**AGENDA**

# BIRMINGHAM DESIGN REVIEW BOARD

**Wednesday - November 3, 2021**

**BIRMINGHAM CITY HALL, 151 MARTIN ST, COMMISSION ROOM 205, BIRMINGHAM MI ***

**********  7:15 PM**********

The highly transmissible COVID-19 Delta variant is spreading throughout the nation at an alarming rate. As a result, the CDC is recommending that vaccinated and unvaccinated personnel wear a facemask indoors while in public if you live or work in a substantial or high transmission area. Oakland County is currently classified as a substantial transmission area. **The City has reinstated mask requirements for all employees while indoors. The mask requirement also applies to all board and commission members as well as the public attending public meetings.**

1) **Roll Call**
2) **Approval of the DRB Minutes of July 21st, 2021, September 1st, 2021, and October 20th 2021**
3) **Public Hearing**
4) **Design Review**
   - A. **34164 Woodward – Sun Medical**
   - B. **201 Southfield - Multi Tenant Apartment Building**
5) **Sign Review**
6) **Study Session**
7) **Miscellaneous Business and Communication**
   - A. **Pre-Application Discussions**
   - B. **Draft Agenda**
     1. **November 17, 2021**
   - C. **Staff Reports**
     1. **Administrative Sign Approvals**
     2. **Administrative Approvals**
     3. **Action List 2021**
8) **Adjournment**

*Please note that board meetings will be conducted in person once again. Members of the public can attend in person at Birmingham City Hall, 151 Martin St., or may attend virtually at:

**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

*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 at least on 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 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 July 21, 2021**
151 Martin Street, City Commission Room 205, Birmingham, MI

The DRB selected Michael Willoughby as temporary chair of the meeting.

Minutes of the regular meeting of the Design Review Board ("DRB") held Wednesday, July 21, 2021. Temporary Chair Michael Willoughby called the meeting to order at 7:24 p.m.

## 1) Rollcall

**Present:** Board Members Natalia Dukas, Dustin Kolo, Patricia Lang, Michael Willoughby; Alternate Board Member Samantha Cappello; Student Representatives Charles Cusimano (Birmingham, MI), Elizabeth Wiegand (joined 7:45 p.m., Birmingham, MI)

**Absent:** Chair John Henke; Board Members Gigi Debbrecht, Keith Deyer; Alternate Board Member Kathleen Kriel

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

**07-071-21**

## 2) Approval Of Minutes

**Motion by Ms. Lang**
**Seconded by Mr. Kolo to approve the DRB Minutes of July 7, 2021 as submitted.**

**Motion carried, 4-0.**

ROLL CALL VOTE
Yeas: Kolo, Willoughby, Lang, Dukas
Nays: None
Abstain: Cappello

**07-072-21**

## 3) Public Hearing

None.

**07-073-21**

## 4) Design Review

None.

**07-074-21**

DRAFT

## 5) Sign Review

None.

**07-075-21**

## 6) Study Session

None.

**07-076-21**

## 7) Miscellaneous Business And Communications

### A. Pre-Application Discussions

CP Dupuis summarized the request from Kevin Kuza, owner of Henry Bikes at 33744 Woodward. He explained that Mr. Kuza painted the side of his business with a graphic and a text phrase without a permit. He noted that Mr. Kuza and Christian Unverzagt, architect for the project, were now before the DRB requesting a retroactive approval.

Mr. Unverzagt explained that they tried to keep their design abstract enough to avoid running afoul of the sign ordinance. He noted the side of the building was hand-painted by a local muralist.

While there was DRB consensus that the design was very aesthetically pleasing, there was also consensus that the design qualified as a sign and therefore had to adhere to the sign ordinance. It was noted that signs cannot be painted on buildings, that it qualified as a sign since it draws attention to the building, and that even if the other two issues were not present that the design exceeded the square footage that would be otherwise permitted for a sign.

Mr. Unverzagt asked if the DRB would consider allowing just the graphic and not the text phrase to remain since the graphic was more abstract.

Mr. Kolo noted that the City was currently working on creating a process for approving murals in the City's activation overlay district and said that complicated the present discussion as well in terms of just leaving the more abstract aspect of the design.

It was discussed that the City could possibly designate the long side of the building as the principal building frontage since there was both an address and door on that side, which would address some but not all of the issues.

CP Dupuis explained that then Mr. Kuza would have to decide whether he wanted to bring a variance request before the Board of Zoning Appeals (BZA). He said he would explain the process to Messrs. Kuza and Unverzagt if they were interested in considering the option.

CP Dupuis said the mural on the neighboring building would be addressed as well.

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Mr. Kolo said he would be concerned about establishing a precedent with this case if the DRB were to grant approval.

Ms. Dukas said she would be less worried about establishing a precedent since it would be carefully reviewed by the BZA.

Temporary Chair Willoughby opined the text phrase certainly met the definition of a sign. He said the abstract graphic could potentially be construed as more art than sign.

Ms. Lang concurred with Temporary Chair Willoughby.

Ms. Lang said she hoped there was a path to approval for Mr. Kuza.

Temporary Chair Willoughby echoed Ms. Lang, saying he hoped there would be a way for the painted area to remain in order to encourage other businesses to do similarly high-quality work that benefits the community.

**B. Draft Agenda for Next Meeting**
**C. Staff Reports**
**1. Administrative Sign Approvals**
**2. Administrative Approvals**
**3. Action List - 2021**

**07-077-21**

**Adjournment**

**Motion by Ms. Lang**
**Seconded by Ms. Dukas to adjourn the DRB meeting of July 21, 2021 at 7:53 p.m.**

**Motion carried, 5-0**

ROLL CALL VOTE
Yeas: Dukas, Willoughby, Kolo, Cappello, Lang
Nays: None

Nicholas Dupuis
City Planner

DRAFT

**Design Review Board**
**Minutes Of September 1, 2021**
151 Martin Street, City Commission Room 205, Birmingham, MI

Minutes of the regular meeting of the Design Review Board ("DRB") held Wednesday, September 1, 2021. Chair John Henke called the meeting to order at 7:40 p.m.

