater to the pedestrian experience and create a sense of place. In the BH Plan, the emphasis appears to be on improving the function and flow of residential areas in order to retain its character as a suburban residential community. However, the desire to discourage multi-family uses, isolate commercial uses and discourage mixed use developments within the Village of Beverly Hills is inconsistent with the City of Birmingham's goals to encourage multi-family uses and to promote mixed use, pedestrian-friendly developments throughout the City. For these reasons, the BH Plan is not entirely consistent with Birmingham's master planning documents.

If you have any questions, please call me at (248) 530-1850 or email me at [jacker@bhamgov.org](mailto:jacker@bhamgov.org).

Sincerely,

Jana L. Ecker  
Planning Director

# MEMORANDUM

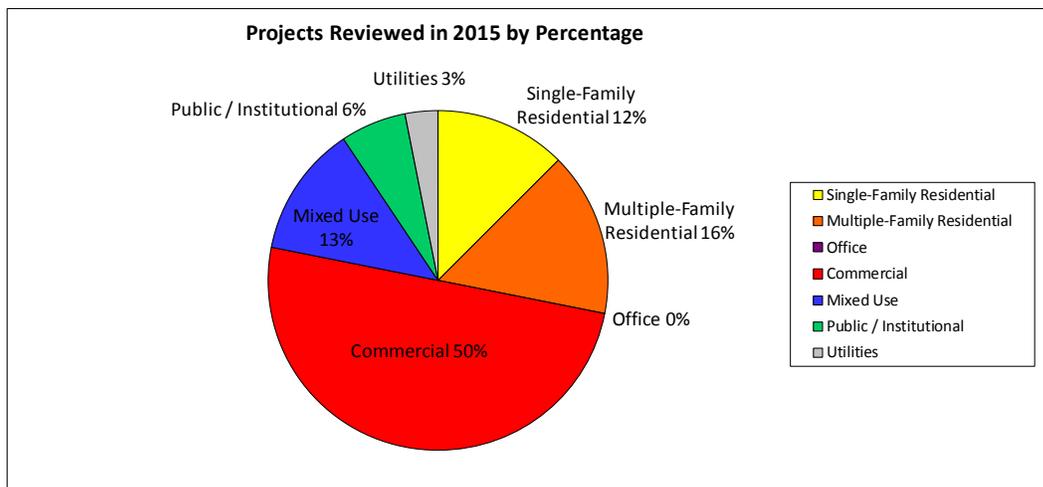
Community Development Department  
City of Royal Oak, Michigan

Meeting Date: January 12, 2016  
211 Williams St. / P.O. Box 64  
Royal Oak, MI 48068-0064  
Phone: (248) 246-3280  
Fax: (248) 246-3005  
www.romi.gov

