

AGENDA
VIRTUAL BIRMINGHAM DESIGN REVIEW BOARD MEETING
WEDNESDAY – February 3rd, 2021
******* 7:15 PM*******

Link to Access Virtual Meeting: <https://zoom.us/j/91282479817>
Telephone Meeting Access: 877 853 5247 US Toll-free
Meeting ID Code: 912 8247 9817

- 1) Roll Call
- 2) **Approval of the DRB Minutes of January 20th, 2021**
- 3) Public Hearing
- 4) Design Review
 - A. **33202 Woodward – Piety Hill**
- 5) Sign Review
- 6) Study Session
- 7) Miscellaneous Business and Communication
 - A. Pre-Application Discussions
 - B. Draft Agenda
 1. **March 3rd, 2021**
 - C. Staff Reports
 1. **Administrative Sign Approvals**
 2. **Administrative Approvals**
 3. **Action List 2021**
- 8) Adjournment

Notice: Individuals requiring accommodations, such as interpreter services for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least one day in advance of the public meeting.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

A PERSON DESIGNATED WITH THE AUTHORITY TO MAKE DECISIONS MUST BE PRESENT AT THE MEETING.

Design Review Board
Minutes Of January 20, 2021
Held Remotely Via Zoom And Telephone Access

Minutes of the regular meeting of the Design Review Board ("DRB") held Wednesday, January 20, 2021. Chair John Henke called the meeting to order at 7:36 p.m.

1) ROLL CALL

Present: Chair John Henke; Vice-Chair Keith Deyer; Board Members Gigi Debbrecht, Natalia Dukas, Dustin Kolo, Michael Willoughby (all members located in Birmingham, MI)

Absent: Board Member Patricia Lang; Alternate Board Members Samantha Cappello, Kathleen Kriel

Administration: Nicholas Dupuis, City Planner
Laura Eichenhorn, City Transcriptionist

01-008-21

2) Approval Of Minutes

Motion by Ms. Debbrecht

Seconded by Mr. Kolo to approve the DRB Minutes of January 6, 2021 as submitted.

Motion carried, 6-0.

ROLL CALL VOTE

Yeas: Debbrecht, Kolo, Dukas, Deyer, Henke, Willoughby

Nays: None

01-009-21

3) Public Hearing

None.

01-010-21

4) Design Review

A. 33202 Woodward – Piety Hill

Noting that the applicant requested a postponement of the design review, Chair Henke called for a motion to postpone.

Motion by Mr. Deyer

Seconded by Ms. Debbrecht to postpone the design review for 33202 Woodward – Piety Hill to the DRB meeting of February 3, 2021.

Motion carried, 6-0.

ROLL CALL VOTE

Yeas: Deyer, Debbrecht, Dukas, Henke, Kolo, Willoughby

Nays: None

01-011-21

5) Sign Review

None.

01-012-21

6) Study Session

None.

01-013-21

7) Miscellaneous Business And Communications

A. Pre-Application Discussions

B. Draft Agenda - February 3, 2021

C. Staff Reports

1. Administrative Sign Approvals

2. Administrative Approvals

3. Action List - 2021

01-014-21

Adjournment

Motion by Mr. Willoughby

Seconded by Ms. Debbrecht to adjourn the DRB meeting of January 20, 2021 at 7:40 p.m.

Motion carried, 6-0.

ROLL CALL VOTE

Yeas: Willoughby, Debbrecht, Kolo, Deyer, Dukas, Henke

Nays: None

Nicholas Dupuis
City Planner

DRAFT



MEMORANDUM

Planning Division

DATE: February 3rd, 2021

TO: Design Review Board

FROM: Nicholas Dupuis, City Planner

SUBJECT: 33202 Woodward – Piety Hill – Design Review (**All Updates in Blue Text**)

Zoning: B2B (General Business)

Existing Use: Existing 1-Story Multi-Tenant Commercial Building

Introduction

The subject site, 33202 Woodward, is currently home to a roughly 353 ft. long multi-tenant commercial building and associated building needs, such as 4 separate off-street parking facilities, trash receptacles, various tenant signage, and mechanical units. The applicant has submitted a design review application for an exterior renovation with no additional square footage added, some minor landscaping, and new lighting.

Building Exterior

The building-related renovations are proposed to be relatively minor in that the major components are comprised of paint, new wall panel system, some new architectural elements, venting, and lighting and glazing adjustments that will be discussed in detail in the following sections. **The applicant has submitted revised plans based on review comments from the January 20th meeting that remove any changes to the window glazing and added a sign plan with dimensions.**

Material	Location	Color
Paint	Existing Brick (all facades, service doors)	Griffin
Fiber Cement Panels	Upper Facade	Ash, Snow
Metal Roof Vent	Front Gables	Snow

Unlike the Downtown and Triangle Districts, there are no architectural standards present along this portion of the Woodward corridor. The building is currently a majority brick and glass, which are widely considered as high quality materials, and will remain as such

Signage

The current building contains seven illuminated name letter signs for various tenants. Buildings located on Woodward Ave. are permitted 1.5 sq. ft. of signage per 1 ln. ft. of principal building

frontage. Thus, the subject building would be permitted 529.5 sq. ft. of signage. At this time, the elevation drawings show potential areas for signage, but do not propose any new signage at this time, nor has the applicant indicated that the current signage will be reinstalled.

The applicant must submit a sign plan showing the location and size of all proposed signage areas to be used for all future signage.

The applicant has submitted revised elevation drawings that depict a sign plan, which consists of relocating existing signage back on to the façade. The proposed 5 sign areas measure 228 sq. ft. in total, which is under the permitted combined sign area.

Lighting

The applicant is proposing a total of **34** new light fixtures spreads across the front, sides and rear of the building and site. The applicant has submitted specification sheets for each new fixture that demonstrates compliance with Article 4, Section 4.21 (D) which requires all light fixtures to be fully cutoff and positioned in a manner that does not unreasonably invade abutting or adjacent properties. In addition, a photometric plan was also submitted showing the illuminance levels across the property as a result of the newly proposed fixtures.

Section 4.21 (E) requires that the intensity of light on a site shall not exceed six-tenths (0.6) maintained foot-candles at any property line that abuts a single-family residential zoned property or one and one half (1.5) maintained foot-candles at any property line for any other zoned property. The subject site contains front and side property lines that abut commercially zoned property, and a rear property line that abuts an alley and single-family zoned district directly beyond. Due to the presence of an alley, the applicant will be required to maintain the commercial light intensity standards as opposed to residential.

As the photometric plan shows, an area at the southern end of the western (front) property line near the proposed bike rack exceeds the maximum 1.5 maintained foot-candles. In addition, an area at the eastern (rear) property line by the southernmost dumpster enclosure also exceeds the permitted intensity.

The revised photometric plan submitted has corrected the western light intensity issue, but has not corrected the eastern. The figures at that property line are as high as 3.7 maintained foot-candles.

The applicant must submit a revised photometric plan that complies with the light intensity requirements of the Zoning Ordinance or obtain a variance from the Board of Zoning Appeals.

Planning and Zoning

In general, because the existing building footprint it proposed to remain, there are no bulk, placement or height requirements that must be addressed as a part of this review. However, there are four planning and zoning issues that must be addressed:

Parking: As noted above, there are four separate off-street parking facilities on the site. A review of existing conditions suggests that there are currently about 64 off-street parking spaces to service 24,943 sq. ft. of retail use. The site plans submitted propose a total of 59 off-street parking spaces. Article 4, Table A of the Zoning Ordinance requires retail uses to provide 1 off-street parking space for each 300 sq. ft. of floor area, which would require this site to provide 83 off-street parking spaces.

Although the current building and site would be considered legal-nonconforming when it comes to the parking requirements, the proposed building and site renovations include two new dumpsters and associated enclosures that force the removal of 5 parking spaces in the rear of the building. Article 4, Section 4.45 (A) states that:

“it shall be unlawful for the owner and occupants of any building subject to this chapter to discontinue or change, or to cause the discontinuance or change, of the required off-street parking without establishing, prior to such discontinuance or change, alternative off-street parking which meets the requirements of and is in compliance with this Article.”

It is worth stating that the site is also adjacent to a parking facility in the public right-of-way (ROW) that contains 15 parking spaces directly adjacent to the property. There are an additional 3 parking spaces to the south that abut a separate property. The applicant is not permitted to include the 15 parking spaces adjacent to the subject property in the ROW unless a formal request is made to the City Commission and subsequently approved by the same.