## 1) Rollcall

**Present:** Chair John Henke; Board Members Gigi Debbrecht, Natalia Dukas, Dustin Kolo, Michael Willoughby; Alternate Board Member Samantha Cappello; Student Representative Charles Cusimano (Birmingham, MI)

**Absent:** Board Members Keith Deyer, Patricia Lang; Alternate Board Member Kathleen Kriel; Student Representative Elizabeth Wiegand

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

**09-085-21**

## 2) Approval Of Minutes

Since the July 21, 2021 minutes were not included in the evening's agenda for approval, it was noted that those minutes would be voted on along with the present minutes at the October 6, 2021 meeting.

**Motion by Ms. Debbrecht**
**Seconded by Mr. Willoughby to approve the HDC Minutes of August 4, 2021 as submitted.**

**Motion carried, 5-0.**

VOICE VOTE
Yeas: Dukas, Henke, Cappello, Debbrecht, Willoughby
Nays: None
Abstain: Kolo

**09-086-21**

## 3) Public Hearing

None.

**09-087-21**

## 4) Design Review

DRAFT

**09-088-21**

## 5) Sign Review

None.

**09-089-21**

## 6) Study Session

None.

**09-090-21**

## 7) Miscellaneous Business And Communications

CP Dupuis presented a pre-application request from 35106 Woodward.

Given that the applicant would have to come before the DRB for signage, the DRB recommended they come for a design review to discuss their proposed changes to the exterior as well.

CP Dupuis said he would also follow up with Todd's Room.

1. **Administrative Sign Approvals**
2. **Administrative Approvals**
3. **Action List 2021**

**09-091-21**

## Adjournment

**Motion by Ms. Debbrecht**
**Seconded by Ms. Cappello to adjourn the DRB meeting of September 1, 2021 at 7:52 p.m.**

**Motion carried, 6-0**

VOICE VOTE
Yeas: Dukas, Henke, Cappello, Debbrecht, Willoughby, Kolo
Nays: None

Nicholas Dupuis
City Planner

DRAFT

**Design Review Board**
**Minutes Of October 20, 2021**
851 S. Eton St., Department of Public Services, Birmingham, MI

Minutes of the regular meeting of the Design Review Board ("DRB") held Wednesday, October 20, 2021. Chair John Henke called the meeting to order at 7:45 p.m.

## 1) Rollcall

**Present:** Chair John Henke; Board Members Dustin Kolo, Julie Rasawehr; Alternate Board Members Samantha Cappello, Kathleen Kriel; Student Representatives Charles Cusimano, Elizabeth Wiegand

**Absent:** Board Members Keith Deyer, Natalia Dukas, Patricia Lang, Michael Willoughby

**Administration:** Nicholas Dupuis, Planning Director ("PD")
Laura Eichenhorn, City Transcriptionist

**10-092-21**

## 2) Approval Of Minutes

The DRB moved approval of the July 21st, 2021 and September 1st, 2021 meetings to the November 3, 2021 meeting.

**10-093-21**

## 3) Public Hearing

None.

**10-094-21**

## 4) Design Review

### A. 33101 Woodward – Comerica Bank

PD Dupuis introduced the item.

Leonard Murz, engineer, and Pam Stasko, architect, spoke on behalf of the request.

In reply to Chair Henke, Ms. Stasko stated there would be no exterior wall-mounted electrical service equipment.

After discussion, Mr. Murz said he would provide revised plans which retain the southwest window.

**Motion by Ms. Kriel**

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**Seconded by Ms. Cappello to approve the Design Review application for 33101 Woodward – Comerica – with the following conditions:**

**1. The applicant must submit revised plans without opaque materials blocking the windows at the drive-through;**
**2. The Design Review Board approves the proposed 70% Visual Light Transmittance glazing pursuant to Article 4, Section 4.90(e) of the Zoning Ordinance to afford the applicant the ability to comply with the current energy code; and,**
**3. The applicant must submit revised plans maintaining the current window opening on the south facade.**

**Motion carried, 5-0.**

**VOICE VOTE**
Yeas: Kriel, Cappello, Henke, Kolo, Rasawehr
Nays: None

### B. 34164 Woodward – Sun Medical

PD Dupuis presented the item.

Greg Jamian, President of Sun Medical, and Michael Dorfman, attorney, spoke on behalf of the request.

In reply to Mr. Kolo, Mr. Jamian confirmed that they would remove the yellow sun-shaped vinyl window sticker from the front window.

Chair Henke noted that the proposed use of yellow as a design element was non-coincidental, given the establishment's name and logo. He said the Board would have to evaluate whether they would consider the yellow quarter-circle a design element or part of the signage.

Mr. Jamian noted the logo was different from the yellow quarter-circle.

Chair Henke reiterated that the choice of a yellow quarter-circle was at least not a coincidence in this case. He said it would be more comfortable if it were not an arch.

Chair Henke also noted a discrepancy between the size of the yellow quarter-circle in the photo versus the rendering.

In reply to Chair Henke, Mr. Dorfman said they could have their designer superimpose the yellow quarter-circle onto a photograph of the building for the Board so the representation would be to scale.

**Motion by Ms. Cappello**
**Seconded by Ms. Kriel to postpone the Design Review application for 34164 Woodward – Sun Medical – to November 3, 2021 pending receipt of the following:**

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1. **A to-scale rendering of the proposed design change.**

**Mr. Kolo added that the opaque window covering should be removed.**

**Motion carried, 5-0.**

**VOICE VOTE**
Yeas: Cappello, Kriel, Henke, Kolo, Rasawehr
Nays: None

### C. 35106 Woodward – Whole Dental Wellness

PD Dupuis presented the item.

Iden Kalabat, engineer, and Whitney Weiner, owner, were present on behalf of the request.

Mr. Kalabat provided a sample of the Parklex material proposed to be used and said he would provide PD Dupuis with the proposed paint color for the north block wall.

Dr. Weiner stated she was very interested in supporting murals in Birmingham.

Chair Henke recommended that Dr. Weiner express her interest to the Planning Board since they would be reviewing the proposed Public Art ordinances on October 27, 2021.