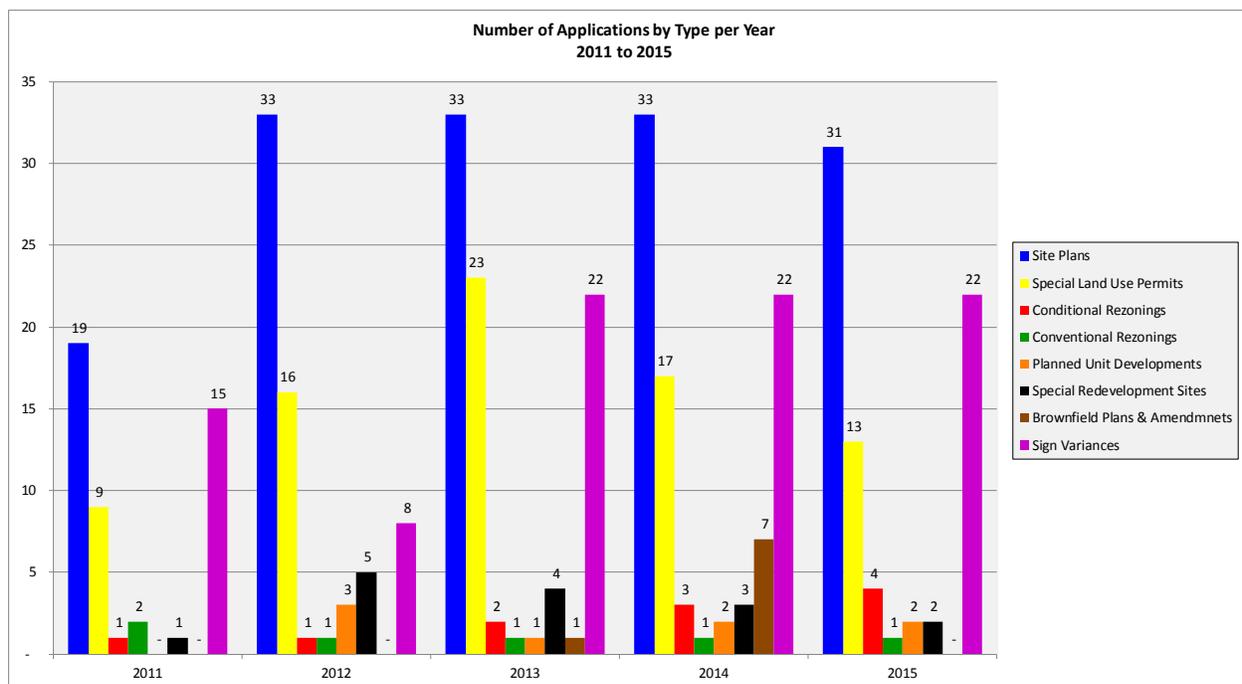
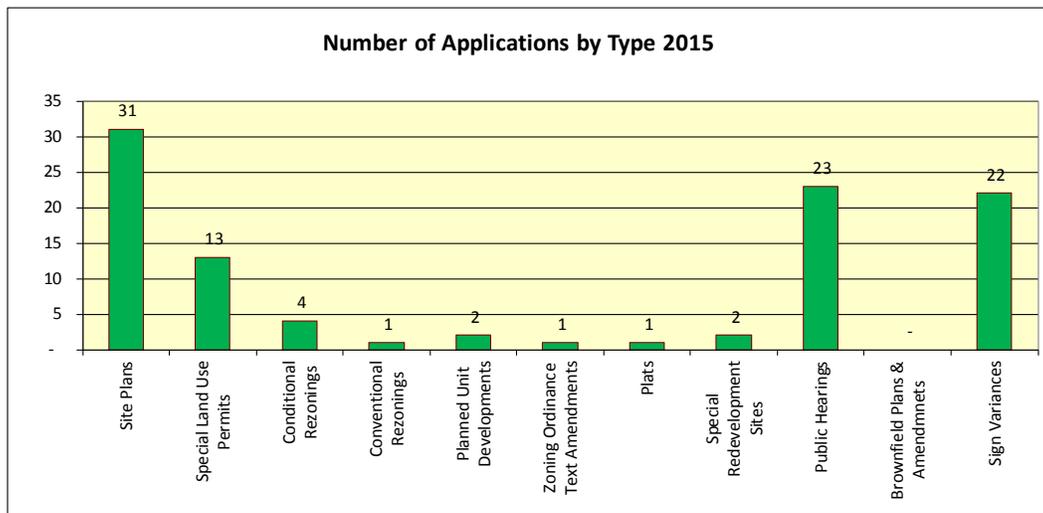
DATE: December 18, 2015  
TO: Planning Commission  
FROM: Planning Division  
SUBJECT: **Planning Commission Annual Report for 2015**

The City of Royal Oak Planning Commission has all duties and powers granted by the laws of the State of Michigan and ordinances of the City of Royal Oak. These include, but are not limited to, site plan reviews, special land use permits, recommendations to the City Commission on the rezoning of property, text amendments to the Zoning Ordinance, and adoption of brown-field redevelopment plans, development of a capital improvements program, and variances to the Sign Ordinance. The Planning Division of the Community Development Department serves as the staff to the Planning Commission, providing the research, analysis and reports for all requested actions. In addition, the Planning Division facilitates all activities related to processing land use decisions.

There were 32 applications reviewed by the Planning Commission in 2015 that involved of new construction or redevelopment existing structures, including site plans, special land use permits, or zoning map changes. That is ten fewer applications than in 2014. Of the cases reviewed in 2015, 16 were for commercial developments, nine were for residential projects (single-family and multiple-family), and four were for mixed-use developments. There were two cases involving public or institutional uses and one case involving a utility. There were no cases involving office developments or brownfield redevelopment plans in 2015.



In 2015 the Planning Commission reviewed 31 site plans, four of which were part of a conditional rezoning and 13 that required a special land use permit. The significant increase in applications that began in 2012 continued in 2015. For comparison, in 2014 there were 33 site plans, three of which were part of a conditional rezoning and 17 that required special land use permits.



There were 23 public hearings conducted by the Planning Commission in 2015 for 13 special land use permits, seven Zoning Ordinance map amendments, one Zoning Ordinance text amendment, one site plan at the request of the petitioner, and the annual capital improvements program.

The Planning Commission reviewed 22 sign variance applications in 2015, the same amount as in 2014 and 2013. Eighteen sign variance applications had requests that were granted with or without modifications by the Planning Commission while four were denied.

