

AGENDA
CITY COUNCIL STUDY SESSION
APRIL 22, 2024 - 5:30PM
CITY OF FARMINGTON HILLS
CITY HALL – COMMUNITY ROOM
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com

1. Call Study Session to Order
2. Roll Call

CLOSED SESSION

3. Consideration of approval to enter into a closed session to consider and discuss attorney client written communications from the City Attorney under Section 8(1)(h) of the Open Meetings Act and settlement strategy in connection with pending litigation under Section 8(1)(e) of the Open Meetings Act and relating to the case of *Reid v City of Farmington Hills, et al.* (U.S. District Court E. D. Case No. 2:23-cv-10164). (Note: Council will return to open session immediately following the closed session).

STUDY SESSION

4. [DEI update and Strategic Plan](#)
5. [Precinct relocations and temporary changes](#) for the August State Primary Election
6. Discussion on allowing dogs in City parks
7. Adjourn Study Session

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Gary Mekjian, City Manager

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/accommodations will be made. Thank you.

MEMORANDUM

TO: Gary Mekjian, City Manager
FROM: LaToya Harvey, Director of Diversity, Equity, Inclusion and Employee Development
DATE: April 9, 2024
RE: DEI/Employee Development Update

- **Staff Engagement:**
 - The DEI Council is comprised of 17 staff from various departments throughout the city. Our council also proudly represents our front-line staff, managers, supervisors, and directors.
 - All new hires attend New Hire Orientation where they are introduced to a high-level overview of all city departments. DEI is introduced to new hires at this time.
 - In March 2023, the city obtained a partnership with the Michigan Diversity Council (MiDC). Through this partnership staff will have various opportunities for training (in-person and virtually) on DEI related topics such as DEI Law, Mitigating Burnout, Representation in Leadership, and DEI Metrics.
 - Ten women leaders attended the Women in Leadership Symposium in March.
- **Progress to Date:**
 - Throughout 2023 the city's DEI Council worked on establishing how DEI initiatives would be rolled out citywide. The Council's goal is to move from DEI being an "initiative" to instead being how we conduct business in our city.
 - The council created a DEI Code of Conduct for all members to abide by.
 - The DEI Council Charter was established, which formalizes guidelines for how the Council functions.
 - In October 2023, the Council participated in a 3-day strategy session to create the city's DEI Strategic Plan.
 - The Council is currently working through finishing touches on Strategic Plan. The plan includes goals that are divided into 3 workgroups: Workforce, Workplace, & Community.
 - Each committee is responsible for identifying which goals will be prioritized for the next three fiscal years.
 - The city's Lunch & Learn series was reimplemented in the Fall of 2023. Through this engagement, staff have been able to learn more about chiropractic care, Black History Month, family

financial planning, the Holi Festival, and Armenian Genocide Remembrance Day. We are excited to welcome many more amazing learning opportunities for our staff.

- The city's upcoming Strategic Plan addresses employee input on several topics ranging from creating a positive work environment, community engagement, succession planning, and a review of various work policies.
- The city's executive leadership team & some management staff completed a 6-session leadership training series. The city's leaders gained more knowledge in topics such Employee Engagement and Onboarding, Human Resources, Effective Communication, Customer Service, Strategic Planning and Budgeting, and Supervisory Leadership and Ethics.
- **Upcoming Strategies:**
 - The city's DEI Strategic Plan is scheduled for implementation at the onset of FY2024/2025.
 - Directors, supervisors, and managers will be attending Implicit Bias training in May/June 2024. This training is being offered in partnership with Oakland County Community College.
 - An annual training schedule is being developed to ensure city staff are well-equipped with the knowledge they need to provide quality services to the city's residents.
 - Three staff from the DEI Council have been identified to obtain their Certified Diversity Professional credential through MiDC. This certification class will occur in June 2024.

THE INCLUSION STRATEGY

Fostering and sustaining an inclusive workplace is a journey.

It is an intentional and strategic commitment to create an environment that engages diverse voices and harnesses the skills, talents, and strengths of the workforce.

An inclusive workplace encourages collaboration and innovative thinking that will drive organizational excellence and enhance the quality of life for all in our community.



THE INCLUSION STRATEGY

THE CITY OF FARMINGTON HILLS LONG TERM INCLUSION STRATEGY IS TO:

- Engage the contributions of all employees to **build trust and drive organizational effectiveness** across all departments.
- Invest in continuous training and development programs that **create awareness and generate personal growth** for all employees.
- **Retain and transfer critical knowledge** across the organization.
- **Enhance the overall workplace experience** for all employees.
- **Grow and enhance the quality of life** for all residents, corporate citizens, and diverse communities.



DEI COUNCIL STRUCTURE: BUILDING THE FOUNDATION



FARMINGTON HILLS



DIVERSITY, EQUITY, AND INCLUSION STRATEGY - WORKFORCE

STRATEGIC DRIVER: ENGAGED, SKILLED, AND DIVERSE WORKFORCE

DEI BUSINESS CASE

ENGAGE THE CONTRIBUTIONS OF ALL EMPLOYEES TO BUILD TRUST AND DRIVE ORGANIZATIONAL EFFECTIVENESS ACROSS ALL DEPARTMENTS.

The City of Farmington Hills is committed to placing a direct focus on building a trusting workplace that values and respects the contributions of individuals from various backgrounds, cultures, abilities, and perspectives.

A trusting workplace is collaborative, innovative, and productive, making the organization better equipped to meet the changing needs and expectations of the residents, community members and business owners.

Opportunities for employees to safely communicate ideas, opinions, and provide feedback, build trusting working relationships and increase employee satisfaction.

INVEST IN CONTINUOUS TRAINING AND DEVELOPMENT PROGRAMS THAT CREATE AWARENESS AND GENERATE PERSONAL GROWTH FOR ALL EMPLOYEES.

The journey to an inclusive workplace requires continuous learning. The City of Farmington Hills is committed to embedding the knowledge, skills, and capabilities to grow and maintain a diverse workforce.

The City will develop and implement a Diversity, Equity, and Inclusion (DEI) learning plan that will equip all employees with the capacity to create synergies and leverage the skills and contributions of diverse talent.



STRATEGIC DRIVER: ENGAGED, SKILLED, AND DIVERSE WORKFORCE

GOALS AND MILESTONES

STRATEGIC PLAN: ENGAGE THE CONTRIBUTIONS OF ALL EMPLOYEES TO BUILD TRUST AND DRIVE ORGANIZATIONAL EFFECTIVENESS ACROSS ALL DEPARTMENTS.

GOAL: Implement programs and practices to increase employees' trust in the organization and executive leadership.

MILESTONES

- Implement a company-wide recognition program that rewards individual contributions, accomplishments, and employment milestones.
- Focus one staff meeting each month on team building.
- Implement "Personal Touch" Program.

GOAL: Implement internal programs to capture the voices, opinions, and ideas of all employees.

MILESTONES

- Implement 360 communication sessions within the city government.
- Develop an open-door policy and practice that fosters safe and empathetic space for disclosures.
- Develop a Satisfaction Plan that captures the voice of all generations through focus groups, surveys, and employee resource groups.



STRATEGIC DRIVER: ENGAGED, SKILLED, AND DIVERSE WORKFORCE

GOALS AND MILESTONES

STRATEGIC PLAN: INVEST IN CONTINUOUS TRAINING AND DEVELOPMENT PROGRAMS THAT CREATE AWARENESS AND GENERATE PERSONAL GROWTH FOR ALL EMPLOYEES.

GOAL: Implement learning plans that increase Cultural Awareness and DEI Competency for all levels of employees.

MILESTONES

- Define a set of leadership behaviors and expectations that demonstrate cultural awareness.
- Define employees' behaviors and expectations that demonstrate cultural awareness.
- Develop Leadership Training to increase DEI Competency.
- Develop an Engagement Plan that provides training and development opportunities for all employees.

GOAL: Invest in Educational Assistance Program to enhance skills development and employee satisfaction.

MILESTONES

- Identify job-specific positions eligible for the program.
- Identify conferences, workshops, and certifications programs.
- Establish funding/reimbursement program for employees training/educational opportunities.

GOAL: Implement Job Shadowing Program to bridge the gap between different departments within the city.

MILESTONES

- Identify specific positions eligible for the program
- Define job-specific skills and knowledge necessary to provide in training.



STRATEGIC DRIVER: ENGAGED, SKILLED, AND DIVERSE WORKFORCE

GOALS AND MILESTONES

STRATEGIC PLAN: INVEST IN CONTINUOUS TRAINING AND DEVELOPMENT PROGRAMS THAT CREATE AWARENESS AND GENERATE PERSONAL GROWTH FOR ALL EMPLOYEES.

GOAL: Identify process for incorporating Diversity, Equity, and Inclusion in adaptation, amendment, and revisions to the city bylaws.

MILESTONES

- Identify individual who should be the staff liaison for each board and commission.
- Create a structure to address the needs, updates, and policy revisions across all boards, commissions, councils, and corporations.
- Boards and Commission will be aware of the new DEI standards in the City of Farmington Hills workplace through regular board meetings and activities.
- Create awareness and accountability for elected officials for DEI.



STRATEGIC DRIVER: ENGAGED, SKILLED, AND DIVERSE WORKFORCE



DATA AND REFERENCE

- Farmington Hills is challenged with identifying, attracting, and recruiting young professionals, minorities, and women to fill the positions for the leaders and professionals that are predicted to exit the company during the next 5-10 years. (Data Analysis Report)
- 80% of leaders are over 40, 17% of employees are eligible to retire in the next 5 years. (Data Analysis Report)
- 54% of survey participants say that the organization retains a skilled and diverse workforce. (Organizational DEI Survey Report)
- McKinsey and Company reported in 2020 that companies with a racially diverse leadership team were 35 percent more likely to have financial returns above their industry median. (Data Analysis Report)
- A talent retention strategy should include listening to understand and enhancing the workplace experiences for young professionals, minorities, and women. A heightened focus on internal practices and policies that support their development, engagement, and satisfaction is needed to retain and grow the skills and human resources the organization already has in the leadership pipeline. (Organizational DEI Survey Report)
- 54% of survey participants strongly agree/agree that the organization offers employees fair and equitable access and ability to excel. (Organization DEI Survey Report)

ENGAGED, SKILLED, AND DIVERSE WORKFORCE

STRATEGY: ENGAGE THE CONTRIBUTIONS OF ALL EMPLOYEES TO BUILD TRUST AND DRIVE ORGANIZATIONAL EFFECTIVENESS ACROSS ALL DEPARTMENTS.

(BOLD BLUE Action items proved by LJC) (BOLD RED items need to be developed by FH DEI Council)

GOAL	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Implement programs and practices to increase employees' trust in the organization and executive leadership.	Implement a company-wide recognition program that rewards individual contributions, accomplishments, and employment milestones.	Identify current recognition programs, collaborate with HR to develop program. Identify new program/s	To achieve this milestone, we may need improvements in tracking individual accomplishments. (i.e., Emails, Guardian Tracker)	
	Focus one staff meeting each month on team building.	Create cadence for meetings and identify, monthly/quarterly team building activities, have department directors identify meeting schedule, ensure team building activities across all departments		
	Implement "Personal Touch" Program for recognition of employee personal accomplishments/life events.	<ul style="list-style-type: none"> FH must identify 		
GOAL	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Implement internal programs to capture the voices, opinions, and ideas of all employees.	Implement 360 communication sessions within the city government.	<ul style="list-style-type: none"> FH must identify 		
	Develop an open-door policy and practice that fosters safe and empathetic space for disclosures.	Create, train, and develop leaders on creating psychological safe spaces, and trust & transparency		
	Develop a Satisfaction Plan that captures the voice of all generations through focus groups, surveys, and employee resource groups.	<ul style="list-style-type: none"> Develop a quarterly, yearly process for surveys and focus groups. Implement ERG Groups for both internal and external DEI support and strategy implementation 		

ENGAGED, SKILLED, AND DIVERSE WORKFORCE

STRATEGY: INVEST IN CONTINUOUS TRAINING AND DEVELOPMENT PROGRAMS THAT CREATE AWARENESS AND GENERATE PERSONAL GROWTH FOR ALL EMPLOYEES.

(BOLD BLUE Action items proved by LIC)

GOAL	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Implement learning plans that increase Cultural Awareness and DEI Competency for all levels of employees	Define a set of leadership behaviors and expectations that demonstrate cultural awareness.	<p>Implement an ongoing DEI Cultural Competency Leadership Education Plan.</p> <p>Create an accountability plan for leaders</p>		
	Define employees' behaviors and expectations that demonstrate cultural awareness.	<p>Implement an ongoing DEI Cultural Competency Education Plan.</p>		
	Develop Leadership Training to increase DEI Competency.	<p>Implement an annual DEI Leadership retreat</p>		
	Develop an Engagement Plan that provides training and development opportunities for all employees.	<ul style="list-style-type: none"> • Increase the amount of training provided to all employees. • Diverse cultural holidays will be highlighted and recognized in the monthly city newsletter. • The City website will host a DEI webpage to provide education and training on diverse topics while disseminating information. 		

ENGAGED, SKILLED, AND DIVERSE WORKFORCE

(BOLD BLUE Action items provided by LJC)

Cont. from previous Strategy on pg. 11

GOAL	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Invest in Educational Assistance Program to enhance skills development and employee satisfaction.	Identify job-specific positions eligible for the program.	The City will identify individual department certification needs and desires to elevate the City's standard.		
	Identify conferences, workshops, and certification programs.	A budget to provide these opportunities will be negotiated and the budget process will be shared.		
	Establish funding/reimbursement program for employees training/educational opportunities.			
GOAL	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Implement Job Shadowing Program to bridge the gap between different departments within the city.	Identify job-specific positions eligible for the program.	Create a job shadowing program that will allow team members to shadow other departments/role/leaders to create internal retention and enhance inclusion		
	Define job-specific skills and knowledge necessary to provide in training.	Create and implement a workforce development plan for all employees based on roles and succession planning		

STRATEGIC DRIVER: ENGAGED, SKILLED, AND DIVERSE WORKFORCE

STRATEGY: INVEST IN CONTINUOUS TRAINING AND DEVELOPMENT PROGRAMS THAT CREATE AWARENESS AND GENERATE PERSONAL GROWTH FOR ALL EMPLOYEES.
(BOLD BLUE Action items provided by LJC)

GOAL	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Identify process for incorporating Diversity, Equity, and Inclusion in adaptation, amendment, and revisions to the city bylaws.	Identify individual who should be the staff liaison for each board and commission.			
	Create a structure to address the needs, updates, and policy revisions across all boards, commissions, councils, and corporations.	The City will identify individual department certification needs and desires to elevate the City's standard.		
	Boards and Commission will be aware of the new DEI standards in the City of Farmington Hills workplace through regular board meetings and activities	A budget to provide these opportunities will be negotiated and the budget process will be shared.		
	Create awareness and accountability for elected officials for DEI.	Create a job shadowing program that will allow team members to shadow other departments/role/leaders to create internal retention and enhance inclusion		
		Create and implement a workforce development plan for all employees based on roles and succession planning		

FARMINGTON HILLS



DIVERSITY, EQUITY, AND INCLUSION STRATEGY - WORKPLACE

STRATEGIC DRIVER: COLLABORATIVE, TRUSTING & INNOVATIVE WORKPLACE

DEI BUSINESS CASE

RETAIN AND TRANSFER CRITICAL KNOWLEDGE ACROSS THE ORGANIZATION

The City of Farmington Hills is proactively addressing shifts in diversity dynamics, social-economic, and technology trends that predictably impact organizational culture.

Due to retirement, employment attrition, and a competitive labor market, the workforce will continue to shift over the next 5-10 years, creating a talent gap across the organization.

To proactively address the talent gap, the City will implement a retention strategy that includes leadership succession plans and professional growth opportunities at all levels of the organization.



ENHANCE THE OVERALL WORKPLACE EXPERIENCE FOR ALL EMPLOYEES

The City of Farmington Hills is focused on creating an internal infrastructure that is free from systemic barriers and ensuring there is equitable access and opportunities for every employee.

The transition to an inclusive culture requires everyone to understand there are different workplace experiences, and to accept responsibility for removing barriers to fair and equitable treatment across the organization.

The City of Farmington Hills will engage in productive and thoughtful dialogue to better understand the workplace experiences of young professionals, women, and underrepresented groups.

STRATEGIC DRIVER: COLLABORATIVE, TRUSTING & INNOVATIVE WORKPLACE

GOALS AND MILESTONES

STRATEGIC PLAN: RETAIN AND TRANSFER CRITICAL KNOWLEDGE ACROSS THE ORGANIZATION.

GOAL: Implement programs to retain critical knowledge and skills across departments.

MILESTONES

- Create developmental training programs that allow the transferring of organizational skills and knowledge to address the talent gap.
- Develop Knowledge and Skills Transfer Program to retain critical institutional knowledge.

GOAL: Implement internal retention strategy that is focused on developing, retaining, and promoting qualified staff across all departments within the City of Farmington Hills.

MILESTONES

- Create processes and procedures to manage the workplace requirements and expectations of various generations.
- Implement programs and policies to keep each generation motivated, engaged, and productive.



STRATEGIC DRIVER: COLLABORATIVE, TRUSTING & INNOVATIVE WORKPLACE

GOALS AND MILESTONES

STRATEGIC PLAN: ENHANCE THE OVERALL WORKPLACE EXPERIENCE FOR ALL EMPLOYEES

GOAL: Adopt an annual review process and policy review team to frequently and consistently evaluate and address systemic and systematic biases, exclusion, and unfair treatment in company policies, practices, and guidelines.

MILESTONES

- Review hiring practices for equal and fair employment opportunities.
- Review disciplinary practices for fair and equal treatment.
- Review promotion practices for fair and equal access and opportunities.
- Review 6-month Probationary Policy for equitable policies
- Revised and update Grooming and Dress Code Policy



STRATEGIC DRIVER: COLLABORATIVE, TRUSTING & INNOVATIVE WORKPLACE

DATA AND REFERENCE:

- This shift will change the lens in which decision, policies, and practices are viewed and implemented. Traditions, social behaviors, leadership, and the company culture will be influenced by the experiences of a diverse population.
- 38% of employees agree/strongly agree that the city frequently and consistently evaluates policies and practices for exclusion, bias and unfair treatment.
- 29% of employees agree/strongly agree that the City of Farmington Hills frequently and consistently measures and reports the retention of a diverse workforce.
- Comprehensive and proactive Workforce and Retention Strategy-predicts shifts in workforce for key positions throughout the organization.
- Traditionally, a racially homogeneous culture has embedded systemic and systematic biases, assumptions and traditional thinking that presents challenges and barriers to transitioning to an equitable and inclusive workplace.
- It is an extremely competitive market, and young professionals, minorities and women are demanding organizations to have an internal infrastructure that is free from systemic bias and barriers and there is equitable access and opportunities for every employee.



COLLABORATIVE, TRUSTING AND INNOVATIVE WORKPLACE

STRATEGY: RETAIN AND TRANSFER CRITICAL KNOWLEDGE ACROSS THE ORGANIZATION.

(BOLD BLUE Action items provided by LJC)

GOAL (FY24/25)	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Implement programs to retain critical knowledge and skills across departments	Create development training programs that allow the transferring of organizational skills and knowledge to address the talent gap.			
	Develop Knowledge and Skills Transfer Program to retain critical institutional knowledge.	Develop a reverse mentorship/employee program		Updated technology, succession plans and collaboration among departments.
GOAL (FY24/25)	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Implement internal retention strategy that is focused on developing, retaining, and promoting qualified staff across all departments within the City of Farmington Hills.	Create processes and procedures to manage the workplace requirements and expectations of various generations.	<ul style="list-style-type: none"> Adjust scheduled hours to best accommodate staff and citizens Provide childcare perks-50 percent discount on summer camp programs for full time staff. PT staff perks for those that worked 30+ hours for over 8 months per year. 		
	Implement programs and policies to keep each generation motivated, engaged, and productive.	<ul style="list-style-type: none"> Provide paid maternity/paternity leave for staff. Modify the City of Farmington Hills policy on the use of sick leave during the employees' probationary period from no time off with the first six months, to the first thirty days. Provide incentives that can be earned on an annual basis, for positive employee performance. 	To achieve these milestones, this requires policy shifts, union buy-in, HR support, City Council support and department head approval.	

COLLABORATIVE, TRUSTING AND INNOVATIVE WORKPLACE

STRATEGY: ENHANCE THE OVERALL WORKPLACE EXPERIENCE FOR ALL EMPLOYEES.

(BOLD BLUE Action items provided by LJC)

GOAL (FY25/26)	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Adopt an annual review process and policy review team to frequently and consistently evaluate and address system and systematic biases, exclusion, and unfair treatment in company policies, practices, and guidelines.	Review hiring practices for equal and fair employment opportunities.	Develop and implement a Diverse Interview team policy across all departments. Develop exit interviews and provide report/s to address all goal related items		
	Review disciplinary practices for fair and equal treatment.			
	MILESTONE Review promotion practices for fair and equal access and opportunities.	ACTION ITEMS <ul style="list-style-type: none"> • Create a policy review team. Elected members, representatives, and leaders regularly evaluate and update practices while maintaining transparency and accountability. • Within the next two years a baseline plan will be created and disseminated, following an annual update. 	RISK/BARRIERS	RESOURCES/COLLABORATORS This will require internal collaboration from all departments and the formation of committee consisting of multiple levels of staff
	MILESTONE Review 6-month Probationary Policy for equitable policies.	ACTION ITEMS Employees are provided with sick time during probation, however, if an employee must take sick time, the probationary period will be extended to match. Vacation time will follow the current standard. Keep 6-month probation period.	RISK/BARRIERS	RESOURCES/COLLABORATORS

COLLABORATIVE, TRUSTING AND INNOVATIVE WORKPLACE

STRATEGY: ENHANCE THE OVERALL WORKPLACE EXPERIENCE FOR ALL EMPLOYEES.

GOAL (FY24/25 & FY26/27)	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
<p>Adopt an annual review process and policy review team to frequently and consistently evaluate and address systemic and systematic biases, exclusion, and unfair treatment in company policies, practices, and guidelines.</p>	<p>Revised and update Grooming and Dress Code Policy to reflect current societal norms.</p>	<ul style="list-style-type: none"> • Provide some degree of flexibility for some departments to relax their dress and grooming needs. • Assess where and when the current policies are sourced and/or created. Use the tattoo order for police and fire as a reference. • Measure our current policy against other municipalities to compare. • Relax the dress code policy to include an employee moral fund for casual day every Friday, and to a charitable cause intermittently. • This fund would go towards employee engagement activities such as ice cream socials, seasonal celebrations, and team building opportunities. 		

FARMINGTON HILLS

Michigan

**DIVERSITY, EQUITY, AND INCLUSION STRATEGY -
COMMUNITY AND SOCIAL ENGAGEMENT**

STRATEGIC DRIVER: COMMUNITY AND SOCIAL ENGAGEMENT

DEI BUSINESS CASE

GROW AND ENHANCE THE QUALITY OF LIFE FOR ALL RESIDENTS, CORPORATE CITIZENS, AND DIVERSE COMMUNITIES.

The City of Farmington Hills acknowledges the need for community awareness and engagement. We will continue to be socially active and invested in strengthening trust and credibility with local communities and businesses.

The City of Farmington Hills believes the collaboration of institutional knowledge, lived experience, and diverse perspectives is crucial to proactively meeting the changing needs and expectations of the residents, corporate citizens, and diverse communities.



STRATEGIC DRIVER: COMMUNITY AND SOCIAL ENGAGEMENT

GOALS AND MILESTONES

STRATEGIC PLAN: GROW AND ENHANCE THE QUALITY OF LIFE FOR ALL RESIDENTS, CORPORATE CITIZENS, AND DIVERSE COMMUNITIES.

GOAL: Increase employee representation to reflect the residents, corporate citizens, and diverse communities within the City of Farmington Hills.

MILESTONES

- Create safe spaces for voices and contributions of diverse backgrounds, cultures, abilities, and perspectives.
- Implement Community Engagement Activities.
- Develop a Recruitment Plan for local talent.

GOAL: Invest funds, time and resources in response to the needs and growth of the communities that feed into the organization.

MILESTONES

- Launch an external communications program to receive and respond to the community DE&I ideas, suggestions and feedback.
- Develop program to increase participation in city outreach programs.
- Establish activities that improve community relationships.



STRATEGIC DRIVER: COMMUNITY AND SOCIAL ENGAGEMENT

GOALS AND MILESTONES

STRATEGIC PLAN: GROW AND ENHANCE THE QUALITY OF LIFE FOR ALL RESIDENTS, CORPORATE CITIZENS, AND DIVERSE COMMUNITIES.

GOAL: Build engagement programs with diverse communities to foster inclusivity and create an environment that is welcoming for all residents, corporate citizens and diverse communities.

MILESTONES

- Implement a Community Engagement Program that creates new connections between diverse community members.
- Implement Community Volunteer Program to improve department-specific relationships within the community and to encourage positive opinion of the City of Farmington Hills.
- Implement and host department-specific career fairs to attract diverse groups of skilled talent.

GOAL: Communicate commitment to partnerships and community investments.

MILESTONES

- Increase job fairs to promote brand representation.
- Track and communicate engagement activities.
- Identify commitment to sponsorships and resources to diverse groups and organizations.



STRATEGIC DRIVER: COMMUNITY AND SOCIAL ENGAGEMENT

DATA AND REFERENCE:

- Every effective Diversity, Equity and Inclusion strategy includes a visible, diverse, and committed leadership team, which is essential to gaining trust and credibility from employees, customers, and partners in the community.
- 54% of people in the community view the organization as a great place to work.
- It is reported that the LGBTQ+ Community has 3.7 trillion dollars in buying power and 78 percent of the members are inclined to support companies that market to and support LGBTQ+ people. Community Marketing & Insights.
- Best practice, toward DEI effectiveness is to begin with a workforce that reflects the diversity of the community. The Farmington Hills community represents 34 percent racial minority, the State of Michigan has 21 percent minority representation, and the National minority representation is 27 percent.



COMMUNITY AND SOCIAL ENGAGEMENT

STRATEGY: GROW AND ENHANCE THE QUALITY OF LIFE FOR ALL RESIDENTS, CORPORATE CITIZENS, AND DIVERSE COMMUNITIES.

(BOLD RED Action Items must be developed by FHDEI Council)

GOAL (FY24/25)	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Increase employee representation to reflect the residents, corporate citizens, and diverse communities within the City of Farmington Hills.	Create safe spaces for voices and contributions of, cultures, abilities, and perspectives.	Department management and human resources department will each conduct their own exit interviews for all employees who are either transferring departments/divisions or leaving the City employ.		
		Recruit employees from within our community.		
	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
	Develop a Recruitment Plan for local talent.	Establish DEI specific email		
GOAL (FY25/26)	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Invest funds, time and resources in response to the needs and growth of the communities that feed into the organization.	Launch an external communications program to receive and respond to the community DE&I ideas, suggestions and feedback.	<ul style="list-style-type: none"> • Conduct city wide resident surveys • Partner with the Communications and Marketing, Parks and Recs departments to develop an internal and external plan to support the DEI strategy for external outreach 		
	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
	Develop program to increase participation in city outreach programs.	What are the current activities and relationships? Must build on that cadence. Cross collaborate with other departments, city council, mayor efforts and initiatives		Need assistance from the City Managers office to get the appropriate information on the City Council agenda to assist with advertising DEI events.
	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
	Establish activities that improve community relationships.			Utilize HAWK Facility

COMMUNITY AND SOCIAL ENGAGEMENT

STRATEGY: GROW AND ENHANCE THE QUALITY OF LIFE FOR ALL RESIDENTS, CORPORATE CITIZENS, AND DIVERSE COMMUNITIES.