PD Dupuis explained why this property would not qualify for a mural under the currently proposed Public Art ordinances. He said he would be happy to discuss the topic further with the applicant if they had further questions.

**Motion by Ms. Cappello**
**Seconded by Ms. Kriel to approve the Design Review application for 35106 Woodward – Whole Dental Wellness – with the following conditions:**

**1. The applicant must submit a paint color for the north block wall to complete the Design Review; and,**
**2. No signage is approved as a part of this Design Review.**

**Motion carried, 5-0.**

**VOICE VOTE**
Yeas: Cappello, Kriel, Henke, Kolo, Rasawehr
Nays: None



## 5) Sign Review

None.

DRAFT

**10-096-21**

**6) Study Session**

None.

**10-097-21**

**7) Miscellaneous Business And Communications**

**1. Administrative Sign Approvals**
**2. Administrative Approvals**
**3. Action List 2021**

**10-098-21**

**Adjournment**

**Motion by Ms. Kriel**
**Seconded by Ms. Cappello to adjourn the DRB meeting of October 20, 2021 at 8:56 p.m.**

**Motion carried, 5-0**

VOICE VOTE
Yeas: Kriel, Cappello, Kolo, Rasawehr, Henke
Nays: None

Nicholas Dupuis
Planning Director

DRAFT

City of Birmingham
A Walkable Community

# MEMORANDUM

**Planning Division**

**DATE:** **November 3rd, 2021**

**TO:** **Design Review Board**

**FROM:** **Nicholas Dupuis, Planning Director**

**SUBJECT:** **34164 Woodward – Sun Medical – Design Review**

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**Zoning:** B2 (General Business) & MU7 (Triangle Overlay)
**Existing Use:** Commercial

## Introduction

The applicant has submitted a Design Review application for paint modifications to an existing 1-story building in the Tringle District of Birmingham. The subject site is located on the east side of Woodward, south of Webster.

On October 20th, 2021, the Design Review Board moved to postpone the Design Review requesting some dimensions for clarity purposes.

## Building Exterior

The site/design plans submitted contain proposals for a small area of paint proposed on the existing mansard roof. The paint is proposed as "Cheerful Yellow" by Sherman Williams. The proposal is to paint the left (north) end of the mansard in the yellow color, curving down from the top to the bottom of the mansard to terminate just before the Sun Medical signage. As noted in the letter submitted by the applicant, a different version of the yellow paint was denied by the Planning Division citing the definition of sign in Article 3, Section 3.02 and Article 1, Section 1.03 (D) of the Sign Ordinance. The applicant has stated that their intent for the paint is to add color, and that it is more of a building design element than a logo or a sign. The yellow painted area will extend 6.6 ft. from left to right, and 6.4 ft. from the bottom of the mansard to the top of the mansard.

The building is located within the Triangle District Overlay zone, which corresponds with the Tringle District Urban Design Plan. The Urban Design Plan states that buildings should be designed in a contemporary style with a bold approach using massing, colors, façade treatments and the like.

**Signage**
As noted above, the issue at hand is that the Planning Division finds the proposed yellow paint design to closely resemble the Sun Medical logo, and thus consider it as a sign. The definition of sign is as follows:

> "Any object, device, logo, display or structure, or part thereof, which is intended to advertise, identify, display, or direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means"

If the yellow paint design is considered a sign, two additional issues present themselves. First, Article 1, Section 1.03 states that no sign may be painted directly onto any building surface. Second, the applicant has used 61 sq. ft. of the permitted 74 sq. ft. sign area. The inclusion of the yellow painted area would likely exceed the permitted combined sign area for the building.

**Lighting**
There are no new light fixtures proposed as a part of the Design Review application submitted.

**Planning and Zoning**
As the building/site is not changing its use or size, there are no bulk, height or area requirements that must be reviewed at this time.

**Required Attachments**

| | Submitted | Not Submitted | Not Required |
|---|---|---|---|
| Detailed and Scaled Site Plan | ☒ | ☐ | ☐ |
| Interior Floor Plans | ☐ | ☐ | ☒ |
| Landscape Plan | ☐ | ☐ | ☒ |
| Photometric Plan | ☐ | ☐ | ☒ |
| Colored Elevations | ☒ | ☐ | ☐ |
| Material Specification Sheets | ☒ | ☐ | ☐ |
| Material Samples | ☐ | ☐ | ☒ |
| Site & Aerial Photographs | ☒ | ☐ | ☐ |

**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.

**Planning Division Analysis**

Based on the requirements of Article 7, Section 7.09, the Planning Division recommends that the Design Review Board **DENY** the Design Review application for 34164 Woodward – Sun Medical – with the following conditions:

The applicant appears to meet many of the Design Review requirements outlined in the above ordinance language, including the submittal of all the required documents and the façade renovations are not garish or unsightly, are compatible with other buildings in the immediate area and the Woodward corridor, and should not adversely affect neighboring property values. However, the proposal appears to violate the provisions of the Sign Ordinance. Thus, the application does not meet the requirements of Section 7.09.

**Sample Motion Language**

Motion to **DENY** the Design Review application for 34164 Woodward – Sun Medical – for the following reasons:

1. The yellow portion of the proposed painting project is considered signage and must meet the requirements of the Sign Ordinance.

