

**AGENDA**  
**CITY COUNCIL STUDY SESSION**  
**FEBRUARY 10, 2025 – 6:00PM**  
**CITY OF FARMINGTON HILLS**  
**CITY HALL – COMMUNITY ROOM**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
**Telephone: 248-871-2410 Website: [www.fhgov.com](http://www.fhgov.com)**

1. Call Study Session to Order
2. Roll Call
3. Discussion on the [Use of City Facilities Policy amendments](#) regarding City Hall Room Rentals and Signature Gathering
4. Discussion on [Planned Unit Development 2, 2024 including Site Plan 56-8-2024](#), Mulberry Park and The Tabernacle Multi-Family Housing, located on 13 Mile Road, west of Middlebelt Road
5. 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.

# **City of Farmington Hills**

## **Use of City Facilities Policy**

| As a amended through ~~September 23, 2024~~ \_\_\_\_\_, 2025

**City of Farmington Hills**  
**Use of City Facilities Policy**

(Amended through ~~September 23, 2024~~ \_\_\_\_\_, 2025)

**Index**

I.	Purpose and Objective.....	1
II.	Definitions.....	1
	A. Facility Manager.....	1
	B. Limited Public Forum.....	1
	C. Non-Public Forum.....	1
	D. User Representative.....	2
	E. User.....	2
	F. Traditional Public Forum.....	2
III.	General Application Procedures and Disclosures and Reservation of Rights for all City Facilities.....	2
	A. Application Required.....	2
	B. Discretion to Deny Application.....	2
	C. Events of Minors.....	2
	D. Insurance.....	3
	E. First Aid.....	3
	F. Gratuities.....	3
	G. Assignment/Transfer.....	3
	H. Right of Inspection and Control.....	3
	I. Damage to Facility.....	3
	J. Personal Property.....	3
	K. Hold Harmless and Indemnification Agreement.....	4
	L. Cancellation.....	4
	M. Policy Enforcement / Penalties.....	4
	N. City Sponsored Events.....	5
	O. Fees.....	5
	P. Exceptions to Policy.....	5
IV.	General Regulations for All City Facilities.....	5
	A. Compliance with Laws and Policies.....	5
	B. Prohibited Uses.....	5
	C. Notice/Control of Renter’s Invitees.....	5
	D. Non-Interference with Facility.....	6
	E. Room Capacities.....	6
	F. Maintenance and Clean-Up.....	6
	G. Prohibited Items.....	6
	H. Control of Children.....	6
	I. Alcoholic Beverages.....	6
	J. Paper Goods.....	6
	K. Equipment.....	6
	L. Non-Smoking Policy.....	6
	M. Animals.....	6

City of Farmington Hills  
 Use of City Facilities Policy

N.	Signs.....	7
O.	Food and Beverage Sales.....	7
P.	Merchandise Sales.....	7
Q.	Reservation of City’s Rights.....	7
V.	Political and Fundraising Activities in City-Owned Buildings and on City-Owned Properties .....	7
A.	General Policy.....	7
B.	Political Campaign Events and Fundraisers..	7
C.	Campaign Finance Law.....	7
D.	Government Officials in their Official Capacities.....	7
E.	After-Hours Meetings with Government Officials.....	87
F.	Signature Gathering.....	8
G.	Political Fundraisers.....	8
VI.	Religious or Faith-Based Uses of City Facilities.....	98
A.	Religious Services / Regular Worship.....	98
B.	Faith-Based Groups and Incidental Faith-Based Activities.....	9
VII.	Facility-Specific Regulations.....	9
A.	No-Fee Rental Facilities.....	9
	<del>1. City Hall Meeting Rooms (Excluding Council Chambers).....</del>	<del>99</del>
	<del>a. Forum Designation and Permitted Uses.....</del>	<del>99</del>
	<del>b. Facility Manager.....</del>	<del>109</del>
	<del>c. Priority.....</del>	<del>109</del>
	<del>d. Availability.....</del>	<del>1040</del>
	<del>e. Open to Public.....</del>	<del>1040</del>
	<del>f. Political Uses.....</del>	<del>1040</del>
	<del>g. Prohibited Uses.....</del>	<del>1040</del>
	<del>h. Food and Beverage.....</del>	<del>1140</del>
	<del>2. City Hall Council Chambers.....</del>	<del>1140</del>
	<del>a. Forum Designation and Permitted Uses.....</del>	<del>1140</del>
	<del>b. Facility Manager.....</del>	<del>1140</del>
	<del>c. Priority.....</del>	<del>1140</del>
	<del>d. Availability.....</del>	<del>1144</del>
	<del>e. Open to Public.....</del>	<del>1144</del>
	<del>f. Political Uses.....</del>	<del>1244</del>
	<del>g. Prohibited Uses.....</del>	<del>1244</del>
	<del>h. Food and Beverage.....</del>	<del>1244</del>
	<del>31. Fire Department Headquarters (Station #5) Community Rooms.....</del>	<del>1244</del>
	<del>a. Forum Designation and Permitted Uses.....</del>	<del>1244</del>
	<del>b. Facility Manager.....</del>	<del>12</del>
	<del>c. Priority.....</del>	<del>12</del>
	<del>d. Availability.....</del>	<del>12</del>
	<del>e. Open to Public.....</del>	<del>12</del>
	<del>f. Political Uses.....</del>	<del>12</del>

City of Farmington Hills  
 Use of City Facilities Policy

g.	Prohibited Uses..	1312
h.	Food and Beverage.....	1312
42.	Spicer House.....	1312
a.	Forum Designation and Permitted Uses.....	13
b.	Facility Manager.....	1413
c.	Open to Public.....	1413
d.	Prohibited Uses.....	1413
e.	Food and Beverage.....	14
B.	Fee-Based Rental Facilities.....	14
1.	Costick Activities Center.....	14
a.	Forum Designation and Permitted Activities.....	14
b.	Facility Manager.....	1514
c.	Scope of Use.....	1514
d.	Political Uses.....	1514
e.	Religious Uses.....	1514
f.	Fees.....	15
g.	Food and Beverage.....	15
h.	Payment Terms.....	15
i.	Cancellation and Refund.....	15
2.	Jon Grant Community Center.....	1615
a.	Forum Designation and Permitted Uses.....	1615
b.	Facility Manager. Applications shall be made to the Department of Special Services.....	16
c.	Scope of Use.....	16
d.	Political Uses.....	16
e.	Religious Uses.....	16
f.	Food and Beverage.....	16
g.	Fees.....	1716
h.	Payment Terms.....	1716
i.	Cancellation and Refund.....	1716
3.	Longacre House.....	17
a.	Forum Designation and Permitted Uses.....	17
b.	Facility Manager.....	17
c.	Usage Minimum.....	17
d.	Fees.....	17
e.	Food and Beverage.....	17
f.	Payment Terms.....	1817
g.	Cancellation and Refund.....	18
4.	Farmington Hills Ice Arena.....	18
a.	Forum Designation and Permitted Uses.....	18
b.	Facility Manager.....	1918
c.	Scope of Use.....	1918
d.	Political Uses.....	1918
e.	Cancellation and Refund.....	19

City of Farmington Hills  
 Use of City Facilities Policy

f.	Ice Surface Rental Rules and Regulations.....	19
5.	The Hawk.....	<a href="#">2120</a>
a.	Forum Designation and Permitted Activities.....	<a href="#">2120</a>
b.	Facility Manager.....	21
c.	Scope of Use.....	21
d.	Political Uses.....	21
e.	Religious Uses.....	21
f.	Fees.....	<a href="#">2221</a>
g.	Food and Beverage.....	<a href="#">2221</a>
h.	Payment Terms.....	<a href="#">2221</a>
i.	Cancellation and Refund.....	<a href="#">2221</a>
C.	Parks.....	22
1.	Forum Designation and Permitted Uses.....	22
2.	Facility Manager.....	22
3.	Scope of Use.....	22
4.	Fee-Based Reservation Park Facilities.....	<a href="#">2322</a>
a.	Heritage Park Shelter-Specific Rules and Regulations:.....	<a href="#">2322</a>
b.	Stables Art Studio, Caretakers Farmhouse, Day Camp/Nature Center/Riley Archery Range and Skate Park.....	<a href="#">2423</a>
c.	Fields (Games and Practices).....	24
d.	Fields (Tournaments).....	<a href="#">2625</a>
D.	Facilities Not Available for Use by Outside Groups/Individuals. T.....	<a href="#">2726</a>
1.	Fire Stations 1, 2, and 4.....	<a href="#">2726</a>
2.	Fire Station 3 (to the extent that it is separated from the Jon Grant Community Center).....	<a href="#">2726</a>
3.	Police Department Building.....	<a href="#">2726</a>
4.	47 <sup>th</sup> District Court.....	<a href="#">2726</a>
5.	Department of Public Works Facility (including outbuildings).....	<a href="#">2726</a>
6.	Farmington Hills Golf Club, except for golf outing fundraisers.....	<a href="#">2726</a>
7.	Park and Golf Maintenance Facility.....	27
8.	Amphitheater at Heritage Park.....	27
9.	Any other facility not identified in this Policy as a Traditional Public Forum or Limited Public Forum.....	27
VIII.	Repealer, Conflicts, and Severability.....	<a href="#">2827</a>
A.	Prior Facility Use Policies Repealed.....	<a href="#">2827</a>
B.	Conflicts.....	<a href="#">2827</a>
C.	Severability.....	<a href="#">2827</a>

I. Purpose and Objective.

The City of Farmington Hills' facilities include community rooms, parks, parking lots, recreation areas, banquet facilities and other government buildings and facilities. The intent of this Policy is to establish uniform procedures for the use of City facilities, to provide sufficient forums for gathering and expression of speech, to identify the purposes of City facilities, to ensure the efficient uninterrupted administration of the City government and City facilities and their premises, and to ensure the enjoyment of City facilities by all users. To the extent that this Policy regulates First Amendment activity, it is not the intent of this Policy to allow uniformity of expressive conduct at all locations, or within all areas of a specific location. Any attempt to limit the use of a forum is not intended to silence speech or engage in prohibiting expressive conduct based upon its content.

II. Definitions. As used in this Policy, the following terms are intended to have the following specified meanings:

- A. Facility Manager. The Facility Manager shall be the department responsible for processing applications and enforcing this Policy in relation to any City facility, as identified in Section VII of this Policy. The term shall include any specific individual(s), including but not limited to an on-site facility manager, designated by the department as the City's or facility's contact person for matters relating to the facility rental including but not limited to cancellations and special requests identified in this Policy as requiring the Facility Manager's permission.
- B. Limited Public Forum. Any City facility, City-owned property, or portion thereof that is not within the definition of a Traditional Public Forum, but which has been expressly designated in this Policy as a Limited Public Forum for specific purposes identified in this Policy. It is the intent of this Policy that, where a portion of a facility or property is designated as a Limited Public Forum, that designation shall be narrowly-construed as applying only to the identified portion of the facility or property, and is not intended to transform the property as a whole or any other portion of the facility or its premises (e.g. common hallways, lobbies, and sidewalks and parking lots that are not part of the City's general transportation network) into either a limited or Traditional Public Forum.
- C. Non-Public Forum. Any City facility, City-owned property, or portion thereof that is not within the definition of a Traditional Public Forum, and which has not expressly been designated in this Policy as a Limited Public Forum. It is the intent of this Policy that Non-Public Forums are not to be the site of any activity or use by non-City individuals or entities for purposes unrelated to the purpose for which the facility or property exists. To the extent that this Policy and/or City Ordinances regulate First Amendment ~~a~~Activity in Non-Public Forums, such regulations are intended as reasonable regulations to promote the efficient and undisturbed use of the forum for its intended purpose.

City of Farmington Hills  
Use of City Facilities Policy

- D. User Representative. The person who is identified in a facility's usage application, arranges the reservation of a facility, and/or who is otherwise the primary contact for a User.
  - E. User. Any individual, group, organization or other entity that has arranged for the use of a City facility, whether through reservation, usage agreement, or other means, and regardless of whether the facility is a fee-based or non-fee-based facility.
  - F. Traditional Public Forum. City parks (to the extent that they are open-air and not designated for specific uses such as sports fields and reservation-based picnic shelters), and public streets and public sidewalks that are part of the City's general transportation network are recognized as Traditional Public Forums. These properties are open to a broad range of expressive purposes consistent with applicable state and federal law. To the extent that this Policy and/or City Ordinances regulate activities within Traditional Public Forums, such regulations are intended only to reasonably regulate the time, place, and manner of activities within the forums as permitted under relevant law.
- III. General Application Procedures and Disclosures and Reservation of Rights for all City Facilities. Unless otherwise stated in this Policy, these General Procedures shall apply to all City of Farmington Hills facilities. Where a procedure for a specific facility elsewhere in this Policy conflicts with or expands upon a General Procedure, the facility-specific procedure shall control.
- A. Application Required. No User may use a City facility without requesting and scheduling said facility through the appropriate Facility Manager for the facility as designated in Part VII, at least 24 hours in advance of the date of use, with a signed and completed application form delivered in person, by e-mail, online, or by fax.
  - B. Discretion to Deny Application. The City, at its sole discretion, reserves the right to limit and/or deny requests for meetings, parties, or other events. In reviewing a request, the City shall consider factors including, but not limited to: (a) the applicant's history of compliance with facility use policies; (b) the conformity of the application to this Policy and all other applicable policies, ordinances, laws, and regulations; (c) whether using the facility as proposed would threaten public health, safety, or welfare, based on factors including but not limited to the ability to manage crowds at the facility, expected public interest, need to maintain order due to expected protests at the event; (d) the consistency of the proposed use with the purposes for which the room is designed and intended, such as but not limited to the size, dimensions and existing furniture, fixtures and equipment in the room; (e) the availability of the room or facility; (e) whether the proposed use would conflict with the administration or needs of, or uses by, the City government; and (g) any other factor deemed relevant by the Facility Manager of the facility involved.
  - C. Events of Minors. The City reserves the right to limit and/or deny requests for meetings, parties, or other events of minors. If an application is approved for such

an event, the application must be signed by a responsible party who is over 21 years of age, and one chaperone over 21 years of age must be provided for every 8 minors.

- D. Insurance. The City of Farmington Hills does not provide individual accident and health insurance for use of its facilities. Groups or individuals using facilities may be required to procure and maintain a ~~G~~general ~~L~~iability insurance ~~P~~policy, at its sole cost and expense, for any death or injuries to persons or loss or damage to property that may arise from or in connection with its use of the facility and the activities associated with it, to supply a certificate of such insurance to the City, and to name on such policy the City of Farmington Hills as an additional insured. Minimum acceptable limits of such insurance will be \$1 million each occurrence and \$1 million aggregate. The City of Farmington Hills must receive ~~p~~Policy verification including dates of coverage and financial limits for the event at least 30 days prior to the first rental date.
- E. First Aid. No on-site medical treatment is available at City facilities. First aid is the direct responsibility of any User of City facilities.
- F. Gratuities. City facility personnel are not allowed to accept gratuities.
- G. Assignment/Transfer. No usage, usage agreement, permit, or facility reservation shall be assigned or transferred without the City's consent.
- H. Right of Inspection and Control. The City reserves the right to inspect and control all events, private parties, meetings and receptions held on its premise. The User shall be responsible for paying the City the costs of replacement for any and all destroyed, damaged or missing facility property caused by User's guests, independent contractors, User, User's agent or any person on User's behalf. The User is responsible to reimburse the City for all fees and costs incurred by the City should additional City staff be required to control the User's event.
- I. Damage to Facility. Any damages to the building and/or grounds will be charged to the User or User Representative that signed the agreement. The User or User Representative is responsible for checking the room for damages and cleanup in a manner that is acceptable to the City.
- J. Personal Property. The City shall not be responsible and assumes no liability for lost or stolen equipment, personal property, merchandise, money, personal effects, and goods at a City facility. The safekeeping and protection from theft or damage of all equipment, personal property, merchandise, money, personal effects, and goods brought onto the premises of a City facility shall be solely the responsibility of the User of the facility and the owner of the personal money, effects and goods. The City will assume no liability for any equipment, personal property, merchandise, money, personal effects, and goods left in a City facility or for any damages to such items if they are moved, cleaned or stored by ~~our~~ City employees in the performance of their duties.

- K. Hold Harmless and Indemnification Agreement. The User Representative and the User they represent shall pay on behalf of, indemnify, and hold harmless the City of Farmington Hills, its elected and appointed officials employees, and volunteers and others working on behalf of the City of Farmington Hills, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Farmington Hills, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Farmington Hills, by reason of personal injury, including bodily injury or death and/or property damages, including loss of use thereof, which arises out of or is in any way connected or associated with the use of a City of Farmington Hills facility. Where a facility requires a written agreement, a hold harmless and indemnification provision that consists of language substantially similar to that of this paragraph shall be included in the signed agreement.
- L. Cancellation. The City of Farmington Hills reserves the right to accept, reject, or cancel any event, use, usage agreement, or reservation for any reason and in its sole discretion. If a facility is mistakenly scheduled for more than one event, use, or reservation of a City facility at the same time, the Facility Manager or their designated representative shall contact each party involved to identify the mistake and ascertain whether any party will voluntarily agree to reschedule, and if not then the Facility Manager shall, in their discretion, decide which party's event, use, usage agreement, or reservation is cancelled. If an event, use, usage agreement, or reservation must be cancelled due to a scheduling mistake as described above or circumstances beyond the control of the City of Farmington Hills, including but not limited to weather, loss of utilities, civil unrest, or other uncontrollable happenstance, the event will be rescheduled at the earliest convenience of all parties. If a usage fee has been paid in connection with an event use, or reservation must be cancelled due to a scheduling mistake by the City as described above or cancellation by the City for any reason (other than circumstances beyond the City's control) and the event, use, or reservation cannot be rescheduled for any reason, the City shall refund such usage fees to the User, which shall be the full extent of any obligation or liability of the City in connection with such cancellation. The City shall not be obligated, liable or responsible for payment of any amounts or damages for losses due, directly or indirectly, to a cancellation incurred by a User (other than a refund, if applicable), User Representative, any person, guest, vendor or contractor associated with the event, use, reservation, rental, or usage agreement, or any other third party. If a User or User's Representative cancels an event or use, the City will not refund any fees, except as may be otherwise specifically allowed in this Policy. Where a facility requires a written usage agreement, a cancellation provision that consists of language substantially similar to that of this paragraph shall be included in the signed agreement.
- M. Policy Enforcement / Penalties. Failure to comply with this Policy may result in all or any of the following: forfeiture of some or all of the security deposit;

cancellation of the event, meeting or other use; immediate termination of the event, meeting or other use without notice or warning; immediate removal of individuals from the premises by City staff or the Farmington Hills Police Department without notice or warning; payment of the City the costs of replacement for any and all destroyed, damaged or missing City property caused by User's guests, independent contractors, User, User's Representative or any person on User's behalf; rejection of any or all future requests to use the City's facilities; criminal prosecution for any violations of law or ordinance; and any other civil remedies to which the City may be entitled by law or in equity.

- N. City Sponsored Events. The City and City sponsored uses and events are specifically excluded from compliance with this Policy.
  - O. Fees. The Facility Manager, in coordination with the City Manager or City Manager's designee, is authorized to establish usage fees and other fees relating to the use of City facilities for which this Policy contemplates a fee.
  - P. Exceptions to Policy. The City Council may allow exceptions to this Policy to accommodate and enable events of regional, state-wide or national significance to be held at City facilities, such as but not limited to, visits by the President of the United States or Michigan Governor, or candidates for such positions.
- IV. General Regulations for All City Facilities. Unless otherwise stated in this Policy, these General Regulations shall apply to all City facilities. Where a regulation for a specific facility elsewhere in this Policy conflicts with or expands upon a General Regulation, the facility-specific procedure shall control.
- A. Compliance with Laws and Policies. All persons using the City of Farmington Hills' facilities shall observe and comply with the regulations of this Policy, all applicable ordinances, rules, and regulations of the City of Farmington Hills, and all federal and state laws.
  - B. Prohibited Uses. City facilities and equipment shall not be used for: a) activities which are in conflict with City policies, rules or ordinances, state laws, or federal laws; b) activities which are discriminatory in the legal sense; c) illegal gambling; d) the primary purpose of petition signature gathering except as allowed by Section V of this Policy; e) political campaign events or fundraisers except in reserved rooms of the Costick Center, Grant Center, Longacre House, The Hawk, or Ice Arena as provided by Section V of this Policy; or f) religious services or regular worship activities except in reserved rooms of the Costick Center, Grant Center, The Hawk, or Longacre House as provided by Section VI of this Policy.
  - C. Notice/Control of Renter's Invitees. The User Representative is responsible for insuring that all policies, rules and regulations are strictly adhered to by all persons participating in the activity for which they are the User Representative. To the extent that rooms or areas of City facilities are reserved, the User, the User's Representative and the User's invitees shall contain their activities to the area reserved or interior of the reserved room, and shall not use hallways or other common areas of the facility in connection with their event

City of Farmington Hills  
Use of City Facilities Policy

- D. Non-Interference with Facility. No User's activities shall interfere with the administration of the City of Farmington Hills, the primary purpose of the facility being used, or the enjoyment of the facility by other users of the facility.
- E. Room Capacities. Room capacities must be adhered to. User and User's invitees may not overflow into the hallways and/or disturb City staff, City business, other activities or events at the facility.
- F. Maintenance and Clean-Up. Routine maintenance will be done by City staff. However, trash pickup and other cleanup duties are to be performed by the User, and it is expected that the User will clear and clean any areas of the facility used by the User or the User's invitees. Furniture, fixtures and equipment may not be moved from room to room or removed from the building without permission. At the conclusion of a User's use, the room must be returned to and left in the condition in which it was found. Any decorations used must be removed and disposed of properly, immediately following the function.
- G. Prohibited Items. No sparkle, glitter, confetti, etc. is permitted. Tape, pins, nails, staples and adhesives are not allowed on the walls, tables, chairs, etc. Except for lighters and cake candles (for birthdays, anniversaries, etc.) or unless otherwise provided in a facility-specific policy, candles or other sources of flame and fire are not allowed in City facilities.
- H. Control of Children. All children in attendance must remain in the reserved room(s). Children are not allowed to roam unsupervised in other areas of a City building, such as hallways, rooms or lounges.
- I. Alcoholic Beverages. With the exception of the Costick Center, Longacre House, [the Farmington Hills Golf Club](#), and [The Hawk](#), no alcoholic beverages are allowed in or at City facilities unless the User has obtained written permission from the City Manager or Facility Manager and obtained proper licensing from the State of Michigan for the service of alcoholic beverages.
- J. Paper Goods. Paper goods are the responsibility of the User and are not provided by the City of Farmington Hills.
- K. Equipment. Equipment provided to or used by the User must be utilized for its intended purpose.
- L. Non-Smoking Policy. City facilities are smoke-free and vape-free facilities; guests may only smoke and vape in designated outside areas where ash containers are provided. Smoking and vaping includes tobacco and non-tobacco products or substances including, but not limited to, cigarettes, cigars, non-cigarette smoking tobacco, smokeless tobacco, herbal or clover cigarettes, e-cigarettes, electronic and herbal hookah, steam stones and smoking gels. Smoking marijuana is not permitted in or at City facilities.
- M. Animals. No animals or pets are allowed in or at City facilities except the following: (a) police dogs; (b) service animals, as defined by Title II and Title III of the

Americans with Disabilities Act, subject to applicable City Code requirements unless excepted from such requirements by law; (c) other animals that have been allowed as part of an approved or City sponsored program or event; (d) dogs in the City's dog park, subject to compliance with all established rules and regulations applicable to the dog park; and (e) dogs in Founders Sports Park and Pioneer Park, provided they are on a leash and maintained in compliance with all applicable ordinances and park rules.

- N. Signs. ~~The City does not allow~~ the display, posting, or placement of any sign, poster, or flag (for example political signs, event signs, etc.) is not allowed within or on the grounds of City facilities, except (1) City-owned signs; and (2) holding a sign, poster, or flag on the grounds of a Traditional Public Forum. Special permission may be granted by the City Manager or Facility Manager for signs relating to User events at the facility for which there is a User Representative. The City reserves the right to request and require the User or User Representative to provide a copy of promotional materials (including social networks) and/or invitations that User creates for the event/meeting.
- O. Food and Beverage Sales. Food and beverage sales within or at a public facility are prohibited, unless authorized to do so by the Facility Manager or this Policy.
- P. Merchandise Sales. The sale of any merchandise or goods within or at a public facility is prohibited, unless authorized by the Facility Manager or this Policy.
- Q. Reservation of City's Rights. The City reserves the right to act in the best interest of the City on matters not specifically covered in these rules.
- V. Political and Fundraising Activities in City-Owned Buildings and on City-Owned Properties.
- A. General Policy. Except as and where specifically allowed under this Policy, City facilities shall not be used for political activities, events, fundraisers or assemblies. Where specified political activities, events, fundraisers, or assemblies are permitted, they must be open to the public subject to occupancy limits and security concerns.
- B. Political Campaign Events and Fundraisers. Political campaign events and fundraisers advocating a political candidate, ballot proposal, or other political cause may occur only in the fee-based rooms of the Costick Center, Grant Center, Longacre House, The Hawk, and Ice Arena. In these facilities, the activity must be confined to the reserved room, and be carried out consistent with all other applicable provisions of this Policy.
- C. Campaign Finance Law. No City facility shall be used in a manner that would cause the City to be in violation of the Michigan Campaign Finance Act, Act 388 of 1976, as amended, or any other applicable state or federal law.
- D. Government Officials in their Official Capacities. This Policy shall not be construed to limit the ability of elected or appointed government officials from using either

fee-based or non-fee based facilities in furtherance of performing the public duties associated with their office.

- E. After-Hours Meetings with Government Officials. It is recognized that, from time to time, elected or appointed officials desire opportunities to schedule after-hours meetings with citizens on their personal time that are not required as part of their public duties (e.g. office hours, coffee socials, town hall meetings). For purposes of this Policy, such meetings shall be considered to be in furtherance of the public duties associated with the officials' office, provided that they are open to all, and do not include campaigning or fundraising. City facilities designated in Section VII as Limited Public Forums for specified political activities may be used by elected and appointed officials for such meetings with citizens subject to the Michigan Campaign Finance Act and all other applicable law, and subject to all rules, regulations, and fees in the same manner as any other applicant. No such event shall occur that requires the expenditure of public funds or the provision of in-kind services by the City (e.g. coffee service, refreshments, photocopies, labor costs) that could be construed as making a public expenditure or providing a contribution of volunteer public services in violation of the Michigan Campaign Finance Act. In no case shall such an event be held in such a manner as to constitute a violation of the Michigan Open Meetings Act.
- F. Signature Gathering. ~~Except as provided in Section VII.D.8, No~~ portion of a City facility (including but not limited to meeting rooms, hallways, corridors, and internal sidewalks, parking lots, and drives) other than a Traditional Public Forum shall be used by any person or group having the primary purpose of soliciting signatures for candidate nominating petitions, ballot proposal petitions, or similar documents. This Policy, however, is not intended to prohibit an invitee of a User of a room from incidentally asking other invitees attending the same event within the same room to sign a petition.
- G. Political Fundraisers. Except for the reserved rooms of the Costick Center, Grant Center, Longacre House, ~~The Hawk~~, and Ice Arena, City facilities shall not be used for the primary purpose of conducting a political fundraising event for any candidate, ballot question, political party or campaign committee. This Policy, however, is not intended to prohibit invitees of a User from incidentally asking other invitees attending the same event in the same room to support a fundraising effort of an individual attendee or the User of the room (e.g., selling tickets for ~~some-a~~ future event; circulating a fundraising brochure; selling products such as cookies; or holding a 50/50, door prize or similar raffle solely among attendees of the event), or to engage in activities within the scope of the meeting for which the room was reserved related to the administration of an off-site fundraiser (e.g., collecting monies owed from an off-site fundraiser, distributing fundraiser materials such as brochures or raffle tickets; replenishing supplies for a product-based fundraiser; or distributing goods ordered through a prior fundraiser).
- G-H. Elections and Election Laws. Various City facilities are used as polling locations for elections and for other election related purposes. During the period of time that a City facility is being used as a polling location, no part of that facility shall be used

for a political activity, of any kind. No person shall use a City facility for any purpose that is not allowed under state election laws, rules, and regulations.

VI. Religious or Faith-Based Uses of City Facilities.

- A. Religious Services / Regular Worship. In recognition of the City's interest in complying with the Establishment Clause of the First Amendment of the U.S. Constitution, no City facility other than rooms at the Costick Activities Center, Jon Grant Community Center, The Hawk, and Longacre House shall be used for the purpose of conducting religious services or made available as a venue for the regularly-scheduled worship activities of any religious organization. Where facilities are allowed to be used for religious services, they shall be made available on a first-come, first-served basis, subject to all applicable usage regulations in the same manner as any other user of the facility.
- B. Faith-Based Groups and Incidental Faith-Based Activities. For City facilities that have not been opened for religious services, the limitation shall be narrowly construed so as not to prohibit the use of a Traditional or Limited Public Forum by an applicant because the applicant is faith-based, offers a religious perspective on matters relevant to subjects for which the forum has been opened, and/or engages in faith-based activity (including but not limited to prayer, singing, and reciting religious texts) that is incidental to a permissible use of the forum and does not amount to conducting a religious service. For purposes of this Policy, weddings or other ceremonies and events that could be carried out in a purely secular manner, but which the room User chooses to have conducted by a minister of any religion shall be considered an event with an incidental faith-based component as opposed to a religious service or worship event.

VII. Facility-Specific Regulations. The following facility-specific regulations are intended to be supplemental and additional to the General Application Procedures and Disclosures and General Regulations for aAll fFacilities, except where a facility-specific regulation conflicts with a general procedure or regulation, in which case the facility-specific regulation shall control.

A. No-Fee Rental Facilities.

1. City Hall Meeting Rooms (Excluding Council Chambers) Room Numbers 382 and 384 on the Third Floor of The Hawk (the "Third Floor Rooms").

- a. Forum Designation and Permitted Uses. The Third Floor Rooms City Hall meeting rooms are open-available for use as a Limited Public Forum—without charge to civic, community, and non-profit organizations, solely for the purpose of providing meeting space for routine meetings only (not including, for example and without limitation, training, workshops, social gatherings, parties, or other events) attended by an organization's membership and members of the public interested in the organization and/or items on the meeting agenda, subject to the requirements and restrictions in this

Subsection VII.A.1. When used under this subsection, the Third Floor Rooms are Limited Public Forums.

- b. Facility Manager. Applications shall be made to the City ~~Manager's office~~ Special Services Department.
- c. Priority. Priority for use of the City Hall Meeting Third Floor Rooms shall be given to the City government (including its officers, administrators, and employees acting in their official capacities), public bodies that use the Council Chambers for their meetings, and meetings of organizations or pertaining to events that are City-sponsored. All other users shall be considered non-priority users. No proposed use of a City Hall Meeting Third Floor Room by non-priority users shall be scheduled so as to conflict with these priority uses. If a public body requires use of a City Hall Meeting Third Floor Room for a meeting or other purpose not anticipated at the time that the use of the City Hall Meeting Third Floor Room was approved for an non-priority user (e.g. for a special meeting of ~~the City Council or other~~ a public body), the City reserves the right to cancel the non-priority user's reservation of the City Hall Meeting Third Floor Room and may relocate the non-priority user's event to an alternate room at a City facility if available. In this circumstance, if the only available suitable alternate location is a fee-based facility, the usage fee shall be waived administratively.
- ~~d. Availability. City Hall meeting rooms shall not be made available to non-priority users during normal City Hall business hours, on Fridays, or on weekends, unless the meeting for which the room is proposed to be used is City sponsored; provided, however, that after hours meetings with government officials under Section V.E. are permitted on Saturdays between 9:00 a.m. and 4:00 p.m.~~
- e.d. Open to Public. All meetings occurring within City Hall the Third Floor Rooms shall be open to the public.
- f.e. Political Uses. Political party organizations and similar political or Policy-oriented organizations may reserve City Hall the Third Floor Rooms meeting rooms solely for meetings in the same manner as any other civic or community organization referenced in a. above, subject to Section V and all other applicable rules and regulations of this Policy.
- ~~g. Prohibited Uses. City Hall meeting rooms are not to be used for private parties or events (e.g. birthday parties, showers, etc.); meetings or events of for-profit business entities, fundraisers of any kind, campaign events, special events that are intended to draw public attendance larger than a routine organizational meeting, religious worship or services as defined in Section VI of this Policy, or any other purpose not expressly authorized by this Policy.~~

- ~~h. Food and Beverage. No food or beverages may be served in City Hall Meeting Rooms without the authorization of the Facility Manager.~~
- ~~i. 2. City Hall Council Chambers.~~
  - ~~a. Forum Designation and Permitted Uses. The Council Chambers are open as a Limited Public Forum without charge to civic, community, and non-profit organizations for the same purposes as City Hall Meeting Rooms and for political meetings and assemblies, including meet the candidate days, debates, public policy forums and similar public events, subject to the requirements and restrictions in this Subsection VII.2.~~
  - ~~b. Facility Manager: Applications shall be made to the City Manager's office.~~
  - ~~c. Priority. Priority for use of the City Council Chambers shall be given to the City government (including officials, administrators, and employees acting in their official capacities), public bodies that use the Council Chambers for their meetings, City sponsored assemblies, and assemblies co-sponsored by the City. All other users shall be considered non-priority users. No proposed use of the Council Chambers by non-priority users shall be scheduled so as to conflict with these priority uses. If a public body requires use of the City Council Chambers for a meeting or other purpose not anticipated at the time that the use of the Council Chambers was approved for a non-priority user (e.g. for a special meeting of the City Council or other public body), the City reserves the right to cancel the non-priority user's reservation of the Council Chambers and may relocate the non-priority user's event to an alternate City facility if available. In this circumstance, if the only available suitable alternate location is a fee-based facility, the usage fee shall be waived administratively.~~
  - ~~d. Availability. City Council Chambers shall not be made available to non-priority users during normal City Hall business hours or on weekends unless the meeting or event for which the room is proposed to be used is City sponsored; provided, however, that after-hours meetings with government officials under Section V.E. are permitted on Saturdays between 9:00 a.m. and 4:00 p.m. Where a proposed meeting or event can be accommodated within a City Hall meeting room other than the City Council Chambers, the Facility Manager reserves the right to redirect the proposed use to an alternate meeting room.~~
  - ~~e. Open to Public. All assemblies for which City Council Chambers is used shall be open to all members of the public.~~

- ~~f. Political Uses. Political party organizations and similar political or policy-oriented organizations may reserve City Council Chambers for meetings or assemblies (but not campaign events or fundraisers) in the same manner as any other civic or community organization, subject to Section V and all other applicable rules and regulations of this Policy.~~
- ~~g. Prohibited Uses. City Council Chambers are not to be used for private parties or events (e.g. birthday parties, showers, etc.); meetings or events of for-profit business entities, fundraisers of any kind, campaign events, religious worship or services as defined in Section VI of this Policy, or any other purpose not expressly authorized by this Policy.~~
- ~~h. Food and Beverage. No food or beverages may be served in City Council Chambers without the authorization of the Facility Manager.~~

**32. Fire Department Headquarters (Station #5) Community Rooms.**

- a. Forum Designation and Permitted Uses. Fire Department Headquarters meeting rooms are open as Limited Public Forums to civic, community, and nonprofit organizations, solely for the purpose of providing meeting space for routine meetings attended by an organization's membership and members of the public interested in the organization and/or items on the meeting agenda, subject to the requirements and restrictions in this Subsection VII.<sup>31</sup>
- b. Facility Manager. Applications shall be made to Fire Department Headquarters (Station #5).
- c. Priority. Priority for use of the Fire Department Headquarters meeting rooms shall be given to the City government, public bodies that use the Council Chambers for their meetings, and meetings of organizations or pertaining to events that are City-sponsored. All other users shall be considered non-priority users.
- d. Availability. Fire Department Headquarters meeting rooms shall not be reserved so as to conflict with priority uses by the Fire Department, other City government departments, public bodies, and City-sponsored uses.
- e. Open to Public. All meetings occurring within Fire Department Headquarters shall be open to the public.
- f. Political Uses. Political party organizations and similar political or policy-oriented organizations may reserve Fire Department Headquarters meeting rooms solely for meetings in the same manner as any other civic or community organization, subject to

the Section V and all other applicable rules and regulations of this Policy.

- g. Prohibited Uses. Fire Department meeting rooms are not to be used for private parties or events (e.g. birthday parties, showers, etc.), meetings or events of for-profit business entities, fundraisers of any kind, campaign events, religious worship or services as defined in Section VI of this Policy, or any other purpose not expressly authorized by this Policy.
- h. Food and Beverage. No food or beverages may be served in the Fire Department meeting rooms without the authorization of the Facility Manager.

43. Spicer House. Spicer House is a historic home within Heritage Park, which serves as the park's visitor center and houses several rooms used for classes, meetings, gatherings, and displays. The Spicer House premises was acquired by the City in 1985 with funds obtained through a grant awarded to the City under the Michigan Recreation Land Trust Fund Act, 1976 PA 204, 1984 PA 429, and 1972 PA 227, as amended, which requires that the premises be maintained for recreational purposes in perpetuity. In addition, the Spicer House was designated by City Council in 1988 as a Historic District (Council Resolution R-51-88), as recorded in Liber 11290 Page 330 of the records of the Oakland County Register of Deeds, and its use restricted to purposes identified by the Parks and Recreation Commission, Historic District Commission, and City Council as consistent with its recreational purpose and historic designation.

- a. Forum Designation and Permitted Uses. Consistent with R-51-88, the Farmington Hills Historic District Commission Spicer House Use Feasibility Review dated March 3, 1988 reviewed by Parks and Recreation Commission and City Council, and the Spicer House's recreational and historic purposes, Spicer House is open as a Limited Public Forum for the following uses, subject to the requirements and restrictions in this Subsection VII.4: recreational classes sponsored by government or non-government organizations, complementing the activities of the City of Farmington Hills (including but not limited to nature study, astronomy, day camping, safety clinics, cross-country skiing, fishing instruction); meetings of the Beautification Commission, Historical Commission, Historic District Commission, Park and Recreation Commission, Arts Commission, and Commission on Aging; Civic Awards/Presentations and functions (including but not limited to Officer of the month, outstanding citizen, Mayor's Exchange Day, City press announcements); interpretive exhibits (including but not limited to history of the Spicer Property, City history, early settlement history, land/water natural history interpretations, museum-type articles, pictures, and artifacts); service club

meetings; scouting activities, 4-H activities, youth athletic groups, civic club activities, and as a part of community activities (including but not limited to Halloween walks, hayrides, landscape painting and drawing programs, bird and plant identification, woodworking, nature and day camps, and fall festival).

- b. Facility Manager. Applications shall be made to the Special Services Department
- c. Open to Public. Meetings and events occurring at the Spicer House shall be open to the public and shall not interfere with the public's enjoyment of the Spicer House and premises as a recreational and historic venue.
- d. Prohibited Uses. Consistent with its recreational and historic purposes, the Spicer House is not to be used for private parties or events (e.g. birthday parties, showers, etc.), meetings or events of for-profit business entities, meetings or events for political party organizations or other organizations whose mission is not consistent with the recreational/historic, civic, or service-oriented purposes identified in subsection (a), fundraisers of any kind, campaign events, religious worship or services as defined in Section V of this Policy, or any other purpose not expressly authorized by this Policy.
- e. Food and Beverage. No food or beverages may be served in the Spicer House without the authorization of the Facility Manager.

B. Fee-Based Rental Facilities.

- 1. Costick Activities Center. The Costick Center is a multi-purpose facility that houses the Department of Special Services' administrative offices, indoor and outdoor recreational facilities, designated space for the Farmington Hills Senior Adult program, a teen center, and meeting and banquet rooms.
  - a. Forum Designation and Permitted Activities.
    - i. The Costick Center, as a whole, shall be regulated as a Non-Public Forum. No activities unrelated to the purpose of the forum or the purpose for which a room has been reserved, shall take place in the facility.
    - ii. The Costick Center's rooms available for reservation shall be regulated as Limited Public Forums for the purpose of providing space for meetings, lectures, seminars, banquets, political events, religious activities, and similar gatherings or events to the public, civic and community groups, charitable organizations, and the business community.

b. Facility Manager. Applications shall be made to the Department of Special Services.

~~c. Scope of Use. To the extent that rooms are reserved at the Costick Center for a specific purpose, the User, the User's Representative and their invitees shall contain their activities to the interior of the reserved room, and shall not use hallways or other common areas of the facility in connection with their event.~~

~~d.c.~~ Political Uses. Political activities, including campaign events, fundraisers, and partisan events, are allowed at the Costick Center, provided that the applicant pays all fees and charges for use of the facility, subject to Section V and all other applicable rules and regulations of this Policy.

~~e.d.~~ Religious Uses. Rooms at the Costick Center may be reserved for the purpose of conducting worship services on a first-come, first-served basis, subject to all applicable rules and regulations of this Policy, including Section VI, payment of the usage fee, and the availability of a room suited to the applicant's needs.

~~f.e.~~ Fees. Usage fees are based on the entire time a group/party is in the room, including set-up and clean-up.

~~g.f.~~ Food and Beverage. All Users with 50 guests or more that require food service are required to use the City's contracted food vendor. Users with 49 or less guests may bring in food from a vendor, but the vendor must be properly licensed by Oakland County.

~~h.g.~~ Payment Terms. The User shall pay an initial payment of 50% of the total fees and charges at the time of applying, and the remaining 50% at least 30 days before the beginning of the event. The User shall pay any additional charges for technical services upon presentation of a bill by the City. The City reserves the right to charge a deposit in anticipation of additional charges that may be incurred. The User shall be responsible and liable for payment of any music clearances or royalty fees and shall hold the City harmless and indemnify the City for same. No exceptions will be permitted unless satisfactory credit arrangements are made in advance. Deposits and payments are subject to charges of 1% per month if not paid within 30 days of notice of amount owed whether in writing, verbally, or by invoice.

~~i.h.~~ Cancellation and Refund. Users who cancel shall forfeit 50% percent of initial payment if cancellation is made up to 30 days in advance of the scheduled event. Users who cancel within 30 days of the first contracted usage date will automatically forfeit all payments they have paid to the City. In addition, User shall be responsible for any out of pocket expenses incurred by the City.

Rescheduling of events and additional deposit requirements are entirely at the discretion of the Facility Manager.

2. Jon Grant Community Center. The Grant Community center was constructed in conjunction with Fire Station #3. It offers classes, programs, and rental opportunities to residents of Farmington Hills as well as surrounding communities.
  - a. Forum Designation and Permitted Uses.
    - i. The Grant Center, as a whole, shall be regulated as a Non-Public Forum. No activities unrelated to the purpose of the forum or the purpose for which a room has been reserved, shall take place in the forum.
    - ii. The Grant Center's rooms available for reservation shall be regulated as Limited Public Forums for the purpose of providing space for meetings, lectures, seminars, banquets, political events, religious activities, and similar gatherings or events to the public, civic and community groups, charitable organizations, and the business community.
  - b. Facility Manager. Applications shall be made to the Department of Special Services.
  - ~~c. Scope of Use. To the extent that rooms are reserved at the Grant Center for a specific purpose, the User, the User's Representative and their invitees shall contain their activities to the interior of the reserved room and shall not use hallways or other common areas of the facility in connection with their event.~~
  - d.c. Political Uses. Political activities, including campaign events, fundraisers, and partisan events, are allowed at the Grant Center, provided that the applicant pays all fees and charges for use of the facility, subject to Section V and all other applicable rules and regulations of this Policy.
  - e.d. Religious Uses. Grant Center rooms may be reserved for the purpose of conducting worship services on a first-come, first-served basis, subject to all applicable rules and regulations of this Policy, including Section VI, payment of the usage fee, and the availability of a room suited to the applicant's needs.
  - f.e. Food and Beverage. All Users with 50 guests or more that require food service are required to use the City's contracted food vendor. Users with 49 or less guests may bring in food from a vendor, but the vendor must be properly licensed by Oakland County.

g.f. Fees. Usage fees are based on the entire time a group/party is in the room, including set-up and clean-up.

h.g. Payment Terms. The User shall pay an initial payment of 50% of the total fees and charges at the time of applying, and the remaining 50% at least 10 days before the beginning of the event. The User shall pay any additional charges for technical services upon presentation of a bill by the City. The City reserves the right to charge a deposit in anticipation of additional charges that may be incurred. The User shall be responsible and liable for the payment of any music clearances or royalty fees and shall hold the City harmless and indemnify the City for same. No exceptions will be permitted unless satisfactory credit arrangements are made in advance. Deposits and payments are subject to charges of 1% per month if not paid within 30 days of notice of amount owed whether in writing, verbally or by invoice.

i.h. Cancellation and Refund. Users who cancel shall forfeit 50% of initial payment if cancellation is made up to 30 days in advance of the scheduled event. Users who cancel within 30 days of first contracted usage date will automatically forfeit all payments they have paid to the City. In addition, Users shall be responsible for any out of pocket expenses incurred by the City. Rescheduling of events and additional deposit requirements are entirely at the discretion of the Facility Manager.

3. Longacre House. The Longacre House is a historic home available for special events. Special Services classes are also held at the house.

a. Forum Designation and Permitted Uses. The Longacre House shall be regulated as a Limited Public Forum for the purpose of providing space for private events such as weddings, theme parties, receptions, business meetings, banquets, social gatherings, and classes.

b. Facility Manager. Applications are to be made to the Department of Special Services.

c. Usage Minimum. A five-hour usage minimum is required for Friday and Saturday events unless waived by the Facility Manager or his designee.

d. Fees. Usage fees are based on the time a group/party is in the room, including set-up and clean-up, except for 90-minute setup time that is included with all usage agreements.

e. Food and Beverage. All Users that require food and/or alcohol for their events must utilize the Longacre House contracted caterer. No exceptions will be made without Facility Manager approval.

f. Payment Terms.

- i. A security deposit is required for all parties over 25 people. An additional deposit may be required or the amount or type may be changed at the discretion of management.
- ii. The User shall pay an initial payment of 50% of the total fees and charges at the time of applying, and the remaining 50% at least 10 days before the beginning of the event. The User shall pay any additional charges for technical services upon presentation of a bill by the City. The City reserves the right to charge a deposit in anticipation of additional charges that may be incurred. The User shall be responsible and liable for payment of any music clearances or royalty fees and shall hold the City harmless and indemnify the City for same. No exceptions will be permitted unless satisfactory credit arrangements are made in advance. Deposits and payments are subject to charges of 1% per month if not paid within 30 days of notice of amount owed whether in writing, verbally, or by invoice.

- g. Cancellation and Refund. Users who cancel shall forfeit 50% of initial payment if cancellation is made up to 30 days in advance of the scheduled event. Users who cancel within 30 days of first contracted usage date will automatically forfeit all payments they have paid to the City. In addition, Use shall be responsible for any out of pocket expenses incurred by the City. Rescheduling of events and additional deposit requirements are entirely at the discretion of the Facility Manager.

4. Farmington Hills Ice Arena. The first floor of Farmington Hills Ice Arena consists of the ice surface and related facilities. The second floor, known as the "Ice Arena Club" contains space available for reservation that includes a soda shop-style seating area, a dance floor area, and a meeting room.

a. Forum Designation and Permitted Uses.

- i. The Ice Arena, as a whole, shall be regulated as a Non-Public Forum. No activities unrelated to the purpose of the forum or the purpose for which a room or other portion of the facility has been reserved, shall take place in the forum.
- ii. The first floor of the Ice Area is intended to be regulated as a Non-Public Forum, within which the ice surface and accessory facilities (e.g. locker rooms) is available for rental only for Ice Area-related purposes (e.g. hockey and other ice-based events, practices, etc.) on a fee-based, first-come first-served basis, subject to the following regulations.

- iii. The Ice Arena Club's second-floor rooms available for reservation shall be regulated as Limited Public Forums for the purpose of providing space for meetings, lectures, seminars, banquets, political events, religious activities, and similar gatherings or events to the public, civic and community groups, charitable organizations, and the business community.
- b. Facility Manager. Applications shall be made to the Department of Special Services.
- ~~e. Scope of Use. To the extent that any portion of the Ice Arena is reserved for any specific purpose, the User, the User's Representative and their invitees shall contain their activities to the interior of the reserved room and shall not use hallways or other common areas of the facility in connection with their event.~~
- ~~d.c.~~ Political Uses. Political activities, including campaign events, fundraisers, and partisan events, are allowed at reserved rooms of the second-floor Ice Arena Club, provided that the applicant pays all fees and charges for use of the facility, subject to Section V and all other applicable rules and regulations of this Policy.
- ~~e.d.~~ Cancellation and Refund. Users who cancel shall forfeit 50% percent of initial payment if cancellation is made up to 30 days in advance of the scheduled event. Users who cancel within 30 days of the first contracted usage date will automatically forfeit all payments they have paid to the City. In addition, User shall be responsible for any out of pocket expenses incurred by the City. Rescheduling of events and additional deposit requirements are entirely at the discretion of the Facility Manager.
- ~~f.e.~~ Ice Surface Rental Rules and Regulations. Users of the ice surface are subject to the following facility-specific rules and regulations:
  - i. Each hour is equivalent to 50 minutes of ice time. The remaining ten (10) minutes of the hour is reserved for resurfacing.
  - ii. All ice usage fees are to be paid in full at least one half hour in advance of the use of the ice facility, and are non-refundable. In the event that the advance payment is not maintained, the contract will be considered cancelled by the User.
  - iii. Nobody is allowed on the ice during resurfacing except two people to move goal nets. Zamboni drivers are instructed to cease resurfacing immediately if anybody places an object on the ice or if people are skating before the two Zamboni

doors are closed. Once the Zamboni leaves the ice because of a violation of this rule, resurfacing will not re-commence during the time reserved by the User.

- iv. All hockey players are required to wear full protective equipment and helmets when on the ice.
- v. No physical or verbal abuse of arena employees will be tolerated.
- vi. Users will not be permitted use of the locker rooms until one-half hour prior to ice time. An adult representative of a group must be present in the locker rooms at all times in which it is in use.
- vii. A User may receive key(s) to a locker room from the office in exchange for a car key. Said person is responsible for securing the room when the group is on the ice and after all persons have vacated the room. Locker room keys shall be returned to the office for return of the car key. There is a fee for lost and/or damaged key(s) established by the Facility Manager in the Facility Manager's discretion.
- viii. No food and drinks are permitted in the locker rooms, on the ice, or on the players' and penalty benches, including the scorer's box, with the exception of non-alcoholic beverages in non-breakable containers.
- ix. Warm-up shots may not be directed to the side dasher boards by hockey players.
- x. Users are responsible for the conduct of the persons using the arena facilities during the ice time for which they have contacted. Ice Users will be held responsible for any vandalism, breakage, and cleanliness of locker room and all other arena property. It is strongly recommended that the User Representative be the last person to leave the locker room each time it is totally vacated.
- xi. At the conclusion of the time for which the ice has been reserved, all persons are to leave the ice promptly so that resurfacing may begin immediately. Ice Users will be charged for whatever time is used beyond that for which they have contracted at rates established by the Facility Manager in the Facility Manager's discretion.
- xii. Only food and beverage items purchased within and from the arena are allowed.

5. The Hawk. The Hawk is a multi-purpose facility that houses City administrative offices, a Community Center that houses(with indoor and outdoor recreational facilities, activities, including a fitness and aquatic center, pickle ball courts, an auditorium, a gymnasium, dance studios, designated space for the educational programming, or and other services for and on behalf of the Community Center), and other uses that have been or may be programmed or determined by the City from time to time. The Hawk also offers space for "private events" (not open to the public) such as, but not limited to, birthday parties, wedding or baby showers, theme parties, receptions, reunions, business meetings, banquets, conferences, and other private events and social gatherings.

a. Forum Designation and Permitted Activities.

- i. The Hawk, as a whole, shall be regulated as a Non-Public Forum, except as provided under subsection ii below and under Section VII.A.1 of this Policy. No activities unrelated to the purpose of the forum or the purpose for which a room or area is designated or has been reserved, shall take place in or at the Hawk facility.

- ii. The Hawk's useable space available for private events, as described above, and uses under d. or e. below shall be regulated as Limited Public Forums for the purpose of providing space for private events such as birthday parties, wedding or baby showers, theme parties, receptions, reunions, business meetings, banquets, and other social gatherings or uses under d. or e. below.

b. Facility Manager. Applications shall be made to the Department of Special Services.

~~c. Scope of Use. To the extent that rooms are reserved at the Hawk, the User, the User's Representative and the User's invitees shall contain their activities to the interior of the reserved room, and shall not use hallways or other common areas of the facility in connection with their event.~~

~~d.c.~~ Political Uses. Political activities, including campaign events, fundraisers, and partisan events, are allowed at the Hawk, provided that the applicant pays all fees and charges for use of the facility, subject to Section V and all other applicable rules and regulations of this Policy.

~~e.d.~~ Religious Uses. Rooms in the Hawk may be reserved for the purpose of conducting worship services on a first-come, first-served basis, subject to all applicable rules and regulations of this Policy, including Section VI, payment of the usage fee, and the availability of a room suited to the applicant's needs

f.e. Fees. Usage fees are based on the entire time a group/party is in the room, including set-up and clean-up.

g.f. Food and Beverage. All Users shall utilize the Hawk's in-house caterer and bartender for food and beverage service. In the event the Hawk's in-house caterer is unavailable, the User may bring in food from a vendor, but the vendor must be properly licensed by Oakland County.

h.g. Payment Terms. The User shall pay an initial payment of 50% of the total fees and charges at the time of applying, and the remaining 50% at least 30 days before the beginning of the event. The User shall pay any additional charges for technical services upon presentation of a bill by the City. The City reserves the right to charge a deposit in anticipation of additional charges that may be incurred. User shall be responsible and liable for payment of any music clearances or royalty fees and shall hold the City harmless and indemnify the City for same. No exceptions will be permitted unless satisfactory credit arrangements are made in advance. Deposits and payments are subject to charges of 1% per month if not paid within 30 days of notice of amount owed whether in writing, verbally, or by invoice.

i.h. Cancellation and Refund. Users who cancel shall forfeit 50% percent of initial payment if cancellation is made up to 30 days in advance of the scheduled event. Users who cancel within 30 days of the first contracted usage date will automatically forfeit all payments they have paid to the City. In addition, User shall be responsible for any out of pocket expenses incurred by the City. Rescheduling of events and additional deposit requirements are entirely at the discretion of the Facility Manager.

C. Parks.

1. Forum Designation and Permitted Uses. City Parks are open as a Traditional Public Forum (to the extent that they are open-air and not designated for specific uses such as sports facilities/fields and reservation-based picnic shelters), subject to the Rules and Regulations established in Chapter 19 of the Farmington Hills Code of Ordinances, all other applicable ordinances, statutes, and regulations, including but not limited to those pertaining to disturbing the peace, noise, and nuisance, and to the requirements and restrictions set forth in this Subsection VII.C.
2. Facility Manager. Applications for reservation-based park facilities are to be made to the Department of Special Services.
3. Scope of Use. Users of City Parks shall conduct their activities so as to not disrupt the operations of portions of parks designated for specific purposes,

including but not limited to: baseball, soccer, and other athletic fields; skate park; archery range; nature center; and golf course.

4. Fee-Based Reservation Park Facilities. The following park facilities are available on a first-come first-served fee-based basis, subject to the terms of this Policy and the following rules and regulations:

a. Heritage Park Shelter-Specific Rules and Regulations:

- i. Shelters are reserved in one-hour intervals. Shelters shall not be reserved or used earlier than 9am or later than sunset.
- ii. Reservations are for the shelter and/or fire pit only. Park equipment, volleyball courts, and other park facilities are not available for use, and are open to the general public on a first-come-first-served basis.
- iii. Outside equipment such as inflatables, mechanical rides, amplified sound systems, etc., are not permitted.
- iv. Portable propane grills are prohibited. Users may use the City-provided charcoal grills on-site, but Users are responsible for providing their own charcoal.
- v. If the reservation includes electricity, it includes 2 circuits, 15 amps each. User must provide heavy-duty extension cords.
- vi. On-site water faucet is not drinkable water and is for park staff use only.
- vii. Receipt must be retained during reservation by the User and presented to park personnel upon request. Trash pickup and other cleanup duties are to be performed by the User. Therefore, the shelter must be left in the condition in which it was found. The site will be inspected by park personnel at the end of the rental period.
- viii. The Splash Pad is a Memorial Day through Labor Day operation. Its operating hours are 10am to 8pm, weather dependent.
- ix. Users are required to obtain permission from the Facility Manager or the Facility Manager's designee to have catering, but the caterer must be properly licensed by Oakland County.

