



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

PLANNING COMMISSION MEETING

WEDNESDAY, JUNE 24, 2026 at 7:00 PM

AGENDA

1. **Call meeting to order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - A. 2026 05 27 PC Minutes
5. **Public comments on items not on the published agenda**
6. **Old Business**
7. **New Business**
 - A. Sign Permit — My Big Fat Shawarma (31243 Southfield Road)
8. **Public Comments**
9. **Liaison Comments**
10. **Staff Comments**
 - A. Staff Report
11. **Commissioner Comments**
12. **Correspondence**
13. **Adjournment**

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Present: Chairperson Westerlund, Vice-Chairperson Dillard-Russaw, Secretary Copeland,
Members: Campbell, Harper, Lucas, and Erickson

Absent: Trust

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

ROLL CALL/CALL TO ORDER

Chairperson Westerlund called the regular Planning Commission meeting to order at 7:00 p.m. in the Village Council Chambers located at 18500 W. Thirteen Mile Road, Beverly Hills, MI 48025.

APPROVAL OF AGENDA

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

Motion passed.

APPROVAL OF MINUTES

Motion by Campbell, second by Dillard-Russaw, to approve the minutes of the April 22, 2026, Planning Commission meeting.

Motion passed.

PUBLIC COMMENTS ON ITEMS NOT ON PUBLISHED AGENDA

None

OLD BUSINESS

A. PC CASE: 26-04-01
LOCATION: 22305 West 13 Mile Rd- Southwest corner of the 13 Mile and Lahser intersection
PARCEL ID: TH-24-09-226-006
ZONING: R-1, Single Family Residential District
PETITIONER: Chris Kern, Digital Scoreboards, and Rick Houdek, Grissim Metz Andriese Associates
OWNER: Detroit Country Day School
REQUEST: Install a new scoreboard for the northeast quadrant of the football stadium.

Stec summarized the application to relocate an existing scoreboard to the northeast corner of the athletic track. In response to prior Commission concerns, the applicant revised the proposal by changing the scoreboard from a portrait to a landscape orientation, reducing its size from 577.08 to 560.09 square feet, and lowering its height from 31 feet to 28 feet. Houdek, of Grissim Metz Andriese Associates, confirmed that sound amplification is not part of the scoreboard permit application and that the school's speaker system is being upgraded separately.

Stec presented applicant-provided renderings showing that existing mature trees would largely screen the scoreboard from nearby roadways and residential properties. Houdek explained that the scoreboard would be oriented toward the bleachers and away from the western property boundary.

Several Commissioners reported visiting a comparable installation and concluded that the scoreboard was less visually impactful than anticipated. They expressed support for the revised design, citing the reduced height, orientation, absence of speakers, and existing screening.

Stanley of Detroit Country Day School stated that the school had worked cooperatively to address concerns and noted that the scoreboard would support both athletic and educational programming.

Motion by Campbell, second by Dillard-Russaw, to approve the amended application for a 560.09 square foot digital scoreboard as presented, with the conditions that no commercial advertising be displayed, the scoreboard be screened as much as feasible from vehicular traffic on 13 Mile Road and Lahser Road as well as nearby residents, and the scoreboard be turned off when no sporting events are occurring.

Roll Call Vote:

Copeland	Yes
Erickson	Yes
Lucas	Yes
Dillard-Russaw	Yes
Westerlund	Yes
Harper	Yes
Campbell	Yes

Motion passed (7-0)

NEW BUSINESS

A. Introduction of Master Plan & Zoning Ordinance Rewrite Consultant Giffels Webster

Stec introduced Joe Tangari of Giffels Webster, the firm selected to lead the Village’s Master Plan update and Zoning Ordinance rewrite. Tangari outlined the two-year, grant-funded project, which will include concurrent updates to the Master Plan and a comprehensive Zoning Ordinance rewrite, with the Master Plan providing policy direction for future zoning changes. Initial work will include a review of the existing Master Plan and an audit of the current Zoning Ordinance.

Tangari described the public engagement process, which will include surveys, focus groups, stakeholder meetings, and outreach to students. A steering committee will be established for the zoning component, with regular updates provided to the Planning Commission.