**OR**

Motion to **APPROVE** the Design Review application for 34164 Woodward – Sun Medical – with the following conditions:

1. _____
2. _____
3. _____

**OR**

Motion to **POSTPONE** the Design Review application for 34164 Woodward – Sun Medical – pending receipt of the following:

1. _____
2. _____
3. _____

SUN MEDICAL SUPPLIES
6.6’
6.4’
6.8’
42.6’
NOW OPEN
SunMEDICAL
(248) 280-2020
Home Healthcare Center
• Medical Equipment
• Supplies and Services
• Private Duty Nursing
• Infusion Therapy
OPEN
NOW OPEN
SunMEDICAL
(248) 280-2020
Home Healthcare Center
• Medical Equipment
• Supplies and Services
• Private Duty Nursing
• Infusion Therapy

Cheerful (6903)
**Sherwin Williams**

# Design Review Application
## Planning Division

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

### 1. Applicant
Name: Sun Medical Equipment, Inc.
Address: 34164 Woodward Avenue
Birmingham, Michigan 48009
Phone Number: 248-280-2020
Email address: mdorfman@americaremedical.com

### 2. Property Owner
Name: Woodweb Properties, LLC
Address: 700 N. Old Woodward Avenue, Suite 300
Birmingham, Michigan 48009
Phone Number: 248-865-1515
Email address: kdenha@visioninvpartners.com

### 3. Project Contact Person
Name: Michael R. Dorfman
Address: 1938 Woodslee Drive
Troy, Michigan 48083
Phone Number: 248-619-3681
Email address: mdorfman@americaremedical.com

### 4. Project Designer/Developer
Name: Northstar Custom Painting Corporation
Address: 600 North Old Woodward Avenue, Suite 305
Birmingham, Michigan 48009-1326
Phone Number: 866-823-8583 Ext.405
Email address: chris@paintwithnorstar.com

### 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:
34164 Woodward Ave., Birmingham, Michigan
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)
Please see attached documentation.

## 8. Required and Proposed Parking

Required number of parking spaces: N/A
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: N/A
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: N/A

Proposed landscape material: N/A

## 10. Streetscape

Sidewalk width: N/A
Number of benches: _____
Number of planters: _____

Number of existing street trees: N/A
Number of proposed street trees: _____
Number of waste receptacles: _____

## 11. Loading

Required number of loading spaces: N/A
Proposed number of loading spaces: _____
Location of loading spaces on site: _____

Typical size of loading spaces: N/A
Screenwall material: _____
Height of screenwall: _____

## 12. Exterior Waste Receptacles

Required number of waste receptacles: N/A
Proposed number of waste receptacles: _____
Location of waste receptacles: _____

Size of waste receptacles: N/A
Screenwall material: _____
Height of screenwall: _____

## 13. Mechanical Equipment

### Utilities and Transformers:

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

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

### Ground Mounted Mechanical Equipment:

Number of ground mounted units: N/A
Location of all ground mounted units: _____

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

### Rooftop Mechanical Equipment:

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

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

## 14. Building & Site Lighting

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

Number of light fixtures on site: N/A
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: 9-15-2024

Print name: Kevin Denha, President

**Signature of Applicant:** _____ Date: 9-15-24

Print Name: Gregory C Jamian, President

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

Print Name: N/A

*Office Use Only*

Application #: _____ Date Received: _____ Fee: _____

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

## INTRODUCTION

Sun Medical Equipment, Inc. ("Sun Medical") officially submits its application to the City of Birmingham Design Review Board (the "DRB") seeking that it recommend approval to the Birmingham City Commission of the sign design illustrated in *ATTACHMENT 1*.

## SUN MEDICAL

Since 1981, Sun Medical has been providing high-end, "physician recommended" products and Durable Medical Equipment to its customers. Whether a product is ordered directly from our warehouse in Troy, or shoppers come to either of our retail stores in Birmingham or Washington Township, our customers receive a high level of personalized care, compliance and customer service with a knowledgeable and friendly healthcare team, who truly care that all the buyer's medical needs are achieved.

The majority shareholders of Sun Medical, Gregory Jamian and John Jamian, both grew up and were reared in Birmingham, and graduated from Groves High School, share an affinity for the City of Birmingham. This was the main reason that prompted the decision to move their store from inside St. Joseph Mercy-Oakland Hospital to a storefront on the east side of Woodward Avenue in the Triangle District.

The decision to open the flagship Sun Medical store in Birmingham was also motivated by the fact that there was a dearth of any medical supply stores for sophisticated consumers seeking higher-end products and the ability to be educated by a sales force who all have past medical training. There will also be employees on-hand to offer our premier in-home nursing services for those who want a loved one to remain in the home.

## DESIGN WORK BEING APPEALED AND PROCEDURAL HISTORY

Sun Medical is appealing the decision of the Birmingham Planning Division wherein they deemed the yellow, painted portion of *ATTACHMENT 1* to look too much like Sun Medical's logo in violation of the Birmingham ordinance prohibiting the painting of logos or signs. It is the position of Sun Medical that the proposed yellow splash next to the channel lettering is not intended to be a logo or signage (See *ATTACHMENT 1*).

Last month, Sun Medical had the building re-painted in steely gray and white. (See *ATTACHMENT* 2, Current view). The new painting of the building exterior replaced a dilapidated and chipped dark green paint from when the prior tenant was using the store. On September 15, 2021, the sign in channel letters (previously approved) was affixed to the building. The lettering can be viewed in *ATTACHMENT 2*. Currently, the only issue of contention is authorization being held up to add the yellow design element in the left corner of the upper face of the building. The appeal does not seek to circumvent any ordinances as the yellow paint is being used to inject color into a darker appearing building. It is the belief of Sun Medical that the DRB will appreciate the need for one brighter color to make the store appear more of a traditional, Birmingham store and less cookie cutter and drab in appearance. The argument from the Birmingham Planning

Department has been that the proposed yellow accents in *ATTACHMENT 1* too closely mirror the logo of Sun Medical, and thus, would violate the signage ordinance regarding painting. Sun Medical acknowledges that yellow is a color used in its marketing, but the proposed design in ATTACHMENT 1 is not remotely close to the current logo (see below) used on all marketing materials.

SUN MEDICAL
EQUIPMENT & SUPPLIES

A side-by-side comparison between the proposed use of yellow paint for the accent design in *ATTACHMENT 1*, and the Sun Medical logo above, clearly demonstrates that the rendered, yellow design appears nothing like the logo of Sun Medical. Thus, if the DRB recommended to the Birmingham City Commission to approve the use of the yellow accent, no one would be afoul of any Birmingham City Ordinance as the proposed yellow accent is not a logo. The DRB must also consider the optics of the proposed yellow accent and appreciating the livening up of what would look droll should the yellow not ultimately be authorized (Compare *ATTACHMENT 1* and *ATTACHMENT 2*, in essence, what would be before and after if approved.)