Due to the existing non-conformance and the current proposal to increase the non-conformity, **the applicant must provide an additional 24 off-street parking spaces in compliance with Article 4, Section 4.45 (G), or obtain a variance from the Board of Zoning Appeals.**

The applicant has submitted revised plans that eliminate new dumpster enclosures and maintaining the current amount of legal-nonconforming parking spaces.

Landscaping: The current site does not contain landscaping. The applicant is proposing to install 9 new landscaping beds along the front property line at the corners and within the coves of the building. Along with landscaping beds, the applicant is

proposing to install decorative pavers within the alcoves of the building frontage. The planting types proposed at 63 Dwarf Blue Lavender and 18 Drift rose plantings.



Dwarf Blue Lavender



Drift Rose

Both planting types are permitted species and will upgrade the visual interest across the site. However, the Design Review Board may wish to require the applicant to diversify the planting types to introduce different textures, heights and colors to add further interest to the proposed landscaping areas.

Screening: The subject site contains existing screening along most of the off-street parking facilities, and several existing mechanical units and waste receptacles that are both unscreened. At this time, the applicant is proposing to rebuild the parking lot screenwalls with a 3 ft. capped masonry screenwall as required by Article 4, Section 4.54 of the Zoning Ordinance.

Additionally, the applicant is proposing to introduce two dumpster enclosures and a screening system for the existing mechanical units. The proposed dumpster enclosures are of 8 ft. capped masonry construction with metal panel gates. Section 4.54 requires dumpster enclosures to be constructed of capped masonry with *wooden* gates. In regards to the ground-mounted mechanical units, the screenwall is required to obscure view upon the equipment with a masonry material that complements the building with wooden gates. At this time, the applicant has proposed metal gates for each screening enclosure. Thus, **the applicant must revise the site plans to show capped masonry screen walls with wood gates for all waste receptacles and ground-mounted mechanical units or obtain a variance from the Board of Zoning Appeals.**

The applicant has submitted revised plans which eliminate the previously proposed dumpster enclosures while exchanging the metal gates for wood gates as required for the ground-mounted mechanical units.

Glazing: The existing building contains a unique arrangement of glazing on the front and side facades of the building. Because the applicant is not proposing to redesign the glazing on the building, the building may remain in its legal non-conforming status when it comes to required glazing percentage. In addition, because the applicant is not replacing any windows in the existing openings, the Visual Light Transmittance standards are also non-applicable.

However, the elevation drawings provided contain a note at the northern tenant space windows that the storefront glass will be converted to spandrel glass. This type of change would constitute an expansion or modification of a legal non-conformity that would not be permitted. Not only would spandrel glass violate the 80% Visual Light Transmittance standard, it would also violate Article 4, Section 4.90 (A)(4) which states that windows shall not be blocked with opaque materials or the back of shelving units or signs. Although the current condition on site violates these standards, the applicant is not permitted to modify the windows unless they are brought up to the current standards. Thus, **the applicant must submit revised elevation drawings without modifications to the existing glass, propose new glass that meets the requirements of Article 4, Section 4.90, or obtain a variance from the Board of Zoning Appeals.**

The applicant is no longer proposing any modifications to the existing glazing.

Design Standards

Article 7, Section 7.09 states that the Design Review Board shall review all documents submitted pursuant to this section and shall determine the following:

1. All of the materials required by this section have been submitted for review.
2. All provisions of this Zoning Ordinance have been complied with.
3. The appearance, color, texture and materials being used will preserve property values in the immediate neighborhood and will not adversely affect any property values.
4. The appearance of the building exterior will not detract from the general harmony of and is compatible with other buildings already existing in the immediate neighborhood.
5. The appearance of the building exterior will not be garish or otherwise offensive to the sense of sight.
6. The appearance of the building exterior will tend to minimize or prevent discordant and unsightly properties in the City.
7. The total design, including but not limited to colors and materials of all walls, screens, towers, openings, windows, lighting and signs, as well as treatment to be utilized in

concealing any exposed mechanical and electrical equipment, is compatible with the intent of the urban design plan or such future modifications of that plan as may be approved by the City Commission.

Recommendation

Due to the revisions submitted, the Planning Division recommends that the Design Review Board **APPROVE** the Design Review application for 33202 Woodward – Piety Hill – with the following condition:

1. The applicant must submit a revised photometric plan that complies with the light intensity requirements of the Zoning Ordinance or obtain a variance from the Board of Zoning Appeals.

Sample Motion Language

Motion to **APPROVE** the Design Review application for 33202 Woodward – Piety Hill – with the following condition:

1. The applicant must submit a revised photometric plan that complies with the light intensity requirements of the Zoning Ordinance or obtain a variance from the Board of Zoning Appeals.

OR

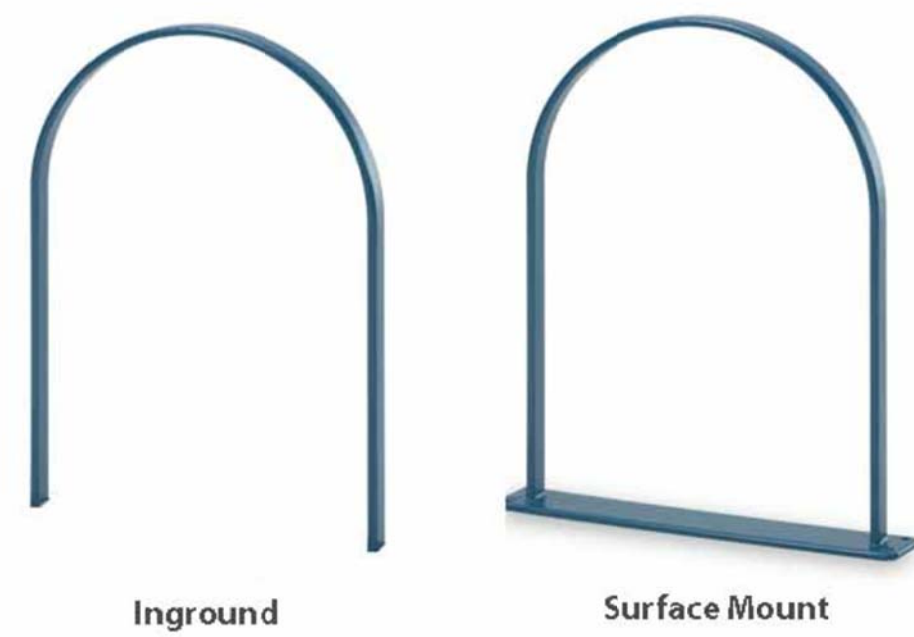
Motion to **POSTPONE** the Design Review application for 33202 Woodward – Piety Hill – pending receipt of the following:

1. The applicant must submit a revised photometric plan that complies with the light intensity requirements of the Zoning Ordinance or obtain a variance from the Board of Zoning Appeals.

OR

Motion to **DENY** the Design Review application for 33202 Woodward – Piety Hill – for the following reasons:

1. _____
2. _____
3. _____



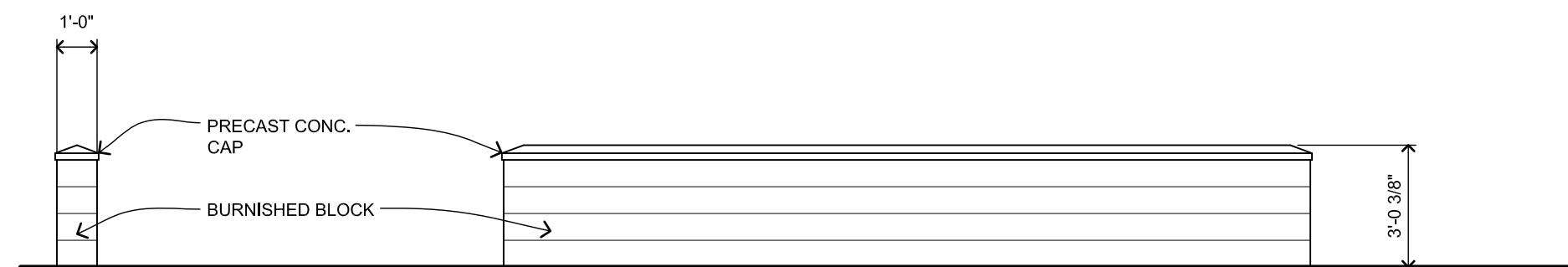
Proposed Bike Rack

Ash Dome

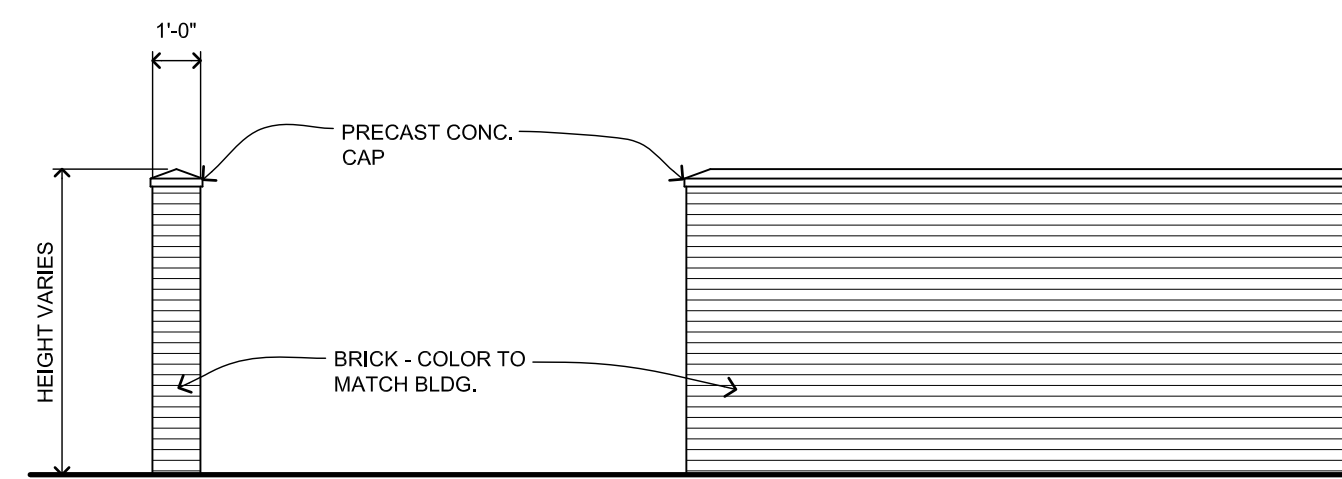


Proposed Trash Receptacle

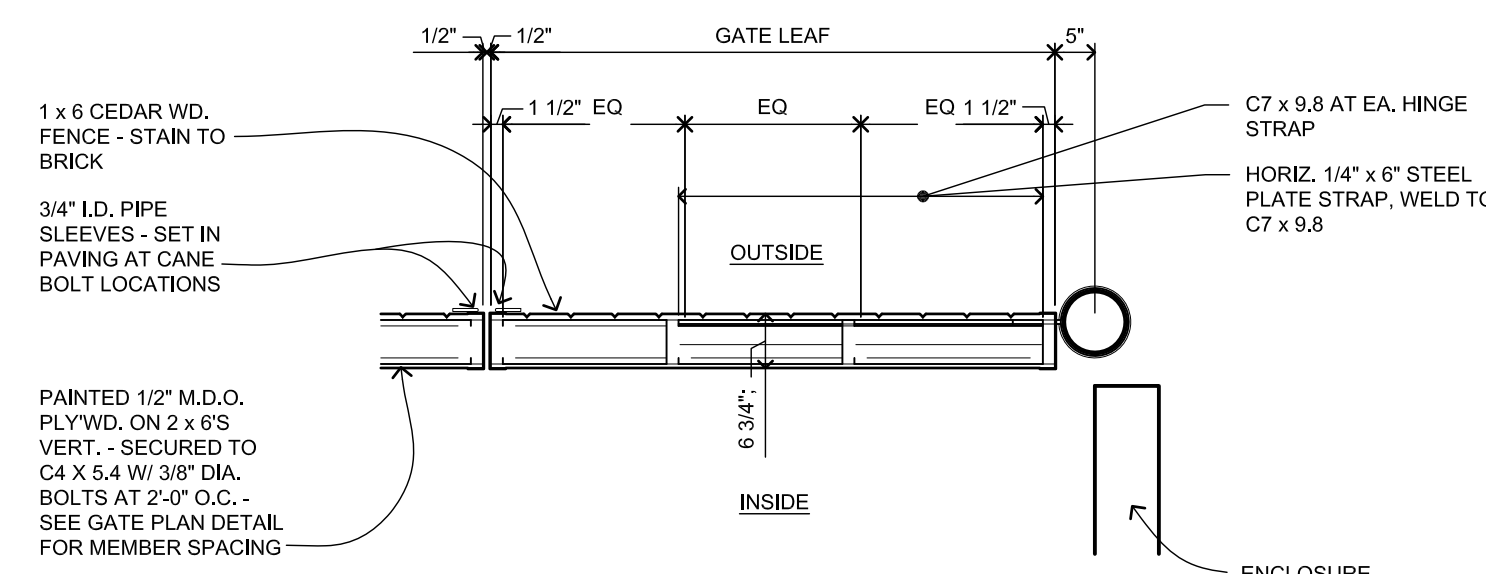
STYLE: ASH DOME
COLOR: BLACK



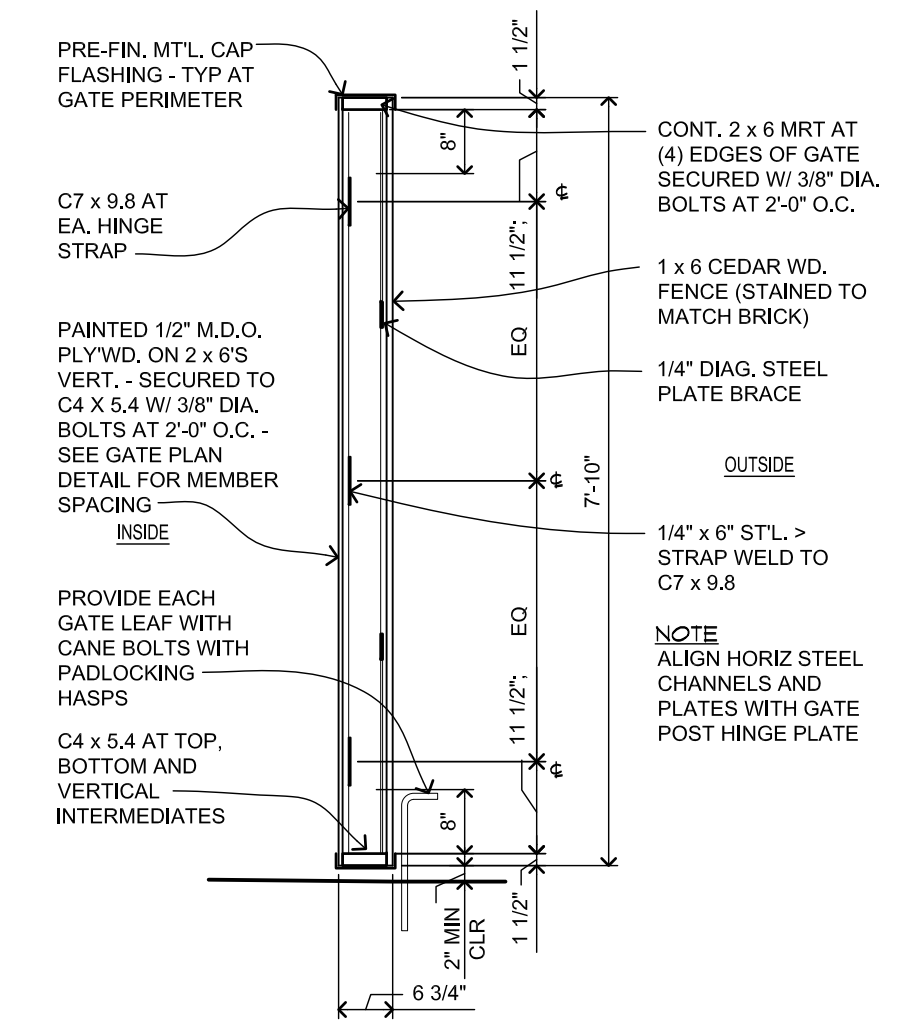
Typical Screenwall Detail
1/4" = 1'-0"



