

**AGENDA**  
**BIRMINGHAM DESIGN REVIEW BOARD MEETING**  
**MUNICIPAL BUILDING-COMMISSION ROOM-151 MARTIN STREET**  
**WEDNESDAY – March 4<sup>th</sup>, 2020**  
**\*\*\*\*\* 7:15 PM\*\*\*\*\***

- 1) Roll Call**
- 2) Approval of the DRB Minutes of February 19<sup>th</sup>, 2020**
- 3) Public Hearing**
- 4) Design Review**
  - A. 525 Merrill**
- 5) Sign Review**
- 6) Study Session**
  - A. Canopy Signs**
  - B. The Birmingham Plan (2040)**
- 7) Miscellaneous Business and Communication**
  - A. Staff Reports**
    - 1. Administrative Sign Approvals**
    - 2. Administrative Approvals**
    - 3. Action List - 2020**
- 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 on 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 FEBRUARY 19, 2020**  
Municipal Building Commission Room  
151 Martin, Birmingham, Michigan

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Minutes of the regular meeting of the Design Review Board ("DRB") held Wednesday, February 19, 2020. Chairman John Henke called the meeting to order at 7:27 p.m.

**1) ROLLCALL**

**Present:** Chairman John Henke; Vice-Chairman Keith Deyer; Board Members Gigi Debbrecht, Natalia Dukas, Patricia Lang, Michael Willoughby

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

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

**02-15-20**

**2) Approval Of Minutes**

**Motion by Ms. Debbrecht**

**Seconded by Mr. Deyer to approve the DRB Minutes of February 5, 2020 as submitted.**

**Motion carried, 5-0.**

VOICE VOTE

Yeas: Debbrecht, Deyer, Henke, Lang, Willoughby

Nays: None

**02-16-20**

**3) Public Hearing**

None.

**02-17-20**

**4) Design Review**

None.

**02-18-20**

**5) Sign Review**

None.

**02-19-20**

## **6) Study Session**

### **A. Canopy Signs**

City Planner Dupuis reviewed the item. Chairman Henke commended City Planner Dupuis on the proposed revisions to the ordinance.

City Planner Dupuis asked the Board if he should include language in the Permanent Business Sign Standards that limits the size of a canopy sign in the absence of a valence. He stated one square foot per one linear foot of awning length could be one option, and asked for further input.

Upon the Board's recommendation, City Planner Dupuis said he would add to Table B, Permanent Business Sign Standards, in the Maximum Area section of both awnings and canopies that "if there is no valence area as defined in the definitions, then the sign shall not exceed one square foot per one linear foot of the canopy awning length that the sign will be placed on."

Chairman Henke said it could be awning length or width, depending on how it is calculated.

Mr. Willoughby asked why the Board would move to further limit the canopy signage when there are already restrictions on the amount of signage a business can have. He said that the proposed language would discourage businesses from having canopies with signage.

Chairman Henke understood Mr. Willoughby's concern, and said perhaps the proposed language should only apply to the canopies and not the awnings.

After further Board discussion, Chairman Henke suggested City Planner Dupuis consider language that states canopy signage is not to exceed one square foot per one linear foot of the canopy length that the signage will be on top of or on the face of. He suggested that City Planner Dupuis then test some of the extant canopy signs around Birmingham to see whether they would have been approved had this language been applied. He concluded by asking City Planner Dupuis to return with the updated language for one more DRB review before the language is passed on to the Planning Board for further consideration.

Chairman Henke invited public comment.

Rick Rattner, attorney, asked how these updates would affect the planned signage for his client The Daxton Hotel.

City Planner Dupuis stated that the new proposal would be that instead of 33% of the canopy valence area, the total square footage of a sign would be limited to one square foot per one linear foot of canopy length.

Mr. Willoughby clarified for Mr. Rattner that the language is still under consideration by the Board. He noted that if a canopy is ten linear feet set against a thirty foot wide building, the permitted signage would still only be ten square feet, which might prove to be prohibitively limiting. Mr. Willoughby said that it would be beneficial for City Planner Dupuis to consider two sets of language, one for signage on top of a canopy and one for signage on the face of a canopy.

City Planner Dupuis confirmed he would return to the Board with revised language and with a few mockups to see how the language would have changed signs around town had it been applied when the signs were being planned.

#### **B. The Birmingham Plan (2040)**

Chairman Henke stated that the only part of the draft master plan that relates to the DRB is a bit of discussion regarding where the residential neighborhoods meet commercial. He said that the rest of the draft largely does not relate to the DRB's charge since the draft focused on the neighborhoods.

City Planner Dupuis concurred, and said he still hoped to receive any Board feedback regarding the draft from Board members who wished to provide it.

**02-20-20**

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

#### **A. Staff Reports**

##### **1. Administrative Sign Approvals**

##### **2. Administrative Approvals**

City Planner Dupuis asked the Board about removing the four brick piers located on the building at 33422 Woodward Avenue. He explained that they are in poor repair.

The Board discussed, and while Chairman Henke noted that lack of maintenance of part of a building does not justify modifying the building, he and the other Board members concurred that it would be a net positive to allow the building owner to take down the piers.

Ms. Dukas also noted that the piers had been used to create extra signage for the businesses, and that it would be more in line with City signage ordinance for those to be removed.

City Planner Dupuis said he would administratively approve the request based on the Board's direction.

City Planner Dupuis asked the Board to weigh in on whether an electrical conduit should be allowed to run between the signs of Leo's Coney Island and Spartan Wealth Management at 154 S. Old Woodward Ave. City Planner Dupuis had been advised by the site contractor that there was no ceiling access to get to the face of the building to drill new holes, which was the reason for the request.

Chairman Henke advised City Planner Dupuis to have the site contractor reach out to the building owner of 154 S. Old Woodward first. He also asked if the conduit could be dropped over the top where the windows are, or if it could come out of the floor of the second story.

Ms. Dukas and Ms. Debbrecht also commented that an electrical conduit would be unsightly.

City Planner Dupuis said he would direct the site contractor to exhaust all other reasonable options before pursuing an electrical conduit between the signs. City Planner Dupuis also said that if the site contractor insisted that the electrical conduit was the only option, that he would invite the site contractor to come before the DRB to explain why that would be the case.

### **3. Action List - 2020**

City Planner Dupuis asked the Board what items they would like to see added to their 2020 Action List.

Chairman Henke said he saw no need to add any additional items to the 2020 Action List at this time. He said that DRB assignments from the City were welcome.

Ms. Debbrecht agreed with Chairman Henke's assessment.

**02-21-20**

### **Adjournment**

No further business being evident, the board motioned to adjourn the meeting at 7:57 p.m.

Nicholas Dupuis  
City Planner



# MEMORANDUM

Planning Division

**DATE:** February 26<sup>th</sup>, 2020  
**TO:** Design Review Board  
**FROM:** Nicholas Dupuis, City Planner  
**SUBJECT:** Design Review – 525 W. Merrill

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**Zoning:** R8 (Multi-Family Residential)

**Existing Use:** Vacant

## Proposal

The applicant has submitted an application for Design Review for a redesign and replacement of an existing roof. The more comprehensive renovation project came before the Design Review Board on September 4<sup>th</sup>, 2019, which proposed a number of exterior changes to an existing building. An elevator was added through Administrative Approval (as directed by the Design Review Board) shortly after. The plans submitted detail a number of changes that have already been approved. The ONLY exterior change proposed at this time is a new roof with a different pitch. The previous proposal had a 4/12 pitch, and the proposal is to change to a 7/12 pitch, which will be roughly 2.5 ft. higher. The materials and finishes are not changing as a result.

## Signage

No new signage is proposed at this time.

## Illumination

No new lighting is proposed at this time.

## Design Recommendation

When reviewing the project against the standards of Article 7, Section 7.08 of the City of Birmingham Zoning Ordinance, staff makes the following observations:

1. All of the materials required by this section have been submitted for review. *All materials have been submitted by the applicant for review.*
2. All provisions of this Zoning Ordinance have been complied with. *All provisions of the Zoning Ordinance have been met.*
3. The appearance color and texture of materials being used will preserve property value in the in the immediate neighborhood and will not adversely affect any property values. *The proposed improvements to the buildings will not adversely affect property values, and will enhance the look of the building.*

4. The appearance of the building exterior will not detract from the general harmony of and is compatible with other buildings already existing in the immediate neighborhood. *The overall design elements will not detract from the harmony and appeal of the other buildings in the immediate neighborhood. The proposed design is compatible with the contemporary façade of the former Birmingham Public Schools building across the street.*
5. The appearance of the building exterior will not be garish or otherwise offensive to the sense of sight. *The proposed design elements are not garish or offensive to the sense of sight.*
6. The appearance of the building exterior will tend to minimize or prevent discordant and unsightly properties in the City. *The proposed improvements to the exterior of the building are not unsightly nor discordant.*
7. The total design, including but not limited to colors and materials of all walls, screens, towers, opening, windows, lighting and signs, as well as treatment to be utilized in concealing any exposed mechanical and electrical equipment, is compatible with the intent of the urban design plan or such future modifications of that plan as may be approved by the City Commission. *All architectural, design and site elements of the proposed renovation of 525 W. Merrill are compatible with the intent of the 2016 Plan, although the property is located just outside of the area subject to the provisions of the 2016 Plan.*

The Planning Division recommends that the Design Review Board consider a motion to APPROVE the Design Review application for 525 W. Merrill. The proposal meets the requirements of Article 7, Section 7.08 of the City of Birmingham Zoning Ordinance.