(BOLD RED Action items must be developed by FHDEI Council) (BOLD BLUE Action items provided by LIC)

GOAL (FY26/27)	MILESTONE	ACTION ITEMS	RISK/BARRIERS	RESOURCES/COLLABORATORS
Build engagement programs with diverse communities to foster inclusivity and create an environment that is welcoming for all residents, corporate citizens and diverse communities.	Implement a Community Engagement Program that creates new connections between diverse community members.	What programs for community engagement already exist? Who should you be internally partnering with to achieve this milestone?		
	MILESTONE Implement Community Volunteer Program to improve department-specific relationships within the community and to encourage positive opinion of the City.	ACTION ITEMS Celebrate/recognize different cultures to create awareness and acceptance.	RISK/BARRIERS	
	MILESTONE Implement and host department-specific career fairs to attract diverse groups of skilled talent.	ACTION ITEMS Update City Website with diverse representation	RISK/BARRIERS	
GOAL Communicate commitment to partnerships and community investments.	MILESTONE Increase job fairs to promote brand representation.	ACTION ITEMS Create a diversity recruitment plan that supports collaboration across the state. I.E., multicultural chambers of commerce, colleges and universities.	RISK/BARRIERS	
	MILESTONE Track and communicate engagement activities.	ACTION ITEMS	RISK/BARRIERS	
	MILESTONE Identify commitment to sponsorships and resources to diverse groups and organizations.	ACTION ITEMS <ul style="list-style-type: none"> • Develop a Supplier Diversity Plan in conjunctions with procurement • Develop, and implement yearly goals that support identified groups of the city based on your data analysis reports 	RISK/BARRIERS	



OFFICE OF CITY CLERK

TO: Mayor and City Council
FROM: Carly Lindahl, City Clerk
DATE: April 22, 2024
SUBJECT: Discussion on Polling Location Changes

In February I was contacted by Farmington Public Schools indicating that two of the schools we use for polling locations, Kenbrook Elementary School and Farmington Central High School, will be undergoing major renovations during the summer and will be unavailable for use in the August 6, 2024 Primary Election.

They also requested that we permanently relocate the polling location at Warner Middle School so that the schools can accommodate Professional Development days at that location when school is closed on election days.

I met with school representatives to discuss alternate locations for the polling facilities as well as contacted and visited other facilities to see what might work best as far as parking, accessibility, etc.

We currently use Woodcreek Elementary School for a polling location, Precinct #12, and FPS has offered the use of both the gymnasium and cafeteria for the August election. I feel this would be an appropriate temporary relocation for Farmington Central High School, Precinct #11.

FPS has offered the use of STEAM Academy for the relocation of Kenbrook Elementary School; however, we already have a large precinct located at STEAM and I do not feel that adding another large precinct would work well as there are already concerns with parking at this location. As an alternative, we met with Prince of Peace Lutheran Church, 28000 New Market Rd., on Thursday, April 18th, and they seem interested in allowing us to use their facility as a polling location. I believe this would be a better fit for the temporary relocation of Kenbrook Elementary School, Precinct #10.

Woodside Bible Church, 28301 Middlebelt Rd., just north of Fire Station #2, has graciously offered their facility as a permanent polling location for the relocation of Warner Middle School, Precinct #1. We have toured the facility and feel it would be a great fit for this relocation.

Please note that I did reach out to Adat Shalom Synagogue, Holy Cross Chaldean Catholic Church, and Unity of Farmington Hills as possible relocation sites for Warner Middle School, but they were either not interested, or had concerns that prevented them from agreeing to host us as a polling location.

This evening, I would like to discuss with Council the above options and answer any questions before I put forth my recommendations to the Election Commission and bring back to Council for final approval.

CURRENT LOCATION/PRECINCT #

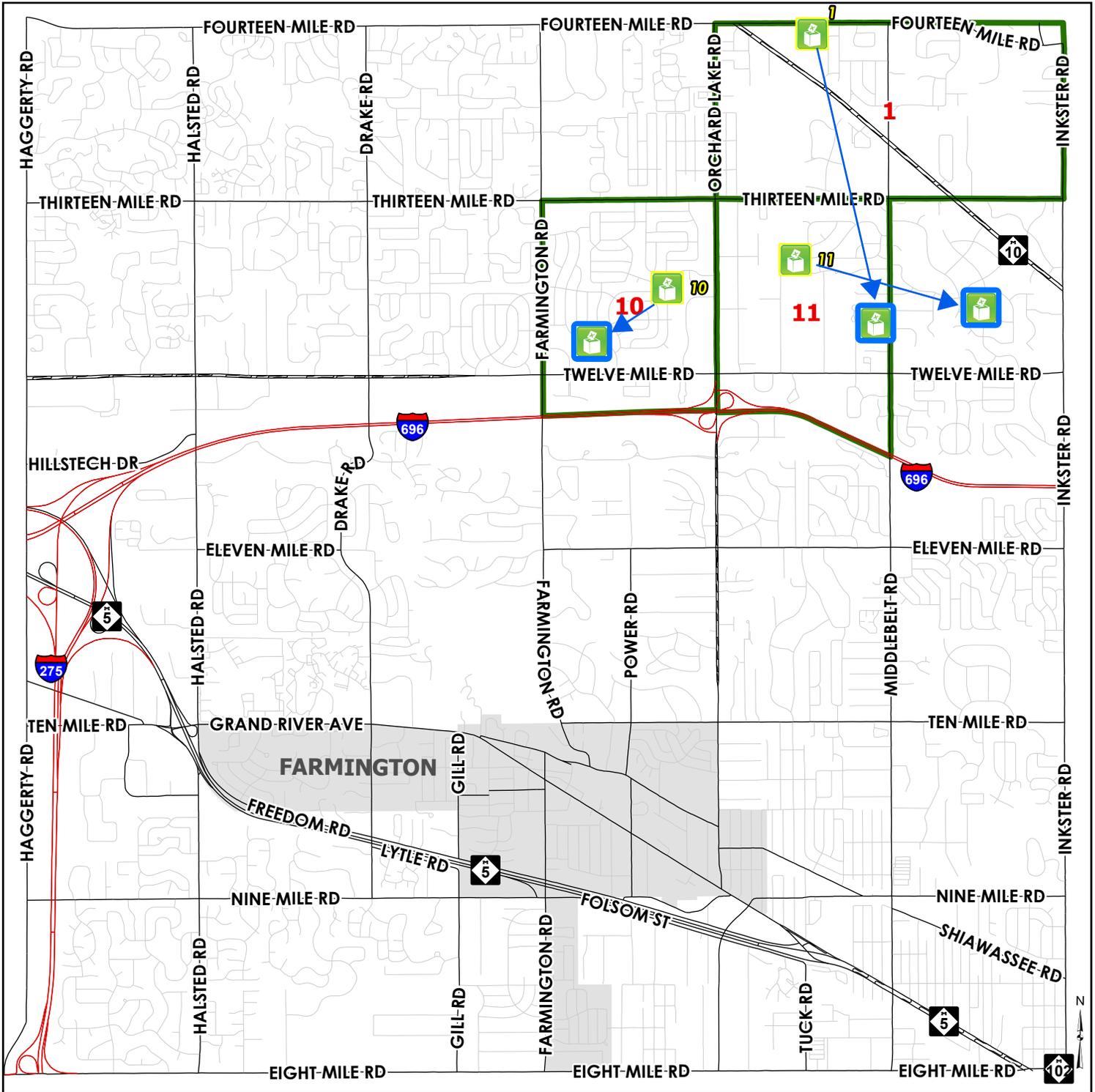
Warner Middle School – Precinct #1
Kenbrook Elementary – Precinct #10
Farmington Central High School – Precinct #11

POSSIBLE ALTERNATE LOCATION

Woodside Bible Church (Permanent)
Prince of Peace Lutheran Church
Woodcreek Elementary



August 6, 2024 Election Temporary Precinct Location Changes



SOURCE: City of Farmington Hills GIS, 2024
Oakland County, 2024



 CURRENT LOCATION/PRECINCT #	 TEMPORARY LOCATION
Warner Middle School – Precinct #1	Woodside Bible Church 28301 Middlebelt Rd (New permanent location)
Kenbrook Elementary – Precinct #10	Prince of Peace Lutheran Church 28000 New Market Rd
Farmington Central High School – Precinct #11	Woodcreek Elementary 28400 Harwich Dr

AGENDA
CITY COUNCIL MEETING
APRIL 22, 2024
REGULAR SESSION MEETING BEGINS AT 7:30 P.M.
CITY OF FARMINGTON HILLS
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com
Cable TV: Spectrum – Channel 203; AT&T – Channel 99
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

REQUESTS TO SPEAK: Anyone requesting to speak before Council on any agenda item other than an advertised public hearing issue must complete and turn in to the City Clerk a blue Public Participation Registration Form. The blue Public Participation Forms do not need to be filled-out to speak during the Public Comment portion of the meeting.

REGULAR SESSION MEETING BEGINS AT 7:30P.M. IN THE CITY COUNCIL CHAMBER

CLOSED SESSION (5:30 P.M. Community Room– See Separate Agenda)

STUDY SESSION (Immediately following Closed Session; estimated time of 6:00 P.M. Community Room– See Separate Agenda)

REGULAR SESSION MEETING

CALL REGULAR SESSION MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of regular session meeting agenda

ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 6 - 13)

All items listed under Consent Agenda are considered routine, administrative, or non-controversial by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Council Member or citizen so requests, in which event the items may be removed from the Consent Agenda for consideration.

CONSENT AGENDA ITEMS FOR DISCUSSION

COUNCIL MEMBERS' COMMENTS AND ANNOUNCEMENTS

CITY MANAGER UPDATE

PUBLIC HEARING:

2. Public hearing and consideration of approval of the Community Development Block Grant (CDBG) 2024-2025 Projected Use of Funds. [CMR 4-24-38](#)
3. Public hearing and consideration of approval of the [INTRODUCTION of an Ordinance](#) to amend the City Code, Chapter 34 Zoning Chapter, of the City of Farmington Hills, to amend the Zoning Map and district boundaries established under Section 34.3.2 to rezone and reclassify the property located at 31130 Orchard Lake Road from the P-1, Vehicular Parking District to B-3, General Business District, Rezoning Request ZR 1-1-2024.

NEW BUSINESS:

4. Consideration of approval of the [INTRODUCTION of an Ordinance](#) amending the Farmington Hills City Code, Chapter 4, "Alcoholic Liquors," Article II, "Licensing," to repeal Section 4-43 and amend Section 4-46 to remove the requirement of a bona fide restaurant operation for on-premises liquor licenses.
5. Recommended approval of extension of contract for Special Services Facilities & Program Consultant with Sports Facilities Companies in the amount not-to-exceed \$300,000 per year with extensions. [CMR 4-24-39](#)

CONSENT AGENDA:

6. Recommended approval of a special event permit for the [13th Annual Cipriano Classic 5K Race](#) to be held on Friday, June 7, 2024.
7. Recommended approval of a special event permit for Ward Church to hold the [Blessing of the Bikes & Classic Car Show](#) event to be held May 18, 2024.
8. Recommended approval of [canceling the City Council meeting of May 27, 2024](#).
9. Acknowledgement of [Third Quarter Financial Summary Report and Quarterly Investment Report](#).
10. Recommended approval of award of bid for the purchase of dump truck hook lifts and upfitting from Truck & Trailer Specialties in the amount of \$371,880.00. [CMR 4-24-40](#)
11. Recommended approval of award of bid for the 2024 As-Needed Storm Sewer & Catch Basin Cleaning to Safeway Transport, Inc. in the amount not-to-exceed the annual budgeted amount with extensions. [CMR 4-24-41](#)
12. Recommended approval of City Council [study session meeting minutes](#) of April 8, 2024.
13. Recommended approval of City Council [regular session meeting minutes](#) of April 8, 2024.

ADDITIONS TO AGENDA

PUBLIC COMMENTS

Limited to five (5) minutes for any item of City business not on the agenda.

ADJOURNMENT

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Gary Mekjian, City Manager

NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248-871-2410 at least two (2) business days prior to the meeting, wherein necessary arrangements/ accommodations will be made.

REPORT FROM THE CITY MANAGER TO CITY COUNCIL, APRIL 22, 2024

SUBJECT: Community Development Block Grant (CDBG) Public Hearing on the 2024-2025 Projected Use of Funds

ADMINISTRATIVE SUMMARY

- The Community Development Office is required by the U. S. Department of Housing and Urban Development (HUD) to create an Annual Action Plan to project the use of CDBG funding for the next program year (PY2024 – 2025).
- For PY2024-25, the City of Farmington Hills is anticipating \$452,000 for CDBG programming. This amount is comprised of an estimated \$384,000 in entitlement funds from HUD, and an estimated \$68,000 of program income derived from the Housing Rehabilitation activity. Any change in funding will be reflected in an adjustment to the Housing Rehabilitation activity.
- Federal regulations require a public hearing to discuss and approve the annual use of CDBG funds.
- CDBG funds must benefit low- and moderate-income persons or areas (**Eligible Areas map attached**). The eligible areas are based on the criteria made available each year from HUD.
- The following distribution of CDBG funds is recommended for PY2024-25:

PROPOSED PY2024-25 BUDGET

Housing Rehabilitation	\$ 349,500
Public Services Activities	\$ 42,500
<u>Program Administration</u>	<u>\$ 60,000</u>
Total	\$452,000

RECOMMENDATION

It is recommended that the City Council approve the PY2024-25 Annual Action Plan and that Community Development Block Grant funds be allocated as follows:

RESOLVE that the City Council approve the Community Development Block Grant Program Year 2024-2025 budget to include: 1) \$349,500 for Housing Rehabilitation, 2) \$42,500 for Public Services activities, and 3) \$60,000 for Program Administration. Any change in funding amount will be reflected in an adjustment to the Housing Rehabilitation activity.

FURTHER RESOLVE that the City Manager be authorized to prepare and submit an application for Community Development Block Grant funds to the U.S. Department of Housing and Urban Development (HUD) within sixty days of the date allocations are announced but no later than August 16, 2024.

BUDGET BACKGROUND

Housing Rehabilitation

The Housing Rehabilitation program continues to assist low- and moderate-income homeowners with home repairs to improve and conserve the quality of their existing residential properties, in addition to maintaining housing stock in the City. Typical improvements include replacing roofs/gutters, water heaters, furnaces, windows, insulation, siding installation, and sewer connections. In the current budget, an estimated 17 homeowners will receive assistance with home improvements. This budget also includes wages and fringe

***Community Development Block Grant (CDBG) Public Hearing on the
Five Year Consolidated Plan and 2024/2025 Projected Use of Funds
Page 2 of 2***

benefits for the Housing Rehabilitation Specialist for administration costs directly related to the Housing Rehabilitation program. \$349,500 is budgeted for the Housing Rehabilitation program.

Public Services

CDBG funds may be used for public services activities to strengthen communities by addressing the needs of specific populations. The expenditure for this category cannot exceed 15% of the annual grant allocation as established by HUD. Several non-profit organizations are classified as Public Service Organizations by HUD. Farmington Hills has received requests for funds from CARES (Community. Action. Resources. Empowerment. Services.) to support the health needs of residents through foodbank products and services, Common Ground to provide crisis and mental health support services, HAVEN (Help Against Violent Encounters Now) to provide assistance to victims of violence and sexual assault, and South Oakland Shelter dba Lighthouse to provide a wide array of services designed to permanently remove individuals and families from the cycle of homelessness. \$42,500 is budgeted for Public Services activities.

Program Administration

The administration and planning amount of the budget reimburses the general fund for documented wages and fringe benefits of general program staff. It also covers legal notices, office supplies and other administrative costs along with support for fair housing services provided by the Fair Housing Center of Metro Detroit. \$60,000 is budgeted for Program Administration.

PUBLIC PARTICIPATION

The Community Development Office has contacted and met with community organizations and the Housing Rehabilitation Loan Board in order to keep interested organizations informed. On September 7, 2023 a public meeting was held to review the previous year's activity and review the City's Consolidated Plan. On March 3, 2024 a [Notice of Public hearing and 30-Day comment period](#) regarding the April 22, 2024 City Council public hearing was published in the [Oakland Press](#), on the City website and social media accounts.

SCHEDULE

The Annual Action Plan and application for the CDBG PY2024-2025 is to be submitted to the U. S. Department of Housing and Urban Development within sixty days of the date allocations are announced but no later than August 16, 2024. The new program year begins July 1, 2024 and ends June 30, 2025.

Prepared by: Tracey Emmanuel, Community Development and Special Projects Coordinator

Departmental

Authorization by: Charmaine Kettler-Schmult, Planning and Community Development

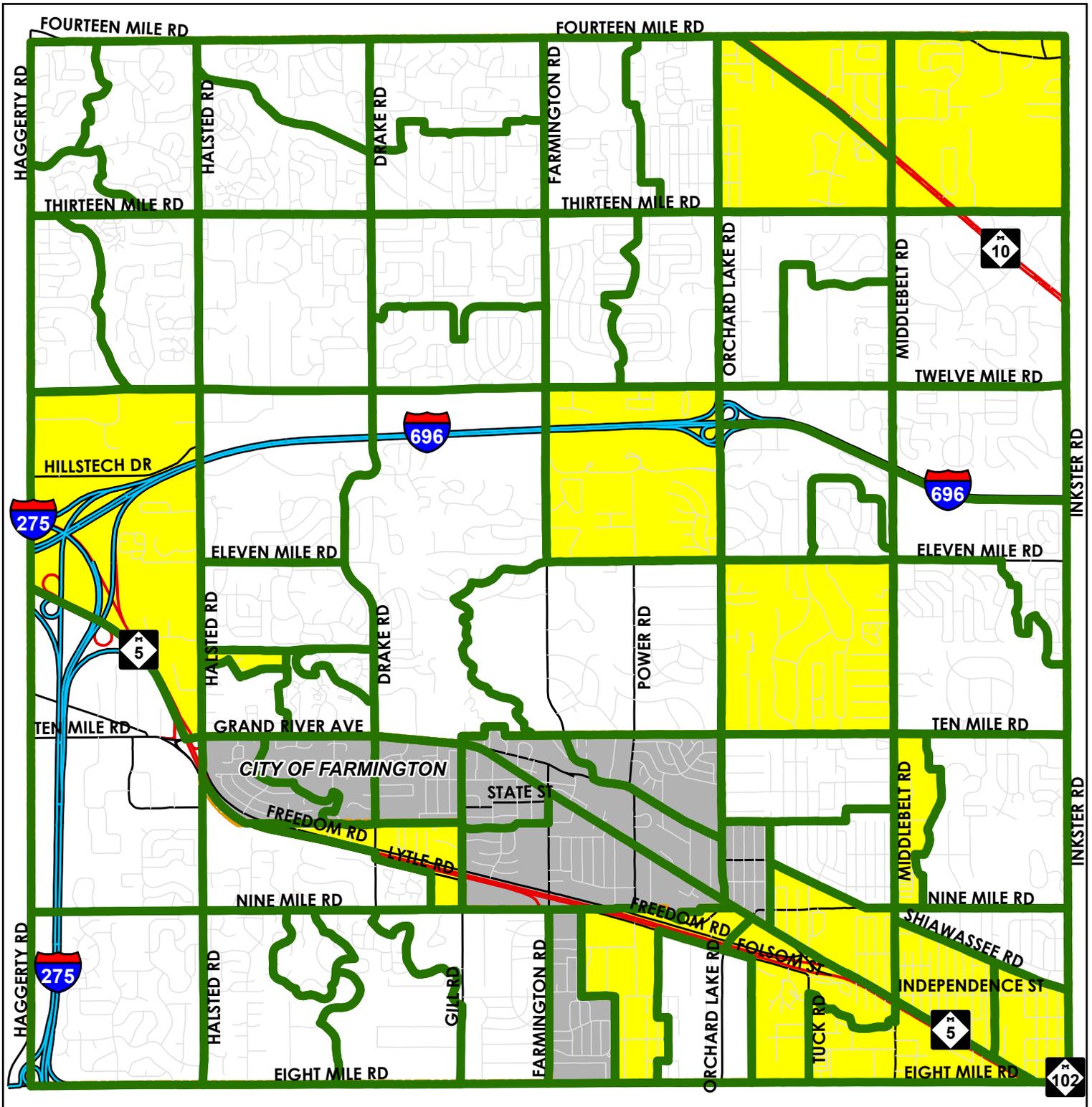
Approved by: Gary Mekjian, City Manager

Electronic attachment:

- [Eligible Areas Map \(2023\)](#)
- [30 Day Comment Period Notice and Notice of Public Hearing](#)



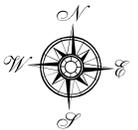
CDBG Low/Moderate Income Eligible Areas 2024



SOURCES: City of Farmington Hills GIS, 2023
 Oakland County, 2023
 US Census Bureau, ACS 2015; 2010 Block Groups
 Map Print Date: March 2023



 Low/Moderate Income Area



LEGAL/PUBLIC NOTICE
CITY OF FARMINGTON HILLS
Notice of Public Hearing and 30-day Comment Period
Community Development Block Grant Program
Annual Action Plan 2024-2025

Notice is hereby given that a Public Hearing will be held on Monday April 22, 2024 at 7:30 p.m. EST, in Council Chambers of City Hall, 31555 Eleven Mile Road, the Farmington Hills, at which time and place the Farmington Hills City Council will conduct a Public Hearing to receive public comments pertaining to the development of the city’s PY2024 CDBG Annual Action Plan. Individuals may present their comments at the meeting, by email at temmanuel@fhgov.com , or by mail addressed to the City of Farmington Hills – Community Development Office, 31555 W. Eleven Mile, Farmington Hills, MI 48336. A 30-day comment period remains in effect until 4:30 p.m. April 23, 2024. Draft versions of the Annual Action Plan 2024-2025 are available for review at the Community Development Office within City Hall at 31555 W. Eleven Mile, during regular business hours 8:30 a.m. to 4:30 p.m.

The City of Farmington Hills expects to receive an estimated \$384,000 from the U.S. Department of Housing and Urban Development for the 2024-2025 Community Development Block Grant (CDBG) Program Year. Any change in the funding amount will require an adjustment to the Housing Rehabilitation activity. In addition, an estimated \$68,000 in program income from Housing Rehabilitation activities is included in the proposed use of funds.

<u>Proposed Use of CDBG Funds</u>	
Housing Rehabilitation	\$349,500
Public Services	\$42,500
CDBG Administration	<u>\$60,000</u>
Total:	\$452,000

Anyone planning to attend the meeting who is non-English speaking and/or who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Community Development office (248) 871-2545 or temmanuel@fhgov.com at least two (2) business days prior to the meeting, wherein necessary arrangements/accommodations will be made.

Charmaine Kettler-Schmult, Director
Gary Mekjian, City Manager

Publish: March 3, 2024



Inter-Office Correspondence

DATE: April 22, 2024

TO: Gary Mekjian, City Manager

FROM: Charmaine Kettler-Schmult, Director of Planning and Community Development

SUBJECT: Rezoning Request – ZR 1-1-2024 – Rezone Eastern Portion of One (1) Parcel from P-1, Vehicular Parking District to B-3, General Business District

Applicant: Mannik & Smith Group, LLC

Owner: Hannawa-Lahser Rd Development, LLC

Sidwell: 22-23-02-103-025

Zoning: B-3, General Business District and P-1, Vehicular Parking District (split zoned)

Master Plan: Non-Center Type Business (14 Mile Mixed Use in draft Master Plan)

Location: East side of Orchard Lake Road, between Rexwood and Mulfordton Streets

Description:

The applicant has submitted for City Council consideration a request to rezone the eastern (or rear) portion of the 1.05-acre subject property from **P-1, Vehicular Parking District** to **B-3, General Business District**. A vacant retail building, which was formerly Pet Supplies Plus, is located on the subject property. The applicant has expressed that their intent is to convert the vacant retail building into a tunnel car wash with outdoor vacuums.

Procedural Background:

- February 15, 2024 – Planning Commission sets rezoning request for public hearing (6-0) (**minutes**)
- March 21, 2024 – Planning Commission holds public hearing on rezoning request and recommends that City Council approve it (8-0) (**minutes**)

Policy Context:

The subject rezoning request appears to be *consistent* with the *current* Master Plan, which calls for Non-Center Type Business on the site. However, such request appears to be *inconsistent* with the *draft Master*

Plan, which calls for a walkable, “form-based district that emphasizes creation of shared spaces and constructive redevelopment.”

Furthermore, although it appears that the subject property could be developed in accordance with B-3 District standards, a car wash building, vehicular stacking, and vacuums are prohibited under the Zoning Ordinance from being located within one-hundred (100) feet of a residential district. Note that there is an RA-4, One Family Residential District within one-hundred (100) feet of the existing building directly to the north.

In addition, per the Zoning Ordinance, access points to car washes shall be no less than two-hundred (200) feet from the intersection of any two (2) streets. The existing access point from Mulfordton Street does not appear to meet the two-hundred (200)-foot standard.

In light of the foregoing, it is questionable whether the development of the site under the proposed B-3 zoning will be able to meet B-3 requirements as they apply to car washes specifically.

Please see Giffels Webster’s review ([attached](#)) for a detailed review of the request.

Permitted Uses:

Existing P-1 District:

- Vehicular parking
- Attendant shelters

Proposed B-3 District:

- Automobile repair
- Bus passenger stations
- Business in the character of a drive-in or open front store
- Commercial kennels
- Commercially used outdoor recreational space for children’s amusement parks, carnivals, miniature golf courses, tennis courts
- Dance hall or catering hall when conducted within a completely enclosed building
- Data processing, computer centers
- Drive-in restaurants
- Gasoline service stations
- Indoor health and fitness studio and instructional dance studio
- Lawn mower sales or service
- New or used car salesroom, showroom or office when the main use is carried on within a building with open air display of vehicles as accessory
- Outdoor space for the sale or rental of new or used motor vehicles, trailers, mobile homes, boats, recreational vehicles and other similar products
- Public buildings, public utility buildings, telephone exchange buildings, electric transformer stations and substations without storage yards; gas regulator stations with service yards, but without storage yards; water and sewage pumping stations
- Tire, battery and accessory sales
- Vehicle wash

Department Authorization by: Charmaine Kettler-Schmult, Director of Planning and Community
Development

Prepared by: Erik Perdonik, City Planner

Attachments:

- **P-1, Vehicular Parking District permitted uses**
- **B-3, General Business District permitted uses**
- **Giffels Webster's review**
- **February 15, 2024, Planning Commission meeting minutes**
- **March 21, 2024, Planning Commission meeting minutes**
- **Public Notice**

CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN
ZONING AMENDATORY ORDINANCE
ORDINANCE NO. C-__-2024

An ordinance to amend the City Code, Chapter 34 Zoning Chapter, of the City of Farmington Hills, to amend the Zoning Map and district boundaries established under Section 34.3.2 to reclassify certain property as hereinafter described:

THE CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN, HEREBY ORDAINS:

Section 1. That the City Code of the City of Farmington Hills, Chapter 34, Zoning Chapter, is hereby amended in part to amend the Zoning Map and district boundaries established under Section 34.3.2 to rezone and reclassify the following described property in the City from the P-1, Vehicular Parking District to B-3, General Business District:

Parcel Identification Number 22-23-02-103-025, property described as
T1N, R9E, SEC 2 FARMINGTON HEIGHTS SUB LOTS 14 to 24 INCL
BLK C 8-29-90 FR 021, located on the east side of Orchard Lake Road,
between Rexwood Street and Mulfordton Street, City of Farmington Hills,
Oakland County, Michigan.