- x. Balloons are not permitted, as they pose a choking hazard to wildlife and clog the Splash Pad drain.
  - xi. A full refund (less administrative fee) will be issued if the reservation is canceled more than 30 days from the reservation date. A 50% refund will be issued if the reservation is canceled 30 days or less from the reservation date. Refunds will only be issued in the event of severe weather as determined in the discretion of the Facility Manager.
- b. Stables Art Studio, Caretakers Farmhouse, Day Camp/Nature Center/Riley Archery Range and Skate Park:
- i. These facilities shall not be reserved or used earlier than 9am or later than sunset.
  - ii. Reservations are only for the specific facility that has been applied for. Equipment, volleyball courts, playground areas, and other areas in the park are not available for use (except as provided in this Policy), and are open to the general public on a first-come-first-served basis.
  - iii. Outside equipment such as inflatables, mechanical rides, amplified sound systems, etc., are not permitted.
  - iv. Receipt must be retained during reservation by the User and presented to park personnel upon request.
  - v. Trash pickup and other cleanup duties are to be performed by the User. Therefore, the facility must be left in the condition in which it was found. The site will be inspected by park personnel at the end of the use. Users are required to obtain permission from the Facility Manager or the Facility Manager's designee to have catering, but the caterer must be properly licensed by Oakland County.
  - vi. Balloons are not permitted outside.
  - vii. A full refund (less administrative fee) will be issued if a reservation is canceled more than 30 days from the reservation date. A 50% refund will be issued if reservation is canceled 30 days or less from reservation date. Refunds will only be issued in the event of severe weather as determined in the discretion of the Facility Manager.
- c. Fields (Games and Practices). The following requirements and regulations shall apply to reservations of park fields for games and practices:

City of Farmington Hills  
Use of City Facilities Policy

- i. All field users are required to submit a Field Guideline Application prior to reserving a field.
- ii. Field hours are from 8:00 a.m. to sunset.
- iii. Prospective field Users are classified into two groups: Group I (non-profit organizations including YMCA, Civic Organizations, and homeowner associations; and private groups or teams consisting of at least 60% Farmington Hills residents); and Group II (for-profit organizations, non-community groups, and non-residents).
- iv. Group I non-profit organizations must supply their tax exempt number.
- v. Groups I and II may be offered block scheduling (i.e. reserving fields for the entire season as opposed to a weekly basis) by completing a Field Use Reservation Form and submitting for review to the Facility Manager.
- vi. Group I block scheduling occurs May 15<sup>th</sup> for Spring/Summer and July 15<sup>th</sup> for Fall.
- vii. Group I and II can reserve fields by May 15<sup>th</sup>.
- viii. All reservations that require dragging and lining of fields must be made 3 days prior to field use.
- ix. Field use is permitted May 15<sup>th</sup> through October 15<sup>th</sup>, weather permitting.
- x. During the period of the reservation and field use, the individual or organization shall procure and maintain a General Liability insurance policy in accordance with this Policy.
- xi. Inclement weather may result in the cancellation of field use.
- xii. Field Use Permits will be issued upon approval of a requested reservation for the use of any athletic facility.
- xiii. The Field Use Permit must be carried with the permit holder at all times during the event.
- xiv. The Field Use Permit only assures use of the field permitted and not exclusive use of the park or other fields.

- xv. Permit holders are responsible for those attending the outing. Permit holders and their participants and those attending their outing shall abide by all City and park ordinances and rules.
- xvi. No refunds will be given after fields have been reserved.
- d. Fields (Tournaments). The following requirements and regulations shall apply to reservations of park fields for tournaments:
  - i. During the period of the reservation and field use, the User shall procure and maintain a General Liability insurance policy in accordance with this Policy.
  - ii. The User will not charge a parking fee, however it may charge an entrance fee.
  - iii. Outside concessions and vendors are not permitted unless the User has obtained approval from the Facility Manager or the Facility Manager's designee. Any food vendor approved by the Facility Manager or the Facility Manager's designee must be properly licensed by Oakland County.
  - iv. The User shall provide tournament game schedule and field set up information a minimum of one week prior to the event to the Department of Special Services.
  - v. The amounts of a non-refundable deposit and all fees and charges for field reservations shall be established by the Facility Manager. The deposit is due at the time of reservation. Full payment of all fees for the reserved fields must be made a minimum of 10 working days after the event, check payable to Farmington Hills Recreation and sent to: Costick Center, Attn: Field Reservations, 28600 Eleven Mile Road, Farmington Hills, MI 48336.
  - vi. Baseball tournament teams are not permitted to use soccer fields.
  - vii. User and its participants and guests shall abide by all City and park ordinances and rules.
  - viii. The User shall provide the name and daytime phone number of the event's on-site contact person.
  - ix. Users may rake a baseball field, but not use any mechanical devices or vehicles for said purpose.

- x. Inclement weather may result in the cancellation of field use.

D. Facilities Not Available for Use by Outside Groups/Individuals. The following City facilities and properties, or portions thereof, are Non-Public Forums. No space within these facilities is available for fee-based or non-fee-based use, and no portion of these facilities nor any portion of their premises that is not entitled to regulation as a Traditional Public Forum is intended to be opened as forums for activities unrelated or disruptive to the purpose of the facility.

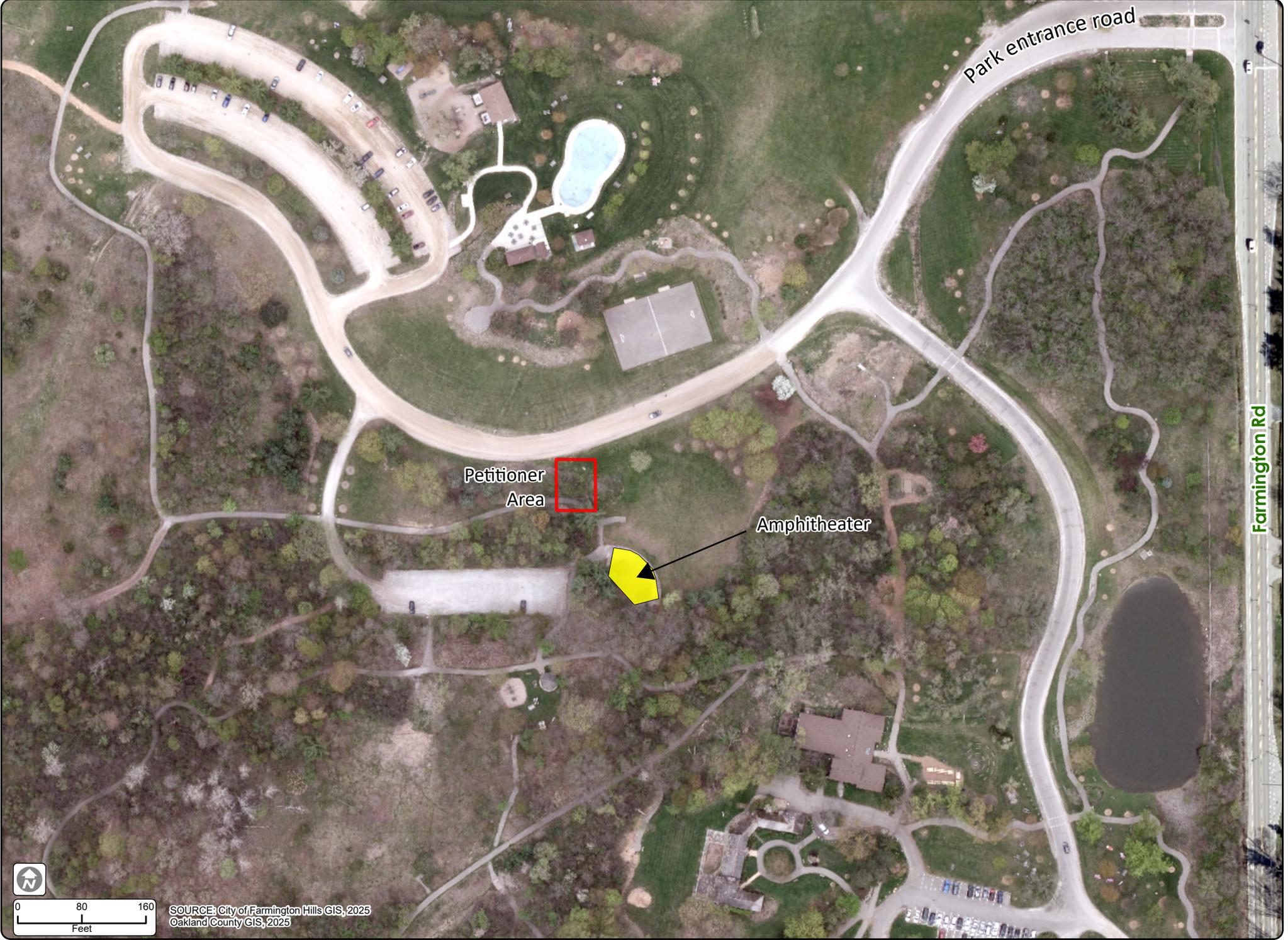
1. Fire Stations 1, 2, and 4
2. Fire Station 3 (to the extent that it is separated from the Jon Grant Community Center).
3. Police Department Building
4. 47<sup>th</sup> District Court
5. Department of Public Works Facility (including outbuildings)
6. Farmington Hills Golf Club, except for golf outing fundraisers.
  - a. Note: The restaurant within the Farmington Hills Golf Club is operated by a private entity pursuant to a concession agreement with the City. Any decisions made by that entity pursuant to its independent operating procedures and in compliance with applicable public accommodations law in furtherance of its business purpose shall not be construed as manifesting an intent of the City to confer public forum status on any portion of the Farmington Hills Golf Club property.
7. Park and Golf Maintenance Facility.
8. Amphitheater at Heritage Park, not including any areas of the Amphitheater that, during events, are designated by the City for entry into and exit from the Amphitheater performing and viewing areas, which shall be a Limited Public Forum that is designated for soliciting signatures for candidate nominating petitions, ballot proposal petitions, or similar documents and for distribution of non-commercial leaflets, provided such activities in these areas are undertaken in a manner that does not interrupt or disrupt the performance in any way and do not restrict or impede ingress and egress to and from the Amphitheater.
9. City Hall, except City Hall meeting rooms, Council Chambers, and the hallway outside Chambers are Limited Public Forums during public meetings held by City Council and other City government public bodies subject to rules established by City Council or such other public bodies applicable to those areas.

9.10. Any other facility not identified in this Policy as a Traditional Public Forum or Limited Public Forum.

VIII. Repealer, Conflicts, and Severability.

- A. Prior Facility Use Policies Repealed. This Policy amends, restates and supersedes any and all prior facility use and political activities policies adopted by the City Council. Any prior facility use and political activities policies are hereby repealed.
- B. Conflicts. If any provision of this Policy is inconsistent or conflicts with the City Code of the City of Farmington Hills, or any other binding state or federal statutes, regulations, or law, this Policy shall be superseded to the extent that it conflicts with those statutes, laws, ordinances, regulations, or other laws.
- C. Severability. In the event that any of the terms or provisions of this Policy are held to be partially or wholly invalid or unenforceable for any reason whatsoever, such holding shall not affect, alter, modify, or impair any of the other terms, provisions or covenants of this Policy or the remaining portions of any terms, provisions or covenants held to be partially invalid or unenforceable.

# Heritage Park Petitioner Area



Park entrance road

Farmington Rd

Petitioner Area

Amphitheater



**DATE:** February 3, 2025

**TO:** Gary Mekjian, City Manager

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

**SUBJECT:** PUD 2, 2024 including Site Plan 56-8-2024 – Mulberry Park and The Tabernacle Multi-Family Housing

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The City Council held a public hearing and commented on the above referenced project at the January 13, 2025 meeting. At that time, the item was postponed to a date certain - March 3, 2025 City Council meeting.

The applicant, Steven Schafer has revised the PUD and Site Plan in response to comments from the January 13, 2025 meeting. An updated plan with bulleted summary of changes is enclosed for City Council to review. Mr. Schafer will be in attendance at the meeting to review the changes to the plans and seek comment.

If there are questions prior to the meeting, please contact my office at 248-871-2543 or by email [ckettler@fhgov.com](mailto:ckettler@fhgov.com)

**ATTACHMENTS**

- PUD Plan 2, 2024, including Site Plan 56-8-2024, summary of changes since January 13, 2025
- January 2025 PUD Plan 2, 2024 including Site Plan 56-8-2024
- February 2025 PUD Plan 2, 2024, including Site Plan 56-8-2024
- January 13, 2025, City Council draft meeting minutes

## The Tabernacle / Mulberry Park Planned Unit Development

On January 13<sup>th</sup>, 2025, Schafer Development presented its proposed *The Tabernacle / Mulberry Park* 76-unit mixed-generational Planned Unit Development at a City Council Public Hearing. The development was tabled due to substantial feedback from the public and Council during the Q&A session.

In advance of our rescheduled City Council Hearing (to occur in March), we wanted to attend the February 10<sup>th</sup> Study Session to obtain feedback. This revised plan reflects significant adjustments based on City Council's feedback and aims to address community concerns.

### City Council Feedback and Developer Responses:

- 1) **Deep Buffering:** Provide a 75-foot or greater buffer to Holly Hill Farms.
  - **Response:** Plans updated to include an 83–86-foot buffer, exceeding previous setbacks by 11–16 feet. [Refer to Exhibits 1–2 which showcase Site Plan changes.](#)
- 2) **Traffic Flow/Safety:** Demonstrate the 13 Mile Road entrance will not adversely impact traffic flow and safety.
  - **Response:** Baptist Manor will remove the first duplex unit to create a new entrance at the Detroit Baptist Drive / 13 Mile Road signalized intersection. We also show a secondary entrance on 13 Mile Road.
- 3) **Walkability:** Ensure pedestrian connectivity internal to development and to Baptist Manor without requiring pedestrians to walk along 13 Mile Road.
  - **Response:** Added 5-foot sidewalks on both sides of the roadway and along the new entrance at Detroit Baptist Drive.
- 4) **Reduced Density:** Reduce density to better align with adjacent communities.
  - **Response:** Reduced development from 76 units to 69 units (7 fewer units), equating to a 12.2% density reduction. [Refer to Exhibit 3 which showcases adjacent townhome community densities.](#)
- 5) **Visual Impact:** Mitigate visual impact on Holly Hill Farms by incorporating single-story ranch-style homes.
  - **Response:** Reduced building widths along the southern property line to 3- and 4-unit configurations.

### Follow-Up Actions:

- In mid-to-late January, Schafer Development engaged with numerous City Council members, the Mayor's Office, Engineering, Traffic and Planning Staff to review and refine the updated site plan and obtain feedback.
- We presented plans to Westgate HOA and are working to schedule a meeting with Holly Hill Farms HOA.

### Key Updates:

- **Room Reduction:** Loss of 25 rooms (9.3% reduction).
- **Density Reduction:** Loss of 7 units or 0.77 units/acre (12.2% reduction).
- **Additional Landscaping Measures:** Instead of a tree waiver, we plan to add 1/3 mile of landscaping along the 13 Mile frontage of the PUD and Baptist Manor campus, including more coniferous trees along the tree preservation buffer based on Holly Hill Farms resident feedback.
- **Public Benefit:** Identifying locations for active amenities (i.e. pocket parks, fitness trail, bus stop route) and passive amenities (i.e. public art installation, bench overlook, pollinator and bird watching areas) to create a "destination community."

**Exhibit 1**  
ORIGINAL Site Plan

<p><b>The Tabernacle</b></p> <ul style="list-style-type: none"> <li>• Acreage: 6.06 AC</li> <li>• Density: 36 DU / 8 Buildings</li> <li>• Rooms: 36 DU x 2-BD (3 Rooms) = <b>108 Rooms</b></li> </ul> <p><b>Mulberry Park</b></p> <ul style="list-style-type: none"> <li>• Acreage: 5.98 AC</li> <li>• Density: 40 DU / 9 Buildings</li> <li>• Rooms: 40 DU x 3-BD (4 Rooms) = <b>160 Rooms</b></li> </ul> <p><b>TOTAL</b></p> <ul style="list-style-type: none"> <li>• Density: 76 DU / 12.04 AC = <b>6.31 DU/AC</b></li> <li>• Rooms: 268 Rooms / 12.04 AC = <b>22.26 Rooms/AC</b></li> <li>• RC-1 permits a MAX of 276 rooms (-8)</li> </ul>	<div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> <div style="background-color: orange; padding: 5px; border: 1px solid black;"><b>The Tabernacle</b> 36 – Active-Adult Ranches</div> <div style="background-color: cyan; padding: 5px; border: 1px solid black;"><b>Mulberry Park</b> 40 – 2-Story Townhomes</div> </div>
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**Exhibit 2**  
NEW Site Plan

<p><b>The Tabernacle</b></p> <ul style="list-style-type: none"> <li>• Acreage: 6.48 AC (+0.42 AC)</li> <li>• Density: 33 DU (-3) / 9 Buildings (+1)</li> <li>• Rooms: 33 DU x 2-BD (3 Rooms) = <b>99 Rooms (-9)</b></li> </ul> <p><b>Mulberry Park</b></p> <ul style="list-style-type: none"> <li>• Acreage: 5.98 AC (0 AC)</li> <li>• Density: 36 DU (-4) / 7 Buildings (-2)</li> <li>• Rooms: 36 DU x 3-BD (4 Rooms) = <b>144 Rooms (-16)</b></li> </ul> <p><b>TOTAL</b></p> <ul style="list-style-type: none"> <li>• Density: 69 DU / 12.46 AC = <b>5.54 DU/AC</b></li> <li>• Rooms: 243 Rooms / 12.46 AC = <b>19.50 Rooms/AC</b></li> <li>• RC-1 permits a MAX of 276 rooms (-33)</li> </ul>	<div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> <div style="background-color: orange; padding: 5px; border: 1px solid black;"><b>The Tabernacle</b> 33 – Active-Adult Ranches</div> <div style="background-color: cyan; padding: 5px; border: 1px solid black;"><b>Mulberry Park</b> 36 – 2-Story Townhomes</div> </div>
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**Exhibit 3**

Adjacent Townhome Densities Comparison Chart

Community	Density / Acre	Rooms / Acre
Cove Creek	4.21	16.82
13 Mile (NEW)	5.54	19.50
Glen Oaks	5.28	21.10
13 Mile (ORIGINAL)	6.31	22.26

THE TABERNACLE

MULBERRY PARK



EXISTING WOODLAND AT SOUTH PROPERTY LINE TO BE PRESERVED

NEW TREES PROPOSED:  
DECIDUOUS: 28  
EVERGREEN: 65  
TOTAL TREES: 93

MATCHLINE  
SEE SHEET L-1  
MATCHLINE  
SEE SHEET L-2



**ENGINEERS**  
CIVIL ENGINEERS  
LAND SURVEYORS  
LAND PLANNERS

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



Planning Consultant Jill Bahm, Giffels Webster, provided background on the PUD amendment process. In the case of this Planned Unit Development, the original agreement stated that any change to it had to come back before the Planning Commission for a public hearing, as well as to Council for additional approvals.

### **Applicant presentation**

Claire McCready, Senior Project Manager, SignWorks of Michigan, Inc., was present on behalf of this request to amend PUD 1, 2015. Ann Frass, SignWorks owner, was also present, as was Derk Pronger, President, Corewell Health Farmington Hills.

- The monument sign was proposed to be 12 feet tall and 6 feet wide (72 square feet). This would replace the existing 10-foot, 8-inch-tall, 7 foot wide monument sign. The reduced width will improve traffic visibility. The top four feet of the sign will display critical information, including the hospital name and directions to the emergency room.
- The wall sign replaces the current "Beaumont" sign with "Corewell Health Farmington Hills Hospital."

### **Public Comment**

Pea Gee, resident, expressed support for the proposed signage changes.

MOTION by Bruce, support by Bridges, that the City Council of Farmington Hills hereby approves the amendment to Planned Unit Development 1, 2015, dated September 19, 2024 submitted by Signworks of Michigan, Inc., for the Corewell Health Campus sign change, located at 28050 Grand River Avenue.

And further resolves that the City Attorney prepare the appropriate PUD agreement stipulating the final PUD approval conditions and authorizing the identified zoning deviations for City Council consideration and final approval.

Roll Call Vote:

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

MOTION CARRIED 7-0.

### **PUBLIC HEARING AND CONSIDERATION OF PLANNED UNIT DEVELOPMENT 2, 2024 INCLUDING SITE PLAN 56-8-2024, MULBERRY PARK AND THE TABERNACLE MULTI-FAMILY HOUSING, LOCATED ON 13 MILE ROAD, WEST OF MIDDLEBELT ROAD. CMR 1-25-02**

Director of Planning and Community Development Kettler-Schmult explained that this application proposes a two-part development under separate names across seven (7) parcels on the south side of Thirteen Mile Road, just west of Middlebelt Road: Mulberry Park (approximately 5.98 acres) and The Tabernacle (approximately 6.06 acres). Mulberry Park is proposed to consist of nine (9) buildings with forty (40) units of attached, two (2)-story townhouses. The Tabernacle is proposed to be age-restricted and consist of nine (9) buildings with thirty-six (36) units of attached, one (1)-story ranches.

The applicant has had three meetings before Planning Commission as is the standard process for a Planned Unit Development:

- April 18, 2024 – Planning Commission qualified PUD (7-0)
- October 17, 2024 – Planning Commission set for public hearing (8-0)
- November 21, 2024 – Planning Commission public hearing/recommendation to City Council (5-0)

The next step in the process is this evening for the public hearing before Council after hearing from the applicant, City consultants and the public.

### **Consultant comments**

Referencing her January 6, 2025 review memorandum, Planning Consultant Bahm (Giffels Webster) provided the following information:

- The property is currently zoned RA-1 (single-family, large-lot residential).
- The proposed development includes relief from RA-1 zoning standards to allow higher density consistent with RC-1 zoning. Properties to the north, south and east are zoned RA-1; the project to the west (Baptist Manor) is zoned RC-1.
- During the qualification hearing (April 18, 2024) the Planning Commission found that of the eight standards that they could look at for the planned unit development eligibility, four were applicable to this project, primarily due to the preservation of open space and natural features. While there are significant number of trees that will be removed, there are many trees that are going to be added on the site.
- During the recent Master Plan update that acknowledged the need for housing within the community, the Planning Commission kept this area as a special planning area with the classification of Flex Residential, to allow for a different kind of housing type than single family residential detached.
- While most dimensional standards of the RA-1 zoning district are met, ordinance relief is being sought for:
  - a. Permit attached units at RC-1 density.
  - b. Permit 45 replacement trees not to be planted and 40 to be planted off site. (485 trees required to be replaced; 400 trees will be planted on-site, 40 trees replaced off-site, and waiver requested for 45 trees not replaced.)

### **Council questions and discussion**

In response to questions, Planning Consultant Bahm provided the following information:

- Confirmed that the surrounding properties are primarily RA-1, except for Baptist Manor to the west.
- Public benefits offered as a balance to the requested zoning relief include preservation of open space, tree preservation, and alignment with the Master Plan, particularly the call for additional housing in the City, noting that this project is proposing lower density than some of the projects the City had seen in the past. The review letter lists the four items the Planning Commission considered under their qualification, including the provision of open space, and the redevelopment of sites where an orderly change of use is determined to be desirable.
- Regarding impact to the existing neighborhoods, this project minimizes impact by offering an entrance and exit only to 13 Mile Road, so that no traffic will be using existing neighborhood roads. The significant greenbelt between this project and its neighbors is beyond minimum requirements.

### **Applicant presentation**

Aaron Schafer presented on behalf of this application for PUD approval. Steve Schafer and Spencer Schafer were also present, as were representatives from Baptist Manor and M/I Homes.

Mr. Schafer addressed the following:

- Schafer Development is under contract with Moby Investments for the 12.04 acres just west of Baptist Manor. Schafer Development is also working in conjunction with Baptist Manor to help them entitle their project and get through the approval process. The Tabernacle is the Baptist Manor portion of the project and will be age-restricted to those 55 or older. Mulberry Park is a conventional 2-story townhome development that is aimed toward younger or first-time home buyers.
- Flex Residential Zoning enables creative redevelopment of less desirable single-family lots along the 13 Mile corridor, including the clustering of townhome or attached ranch units consistent with the proposed site plan. One of the main objectives of the flex residential designation is the clustering of units to preserve substantial open space and tree rows.
- If the property were developed under the current RA-1 zoning, a home could be located as close as 35 feet from the shared southern property line. The proposed plan nearly doubles that setback to approximately 65-74 feet.
- The southern and eastern property lines contain some of the most significant tree rows, and the development has been intentionally clustered to preserve as many of these large trees as possible.
- A wildlife corridor area is a hallmark of this development, traversing eastward to the River Rouge tributary.
- The plan meets all the suggestions made by the Fire and Engineering departments, including aligning the single access boulevard entrance with Westgate Road. The drive aisles were expanded to 27' feet wide. The ring road serves both developments with widened drive aisles for improved circulation. No stub street is proposed to the east due to topographical challenges there.
- The proposed plan has evolved from the high density project previously proposed by the Chaldean Community Foundation to what is being presented today. The current proposal provides much needed multi-generational housing, providing the community at large with "missing middle" housing, catering to the needs of couples and young families who are looking to build and establish roots and enroll their children into the Farmington Hills School District, as well as seniors seeking maintenance and commitment free housing where they can age in place.
- The 76 units on 12.04 acres has a total density of roughly 6.3 units to the acre.
- Renderings showed the proposed one-story ranches for the Tabernacle, and the proposed townhomes for Mulberry Park. The two portions of this PUD will have a complementary appearance in terms of materials and colors.
- The landscape plan was designed based on feedback received from numerous site walks with residents and HOA meetings. Schafer Development continues to meet with neighbors and will be submitting a revised landscape plan to provide additional evergreens as requested by the neighbors.
- The ordinance requires that 485 trees be replaced. Over 400 trees will be planted on site, and existing trees along the southern and eastern property line, and part of the northern property line will be preserved. Of the 85 trees remaining, Schafer Development has offered to plant a significant number (approximately 45 trees) off site, on neighbor's properties.
- About 167 or 45% of the existing trees to be removed are low quality (box elders, crab apples, cottonwoods, etc.).

- Residents have been concerned about construction noise. Schafer Development is anticipating 4-5 months to do all earthwork, construction of basins, and underground utilities, and 18-24 month lead time before homes can be listed for sale and be ready for move-in.
- Schafer Development has walked neighboring residents' rear yards and knows drainage is an issue there – currently the water flows south and east. The proposed development will be designed to alleviate those issues, directing water to make its way into the basin at an agricultural rate, and from there move to 13 mile and eventually into the River Rouge tributary.
- In response to questions received from the Mayor's office this morning, Mr. Schafer said that they anticipate the value of the development to be \$27M - \$28M. Approximately 200 new residents will be added. The Tabernacle units will rent at \$2000+. The Townhomes will start in the \$400K range.
- Taxable values will be in the \$620K range for the entire development per year. The City receives approximately 30% of the total taxes.
- The Tabernacle will be for active adults 55 or older, who will not put additional burdens on the Fire Department or Public Services beyond that of any residential community.

### **Council discussion and clarifications**

Council Member Aldred raised concerns about the traffic study presented during the November 21 Planning Commission review, noting that the projected level of service for the Westgate intersection would degrade from a C to an F by 2028 due to the proposed development, with significantly increased wait times for residents.

Aaron Schafer explained that they had worked extensively with fire and engineering departments to mitigate traffic impacts, including widening the boulevard and providing additional right-of-way for future 13 Mile Road improvements.

### **Public Hearing**

Mayor Rich opened the Public Hearing by first noting that comments in opposition to the project had been received from Adele Letterman, Beverly Mihalko, Charles Spiess, Craig LaPointe, David and Wanda Whalen, Doug Graham, Douglas and Mamie Roberson, Dr. Sharon Lee Havis, Duane Pitcher, Elena Mityaeva and Tim Pike, Emilio Ramirez of Holly Hill Farms Subdivision, Farida Attar, Guido and Eileen Campagna, H. Nelhans, Harold Howard, J. Meissner, Joe and Kathy Sterbling, John P. Nagoda, Kim and Jeriel Heard, Larry Rosenstock, Lindsey Matych, Mais Moran, Mark Sanders, Michele Nagoda, Nicole Carroll, Patricia Labrecque, Paul Shultz, Renee and Gari Chaffin, Roger Matuz, Roman Golshteyn, Ron Breining, Rory McHarg, Teresa Petersen, Ursula Kizy, Valerie Watson, and Dr. Meital Yerushalmi.

Public comment was offered in person by:

- Emilio Ramirez/Holly Hills Farms Subdivision noted that Schafer Development had communicated well with the HOA. The 9-10 residents of Holly Hill Farms that will be directly affected by this development are concerned about loss of privacy, potential drainage problems, construction noise, possible decreases in property value, strain on the power grid, loss of wildlife habitat, removal of over 400 trees (including 57 landmark trees), and increased traffic and congestion on 13 Mile Road.
- Julie Skene, Holly Hills Farms, suggested that all homes be single-story across the back of the development, and all multi-story homes be placed further forward. She was concerned about the affordability of the homes for senior citizens, and the traffic issues that will be caused by the entryway being directly opposite Westgate subdivision's entryway. Could a traffic light be installed?
- Amy Broglin-Peterson, Westgate subdivision, was concerned about traffic.

- Michael Menlo, WoodCreek subdivision, asked for “flare lanes” and a traffic light at Westbrook if this development went forward. He was concerned about construction wear and tear on the roads.
- John Nagoda, Westgate subdivision, asked Council to deny this PUD request. The lots were zoned RA-1 for a reason, and this project provides little or no benefits to the existing community. He was concerned about tree removal, traffic safety, density, and the additional burden placed on city staff and resources.
- Adele Letterman, Westgate subdivision, opposed the density of the project. Westgate lots were  $\frac{3}{4}$  acre.
- Mark Sanders, Westgate HOA president, commended the Schafers for being open with the HOA. However, the HOA thought this proposal was too big a change and too dense relative to the neighboring developments.
- Louise Lieberman, Westgate subdivision, was concerned about traffic, density, and loss of animal habitat.
- Mark Pucher, Westgate subdivision, was concerned about traffic and density of the proposed development. He requested a traffic light at the Westgate entrance.
- Debbie Isner, Woodbrook, said her property backed up to the proposed Mulberry Park development. She acknowledged the Flex Residential designation, and said it was vital to capture the tree conservation area into perpetuity. Schafer Development had met with her and made changes based on her comments.
- Lindsey Matych, Holly Hill Farms, lived directly adjacent to the project. She opposed the proposal due to the tree removal, density, impact on drainage, traffic, wildlife, loss of privacy for existing residents, and marketability. The increase in density is not tied to deep buffering from the neighborhood to the south and does not bring change that is desirable for the neighboring communities.
- Eric Schmidt said that they had recently purchased their home in the Northwest corner of Holly Hill Farms because of the location and the zoning in the area. Had they known this development could potentially be built, they would have chosen a different home in a different location. While he appreciated the Schafers coming to his home and talking to him, Mr. Schmidt believed the proposed development is not compatible with the existing neighborhood. He was concerned about traffic and the fact the intersection at Westgate Road will go down to an F.
- Angie Smith thanked the Schafers for being very transparent. She was concerned about the intersection at Westgate Road, as the situation there was already dangerous.
- Robin White, Farmington Hills resident, supported the expansion of the Baptist Manor, as long as 13 Mile Road was widened first. There needed to be a traffic light at Westgate Road.

### **Council questions and discussion**

Council Member Knol raised several concerns and questions for the developer regarding the proposed project, focusing on compatibility, density, and privacy.

- **Compatibility Concerns:** Knol highlighted the disparity between the proposed two-story townhouses in Mulberry Park and the neighboring Holly Hill Farms, which consists of lower mid-century modern homes, many of them tri-levels. Despite the proposed buffer, the two-story structures would be visible, especially given the time it will take for newly planted trees to mature.
- **Density Issues:** While the proposal includes a similar number of units as neighboring developments, such as Westgate and Cove Creek, those developments feature larger lots and lower density. Council Member Knol compared the project to the recently approved Villas at Pebble Creek, which has 75

condos spread over 30 acres and consists of one and 1.5-story units catering to families and older residents looking for options without stairs.

- **Potential Modifications:** Council Member Knol suggested reducing the density of the Mulberry Park section by converting the two-story townhouses near Holly Hill Farms into one-story condos. This adjustment could address privacy concerns and reduce the total room count, aligning it more closely with RC-1 standards.

Council Member Knol said that she could not support the project in its current form. She invited the developer to consider reducing the density and incorporating more one-story units, particularly along the border with Holly Hill Farms.

In response, Mr. Schafer noted that when combined, the developments fall seven units below the RC-1 unit cap for the site. He emphasized the trees that would be planted and the outreach to neighbors regarding landscaping. Mr. Schafer acknowledged density concerns but emphasized that the property's location along 13 Mile and evolving housing trends favor clustered, lower-maintenance housing, as reflected in the City's master plan since 2009. He highlighted the significant density reductions from previous proposals while balancing economic feasibility with community feedback and striving to provide attainable housing options.

Spencer Schafer emphasized efforts to ensure compatibility by transitioning to two-story buildings for half the development, aligning more closely with neighboring ranches and colonials. The proposed setbacks far exceed PUD and RA-1 requirements, providing additional buffer space. While the proposal differs from current zoning, it does align with the master plan's allowance for one- to three-story units.

Council Member Bruce asked the planning consultant to clarify the primary purpose of a Planned Unit Development (PUD). Planning Consultant Bahm explained that a PUD allows projects that do not align with existing zoning standards to move forward, particularly when no other zoning category adequately accommodates the proposed development.

Council Member Bruce expressed concerns about the proposed PUD, questioning its appropriateness for the subject RA-1-zoned properties. He emphasized that the PUD process is typically used for problematic properties that cannot otherwise be developed, but in this case, he has seen no evidence that the lots could not be sold and developed as RA-1. The proposal's high density disrupts the residential character of the neighborhood and unfairly alters expectations for nearby residents who purchased properties assuming the current zoning would remain unchanged.

Council Member Bruce highlighted the importance of maintaining low-density zoning to protect neighborhood integrity and argued that development should not prioritize maximizing a property owner's financial return at the expense of the community. While the development is visually appealing, it would be better suited to a different location. Concerns about increased traffic and congestion were real, as the proposed development would add 200 residents to the area.

In conclusion, Council Member Bruce stated that sometimes no development is better than bad development, and that while he appreciates the developer's efforts and the development is beautiful, he does not see sufficient community benefit from the PUD at this location and cannot support the

proposal in its current form. He reiterated his commitment to ensuring developments align with zoning standards and protect the long-term character of the city.

Council Member Aldred acknowledged that the Master Plan designates the area as Flex Residential, providing for greater development flexibility, but emphasized that this designation does not equate to RC-1 density. The proposed density at 6.3 units per acre exceeds what is appropriate for the site and does not align with the intent of flex residential zoning.

Council Member Aldred outlined three key objectives for the development: minimal impact on the neighboring properties, acceptable traffic levels with safe conditions, and a high-quality housing product. He stated that the proposal falls short on the first two points, citing insufficient setbacks, limited open space, and significant traffic concerns, including a projected F grade for level of service at the boulevard entrance. While he commended the housing designs as high quality and visually appealing, he criticized the lack of walkability and sidewalks within the development, which he attributed to the high density. Council Member Aldred noted that developments like Cove Creek, with a density of 3.1 units per acre, are more compatible with the area and should serve as a benchmark for flex residential zoning.

In response, Aaron Schafer emphasized the development team's readiness to work collaboratively and explore creative adjustments to the plan to address the issues raised.

Council Member Bridges discussed the PUD process and its application to the proposed development. He clarified with Planning Consultant Bahm that the process is guided by the Michigan Planning Enabling Act, but cities have discretion over the specific criteria outlined in their ordinances. Council Member Bridges noted that the Planning Commission is considering reviewing the ordinance to ensure it aligns with current land development needs and remains applicable to the city's context as a nearly fully developed community.

Council Member Bridges was opposed to this development project, citing concerns about density and compatibility with the area's character. He emphasized that Farmington Hills residents value open space and large lots and move here for those characteristics, and the proposal's higher density disrupts the established neighborhood dynamic. While commending the developer for thoroughly addressing resident concerns and presenting a comprehensive review, Council Member Bridges maintained that the proposed development is out of character for the area and does not align with the expectations of the surrounding community.

In response, Aaron Schafer noted the scarcity of open land in Farmington Hills and emphasized that the Planned Unit Development (PUD) mechanism is one of the few tools available to creatively address housing needs. He highlighted the importance of providing housing options for the "missing middle" as well as empty nesters and the aging population in the city. At the same time, Mr. Schafer acknowledged the Council's concerns about density and traffic.

Council Member Boleware agreed with concerns raised by fellow council members. She praised the overall design of the project, particularly the Tabernacle portion. However, she expressed significant concerns about the density of the Mulberry portion and its impact on traffic. Council Member Boleware supported the concept of a multi-generational development combining housing for older adults and

younger families but the traffic challenges in the area, especially during peak hours, make the proposed density problematic. She noted that the Tabernacle's age-restricted residents are less likely to add to traffic during busy times, but the Mulberry portion, with younger families, would increase the traffic congestion.

Council Member Boleware commended the effort to replace 400 removed trees and distribute additional trees throughout the site. Unfortunately, density and traffic concerns particularly at the Westgate/Mulberry intersection remain primary issues and she encouraged the developer to consider reducing the number of units in the Mulberry portion. Council Member Boleware complimented the project's design and facade.

**Request for postponement**

Spencer Schafer addressed concerns about traffic, explaining that the development team was working with Julie Kroll at Fleis & Vandenbrink. The alignment of the proposed boulevard entrance with Westgate had been requested by the City's engineering department, changing the current three-way intersection into a four-way. The development team wants to maintain the intersection's level of service at a D rating or better and is open to revisiting potential solutions, including the possibility of adding a second entrance. Mr. Schafer expressed a willingness to refine the proposal based on Council feedback and requested that the item be tabled to allow time for revisions.

Mayor Rich thanked the Schafers for their community engagement, including attending the recent "Walk the Hawk" event and discussing the proposed development with residents. However, Mayor Rich acknowledged significant concerns raised by both residents and Council members.

Mayor Rich was also concerned about walkability, along with the absence of placemaking. She suggested incorporating public art in the proposal, noting the Council's ongoing discussions about implementing a public art ordinance. She was concerned about affordability, as the proposed \$2,500 monthly cost of the Tabernacle rentals is more than many residents can pay, especially seniors living on fixed incomes. Traffic impacts and the deteriorating state of existing structures on the property remain pressing issues.

Acknowledging the developer's request to table, and after discussion regarding scheduling, the following motion was offered:

MOTION by Boleware, support by Dwyer, that the City Council of Farmington Hills hereby approves the postponement of the public hearing and consideration of Planned Unit Development 2, 2024 including Site Plan 56-8-2024, Mulberry Park and The Tabernacle Multi-Family Housing, located on 13 Mile Road, west of Middlebelt Road, to March 3, 2025.

**Roll Call Vote:**

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

Nays: BRUCE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 6-1.

**AGENDA**  
**CITY COUNCIL MEETING**  
**FEBRUARY 10, 2025 – 7:30PM**  
**CITY OF FARMINGTON HILLS**  
**31555 W ELEVEN MILE ROAD**  
**FARMINGTON HILLS, MICHIGAN**  
Telephone: 248-871-2410 Website: [www.fhgov.com](http://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 must complete and turn in to the City Clerk a blue Public Participation Registration Form.

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

**STUDY SESSION (6:00P.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
2. Proclamation recognizing [February 6, 2025 as Optimist Day](#)
3. Proclamation honoring [Avery Hill, Miss Michigan Collegiate America 2025](#)
4. Proclamation recognizing [February 2025 as Black History Month](#)

**ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS**

5. Report from the [Farmington Area Commission on Aging](#)

**CORRESPONDENCE**

**CONSENT AGENDA - (See Items No. 10-25)**

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:**

6. Public hearing and consideration of amendment to Planned Unit Development 2, 2021, including Revised Site Plan 59-5-2022, located at 27400 Twelve Mile Road. [CMR 2-25-11](#)

**NEW BUSINESS:**

7. Consideration of approval to increase the City Manager's purchase approval threshold to \$24,999 and require City Council approval for purchases of \$25,000 or more. [CMR 2-25-12](#)
8. Consideration of approval of [appointments](#) to various boards and commissions.

**UNFINISHED BUSINESS:**

9. Consideration of approval of the ENACTMENT of Ordinance C-1-2025 to amend the Farmington Hills Code of Ordinances, Chapter 2, "Administration," Article IV, "Boards, Commissions, and Councils," to add Division 12, "Innovation, Energy, and Environmental Sustainability Commission," to provide for the establishment of said commission and its authority, purposes, duties and membership; and summary for publication. [CMR 2-25-13](#)

**CONSENT AGENDA:**

10. Recommended approval of proposed interlocal agreement between Oakland County and the City of Farmington Hills for Michigan Indigent Defense Council Standard 7 Review and Qualification Requirements. [CMR 2-25-14](#)
11. Recommended approval of amendment to the [Employment Agreement](#) for the City Clerk.
12. Recommended approval of [renewal of license agreement](#) with Oakland County for Early Voting at the Costick Activities Center.
13. Recommended approval of a request for employment under Section 10.01A of the City Charter for two Lifeguards. [CMR 2-25-15](#) and [CMR 2-25-16](#)
14. Recommended approval of a request for employment under Section 10.01A of the City Charter for a Hawk's Nest Leader. [CMR 2-25-17](#)
15. Recommended approval of a request for employment under Section 10.01A of the City Charter for an Archery Instructor. [CMR 2-25-18](#)
16. Recommended approval of a request for employment under Section 10.01A of the City Charter for a Building Assistant. [CMR 2-25-19](#)
17. Acknowledgement of [second quarter financial summary and quarterly investment reports](#).
18. Recommended approval of award of consulting services for Mission, Vision & Values Statement for Strategic Plan to Raftelis Financial Consultants, Inc. in the amount of \$57,225.00. [CMR 2-25-20](#)
19. Recommended approval of award of bid for Golf Clubhouse Tables and Chairs to ConServ Flag Company in the amount of \$34,253.90. [CMR 2-25-21](#)

20. Recommended approval of award of contract for the Kendallwood Subdivisions #2 & #4 Water Main Replacement Project to Bidigare Contractors Inc. in the amount of \$5,483,835.00. [CMR 2-25-22](#)
21. Recommended approval of award of bid for Audio and Visual Theatre Technology Services to Pro Audio and Lighting in the estimated amount of \$20,000 for a six (6) month period with the optional approved renewals. [CMR 2-25-23](#)
22. Recommended approval of City Council [goals study session meeting minutes](#) of January 11, 2025.
23. Recommended approval of City Council [study session meeting minutes](#) of January 13, 2025.
24. Recommended approval of City Council [regular session meeting minutes](#) of January 13, 2025.
25. Recommended approval of City Council [special joint study session meeting minutes](#) of January 27, 2025.

#### **ADDITIONS TO AGENDA**

#### **PUBLIC COMMENTS**

Limited to three (3) minutes for any item of City business not on the agenda.

#### **CITY ATTORNEY REPORT**

#### **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.**



**PROCLAMATION**  
**In Recognition of Optimist Day**  
**Feb. 6, 2025**

- WHEREAS,** Optimist International is a worldwide organization of people committed to optimism and self-development for the improvement of youth and community; and,
- WHEREAS,** Optimist Day is recognized and celebrated annually on the first Thursday of February to recognize local Optimist organizations, celebrate their contributions to the community and encourage citizens to do something that brings out optimism in themselves or others; and,
- WHEREAS,** the Optimist Club of Farmington & Farmington Hills has been a vital part of the community for more than 40 years; and,
- WHEREAS,** this voluntary organization of civic-minded men and women is dedicated to community service, making a difference in the lives of others and working with young people to help them reach their potential to make their dreams come true; and,
- WHEREAS,** the membership of the Optimist Club of Farmington & Farmington Hills is composed of individuals from business, industry, government, and other professions, who use their talent and skills to contribute to the community in which they and their families draw daily benefits; and,
- WHEREAS,** there are 2,500 Optimist Clubs in Optimist International, with more than 70,000 members worldwide who are contributing to their respective communities and encouraging a greater exchange of ideas between young people and adults.

**NOW, THEREFORE,** I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby recognize the **Optimist Club of Farmington & Farmington Hills** and call upon our citizens, public and private institutions, businesses, and schools to thank the local Optimist Club and honor this vital organization that is committed to the improvement of youth and community.

A handwritten signature in black ink, reading "Theresa Rich", written over a horizontal line.

Theresa Rich, Mayor



**PROCLAMATION**  
**Recognizing Avery Hill**  
***Miss Michigan Collegiate America 2025***  
**Feb. 10, 2025**

**WHEREAS,** the Miss Collegiate America Pageant provides personal and professional opportunities for women enrolled in a university, trade school or continuing education program, allowing them to compete in a pageant with high moral values, grow leadership skills, earn scholarships and more; and,

**WHEREAS,** Avery Hill, a long-time resident of the City of Farmington Hills, was crowned Miss Michigan Collegiate America 2025 at the state pageant in Dearborn, Michigan, in January 2025, bringing pride to the Farmington Hills community; and,

**WHEREAS,** Avery, an alumna of Farmington Public Schools and a first-year student in the Culinary Arts program at Schoolcraft College, has demonstrated exceptional dedication to her education and community; and,

**WHEREAS,** Avery plans to use her platform to advocate for greater awareness of B.R.A.V.E. - Building Respect and Values for Everyone - the official national platform and anti-bullying campaign of the Miss Jr. High, High School and Collegiate America Organization, which promotes building respect and values through presentations to school-aged children and their parents to create awareness and promote a bully-free and safe environment; and,

**WHEREAS,** Avery exemplifies courage and resilience by working to raise awareness for Tourette syndrome, a nervous system condition with which she was diagnosed during her freshman year of high school; and,

**WHEREAS,** Avery will represent the Farmington Hills community in Little Rock, Arkansas, when she competes in the national Miss Collegiate America Pageant.

**NOW, THEREFORE,** I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby honor Avery Hill for embodying the joy, optimism and resilience that are characteristic of the Farmington Hills community, and wish her luck at the national Miss Collegiate America Pageant and in all her future endeavors.

A handwritten signature in black ink, appearing to read "Theresa Rich".

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Theresa Rich, Mayor



**PROCLAMATION  
Black History Month  
February 2025**

- WHEREAS,** the City of Farmington Hills takes pride in recognizing February 2025 as Black History Month, celebrating the many notable contributions that African Americans have made to our community, our country and our world; and,
- WHEREAS,** we applaud the vast cultural, economic, political, and social contributions made by people of African ancestry who helped build this great nation and we honor their valuable contributions to professional fields, including education, law, government, science, business, sports and the arts, and their brave service in the United States Armed Forces; and,
- WHEREAS,** we embrace the multicultural diversity of people of color in Farmington Hills, and express gratitude for how their influence enriches the history and culture of our City to unite and sustain us as a community; and,
- WHEREAS,** we uplift our African American community leaders, business owners and professionals, and promote the Black community as part of the rich tapestry of our whole inclusive Farmington Hills community; and,
- WHEREAS,** we join others in recognizing and rooting out systemic racism, health and wealth disparities, and other inequities in our community so that all Black people and other people of color feel welcomed, valued and celebrated.

**NOW, THEREFORE,** I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim February 2025 as **Black History Month** in Farmington Hills and call upon our citizens, public and private institutions, businesses and schools to honor the history and achievements of Black Americans, and reflect upon efforts needed to create a world that is more just, equitable and prosperous for all people.

A handwritten signature in black ink, appearing to read "Theresa Rich", is written over a horizontal line.

Theresa Rich, Mayor

**To: Farmington Hills City Council**

**From: The Farmington Area Commission on Aging**

**January 28, 2024**

**Subject: Results of Listening Sessions on the Future of the Costick Center**

In response to requests from Costick Center users, the Farmington Area Commission on Aging (hereafter, the Commission) developed a means for public input on the future of the Costick Center. On December 3, 2024, the Commission held two one-hour listening sessions on the future of the Costick Center at that center @ 11 am and 1pm.

Flyers were posted at the Costick Center advertising the sessions. The Commission created an email address to be used for communicating with residents interested in the Costick Center and that flyer was sent to members on the email list (about 120 addresses at the time) before the meeting. The Flyer was also emailed to those who receive in *The Messenger*, the email publication for those 50 and Better at the Costick Center.

The Commission created a PowerPoint of issues as important for the future, that had been raised by users of the Costick Center. Following, you will find the issues presented by the Commission. Some participant comments on the issues are presented and have been chosen to reflect a larger or important public attitude. Participants responded to slides by raising hands and not all participants raised their hands in response to each question. Participants also made verbal comments during the session. Participants were asked to fill out index cards to respond to two questions: What do they want most in an activities center and What about the Costick Center is important to them?

Public Comments:

“So many use the Costick Center. Today is evidence of the commitment to the building and services.”

“The Costick Center is a wonderful place to be.”

### **Listening Session Participants**

113 people attended one session and participated. Of those people,

- 16% were between 50-64 years of age,
- 47% were between 65-74, and
- 37% were 75 years+.

Most of the participants were users of the Costick Center

- 1% did not currently attend Costick Center activities,
- 15% used the center 1 x / week,
- 61% used it 2-3 times a week and (59%), and
- 83% used it more than 3 times a week.

84% of users use the Costick Center 2 or more times per week.

### **Location of the Costick Center**

The vast majority of participants strongly preferred the 11 Mile location. Only six respondents said they would be okay with the location on the Hawk Campus.

### **Access to the Costick Center**

Access to the Costick Center was considered as suboptimal by participants because of the distance from the parking lot to the entrance and also the steep incline of that entry path. A few participants requested covered entrance way to discharge car occupants in inclement weather. Valet parking was requested by one person.

Public Comments:

“You need more accessibility for people in wheelchairs and the many people using walkers and canes.”

### **Senior Center on The Hawk Campus?**

While participants agreed that the Hawk was for all community members and some participated in activities at both centers, participants have strong feelings that the Hawk does not meet senior needs. Participants cited the difference in traffic between the two mile roads, parking, fee structure, atmosphere, and scheduling that prefers school-age participants. Participants reported that senior activities at the Hawk are cancelled or are not scheduled when school is not in session. Seniors reported that they preferred driving on 11 Mile Road compared to 12 Mile Road. One reported that 12 Mile and Orchard Lake Road is an intersection with many accidents occurring there.

Parking at the Hawk was cited as one major obstacle to participation at that facility. Parking at the Hawk is already crowded.

Public Comments:

“The Hawk was not designed for seniors. That ship has sailed.”

“I have taken classes at the Hawk. I do not like it there. It’s cold, gray, broken up rooms.”

“Parking is a mess at the Hawk for 12 weeks during the Summer Camp Program.”

“Too cluttered/ small as are classrooms.”

“I think the whole atmosphere of the senior center would be lost if classes and activities were transferred to the Hawk.”

“Very strongly feel the Hawk is not the place for seniors, structurally not for seniors. Pool is not at all setup for seniors. Parking and drop off not set up for seniors.”

“The Hawk may be available but it is also significantly more \$\$.”

“The Hawk was Harrison High so the parking lot was designed for teens. It is too far away. It’s also too expensive.”

### **Costick Gym**

The gym at the Costick Center was thought to be integral to senior activities at the Costick Center. Many thought the current size of the gym must be maintained and that it may need to be larger. Many listening session participants were from pickleball and dance and exercise classes that use the gym.

Public Comments:

Wish: “bigger gym to hold more pickleball.”

“Definitely not smaller.”

“50 in Dance Class.”

“Maybe larger.”

### **Food Service at the Costick Center**

Food Service at the Costick Center was considered very important. Many Listening Session participants attend events like Dine and Discover that provide meals. Many use the Dine-In Lunch for their meals and socializing.

## Meals on Wheels

Meals on Wheels was considered very important by participants even though they may not use that service currently. Several volunteers told of the meaningful work that was provided and the higher quality services provided by the volunteers.

### Public Comments:

“Meals on wheels – continued access incredibly vital service as it serves as a wellness check. Continue to serve hot fresh meals every day.”

“We have great Meals on Wheels program hot meals being prepared five days a week. I’ve been a volunteer driver for a few years and I don’t want to see its services diminished, to a facility that can’t handle food preparation. Other cities don’t have a nice of a program.”

“Meals on wheels-invaluable.”

“Working with meals on wheels has provided the mental stability needed for a widow whose children have moved out of the area.”

## The Pool

Many Listening Session participants cited the importance and unique qualities of the Costick Center pool. A warm pool was important to participants (all except one who preferred swimming laps in a cool pool). Many participants reported that the Hawk pool did not meet senior needs and is closed to seniors when school is not in session.

### Public Comments:

“The Costick pool supports water aerobics which the Hawk pool does not.”

“I have come to use the pool for 11 years. It has been a huge help to for keeping fit and meeting other seniors....”

“More pool lanes.”

“The (Hawk) pool is cold and setup for play.”

“The Hawk pool is too small for 40-person class. There is inadequate room for shallow water class.”

“Costick Center pool meets the needs of surrounding communities. Most indoor community pools have closed in the last 10 years. ... The Senior Aquatics classes draw from as far as Royal Oak, Southfield.”

“The pool needs to be larger, more lap lanes, more space, better locker rooms.”

Wishes: Sauna / hot tub. “Keep the pool hot.”

“(Costick is) Only pool that offers Scuba certification in the county.”

“Pool user @ non-resident rates. Started using in 1983. Brings in revenue.”

“I moved to Farmington Hills in .... I needed many therapies and aquatic therapy was recommended. First, I joined the YMCA – not good. Then the Hawk for several months –not great. When I joined the Costick, it became the most enjoyable and effective therapy that continues to benefit the healing of my multiple injuries.”

“I water walk in the deep end because of a bad ankle; I don’t want to walk the shallow end because of the impact.”

“I want water aerobics to continue. Hopefully in a new facility. The exercise has been instrumental in keeping me healthy over two hip replacements.”

“The depth of the pool and temperature are wonderful. Please continue providing for a growing number of seniors in the community. The many activities for seniors are invaluable.”

“(Hawk) Pool not therapeutic temperature—too cold.”

### **Locker Rooms**

Expanded and improved locker rooms were important to participants. Several people cited the need for a family locker room or one that could be used by a caretaker and their charge who are of different genders. Some of the Senior Aquatics classes have 30 plus participants and that can lead to a crowded women’s locker room.

Public Comments:

“Bigger and better locker room.” “More seating in locker room.”

“Locker room too small for large class.”

“Expand women’s locker rooms for pool.”

### **Exercise & Yoga Rooms**

There were many participants at the Listening Sessions who take exercise, tai chi, or yoga classes. Exercise and yoga rooms are important to participants. Several participants suggested that Silver Sneakers certification would be beneficial to participants. Several participants reported that many seniors are participating in physical therapy and a room with therapeutic facilities would be beneficial.

Public Comments:

“Exercise and community are so important. For seniors, it is literally the difference between life and death.”

Wish: Better weight exercise equipment.

Wish: “Yoga studio with dimming lights.”

“Exercise is important but so is socialization.”

### **Indoor Walking**

Indoor walking was important to most participants and an indoor track where users could walk in the Michigan winter is missing in Farmington and Farmington Hills.

Public Comments:

“Would love a walking track (indoor) for the colder months and even the hot months.”

“As I get older, I need to walk / move inside for the winter.”

### **Senior Housing**

Senior housing near the Costick Center was important to about a quarter of participants.

“I feel it is important for the Costick Center to remain open to support the Rose Senior Living Center.”

Wish: Walkway from Rose to Costick Center.

Wish: More affordable housing for seniors.

### **Process / Issues for Future Planning**

Listening Session participants were appreciative of the listening sessions and for being able to provide input into the future of the Costick Center.

Public Comments:

“Other communities are addressing the needs of seniors in their community, like Livonia new facility being built.”

“Many (Livonia, Madison Heights) communities are building senior centers due to increased need. Let’s not go backwards. The needs in Farmington Hills is greater than ever. So please fix and maintain our beloved Costick Center.”

“Important that a new building is completed before the end of life of this building.”

“Old people count and pay taxes.”

“Possible millage to cover Costick maintenance / new building. I have been FH resident for 30 years and have voted to support HS/school and I don’t have kids. Now I am a “senior” and now services are being removed.”

“What was the recommendations on the investment required for the Costick / Hawk future?”

“How many \$\$ invested in each one (Hawk & Costick Center) in last 5 years? How much do each cost / year?”

“Hawk designed for youth, not seniors. Can both exist at Hawk?”

“If the majority of the council members are more interested in saving money, then it doesn’t matter what are all the wants / issues we have. They will vote based on the bottom line. We need to make it clear that they will not be on the Council if they vote against our needs.”

“The problem is that they are politicians and not going to shoot themselves in the foot by telling us the truth of how they are going to vote against us. What do we do?”

“Long-term planning is needed so please do not be short sighted.”

“A place designed specifically for senior needs when they are the priority.”