Sun Medical has spent a lot of money fixing up the building internally and externally. Prior to the major improvements, the store sat abandoned with chipped, dark green paint around the building. Sun Medicals improvements, coupled with the proposed yellow accent mark, will bring vitality and life to the corridor.

Should any of the members of the DRB like to take a personal tour of the store (internally and/or externally) please do not hesitate to call on us prior to the October 6, 2021 Meeting.

# ATTACHMENT 1

SUN MEDICAL SUPPLIES

NOW OPEN
SUN MEDICAL
EQUIPMENT & SUPPLIES
(248) 280-2020
Home Healthcare Center
• Medical Equipment
• Supplies and Services
• Private Duty Nursing
• Infusion Therapy

34164

SUN MEDICAL
EQUIPMENT & SUPPLIES
EST. 1981

OPEN

NOW OPEN
SUN MEDICAL
EQUIPMENT & SUPPLIES
(248) 280-2020
Home Healthcare Center
• Medical Equipment
• Supplies and Services
• Private Duty Nursing
• Infusion Therapy

30 MIN PARKING
THIRTY MINUTE PARKING

30 MIN PARKING
THIRTY MINUTE PARKING

# ATTACHMENT 2

SUN MEDICAL SUPPLIES
NOW OPEN
SUN MEDICAL
(248) 280-2020
34164
OPEN
NOW OPEN
SUN MEDICAL
(248) 280-2020

City of Birmingham
A Walkable Community

# MEMORANDUM

**Planning Division**

**DATE:** **November 3rd, 2021**

**TO:** **Design Review Board**

**FROM:** **Nicholas Dupuis, Planning Director**

**SUBJECT:** **201 Southfield – Woodcrest – Design Review**

---

**Zoning:** R7 (Multiple-Family Residential)
**Existing Use:** Multiple-Family Residential

## Introduction

The applicant has submitted a Design Review application for a façade renovation and minor site changes to the existing 2-story Woodcrest Apartments. The subject site is located on the east side of Southfield Rd., just south of Maple Rd. at Martin St.

## Building Exterior

The site/design plans submitted contain proposals for new façade materials, paint, landscaping, patio and pergola, concrete drive, retaining wall, address sign and dumpster enclosure. Please see the following table for a list of all proposed materials:

| Material | Location | Color |
|---|---|---|
| Brick (Existing) | All facades | Gray |
| Hardie Board Siding | East & south facades | Charcoal |
| Limestone | North & West facades | Natural |
| Masonry Retaining Blocks | North, west & south property lines | Slate Gray |
| Aluminum Railing | West balconies, 2nd floor egress stairs | Black |
| Aluminum Paneling | Parapet | Black |
| Aluminum | Pergola | Black |
| ? | Dumpster enclosure | Black |
| Glowpath Pavers | Patio on north side | Glacier |
| Glowpath Pavers | Loading/drop-off area on west side | Midnight |

As this building is not located within the Downtown or Triangle District Overlay zones, there are no specific architectural standards that must be followed. The building is proposed to maintain the use of high quality materials such as brick, stone and glass.

**Signage**

Sheet A-002 of the design plans submitted indicate a new address sign on a masonry wall located along the west side of the property. Article 2, Section 2.01 of the Sign Ordinance permits address numeral/letters without a permit required. However, address signs are not permitted to exceed 8 in. in height. The proposed address sign numerals/letters are 10 in. in height. Thus, **the applicant must submit revised plans with address numerals/letters at no greater than 8 in. in height**. It should be noted that the current building contains a sign that reads "Woodcrest Apartments". The applicant is permitted to maintain the size and placement of the existing sign throughout the proposed façade renovation. However, if a new sign is proposed, the applicant must obtain approval from the Planning Division or Design Review Board.

**Lighting**

There are no new light fixtures proposed as a part of the design review application submitted.

**Planning and Zoning**

As the building/site is not changing its use or size, there are no bulk, height or area requirements that must be reviewed at this time. However, a review of the following planning and zoning issues is warranted based on the proposed façade/site renovation:

- Use – The existing building is a multi-family apartment building in the R7 zoning district. The proposed façade/site renovation does change the use on site.

- Parking – The use of the building is not proposed to change as a part of the Design Review application submitted. Additionally, the applicant is not proposing any changes to the parking or circulation of the parking lot.

- Screening – There are no new rooftop or ground-mounted mechanical units proposed as a part of the Design Review application submitted. Additionally, there are no substantial changes proposed to the off-street parking facility, which is currently screened by a sloped stone screen wall. The applicant is proposing to replace the existing screen wall and maintain the screening on-site. However, the applicant is proposing a new trash enclosure at the rear of the property. Article 4, Section 4.54 (C)(7) states that In all multiple-family districts and all office and business districts, the screening of trash containers shall be required and shall be constructed of 6 ft. masonry screen wall with a gate. All materials shall match or complement the exterior of the building. At this time, it is unclear as to what material is being proposed for the trash enclosure. Thus, **the applicant must submit screening details for the trash enclosure that meet the requirements of Article 4, Section 4.54 of the zoning ordinance.**

- Glazing – The applicant is not proposing to replace any glazing as a part of the Design Review application submitted. However, the proposed balconies appear to indicate that the related windows would need to be operable for use by the tenants, which would likely

require a window replacement. **The applicant must clarify the window condition proposed at the balconies and provide glazing specifications for any new glazing proposed.**

- Landscaping – The applicant is proposing to add a variety of landscaping to the site. Proposed plantings include the following:

| Planting Type | Location | Qty. |
|---|---|---|
| Blue Fescue Grass | West side of the property | 40 |
| Karl Foerster Grass | West side along building and patio | 30 |
| Green Velvet Boxwood | West & south side of building and site | 100 |
| Emerald Green Arborvitae | Along north & south property lines | 70 |
| Flowering Crabapple Tree | Landscaping bed at southwest corner | 3 |