Section 2. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3. The provisions of this Ordinance are hereby ordered to take effect on the date provided by applicable law following publication.

Section 4. This Ordinance is hereby declared to have been duly adopted by the City Council of the City of Farmington Hills, at a duly called meeting held on _____, 2024 and ordered to give publication in the manner prescribed by law.

YEAS:
NAYS:
ABSTENTIONS:
ABSENT:

STATE OF MICHIGAN)
)ss
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington Hills, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the ordinance adopted by the City Council of the City of Farmington Hills at a meeting held on _____, 2024, the original of which is on file in my office.

CARLY LINDAHL, City Clerk
City of Farmington Hills

INTRODUCED:

ADOPTED:
PUBLISHED:

34-3.1.30

P-1 Vehicular Parking District

A. INTENT

The P-1 vehicular parking districts are designed to accommodate the off-street parking for those nonresidential uses which are not able to provide adequate space within their own district boundaries.

B. PRINCIPAL PERMITTED USES

The off-street vehicular parking area. Applications for P-1 district zoning shall be made by submitting a dimensioned layout of the area requested showing the intended parking plans in accordance with Section 34-5.3.

C. LIMITATION OF USE

- i. The P-1 district parking area shall be accessory to and for use in connection with one or more business or industrial establishments, or in connection with one or more office buildings or institutions, or with a multiple-family residential development.
- ii. Parking areas shall be used solely for parking of private passenger vehicles, for periods of less than one day.
- iii. No commercial repair work or service of any kind, or sale or display thereof, shall be conducted in such parking area.
- iv. No signs of any kind, other than signs designating entrances, exists and conditions of use, as recognized in the Michigan Manual of Uniform Traffic Control Devices, shall be maintained on such parking area.
- v. No building, other than those for shelter of attendants, shall be erected upon premises and they shall not exceed fifteen (15) feet in height.
- vi. Such parking lots shall be situated on premises which have an area of not less than five thousand (5,000) square feet and shall be contiguous to an RC or nonresidential district or use, and in all cases shall be adjacent successive lots from the above-mentioned districts or use, or adjacent successive lots from either end of a block where lots front a street parallel to and at the rear of a business or industrial block. There may be a private driveway or public street or public alley between such P-1 district and the contiguous district.
- vii. A site plan shall be submitted to the planning commission for its review and approval prior to the issuance of any building permit.

D. SETBACKS AND WALLS

- i. Side and rear yards: Where the P-1 district is contiguous to the side or rear lot lines of premises within a residentially zoned district, the required wall shall be located along such lot line.
- ii. Front yards: Where the P-1 district has a common boundary with a residential district and the districts have frontage on the same street, a setback from the street shall be required which is equal in depth to the required front yard setback of the adjacent residential district, or twenty-five (25) feet, whichever is the greater. The required wall shall be located on this minimum setback line. The land between such setback and street right-of-way line shall be kept free from refuse and debris and shall be planted with shrubs, trees or lawn and shall be maintained in a healthy, growing condition, neat and orderly in appearance. Planting shall be in accordance with Section 34-5.14.
- iii. Upon review of the site plan, the planning commission may approve an alternate location for the wall or may waive the wall requirement if in specific cases it would not serve the purposes of screening the area effectively or where it is determined that the adjoining property is indicated on the future land use plan as a nonresidential area.



P-1 Vehicular Parking District

34-3.1.30

E. PARKING SPACE LAYOUT, CONSTRUCTION AND MAINTENANCE

P-1 districts shall be developed and maintained in accordance with the requirements of Section 34-5.3.

F. NOTES

- For additions to the above requirements, refer to Section 3.5: **A** and **V**.

G. SELECTED REFERENCES

3. Zoning Districts

- **General Exceptions** § 34-3.26
- **Planned Unit Development** [□]
§ 34-3.20

4. Use Standards

- **Electric Vehicle** [□] **Infrastructure**
§ 34-4.55
- **Special Land Uses** [□] § 34-4.20
- **Standards for Cellular Towers** [□]
§ 34-4.24.8

5. Site Standards

- **Accessory Buildings** [□] **and Structures**
§ 34-5.1

- **Off-street Parking Requirements**
§ 34-5.2

- **Off-street Parking Space Layout Standards** § 34-5.3

- **Off-street Loading and Unloading**
§ 34-5.4

- **Signs** [□] § 34-5.5

- **Acceleration-deceleration Passing Lanes** § 34-5.6

- **Flood Zone Controls** § 34-5.8

- **Entranceway Structures** § 34-5.9

- **Corner Clearance** § 34-5.10

- **Frontage on Public Street** § 34-5.11

- **Fences** § 34-5.12

- **Access to Major or Secondary Thoroughfares** § 34-5.13

- **Landscape Development** § 34-5.14

- **Walls and Berms** § 34-5.15

- **Exterior Lighting** § 34-5.16

- **Screening of Rooftop Equipment**
§ 34-5.17

- **Tree Protection, Removal & Replacement** § 34-5.18

- **Pedestrian Access and Connectivity**
§ 34-5.19

6. Development Procedures

- **Site Plan Review** § 34-6.1

- **Notice of Public Hearing** § 34-6.2

- **Special Land Use and Special Approval Use Standards** § 34-6.3

7. Admin and Enforcement

- **Guarantee for Improvements** § 34-7.2

1
Purpose and
Introduction

2
Definitions

3
Zoning
Districts

4
Use
Standards

5
Site
Standards

6
Development
Procedures

7
Admin and
Enforcement



A. INTENT

The B-3 general business districts are designed to provide sites for more diversified business types which would often be incompatible with the pedestrian movement in the local business district or the community business district.

 **User Note:** For uses listed in **bold blue**, refer to Article 4, or click on use, for use-specific standards

B. PRINCIPAL PERMITTED USES

The following uses are permitted subject to the required conditions in [Section 34-3.11](#).

- i. **Retail businesses** § 34-4.29
- ii. Personal service establishments which perform services on the premises
- iii. **Laundry, drycleaning establishments, or pickup stations, dealing directly with the consumer** § 34-4.25
- iv. Office buildings for any of the following occupations: executive, administrative, professional, accounting, writing, clerical, stenographic, drafting, sales
- v. Medical office including clinics^m
- vi. Banks, credit unions, savings and loan associations and similar uses with drive-in facilities as an accessory use only
- vii. Post office and similar governmental office buildings, serving persons living in the adjacent residential area
- viii. Nursery schools, day nurseries, and day care centers
- ix. Mortuary establishments
- x. Dance hall or catering hall when conducted within a completely enclosed building
- xi. Tire, battery and accessory sales
- xii. New or used car salesroom, showroom or office when the main use is carried on within a building with open air display of vehicles as accessory
- xiii. Retail sales of plant materials, lawn furniture, playground equipment and other house or garden supplies
- xiv. Lawn mower sales or service
- xv. Private clubs^m or lodge halls
- xvi. Data processing, computer centers
- xvii. Restaurants^m, including fast food or carryout restaurants
- xviii. Other uses similar to the above uses
- xix. Accessory structures and uses customarily incident to any of the above uses
- xx. **Theaters, assembly halls, concert halls or similar places of assembly** § 34-4.44
- xxi. Churches
- xxii. Business schools and colleges or private schools operated for profit
- xxiii. The following uses are subject to review and approval of the site plan by the planning commission:
 - a. **Motel**^m § 34-4.34
 - b. **Drive-in restaurants**^m § 34-4.35

B. PRINCIPAL PERMITTED USES (cont.)

- c. **Outdoor space for sale or rental of new or used motor vehicles, trailers, mobile homes, boats, recreational vehicles and other similar products** § 34-4.36
- d. **Business in the character of a drive-in or open front store** § 34-4.37
- e. **Gasoline service stations**^m § 34-4.28
- f. **Veterinary hospitals or commercial kennels** § 34-4.26
- g. **Bus passenger stations** § 34-4.38
- h. **Commercially used outdoor recreational space for children's amusement parks, carnivals, miniature golf courses, tennis courts** § 34-4.39
- i. **Automobile repair**^m § 34-4.31
- j. **Vehicle Wash** § 34-4.40
- k. **Indoor Recreation Facilities** § 34-4.19
- l. Public buildings, public utility^m buildings, telephone exchange buildings, electric transformer stations and substations without storage yards; gas regulator stations with service yards, but without storage yards; water and sewage pumping stations
- m. **Outdoor space for seating areas accessory to a restaurant** § 34-4.32
- n. **Cellular tower**^m and **cellular antennae**^m § 34-4.24
- o. **Indoor health and fitness studio and instructional dance studios** § 34-4.58.1

C. SPECIAL APPROVAL USES

The following uses are permitted subject to the required conditions in [Section 34-3.11](#).

- i. **Coin-operated amusement device arcades**^m, **billiard parlors or other similar indoor recreation uses** § 34-4.19.4
- ii. **Establishments with coin-operated amusement devices**^m § 34-4.33

D. ACCESSORY USES

- i. **Electric vehicle**^m **infrastructure** § 34-4.55
- ii. **Fabrication, repair, and processing of goods** § 34-4.29



E. DEVELOPMENT STANDARDS

Lot Size

Minimum lot area⁽¹⁾: Not specified

Setbacks⁽¹⁾

Minimum front yard setback: 25 ft
 Minimum rear yard setback: 20 ft
 Minimum side yard setback: 10 ft
 Minimum from residential district: 20 ft
 Minimum from side street: 25 ft

Building Height⁽¹⁾

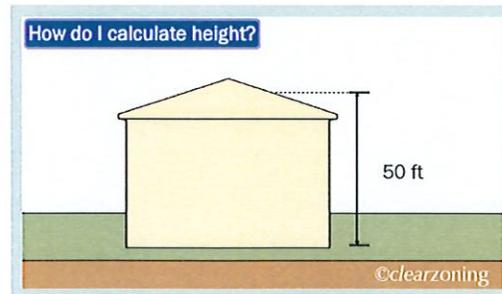
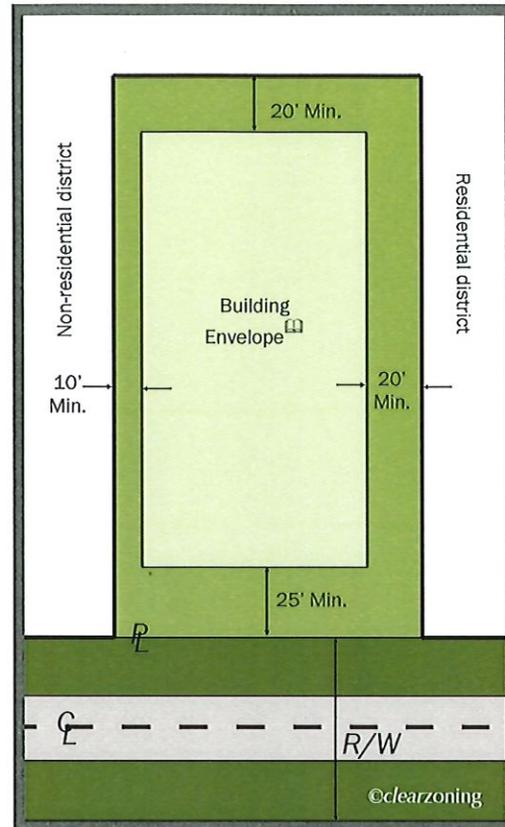
Maximum building height: 50 ft
 Maximum number of stories: 3

Open Space

Front yard open space required: 50%

NOTES

- For additions to the above requirements, refer to Section 34-3.5: **A, J, K, L, M, N, U** and **V**.



The above drawings are not to scale.

SELECTED REFERENCES

3. Zoning Districts

- General Exceptions § 34-3.26
- Planned Unit Development⁽¹⁾ § 34-3.20
- Marginal Access Drive § 34-3.22

4. Use Standards

- Special Land Uses⁽¹⁾ § 34-4.20
- Adult Businesses⁽¹⁾ § 34-4.21
- Standards for Cellular Towers⁽¹⁾ § 34-4.24.8

5. Site Standards

- Accessory Buildings and Structures § 34-5.1
- Off-street Parking Requirements § 34-5.2

- Off-street Parking Space Layout Standards § 34-5.3
- Off-street Loading and Unloading § 34-5.4
- Signs⁽¹⁾ § 34-5.5
- Acceleration-deceleration Passing Lanes § 34-5.6
- Flood Zone Controls § 34-5.8
- Entranceway Structures § 34-5.9
- Corner Clearance § 34-5.10
- Frontage on Public Street § 34-5.11
- Fences § 34-5.12
- Access to Major or Secondary Thoroughfares § 34-5.13
- Landscape Development § 34-5.14
- Walls and Berms § 34-5.15
- Exterior Lighting § 34-5.16

- Screening of Rooftop Equipment § 34-5.17
- Tree Protection, Removal & Replacement § 34-5.18
- Pedestrian Access and Connectivity § 34-5.19

6. Development Procedures

- Site Plan Review § 34-6.1
- Notice of Public Hearing § 34-6.2
- Special Land Use and Special Approval Use Standards § 34-6.3

7. Admin and Enforcement

- Guarantee for Improvements § 34-7.2

1 Purpose and Introduction

2 Definitions

3 Zoning Districts

4 Use Standards

5 Site Standards

6 Development Procedures

7 Admin and Enforcement



January 30, 2024

Planning Commission
City of Farmington Hills
31555 W 11 Mile Rd
Farmington Hills, MI 48336

Rezoning Review

Case: ZR 1-1-2024
Site: 31130 Orchard Lake Rd (23-23-02-103-009)
Applicant: Hannawa Lanser Rd Development LLC
Plan Date: Received January 11, 2024
Request: Rezone rear portion from P-1 to B-3 to eliminate split-zoning

We have completed a review of the request for rezoning referenced above and a summary of our findings is below.



SUMMARY OF FINDINGS

Existing Conditions

- Zoning.** The subject property is 1.045 acres and currently split-zoned B-3 General Business District and P-1 Vehicular Parking District. It is located on the east side of Orchard Lake Road, at the corner of Mulfordton St. and Orchard Lake Rd.
- Existing Development.** The site is developed with a small single-tenant commercial building. There are two curb cuts providing ingress/egress from Orchard Lake Road to the west and Mulfordton Street to the south. Parking is located in the side yard along the southern boundary with additional unstriped paving in the rear. The remaining 120' of the rear yard is landscaped.
- Adjacent Properties.** Zoning and use of adjacent properties is as follows:

Direction	Zoning	Land Use	Future Land Use Category
North (at Orchard Lake)	B-3	Multi-tenant Commercial	Non-Center Type Business
North	RA-4	Parking/ Residential ¹	Small Office
North	OS-1	Vacant	Small Office
East	OS-1	Office	Small Office
South	B-3	Restaurant	Non-Center Type Business
South	P-1	Parking/ Vacant	Non-Center Type Business
West	B-2	Multi-tenant Commercial	Shopping Center Type Business

¹ Concurrent to this review, the Planning Commission will review a request to rezone one of the RA-4 lots to OS-1



4. **Master Plan.** This land is designated Non-Center Type Business on the Future Land Use Map. The 2009 Master Plan compares uses permitted in Non-Center Type Business to those permitted in the B-3 Zoning District.
5. **Residential Densities Map.** The residential densities map does not include a designation for this site.
6. **Special Planning Areas.** The parcel is part of the Orchard Lake Road Mixed Use Redevelopment Area. The Master Plan recommends that in addition to the goals and policies for Mixed-Use Development, redevelopment plans in this area should also:
 - a. Take into account the approved PUD plan for this area
 - b. Encourage the redevelopment of the Farmington Heights Subdivision as mixed-use development similar to a Central Business District
 - c. Provide significant transition/ buffer to existing condominiums to the south and the group care facility if they remain
 - d. Encourage non-motorized access alternatives with connections to the east
 - e. Promote mixed use development, including increased height limit for the entire area under a unified plan provided that: (1) Changes would be permitted only if most properties are involved and that no isolated one-family residential uses remain. Include the existing multi-family developments if possible. (2) Intensity of uses allowed by increasing heights is in proportion to the amount of land included in the development (3) bike paths and/or sidewalks are installed to provide non-motorized access throughout the area (4) pedestrian-friendly environments are created including landscaping, walks, trees, shrubs, and street furniture

Proposed Zoning Versus Current Zoning

The subject property is split zoned B-3 General Business District (front) and P-1 Vehicular Parking District (rear). The applicant is requesting to rezone the entire lot to B-3 to permit an automatic conveyor vehicle wash. Vehicle washes are designated as a principal permitted use in the B-3 District, but are not permitted in the P-1 District.

Standard	P-1 District	B-3 District	Existing
Front Setback	Since the P-1 District only permits vehicular parking, no dimensional requirements are provided for structures (except for attendants' shelters).	25 ft	23.78 ft ¹
Rear Setback		20 ft	240.66 ft
Side Setback (north-Residential)		20 ft	12.35 ft ¹
Side Setback (south)		10 ft	42.34 ft
Max Height		50 ft/3 stories	25.5 ft
Front Yard Open Space		50%	No Calculation Provided ¹

¹ Although the existing structure does not conform with all required dimensional requirements, the structure is located in the portion of the lot that is already zoned B-3. Therefore, these structural nonconformities are immaterial to the request to rezone the remainder of the site.

Items to Consider for Zoning Map Amendment

1. Is the proposed zoning consistent with the Master Plan?

The Master Plan designates this site as non-center type business. The rezoning request is consistent with the Future Land Use Map, though the proposed use is less consistent with the special planning for this area.

2. What other impact would the requested zoning have on public services, utilities, and natural features?

Portions of the site where only vehicular parking uses were permitted will accommodate commercial uses, consistent with the B-3 Zoning Designation. This will not have a significant impact on public services, utilities, or natural features.

3. Has the Applicant provided evidence that the property cannot be developed or used as zoned?

The front portion of the site is already developed as a B-3 land use, although there are some nonconformities.

4. Is the proposed zoning district (and potential land uses) compatible with surrounding uses?

Commercial zoning of the site is generally compatible with all surrounding uses, besides the area zoned RA-4 to the North. A concurrent application to rezone one of the RA-4 lots to OS-1 will also be reviewed. The remaining area zoned RA-4 is used as a parking area and does not presently include a single-family use.

5. Will the proposed zoning place a burden on nearby thoroughfares? If so, how would this burden compare with the existing zoning district?

The site already accommodates a B-3 use with two curb cuts (one on Orchard Lake and one on Mulfordton). This request is unlikely to create an additional burden on surrounding thoroughfares.

6. Is there other land currently available for this use?

There is other land zoned B-3, some of which is vacant (primarily in the Grand River and Northwestern Highway corridors).

7. Will development of the site under proposed zoning be able to meet zoning district requirements?

It appears that the site could be developed in accordance with the standards of the B-3 district. However, a car wash specifically would not be able to multiple of Section 4.40, including a prohibition on adjacency to residentially zoned properties, and the requirement that all access be a minimum of 200 feet from an intersection.

8. Is rezoning the best way to address the request or could the existing zoning district be amended to add the proposed use as a permitted or special land use?

The intent of the P-1 district is to accommodate only vehicular parking uses and additional uses should not be added to the P-1 district. Since this request is to provide consistent zoning across the entirety of the lot, an amendment would not resolve the conflict of two zoning classifications.

9. Has there been a change in circumstances and conditions since adoption of the Master Plan that would support the proposed change?

Development in the immediate area has not changed in a substantial way since the adoption of the last master plan.

10. Would granting the request result in the creation of an unplanned spot zone? Spot zoning is the process of singling out a small parcel of land for a use classification totally different from that of the surrounding area, for the benefit of a single property owner and to the detriment of others

(*Rogers v. Village of Tarrytown*, 96 N.E. 2d 731). Typically, to determine if a rezoning would constitute spot zoning a municipality would look to answer three questions.

- Is the rezoning request consistent with the Master Plan for the area?

The Master Plan for the area designates this land Non-Center Type Business, which generally contemplates automobile-oriented uses that are typical of B-3 Zoning. On the FLU map, commercial designations follow Orchard Lake Road to the north and south. With that, the Non-Center Type Business designation appears inconsistent with the recommendations for the Northwestern Highway and Orchard Lake Study Area, which identifies this location as ideal for walkable mixed-use.

- Is the proposed zoning district a logical extension of an existing zoning district in the area?

This rezoning is consistent with most surrounding zoning, as well as the zoning of the subject parcel frontage.

- Would approving the request grant a special benefit to a property owner or developer?

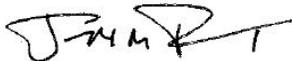
The rezoning would permit the use of the full property for commercial use, consistent with the majority of commercial properties in the area.

For reference, we have included the lists of permitted and special land uses in both districts at the end of this letter.

We look forward to discussing our review at the next Planning Commission meeting.

Sincerely,

Giffels Webster

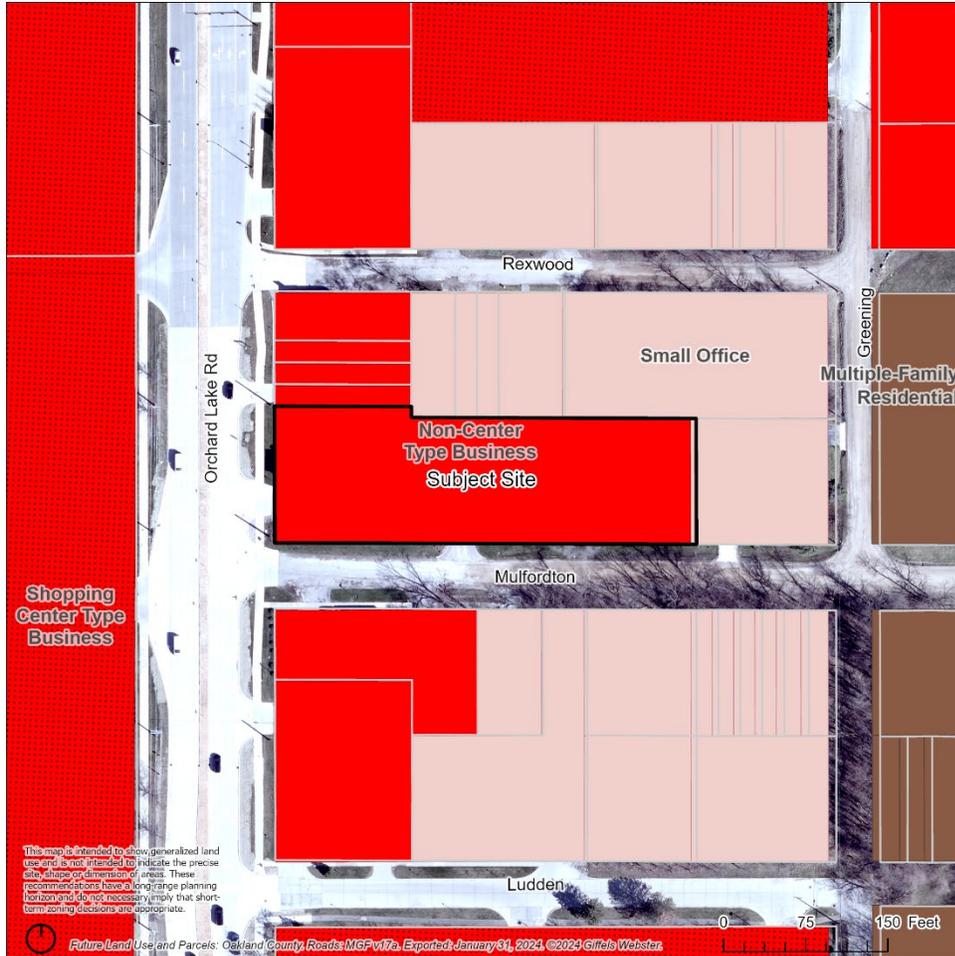


Joe Tangari, AICP
Principal Planner



Julia Upfal, AICP
Senior Planner

Future Land Uses



B-3 District Uses

Permitted Uses:

The following uses are permitted subject to the required conditions in Section 34-3.11

- i. Retail businesses § 34-4.29
- ii. Personal service establishments which perform services on the premises
- iii. Laundry, drycleaning establishments, or pickup stations, dealing directly with the consumer § 34-4.25
- iv. Office buildings for any of the following occupations: executive, administrative, professional, accounting, writing, clerical, stenographic, drafting, sales
- v. Medical office including clinics
- vi. Banks, credit unions, savings and loan associations and similar uses with drive-in facilities as an accessory use only

- vii. Post office and similar governmental office buildings, serving persons living in the adjacent residential area
- viii. Nursery schools, day nurseries, and day care centers
- ix. Mortuary establishments
 - x. Dance hall or catering hall when conducted within a completely enclosed building
- xi. Tire, battery and accessory sales
- xii. New or used car salesroom, showroom or office when the main use is carried on within a building with open air display of vehicles as accessory
- xiii. Retail sales of plant materials, lawn furniture, playground equipment and other house or garden supplies
- xiv. Lawn mower sales or service
- xv. Private clubs or lodge halls
- xvi. Data processing, computer centers
- xvii. Restaurants including fast food or carryout restaurants
- xviii. Other uses similar to the above uses
- xix. Accessory structures and uses customarily incident to any of the above uses
 - xx. Theaters, assembly halls, concert halls or similar places of assembly § 34-4.44
- xxi. Churches
- xxii. Business schools and colleges or private schools operated for profit
- xxiii. The following uses are subject to review and approval of the site plan by the planning commission:
 - a. Motel
 - b. Drive-in restaurants § 34-4.35
 - c. Outdoor space for sale or rental of new or used motor vehicles, trailers, mobile homes, boats, recreational vehicles and other similar products §34-4.36
 - d. Business in the character of a drive-in or open front store § 34-4.37
 - e. Gasoline service stations § 34-4.28
 - f. Veterinary hospitals or commercial kennels §34-4.26
 - g. Bus passenger stations § 34-4.38
 - h. Commercially used outdoor recreational space for children's amusement parks, carnivals, miniature golf courses, tennis courts § 34-4.39
 - i. Automobile repair
 - j. Vehicle Wash § 34-4.40
 - k. Indoor Recreation Facilities § 34-4.19
 - l. Public buildings, public utility buildings, telephone exchange buildings, electric transformer stations and substations without storage yards; gas regulator stations with service yards, but without storage yards; water and sewage pumping stations
 - m. Outdoor space for seating areas accessory to a restaurant
 - n. Cellular tower and Cellular Antennae
 - o. Indoor health and fitness studio and instructional dance studios

Special Land Uses:

The following uses are permitted subject to the required conditions in Section 34-3.11

- i. Coin-operated amusement device arcades, billiard parlors or other similar indoor recreation uses § 34-4.19.4
- ii. Establishments with coin-operated amusement devices § 34-4.33

Accessory Uses:

- i. Electrical vehicle infrastructure § 34-4.55
- ii. Fabrication, repair, and processing of goods § 34-4.29

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
FEBRUARY 15, 2024, 7:30 P.M.**

CALL MEETING TO ORDER

The Planning Commission Regular Meeting was called to order by Vice Chair Trafelet at 7:30 p.m.