Key Master Plan focus areas will include housing, stormwater and sustainability, transportation and mobility, economic development, and community facilities. These efforts will inform a future land use map and implementation strategy. A joint meeting with Village Council is anticipated in July.

Campbell emphasized the importance of attainable housing – defined as housing affordable to households earning between 80 and 120% of the area median income, including teachers, nurses, and public safety employees. He highlighted emerging tools such as ADUs (Accessory Dwelling Units), workforce housing ordinances, and related incentives. Stec confirmed that the Village currently has no ADU standards and indicated the topic would be addressed through the Master Plan process.

Westerlund encouraged commissioners to begin considering their long-term vision for the community, particularly regarding housing, ahead of the joint meeting with Council.

PUBLIC COMMENTS

None

LIAISON COMMENTS

None

STAFF COMMENTS

None

COMMISSIONER COMMENTS

Copeland inquired about the status of ADU standards. Stec noted that the topic received a generally positive reception during a prior joint meeting with Council, but no standards currently exist to permit ADUs in the Village. The consensus was that ADUs should be addressed comprehensively through the upcoming Master Plan process.

Dillard-Russaw asked about the timing of re-appointments to the Commission. Stec confirmed that reappointment applications were due by Friday and that Council action is expected in June.

Campbell directed commissioners to the MSHDA “Getting Housing Ready” resources and noted that he may be unavailable for the July meeting due to travel.

CORRESPONDENCE

None

ADJOURNMENT

Motion by Dillard-Russaw, second by Harper, to adjourn the meeting at 7:40 p.m.

Motion passed.

Patrick Westerlund
Secretary

Carissa Brown
Village Clerk

Lydia Williams
Recording Secretary



Agenda Item Summary

To: Planning Commission
From: Susie Stec, Planning & Economic Development Director
Re: *New Business - A. Sign Permit — My Big Fat Shawarma (31243 Southfield Road)*
Date: June 24, 2026 - [Click to View Agenda](#)

Summary:

A sign permit has been submitted for the most recent tenant of the Market Fresh Plaza — My Big Fat Shawarma. As detailed in the attached consultant memo, the wall sign complies with the zoning ordinance standards in Section 46-432 and Section 46-433; however, clarification on the spacing between tenant signs is needed.

Recommendation:

Motion to approve the 29.9 square foot, unlit wall sign for My Big Fat Shawarma (31243 Southfield Road) as presented.

Attachments:

1. Shawarma wall sign
2. 31243 Southfield MyBigFatShawarma Sign Permit App_Redacted

June 16, 2026

Planning Commission
 Village of Beverly Hills
 18500 W. 13 Mile Road
 Beverly Hills, MI 48025

Attention:	Susie Stec, Planning and Zoning Administrator
Subject:	My Big Fat Shawarma – Sign Review
Location:	31243 Southfield Road – west side of Southfield Road, north of 13 Mile
Zoning:	B Business District and VCOD Village Center Overlay District

Dear Commissioners:

At the Village’s request, we have reviewed the sign application submittal from My Big Fat Shawarma for a new wall sign.

The proposal has been reviewed for compliance with the requirements of the Village Zoning Ordinance. If the application is approved by the Commission, the applicant must obtain a permit prior to installation.

Sections 46-432 and 46-433 provide regulations for wall signs, which are summarized in the following table:

	Permitted	Proposed	Comments
Area	30 SF maximum (wall)	29.9 SF	In compliance
Number	2 sign types	1 (wall)	In compliance
Spacing	20’ between signs (PC has authority to reduce)	Information not provided	Applicant must identify sign spacing for PC consideration
Illumination	Back-lit, indirect, external or no more than 30% internal	Not illuminated	In compliance
Color scheme	No more than 3 colors	2 (black and white)	In compliance
Lettering types	2 (max.)	2	In compliance
Projection	Max. 12” from wall	1.75”	In compliance

As noted above, the applicant must identify the spacing between the proposed sign and those on each side of the tenant space. If the spacing is less than 20 feet, as it is between most of the signs in this multi-tenant center, Planning Commission has the authority to grant a reduction.

