

**AGENDA**  
**BIRMINGHAM DESIGN REVIEW BOARD MEETING**  
**MUNICIPAL BUILDING-COMMISSION ROOM-151 MARTIN STREET**  
**WEDNESDAY – February 5<sup>th</sup>, 2020**  
**\*\*\*\*\* 7:15 PM\*\*\*\*\***

- 1) Roll Call**
- 2) [Approval of the DRB Minutes of January 15<sup>th</sup>, 2020](#)**
- 3) Public Hearing**
- 4) Design Review**
- 5) Sign Review**
- 6) Study Session**
- 7) Miscellaneous Business and Communication**
  - A. Staff Reports**
    - 1. [Administrative Sign Approvals](#)**
    - 2. [Administrative Approvals](#)**
- 8) Adjournment**

*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](tel:2485301880) at least one 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](tel:2485301880) 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 JANUARY 15, 2020**  
Municipal Building Commission Room  
151 Martin, Birmingham, Michigan

Minutes of the regular meeting of the Design Review Board ("DRB") held Wednesday, January 15, 2020. Chairman John Henke called the meeting to order at 7:30 p.m.

**1) ROLLCALL**

**Present:** Chairman John Henke; Vice-Chairman Keith Deyer; Board Members Gigi Debbrecht, Natalia Dukas, Patricia Lang; Student Representative Klea Ahmet

**Absent:** Board Members Joseph Mercurio, Michael Willoughby; Alternate Board Member Alexander Jerome

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

**01-01-20**

**2) Approval Of Minutes**

**Motion by Ms. Deyer**

**Seconded by Ms. Debbrecht to approve the DRB Minutes of December 4, 2019 as submitted.**

**Motion carried, 5-0.**

VOICE VOTE

Yeas: Deyer, Dukas, Debbrecht, Henke, Lang

Nays: None

**01-02-20**

**3) Public Hearing**

None.

**01-03-20**

**4) Design Review**

None.

**01-04-20**

## **5) Sign Review**

None.

**01-05-20**

## **6) Study Session**

### **A. 2020 Action List**

Chairman Henke suggested making Sign Band Designation the first item on the action list given the upcoming projects the DRB will be reviewing.

The Board otherwise concurred with the 2020 Action List as presented.

**01-06-20**

## **7) Miscellaneous Business And Communications**

- 1. Administrative Sign Approvals**
- 2. Administrative Approvals**

**01-07-20**

## **Adjournment**

No further business being evident, the board motioned to adjourn the meeting at 7:40 p.m.

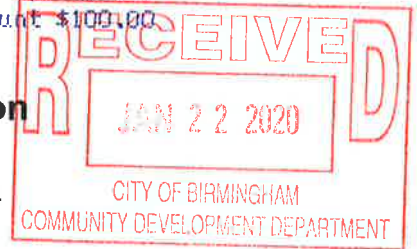
Nicholas Dupuis  
City Planner

**APPROVED**  
1/29/2020  
PAA20-0014



## Administrative Sign Approval Application Planning Division

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



### 1. Applicant

Name: Chadi El-Asaad  
Address: 18211 weaver st. Detroit MI 48228  
Phone Number: 313-282-9079  
Fax Number: 313-584-8838  
Email Address: uniquesigns@live.com

### 2. Property Owner

Name: Gary Andrus  
Address: 597-725 S. Adams Rd. Birmingham MI 48009  
Phone Number: 248-963-3352  
Fax Number: \_\_\_\_\_  
Email Address: gandrus@icloud.com

### 3. Applicant's Attorney/Contact Person

Name: Chadi El-Asaad  
Address: 18211 weaver st Detroit MI 48228  
Phone Number: 313-282-9079  
Fax Number: 313-584-8838  
Email Address: uniquesigns@live.com

### 4. Project Designer/Developer

Name: Unique signs  
Address: 18211 weaver st. Detroit MI 48228  
Phone Number: 313-282-9079  
Fax Number: 313-584-8838  
Email Address: uniquesigns@live.com

### 5. Project Information

Address/Location of Property: 653 S. Adams Rd. Birmingham MI 48009  
Name of Development: Adams Sq. Shopping Center  
Parcel ID#: 20-31-151-002  
Current Use: Store front  
Area in Acres: 5.0 Acres  
Current Zoning: B2