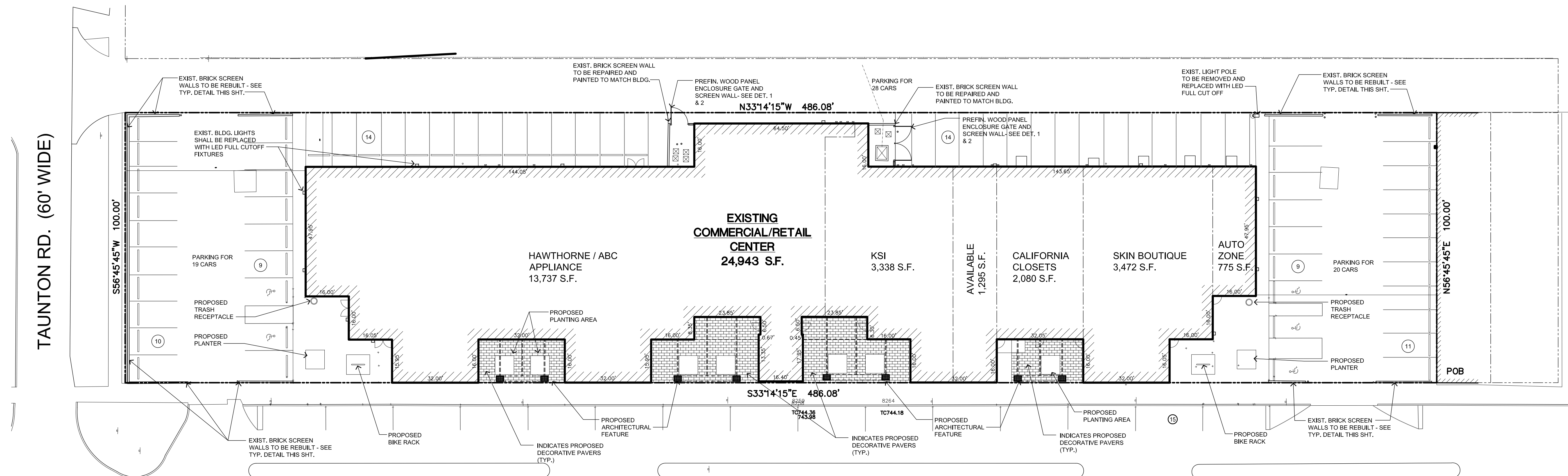
Typical Screenwall Detail
1/4" = 1'-0"



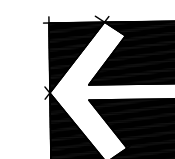
Gate Plan Detail
1 1/2" = 1'-0"



Gate Section
1/2" = 1'-0"



WOODWARD AVE. (200' WIDE)



Site Plan

Scale: 1"=20'-0"

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Proposed Renovation of
Piety Hill Shopping Center
Woodward Ave.
Birmingham, MI



32500 TELEGRAPH ROAD
SUITE 250
BINGHAM FARMS, MICHIGAN
48025-2404
PH 248.540.7700 FX 248.540.2710
www.rogvoy.com



drawing:

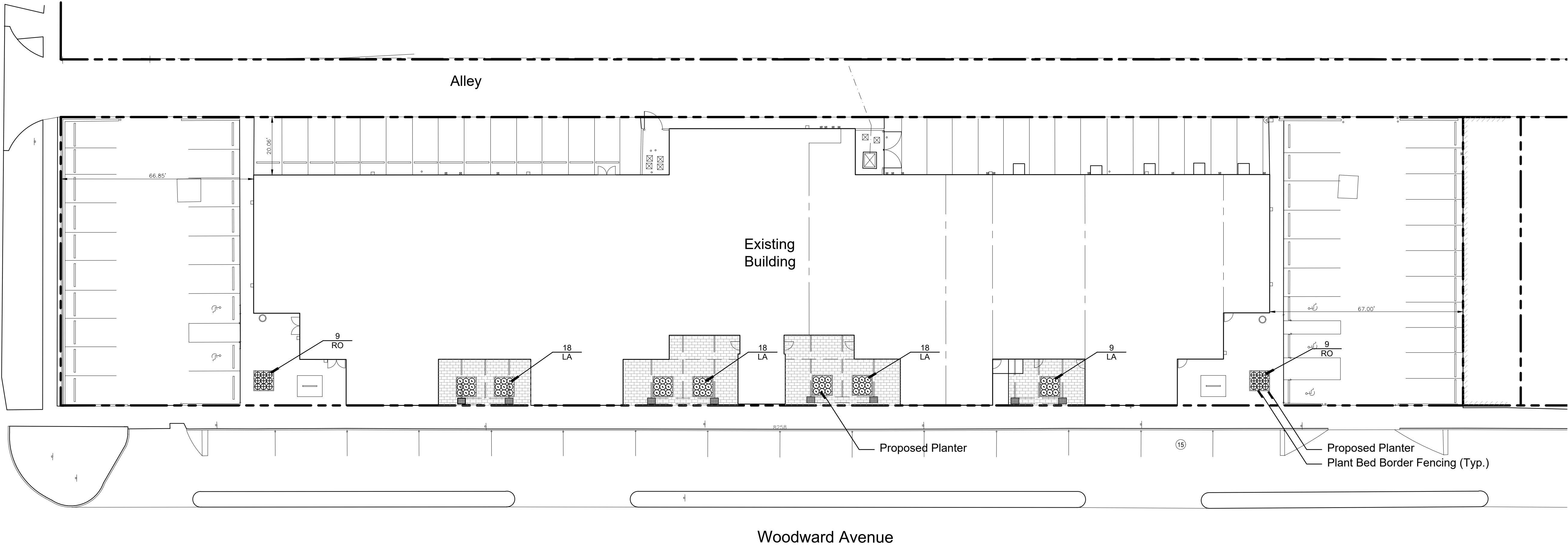
Conceptual
Site Plan

DO NOT SCALE DRAWING
issue date: 16 JUN. 20
drawn: KL
checked: MD
approved: MD

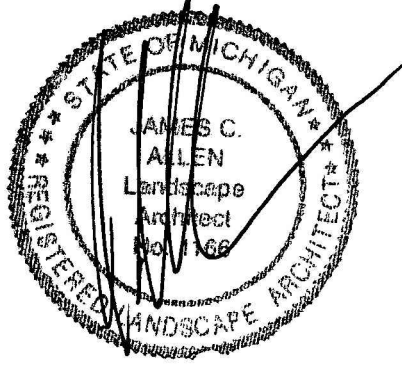
file number: 05149

sheet:

SP-1



Seal:



Title:
Landscape Plan

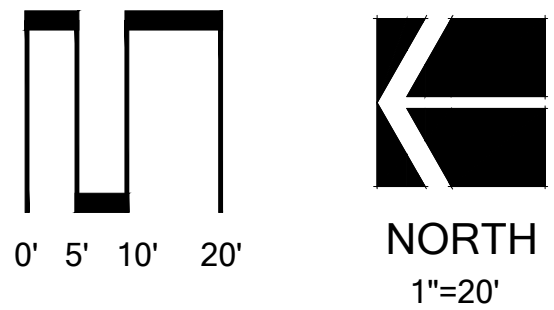
Project:
Piety Hill Shopping Center
Birmingham, Michigan

Prepared for:
Rogvay Architects
32500 Telegraph, Suite 250
Bingham Farms, Michigan 48025
248.540.7700

Revision: Issued:
Review August 4, 2020
Revised November 18, 2020
Revised January 25, 2021

Job Number:
14-009

Drawn By: Checked By:
jca jca



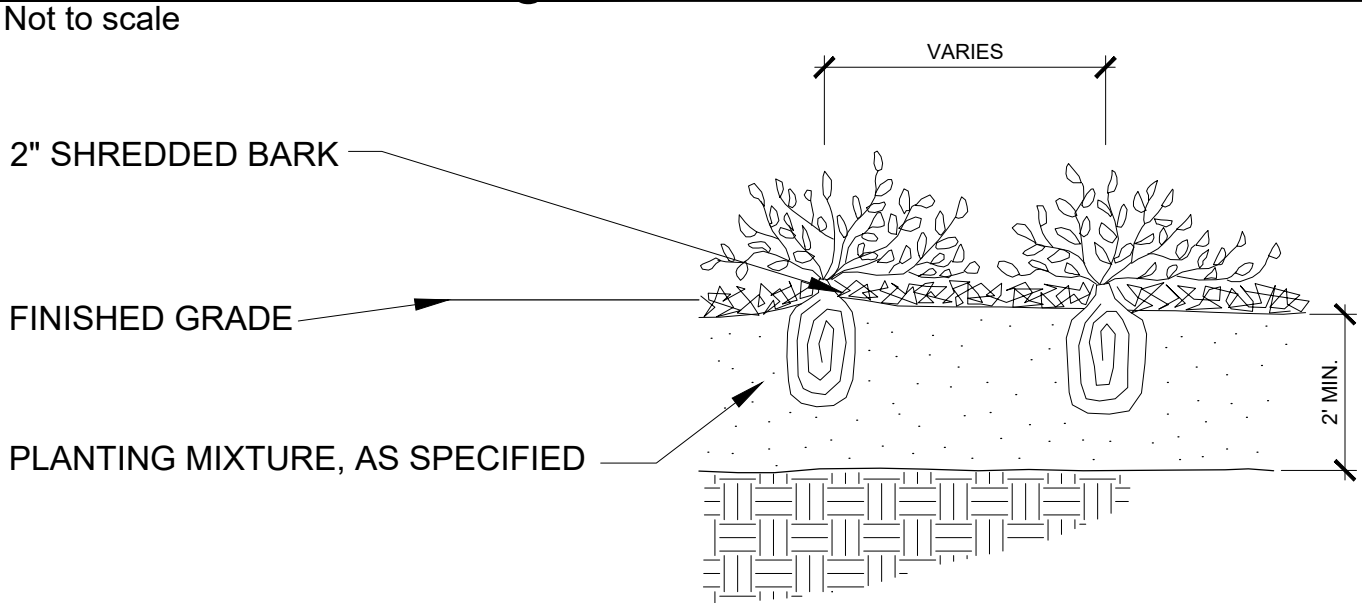
Sheet No.