ROLL CALL

Commissioners present: Aspinall, Grant, Trafelet, Stimson, Varga, Ware

Commissioners Absent: Brickner, Countegan, Mantey

Others Present: Staff Planner Canty, City Attorney Schultz, Planning Consultants
Tangari and Upfal

APPROVAL OF THE AGENDA

MOTION by Aspinall, support by Varga, to amend and approve the agenda as follows:

- **Move item 5.B. Historic District Commission 2023 Annual Report to be heard first on the agenda, ahead of the Public Hearing.**

Motion passed unanimously by voice vote.

HISTORIC DISTRICT COMMISSION 2023 ANNUAL REPORT

Historic District Commission Chair Marleen Tulas and Vice Chair Ken Klemmer were present this evening.

Utilizing a PowerPoint presentation, HDC Chair Tulas presented the Historic District Commission's 2023 Annual Report, which overviewed:

- 2023 and 2024 Historic District Commission Goals, Objectives, and Initiatives
- Activities of the past year, including meetings, work within Historic Districts, and training.

In 2023, 7 Certificates of Appropriateness were issued.

1. Historic District Site No. 313 – The Fractional School House – 32200 Middlebelt Road, for construction of an ADA ramp to access the building, construction of a serving deck with ADA ramp at the rear of the building, replacement of rotten and damaged wood siding, and repainting of the building.
2. Historic District Site No. 308 – Halsted Apple Barn – 28321 Timberview Court, for construction of a black 6' high kennel-style fence for the applicant's 2 dogs, in accordance with an issued court order.
3. Historic District Site No. 312 – Sherman Goodenough House – 27405 Farmington Road, for replacing the existing light structures, with the addition of one (1) pole, by utilizing OPTION #2, with new fixture on top.
4. Historic District Site No. 3 – Lemuel Botsford House – 24414 Farmington Road, for removing 3 basement windows in order to install 3 glass-block modular windows.
5. Historic District Site No. 3 – Lemuel Botsford House – 24414 Farmington Road, for installing a 4' tall black chain link fence along the north lot line of the property.

6. Historic District Site No. 3 – Lemuel Botsford House – 24414 Farmington Road, for resurfacing existing wood decking with Aztek composite decking, and removing the railings on the deck.
7. Historic District Site No. 3 – Lemuel Botsford House – 24414 Farmington Road, for installing a generator in the rear yard with landscaping screening,+ to retain structure’s historical character.

Historic District Commission Activities in 2023 included:

- Cemetery Master Plan Implementation
- Spicer House Roof Replacement
- Botsford Inn Exterior Restoration
- Nehemiah Hoyt House – needs restoration
- March 2023 – HDC attended the 65th annual Michigan in Perspective: Local History Conference

MOTION by Grant, support by Stimson, to accept the Historic District Commission 2023 Annual Report.

Motion passed unanimously by voice vote.

PUBLIC HEARING

A. ONE-FAMILY CLUSTER OPTION QUALIFICATION 1, 2023

LOCATION:	South side of Folsom Road, between Parker Avenue and Lundy Drive
PARCEL I.D.:	22-23-33-252-019, 020, 022, 023, 024, 025, 026, 027, 028, 030, 031, 032, 033, 034, 043
PROPOSAL:	Qualification of sixteen (16) parcels for construction of single family homes within RA-3, One Family Residential zoning district via One-Family Cluster Option
ACTION REQUESTED:	Qualification of One-Family Cluster Option
APPLICANT:	Forest at Riverwalk Development, LLC
OWNER:	Forest at Riverwalk Development, LLC

Applicant presentation

Stuart Michaelson and George Mager, Forest at Riverwalk Development, LLC, were present on behalf of this application for cluster option qualification. The applicants highlighted the following:

- The site had previously qualified for the cluster option, and still met the qualification criteria.
 - The parcel had frontage on a major or secondary thoroughfare, and had a narrow width as measured along the thoroughfare, which makes platting difficult.
 - The parcel contained a floodplain or poor soil conditions which resulted in a substantial portion of the total area of the parcel being unbuildable.
 - The parcel contained natural assets which would be preserved through the use of cluster development. Such assets included natural stands of large trees, land which served as a natural habitat for wildlife, unusual topographic features, or other natural assets which should be preserved.
- Because this plan had significant differences from the previously qualified plan, tonight the applicants were again seeking qualification under the cluster option.
- The applicants had purchased the site from the previous developer. Acknowledging concerns about wetland and tree preservation, the applicants came up with a new plan in order to avoid the

creek and save many more trees, and to run the access road out to Parker Street (instead of Colfax). Only a small part of the wetland would be impacted.

- If the plan received qualification this evening, the applicants would seek a permit from EGLE (Michigan Department of Environment, Great Lakes, and Energy) relative to wetland impacts and mitigation. EGLE had already visited the site and identified the wetlands in response to the previous plan, and would revisit the site in response to this new application. The applicants would also be working with their own wetlands consultant, and had already walked the site with their consultant.

Planner's review

Referencing the February 6, 2024 Giffels Webster review memorandum, Planning Consultant Tangari provided the following information.

Cluster option process:

- Under the cluster option, some of the land on the site would be set aside, and housing units would be placed (clustered) in a smaller area of the site.
- The process for cluster option approval included 3 public hearings, the first of which was to determine whether or not the site qualified for the option. Tonight the Planning Commission was being asked to determine whether the site qualified for the cluster option by meeting criteria laid out in the ordinance. If the Commission determined the site did qualify for the cluster option, the applicant could then proceed with a site plan application. Qualification does not guarantee site plan approval.
- Site plan review requires a second public hearing. If at that time the Commission recommended approval of the site plan, the plan would move forward to City Council, who would hold the third public hearing.
- In November 2023 the Commission determined that the plan met the criteria to be considered for cluster development, but the required public hearing was not held. The purpose of tonight's meeting was to hold the first public hearing.

Planners review and findings:

- The parcel is zoned RA-3 One Family Residential, and is located south of M-5 between Farmington Road and Orchard Lake Road, and between Folsom Road to the north and Colfax Street to the south.
- The existing site consists of all or part of 16 parcels, is entirely undeveloped and heavily wooded, and contains several areas of wetland.
- The site consisted of 16.29 acres; 2.4 acres of the site is right-of-way which leaves 13.83 net acres.
- As stated, M-5 is to the north of the site; the rest of the site is surrounded by single family homes.
- The site is accessible from Folsom Road and Parker Street.
- The qualifications in Section 34.3.17 of the zoning ordinance for the cluster option were two tiered. The first tier allows a certain density and the second tier allows additional density if certain conditions are met. However, the applicant is requesting a density lower than the density permitted in the first tier. The second tier will not be addressed.
- The first tier permitted a density of 2.6 units per acre. The applicant is proposing 38 units where 42 would be allowed under the first tier.
- An EGLE review will be required prior to development.
- Three qualification criteria potentially applied to the site:

- ii. The parcel has frontage on a major or secondary thoroughfare and is of a narrow width, as measured along the thoroughfare, which makes platting difficult.*
- vi. The parcel contains a floodplain or poor soil conditions which result in a substantial portion of the total area of the parcel being unbuildable.*
- viii. The parcel contains natural assets which would be preserved through the use of cluster development. Such assets may include natural stands of large trees, land which serves as a natural habitat for wildlife, unusual topographic features or other natural assets which should be preserved.*

- A large wetland area is shown on the southern portion of the site, where there would be no lots.
- A smaller secondary wetland area contains proposed lots. EGLE will determine if those wetlands are regulated.
- The conceptual plan showed street trees and screening trees at the margins of the project as well as some landscaping of the retention basin. Full review of a cluster site plan would occur during the next stage of approval should qualification be granted.
- The future land use map of the master plan showed the site to be designated as single-family residential use. Surrounding properties had the same designation. The site did not fall into any special residential planning areas or other special study areas.
- The residential densities map designated the site as medium density, which includes RA-3 and RA-4. The site was currently zoned RA-3.

Public Hearing

Vice Chair Trafelet opened the public hearing at 8:03pm.

Steve Hall, Parker Street, was concerned about the effect this development would have on groundwater water drainage. There were already runoff issues on Whitlock Street caused by development there. There was an existing high water table on Parker Street. How will groundwater from the development affect existing septic systems, and will the development be tied into public sewer? Who will be responsible for issues caused by the development after the developer has moved on?

Rene Daihl, Lundy Drive, was concerned about water issues caused by the development. Per the online documentation, the developer is planning to tie into pipes that are at the end of Lundy, only two lots from her property. Ms. Daihl had installed a sump pump that operated constantly, in order to prevent water from entering her basement. Today it was running every one minute 22 seconds. Tree and root removal would lead to flooding. She was also concerned that the development would stress the power grid, noting that her power was frequently out. Residents should be included in meetings between EGLE and the developer.

Mary Newlin, Lundy Drive, gave the history of this area, and expressed concern that the proposed development involved destruction of the only remaining natural green space in the City. She described 100+ year old trees, deer and animal species that were only seen in the woods. Would the existing stream be preserved? She had purchased a generator to keep her sump pump going when the power went out; without the generator her first floor would be flooded. This development would be located where the most water was located. She was concerned about the effect of the development on existing wells and septic systems.

Laurie Williams, Parker Street, echoed concerns about groundwater discharge, noting that she had a septic field. She had two sump pumps beneath her house. Citing a loss of privacy, she asked what barrier would be placed between the development and her backyard. Parker Street was unpaved, and was the only thru-way from 8 Mile Road to Folsom Road in this area; traffic on the street threw rocks and dirt, and with no sidewalks and no streetlights, everyone had to walk in the street. Increased traffic on Parker was a huge concern. There were endangered species on the site. Heavy construction equipment will damage Parker Road.

Paul Rusinowski, Lundy Drive, was concerned about the proposed lot sizes. The space and woods were what attracted him to the neighborhood, and the development would have a negative effect on privacy and decrease property values by packing houses into a small area. What would happen to displaced wildlife? Mr. Rusinowski thought there were more wetlands than illustrated on the plan. He supported new construction, but the natural woodlands should be preserved.

Neal Krantz, Lundy Drive, said wetlands took up a substantial portion of the middle of the site. His sump pump operated constantly. He was concerned with property value, but his primary concern was water drainage.

Kirk Bowman, Folsom Road, echoed concerns about water drainage. There was an area behind his house with no trees that constantly had multiple inches of water that would be displaced by this development. A drainage ditch near his house was constantly flowing. The soil was rocky clay which does not absorb water well. He did not think the construction would be able to handle the water and wildlife displacement.

Denise Hall, Parker Street, described seasonal issues with the dirt road. The road was narrow; who would pay for maintenance costs if construction trucks started using it?. She described water levels in the neighborhood, and echoed concerns about water drainage. Who would take responsibility for damage to existing septic systems? She described wildlife in the area, and asked the Commission to save the property.

Dragos Ionescu, Lundy Drive, echoed concerns about water drainage. The plan had credibility issues.

Elizabeth Bowman, Folsom Road, said water drainage was a big concern. The proposed lots were in a wetland area, and she was concerned that the water would be displaced onto her property. There were power issues in the area. Construction would disrupt her household. The development would take away the beauty of the neighborhood.

Diane (no last name), Parker Street, said there was more acreage related to golf parks than wooded areas in the City. She echoed concerns about water and wildlife displacement. Tree removal would cause more downed power lines.

Scott Elser, Parker Street, echoed concerns about water drainage, and said he had an issue with changing zoning rules for the developer.

Tom Seabolt, Parker Street, described water levels and drainage issues in the neighborhood. He used two sump pumps to prevent flooding. He lived 50 feet from Parker Street; construction would be disruptive. He was concerned about traffic issues on Parker Street, noting the children in the neighborhood.

Sarah (no last name), Parker Street, said she moved to the neighborhood because of its up north feel. She echoed concerns about extra traffic on Parker Street, and asked what the city planned to do to address traffic issues on the street to ensure the safety of pedestrians. She described wildlife on the site. She was concerned about construction lasting until 7:00pm.

Michelle Gala, Parker Street, said the residents had fought to keep Parker Street a dirt road. She echoed concerns about water levels in the neighborhood, and talked about traffic concerns. She described wildlife in the neighborhood. She noted that the City had considered making the site a nature park.

Heather Trapchak, Parker Street, echoed concerns about water levels in the neighborhood. She emphasized the importance of maintaining green spaces. She asked members of the Commission to visit the area.

Seeing that no other members of the public wished to speak, Vice Chair Trafelet closed public comment and asked the applicants to respond. The development team provided the following further information:

In response to public comment:

- Construction traffic would be limited to using a new road into the development, and would not be on Lundy Drive or Parker Street.
- The development would have to be approved by the city engineering department.
- The site would be self-contained, with separate storm sewers, located in the rear of the individual home sites.
- Water could be held in detention for a long period of time.
- Experience showed that adding storm sewers drained a site, often helping the neighbors.

In response to questions from the Commission:

- DTE had indicated that there was enough power in the area for the development.
- The development would include 38 houses.
- The design of the lots was based on city ordinances related to the type of development proposed.
- The developers were aware of water levels in the area. Water from the property would have to be retained before entering a public system, and could not contribute to water concerns on neighboring properties.

Commissioner Ware noted that the residents could request a traffic study from the City, but that speed bumps would require an asphalt road.

MOTION by Aspinall, support by Stimson, to make a preliminary determination that One-Family Cluster Option 1, 2023, dated October 13, 2023, submitted by Forest at Riverwalk Development, LLC, meets the following qualification standards as set forth in Section 34-3.17.2.B. of the Zoning Ordinance: ii, vi, and viii; permitting a maximum density of 2.6 units per acre, and that it be made clear to the applicant that final granting of the One-Family Cluster Option is dependent upon a site plan to be approved by the City Council following review and recommendation by the Planning Commission.

Commissioner Stimson said he supported the motion in order to give the applicant a chance to come back with a better plan, as he did not support the entire preliminary plan. The 55' width of the lots was too narrow and out was out of character with this neighborhood. He encouraged the applicant to

consult with and work with the neighbors as much as possible, and to come back with a site plan that addressed the issues discussed.

Vice Chair Trafelet advised the public present that the Capital Improvement Plan included an item for a Folsom Road storm sewer from 9 Mile to Orchard Lake Road, to provide lateral storm sewers for Folsom Road, as well as a rehabilitation of the existing storm sewer system.

Roll call vote:

Aspinall **yes**
Grant **yes**
Trafelet **yes**
Stimson **yes**
Varga **yes**
Ware **yes**

Motion passed 6-0.

B. 2024/2025 THROUGH 2029/2030 CAPITAL IMPROVEMENTS PLAN

ACTION REQUESTED: Adoption of plan

Public Hearing

Vice Chair Trafelet opened the public hearing on the 2024/2025 through 2029/2030 Capital Improvements Plan. Seeing that no members of the public wished to speak, Vice Chair Trafelet closed the public hearing and brought the matter back to the Commission.

The Planning Commission had discussed the Capital Improvements Plan at its January 25, 2024 meeting.

MOTION by Varga, support by Stimson, to adopt the City of Farmington Hills Capital Improvements Plan for 2024/2025 through 2029/2030 as presented.

Roll call vote:

Aspinall **yes**
Grant **yes**
Trafelet **yes**
Stimson **yes**
Varga **yes**
Ware **yes**

Motion passed 6-0.

REGULAR MEETING

A. REZONING REQUEST ZR 1-1-2024

LOCATION: 31118 Orchard Lake Road
PARCEL I.D.: 22-23-02-103-025
PROPOSAL: Rezone eastern portion of one (1) parcel from P-1, Vehicular
 Parking to B-3, General Business zoning district
ACTION REQUESTED: Set for Public Hearing

APPLICANT: Mannik & Smith Group, LLC
OWNER: Hannawa-Lahser Rd Development, LLC

Referencing the January 30, 2024, Giffels Webster review memorandum, Planning Consultant Upfal highlighted the following:

- The site was located on Orchard Lake Road at Mulfordton Street, south of 14 Mile Road.
- The site was currently split-zoned with B-3 General Business zoning at the frontage and P-1, Vehicular Parking zoning in the rear. There was a structure on the front of the site; and the rear was used for parking. There was also parking on the side of the building.
- The applicant proposed rezoning the entire site to B-3 zoning, which is consistent with the future land use designation of non-center type business. Additionally, the site is located in the Orchard Lake Road mixed-use redevelopment area.
- The proposed rezoning would accommodate the use desired by the applicant. Current zoning would not accommodate the desired use.
- The existing structure had structural non-conformities, but the structure was on the portion of the lot already zoned B-3, and was not a concern that impacted this rezoning request.
- Review standards would be discussed in depth at the public hearing.

Jefferey Schroeder, Plunkett Cooney, was present on behalf of this application to rezone a portion of a parcel from P-1 Vehicular Parking to B-3, General Business zoning. Dennis Miller, consultant for the car wash proposed for this site, was also present.

Mr. Schroeder said they had read the Giffels Webster review memorandum and they concurred with the report. In response to questions, Mr. Schroeder said that:

- The request was to accommodate a proposed car wash on an adjacent property.
- The existing structure was vacant.

Mr. Miller provided the following:

- The site was just over an acre.
- The car wash company, Clean Express, was located in Columbus OH, and did not yet have any locations in the Detroit area.
- The existing structure would be converted into a car wash.
- The applicant would provide renderings at the public hearing.

MOTION by Grant, support by Aspinall, that Rezoning Request 1-1-2024, dated November 17, 2023, submitted by Mannik & Smith Group, LLC, to rezone a portion of property located at Parcel Identification Number: 22-23-02-103-025, Oakland County Michigan, from P-1 Vehicular Parking to B-3, General Business District be set for public hearing for the Planning Commission's next available regular meeting agenda on March 21, 2024.

Motion passed unanimously by voice vote.

C. PLANNING COMMISSION 2023 ANNUAL REPORT

ACTION REQUESTED: Adoption of report

After discussion, the following motion was offered:

MOTION by Aspinall, support by Varga, to adopt the 2023 Planning Commission Annual Report, with the following items to be confirmed and/or corrected:

- **Page 5, for the table listing 2023 Planning Commission Members, the dates listed in the column “Assumed Office” need to be confirmed.**
- **Page 11, Figure 1 is labeled 2018-2023, but the data goes from 2017 through 2023.**
- **Page 11, Table 5, the number of meetings correspond to 2022, but are labeled 2023.**

Motion passed unanimously by voice vote.

APPROVAL OF MINUTES

January 18, 2024, Special Meeting, January 18, 2024 Regular Meeting, and January 25, 2024 Regular Meeting CIP

MOTION by Grant, support by Varga, to approve the January 18, 2024 Special Meeting minutes, January 18, 2024 Regular Meeting minutes, and January 25, 2024 Regular Meeting CIP minutes as submitted.

Motion carried unanimously by voice vote.

PUBLIC COMMENT

None.

COMMISSIONER/STAFF COMMENTS

Next meeting is scheduled for March 21, 2024.

ADJOURNMENT

Motion by Aspinall, support by Grant, to adjourn the meeting at 9:11pm.

Motion carried unanimously by voice vote.

Respectfully Submitted,
Marisa Varga
Planning Commission Secretary

/cem

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
MARCH 21, 2024, 7:30 P.M.**

CALL MEETING TO ORDER

The Planning Commission Regular Meeting was called to order by Chair Trafelet at 7:30 p.m.

ROLL CALL

Commissioners present: Aspinall, Brickner, Countegan, Grant, Mantey, Trafelet, Stimson, Ware
Commissioners Absent: Varga
Others Present: Staff Planner Perdonik, City Attorney Schultz, Planning Consultants
 Tangari and Upfal

APPROVAL OF THE AGENDA

MOTION by Stimson, support by Grant, to approve the agenda as submitted.

Motion passed unanimously by voice vote.

PUBLIC HEARING

A. REZONING REQUEST ZR 1-1-2024

LOCATION: 31130 Orchard Lake Road
PARCEL I.D.: 22-23-02-103-025
PROPOSAL: Rezone eastern portion of one (1) parcel from P-1, Vehicular
 Parking District to B-3, General Business District
ACTION REQUESTED: Recommendation to City Council
APPLICANT: Mannik & Smith Group, LLC

Applicant presentation

Jefferey Schroeder, Plunkett Cooney, was present on behalf of this application to rezone a portion of a parcel from P-1 Vehicular Parking to B-3, General Business zoning. Jacob Rilett, Mannik & Smith Group, LLC., was also present.

The applicants provided the following information:

- The parcel was currently split-zoned. The applicant was requesting that the back portion of the lot be rezoned from P-1 to B-3, to be consistent with the zoning in the entire parcel. An express auto wash is being proposed for this location and the rezoning is necessary in order to meet the zoning requirements.
- The applicants had reviewed all of the staff comments and they were in agreement with those comments.

In response to questions from the Commission, the applicants gave the following further information:

- The use would be an adaptive re-use of the current building. A minor bump out (less than 500sf) would be added on the northeast corner of the building. The building has a slight notch cut out of it and the bump out will turn the building into a rectangle. The bump out is on the portion of the property that is already zoned B-3.
- Entrance and exit to the car wash will be on the eastern portion of the building, the furthest from the street. The driveway to Orchard Lake Road will be eliminated.
- Vacuums will be located both inside and outside the building.

Planner's Review

Referencing the January 30, 2024 Giffels Webster review memorandum, Planning Consultant Upfal offered the following comments:

- The subject property is 1.045 acres and currently split-zoned B-3 General Business District and P-1 Vehicular Parking District. It is located on the east side of Orchard Lake Road, at the corner of Mulfordton St. and Orchard Lake Rd.
- This land is designated Non-Center Type Business on the Future Land Use Map. The 2009 Master Plan compares uses permitted in Non-Center Type Business to those permitted in the B-3 Zoning District.
- The parcel is part of the Orchard Lake Road Mixed Use Redevelopment Area. As such, the Master Plan recommends that in addition to the goals and policies for mixed-use development, redevelopment plans in this area should also:
 - a. Take into account the approved PUD plan for this area
 - b. Encourage the redevelopment of the Farmington Heights Subdivision as mixed-use development similar to a Central Business District
 - c. Provide significant transition/ buffer to existing condominiums to the south and the group care facility if they remain
 - d. Encourage non-motorized access alternatives with connections to the east
 - e. Promote mixed use development, including increased height limit for the entire area under a unified plan provided that: (1) Changes would be permitted only if most properties are involved and that no isolated one-family residential uses remain. Include the existing multi-family developments if possible. (2) Intensity of uses allowed by increasing heights is in proportion to the amount of land included in the development (3) bike paths and/or sidewalks are installed to provide non-motorized access throughout the area (4) pedestrian-friendly environments are created including landscaping, walks, trees, shrubs, and street furniture
- To the rear of the site, there is a mix of office and residential. However, those residential lots only include one single-family home and the remainder is a vacant parking lot.
- Although the special planning area may not be consistent with an auto-oriented use, the future land-use designation of non-center type business is. The applicant has proposed re-zoning the entire property so that it's all B-3 rather than being a split-zone property. Because of the frontage on Orchard Lake Road, the effect of this re-zoning will not change the use that is allowed. The commercial zoning of the site is generally compatible with all surrounding uses. There would be no additional impact on road service on Orchard Lake Road or traffic.
- It does appear that the site could be developed within the standards of the B-3 district. However, there is a prohibition relative to car washes being adjacent to residentially zoned properties and a requirement that all access be a minimum of 200 feet from an intersection. So there are some challenges with a car wash, but there are no challenges with B-3 uses on the site. There is no risk of split zoning on this site.
- The intent of the P-1 district is to only accommodate vehicular parking uses and this type of use would not be permitted on the P-1 lot.
- The Planning Commission qualified this rezoning at the February 2024 meeting.

In response to questions, staff explained that:

- The only use allowed in the P-1 district is parking, including electric vehicle parking stations.
- Historically the P-1 district was used to buffer residential districts. The home behind this parcel is now an office use.
- The B-3 District would have a 20' rear yard setback and 10' side yard setback. There are buffering requirements relative to adjacent residential uses, including a wall/berm requirement that applies to both the P-1 and B-3 district. Landscaping requirements would also apply to both zoning districts.

Public Hearing

Chair Trafelet opened the public hearing. As no public indicated they wished to speak, Chair Trafelet closed the public hearing and brought the matter back to the Commission.

Commission discussion and/or motion

MOTION by Brickner, support by Aspinall, to RECOMMEND TO CITY COUNCIL that Rezoning Request ZR 1-1-2024, dated November 17, 2023, submitted by Mannik & Smith Group, LLC, to rezone property located at Parcel Identification Number: 22-23-02-103-025, Oakland County, Michigan, from P-1 Vehicular Parking District to B-3, General Business District, BE APPROVED.

Motion passed unanimously by voice vote.

REGULAR MEETING

A. ZONING TEXT AMENDMENT 1, 2024

CHAPTER OF CODE:	34, Zoning Ordinance
PROPOSED AMENDMENT:	Amend Zoning Ordinance to include new subsection addressing electronic messaging center area, and to revise regulations regarding additional freestanding sign area
ACTION REQUESTED:	Set for public hearing
SECTIONS:	34-5.5.3.A.ix, 34-5.5.3.A.iv, and 34-5.5.3.A.xi

Referencing the March 14, 2024 Giffels Webster memorandum, Planning Consultant Tangari explained that a recent review of bonus signs and sign areas for freestanding signs permitted under the Zoning Ordinance in the Expressway Service (ES) and Light Industrial (LI-1) districts, as provided in Section 34-5.5.3.A.iv of the Zoning Ordinance, indicates that there is no limit on the portion of a sign that may be devoted to an electronic display. Which is to say that these bonus signs (up to 100 or 150 square feet in the ES district and up to 300 square feet in the freeway sign area of the LI-1 district per Section 34-5.5.3.A.xi) could potentially be entirely electronic. This may be an unintended consequence of the bonus provisions and should be reviewed. This memo additionally looks at whether the bonus sign areas should be reduced.

In order to prevent the visual and light pollution caused by the spread of large electronic sign areas, Giffels Webster suggests limiting the portion of sign area that may be electronic display to 20-30%, amending Section 34-5.5.3.A.ix by adding the following new item h:

h. The electronic display area of a sign shall not exceed 30 percent of the total sign area or 30 square feet, whichever is larger.

Potentially a very small sign could be all electronic. Larger signs will be limited as to the total amount of the area that can be electronic. This would avoid the unintended consequence of having a very large sign in the City, all electronic with 100% electronic imagery, which would be visually impactful for the driver and anyone who lived in the area. Allowing very large signs to be all electronic appears to have been an oversight when the ordinance was drafted.