### **Sample Motion Language**

Motion to APPROVE the design review application for 525 W. Merrill as proposed as it meets the requirements of Article 7, Section 7.08 of the Zoning Ordinance.

OR

Motion to POSTPONE the design review application for 525 W. Merrill;

OR

Motion to DENY the design review application for 525 W. Merrill as the proposal does not meet the requirements of Article 7, Section 7.08 of the City of Birmingham Zoning Ordinance.

PROPOSED BUILD-OUT FOR:  
**525 W. MERRILL**

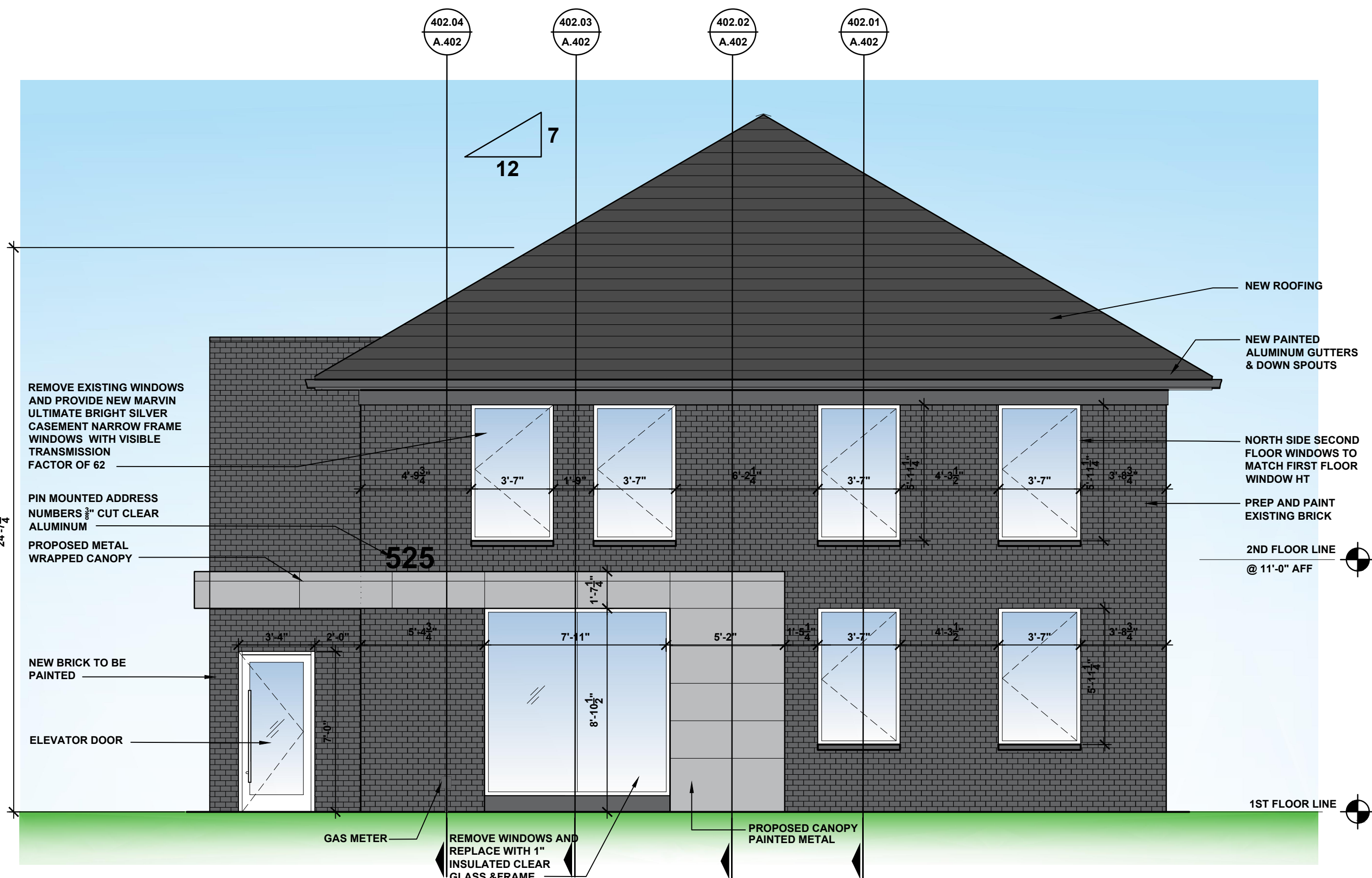
525 W MERRILL ST  
BIRMINGHAM, MICHIGAN

REVIEW	05.21.19
PRELIM BIDS	06.12.19
REVIEW	06.19.19
PRELIM. BIDS	06.20.19
DESIGN REVIEW	08.05.19
BIDS & PERMITS	09.19.19
REVISIONS	11.26.19
REVISIONS	02.04.20
DESIGN REV BD	02.06.20