Each of the proposed planting types is permitted, with the possible exception of the crabapple trees. Article 4, Section 4.20 of the Zoning Ordinance prohibits the use of succulent fruit bearing trees. **The Design Review Board should discuss the use of crabapple trees with the applicant and suggest an alternate planting.**

**Required Attachments**

| | Submitted | Not Submitted | Not Required |
|---|---|---|---|
| Detailed and Scaled Site Plan | ☒ | ☐ | ☐ |
| Interior Floor Plans | ☐ | ☐ | ☒ |
| Landscape Plan | ☒ | ☐ | ☐ |
| Photometric Plan | ☐ | ☐ | ☒ |
| Colored Elevations | ☒ | ☐ | ☐ |
| Material Specification Sheets | ☒ | ☐ | ☐ |
| Material Samples | ☐ | ☐ | ☒ |
| Site & Aerial Photographs | ☒ | ☐ | ☐ |

**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.

**Planning Division Analysis**

Based on the requirements of Article 7, Section 7.09, the Planning Division recommends that the Design Review Board **APPROVE** the Design Review application for 201 Southfield – Woodcrest – with the following conditions:

1. The applicant must submit revised plans with address numerals/letters at no greater than 8 in. in height;
2. The applicant must submit screening details for the trash enclosure that meet the requirements of Article 4, Section 4.54 of the zoning ordinance; and
3. The applicant must clarify the window condition proposed at the balconies and provide glazing specifications for any new glazing proposed.

The applicant appears to meet each of the Design Review requirements outlined in the above ordinance language, including the submittal of all the required documents and a proposal that is a perceived upgrade to the existing conditions. The façade renovations are not garish or unsightly, are compatible with other buildings in the immediate area and the Southfield corridor, and should not adversely affect neighboring property values.

**Sample Motion Language**

Motion to **APPROVE** the Design Review application for 201 Southfield – Woodcrest – with the following conditions:

1. The applicant must submit revised plans with address numerals/letters at no greater than 8 in. in height;
2. The applicant must submit screening details for the trash enclosure that meet the requirements of Article 4, Section 4.54 of the zoning ordinance; and
3. The applicant must clarify the window condition proposed at the balconies and provide glazing specifications for any new glazing proposed.

**OR**

Motion to **POSTPONE** the Design Review application for 201 Southfield – Woodcrest – pending receipt of the following:

1. The applicant must submit revised plans with address numerals/letters at no greater than 8 in. in height;
2. The applicant must submit screening details for the trash enclosure that meet the requirements of Article 4, Section 4.54 of the zoning ordinance; and
3. The applicant must clarify the window condition proposed at the balconies and provide glazing specifications for any new glazing proposed.

**OR**

Motion to **DENY** the Design Review application for 201 Southfield – Woodcrest – for the following reasons:

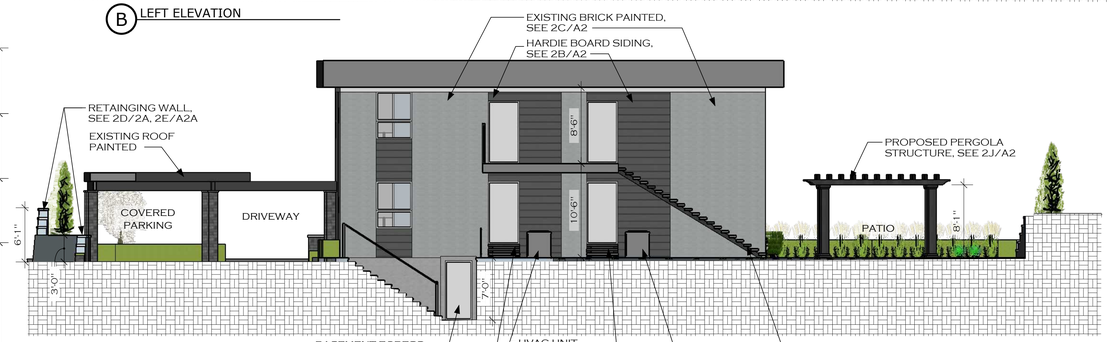
1. _____
2. _____
3. _____

1 A1 SITE PLAN

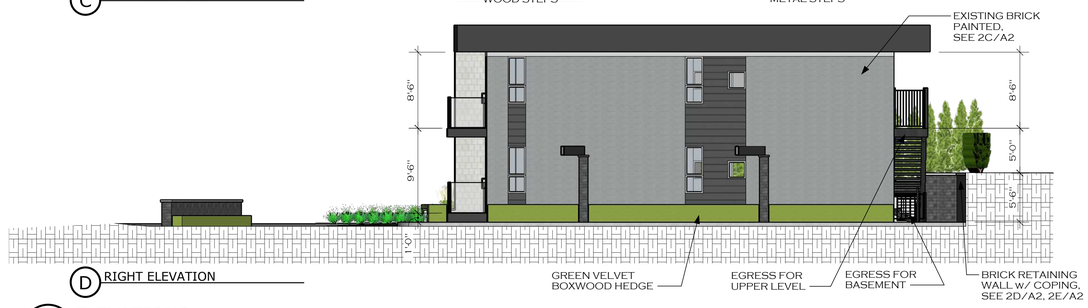
SCALE: 1/8"=1'-0"