Commission discussion included:

- Some businesses are set far back from main roads, and could benefit from having larger signs. There was a balance between community aesthetic and businesses' ability to advertise.

Staff explained that there would be no change to the primary business identification sign regulations in most districts. The proposed change applies to the ES (Expressway Service) District and the LI-1 (Light Industrial) District, and would affect billboard-type signs. Signs could be as large as 150sf or 300sf. It was important to remember that sign content cannot be regulated, and these very large electronic signs can blast out any message.

- It is important that people are able to read the signs. At the public hearing, could staff bring examples of what will be allowed and what will be prohibited?
- Will existing signs be made nonconforming? If so, how many signs would be impacted in that way?
- Was there a true need for this ordinance change? What was the impetus behind this zoning text amendment?
- On the other hand, large tall signs as discussed tonight should not even be an option in Farmington Hills. People living in and driving through Farmington Hills should not be impacted by large LED signs. The issue was one of an overall aesthetic for the City.

After further discussion, Chair Trafelet asked staff to bring illustrations of signs that would be prohibited, and examples of what would be allowed, and in what district, for the public hearing. A map showing potential locations would also be helpful. Without concrete examples, what was being suggested seemed vague and even premature.

In response, City Planner Perdonik said it was important to have an ordinance the City could live with, prior to getting applications that might take advantage of the unintended consequences of the sign ordinance as it is now written.

Commissioner Ware supported getting more information and discussing this zoning text amendment further before setting it for public hearing. She preferred that the Commission be well informed and understand the issues involved before acting on any change, including this proposed zoning text amendment.

Staff committed to providing further information to the Commission well before the next meeting.

MOTION by Stimson, support by Mantey, that that Zoning Text Amendment 1-2024, which proposes to amend the Farmington Hills Code of Ordinance, Chapter 34, Zoning, Article 5.0, "Site Standards," Section 34-5.5, "Signs," to include a new subsection 34-5.5.3.A.ix.h addressing the area of electronic messaging centers; and Sections 34-5.5.3.A.iv and 34-5.5.3.A.xi to revise regulations regarding additional freestanding sign area, be set for public hearing for the Planning Commission's next available regular meeting agenda.

Motion passed 7-1 by voice vote (Ware opposed).

APPROVAL OF MINUTES

**February 15, 2024, Special Meeting, and February 15, 2024
Regular Meeting**

MOTION by Aspinall, support by Grant, to approve the February 15, 2024 Special Meeting minutes, and February 15, 2024 Regular Meeting minutes as submitted.

Motion carried unanimously by voice vote.

PUBLIC COMMENT

None.

COMMISSIONER/STAFF COMMENTS

- Gas station at 9 Mile and Middlebelt had very bright lights. City Planner Perdonik said there was active enforcement at that location.
- The Commission discussed issues relative to the SiFi Networks fiber project going on in the City. Work is supposed to be confined to the rights-of-way, but some residents were experiencing front yard damage due to this project. Was there a way to better communicate to residents when this work was going to be happening in their neighborhood? The Engineering Department is fielding calls about the project.

[See <https://fhgov.com/government-business/news-information/latest-news/farmington-hills-mayors-join-sifi-networks>]

ADJOURNMENT

Motion by Ware, support by Brickner, to adjourn the meeting.

Motion carried unanimously by voice vote.

The meeting was adjourned at 8:31pm.

Respectfully Submitted,
Kristen Aspinall
Planning Commission Secretary

/cem

**CITY OF FARMINGTON HILLS
CITY COUNCIL PUBLIC HEARING NOTICE**

www.fhgov.com

DATE: April 22, 2024
TIME: 7:30 P.M.
PLACE: Farmington Hills City Hall, City Council Chamber
31555 W. Eleven Mile Rd., Farmington Hills, MI 48336
ITEM: Rezoning Request ZR 1-1-2024

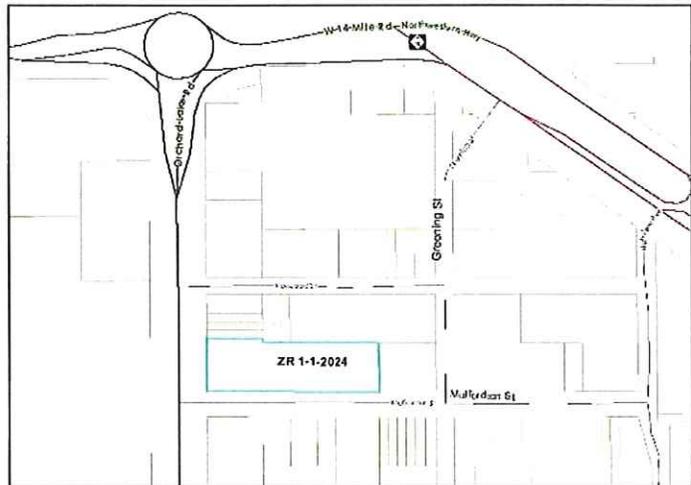
The City of Farmington Hills City Council shall formally consider Rezoning Request ZR 1-1-2024, dated November 17, 2023, submitted by Mannik & Smith Group, LLC, seeking a recommendation from the Planning Commission to City Council of approval of a rezoning (zoning map amendment) from P-1, Vehicular Parking District to B-3, General Business District.

The subject property is located at 31130 Orchard Lake Road on the east side of Orchard Lake Road, between Rexwood and Mulfordton Streets, and being more particularly described as: Parcel Identification Number: 22-23-02-103-025, City of Farmington Hills, Oakland County, Michigan.

Any interested person is invited to comment on the request in person at the scheduled hearing, or written comments may be submitted to the City of Farmington Hills Planning Office at 31555 W. Eleven Mile Road, Farmington Hills, Michigan 48336, or eperdonik@fhgov.com, prior to the hearing. The application may be reviewed at the Planning Office between 8:30 a.m. and 4:30 p.m., Monday through Friday.

Erik Perdonik, AICP
City Planner

Email: eperdonik@fhgov.com
Phone: (248) 871-2540
Publish: April 4, 2024

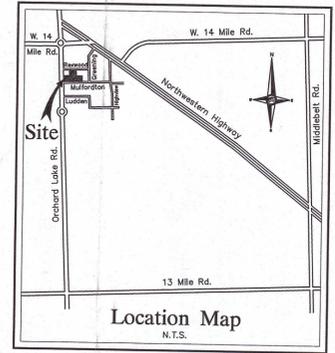


Procedures for accommodations for persons with disabilities:

The City will be following its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 871-2410 at least two (2) working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

NOWAK & FRAUS ENGINEERS
46777 WOODWARD AVE.
PONTIAC, MI 48342-5032
TEL. (248) 332-7931
FAX. (248) 332-8257
WWW.NFE-ENGR.COM

RECEIVED
JAN 11 2024
CITY OF FARMINGTON HILLS
PLANNING DEPT.
ZR 1-1-2024
ZR 2-1-2024



LEGAL DESCRIPTIONS - PER RECORD

PARCEL 1:
LOTS 1 TO 6 INCLUSIVE BLOCK C, ALSO LOTS 12 TO 24 INCLUSIVE BLOCK C OF FARMINGTON HEIGHTS SUBDIVISION, BEING A PART OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SECTION 2, TOWN 1 NORTH, RANGE 9 EAST, FARMINGTON TOWNSHIP (NOW FARMINGTON HILLS), OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 26 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS.
TAX ID NUMBER: 23-02-103-025
ADDRESS: 31130 ORCHARD LAKE RD., FARMINGTON HILLS, MI 48334-1341

PARCEL 2:
LOTS 31 TO 32 INCLUSIVE BLOCK C OF FARMINGTON HEIGHTS SUBDIVISION, BEING A PART OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SECTION 2, TOWN 1 NORTH, RANGE 9 EAST, FARMINGTON TOWNSHIP (NOW FARMINGTON HILLS), OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 26 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS.
TAX ID NUMBER: 23-02-103-006
ADDRESS: 31307 ORCHARD LAKE RD., FARMINGTON HILLS, MI 48334-1341

PARCEL 3:
LOT 33 BLOCK C OF FARMINGTON HEIGHTS SUBDIVISION, BEING A PART OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SECTION 2, TOWN 1 NORTH, RANGE 9 EAST, FARMINGTON TOWNSHIP (NOW FARMINGTON HILLS), OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 26 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS.
TAX ID NUMBER: 23-02-103-007
ADDRESS: NONE

PARCEL 4:
LOT 34 BLOCK C OF FARMINGTON HEIGHTS SUBDIVISION, BEING A PART OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SECTION 2, TOWN 1 NORTH, RANGE 9 EAST, FARMINGTON TOWNSHIP (NOW FARMINGTON HILLS), OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 26 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS.
TAX ID NUMBER: 23-02-103-008
ADDRESS: NONE

PARCEL 5:
LOTS 35 TO 37 INCLUSIVE BLOCK C OF FARMINGTON HEIGHTS SUBDIVISION, BEING A PART OF THE WEST 1/2 OF THE NORTHWEST 1/4 OF SECTION 2, TOWN 1 NORTH, RANGE 9 EAST, FARMINGTON TOWNSHIP (NOW FARMINGTON HILLS), OAKLAND COUNTY, MICHIGAN AS RECORDED IN LIBER 26 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS.
TAX ID NUMBER: 23-02-103-009
ADDRESS: 31291 ORCHARD LAKE RD., FARMINGTON HILLS, MI 48334-1341

SURVEY DATA

SITE AREA:
PARCEL 1: 45,525.00 SQUARE FEET OR 1.045 ACRES
PARCEL 2: 4,800.00 SQUARE FEET OR 0.106 ACRES
PARCEL 3: 2,300.00 SQUARE FEET OR 0.053 ACRES
PARCEL 4: 2,300.00 SQUARE FEET OR 0.053 ACRES
PARCEL 5: 6,900.00 SQUARE FEET OR 0.158 ACRES

ZONING:
PARCEL 1: B-3, GENERAL BUSINESS DISTRICT AND P-1, VEHICULAR PARKING DISTRICT
PARCEL 2: RA-4, ONE FAMILY RESIDENTIAL DISTRICT
PARCEL 3: RA-4, ONE FAMILY RESIDENTIAL DISTRICT
PARCEL 4: RA-4, ONE FAMILY RESIDENTIAL DISTRICT
PARCEL 5: RA-4, ONE FAMILY RESIDENTIAL DISTRICT

PARKING SPACES:
PARCEL 1: 12 TOTAL SPACES, INCLUDING 2 BARRIER-FREE SPACES
PARCELS 2-5: NONE

A SURVEYOR CANNOT MAKE A CERTIFICATION ON THE BASIS OF AN INTERPRETATION OR OPINION OF ANOTHER PARTY. A ZONING ENDORSEMENT LETTER SHOULD BE OBTAINED FROM THE CITY OF FARMINGTON HILLS TO INSURE CONFORMITY AS WELL AS MAKE A FINAL DETERMINATION OF THE REQUIRED BUILDING SETBACK.

LEGEND	
MANHOLE(MH)	EXISTING SANITARY SEWER
CD	EXISTING SAN. CLEAN OUT
HYDRANT(HYD)	EXISTING WATER MAIN
GATE VALVE(GVW)	EXISTING STORM SEWER
MANHOLE(MH)	CATCH BASIN(CB)
CBB	EXISTING BEEHIVE CATCH BASIN
EX	EX. UNDERGROUND (UG) CABLE
UP	OVERHEAD (OH) LINES
LP	LIGHT POLE
SIGN	SIGN
EXISTING GAS MAIN	EXISTING GAS MAIN
ASPH.	ASPHALT
CONC.	CONCRETE
FD. / FND.	FOUND
RET. WALL	RETAINING WALL
R.O.W.	RIGHT-OF-WAY
SPK	SET PK NAIL
(TYP)	TYPICAL
(R)	RECORD
(M)	MEASURED
C/L	CENTERLINE
P/L	PROPERTY LINE
GM	GAS METER
EM	ELECTRIC METER
DS	LANDSCAPE
LS	DOWNSCOPE
GP	GUARD POST
MB	MAIL BOX



DATE ISSUED/REVISED
12-28-23 SURVEY ISSUED

DRAWN BY:
M. Carnaghi

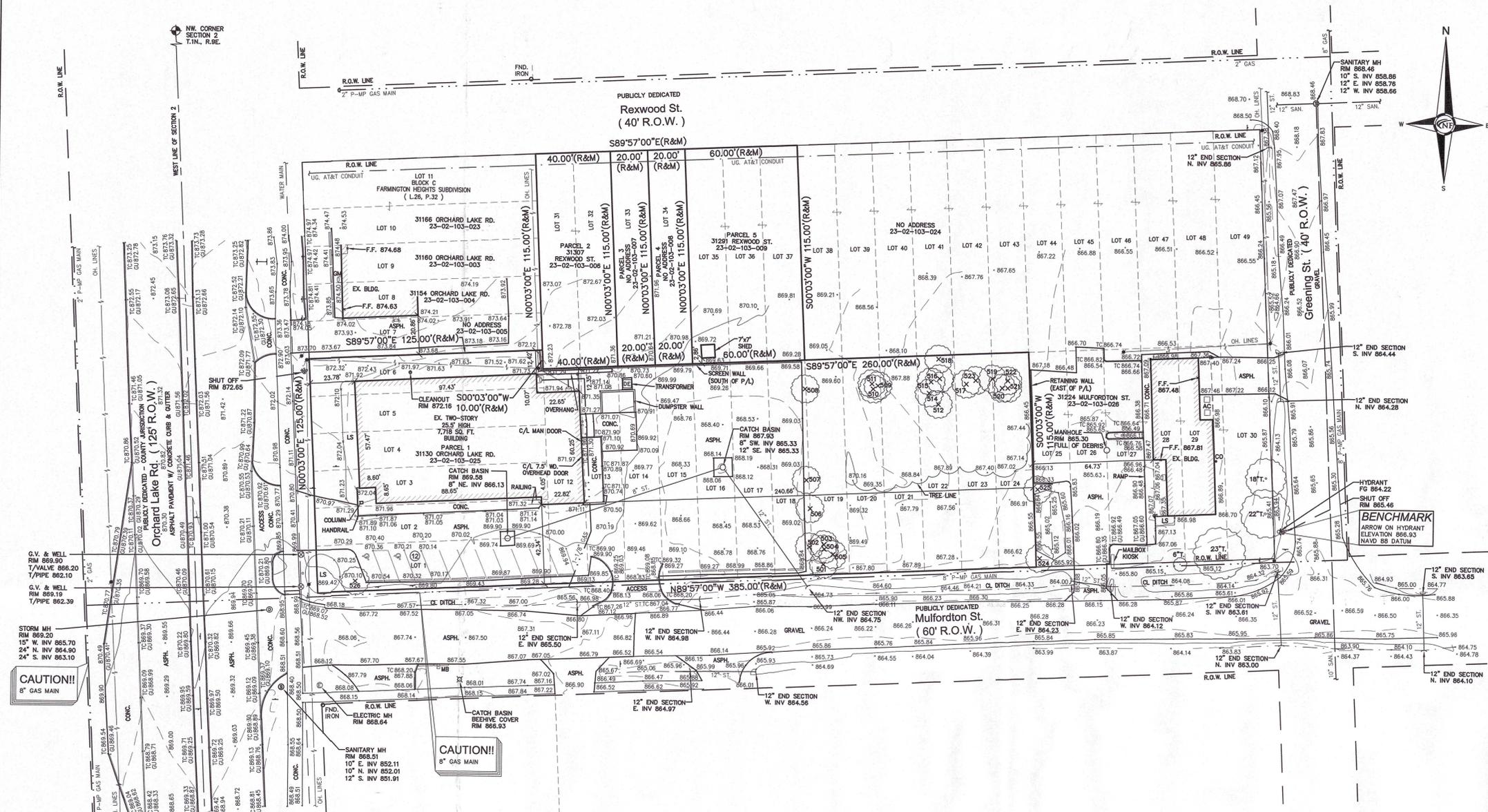
DESIGNED BY:

APPROVED BY:
K. Navaroli

DATE:
December 28, 2023

SCALE: 1" = 30'

NFE JOB NO. **N931** SHEET NO. **1 of 1**



TOPOGRAPHIC SURVEY NOTES

ALL ELEVATIONS ARE EXISTING ELEVATIONS, UNLESS OTHERWISE NOTED.

UTILITY LOCATIONS WERE OBTAINED FROM MUNICIPAL OFFICIALS AND RECORDS OF UTILITY COMPANIES, AND NO GUARANTEE CAN BE MADE TO THE COMPLETENESS, OR EXACTNESS OF LOCATION.

THIS SURVEY MAY NOT SHOW ALL EASEMENTS OF RECORD UNLESS AN UPDATED TITLE POLICY IS FURNISHED TO THE SURVEYOR BY THE OWNER.

DTE DISCLAIMER NOTE

PLEASE NOTE THAT DTE HAS NEW REGULATIONS THAT MAY IMPACT DEVELOPMENT OUTSIDE THEIR EASEMENT OR THE PUBLIC RIGHT OF WAY. CLIENT SHALL CONTACT DTE TO DETERMINE THE "NEW STRUCTURES AND POWER LINE" REQUIREMENTS AS THEY MAY APPLY TO ANY FUTURE BUILDING OR RENOVATION OF A STRUCTURE. DTE ENERGY CAN BE CONTACTED AT 800-477-4747

CERTIFICATE OF SURVEY

WE HEREBY CERTIFY THAT WE HAVE SURVEYED THE PROPERTY HEREIN DESCRIBED.

KEVIN NAVAROLI, P.S. No. 4001053503
DATE OF PLAT OR MAP: 12-28-2023

TOPOGRAPHIC SURVEY NOTES

ALL BEARINGS ARE IN RELATION TO THE PREVIOUSLY ESTABLISHED WEST LINE OF SECTION 2 OF FARMINGTON HEIGHTS SUBDIVISION AS RECORDED IN LIBER 26 OF PLATS, PAGE 32, OAKLAND COUNTY RECORDS. (N.0375.2)

FLOOD HAZARD NOTE

THE PROPERTY DESCRIBED ON THIS SURVEY DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. THE PROPERTY LIES WITHIN ZONE X OF THE FLOOD INSURANCE RATE MAP IDENTIFIED AS MAP NO. 26125C0013F BEARING AN EFFECTIVE DATE OF 09/29/2006.

MISS DIG / UTILITY DISCLAIMER NOTE

A MISS DIG TICKET NUMBER 202312101061, PURSUANT TO MICHIGAN PUBLIC ACT 174 WAS ENTERED FOR THE SURVEYED PROPERTY. DUE TO THE EXTENDED REPORTING PERIOD FOR UNDERGROUND FACILITY OWNERS TO PROVIDE THEIR RECORDS, THE SURVEY MAY NOT REFLECT ALL THE UTILITIES AT THE TIME THE SURVEY WAS ISSUED ON DECEMBER 28, 2023. THE SURVEY ONLY REFLECTS THOSE UTILITIES WHICH COULD BE OBSERVED BY THE COMPANY RECORDS FURNISH PRIOR TO THE DATE THIS SURVEY WAS ISSUED. THE CLIENT AND/OR THEIR AUTHORIZED AGENT SHALL VERIFY WITH THE FACILITY OWNERS AND/OR THEIR AUTHORIZED AGENTS, THE COMPLETENESS AND EXACTNESS OF THE UTILITIES LOCATION.

Master Tree List

Tree #	Botanical Name	Common Name	Dia.	Type	Other Dia.	Condition	Comments
501	Populus deltoides	Eastern Cottonwood	8.4	tree	7.4	fair	
502	Populus deltoides	Eastern Cottonwood	13.5	tree		fair	trunk damage
503	Populus deltoides	Eastern Cottonwood	10	tree	6	poor	leaning into #503
504	Populus deltoides	Eastern Cottonwood	6.7	tree		poor	
505	Populus deltoides	Eastern Cottonwood	8.7	tree	8.3, 8.1, 5.3	poor	
506	Populus deltoides	Eastern Cottonwood	12	tree	7	poor	broken limbs, trunk damage
507	Robinia pseudoacacia	Black Locust	23.9	tree		poor	insects, trunk damage
508	Populus deltoides	Eastern Cottonwood	9.9	tree		poor	
509	Fraxinus pennsylvanica	Green Ash	13	tree	12.8	poor	horizontal habit
510	Fraxinus pennsylvanica	Green Ash	9	tree		poor	
511	Fraxinus pennsylvanica	Green Ash	11	tree	8	poor	horizontal habit, suckering
512	Fraxinus pennsylvanica	Green Ash	12	tree	6.5, 8.10	poor	horizontal habit, suckering
513		no tree w/ this tag					
514	Populus deltoides	Eastern Cottonwood	9	tree		poor	
515	Ulmus pumila	Siberian Elm	11.6	tree		poor	
516	Populus deltoides	Eastern Cottonwood	10	tree	8	poor	
517	Populus deltoides	Eastern Cottonwood	13.5	tree	11	poor	
518	Populus deltoides	Eastern Cottonwood	7.6	tree	6	poor	
519	Populus deltoides	Eastern Cottonwood	9	tree		poor	crowded
520	Populus deltoides	Eastern Cottonwood	10.2	tree	7.5	poor	
521	Ulmus pumila	Siberian Elm	7.5	tree		poor	
522	Populus deltoides	Eastern Cottonwood	7.5	tree		poor	
523	Fraxinus pennsylvanica	Green Ash	6.5	tree		poor	horizontal habit, suckering
524	Acer rubrum	Red Maple	5.8	tree		poor	
525	Acer rubrum	Red Maple	5	tree		good	
526	Malus spp	Crabapple	6.8	tree		good	



OFFICE OF CITY CLERK

TO: Mayor and City Council
FROM: Carly Lindahl, City Clerk
DATE: April 22, 2024
SUBJECT: Introduction of Ordinance – Liquor License Amendment

For the past couple of years, council has discussed at study sessions the possibility of eliminating the bona fide restaurant requirement from the liquor license ordinance to allow for other types of establishments, as opposed to restaurants only.

At the April 8, 2024 study session, I had explained that this topic was coming up once again as American Legion was moving into Farmington Hills with their own liquor license, and had concerns as the city's ordinance prevents them from using their license as they are not considered a bona fide restaurant operation.

Discussion was held and council agreed with the need to expand the ordinance, however, there was some concern that the draft ordinance language moved from being well defined (bona fide restaurant operation) to something much less defined, making approvals reliant on council's favor rather than a clear standard.

City Attorney Joppich explained that the city already had broad discretion to deny a liquor license, in that Section 4-46(4) gave council the ability to decide whether a liquor license will provide a benefit to the community, as described in this subsection.

It was the consensus of council to put the liquor license ordinance amendment on a regular City Council meeting agenda for a first reading.

RECOMMENDATION:

That the Farmington Hills City Council hereby approves the INTRODUCTION of an Ordinance amending the Farmington Hills City Code, Chapter 4, "Alcoholic Liquors," Article II, "Licensing," to repeal Section 4-43 and amend Section 4-46 to remove the requirement of a bona fide restaurant operation for on-premises liquor licenses.

ORDINANCE C-_____-2024

CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE FARMINGTON HILLS CITY CODE BY AMENDING CHAPTER 4, "ALCOHOLIC LIQUORS," ARTICLE II, "LICENSING," TO REPEAL SECTION 4-43 AND AMEND SECTION 4-46 TO REMOVE THE REQUIREMENT OF A BONA FIDE RESTAURANT OPERATION FOR ON-PREMISES LIQUOR LICENSES.

THE CITY OF FARMINGTON HILLS ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

The Farmington Hills City Code, Chapter 4, "Alcoholic Liquors," Article II, "Licensing," Section 4-43, "Use of License in Connection with Restaurant Operation," is hereby repealed and reserved as follows:

Sec. 4-43. -- ~~Reserved. Use of license in connection with restaurant operation required.~~

~~The council shall not approve any new application for a license to sell alcoholic liquor and/or beer and/or wine and/or spirits for consumption on the premises unless the use of the license shall be in connection with and incidental to a bona fide restaurant operation. The determination as to whether such operation exists or will exist shall be made by the council and a decision by a majority thereof shall be conclusive.~~

Section 2 of Ordinance. Ordinance Amendment.

The Farmington Hills City Code, Chapter 4, "Alcoholic Liquors," Article II, "Licensing," Section 4-46, "Same—Premises," is hereby amended to read as follows:

Sec. 4-46. - Same—Premises.

No on-premises license shall be issued to operate at a premises:

- (1) Where there exists a violation of the applicable building, electrical, mechanical, plumbing, fire prevention, or property maintenance codes, applicable zoning regulations, or applicable public health regulations.

~~(2) Unless the sale of beer, wine or spirits is shown to be in connection with and incidental to a bona fide restaurant operation (see also Section 4-41).~~

(32) Where it is determined that the premises do not, or will not reasonably soon after commencement of operations, have adequate off-street parking, lighting, refuse disposal facilities, noise or nuisance control, or such new construction or remodeling as proposed would not be completed.

(43) Where council determines that the location proposed for a licensed liquor establishment will have an adverse effect on the health, safety, and welfare of the community, with consideration given to traffic safety conditions, the impact of the establishment on city policing and code enforcement activities, accessibility to major streets or highways, distance from public or private schools, proximity to other similarly situated licensed liquor facilities, impact on adjacent residential districts, zoning classifications and the availability of parking.

(54) Where council determines that the licensed premises will not sufficiently or satisfactorily benefit the community, with consideration given to the effects or impact that the issuance of the license will have upon the economic development of the city or surrounding area, the public need or convenience for the issuance of the liquor license for the business facility at the location proposed, the character and extent of investment in improvements to the building, premises, and general area, and such other considerations as the council may deem proper.

Section 3 of the Ordinance. Repealer.

All ordinances, parts of ordinances, or sections of the City Code in conflict with this Ordinance are repealed only to the extent necessary to give this Ordinance full force and effect and the Farmington Hills Ordinance Code shall remain in full force and effect amended only as specified above.

Section 4 of the Ordinance. Severability.

