



Council Chamber, 18500 W 13 Mile Rd, Beverly Hills, MI 48025-5262

PLANNING COMMISSION MEETING

WEDNESDAY, MARCH 25, 2026 at 7:00 PM

AGENDA

1. **Call meeting to order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - A. 2026 02 25 PC Minutes
5. **Public comments on items not on the published agenda**
6. **Old Business**
 - A. Special Land Use & Site Plan Review - Detroit Country Day School
7. **New Business**
8. **Public Comments**
9. **Liaison Comments**
10. **Staff Comments**
11. **Commissioner Comments**
12. **Correspondence**
13. **Adjournment**

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Present: Chairperson Westerlund, Vice-Chairperson Dillard-Russaw,
Members: Harper, Lucas, Erickson

Absent: Secretary Copeland, Members: Campbell, Ross, Trust

Also Present: Planning and Economic Development Director, Stec
Planning Consultant, Borden
Recording Secretary, Williams

ROLL CALL/CALL TO ORDER

Chairperson Westerlund called the regular Planning Commission meeting to order at 7:02 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025.

Motion by Erickson, second by Harper, to excuse Secretary Copeland, Members: Campbell, Ross, and Trust, as they provided notice of their absence.

Motion passed.

APPROVAL OF AGENDA

Motion by Dillard-Russaw, second by Harper, to approve the agenda as published.

Motion passed.

APPROVAL OF MINUTES

Motion by Dillard-Russaw, second by Erickson, to approve the minutes of the January 28, 2026 Planning Commission meeting.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON PUBLISHED AGENDA

None

OLD BUSINESS

- A. PC CASE: 26-01-02 Special Land Use & Site Plan Approval #1
- LOCATION: 22305 W. 13 Mile Rd – SW corner of 13 Mile and Lahser
- PARCEL ID: TH-24-09-226-006
- ZONING: R-A, Single Family
- PETITIONER: Rich Houdek, Grissim Metz Andriese Associates
- OWNER: Detroit Country Day School
- REQUEST: Seeking a favorable recommendation for Special Land Use and Site Plan Approval for proposed improvements to their Athletic Complex minus the scoreboard.

Stec explained that the application had previously been tabled to allow for further study of the potential sound and visual impacts of the proposed scoreboard. The applicant removed the scoreboard from the current proposal to allow the additional time to address concerns.

Stec further explained that, although the ordinance does not clearly address institutional developments of this scale, school achievement banners qualify as exempt signage under Section 46-426, provided they meet size limits and highlight student accomplishments. She highlighted the “Purpose and Intent” clause when considering the logos and artwork. The ordinance primarily applies to signage in the public realm- identifying and locating businesses, rather than internal site features. The proposed interior logos are intended to create a unique sense of place and reinforce the school brand and sense of community. As a result, the interior logo elements were not considered to conflict with Section 46-422.

Similarly, the proposed sculpture was not identified as an issue, as the ordinance maintains minimal standards related to art beyond limited references to murals. Overall, Stec expressed comfort with the proposed signage and artistic elements.

Houdek provided an overview of the remaining project elements, including pedestrian walkway and plaza improvements, ADA accessibility upgrades, replacement of the track and synthetic turf field, upgraded LED field lighting, expanded bleachers, landscaping enhancements, and the addition of an alumni gathering area and related architectural features.

Commissioners generally supported referring signage-related elements to the Zoning Board of Appeals for further consideration.

Houdek confirmed that emergency vehicle access would be maintained, lighting would be improved through more efficient fixtures, and any tree removal would be mitigated through relocation or replacement plantings.

Motion by Dillard-Russaw, second by Harper to recommend approval of the site plan dated December 25, 2026, for Athletic Complex improvements at Detroit Country Day School (22305 W. 13 Mile Rd), ensuring that all references to the proposed scoreboard are removed. Further, recommend approval of the Special Land Use to Village Council, and refer all signage-related matters to the Zoning Board of Approvals, and condition approval on final engineering and all required agency reviews for Area Two, as outlined in the submitted documents.

Motion passed.

NEW BUSINESS

None

PUBLIC COMMENTS

None

LIAISON COMMENTS

None

STAFF COMMENTS

Stec provided updates on the Master Plan and Zoning Ordinance rewrite, noting that a request for proposals was issued on February 11, 2026, with responses due March 11, 2026, and that the combined effort is expected to take approximately 18-24 months.

Stec also noted that the American Planning Association annual conference will be held in Detroit from April 25-28, 2026, at Huntington Place.

Stec stated that the Southfield Road and Beverly Road intersection study is underway, beginning with a public survey that is open until March 6th, 2026. As of this meeting, 636 responses have been received, and the public was encouraged to continue sharing the survey. Additional public input will also be gathered through future in-person meetings.

COMMISSIONER COMMENTS

Harper asked about the enforcement of short-term rentals (STRs) after the subcommittee was disbanded.

Stec explained that enforcement has not yet begun and that Administration is working on updating the rental ordinance, including definition changes to clearly distinguish rental types. The draft ordinance is expected to go to Council by April. Stec also confirmed that the attorney and Village Manager have approved beginning STR enforcement and that the public may report potential STR activity to the Code Enforcement Officer.