A FRONT ELEVATION

B LEFT ELEVATION




C REAR ELEVATION




D RIGHT ELEVATION

2 A1 ELEVATIONS

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

3 A1 Perspective Views

SCALE: Not To Scale

REVISIONS

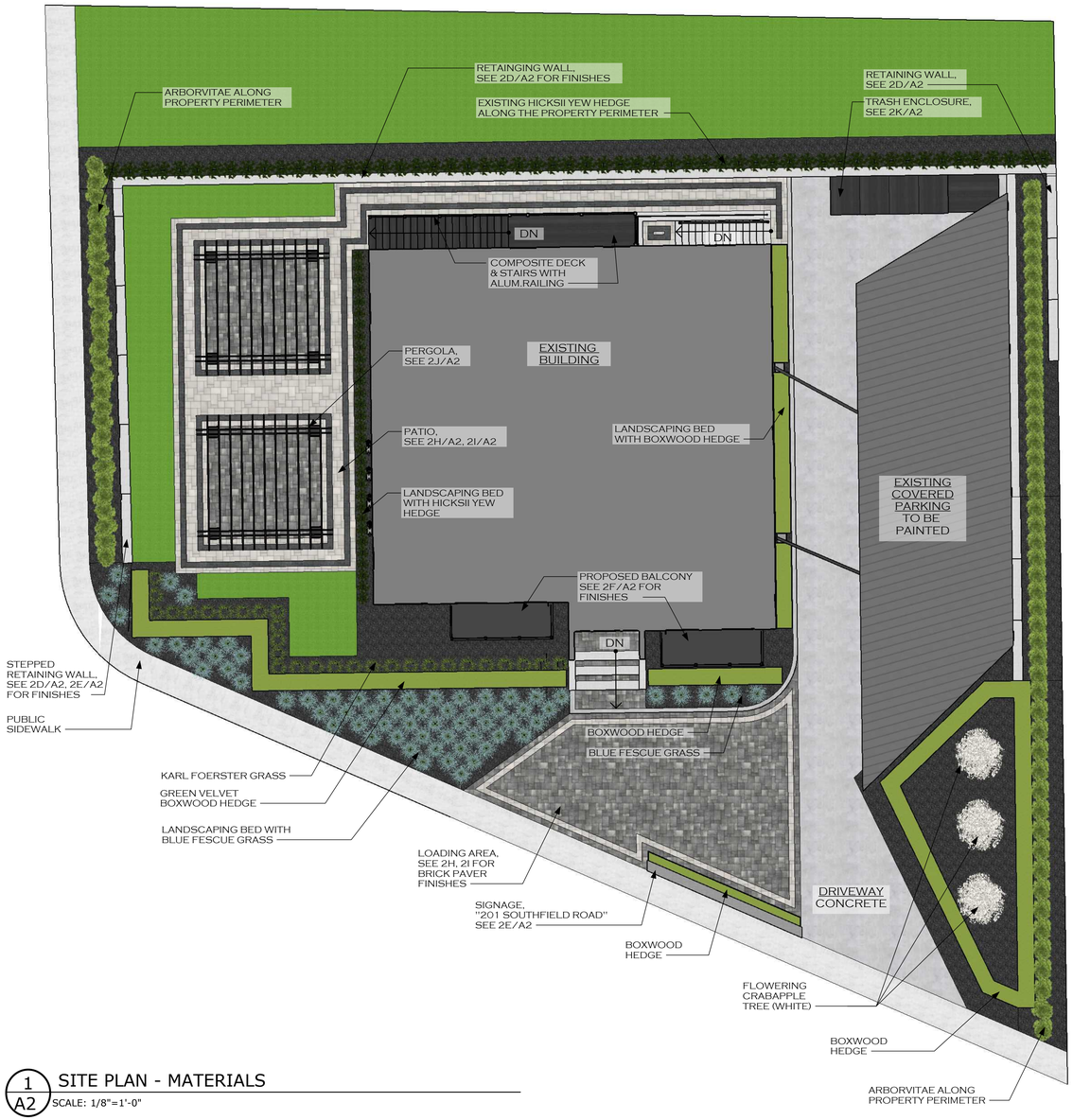
| | MM/DD/YY | REMARKS |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |


CREATIVE BRICK
3195 ORCHARD LAKE RD
KEEGO HARBOR, MICHIGAN 48320
KEEGO HARBOR, MI 48320 P. 248 230 1600
P. 248 230 1 651
INFO@CREATIVEBRICKHOME.COM

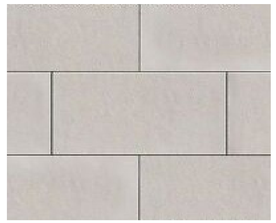

201 SOUTHFIELD ROAD
BIRMINGHAM
MI 48009

PROPOSED SITE PLAN & ELEVATIONS

A | 001

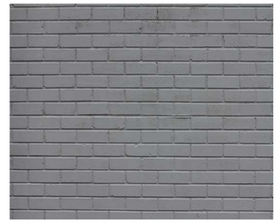



1 A2 SITE PLAN - MATERIALS
SCALE: 1/8"=1'-0"



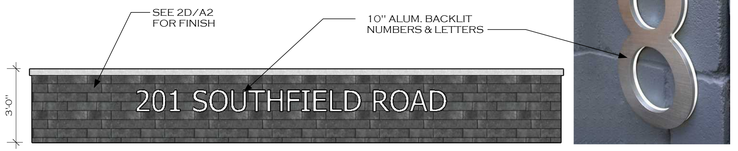
A STACKED LIMESTONE VENEER

B HARDIE BOARD SIDING
PAINTED CHARCOAL

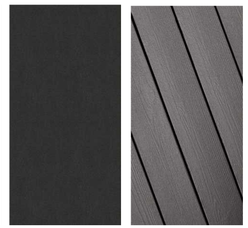


C EXISTING BRICK
PAINTED GRAY

D RETAINING WALL AND CAP
FENDT: KEYSTONE STONEGATE (SLATE GRAY)




E SIGNAGE

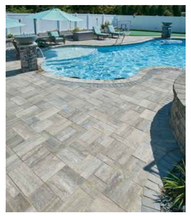


RAILING DECK

F BALCONY
TREX ALUM. RAILING w/ COMPOSITE DECKING (TREX: ISLAND MIST)

G PARAPET PANEL
BLACK ALUMINUM

H BLUESTONE ON PORCH



COUNTY - GRAND DISCOVER
COLOR: TIMELESS

GLOWPATH - 4X8
COLOR: GLACIER

GLOWPATH - 4X8
COLOR: MIDNIGHT

I BRICK PAVER

J PERGOLA - ALUMINUM
BLACK

K TRASH ENCLOSURE
BLACK

2 A2 BUILDING MATERIAL

BLUE FESCUE GRASS

KARL FOERSTER GRASS

BOXWOOD HEDGE (GREEN VELVET)

HICKSII YEW HEDGE

FLOWERING CRABAPPLE TREE

EMERALD GREEN ARBORVITAE TREE (6 FT)