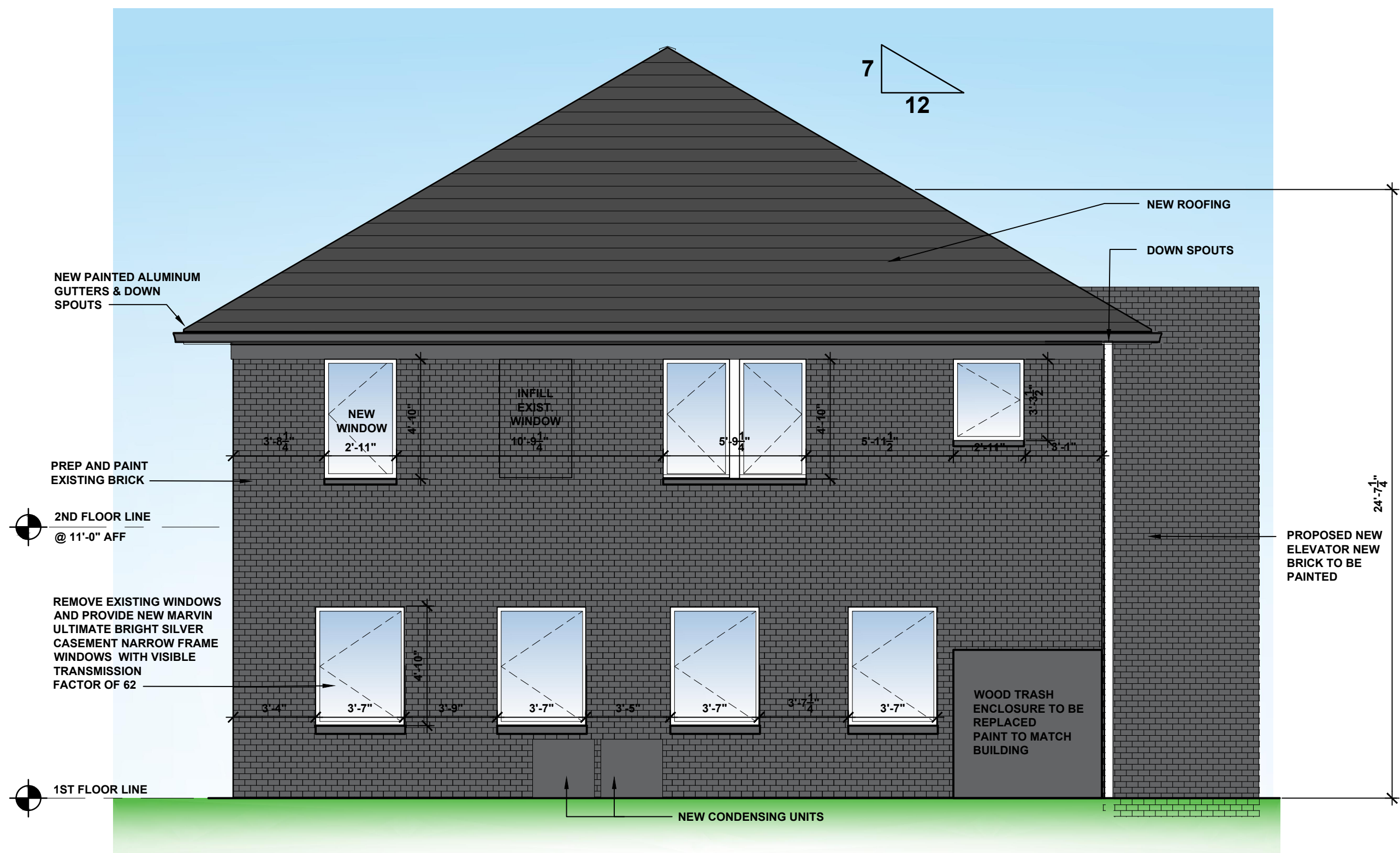
**ELEVATIONS**

**2043-19**

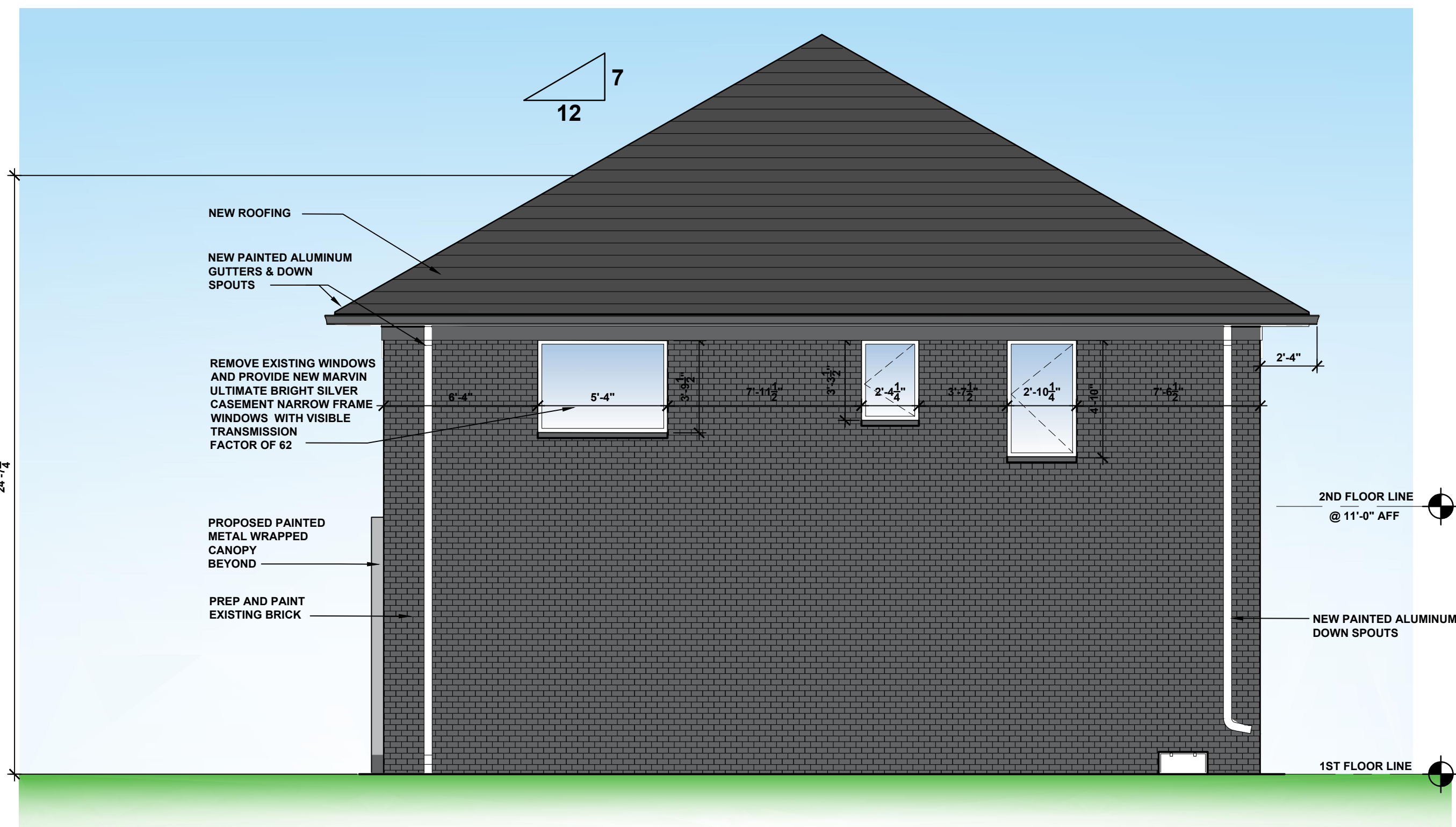
**A.201**



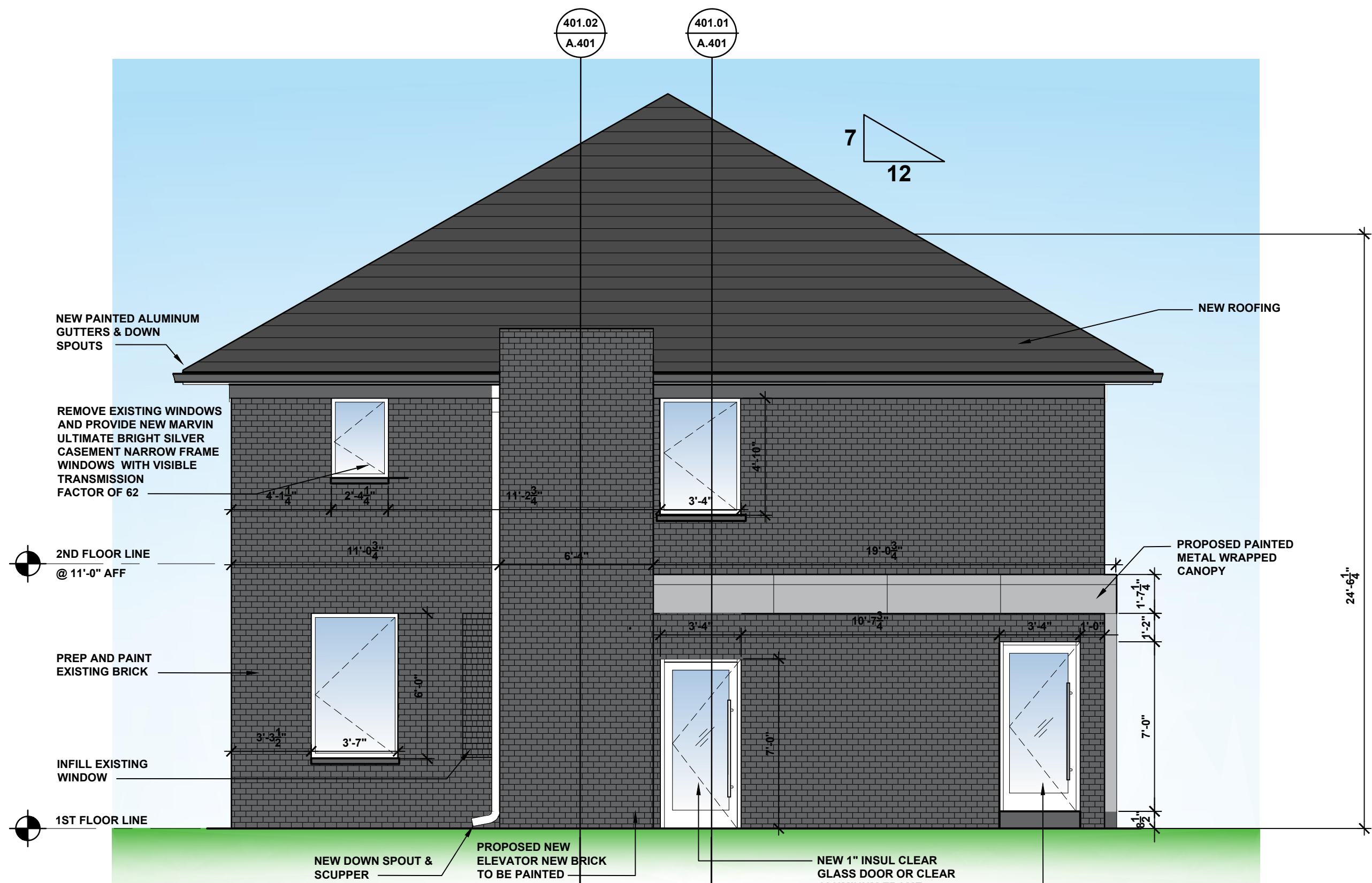
**North Elevation**



**South Elevation**



**West Elevation**



**East Elevation**





City of Birmingham  
A Walkable Community

CITY OF BIRMINGHAM  
Date 02/10/2020 12:50:07 PM  
Ref 00167611  
Receipt 525409  
Amount \$400.00