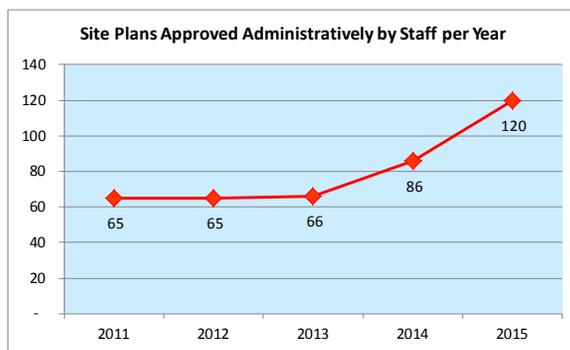
On November 10, 2015 the Planning Commission recommended a moratorium on electronic message centers to the City Commission due to the number of sign variance applications involving them. The City Commission imposed a six-month moratorium on all electronic message centers on November 16, 2015, the same day a request-for-proposals was issued by

the Planning Division seeking a consultant to assist in drafting necessary amendments to the city's Sign Ordinance.

Three of the site plan reviews reviewed by the Planning Commission in 2015 needed variances from the Zoning Board of Appeals for required Zoning Ordinance standards. Two of these cases were granted by the Zoning Board of Appeals. One involved the minimum required number of parking spaces for a bakery and the other the minimum required parking space dimensions for a retail sporting goods store. The third case involved the minimum required yard setbacks for a new multiple-family building that were denied by the Board.

As required under the Michigan Planning Enabling Act (Act 33 of 2008), the Planning Commission is responsible for reviewing master plan amendments from adjoining communities and determining whether to comment on them. In 2015 the Planning Commission reviewed proposed master plan amendments from the following communities: the City of Clawson; the City of Pleasant Ridge; the City of Berkley; and the Village of Beverly Hills. No formal comments were offered by the Planning Commission for any of these master plan amendments.

The number of site plans administratively approved by the Planning Division significantly increased in 2015. These were site plans that did not require a public hearing, provided all required information, and met all required Zoning Ordinance standards. As of today, the Planning Division has approved 120 site plans administratively in 2015, a substantial increase from 86 in 2014, 66 in 2013, and 65 in both 2012 and 2011. This practice is reducing the number of cases sent to the Planning Commission and accelerating the development review process for these projects. More than half of these site plans would have been forwarded to the Planning Commission for formal review prior to 2010.



The City Commission adopted a policy in 2014 that requires all Planning Commission members to attend training at least once during their term of office. On May 12, 2015, a training session was conducted by LSL Planning of Royal Oak based on manuals from the Michigan chapter of the American Planning Association for members of planning commissions and zoning boards of appeals. Annual training will continue to be offered to the Planning Commission in accordance with the city's official policy.

Attached at the end of this memorandum is a summary of Planning Commission actions taken in 2015.

Case Number	Address	Action Taken	Site Plan	Special Land Use	Rezoning	Text Amend	Public Hearing	Sign Appeal	Brownfield Plan	PUD, SRP, or Plat	ZBA Action Required	Description
<b>Site Plans and Special Land Use Permits</b>												
SP 14-09-22	27754 Woodward Ave.	Approved	●									Elimination of required landscaped islands in right-of-way for tobacconist / cigar bar (Jenuwine Cigar Lounge).
SP 15-01-01	3601 W. Thirteen Mile Rd.	Approved	●	●			●					Construction of emergency center addition with roof-top helipad and installation of temporary helipad within off-street parking lot for hospital (Beuamonth Health System).
SP 15-01-02	4129 Buckingham Rd.	Approved	●	●			●					Recommended construction of residential accessory off-street parking lot to City Commission.
SP 15-02-03	1725 Chester Rd.	Approved	●	●			●					Construction of partial second-story addition with 16 additional units for assisted-living senior housing facility.
SP 15-02-04	929-931 N. Main St.	Approved	●	●			●				●	Conversion of former veterinary clinic into bakery with outdoor café service (Crispelli's).
SP 15-02-05	4590 N. Campbell Rd.	Withdrawn by Petitioner	●							●		Preliminary site condominium plan to divide former elementary school site into 48 individual lots for single-family dwellings.
SP 15-03-07	4305 Delemere Blvd.	Approved	●	●			●					Establishment of fitness center within industrial building (Crossfit Fitness).
SP 15-03-08	615-617 S. Washington Ave.	Approved	●									Conversion of two-story mixed-use building into ground-level retail sales and 3 upper-level dwelling units.
SP 15-03-09	3407 Rochester Rd.	Approved	●								●	Construction of building additions and modification of off-street parking lot and driveways for retail store (Hanson's Running Shop).
SP 15-03-10	855 S. Main St.	Approved	●									Construction of detached carports for multiple-family dwelling units (South Main Lofts).
SP 15-04-11	212-216 E. Harrison Ave.	Approved	●				●					Construction of off-street parking lot for grocery store (Holiday Market) and dedication of additional r-o-w for Delaware Ave.
SP 15-06-12	1123 Lexington Blvd.	Denied	●	●			●			●		Revision to site condominium plan to allow greater maximum permitted lot coverage percentages.
SP 15-06-15	4815 Fernlee Ave.	Approved	●	●			●					Establishment of automobile repair garage within existing building (RC Trans & Gear).
SP 15-07-17	31786 Woodward Ave.	Approved	●	●			●					Demolition and reconstruction of automobile filling station with convenience store (Shell).
SP 15-08-20	2533 Crooks Rd.	Denied	●	●			●					Additional of retail sales of packaged alcoholic beverages (Specialty Spirits) as accessory use for automobile repair garage (Alpha Auto).
SP 15-08-21	5100 Coolidge Hwy.	Approved	●									Construction of wireless communication support structure for utility (DTE Energy).