If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any Court of competent jurisdiction, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated, and such section, clause or provision declared to be unconstitutional, void or

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
April 22, 2024

SUBJECT: EXTENSION OF CONTRACT FOR SPECIAL SERVICES FACILITIES & PROGRAM CONSULTANT – PHASE 2

ADMINISTRATIVE SUMMARY

- The City Administration and Council have been working for several years to study and address the financial subsidy that is provided by the General Fund to support Special Services operations and capital investment. The first stage of this effort (which we refer to as Phase I) was the procurement of a study in 2022.
- Request for proposals were advertised, available on the MITN e-procurement system and opened on February 8, 2022, for Special Services Facilities & Program Consultant with an award recommended by the Administration and approved by the City Council to Sports Facilities Companies (SFC) on March 21, 2022.
- The above study was completed by SFC, which provided an analysis of current performance of the Special Services department, with a very specific focus on the Costick Center and The Hawk. This study provided strategic recommendations and next steps for implementation, which were sensitized to the parameters established by the City Council at that time. A summary was published in April of 2023 and presented to City Council last summer.
- The City Council authorized the Administration to enact several recommendations of the study, including the increasing of Special Services fees to be in line with comparable programs and facilities in the region. Other recommendations were taken under advisement by the City Council.
- Upon completion of the above Phase 1, it became evident that an expanded analysis of the entire department and all facilities, development of a strategic plan, and implementation support was needed, which we refer to as Phase 2.
- Staff has been working with SFC to develop Phase 2 with an expanded scope of services, which will focus on four primary strategies to effectuate meaningful change management. A proposal detailing the scope of services is attached and includes:
 - Hiring, onboarding, and leading an on-site account executive to manage the development, refinement, and execution of a strategic plan.
 - Creating a detailed, action-based plan that offers full transparency for City Leaders and relies upon full integration of Special Services team members.
 - Communicate, educate, and set expectations for residents, stakeholders, partners, and user groups by utilizing the strategies and projections in the plan.
 - Execute the strategic plan in concert with SFC's onsite account executive, subject matter experts, and support center resources.
- Funding for this service is available in the General Fund, and the necessary appropriation will be

included in the FY 23-24 Budget Amendment Resolution provided to City Council as part of its regular Budget review and approval process.

- Contract language will be subject to review by the City Attorney as to form and content. The agreement will include a provision for cancellation upon 60-day notice by either party.
- This Phase 2 work is estimated to transpire over a two-year timeline with review on or around Fall of 2025 to determine next level planning in advance of the FY 26-27 Budget process to maximize strategic alignment. We anticipate providing regular updates to City Council as Phase 2 progresses with solutions implemented along the way as soon as practicable.

RECOMMENDATION

IT IS RESOLVED, that the City Council of Farmington Hills authorize the City Manager to approve the required contract extension for the Special Services Facilities & Program Consultant with Sports Facilities Companies in the amount not-to-exceed \$300,000 per year with one or more administration approved extensions not-to-exceed a total of two (2) additional years.

Prepared by: Karen Mondora, Assistant City Manager

Reviewed by: Ellen Schnackel, Director of Special Services

Reviewed by: Thomas Skrobola, Finance Director

Reviewed by: Michelle Aranowski, Central Services Director

Approval by: Gary Mekjian, City Manager

PROPOSED SERVICES



Proposed services document prepared exclusively for

**City of
Farmington Hills, Michigan**

by The Sports Facilities Companies

April 2, 2024

April 2, 2024

Dear Gary,

It is my privilege to present the City of Farmington Hills, Michigan with the enclosed information detailing our team's recommended approach to leading the optimization of the City's Special Services Department.

As you know, Sports Facilities Companies (SFC) worked for the City beginning in March 2022 as its Parks & Recreation Facilities Program Consultant in service of RFP-FH-21-22-2309. Through that engagement, SFC gained a detailed understanding of the opportunities and challenges facing the Special Services Department over the next several years.

In response to the City's recent request to extend SFC's engagement to expand its previous analyses and recommendations, develop a strategic plan, and support in the implementation of that strategic plan, SFC has developed the Scope of Work that follows.

To identify the keys to success for this initiative and to arrive at the recommended Scope of Work, SFC facilitated multiple meetings (virtual and in-person) with key leaders from the City. As you will see, SFC has outlined an approach that focuses on four primary strategies:

1. Hiring, Onboarding, and Leading an On-Site Account Executive to Manage the Day-to-Day Development, Refinement, and Execution of the Strategic Plan.
2. Creating a Detailed, Action-Based Plan that Offers Full Transparency for City Leaders and Relies Upon Full Integration of Special Services Team Members.
3. Utilizing the Plan, Strategies, and Projections to Communicate, Educate, and Set Expectations for Residents, Stakeholders, Partners, and User Groups Alike.
4. Integrating SFC's On-Site Account Executive, Subject Matter Experts, and Support Center Resources to Execute the Strategic Plan.

Because this Scope of Work builds upon the initial request from the City but does not fully align with the City's proposed hourly fee format, I have summarized our scope to allow for easy interpretation of our recommended approach; if the City decides to move forward, we will add additional detail to the scope in a full agreement that will be reviewed and refined by the City and SFC jointly.

I hope the information in this document resonates with the City of Farmington Hills and creates enthusiasm for working with SFC yet again. We are passionate about this process and looking forward to with and for you!

Sincerely,



Evan Eleff
Partner

The Sports Facilities Companies

eeleff@sportsfacilities.com

(813) 220-2129

SCOPE OF WORK

Step 1: Hiring and Placing an On-Site Account Executive

SFC will conduct a national search of internal and external candidates to serve as the on-site Account Executive for this initiative. SFC will utilize its resources, strategies, databases, candidate pipeline, and proven processes to attract, hire, and retain a leader with Parks & Recreation, Municipal Government, and/or Operational experience to serve the Farmington Hills Special Services Department with excellence.

The on-site Account Executive:

- Will be responsible for supporting the development and leading the day-to-day management/execution of the Strategic Plan.
- Is anticipated to be based out of Farmington Hills, preferably with an office in The Hawk.
- Will be the City's key point of contact and day-to-day account leader.
- Will be SFC's point person and will engage, lead, and integrate SFC's subject matter experts and Support Center team members to develop and execute strategies for:
 - Operations
 - Marketing
 - Accounting and Finance
 - Recruiting and Human Resources
 - Legal and Risk Management
 - Technology and Systems

The on-site Account Executive will be an employee of Sports Facilities Management (SFC's operations division) and will report to SFC's Executive Vice President of Operations (Mike Kelly, who is the former CEO of the Chicago Parks District and who met in-person with key City leaders in advance of developing this Scope of Work).

SFC will invoice the City the pass-through cost of the Account Executive's salary, taxes, and benefits. While the salary budget will be negotiated with the City, the industry standard salary range for this position is \$98,395-\$143,140; as a private entity, SFC's average taxes, benefits, and administration are 21-28% of salary; if relocation is required, a relocation allowance may be necessary.

Step 2: Development of a Detailed, Action-Based Strategic Plan

Upon engagement and while the on-site Account Executive search/hiring/onboarding process is under way, SFC will begin developing the Strategic Plan, which will include a detailed list of strategies/projections and a project management timeline to detail the tasks, timing, and accountabilities for each recommended strategic action.

The Strategic Plan will build upon SFC's previous work and expand upon that work to account for updates, current conditions, and the City's goals to reduce operating expenses for the department to the greatest extent possible.

Aligned with the City's expectations, the Strategic Plan will be a multi-year roadmap that focuses on a full evaluation of the Special Services Department including:

- Services & programming currently offered
- Full review of operations & staffing needs
- Full review of all facilities
- Services/facilities being provided in private sector (gyms, catering venues, etc.)
- Public/stakeholder education, engagement, and input during strategic plan development

Recommendations and Implementation Strategies will address:

- What services and programming are recommended to be continued, along with appropriate fee structure; what services and programming should be reduced, altered, or eliminated altogether, including the rationale for each recommendation.
- How to optimize staffing (both FTE and PTE), organizational structure and labor management strategies that may include the potential use of outside staffing services to augment the workforce.
- How to fully utilize the City’s facilities, especially from an event planning perspective (events at the Longacre, Heritage Park, Barn, etc.) as well as for fitness and other value-added services.
- What facilities should be constructed, renovated, repurposed, and/or closed (and if so, the recommended disposition of the facility/property), and how each of these recommendations are to be financed (bonds, fees, tax increases, etc.).
- Detailed options for Public/Private Partnerships that include but may not be limited to local program providers, medical service providers, developers, and non-profits like the YMCA.

Step 3: Leadership Through Implementation of the Strategic Plan

Once the on-site Account Executive is in place and the Strategic Plan is approved by the City’s leaders and/or elected officials, SFC will lead the Special Services Department through the implementation of the Strategic Plan.

FEES

- **For Step 1 (On-Site Account Executive):** Pass-Through Cost of Employment, Including Salary (Anticipated to Be \$98,395-\$143,140 Per Year), Taxes, Benefits, and Administration (Anticipated to Be an Additional 21-28% of Salary), and Allowance for Relocation (Up to \$5,000, If Required).
- **For Steps 2-3 (Development and Implementation of Strategic Plan):**
 - Monthly Retainer of \$7,500 Per Month, Beginning in Month 1.
 - Credit Against the Monthly Retainer and Any Monthly Overages* Will be Based on the Following Hourly Fee Structure:

SFC Hourly Bill Rates					
Position	SFC Principals	Subject Matter Expert, Management Advisor	Project Manager, Business, Analyst	Market Analyst, Document Specialist	Admin. Support
Hourly Rate	\$275	\$250	\$225	\$200	\$125

**If the Monthly Retainer is Expected to be Exceeded Based on the Work Requirements and Rates Above, SFC will Submit an Estimate of Overages for Approval Before Exceeding the Retainer Amount; Depending On the City’s Desired Timeline for Step 2, Overages May Be Frequent During the First Few Months of the Engagement.*

REPORT TO THE CITY COUNCIL FROM THE CITY CLERK – APRIL 22, 2024

SUBJECT: Consideration of approval of Special Event Permit for the 13th Annual Cipriano Classic 5K Race to be held on Friday, June 7, 2024

ADMINISTRATIVE SUMMARY:

- On March 21, 2024, the City received an application signed by Douglas Edwards, representing the Farmington Family YMCA, for a Special Event Permit to hold their 13th Annual Cipriano Classic 5K Race on Friday, June 7, 2024 from 6pm-9pm.
- The 5K route will start at the Farmington Family YMCA at 28100 Farmington Road with runners heading southeast near YMCA fields and crossing the back of the Farmington STEAM Academy to the footbridge leading to Red Clover Street and circling through the Kendallwood Subdivision back to Red Clover and following the route back to the YMCA. The route map is included with the report.
- There will be a gas grill in the corner of the parking lot for hotdogs, participants can purchase a wristband for a hotdog, chips, and drink after the race.
- The required insurance and/or indemnification agreement was received by the City.
- The application and proposed routes were reviewed by all appropriate Departments and the following conditions were noted:
 - Cooking/open flame devices shall not be used under tents and shall be at least 20' away; fire extinguisher (2A:10B:C) shall be available onsite.
 - Fire lanes shall not be blocked or restricted
 - The event shall comply with minimum Fire Prevention Code requirements
 - The route shall be as proposed, mainly in the residential area behind the YMCA and will avoid closing down Farmington Road during rush hour
 - There will be approximately 400 runners
 - There will be 40-50 volunteers throughout the race route to assist the runners
 - The stage will be located in the grassy area at the YMCA
 - The applicant has been in contact with the Fire Department for medical response
 - There will be ample parking for all attendees of the event at the YMCA
 - The local ordinance of playing loud music has been discussed
 - The residents of Kendallwood Subdivision will be notified by event staff the week prior to the run
 - Reimbursement for Police Department overtime as outlined in the Police Chief's recommendation memo for this event
 - DPW will supply traffic cones and barricades for the event to assist with traffic

RECOMMENDATION:

IT IS RESOLVED, that City Council hereby approves a Special Event Permit for the 13th Annual Cipriano Classic 5K Race to be held on Friday, June 7, 2024 from 6pm-9pm, subject to the conditions outlined in the City Clerk's report of April 22, 2024.

Respectfully submitted,

Carly Lindahl, City Clerk

APPLICATION FOR SPECIAL EVENT/TEMPORARY OUTDOOR SALES

CITY OF FARMINGTON HILLS
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336
(248) 871-2410 FAX (248) 871-2411

ALL FEES ARE NON-REFUNDABLE

Fees: \$50.00 Application Review Fee (fee is waived for non profit companies) Carnivals are \$ 150.00

A Clean Up Deposit of \$300 is required for special events and temporary outdoor sales (involving the use of any temporary outdoor structures or equipment – tents, tables, etc.). This deposit is refundable when the site is cleared.

A Liability Insurance Certificate naming the City as an additional insured in the amount of \$1,000,000 is required for special events or temporary outdoor sales as determined by the City. The attached Indemnification Agreement is required for Special Events as determined by the City.

Temporary Outdoor Sales: (Sales event held on the same property as the business and accessory to the use of the business) are limited to 14 consecutive days and a total of 28 days in any 12 month period.

NOTE: A COMPLETE AND DETAILED SITE PLAN/SITE MAP OF THE PROPERTY SHOWING THE EVENT AREA IS REQUIRED. PLAN MUST SHOW LOCATIONS OF SIGNS, TENTS OR ANY STRUCTURES, AMUSEMENT RIDES, FOOD SERVICES, PARKING AREA, THE LOCATION OF EXISTING BUILDINGS, ETC. REQUEST WILL NOT BE REVIEWED UNTIL THIS PLAN IS RECEIVED. IF A TENT IS TO BE ERECTED, SPECIFICATIONS ARE REQUIRED - SEE page 2)

APPLICANT'S NAME: (If partnership or corporation, please include all names & residential address of officers on separate sheet)

Farmington Family YMCA/13th Annual Cipriano Classic 5K

APPLICANT'S RESIDENTIAL ADDRESS:

28100 Farmington Rd, Farmington Hills, MI 48334
CITY ST ZIP

APPLICANT'S PHONE: Office: 248-553-4020 Cell: _____

RELATION OF APPLICANT TO BUSINESS/EVENT: Owner Manager Representative Other HOST SITE

IS ORGANIZATION A FOR PROFIT OR NON PROFIT BUSINESS: PROFIT NON-PROFIT

ADDRESS OF THE PROPERTY AT WHICH THE EVENT WILL BE CONDUCTED:

YMCA Property & Grounds; Adjacent Kendallwood Sub; Behind Farm. Steam Academy - grassy area

DOES APPLICANT OWN OR OCCUPY THE PROPERTY AT WHICH THE EVENT IS TO BE HELD?
 YES NO IF NO, WRITTEN CONSENT FROM THE PROPERTY OWNER FOR THE EVENT IS REQUIRED WITHIN SEVEN(7) DAYS OF THE DATE OF SUBMISSION OF APPLICATION TO THE CITY AND TO ALL OTHER TENANTS ON THE PROPERTY OF THE PROPOSED EVENT. PLEASE ATTACH.

GIVE A DETAILED DESCRIPTION OF THE EVENT PROPOSED: Begin/End - bottom of grassy hill near E. Pkg. lot
Route/cones - backyard of Farm. Steam Academy, leading to sm. foot bridge which connects to Kendallwood Sub. Continue on street route, circling through sub as indicated; follow to same foot bridge & grassy area behind Steam Academy to start/finish line.

DATE OF THE EVENT: June 7, 2024 TIME OF YOUR EVENT: 6-9 PM

NOTE: Special events/temporary outdoor sales are permitted by ordinance ONLY between 9am and 10pm

IS THE EVENT OPEN TO THE GENERAL PUBLIC? YES NO

WILL ANY GOODS OR MERCHANDISE BE OFFERED FOR SALE TO THOSE ATTENDING: YES NO

MAXIMUM NUMBER OF PEOPLE PROPOSED TO ATTEND OR PARTICIPATE EACH DAY: approx 400

HAS THE APPLICANT, PARTNERS, OFFICERS OR DIRECTORS EVER BEEN CONVICTED OF A FELONY?

YES NO IF YES, ON SEPARATE SHEET PROVIDE DESCRIPTION OF CONVICTION - INCLUDING WHAT FOR, DATE OF INCIDENT, DATE OF CONVICTION, ETC.

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES (TENT, TRAILER, STAGE, ETC)? YES NO IF YES, PLEASE DESCRIBE WHAT THOSE ARE AND INCLUDE ON MAP: _____

IF A TENT IS PROPOSED, INDICATE THE SIZE AND NAME AND ADDRESS OF THE COMPANY PROVIDING THE TENT: _____

NOTE: A certificate of Flame Resistance for the Tent must be provided 10 days prior to the date of event/sales.

IF THE REQUEST IS TO HOLD A BLOCK PARTY, ARE YOU REQUESTING TO CLOSE ANY ROADS FOR THE EVENT? YES NO (If yes, please submit signatures of abutting property owners who would be directly affected by the road closure indicating that they have no objections-form attached).

NO road closures, due to new start/finish point

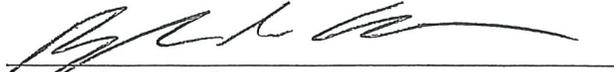
WILL ELECTRICAL EQUIPMENT BE USED FOR THIS EVENT? YES NO IF YES, DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED. CONTACT BUILDING DEPARTMENT at 248.871-2450 TO DETERMINE IF A PERMIT IS REQUIRED.

IS ANY SIGNAGE PROPOSED? YES NO IF YES, NOTE SIZE AND LOCATIONS OF ANY SIGNS PROPOSED ON THE PLAN PROVIDED WITH THIS APPLICATION. *3x10 banner at start*

IS THE EVENT FOR PROFIT? NON-PROFIT *Fund Raiser*

IS THIS EVENT TO TAKE PLACE IN A CITY OWNED PARK YES NO

IF YES, HAVE YOU RECEIVED AND AGREE TO ABIDE BY THE CITY'S PARKS AND RECREATION RULES AND REGULATIONS? YES NO ANY DEVIATIONS REQUESTED? _____


Applicant's Signature

DATE: 3/21/24 Douglas S. Edwards
Printed Name of Applicant

Note: Section 22-119 of the City Code stipulates that other permits and/or inspections **MAY** be required along with permission to conduct the special event. This could be for health facilities (food), electric services, fire issues, or a certificate of use from the city's Building Department

FOR OFFICE USE ONLY:

- Application and fee
- Complete Site Plan/Map

APPROVALS:

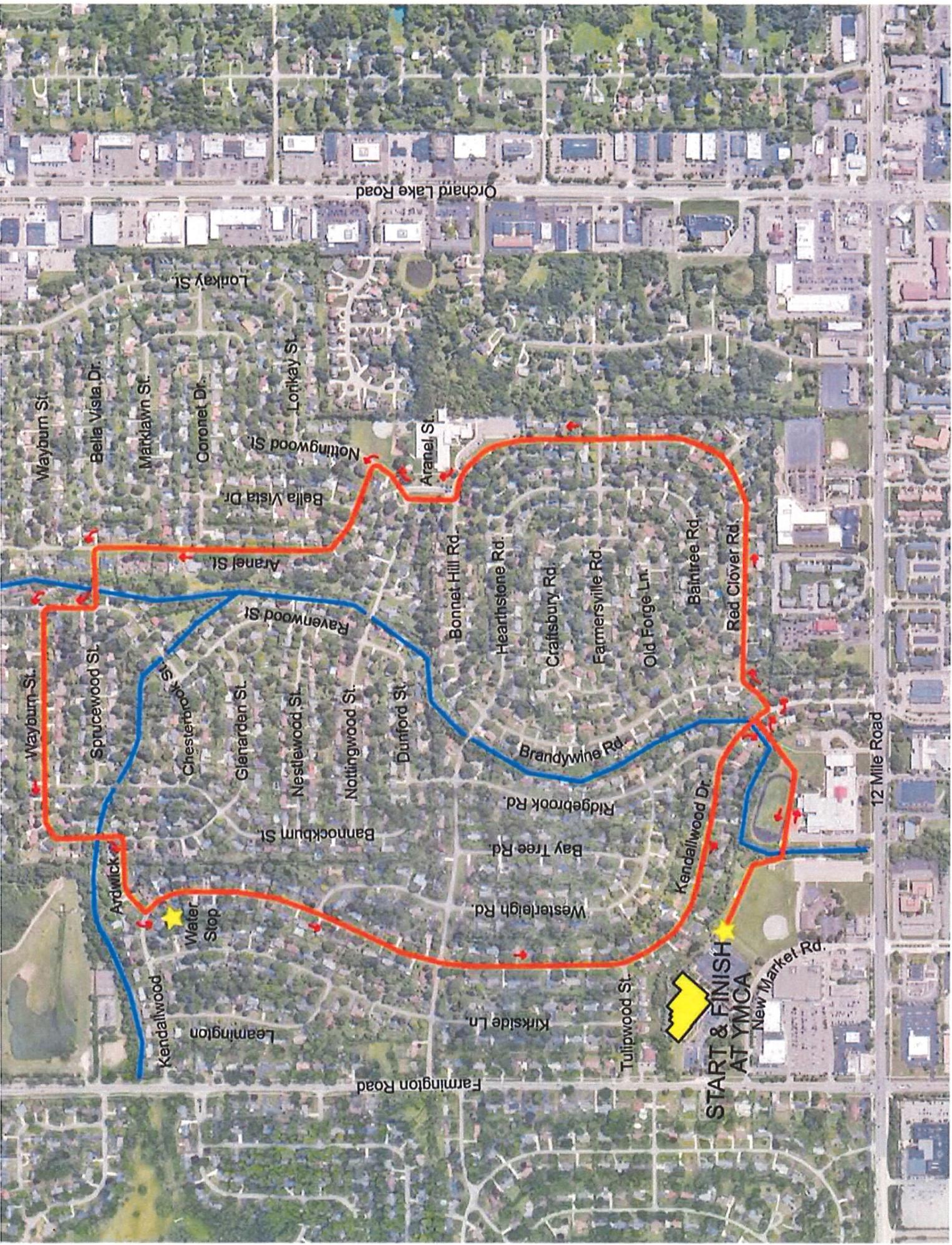
- Police
- Fire
- Planning/Bld/Zoning
- Engineering

IF APPLICABLE:

- Insurance Certificate (If required by city)
- Indemnification Agreement (Special Events) *N/A*
- Clean Up Deposit (if required by city) *N/A*
- Tent Certificate of Flame Resistance *N/A*
- Tent Co. Information (see above) *N/A*
- Names/Addresses of Corporation *N/A*
- Neighborhood Signatures (block parties closing a road) *N/A*
- Carnivals Only (State of MI Certificate) *N/A*

Notes:

- Pre-planned, off site parking
- Residents of Kendallwood sub will be notified.
- Small Grill in Parking lot for hot dogs after race.



Orchard Lake Road

Lorkay St.

Wayburn St.

Bella Vista Dr.

Marklawn St.

Coronet Dr.

Lorkay St.

Nottingwood St.

Aranel St.

Bella Vista Dr.

Aranel St.

Ravenwood St.

Bonnet Hill Rd.

Hearthstone Rd.

Craftsbury Rd.

Farmersville Rd.

Old Forge Ln.

Baintree Rd.

Red Clover Rd.

Wayburn St.

Sprucewood St.

Chesterbrook St.

Glenarden St.

Nestlewood St.

Nottingwood St.

Dunford St.

Brandywine Rd.

12 Mile Road

Bannockburn St.

Bay Tree Rd.

Kendallwood Dr.

Water Stop

Westerleigh Rd.

START & FINISH AT YMCA

New Market Rd.

Farmington Road

Kirkside Ln.

Tulipwood St.

Kendallwood

Leamington



■ = Gas B-Bque Grill

REPORT TO THE CITY COUNCIL FROM THE CITY CLERK – APRIL 22, 2024

SUBJECT: Consideration of approval of a Special Event Permit for Ward Church to hold Blessing of the Bikes & Classic Car Show to be held May 18, 2024.

ADMINISTRATIVE SUMMARY:

- The City received an application from Colleen Johnson, representing Ward Church, for a Special Event Permit to hold Blessing of the Bikes (motorcycle event) & Classic Car Show (pre-1999) on May 18, 2024, at Ward Church located at 27996 Halsted Rd., from 11am to 3pm.
- This will be an outdoor event which will include pop-up tents, a bounce house, food trucks, and sound equipment.
- The required insurance and/or indemnification agreement was received by the City.
- The application was reviewed by all appropriate Departments. There were no objections to the events being held, subject to the following conditions and details as verified by the applicant:
 - The event will be open to the public and all parking will be on the property
 - There will be 5 (five) 10 x 10 tents on the property
 - Food trucks, music and lawn games will be available and noise ordinance was discussed
 - Emergency vehicles will have no issues entering onto the property if necessary
 - Egress shall be maintained throughout the building
 - Fires lanes shall not be blocked or restricted
 - Food trucks shall operate according to NFPA and Fire Prevention Code standards, and specifically:
 - Ensure that fuel tanks are filled to the capacity needed for uninterrupted operation for the duration of the event
 - All connections/piping shall be checked for leaks prior to operating
 - Any cooking system which produces grease laden vapors shall be protected by listed fire extinguishing equipment
 - Fire extinguishers shall be installed and maintained according to NFPA 10
 - Lawn games shall be properly anchored according to manufacturer's recommendation to prevent movement during unexpected winds
 - All applicable permits shall be applied for through the Building Department
 - Proponent must contact Fire Prevention to schedule an inspection prior to beginning the event
 - Event shall comply with minimum Fire Prevention Code requirements
 - Temporary sign will not exceed 20 sq ft.
 - Event sign will be placed outside of the public right-of-way
 - Electrical permit will be required with final inspection approval

RECOMMENDATION:

IT IS RESOLVED, that City Council hereby approves a Special Event Permit for Ward Church to hold Blessing of the Bikes & Classic Car Show on May 18, 2024 at Ward Church located at 27996 Halsted Rd., from 11am to 3pm, subject to the terms and conditions outlined in the City Clerk report dated April 22, 2024.

Respectfully submitted,

Carly Lindahl, City Clerk

APPLICATION FOR SPECIAL EVENT/TEMPORARY OUTDOOR SALES

CITY OF FARMINGTON HILLS
31555 ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336
(248) 871-2410 FAX (248) 871-2411

ALL FEES ARE NON-REFUNDABLE

Fees: \$50.00 Application Review Fee (fee is waived for non profit companies) Carnivals are \$ 150.00

A **Clean Up Deposit** of \$300 is required for special events and temporary outdoor sales (involving the use of any temporary outdoor structures or equipment – tents, tables, etc.). This deposit is refundable when the site is cleared.

A **Liability Insurance Certificate** naming the City as an additional insured in the amount of \$1,000,000 is required for special events or temporary outdoor sales as determined by the City. The attached **Indemnification Agreement** is required for Special Events as determined by the City.

Temporary Outdoor Sales: (Sales event held on the same property as the business and accessory to the use of the business) are limited to 14 consecutive days and a total of 28 days in any 12 month period.

NOTE: A COMPLETE AND DETAILED SITE PLAN/SITE MAP OF THE PROPERTY SHOWING THE EVENT AREA IS REQUIRED. PLAN MUST SHOW LOCATIONS OF SIGNS, TENTS OR ANY STRUCTURES, AMUSEMENT RIDES, FOOD SERVICES, PARKING AREA, THE LOCATION OF EXISTING BUILDINGS, ETC. REQUEST WILL NOT BE REVIEWED UNTIL THIS PLAN IS RECEIVED. IF A TENT IS TO BE ERECTED, SPECIFICATIONS ARE REQUIRED - SEE page 2)

APPLICANT'S NAME: (If partnership or corporation, please include all names & residential address of officers on separate sheet)

Colleen Johnson on behalf of Ward Church

APPLICANT'S RESIDENTIAL ADDRESS:

[REDACTED]

CITY ST ZIP

APPLICANT'S PHONE: Office: (248) 482-7500 Cell: [REDACTED]

RELATION OF APPLICANT TO BUSINESS/EVENT: Owner Manager Representative Other

IS ORGANIZATION A FOR PROFIT OR NON PROFIT BUSINESS: PROFIT NON-PROFIT

ADDRESS OF THE PROPERTY AT WHICH THE EVENT WILL BE CONDUCTED:

27996 Halsted Rd Farmington, Mi 48331

DOES APPLICANT OWN OR OCCUPY THE PROPERTY AT WHICH THE EVENT IS TO BE HELD?

