

City Of Birmingham
Regular Meeting Of The Planning Board
July 9, 2025
City Commission Room
151 Martin Street, Birmingham, Michigan

Minutes of the regular meeting of the City of Birmingham Planning Board held on July 9, 2025. The meeting was convened at 7:30 p.m.

A. Roll Call

Present: Chair Scott Clein, Vice Chair Bryan Williams; Board Members Robin Boyle, Stuart Jeffares, Daniel Share, Janelle Whipple-Boyce; Alternate Board Members Duncan Currie (not voting), Nasseem Ramin

Absent: Board Member Bert Koseck; Student Representatives Carter Anderson, Olivia Betanzos

Staff: Planning Director Dupuis; City Transcriptionist Eichenhorn

B. Approval Of The Minutes Of The Regular Planning Board Meeting of June 25, 2025

07-45-25

Motion by Williams

Seconded by Share to move approval of the minutes of the regular meeting of June 25, 2025.

Motion carried, 7-0.

VOICE VOTE

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

Nays: None

C. Chair's Comments

The Chair welcomed everyone to the meeting and reviewed the meeting's procedures.

D. Review Of The Agenda

E. Meeting Open to the Public for Items Not on the Printed Agenda

F. Unfinished Business

G. Rezoning Applications

H. Community Impact Study and Site Plan Review

I. Special Land Use Permits

J. Site Plan & Design Reviews

K. Study Session

1. Zoning Ordinance Update – Request for Proposal Discussion

Board members raised the following points during discussion:

- There must be clarity on the legislative requirements of this process and on the goals of this process. The City last undertook a similar process around 25 years ago, so it is likely that a comprehensive review and series of updates is warranted.
- The Board should recommend what it believes would be best for the community. Funding considerations can potentially be adjusted, and are outside of the Board's purview.
- Alternatively, the Board should scale its work to the top priorities and to the allocated project budget.
- This process must be accessibly communicated to the Commission, and widely and accessibly communicated to the public. The 2040 Plan's communication with the public should be taken as a model for communicating about this process.
- It should be determined whether legal should be included in the scope of services.
- The scope of work and the evaluation criteria should be well-defined.
- It would be helpful to clarify what qualifies for an increase or decrease in points within each criterion.
- Birmingham has a poor reputation when it comes to dealing with consultants.
- It would be a much better use of City resources if the Commission were to entrust the Planning staff and Board with interviewing and recommending candidates. The City has a wealth of talent and expertise on the Board, and it should be appropriately leveraged for these types of projects.
- Past City projects that have had less Board involvement have had some challenges that might have been avoided with more thorough Board review and participation.
- The Commission could provide information on any key concerns to the Board for the evaluation process.
- In 2018, a subcommittee of the Board was established to review bids for an RFP. Those results were then communicated back to the Board.
- Knowing whether the Commission will want to interview bidders will help frame the Board's deliberations.
- If the Commission intends to interview the candidates, the Board should forego interviews in favor of only discussing, scoring, and ranking the candidates based on their written submittals.
- Issues with the structure, clarity, or consistency of the ordinance should be addressed as part of this process.
- The ordinance is in need of meaningful revision in some aspects.
- It is unlikely that accessory dwelling units would be addressed as part of this particular process. The Board should consider whether elements such as design, size of homes, or other similar topics would be part of this process.
- It might be useful to have sections in the RFP for 'Key Issues' and 'Public Engagement' like Ferndale's RFP did. In contrast, their scope of work was far too light.
- Before the consultants commence work, the recommendations and key actions from the 2040 Plan should be reviewed. Some will be more relevant to the current process, and the ordinance can then be audited vis-a-vis those priorities. The consultant would then be expected to recommend implementation strategies.
- It would be helpful to determine which items should be reserved for longer-term study, after this process. The consultant may be able to advise on best practices for these items, even if these items are not integrated into the current ordinance update.
- The consultants will likely seek clarity on some Planning policy questions as well. The Board should be prepared to consider and answer those.

- Some of the language from the template requires modification, such as 'contractors'. Professional liability insurance should be required.
- Staff should return with legal and ethics guidance on whether and how Board members might inform specific consultants that this project will be available on the Michigan Inter-Governmental Trade Network.

Public Comment

Larry Ling opposed the 2040 Plan's recommendations for 14 Mile between Grant and Woodward, and commented that the zoning should be broadened in all R3 zones throughout the City if this section's zoning is broadened.

L. Miscellaneous Business and Communications

- 1. Pre-Application Discussions**
- 2. Communications**
- 3. Administrative Approval Correspondence**
- 4. Draft Agenda**
- 5. Action List**
- 6. Other Business**

Board members briefly discussed participating in a mobile workshop for the National Planning Conference in April 2026.

M. Planning Division Action Items

- 1. Staff Report on Previous Requests**
- 2. Additional Items from tonight's meeting**

N. Adjournment

No further business being evident, the meeting adjourned at 8:27 p.m.



Nick Dupuis, Planning Director



Laura Eichenhorn, City Transcriptionist