CORRESPONDENCE

Stec requested the commission to notify her of any training sessions they would like to participate in.

ADJOURNMENT

Motion by Dillard-Russaw, second by Erickson, to adjourn the meeting at 7:53 p.m.

Motion passed.

Patrick Westerlund
Chairperson

Carissa Brown
Village Clerk

Lydia Williams
Recording Secretary



Agenda Item Summary

To: Planning Commission
From: Susie Stec, Planning & Economic Development Director

Re: ***Old Business - A. Special Land Use & Site Plan Review - Detroit Country Day School***

Date: March 25, 2026 - [Click to View Agenda](#)

Summary:

At the February 25th meeting, Planning Commission considered the proposed improvements to the Athletic Complex at Detroit Country Day School (22305 W. 13 Mile Road) and made the following motion:

Motion by Dillard-Russaw, second by Harper to recommend approval of the site plan dated December 25, 2026, for Athletic Complex improvements at Detroit Country Day School (22305 W. 13 Mile Rd), ensuring that all references to the proposed scoreboard are removed. Further, recommend approval of the Special Land Use to Village Council, and refer all signage-related matters to the Zoning Board of Approvals, and condition approval on final engineering and all required agency reviews for Area Two, as outlined in the submitted documents.

Unfortunately, this motion needs to be rescinded and then remade as two (2) distinct actions. This is because the Planning Commission is the **approving** body for all site plans but a **recommending** body for special land use applications. Village Council no longer has the authority to approve site plans. In this instance, Village Council can only take action on the special land use component of the application. In order to rescind a prior action of the Planning Commission, a member who voted in favor of that prior motion needs to move to rescind that action. The motion to rescind, if approved, should then be followed by the separate motions on the site plan and special land use considerations.

With respect to the signage-related matters that were referred to the ZBA as part of that motion, (e.g. banners, interior site logos, and logo sculpture), it is worth having another discussion about these items. In reviewing the sign ordinance standards, Section 46-426

(Exempt Signs) clearly states:

(7) Public or private school achievement signs. Signs erected by, or for, a public or private school announcing the achievements of the school or its students provided each such sign is no more than 18 square feet in area.

The applicant has previously indicated the banners are intended to highlight student athletes and, per the site plans submitted, the banners would be no more than 8 square feet each. Therefore, it has been determined the banners meet the standard for exempt signage and no permit is required.

As it relates to the school logos placed on the pedestrian walkway columns and the sculpture, both technically meet the definition of a *sign (any object, device, logo, display or structure, or part thereof, which is intended to advertise, identify, display, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means)*. However, there are no explicit standards within the ordinance that directly apply to these elements.

In situations such as this, it is helpful to refer to Section 46-422 (Purpose and Intent) clause of the sign standards, which states:

(a) It is hereby determined that regulation of the location, size, placement and certain features of signs is necessary to enable the public to locate goods, services and facilities without difficulty and confusion, to promote traffic safety, safeguard public health and welfare, and discourage visual competition among businesses.

(b) In addition, it is the intent of this section to develop a total and cohesive community environment through the adoption of discretionary controls designed to create a more attractive business climate, character and unique sense of place within the Village.

(c) The Village encourages signage that is unique and creative to help reinforce the business brand and identification without creating visual blight.

In this case, the proposed logos and sculpture are located within the interior of the subject site and are not visible from the public right-of-way. As such, the concerns identified in subsection (a)—which are primarily oriented towards commercial signage and its impact on the public realm — are not directly implicated. Similarly, the first portion of subsection (b), related to business climate, is less applicable. Instead, the proposal more closely aligns with the latter portion of subsection (b), which emphasizes creating character and a unique sense of place, as well as subsection (c), which encourages creative and identity-reinforcing elements.

As previously discussed in February, the ordinance does not contain standards for wayfinding signage, interior branding, or artwork, nor does it adequately address

institutional uses such as Detroit Country Day School. The proposed logos are comparable in scale and function to smaller exempt signs identified in Section 46-426. Likewise, large-scale sculptures are common throughout the community and are not typically regulated under the sign ordinance.

With respect to the proposed scoreboard/video board, which does not specifically meet any of the characteristics of any existing regulated signs in Article X, it is actually the Planning Commission that has the authority to determine whether to approve it or not. Section 46-425(b) of the Zoning Ordinance specifically provides that:

(b) Planning Commission approval required. A type of sign not explicitly defined in Section 46-423 must be approved by the Planning Commission before a permit shall be issued.

The ordinance language is clear that the Planning Commission has jurisdiction to determine whether a sign permit should be issued in the case of DCDS, and not the ZBA.

Given these considerations, it is reasonable to conclude that these elements need not be regulated under the sign ordinance, and that referral to the Zoning Board of Appeals is not necessary.

Recommendation:

Rescind the motion made at the February 25, 2026 Planning Commission meeting.

Approve the site plan dated December 25, 2026, for Athletic Complex improvements at Detroit Country Day School (22305 W. 13 Mile Rd), ensuring that all references to the proposed scoreboard are removed, and final engineering and all required department reviews are obtained.

Recommend approval of the Special Land Use to Village Council for the proposed Athletic Complex improvements at Detroit Country Day School (22305 W. 13 Mile Rd).

Attachments:

None