YES NO IF NO, WRITTEN CONSENT FROM THE PROPERTY OWNER FOR THE EVENT IS REQUIRED WITHIN SEVEN(7) DAYS OF THE DATE OF SUBMISSION OF APPLICATION TO THE CITY AND TO ALL OTHER TENANTS ON THE PROPERTY OF THE PROPOSED EVENT. PLEASE ATTACH.

GIVE A DETAILED DESCRIPTION OF THE EVENT PROPOSED:

To celebrate community and cruise into the summer, Ward Church is hosting an antique/classic car show (pre-1999) with a motorcycle event called Blessing of the Bikes.

DATE OF THE EVENT: May 18, 2024 TIME OF YOUR EVENT: 11am-3pm

NOTE: Special events/temporary outdoor sales are permitted by ordinance ONLY between 9am and 10pm

IS THE EVENT OPEN TO THE GENERAL PUBLIC? YES NO

WILL ANY GOODS OR MERCHANDISE BE OFFERED FOR SALE TO THOSE ATTENDING: YES NO

MAXIMUM NUMBER OF PEOPLE PROPOSED TO ATTEND OR PARTICIPATE EACH DAY: 250

HAS THE APPLICANT, PARTNERS, OFFICERS OR DIRECTORS EVER BEEN CONVICTED OF A FELONY?

YES NO IF YES, ON SEPARATE SHEET PROVIDE DESCRIPTION OF CONVICTION - INCLUDING WHAT FOR, DATE OF INCIDENT, DATE OF CONVICTION, ETC.

PERMANENT STRUCTURES ARE **NOT ALLOWED** TO BE ERECTED. DO YOU PLAN ANY TEMPORARY STRUCTURES (TENT, TRAILER, STAGE, ETC)? YES NO IF YES, PLEASE DESCRIBE WHAT THOSE ARE AND INCLUDE ON MAP: 5 pop-up tents 8x8 and 10x10

IF A TENT IS PROPOSED, INDICATE THE SIZE AND NAME AND ADDRESS OF THE COMPANY PROVIDING THE TENT: pop-up tents. Not Commercial. No Company Renting from.

NOTE: A certificate of Flame Resistance for the Tent must be provided 10 days prior to the date of event/sales.

IF THE REQUEST IS TO HOLD A BLOCK PARTY, ARE YOU REQUESTING TO CLOSE ANY ROADS FOR THE EVENT? YES NO (If yes, please submit signatures of abutting property owners who would be directly affected by the road closure indicating that they have no objections-form attached).

WILL ELECTRICAL EQUIPMENT BE USED FOR THIS EVENT? YES NO IF YES, DESCRIBE IN DETAIL WHAT TYPE OF ELECTRICAL EQUIPMENT WILL BE USED. CONTACT BUILDING DEPARTMENT at 248.871-2450 TO DETERMINE IF A PERMIT IS REQUIRED.

Bounce house, food trucks, sound equipment

IS ANY SIGNAGE PROPOSED? YES NO IF YES, NOTE SIZE AND LOCATIONS OF ANY SIGNS PROPOSED ON THE PLAN PROVIDED WITH THIS APPLICATION.

IS THE EVENT FOR PROFIT? NON-PROFIT

IS THIS EVENT TO TAKE PLACE IN A CITY OWNED PARK YES NO

IF YES, HAVE YOU RECEIVED AND AGREE TO ABIDE BY THE CITY'S PARKS AND RECREATION RULES AND REGULATIONS? YES NO ANY DEVIATIONS REQUESTED? _____

Applicant's Signature

DATE: 3/27/24

Colleen Johnson
Printed Name of Applicant

Note: Section 22-119 of the City Code stipulates that other permits and/or inspections **MAY** be required along with permission to conduct the special event. This could be for health facilities (food), electric services, fire issues, or a certificate of use from the city's Building Department

FOR OFFICE USE ONLY:

- Application and fee
- Complete Site Plan/Map

APPROVALS:

- Police
- Fire
- Planning/Bld/Zoning
- Engineering

IF APPLICABLE:

- Insurance Certificate (if required by city) N/A
- Indemnification Agreement (Special Events)
- Clean Up Deposit (if required by city) N/A
- Tent Certificate of Flame Resistance N/A
- Tent Co. Information (see above) N/A
- Names/Addresses of Corporation N/A
- Neighborhood Signatures (block parties closing a road) N/A
- Carnivals Only (State of MI Certificate) N/A



Overflow Spectator Parking

Bounce House and Tent

2 Tents-Registration/First Aid/Security

Blessing of the Bikes w/ Outdoor sound (mic) and Tent

2 Food Trucks

Bicycle Tent

Spectator Parking

Classic Cars

Event Sign 3ft. x 8ft.

Classic Cars

RAISED RD



OFFICE OF CITY CLERK

INTEROFFICE CORRESPONDENCE

TO: Mayor and City Council
FROM: Carly Lindahl, City Clerk
DATE: April 22, 2024
SUBJECT: Canceling the May 27, 2024 City Council meeting

It is requested that City Council consider canceling the regular City Council meeting scheduled for May 27, 2024, in the observance of Memorial Day.

The regular City Council meeting schedule would resume June 10, 2024.

RECOMMENDATION:

IT IS RESOLVED, that City Council hereby cancels the regular City Council meeting scheduled for May 27, 2024.



To: Mayor and City Council Members

From: Thomas C. Skrobola, Finance Director/Treasurer

Date: April 11, 2024

Subject: **FY 2023/24 Third Quarter Financial Summary Report**

Enclosed you will find the 3/31/2024 Third Quarter Summary Financial Report of the General Fund, Major Road Fund, Local Road Fund, and Capital Improvement Fund.

General Fund

Revenue/Transfers-in:

Total annual revenue and transfers-in are projected to be \$76.9 million, which is \$5.3 million more than the amount projected in the FY 2023-24 Adopted Budget, due primarily to:

- an estimated \$2.5 million of higher-than-budgeted Interest Earnings revenue for operational cash, which has been caused by the Federal Reserve's historically high Federal Funds Rate, which heavily influences that rates of return on the kinds of investments that are available to local governments under Michigan Public Act 20 of 1943, and
- an estimated \$1 million of higher-than-budgeted Grant revenue, due to (a) the recognition of the last of the ARPA funds, \$815 thousand, and (b) \$150 thousand of a state grant, through Oakland County, to fund Senior Center activities.
- An estimated \$1.1 million of higher-than-budgeted State Shared Revenue, that tracks with higher State Sales Tax Revenue.
- An estimated \$0.7 million of higher-than-budgeted building permits, Advanced Life Support fees, and 47th District Court fines, net of lower-than-budgeted Insurance Recovery revenues.

Expenditures/Transfers-out:

Total annual expenditures and transfers-out are projected to be \$76.4 million, which is \$0.3 million lower than the Adopted FY 2023-24 Budget.

Fund Balance:

The projected Fund Balance of \$56.8 million would be 74.3% of projected Expenditures as of June 30, 2024.

Major Road Fund

Revenue/Transfers-in:

Total annual revenue and transfers-in are projected to be \$15.2 million, which is \$0.8 million more than the amount projected in the FY 2023-24 Adopted Budget, due to increases in County Tri-Party funded projects, including the 12 Mile Rd Traffic Signals and 10 Mile Rd and Haggerty Drainage projects.

Expenditures/Transfers-out:

Total annual expenditures and transfers-out is projected to be \$22.6 million, which is \$4.5 million more amount projected in the Adopted FY 2023-24 Budget, due to \$4.5 million of additional construction project costs, primarily the addition of the 11 Mile Road project from Farmington to Orchard Lake Road.

Fund Balance:

The projected Fund Balance of \$8.4 million would be 37.1% of projected Expenditures as of June 30, 2024.

Local Road Fund

Revenue/Transfers-in:

Total annual revenue and transfers-in are projected to be \$18.6 million, which is the same amount projected in the FY 2023-24 Adopted Budget.

Expenditures/Transfers-out:

Total annual expenditures and transfers-out is projected to be \$24.6 million, which is \$3.0 million more than the amount projected in the Adopted FY 2023-24 Budget, due to a projected increase in routine maintenance of \$0.6 million and \$2.4 million in projected increases in construction projects, primarily Local Road Rehabilitation projects for Ramble Hills & Windwood Pointe, Larson Lane & Oaklands Subdivision, and Fairway Hills Road Reconstruction.

Fund Balance:

The projected Fund Balance of \$0.6 million would be 2.6% of projected Expenditures as of June 30, 2024.

Capital Improvement Fund

Revenue/Transfers-in:

Total annual revenue and transfers-in are projected to be \$5.4 million, which is the same as the amount projected in the FY 2023-24 Adopted Budget.

Expenditures/Transfers-out:

Total annual expenditures and transfers-out is projected to be \$20.5 million, which is \$0.6 million more than the amount projected in the Adopted FY 2023-24 Budget, due to facilities projects, including the City Hall Campus Fuel Station project.

Fund Balance:

The projected Fund Balance of \$0.8 million would be 4.2% of projected Expenditures as of June 30, 2024.

Please contact me if you have any questions.

FY 2023-24 3rd Quarter Financial Report

GENERAL FUND SUMMARY

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<u>Fund Balance, July 1</u>					
Unassigned	55,393,852	55,393,852	55,393,852		
Nonspendable + Restricted + Assigned	900,000	900,000	900,000		
Total Fund Balance (actual)	56,293,852	56,293,852	56,293,852		
<u>Revenue</u>					
Property Taxes	38,040,134	37,922,072	38,039,297	(837)	0.00%
Business Licenses & Permits	27,953	17,230	24,733	(3,220)	-11.52%
Other Licenses & Permits	1,631,902	1,386,120	2,044,502	412,600	25.28%
Grants	370,500	1,440,604	1,391,679	1,021,179	275.62%
State Shared Revenues	9,483,781	3,927,766	10,590,480	1,106,699	11.67%
Fees	7,041,782	6,073,255	7,348,795	307,013	4.36%
Sales	594,278	1,443,215	704,308	110,030	18.51%
Fines & Forfeitures	1,358,435	1,347,663	1,804,802	446,367	32.86%
Interest Earnings	303,000	1,465,423	2,848,739	2,545,739	840.18%
Recreation User Charges	8,585,969	5,700,295	8,667,650	81,681	0.95%
Other Revenue	2,852,976	1,638,621	2,116,240	(736,736)	-25.82%
Total Revenue	70,290,710	62,362,262	75,581,224	5,290,514	7.53%
<u>Expenditures</u>					
City Council	132,215	114,036	151,807	19,592	14.82%
Planning Commission	77,653	140,660	153,898	76,245	98.19%
Boards and Commissions	3,202,637	2,288,786	3,177,124	(25,514)	-0.80%
City Administration	833,149	661,783	825,551	(7,598)	-0.91%
Public Information	1,036,480	450,109	826,780	(209,700)	-20.23%
Finance	250,392	178,427	249,000	(1,392)	-0.56%
Accounting	599,698	515,564	588,698	(11,000)	-1.83%
Assessing	856,580	589,149	820,173	(36,407)	-4.25%
Treasury	443,002	334,660	455,286	12,284	2.77%
Corporation Counsel	782,400	540,927	782,400	-	0.00%
City Clerk	1,114,370	857,268	1,067,179	(47,191)	-4.23%
Human Resources	632,906	420,611	596,744	(36,162)	-5.71%
Central Services	1,380,246	945,037	1,387,032	6,786	0.49%
Support Services	3,131,889	2,662,892	3,114,948	(16,941)	-0.54%
Post-Employment Benefits	2,254,673	1,503,115	2,254,673	-	0.00%
Police Department	19,502,549	15,561,217	19,260,812	(241,737)	-1.24%
Fire Department	8,229,941	6,693,658	8,374,578	144,637	1.76%
Public Services Administration	632,911	406,391	607,143	(25,768)	-4.07%
Road Maintenance (Net)	341,181	641,870	281,544	(59,637)	-17.48%
Planning & Community Development	1,832,377	1,539,499	1,953,120	120,743	6.59%
Building Maintenance	541,110	372,679	515,510	(25,600)	-4.73%
Engineering	1,566,664	1,041,690	1,485,448	(81,216)	-5.18%
DPW Maintenance Facility	1,370,768	1,319,671	1,467,390	96,622	7.05%
Waste Removal	4,319,592	2,735,506	4,186,538	(133,054)	-3.08%
Special Services Administration	4,385,912	3,762,028	4,578,444	192,532	4.39%
Senior Services	1,178,695	976,079	1,054,092	(124,603)	-10.57%
Parks Maintenance	1,944,252	1,341,264	1,945,993	1,741	0.09%
Cultural Arts	1,666,102	959,766	1,476,698	(189,404)	-11.37%
Golf Course	884,015	628,768	875,634	(8,381)	-0.95%
Recreation Programs	2,792,177	2,036,351	2,789,862	(2,315)	-0.08%
Ice Arena	1,169,700	803,053	1,124,143	(45,557)	-3.89%
Total Expenditures	69,086,236	53,022,515	68,428,241	(657,995)	-0.95%
Excess of Revenue Over (Under) Expenditures	1,204,474	9,339,748	7,152,983	5,948,509	493.87%
<u>Other Financing Sources (Uses)</u>					
Operating Transfers In	1,316,850	987,639	1,316,850	-	0.00%
Operating Transfers Out	(7,623,951)	(5,717,964)	(7,973,951)	-	0.00%
Total Other Financing Sources (Uses)	(6,307,101)	(4,730,325)	(6,657,101)	-	0.00%
Excess of Revenue and Other Financing	(5,102,627)	4,609,423	495,882	5,948,509	-116.58%
<u>Fund Balance, June 30</u>					
Unassigned	900,000		900,000		
Nonspendable + Restricted + Assigned	50,291,225		55,889,735		
Total Fund Balance, June 30	51,191,225		56,789,735	5,598,509	
Total Fund Balance - Percent of Expenditures	66.7%		74.3%		
Unassigned Fund Balance - Percent of Expendit	65.6%		73.2%		
25% of Expenditures	19,177,547		19,100,548		
Unassigned Fund Balance Over/(Under) 25% of	31,113,679		36,789,187		
Revenue + Transfers-in	71,607,560		76,898,074	5,290,514	7.39%
Expenditures + Transfers-out	76,710,187		76,402,192	(307,995)	-0.40%

FY 2023-24 3rd Quarter Financial Report

MAJOR ROADS FUND SUMMARY

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<u>Fund Balance, July 1</u>					
Nonspendable + Restricted + Assigned Unassigned	15,781,909	15,781,909	15,781,909		
Total Fund Balance (actual)	15,781,909	15,781,909	15,781,909		
<u>Revenue</u>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	8,194,167	3,725,557	8,194,167	-	0.00%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	8,194,167	3,725,557	8,194,167	-	0.00%
Other Revenues					
Miscellaneous	190	235	250	60	31.58%
Interest Earnings	75,000	200,939	266,667	191,667	255.56%
Total Other Revenues	75,190	201,175	266,917	191,727	254.99%
Total Revenue	8,269,357	3,926,732	8,461,084	191,727	2.32%
<u>Expenditures</u>					
Construction	11,267,252	12,052,049	15,854,500	4,587,248	40.71%
Routine Maintenance	2,787,295	1,926,861	3,229,271	441,976	15.86%
Traffic Services - Maintenance	699,825	562,992	652,620	(47,205)	-6.75%
Winter Maintenance	1,245,689	581,991	774,077	(471,612)	-37.86%
Administration, Records & Engineering	90,400	37,277	90,400	-	0.00%
Total Expenditures	16,090,461	15,161,170	20,600,868	4,510,407	28.03%
Excess of Revenue Over (Under) Expenditures	(7,821,104)	(11,234,437)	(12,139,784)	(4,318,680)	55.22%
<u>Other Financing Sources (Uses)</u>					
Operating Transfers In	6,175,770	4,298,925	6,747,270	571,500	9.25%
Operating Transfers Out	(2,000,000)	(1,500,000)	(2,000,000)	0	0.00%
Total Other Financing Sources (Uses)	4,175,770	2,798,925	4,747,270	571,500	13.69%
Excess of Revenue and Other Financing	(3,645,334)	(8,435,513)	(7,392,514)	(3,747,180)	102.79%
<u>Fund Balance, June 30</u>					
Nonspendable + Restricted + Assigned	12,136,575		8,389,395		
Total Fund Balance, June 30	12,136,575		8,389,395		
Total Fund Balance - Percent of Expenditures	67.1%		37.1%		
Revenue + Transfers-in	14,445,127		15,208,354	763,227	5.28%
Expenditures + Transfers-out	18,090,461		22,600,868	4,510,407	24.93%

FY 2023-24 3rd Quarter Financial Report

LOCAL ROADS FUND SUMMARY

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<u>Fund Balance, July 1</u>					
Nonspendable + Restricted + Assigned Unassigned	6,618,790	6,618,790	6,618,790		
Total Fund Balance (actual)	6,618,790	6,618,790	6,618,790		
<u>Revenue</u>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	2,994,581	1,297,475	2,947,325	(47,256)	-1.58%
Federal/State Grants	0	0	47,256	47,256	0.00%
Total Intergovernmental Revenues	2,994,581	1,297,475	2,994,581	0	0.00%
Other Revenues					
Miscellaneous					
Interest Earnings	75,000	92,170	81,668	6,668	8.89%
Total Other Revenues	75,000	92,170	81,668	6,668	8.89%
Total Revenue	3,069,581	1,389,645	3,076,249	6,668	0.22%
<u>Expenditures</u>					
Construction	16,979,759	17,284,433	19,421,300	2,441,541	14.38%
Routine Maintenance	3,530,580	2,023,382	4,122,769	592,189	16.77%
Traffic Services - Maintenance	29,078	11,384	41,405	12,327	42.39%
Winter Maintenance	127,496	150,774	108,311	(19,185)	-15.05%
Administration, Records & Engineering	902,500	818,669	902,600	100	0.01%
Total Expenditures	21,569,413	20,288,642	24,596,385	3,026,972	14.03%
Excess of Revenue Over (Under) Expenditures	(18,499,832)	(18,898,997)	(21,520,136)	(3,020,304)	16.33%
<u>Other Financing Sources (Uses)</u>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	15,546,266	11,659,701	15,546,266	-	0.00%
Operating Transfers Out	0	0	0	-	0.00%
Total Other Financing Sources (Uses)	15,546,266	11,659,701	15,546,266	0	0.00%
Excess of Revenue and Other Financing	(2,953,566)		(5,973,870)	(3,020,304)	102.26%
<u>Fund Balance, June 30</u>					
Nonspendable + Restricted + Assigned	3,665,224		644,920		
Total Fund Balance, June 30	3,665,224		644,920		
Total Fund Balance - Percent Of Expenditures	17.0%		2.6%		
Revenue + Transfers-in	18,615,847		18,622,515	6,668	0.04%
Expenditures + Transfers-out	21,569,413		24,596,385	3,026,972	14.03%

FY 2023-24 3rd Quarter Financial Report

CAPITAL IMPROVEMENT FUND SUMMARY

	2023/24 Amended Budget	2023/24 Year-To-Date (includes encumbrances)	2023/24 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<u>Fund Balance, July 1</u>					
Nonspendable + Restricted + Assigned Unassigned	16,013,518	16,013,518	16,013,518		
Total Fund Balance (actual)	16,013,518	16,013,518	16,013,518		
<u>Revenue</u>					
Grants	100,000	0	100,000	-	0.00%
Miscellaneous	0	27,884	0	-	0.00%
Interest Earnings	200,000	211,261	200,000	-	0.00%
Total Revenue	300,000	239,144	300,000	-	0.00%
<u>Expenditures</u>					
Capital and Equipment	10,784,988	9,634,379	7,172,346	(3,612,642)	-33.50%
Construction	8,689,682	8,135,005	8,689,682	-	0.00%
City Wide Facilities Improvements	0	712,541	4,682,742	4,682,742	0.00%
Miscellaneous	500	0	500	-	0.00%
Debt Payment	452,543	0	0	(452,543)	-100.00%
Total Expenditures	19,927,713	18,481,925	20,545,270	617,557	3.10%
Excess of Revenue Over (Under) Expenditures	(19,627,713)	(18,242,781)	(20,245,270)	(617,557)	3.15%
<u>Other Financing Sources (Uses)</u>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	5,100,000	3,825,000	5,100,000	-	0.00%
Operating Transfers Out	0	339,408	0	-	0.00%
Total Other Financing Sources (Uses)	5,100,000	4,164,408	5,100,000	-	0.00%
Excess of Revenue and Other Financing Sources Over (Under)	(14,527,713)	4,503,816	(15,145,270)	(617,557)	4.25%
<u>Fund Balance, June 30</u>					
Nonspendable + Restricted + Assigned	1,485,805		868,248		
Total Fund Balance, June 30	1,485,805		868,248		
Total Fund Balance - Percent of Expenditures	7.5%		4.2%		
Revenue + Transfers-in	5,400,000		5,400,000	-	0.00%
Expenditures + Transfers-out	19,927,713		20,545,270	617,557	3.10%



MEMORANDUM

To: Gary Mekjian, City Manager
From: Thomas C. Skrobola, Finance Director/Treasurer
Date: April 11, 2024
Subject: The City's Quarterly Investment Report as of March 31, 2024

Attached you will find the City's Quarterly Investment Report (exclusive of the investments of the Pension Trust Funds) as of March 31, 2024.

In comparison to the quarter ended December 31, 2023, the City's total investment/bank balance is \$160.6 million, a decrease of \$20.4 million or 11.3%, which is typical for this period, coming after the deadline for the payment of Summer (2023) Property Taxes.

In comparison to the same quarter a year ago, i.e., the quarter ended March 31, 2024, the City's total investment/bank balance has increased by \$1.2 million or 0.8%, which reflects a slightly positive cash flow that is the net of FY 2022-23 year-end performance which added a net \$9 million to the General Fund balance, and a spend-down for planned infrastructure capital projects whose budget amounts were rolled over from FY 22-23 to FY 23-24.

The City's average Rate of Return (R.O.R.) on investments was 4.62% compared to 4.76% the previous quarter. The City's R.O.R. was below the benchmark Fed Funds Rate by a modest 0.71%. This small gap represents short-term Treasury rates increases that trail increases in Federal Reserve Rates by the Federal Reserve Open Market Committee. The Treasurer's Office has shortened maturities to "climb the ladder" through the prudent and timely diversification of investment options, which is why the difference between the benchmark and actual performance is relatively small. We also instituted \$25 million of slightly longer-term investments (with an average maturity of 321 days) to begin to lock-in historically high interest rates. These strategies will begin to move the City's R.O.R. ahead of the benchmark by the time the Federal Reserve begins to lower the benchmark Federal Funds Rate.

We will continue to work within the primary objectives of the City's Investment Policy, which, in priority order, are; safety, diversification, liquidity and return on investment, as highlighted below:

1. Safety of principal is the primary objective of the City of Farmington Hills investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate risk through the utilization of FDIC insured and collateralized investments;
2. The investments shall be diversified by type and institution in order that potential losses on individual securities do not exceed the income

generated from the remainder of the portfolio. The City has investments in certificate of deposits, CDARS, cash equivalents, mutual funds, checking accounts, savings accounts, money market accounts, and U.S. instruments, diversified between financial institutions as indicated in this report;

3. The investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which may be reasonably anticipated, by the use of cash flow forecasting models; and
4. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio. At minimum, the City's average rate of return on investments should earn more than the 3-month Treasury Bill Rate and Fed Funds Rate.

Please let me know if you have any questions.

City of Farmington Hills Quarterly Investment Report As of March 31, 2024								
						\$160,604,160	4.62%	
Financial Institution	Fund	Account Type	Investment	Bank Total	Date of Maturity	Current % Interest Rate	Average R.O.R.	Percentage of Portfolio
Comerica Bank	All funds	*CK	91,478		Immediate	0.18%	0.0001%	
Comerica Bank	All Funds-J-Fund	MF	93,648,485	93,739,963	Immediate	5.14%	2.9971%	58.37%
Michigan Class	All Funds	MMIP	26,958,508	26,958,508	Immediate	5.41%	0.9085%	16.79%
Oakland County Investment Pool	All Funds	LGIP	11,282,543	11,282,543	Immediate	2.03%	0.1429%	7.03%
PNC Bank	All Funds	*CK	3,233,329	3,233,329	Immediate	0.19%	0.0038%	2.01%
Robinson Capital	All Funds	MUNI	25,389,818	25,389,818	Varies	3.62%	0.5723%	15.81%
Total				160,604,160			4.6247%	100.00%
1-Year Treasury Bill Rate-trailing six months							5.32%	
3-Month Treasury Bill Rate-trailing six months							5.45%	
Quarterly Fed Funds Rate-trailing six months							5.33%	
City's Avg. R.O.R. over/(under) the 1-year T-Bill Rate							-0.69%	
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate							-0.82%	
City's Avg. R.O.R. over/(under) the Fed Funds Rate							-0.71%	
Type Codes								
CD - Certificate of Deposit		MF - Mutual Fund		MUNI - Municipal Bonds				
CE - Cash Equivalent		MM - Money Market Account						
CK - Regular Checking		***MMIP - Money Market Investment Pool						
CP - Commercial Paper		SV - Savings Account						
IBC- Interest bearing checking		USI - United States Instrumentality						
LGIP - Local Government Investment Pool		UST - United States Treasury						
*CK = Earnings Credit applied to Bank Service Fees.								
**CK = Non-interest bearing account.								
***Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is rated 'AAA' by Standard & Poor's. The rating signifies extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. This is accomplished through conservative investment practices and strict internal controls. Standard & Poor's monitors the portfolio on a weekly basis. The Pool invests in US Treasury obligations, federal agency obligations of the U.S. government, high grade commercial paper (A-1 or better), collateralized bank deposits, repurchase agreements (collateralized at 102% by Treasuries and agencies) and approved money market funds. The credit quality of the Pool is excellent with greater than 50% of the securities invested in A-1+ securities and the remainder in A-1 paper. The portfolio's weighted average maturity is kept under 60 days, which further helps to enhance liquidity and limits market price exposure. Portfolio securities are priced to market on a weekly basis.								
			Previous 1/4	\$181,020,106			112.7%	
			\$ Change	(\$20,415,946)				
			% Change	-11.28%				
			Previous Year	\$159,398,247			99.2%	
			\$ Change	\$1,205,913				
			% Change	0.76%				

REPORT FROM THE CITY MANAGER TO CITY COUNCIL – April 22, 2024**SUBJECT:** Award of Bid—Dump Truck Hook Lifts and Upfitting**ADMINISTRATIVE SUMMARY:**

- A request for proposals (RFP) was issued through the Michigan Intergovernmental Trade Network (MITN) e-procurement system by the City of Rochester Hills, RFP-RH-20-023 and opened on March 18, 2020. The initial term was for three (3) years and has been extended through 2025.
- The RFP was a seven-community cooperative effort, with the City of Rochester Hills acting as lead agency and included the cities of Farmington Hills, Rochester Hills, Auburn Hills, Madison Heights, Livonia, Huntington Woods, and Bloomfield Township. The proposal was developed with the intent to create a multi-year, comprehensive, cooperative contract for any MITN agency to procure single and tandem-axle dump trucks and related equipment for snow and ice control. Participating in a cooperative purchase provides cost savings for the City of Farmington Hills due to the buying power of the cooperative.
- The proposed purchase provides hook lift hoist systems and various winter maintenance accessories that will be installed on two (2) 5-yard dump truck chassis previously awarded to Wolverine Freightliner.
- The purchase also includes the refurbishing of two (2) v-box salt spreaders and two (2) anti-ice tanks.
- The recommended award complies with the City's specifications and is within budget. Funding for this purchase is provided in the Capital Improvement Budget for FY 23/24.
- The recommended vendor is Truck & Trailer Specialties of Dutton, Michigan. Truck & Trailer has provided and installed plows as well as other winter maintenance equipment for the City in the past with high quality and solid workmanship.