Name of Historic District if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_

### 6. Required Attachments

- Two (2) folded paper copies of plans including details of the following:
  - Dimensions of proposed sign(s)
  - Dimensions of building frontage
  - Illumination
  - Height from grade
  - Location of proposed sign(s)
  - Colors and materials
- Authorization from Property Owner(s) (if applicant is not the owner)
- Material Samples
- Digital Copy of Plans

### 7. Details of the Request for Administrative Approval

internally lit LED, raceway mounted channel letter sign, perforated vinyl material on acrylic plastic, white color

### 8. Location of Proposed Sign(s)

Store Front

### 9. Type of Proposed Sign(s)

Wall: raceway channel letter  
Ground: \_\_\_\_\_  
Name Letter: \_\_\_\_\_  
Canopy: \_\_\_\_\_

Projecting (Post-Mounted): /  
Projecting (Wall-Mounted): 7"  
Building Identification: \_\_\_\_\_  
Other: \_\_\_\_\_





## CONSENT OF PROPERTY OWNER

I, Gary Andrews, OF THE STATE OF Michigan AND  
(Name of Property Owner)  
COUNTY OF Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 597-725 S Adams Road;  
(Address of Affected Property)  
Birmingham, MI 48007
2. That I have read and examined the Application for Administrative Approval made to the City of  
Birmingham by: Chadi EL-Assaad;  
(Name of Applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of  
Birmingham.

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.

Name of Owner (Printed):

Gary M. Andrews

Signature of Owner:

[Signature]

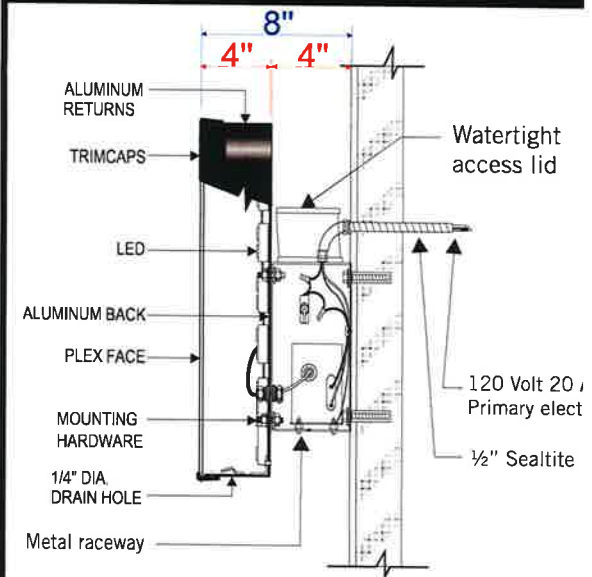
Date:

12/15/09





# CHANNEL LETTERS ON RACEWAY



**Letter Faces**  
**BLACK**  
 Acrylic

## Letter Trim Caps



**BLACK**

## Letter Returns



**BLACK**

## Raceway Color



**BEIGE**  
 To Match Building

## Raceway Size



**4"**

## Illumination



**White LED**

**APPROVED**  
 1/1/20  
 P142-0-000



CITY OF BIRMINGHAM  
Date 01/23/2020 11:25:23 AM  
Ref 00166151  
Receipt 522410  
Amount \$100.00

APPROVED  
1/24/2020  
PA120-0013

## Administrative Sign Approval Application Planning Division

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

### 1. Applicant

Name: Chester St. Partners, LLC  
Address: 320 Martin St. #100  
Birmingham, AL 35203  
Phone Number: (248) 865-3000  
Fax Number: \_\_\_\_\_  
Email Address: Sam@suman.com

### 2. Property Owner

Name: Sam Suman  
Address: 320 Martin St. #100  
Birmingham, AL 35203  
Phone Number: (248) 877-4000  
Fax Number: \_\_\_\_\_  
Email Address: Sam@suman.com

### 3. Applicant's Attorney/Contact Person

Name: Gregg Leshman  
Address: 320 Martin St. #100  
Birmingham, AL 35203  
Phone Number: (248) 878-4926  
Fax Number: \_\_\_\_\_  
Email Address: Gregg@suman.com