Case Number	Address	Action Taken	Site Plan	Special Land Use	Rezoning	Text Amend	Public Hearing	Sign Appeal	Brownfield Plan	PUD, SRP, or Plat	ZBA Action Required	Description
SP 15-09-22	321-327 E. Fourth St. / 328 E. Third St.	Denied	●	●			●					Construction of four-story mixed-use building with ground-level retail stores and 10 upper-level dwelling units.
SP 15-09-23	4851 Fernlee Ave.	Approved	●	●			●					Establishment of indoor commercial recreation facility within existing building (iKarate).
SP 15-09-24	4221 W. Fourteen Mile Rd.	Approved	●								●	Construction of eight-unit multiple-family building.
SP 15-10-26	25571 Woodward Ave.	Approved	●									Conversion of medical office into retail florist (Irish Rose Flower Shop).
SP 15-10-27	1624 E. Eleven Mile Rd.	Approved	●									Expansion of convenience store for automobile filling station (Mobil).
SP 15-10-28	321-327 E. Fourth St. / 328 E. Third St.	Approved	●									Construction of five-story mixed-use building with ground-level retail stores and 10 upper-level dwelling units.
SP 15-11-29	30270-30274 Woodward Ave.	Approved	●	●			●					Establishment of restaurant within multiple-unit shopping center (Capriotti's Sandwich Shop).
SP 15-12-30	1210-1214 Catalpa Dr.	Approved	●	●			●					Establishment of fitness center within existing building (Cycle & Row).
<b>Rezoning (Conventional &amp; Conditional) / Planned Unit Developments / Zoning Ordinance Text Amendments</b>												
N/A	§ 770-8 / § 770-44 / § 770-57	Approved				●	●					Zoning Ordinance text amendments regarding billboards.
SP 15-03-06	2200 E. Twelve Mile Rd. / 2100 Bellaire Ave.	Approved	●		●		●			●		PUD rezoning and final site plan for redevelopment of church / school into large-scale retail establishment with automobile filling station and outlots (Kroger).
SP 15-06-13	1207 E. Eleven Mile Rd.	Approved	●		●		●					Conditional rezoning from Neighborhood Business to Multiple-Family Residential and site plan for 36 multiple-family dwelling units (Amber Apartments).
SP 15-06-14	4125 Crooks Rd. / 1717 Normandy Rd.	Approved	●		●		●					Conditional rezoning One-Family Residential to Multiple-Family Residential and site plan for 11 multiple-family dwelling units (Amber Apartments).
SP 15-07-16	3506 Rochester Rd.	Approved	●		●		●					Conditional rezoning from Neighborhood Business and One-Family Residential to Multiple-Family Residential and site plan for 23 multiple-family dwelling units.
SP 15-08-18	1100 S. Main St.	Approved	●				●					Preliminary PUD site plan for redevelopment of self-serve car wash into 20 multiple-family dwelling units.
SP 15-08-19	1210-1216 Catalpa Dr.	Withdrawn by Petitioner	●		●							Conditional rezoning from Neighborhood Business II to Neighborhood Business and site plan for day-care center (Royal Oak Montessori).
SP 15-10-25	1100 S. Main St.	Approved	●		●		●			●		PUD rezoning and final site plan for redevelopment of self-serve car wash into 20 multiple-family dwelling units.