### **The Commission is Poised to Help**

The Commission, in advocating for the needs of those 50 and Better, has been working to ensure the continued services at the Costick Center. We are poised to help the Council with their planning process and are committed to bring updates to the community as they unfold. We invite you to attend activities at the Costick Center to talk personally with its users.

#### **Public Comment:**

"It is important to have an accessible building, dedicated for the 50 and better community, that is on one floor, has adequate parking, a kitchen, heated pool, gym, and exercise."



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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**DATE:** February 10, 2025

**DEPT:** Planning and Community Development

**RE:** Amend Planned Unit Development ("PUD") Plan 2, 2021, including Revised Site Plan 59-5-2022 - Villas at Pebble Creek (Sarah Fisher)

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### ADMINISTRATIVE SUMMARY

**Applicant:** Roberston Brothers Homes

**Owner:** Evangelical Homes of Michigan

**Sidwell:** 22-23-12-476-008

**Zoning:** RA-1B One Family Residential District

**Master Plan:** Single-Family Residential

**Location:** 27400 Twelve Mile Road; northwest intersection of Twelve Mile and Inkster Roads

### **Description:**

The application to amend PUD Plan 2, 2021, including Revised Site Plan 59-5-2022, proposes to amend the Council-approved PUD and Site Plans to remove the previously proposed one-hundred (100)-bed skilled nursing facility and instead propose a fully residential project with seventy-five (75) site-built one-family detached dwelling units. The existing chapel onsite remains proposed to be preserved in this new plan as part of a common park area at the center of the development.

Please see Giffels Webster's review attached for a detailed review of the plans.

### PROCEDURAL HISTORY

- November 21, 2024 - Planning Commission set for public hearing (5-0)
- December 19, 2024 - Planning Commission public hearing and recommendation to City Council (7-0)



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

### ZONING DEVIATIONS

#### Permit

- construction of site-built one-family detached dwelling units at the requested density of seventy-five (75) units;
- thirty (30)-foot exterior side yard setback along Cheswick Drive;
- no installation of western buffer plantings; and
- one-hundred (100)-foot lot width for the proposed splits where one-hundred-and-forty (140) feet is required.

### POTENTIAL COUNCIL ACTIONS

#### **Suggested Resolution for conditional APPROVAL:**

*Resolve that the application to amend PUD Plan 2, 2021, including Revised Site Plan 59-5-2022, dated October 17, 2024, and November 4, 2024, respectively, submitted by Robertson Brothers Homes, is APPROVED, subject to the following conditions:*

- (1) Any conditions and requirements of the Planning Commission's December 19, 2024, motion recommending approval of the amended PUD and Site Plans, and Giffels Webster's November 13, 2024, review shall be complied with or addressed to the reasonable satisfaction of the Planning and Community Development Department;*
- (2) Any conditions and requirements stated in the November 12, 2024, review by the City Engineer shall be complied with or addressed to the reasonable satisfaction of the City Engineer; and*
- (3) Any conditions and requirements stated in the November 11, 2024, review by the Fire Marshal shall be complied with or addressed to the reasonable satisfaction of the Fire Marshal.*
- (4) [Insert additional conditions of appropriate.]***

*And further resolve that the City Attorney prepare the appropriate PUD agreement stipulating the final PUD approval conditions and authorizing the identified zoning deviations for City Council consideration and final approval.*

#### **Suggested Resolution for POSTPONEMENT:**

*Resolve that the application to amend PUD Plan 2, 2021, including Revised Site Plan 59-5-2022, dated October 17, 2024, and November 4, 2024, respectively, submitted by Robertson Brothers Homes, is POSTPONED.*



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

### Suggested Resolution for DENIAL:

*Resolve that the application to amend PUD Plan 2, 2021, including Revised Site Plan 59-5-2022, dated October 17, 2024, and November 4, 2024, respectively, submitted by Robertson Brothers Homes, is DENIED, because it does not meet all provisions set forth in Section 34-3.20 of the Zoning Ordinance and the proposed development will adversely affect the public health, welfare, and safety for the following reasons: [Indicate reasons the PUD does not meet the requirements of Section 34-3.20 and/or will have the adverse effect described above.]*

### ATTACHMENTS

- Amend PUD Plan 2, 2021, including Revised Site Plan 59-5-2022, application materials
- Giffels Webster's review
- Engineering Division review
- Fire Department review
- November 21, 2024, Planning Commission regular meeting minutes
- December 19, 2024, Planning Commission regular meeting minutes

Prepared by: Erik Perdonik, AICP, City Planner

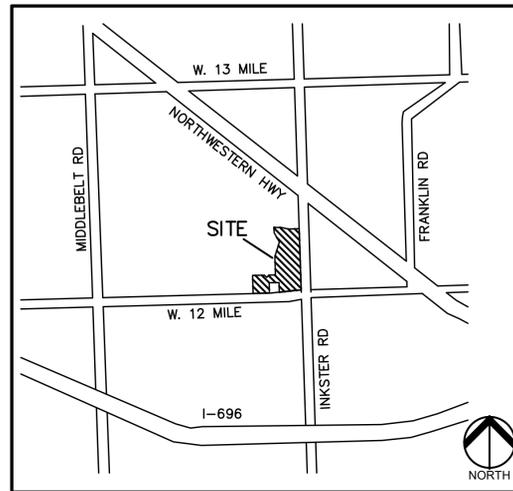
Reviewed by: Charmaine Kettler-Schmult, Director of Planning & Community  
Development

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

MAJOR AMENDMENT TO PUD

THE VILLAS AT  
*Pebble Creek*

PART OF THE SE 1/4 OF SECTION 12, T.01N., R.08E.  
FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN



LOCATION MAP  
NO SCALE

INDEX OF DRAWINGS	
NUMBER	TITLE
	COVER SHEET
C-1.0	BOUNDARY SURVEY
C-2.0	TOPOGRAPHIC SURVEY
C-3.0	PROPOSED LAND USE PLAN
C-4.1	GRADING PLAN - NORTH
C-4.2	GRADING PLAN - SOUTH
C-5.1	UTILITY PLAN - NORTH
C-5.2	UTILITY PLAN - SOUTH
C-5.3	UTILITY PLAN - WEST
C-6.0	PRELIMINARY DRAINAGE PLAN
C-7.0	FIRE TRUCK TURNING PLAN
C-8.1	EASEMENT PLAN - NORTH
C-8.2	EASEMENT PLAN - SOUTH
L-1.1	LANDSCAPE PLAN
L-1.2	LANDSCAPE PLAN
L-2.0	LANDSCAPE DETAILS
T-1.0	PROPOSED TREE PRESERVATION PLAN
T-1.1	PROPOSED TREE PRESERVATION PLAN
T-1.2	PROPOSED TREE PRESERVATION PLAN
T-1.3	PROPOSED TREE PRESERVATION PLAN
T-1.4	SUPERIMPOSED TREE PRESERVATION PLAN
T-1.5	SUPERIMPOSED TREE PRESERVATION PLAN
T-1.6	SUPERIMPOSED TREE PRESERVATION PLAN
24-35018	EXTERIOR PHOTOMETRIC PLAN
24-35018	EXTERIOR PHOTOMETRIC PLAN
24-35018	EXTERIOR PHOTOMETRIC PLAN
24-35018	EXTERIOR PHOTOMETRIC PLAN
	ARCHITECTURAL PLANS
A-3	RALEIGH - EMERSON ELEVATION
A-4	RALEIGH - EMERSON ELEVATION
A-3	RALEIGH - BARRINGTON ELEVATION
A-4	RALEIGH - BARRINGTON ELEVATION
A-3	RALEIGH - ALBANY ELEVATION
A-4	RALEIGH - ALBANY ELEVATION
FB-1	RALEIGH - BASEMENT PLAN
A-2	RALEIGH - FLOOR PLAN
A-3	WILMINGTON - ELEVATION A
A-4	WILMINGTON - ELEVATION A
A-3	WILMINGTON - ELEVATION B
A-4	WILMINGTON - ELEVATION B
A-3	WILMINGTON - ELEVATION E
A-4	WILMINGTON - ELEVATION E
A-2	WILMINGTON - FLOOR PLAN

DESIGN TEAM

OWNER / DEVELOPER / APPLICANT  
ROBERTSON BROTHERS HOMES  
6905 TELEGRAPH RD, STE 200  
BLOOMFIELD HILLS, MI 48301  
CONTACT: TIM LOUGHRIN  
PHONE: 248.282.1428  
EMAIL: TLOUGHRIN@ROBERTSONHOMES.COM

CIVIL ENGINEER  
PEA GROUP  
2430 ROCHESTER COURT, STE. 100  
TROY, MI 48063-1872  
CONTACT: JOHN B. THOMPSON, PE  
PHONE: 844.813.2949  
EMAIL: JTHOMPSON@PEAGROUP.COM

LANDSCAPE ARCHITECT  
PEA GROUP  
45 W. GRAND RIVER AVE., STE. 501  
DETROIT, MI 48226  
CONTACT: NOAH BIRMEIN, PLA, ASLA  
PHONE: 844.813.2949  
EMAIL: NBIRMEIN@PEAGROUP.COM



REVISIONS	
DESCRIPTION	DATE
ORIGINAL ISSUE DATE	10/15/2024

















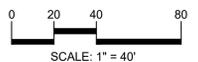












**CAUTION!!**  
THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE OR OTHER REPRESENTATION IS MADE AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

**LANDSCAPE CALCULATIONS:**  
PER THE CITY OF FARMINGTON HILLS ZONING ORDINANCE

**PAVED SURFACE**  
REQUIRED:  
1 TREE PER 2,800 SF OF PAVED SURFACE  
159,943 SF PAVED SURFACE / 2,800 SF = 57.12 = 57 TREES  
PROVIDED: 57 TREES

**LANDSCAPE BUFFER YARD**  
REQUIRED:  
2 LARGE DECIDUOUS TREES, 4 SMALL DECIDUOUS TREES, 6 LARGE SHRUBS, AND 2 EVERGREEN TREES PER 100 LF  
800 LF OF PROPERTY LINE = 16 LARGE DECIDUOUS TREES, 32 SMALL DECIDUOUS TREES, 48 LARGE SHRUBS, AND 16 EVERGREENS  
PROVIDED: NONE - REQUESTING WAIVER DUE TO EXISTING VEGETATION ALONG PROPERTY LINE.

**REPLACEMENT TREES**  
REQUIRED:  
WOODLAND TREES: REPLACE REMOVED TREES AT 1:1 = 85 TREES REMOVED, 80 TREES REQUIRED FOR REPLACEMENT.  
LANDMARK TREES (24" CAL. OR GREATER): 60 TREES REMOVED WITH A TOTAL OF 1872" CAL. AT 25% REPLACEMENT = 468" CAL. REQUIRED FOR REPLACEMENT / 3" CAL. TREES = 156 TREES REQUIRED FOR REPLACEMENT.  
241 TOTAL REPLACEMENT TREES REQUIRED (SEE TREE PRESERVATION PLANS FOR DETAILS)  
PROVIDED: 241 TREES

**GENERAL SITE TREES:** ADDITIONAL 56 TREES ABOVE ORDINANCE REQUIREMENTS PROVIDED FOR ADDITIONAL SCREENING ALONG INKSTER ROAD.

**CITY OF FARMINGTON HILLS REQUIRED NOTES:**

- A TREE PERMIT MUST BE OBTAINED FROM THE PLANNING OFFICE PRIOR TO ALL TREE REMOVAL ACTIVITY INVOLVING TREES SIX INCHES (6") OR MORE DBH IN ACCORDANCE WITH THE CITY OF FARMINGTON HILLS ZONING CHAPTER 34-5.18.
- TREES MUST BE PLANTED NO CLOSER THAN SIX FEET (6') TO PUBLIC UTILITIES.
- ALL REQUIRED LANDSCAPE MATERIAL INDICATED ON APPROVED PLANS WILL BE REQUIRED THROUGH THE LIFE OF THE PROJECT AND MUST BE REPLACED IF REMOVED OR DEAD.
- 4 FOOT (4) HIGH WOOD SNOW FENCING OR OTHER RIGID MATERIAL IS TO BE ERRECTED AROUND THE DRIP LINE OF ALL TREES TO BE SAVED IN ACCORDANCE WITH THE CITY OF FARMINGTON HILLS ZONING ORDINANCE CHAPTER 34-5.18.
- REQUIRED LANDSCAPE MATERIAL SHALL SATISFY AMERICAN ASSOCIATION OF NURSERYMAN STANDARDS AND BE:
  - NURSERY GROWN.
  - STATE DEPARTMENT OF AGRICULTURE INSPECTED.
  - NO. 1 GRADE WITH STRAIGHT UNSCARRIED TRUNK AND WELL DEVELOPED UNIFORM CROWN (PARK GRADE TREES WILL NOT BE ACCEPTED).

**GENERAL PLANTING NOTES:**

- LANDSCAPE CONTRACTOR SHALL VISIT SITE, INSPECT EXISTING SITE CONDITIONS AND REVIEW PROPOSED PLANTING AND RELATED WORK. IN CASE OF DISCREPANCY BETWEEN PLAN AND PLANT LIST, PLAN SHALL GOVERN QUANTITIES. CONTACT LANDSCAPE ARCHITECT WITH ANY CONCERNS.
- CONTRACTOR SHALL VERIFY LOCATIONS OF ALL ON SITE UTILITIES PRIOR TO BEGINNING CONSTRUCTION ON HIS/HER PHASE OF WORK. ELECTRIC, GAS, TELEPHONE, CABLE TELEVISION MAY BE LOCATED BY CALLING MISS DIG #800-482-7171. ANY DAMAGE OR INTERRUPTION OF SERVICES SHALL BE THE RESPONSIBILITY OF CONTRACTOR. CONTRACTOR SHALL COORDINATE ALL RELATED ACTIVITIES WITH OTHER TRADES ON THE JOB AND SHALL REPORT ANY UNACCEPTABLE JOB CONDITIONS TO OWNER'S REPRESENTATIVE PRIOR TO COMMENCING.
- ALL PLANT MATERIAL TO BE PREMIUM GRADE NURSERY STOCK AND SHALL SATISFY AMERICAN ASSOCIATION OF NURSERYMEN STANDARD FOR NURSERY STOCK. ALL LANDSCAPE MATERIAL SHALL BE NORTHERN GROWN, NO. 1. GRADE.
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON LANDSCAPE PLAN PRIOR TO PRICING THE WORK.
- THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL NOT MEETING SPECIFICATIONS.
- ALL SINGLE STEM SHADE TREES TO HAVE STRAIGHT TRUNKS AND SYMMETRICAL CROWNS.
- ALL SINGLE TRUNK SHADE TREES TO HAVE A CENTRAL LEADER; TREES WITH FORKED OR IRREGULAR TRUNKS WILL NOT BE ACCEPTED.
- ALL MULTI STEM TREES SHALL BE HEAVILY BRANCHED AND HAVE SYMMETRICAL CROWNS. ONE SIDED TREES OR THOSE WITH THIN OR OPEN CROWNS SHALL NOT BE ACCEPTED.
- ALL EVERGREEN TREES SHALL BE HEAVILY BRANCHED AND FULL TO THE GROUND, SYMMETRICAL IN SHAPE AND NOT SHEARED FOR THE LAST FIVE GROWING SEASONS.
- ALL TREES TO HAVE CLAY OR CLAY LOAM BALLS, TREES WITH SAND BALLS WILL BE REJECTED.
- NO MACHINERY IS TO BE USED WITHIN THE DRIP LINE OF EXISTING TREES; HAND GRADE ALL LAWN AREAS WITHIN THE DRIP LINE OF EXISTING TREES.
- ALL TREE LOCATIONS SHALL BE STAKED BY LANDSCAPE CONTRACTOR AND ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF THE PLANT MATERIAL.
- IT IS MANDATORY THAT POSITIVE DRAINAGE IS PROVIDED AWAY FROM ALL BUILDINGS.
- ALL PLANTING BEDS SHALL RECEIVE 3" SHREDDED HARDWOOD BARK MULCH WITH PRE EMERGENT. SEE SPECIFICATIONS. SHREDDED PALETTE AND DYED MULCH WILL NOT BE ACCEPTED.
- ALL LANDSCAPED AREAS SHALL RECEIVE 3" COMPACTED TPOIL.
- SEE SPECIFICATIONS FOR ADDITIONAL COMMENTS, REQUIREMENTS, PLANTING PROCEDURES AND WARRANTY STANDARDS.
- FOR NON-LAWN SEED MIX AREAS, AS NOTED ON PLAN, BRUSH MOW ONCE SEASONALLY FOR INVASIVE SPECIES CONTROL.
- CONTRACTOR SHALL NOT INSTALL PLANTS UNDER BUILDING OVERHANG AND SHALL NOTIFY LANDSCAPE ARCHITECT IF DRAWINGS CONFLICT WITH BUILDING OVERHANGS.
- TREES SHALL NOT CONFLICT/BLOCK PROPOSED REGULATORY/ DIRECTION SIGNAGE, MONUMENT SIGNS, ADDRESS OR LIGHT POLES. SHIFT TREES AS NECESSARY TYP.

**CLIENT**  
**ROBERTSON BROTHERS HOMES**  
6905 TELEGRAPH RD, STE 200  
BLOOMFIELD HILLS, MI 48301

**PROJECT TITLE**  
THE VILLAS AT  
*Bubble Creek*

PART OF THE SE 1/4 OF SECTION 12, T10N, R10E, CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN

**REVISIONS**

NO.	DATE	DESCRIPTION

ORIGINAL ISSUE DATE:  
OCTOBER 15, 2024

DRAWING TITLE  
**LANDSCAPE PLAN**

PEA JOB NO. 2015-204

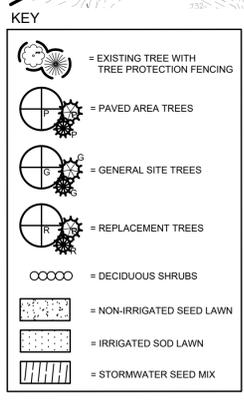
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D.N. SS  
DES. NB

DRAWING NUMBER:



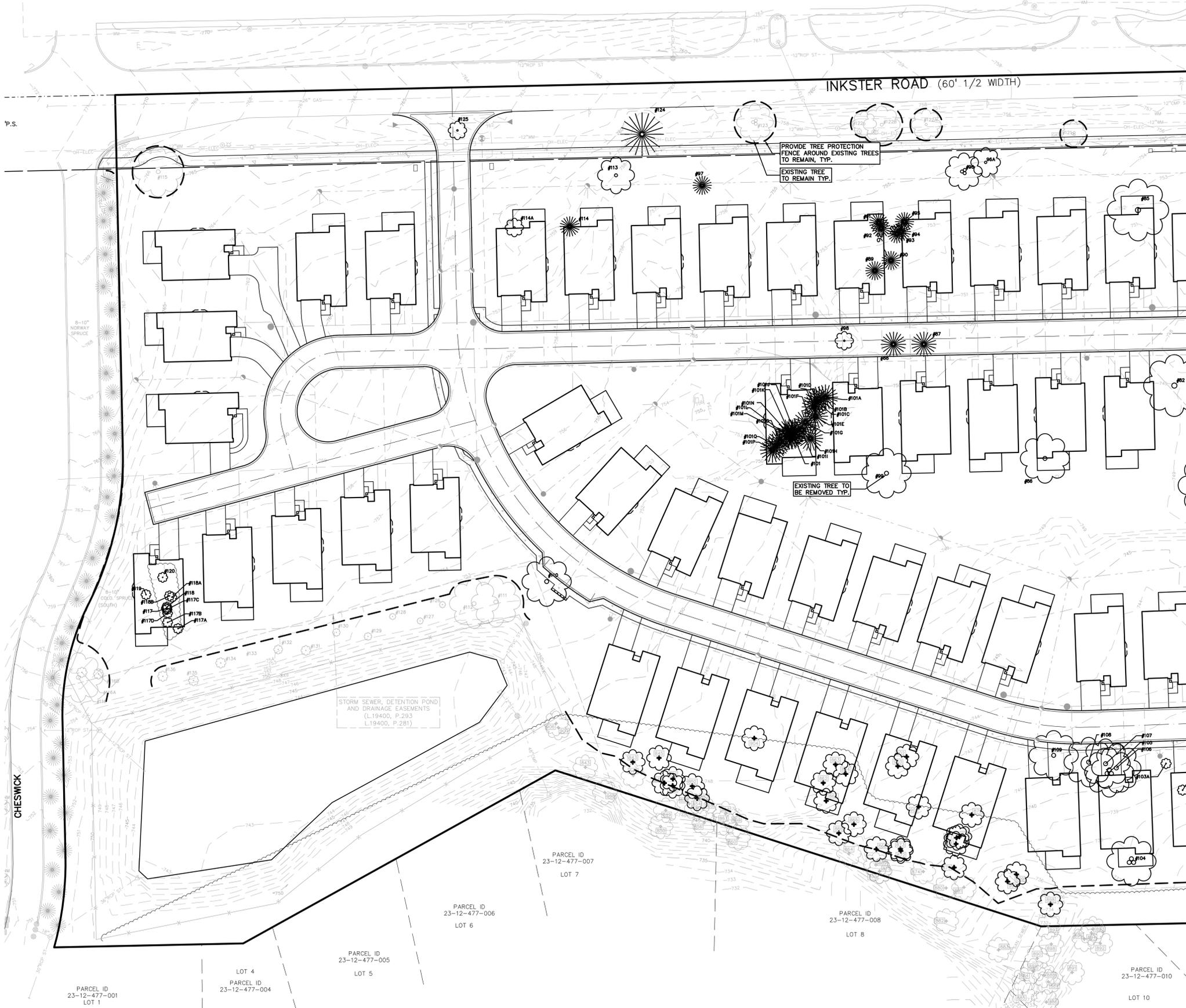
**PLANT SCHEDULE AREA 1**

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING	DESIGNATION	REMARKS
<b>DECIDUOUS TREES</b>								
AR3	22	ACER RUBRUM 'RED SUNSET'	RED SUNSET MAPLE	3" CAL.	B&B	PER PLAN	NATIVE	
AL3	2	AMELANCHIER LAEVIS	SERVICEBERRY	3" CAL.	B&B	PER PLAN	NATIVE	
FG3	7	FAGUS GRANDIFOLIA	AMERICAN BEECH	3" CAL.	B&B	PER PLAN	NATIVE	
GT3	12	GLEDITSIA TRIACANTHOS 'INERMIS' 'SKYCOLE'	SKYLINE® HONEY LOCUST	3" CAL.	B&B	PER PLAN	NATIVE	
LS3	4	LIQUIDAMBAR STYRACIFLUA	SWEET GUM	3" CAL.	B&B	PER PLAN	NON-NATIVE	
NS3	11	NYSSA SYLVATICA	TUPELO	3" CAL.	B&B	PER PLAN	NATIVE	
PA3	9	PLATANUS X ACERIFOLIA	LONDON PLANE TREE	3" CAL.	B&B	PER PLAN	NON-NATIVE	
QR3	5	QUERCUS RUBRA	RED OAK	3" CAL.	B&B	PER PLAN	NATIVE	
UF3	16	ULMUS X 'FRONTIER'	FRONTIER ELM	3" CAL.	B&B	PER PLAN	NON-NATIVE	
ZS3	8	ZELKOVA SERRATA 'GREEN VASE'	GREEN VASE JAPANESE ZELKOVA	3" CAL.	B&B	PER PLAN	NON-NATIVE	
	96	SUBTOTAL:						
<b>EVERGREEN TREES</b>								
AC3	9	ABIES CONCOLOR	WHITE FIR	8" HT.	B&B	PER PLAN	NON-NATIVE	
PA8	10	PICEA ABIES	NORWAY SPRUCE	8" HT.	B&B	PER PLAN	NATIVE	
PG8	16	PICEA GLAUCA	WHITE SPRUCE	8" HT.	B&B	PER PLAN	NATIVE	
PB8	5	PINUS BUNGEANA	LACEBARK PINE	8" HT.	B&B	PER PLAN	NON-NATIVE	
PN8	30	PINUS NIGRA	AUSTRIAN PINE	8" HT.	B&B	PER PLAN	NON-NATIVE	
TG8	6	THUJA STANDISHII X PLICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE	8" HT.	B&B	PER PLAN	NON-NATIVE	
	76	SUBTOTAL:						
<b>SOD/SEED</b>								
TS	30,275 SF	TURF SEED				SEED		
	30,275 SF	SUBTOTAL:						









LEGEND

	EXISTING TREES
	EXISTING TREES TO BE REMOVED
	TREES TO BE SAVED WITH TREE PROTECTION FENCE

STANDARD TREES	
STANDARD TREES REMOVED:	85 (1:1 REPLACEMENT)

LANDMARK TREES	
LANDMARK TREES REMOVED:	60
LANDMARK TREE DBH REMOVED:	1872 (25% DBH REPLACEMENT)
REPLACEMENT DBH REQUIRED:	468 INCHES

**TREE REPLACEMENT REQUIREMENTS:**

WOODLAND TREES: REPLACE REMOVED TREES AT 1:1 = 85 TREES REMOVED, 85 TREES REQUIRED FOR REPLACEMENT.

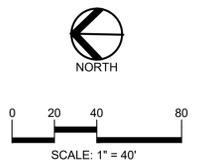
LANDMARK TREES (24" CAL. OR GREATER): 60 TREES REMOVED WITH A TOTAL OF 1872" CAL.

AT 25% REPLACEMENT = 468" CAL. REQUIRED FOR REPLACEMENT / 3" CAL. TREES = 156 TREES REQUIRED FOR REPLACEMENT.

241 TOTAL REPLACEMENT TREES REQUIRED  
(SEE T-1.2 FOR TREE PRESERVATION LIST)

**NOTE:**

- TREES TO BE REMOVED MUST BE MARKED IN THE FIELD WITH RED PAINT OR FLAGS AND INSPECTED BY THE PLANNING OFFICE PRIOR TO ANY TREES BEING REMOVED.
- A TREE PERMIT MUST BE OBTAINED FROM THE PLANNING OFFICE PRIOR TO ANY TREES BEING REMOVED.



**CAUTION!!**  
THE LOCATION AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE AS TO ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

CLIENT  
**ROBERTSON BROTHERS HOMES**  
6905 TELEGRAPH RD, STE 200  
BLOOMFIELD HILLS, MI 48301

PROJECT TITLE  
**THE VILLAS AT Double Creek**  
PART OF THE SE 1/4 OF SECTION 12, T.01N, R.06E, CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN

REVISIONS	

ORIGINAL ISSUE DATE:  
OCTOBER 15, 2024

DRAWING TITLE  
**PROPOSED TREE PRESERVATION PLAN**

PEA JOB NO.	2015-204
P.M.	JBT
DN.	SS
DES.	NB
DRAWING NUMBER:	T-1.0





TAG NO.	CODE	DBH	COMMON NAME	LATIN NAME	EXTRA TRUNKS	CLASS	CONDITION/ FACTOR					OVERALL RANK	SAVE / REMOVE	REPLACE	
							trunk	growth rate	structure	insects/diseases	crowd dev				life exp.
1	NM	13	Norway Spruce	Acer platanoides		WOODLAND	4	3	2	5	1	2	17	S	-
2	CA	8	Crab Apple	Malus coronaria		WOODLAND	5	3	3	5	3	3	22	S	-
3	NM	14	Norway Spruce	Acer platanoides		WOODLAND	4	4	3	5	1	2	19	R	REPLACE
4	CA	6	Crab Apple	Malus coronaria		WOODLAND	2	4	2	5	1	2	16	S	-
5	NS	33	Norway Spruce	Picea abies		LANDMARK	5	4	5	4	5	4	27	S	-
6	NS	20	Norway Spruce	Picea abies		LANDMARK	5	4	4	5	4	3	25	S	-
7	WW	37	Weeping Willow	Salix babylonica		LANDMARK	3	3	1	1	2	2	11	R	-
8	EE	44	Siberian Elm	Ulmus pumila		LANDMARK	1	3	1	1	3	2	10	R	-
9	BS	16	Blue Spruce	Picea pungens		WOODLAND	4	1	2	3	1	1	13	R	-
10	BS	18	Blue Spruce	Picea pungens		WOODLAND	4	2	2	3	1	1	13	R	-
11	RP	24	Red Pine	Pinus resinosa		LANDMARK	3	3	4	1	4	2	17	R	REPLACE
12	BS	16	Blue Spruce	Picea pungens		WOODLAND	3	1	2	1	3	1	11	R	-
13	BS	21	Blue Spruce	Picea pungens		LANDMARK	3	2	2	3	3	1	14	R	-
14	BS	22	Blue Spruce	Picea pungens		LANDMARK	3	3	3	3	4	2	18	R	REPLACE
15	BS	25	Blue Spruce	Picea pungens		LANDMARK	5	4	4	3	4	3	23	R	REPLACE
16	BS	14	Blue Spruce	Picea pungens		WOODLAND	3	3	4	3	4	2	19	R	REPLACE
17	NS	15	Norway Spruce	Picea abies		WOODLAND	3	3	3	3	4	2	17	R	REPLACE
18	NS	13	Norway Spruce	Picea abies		WOODLAND	4	2	2	2	3	1	14	R	-
19	BS	12	Blue Spruce	Picea pungens		WOODLAND	3	3	3	3	1	1	14	R	-
20	NS	26	Norway Spruce	Picea abies		LANDMARK	3	2	3	3	3	2	16	R	REPLACE
21	BS	17	Blue Spruce	Picea pungens		WOODLAND	4	2	3	3	4	2	18	R	REPLACE
22	BW	26	Black Walnut	Juglans nigra		LANDMARK	3	3	2	1	4	2	14	R	-
24	PE	16	Peach	Prunus persica		WOODLAND	3	3	4	4	5	3	21	R	REPLACE
23	PE	16	Peach	Prunus persica		WOODLAND	3	3	4	4	4	3	21	R	REPLACE
25	BX	33	Box elder	Acer negundo		LANDMARK	1	1	3	1	2	1	9	R	-
26	PE	16	Peach	Prunus persica		WOODLAND	2	2	3	2	4	3	16	R	REPLACE
27	PE	16	Peach	Prunus persica		WOODLAND	4	3	5	4	5	3	24	R	REPLACE
28	B	26	Basswood	Tilia americana		LANDMARK	3	3	3	4	3	3	19	R	REPLACE
29	NS	24	Norway Spruce	Picea abies		LANDMARK	4	1	4	5	4	4	25	R	REPLACE
30	NS	33	Norway Spruce	Picea abies		LANDMARK	4	1	5	5	5	4	27	R	REPLACE
31	NS	24	Norway Spruce	Picea abies		LANDMARK	5	4	4	3	4	2	22	R	REPLACE
32	NS	19	Norway Spruce	Picea abies		LANDMARK	4	4	4	3	4	2	21	R	REPLACE
33	NS	30	Norway Spruce	Picea abies		LANDMARK	3	5	5	3	5	3	24	R	REPLACE
34	BS	19	Blue Spruce	Picea pungens		LANDMARK	3	3	3	2	3	2	16	R	REPLACE
35	BS	16	Blue Spruce	Picea pungens		WOODLAND	2	2	3	2	2	1	12	R	-
36	BS	19	Blue Spruce	Picea pungens		LANDMARK	3	3	3	3	2	1	13	R	-
37	CA	16	Crab Apple	Malus coronaria		LANDMARK	4	3	3	1	4	3	21	R	REPLACE
38	WW	24	Weeping Willow	Salix babylonica		LANDMARK	3	1	3	3	2	2	16	R	REPLACE
39	WW	32	Weeping Willow	Salix babylonica		LANDMARK	1	3	1	4	1	2	12	R	-
40	CA	10	Crab Apple	Malus coronaria		WOODLAND	4	2	5	4	4	2	21	R	REPLACE
41	CT	36	Cottonwood	Populus deltoides		LANDMARK	3	4	3	4	4	3	21	R	REPLACE
42	CT	32	Cottonwood	Populus deltoides		LANDMARK	5	4	4	5	4	3	25	R	REPLACE
43	CT	29	Cottonwood	Populus deltoides		LANDMARK	3	3	3	4	3	2	18	R	REPLACE
44	CT	28	Cottonwood	Populus deltoides		LANDMARK	5	3	5	5	3	3	24	R	REPLACE
45	CT	28	Cottonwood	Populus deltoides		LANDMARK	5	3	5	5	4	3	25	R	REPLACE
46	WW	26	Weeping Willow	Salix babylonica		LANDMARK	1	3	1	2	1	1	9	R	-
47	WW	30	Weeping Willow	Salix babylonica		LANDMARK	2	2	2	2	2	2	12	R	-
48	WW	38	Weeping Willow	Salix babylonica		LANDMARK	2	4	2	1	0	1	10	R	-
49	CT	33	Cottonwood	Populus deltoides		LANDMARK	3	2	2	4	4	5	18	R	REPLACE
50	CT	36	Cottonwood	Populus deltoides		LANDMARK	3	4	3	4	5	3	23	R	REPLACE
51	CT	35	Cottonwood	Populus deltoides		LANDMARK	3	3	4	3	5	3	23	R	REPLACE
52	B	25	Basswood	Tilia americana		LANDMARK	3	3	4	4	4	3	21	R	REPLACE
53	WO	37	White Oak	Quercus alba		LANDMARK	3	3	4	4	5	3	21	R	REPLACE
54	RM	16	Red Maple	Acer rubrum		WOODLAND	2	3	2	3	4	2	16	R	REPLACE
55	EE	10	Siberian Elm	Ulmus pumila		WOODLAND	3	5	4	4	5	25	R	REPLACE	
56	BS	13	Blue Spruce	Picea pungens		WOODLAND	3	2	3	1	4	1	14	R	-
57	BS	20	Blue Spruce	Picea pungens		WOODLAND	3	1	4	3	3	2	16	R	REPLACE
58	WC	20	White Cedar	Thuja occidentalis		WOODLAND	5	3	4	4	5	3	23	R	REPLACE
59	WC	20	White Cedar	Thuja occidentalis		WOODLAND	2	3	4	3	4	2	18	R	REPLACE
60	NS	30	Norway Spruce	Picea abies		LANDMARK	5	3	3	3	5	2	21	R	REPLACE
61	NS	31	Norway Spruce	Picea abies		LANDMARK	4	4	4	4	5	3	24	R	REPLACE
62	NM	15	Norway Spruce	Acer platanoides		WOODLAND	5	4	5	5	5	3	27	S	-
63	NS	23	Norway Spruce	Picea abies		LANDMARK	4	5	5	3	5	4	26	R	REPLACE
64	NS	24	Norway Spruce	Picea abies		LANDMARK	3	2	3	3	5	4	18	R	REPLACE
65	NS	25	Norway Spruce	Picea abies		LANDMARK	4	1	4	4	5	3	24	R	REPLACE
86	NS	18	Norway Spruce	Picea abies		LANDMARK	3	3	5	3	5	2	21	R	REPLACE
87	SM	35	Silver Maple	Acer saccharinum		LANDMARK	4	3	3	4	5	3	21	R	REPLACE
88	SM	26	Silver Maple	Acer saccharinum		LANDMARK	5	4	4	4	5	3	25	R	REPLACE
89	SM	23	Silver Maple	Acer saccharinum		LANDMARK	3	3	4	2	5	2	19	R	REPLACE
70	SM	21	Silver Maple	Acer saccharinum		LANDMARK	3	3	2	3	2	1	14	R	-
71	SM	28	Silver Maple	Acer saccharinum		LANDMARK	5	4	3	3	3	1	21	R	REPLACE
72	EE	30	Siberian Elm	Ulmus pumila		LANDMARK	4	1	5	3	5	2	23	R	REPLACE
73	SM	25	Silver Maple	Acer saccharinum		LANDMARK	5	5	4	5	4	2	25	R	REPLACE
74	C	31	Catalpa	Catalpa speciosa		LANDMARK	3	2	5	4	5	2	21	R	REPLACE
75	SM	25	Silver Maple	Acer saccharinum		LANDMARK	3	3	5	4	5	2	22	R	REPLACE
76	NS	24	Norway Spruce	Picea abies		LANDMARK	4	4	5	4	5	3	25	R	REPLACE
77	BS	10	Blue Spruce	Picea pungens		WOODLAND	5	4	5	3	4	2	23	R	REPLACE

TAG NO.	CODE	DBH	COMMON NAME	LATIN NAME	EXTRA TRUNKS	CLASS	CONDITION/ FACTOR					OVERALL RANK	SAVE / REMOVE	REPLACE	
							trunk	growth rate	structure	insects/diseases	crowd dev				life exp.
78	C	37	Catalpa	Catalpa speciosa		LANDMARK	3	5	5	4	5	2	22	R	REPLACE
79	SM	17	Silver Maple	Acer saccharinum		WOODLAND	5	4	4	4	5	2	23	R	REPLACE
80	WS	13	White Spruce	Picea glauca		WOODLAND	4	5	5	4	5	4	27	R	REPLACE
81	SM	30	Silver Maple	Acer saccharinum		LANDMARK	3	3	4	3	4	2	19	R	REPLACE
82	SM	37	Silver Maple	Acer saccharinum		LANDMARK	5	2	4	4	4	2	21	R	REPLACE
83	SM	58	Silver Maple	Acer saccharinum		LANDMARK	3	5	5	3	5	2	22	R	REPLACE
84	SM	22	Silver Maple	Acer saccharinum		LANDMARK	1	3	1	4	1	2	12	R	REPLACE
85	E	32	American Elm	Ulmus americana		LANDMARK	2	3	1	3	5	2	19	R	REPLACE
86	SM	32	Silver Maple	Acer saccharinum		LANDMARK	3	3	5	4	4	2	21	R	REPLACE
87	NS	21	Norway Spruce	Picea abies		LANDMARK	3	3	3	3	4	2	18	R	REPLACE
88	NS	22	Norway Spruce	Picea abies		LANDMARK	4	3	5	3	5	2	22	R	REPLACE
89	BS	22	Blue Spruce	Picea pungens		LANDMARK	5	3	3	3	4	2	20	R	REPLACE
90	BS	14	Blue Spruce	Picea pungens		WOODLAND	4	3	4	3	4	2	20	R	REPLACE
91	WC	15	White Cedar	Thuja occidentalis		WOODLAND	4	4	4	5	4	2	24	R	REPLACE
92	WC	10	White Cedar	Thuja occidentalis		WOODLAND	5	4	4	5	4	3	25	R	REPLACE
93	WC	11	White Cedar	Thuja occidentalis		WOODLAND	5	4	4	5	4	3	25	R	REPLACE
94	WC	8	White Cedar	Thuja occidentalis		WOODLAND	3	3	3	4	3	3	19	R	REPLACE
95	WC	9	White Cedar	Thuja occidentalis	x1 7"	WOODLAND	3	3	3	4	3	3	19	R	REPLACE
96	SM	17	Silver Maple	Acer saccharinum	x1 15"	WOODLAND	4	3	4	3	4	2	20	R	REPLACE
97	WS	15	White Spruce	Picea glauca		WOODLAND	4	4	5	4	5	4	21	R	REPLACE
98	NM	11	Norway Spruce	Acer platanoides		WOODLAND	4	4	4	5	4	4	25	R	REPLACE
99	SM	27	Silver Maple	Acer saccharinum		LANDMARK	4	4	3	5	4	2	22	R	REPLACE
100	CA	7	Crab Apple	Malus coronaria	x1 7"	WOODLAND	3	3	3	4	3	3	19	R	REPLACE
101	WC	9	White Cedar	Thuja occidentalis		WOODLAND	1	3	3	3	3	3	20	R	REPLACE
101A	WC	16	White Cedar	Thuja occidentalis		WOODLAND	1	4	3	3	3	3	20	R	REPLACE
101B	WC	7	White Cedar	Thuja occidentalis		WOODLAND	2	3	3	3	3	2	16	R	REPLACE
101C	WC	11	White Cedar	Thuja occidentalis		WOODLAND	4	4	3	4	3	3	21	R	REPLACE
101D	WC	14	White Cedar	Thuja occidentalis		WOODLAND	3	4	3	3	3	3	19	R	REPLACE
101E	WC	10	White Cedar	Thuja occidentalis		WOODLAND	4	3	4	3	3	2	20	R	REPLACE
101F	WC	7	White Cedar	Thuja occidentalis	x1 6"	WOODLAND	3	3	3	3	2	3	17	R	REPLACE
101G	WC	10	White Cedar	Thuja occidentalis		WOODLAND	3	4	3	3	3	3	19	R	REPLACE
101H	WC	10	White Cedar	Thuja occidentalis	x1 9"	WOODLAND	4	4	3	3	3	3	19	R	REPLACE
101I	WC	11	White Cedar	Thuja occidentalis		WOODLAND	4	4	5	4	3	3	21	R	REPLACE
101J	WC	7	White Cedar	Thuja occidentalis		WOODLAND	5	4	4						



LEGEND

- EXISTING TREES
- EXISTING TREES TO BE REMOVED
- TREES TO BE SAVED WITH TREE PROTECTION FENCE

**PEA GROUP**  
 t: 844.813.2949  
 www.peagroup.com

NOAH A. BIRMELIN  
 LANDSCAPE ARCHITECT  
 No. 1375

Noah BirmeLin

NORTH

0 20 40 80  
 SCALE: 1" = 40'

**811** Know what's below. Call before you dig.

**CAUTION!!**  
 THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE AS TO ACCURACY OR COMPLETENESS OF ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

CLIENT  
**ROBERTSON BROTHERS HOMES**  
 6905 TELEGRAPH RD, STE 200  
 BLOOMFIELD HILLS, MI 48301

PROJECT TITLE  
**The Villas at Bubble Creek**  
 PART OF THE SE 1/4 OF SECTION 12, T.01N., R.06E., CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN

REVISIONS

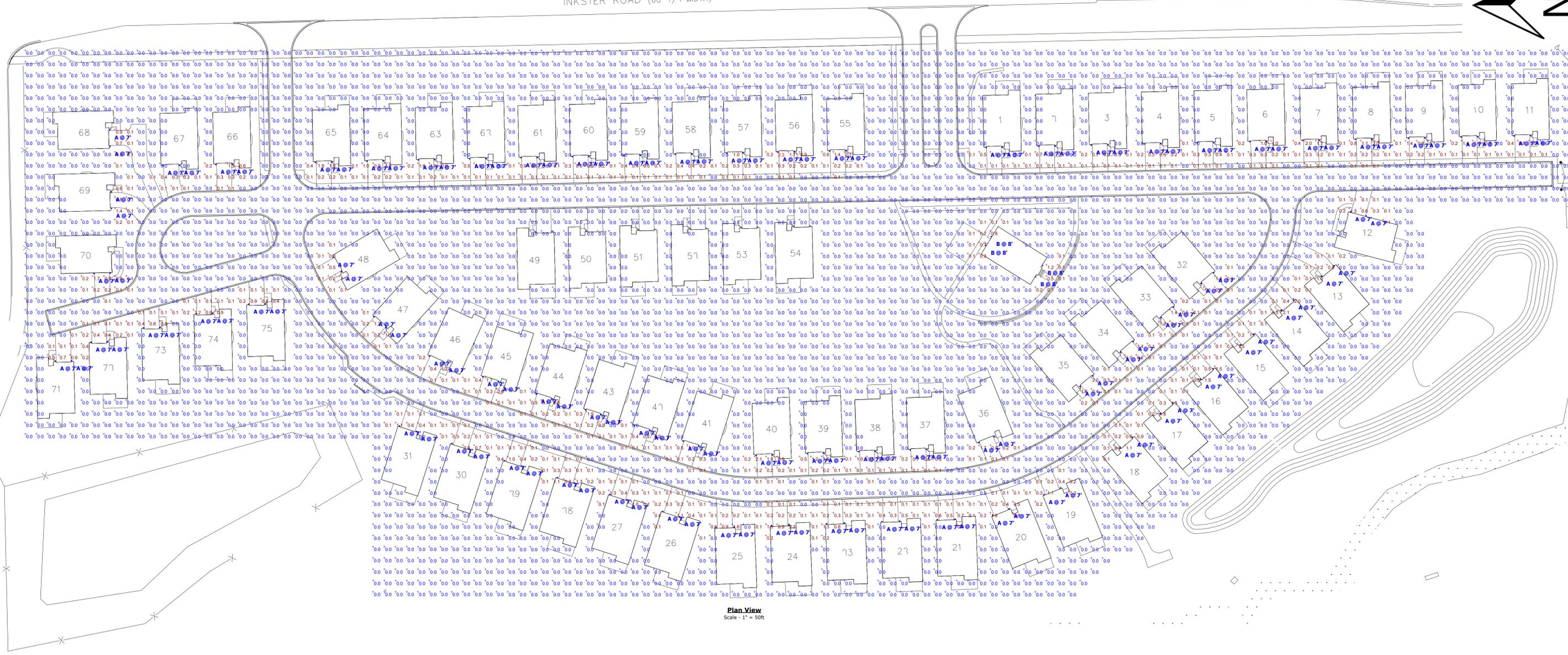

ORIGINAL ISSUE DATE:  
 OCTOBER 15, 2024

DRAWING TITLE  
**SUPERIMPOSED TREE PRESERVATION PLAN**

PEA JOB NO.	2015-204
P.M.	JBT
DN.	SS
DES.	NB
DRAWING NUMBER:	







Plan View  
Scale - 1" = 50'

VILLAS AT PEBBLE CREEK  
EXTERIOR PHOTOMETRIC PLAN  
GASSER BUSH ASSOCIATES  
WWW.GASSERBUSH.COM

- General Note**
- SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
  - SEE LUMINAIRE SCHEDULE FOR LIGHT LOSS FACTOR.
  - CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: GRADE

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIREMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT CONTROLS@GASSERBUSH.COM OR 734-266-6705.

**Alternates Note**  
THE USE OF FIXTURE ALTERNATES MUST BE RESUBMITTED TO THE CITY FOR APPROVAL.

**Ordering Note**  
FOR INQUIRIES CONTACT GASSER BUSH AT QUOTES@GASSERBUSH.COM OR 734-266-6705.

**Drawing Note**  
THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

**Mounting Height Note**  
MOUNTING HEIGHT IS MEASURED FROM GRADE TO FACE OF FIXTURE. POLE HEIGHT SHOULD BE CALCULATED AS THE MOUNTING HEIGHT LESS BASE HEIGHT.

### Schedule

Symbol	Label	QTY	Manufacturer	Catalog	Description	LLF	Mounting Height
	<b>A</b>	138	VISUAL COMFORT	8590901-12	Small One Light Outdoor Wall Lantern	0.9	7'-0"
	<b>B</b>	4	VISUAL COMFORT	8720701EN3-12	Large One Light Outdoor Wall Lantern	0.9	8'-0"

### Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Overall/Grade		0.1 fc	2.3 fc	0.0 fc	N/A	N/A

Designer  
BK  
Date  
10/16/2024  
Scale  
Not to Scale  
Drawing No.  
#24-35018



VILLAS AT PEBBLE CREEK  
EXTERIOR PHOTOMETRIC PLAN  
GASSER BUSH ASSOCIATES  
WWW.GASSERBUSH.COM

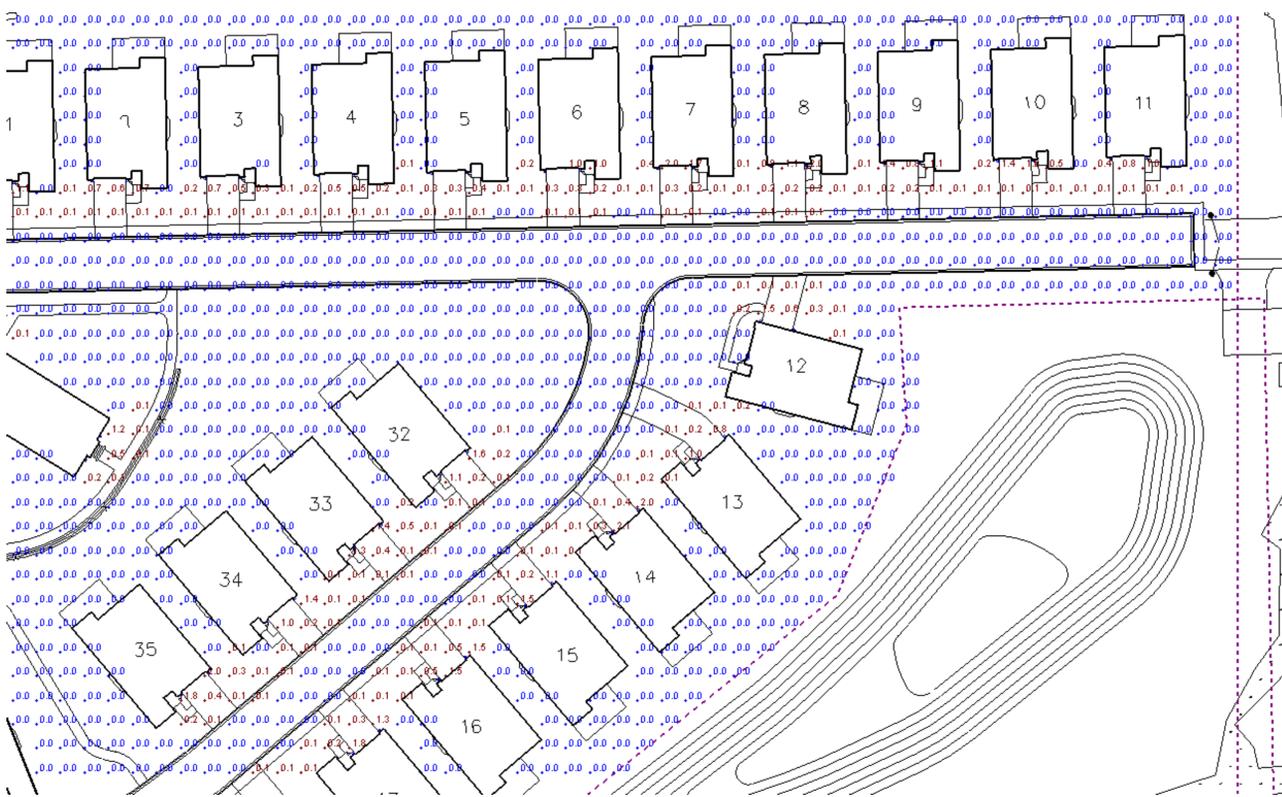


View #4

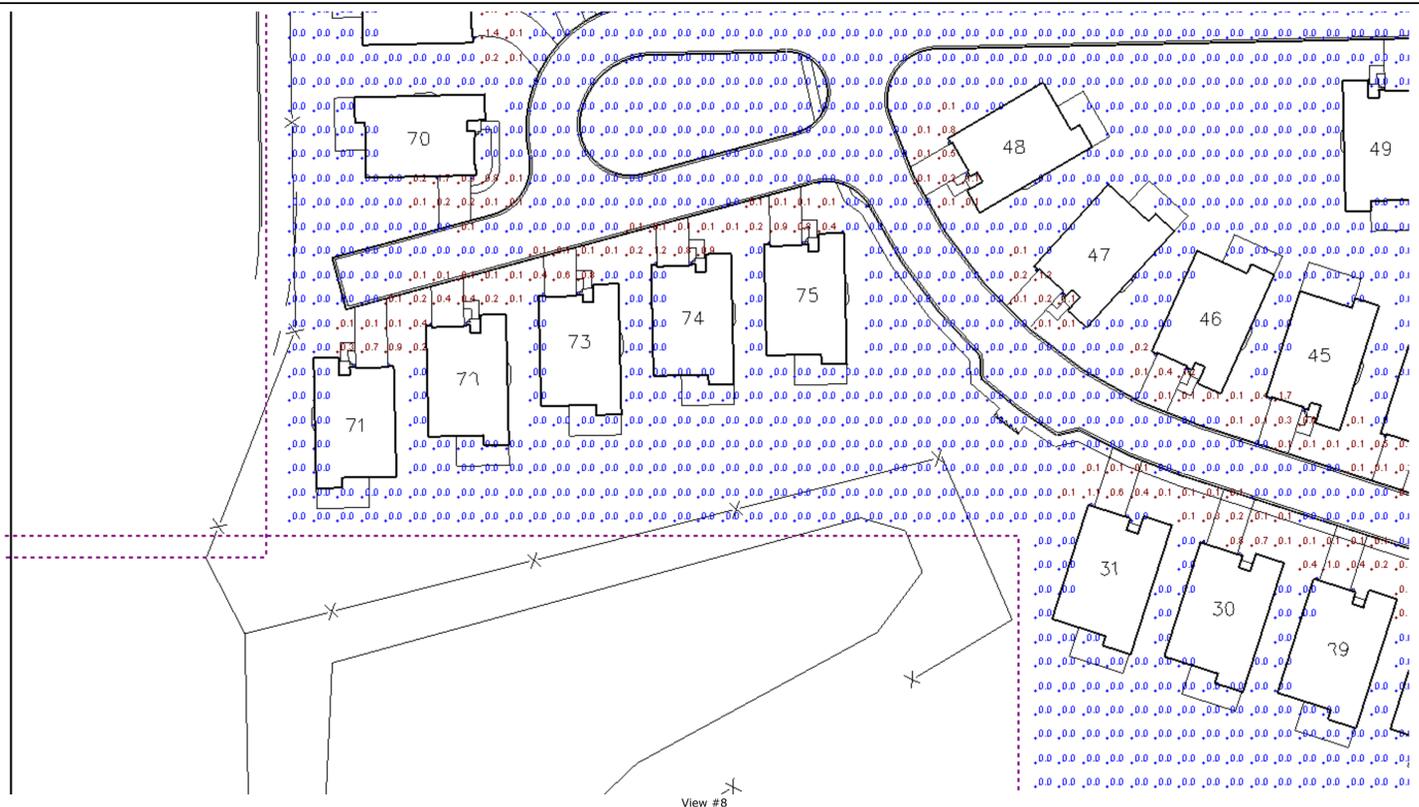
View #5



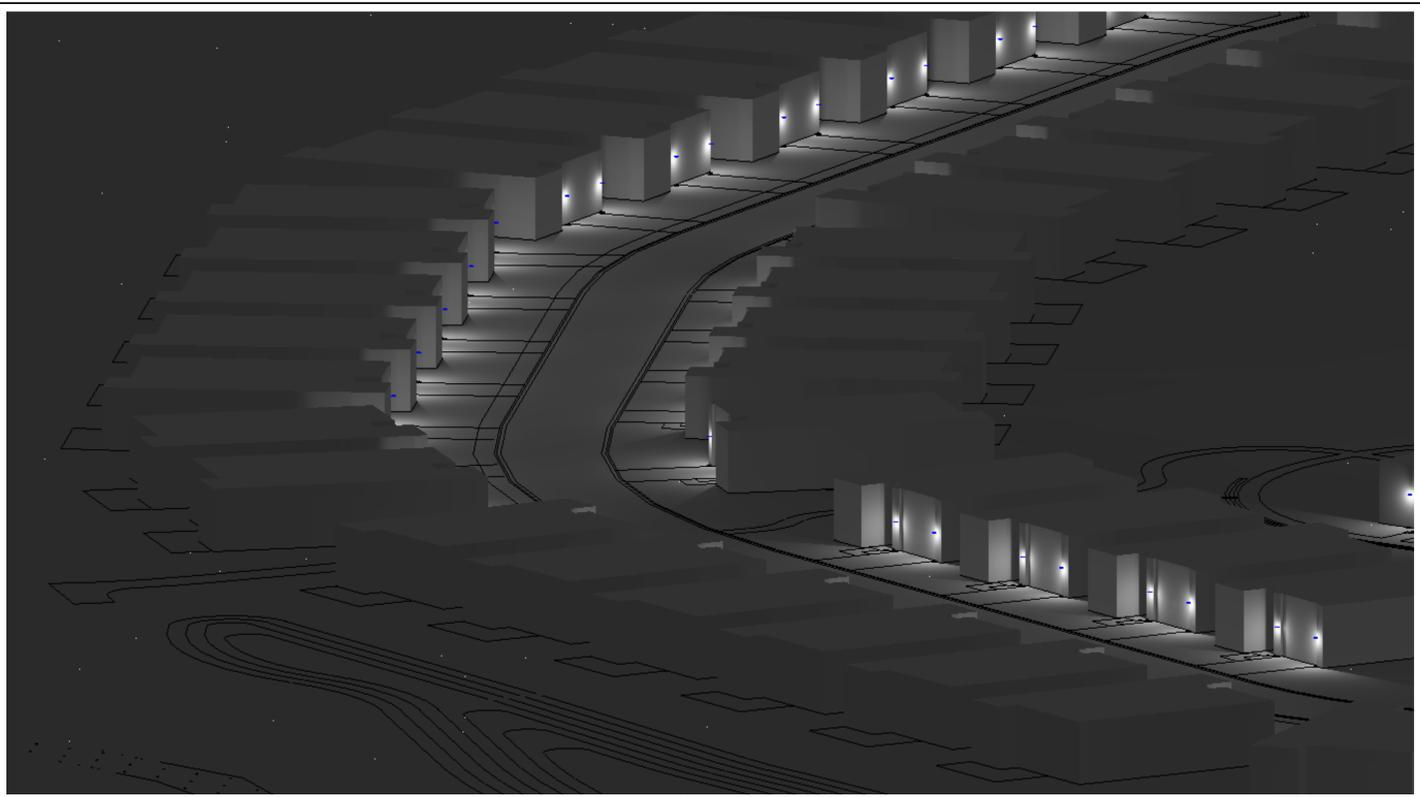
View #7



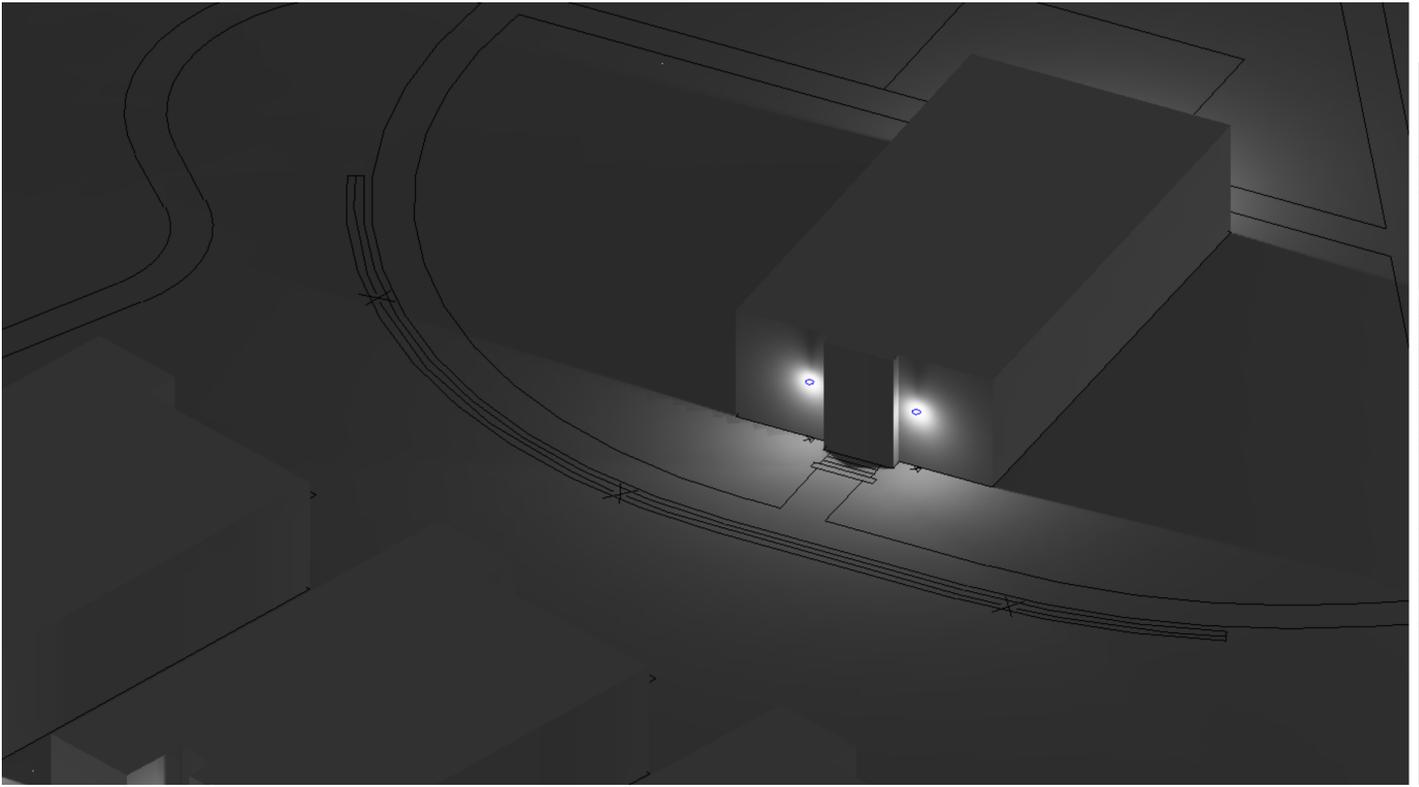
View #6



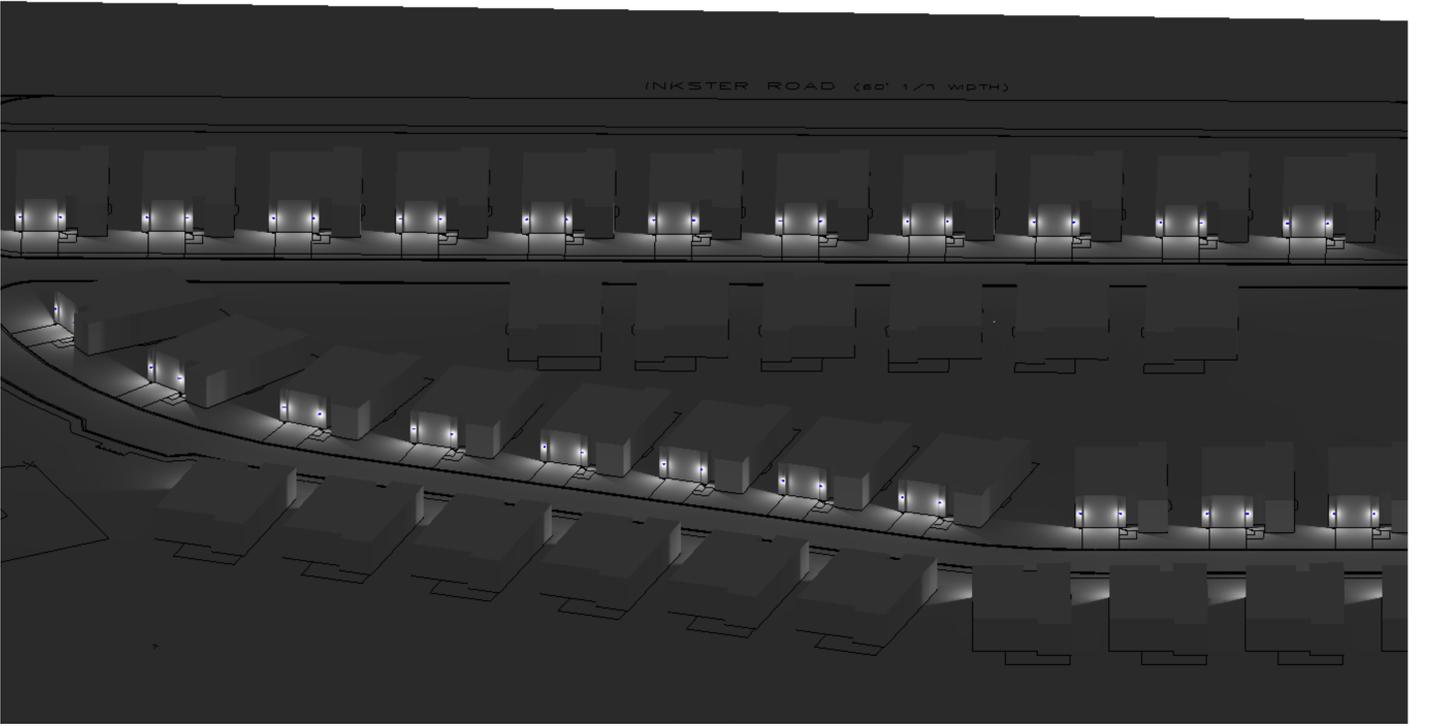
View #8



Rendered 1



Rendered 2



Rendered 3

## 8590901-12: Small One Light Outdoor Wall Lantern



### Dimensions:

**Width:** 6.0"  
**Height:** 10.25"  
**Weight:** 2.51 lbs.  
**Extends:** 7.375"  
**Wire:** 6.5" (color:Black/White)  
**Mounting Proc.:** Cap Nuts  
**Connection:** Mounted To Box

### Bulbs:

1 - Medium A19 60.0w Max. 120v Not included

### Features:

- Easily converts to LED with optional replacement lamps
- Meets Title 24 energy efficiency standards
- Title 24 compliant if used with Joint Appendix (JA8) approved light bulbs listed in the California Energy Commission Appliance database.