### 4. Project Designer/Developer

Name: Biddison Architecture  
Address: 320 Martin St - LL30  
Birmingham, AL 35203  
Phone Number: (248) 554-9500  
Fax Number: \_\_\_\_\_  
Email Address: FL@biddison-ad.com

### 5. Project Information

Address/Location of Property: 191 N. Chester St  
Birmingham, AL 35203  
Name of Development: \_\_\_\_\_  
Parcel ID#: 19-25-356-023  
Current Use: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

Name of Historic District if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_

### 6. Required Attachments

- Two (2) folded paper copies of plans including details of the following:
  - Dimensions of proposed sign(s)
  - Dimensions of building frontage
  - Illumination
  - Height from grade
- Location of proposed sign(s)
- Colors and materials
- Authorization from Property Owner(s) (if applicant is not the owner)
- Material Samples
- Digital Copy of Plans

### 7. Details of the Request for Administrative Approval

Exterior Building Facade Signage

### 8. Location of Proposed Sign(s)

East facade

### 9. Type of Proposed Sign(s)

Wall: ☒  
Ground: \_\_\_\_\_  
Name Letter: \_\_\_\_\_  
Canopy: \_\_\_\_\_

Projecting (Post-Mounted): \_\_\_\_\_  
Projecting (Wall-Mounted): \_\_\_\_\_  
Building Identification: ☒  
Other: \_\_\_\_\_



**10. Size of Proposed Sign**

Width: 15.5"  
 Depth: 2"  
 Height of Lettering: 9.4"

Overall Height: 9'  
 Extension from Wall: 3 1/2"  
 Total Square Feet: 11.62'

**11. Existing Signs Currently on Property**

Number: N/A  
 Square Feet per Sign: \_\_\_\_\_

Sign Type(s): \_\_\_\_\_  
 Total Square Feet: \_\_\_\_\_

**12. Materials/Style of Proposed Sign(s)**

Metal: Brushed Stainless Steel  
 Plastic: Clear Acrylic Backer  
 Wood: \_\_\_\_\_  
 Glass: \_\_\_\_\_

Other: \_\_\_\_\_  
 Color #1: \_\_\_\_\_  
 Color #2: \_\_\_\_\_  
 Additional Colors: \_\_\_\_\_

**13. Content of Proposed Sign(s)**

191

**14. Proposed Sign Lighting** Halo Lit numbers

Type of Lighting: Warm white LED's  
 Size of Fixtures (LxWxH): 15.5" x 24" x 2"  
 Maximum Wattage per Fixture: 3500k  
 Proposed Wattage per Fixture: 3000-K to 3500K

Location: Front of building  
 Number of Lights Proposed: 3  
 Height from Grade: 25'  
 Lighting Style: Halo Lit LED's

**15. Landscaping (Ground Signs Only)**

Location of Landscape Areas: \_\_\_\_\_

Proposed Landscape Material: \_\_\_\_\_

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 to the approved site plan.

Signature of Applicant: \_\_\_\_\_

Date: 1/22/20

Cathy Leamy - Hunt Sign  
for Mr. - Chester St. Partners 1/22/20

Office Use Only

Application # \_\_\_\_\_

Date Received: 1/23/2020

Fee: \$ 100.00

Date of Approval: \_\_\_\_\_

Date of Denial: \_\_\_\_\_

Reviewed By: [Signature]





### CONSENT OF PROPERTY OWNER

I, Sam Surnow, OF THE STATE OF Michigan AND  
(Name of Property Owner)  
COUNTY OF Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 191 N. Charter St.;  
(Address of Affected Property)

2. That I have read and examined the Application for Administrative Approval made to the City of

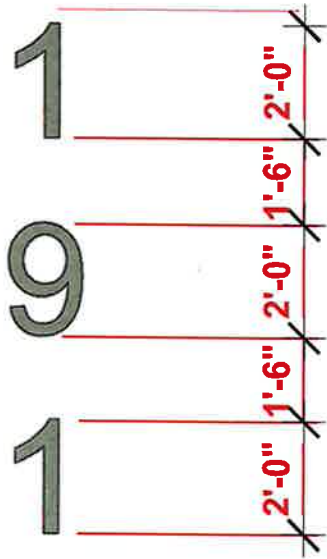
Birmingham by: Charter St. Partners, LLC;  
(Name of Applicant)

3. That I have no objections to, and consent to the request(s) described in the Application made to the City of  
Birmingham.