Should you have any questions concerning this matter, please do not hesitate to contact our office.

Respectfully,
SAFEBUILT




Brian V. Borden, AICP
 Planning Manager

Village of Beverly Hills
 Planning
 18500 W 13 Mile Rd
 Beverly Hills, MI 48025
 Phone: (248) 646-6404 Fax: (248) 646-3703
 www.villagebeverlyhills.com

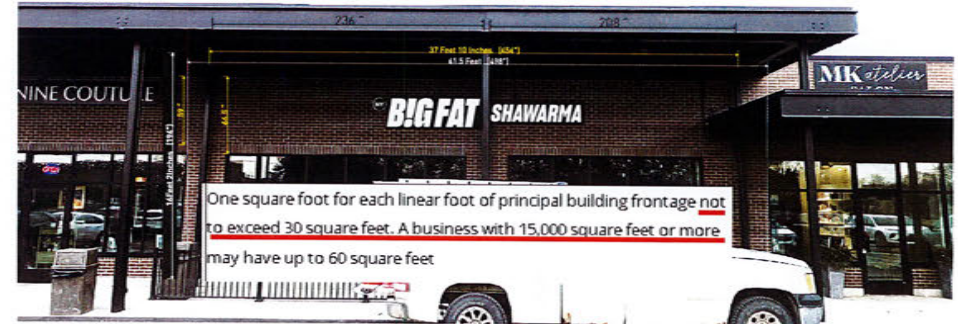
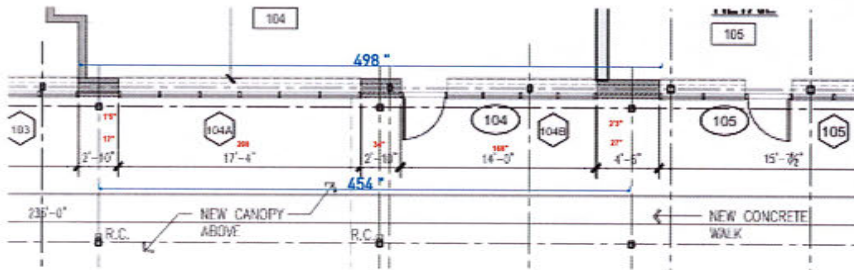
****Staff Use Only****

Date Received: _____
 Review/Mtg Date: _____
 Decision: _____
 Approved Denied ZBA
 Notes: _____

Application for Sign Permit	
Property Address & Parcel I.D. Number(s)	Address: 31243 SOUTHFIELD RD. BEVERLY HILLS, MI 48025
	Parcel ID(s): #TH-99-00-010-500
Property Information (Attach additional pages if necessary)	Primary Street Frontage: SOUTHFIELD RD. Secondary Street Frontage: 13 MILE RD.
	Business Frontage (if different than building): Southfield Frontage = 37.83 Feet
	Landscaping (if applicable): N/A
First Sign Information * (Attach additional pages if necessary) <i>Measured by 2 Regular Polygons</i>	Type (e.g. wall or ground): Non Lit Wall Sign <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary
	Setback (if applicable): N/A Height from grade: 136.5" (11.375 Feet)
	Size: 96" Lx 29" H = 29.95 ^{total} sq ft Depth or Projection: 1.75" Deep
	Sign Colors (incl white/black): Black 1.5" Deep Aluminum Pan with WHITE LETTERS
	Lighting (type, size, number, etc): Non-Lit Sign → NO ELECTRICAL
Second Sign Information * (Attach additional pages if necessary)	Type (e.g. wall or ground): <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
	Setback (if applicable): Height from grade:
	Size: Lx H = sq ft Depth or Projection:
	Sign Colors (incl white/black):
	Lighting (type/size/number/etc):
Existing Sign Information	Sign Type: N/A Number of Signs: N/A
	Square Footage per sign: N/A
Applicant	Contact Name: MIKE KEAN
	Business Name: LAVANWAY SIGN Co, Inc.
	Address: 22124 Telegraph Rd.
	City: Southfield State: MI Zip: 48033
	Phone: [Redacted] Email: [Redacted]
Property Owner <input type="checkbox"/> Same as Applicant	Contact Name: LAITH KARMO
	Business Name (if applicable): MY BIG FAT SHAWARMA (MBFS Holdings)
	Address: 31243 Southfield Rd
	City: Beverly Hills State: MI Zip: 48025
	Phone: [Redacted] Email: [Redacted]
Property Owner Signature (if other than applicant): _____	
Applicant Signature	X: 