## Final Site Plan & Design Review Application Planning Division

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

### 1. Applicant

Name: SAM SURNOW  
Address: 320 Martin St. Ste 100  
Birmingham, MI 48009  
Phone Number: 248-865-3000  
Fax Number: \_\_\_\_\_  
Email address: sam@surnow.com

### 2. Property Owner

Name: SAM SURNOW  
Address: 320 Martin St. Ste 100  
Birmingham, MI 48009  
Phone Number: 248-865-3000  
Fax Number: \_\_\_\_\_  
Email address: sam@surnow.com

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

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

### 4. Project Designer/Developer

Name: KEVIN BIDDISON  
Address: 320 Martin St. LL100  
Birmingham MI 48009  
Phone Number: 248-554-9500  
Fax Number: \_\_\_\_\_  
Email address: kb@biddison-qd.com

### 5. Required Attachments

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
  - i. A detailed Existing Conditions Plan including the subject site in its entirety, including all property lines, buildings, structures, curb cuts, sidewalks, drives, ramps and all parking on site and on the street(s) adjacent to the site, and must show the same detail for all adjacent properties within 200 ft. of the subject sites property lines;
  - ii. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
  - iii. A certified Land Survey;
  - iv. Interior floor plans;
  - v. A Landscape Plan;
  - vi. A Photometric Plan;
  - vii. Colored elevation drawings for each building elevation;
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;
- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

### 6. Project Information

Address/Location of the property: 525 Merrill St  
Birmingham, MI  
Name of development: 525 Merrill  
Sidwell #: \_\_\_\_\_  
Current Use: Residential / Dentist Office  
Proposed Use: \_\_\_\_\_  
Area of Site in Acres: \_\_\_\_\_  
Current zoning: R8  
Is the property located in the floodplain? NO  
Name of Historic District Site is Located in: \_\_\_\_\_  
Date of Historic District Commission Approval: \_\_\_\_\_

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 Application for Revised Final Site Plan: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_  
Date of Design Review Board Approval: \_\_\_\_\_  
Will proposed project require the division of platted lots? \_\_\_\_\_  
Will proposed project require the combination of platted lots? \_\_\_\_\_

**7. Details of the Proposed Development (attach separate sheet if necessary)**

Exterior improvements, new roof, new windows, new paint, new canopy. Proposed elevator for residential area.

**8. Buildings and Structures**

Number of Buildings on Site: 1  
Height of Buildings & # of Stories: 30'-6", 2 stories

Use of Buildings: Residential / Tenant space  
Height of Rooftop Mechanical Equipment: \_\_\_\_\_

**9. Floor Use and Area (in Square Feet)**

**Proposed Commercial Structures:**

Total basement floor area: N/A  
Number of square feet per upper floor: \_\_\_\_\_  
Total floor area: \_\_\_\_\_  
Floor area ratio (total floor area ÷ total land area): \_\_\_\_\_  
Open space: \_\_\_\_\_  
Percent of open space: \_\_\_\_\_

Office Space: \_\_\_\_\_  
Retail Space: \_\_\_\_\_  
Industrial Space: \_\_\_\_\_  
Assembly Space: \_\_\_\_\_  
Seating Capacity: \_\_\_\_\_  
Maximum Occupancy Load: \_\_\_\_\_

**Proposed Residential Structures:**

Total number of units: \_\_\_\_\_  
Number of one bedroom units: \_\_\_\_\_  
Number of two bedroom units: \_\_\_\_\_  
Number of three bedroom units: \_\_\_\_\_  
Open space: \_\_\_\_\_  
Percent of open space: \_\_\_\_\_

Rental units or condominiums? \_\_\_\_\_  
Size of one bedroom units: \_\_\_\_\_  
Size of two bedroom units: \_\_\_\_\_  
Size of three bedroom units: \_\_\_\_\_  
Seating Capacity: \_\_\_\_\_  
Maximum Occupancy Load: \_\_\_\_\_

**Proposed Additions:**

Total basement floor area, if any, of addition: \_\_\_\_\_  
Number of floors to be added: N/A  
Square footage added per floor: N/A  
Total building floor area (including addition): \_\_\_\_\_  
Floor area ratio (total floor area ÷ total land area): \_\_\_\_\_  
Open Space: \_\_\_\_\_  
Percent of open space: \_\_\_\_\_

Use of addition: \_\_\_\_\_  
Height of addition: \_\_\_\_\_  
Office space in addition: \_\_\_\_\_  
Retail space in addition: \_\_\_\_\_  
Industrial space in addition: \_\_\_\_\_  
Assembly space in addition: \_\_\_\_\_  
Maximum building occupancy load (including addition): \_\_\_\_\_

**10. Required and Proposed Setbacks**

Required front setback: N/A  
Required rear setback: \_\_\_\_\_  
Required total side setback: \_\_\_\_\_  
Side setback: \_\_\_\_\_

Proposed front setback: \_\_\_\_\_  
Proposed rear setback: \_\_\_\_\_  
Proposed total side setback: \_\_\_\_\_  
Second side setback: \_\_\_\_\_

**11. Required and Proposed Parking**

Required number of parking spaces: N/A  
Typical angle of parking spaces: \_\_\_\_\_  
Typical width of maneuvering lanes: \_\_\_\_\_  
Location of parking on site: \_\_\_\_\_  
Location of parking off site: \_\_\_\_\_  
Number of light standards in parking area: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_  
Typical size of parking spaces: \_\_\_\_\_  
Number of spaces <180 sq. ft.: \_\_\_\_\_  
Number of handicap spaces: \_\_\_\_\_  
Shared parking agreement? \_\_\_\_\_  
Height of light standards in parking area: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

## 12. Landscaping

Location of landscape areas: N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed landscape material: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 13. Streetscape

Sidewalk width: \_\_\_\_\_

Number of benches: N/A

Number of planters: N/A

Number of existing street trees: 2

Number of proposed street trees: N/A

Streetscape Plan submitted? \_\_\_\_\_

Description of benches or planters: \_\_\_\_\_

Species of existing trees: \_\_\_\_\_

Species of proposed trees: \_\_\_\_\_

\_\_\_\_\_

## 14. Loading

Required number of loading spaces: N/A

Typical angle of loading spaces: \_\_\_\_\_

Screenwall material: \_\_\_\_\_

Location of loading spaces on site: \_\_\_\_\_

Proposed number of loading spaces: \_\_\_\_\_

Typical size of loading spaces: \_\_\_\_\_

Height of screenwall: \_\_\_\_\_

Typical time loading spaces are used: \_\_\_\_\_

## 15. Exterior Waste Receptacles

Required number of waste receptacles: N/A

Location of waste receptacles: \_\_\_\_\_

Screenwall material: \_\_\_\_\_

Proposed number of waste receptacles: \_\_\_\_\_

Size of waste receptacles: \_\_\_\_\_

Height of screenwall: \_\_\_\_\_

## 16. Mechanical Equipment

### Utilities and Transformers:

Number of ground mounted transformers: \_\_\_\_\_

Size of transformers (L•W•H): \_\_\_\_\_

Number of utility easements: \_\_\_\_\_

Screenwall material: \_\_\_\_\_

Location of all utilities & easements: \_\_\_\_\_

\_\_\_\_\_

Height of screenwall: \_\_\_\_\_

### Ground Mounted Mechanical Equipment:

Number of ground mounted units: \_\_\_\_\_

Size of ground mounted units (L•W•H): \_\_\_\_\_

Screenwall material: \_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_

Height of screenwall: \_\_\_\_\_

### Rooftop Mechanical Equipment:

Number of rooftop units: N/A

Type of rooftop units: \_\_\_\_\_

Screenwall material: \_\_\_\_\_

Location of screenwall: \_\_\_\_\_

Location of all rooftop units: \_\_\_\_\_

Size of rooftop units (L•W•H): \_\_\_\_\_

Percentage of rooftop covered by mechanical units: \_\_\_\_\_

Height of screenwall: \_\_\_\_\_

Distance from rooftop units to all screenwalls: \_\_\_\_\_

\_\_\_\_\_

## 17. Accessory Buildings

Number of accessory buildings: N/A

Location of accessory buildings: \_\_\_\_\_

Size of accessory buildings: \_\_\_\_\_

Height of accessory buildings: \_\_\_\_\_

## 18. Building Lighting

Number of light standards on building: N/A

Size of light fixtures (L•W•H): \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_

Height from grade: \_\_\_\_\_

Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Proposed wattage per fixture: \_\_\_\_\_