**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.**

Name of Owner (Printed): Sam Surnow

Signature of Owner: [Signature] Date: 1/22/2020



Address numbers:  
 Depth - 2"  
 Standing off - 1.5"  
 Not to protrude beyond 9"



**APPROVED**  
 1/24/2026  
 VAA-20-0013

Chester St. Partners, LLC, 191 N. Chester St., Birmingham, MI 48009

APPROVED  
1/22/2020  
PA20-0011



CITY OF BIRMINGHAM  
Date 01/22/2020 2:26:10 PM  
Ref 00166138  
Receipt 522284  
Amount \$100.00

JAN 21 2020

## Administrative Sign Approval Application Planning Division

CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPT.

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

### 1. Applicant

Name: Signs & Engraving Inc Elton Topalli

Address: 1221 EAST 14 MILE RD

TROY MI 48083

Phone Number: 586-381-3352

Fax Number:

Email Address: INFO@SIGNSMH.COM

### 2. Property Owner

Name: DENNIS A. DAHLSTEDT, M.D.

Address: 50 Scenic Oaks Dr N.

Bloomfield Hills MI 48304

Phone Number: 248 909 2482

Fax Number: 586 254 5365

Email Address: gidocdd@gmail.com

### 3. Applicant's Attorney/Contact Person

Name: Elton Topalli

Address: 1221 EAST 14 MILE RD

TROY MI 48083

Phone Number: 586-381-3352

Fax Number:

Email Address: INFO@SIGNSMH.COM

### 4. Project Designer/Developer

Name:

Address:

Phone Number:

Fax Number:

Email Address:

### 5. Project Information

Address/Location of Property: 2450 COLE STREET

Name of Development: F45 TRAINING

Parcel ID#:

Current Use:

Area in Acres:

Current Zoning:

Name of Historic District if any:

Date of HDC Approval, if any:

Date of Application for Preliminary Site Plan:

Date of Preliminary Site Plan Approval:

Date of Application for Final Site Plan:

Date of Final Site Plan Approval:

Date of Revised Final Site Plan Approval:

### 6. Required Attachments

- Two (2) folded paper copies of plans including details of the following:
  - Dimensions of proposed sign(s)
  - Dimensions of building frontage
  - Illumination
  - Height from grade

- Location of proposed sign(s)
- Colors and materials
- Authorization from Property Owner(s) (if applicant is not the owner)
- Material Samples
- Digital Copy of Plans

### 7. Details of the Request for Administrative Approval

INSTALL A NEW WALL SIGN ON THE NORTH ELEVATION OF THE BUILDING

### 8. Location of Proposed Sign(s)

NORTH FACING WALL

### 9. Type of Proposed Sign(s)

Wall: CHANNEL LETTER

Ground:

Name Letter:

Canopy:

Projecting (Post-Mounted):

Projecting (Wall-Mounted):

Building Identification:

Other:



**10. Size of Proposed Sign**

Width: 15'-0"

Depth: 0'-4"

Height of Lettering: 2'-0"

Overall Height: 2'-0"

Extension from Wall: 0'-4"

Total Square Feet: 30 SQFT

**11. Existing Signs Currently on Property**

Number: NONE

Square Feet per Sign:

Sign Type(s):

Total Square Feet:

**12. Materials/Style of Proposed Sign(s)**

Metal: ALUMINUM

Plastic:

Wood:

Glass:

Other:

Color #1:

Color #2:

Additional Colors:

**13. Content of Proposed Sign(s)**

CHANNEL LETTER SIGN

**14. Proposed Sign Lighting**

Type of Lighting: LED'S

Size of Fixtures (LxWxH):

Maximum Wattage per Fixture:

Proposed Wattage per Fixture:

Location:

Number of Lights Proposed:

Height from Grade:

Lighting Style:

**15. Landscaping (Ground Signs Only)**

Location of Landscape Areas:

Proposed Landscape Material:

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 to the approved site plan.