### Material List:

1 Body - Aluminum - Black

### Safety Listing:

Safety Listed for Wet Locations

### Instruction Sheets:

Trilingual (English, Spanish, and French) (990W8\_90901-WL)

### Collection:

The Wilburn outdoor fixtures are comprised of an oval form factor with grid overlay with an open bottom to cast an even glow.

A distinct industrial inspiration with an external cage detail finished in either Antique Bronze or Black finishes over Etched Seeded glass shades to complete the look.

Two finish options available: Antique Bronze and Black

Assortment includes: small, medium, large and extra large one-light lanterns; two-light flush mount; one-light post lantern and a one-light pendant

Wet Rated and Dark Sky Friendly

UPC #:785652076787

Finish: Black (12)

### Shade / Glass / Diffuser Details:

Part	Material	Finish	Quantity	Item Number	Length	Width	Height	Diameter	Fitter Diameter	Shade Top Length	Shade Top Width	Shade Top Diameter
Shade	Glass	Satin Etched	1				7.5	4.75				

### Backplate / Canopy Details:

Type	Height / Length	Width	Depth	Diameter	Outlet Box Up	Outlet Box Down
Back Plate	6.5	5.0	1.0		2.38	

### Shipping Information:

Package Type	Product #	Quantity	UPC	Length	Width	Height	Cube	Weight	Fr. Class	UPS Ship
Individual	8590901-12	1	785652076787	17.5	10.25	10.25	1.06	4.1	0	Yes
Master Pack	8590901-12	0	10785652076784							No
NJ Pallet		50		48.0	40.0	77.0	85.56	205.0		No
NV Pallet		50		48.0	40.0	77.0	85.56	205.0		No

## 8720701EN3-12: Large One Light Outdoor Wall Lantern



### Dimensions:

**Width:** 8.0"  
**Height:** 24.62"  
**Weight:** 9.35 lbs.  
**Extends:** 6.75"  
**Wire:** 6.5" (color:Black/White)  
**Mounting Proc.:** Screw(s)  
**Connection:** Mounted To Box  
**Watts:** 9  
**Lumens:** 800

### Bulbs:

1 - LED Medium A19 9.0w Max. 120v included

### Features:

- ENERGY STAR® Qualified
- This fixture features mouth-blown glass and slight variations are an inherent part of the handcrafting process.
- LED Bulbs are an efficient, versatile and durable light source that deliver exceptional performance.
- Meets Title 24 energy efficiency standards
- Title 24 compliant when used with included Joint Appendix (JA8) approved lamp.

### Material List:

1 Body - Aluminum - Black

### Safety Listing:

Safety Listed for Wet Locations

### Instruction Sheets:

English (8518301 8618301 8620701 8718301 8720701)  
 Trilingual (English, Spanish, and French) (ALBAN-WALL)

### Collection:

Featured in the decorative Alban collection

1 T10 Medium 60 watt light bulb and 1 A19 Medium 60 watt light bulb

Etched opal glass shade

Easily converts to LED with optional replacement lamps

Meets Title 24 energy efficiency standards

UPC #:785652097911

Finish: Black (12)

### Shade / Glass / Diffuser Details:

Part	Material	Finish	Quantity	Item Number	Length	Width	Height	Diameter	Fitter Diameter	Shade Top Length	Shade Top Width	Shade Top Diameter
Shade	Glass	Etched Opal	1		5.0	5.0	21.12					

### Backplate / Canopy Details:

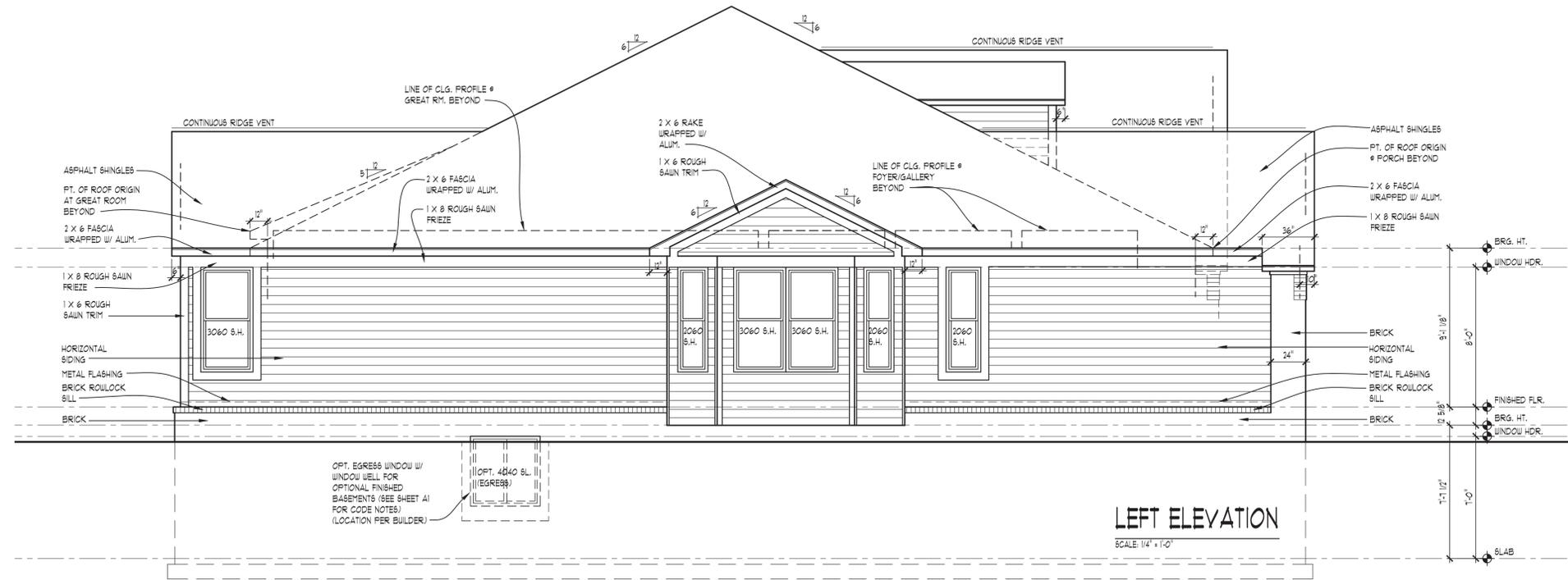
Type	Height / Length	Width	Depth	Diameter	Outlet Box Up	Outlet Box Down
Back Plate	24.62	8.0	0.75		12.31	

### Replacement Bulb Data:

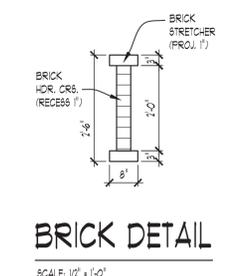
Product #	Type	Base	Watts	Watts Consumed	Volts	Hours	Lumens	Temp (°K)	CRI

### Shipping Information:

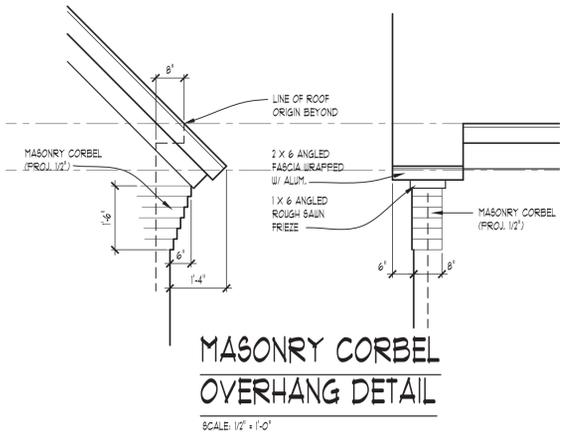
Package Type	Product #	Quantity	UPC	Length	Width	Height	Cube	Weight	Fr. Class	UPS Ship
Individual	8720701EN3-12	1	785652097911	29.3	10.9	10.0	1.85	11.45	0	Yes
Master Pack	8720701EN3-12	0	10785652097918							No
NJ Pallet		36		48.0	40.0	77.0	85.56	412.2		No
NV Pallet		36		48.0	40.0	77.0	85.56	412.2		No



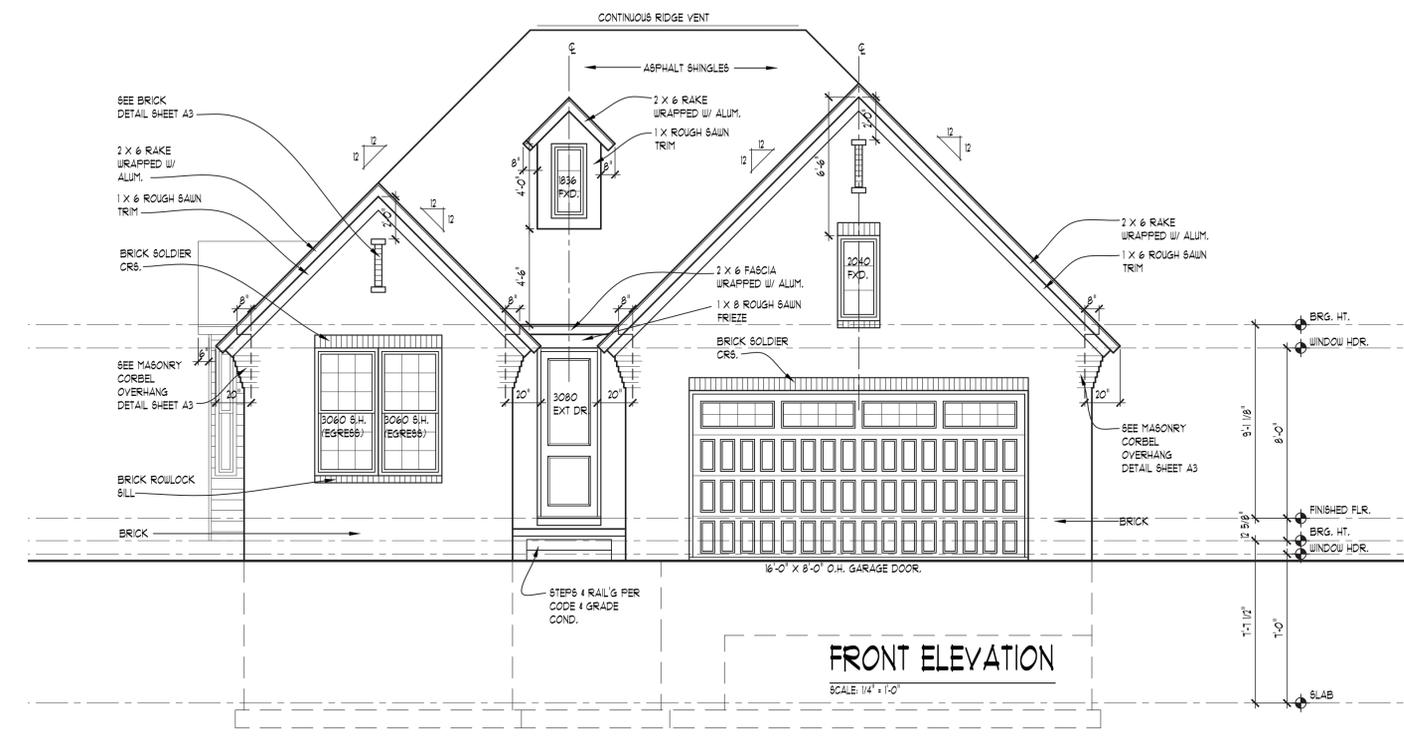
**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"



**BRICK DETAIL**  
SCALE: 1/2" = 1'-0"



**MASONRY CORBEL OVERHANG DETAIL**  
SCALE: 1/2" = 1'-0"



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"

**ELEVATION NOTES**

- ALL ROOF SADDLES TO BE PLYWOOD SHEATHED WITH ICE & WATER SHIELD AND SHINGLES.
- PROVIDE ICE & WATER SHIELD MIN. 6'-0" COVERAGE AT ALL VALLEYS
- FIREPLACE FLUE TO BE DETERMINED PER MANUFACTURER'S SPECIFICATION
- METAL FLASHING AS REQUIRED BY CODE.
- ROOF & SOFFIT VENTS AS REQUIRED BY CODE.
- PROVIDE GUTTERS & DOWNSPOUTS FOR DRAINAGE OF ROOF WATER. DOWNSPOUTS ARE TO BE LOCATED SO THAT THE DISCHARGE WILL NOT SPILL ON OR FLOW ACROSS ANY PORCHES, WALKS OR DRIVES.
- CARPENTER TO VERIFY THICKNESS OF MASONRY PRIOR TO BUILDING BRICK RACK

**NOTE:**  
OVERHANG DIMENSIONS (O.H.) ARE FROM SHEATHING U.N.O.

**TYPICAL WINDOW DESIGNATION**

**NOTE:**  
GENERAL REFERENCE FOR ROUGH OPENING SIZES ONLY. CONSULT WITH WINDOW MANUFACTURER FOR EXACT WINDOW SIZES & REQUIREMENTS.

**NOTE:**  
ALL CASEMENT VENTING TO BE VERIFIED W/ BUILDER/ HOMEOWNER PRIOR TO ORDERING WINDOWS

**NOTE:**  
WINDOW MANUFACTURER TO VERIFY ALL WINDOW GRID PATTERNS WITH HOME OWNER.



WWW.TKHOMEDESIGN.COM  
26030 PONTIAC TRAIL,  
SOUTH LYONS, MI 48178  
PHONE: (248)-446-1960  
FAX: (248)-446-1961

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DO NOT SCALE DRAWINGS. USE CALCULATED DIMENSIONS ONLY.  
CONTRACTOR TO FIELD VERIFY ALL DRAWING DIMENSIONS BEFORE  
CONSTRUCTION. DISCREPANCIES AND DESIGN CHANGES SHALL BE  
REPORTED TO THE DESIGNER IN WRITING FROM IMMEDIATELY.  
CALL MKS DDO AT 800-482-7271 3 DAYS PRIOR TO ANY EXCAVATION  
CONSTRUCTION. THE SOLE RESPONSIBILITY OF THE PROFESSIONAL

**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
RALEIGH PLAN  
EMERSON  
ELEVATION  
GARAGE RIGHT

**JOB No.** 18-233  
**DRAWN:** DM  
**CHECKED:** DM  
**REVIEW** 3-25-20  
**FINAL:** 3-27-20  
**REVISION** 8-25-20  
**REVISION** 11-19-20  
**REVISION** 2-4-21  
**REVISION** 4-20-21  
**REVISION** 5-11-21  
**REVISION** 6-28-21

**SCALE:**  
PER PLAN  
**SHEET #**  
**A-3**



### ELEVATION NOTES

- ALL ROOF SADDLES TO BE PLYWOOD SHEATHED WITH ICE & WATER SHIELD AND SHINGLES.
- PROVIDE ICE & WATER SHIELD MIN. 6'-0" COVERAGE AT ALL VALLEYS
- FIREPLACE FLUE TO BE DETERMINED PER MANUFACTURER'S SPECIFICATION
- METAL FLASHING AS REQUIRED BY CODE.
- ROOF & SOFFIT VENTS AS REQUIRED BY CODE.
- PROVIDE GUTTERS & DOWNSPOUTS FOR DRAINAGE OF ROOF WATER. DOWNSPOUTS ARE TO BE LOCATED SO THAT THE DISCHARGE WILL NOT SPILL ON OR FLOW ACROSS ANY PORCHES, WALKS OR DRIVES.
- CARPENTER TO VERIFY THICKNESS OF MASONRY PRIOR TO BUILDING BRICK RACK

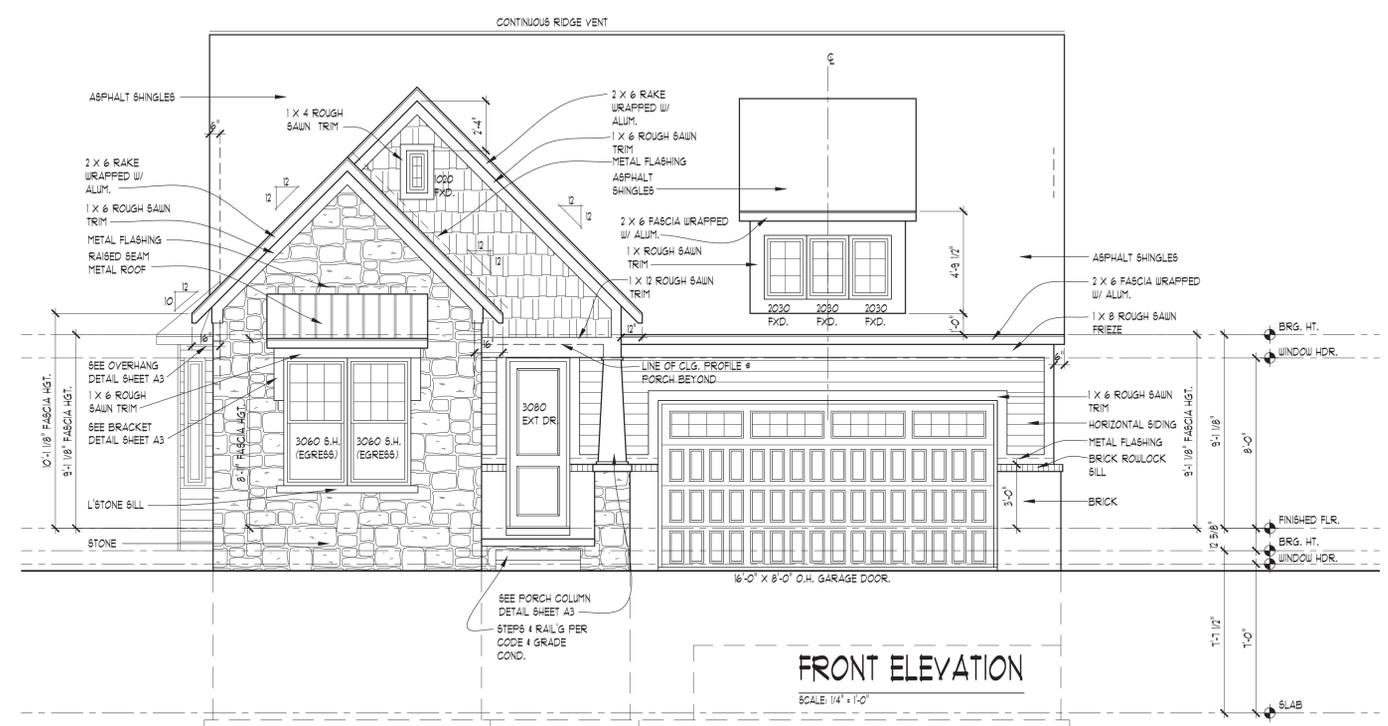
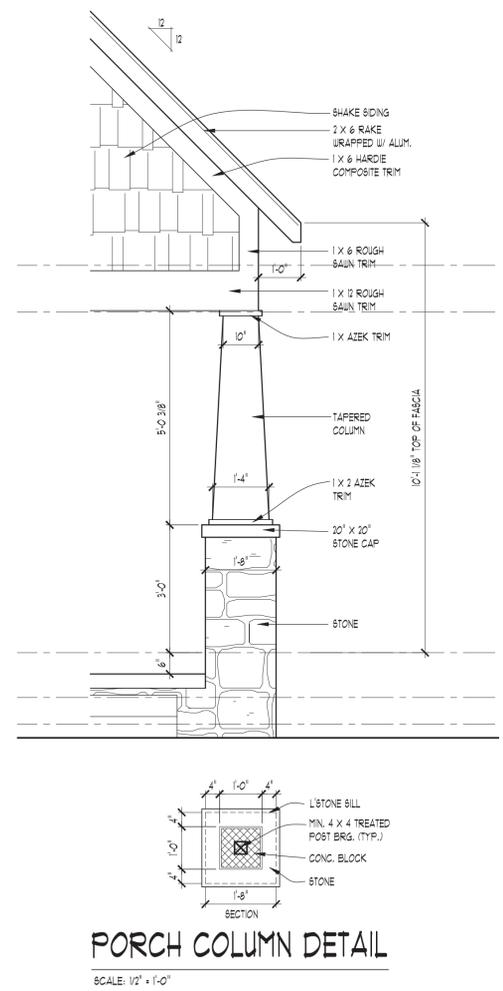
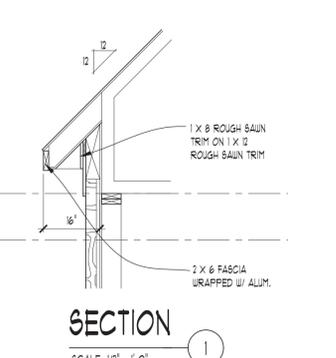
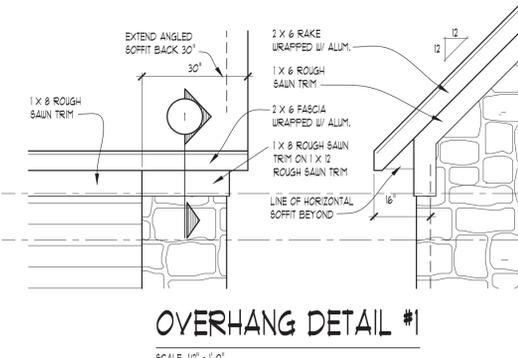
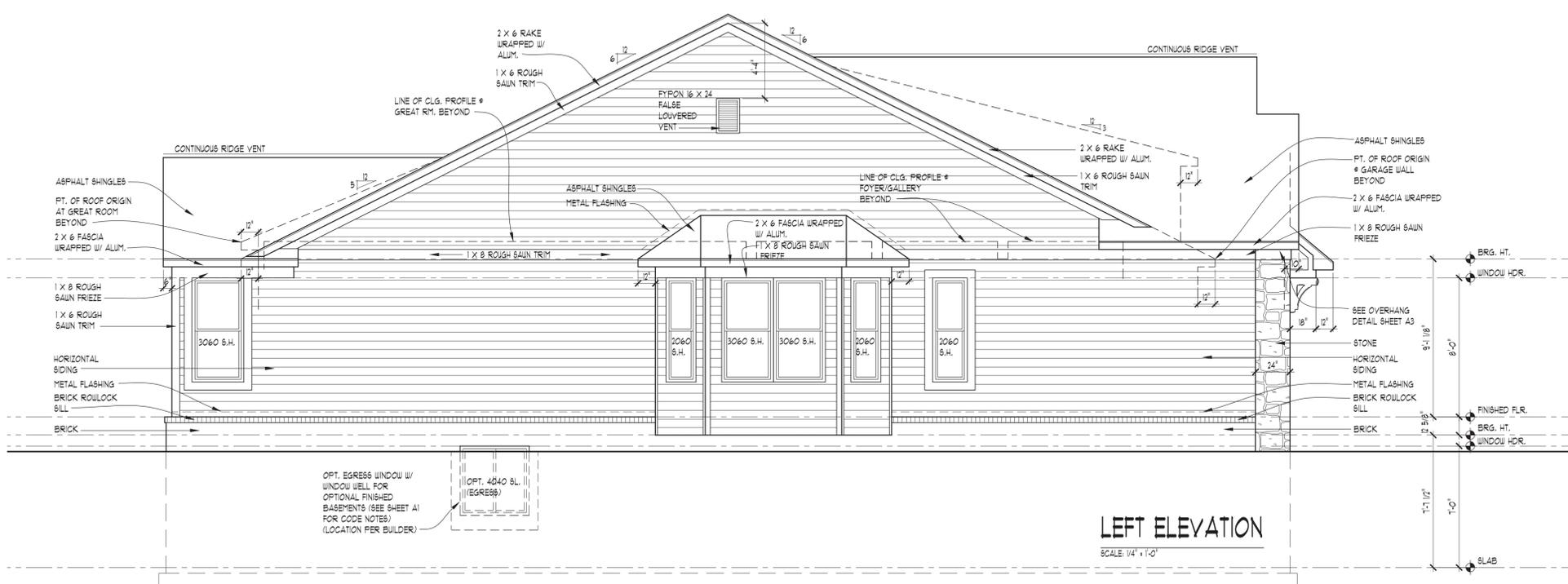
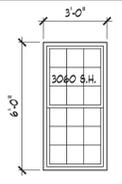
**NOTE:**  
OVERHANG DIMENSIONS (O.H.) ARE FROM SHEATHING U.N.O.

### TYPICAL WINDOW DESIGNATION

**NOTE:**  
GENERAL REFERENCE FOR ROUGH OPENING SIZES ONLY. CONSULT WITH WINDOW MANUFACTURER FOR EXACT WINDOW SIZES & REQUIREMENTS.

**NOTE:**  
ALL CASEMENT VENTING TO BE VERIFIED BY BUILDER/HOMEOWNER PRIOR TO ORDERING WINDOWS

**NOTE:**  
WINDOW MANUFACTURER TO VERIFY ALL WINDOW GRID PATTERNS WITH HOME OWNER.



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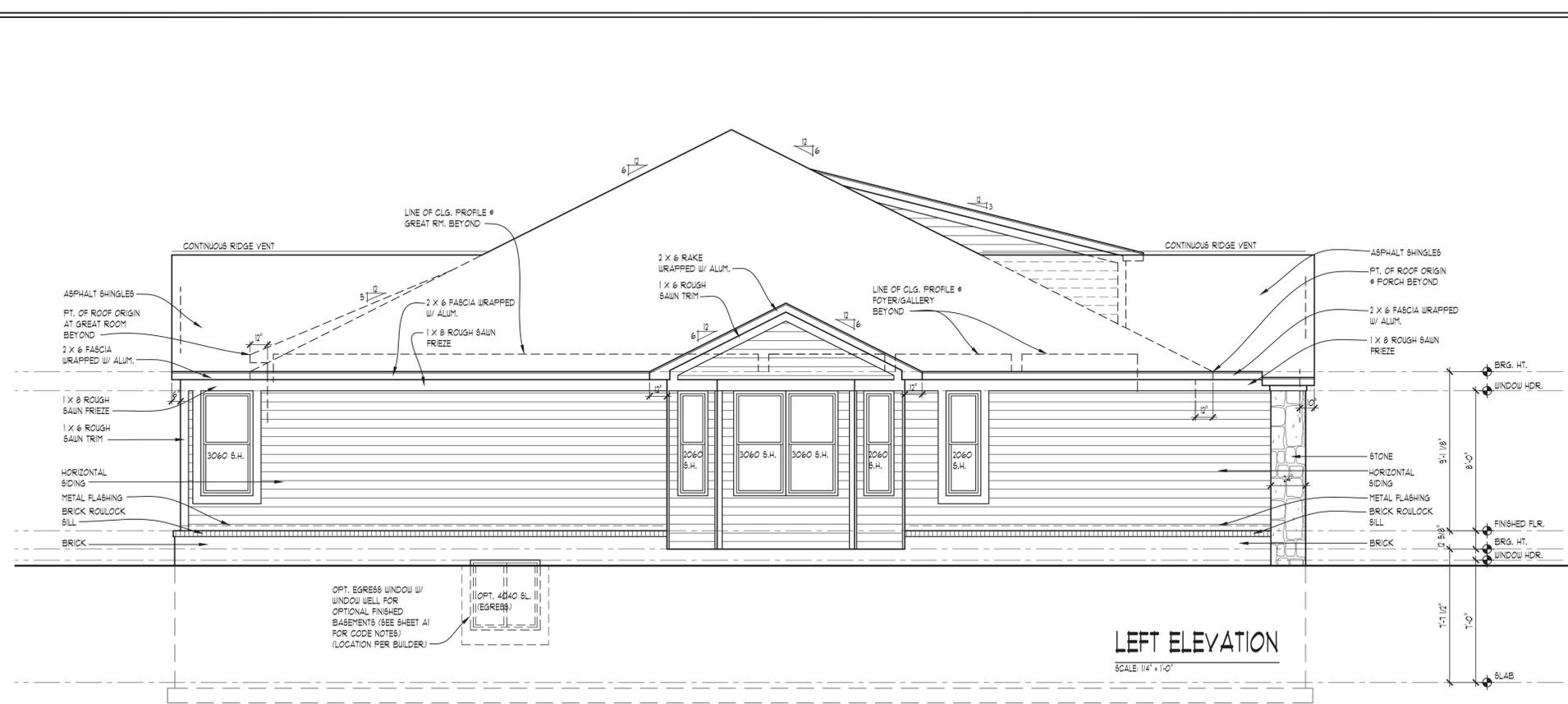
**CLIENT / PROJECT**  
ROBERTSON BROTHERS  
BREWSTER VILLAGE  
RALEIGH PLAN  
BARRINGTON ELEVATION  
GARAGE RIGHT

**JOB No.** 18-233  
**DRAWN:** DM  
**CHECKED:** DM  
**REVIEW** 1-24-19  
**FINAL:** 3-27-20  
**REVISION** 8-25-20  
**REVISION** 11-19-20  
**REVISION** 2-4-21  
**REVISION** 4-20-21  
**REVISION** 5-11-21  
**REVISION** 6-28-21

**SCALE:**  
PER PLAN

**SHEET #**  
A-3





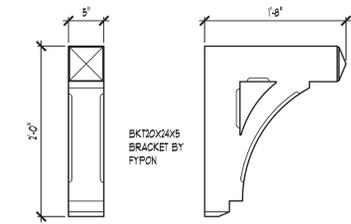
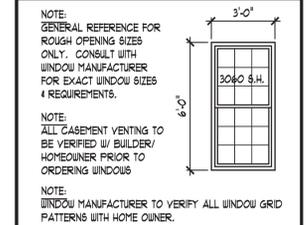
**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"

**ELEVATION NOTES**

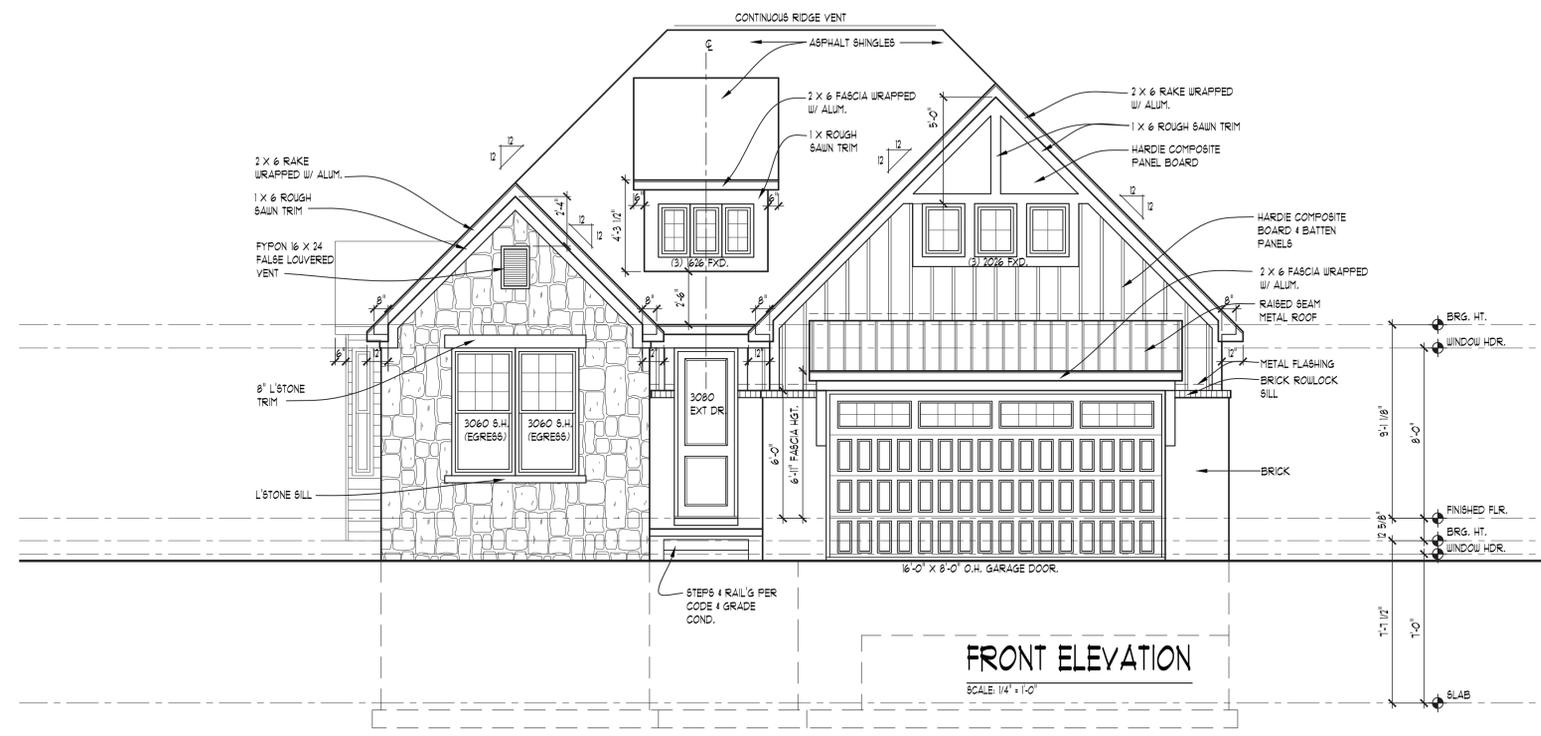
- ALL ROOF SADDLES TO BE PLYWOOD SHEATHED WITH ICE & WATER SHIELD AND SHINGLES.
- PROVIDE ICE & WATER SHIELD MIN. 6'-0" COVERAGE AT ALL VALLEYS
- FIREPLACE FLUE TO BE DETERMINED PER MANUFACTURER'S SPECIFICATION
- METAL FLASHING AS REQUIRED BY CODE.
- ROOF & SOFFIT VENTS AS REQUIRED BY CODE.
- PROVIDE GUTTERS & DOWNSPOUTS FOR DRAINAGE OF ROOF WATER. DOWNSPOUTS ARE TO BE LOCATED SO THAT THE DISCHARGE WILL NOT SPILL ON OR FLOW ACROSS ANY PORCHES, WALKS OR DRIVES.
- CARPENTER TO VERIFY THICKNESS OF MASONRY PRIOR TO BUILDING BRICK RACK

**NOTE:**  
OVERHANG DIMENSIONS (O.H.) ARE FROM SHEATHING U.L.C.

**TYPICAL WINDOW DESIGNATION**



**BRACKET DETAIL**  
SCALE: 1" = 1'-0"



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



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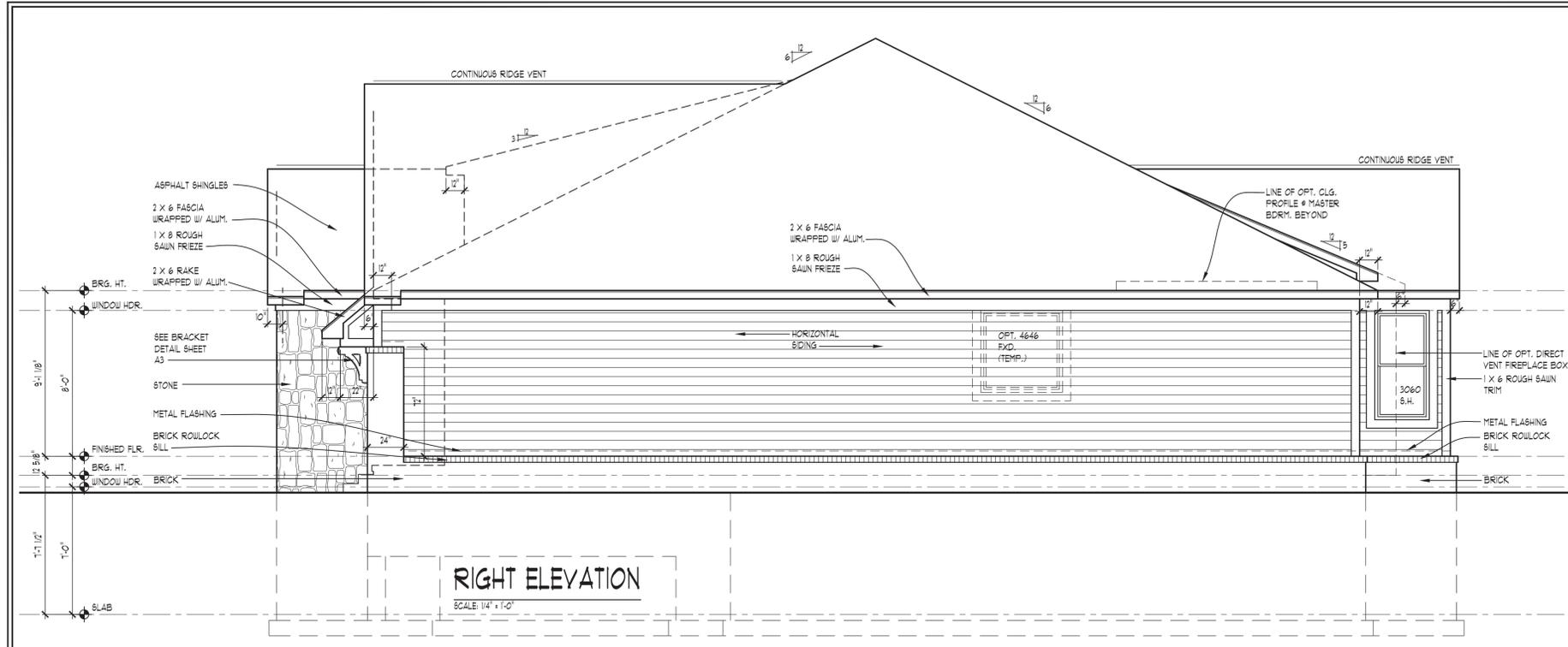
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**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
RALEIGH PLAN  
ALBANY ELEVATION  
GARAGE RIGHT

JOB No.	18-233
DRAWN:	DM/PS
CHECKED:	DM
REVIEW	1-24-19
FINAL:	3-27-20
REVISION	11-2-20
REVISION	11-19-20
REVISION	2-4-21
REVISION	4-20-21
REVISION	5-11-21
REVISION	6-28-21

SCALE:  
PER PLAN

**SHEET #**  
**A-3**



**RIGHT ELEVATION**  
SCALE: 1/4" = 1'-0"

**ELEVATION NOTES**

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- FIREPLACE FLUE TO BE DETERMINED PER MANUFACTURER'S SPECIFICATION
- METAL FLASHING AS REQUIRED BY CODE.
- ROOF & SOFFIT VENTS AS REQUIRED BY CODE.
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- CARPENTER TO VERIFY THICKNESS OF MASONRY PRIOR TO BUILDING BRICK RACK

**TYPICAL WINDOW DESIGNATION**

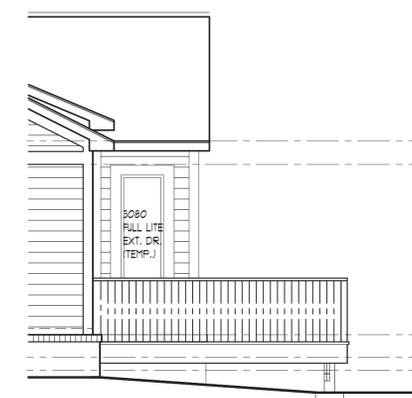
NOTE:  
GENERAL REFERENCE FOR ROUGH OPENING SIZES ONLY. CONSULT WITH WINDOW MANUFACTURER FOR EXACT WINDOW SIZES & REQUIREMENTS.

NOTE:  
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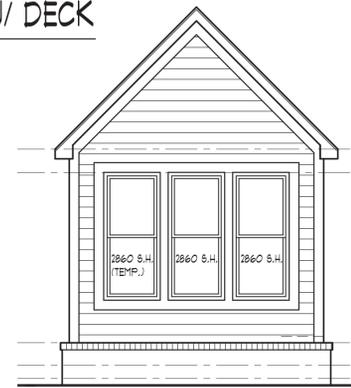
NOTE:  
WINDOW MANUFACTURER TO VERIFY ALL WINDOW GRID PATTERNS WITH HOME OWNER.

NOTE:  
OVERHANG DIMENSIONS (O.H.) ARE FROM SHEATHING U.L.C.

NOTE:  
ALL WINDOW SILLS OVER 6'-0" ABOVE EXTERIOR GRADE OR SURFACE BELOW TO BE MINIMUM 24" ABOVE FINISHED FLOOR OR HAVE GASH LIMITERS PER CODE REQUIREMENTS



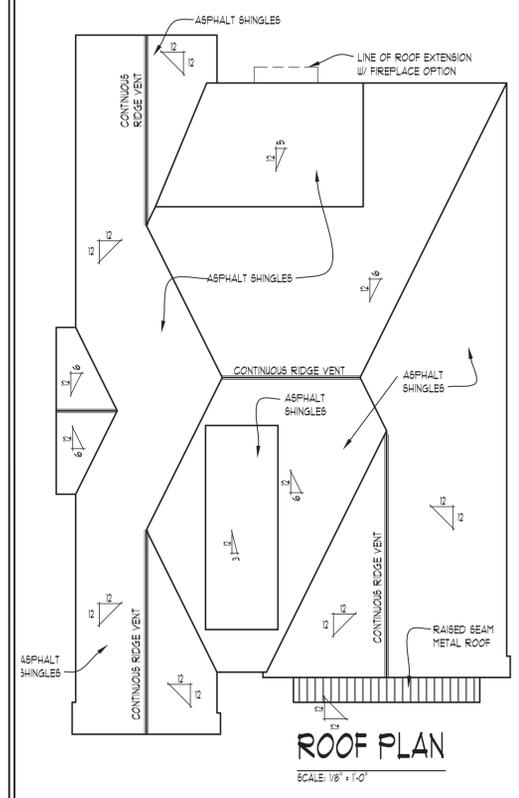
**PARTIAL RIGHT ELEVATION W/ OPTIONAL DOOR W/ DECK**  
SCALE: 1/4" = 1'-0"



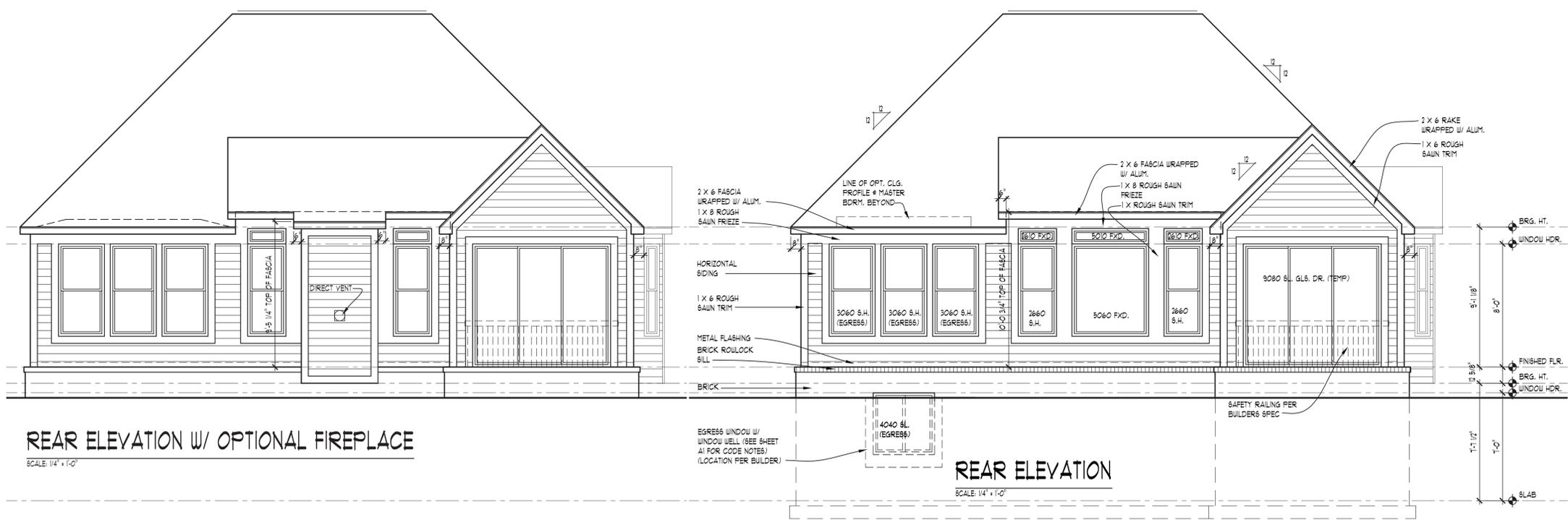
**W/ OPT. WINDOWS**  
SCALE: 1/4" = 1'-0"

**ATTIC VENTILATION CALCULATIONS:**

AREA OF ATTIC OVER HEATED SPACE = 1834 SQ. FT.  
1834/180 = 10.2 (SQ. FT. REQ'D)  
122' X 144" = 1761' (SQ. INCH CONVERSION)  
RIDGE VENTING:  
1761' X 0.45 = 793' (SQ. INCHES REQ'D)  
793' / 18" = 44' (LINEAR FT. OF RIDGE VENT REQ'D)  
EAVE OR CORNICE VENTING:  
1761' X 0.35 = 617' (SQ. INCHES REQ'D)



**ROOF PLAN**  
SCALE: 1/8" = 1'-0"



**REAR ELEVATION W/ OPTIONAL FIREPLACE**  
SCALE: 1/4" = 1'-0"

**REAR ELEVATION**  
SCALE: 1/4" = 1'-0"



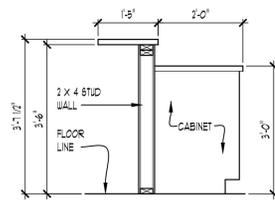
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ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
RALEIGH PLAN  
ALBANY ELEVATION  
GARAGE RIGHT

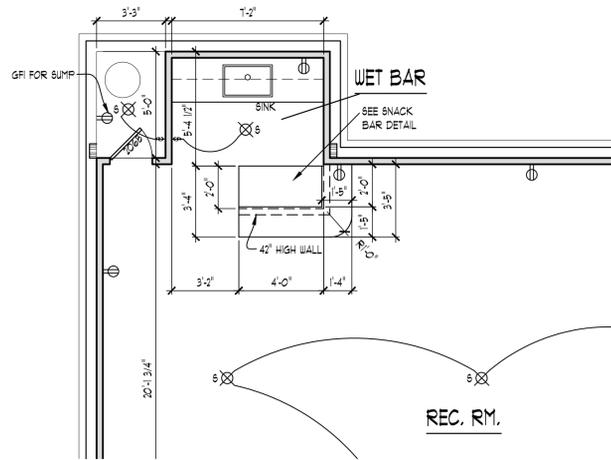
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**DRAWN:** DM/PS  
**CHECKED:** DM  
**REVIEW** 1-24-19  
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**REVISION** 11-2-20  
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**REVISION** 4-20-21  
**REVISION** 5-11-21  
**REVISION** 6-28-21

**SCALE:**  
PER PLAN  
**SHEET #**  
**A-4**



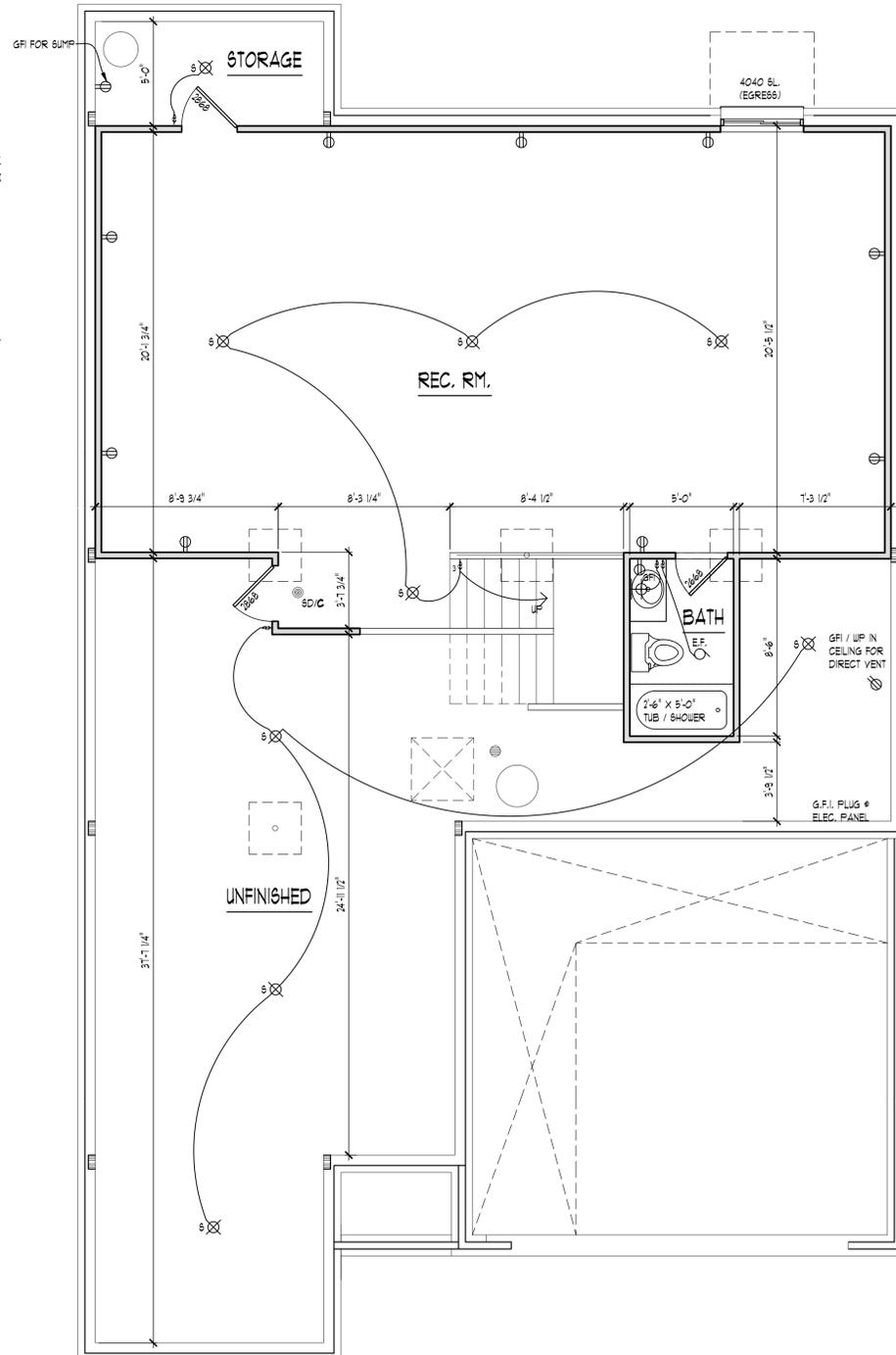
**SNACK BAR DETAIL**

SCALE: 1/2" = 1'-0"



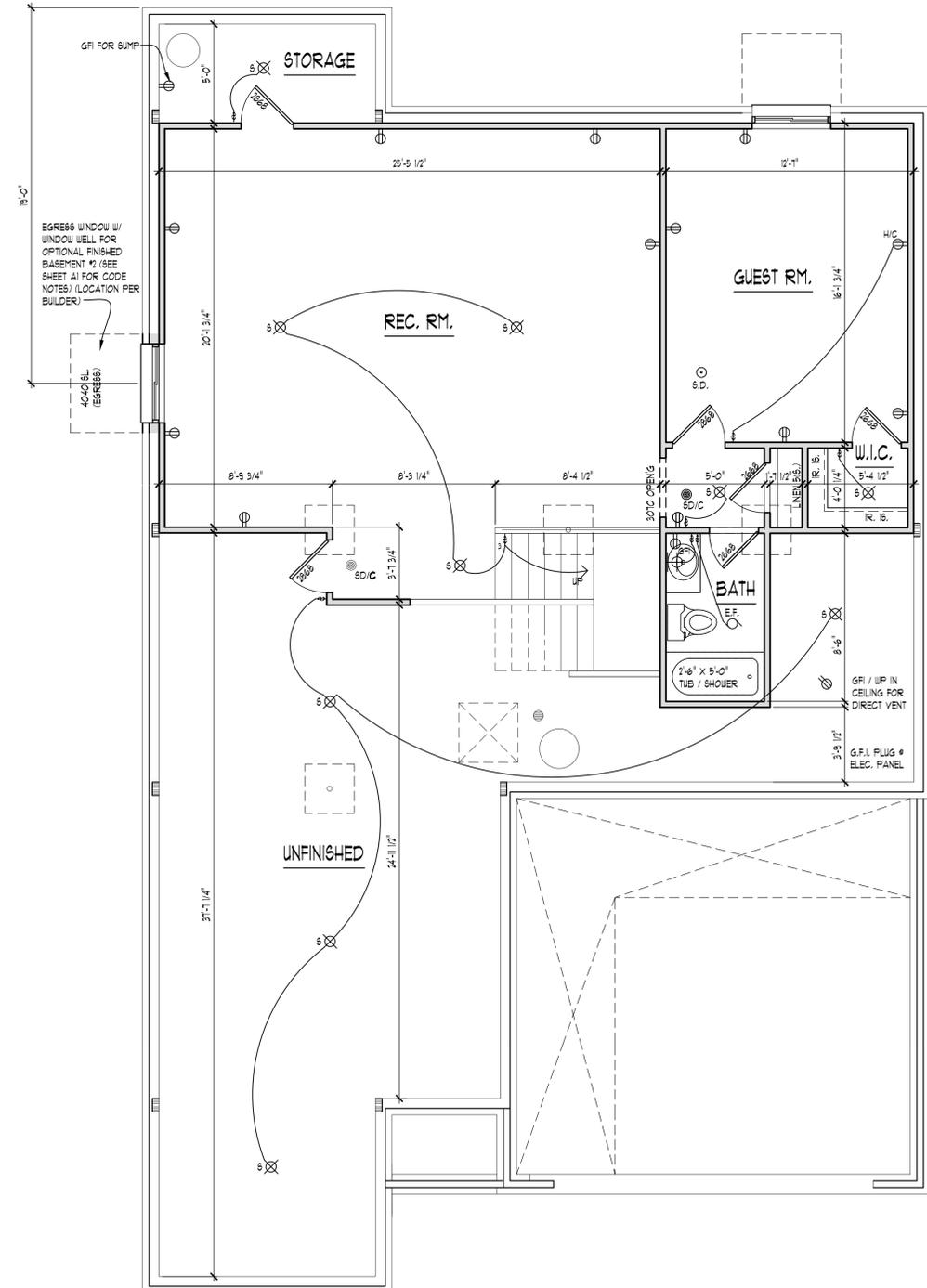
**FINISHED BASEMENT PLAN W/  
OPTIONAL SNACK BAR**

SCALE: 1/4" = 1'-0"



**FINISHED BASEMENT PLAN OPTION #1**

SCALE: 1/4" = 1'-0"



**FINISHED BASEMENT PLAN OPTION #2**

SCALE: 1/4" = 1'-0"

FIN. BSMT. OPTION #1	936 S.F.
FIN. BSMT. OPTION #2	936 S.F.
W/ OPT. WET BAR	140 S.F.