### 19. Site Lighting

Number of light fixtures: N/A  
Size of light fixtures (L•W•H): \_\_\_\_\_  
Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Type of light fixtures: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Proposed wattage per fixture: \_\_\_\_\_  
Holiday tree lighting receptacles: \_\_\_\_\_

### 20. Adjacent Properties

Number of properties within 200 ft.: N/A

#### Property #1

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

#### Property #2

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

#### Property #3

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

#### Property #4

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

#### Property #5

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

#### Property #6

Number of buildings on site: \_\_\_\_\_  
Zoning district: \_\_\_\_\_  
Use type: \_\_\_\_\_  
Square footage of principal building: \_\_\_\_\_  
Square footage of accessory buildings: \_\_\_\_\_  
Number of parking spaces: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

North, south, east or west of property? \_\_\_\_\_

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 made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for Site Plan Review in Birmingham, and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

Signature of Owner: [Signature] Date: 2/6/20

Print Name: \_\_\_\_\_

Signature of Applicant: [Signature] Date: 2/6/20

Print Name: \_\_\_\_\_

Signature of Architect: [Signature] Date: 2/6/20

Print Name: Kevin Biddison

Office Use Only

Application #: PFDRB20-0001 Date Received: 2/7/2020 Fee: \$350.00

Date of Approval: \_\_\_\_\_ Date of Denial: 1 Accepted by: [Signature]



**DATE:** February 27<sup>th</sup>, 2020

**TO:** Design Review Board

**FROM:** Nicholas Dupuis, City Planner

**SUBJECT:** Canopy Signs – Study Session

The City of Birmingham currently defines canopy sign as “a sign attached to or hung from a marquee, mansard, canopy or other structure projecting from and supported by the building and extending beyond the building wall, building line or street lot line.” Additionally, the amount of canopy signage permitted is based on the size of the canopy valence, which is defined as “that portion of a canopy consisting of short strips or bands of material hung at the lower edge of the canopy.” Elements of Birmingham’s canopy sign definition can be found in other cities, which offer a wide variety of approaches to canopy signage (see attached chart for various definitions).

At this time, the Planning Division would like to update the City’s approach to canopy signs to differentiate approaches to canopy or awning design. As it is currently written (and graphically displayed in the ordinance), the definition and subsequent regulations seem to apply to standard angled *awnings* (either fabric or rigid) that contain a true valence. However, awning/canopy design has varied, and has often reacted to trends in architecture and building design.



In the City of Birmingham, these trends have taken form in many ways to include more than just typical awnings. Decorative and functional canopies, traditional canopies, marquee-styled canopies, and more cantilevered and modern style canopies are all present in the City. This has created a gap in the Sign Ordinance for those with canopies (not awnings) to be able to place signage upon them due to the lack of a true valence, at least as the City's Sign Ordinance defines it.



The signage issue that is perceived with canopies (i.e. canopies that do not have a clear valence area as defined by the Sign Ordinance) is that many canopy designs have "valence areas" that are greater than 9 inches in height, which would disqualify an applicant from using that area for signage. Although the "valence area" for canopy signs can intuitively be assigned to the "flat" or "parallel" area of the canopy, the City's definition of canopy valence does not accurately describe these areas on canopies as it would with *awnings*. Additionally, some canopies in the City currently (and some recent proposals) contain signage *on top* of the "valence area" of canopies, which seems to side step the intent of placing a limit on canopy valence height in the first place.

Furthermore, considering these signs as name letter signs or wall signs instead to "avoid" the canopy sign restrictions often proves unfruitful or inappropriate, as name letter and wall signs must be placed in the buildings sign band. Canopies and/or canopy valences are often lower than the sign band due to the nature of their function.

Thus, the Planning Division proposes a minor change to the Sign Ordinance to attempt to address some of the perceived issues to differentiate between awnings and canopies, and thus, awning and canopy signage that is considered across the City. The attached ordinance amendments

propose a change in the City's current definitions, permanent business sign standards, and Table B: Permanent Business Sign Standards.

**Suggested Action:**

To recommend approval to the City Commission the proposed amendments to Articles 1 and 3 of the Sign Ordinance to adjust the definition of canopy sign and canopy valence, add definitions for canopy, awning, awning sign, awning valence, and awning shed, and to amend the Permanent Business Sign Standards and Table B.



CITY OF BIRMINGHAM

ORDINANCE NO. \_\_\_\_\_

THE CITY OF BIRMINGHAM ORDAINS:

AN ORDINANCE TO AMEND THE SIGN ORDINANCE OF THE CITY OF BIRMINGHAM:

TO AMEND ARTICLE 1, SECTION 1.05, PERMANENT BUSINESS SIGN AND BROADCAST MEDIA DEVICE STANDARDS, TO AMEND CANOPY SIGNS AND ADD AWNING SIGNS.

**1.05 Permanent Business Sign and Broadcast Media Device Standards**

This Permanent Business Sign and Broadcast Media Standards section applies to the following districts:

PP O1 O2 B1 B2 B2B B2C B3 B4

The following permanent business sign and broadcast media device standards apply:

**A. Awning Signs.**

1. **See Table B for specific requirements.**
2. **Materials:** The awning shall be constructed of a durable fabric or metal over a triangulated or curved metal frame and maintained to continue its original appearance and provide proper safety to the persons and property it may affect.
3. **Design:** Awnings shall be open on the underside, and may be open or closed on the sides. Awnings shall be designed to a shape and scale that shall relate to that of the building architecture and features.
4. **Location:** Awnings are not permitted above the first floor. Building faces with multiple tenants and/or window/doors shall coordinate awning design and integrate one awning per window, rather than a single awning spanning multiple windows/doors.
5. **Height:** Awnings may not extend from the wall at a height of less than 8 feet above a public right-of-way.
6. **Signs:** Awning signs shall be placed on the awning valance only. Awning signs placed on the awning shed are not permitted.

**B. Broadcast Media Devices.**

1. See Table B for specific requirements.

**C. Canopy Signs.**

1. See Table B for specific requirements.
2. **Materials:** The canopy shall be constructed of durable material, maintained to continue its original appearance and provide proper safety to the persons and property it may affect.
3. **Design:** Canopies shall be compatible with the architectural integrity of the building to which it is attached. **Canopies shall be flat, projecting perpendicular from**

**the building wall, and may be bracket mounted, cable-stay mounted, cantilevered, or attached in a similar rigid fashion.**

4. Location: Canopy signs are not permitted above the first floor.
5. Height: Canopies may not extend from the wall at a height of less than 8 feet above a public right-of-way.
6. **Signs: Canopy signs shall be placed on the canopy valence or on the top of the canopy only, but not both. Canopy signs placed on the top of the canopy shall conform to the same height and area requirements as signs placed on the canopy valence.**

**D. Ground Signs.**

1. ....

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2020 to become effective upon publication.

---

Pierre Boutros, Mayor

---

Cheryl Arft, Acting City Clerk

CITY OF BIRMINGHAM

ORDINANCE NO. \_\_\_\_\_

THE CITY OF BIRMINGHAM ORDAINS:

AN ORDINANCE TO AMEND THE SIGN ORDINANCE OF THE CITY OF BIRMINGHAM:

TO AMEND ARTICLE 1, TABLE B, PERMANENT BUSINESS SIGN STANDARDS, TO AMEND THE SIGN TYPES AND SUBSEQUENT STANDARDS FOR CANOPY SIGNS, AND TO ADD AWNING SIGNS.

<b>TABLE B: PERMANENT BUSINESS SIGN STANDARDS</b>					
<b>Type of Sign</b>	<b>Permit Required</b>	<b>Maximum Area</b>	<b>Maximum Height</b>	<b>Illumination (see also Section 1.03)</b>	<b>Maximum Number</b>
<b>Awning Signs</b>	<b>Yes</b>	<b>No more than (0.33 or 0.5) square feet for each linear foot of awning length of the awning upon which the sign will be placed.</b>	<b>The awning valence shall not be more than 9 inches in height. Signs may not extend beyond the height of the awning valence.</b>  <b>Awnings may not extend from the wall at a height of less than 8 feet above a public right-of-way.</b>	<b>Non-Historic District: Permitted.</b>  <b>Historic District: Only halo type backlighting or architecturally compatible exterior light fixtures.</b>	<b>One per awning.</b>  <b>Limited by Combined Sign Area.</b>
<b>Canopy Signs</b>	<b>Yes</b>	<b>No more than 33% of canopy valence area.</b>  <b>No more than (0.33 or 0.5) square feet for each linear foot of canopy length of the canopy upon which the sign will be placed.</b>	<b>The canopy valence shall not be more than 9-18 inches in height. Signs may not extend beyond the height of the canopy valence.</b>  <b>Canopies may not extend from the wall at a height of less than 8 feet above a public right-of-way.</b>	<b>Not Permitted.</b>  <b>Non-Historic District: Permitted.</b>  <b>Historic District: Only halo type backlighting or architecturally compatible exterior light fixtures.</b>	<b>N/A</b>  <b>One per canopy.</b>  <b>Limited by Combined Sign Area.</b>

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2020 to become effective upon publication.