Signature of Applicant:

*Elton Tepalli*

Date: 1/15/2020

**Office Use Only**

Application #

PAA20-0011

Date Received:

1/21/2020

Fee:

\$100.00

Date of Approval:

1/22/2020

Date of Denial:

N/A

Reviewed By:

*[Signature]*



### CONSENT OF PROPERTY OWNER

I, Dennis Dahlstedt, OF THE STATE OF Michigan AND  
(Name of Property Owner)

COUNTY OF Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 2450 Cole St, Birmingham, MI;  
(Address of Affected Property)

2. That I have read and examined the Application for Administrative Approval made to the City of

Birmingham by: Elton Topalli;  
(Name of Applicant)

3. That I have no objections to, and consent to the request(s) described in the Application made to the City of  
Birmingham.

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.

Name of Owner (Printed): DENNIS A. DAHLSTEDT, M.D.

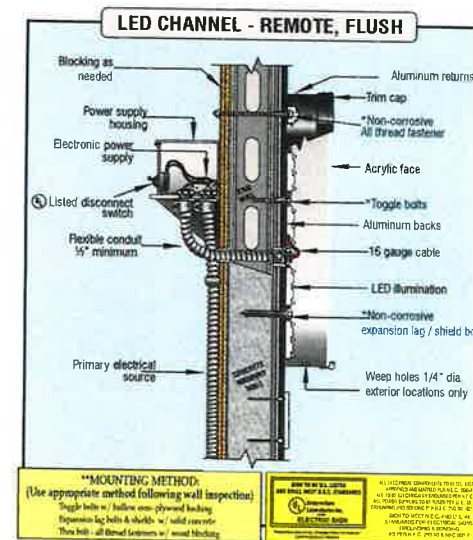
Signature of Owner:  Date: 16 Jan 2020



Building size: 1120 sqft

Sign size: 30 sqft

**APPROVED**  
*[Signature]*  
 1/22/20  
 PAA 20-0011



**SIGNS & ENGRAVING INC.**  
 21 East 14 Mile Rd. Troy MI 48063  
**Ph. 248-577-6191**  
 Fax. 248-577-6453 Cel. 586-381-3352  
 info@siansmh.com

Job Location: \_\_\_\_\_

☐ APPROVED AS-IS

☐ NEEDS REVISION

☐ REJECTED

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Please check the spelling, layout, colors and sizes

File Name: \_\_\_\_\_

Designed by: \_\_\_\_\_

Date: \_\_\_\_\_

**Signs & Engraving II Inc.**  
 Licensed and fully insured company

This is an original, unpublished drawing or layout created by Signs & Engraving II. It is submitted for your use in connection with a project being planned and produced by Signs & Engraving II Inc. It is not to be shown, copied, reproduced or exhibit in any manner without a written approval from Signs & Engraving II Inc.





**APPROVED**  
1/20/2020  
1A920-0008

## Administrative Sign Approval Application Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: MNC & ANC Professional Services, LLC- Matthew Newman  
Address: 72 Pinewood Dr.  
White Lake, MI 48386  
Phone Number: 248-877-9001  
Fax Number: 248-681-3515  
Email: mncprosvco@hotmail.com

### Property Owner

Name: BG Investments LLC  
Address: 33495 Woodward Ave.  
Birmingham  
Phone Number: 248-914-0444  
Fax Number: \_\_\_\_\_  
Email: SCOTT@barbator.org

### 2. Applicant's Attorney/Contact Person

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Project Designer

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### 3. Project Information

Address/Location of Property: 33495 Woodward Ave.  
Name of Development: US Mattress  
Parcel ID #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Area in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

Name of Historic District site is in, if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_

### 4. Attachments

- Two (2) folded paper copies of plans
- Authorization from Owner(s) (if applicant is not owner)
- Material Samples
- Digital Copy of plans

### 5. Details of the Request for Administrative Approval

Replace existing sign with new UL listed channel letter sign same size as original sign

### 6. Location of Proposed Signs

SAME AS EXISTING SAME SIZE  
SAME LOCATION

### 7. Type of Sign(s)

Wall: ☒  
Ground: \_\_\_\_\_  
Projecting: \_\_\_\_\_

Canopy: \_\_\_\_\_  
Building Name: \_\_\_\_\_  
Post-mounted Projecting: \_\_\_\_\_



CITY OF BIRMINGHAM  
Date 01/16/2020 4:12:17 PM  
Ref 00166018  
Receipt 521391  
Amount \$200.00



## CONSENT OF PROPERTY OWNER

I, Blo Investments, LLC., OF THE STATE OF MT AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 33477 Woodward Ave;  
(Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
QUARTY SIGNS (Matthew Newman)  
(Name of applicant)
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Dated: 1-7-19

Scott Bueck  
Owner's Name (Please Print)

[Signature]  
Owner's Signature



24.5" 129" **US Mattress**

facing emmond

22 sf

AUTHORITY: SEE N.E.C. ARTICLE 600. ALL PRIMARY CONNECTIONS ARE TO BE MADE BY LICENSED ELECTRICAL CONTRACTORS.