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CONTRACTORS ARE SOLE RESPONSIBLE OF THE PERMITS/LOCAL

**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
RALEIGH PLAN  
ALBANY ELEVATION  
GARAGE RIGHT

JOB No.	18-233
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REVISION	4-20-21
REVISION	5-11-21
REVISION	6-28-21
REVISION	8-5-21
REVISION	1-18-22

SCALE:  
PER PLAN

SHEET #  
**FB-1**

**PLAN NOTES**

**INTERIOR WALLS:**  
1/2" GYPSUM WALL BOARD ON EACH SIDE OF 2x4 WOOD STUDS @ 16" O.C. 3 1/2" THICK TYPICAL (UNLESS NOTED OTHERWISE). ALL DIMENSION TAKEN FROM STUD EDGES

**EXTERIOR WALLS:**  
SIDING AND/OR MASONRY WITH AIRSPACE, MOISTURE BARRIER PAPER (HOUSE WRAP) ON 1/8" O.S.B. SHEATHING ON 2x4 WOOD STUDS @ 16" O.C. OR AS NOTED. INSULATION TO BE INSTALLED TO MEET THE SIMULATED PERFORMANCE ALTERNATIVE METHOD IN ACCORDANCE WITH 2015 IRC SECTION N105 BASED ON CLIMATE ZONE 5A 1/2" GYPSUM WALL BOARD (GLUE & SCREWS). WALL TO BE 4" THICK WITH SIDING AND 8" THICK WITH MASONRY (TYPICAL UNLESS NOTED OTHERWISE). ALL DIMENSION TAKEN FROM FRAMING (FLOOR PLANS) OR FOUNDATION CORNERS (FOUNDATION PLAN)

1. OPENINGS BETWEEN THE GARAGE AND RESIDENCE SHALL BE EQUIPPED WITH 20-MINUTE FIRE RATED DOORS (OR EQUIVALENT PER 2015 IRC SECTION R302.5.1).
2. VENT ALL EXHAUST FANS TO EXTERIOR.
3. WHEN POSSIBLE DIRECT ALL FLUES AND VENTS THAT PENETRATE ROOF BEHIND MAIN RIDGE.
4. INSTALL WATER SUPPLY AND DRAIN BOX (GREY BOX) AT WASHING MACHINE LOCATION.
5. USE MOISTURE RESISTANT DRYWALL AT ALL AREAS SUSCEPTIBLE TO MOISTURE.
6. ALL FIRST FLOOR INTERIOR DOORS TO BE FRAMED 6'-8" TALL, UNLESS NOTED OTHERWISE. VERIFY W/ BUILDER
7. PROVIDE GUARDRAIL AT STAIRS DURING CONSTRUCTION.
8. PROVIDE SQUASH BLOCKS UNDER ALL BEARING CONDITIONS.
9. GARAGE WALLS TO BE 2x6 STUDS IF OVER 10'-0" TALL.

**NOTE:** S.D. (CIRCLE WITH DASH)  
S.D.C. (CIRCLE WITH DOT)  
ALL SMOKE & CARBON MONOXIDE DETECTORS INTERCONNECTED W/ BATTERY BACK-UP PER CODE.

**NOTE:** DOOR & WINDOW LOCATIONS:  
ALL DOORS & WINDOWS ARE ASSUMED TO BE EITHER IN THE CENTER OF THE WALL MASS OR MIN. 4 INCHES FROM PERPENDICULAR WALL FOR CASING UNLESS NOTED OTHERWISE

**NOTE:** VERIFY DROPPED FLOOR AREAS FOR TILE WITH BUILDER

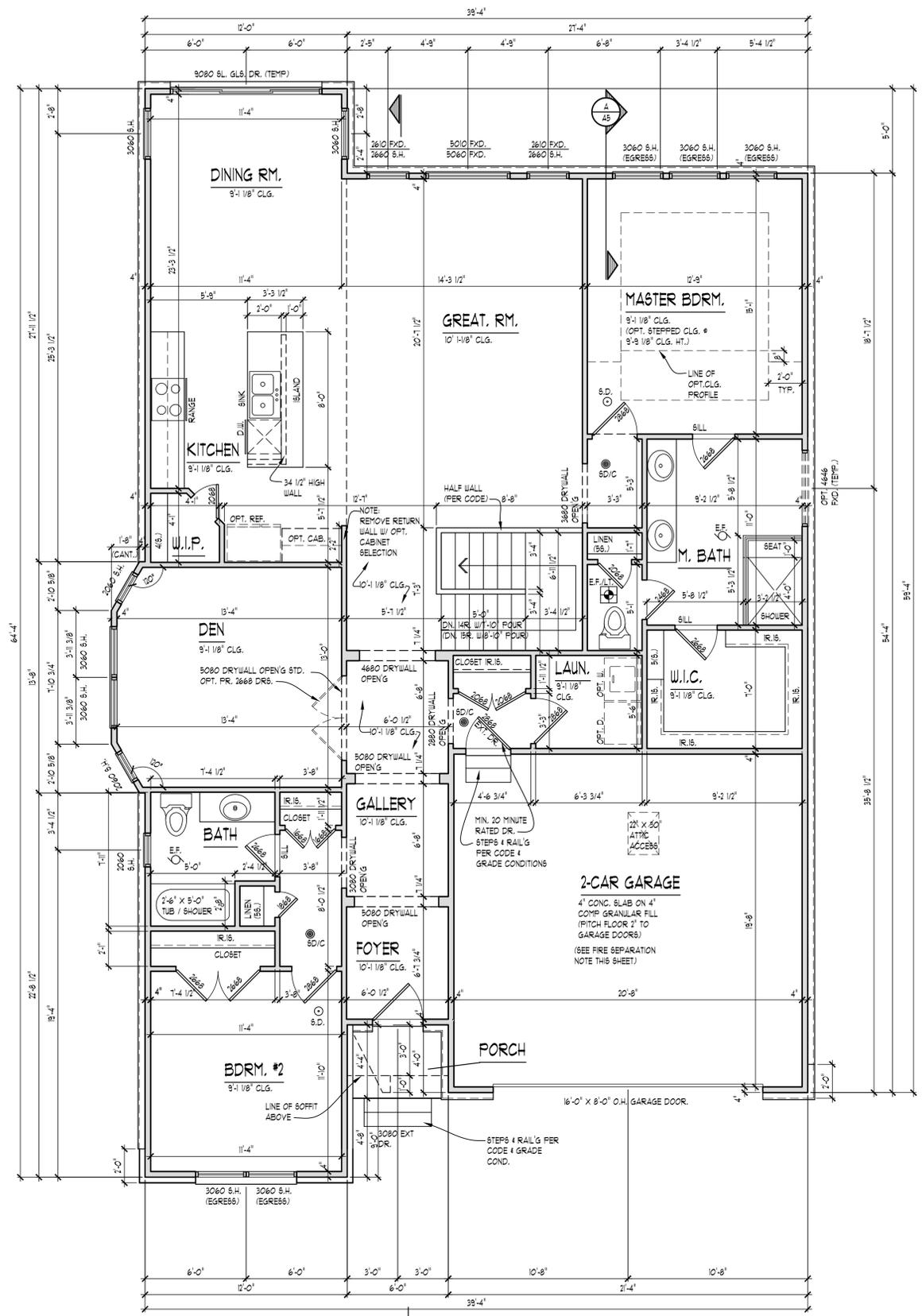
**FIREPLACE NOTE**  
ALL FIREPLACE DIMENSIONS & ROUGH OPENINGS TO BE VERIFIED W/ MANUFACTURER SPECS INCLUDING BUT NOT LIMITED TO WIDTH, DEPTH, HEIGHT, CHIMNEY CLEARANCES, ETC. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL SPECS TO CARPENTER PRIOR TO FRAMING

**FIRE SEPARATION NOTE**  
FIRE SEPARATION (R302.6)  
GARAGE SPACE BENEATH HABITABLE ROOMS SHALL BE SEPARATED FROM ALL HABITABLE ROOMS ABOVE BY NOT LESS THAN 5/8-INCH TYPE X GYPSUM BOARD OR EQUIVALENT. WHERE THE SEPARATION IS A FLOOR-CEILING ASSEMBLY, THE STRUCTURE SUPPORTING THE SEPARATION SHALL ALSO BE PROTECTED BY NOT LESS THAN 1/2-INCH GYPSUM BOARD OR EQUIVALENT. ALL OTHER GARAGE SPACE SHALL BE SEPARATED FROM THE RESIDENCE AND ITS ATTIC AREA BY NOT LESS THAN 1/2-INCH GYPSUM BOARD APPLIED TO THE GARAGE SIDE. DROPPED FLOOR UNDER FLR. ABV. (ENCLOSE MECHANICAL AND STRUCTURAL ELEMENTS) VERIFY W/ BLDG.

**NOTE:** PROVIDE MIN. (1) 2 X 4 HEADER AT ALL INTERIOR & EXTERIOR DOOR & WINDOW OPENINGS (UNLESS NOTED OTHERWISE).

**NOTE:** PROVIDE MIN. (1) JACK STUD & (1) KING STUD AT EACH END OF ALL HEADERS (UNLESS NOTED OTHERWISE).

**NOTE:** PROVIDE MIN. (1) JOIST OR LADDER FRAMING UNDER ALL UPPER FLOOR PARALLEL PARTITIONS



**FIRST FLOOR PLAN**

SCALE: 1/4" = 1'-0"

**AREA SUMMARY:**  
OVERALL FLOOR AREA:  
FIRST FLOOR 1834 S.F.



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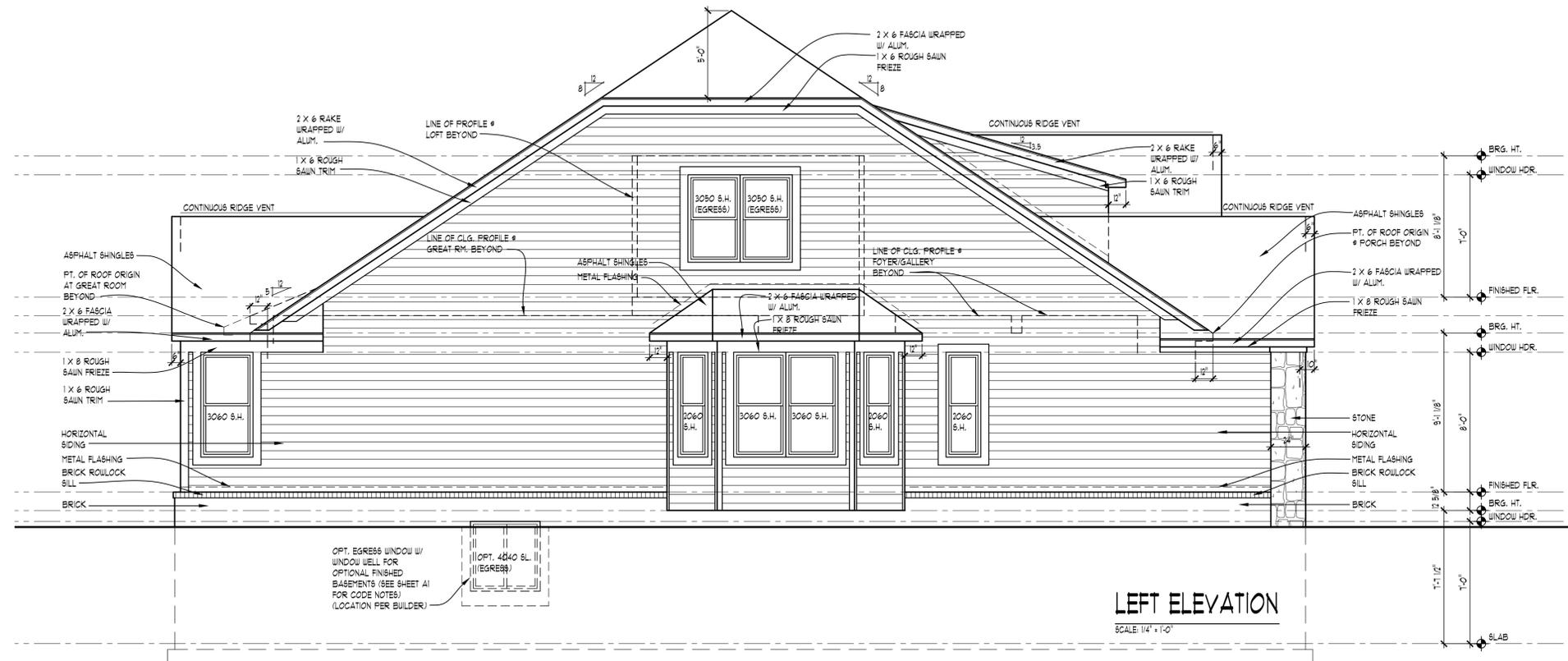
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**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
RALEIGH PLAN  
ALBANY ELEVATION  
GARAGE RIGHT

**JOB No.** 18-233  
**DRAWN:** DM/PS  
**CHECKED:** DM  
**REVIEW** 1-24-19  
**FINAL:** 3-27-20  
**REVISION** 2-4-21  
**REVISION** 4-20-21  
**REVISION** 5-11-21  
**REVISION** 6-28-21  
**REVISION** 8-15-21  
**REVISION** 1-18-22

**SCALE:**  
PER PLAN

**SHEET #**  
A-2



**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"

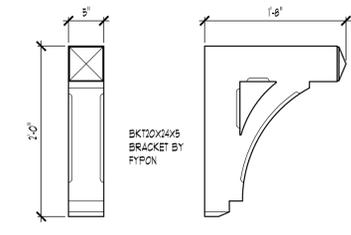
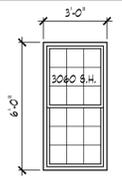
**ELEVATION NOTES**

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- PROVIDE ICE & WATER SHIELD MIN. 6'-0" COVERAGE AT ALL VALLEYS
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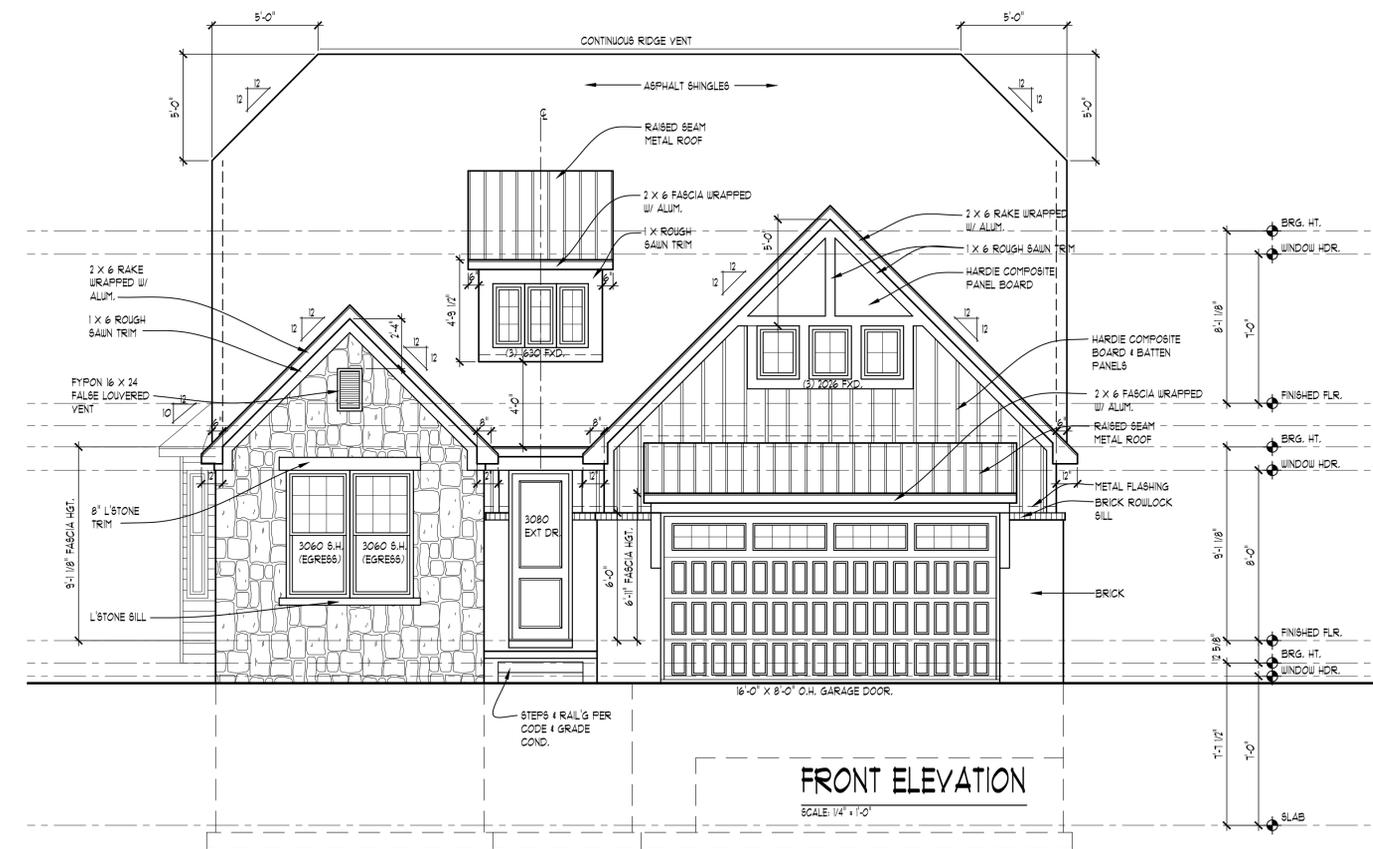
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**TYPICAL WINDOW DESIGNATION**

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**NOTE:**  
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**BRACKET DETAIL**  
SCALE: 1" = 1'-0"



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



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**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
NORTHVILLE, MI.  
WILMINGTON  
ELEVATION A  
GARAGE RIGHT

**JOB No.** 1972-21  
**DRAWN:** PAPP'S  
**CHECKED:** DM  
**REVIEW** 8-6-21  
**FINAL:** 8-10-21  
**REVISION** -

**SCALE:**  
PER PLAN

**SHEET #**  
A-3



**ELEVATION NOTES**

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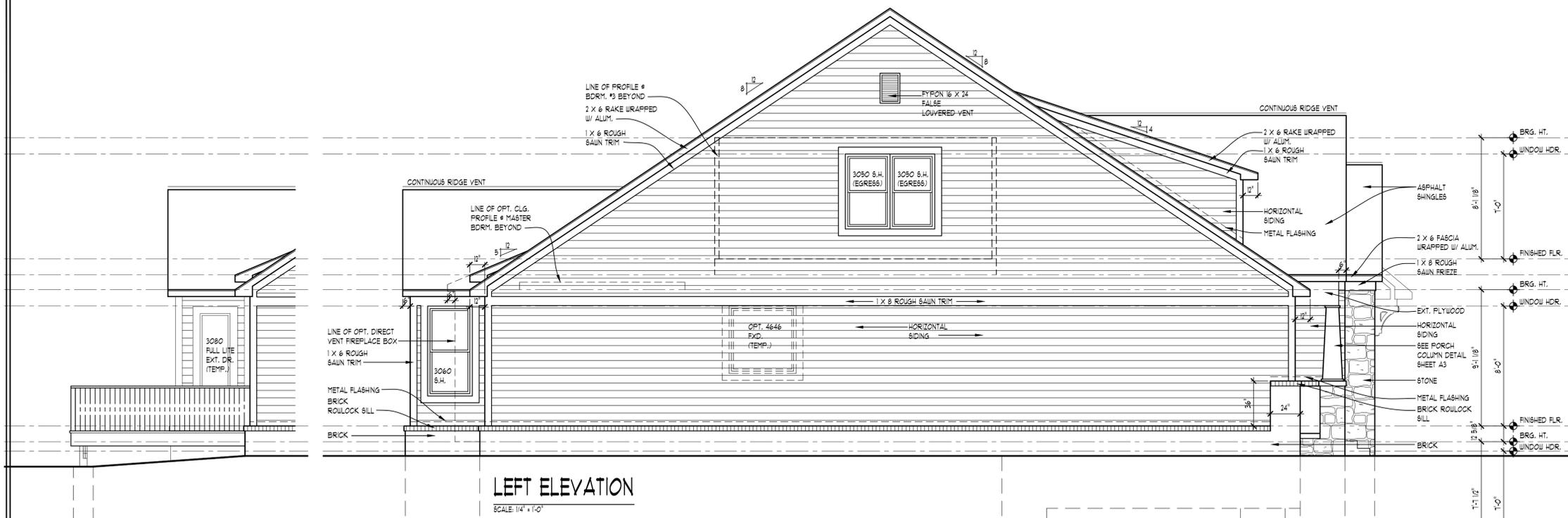
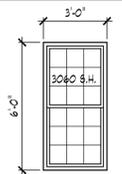
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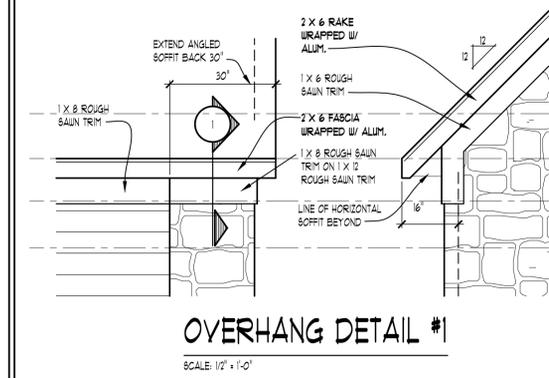
**NOTE:**  
ALL CASEMENT VENTING TO BE VERIFIED W/ BUILDER/ HOMEOWNER PRIOR TO ORDERING WINDOWS

**NOTE:**  
WINDOW MANUFACTURER TO VERIFY ALL WINDOW GRID PATTERNS WITH HOME OWNER.

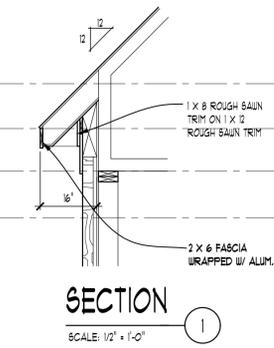


**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"

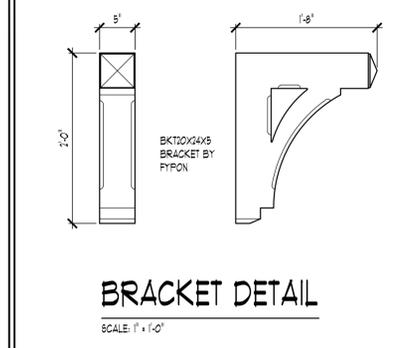
**PARTIAL RIGHT ELEVATION**  
**W/ OPTIONAL DOOR REQUIRED**  
**W/ SMALL DECK**  
SCALE: 1/4" = 1'-0"



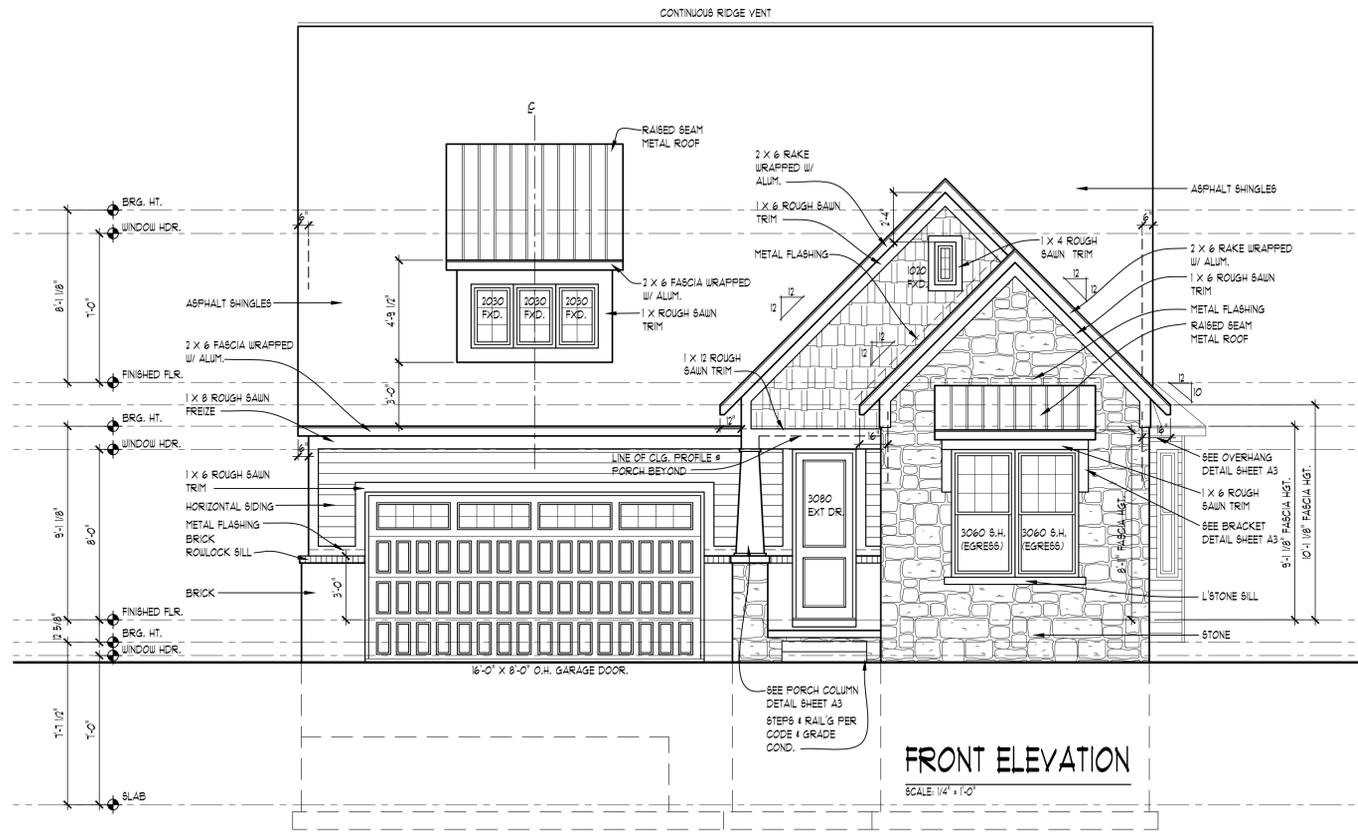
**OVERHANG DETAIL #1**  
SCALE: 1/2" = 1'-0"



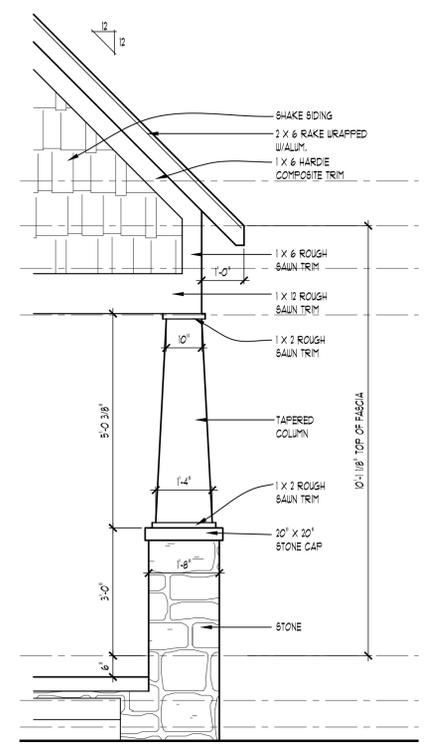
**SECTION**  
SCALE: 1/2" = 1'-0"



**BRACKET DETAIL**  
SCALE: 1" = 1'-0"



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



**PORCH COLUMN DETAIL**  
SCALE: 1/2" = 1'-0"



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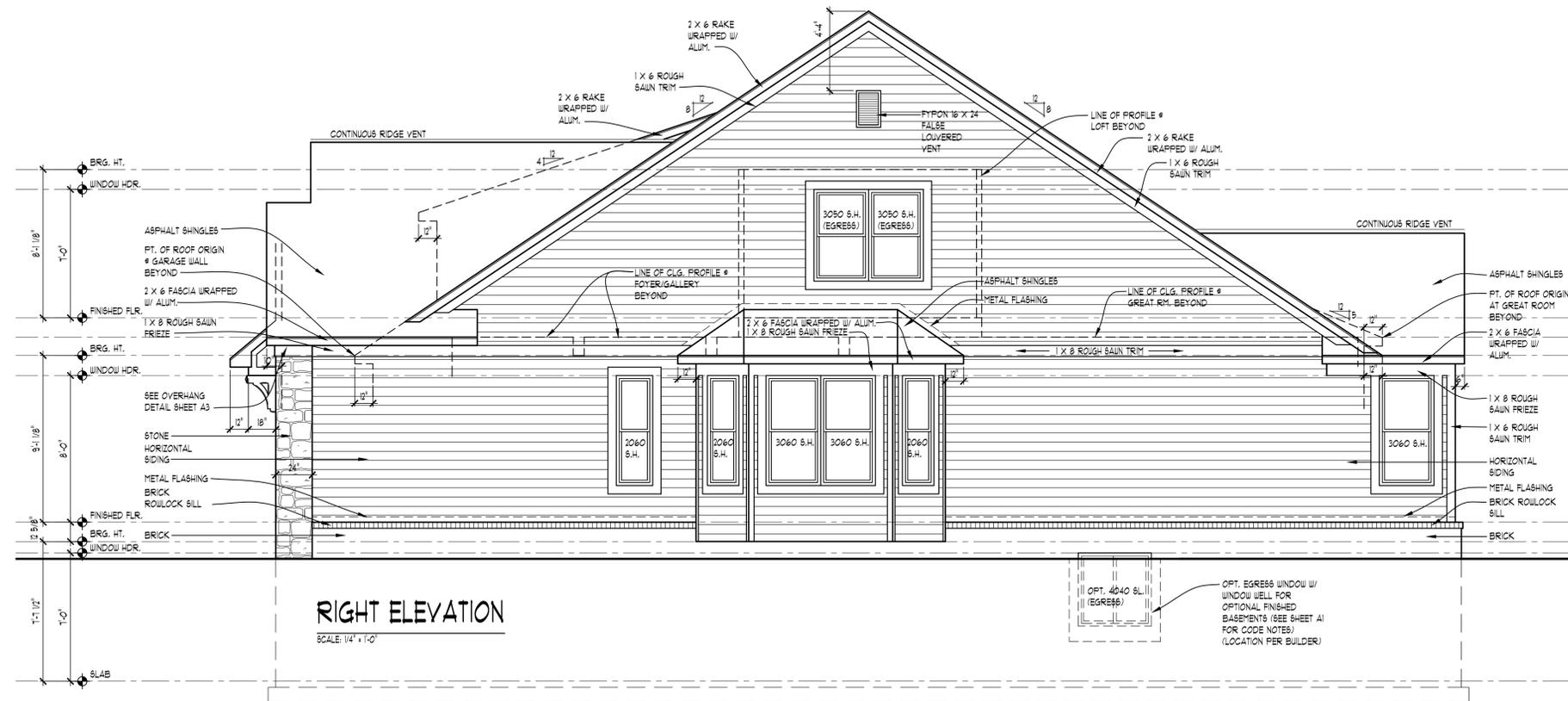
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**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BROTHER VILLAGE  
NORTHVILLE, MI.  
WILMINGTON, MI.  
ELEVATION B  
GARAGE LEFT

**JOB No.** 1972-21  
**DRAWN:** NA  
**CHECKED:** -  
**REVIEW** 12-13-21  
**FINAL:** -  
**REVISION** -

**SCALE:**  
PER PLAN

**SHEET #**  
A-3



**RIGHT ELEVATION**  
SCALE: 1/4" = 1'-0"

**ELEVATION NOTES**

- ALL ROOF SADDLES TO BE PLYWOOD SHEATHED WITH ICE & WATER SHIELD AND SHINGLES.
- PROVIDE ICE & WATER SHIELD MIN. 6'-0" COVERAGE AT ALL VALLEYS
- FIREPLACE FLUE TO BE DETERMINED PER MANUFACTURER'S SPECIFICATION
- METAL FLASHING AS REQUIRED BY CODE.
- ROOF & SOFFIT VENTS AS REQUIRED BY CODE.
- PROVIDE GUTTERS & DOWNSPOUTS FOR DRAINAGE OF ROOF WATER. DOWNSPOUTS ARE TO BE LOCATED SO THAT THE DISCHARGE WILL NOT SPILL ON OR FLOW ACROSS ANY PORCHES, WALKS OR DRIVES.
- CARPENTER TO VERIFY THICKNESS OF MASONRY PRIOR TO BUILDING BRICK RACK

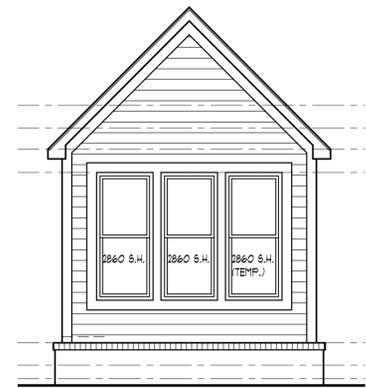
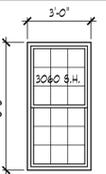
**NOTE:**  
OVERHANG DIMENSIONS (O.H.) ARE FROM SHEATHING U.N.C.

**TYPICAL WINDOW DESIGNATION**

**NOTE:**  
GENERAL REFERENCE FOR ROUGH OPENING SIZES ONLY. CONSULT WITH WINDOW MANUFACTURER FOR EXACT WINDOW SIZES & REQUIREMENTS.

**NOTE:**  
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**NOTE:**  
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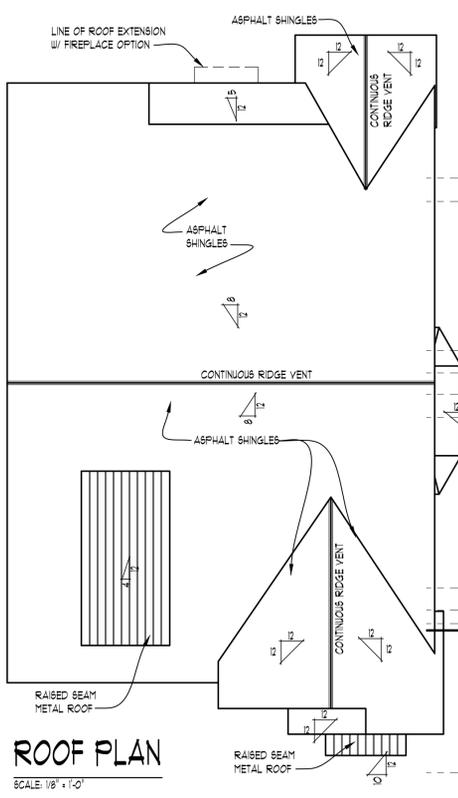
**W/ OPT. WINDOWS**  
SCALE: 1/4" = 1'-0"

**ATTIC VENTILATION CALCULATIONS:**

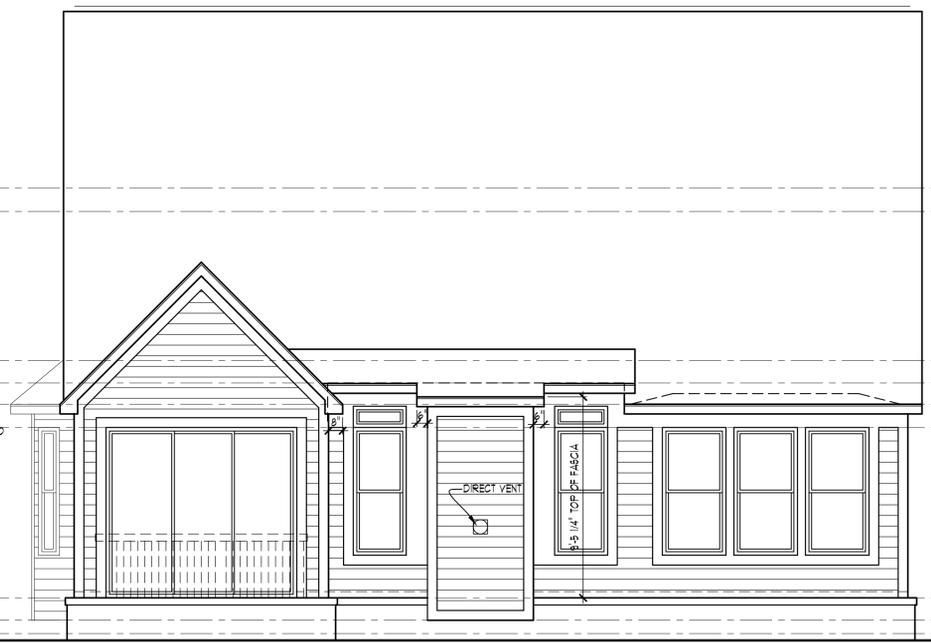
AREA OF ATTIC OVER HEATED SPACE = 1834 SQ. FT.  
1834/180 = 10.2 (SQ. FT. REQ'D)  
12.2 X 144" = 1761" (SQ. INCH CONVERSION)

**RIDGE VENTING:**  
1761" X 0.25 = 780" (SQ. INCHES REQ'D)  
780" / 18" = 44' (LINEAR FT. OF RIDGE VENT REQ'D)

**EAVE OR CORNICE VENTING:**  
1761" X 0.35 = 617" (SQ. INCHES REQ'D)



**ROOF PLAN**  
SCALE: 1/8" = 1'-0"



**REAR ELEVATION W/ OPTIONAL FIREPLACE**  
SCALE: 1/4" = 1'-0"



**REAR ELEVATION**  
SCALE: 1/4" = 1'-0"



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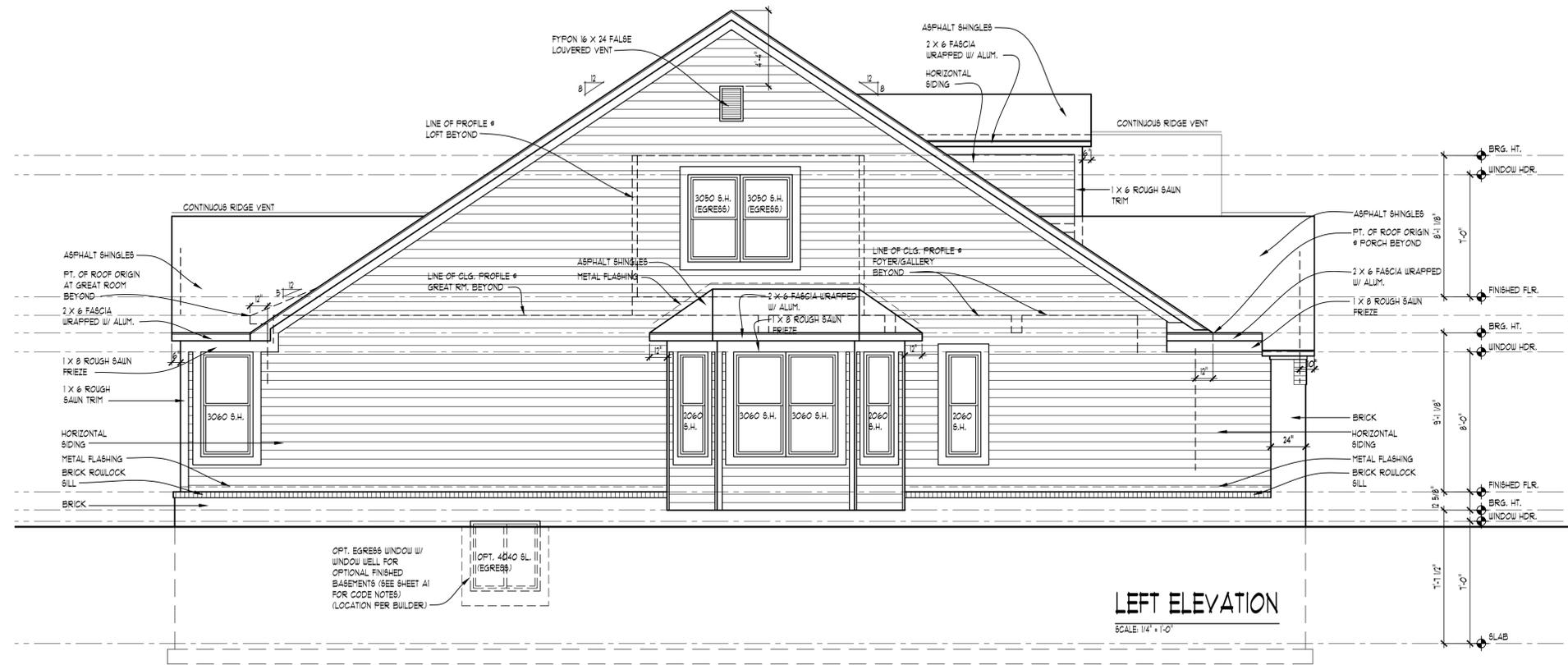
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CONSTRUCTION & BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
NORTHVILLE, MI.  
WILMINGTON  
ELEVATION B  
GARAGE LEFT

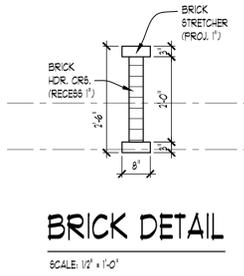
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**DRAWN:** NA  
**CHECKED:** -  
**REVIEW** 12-13-21  
**FINAL:** -  
**REVISION** -

**SCALE:**  
PER PLAN

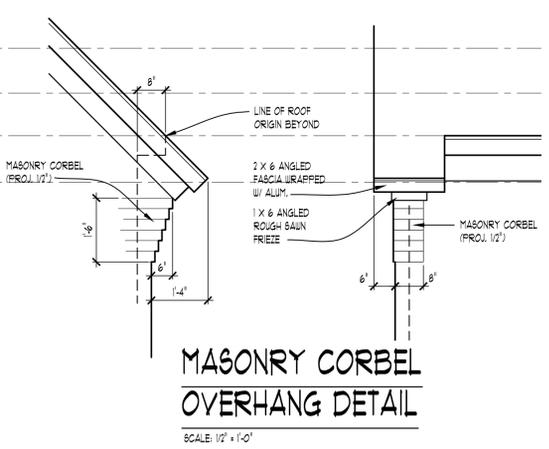
**SHEET #**  
A-4



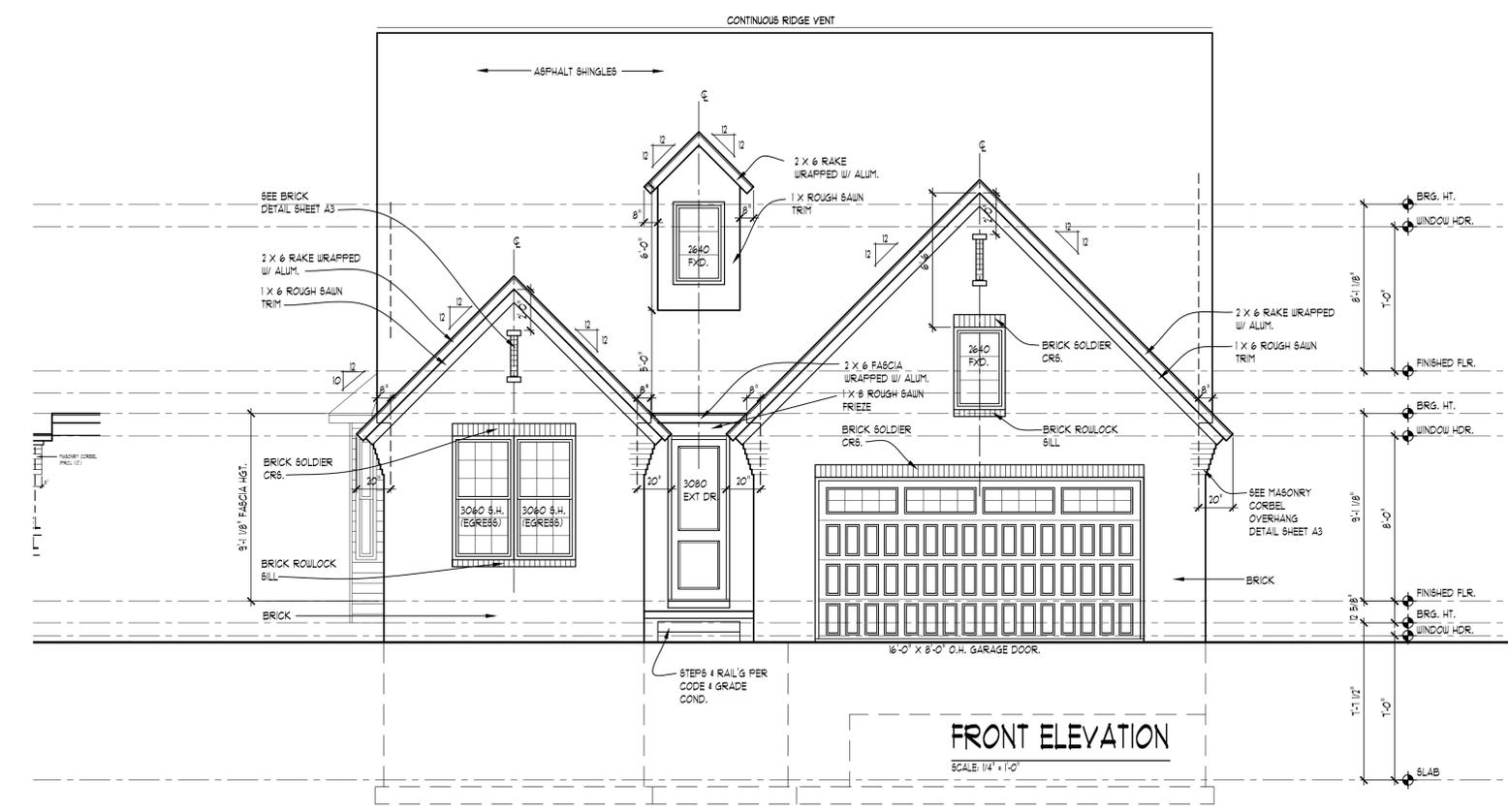
**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"



**BRICK DETAIL**  
SCALE: 1/2" = 1'-0"



**MASONRY CORBEL OVERHANG DETAIL**  
SCALE: 1/2" = 1'-0"



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"

**ELEVATION NOTES**

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- PROVIDE ICE & WATER SHIELD MIN. 6'-0" COVERAGE AT ALL VALLEYS
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**NOTE:**  
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**TYPICAL WINDOW DESIGNATION**

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**NOTE:**  
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**DESIGN**  
CREATIVE COLLABORATIVE

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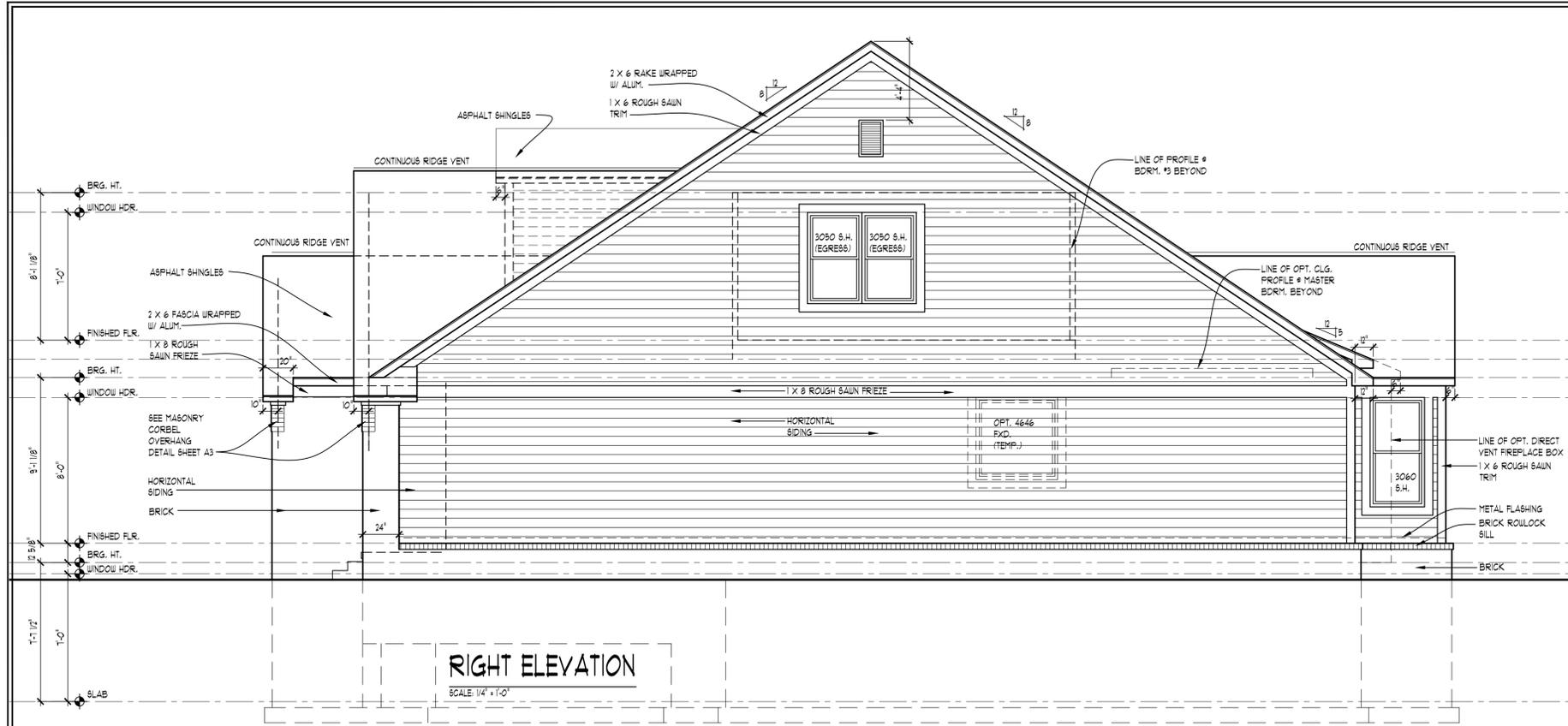
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**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
NORTHVILLE, MI.  
WILMINGTON E  
ELEVATION E  
GARAGE RIGHT