\_\_\_\_\_  
Pierre Boutros, Mayor

\_\_\_\_\_  
Cheryl Arft, Acting City Clerk

CITY OF BIRMINGHAM

ORDINANCE NO. \_\_\_\_\_

THE CITY OF BIRMINGHAM ORDAINS:

AN ORDINANCE TO AMEND THE SIGN ORDINANCE OF THE CITY OF BIRMINGHAM:

TO AMEND ARTICLE 3, SECTION 3.02, DEFINITIONS, TO AMEND THE LIST OF DEFINITIONS TO INCLUDE NEW DEFINITIONS FOR AWNING, AWNING VALENCE, AWNING SHED, CANOPY, AND CANOPY VALENCE.

**3.02 Definitions**

**Awning: A fabric or metal covered structure mounted on the face of a building above a window, entrance, or storefront opening, providing weather and/or sun protection.**

**Awning Shed: The sloped face of an awning, extending from the attachment point on the building to the valance.**

Awning Sign: ~~See Canopy Sign~~ **A sign attached to an awning. See Awning Valence.**

**Awning Valance: The vertical front face of an awning, parallel to the face of the building to which it is mounted. Also referred to as a skirt or apron.**

**Canopy: An architectural structure made of permanent materials, mounted on the face of a building above a window, entrance, or storefront opening, providing weather and/or sun protection.**

Canopy Sign: A sign attached to or hung from a marquee, ~~mansard~~, canopy or other structure projecting from and supported by the building and extending beyond the building wall, building line or street lot line. See Canopy Valance.

Canopy Valance: ~~That portion of a canopy consisting of short strips or bands of material hung at the lower edge of the canopy.~~ **The vertical front face of a canopy parallel to the face of the building to which it is mounted.**

ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 2020 to become effective upon publication.

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Pierre Boutros, Mayor

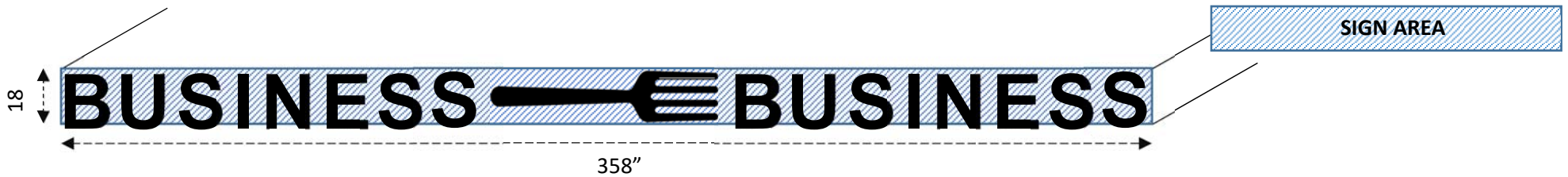
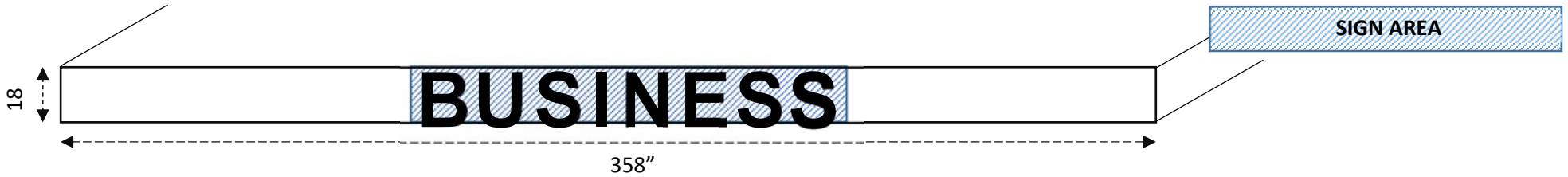
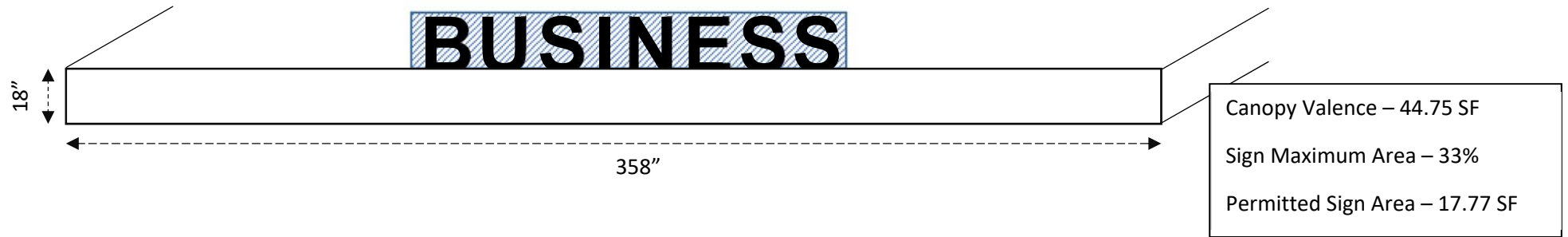
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Cheryl Arft, Acting City Clerk

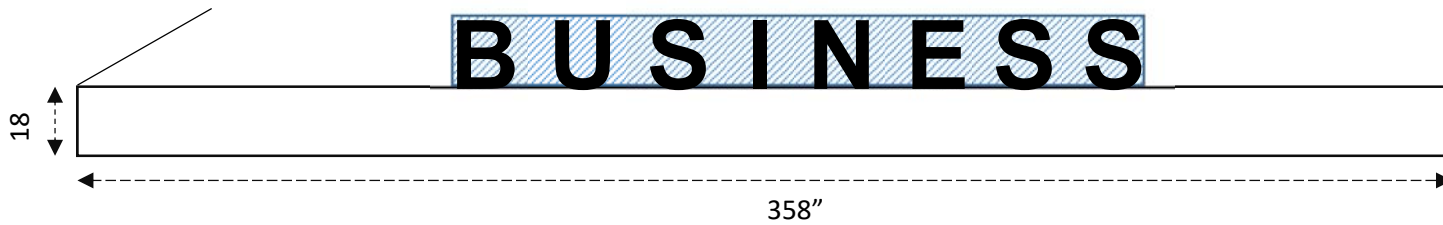
<a href="#">Birmingham</a>	<p><b>Canopy Sign:</b> A sign attached to or hung from a marquee, mansard, canopy or other structure projecting from and supported by the building and extending beyond the building wall, building line or street lot line. See Canopy Valance.</p> <p><b>Canopy Valance:</b> That portion of a canopy consisting of short strips or bands of material hung at the lower edge of the canopy.</p>
<a href="#">Royal Oak</a>	<p><b>Awning:</b> An ornamental overhanging structure or frame covered with cloth or metal or other material, designed to provide shelter from sunlight or the elements, and which structure or frame is affixed to an exterior wall of a building in such a manner that the structure or frame may be raised or retracted to a position against the building or retracted so as to be within a container or device for storage.</p> <p><b>Canopy:</b> A permanent ornamental overhanging structure or frame, covered with canvas, cloth or other material, affixed to and extending from the exterior wall of a building, designed to provide shelter from sunlight or the elements.</p>
<a href="#">Rochester Hills</a>	<p><b>Awning End Cap Sign:</b> A pedestrian-oriented sign that is applied to the vertical portion of an awning that projects perpendicular to the building.</p>
<a href="#">Berkely</a>	<p><b>Awning Sign:</b> Any sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area.</p>
<a href="#">Southfield</a>	<p><b>Awning Sign:</b> A shelter projecting from and supported by an exterior wall of a building, covered with fabric or vinyl on supporting framework, upon which a sign is directly applied.</p>
<a href="#">Hazel Park</a>	<p><b>Awning:</b> A roof-like structure made of canvas or similar materials, stretched over a frame and attached to a wall of a building (aka canopy) that may or may not include a sign.</p> <p><b>Canopy:</b> a permanent roof-like shelter extending from part of or all of a building face over a public access area (aka awning). Canopies can be constructed of cloth, metal, wood, or other materials.</p>
<a href="#">Clawson</a>	<p><b>Awning:</b> A roof-like structure made of canvas or similar materials, stretched over a frame and attached to a wall of a building (aka canopy) that may or may not include a sign.</p> <p><b>Canopy:</b> A permanent roof-like shelter extending from part of or all of a building face over a public access area (aka awning). Canopies can be constructed of cloth, metal, wood, or other materials.</p>
<a href="#">Pontiac</a>	<p><b>Awning:</b> A retractable or fixed shelter projecting from and supported by the exterior wall of a building constructed of nonrigid materials on a supporting framework.</p> <p><b>Canopy:</b> A permanent roof-like shelter that extends from part or all of a building face and is constructed of non-rigid material, except for the supporting framework.</p>