PRIMARY ELECTRICAL ALL PRIMARY ELECTRICAL CONNECTIONS ARE TO MEET OR EXCEED N.E.C. U.L. 48 OR LOCAL ENFORCING

PRIMARY WIRING SHALL BE (3) #12 THW/THWN (BY OTHERS). GROUNDING PER NEC ARTICLE 250 (BY OTHERS).

CONTACT: 33495-woodward ave  
PROJECT:  
LOCATION:

DATE:

Sign:

Date:

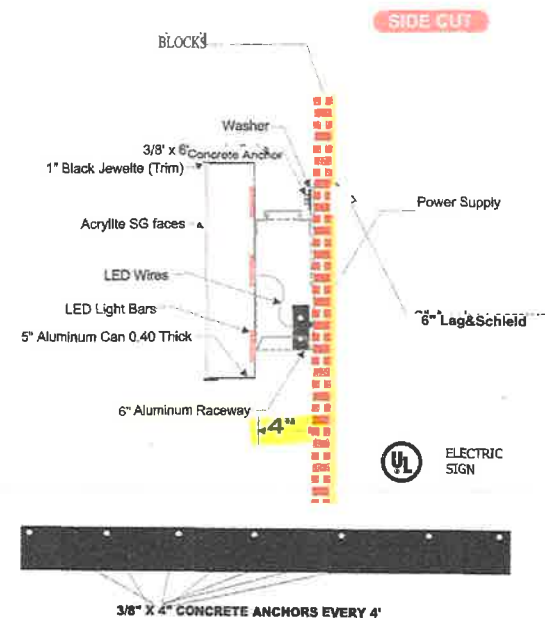
NOTES:  
Original Art, Sketches, Mechanicals and materials originated by Quality Sign and Graphic are the property of Quality Sign and Graphic. Sketch Deposit covers minimal costs involved in developing a concept. The Sketch remains the property of Quality Sign and Graphic.

I have reviewed the above specifications & hereby fully understand the content of work to be performed and I approve this project to begin:

APPROVED

1/20/2020  
PNT 30-0008

22 sf  
old



UL LISTED SIGN MANUFACTURE

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND THE APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

**QUALITY**  
SIGN & GRAPHIC

248.431.7575  
2331 Oakwood Blvd, Melvindale, MI 48122  
quality1sign.com





**APPROVED**  
1/21/2020  
PAA20-0009

## Administrative Approval Application Planning Division

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

### 1. Applicant

Name: JOHN R. GLASS, LLC  
Address: 26733 JOHN R.  
MADISON HEIGHTS, MI 48071  
Phone Number: 248-399-0070  
Fax Number: 248-399-2447  
Email Address: bfender@johnrglass.com

### 2. Property Owner

Name: MASSIMO CORTESI  
Address: \_\_\_\_\_  
Phone Number: 248-229-1375  
Fax Number: \_\_\_\_\_  
Email Address: mcortese1@gmail.com

### 3. Applicant's Attorney/Contact Person

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 4. Project Designer/Developer

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 5. Project Information

Address/Location of Property: 588 N. OLD WOODWARD  
BIRMINGHAM, MI 48009  
Name of Development: BIRMINGHAM WINE  
Parcel ID#: \_\_\_\_\_  
Current Use: RETAIL  
Area in Acres: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

Name of Historic District if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_

### 6. Required Attachments

- Warranty Deed with legal description of property
- Authorization from Owner(s) (if applicant is not owner)
- Completed Checklist
- Material Samples
- Specification sheets for all proposed materials, fixtures, and/or mechanical equipment
- One (1) digital copy of plans
- Two (2) folded copies of plans including an itemized list of all changes for which administrative approval is requested, with the changes marked in color on all elevations
- Photographs of existing conditions on the site where changes are proposed

### 7. Details of the Request for Administrative Approval

CHANGE EXISTING ENTRANCE DOOR TO UPDATED STD. ALUMINUM  
FROM FRAMELESS STYLE EXISTING

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 to the approved site plan.