Plant List

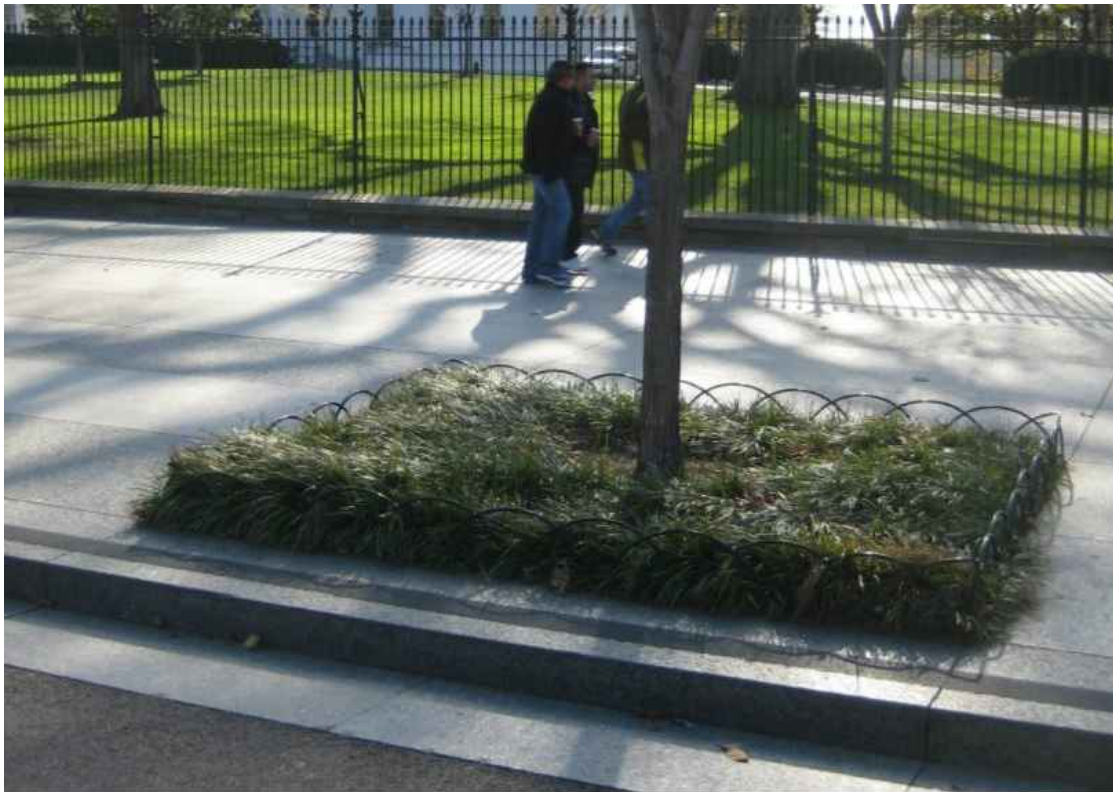
sym.	qty.	botanical name	common name	spacing	root	height
LA	63	Lavandula angustifolia 'Dwarf Blue'	Dwarf Blue Lavender	as shown	cont.	#2
RO	18	Rosa 'Drift'	Drift Rose	as shown	cont.	#2

- PROPOSED PLANTING AREA NOTES:
1. EXCAVATE PIT TO 2' AND ADD PLANT MIX UNTIL 1" BELOW EXISTING CONCRETE.
2. PLANT MIX SHALL CONSIST OF 1/3 SCREENED TOPSOIL, 1/3 SAND AND 1/3 COMPOST.

Perennial Planting Detail

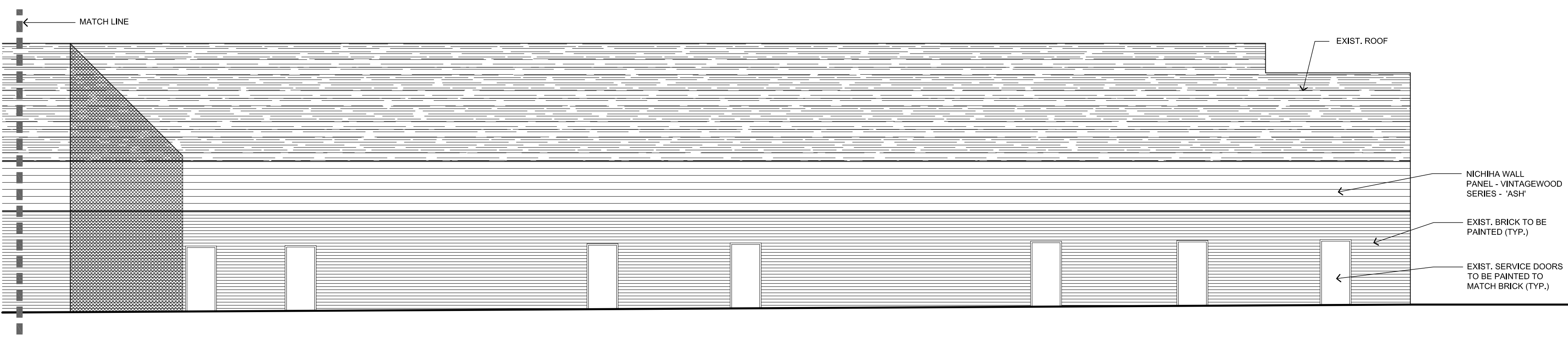


Planting Bed Border Fence



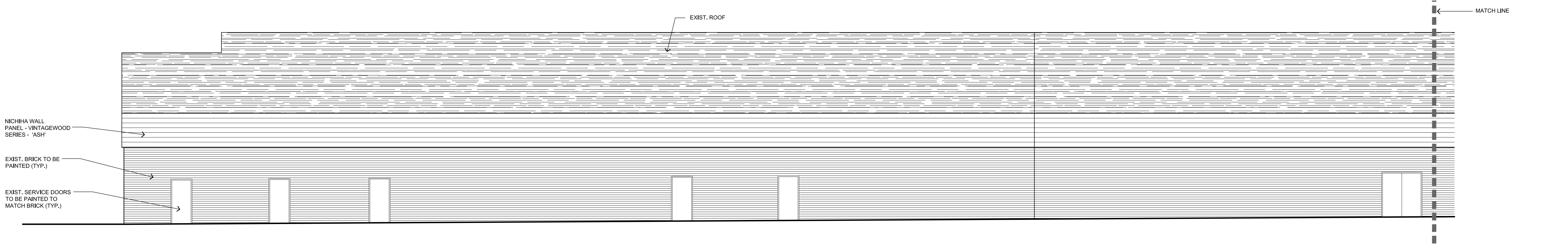
Chatham Wicket Fence by
Border Concepts
800-845-3343

Exterior Finish Schedule - Piety Hill - 05149					
Mark	Material	Location	Mfr.	Color	Remarks/Notes
4A	BURNISHED BLOCK	SCREEN WALLS & DUMPSTER ENCLOSURES	GRAND BLANC	PETOSKEY	
7A	PANELIZED FIBER CEMENT CLADDING SYSTEM	MAIN WALL	NICHIHA	ASH	VINTAGEWOOD SERIES
7B	PANELIZED FIBER CEMENT CLADDING SYSTEM	MAIN WALL	NICHIHA	SNOW	MIRAIA SERIES
8A	PAINT-1	BRICK & SERVICE DOORS	SHERWIN WILLIAMS	SW7026 GRIFFIN	FINISH TO BE SPECIFIED FOR THE MATERIAL TO BE PAINTED
Notes					
1. ALL MORTAR USED FOR BURNISHED CMU SHALL BE COLOR PIGMENTED TO MATCH THE BURNISHED CMU.					