**JOB No.** 1972-21  
**DRAWN:** DM/PS  
**CHECKED:** DM  
**REVIEW** -  
**FINAL:** 2-17-22  
**REVISION** -

**SCALE:**  
PER PLAN

**SHEET #**  
A-3



**RIGHT ELEVATION**  
SCALE: 1/4" = 1'-0"

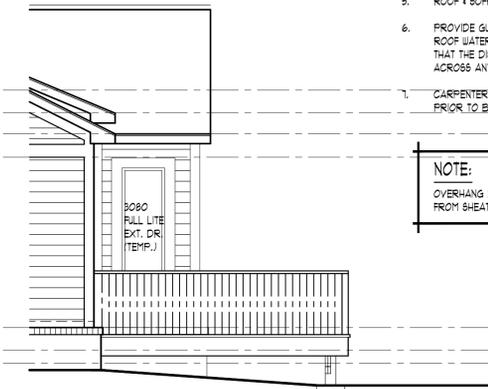
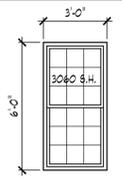
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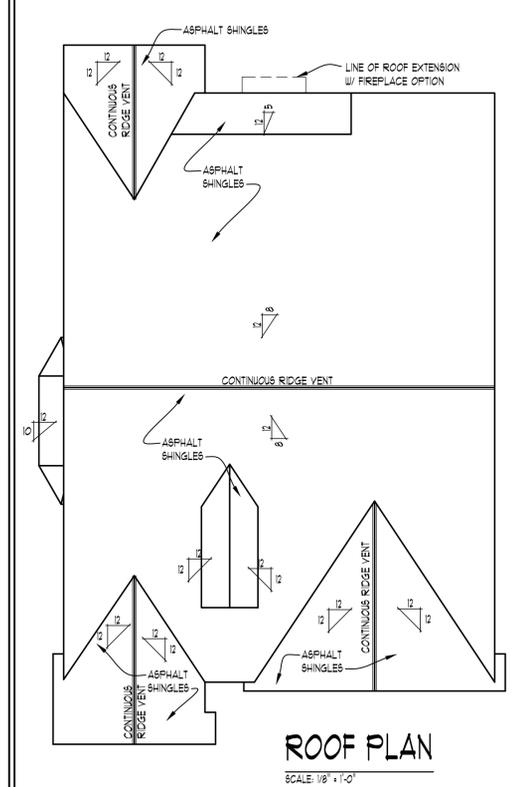


**PARTIAL RIGHT ELEVATION W/ OPTIONAL DOOR W/ DECK**  
SCALE: 1/4" = 1'-0"

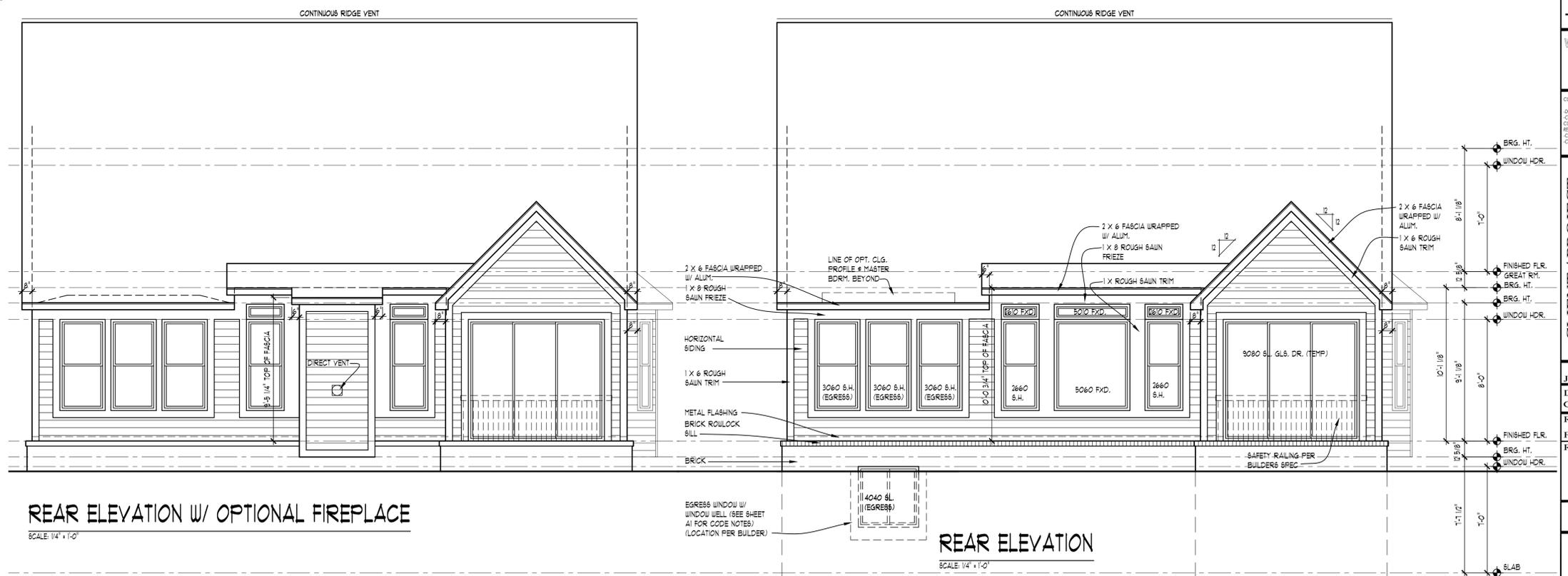


**W/ OPT. WINDOWS**  
SCALE: 1/4" = 1'-0"

**ATTIC VENTILATION CALCULATIONS:**  
AREA OF ATTIC OVER HEATED SPACE = 1834 SQ. FT.  
1834/180 = 10.2 (SQ. FT. REQ'D)  
112' X 144" = 1161' (SQ. INCH CONVERSION)  
RIDGE VENTING:  
1161' X 0.45 = 522' (SQ. INCHES REQ'D)  
78" / 18" = 44' (LINEAR FT. OF RIDGE VENT REQ'D)  
EAVE OR CORNICE VENTING:  
1161' X 0.35 = 407' (SQ. INCHES REQ'D)



**ROOF PLAN**  
SCALE: 1/8" = 1'-0"



**REAR ELEVATION W/ OPTIONAL FIREPLACE**  
SCALE: 1/4" = 1'-0"

**REAR ELEVATION**  
SCALE: 1/4" = 1'-0"



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**CLIENT / PROJECT**  
ROBERTSON  
BROTHERS  
BREWSTER VILLAGE  
NORTHVILLE, MI.  
WILMINGTON E  
ELEVATION E  
GARAGE RIGHT

**JOB No.** 1972-21  
**DRAWN:** DM/PS  
**CHECKED:** DM  
**REVIEW**  
**FINAL:** 2-17-22  
**REVISION**

**SCALE:**  
PER PLAN

**SHEET #**  
A-4

**NOTE:**  
 PROVIDE MIN. (2) 2 X 4 HEADER AT ALL INTERIOR & EXTERIOR DOOR & WINDOW OPENINGS (UNLESS NOTED OTHERWISE).

**NOTE:**  
 PROVIDE MIN. (1) JACK STUD & (1) KING STUD AT EACH END OF ALL HEADERS (UNLESS NOTED OTHERWISE).

**NOTE:**  
 PROVIDE MIN. (1) JOIST OR LADDER FRAMING UNDER ALL UPPER FLOOR PARALLEL PARTITIONS

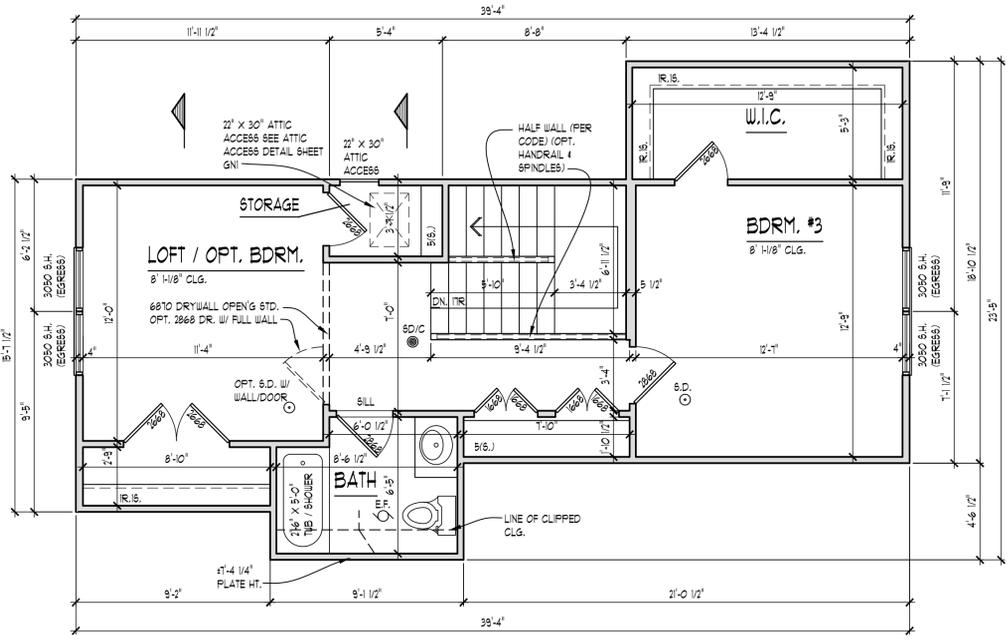
**NOTE:**  
 S.D. (Circled C)  
 S.D./C (Circled C with slash)  
 ALL SMOKE & CARBON MONOXIDE DETECTORS INTERCONNECTED W/ BATTERY BACK-UP PER CODE.

**NOTE:**  
 DOOR & WINDOW LOCATIONS:  
 ALL DOORS & WINDOWS ARE ASSUMED TO BE EITHER IN THE CENTER OF THE WALL MASS OR MIN. 4 INCHES FROM PERPENDICULAR WALL FOR CASING UNLESS NOTED OTHERWISE

**NOTE:**  
 VERIFY DROPPED FLOOR AREAS FOR TILE WITH BUILDER

**FIREPLACE NOTE**  
 ALL FIREPLACE DIMENSIONS & ROUGH OPENINGS TO BE VERIFIED W/ MANUFACTURER SPECS INCLUDING BUT NOT LIMITED TO WIDTH, DEPTH, HEIGHT, CHIMNEY CLEARANCES, ETC. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL SPECS TO CARPENTER PRIOR TO FRAMING

**FIRE SEPARATION NOTE**  
 FIRE SEPARATION (R302.6)  
 GARAGE SPACE BETWEEN HABITABLE ROOMS SHALL BE SEPARATED FROM ALL HABITABLE ROOMS ABOVE BY NOT LESS THAN 5/8-INCH TYPE X GYPSUM BOARD OR EQUIVALENT. WHERE THE SEPARATION IS A FLOOR-CEILING ASSEMBLY, THE STRUCTURE SUPPORTING THE SEPARATION SHALL ALSO BE PROTECTED BY NOT LESS THAN 1/2-INCH GYPSUM BOARD OR EQUIVALENT. ALL OTHER GARAGE SPACE SHALL BE SEPARATED FROM THE RESIDENCE AND ITS ATTIC AREA BY NOT LESS THAN 1/2-INCH GYPSUM BOARD APPLIED TO THE GARAGE SIDE. DROP CLG. UNDER FLR. ABV. (ENCLOSE MECHANICAL AND STRUCTURAL ELEMENTS) VERIFY W/ BLDG.



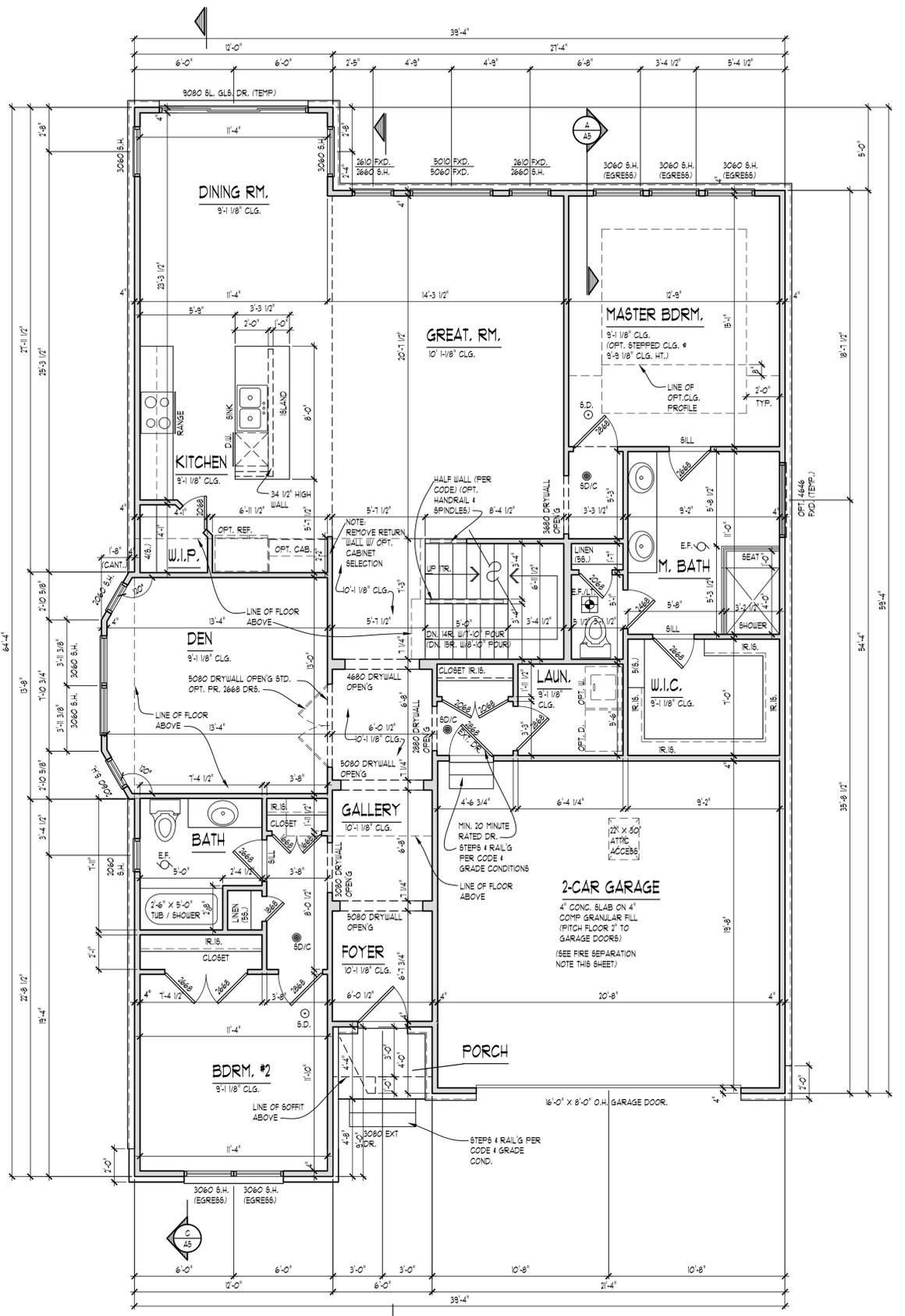
**SECOND FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

**PLAN NOTES**

**INTERIOR WALLS:**  
 1/2" GYPSUM WALL BOARD ON EACH SIDE OF 2X4 WOOD STUDS @ 16" O.C. @ 3 1/2" THICK TYPICAL (UNLESS NOTED OTHERWISE). ALL DIMENSION TAKEN FROM STUD EDGES

**EXTERIOR WALLS:**  
 SIDING AND/OR MASONRY WITH AIRSPACE, MOISTURE BARRIER PAPER (HOUSE WRAP) ON 1/16" O.S.B. SHEATHING ON 2X4 WOOD STUDS @ 16" O.C. OR AS NOTED. INSULATION TO BE INSTALLED TO MEET THE SIMULATED PERFORMANCE ALTERNATIVE METHOD IN ACCORDANCE WITH 2018 MRC SECTION N103 BASED ON CLIMATE ZONE 5A. 1/2" GYPSUM WALL BOARD (GLUE & SCREW). WALL TO BE 4" THICK WITH SIDING AND 8" THICK WITH MASONRY (TYPICAL UNLESS NOTED OTHERWISE). ALL DIMENSION TAKEN FROM FRAMING (FLOOR PLANS) OR FOUNDATION CORNERS (FOUNDATION PLAN)

- OPENINGS BETWEEN THE GARAGE AND RESIDENCE SHALL BE EQUIPPED WITH 20-MINUTE FIRE RATED DOORS (OR EQUIVALENT) PER 2018 MRC SECTION R302.5.1.
- VENT ALL EXHAUST FANS TO EXTERIOR.
- WHEN POSSIBLE DIRECT ALL FLUES AND VENTS THAT PENETRATE ROOF BEHIND MAIN RIDGE.
- INSTALL WATER SUPPLY AND DRAIN BOX (GREY BOX) AT WASHING MACHINE LOCATION.
- USE MOISTURE RESISTANT DRYWALL AT ALL AREAS SUSCEPTIBLE TO MOISTURE.
- ALL FIRST FLOOR INTERIOR DOORS TO BE FRAMED 6'-8" TALL, UNLESS NOTED OTHERWISE. VERIFY W/ BUILDER
- PROVIDE GUARDRAIL AT STAIRS DURING CONSTRUCTION.
- PROVIDE SQUASH BLOCKS UNDER ALL BEARING CONDITIONS.
- GARAGE WALLS TO BE 2X6 STUDS F OVER 10'-0" TALL.



**FIRST FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

**AREA SUMMARY:**

OVERALL FLOOR AREA:	1834 S.F.
FIRST FLOOR	1834 S.F.
SECOND FLOOR	598 S.F.
TOTAL	2432 S.F.



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**CLIENT / PROJECT**  
 ROBERTSON BROTHERS  
 BREWSTER VILLAGE  
 NORTHVILLE, MI.  
 WILMINGTON A ELEVATION A  
 GARAGE RIGHT

JOB No.	1972-21
DRAWN:	PAP/PS
CHECKED:	DM
REVIEW	8-6-21
FINAL:	8-10-21
REVISION	-

SCALE:  
 PER PLAN

SHEET #  
**A-2**

# RALEIGH



## ALBANY

# RALEIGH



## BARRINGTON

# RALEIGH



## CLAYTON

# RALEIGH



## DORCHESTER

# RALEIGH



## EMERSON

# WILMINGTON



## ALBANY

# WILMINGTON



## BARRINGTON

# WILMINGTON



## DORCHESTER

# WILMINGTON



## EMERSON

November 13, 2024

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

## PUD Amendment/Site Plan/Landscape Plan/Tree Removal

Case: PUD 2, 2021  
Site: 24700 12 Mile Rd (Parcel ID 22-23-12-476-008)  
Applicant: Robertson Brothers  
Application Date: 10/15/2024  
Zoning: RA-1B One Family Residential District (26,000 square feet)

We have completed a review of the application for final PUD qualification referenced above and a summary of our findings is below. Items in **bold** require specific action by the Applicant.



## SUMMARY OF FINDINGS

### Existing Conditions

1. **Zoning.** The site is currently zoned RA1B One Family Residential District (26,000 square feet).
2. **Existing site.** The site is 31.5 acres and is developed with an abandoned orphanage consisting of 15 buildings. Pebble Creek runs along the western edge of the property, and through the southern portion.
3. **Adjacent Properties.**

Direction	Zoning	Land Use
North	RA1B	Residential access street
East (Southfield)	RT Attached Single Family/OS Office Service	Townhomes/medical office
South	RA1	Single family homes
West	RA1B	Single family homes

4. **Site configuration and access.** The site is currently accessible from Inkster Road via five driveways.

### PUD Amendment:

1. The applicant proposes to amend the PUD to remove the 100-bed skilled nursing facility that was part of the original approval and instead now proposes a fully residential project with 75 detached ranch homes. The chapel that was to be preserved in the approved PUD plan will still be preserved in this new plan, and will be part of a common park area in the center of the development.
2. Per Section 34-3.20.5.G, “Proposed amendments or changes to an approved PUD plan shall be submitted to the planning commission. The planning commission shall determine whether the proposed modification is of such minor nature as not to violate the area and density requirements or to affect the overall character of the plan, and in such event may approve or deny the proposed amendment. If the planning commission determines the proposed amendment is material in nature, the amendment shall be reviewed by the planning commission and city council in accordance with the provisions and procedures of this section as they relate to final approval of the Planned Unit Development.”
3. As the planning commission considers whether the amendment constitutes a minor or major amendment to the PUD, it should consider that the proposed signage is not ordinance-compliant and requires the approval of deviations from ordinance standards.
4. **This is a major amendment to the PUD, and the PC will set a public hearing on the amendment and make a recommendation to Council.**
5. The applicant has submitted a site plan for the new project.

### PUD Qualification:

Under Section 34-3.20.2, the Planning Commission may make a determination that the site qualifies for a PUD based on the following criteria and procedures. **There is an approved PUD for this site; this new**

**plan is an amendment to the approved plan that changes the use mix and number of units in the project.**

### **Site Plan & Use:**

1. **Summary of Proposed Use.** The approved PUD plan called for two primary use areas on the site: a 100-bed skilled nursing facility on the southern portion of the site, and 51 detached ranch homes on the northern portion. The residential portion has been substantially altered, however. The new plan removes the skilled nursing facility and presents an entirely residential plan, with 75 detached ranch homes targeted at seniors. Additionally, four individual single-family lots are proposed to be split off along 12 Mile Road for separate development. All buildings currently on the site will be removed, except for the existing historic chapel; the corner sign will also remain as a landmark.
2. **Land Use Plan.** The plan breaks down the land uses proposed for the property as follows (the areas dedicated to open space are no longer listed separately from the areas planned for development:
  - a. **Detached Residential (called Phase 1B):** 17.15 acres net
  - b. **Separate single-family lots:** 2.85 acres net
  - c. **Natural Preservation:** 11.5 acres. About 36.5% of the site is assigned to open space uses and preservation of the existing landscape.

The net density of the full site by unit is 2.7 dwelling units per acre (see below for comments on bedroom counts/ordinance density).

3. **Historic Designation.** The parcel is a designated historic site. The applicant proposes to demolish most of the buildings, preserving the existing chapel to be incorporated into the skilled nursing facility. The Historic District Commission has issued a notice to proceed, subject to the following:
  - a. Materials from demolished buildings will be stockpiled for future re-use.
  - b. The proponent will not proceed with any demolition until all other associated approvals are received.
  - c. Any building approved for demolition but left standing will remain subject to Historic District Commission review.
4. **Master Plan.** The master plan designates the site single family residential. The residential density map identifies this parcel as low density, which is consistent with current zoning. The 2009 Master Plan also identified this parcel as Special Residential Planning Area No. 3 and set the following goals and policies for the parcel:
  - Maintain the historic character of the site  
*The chapel and corner sign are proposed to remain, and the site's southwestern portion is proposed to remain in its natural state.*
  - Arrive at a plan for development that will be compatible with abutting residential uses, including a suitable transition area of single-family to existing residential use  
*The plan proposes two uses: skilled nursing and detached single-family residential in the area closest to the adjacent neighborhood.*
  - Pay special attention to traffic control because of intersection, topography of the roads and the proximity of the bridge on Twelve Mile Road

*The site plan reduces the number of driveways to three and attempts to either align the new drives with driveways across Inkster or move them away from other driveways to avoid turning conflicts.*

- Consider the PUD Option as a means to accommodate the complexities of the site  
*The applicant is seeking approval of a major amendment to an approved PUD.*
- Work with the developer on suitable plans that will achieve the goals  
*The PUD process is designed to give the planning commission input into the design of the site.*
- Feature the historic buildings on the site  
*One historic building is preserved in the plan.*
- Protect the environment and drainage pattern of Pebble Creek, which is part of the Green River Corridor  
*Development is kept away from Pebble Creek, and the narrative refers to a plan to dedicate seven acres around the creek for conservation.*
- Carefully control the location of access for traffic management purposes  
*Per the comment above, the applicant appears to have considered access management issues in the conceptual design. See comments below on access to the residential portion of the project.*
- Emphasize vehicular access from Inkster Road because of grade changes and high traffic volume on Twelve Mile Road  
*All access is shown from Inkster on the site plan.*
- Require widening of Inkster Road if there is any non-residential development  
*The applicant proposes a skilled nursing facility and detached residential development.*
- Establish residential lots or other suitable transition abutting the existing lots to the west  
*The applicant suggests that smaller detached units and natural vegetative screening will serve as the transition to single family housing to the west.*

The City's newly adopted master plan did not include this site as a special study area due to the previous approval of the PUD.

5. **Density.** The applicant is proposing 79 total units, four of which would be split off from the overall development on their own lots.
  - a. **Split lots.** The four split lots along 12 Mile Road are each 31,080 square feet with a lot width of 111 feet. While the minimum lot size of 26,000 square feet in the RA-1B district is met by these units, the 140-foot minimum lot width of the underlying district is not met. **This requires relief from ordinance standards under the PUD, which has been requested.**
  - b. **Residential.** The applicant proposes 75 detached single-family ranch units in the 17.15-acre residential use area of the plan. The underlying RA-1B district requires minimum lot size of 26,000 square feet, or 1.675 units per acre. Proposed density is 4.4 units/acre within the portion of the site devoted to the ranch units. **This exceeds the underlying permitted density and requires relief from ordinance standards. Note that the first approved version of this plan included 94 units in a 14-acre area (6.7 units/acre), and the most recently approved version had 51 units over 14 acres (3.6 units/acre).**

6. **Dimensional Standards of the RA-1B District (as applied to the 75-unit project; see above for dimensional standard notes for the four splits).**

Standard	Required	Proposed
Lot Size 34-3.1.2.D	23,400 sq ft min/26,000 sq ft min average	N/A – no individual lots proposed
Lot width 34-3.1.2.D	140 ft min	1673 ft
Lot coverage 34-3.1.2.D	35% max	14.5%
Front setback 34-3.1.2.D	50 ft	50 ft from 12 Mile & Inkster
Rear setback 34-3.1.2.D	35 ft	48 ft
Side setback 34-3.5.2.C	Front yard setback of district (yard abuts side yard) – 50 ft	50 ft from 12 Mile Road <b>30 ft from Cheswick Right-of-Way (relief needed)</b>
Building height 34-3.1.2.D	Max. 30 ft	Detached Single-Family: 30 ft

7. **Mechanical Screening.** Mechanical equipment on the ground shall be screened per Section 34-5.1.4.D.
8. **Dumpster Enclosure.** Waste management for the residential units is proposed to be handled individually by unit, with curb-side pickup.
9. **Parking.** Each single-family unit has a two-car garage, as well as a two-car driveway.

Use	Standard	Proposed
Single-Family Homes	2 spaces per unit = 150 spaces	150 + spaces (two-car garages with driveways)

10. **Landscaping (34-5.14).**

Item	Required		Proposed/Comments	
Minimum distance from the property line (34-5.14.C.ii)	4 ft from the property line for trees and large shrubs		Compliant	
Minimum parking lot island area	Minimum of 180 square feet; 3 feet minimum radius at the trunk of the tree		Standard is met by all in-lot landscape areas	
Cost estimate	Not required		--	
Minimum size and spacing requirements (34-5.14.F)	Size	Center to center distance (max)		
	(Height/width)	groupings	rows	
• Evergreen Trees	8 ft. height	20 ft.	12 ft.	--
• Narrow Evergreen Trees	5 ft. height	10 ft.	5 ft.	--

Item	Required			Proposed/Comments
• Large Shrubs	30 in. height	10 ft.	5 ft.	--
• Small Shrubs	24 in. width	4 ft.	4 ft.	--
• Large Deciduous	3 in. caliper	30 ft.	-	Standard is met
• Small deciduous trees	2 in. caliper	15 ft.	-	--
• Hedge shrubs	24 in. height	3 ft.	3 ft.	Standard is met
Canopy Trees	Shall be large deciduous. PC may permit large evergreens			Standard is met
Minimum number of parking lot trees (34-5.14.4.C)	159,943 sq ft of hardscape (internal road)/2,800 = 57			57
Parking lot screening from public thoroughfare (34-5.14.5)	No parking lot present			N/A
Wall or Berm (34-5.15)	Required when abutting a residential district. (See 34-5.15)			None proposed; detached single-family use is closest to adjacent neighborhood.
Buffer to Single-Family (34-5.14.6) (no longer a buffer from multiple to single, but buffer was provided on last approved plan)	i. Two (2) large deciduous trees; ii. Four (4) small deciduous trees; iii. Six (6) large shrubs; iv. Two (2) evergreen trees. Multiplied by 0.8 for 35-foot buffer yard 800 linear feet: 13 large deciduous 26 small deciduous 39 large shrubs 13 evergreens			<b>None provided and relief sought;</b> see applicant's notes on pages two and three of the narrative
Tree replacement (34-5.18)	Per Section 34-5.18			See below

204 total deciduous, 150 total evergreens

11. **Tree Removal.** The submission package includes the required tree survey and inventory, as well as the required superimposed survey.

Removed	Required Replacements	Provided
Regulated Trees: 85	85	See total below
Landmark Trees: 60 with total dbh of 1,872 inches	1,872 x 0.25 = 468 inches 468/3 = 156 3-inch caliper trees	See total below
Total:	241	241

21 trees are listed with a health score too low to require replacement.

12. **Traffic Study.** We defer to the city's traffic engineer for a review of the trip generation analysis provided by the applicant.

13. **Lighting.**

- c. **Operation hours (34-5.16.3.B.v.).** Standards related to operating hours are met.

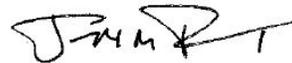
- b. **Illumination Levels.** Lighting is limited to building-mounted residential fixtures providing very low light levels near the driveway and primary entrance to each unit.
14. **Vehicle Circulation & Access.** Circulation is provided by an internal access road with a boulevarded connection to Inkster, plus a secondary access, also to Inkster. There is also a gated emergency access drive to 12 Mile Road. The previously approved connection to Cheswick has been removed from the plan.
15. **Pedestrian Circulation.** Sidewalks are provided on one side of the street through most of the development, **though they are not provided at the north end, where the road stubs and has a small loop.** The width of these sidewalks, which are curb-tight, is not provided on the plans.
16. **Relief Sought from Ordinance Standards:**
- d. Permit detached single-family at requested density of 75 units.
  - e. Permit reduced exterior side setback along Cheswick (30 feet).
  - f. Permit no installation of western buffer plantings.
  - g. 111-foot lot width for splits where 140 feet is required.

We are available to answer questions.

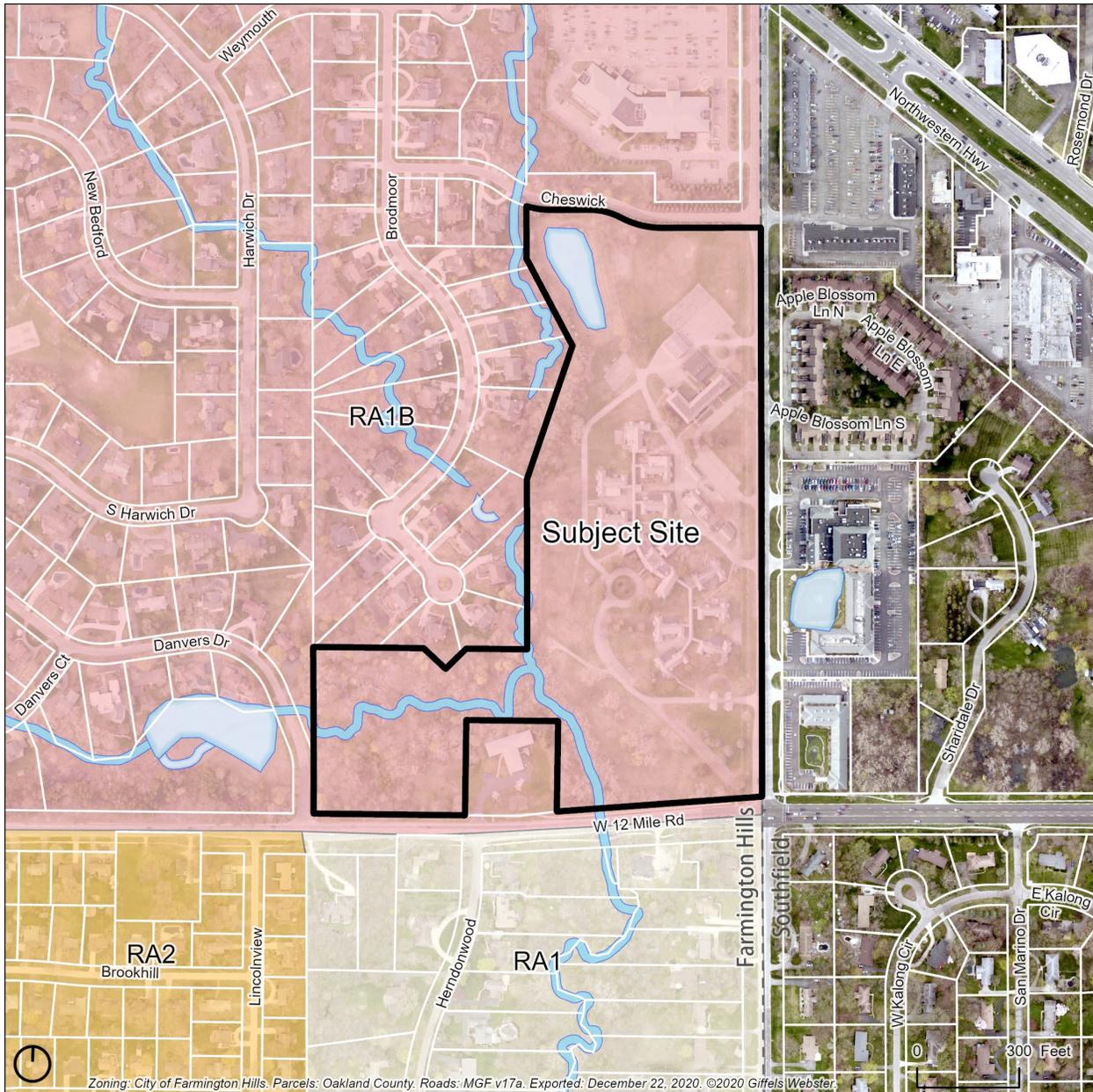
Respectfully,  
**Giffels Webster**



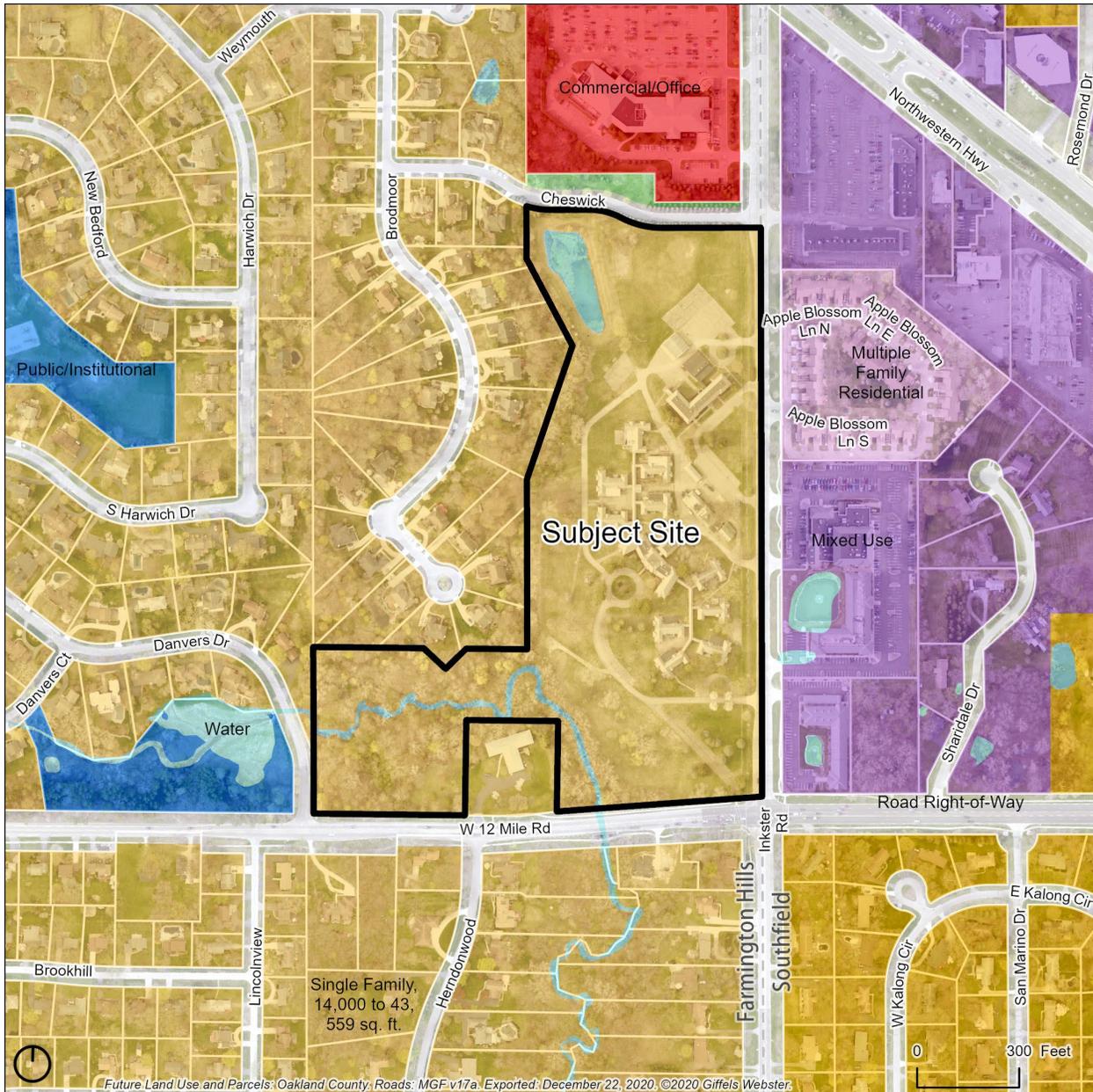
Jill Bahm, AICP  
Partner



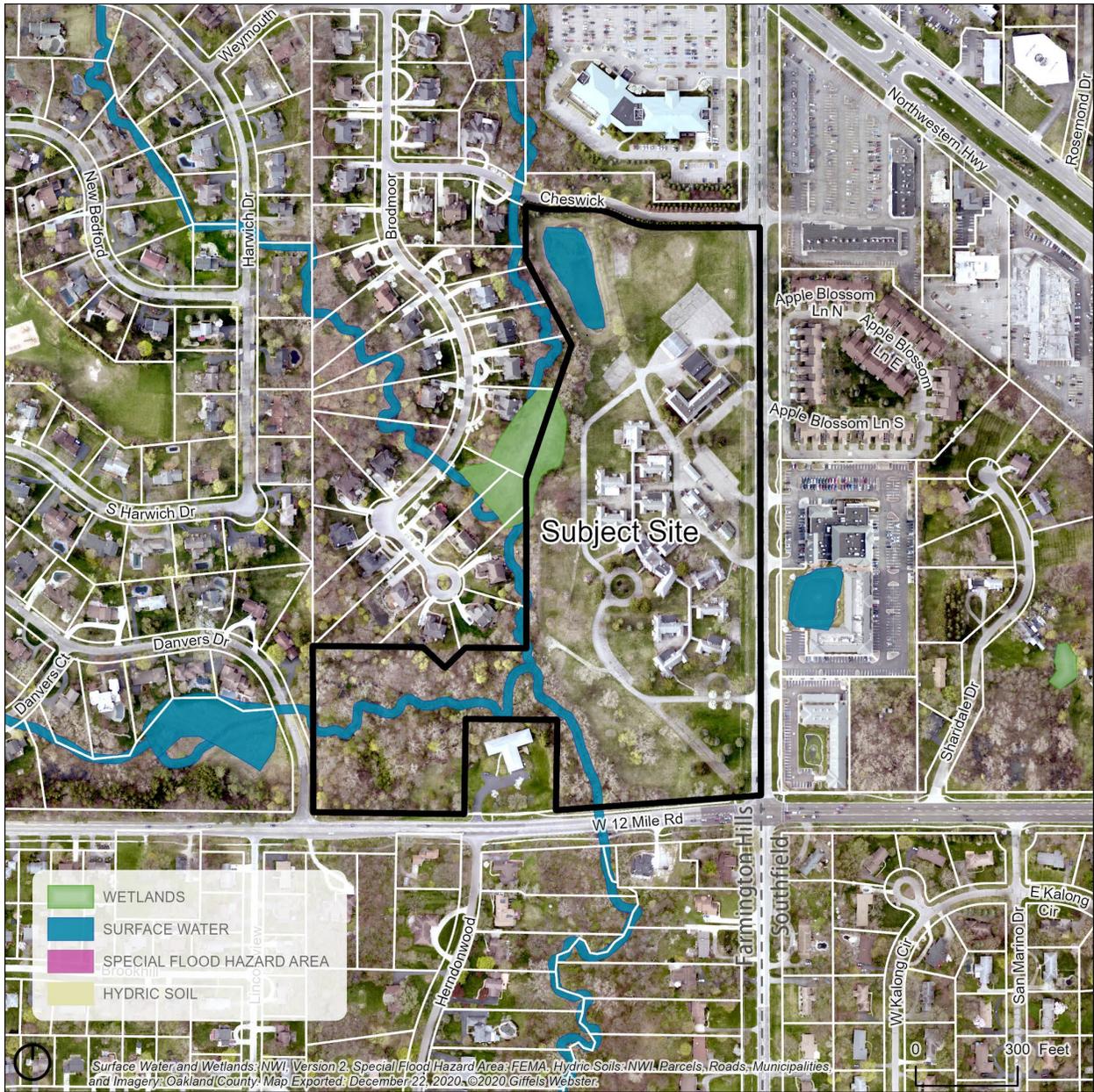
Joe Tangari, AICP  
Principal Planner



Current zoning



Master Plan designations for this area.



Wetlands & surface water



DEPARTMENT OF PUBLIC SERVICES  
JACOB RUSHLOW, P.E., DIRECTOR

INTEROFFICE CORRESPONDENCE

**DATE:** November 12, 2024  
**TO:** Planning Commission  
**FROM:** James Cubera, Engineering   
**SUBJECT:** Sarah Fisher Home  
Proposed Amended PUD2, 2021  
27400 12 Mile Road  
PJ#: 12-21-70  
SP#: 59-05-2022  
22-23-12-276-008

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This office has performed a preliminary review of the above referenced proposed amended PUD plan submitted to the Planning Department on October 17, 2024. The plan is significantly different than the previously submitted one. Our preliminary comments are as follows:

1. A public sanitary sewer exists on site. It was utilized to service the previous development on the property. The proponent has indicated that they plan on abandoning portions of this public sewer, relocating other sections, and extending public sewer to service the new development. The proponent will be obligated to follow through with the appropriate abandonment procedures of the City, which include vacation of the existing easements as well as addressing proper abandonment procedures of the pipe system itself. This can be addressed during construction review. Formal easement abandonment must be completed before construction approval.

The plan identifies a relocation of a public sanitary pump station by others. It is our understanding that the proponent is working out the details of this as well as capacity concerns and financial obligations with the Oakland County WRC and City management. This needs to be finalized prior to moving forward.

Regarding the specifics of the site sanitary sewer layout our comments are similar to those of the last submittal.

They include

- A) Provide basement gravity sanitary sewer service to the proposed development.
- B) Extend public sanitary sewer with gravity basement service for any approved units on 12 Mile Road frontage (units 1-4 west of the Pebblecreek crossing).

- C) Provide a public sanitary sewer stub on the north side of 12 Mile east of the Pebblecreek crossing of 12 Mile Road with adequate depth to allow for this stub to be extended in the future to provide basement gravity service to the upstream service area of Farmington Hills properties on Inkster Road south of 12 Mile Road.
  - D) Provide a public sanitary sewer stub on the north side of 12 Mile Road in the 12 Mile Road ROW west of the Pebblecreek crossing of 12 Mile Road with a manhole at the Herndonwood intersection with adequate depth to allow for it to be extended in the future to provide basement gravity service to the upstream service area of properties on Herndonwood.
2. An 8" water main exists onsite. The proponent is showing a design that apparently abandons it and provides a new public water main. This is acceptable. Conceptually the new layout meets City standards. Other than a necessary extension to better service unit 68 if this layout moves forward it may be appropriate to move the northern loop to Inkster Road such that it extends between units 67 and 68. Additionally, it is necessary that the proponent more specifically identify in detail the watermain being abandoned, the easements being abandoned and the methods used to abandon it, cap it or reconnect portions of the existing watermain system.

Similar to the sanitary sewer, any water main abandonment must follow appropriate easement vacation procedures as well as pipe abandonment procedures of the City/County. All formal water main abandonments must occur before construction approval. This can be addressed during construction review.

3. The site plan identifies two curb cuts to Inkster Road with one proposed as a boulevard. We question whether a boulevard approach is necessary. The plans also identify an emergency connection to the proposed driveway servicing the pump station on 12 Mile Road. This is not something that we recommend. We will require that the proponent submit a traffic impact statement addressing this as well as the need for further lane improvements on Inkster Road. The proponent's Traffic Engineer must contact the City's Traffic Engineer to discuss what other issues need to be addressed.
4. Regarding the internal traffic layout, 50' turning radius must be provided at all roadway bends. We question whether this is being provided at the circle road servicing units 66 thru 75. Additionally, the proposed stub road extension servicing units 70 thru 72 at the north end of the site and the stub road for units 8 thru 12 at the south end of the site are not standard or acceptable designs. They create turn around and traffic safety issues particularly for fire and police as well as delivery vehicles. The plan should be revised to eliminate the stub roads.

Along with above unit 68 is provided little frontage on the private road and it should be repositioned such that it does not present itself as a hidden rear yard residence.

Regarding the private road system, it must be built to public standards and will be inspected accordingly.

5. Public sidewalk installation will be required along the entire Inkster Road frontage. This walk shall be placed such that the west walk line shall be one foot east of the ultimate 60' right-of-way.

For that portion of the 12 Mile Road frontage that does not have sidewalk (between Danvers Dr. and 27600 12 Mile Road) it shall also be placed one foot south of the ultimate 60' right-of-way including across the frontage of what is identified as being units 1-4 along 12 Mile Road west of the Pebblecreek crossing and extending offsite to the driveway servicing 27600 Twelve Mile Road.

6. With reference to these units 1-4 a curb cut access to 12 Mile Road needs to be identified at this time. It is recommended that they share one common curb cut with a marginal access road across the frontage. This is consistent with what was done on the Preserves of Meadowbrook units 58-61 on Eight Mile Road east of I-275. It is also recommended that these 4 units enter into an agreement with the property to the east to allow for a future shared access. This agreement can then be triggered when any future development at 27600 12 Mile Road occurs.

In lieu of the above, we question whether these 4 units can be absorbed into the interior development such that additional curb cuts to 12 Mile are avoided.

7. Storm water detention is required in accordance with City of Farmington Hills Engineering Standards. The plans identify a pond with a mechanical treatment structure. Within the last year the City has adopted the WRC standards for detention, restriction and storm water quality. These plans must conform to those requirements. Detailed calculations and support must be provided confirming the design. These will be reviewed during Engineering construction review.
8. Attached with this review are comments from the City's inhouse Environmental Engineer Tyler Sonoga. These must be addressed. Please note that he can be reached at 248-871-2533.
9. The onsite storm system will be reviewed during engineering review in more detail. It should be noted that all units must tie their sump lines into a gravity storm sewer directed ultimately to the detention pond.
10. The edge of this site at the west end and south end is within the 100-year floodplain. Any involvement with the 100-year floodplain will require a permit from EGLE.
11. Our office notes that an existing detention pond is shown at the northwest corner of the property. A review of the storm water agreement indicates that the maintenance of this pond appears to be with the Association for Hickory Oaks. Access to this pond through the proposed roadway network of this PUD must be provided. This will necessitate the providing of an access easement.

12. Along with the above we question whether it is feasible to incorporate this Hickory Oaks offsite pond with this new development's pond at the south end near 12 Mile Road such that there is only one larger pond. We ask that this be explored.
13. The ultimate right-of-way on Inkster Road is 120'. This includes 60' from the center of the section line both east and west of it. It is suggested that the proponent dedicate the ultimate 60' right-of-way on Inkster Road for that portion west of the section line.

For 12 Mile Road, it is unclear whether the 60' right-of-way on 12 Mile Road exists. Again, this would be 60' from the section line northward. This needs to be confirmed, otherwise the City suggests that this also be dedicated to the City at this time.

14. It is suggested that the proponent and their engineer meet with the City Engineering staff in person or via Zoom or some other virtual format to discuss this site in further detail.
15. We recommend that all engineering items be specifically addressed in the City PUD agreement before it is considered by City Council.



DEPARTMENT OF PUBLIC SERVICES  
JACOB RUSHLOW, P.E., DIRECTOR

City of Farmington Hills  
Environmental Review

Project Name: Sarah Fisher Home

Address: 27400 12 Mile Road  
PUD#: 2, 2021 – PJ#: 12-21-70  
Plan Dated: 10-15-2024

Plan Received: 11-17-2024  
Review #: 1  
Review Date: 11-18-2024

As requested, I have conducted a plan review of the above reference engineering plans. I have the following comments:

1. Storm water quality and detention must be provided for the site in accordance with the newly adopted Oakland County Water Resources stormwater standards.
2. Infiltration practices need to be used to the maximum extent practicable and will count as part of the required water quality volume. Infiltration tests need to be performed and layout should be considered to direct stormwater to infiltration practices.
3. Calculations for the hydraulic grade-line and detention pond outlet must consider 100-year floodway elevation.
4. As a part of the Oakland County Water Resources stormwater standards, the plans must include a long-term operations and maintenance plan, the land use summary page in the standards, a stormwater design narrative, and GIS data. Please see page I-21 and I-22 on the stormwater standards.
5. An EGLE/USACE joint permit will be required for the floodplain outfall work.
6. A site with disturbance area larger than 5 acres, in addition to a city approved soil erosion permit, will be required to submit a Notice of Coverage to EGLE.

Should you have any questions, please do not hesitate to call.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Tyler Sonoga'.

Tyler Sonoga  
Civil/Environmental Engineer  
Department of Public Services

cc: City of Farmington Hills, J. Cubera



# FIRE

## FARMINGTON HILLS



### INTEROFFICE CORRESPONDENCE

**DATE:** November 11, 2024  
**TO:** Planning Commission  
**FROM:** Jason Baloga, Fire Marshal  
**SUBJECT:** Amended PUD 2-2021/Site Plan 59-5-2022 (Sarah Fisher Mixed Use Campus)

Considerable change has occurred from the previous version of the PUD Plan. Upon review of the new plan, it appears that the following is in violation of Ordinance Chapter 12 Section 12-11: Fire Department Site Plan Review and Design Standards:

- Site Access: sites must be designed to accommodate fire apparatus with a 50' turning radius. The 50 fifty feet shall be measured to the center line of the roadway.

Once the above is satisfied, the Fire Department will have no objection contingent upon compliance with the following:

1. Generally dead ends longer than 100' shall not be allowed.
2. Specific gate detail shall be provided to the Fire Department and Engineering for review and approval for all gates proposed.
3. Chapter 12 Section 12-9 Street Obstructions:
  - a. Gate/Knox key yelp for emergency access is proposed on Twelve Mile and will require Fire and Engineering Department approvals. Please provide a detailed submittal to the Fire Department to ensure that International Fire Code, permit and acceptance testing is adhered to.
  - b. Gate design will affect minimum acceptable road width for emergency access off Twelve Mile.

4. The City of Farmington Hills and the Fire Department shall not be responsible for any damage which occurs to the gate.
5. Chapter 12 Section 12-11 (2) Hydrants: it appears that hydrants meet the minimum distance as required in the City Ordinance. Special attention shall be given to the following and discussed in detail during the Engineering review:
  - a. “Wherever practical, the hydrants shall be provided at intersections to provide ease of stretching fire hose in more than one direction.”
  - b. Watermain shall be looped according to Engineering specifications to ensure adequate water supply.
6. No parking fire lane signs shall be posted and strictly enforced.
7. Proponent may find it beneficial to provide residential sprinklers in residential homes to increase safety and increase public benefit.



Jason Baloga, Fire Marshal

**CITY OF FARMINGTON HILLS  
PLANNING COMMISSION MEETING  
31555 W ELEVEN MILE ROAD  
FARMINGTON HILLS, MICHIGAN  
NOVEMBER 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, Trafelet, Varga, Countegan

Commissioners Absent:           Grant, Mantey, Ware, Stimson

Others Present:                   City Planner Perdonik, Planning Consultants Tangari and Upfal (Giffels Webster), Engineering Division representative Natasha Sonck, City Attorney Schultz

**APPROVAL OF THE AGENDA**

**MOTION by Countegan, support by Aspinall, to approve the agenda as published.**

**Motion passed unanimously by voice vote.**

**Regular Meeting.**

**C.     **AMEND PUD PLAN 2, 2021, INCLUDING REVISED SITE PLAN 59-5-2022****

LOCATION:                           27400 Twelve Mile Road  
PARCEL I.D.:                       22-23-12-476-008  
PROPOSAL:                         Construction of site-built one-family detached dwelling units  
  within RA-1B, One Family Residential District  
ACTION REQUESTED:             Schedule for Public Hearing  
APPLICANT:                        Robertson Brothers Homes  
OWNER:                             Evangelical Homes of Michigan

**Planning Consultant comments**

Referencing the November 13, 2024 Giffels Webster memorandum, Planning Consultant Tangari highlighted the following:

- The applicant proposes to amend the PUD to remove the 100-bed skilled nursing facility that was part of the original approval and instead now proposes a fully residential project with 75 detached ranch homes. The chapel that was to be preserved in the approved PUD plan will still be preserved in this new plan and will be part of a common park area in the center of the development.

- This is a major amendment to the PUD, and the Planning Commission will set a public hearing on the amendment and make a recommendation to Council.
- The review memorandum provides site plan review which will be more thoroughly presented at the public hearing.

Requested deviations include:

- a. Permit detached single-family at requested density of 75 units.
- b. Permit reduced exterior side setback along Cheswick (30 feet).
- c. Permit no installation of western buffer plantings.
- d. 111-foot lot width for splits where 140 feet is required.

City Planner Perdonik added the following:

- Per the Fire Department, the turning radius of the spur drive does not meet the 50-foot requirement.
- The front yard of unit 68 faces the side of the unit next door.
- Why are there sidewalks on only one side of the street?
- In order to minimize curb cuts along 12 Mile Road, the Engineering Division has suggested the possibility of a shared access drive for the 4 lots located on 12 Mile.

#### **Applicant Presentation**

Tim Loughrin, Robert Brothers Homes, provided the following information:

- Regarding the request for no installation of western buffer plantings, the existing natural buffer on the west side is sufficient and the applicant is requesting to reallocate those plantings to Inkster Road. A letter of support from the adjacent HOA was provided. Robertson Brothers has also offered to replace 10 trees on public land along Cheswick.
- The home lots exceed ordinance area requirements, even though at 111 feet wide they do not meet lot width requirements.
- They will work with engineering and the Fire Department regarding the turning radius. They believe they meet the 50-foot requirement, but if necessary they can reduce the island by Cheswick and Inkster to make sure the 50 feet are provided.
- Additional landscaping will be added to Unit 68.

#### **Other issues:**

- Robertson Brothers will work with Engineering regarding the request for gravity sewer systems; the applicant prefers low-pressure systems for those 4 properties, especially noting the new lift station that is being installed on the property.
- Regarding lot access on 12 Mile Road, Robertson Brothers prefers individual curb cuts for the four lots but expressed willingness to impose turnarounds or shared access as required.
- Regarding the chapel renovation, the chapel will be converted into a residential-style community building. Planned modifications include removing the glass entryway and updating the building's design to integrate with the neighborhood. The applicant has been before the Historic District Commission regarding this change.
- Robertson Brothers intends to apply for Brownfield funding to address asbestos removal and environmental remediation.

**MOTION by Brickner, support by Countegan, that the proposed Amendment to PUD Plan 2, 2021, including revised site plan 59-5-2022, submitted by Robertson Brothers Homes, be set for public hearing for the Planning Commission's next available regular meeting agenda.**

**Motion passed unanimously by voice vote.**

**APPROVAL OF MINUTES**

Approval of October 17, 2024 Regular Meeting

**MOTION by Brickner, support by Aspinall, to approve the October 17 2024 Regular Planning Commission meeting minutes as submitted.**

**Motion passed unanimously by voice vote.**

**PUBLIC COMMENT**

None

**COMMISSIONER/STAFF COMMENTS**

None

**ADJOURNMENT**

**Motion by Aspinall, support by Varga, to adjourn the meeting.**

**Motion passed unanimously by voice vote.**

The meeting was adjourned at 11:47pm.

Respectfully submitted,  
Kristen Aspinall,  
Planning Commission Secretary

/cem

**CITY OF FARMINGTON HILLS  
PLANNING COMMISSION MEETING  
31555 W ELEVEN MILE ROAD  
FARMINGTON HILLS, MICHIGAN  
DECEMBER 19, 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: Countegan, Grant, Mantey, Varga, Stimson, Trafelet, Ware (arrived 7:37pm)

Commissioners Absent: Aspinall, Brickner

Others Present: Staff Planner Canty, Planning Consultant Tangari (Giffels Webster), Engineering Division Representatives Devers and Emerson, City Attorney Schultz

**APPROVAL OF THE AGENDA**

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

**Motion passed unanimously by voice vote.**

**PUBLIC HEARING**

**A. AMEND PLANNED UNIT DEVELOPMENT (PUD) PLAN 2, 2021 INCLUDING REVISED SITE PLAN 59-5-2022**

LOCATION: 27400 Twelve Mile Road  
PARCEL I.D.: 22-23-12-476-008  
PROPOSAL: Construction of site-built one-family detached dwelling units within RA-1B One Family Residential District  
ACTION REQUESTED: Recommendation to City Council  
APPLICANT: Robertson Brothers Homes  
OWNER: Evangelical Homes of Michigan

Chair Trafelet introduced this request to amend PUD 2, 2021, including revised site plan 59-5-2022, 24700 Twelve Mile Road, Villas at Pebble Creek. The requested action is a recommendation to City Council.