Signature of Applicant: \_\_\_\_\_

Date: 1/21/2020

Application #: PAA20-0009

Date of Approval: 1/21/2020

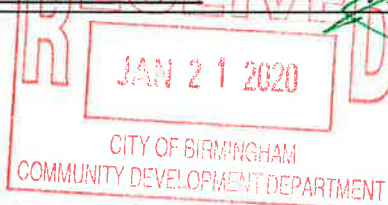
Office Use Only

Date Received: 1/21/2020

Date of Denial: N/A

Fee: \$100.00

Reviewed By: \_\_\_\_\_



CITY OF BIRMINGHAM  
Date 01/21/2020 2:50:20 PM  
Ref 0016091  
Receipt 022107  
Cost \$105.00



## ADMINISTRATIVE APPROVAL APPLICATION CHECKLIST – PLANNING DIVISION

Applicant: JOHN R. GLASS LLC Date: 1/21/20  
Address: 26733 JOHN R. MADISON HTS. Project: 588 N. OLD WOODWARD

All site plans and elevation drawings prepared for administrative approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Birmingham. If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording.

### Administrative Approval of Design Changes

- ☐ 1. Name and address of applicant and proof of ownership;
- ☐ 2. Name of Development (if applicable);
- ☐ 3. Address of site and legal description of the real estate;
- ☐ 4. A separate location map;
- ☐ 5. Legend and notes, including a graphic scale, north point, and date;
- ☐ 6. A list of all requested design changes;
- ☐ 7. Elevation drawings with all requested design changes marked in color;
- ☐ 8. A list of all new materials to be used, including size specifications, color and the name of the manufacturer.

### Administrative Approval of Site Plan Changes

A full site plan detailing the proposed changes for which administrative approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- ☐ 1. Name and address of applicant and proof of ownership;
- ☐ 2. Name of Development (if applicable);
- ☐ 3. Address of site and legal description of the real estate;
- ☐ 4. Name and address of the land surveyor;
- ☐ 5. Legend and notes, including a graphic scale, north point, and date;
- ☐ 6. A separate location map;
- ☐ 7. A map showing the boundary lines of adjacent land and the existing zoning of the area proposed to be developed as well as the adjacent land;
- ☐ 8. A list of all requested changes to the site plan;

- ☐ 9. All changes requested marked in color on the site plan and on all elevations of any building(s);
- ☐ 10. A chart indicating the dates of approval of the Preliminary Site Plan, Final Site Plan; Revised Final Site Plans, and any dates of approval by the Historic District Committee ("HDC");
- ☐ 11. Existing and proposed layout of streets, open space and other basic elements of the plan;
- ☐ 12. Existing and proposed easements and their purpose;
- ☐ 13. Location of natural streams, regulated drains, 100-year flood plains, floodway, water courses, marshes, wooded areas, isolated preservable trees, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants and any other significant feature(s) that may influence the design of the development;
- ☐ 14. General description of, location of, and types of structures on the site;
- ☐ 15. Details of existing or proposed lighting, signage, landscaping, and other pertinent development features;
- ☐ 16. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.

**PLEASE NOTE: All requests for administrative approval must comply with Article 7 of the Zoning Ordinance, which outlines the terms and conditions under which administrative approval may be granted.**





CONSENT OF PROPERTY OWNER

I, MASSIMO CORTESI, OF THE STATE OF MICHIGAN AND  
(Name of Property Owner)

COUNTY OF OKLAND STATE THE FOLLOWING:

1. That I am the owner of real estate located at 588 N. OLD WOODWARD;  
(Address of Affected Property)

2. That I have read and examined the Application for Administrative Approval made to the City of

ROBERT FENDER - REP.

Birmingham by: JOHN R. GLASS, LLC;  
(Name of Applicant)

3. That I have no objections to, and consent to the request(s) described in the Application made to the City of  
Birmingham.

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.