RECOMMENDATION:

IT IS RESOLVED, that the City Council of Farmington Hills authorize the City Manager to issue a purchase order with Truck & Trailer Specialties in the amount of \$371,880.00 for the purchase and installation of hook lifts and winter maintenance accessories on two (2) new dump truck chassis.

Prepared by: Derrick Schueller, DPW Superintendent

Reviewed by: Nikki Lumpkin, Senior Buyer

Departmental Authorization: Jacob Rushlow, P.E., Director, Department of Public Services
Michelle Aranowski, Director, Department of Central Services

Approved by: Gary Mekjian, P.E., City Manager

REPORT FROM THE CITY MANAGER TO CITY COUNCIL –April 22, 2024

SUBJECT: Award of Bid—2024 Catch Basin Cleaning and As-Needed Storm Sewer Cleaning Services

ADMINISTRATIVE SUMMARY:

- The 2024 Catch Basin Cleaning Services Contract was publicly advertised and competitively bid on the Michigan Intergovernmental Trade Network (MITN) e-procurement system and opened on March 12, 2024. Notification was sent to 365 vendors including 86 that hold classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled.
- This program involves the removal of sediment and debris from storm sewer catch basins and pipe to ensure unobstructed flow. Catch basin cleaning follows Best Maintenance Practices for street maintenance and is a requirement of our current EGLE National Pollutant Discharge permit for municipal storm sewer systems. The City has over 4,500 catch basins that are cleaned on a six-year rotating schedule.
- The bid provides for a one-year contract with provisions up to four (4) additional one-year extensions through mutual consent by the City and the Contractor (see attached bid tab).
- Funding for this program is provided in Major and Local Road Maintenance budget as well as Capital Improvement Drainage Budget.
- In addition to the catch basin annual cleaning, prices were also requested for as-needed cleaning and televising of various sizes of storm sewer pipe. This service supplements DPW and Engineering staff during roadway design, emergencies, and more complicated storm sewer repairs.
- The contractor recommended for the award, Safeway Transport of Dearborn, Michigan, has worked for other communities in Southeast Michigan for over seven (7) years and provided economical results.



SUPPORTING DOCUMENTATION:

City of Farmington Hills
 Bid tabulation
 Bid #itb-fh-23-24-2448
 2024 Catch Basin Cleaning & As Needed Storm Sewer Cleaning Services
 3/12/2024

DESCRIPTION	EST. QTY.	Pipeline Management Company, LLC of Milford, MI		Advanced Underground Inspection, LLC of Westland, MI		Duke's Root Control, Inc of Elgin, IL		Safeway Transport, Inc. of Dearborn, MI	
		Bond-Yes & Addm.-Yes		Bond-Yes & Addm.-Yes		Bond-Yes & Addm.-No		Bond-Yes & Addm.-Yes	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Catch Basin Cleaning (Cycle C)	766	\$185.00	\$141,710.00	\$218.00	\$166,988.00	\$85.00	\$65,110.00	\$69.00	\$52,854.00
Storm Sewer Cleaning (1-3 passes w/water)									
12 in. sewer	10000	\$2.50	\$25,000.00	\$1.00	\$10,000.00	\$2.00	\$20,000.00	\$1.03	\$10,300.00
18 in. sewer	2000	\$3.50	\$7,000.00	\$1.00	\$2,000.00	\$2.00	\$4,000.00	\$1.24	\$2,480.00
24 in. sewer	200	\$5.50	\$1,100.00	\$1.95	\$390.00	\$2.00	\$400.00	\$1.50	\$300.00
30 in. sewer	200	\$6.50	\$1,300.00	\$2.15	\$430.00	\$2.00	\$400.00	\$1.82	\$364.00
42 in. sewer	100	\$8.50	\$850.00	\$4.00	\$400.00	\$2.00	\$200.00	\$2.42	\$242.00
Heavy Storm Sewer Cleaning (4 or more passes w/water)									
12 in. sewer	5700	\$2.00	\$11,400.00	\$2.50	\$14,250.00	\$3.00	\$17,100.00	\$1.64	\$9,348.00
18 in. sewer	1300	\$2.00	\$2,600.00	\$2.50	\$3,250.00	\$3.00	\$3,900.00	\$1.98	\$2,574.00
24 in. sewer	600	\$4.00	\$2,400.00	\$2.50	\$1,500.00	\$3.00	\$1,800.00	\$2.40	\$1,440.00
30 in. sewer	200	\$4.00	\$800.00	\$3.25	\$650.00	\$3.00	\$600.00	\$2.90	\$580.00
42 in. sewer	700	\$7.54	\$5,278.00	\$5.00	\$3,500.00	\$3.00	\$2,100.00	\$3.86	\$2,702.00
48 in. sewer	200	\$10.54	\$2,108.00	\$13.50	\$2,700.00	\$3.00	\$600.00	\$6.91	\$1,382.00
54 in. sewer	200	\$25.00	\$5,000.00	\$15.00	\$3,000.00	\$3.00	\$600.00	\$7.61	\$1,522.00
60 in. sewer	500	\$30.00	\$15,000.00	\$20.00	\$10,000.00	\$3.00	\$1,500.00	\$8.37	\$4,185.00
CCTV Storm Sewer (all sizes)	1000	\$1.00	\$1,000.00	\$1.00	\$1,000.00	\$3.25	\$3,250.00	\$1.50	\$1,500.00
Characterization of storm sewer sludge	1	\$5,000.00	\$5,000.00	\$400.00	\$400.00	\$1,500.00	\$1,500.00	\$600.00	\$600.00
Combination Sewer Truck and 2-Person Crew	40	\$300.00	\$12,000.00	\$325.00	\$13,000.00	\$275.00	\$11,000.00	\$275.00	\$11,000.00
Waste Disposal, Pipe Cleaning Only	20	\$1.00	\$20.00	\$250.00	\$5,000.00	\$200.00	\$4,000.00	\$150.00	\$3,000.00
TOTAL BASE BID			\$239,566.00		\$238,458.00		\$138,060.00		\$106,373.00
% per year to extend pricing for 4 additional years.			5%		5%		5%		0%

Bid notification was sent to 365 vendors. We received zero "No Bids."

RECOMMENDATION:

IT IS RESOLVED, that the City Council of Farmington Hills authorize the City Manager to approve the required contract and purchase orders to Safeway Transport, Inc. for the 2024 Catch Basin Cleaning and As-Needed Storm Sewer Cleaning Services in the amount not-to-exceed the annual budgeted amount with one or more administration approved extensions not-to-exceed a total of four (4) additional years.

Prepared by:	Derrick Schueller, DPW Superintendent
Reviewed by:	Nikki Lumpkin, Senior Buyer
Departmental Authorization:	Jacob Rushlow, P.E., Director, Department of Public Services Michelle Aranowski, Director, Department of Central Services
Approved by:	Gary Mekjian, P.E., City Manager

MINUTES
CITY OF FARMINGTON HILLS
FARMINGTON HILLS CITY COUNCIL
CITY HALL – COMMUNITY ROOM
APRIL 8, 2024 – 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Pro-Tem Bridges at 6:00pm.

Council Members Present: Aldred, Boleware, Bridges, Bruce, Dwyer and Knol

Council Members Absent: Rich

Others Present: City Manager Mekjian, City Clerk Lindahl, Assistant City Manager Mondora, Directors Kettler-Schmult and Rushlow, and City Attorney Joppich

DISCUSSION ON BALLOT LANGUAGE FOR CHARTER AMENDMENTS:

a. TERM OF OFFICE FOR COUNCILMEMBERS AND MAYOR

City Clerk Lindahl explained that due to recent changes in election laws, the certification of elections is now taking several weeks, therefore causing an issue with the way the city charter reads and the term of elected officials. The charter states that successful candidates are sworn in at the next regular council meeting and if the election is not certified that cannot happen, which causes a lack of quorum. To address this issue, the City attorney has prepared a draft charter amendment to be placed on the November 5, 2024 ballot.

City Attorney Joppich reviewed proposal language and explained how it would appear in the charter. He noted that he is waiting for an informal approval by the attorney general's office and once he has that, the resolution can go before council at a regular meeting.

It was the consensus of Council to put this item on the agenda as directed by the City Attorney.

b. PUBLIC ROADS AND STREET MILLAGE

City Attorney Joppich said that the proposed ballot language for CHARTER AMENDMENT PUBLIC STREETS AND ROADS MILLAGE reflected a renewal of the existing millage as well as an increase, which increase was actually a restoration of the original 2 mills approved by the voters, but which had been rolled back per Headlee Amendment requirements. The resolution language complied with the state's strict wording requirements, including being limited to 100 words. If passed by the voters, the proposed amendment will replace City Charter Section 7.02e with language consistent with the ballot proposal language.

Assistant City Manager Mondora affirmed that there will be a very robust educational push regarding this ballot proposal. The City will provide informational material as it had done in the past, including FAQs.

It was the consensus of Council to accept the ballot language and to put the amendment on the ballot in November. As for the previous item, this item will be placed on a Council agenda as directed by the City Attorney.

DISCUSSION ON LIQUOR LICENSE ORDINANCE AMENDMENT

City Clerk Lindahl explained that the American Legion was moving from Farmington to Farmington Hills. The American Legion had their own liquor license, but the ordinance prevented them from using their license because they were not a bona fide restaurant operation. This issue had come up before during Council discussion at the May 9, 2022 study session, and those minutes are included in tonight's background documentation.

Council generally agreed with the need to expand the ordinance. However, there was some concern that the draft ordinance language moved from something that was well defined (bona fide restaurant operation) to something much less defined, making approvals reliant on Council's favor rather than a clear standard.

City Attorney Joppich explained that the City already had broad discretion to deny a liquor license, in that Section 4-46(4) gave Council the ability to decide whether a liquor license permit will provide a benefit to the community, as described in this subsection.

It was the consensus of Council to put this item on a regular City Council agenda for first reading.

DISCUSSION ON TEMPORARY CONNECTION AGREEMENTS – DEFERRAL POLICY FOR CONNECTION FEES

Assistant City Manager Mondora explained that over the last 60 years or so the City had a policy through the Public Services Department to allow the City to enter into temporary connection agreements with residents in hardship situations where a resident serviced by a private sewer or water system was required to make a connection to public sewer or water system when the public system was not available across the property frontage. The agreement outlined that a temporary connection could be used, but when the utility was extended across the property, the property owner would be subject to an appropriate proportional share of the cost through a special assessment district or a payback district.

There were currently over 100 payback districts in Farmington Hills. There have been situations where a property owner may not be aware of the connection agreement that is legally recorded against their property, either because it wasn't called to their attention when they purchased the property, or they weren't the original property owner that signed it. If the home is purchased via a mortgage, the title company involved is responsible for finding this legally recorded agreement during a title search. If for some reason this does not happen or the agreement is not otherwise disclosed, the temporary connection agreement can come as a surprise to the property owner. If a property owner indicates that they are unable to pay or make installment payments, a relief mechanism is available to residents whose income is no more than 200% of the federal poverty level. If this was the case, the City's policy to potentially deal with that situation is that the costs can be deferred and no payment made until such a time as the property changes hands or there is a sale.

Council has received draft language from City Attorney Joppich regarding the deferral policy for temporary connection agreements. It was the consensus of Council to put the draft language on the agenda.

Public comment

Susan Suokas, Farmington Hills, spoke of the difficulty she is facing, after learning about the connection agreement that was recorded against her property. She purchased the property 11 years ago, but the agreement was not made known to her by the title company. She had not known about the temporary connection agreement until last year when she tried to sell the home, and discovered that the cost of a permanent connection would be \$52K plus another \$20K-\$40K for an attachment. She stated that the cost

will destroy all equity in her home, making it impossible for her to move to a more retirement-friendly location. She has been told that the statute of limitations prevented her from seeking redress from the title company involved when she purchased her home.

Council discussed Ms. Suokas' situation, and City Manager Mekjian said that he and his staff had been working with Ms. Suokas for some time regarding this issue.

With Council's approval, City Attorney Joppich offered to have a conversation with Ms. Suokas' attorney regarding this matter.

ADJOURNMENT

The study session meeting adjourned at 7:11pm.

Respectfully submitted,

Carly Lindahl, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL MEETING
CITY HALL – COUNCIL CHAMBER
APRIL 8, 2024 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Pro-Tem Bridges at 7:31pm.

Council Members Present: Aldred, Boleware, Bridges, Bruce, Dwyer and Knol

Council Members Absent: Rich

Others Present: City Manager Mekjian, City Clerk Lindahl, Assistant City Manager Mondora, Directors Brockway, Harvey, Kettler-Schmult, Rushlow and Schnackel, Police Chief King, and City Attorney Joppich

PLEDGE OF ALLEGIANCE

Angie Smith, resident and Farmington Public Schools Board member, led the pledge of allegiance.

Mayor Pro Tem provided the following message:

Good evening community members – thank you for joining us this evening. To those observing Ramadan, Ramadan Kareem.

The City recognizes and appreciates the desire of those observing Ramadan and we want to ensure that community members who wish to participate in tonight’s public comment are able to both share their concerns and break their fast.

We are also aware of an effort to hold a second outdoor iftar near City Hall. Typically, this type of gathering is not permitted in the area in which the group set up ahead of the last council meeting, as this serves as the main entranceway to City Hall and is an access point during emergencies.

However, City Manager Gary Mekjian has asked City staff to designate an area near City Hall for the potluck this evening that will allow for a safe gathering and ensure unimpeded access to all attending the Council meeting.

Further, City Council has implemented a change, moving public comment to the end of the meeting.

The intent for these arrangements is to allow time for those observing Ramadan to participate in public comment, following iftar and evening prayer.

APPROVAL OF REGULAR SESSION MEETING AGENDA

MOTION by Dwyer, support by Boleware, to approve the agenda as published.

MOTION CARRIED 6-0.

ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS

WALLED LAKE CONSOLIDATED SCHOOLS BOND PROPOSAL PRESENTATION

Julie Omer, Walled Lake Consolidated Schools Assistant Superintendent of Business Services, provided a brief overview of the bond proposal on the upcoming May 7, 2024 Special Election ballot. She noted that the bond is designed to provide significant upgrade and renovations at every school throughout the district with no additional costs to taxpayers.

INTRODUCTION OF JACOB RUSHLOW, NEW DIRECTOR OF PUBLIC SERVICES

City Manager Mekjian introduced the new Director of Public Services Jacob Rushlow, noting that he brings more than 23 years of engineering and public services expertise gained in both the public and private sectors, most recently serving as assistant director of public works for the City of Livonia. He holds a bachelor's degree in civil engineering from the University of Toledo and is a graduate of the Michigan Public Service Institute at Central Michigan University.

Director Rushlow stated that he looks forward to working with council and serving this community.

HISTORIC DISTRICT COMMISSION PRESENTATION: UNDERGROUND RAILROAD

Brian Golden of the Historical Commission provided a presentation on the Underground Railroad exhibit featuring panels that highlight the history of the underground railroad in Oakland County, the panels will be on display at Farmington Hills City Hall, for the month of April.

BEAUTIFICATION COMMISSION 2023 ANNUAL REPORT

Kathie Brown and Alex Clar of the Beautification Commission provided Council with the 2023 Annual Report.

CORRESPONDENCE

There was no correspondence received.

CONSENT AGENDA

MOTION by Bruce, support by Boleware, to approve the consent agenda as read.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL

Nays: NONE

Absent: RICH

Abstentions: NONE

MOTION CARRIED 6-0.

COUNCIL MEMBERS' COMMENTS AND ANNOUNCEMENTS

There were no Councilmember comments or announcements.

CITY MANAGER UPDATE

The City Manager provided the following update:

- Thanked staff for the work done for the State of the County Address at The Hawk, it was a great event
- Acknowledged the Firefighters that delivered a baby in the passenger seat of a car
- Congratulated Police Chief King on his appointment to the Governors Traffic Safety Advisory Committee

UNFINISHED BUSINESS

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-2-2024 AMENDING THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 17, "NUISANCES," ARTICLE VII "PERFORMANCE STANDARDS," SECTION 17-101, "NOISE," FOR PURPOSES OF ADDING A NEW SUBSECTION 17-101(E)(2) TO PROHIBIT NOISE, THAT IS AUDIBLE ON ADJACENT RESIDENTIAL PROPERTY, EMANATING FROM THE ENGINE OF ANY PARKED OR STANDING COMMERCIAL TRUCK OR TRACTOR TRAILER WHILE LOADING OR UNLOADING, OR WHILE WAITING TO LOAD OR UNLOAD, ITS CARGO, IF SUCH VEHICLE IS PARKED OR STANDING FOR SUCH PURPOSES FOR A PERIOD OF MORE THAN TWENTY MINUTES; AND APPROVAL OF SUMMARY FOR PUBLICATION.

Director of Planning and Community Development, Charmaine Kettler-Schmult, explained that this ordinance was before Council at their last meeting and tonight it is before them for a second reading.

MOTION by Boleware, support by Aldred, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-2-24 amending the Farmington Hills Code of Ordinances, Chapter 17, "Nuisances," Article VII "Performance Standards," Section 17-101, "Noise," for purposes of adding a new subsection 17-101(e)(2) to prohibit noise, that is audible on adjacent residential property, emanating from the engine of any parked or standing commercial truck or tractor trailer while loading or unloading, or while waiting to load or unload, its cargo, if such vehicle is parked or standing for such purposes for a period of more than twenty minutes; and approval of summary for publication.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-3-2024 AMENDING THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 18, "OFFENSES," ARTICLE V "OFFENSES AGAINST PUBLIC PEACE," FOR PURPOSES OF REPEALING SECTION 18-165, "LOADING OR UNLOADING OF TRUCKS;" AND APPROVAL OF SUMMARY FOR PUBLICATION.

Director Kettler-Schmult explained that this ordinance was before Council at their last meeting and tonight it is before them for a second reading.

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-3-2024 amending the Farmington Hills Code of Ordinances, Chapter 18, "Offenses," Article V "Offenses Against Public Peace," for purposes of repealing Section 18-165, "Loading or Unloading of Trucks;" and approval of summary for publication.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH

Abstentions: NONE

MOTION CARRIED 6-0.

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-4-2024 TO AUTHORIZE THE CONVEYANCE OF CITY OWNED PROPERTY, PARCEL 22-23-02-153-009 TO EVERALD SMALL; AND APPROVAL OF SUMMARY FOR PUBLICATION.

Director of Economic Development, Cristia Brockway, explained that this ordinance was before Council at their last meeting and tonight it is before them for a second reading.

MOTION by Aldred, support by Dwyer, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-4-2024 to authorize the conveyance of certain property, parcel 22-23-02-153-009 to Everald Small, an individual; and approval of summary for publication.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL

Nays: NONE

Absent: RICH

Abstentions: NONE

MOTION CARRIED 6-0.

NEW BUSINESS

CONSIDERATION OF APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS.

MOTION by Knol, support by Bruce, that the City Council of Farmington Hills hereby confirms the Mayor's recommendation to appoint the following individuals to various City Boards and Commissions:

Commission on Community Health

	Length of Term:	Term ending:
Yvette Stines	3 Years	February 1, 2027

Yvette will fill the regular vacancy left by Cheryl Patel who resigned.

Economic Development Corporation

	Length of Term:	Term ending:
Vivianne Rousseau	Unexpired Term	February 1, 2027

Vivianne will fill the regular vacancy left by Susan Arlin who resigned in 2024.

	Length of Term:	Term ending:
Cassie Clark	Unexpired Term	February 1, 2029

Cassie will fill the regular vacancy left by Lew Cantor who resigned in 2024.

Committee to Increase Voter Participation

	Length of Term:	Term ending:
Jim Molnar	Unexpired Term	February 1, 2027

Jim will fill the alternate vacancy.

Farmington Area Arts Commission

Craig Nowak	Length of Term: 3 years	Term ending: February 1, 2027
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Craig will fill the regular vacancy left by Joy Gradin who resigned in 2022.

MOTION CARRIED 6-0.

CONSIDERATION OF SELECTION OF THE VOTING DELEGATE AND ALTERNATE VOTING DELEGATE FOR SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG).

Councilmember Boleware stated that she was confused as to why this item was on the agenda as she was appointed voting delegate for SEMCOG in January 2022 with no term limit, so she would like an explanation as to what the process is for appointments as delegates to SEMCOG.

Discussion was held on who currently holds the positions of voting delegate and alternate delegate, the process of selecting those positions, if a vote was necessary this evening and if it was a requirement that the position of alternate delegate be the mayor.

Attorney Joppich stated that if no action was taken this evening, Councilmember Boleware would remain voting delegate. He added that the bylaws of SEMCOG do not specify that either of these positions be filled by the mayor.

Discussion was held on postponing this item to a future meeting and it was consensus of Council to vote tonight.

Councilmember Bruce expressed his interest in the alternate position.

Mayor Pro Tem Bridges nominated Mayor Rich for the alternate position.

Motion by Councilmember Knol to close nominations for alternate delegate. Mayor Pro Tem Bridges declared the nominations closed.

A VOICE VOTE WAS CALLED ON THE ALTERNATE DELEGATE POSITION:

- COUNCILMEMBER BRUCE: ALDRED, BOLEWARE, BRUCE, DWYER AND KNOL
- MAYOR RICH: MAYOR PRO TEM BRIDGES

Attorney Joppich stated that Council previously approve Councilmember Boleware as voting delegate, however, Council could reaffirm that to make the record clear.

Councilmember Boleware expressed that she would like to be reaffirmed to the position of voting delegate and would also like to discuss the selection process for SEMCOG delegates at a future study session.

Motion by Councilmember Bruce to close nominations for voting delegate. Mayor Pro Tem Bridges declared the nominations closed.

A VOICE VOTE WAS CALLED ON THE VOTING DELEGATE POSITION:

- COUNCILMEMBER BOLEWARE: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER AND KNOL

Mayor Pro Tem Bridges stated for clarification purposes that the SEMCOG voting delegate would be Councilmember Boleware and the alternate delegate would be Councilmember Bruce.

CONSENT AGENDA

RECOMMENDED APPROVAL OF THE SALARY INCREASE REQUESTED BY THE CITY MANAGER IN FOLLOW-UP TO CLOSED SESSION REVIEW.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the salary increase requested by the City Manager in follow-up to closed session review.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A SPECIAL EVENT PERMIT FOR THE FARMINGTON COMMUNITY LIBRARY OUTDOOR FAMILY PARTY TO BE HELD ON JULY 29, 2024.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves a Special Event Permit for the Farmington Community Library Outdoor Family Party to be held on July 29, 2024 at the Farmington Community Library located at 32737 W. 12 Mile Road, Farmington Hills from 6:30pm to 8:30pm, subject to the following terms and conditions:

- There will be plenty of parking for all attendees on the property
- The applicant is expecting approximately 500 participants
- There will be a designated area for the Petting Farm on location
- The applicant has not asked for assistance from the Police Department and there are no issues with emergency vehicle access
- A Farmington Hills Fire Department Ladder Truck will be on scene
- No parking within 20' of any tent
- Egress shall be maintained throughout the building
- Fire lanes shall not be blocked or restricted
- Event shall comply with minimum Fire Prevention Code requirements
- All applicable permits shall be applied for through the Building Department
- The insurance certificate will be updated prior to the event

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF CONTRACT FOR THE FAIRWAY HILLS DRIVE ROAD RECONSTRUCTION PROJECT TO FONSON COMPANY, INC., IN THE AMOUNT OF \$905,887.88. CMR 4-24-36

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the Fairway Hills Drive Reconstruction Project be awarded to the lowest competent bidder, Fonson Company, Inc., in the amount of \$905,887.88, and;

IT IS FURTHER RESOLVED; the City Manager and the City Clerk be authorized to execute the contract on behalf of the City.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF CONTRACT FOR THE TRESTAIN ROAD RECONSTRUCTION PROJECT TO NAGLE PAVING COMPANY, IN THE AMOUNT OF \$443,996.59. CMR 4-24-37

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the Trestain Road Rehabilitation Project be awarded to the lowest competent bidder, Nagle Paving Company, in the amount of \$443,996.59, and;

IT IS FURTHER RESOLVED; the City Manager and the City Clerk be authorized to execute the contract on behalf of the City.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A SEASONAL PARKS LABORER.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Luke Saucedo as a Seasonal Parks Laborer for the Special Services Department. Luke is the son of Agnes Saucedo, who is employed as a Human Resources Aide for Human Resources.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL SPECIAL STUDY SESSION MEETING MINUTES OF MARCH 18, 2024.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the special study session meeting minutes of March 18, 2024.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MEETING MINUTES OF MARCH 25, 2024.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the study session meeting minutes of March 25, 2024.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF MARCH 25, 2024.

MOTION by Bruce, support by Boleware, that the City Council of Farmington Hills hereby approves the regular session meeting minutes of March 25, 2024.

Roll Call Vote:

Yeas: ALDRED, BOLEWARE, BRIDGES, BRUCE, DWYER, AND KNOL
Nays: NONE
Absent: RICH
Abstentions: NONE

MOTION CARRIED 6-0.

ADDITIONS TO AGENDA

There were no additions to the agenda.

PUBLIC COMMENTS

Angie Smith, Farmington Public Schools Board Member, thanked the City Council for their support and the City Manager for listening to learn and being supportive of the schools.

Pam Gerald, Farmington Hills, congratulated the Police Chief on his recent appointment to the Governor's committee. She mentioned that she is in the process of scheduling another Town Hall meeting with the Southfield and Farmington Hills Police Chiefs, and she spoke of her concerns with Homeowners Associations selective enforcement of rules.

Attorney Joppich stated that the general rule is that the city does not enforce Homeowner Association rules or restrictions, however, on some city applications there is notice that the applicant should check with their HOA prior to doing the work.

Paul Huyck, Farmington Hills, spoke of his time on the 2020 Visioning Committee and urged residents to take the deer management online survey that was put out by the DNR.

Keith Harris, Southfield, stated that he appreciates the professionalism of the Police Chief and City Council.

CITY ATTORNEY REPORT

The City Attorney report was received by Council.

ADJOURNMENT

MOTION by Bruce, support by Knol, to adjourn the regular session City Council meeting at 8:40pm.

Respectfully submitted,

Carly Lindahl, City Clerk