**Applicant Presentation**

Utilizing a PowerPoint presentation and referencing the materials in tonight's packet, Tim Loughrin, Robertson Brothers Homes, made the following points:

- Robertson Brothers Homes had acquired the development rights for the entire Sarah Fisher site. The updated proposal submitted this evening focuses on creating a community of 75 age-targeted detached single-story ranch condominiums, eliminating the previously approved skilled nursing facility component. Some homes will have the option of being a Cape Cod style, with a second story bedroom.

- The historical significance of the site will be maintained. Robertson Brothers Homes has received approval from the Historic District Commission for a revised Certificate of Appropriateness, which includes preserving key historic features of the site and repurposing the chapel into a community space for residents. As part of the agreement with the HDC, some materials from the existing buildings will be integrated into the site, and the gates and the wall at the corner will be retained.
- Additionally, there will be four individual single-family lots along 12 Mile Road.
- The development of the approximately 36-acre site will include common areas as shown on the submitted schematics that will be maintained by the homeowner's association. This senior-targeted development will not have a pool or play area.
- The main entrance will be as shown at the center of the development on Inkster Road. Robertson Brothers Homes continued to advocate for a boulevard at this entrance, which will provide an approach that frames the chapel building and surrounding park area. A secondary entrance will be to the north, also on Inkster. There will no connection to Cheswick Road.

#### **Screening**

- Additional screening was being provided along Inkster Road. However, existing landscaping eliminates the need for additional buffering along the western boundary of the development. Mr. Loughrin had walked the area with representatives from the adjacent neighborhood, who agreed that there was a mature existing buffer along the western property that needed no improvement. The HOA was more concerned with the trees that were dead or dying along Cheswick, a public road which acts as a private entrance to the neighborhood. Robertson Brothers Homes had agreed to plant ten 12-foot evergreen trees along Cheswick.
- Robertson Brothers Homes was donating property along 12 Mile Road for the new city sewer lift station, to be constructed in 2025.

#### **Need for this housing type**

- Mr. Loughrin emphasized the value of the housing product now being offered, which was in great demand in Farmington Hills, and in the southeastern Michigan area generally. The development will be a walkable community with sidewalks and paths, with about 40% open space, and will provide a good transition from Inkster to the established neighborhoods to the west.
- SEMCOG (Southeast Michigan Council of Governments) data suggests that Farmington Hills needs 100 housing units of this type per year. Targeted senior buyers will be downsizing, and by their nature will have less impact on utilities and traffic than traditional single family residential homes.
- The ranch homes will be between 1800sf and 2000sf, with the option of a finished basement and of upstairs cape cod bedrooms. Homes that include the upstairs bedrooms will be about 2100sf.
- The homeowners association will maintain the property and the community gathering area around the chapel, as well as the chapel building itself. The HOA will also maintain the landscaping, roofs, and siding throughout the development. Siding will be Hardee siding and other building materials will include brick and stone.

### **Response to engineering and fire department review comments**

Mr. Loughrin made the following points in response to engineering and fire department review comments:

- Robertson Brothers Homes was no longer proposing a CRD (Community Redevelopment District grant) as that had been proposed to support the previously approved nursing home facility. They will be submitting for Brownfield funds to help with the demolition.
- It was not economically feasible to provide a gravity sewer to the new lift station for the four single-family lots along Twelve Mile Road. They were instead requesting to provide a low pressure connection to the new lift station.
- Robertson Brothers Homes was asking that they not be required to provide a manhole at the Herndonwood intersection. This was part of the plan when the PUD included the skilled nursing facility, and the requirement did not seem appropriate to the development as now proposed.
- Again, they would like to keep the boulevard entrance but would remove it if so required.
- They will resolve issues regarding the emergency connection to the proposed driveway servicing the pump station on 12 Mile Road.
- The 50' turning radius for fire apparatus will be provided.
- The stub road to units 71-75 and unit 70 will be shortened, and Unit 71 will have a longer driveway.
- Unit 68 will have more of a landscaping buffer to the neighbors. Unit 68 will be a premium lot.
- Placing a shared service drive in front of the four units on 12 Mile Road would take up the entire front yard of those homes. Robertson Brothers Homes is proposing a T-turnaround for those units. If allowed by the Road Commission, each of the four units will have its own curb cut to 12 Mile Road.
- Robertson Brothers Homes proposed less storm infrastructure and manholes because this site no longer included the nursing home facility.
- Robertson Brothers Homes proposed not having rear catch basins and storm lines for units 71 through 75 because storm water would go directly into the adjacent detention pond without the addition of catch basins.

### **Discussion**

- In response to comments, City Attorney Schultz explained that the Planning Commission could weigh in on the entrance boulevard as that was a site plan issue, but that the other points made regarding the engineering and fire department review items could only be addressed by those departments, and those issues would be addressed as the amended PUD Agreement is formalized.
- In response to questions, Mr. Loughrin said that Robertson Brothers Homes would most likely build the four single-family units, but they also had the option to sell them as custom lots. They had not marketed anything in the project yet.
- Commissioner Grant noted there was a development between Inkster and Northwestern that was also named *The Villas at Pebble Creek*. Mr. Loughrin said he would follow up relative to this information.
- In response to questions, Mr. Loughrin added that the development would use municipal waste removal and private snow removal.

- Commissioner Stimson noted that relative to the four lots on 12 Mile, he was opposed to a single curb cut with the front of the homes then being connected by a common driveway, thereby increasing the pavement in those front yards.

**Consultant comments**

Referencing the November 13, 2024 Giffels Webster memorandum, Planning Consultant Tangari highlighted the following points:

- As already stated by the applicant, the proposed PUD amendment would eliminate the approved 100-bed skilled nursing facility, and the development will now become 75 detached ranch homes targeted at seniors and four single-family lots along 12 Mile Road. The chapel that was to be preserved in the approved PUD plan will still be preserved and will be part of a common park area in the center of the development.
- This is a major amendment to the PUD, and the Planning Commission must set a public hearing on the amendment and make a recommendation to City Council. The public hearing is tonight.
- The net density of the full site by unit is 2.7 dwelling units per acre.
- The four split lots on 12 Mile Road meet the minimum size requirement but do not meet the minimum lot width requirement of the district. The proposed lot size is 31,080 square feet; the requirement is 26,000 square feet. The proposed lot width is 111 feet; the requirement is 140 feet. The lot width requires relief from ordinance standards.
- The applicant proposes 75 detached single-family ranch units in the 17.15-acre residential use area of the plan. The underlying RA-1B district requires minimum lot size of 26,000 square feet, or 1.675 units per acre. Proposed density is 4.4 units/acre within the portion of the site devoted to the ranch units. While this exceeds the underlying permitted density and requires relief from ordinance standards, the first approved version of this plan included 94 units in a 14-acre area (6.7 units/acre), and the most recently approved version had 51 units over 14 acres (3.6 units/acre).
- The dimensional standards of the district were met by the condominium development portion of the plan with the exception of the setback to Cheswick, which was 30 feet where 50 feet was required.
- The request to not add additional landscape buffer to the western property line would require relief from the ordinance.
- The proposal includes a sidewalk on only one side of the road through most of the development. The north end doesn't have any sidewalks.
- In summary, this proposal seeks relief from ordinance standards as follows:
  - a. Permit detached single-family at requested density of 75 units.
  - b. Permit reduced exterior side setback along Cheswick (30 feet).
  - c. Permit no installation of western buffer plantings.
  - d. 111-foot lot width for splits where 140 feet is required.
- The Planning Commission should weigh in on the boulevard entrance issue.

**Public Comment**

Chair Trafelet opened the meeting to public comment.

Scott Griffin, representing the Hickory Oaks Subdivision, said that they had met with the Robertson Brothers Homes representative a number of times and they had an agreement with

the developer regarding landscaping. They agreed with the plan. Mr. Griffin thanked the Planning Commission for taking the time to get the development to where it was.

As no other public indicated they wished to speak, Chair Trafelet closed the public hearing and brought the matter back to the Planning Commission for discussion and/or a motion.

### **Discussion**

- In response to a suggestion that there be a separate PUD amendment for the four single-family lots, Mr. Loughrin said that another amendment for the four lots was not worth the cost, work and time. Robertson Brothers Homes thought it was important that the lots were included in the proposed amendment, and they believed the four lots were appropriate.
- Regarding the boulevard entrance off Inkster, there seemed to be general consensus among the Commissioners to support the boulevard.
- Commissioner Stimson suggested reducing the number of single family homes on 12 Mile to three, which would be more harmonious to other homes in the area, would be consistent with the goals of the Historic District, and would not require a variance.

Mr. Loughrin said that the lots met the minimum area, and that a 111-foot width was actually a very wide lot. Reducing the number of lots would increase the burden on the remaining three to cover the costs of the infrastructure there.

- Commissioner Mantey asked staff to consider whether they would like to suggest to City Council to shrink the back of the four lots, in order to increase the amount of land preservation there.
- Commissioner Countegan spoke to some of the history of this site, and the City's many attempts to encourage development there. He supported the four lots as being part of the current PUD.

After discussion and amendment, the following motion was offered:

**MOTION by Varga, support by Countegan, to RECOMMEND TO CITY COUNCIL that the application to amend Planned Unit Development Plan 2, 2021, including Revised Site Plan 59-5-2022, dated October 17, 2024, and November 4, 2024, respectively, submitted by Robertson Brothers Homes, BE APPROVED, because the plans are consistent with the goals, objectives, and policies of the Master Plan and applicable provisions of the Planned Unit Development Option in Section 34-3.20 of the Zoning Ordinance, SUBJECT TO:**

- **Modifications of Zoning Ordinance requirements as indicated on the proposed plan.**
- **Modifications of Zoning Ordinance requirements as identified in Giffels Webster's November 13, 2024, review.**
- **All outstanding issues identified in Giffels Webster's November 13, 2024, review shall be addressed to the reasonable satisfaction of the City Planner.**
- **All outstanding issues identified in the City Engineer's November 12, 2024, interoffice correspondence shall be addressed to the reasonable satisfaction of the City Engineer.**
- **All outstanding issues identified in the Fire Marshal's November 11, 2024, interoffice correspondence shall be addressed to the reasonable satisfaction of the Fire Marshal.**

**Additionally, the Planning Commission recommends approval of:**

- **A longer driveway to Lot 71, as described by the applicant this evening.**
- **The boulevard as shown at the main entrance off of Inkster Road.**
- **Sidewalks on one side of the interior road, as shown.**

**Motion passed unanimously by voice vote.**

## **REGULAR MEETING**

### **APPROVAL OF MINUTES**

Approval of November 21, 2024 Regular Meeting

**MOTION by Countegan, support by Varga, to approve the November 21, 2024 Regular Planning Commission meeting minutes with the following amendment:**

- **Page 18 to read, “. . . key considerations offered by Commissioner Countegan included:”**

**Motion passed unanimously by voice vote.**

### **PUBLIC COMMENT**

Betz King, 29580 Belfast, said that the proposed Sheetz gas station at Grand River and Middlebelt was extremely close to the Rouge River, and raised three points of concern:

**1. Flood Risk and Spill Concerns**

Ms. King highlighted the high risk of spills at gas stations, particularly during storm events. The Rouge River watershed is prone to flooding, which can carry petroleum products and other contaminants far beyond the spill site. These pollutants could enter residential basements and yards in flood-prone neighborhoods, posing long-term health risks to residents. Furthermore, remediation of petroleum contamination is costly, often not fully covered by insurance, leaving homeowners with significant financial burdens.

**2. Water Quality and Pollution Risk**

The Rouge River already faces challenges with water quality, including high chloride levels from road salts and chronic pollution. Ms. King expressed concern that spills and stormwater runoff from the gas station could worsen these issues, introducing petroleum products and other toxic substances into the ecosystem.

**3. Habitat for Sensitive and Endangered Species**

The Rouge River serves as a critical habitat for sensitive species, including the state-endangered redbelt dace, a unique minnow that leaps from the water to feed on insects. Recent evidence shows successful reproduction of this species in the area. Ms. King warned that chemical runoff from the gas station could degrade this habitat, harming these fragile populations and reducing biodiversity.

Ms. King urged the City to prioritize its role as a steward of the Rouge River and to protect this vital resource. She recommended collaborating with Friends of the Rouge to ensure the safety of both the river and the residents. She also noted that other potential sites for the gas station do not pose the same environmental risks.

**COMMISSIONER/STAFF COMMENTS**

January 2025 meetings will be January 16 – regular meeting, and January 23 – CIP.

**ADJOURNMENT**

Chair Trafelet adjourned the meeting at 9:46 pm.

Respectfully submitted,  
Kristen Aspinall,  
Planning Commission Secretary

/cem

**CITY OF FARMINGTON HILLS  
CITY COUNCIL PUBLIC HEARING NOTICE**  
[www.fhgov.com](http://www.fhgov.com)

**DATE:** February 10, 2025  
**TIME:** 7:30 P.M.  
**PLACE:** Farmington Hills City Hall, City Council Chambers  
31555 W. Eleven Mile Road  
Farmington Hills, Michigan 48336  
**ITEM:** Amend Planned Unit Development Plan 2, 2021, including Revised Site Plan 59-5-2022

The Farmington Hills City Council shall consider an application to amend Planned Unit Development Plan 2, 2021, including Revised Site Plan 59-5-2022. The applicant, Robertson Brothers Homes, seeks approval to construct site-built one-family detached dwelling units within the RA-1B One Family Residential District.

The subject property is located at 27400 Twelve Mile Road; Parcel Identification Number: 22-23-12-476-008, 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 Planning Office at 31555 W. Eleven Mile Road, Farmington Hills, Michigan 48336 or [ckettler@fhgov.com](mailto:ckettler@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.

Charmaine Kettler-Schmult  
Director of Planning and Community Development

Email: [ckettler@fhgov.com](mailto:ckettler@fhgov.com)  
Phone: (248) 871-2540  
Publish: January 25, 2025



**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 (248) 871-2410 at least two (2) working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 02/10/2025

DEPT: Central Services

RE: Increase the threshold for City Manager and City Council Approval

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### ADMINISTRATIVE SUMMARY

- At the January 13, 2025 City Council study session, the Purchasing Division proposed an increase in the purchasing thresholds for both the City Manager and City Council. The proposed adjustment is designed to align these thresholds with the current economic realities and cost of living, ensuring our procurement processes remain efficient and reflective of current market conditions.
- Additionally, staff has reviewed the current approval thresholds of neighboring entities. The proposed adjustments align closely with the standards set by these entities. (Attachment A)
- The proposed adjustment of the approval threshold for the City Manager and City Council would be as follows:
  - ◆ City Manager approves purchases up to \$24,999.
  - ◆ Council approves purchases over \$25,000.
- To implement this change, it is necessary to also amend the City's Purchasing Policies. The changes to the document will revise the following requirements:
  - ◆ Increase the verbal quotation threshold from \$3,000 to \$4,999.
  - ◆ Increase written quote minimum threshold from \$5,000 to \$9,999.
  - ◆ Sealed bids are required by Charter for expenditures of \$10,000 or more.
    - City Manager approves purchases ranging from \$10,000 to \$24,999.
    - City Council to approve purchases of \$25,000 or more.
- This adjustment would not only better reflect current economic conditions but also streamline operations by reducing the number of routine purchases requiring additional approval. This efficiency gained will allow the City Manager to address procurement needs more promptly without compromising accountability or transparency.



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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### RECOMMENDATION

- It is recommended that the City Council approve the proposed request to increase the City Manager's purchase approval threshold up to \$24,999 and require City Council approval for purchases of \$25,000 or more.

# # #

Prepared by: Michelle Aranowski

Approved by: Gary Mekjian, City Manager

**Standard Practice Guide**

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<b>Policy Number:</b> Appendix C	<b>Subject:</b> Purchasing Policies
<b>Revised:</b> 02/10/2025 <b>Issued:</b> 02/10/97	<b>Page:</b> 1 of 10
<b>Intent:</b> To establish a policy and guidelines for all procurement activities in the city.	
<b>Applies to:</b> All City Employees	

SECTION I: Purpose of Purchasing Policies .....2

SECTION II: Organization and Authority.....2

    A. City Council.....2

    B. City Manager.....2

    C. Purchasing Division.....2

    D. Operating Departments.....3

SECTION III: General Purchasing Policies.....4

    A. Definition and Scope of Procurement.....4

    B. Rule Against Subdivision.....4

    C. Purchases or Contracts Under ~~\$3,000~~ \$4,999 .....4

    D. Purchases or Contracts of ~~\$3,000~~ \$5,000 or More.....4  
    But Less Than \$9,999

    E. Public Contracts of \$10,000 or More .....4

    F. **Public Contracts of \$25,000 or More**.....5

    G. Specifications.....7

    H. Cooperative Procurement.....8

    I Procurement of Professional Services .....8

    J. Procurement in Cases of Emergency.....9

SECTION IV: Disposition.....9

SECTION V: Standards of Conduct.....9

SECTION VI: Amendments to Purchasing Policy.....10

SECTION VII: Adoption of Purchasing Policies, Procedures and  
Amendments.....10

**THE PURCHASING POLICIES  
OF THE CITY OF FARMINGTON HILLS**

**SECTION I: PURPOSE OF PURCHASING POLICIES**

These policies have been developed within the guidelines specified in the City Charter. They shall be implemented to clarify and expand general Charter procurement regulations, and, therefore, be in strict conformance to all rules specified therein. The basis for the monetary limitations established herein is provided for in Section 9.12 of the Charter.

**SECTION II: ORGANIZATION AND AUTHORITY**

The Purchasing Division shall be responsible for the administration of the procurement system of the City. The functions of the Purchasing Division shall be managed by the Director of Central Services who shall report to the City Manager. Procurement authority and responsibility shall be delegated as follows:

A. CITY COUNCIL

- (1) Shall establish purchasing policy.
- (2) Shall award all contracts for goods and services of **\$25,000** or more in value.

B. CITY MANAGER

- (1) Shall recommend purchasing policy.
- (2) Shall establish purchasing procedures.
- (3) **Shall award all contracts for goods and services up to \$24,999.**
- (4) Shall review and be the final authority on all procurement action taken by the City consistent with the Charter and Council policy.

C. PURCHASING DIVISION

- (1) Shall procure or supervise the procurement of all goods, wares, equipment, merchandise, materials, supplies, commodities, and services as may be required to maintain municipal operations in accordance with the rules and regulations established herein.

- (2) Shall provide for the maintenance of efficiency, economy, and accountability in the City's procurement.
- (3) Shall obtain formal bids for all goods and services of \$10,000 or more, as required by City Charter.
- (4) Shall also obtain competitive informal quotations in accordance to Purchasing Procedures established by the Manager.
- (5) ~~Shall establish and maintain lists of qualified bidders.~~
- (6) Shall assist and develop in conjunction with departments specifications; and maintain a standards file.
- (7) Shall establish purchasing forms, maintain records, issue and execute purchase orders.
- (8) Shall provide for the gainful disposition of surplus and scrap.
- (9) Shall advise and submit appropriate information to the City Manager on Public contract awards.
- (10) Shall ensure the availability of budgeted funds for all purchases.
- (11) Shall coordinate the purchasing of all departments, and shall, to the extent practicable and possible, combine specifications for purchases of equipment and supplies under single purchases where such consolidation is economically of advantage to the City.

**D. OPERATING DEPARTMENTS**

- (1) Shall requisition goods and services through the Purchasing Division.
- (2) Shall assist the Purchasing Division in the development of standard specifications.
- (3) Shall maintain adequate inventories of materials and supplies.
- (4) Shall receive and inspect all materials and supplies ordered and provide receiving verification to the Finance Department in a timely manner.
- (5) Shall establish procedures within their established departments to ensure adherence to purchasing policies and procedures.

**SECTION III: GENERAL PURCHASING POLICIES**

**A. DEFINITION AND SCOPE OF PROCUREMENT**

Procurement activity, as herein used, shall mean any action taken by the City acting as Buyer for the purpose of obtaining goods and services from a Vendor acting as Seller, whether by purchase, rent, lease, lease-purchase or other similar methods of acquisition as may be used by the City.

**B. RULE AGAINST SUBDIVISION**

No purchase shall be subdivided for the purpose of circumventing the dollar value limitations imposed by Charter, this Policy or any guidelines established by the City Manager.

**C. PURCHASES OR CONTRACTS UNDER \$4,999**

Except for items under a minimum dollar amount set forth in Purchasing Procedures established by the City Manager, any expenditure for goods and services, the cost of which is less than \$9,999 within one **fiscal** year, shall be made by the Purchasing Division. Purchases from \$1,000- \$4,999 shall be based upon the solicitation of no less than three (3) verbal quotations when practical and feasible to do so; and shall be made from the lowest priced vendor unless good cause exists not to do so. Factors including but not limited to product quality, serviceability, delivery, emergencies, vendor history, vendor performance, existing contracts and other considerations of a similar kind normally relevant to the exercise of good business judgement shall constitute sufficient and good cause on which to base such decisions.

**D. PURCHASES OR CONTRACTS OF \$ \$5,000 OR MORE BUT LESS THAN \$10,000**

Any expenditure for goods and services, the cost of which is **\$5,000** or more but less than **~~\$10,000~~**9,999 within one fiscal year, shall be made by the Purchasing Division, based whenever practical or feasible, upon the solicitation of no less than three (3) written price quotations, subject to the same guidelines specified in Section III C. In addition, such purchases shall also be subject to review, at any time, by the City Manager.

**E. PURCHASES OR CONTRACTS OF \$10,000 OR MORE BUT LESS THAN \$24,999.**

Any expenditure for goods, equipment, materials, commodities, supplies or services, the cost of which is \$10,000 or more **but less than \$24,999** within one fiscal year shall be made by the Purchasing Division only after the approval of the City Manager has first been secured.

**F PURCHASES OR CONTRACTS OF \$25,000 or More**

**Any expenditure for goods, equipment, materials, commodities, supplies or services, the cost of which is \$25,000 or more within one fiscal year shall be made by the Purchasing Division only after the approval of the City Manager and City Council has first been secured.**

Formal bids shall be required subject to the following regulations:

- (1) Definition - A formal bid shall be defined as the submission of a written (electronic or hardcopy), sealed (or electronically secured) price quotation by a Vendor to the City pursuant to the issue of public notice thereof by the City, and based on written specifications and standard conditions stipulated by the City for the purpose of procuring goods and services for the use of the City.
- (2) Scope - The \$10,000 City Charter bid requirement shall apply to all goods and services that can be procured through this process within one fiscal. This limit shall apply to recurring commodities in addition to one-time purchases.
- (3) Invitation For Bids - An Invitation for Bids or Request for Proposals shall be issued and shall include a purchase description and/or specifications and all contractual terms and conditions applicable to the procurement. The Invitation for Bids shall be mailed or otherwise distributed by the Purchasing Division to the sufficient number of known reliable vendors to ensure and maintain the integrity and competitiveness of the bid process.
- (4) Public Notice & Advertising - Adequate public notice of the Invitation for Bids shall be given a reasonable time prior to the date set forth therein for the opening of the bids; and in accordance with the regulations established by City Charter, a minimum of ten (10) days notice must be given prior to bid opening with the advertisement for bids having been published at least once in a newspaper of general circulation in the City.
- (5) Bid Addendums/Clarifications - Bid Addendums and Clarifications shall be issued by the Purchasing Division.
- (6) Bid Opening - Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid and other relevant information together with the name of each bidder shall be recorded by the Purchasing Division bid tabulations shall be open to public inspection. The Purchasing Division may postpone a bid opening if less than three (3) bids are received.
- (7) Bid Acceptance and Evaluation - Bids shall be accepted (with the exception of late bids, which shall not be accepted) without alteration or correction, except as otherwise authorized by the Purchasing Policies adopted by the City Manager, or the factors stipulated in the Invitation for Bids. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as, quality, workmanship, delivery, inspection, testing and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in

evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The Invitation for Bids shall set forth the evaluation criteria to be used.

- (8) Correction or Withdrawal of Bids - Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted in accordance with the Purchasing Procedures established by the City Manager. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Division and approved by the City Manager.
  
- (9) Award - The City Manager shall approve the award of public contracts. The City Manager shall retain the right to take any of the following actions:
  - (a) Award a contract to the lowest responsible and responsive bidder who has submitted a bid most advantageous to the City.
    - (1) Definition of Responsible Bidder:  
A responsible bidder is herein defined to mean a person or firm who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.
    - (2) Definition of a Responsive Bidder:  
A responsive bidder is herein defined to mean a person, or firm, who has submitted a bid which conforms in all material respects to the descriptions, specifications, terms, conditions, and other factors called for in the Invitation for Bids.
  - (b) Accept or reject in part or in whole any or all bids.
  - (c) Waive any inconsequential informality or defect in the bids.
  - (d) Negotiate any viable modifications in prices, terms, conditions or specifications with the lower bidder that would be advantageous to the City.
  - (e) Award a contract to other than the low bidder should such action be in the best public interest.
  - (f) Award a contract by division among two or more vendors if such alternatives are duly indicated in the original Invitation for Bids.

- (10) Waiver of Bid Requirements - The City Council after review by the Purchasing Division and the City Manager, shall retain the right to waive bid requirements subject to the following conditions:
- (a) Such action is found to be to the advantage and in the best interests of the City.
  - (b) Sole Source Procurement - A contract may be awarded by the City Council for a supply, service, equipment or construction item without competition when the Purchasing Division has advised the City Manager in writing and certified that there is only one source vendor available.
  - (c) Lower prices can be obtained without soliciting competitive bids.
  - (d) The Purchasing Division has been engaged in cooperative procurement bids of goods and/or services in conjunction with another governmental agency where joint bids have been taken and are advantageous to the City.
  - (e) On an annual basis, the Purchasing Division will provide a list of negotiated purchases for City Council approval, with justification provided for each purchase and the date of the last formal bid.

G. SPECIFICATIONS

- (1) Definition - Specification as herein defined shall mean any description of the physical or functional characteristics, or of the nature of a supply, service, equipment, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, equipment or construction item for delivery.
- (2) Responsibility of Purchasing Division - The Purchasing Division shall prepare, issue, revise, and monitor the use of specifications for supplies, services, equipment and construction as required by the City; and shall maintain a standard specifications file.
- (3) Relationship with Operating Departments - The Purchasing Division shall obtain expert advice and assistance from operating department personnel in the development of specifications and may delegate, to a using agency, the authority to prepare it's own specifications subject to final approval prior to bid solicitation.

- (4) Maximum Practicable Competition - All specifications shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs and shall not be unduly restrictive.
- (5) Specifications Prepared by Architects and Engineers - The requirements of this Section regarding the purposes and non-restrictiveness of specifications shall apply to all specifications, including, but not limited to, those prepared by architects, engineers and consultants.

**H. COOPERATIVE PROCUREMENT**

The Purchasing Division shall endeavor to participate with other governmental agencies in cooperative bids for the procurement of goods or supplies subject also to Council approval of contract and waiver of local bids as indicated in Section III-10 of these policies. It shall be the policy of this City to engage in those joint procurement efforts whenever such activity is feasible and economically advantageous to the City.

**I. PROCUREMENT OF PROFESSIONAL SERVICES**

The procurement of certain services where technical expertise or knowledge of a specialized field are critical to the performance of that service including but not limited to physicians, attorneys, engineers, planning consultants, architects, accountants and other similar professionals, shall not require bidding. The following regulations shall apply:

- (1) Pursuant to Section 3.08 of the City Charter, the Council shall be empowered to appoint the City Attorney and other professional consultants.
- (2) While competitive bids shall not be required, the \$10,000 limit shall be applicable as follows:
  - (a) When the cost of procuring professional services is \$25,000 or more, Council shall make such appointment in conjunction with the recommendations of the City Manager, when appropriate, and any selection committee, which may be instituted for that purpose.
  - (b) When the cost of procuring professional services is less than \$24,999, the City Manager shall have the authority to procure the services of a professional or consultant known to be competent, reliable and capable of performing in the best interests of the City the task that he has been employed to do.
- (3) Nothing in this Section prohibits the City Manager from directing the Purchasing Division from soliciting sealed competitive bids or proposals for the purpose of selecting professional services should such action be deemed prudent, subject to all other regulations included in this Section.

**J. PROCUREMENT IN CASES OF EMERGENCY**

Notwithstanding any other provisions of this Policy, the City Manager or Purchasing Division or a designee of either may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety conditions as defined in regulations or procedures promulgated by the City Manager, provided such emergency procurements shall be made with such competition as is practicable under the circumstances. An after-the-fact written determination of the basis for the emergency and for the selection of the particular vendor shall be included in the purchase file.

**SECTION IV: DISPOSITION**

The disposition function of the City shall be centrally administered by the Purchasing Division subject to final approval by the City Manager. Items deemed to be surplus or scrap shall be disposed of by methods including but not limited to transfer, trade-in, sale or auction. It shall be the policy of the City to ensure the maximum possible value is obtained in conformity with procedures adopted by the City Manager.

**SECTION V: STANDARDS OF CONDUCT**

Recognizing that City purchases involve the use of public funds, the following standards shall apply to all purchases made by the City:

- A. All vendors, current and prospective, shall be treated equitably. Procurement decision shall be based upon price, quality, delivery, written standards, previous service and other relevant factors promoting the best interest of the City.
- B. Employees shall be prohibited from furnishing to any prospective bidder information that would give any vendor an unfair advantage over other prospective vendors.
- C. Procurement records shall be retained by the Purchasing Division and the procuring department for public review for a period of five years.
- D. Employees shall be prohibited from accepting rebates, gifts, gratuities, or favors from vendors extended for the purpose of influencing a favorable award in accordance with the City's Code of Ethics.
- E. Employees shall have no financial or beneficial interest in any contract or purchase order for goods and services used by the City. Any potential conflict of interest shall be reported to the City Manager prior to bidding and may be reviewed by City Council in conformance to Section 10.01 of the Charter.
- F. Members of City Council shall be prohibited from doing business with the City while serving as a member of City Council.

**SECTION VI: AMENDMENTS TO PURCHASING POLICY**

Any amendments to this Purchasing Policy shall be submitted to the City Council by the City Manager and require Council approval, thereof, by Resolution.

**SECTION VII: ADOPTION OF PURCHASING POLICIES, PROCEDURES AND AMENDMENTS**

Pursuant to Ordinance 2.050 of the City Code: ". . . the City Manager is authorized to adopt such administrative regulations in addition to, but not inconsistent with, the Charter and this Code, as he shall deem necessary and proper to provide for the adequate functioning of all departments." Therefore, based upon these Purchasing Policies recommended by the City Manager and adopted by the City Council, the City Manager shall hereby be empowered to adopt and amend as necessary any Purchasing Procedures necessary for the administration of the City's procurement functions.

Approved by City Council

Date: February 10, 2025

## Attachment A

<b>Municipalities Thresholds Comparison</b>	<b>Council Approval</b>
Farmington Hills	\$10,000
Lansing	\$20,000
Livonia	\$30,000
Madison Heights	\$15,000
Novi	\$25,000
Rochester Hills	\$25,000
Southfield	\$10,000
Sterling Heights	\$10,000
Troy	\$10,000
West Bloomfield Township	\$25,000



**INTEROFFICE CORRESPONDENCE**

**DATE:** February 10, 2025  
**TO:** City Council  
**FROM:** Theresa Rich, Mayor  
**SUBJECT:** Recommendation for appointment.

I would like to recommend the following appointments at the February 10, 2025 City Council meeting.

**Beautification Commission**

	<b>Length of Term:</b>	<b>Term ending:</b>
Erika Johnson	3 years	February 1, 2028

Erika will fill the regular vacancy left by Carol Kurth who resigned Jan. 2024. Attached, please find Erika's resume.

**Farmington Area Commission on Aging**

	<b>Length of Term:</b>	<b>Term ending:</b>
Christina Mui	3 years	February 1, 2028

Christina will fill the regular vacancy left by Carl Christoph. Attached, please find Christina's resume.

**Commission on Community Health**

	<b>Length of Term:</b>	<b>Term ending:</b>
Erika Blaskay	3 years	February 1, 2028

Erika will fill the regular vacancy left by Daniel Konja who resigned June 2024. Attached, please find Erika's resume

**Emergency Preparedness Commission**

	<b>Length of Term:</b>	<b>Term ending:</b>
Kayla Dixon	3 years	February 1, 2028

Kayla will fill the alternate vacancy. Attached, please find Kayla's resume.

**Water Systems Advisory Council**

Debby Brauer

**Length of Term:**  
3 years

**Term ending:**  
February 1, 2028

Debby will fill the regular vacancy left by Erin Quetell who resigned Jan 2025. Attached, please find Debby's resume.

Katrina Kennedy

**Length of Term:**  
3 years

**Term ending:**  
February 1, 2028

Katrina will fill the new regular seat representing the Water Resource Commission. Attached, please find Katrina's resume.

**Danielle King**

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**From:** postmaster@muniweb.com  
**Sent:** Wednesday, January 8, 2025 10:50 PM  
**To:** DistributionList-CityManagerOffice  
**Subject:** The Form 'Boards and Commissions Questionnaire' was submitted

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

**Your Name**

Erika Marie Johnson

**Your Address**

[REDACTED]

**Your Phone Number**

[REDACTED]

**Your Email**

[REDACTED]

**Multiple choice**

Beautification Commission  
Commission on Community Health

**Brief Resume**

**References**

## Danielle King

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**From:** postmaster@muniweb.com  
**Sent:** Tuesday, January 28, 2025 12:51 PM  
**To:** DistributionList-CityManagerOffice  
**Subject:** The Form 'Boards and Commissions Questionnaire' was submitted

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

### Your Name

Christina Mui

### Your Address

[REDACTED]

### Your Phone Number

[REDACTED]

### Your Email

[REDACTED]

### Multiple choice

Commission on Aging

### Brief Resume

Executive Director, American Citizens for Justice - Civil rights non-profit Asst. Executive Director - Asian Pacific American Chamber of Commerce International Tax Manager - Bosch Corporation

### References

Mayor Theresa Rich

**Danielle King**

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**From:** postmaster@muniweb.com  
**Sent:** Friday, January 24, 2025 11:40 AM  
**To:** DistributionList-CityManagerOffice  
**Subject:** The Form 'Boards and Commissions Questionnaire' was submitted

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

**Your Name**

Erika Blaskay

**Your Address**

[REDACTED]

**Your Phone Number**

[REDACTED]

**Your Email**

[REDACTED]

**Multiple choice**

Commission on Community Health

**Brief Resume**

Work Experience: 5/2024-present: RN Medical Benefits & Appeals Coordinator, Stellantis/FCA U.S.  
12/2019-04/2024: Community Outreach Nurse, Campus Health Center, Wayne State University  
01/2015-12/2019: Public Health Nurse III, Oakland County Health Division Education: Graduated Wayne State University, December 2021: Master's degree in Advanced Public Health Nursing Graduated Oakland University, December 2013: BA in Nursing Graduated Grand Valley State University, April, 2009: BA in Journalism

**References**

Elyse Watkins, RN, [REDACTED] Dr. Katherine Balint, MSN academic advisor and member of Board of Directors, Campus Health Center:

[REDACTED] Rachele Clayton, RN, [REDACTED]

## Danielle King

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**From:** postmaster@muniweb.com  
**Sent:** Thursday, February 6, 2025 11:59 AM  
**To:** DistributionList-CityManagerOffice  
**Subject:** The Form 'Boards and Commissions Questionnaire' was submitted

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

### Your Name

Kayla Dixon

### Your Address

[REDACTED]

### Your Phone Number

[REDACTED]

### Your Email

[REDACTED]

### Multiple choice

Commission on Children, Youth and Families  
Commission on Community Health  
Emergency Preparedness Commission

### Brief Resume

Master of Public Health - Purdue University 2020 Bachelor of Science in Kinesiology - Michigan State University 2018 I have worked in a variety of public health roles within the last 5 years that have prepared me to serve the Farmington/Farmington Hills Community. I currently work as a Project Coordinator for the State of Michigan Newborn Screening Program and previously worked as a COVID-19 testing liaison after working for the Community Health Emergency Coordinator Center within the Michigan Department of Health and Human Services. I have experience working with Michigan State University Extension where I provided nutrition and cooking education to community members on how to eat healthy on a budget. I have received emergency response training and yearly DEI trainings under my current position.

### References

Jay Fiedler - Division Director of EMS, Preparedness and Response, [REDACTED]  
[REDACTED] Shelby Heppe - Manager of Newborn Screening Follow-Up Section, MDHHS -  
[REDACTED]. Wendi Talbert - Local Health Unit Manager, Michigan Public Health Institute - [REDACTED]

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DEBBY BRAUER, CPSM

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## EXPERIENCE

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### **DIRECTOR OF MARKETING | HENNESSEY ENGINEERS**

April 2021 to present

I provide complete marketing solutions, relationship-building strategies, and strategic planning initiatives that encourage success and profitability.

*Key Clients: Southeast Michigan Municipalities, MDOT, Private*

### **DIRECTOR OF MARKETING | BUSINESS DEVELOPMENT / LASALLE CONSTRUCTION SERVICES**

January 2020 to April 2021

I provide marketing leadership and set direction for business decisions. I seek new business opportunities and nurture existing relationships that lead to long-term profitability.

*Key Clients: Mobility + Tech, Commercial, Industrial, Senior Living Facilities*

### **BUSINESS DEVELOPMENT MANAGER**

July 2019 to January 2020

I seek business opportunities for LaSalle and track them using a CRM system. I research and gather information on potential clients and projects, schedule meetings with new/existing clients to discover project information and maintain strong business connections. I work with technical staff to develop proposals and presentations.

*Key Clients: Mobility + Tech, Commercial, Senior Living Facilities*

### **MARKETING & COMMUNICATIONS MANAGER / G2 CONSULTING GROUP**

June 2016 to June 2019

I developed and implemented integrated communications and marketing strategies that showcased G2's strengths through multiple, coordinated vehicles. I advised project managers on business development strategies to improve seller / doer success rates. I managed G2's employee engagement and recognition program, as well as, coordinated new employee recruitment strategies.

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## SKILLS

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Bilingual (English + Spanish).

Organized. Flexible. Creative.

Proficient in Microsoft Office.

Proficient in Adobe Creative Suite.

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**MARKETING & BUSINESS DEVELOPMENT MANAGER /  
BRAUN CONSTRUCTION GROUP**

August 2011 to June 2016

I assessed marketing opportunities and target markets, generated leads, led proposal development, and implemented business model design.

*Key Clients: Senior Living Facilities, K-12 Education, Private Developments.*

**OWNER / SIMPLY STATED OF FH, INC.**

December 1999 to August 2011

I provided marketing, communications, public relations, grant writing, and graphic design services to primarily non-profit organizations.

*Key Clients: Tri-County School Districts*

**DIRECTOR OF COMMUNICATION SERVICES /  
NOVI COMMUNITY SCHOOL DISTRICT**

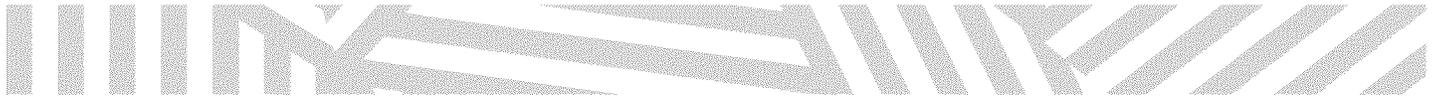
August 1997 to December 1999

I was responsible for: media relations, internal and external communications, crisis communication, school/business partnerships, bond and millage election campaigns, cable TV programming, website development and management, and grant writing.

**COMMUNITY RELATIONS SUPERVISOR /  
FARMINGTON PUBLIC SCHOOLS**

August 1990 to August 1997

I was responsible for: media relations, internal and external communications, crisis communication, school/business partnerships, bond and millage election campaigns, cable TV programming, website development and management, and grant writing.



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## EDUCATION

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**MASTER OF ARTS, PUBLIC RELATIONS AND  
ORGANIZATIONAL COMMUNICATION / 1997**

Wayne State University

**BACHELOR OF ARTS, JOURNALISM AND SPEECH  
COMMUNICATION / 1988**

Oakland University

**KINGSWOOD SCHOOL - CRANBROOK / 1979**

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## PROFESSIONAL ORGANIZATIONS/ASSOCIATIONS

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**GLEN ORCHARD CIVIC ASSOCIATION**

President (2023 to present)

**SOCIETY OF MARKETING PROFESSIONAL SERVICES**

Member since 2011

Programs Committee Chair (2015-2017)

President-Elect (2017-2018)

President (2018-2019)

Past-President (2019)

Past Presidents Council (2019 to present)

**COMMERICAL REAL ESTATE FOR WOMEN - DETROIT**

Member since 2011

Impact Awards Committee (2011-2015)

Professional Development Committee (2016)

Membership Committee (2017-2018)

Professional Development Committee (2019-present)

**FARMINGTON PUBLIC SCHOOLS BOARD OF EDUCATION**

July 2006 – December 2012

Served as Trustee, Secretary, and Treasurer





**FARMINGTON/FARMINGTON HILLS FOUNDATION FOR  
YOUTH AND FAMILIES**

July 2000 to June 2008  
Marketing Committee Chair (2004-2006)  
Gala Chair (2008)





# KATRINA KENNEDY, P.E.

CIVIL ENGINEER

## CONTACT



## EDUCATION

### UNIVERSITY OF MICHIGAN

Ann Arbor, MI

Civil Engineering, BSE  
Prog. In Sustainable Engineering

## PROFESSIONAL SKILLS

Operations/Engineering  
Customer/Client Relations  
Construction Engineering  
Project Management  
Problem Solving  
Effective Communication  
Cost Estimation  
Technical Writing

## SOFTWARE SKILLS

AutoCAD Civil 3D  
Microsoft Office  
FieldManager  
Adobe Acrobat  
Cityworks  
Northstar  
Microstation  
MERL  
Synchro

## WORK EXPERIENCE

### OAKLAND COUNTY WRC

Waterford, MI

Civil Engineer

Apr 2024 – Present

- As a drinking water systems operations engineer, my role is continuously changing depending on the need of the 22 water systems the WRC operates. I collaborate with the Water Maintenance, Pump Maintenance, and Cross Connection Units to:
  - prepare specifications, bid out, and manage the construction of water storage tank restoration projects, as needed.
  - review and improve operations utilizing SCADA and WAMR.
  - improve systems including CityWorks work orders, monthly inventory, and SCADA alarms.
  - prepare for and respond to emergencies using Emergency Response Plans and completing Risk and Resilience Studies and EGLE Evaluations.
  - collect and report contaminants on a monthly, quarterly, and annual basis for each water system per State and Federal regulations.
  - receive and respond to drinking water customer complaints.

### GMB

Royal Oak, MI

Civil Engineer

Aug 2023 – Mar 2024

### OAKLAND COUNTY WRC

Waterford, MI

Civil Engineer

Sep 2020 – Jul 2023

### CITY OF FARMINGTON HILLS

Farmington Hills, MI

Civil Engineer

Feb 2017 - Jul 2020

### HUBBELL, ROTH & CLARK, INC.

Bloomfield Hills, MI

Graduate Engineer

May 2015 – Feb 2017

### UNIVERSITY OF MICHIGAN

Ann Arbor, MI

Campus Construction Management Intern

May 2014 – Apr 2015

Instructional Aide, Statics and Dynamics

Jan 2015 – Apr 2015

Instructional Aide, Sustainable Engineering Principles

Sep 2013 – Apr 2014

### HAWKS & ASSOCIATES

Detroit, MI

Engineering Intern

May 2013 - Aug 2013



**CITY MANAGER'S REPORT TO  
MAYOR AND COUNCIL**

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**DATE: 2/10/25**

**DEPT: CITY MANAGER'S OFFICE**

**RE: ENACTMENT OF AN ORDINANCE TO ESTABLISH THE INNOVATION, ENERGY,  
AND ENVIRONMENTAL SUSTAINABILITY COMMISSION**

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**ADMINISTRATIVE SUMMARY**

- During the January 2024 City Council goals session, City Council discussed the re-instatement of a permanent committee related to innovation, energy, and/or environmental sustainability.
- Council then voted to establish an ad-hoc subcommittee for these purposes and appointed Mayor Rich and Councilmember Aldred to serve on the committee.
- The subcommittee now recommends that it is indeed time for City Council to establish a permanent Innovation, Energy, and Environmental Sustainability Commission.
- City Attorney Joppich has prepared a draft ordinance detailing the establishment, membership, authority, purposes and duties of the IEESC.
- City Council discussed the draft ordinance at its December 9, 2024, Study Session and the ordinance language has been amended to include language addressing city residency of IEESC members.
- City Council resolved introduction of this ordinance at its January 13, 2025, regular meeting.

**RECOMMENDATION**

- RESOLVE that City Council hereby approves the ENACTMENT of an Ordinance amending the City Code, Chapter 2, Administration, Article IV. Boards, Commissions and Councils, to add Division 12. Innovation, Energy, and Environmental Sustainability Commission.

###

Prepared by: Karen Mondora, Assistant City Manager

Executive Approval: Gary Mekjian, City Manager

**ORDINANCE NO. C-1-2025**

**CITY OF FARMINGTON HILLS  
OAKLAND COUNTY, MICHIGAN**

AN ORDINANCE TO AMEND CHAPTER 2 OF THE CODE OF THE CITY OF FARMINGTON HILLS, "ADMINISTRATION," ARTICLE IV, "BOARDS, COMMISSIONS, AND COUNCILS," TO ADD DIVISION 12, "INNOVATION, ENERGY, AND ENVIRONMENTAL SUSTAINABILITY COMMISSION," TO PROVIDE FOR THE ESTABLISHMENT OF SAID COMMISSION AND ITS AUTHORITY, PURPOSES, DUTIES, AND MEMBERSHIP.

THE CITY OF FARMINGTON HILLS ORDAINS:

**Section 1 of Ordinance. Ordinance Amendment.**

The Farmington Hills City Code, Chapter 2, "Administration," Article IV, "Boards, Commissions, and Councils", is hereby amended to add Division 12, "Innovation, Energy, and Environmental Sustainability Commission," to read as follows:

**DIVISION 12. INNOVATION, ENERGY, AND ENVIRONMENTAL SUSTAINABILITY COMMISSION**

**Sec. 2-261. Establishment.**

There is established the Innovation, Energy, and Environmental Sustainability Commission having the purposes set forth in this Division. The Innovation, Energy, and Environmental Sustainability Commission may also be referred to as the "IEES Commission" or the "IEESC".

**Sec. 2-262. Authority, purposes, and duties.**

The IEES Commission is charged with the purposes, authority, and responsibilities set forth in this Section.

- (a) Researching, studying, and working with the City Administration on the following:

- (1) innovation in the business sector, energy, and environmental sustainability matters;
  - (2) innovation and/or environmental sustainability plans (specific plans for certain facilities, infrastructure, sectors, or areas in the City, and general City-wide plans), and the identification of public and private resources, assistance, cooperative arrangements, and funding for the development and implementation of such plans;
  - (3) potential opportunities, resources, programs, projects, practices, educational efforts, and actions that will enhance, advance, and further develop innovation, energy, and environmentally sustainable practices within the community;
  - (4) energy and sustainability policies and practices, products and services that reflect community values and that result in energy efficiency, environmental sustainability, and/or cost savings; and
  - (5) public education on energy conservation and environmental sustainability, which also provides citizens with the skills and abilities to take an active role in making their families, homes, and communities more energy conscious and environmentally sustainable.
- (b) Making itself available to serve as a resource to assist the City Administration with the implementation and promotion of any City plans, projects, or programs consistent with the purposes of the IEESC set forth in this Section.
- (c) Working on projects and issues relating to the IEES Commission's purposes as directed or delegated by the City Council.

**Sec. 2-263. Members; appointment.**

The IEESC shall consist of eleven (11) regular members and two (2) alternate members, and shall include, insofar as possible, one or more residents of the City, representatives of subdivision and condominium homeowners associations in the City, representatives of businesses located in the City, an environmentalist (e.g., in the areas of energy, recycling, or other similar areas), representatives from utility companies providing energy services in the City, representatives from technology service providers in the City, a member of the City's Economic Development Corporation, a student who is engaged in high school or higher-level coursework,

and technical/subject matter experts. Insofar as possible, a majority of the regular members of the IEESC shall be residents of the City.

**Sec. 2-264. Other applicable ordinances.**

Without limitation, refer to Chapter 2, Article IV, Division 1 of this Code for additional City ordinances that may be applicable to the IEESC.

**Section 2 of 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 3 of Ordinance. Savings.**

The amendments of the Farmington Hills Code of Ordinances set forth in this Ordinance do not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the Farmington Hills Code of Ordinances set forth in this Ordinance.

**Section 4 of 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 illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

**Section 5 of Ordinance. Effective Date.**

The provisions of this ordinance are ordered to take effect twenty-one (21) days after enactment.

**Section 6 of Ordinance. Date and Publication.**

This ordinance is declared to have been enacted by the City Council of the City of

Farmington Hills at a meeting called and held on the \_\_\_\_ day of \_\_\_\_\_, 2025, and ordered to be given publication in the manner prescribed by law.

Ayes:

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 of the \_\_\_\_ day of \_\_\_\_\_, 2025, the original of which is on file in my office.

\_\_\_\_\_  
CARLY LINDHAL, City Clerk  
City of Farmington Hills

SUMMARY  
ORDINANCE NO. C-1-2025  
CITY OF FARMINGTON HILLS  
OAKLAND COUNTY, MICHIGAN

NOTICE OF AN ORDINANCE TO AMEND CHAPTER 2 OF THE CODE OF THE CITY OF FARMINGTON HILLS, "ADMINISTRATION," ARTICLE IV, "BOARDS, COMMISSIONS, AND COUNCILS," TO ADD DIVISION 12, "INNOVATION, ENERGY, AND ENVIRONMENTAL SUSTAINABILITY COMMISSION," TO PROVIDE FOR THE ESTABLISHMENT OF SAID COMMISSION AND ITS AUTHORITY, PURPOSES, DUTIES, AND MEMBERSHIP.

A full copy of the Ordinance is on file in the Clerk's Office for public review between the hours of 8:30am and 4:30pm Monday through Friday.

Section 1, Ordinance Amendment

Section 2, Repealer

Section 3, Savings

Section 4, Severability

Section 5, Effective Date           The provisions of this Ordinance are ordered to take effect twenty-one (21) days after enactment.

Section 6, Date and Publication

CARLY LINDAHL, City Clerk

Publish: Oakland Press 2/16/2025



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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DATE: 1/28/2025

DEPT: Finance

RE: Proposed Interlocal Agreement Between Oakland County and the City of Farmington Hills for MIDC Standard 7 Review and Qualification Requirements

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### ADMINISTRATIVE SUMMARY

- The City, under an agreement with the 47th District Court and the City of Farmington, is responsible for providing Indigent Defense Counsel for defendants in the 47th District Court, under the oversight of the Michigan Indigent Defense Commission (MIDC), which governs MIDC Grants statewide, paying for the majority of costs associated with the Indigent Defense program for entities like the City.
- Recently, the MIDC adopted Standard 7 - Qualification and Review, which the City and the 47th District Court must follow. John Angott serves as the Managed Assigned Counsel Coordinator (MACC) for the City and administers the Indigent Defense program for the City and the 47th District Court. Mr. Angott will be responsible for ensuring compliance with Standard 7.
- There are two options for meeting these requirements. Please note that funding (\$19,500) for both options below is included in the FY25 approved MIDC grant through the State of Michigan, so the City would bear no additional cost for adopting either option.
- **Option 1 (recommended by Mr. Angott, the City's MACC):** Oakland County provided the attached proposed Standard 7 Interlocal Agreement, which, if adopted by the City, would ensure compliance with Standard 7. The Oakland County Indigent Defense Services Office (IDSO) has created a position and hired an attorney to conduct the above functions to district courts operated by Oakland County; this new expert would provide these functions for the 47th District Court under this Agreement, under the oversight of Mr. Angott as the City's MACC.



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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- **Option 2 (not recommended):** If the proposed Agreement with Oakland County is not adopted, Mr. Angott would be responsible for carrying out these functions, rather than Oakland County. This would be less efficient than partnering with Oakland County, since Oakland County is offering to provide their new compliance expert to the 47<sup>th</sup> District Court to handle this new function at no additional cost to the City.

The City Attorney has already reviewed the proposed Agreement.

### RECOMMENDATION

- The City Council authorize the City Manager to execute the proposed Standard 7 Interlocal Agreement with Oakland County.

Department Approval: Thomas C. Skrobola, Finance Director/Treasurer

Executive Approval: Gary Mekjian, City Manager, P.E.

**INTERLOCAL AGREEMENT BETWEEN  
OAKLAND COUNTY AND  
THE CITY OF FARMINGTON HILLS  
FOR MIDC STANDARD 7 REVIEW AND QUALIFICATION REQUIREMENTS**

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This Agreement (the “Agreement”) is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 (“County”), and the City of Farmington Hills (“Public Body”) 31555 W. 11 Mile Road, Farmington Hills, MI 48336. County and Public Body may be referred to individually as a “Party” and jointly as “Parties.”

**PURPOSE OF AGREEMENT.** County and Public Body enter into this Agreement pursuant to the Urban Cooperation Act of 1967, 1967 Public Act 7, MCL 124.501 *et seq.*, for the purpose of complying with the Michigan Indigent Defense Commission Act of 2013, 2013 Public Act 93, MCL 780.981 *et seq.* (hereinafter “MIDC Act”) and delineating the duties of the Parties related to complying with MIDC Standard 7 – Qualification and Review subject to the terms and conditions set forth in this Agreement, as described in Exhibits I and Exhibit II.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
  - 1.2. **Chief Attorney** means the department head of the County’s Indigent Defense Services Office (hereinafter “IDSO”) who will supervise the Principal Attorney who is performing the obligations outlined in Exhibit I.
  - 1.3. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
  - 1.4. **Confidential Information** means all information and data that County is required or permitted by law to keep confidential, including, but not limited to, records of County’s security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for

responding to violations of the Michigan Anti-terrorism Act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.

1.5. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such person's successors.

1.6. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.

1.7. **Exhibits** mean the following exhibit(s), which are attached and incorporated into this Agreement:

Exhibit I: Scope of County Deliverables

Exhibit II: Public Body Obligations

1.8. **Performance Guidelines and Core Competencies** means the guidelines and requirements as developed by County for review of quality of representation provided by criminal attorneys.

1.9. **Points of Contact** mean the individuals designated by Public Body and identified to County to act as contacts for communication and other purposes as described herein.

1.10. **Principal Attorney** means the licensed attorney reporting to the Chief Attorney of County's IDSO who will perform the work as outlined in Exhibit I.

1.11. **Public Body** means the City of Farmington Hills which is an entity created by state or local authority or which is primarily funded by or through state or local authority, including, but not limited to, its council, its board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. For purposes of this Agreement, Public Body includes any Michigan court, when acting in concert with its funding unit.

## 2. **COUNTY RESPONSIBILITIES.**

2.1. County will perform the work as outlined in Exhibit I. County is not obligated or required to provide any additional services that are not specified in this Agreement and Exhibit I.

2.2. County may access, use, and disclose to third parties information, records, and any other content created by County under its Scope of Deliverables in Exhibit I to comply with the law, such as a subpoena, court order, or Freedom of Information Act request as detailed in Exhibit II.

## 3. **PUBLIC BODY RESPONSIBILITIES.**

3.1. Public Body shall comply with all terms and conditions in this Agreement and agree to comply with the obligations as set forth in Exhibit II.

3.2. Public Body shall respond to and be responsible for all information, FOIA, record, and other document requests directed to Public Body from County.

3.3. Third-party product or service providers may require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service or usage, in order to provide Services to

Public Body. Public Body agrees to comply with these terms and conditions. Public Body must follow the termination provisions of this Agreement if it determines that it cannot comply with any of the terms and conditions.

#### 4. **DURATION OF INTERLOCAL AGREEMENT.**

- 4.1. This Agreement and any amendments shall be effective when executed by both Parties with resolutions passed or other appropriate authorization given by the governing bodies of each Party, except as otherwise specified herein. The approval and terms of this Agreement and any amendments, except as otherwise specified herein, shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State.
- 4.2. Unless extended by an Amendment, this Agreement shall remain in effect for five (5) years from the date the Agreement is completely executed by all Parties or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement.