PLANT SCHEDULE

| QTY. | PLANT TYPE | SIZE |
|---|---|---|
| 40 | BLUE FESCUE GRASS | 2 GAL |
| 30 | KARL FOERSTER GRASS | 5 GAL |
| 100 | BOXWOOD: GREEN VELVET | 18" HGT |
| 70 | EMERALD GREEN ARBORVITAE | 5'-6' HGT |
| 3 | FLOWERING CRABAPPLE TREE | 4' HEAD |

3 A2 PLANT MATERIAL

REVISIONS

| | REMARKS | MM/DD/YY |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |


CREATIVE BRICK
3195 ORCHARD LAKE RD
KEEGO HARBOR, MICHIGAN 48320
P. 248 2301 651


201 SOUTHFIELD ROAD
BIRMINGHAM
MI 48009

PROPOSED FINISHES & MATERIALS

A | 002

City of Birmingham
A Walkable Community

# Design Review Application
## Planning Division

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

### 1. Applicant
Name: Stephen Bonamy
Address: 3195 Orchard Lake Rd.
Keego Harbor Mi 48320
Phone Number: 248.320.5626
Email address: sbonamy@creativebrickpaving.com

### 2. Property Owner
Name: John Ketty
Address: 1937 Shipman Blvd
Birmingham Mi 48009
Phone Number: 2488083300
Email address: Creativebrick@yahoo.com

### 3. Project Contact Person
Name: Stephen Bonamy
Address: 3195 Orchard Lake Rd.
Keego Harbor Mi 48320
Phone Number: 248.320.5626
Email address: sbonamy@creativebrickpaving.com

### 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: 201 Southfield Rd.
Birmingham Mi 48009
Name of development:
Sidwell #: 19-36-126-006
Current Use: Apartment Multi tenant
Proposed Use: Apartment Multi tenant
Area of Site in Acres:
Current zoning: R7

| | 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)
Exterior building facade improvements: Stone veneer, paint, Roof, front balcony
Paint Existing motorcade canopy
Replace existing parking lot with pavers and concrete
Brick paver patios / walkway - basement egress
Pergolas
Landscape imporvments and retainingwall replacement

## 8. Required and Proposed Parking

Required number of parking spaces: Maintain Existing
Proposed number of parking spaces: Maintain Existing
Location of parking on site: South Property Line
Location of parking off site: NA
Shared parking agreement? NA
Size of surface parking lot: Maintain Existing

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

## 9. Landscaping

Location of landscape areas:
Landscape around building and along north, east and south property lines

See Plan:

Proposed landscape material:
See plan:

## 10. Streetscape

Sidewalk width: Maintain Existing
Number of benches: 0
Number of planters: 0

Number of existing street trees: 2
Number of proposed street trees: 2
Number of waste receptacles: 0

## 11. Loading

Required number of loading spaces: 0
Proposed number of loading spaces: 0
Location of loading spaces on site: 0

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

## 12. Exterior Waste Receptacles

Required number of waste receptacles: Maintain Existing
Proposed number of waste receptacles: Maintain Existing
Location of waste receptacles: South East Corner (existi

Size of waste receptacles: 65 gal
Screenwall material: na
Height of screenwall: na

## 13. Mechanical Equipment

### Utilities and Transformers:

Number of ground mounted transformers: Maintain Existin
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: Maintain Existing
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: NA
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: Upgrade Existing fixt
Light level at each property line:
Type of light fixtures on building:
Location of light fixtures on building:

Add Landscape uplighting on trees and 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: 10-15-2021

Print name: JOHN KATTY

**Signature of Applicant**: _____ Date: 10/15/2021

Print Name: STEPHEN BONAMY

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

Print Name: _____

*Office Use Only*

Application #: _____ Date Received: _____ Fee: _____

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

City of Birmingham
A Walkable Community

# Notice Sign Rental Application

## Community Development

### 1. Applicant

Name: John Ketty
Address: 1937 Shipman Blvd.
Birmingham Mi 48009
Phone Number: 248.808.3300
Fax Number:
Email address: Creativebrick@yahoo.com

### 2. Property Owner

Name: John Ketty
Address: 1937 Shipman Blvd.
Birmingham Mi 48009
Phone Number: 248.808.3300
Fax Number:
Email address: Creativebrick@yahoo.com

### 3. Project Information

Address/Location of Property: 201 Southfield Road
Name of Development: Woodcrest Apartments
Area in Acres:

Name of Historic District, if any:
Current Use: Apartments - Multi Tenant
Current Zoning: R7

### 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:** John Ketty **Date:** 10-15-2024

*Office Use Only*

| | | |
|---|---|---|
| Application#: | Date Received: | Fee: |
| Date of Approval: | Date of Denial: | Reviewed By: |

**AGENDA**

**BIRMINGHAM DESIGN REVIEW BOARD**

**Wednesday - November 17, 2021**

**BIRMINGHAM CITY HALL, 151 MARTIN ST, COMMISSION ROOM 205, BIRMINGHAM MI ***

******************* 7:15 PM*******************

The highly transmissible COVID-19 Delta variant is spreading throughout the nation at an alarming rate. As a result, the CDC is recommending that vaccinated and unvaccinated personnel wear a facemask indoors while in public if you live or work in a substantial or high transmission area. Oakland County is currently classified as a substantial transmission area. **The City has reinstated mask requirements for all employees while indoors. The mask requirement also applies to all board and commission members as well as the public attending public meetings.**

1) **Roll Call**
2) **Approval of the DRB Minutes of November 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. **December 1, 2021**
   - C. **Staff Reports**
     1. **Administrative Sign Approvals**
     2. **Administrative Approvals**
     3. **Action List 2021**
8) **Adjournment**

*****Please note that board meetings will be conducted in person once again. Members of the public can attend in person at Birmingham City Hall, 151 Martin St., or may attend virtually at:

**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

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 at least on 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 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.**

DRAFT

Updated 2/25/2021

## Design Review Board Action List – 2021

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

Updates:

1. Sign Ordinance update in progress.