	<p><b>Awning or Canopy Sign:</b> A sign painted on, printed on, or attached flat against the surface of an awning or canopy.</p> <p><b>Marquee Sign:</b> A display sign attached to or hung from a marquee, canopy or other structure projecting from and supported by the building and extending beyond the building wall, building line or street lot line.</p>
<a href="#">Farmington</a>	<p><b>Awning Sign:</b> A sign affixed flat against the surface of an awning. An awning is a retractable or fixed shelter constructed of nonrigid materials on a supporting framework that projects from the exterior wall of a building.</p> <p><b>Canopy Sign:</b> A sign affixed flat against the surface of a canopy. A canopy is a fixed shelter constructed of rigid materials on a supporting framework that projects from the exterior wall of a building. A canopy may also be a freestanding structure over gas station pump islands.</p>
<a href="#">Grosse Pointe</a>	<p><b>Canopy:</b> A suspended covering, often movable, placed above a door, window, or other entranceway. Canopies can be constructed of cloth, metal, wood, or other materials.</p> <p><b>Marquee sign:</b> A sign attached to or hung from a marquee, canopy or other covered structure projecting from and supported by the building.</p>
<a href="#">Grand Rapids</a>	<p><b>Awning Sign:</b> A sign affixed flat against the surface of an awning.</p> <p><b>Canopy Sign:</b> Any sign that is part of or attached to a canopy over a door, entrance, window, or outdoor service area. "Canopy" is not included in the meaning of the terms marquee or awning.</p>
<a href="#">South Lyon</a>	<p><b>Awning or canopy sign:</b> A non-rigid fabric marquee or awning-type structure which is attached to the building by supporting framework, which includes a business identification message, symbol and/or logo.</p>
<a href="#">Marquette</a>	<p><b>Awning:</b> An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or non-rigid materials and/or fabric on a supporting framework that may be either permanent or retractable.</p> <p><b>Awning Sign:</b> A sign displayed on or attached flat against the surface or surfaces of an awning.</p> <p><b>Canopy (Attached):</b> A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points. The surface(s) and/or soffit of an attached canopy may be illuminated by means of internal or external sources of light. Similar to a Marquee.</p> <p><b>Canopy (Freestanding):</b> A multi-sided overhead structure supported by columns, but not enclosed by walls. The surface(s) and/or soffit of a freestanding canopy may be illuminated by means of internal or external sources of light.</p> <p><b>Canopy Sign:</b> A sign affixed to the visible surface(s) of an attached or freestanding canopy. May be internally or externally illuminated. Similar to a Marquee Sign.</p>

<a href="#">New Haven</a>	<p><b>Canopy Sign:</b> A sign attached to, painted or printed on a canopy, awning, marquee or other similar type of structure. All awnings which have backlighting shall constitute signs for purposes of this section.</p>
<a href="#">Grand Haven</a>	<p><b>Awning:</b> A retractable or fixed shelter constructed of non-rigid materials on a supporting framework that projects from the exterior wall of a building.</p> <p><b>Awning sign:</b> A sign affixed flat against the surface of an awning.</p> <p><b>Canopy:</b> A freestanding roof-like structure built on one (1) or more support posts, designed to offer protection from the weather.</p> <p><b>Canopy Sign:</b> A sign painted or attached directly to and parallel to the exterior face of a canopy roof and extending no greater than twelve (12) inches from the exterior face of the canopy to which it is attached.</p>
<a href="#">Plymouth</a>	<p><b>Awning Sign:</b> A sign which is printed or otherwise affixed to an awning which may be rolled or folded up against the wall to which it is attached.</p> <p><b>Canopy Sign:</b> A sign which is part of or located on a canopy or awning which is attached to the building or structure they are intended to serve. Canopy signs shall also include internally illuminated translucent fabric awnings or fabric canopies which advertise goods or services.</p>

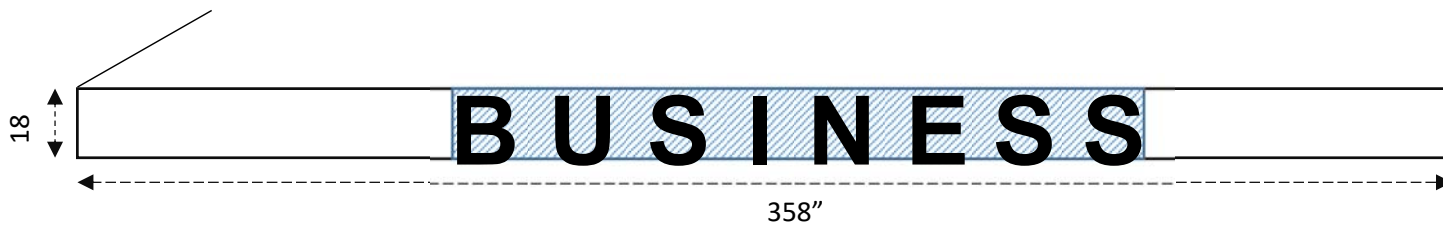






Canopy Valence – 44.75 SF  
Sign Maximum Area – 0.5 SF/1 LF  
Permitted Sign Area – 22.38 SF

**SIGN AREA**





APPROVED  
2/17/2020  
PAA20-0017



City of Birmingham

CITY OF BIRMINGHAM  
Date: 02/14/2020 12:04:59 PM  
Ref: 00147765  
Receipt: 526886  
Amount: \$100.00  
FEB 14 2020  
CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPARTMENT

## Administrative Sign Approval Application Planning Division

Form will not be processed until it is completely filled out

### 1. Applicant

Name: Metro Detroit Signs  
Address: 11444 Kaltz Ave  
Warren, MI 48089  
Phone Number: 586-759-2700  
Fax Number: 586-759-2703  
Email: kdeters@metrodetroitsigns.com

### Property Owner

Name: John Reinhardt  
Address: 9 MANORWOOD Bloomfield Hills  
MI 48304  
Phone Number: 313-919-5313  
Fax Number:  
Email: JJReinhardt@gmail.com

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

Name: Kevin Deters at Metro Detroit Signs  
Address: 11444 Kaltz Ave  
Warren, MI 48089  
Phone Number: 586-759-2700  
Fax Number: 586-759-2703  
Email: kdeters@metrodetroitsigns.com

### Project Designer

Name: same as applicant  
Address:  
Phone Number:  
Fax Number:  
Email:

### 3. Project Information

Address/Location of Property: 555 S Old Woodward Ave, Suite 21L  
Name of Development:  
Parcel ID #: 08-19-36-210-001  
Current Use: Core Revolution  
Area in Acres:  
Current Zoning:

Name of Historic District site is in, if any: N/A  
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

Install wall sign for Community Yoga Studio

### 6. Location of Proposed Signs

Front elevation

### 7. Type of Sign(s)

Wall: Yes  
Ground:  
Projecting:

Canopy:  
Building Name:  
Post-mounted Projecting:

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FEB 14 2020  
CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPARTMENT

**8. If a wall sign, indicate wall to be used:**

Front: Yes

Left side:

Rear:

Right side:

**9. Size of Sign**

Width: 151 inches

Depth: 7 inches

Height of lettering: 9 inches

Height: 22 inches

Total square feet: 23.06

**10. Existing signs currently located on property**

Number: 1 (Core Revolution wall sign to be replaced)

Square feet per sign: 30

Type(s): wall sign for Core Revolution

Total square feet: 30

**11. Materials/Style**

Metal: Aluminum panel

Plastic: Plex faces with vinyl

Color 1 (including PMS color #): PMC #311c blue

Additional colors (including PMS color #): White panel

Wood:

Glass:

Color 2 (including PMS color #): PMS #1925c red

**12. Sign(s) Read(s):** Community Yoga Studio

**13. Sign Lighting**

Type of lighting proposed: LED

Size of light fixtures (LxWxH):

Maximum wattage per fixture:

Location: Front elevation wall sign

Number proposed:

Height from grade: 10 feet

Proposed wattage per fixture:

Style (include specifications): LED internal illumination

**14. Landscaping (Ground signs only) N/A**

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:

*Ren Dietz*

Date:

2-13-20

Application #: PAA20-0017

Office Use Only

Date Received:

2/14/2020

Fee:

\$100.00

Date of Approval:

2/17/2020

Date of Denial:

N/A

Reviewed by:

*[Signature]*



## CONSENT OF PROPERTY OWNER

I, John S. Reinhart, OF THE STATE OF MI AND COUNTY OF  
(Name of property owner)

Oakland STATE THE FOLLOWING:

1. That I am the owner of real estate located at 555 S Old Woodward Ave, Suite 21L;  
(Address of affected property)
2. That I have read and examined the Application for Administrative Approval made to the City of Birmingham by:  
Metro Detroit Signs;  
(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: 2-12-20

JOHN S. REINHART, MANAGER  
Owner's Name (Please Print)

[Signature]  
Owner's Signature



# APPROVED

2/17/2020

PA920-0017

WHITE

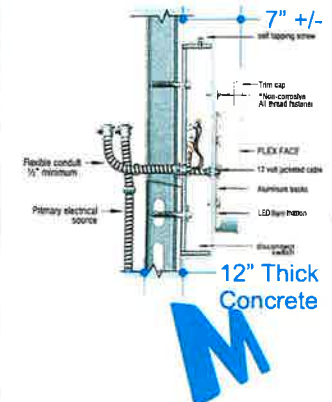
PMS# 311c

PMS# 1925c

## SIGN DIMENSIONS

22"x151" Overall - 23.06 Sq. Ft.