Name of Owner (Printed):

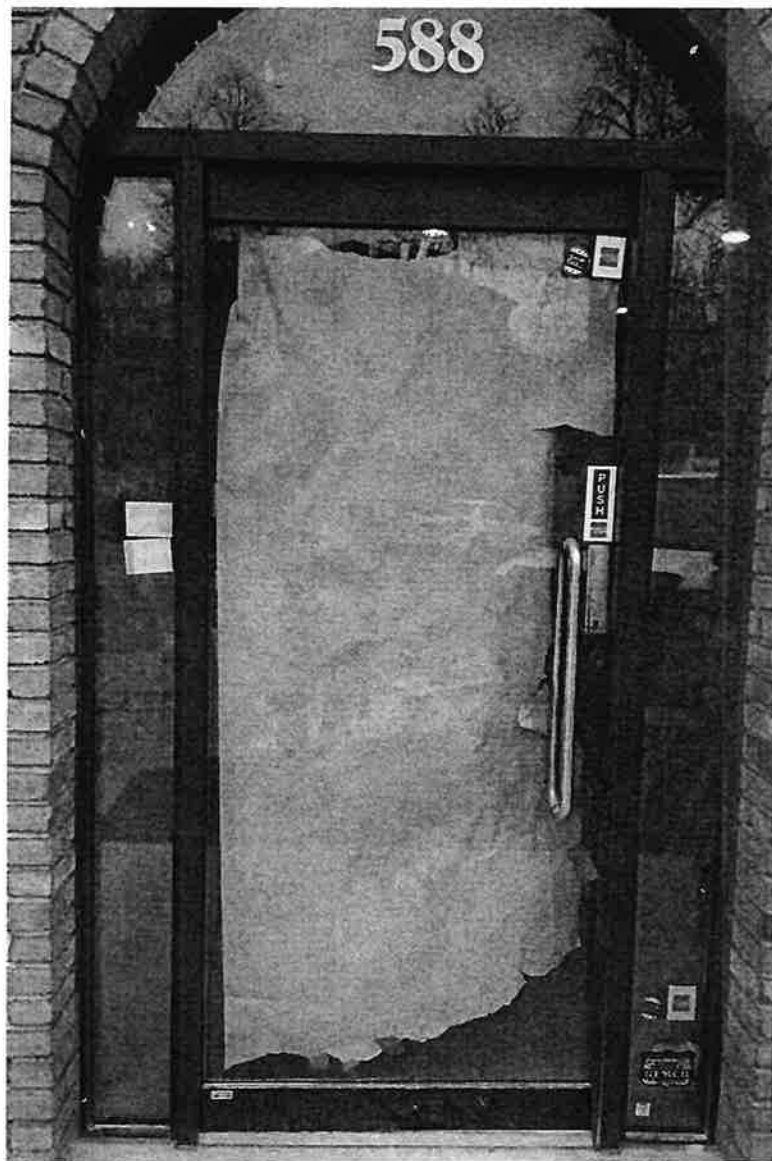
Cortese Family LLC / Massimo Cortese

Signature of Owner:

Massimo Cortese

Date:

1-21-2020



**EXISTING**



**PROPOSED**



1/21/2020

P- 248-399-0878

F- 248-399-2447

E-bfender@johnrglass.com

## PROPOSED

**BIRMINGHAM WINE  
588 N. OLD WOODWARD  
BIRMINGHAM , MI 48009**

**ATTN: ADMINISTRATIVE APPROVALS**

**RE: NARROW STILE DARK BRONZE ANODIZED COMMERCIAL ALUMINUM DOOR WITH  
ADA 10" BOTTOM RAIL, CONTINUOUS HINGE , MORTICE DEAD BOLT LOCK WITH  
CYLINDER AND THUMB TURN, ADA 4" THRESHOLD, ADA ADJUSTABLE DOOR CLOSER  
AND GLAZED 1/4" CLEAR SAFETY TEMPERED GLASS AS ILLUSTRATED -**

- RH OUTSWING
- NARROW STILE
- 10" BOTTOM RAIL
- MORT.CONTINUOUS HINGE
- MS DEAD BOLT , CYLINDER  
INTERIOR THUMB TURN
- EXTERIOR STAINLESS PULL
- 1/4" GLASS STOPS
- 4" THRESHOLD
- 1/4" TEMPERED GLASS
- ADA HD DOOR CLOSER

DOOR ONLY  
EXISTING FRAMING  
TO REMAIN .