In order to be considered at an upcoming meeting, this application and all required documents and materials must be submitted by the established deadline date for the next regular meeting of the Planning Commission. Submittal by deadline does not guarantee placement on the agenda. Please refer to Sections 22.32 for complete sign regulations. Note: the applicant or a representative must be present at all meetings.

* Full color rendering(s) of existing and proposed sign(s) with required measurements and depicted in the proposed location with applicable building measurements, set back measurements, and any other applicable information is required with submittal.



LAVANWAY
SIGN COMPANY, INC.
22124 Telegraph Rd.
Southfield, MI 48033
(01248.356.1600 | F1248.356.1694
www.lavanwaysigns.com

Parcel #TH-99-00-010-500 My Big Fat Shawarma - Exterior: Business Identification Wall Sign 6-6-2026

MY BIG FAT SHAWRMA 31243 SOUTHFIELD RD BEVERLY HILLS, MI 48025 EAST ELEVATION Site Location & General Sign Preview



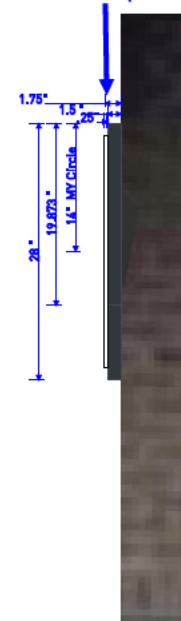
18.66 sq. ft



11.29 sq.ft.

29.95 Sq. Feet. total. Max allowed = 30 Sq. Ft.

TOTAL DEPTH FROM WALL = 1.75" (0.145 Feet)



Side View

My Big Fat Shawarma - Exterior: Business Identification Wall Sign 4-8-2026

31243 Southfield Rd. Beverly Hills, MI 48025 EAST ELEVATION SIGN DETAIL/SPECIFICATIONS

A Quality Name Since 1929
LAVANWAY
 SIGN COMPANY, INC.
 22124 Telegraph Rd.
 Southfield, MI 48033
 (O)248.356.1600 (F)248.356.1694
 www.lavanwaysigns.com



To Whom It May Concern:

My Big Fat Shawarma approves the plans and layout for signage at 31243 Southfield Rd. Beverly Hills, MI 48025 prepared by LaVanway Sign Company Incorporated.

Please feel free to contact me directly at 248-789-0563 if you have any questions.

Alexandra J. Sawa

alex@mybigshawarma.com



Agenda Item Summary

To: Planning Commission
From: Susie Stec, Planning & Economic Development Director
Re: *Staff Comments - A. Staff Report*
Date: June 24, 2026 - [Click to View Agenda](#)

Summary:

There are a couple of upcoming events, projects, and items to note:

- Beverly - Southfield Road Open House on **Tuesday, July 14th from 6:30 - 8:00 pm** at Village Hall. The public is invited to attend and provide feedback on 4 different intersection design concepts. A formal presentation will not be made at the Open House, consultants and staff will be on-hand to answer questions and discuss the project. Feedback received at the Open House will be used to identify and further refine the preferred design(s) which will be presented to Village Council. See attached flier for more event details.
- Joint Planning Commission - Village Council Master Plan Kick-Off Meeting on **July 22nd at 7:00 pm**. This meeting will help set the direction and priorities of the Master Plan Update & Zoning Ordinance Rewrite. There will be no additional action considered at this meeting.

Projects around the Village:

- Beverly Park Play Structure is under construction! Work is anticipated to take 8 weeks, with a goal to be completed by Labor Day.
- Paving work on Pierce, Kirkshire & Birwood will begin on June 22nd and continue through the remainder of the summer. Sidewalk cutting & replacements will begin in late July/early August. The Village regularly updates the "[Construction Projects](#)" page on the website.
- Repaving of 13 Mile Road east of Southfield Road is expected to continue through the fall. This is a City of Southfield project; questions may be directed to their Engineering Department.