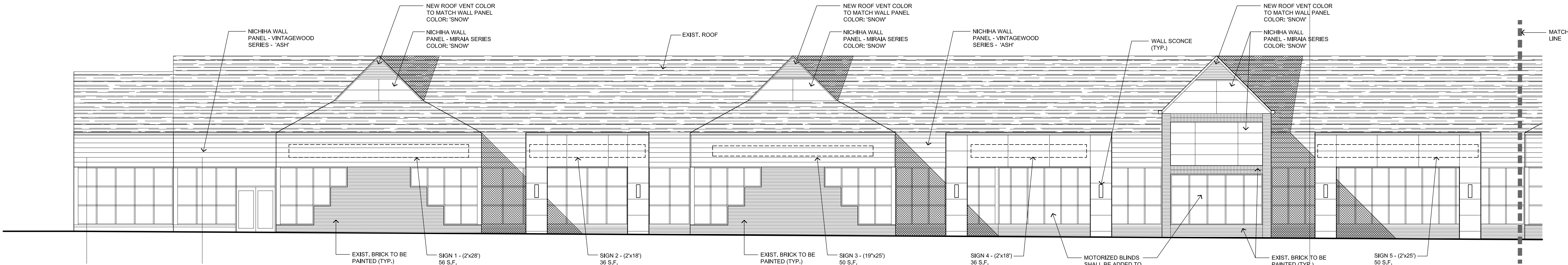
Partial East (Rear) Elevation

Scale: 1/8" = 1'-0"



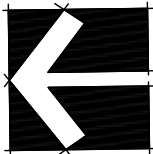
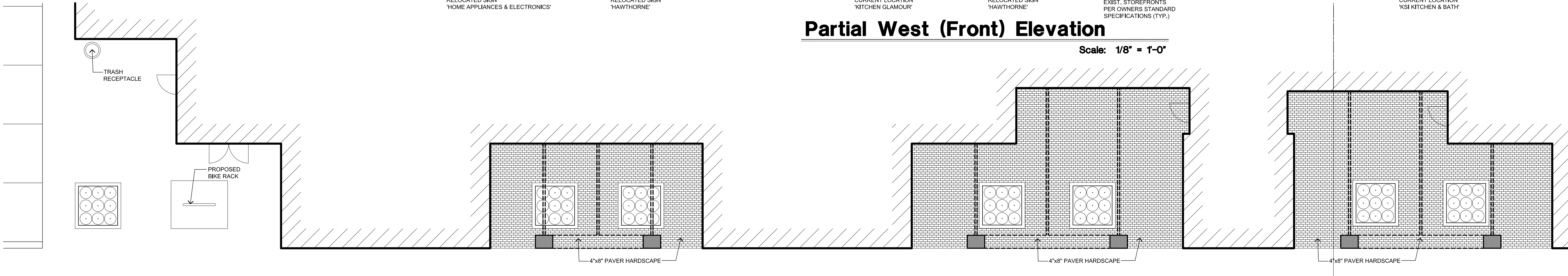
Partial East (Rear) Elevation

Scale: 1/8" = 1'-0"



Partial West (Front) Elevation

Scale: 1/8" = 1'-0"



Partial Plan View

Scale: 1/8" = 1'-0"

issued for:

OWNER REVIEW: 10 JUL, 2020
DESIGN REVIEW BOARD: 20 NOV, 2020
DESIGN REVIEW BOARD: 25 JAN, 2021

project:

Proposed Renovation of
Piety Hill Shopping Center

Woodward Ave.
Birmingham, MI



32500 TELEGRAPH ROAD
SUITE 250
BINGHAM FARMS, MICHIGAN
48025-2404

PH 248.540.7700 FX 248.540.2710
www.rogvoy.com



drawing:

**Conceptual
Elevation &
Plan View**

DO NOT SCALE DRAWING

issue date:
drawn: KL
checked: MD
approved: MD

file number: **05149**

sheet:

A-1

OWNER REVIEW: 10 JUL. 2020
OWNER REVIEW: 27 OCT. 2020
DESIGN REVIEW BOARD: 20 NOV. 2020
DESIGN REVIEW BOARD: 25 JAN. 2021

Proposed Renovation of

Piety Hill Shopping Center

Woodward Ave.
Birmingham, MI



PH 248.540.7700 FX 248.540.2711
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Conceptual Elevation & Plan View

