



**Planning Board – Regular Meeting Minutes
December 10, 2025 – 7:30 p.m.
City Commission Room 205, 151 Martin Street, Birmingham, MI**

Minutes of the regular meeting of the City of Birmingham Planning Board held on December 10, 2025. The meeting was convened at 7:30 p.m.

A. Roll Call

Present: Vice Chair Bryan Williams; Board Members Robin Boyle, Stuart Jeffares, Daniel Share, Janelle Whipple-Boyce; Alternate Board Members Duncan Currie, Nasseem Ramin

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

Staff: Planning Director Dupuis; City Planner Aldred-Arens, City Planner Blizinski, City Transcriptionist Eichenhorn, Planning Intern Milia

B. Approval Of The Minutes Of The Regular Planning Board Meeting of November 12, 2025

12-61-25

Motion by Share

Seconded by Whipple-Boyce to approve the minutes of November 12, 2025 as presented.

Motion carried, 7-0.

VOICE VOTE

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

Nays: None

C. Chair's Comments

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

L. Miscellaneous Business and Communications

1. Pre-Application Discussions

i. 34952 Woodward

The Board chose to hear Item L1 before Item K1 as a courtesy to the applicants.

The applicant team presented the proposal.

Board consensus was that there would be interest in further reviewing the proposed project and that matters of parking, working with MDOT, accommodating the bus stop, the proposed double-level amenity, unit sizes, and adjacent intersection traffic effects would need to be clarified.

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 Project – Consultant Selection

The Vice Chair introduced the second part of the consultant selection process. PD Dupuis presented staff findings regarding the consultant interviews and answered informational questions.

Board members expressed the following views during discussion:

- The present goal is to align the zoning ordinance with the 2040 Plan. It is not to create a new master plan. The City would benefit from national best practices in this regard.
- Staff's preference for Houseal Lavigne Levine¹ should be weighted heavily, since staff would be working extensively with the selected firm.
- A majority of Board members felt Houseal Lavigne's Levine's² presentation paid specific attention to Birmingham's needs, and a minority of Board members did not. There was also disagreement along the same lines as to whether Houseal Lavigne's Levine's³ example projects were relevant enough to Birmingham's conditions.
- Houseal Lavigne Levine⁴ aligned with the City's budget for this process and described creative community engagement opportunities. Their presentation was enthusiastic, detailed, clear in scope and mission, and included awards won by the firm. Houseal Lavigne's Levine's⁵ proposal included the creation of a story map, which would illustrate for the public the ordinance revision process. Houseal Lavigne Levine⁶ described having skill with GIS and with aligning their work with the systems Birmingham already has in place. Euclid HL might also be a useful feature.

¹As amended at the January 28, 2026 meeting.

²As amended at the January 28, 2026 meeting.

³As amended at the January 28, 2026 meeting.

⁴As amended at the January 28, 2026 meeting.

⁵As amended at the January 28, 2026 meeting.

⁶As amended at the January 28, 2026 meeting.

- If the City proceeds with Houseal Lavigne Levine⁷, the Board would likely be able to work directly with the firm without requiring the creation of an additional ad hoc board.
- Kendig Keast's presentation focused more on the City's specific needs and goals than on reiterating the firm's resume. It also provided written, tailored information on how they would support Birmingham, and provided useful examples of ordinances written for similar municipalities. Kendig Keast's example ordinances were clear and easy to follow. The information they provided at the presentation included their letterhead, which demonstrated their attention to detail.
- There was some concern about the number of projects the President of Kendig Keast was already involved in. The level of enthusiasm from leadership compared to Houseal Lavigne's Levine's⁸ seemed to be less. That said, the firm has a good team with very good reviews.
- McKenna's example ordinances were also clear and easy to follow, which is an essential qualifier for this project. The information they provided at the presentation also included their letterhead, which demonstrated their attention to detail.
- Those that did not rank Houseal Lavigne Levine⁹ first still believed it would deliver a superlative product.
- All of the submissions were exceptionally well done.

For four Board members, Houseal Lavigne Levine¹⁰ was the top choice, and for one Board member it was the second choice.

For two Board members, Kendig Keast was the top choice, and for two Board members it was the second choice.

For one Board member, McKenna was the second choice.

12-62-25

Motion by Currie

Seconded by Boyle to recommend that the City Commission select Houseal Lavigne Levine¹¹ for the purposes of performing a comprehensive Zoning Ordinance Update for the City in accordance with the specifications contained within Houseal Lavigne's Levine's¹² response to the City's Request for Proposals.

Motion carried, 7-0.

ROLL CALL VOTE

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

Nays: None

2. Communications

⁷As amended at the January 28, 2026 meeting.

⁸As amended at the January 28, 2026 meeting.

⁹As amended at the January 28, 2026 meeting.

¹⁰As amended at the January 28, 2026 meeting.

¹¹As amended at the January 28, 2026 meeting.

¹²As amended at the January 28, 2026 meeting.

- 3. Administrative Approval Correspondence**
- 4. Draft Agenda**
- 5. Action List**
- 6. Other Business**

The Vice Chair thanked the staff for all of their work and wished them happy holidays.

12-63-25

Motion by Share

Seconded by Whipple-Boyce to move that the rules of procedure for the two meetings in January be suspended such that either or both could be a meeting that considers both site plans and study sessions.

Motion carried, 7-0.

ROLL CALL VOTE

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

Nays: None

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 8:55 p.m.



Nick Dupuis, Planning Director



Laura Eichenhorn, City Transcriptionist