Case Number	Address	Action Taken	Site Plan	Special Land Use	Rezoning	Text Amend	Public Hearing	Sign Appeal	Brownfield Plan	PUD, SRP, or Plat	ZBA Action Required	Description
RZ 15-11-01	SE Corner of Maxwell Ave. & N. Sherman Dr.	Approved			●		●			●		Rezoning from Special Redevelopment to One-Family Residential.
<b>Capital Improvements Program / Historic Districts / Master Plan Amendments / Other Projects</b>												
N/A	319 Crane Ave.	Approved										Adopted resolution supporting local historic district designation for Fleming / Goodrich House.
N/A	Capital Improvements Program	Approved					●					Recommended 6-year capital improvements program as part of 2015-2016 fiscal year budget to City Commission.
<b>Brownfield Plans</b>												
N/A	None	N/A										N/A
<b>Sign Variances</b>												
SV 15-02-01	5130 Coolidge Hwy.	Granted						●				Installation of monument sign for medical office (Royal Oak Medical-Surgical Center).
SV 15-03-02	32206-322218 Woodward Ave.	Granted						●				Re-facing of nonconforming free-standing sign for restaurant (Buddy's Pizza).
SV 15-04-03	31295 Woodward Ave.	Granted						●				Re-facing of nonconforming free-standing sign and conversion of copy panel into electronic message center for automobile wash (Super Car Wash).
SV 15-04-04	3601 W. Thirteen Mile Rd.	Granted						●				Installation of wall sign for hospital (Beaumont Health System).
SV 15-04-05	288806 Woodward Ave.	Denied						●				Installation of roof signs and replacement of free-standing sign for retail store (Royal Oak Books).
SV 15-04-06	855 S. Main St.	Granted						●				Installation of wall signs for multiple-family dwellings (South Main Lofts).
SV 15-06-07	221 E. Third St.	Granted						●				Re-use of prohibited free-standing sign for Royal Oak Police Headquarters.
SV 15-06-08	32844 Woodward Ave.	Denied						●				Re-use of prohibited roof sign projecting into right-of-way for retail store (Gadget Drop).
SV 15-07-09	27302 Woodward Ave.	Granted						●				Re-use of prohibited roof sign projecting into right-of-way for restaurant (EAT).
SV 15-07-10	401 S. Main St.	Granted						●				Installation of projecting sign for coffee house (Atomic Coffee).
SV 15-08-11	2500 W. Fourteen Mile Rd.	Granted						●				Re-use of free-standing sign for automobile repair garage (Brakes & More).

Case Number	Address	Action Taken	Site Plan	Special Land Use	Rezoning	Text Amend	Public Hearing	Sign Appeal	Brownfield Plan	PUD, SRP, or Plat	ZBA Action Required	Description
SV 15-08-12	32498 Woodward Ave.	Granted						●				Installation of wall signs for convenience store with sales of packaged alcoholic beverages (POUR).
SV 15-09-13	2436 Rochester Rd.	Granted						●				Installation of wall and free-standing signs for medical office (Upchurch Chiropractic).
SV 15-09-14	1016 W. Eleven Mile Rd.	Granted						●				Installation of free-standing sign for fitness center / community center (South Oakland Family YMCA).
SV 15-10-15	2600 W. Fourteen Mile Rd.	Granted						●				Addition of electronic message center to nonconforming monument sign for restaurant (Col's Place Family Restaurant).
SV 15-10-16	3620 Rochester Rd.	Granted						●				Addition of electronic message center to nonconforming monument sign for insitutional use (Woodlawn Church).
SV 15-10-17	2005 Rochester Rd.	Granted						●				Re-use of nonconforming monument signs for institutional use (Central Oaks Community Church).
SV 15-11-18	1918 N. Main St.	Granted						●				Installation of monument sign for financial office outside of designated sign area (RWS Financial).
SV 15-11-19	32767 Woodward Ave.	Denied						●				Re-use of prohibited roof sign for retail store (Fabricland).
SV 15-11-20	1314 Northwood Blvd.	Granted						●				Addition of electronic message center to nonconforming monument sign for insitutional use (First Congregational Church of Royal Oak).
SV 15-12-21	1624 E. Eleven Mile Rd.	Denied						●				Replacement of nonconforming free-standing / product price sign for automoible filling station (Mobil).
SV 15-12-22	30766 Woodward Ave.	Granted						●				Installation of menu board and traffic directional signs for drive-through restaurant (Panda Express).
<b>TOTALS</b>			<b>31</b>	<b>13</b>	<b>7</b>	<b>1</b>	<b>23</b>	<b>22</b>	<b>0</b>	<b>5</b>	<b>3</b>	