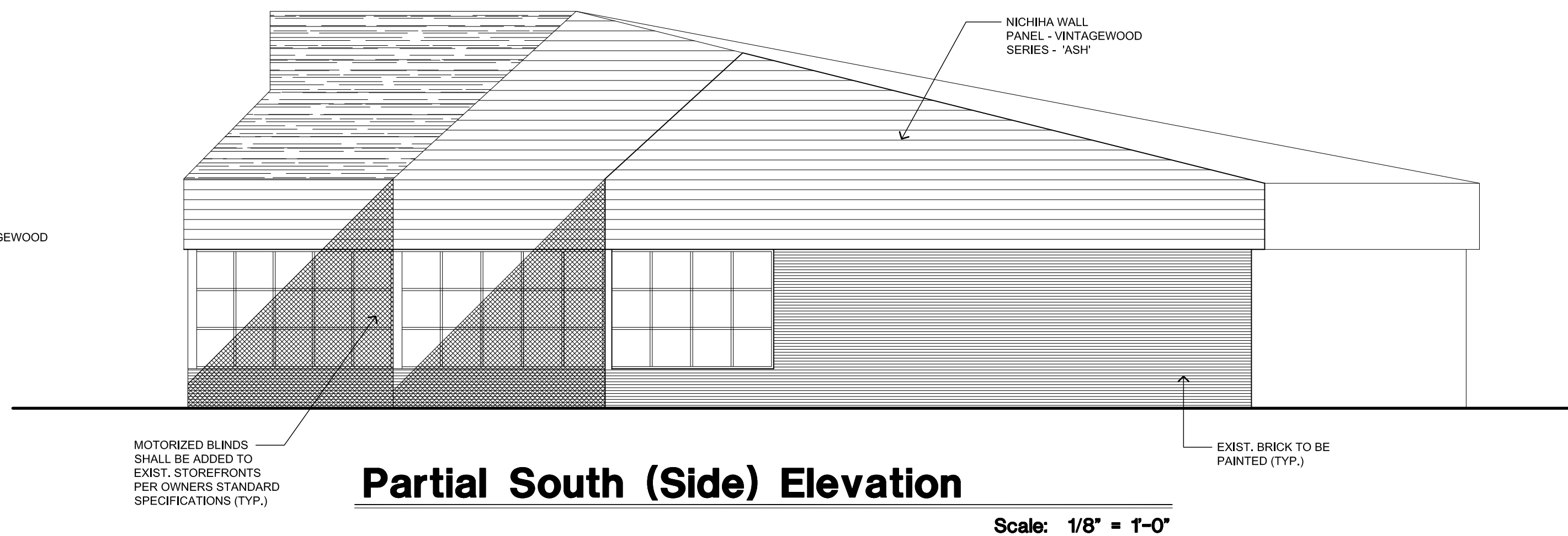
DO NOT SCALE DRAWING

issue date:
drawn: KL
checked: MD
approved: MD

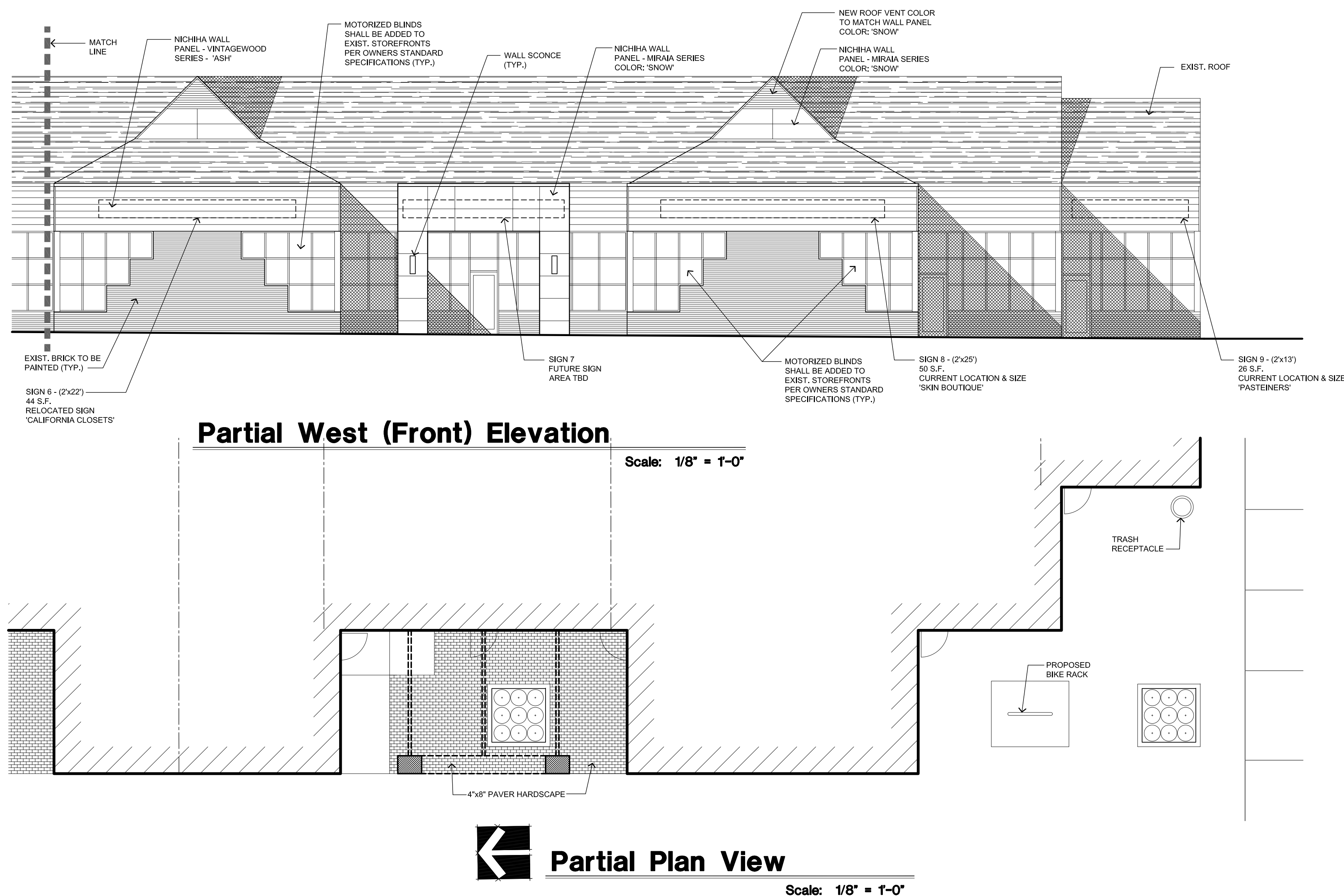
file number: **05149**

sheet

A-2



Exterior Finish Schedule - Piety Hill - 05149					
Mark	Material	Location	Mfr.	Color	Remarks/Notes
4A	BURNISHED BLOCK	SCREEN WALLS & DUMPSTER ENCLOSURES	GRAND BLANC	PETOSKEY	
7A	PANELIZED FIBER CEMENT CLADDING SYSTEM	MAIN WALL	NICHIHA	ASH	VINTAGEWOOD SERIES
7B	PANELIZED FIBER CEMENT CLADDING SYSTEM	MAIN WALL	NICHIHA	SNOW	MIRAMA SERIES
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Notes					
1. ALL MORTAR USED FOR BURNISHED CMU SHALL BE COLOR PIGMENTED TO MATCH THE BURNISHED CMU.					



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OWNER REVIEW: 10 JUL. 2020
OWNER REVIEW: 27 OCT. 2020
DESIGN REVIEW BOARD: 20 NOV. 2020
DESIGN REVIEW BOARD: 25 JAN. 2021

Proposed Renovation of
Piety Hill Shopping Center
Woodward Ave.
Birmingham, MI



PH 248.540.7700 FX 248.540.2711
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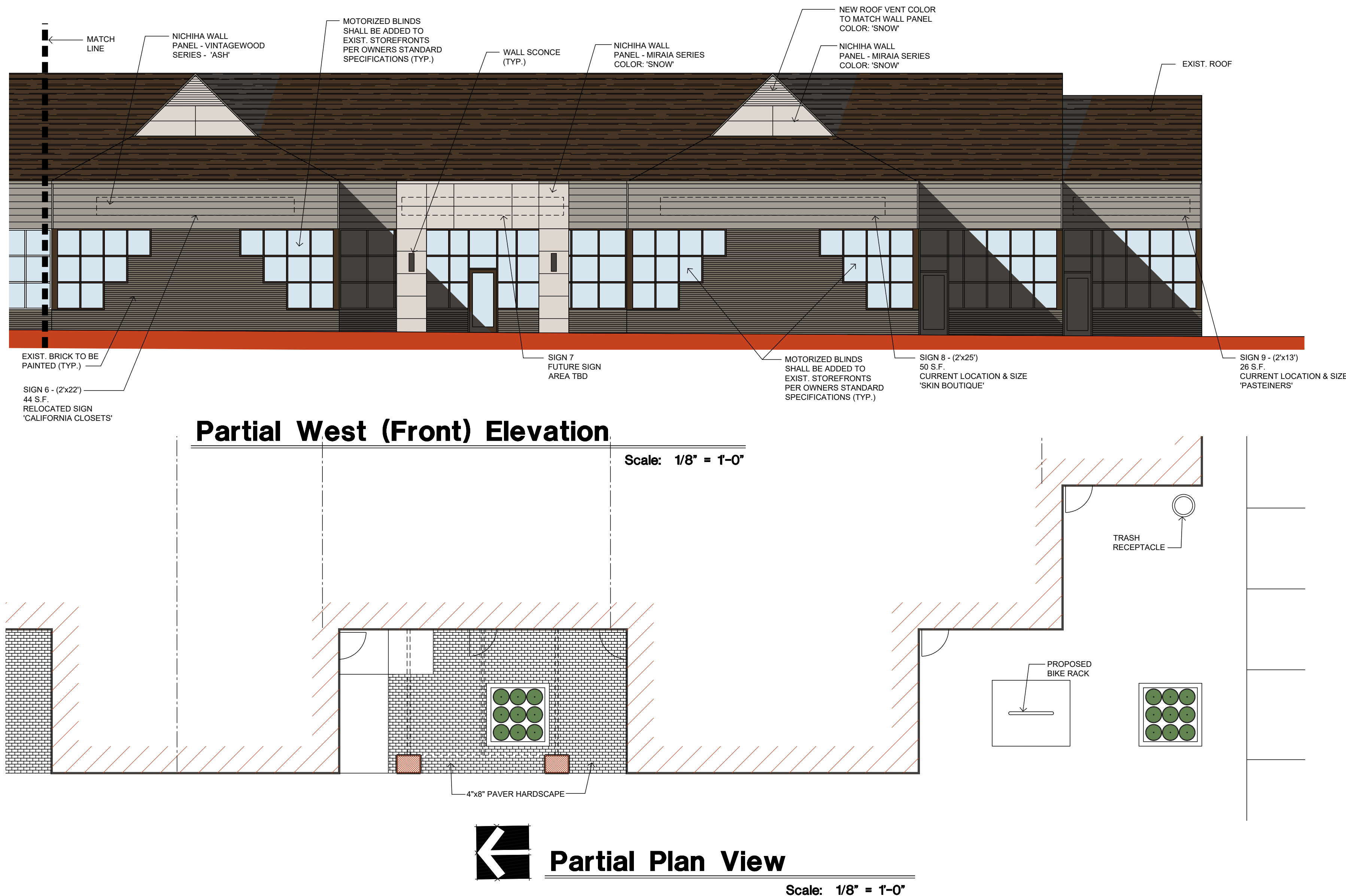
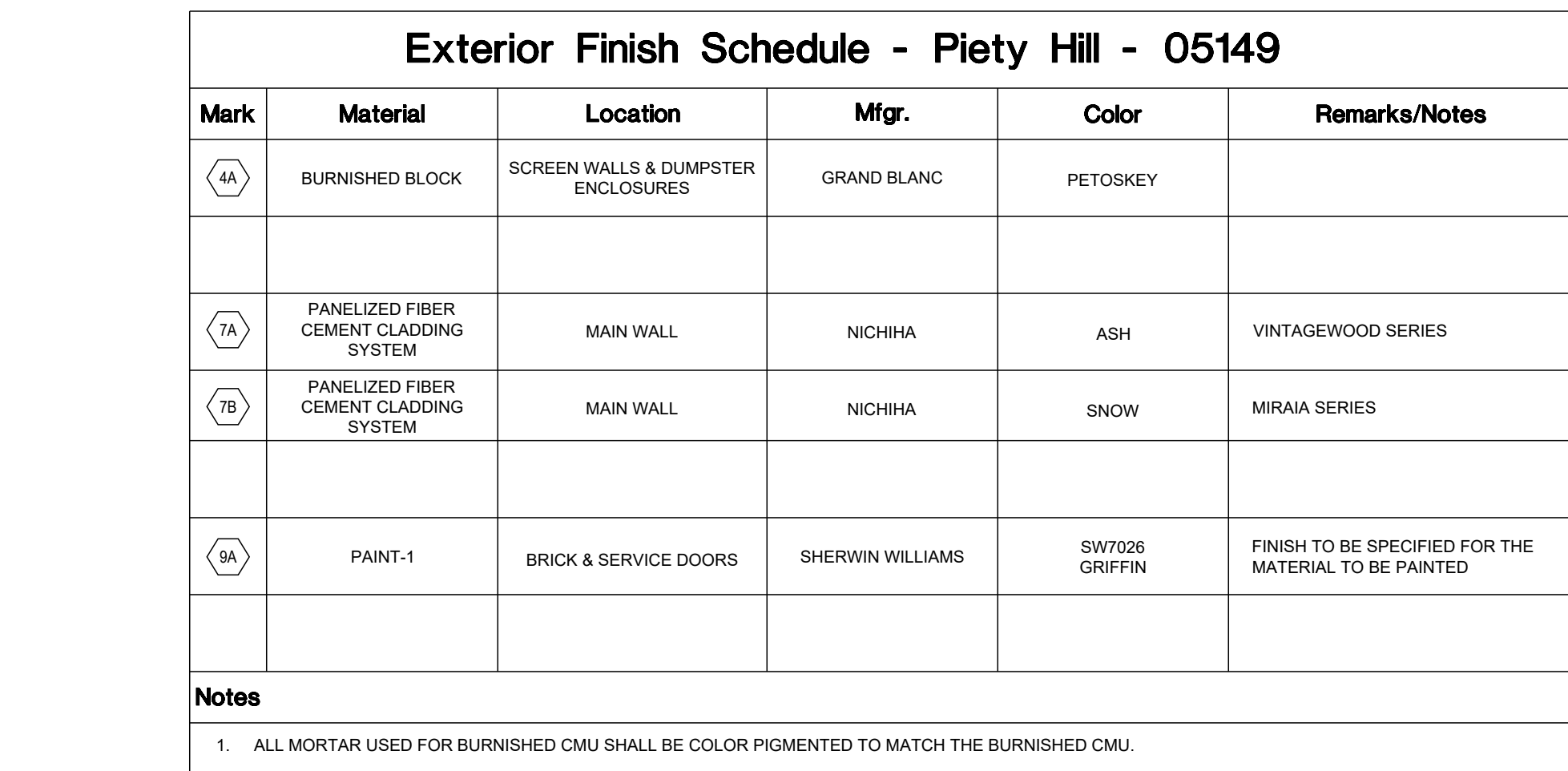