## CHANNEL LETTERS ON DIMENSIONAL BACKER



<b>Letter Faces</b>	<b>Letter Faces</b>
Plexiglass 2447 White	XXXXXX
<b>Vinyl Faces</b>	<b>Vinyl Faces</b>
to Match PMS# 311c	to Match PMS# 1925c
<b>Letter Trim Caps</b>	<b>Letter Returns</b>
1" White	5" White
<b>Backer Color</b>	<b>Backer Depth</b>
White	2"
<b>Illumination</b>	<b>Wire Leads</b>
White LED	Default 6'
	<b>LISTED</b>



RENDERING IS FOR REPRESENTATION ONLY SIZE, COLOR AND SCALE MAY VARY

ADDRESS

555 Old Woodward Suite 21L Birmingham MI 48009



Sales Person: Eric Ropelewski

Drawn By: Connie Fotiu

Date: 12/30/19

File Name: Community Yoga.cdr  
Front Elevation Pg 1

Revision: 2/6/2020 #5

This drawing and design/layout is the property of Metro Detroit Signs. The use of which in part or in whole is not permitted without prior written consent from Metro Detroit Signs. All rights reserved. Copyright 2018

Customer Signature

Date

Work Order#: XXX



11444 Kaultz Ave  
Warren, MI 48089  
Phone: 586-759-2700  
Fax: 586-759-2703

APPROVED

2124/0020  
PAA20-0018



City of Birmingham  
A Walkable Community



## Administrative Approval Application Planning Division

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

### 1. Applicant

Name: Casey R. Thelb H/CTV3 Enterprises  
Address: 1750 E. Harry  
Hazel Ridge, MI 48030  
Phone Number: 248-756-3347  
Fax Number: \_\_\_\_\_  
Email Address: casey@ctv3enterprises.com

### 2. Property Owner

Name: Anderson Realty Mgmt. Co. Susan Anderson  
Address: 33488 Woodward Ave.  
Birmingham, MI 48009  
Phone Number: 248-320-5170  
Fax Number: \_\_\_\_\_  
Email Address: sanderson13@comcast.net

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

Name: N/A  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 4. Project Designer/Developer

Name: N/A  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 5. Project Information

Address/Location of Property: 33488 Woodward  
Birmingham  
Name of Development: \_\_\_\_\_  
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: N/A  
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

Simply demo st 4 brick piers (extending above roofing)  
down to level of roofline, and capping them off.

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: 2/7/20

Application #: PAA20-0018

Office Use Only  
Date Received: 2/7/2020

Fee: \$ 100.00

Date of Approval: 2/10/2020

Date of Denial: N/A

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



**CONSENT OF PROPERTY OWNER**

I, Susan K Andersen, OF THE STATE OF FLORIDA AND  
(Name of Property Owner)

COUNTY OF Indian River STATE THE FOLLOWING:

1. That I am the owner of real estate located at 33488 Woodward Ave B'ham, AL 35209  
(Address of Affected Property)

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

Birmingham by: Casey Thebolt  
(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.**

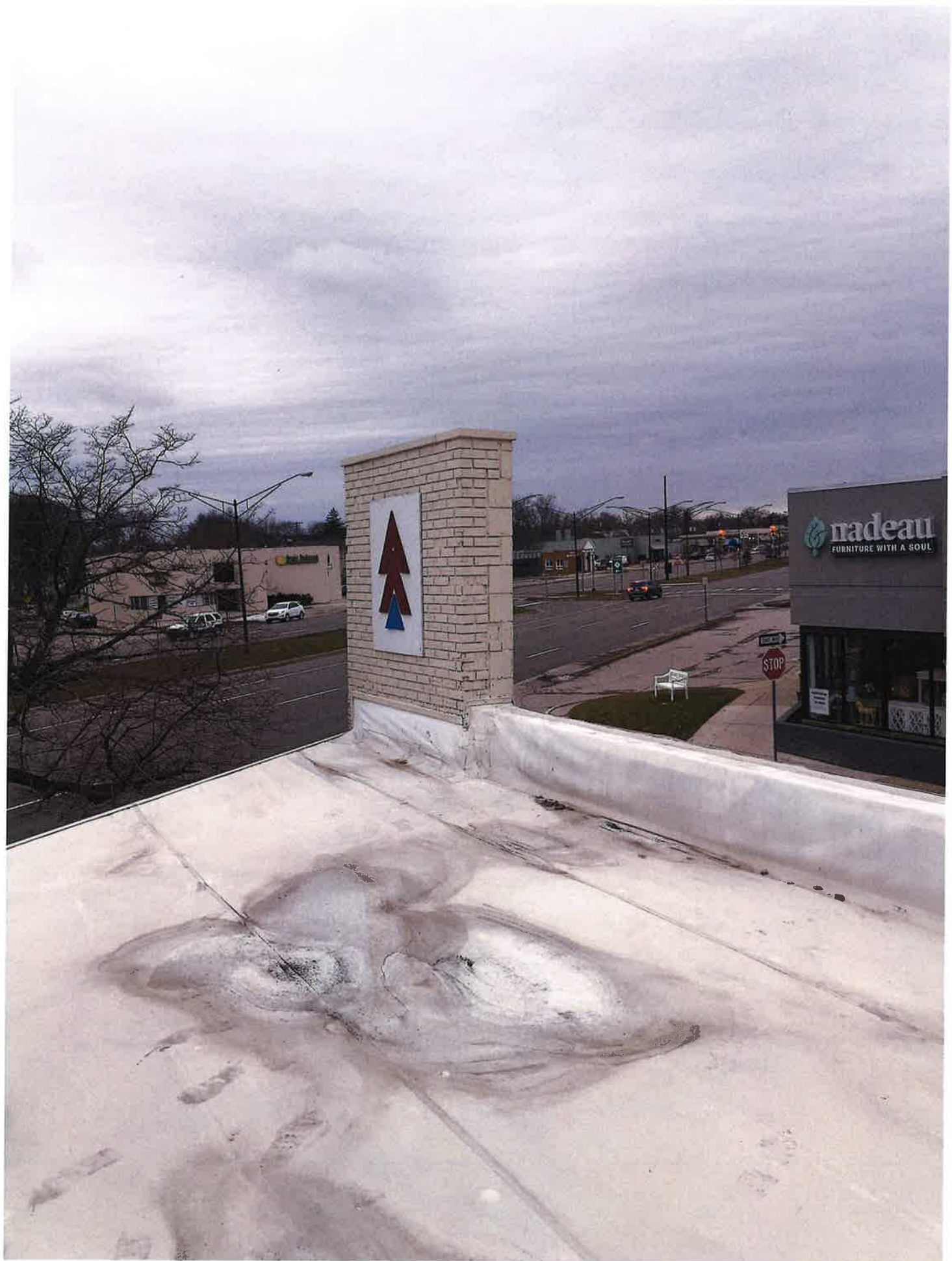
Name of Owner (Printed): Susan K Andersen Pres.  
Andersen Realty Management Inc.

Signature of Owner: [Signature] Date: February 17, 2020











### Design Review Board Action List – 2020

Design Review Board	Quarter	Rank	Status
Redesign/Update DRB Board Applications	1 <sup>st</sup> (January-March)	1	<input type="checkbox"/>
Update Sign Ordinance	2 <sup>nd</sup> (April-June)	2	<input type="checkbox"/>
Create New Informational Artwork for Sign Ordinance	3 <sup>rd</sup> (July-September)	3	<input type="checkbox"/>
Sign Ordinance Enforcement	4 <sup>th</sup> (October-December)	4	<input type="checkbox"/>