Recommendation:

Attachments:

1. Beverly_Southfield Intersection Study Open House Flyer

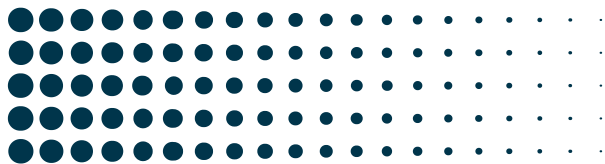


BEVERLY ROAD - SOUTHFIELD ROAD INTERSECTION STUDY

OPEN HOUSE

TUESDAY, JULY 14, 2026

6:30PM - 8:00PM



At our Open House, you'll have the opportunity to:

- Review existing data
- Check out design concepts
- Provide feedback

Join Us!

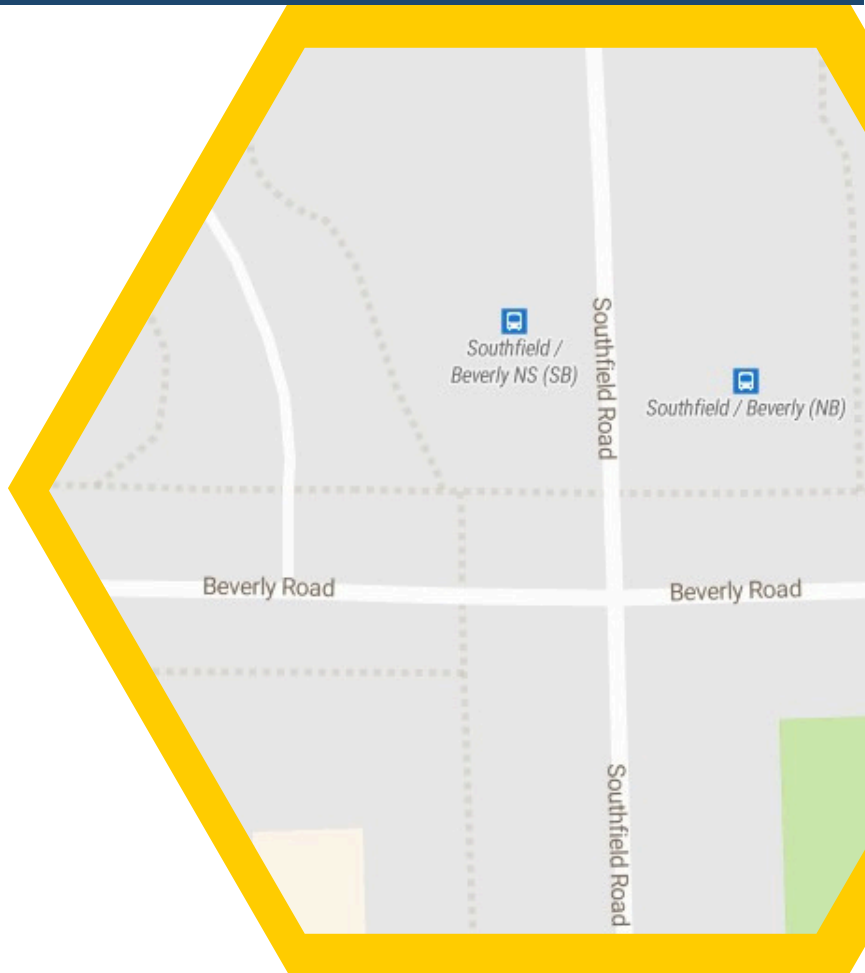
Goals of the study:

- Slow traffic
- Improve pedestrian & bicyclist safety
- Improve crossings
- Improve access to transit

Questions?

Contact Susie Stec, Planning & Economic Development Director
sstec@beverlyhillsmi.gov

This study is funded by the Oakland County Access to Transit Program



VILLAGE OF BEVERLY HILLS
 18500 W. THIRTEEN MILE ROAD
 BEVERLY HILLS, MI 48025
 www.villagebeverlyhills.com
 248-646-6404