Conceptual Elevation & Plan View

issue date:
drawn: KL
checked: MD
approved: MD

sheet:

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Design Review Application

Planning Division

Form will not be processed until it is completely filled out

1. Applicant

Name: _____
Address: _____

Phone Number: _____
Email address: _____

2. Property Owner

Name: _____
Address: _____

Phone Number: _____
Email address: _____

3. Project Contact Person

Name: _____
Address: _____

Phone Number: _____
Email address: _____

4. Project Designer/Developer

Name: _____
Address: _____

Phone Number: _____
Email address: _____

5. Required Attachments

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
 - i. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
 - ii. Colored elevation drawings for each building elevation;
 - iii. A Landscape Plan (if applicable);
 - iv. A Photometric Plan (if applicable);
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;

- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

6. Project Information

Address/Location of the property: _____

Name of development: _____
Sidwell #: _____
Current Use: _____
Proposed Use: _____
Area of Site in Acres: _____
Current zoning: _____

	Yes	No
Is the property located in a floodplain? -----	☐	☐
Is the property within a Historic District? -----	☐	☐
→ If so, which? _____		
Will the project require a variance? -----	☐	☐
→ If so, how many? _____		
Has the project been reviewed by another board? -----	☐	☐
→ If so, which? _____		

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

8. Required and Proposed Parking

Required number of parking spaces: _____
Proposed number of parking spaces: _____
Location of parking on site: _____
Location of parking off site: _____
Shared parking agreement? _____
Size of surface parking lot: _____

Number of underground parking levels: _____
Typical size of parking spaces: _____
Typical width of maneuvering lanes: _____
Number of handicap spaces: _____
Screenwall material: _____
Height of screenwall: _____

9. Landscaping

Location of landscape areas: _____

Proposed landscape material: _____

10. Streetscape

Sidewalk width: _____
Number of benches: _____
Number of planters: _____

Number of existing street trees: _____
Number of proposed street trees: _____
Number of waste receptacles: _____

11. Loading

Required number of loading spaces: _____
Proposed number of loading spaces: _____
Location of loading spaces on site: _____

Typical size of loading spaces: _____
Screenwall material: _____
Height of screenwall: _____

12. Exterior Waste Receptacles

Required number of waste receptacles: _____
Proposed number of waste receptacles: _____
Location of waste receptacles: _____

Size of waste receptacles: _____
Screenwall material: _____
Height of screenwall: _____

13. Mechanical Equipment

Utilities and Transformers:

Number of ground mounted transformers: _____
Location of all utilities & easements: _____

Size of transformers (L•W•H): _____
Screenwall material: _____
Height of screenwall: _____

Ground Mounted Mechanical Equipment:

Number of ground mounted units: _____
Location of all ground mounted units: _____

Size of ground mounted units (L•W•H): _____
Screenwall material: _____
Height of screenwall: _____

Rooftop Mechanical Equipment:

Number of rooftop units: _____
Type of rooftop units: _____
Location of all rooftop units: _____
Size of rooftop units (L•W•H): _____

Location of screenwall: _____
Screenwall material: _____
Height of screenwall: _____
Distance from rooftop units to all screenwalls: _____

14. Building & Site Lighting

Number of light fixtures on building: _____
Light level at each property line: _____
Type of light fixtures on building: _____
Location of light fixtures on building: _____

Number of light fixtures on site: _____
Type of light fixtures on site: _____
Height from grade: _____
Location of light fixtures on site: _____

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

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

Signature of Owner: _____ **Date:** _____

Print name: _____

Signature of Applicant: _____ **Date:** _____

Print Name: _____

Signature of Architect: _____ **Date:** _____

Print Name: _____

Office Use Only

Application #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Accepted By: _____



Notice Sign Rental Application Community Development

1. Applicant

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email address: _____

2. Property Owner

Name: _____
Address: _____

Phone Number: _____
Fax Number: _____
Email address: _____

3. Project Information

Address/Location of Property: _____
Name of Development: _____
Area in Acres: _____

Name of Historic District, if any: _____
Current Use: _____
Current Zoning: _____

4. Date of Board/Commission Review

City Commission: _____
Planning Board: _____
Historic District Commission: _____
Design Review Board: _____

Board of Zoning Appeals: _____
Board of Building Trades Appeals: _____
Housing Board of Appeals: _____
Other: _____

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

Signature of Applicant: _____ Date: _____

Office Use Only

Application#: _____ Date Received: _____ Fee: _____
Date of Approval: _____ Date of Denial: _____ Reviewed By: _____

AGENDA
VIRTUAL BIRMINGHAM DESIGN REVIEW BOARD MEETING
WEDNESDAY – March 3rd, 2021
******* 7:15 PM*******

Link to Access Virtual Meeting: <https://zoom.us/j/91282479817>
Telephone Meeting Access: 877 853 5247 US Toll-free
Meeting ID Code: 912 8247 9817

- 1) Roll Call
- 2) **Approval of the DRB Minutes of February 3rd, 2021**
- 3) Public Hearing
- 4) Design Review
- 5) Sign Review
- 6) Study Session
- 7) Miscellaneous Business and Communication
 - A. Pre-Application Discussions
 - B. Draft Agenda
 1. **March 17rd, 2021**
 - C. Staff Reports
 1. **Administrative Sign Approvals**
 2. **Administrative Approvals**
 3. **Action List 2021**
- 8) Adjournment

Notice: Individuals requiring accommodations, such as interpreter services for effective participation in this meeting should contact the City Clerk's Office at [\(248\) 530-1880](tel:2485301880) at least one day in advance of the public meeting.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

A PERSON DESIGNATED WITH THE AUTHORITY TO MAKE DECISIONS MUST BE PRESENT AT THE MEETING.

Design Review Board Action List – 2020

Design Review Board	Quarter	Rank	Status
Redesign/Update DRB Board Applications	1 st (January-March)	1	☐
Update Sign Ordinance	2 nd (April-June)	2	☐
Create New Informational Artwork for Sign Ordinance	3 rd (July-September)	3	☐
Sign Ordinance Enforcement	4 th (October-December)	4	☐

Updates:

1. Updated Design Review application as of June 2020
 - a. Simplified, reformatted, and trimmed unnecessary sections
 - b. Updated PDF to be a fillable form
2. Sign Ordinance update in progress.