#### 5. **ASSURANCES.**

- 5.1. **Responsibility for Claims.** Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts or omissions of its employees and agents arising under or related to this Agreement.
- 5.2. **Responsibility for Attorney Fees and Costs.** In any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
- 5.3. **No Indemnification.**
  - 5.3.1. Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
  - 5.3.2. Except as otherwise provided in this Agreement, this Agreement does not and is not intended to create any third-party obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, or any other right in favor of any third person or entity.
- 5.4. **Costs, Fines, and Fees for Noncompliance.** Public Body shall be solely responsible for all costs, fines, penalties, assessments, and fees associated with its acts or omissions related to this Agreement and/or for noncompliance with this Agreement.
- 5.5. **Reservation of Rights.** This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 5.6. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 5.7. **Compliance with Laws.** Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

## **6. USE OF CONFIDENTIAL INFORMATION**

- 6.1. The Parties shall not reproduce, provide, disclose, or give access to Confidential Information to County or Public Body employees, agents, or contractors not having a legitimate need to know the Confidential Information, or to any third-party. County and Public Body shall only use the Confidential Information for performance of this Agreement. Notwithstanding the foregoing, the Parties may disclose the Confidential Information if required by law, statute, or other legal process provided that the Party required to disclose the information: (i) provides prompt written notice of the impending disclosure to the other Party, (ii) provides reasonable assistance in opposing or limiting the disclosure, and (iii) makes only such disclosure as is compelled or required. This Agreement imposes no obligation upon the Parties with respect to any Confidential Information when it can be established by legally sufficient evidence that the Confidential Information: (i) was in possession of or was known by prior to its receipt from the other Party, without any obligation to maintain its confidentiality; or (ii) was obtained from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 6.2. Notwithstanding anything to the contrary, County has no obligation to inform or provide notice to Public Body regarding the disclosure of non-Confidential Information or records that are required to be disclosed by law.
- 6.3. Subject to any record retention laws or legal requirements, within five (5) business days after receiving a written request from the other Party, or upon termination of this Agreement, the receiving Party shall return or destroy all of the disclosing Party's Confidential Information.

## **7. DISCLAIMER OF WARRANTIES.**

- 7.1. COUNTY SERVICES, INCLUDING ANY GOODS, SERVICES, PARTS, SUPPLIES, EQUIPMENT, OR OTHER ITEMS THAT ARE PROVIDED TO PUBLIC BODY UNDER THIS AGREEMENT, ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, "WITH ALL FAULTS."
- 7.2. COUNTY EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON- INFRINGEMENT.
- 7.3. COUNTY MAKES NO WARRANTY THAT: (I) THE SERVICES WILL MEET PUBLIC BODY'S REQUIREMENTS, OR (II) THE SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE, ACCURATE, OR ERROR-FREE.

## **8. LIMITATION OF LIABILITY.**

- 8.1. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY OTHER PERSON, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, AND/OR PUNITIVE DAMAGES ARISING OUT OF THIS AGREEMENT, REGARDLESS OF WHETHER THE OTHER PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.
- 8.2. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN AND TO THE EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY OF COUNTY TO

PUBLIC BODY UNDER THIS AGREEMENT (WHETHER BY REASON OF BREACH OF CONTRACT, TORT, EQUITY, OR OTHERWISE) SHALL NOT EXCEED ONE HUNDRED DOLLARS (\$100).

9. **DISPUTE RESOLUTION.** All disputes relating to the execution, interpretation, performance, or nonperformance of this Agreement involving or affecting the Parties may first be submitted to and Public Body's Agreement Administrator/Point of Contact for possible resolution. County's Chief Attorney of IDSO and Public Body's Agreement Administrator/Point of Contact may promptly meet and confer in an effort to resolve such dispute. If they cannot resolve the dispute in five (5) business days, the dispute may be submitted to the chief executive officials of each Party or their designees. The chief executive officials or their designees may meet promptly and confer in an effort to resolve such dispute.
10. **TERMINATION OR CANCELLATION OF AGREEMENT.**
- 10.1. **Termination for Convenience.** Either Party may terminate or cancel this entire Agreement or any one of the Services described in the attached Exhibit(s), upon one hundred twenty (120) days' written notice, for any reason including convenience.
- 10.2. **Immediate Termination.** County may terminate or cancel this Agreement, in whole or in part, immediately, upon notice to the Public Body, if any third-party funding for this Agreement is reduced or terminated.
- 10.3. The effective date of termination and/or cancellation shall be clearly stated in the written notice. Either the County Executive or the Board of Commissioners are authorized to terminate this Agreement for County under this provision.
11. **SUSPENSION OF SERVICES.** County, through its Chief Attorney of the IDSO, may suspend Services immediately for any period of time for any of the following reasons: (i) requests by law enforcement or other governmental agencies; (ii) engagement by Public Body in fraudulent or illegal activities relating to the Services provided herein; (iii) breach of the terms and conditions of this Agreement; or (iv) unexpected technical, security, or personnel issues. The right to suspend Services is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 10. County shall not incur any penalty, expense or liability if Services are suspended under this Section.
12. **GENERAL TERMS AND CONDITIONS.**
- 12.1. **Delegation or assignment.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.
- 12.2. **No employee-employer relationship.** Nothing in this Agreement shall be construed as creating an employee-employer relationship between County and Public Body. At all times and for all purposes under this Agreement, the Parties' relationship to each other is that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, contractors, agents, and servants during the term of this Agreement. No liability, right or benefits arising out of an employer/employee relationship, either express or implied, shall arise or accrue to either Party as a result of this Agreement.
- 12.3. **No third-party beneficiaries.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual

right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.

- 12.4. **No implied waiver.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
- 12.5. **Severability.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.
- 12.6. **Precedence of documents.** In the event of a conflict between the terms and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms and conditions in the Exhibits or other documents that comprise this Agreement.
- 12.7. **Captions.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
- 12.8. **Force majeure.** Notwithstanding any other term or provision of this Agreement, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, other labor difficulties, or any law, order, regulation, direction, action, or request of the United States government or of any other government. Reasonable notice shall be given to the affected Party of any such event.
- 12.9. **Notices.** Except as otherwise provided in the Exhibits, notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
- 12.9.1. If Notice is sent to County, it shall be addressed and sent to: 1) County's Chief Attorney of the Indigent Defense Services Office at 1200 N. Telegraph Road, Building 14E, Second Floor, Pontiac, MI 48341-0419.
- 12.9.2. If Notice is sent to Public Body, it shall be addressed to: Thomas Skrobola, Finance Director/Treasurer, 31555 W. 11 Mile Road, Farmington Hills, MI 48336.

12.9.3. Either Party may change the individual to whom Notice is sent and/or the mailing address by notifying the other Party in writing of the change.

12.10. **Governing law/consent to jurisdiction and venue.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.

12.11. **Survival of terms.** The following terms and conditions shall survive and continue in full force beyond the termination or cancellation of this Contract (or any part thereof) until the terms and conditions are fully satisfied or expire by their nature: Definitions (Section 1); Assurances (Section 6); Use of Confidential Information (Section 7); Disclaimer of Warranties (Section 8); Limitation of Liability (Section 9); Dispute Resolution (Section 10); and General Terms and Conditions (Section 13).

12.12. **Entire agreement.**

12.12.1. This Agreement represents the entire agreement and understanding between the Parties regarding the Services/goods described in the attached Exhibit(s) and supersedes all other oral or written agreements between the Parties.

12.12.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Thomas Skrobola, Finance Director/Treasurer, hereby acknowledges that they have been authorized by a resolution of the City of Farmington Hills, a certified copy of which is attached, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
[insert name of official, title, and name of public body]

WITNESSED: \_\_\_\_\_ DATE: \_\_\_\_\_  
[insert name, title]

AGREEMENT  
ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
(IF APPLICABLE)

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland

County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
David T. Woodward, Chairperson, Oakland County Board of Commissioners

**EXHIBIT I**  
**SCOPE OF COUNTY DELIVERABLES**

**I. Standard 7 Performance Review Process Overview**

- A. MIDC Standard 7(A) and (B) requires attorneys on its criminal appointment list to have the basic and misdemeanor case qualifications to perform indigent defense work for Public Body. County will not determine whether the attorneys on Public Body’s criminal appointment list have the basic qualifications required under MIDC Standard 7(A) and (B).
- B. County agrees to periodically report on the quality of the representation provided by individual indigent defense attorneys for Public Body as required under MIDC Standard 7(C). County will satisfy this requirement through the process below.
- C. Every year, County will conduct a performance review of approximately one-third of the total number of attorneys on Public Body’s criminal appointment list under the Performance Guidelines and Core Competencies established by County. The Performance Guidelines and Core Competencies will be provided to the Public Body Point of Contact. The Public Body Point of Contact will provide copies of these documents to the attorneys on Public Body’s criminal appointment list before County performs its duties under Exhibit I. County reserves the right to revise the Performance Guidelines and Core Competencies as necessary to achieve quality of representation as required under MIDC Standard 7. County will provide reasonable notice to Public Body of any changes.
- D. Newer attorneys and attorneys needing improvement or subject to performance improvement plans may be reviewed more frequently.

**II. Review Process Steps**

- A. Step One: The IDSO will email the attorney to be reviewed and ask them to complete the self-assessment report—which includes attaching a recent writing sample—and provide a list of their upcoming court hearings for the next 30 days. Absent good cause, this information is due within 14 days of the request.
- B. Step Two: The Principal Attorney will gather information about the attorney’s performance via, among other things, in-court observation(s) and stakeholder surveys, including but not limited to peers in the criminal defense community, judges, assistant prosecutors, and indigent clients. In-court observations may be asynchronous and occur at a court other than the Public Body’s third-class district court.

- C. Step Three: The Principal Attorney will meet with the attorney and review at least three of the attorney's recent case files at the Principal Attorney's office. The Principal Attorney has discretion to meet with the attorney at another location. (Privileged material in the files can be redacted.)
- D. Step Four: The Principal Attorney will determine whether or not the attorney has met expectations or needs improvement under the established Performance Guidelines and Core Competencies. The Principal Attorney will submit a report with their recommendations to the Public Body Point of Contact for consideration. The Principal Attorney will also email a copy of their report to the attorney. If the attorney disagrees with the Principal Attorney's report, they can submit a response to the Public Body Point of Contact. This response is due within 14 days unless the Point of Contact grants an extension.

III. **Public Body's Obligations on Attorney Evaluations**

- A. After reviewing the Principal Attorney's recommendations and any response, Public Body will fulfill its own obligations under MIDC Standard 7 as outlined in Exhibit II.
- B. If the attorney is also on the County's appointment list, County will independently follow its process for handling recommendations on reviews. County is not required to inform Public Body about its assessment of an attorney's performance or any action it took based on the recommendation.
- C. County is not obligated or required to perform any services to improve the quality of representation provided by Public Body's criminal assignment attorneys.

**EXHIBIT II**  
**PUBLIC BODY OBLIGATIONS**

- I. Public Body shall designate a representative(s) to act as a Point of Contact with County's Chief Attorney of the IDSO. The Point of Contact's responsibilities shall include:
  - A. Direct coordination and interaction with the Chief Attorney of the IDSO and the Principal Attorney of the IDSO who will be monitoring and regularly assessing the quality of the representation provided by indigent defense attorneys for Public Body.
  - B. Communication with the general public when appropriate about County's and Public Body's coordination of the requirements under MIDC Standard 7.
  
- II. Public Body agrees to the following requirements:
  - A. Public Body will be solely responsible for complying with MIDC Standard 7(A) and (B), which requires attorneys on its criminal appointment list to have the basic and misdemeanor case qualifications to perform indigent defense work for Public Body.
  - B. Public Body will provide its criminal appointment list to the Principal Attorney and ensure that the list contains accurate contact information for each attorney. If Public Body is aware, or becomes aware, that any of its attorneys were found to have negative performance issues or found to have violated MIDC Standards, Public Body must provide that information to County.
  - C. Public Body Point of Contact will provide Performance Guidelines and Core Competencies as provided by County to each attorney on its criminal appointment list.
  - D. Public Body is responsible for complying with MIDC Standard 7 including, but not limited to, the following: 1) performing its own investigation and evaluation of deficient attorneys; and 2) remedying any deficiencies among its criminal appointment attorneys.
  - E. Public Body is responsible for its own quarterly reporting requirements for Standard 7 under the Public Body's MIDC Grant Contract.
  - F. Public Body understands that County, which includes its IDSO department, is a public body subject to disclosure requirements of the Michigan Freedom of Information Act (hereinafter FOIA), MCL 15.231 *et al.* Public Body understands that any written evaluations and recommendations made by the Principal Attorney of the IDSO regarding Public Body's criminal appointment attorneys may be subject to disclosure under FOIA.



OFFICE OF CITY CLERK

**INTEROFFICE CORRESPONDENCE**

**TO:** Mayor and City Council  
**FROM:** Carly Lindahl, City Clerk  
**DATE:** February 10, 2025  
**SUBJECT:** Approval of Amendment to Employment Agreement

**RECOMMENDATION:**

IT IS RESOLVED, that City Council hereby recommends approval of the first amendment to the Employment Agreement for the City Clerk, Carly Lindahl, in follow-up to the closed session employee review of January 13, 2025.



OFFICE OF CITY CLERK

**INTEROFFICE CORRESPONDENCE**

**TO:** Mayor and City Council  
**FROM:** Carly Lindahl, City Clerk  
**DATE:** February 10, 2025  
**SUBJECT:** License Agreement for Costick Activities Center

In the Fall of 2023, City Council approved an agreement with Oakland County for election services related to early voting along with a license agreement with the Board of County Election Commissioners for Oakland County for use of the Costick Activities Center as an early voting site for both Farmington and Farmington Hills residents. That license agreement expired on December 1, 2024.

The attached renewal license agreement has been revised for 2025 with minor updates and has been reviewed by the City Attorney.

**RECOMMENDATION:**

That the Farmington Hills City Council hereby approves the renewal of the required license agreement with the Board of County Election Commissioners for Oakland County for use of the Costick Activities Center as an early voting site.

## License Agreement

City of Farmington Hills (“Licensor”) hereby grants a license for use of its property as set forth herein to:

**Name of Entity or Person (“Licensee”): Board of County Election Commissioners for Oakland County**

**Address: 1200 N. Telegraph, Pontiac, Michigan 48341**

**Contact Person: Joseph Rozell, Director of Elections for Oakland County**

**Telephone Number: 248-452-2276**

**E-Mail Address: rozellj@oakgov.com**

For and in consideration of the issuance of this license, the Parties agree to the following terms and conditions:

1. **Use of Property.** Licensee may only use the property described below for the purposes set forth in this Agreement.
  - 1.1. **Property.** Costick Activities Center – Shannon Hall, 28600 W. Eleven Mile Rd., Farmington Hills, MI 48336. (“Property”)
  - 1.2. **Use.** The Property shall only be used as an Early voting site pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq* during the nine days of Early voting at the election dates specified in Michigan Election Law (the “Election Dates”) and up to two days before and up to three days after Early voting at the Election Dates to allow for equipment setup and equipment removal. Notwithstanding anything in this Agreement, Licensor shall have reasonable access to the Property for other purposes and/or uses during the term of this Agreement so long as such purposes and/or uses are consistent with and do not interfere with Licensee’s use.
  - 1.3. **Term of Agreement.** This Agreement shall begin on the date this Agreement is fully executed (“**Effective Date**”), and notwithstanding a license generally being terminable at the will of the Licensor, it shall terminate on December 1, 2026 so as to cover more than one election cycle, however, Licensee may only occupy the Property during the nine days of Early voting at the Election Dates and up to two days before and up to three days after Early voting at the Election Dates to allow for equipment setup and equipment removal.
  - 1.4. **Fee.** Licensee shall pay Licensor \$100 for each election in which the Property is used as an Early voting site which shall be governed by the Parties’ Agreement for Election Services as applicable.
  - 1.5. **Condition of Property.** During this Agreement, Licensee shall keep the Property in good order, in a clean and safe condition, and free of trash. Except for normal wear and tear, Licensee’s use of the Property shall not cause damage to the Property.

Licensee is responsible for putting all trash and debris into the appropriate indoor receptacles.

- 1.6. **Condition of Property upon Termination of Agreement.** Except for normal wear and tear, at the expiration or termination of this Agreement, Licensee shall leave or return possession of the Property in the same condition that Licensee found it.
  - 1.7. **Compliance with Law.** Licensee, including its employees, agents, volunteers, and subcontractors shall comply with all applicable federal, state, and local laws, regulations, rules, ordinances, and the provisions of this Agreement.
  - 1.8. **Signs/Advertisement.** Licensor shall permit the placement of political signage on the Property during the period for Early voting, provided that the signage is not placed within 100 feet of the entrance used by voters. The Election Inspectors responsible for the Early voting site shall be responsible for the enforcement of the 100-foot requirement.
  - 1.9. **Alterations, Additions, Changes to Property.** Licensee shall not make any alterations, additions, or changes to the Property, without the prior written approval of Licensor.
  - 1.10. **Property "AS IS".** LICENSEE ACCEPTS THE PROPERTY "AS IS." LICENSEE ACKNOWLEDGES THAT LICENSEE HAD THE OPPORTUNITY TO INSPECT THE PROPERTY AND EITHER INSPECTED THE PROPERTY OR CHOSE NOT TO INSPECT THE PROPERTY.
  - 1.11. **No Smoking.** Smoking is prohibited on the Property.
  - 1.12. **Alcohol Use on Property.** Licensee shall not sell or consume or allow anyone to sell or consume alcoholic beverages on the Property.
2. **Licensee Responsibilities.**
    - 2.1. The Licensee shall coordinate the delivery of the necessary voting equipment and supplies on the Thursday or Friday prior to the start of Early voting.
    - 2.2. The Licensee shall coordinate the removal of the voting equipment and supplies on the Monday or Wednesday after the end of Early voting.
3. **Licensor Responsibilities.**
    - 3.1. The Licensor shall provide access to a clean space for the conduct of Early voting and access to clean restroom facilities to be used by Election Inspectors and voters.
    - 3.2. The fee paid to the Licensor under Section 1.4 includes all costs associated with Licensee's use of the Property and Licensor shall not surcharge Licensee for any additional costs such as electricity or water.
4. **Liability/Assurances.**
    - 4.1. **Damage to Licensor's Property/Facility.** Licensee shall be responsible for any damage to the Property that is caused by Licensee, its employees, agents, volunteers

or subcontractors. If such damage occurs, Licensor may make the necessary repairs and/or replacements or cause a third party to make the necessary repairs and/or replacements. Licensee shall reimburse Licensor the costs for repairing and/or replacing such damage to the Property. Licensor shall invoice Licensee for such costs and Licensee shall pay such costs within thirty (30) days of receiving the bill.

- 4.2. **Damage to Licensee's Property.** Licensee shall be solely and entirely liable and responsible for any loss or damage resulting from fire, theft or other means to its personal property located, kept, or stored on the Property.
- 4.3. **Liability for Claims.** Licensee shall be solely liable and responsible for any claims asserted by Licensee's employees, agents, volunteers or subcontractors occurring at or on the Property, which arise out of Licensee's use of the Property.
- 4.4. **Reservation of Rights/Limitation of Liability.** This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the Parties.
- 4.5. **Survival.** Section 4 and the duties and obligations contained herein shall survive the expiration or termination of this Agreement.
5. **Insurance.** Oakland County is self-insured and will provide a self-insurance certificate for use of the Property.
6. **Termination.**
  - 6.1. This Agreement shall terminate automatically at the end of its term.
7. **No Interest in Property.** Licensee, by virtue of this Agreement, shall not have any title to or interest in the Property or any portion thereof. Licensee has not, does not, and will not claim any such title, interest, or any easement over the Property.
8. **Waiver.** Waiver of any term or condition under this Agreement must be in writing. No written waiver, in one or more instances, shall be deemed or construed as a continuing waiver of any term or condition of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.
9. **Cumulative Remedies.** A Party's exercise of any remedy shall not preclude the exercise of any other remedies, all of which shall be cumulative. A Party shall have the right, in its sole discretion, to determine which remedies are to be exercised and in which order.
10. **Amendments.** This Agreement cannot be modified unless reduced to writing and signed by both Parties.
11. **Severability.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms or conditions shall remain in full force and effect.
12. **Governing Law.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan.

13. **Counterparts.** This Agreement may be executed in one or more counterparts, including facsimile copies, each of which shall be deemed an original, but all of which shall together constitute one instrument.
14. **Entire Agreement.** This Agreement sets forth all covenants, promises, agreements, conditions, and understandings between the Parties concerning the use of the Property and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between the Parties other than are herein set forth, except the Parties' Agreement for Election Services as applicable.
15. **Authorization.** The Parties represent that their respective signatories have the requisite authority to execute and bind them to the duties and responsibilities contained herein.

**APPROVED AND AUTHORIZED BY LICENSEE:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

**APPROVED AND AUTHORIZED BY LICENSOR:**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE



**CITY MANAGER'S REPORT TO  
MAYOR AND COUNCIL**

**DATE: 01/27/2025**

**DEPT: Special Services**

**RE: Consideration of Employment for Maryam Bacha**

**ADMINISTRATIVE SUMMARY**

- The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.
- Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Maryam Bacha.

Name: Maryam Bacha

Position Applied For: Lifeguard

Number of Employees Needed in this Position: 4

Date Position Posted: 10/01/2024 Open Until: Filled

Number of Applicants for this position: 2

Number of Applicants Interviewed: 2

Salary: \$13.50/hr.

Relationship: Maryam Bacha is the sister of Amina Bacha and Samira Bacha who are employed in the Recreation Division of Special Services.

Justification: Maryam Bacha is the most qualified applicant and is available to begin work immediately.

**RECOMMENDATION**

- "IT IS RESOLVED that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Maryam Bacha, who is related to employees of the City, Amina Bacha and Samira Bacha, who are Lifeguards for Special Services."

Prepared by: Hannah Muth, Recreation Supervisor - Aquatics and Facilities

Department Approval: Ellen Schnackel, Director of Special Services

Executive Approval: Gary Mekjian, City Manager



**CITY MANAGER’S REPORT TO  
MAYOR AND COUNCIL**

**DATE: 01/27/2025**

**DEPT: Special Services**

**RE: Consideration of Employment for Ranya Bacha**

**ADMINISTRATIVE SUMMARY**

- The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.
- Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Ranya Bacha.

Name: Ranya Bacha

Position Applied For: Lifeguard

Number of Employees Needed in this Position: 4

Date Position Posted: 10/01/2024 Open Until: Filled

Number of Applicants for this position: 2

Number of Applicants Interviewed: 2

Salary: \$13.50/hr.

Relationship: Ranya Bacha is the sister of Amina Bacha and Samira Bacha who are employed in the Recreation Division of Special Services.

Justification: Ranya Bacha is the most qualified applicant and is available to begin work immediately.

**RECOMMENDATION**

- “IT IS RESOLVED that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Ranya Bacha, who is related to employees of the City, Amina Bacha and Samira Bacha, who are Lifeguards for Special Services.”

Prepared by: Hannah Muth, Recreation Supervisor - Aquatics and Facilities

Department Approval: Ellen Schnackel, Director of Special Services

Executive Approval: Gary Mekjian, City Manager



**CITY MANAGER’S REPORT TO  
MAYOR AND COUNCIL**

**DATE: 02/10/2025**

**DEPT: Special Services**

**RE: Consideration of Employment for Sandra Abbott**

**ADMINISTRATIVE SUMMARY**

- The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.
- Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification, and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Sandra Abbott.

Name: Sandra Abbott

Position Applied For: Hawk’s Nest Leader

Number of Employees Needed in this Position: 20

Date Position Posted: 7/9/2024      Open Until: Filled

Number of Applicants for this position: 10

Number of Applicants Interviewed: 10

Salary: \$13.00/hr.

Relationship: Sandra Abbott is the mother of Shannon Gale who is employed in the Assessing department as a Clerk Typist.

Justification: Sandra Abbott is the most qualified applicant and is available to begin work immediately.

**RECOMMENDATION**

- “IT IS RESOLVED that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Sandra Abbott, who is related to Shannon Gale, who works in Assessing at city hall.

Prepared by:                      Liesl Blankenship, Recreation Specialist  
 Department Approval: Ellen Schnackel, Director of Special Services  
 Executive Approval: Gary Mekjian, City Manager



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE:** 02/10/2025

**DEPT:** Special Services

**RE:** Consideration of Employment for Dianna Rose

### ADMINISTRATIVE SUMMARY

- The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.
- Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification, and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Dianna Rose.

Name: Dianna Rose

Position Applied For: Archery Instructor

Number of Employees Needed in this Position: 9

Date Position Posted: 4/22/2024    Open Until: Filled

Number of Applicants for this position: 6

Number of Applicants Interviewed: 6

Salary: \$20.00/hr.

Relationship: Dianna Rose is the wife of Dave Rose and the mother of Matthew Rose who are employed in the Recreation Division of Special Services as archery instructors.

Justification: Dianna Rose is the most qualified applicant and is available to begin work immediately.

### RECOMMENDATION

- "IT IS RESOLVED that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Dianna Rose, who is related to employees of the City, Dave Rose and Matthew Rose, who are Archery Instructors for Special Services."

Prepared by: Liesl Blankenship, Recreation Specialist

Department Approval: Ellen Schnackel, Director of Special Services

Executive Approval: Gary Mekjian, City Manager



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 02/10/2025

DEPT: Special Services

RE: Consideration of Employment for Sean Lee

### ADMINISTRATIVE SUMMARY

- The Department of Special Services has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.
- Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification, and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Department of Special Services respectfully requests the City Council's approval of Sean Lee.

Name: Sean Lee

Position Applied For: Building Assistant

Number of Employees Needed in this Position: 9

Date Position Posted: 6/25/2024    Open Until: Filled

Number of Applicants for this position: 6

Number of Applicants Interviewed: 6

Salary: \$14.00/hr

Relationship: Sean Lee is the son of Mildred Lee who is a Building Maintenance Worker in the Special Services Department.

Justification: Sean Lee is the most qualified applicant and is available to begin work immediately.

### RECOMMENDATION

- "IT IS RESOLVED that the City Council of Farmington Hills hereby approves an employment request per Section 10.01A of the City Charter for Sean Lee, who is related to an employee of the City, Mildred Lee, a Building Maintenance Worker in the Special Services Department."

Prepared by: Brian Moran, Deputy Director of Special Services

Department Approval: Ellen Schnackel, Director of Special Services

Executive Approval: Gary Mekjian, City Manager



To: Mayor and City Council Members

From: Thomas C. Skrobola, Finance Director/Treasurer

Date: February 4, 2025

Subject: **FY 2024/25 Second Quarter Financial Summary Report**

Enclosed you will find the 12/31/2024 Second 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 \$78.6 million, which is the same amount projected in the FY 2024-25 Adopted Budget.

**Expenditures/Transfers-out:**

Total annual expenditures and transfers-out are projected to be \$84.4 million, which is the same amount indicated in the Adopted FY 2024-25 Budget, plus \$100 thousand of additional transfers to the Capital Improvement Fund to provide an appropriate working capital reserve, as well as roughly \$332 thousand of administrative "Rollovers", representing unspent budgeted dollars from FY 2023-24 to FY 2024-25.

**Fund Balance:**

Total Fund Balance is projected to be approximately \$54.1 million at June 30, 2025.

## **Major Road Fund**

### **Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$14.2 million, which is the same amount projected in the FY 2024-25 Adopted Budget.

### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$16.8 million, which is the same amount projected in the Adopted FY 2024-25 Budget, plus roughly \$337 thousand of Rollovers.

### **Fund Balance:**

The projected Fund Balance of \$13.1 million is 77.9% of projected Total Expenditures at June 30, 2025.

## **Local Road Fund**

### **Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$19.0 million, which is the same amount projected in the FY 2024-25 Adopted Budget.

### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$19.1 million, which is the same amount projected in the Adopted FY 2024-25 Budget.

### **Fund Balance:**

The projected Fund Balance of \$7.4 million is 39.0% of projected Total Expenditures at June 30, 2025.

## **Capital Improvement Fund**

### **Revenue/Transfers-in:**

Total annual revenue and transfers-in are projected to be \$14.1 million, which is \$100 thousand more than the FY 2024-25 Adopted Budget, representing \$100 thousand of additional transfer from the General Fund to provide an appropriate working capital reserve.

### **Expenditures/Transfers-out:**

Total annual expenditures and transfers-out is projected to be \$24.5 million, which is the same amount projected in the Adopted FY 2024-25 Budget, including \$9.8 million of Rollovers.

### **Fund Balance:**

The Projected Fund Balance of \$0.1 million is 0.4% of projected Total Expenditures at June 30, 2025.

Please contact me if you have any questions.

FY 2024-25 2nd Quarter Financial Report

**GENERAL FUND SUMMARY**

	2024/25 Amended Budget	2024/25 Year-To-Date (includes encumbrances)	2024/25 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned	1,597,264	1,597,264	1,597,264		
Unassigned+Budget Reserve	59,975,667		59,975,667		
Total Fund Balance (actual)	61,572,931	1,597,264	61,572,931		
<b><u>Revenue</u></b>					
Property Taxes	40,612,945	27,498,605	40,612,945	-	0.00%
Business Licenses & Permits	25,573	12,310	25,573	-	0.00%
Other Licenses & Permits	1,856,094	908,209	1,856,094	-	0.00%
Grants	439,366	294,063	439,366	-	0.00%
State Shared Revenues	10,644,878	2,128,323	10,644,878	-	0.00%
Fees	7,617,882	2,669,431	7,617,882	-	0.00%
Sales	491,886	634,250	491,886	-	0.00%
Fines & Forfeitures	1,626,525	1,016,624	1,626,525	-	0.00%
Interest Earnings	1,304,264	635,156	1,304,264	-	0.00%
Recreation User Charges	10,412,673	4,000,212	10,412,673	-	0.00%
Other Revenue	2,216,163	1,035,119	2,216,163	-	0.00%
Total Revenue	77,248,249	40,832,303	77,248,249	-	0.00%
<b><u>Expenditures</u></b>					
City Council	166,177	68,581	166,177	-	0.00%
Planning Commission	52,653	87,243	52,653	-	0.00%
Boards and Commissions	3,351,420	2,001,726	3,351,420	-	0.00%
City Administration	653,119	354,028	653,119	-	0.00%
DEI & Employee Development	187,996	56,458	187,996	-	0.00%
Economic Development	303,839	204,446	303,839	-	0.00%
Public Information	1,128,543	443,099	1,128,543	-	0.00%
Finance	298,011	178,019	298,011	-	0.00%
Accounting	703,026	320,530	703,026	-	0.00%
Assessing	970,227	471,014	970,227	-	0.00%
Treasury	448,915	176,072	448,915	-	0.00%
Corporation Counsel	798,400	319,530	798,400	-	0.00%
City Clerk	1,095,423	596,998	1,095,423	-	0.00%
Human Resources	921,347	342,959	921,347	-	0.00%
Central Services	1,578,988	628,091	1,578,988	-	0.00%
Support Services	3,534,122	2,297,600	3,534,122	-	0.00%
Post-Employment Benefits	3,673,209	1,836,605	3,673,209	-	0.00%
Police Department	20,381,317	12,077,580	20,381,317	-	0.00%
Fire Department	8,528,058	3,896,221	8,528,058	-	0.00%
Public Services Administration	660,680	323,455	660,680	-	0.00%
Road Maintenance (Net)	353,432	420,714	353,432	-	0.00%
Planning & Community Development	2,193,894	1,042,141	2,193,894	-	0.00%
Building Maintenance	526,234	241,506	526,234	-	0.00%
Engineering	1,720,796	780,051	1,720,796	-	0.00%
DPW Maintenance Facility	1,485,734	657,781	1,485,734	-	0.00%
Waste Removal	4,291,140	1,861,782	4,291,140	-	0.00%
Special Services Administration	4,581,677	2,524,638	4,581,677	-	0.00%
Youth Services	0	0	0	-	0.00%
Senior Services	1,171,149	761,270	1,171,149	-	0.00%
Parks Maintenance	2,049,397	1,078,833	2,049,397	-	0.00%
Cultural Arts	1,734,887	746,881	1,734,887	-	0.00%
Golf Course	1,055,437	421,288	1,055,437	-	0.00%
Recreation Programs	3,206,130	1,710,156	3,206,130	-	0.00%
Ice Arena	1,268,729	464,101	1,268,729	-	0.00%
Total Expenditures	75,074,106	39,391,395	75,074,106	0	0.00%
Excess of Revenue Over (Under) Expenditures	2,174,143	1,440,908	2,174,143	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Operating Transfers In	1,316,850	658,426	1,316,850	-	0.00%
Operating Transfers Out	(9,273,787)	(4,636,894)	(9,373,787)	(100,000)	1.08%
Total Other Financing Sources (Uses)	(7,956,937)	(3,978,468)	(8,056,937)	(100,000)	1.26%
Excess of Revenue and Other Financing	(5,782,794)	(2,537,560)	(5,882,794)	(100,000)	1.73%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	1,597,264		1,597,264		
Unassigned+Budget Reserve	54,192,873		54,092,873		
Total Fund Balance, June 30	55,790,137		55,690,137		
Total Fund Balance - Percent of Expenditures	66.1%		65.9%		
Unassigned Fund Balance - Percent of Expendit	64.2%		64.1%		
Unassigned Fund Balance	54,192,873		54,092,873		
Revenue + Transfers-in	78,565,099		78,565,099	-	0.00%
Expenditures + Transfers-out	84,347,893		84,447,893	100,000	0.12%

FY 2024-25 2nd Quarter Financial Report

**MAJOR ROADS FUND SUMMARY**

	2024/25 Amended Budget	2024/25 Year-To-Date (includes encumbrances)	2024/25 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned	15,587,452	15,587,452	15,587,452		
Unassigned+Budget Reserve	0				
Total Fund Balance (actual)	15,587,452	15,587,452	15,587,452		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	8,194,167	2,920,373	8,194,167	-	0.00%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	8,194,167	2,920,373	8,194,167	-	0.00%
Other Revenues					
Miscellaneous	0	98,117	0	-	0.00%
Interest Earnings	266,667	138,853	266,667	-	0.00%
Total Other Revenues	266,667	236,970	266,667	-	0.00%
Total Revenue	8,460,834	3,157,344	8,460,834	-	0.00%
<b><u>Expenditures</u></b>					
Construction	9,772,225	7,174,079	9,772,225	-	0.00%
Routine Maintenance	3,262,243	1,638,478	3,262,243	-	0.00%
Traffic Services - Maintenance	708,785	520,938	708,785	-	0.00%
Winter Maintenance	942,524	104,102	942,524	-	0.00%
Administration, Records & Engineering	90,500	4,376	90,500	-	0.00%
Total Expenditures	14,776,277	9,441,973	14,776,277	-	0.00%
Excess of Revenue Over (Under) Expenditures	(6,315,443)	(6,284,629)	(6,315,443)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	5,800,000	2,913,379	5,800,000	-	0.00%
Operating Transfers Out	(2,000,000)	1,000,000	(2,000,000)	0	0.00%
Total Other Financing Sources (Uses)	3,800,000	3,913,379	3,800,000	-	0.00%
Excess of Revenue and Other Financing	(2,515,443)	(2,371,250)	(2,515,443)	-	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	13,072,009		13,072,009		
Total Fund Balance, June 30	13,072,009		13,072,009		
Total Fund Balance - Percent of Expenditures	77.9%		77.9%		
Revenue + Transfers-in	14,260,834		14,260,834	-	0.00%
Expenditures + Transfers-out	16,776,277		16,776,277	-	0.00%

FY 2024-25 2nd Quarter Financial Report

**LOCAL ROADS FUND SUMMARY**

	2024/25 Amended Budget	2024/25 Year-To-Date (includes encumbrances)	2024/25 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned Unassigned+Budget Reserve	7,655,434	7,655,434	7,655,434		
Total Fund Balance (actual)	7,655,434	7,655,434	7,655,434		
<b><u>Revenue</u></b>					
Intergovernmental Revenues					
Gas & Weight Tax (Act 51)	2,994,581	1,017,721	2,994,581	-	0.00%
Federal/State Grants	0	0	0	-	0.00%
Total Intergovernmental Revenues	2,994,581	1,017,721	2,994,581	0	0.00%
Other Revenues					
Miscellaneous					
Interest Earnings	75,000	110,120	75,000	-	0.00%
Total Other Revenues	75,000	110,120	75,000	-	0.00%
Total Revenue	3,069,581	1,127,842	3,069,581	-	0.00%
<b><u>Expenditures</u></b>					
Construction	13,748,476	12,712,679	13,748,476	-	0.00%
Routine Maintenance	4,349,716	2,611,537	4,349,716	-	0.00%
Traffic Services - Maintenance	45,708	12,653	45,708	-	0.00%
Winter Maintenance	120,915	4,993	120,915	-	0.00%
Administration, Records & Engineering	882,988	806,519	882,988	-	0.00%
Total Expenditures	19,147,803	16,148,382	19,147,803	-	0.00%
Excess of Revenue Over (Under) Expenditures	(16,078,222)	(15,020,540)	(16,078,222)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	0.00%
Operating Transfers In	15,900,000	7,950,000	15,900,000	-	0.00%
Operating Transfers Out	0	0	0	-	0.00%
Total Other Financing Sources (Uses)	15,900,000	7,950,000	15,900,000	0	0.00%
Excess of Revenue and Other Financing	(178,222)		(178,222)	0	0.00%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	7,477,212		7,477,212		
Total Fund Balance, June 30	7,477,212		7,477,212		
Total Fund Balance - Percent Of Expenditures	39.0%		39.0%		
Revenue + Transfers-in	18,969,581		18,969,581	-	0.00%
Expenditures + Transfers-out	19,147,803		19,147,803	-	0.00%

FY 2024-25 2nd Quarter Financial Report

**CAPITAL IMPROVEMENT FUND SUMMARY**

	2024/25 Amended Budget	2024/25 Year-To-Date (includes encumbrances)	2024/25 Year-end Projection	Projection Over (Under) Budget	Percentage Change
<b><u>Fund Balance, July 1</u></b>					
Nonspendable + Restricted + Assigned	10,490,964	10,490,964	10,490,964		
Unassigned+Budget Reserve					
Total Fund Balance (actual)	10,490,964	10,490,964	10,490,964		
<b><u>Revenue</u></b>					
Grants	100,000	0	100,000	-	-
Miscellaneous	0	580	0	-	-
Interest Earnings	8,095,000	144,368	8,095,000	-	0.00%
Total Revenue	8,195,000	144,948	8,195,000	-	0.00%
<b><u>Expenditures</u></b>					
Capital and Equipment	12,482,161	10,031,095	12,482,161	-	0.00%
City Wide Facilities Improvements	562,416	559,643	562,416	-	0.00%
Construction	11,451,596	8,454,325	11,451,596	-	0.00%
Miscellaneous	0	0	0	-	#DIV/0!
Total Expenditures	24,496,173	19,045,064	24,496,173	-	0.00%
Excess of Revenue Over (Under) Expenditures	(16,301,173)	(18,900,116)	(16,301,173)	-	0.00%
<b><u>Other Financing Sources (Uses)</u></b>					
Bond Proceeds	0	0	0	-	-
Bond Payments	0	0	0	-	#DIV/0!
Operating Transfers In	5,800,000	2,900,000	5,900,000	100,000	1.72%
Operating Transfers Out	0	0	0	-	-
Total Other Financing Sources (Uses)	5,800,000		5,900,000	100,000	1.72%
Excess of Revenue and Other Financing	(10,501,173)		(10,401,173)	100,000	-0.95%
<b><u>Fund Balance, June 30</u></b>					
Nonspendable + Restricted + Assigned	(10,209)		89,791		
Total Fund Balance, June 30	(10,209)		89,791		
Total Fund Balance - Percent of Expenditures	0.0%		0.4%		
Revenue + Transfers-in	13,995,000		14,095,000	100,000	0.71%
Expenditures + Transfers-out	24,496,173		24,496,173	-	0.00%



## MEMORANDUM

**To: Gary Mekjian, City Manager**  
**From: Thomas C. Skrobola, Finance Director/Treasurer**  
**Date: February 4, 2025**  
**Subject: The City's Quarterly Investment Report as of December 31, 2024**

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

In comparison to the quarter ended September 30, 2024, the City's total investment/bank balance is \$178.2 million, a decrease of \$17.8 million or 9.1%, which is typical for this period, coming after the deadline for the payment of Summer (2024) Property Taxes.

In comparison to the same quarter a year ago, i.e., the quarter ended December 31, 2023, the City's total investment/bank balance has decreased by \$2.8 million or 1.5%, which reflects a negative cash flow that represents a faster expenditure of capital projects in FY 2024-25 than in FY 2023-24.

The City's average Rate of Return (R.O.R.) on investments was 3.95% compared to 4.22% the previous quarter. The City's R.O.R. was below the benchmark Fed Funds Rate by 1.01%. This 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. Within the last 6 months, with the permission of the City Council, we have ramped up Robinson Investments from \$25 million to \$100 million of multi-year investments to lock-in higher interest rates. These strategies should move the City ahead of the Federal Funds rate by the end of 2025.

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 December 31, 2024								
								3.95%
								\$178,226,096
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	64,040		Immediate	0.18%	0.0001%	
Comerica Bank	All Funds-J-Fund	MF	38,189,738	38,253,778	Immediate	4.31%	0.9235%	21.46%
Community Unity	All Funds		255,704	255,704	3/25/2025	4.30%	0.0062%	0.14%
Michigan Class	All Funds	MMIP	20,833,030	20,833,030	Immediate	4.69%	0.5479%	11.69%
Oakland County Investment Pool	All Funds	LGIP	11,553,477	11,553,477	Immediate	3.90%	0.2527%	6.48%
PNC Bank	All Funds	*CK	5,272,290	5,272,290	Immediate	0.19%	0.0056%	2.96%
Robinson Capital	All Funds	MUNI	102,057,817	102,057,817	Varies	3.86%	2.2104%	57.26%
<b>Total</b>				<b>178,226,096</b>			<b>3.9463%</b>	<b>100.00%</b>
1-Year Treasury Bill Rate-trailing six months							4.37%	
3-Month Treasury Bill Rate-trailing six months							4.83%	
Quarterly Fed Funds Rate-trailing six months							4.96%	
City's Avg. R.O.R. over/(under) the 1-year T-Bill Rate							-0.42%	
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate							-0.88%	
City's Avg. R.O.R. over/(under) the Fed Funds Rate							-1.01%	
<b>Type Codes</b>								
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 'AAAm' 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	\$196,017,951			110.0%	
			\$ Change	(\$17,791,855)				
			% Change	-9.08%				
			Previous Year	\$181,020,106			101.6%	
			\$ Change	(\$2,794,010)				
			% Change	-1.54%				



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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DATE: 02/10/2025

DEPT: CITYWIDE

RE: AWARD OF CONSULTING SERVICES FOR MISSION, VISION & VALUES  
STATEMENT FOR STRATEGIC PLAN

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### ADMINISTRATIVE SUMMARY

- Request for Proposals were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Wednesday, October 30, 2024, after a one-week postponement to obtain additional bidding interest. Notification was sent to nine hundred thirty-five (935) vendors, (including three hundred sixty-three (363) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with three (3) responding. We received zero “No Bids.”
- The objective of this request for proposals is to obtain a firm that would leverage existing data collected from the recent master planning process as well as City Council and staffs’ understanding of the community’s concerns and desires for the future. The awarded firm will ensure that the “right” questions are asked, that the process is not overly cumbersome, that no stakeholders are excluded, achieve a good understanding of what community members want, identify priorities, and provides a deliverable that looks toward the future and continues to move the community forward.
- Staff reviewed the proposals and determined Raftelis Financial Consultants, Inc. is the lowest and most qualified firm to work on this project.
- Funding for the project is available in the Capital Improvements Plan



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

### BID TABULATION

Company Name	City State	Study Total
Concision Global Consulting	Bellevue, WA	\$110,000
Berry Dunn McNeil & Parker, LLC. (dba BerryDunn)	Portland, ME	\$109,100
Raftelis Financial Consultants, Inc.	Cincinnati, OH	\$57,225

### RECOMMENDATION

- In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order to Raftelis Financial Consultants, Inc. of Cincinnati, OH. in the amount of \$57,225.00 for Consulting Services for Mission, Vision & Values Statement for Strategic Plan.

###

Prepared by: Michelle Aranowski, Director of Central Services  
Reviewed by: Karen Mondora, Assistant City Manager  
Approved by: Gary Mekjian, City Manager



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 02/10/2024

DEPT: SPECIAL SERVICES - PARKS AND GOLF DIVISION

RE: AWARD OF BID FOR GOLF CLUBHOUSE TABLES AND CHAIRS

### ADMINISTRATIVE SUMMARY

- Invitations to bid were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Tuesday, January 15, 2025, for purchase of Golf Clubhouse Tables and Chairs. Notification was sent to two hundred twenty-eight (228) vendors, (including fifty-three (53) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with four (4) responding. We received zero "No Bids."
- For the tables, specifications included restaurant quality tables in multiple sizes. ConServ Flag Company was the only bidder for the 36" x 36" square with drop leaf (4) at \$2,579.34 and the lowest bidder for the remaining table sizes (96" x 30", 36" x 36", and 24" x 30" square) at \$4,524.68.
- For the chairs, specifications included a Model 95/8 MTS Burgess Salon Nesting Chair or equivalent. While the alternative chairs from Global Equipment and Unique Short Tree Design were noticeably cheaper, they were not an equivalent to what was requested. The quality is more suitable for a banquet hall, not our restaurant. ConServ Flag Company was the lowest bidder providing the requested chairs or equivalent at \$24,350.76.
- For the barstools, specifications included a Model 985-30 MTS Dine Focus Barstool or equivalent. While the alternative barstool from Global Equipment was noticeably cheaper, it was not an equivalent to what was requested. The quality is more suitable for a cafe, not our restaurant. ConServ Flag Company was the lowest bidder providing the requested barstools or equivalent at \$2,799.12.
- Funding for this project is budgeted through the Special Services Capital Improvement Fund.



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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### RECOMMENDATION

- IT IS RESOLVED, the City Council authorize the City Manager to issue a purchase order with ConServ Flag Company for the purchase of tables and chairs for the Farmington Hills Golf Clubhouse in the amount of \$34,253.90.

Prepared by: Brian Moran, Deputy Director of Special Services  
Reviewed by: Michelle Aranowski, Director of Central Services  
Reviewed by: Ellen Schnackel, Director of Special Services  
Approved by: Gary Mekjian, City Manager



**CITY MANAGER'S REPORT TO  
MAYOR AND COUNCIL**

**BID TABULATION**

ITEM	QTY	Global Equipment Company Port Washington, NY			Kijero Morgan Hill, CA			Unique Short Tree Design Rochester Hills, MI			ConServ Flag Company Sidney, NE		
		MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL
Table: 36" x 36" regular height table - laminate with X base	8	NPS CT33636xDPBTMXX	\$ 439.67	\$ 3,517.36	Flash Furniture	\$ 285.00	\$ 2,280.00	NO BID	\$ -	\$ -	Lancaster 349D3636MAHX	\$ 339.89	\$ 2,719.12
Table: 24" x 30" regular height table - laminate with X base	2	NPS CTG22430XDPBTMX X	\$ 288.36	\$ 576.72	Flash Furniture	\$ 130.00	\$ 260.00	NO BID	\$ -	\$ -	Lancaster 349D2430MAXB	\$ 289.89	\$ 579.78
Table: 30" x 96" regular height table - laminate with 3 T bases	2	NPS CT23096XDPBTMXX	\$ 764.42	\$ 1,528.84	Skutchi Designs, Inc.	\$ 2,375.00	\$ 4,750.00	NO BID	\$ -	\$ -	Lancaster 3493096BBMAH	\$ 612.89	\$ 1,225.78
<b>GRAND TOTAL TABLES</b>				<b>\$5,622.92</b>		<b>\$7,290.00</b>			<b>\$ -</b>			<b>\$ 4,524.68</b>	

ITEM	QTY	Global Equipment Company Port Washington, NY			Kijero Morgan Hill, CA			Unique Short Tree Design Rochester Hills, MI			ConServ Flag Company Sidney, NE		
		MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL
TABLE: 36" x 36" regular height table with drop leaf (4) - laminate with 3 base	6	NO BID	\$ -	\$ -	NO BID	\$ -	\$ -	NO BID	\$ -	\$ -	DakStreet 3636Flip51MH	\$ 429.89	\$ 2,579.34
<b>GRAND TOTAL DROP LEAF TABLES</b>				<b>\$ -</b>		<b>\$ -</b>			<b>\$ -</b>			<b>\$ 2,579.34</b>	

ITEM	QTY	Global Equipment Company Port Washington, NY			Kijero Morgan Hill, CA			Unique Short Tree Design Rochester Hills, MI			ConServ Flag Company Sidney, NE		
		MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL	MFG/BRAND/MODEL	UNIT PRICE	TOTAL
Nesting Banquet Chair: Model 958 MTS Burgess Salon Nesting Chair or equivalent	84	Alternate Model NPS 9378-BT-NB	\$ 88.50	\$ 7,434.00	NO BID	\$ -	\$ -	Alternate Model - # 164 bnq	\$ 79.00	\$ 6,636.00	MTS 958	\$ 289.89	\$ 24,350.76
Barstools: Model 985-30 MTS Dine Focus Barstool or equivalent	8	Alternate Model NPS BCS21	\$ 195.57	\$ 1,564.56	NO BID	\$ -	\$ -		\$ 418.00	\$ 3,344.00	MTGS 985-30	\$ 349.89	\$ 2,799.12
<b>GRAND TOTAL</b>				<b>\$8,998.56</b>		<b>\$ -</b>			<b>\$9,980.00</b>			<b>\$ 27,149.88</b>	

Estimated Lead Time for Delivery

30 days

4-6 weeks

3 weeks

45 Days



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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DATE: 02/10/2025

DEPT: PUBLIC SERVICES

RE: CONSIDERATION OF AWARD OF CONTRACT FOR THE KENDALLWOOD  
SUBDIVISIONS #2 & #4 WATER MAIN REPLACEMENT PROJECT

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### ADMINISTRATIVE SUMMARY

- Invitations to bid were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Thursday, January 16, 2025, for the Kendallwood Subdivision #2 and #4 water main replacement project. Notification was sent to one thousand twenty-six (1026) vendors, (including two hundred twenty-five (225) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with eight (8) responding. We received zero "No Bids."
- This project includes the construction of replacement water main in Kendallwood Subdivisions #2 and #4 as identified on the attached map.
- The lowest most qualified bidder who has demonstrated the ability to complete the work is Bidigare Contractors Inc. of Plymouth Township, Michigan. Their bid was in the amount of \$5,483,835.00. This bid amount is below the Engineer's estimate and within budget. Funding for this project is available through the City's Water Fund.
- Bidigare Contractors Inc. has successfully completed several water main replacement projects in Farmington Hills, including the Meadowbrook Heights Subdivision water main replacement project in 2019 and the Kimberley Subdivision water main replacement project in 2023.
- Project information will be mailed to residents prior to the start of construction. An open house meeting will also be held with the neighborhoods to display the plans, provide project information and answer resident questions.
- The contractor will be allowed to start construction after project award and execution of the contract. It is anticipated that construction will begin in the



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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spring 2025, dependent on material and supply availability. Substantial completion is anticipated within nine months of the project start date.

### RECOMMENDATION

- IT IS RESOLVED, the Kendallwood Subdivisions #2 and #4 Water Main Replacement Project be awarded to the lowest competent bidder, Bidigare Contractors Inc. of Plymouth Township, Michigan, in the amount of \$5,483,835.00, and
- IT IS FURTHER RESOLVED, the City Manager and the City Clerk be authorized to execute the contract on behalf of the City.

### Support Documentation

The City of Farmington Hills has budgeted for the construction of replacement water main within Kendallwood Subdivisions #2 and #4 as shown on the attached map. The project was identified in the City's Capital Improvement Program. Funding is available from the City's water fund and the bid is within the budgeted amount. The project will include the installation of a high-density polyethylene pipe (HDPE) or similar pipe by using mostly a directional drill construction technique, thereby minimizing construction impact to the area.

On January 16, 2025, eight (8) bids were received for the above referenced project (see Bid Summary). The low bid, provided by Bidigare Contractors Inc. is competitive with current prices in today's market. Bidigare Contracting has successfully completed similar projects for local municipalities in the Metropolitan Detroit area, including Rochester Hills, St. Clair Shores and Grosse Point. In addition, the contractor successfully completed two previous water main jobs for the City of Farmington Hills, the Meadowbrook Heights Subdivision Water Main Replacement Project in 2019 and the Kimberley Subdivision Water Main Replacement Project in 2023. Based upon our own experience working with Bidigare Contracting and their satisfactory work, it is our opinion they can adequately perform the work as outlined in the contract.



**CITY MANAGER'S REPORT TO  
MAYOR AND COUNCIL**

**BID SUMMARY**

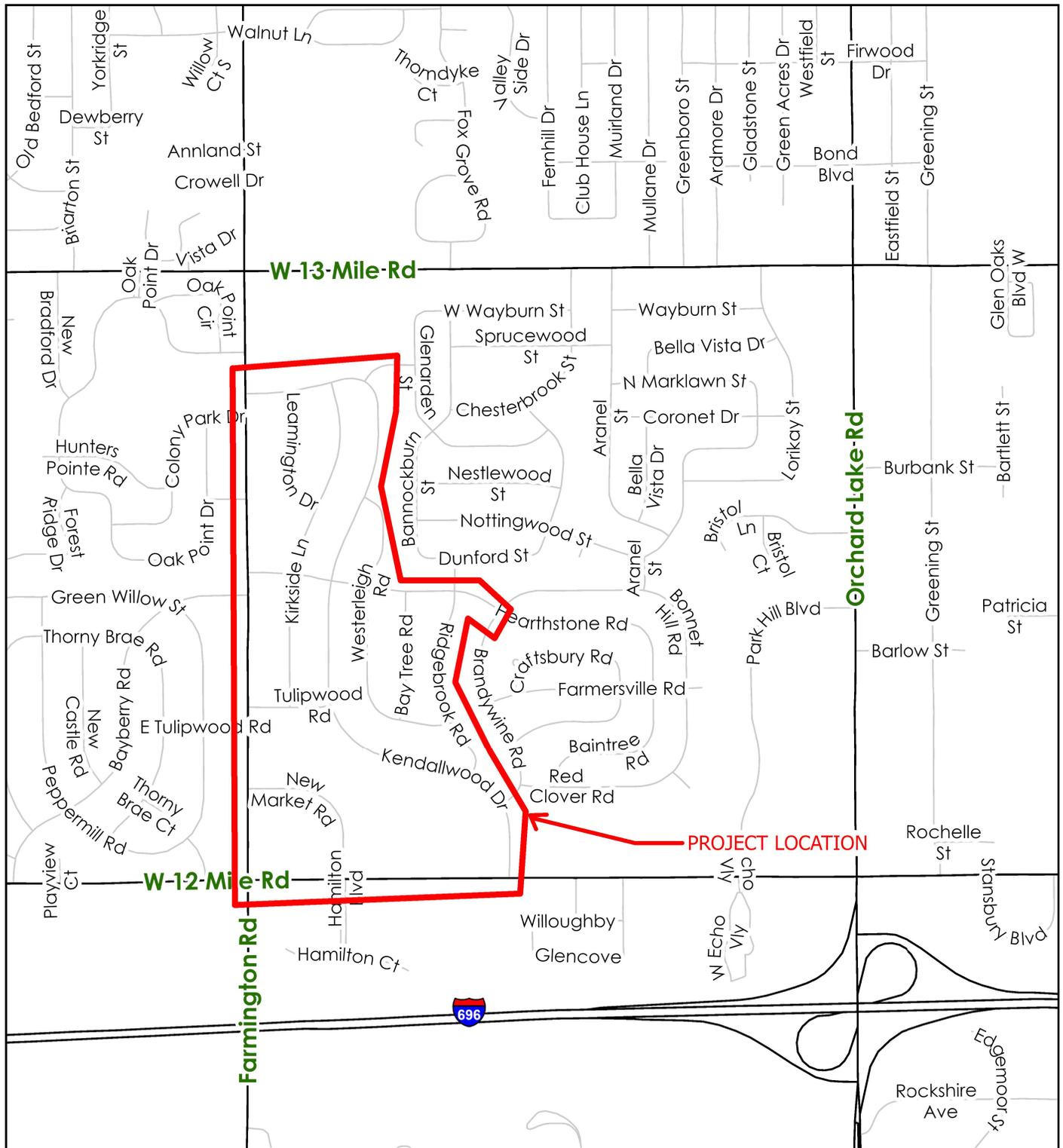
<b><u>CONTRACTOR</u></b>	<b><u>TOTAL</u></b>
Bidigare Contractor, Inc. Plymouth, MI	\$5,483,835.00
Bricco Excavating Company, L.L.C. Oak Park, MI	\$5,844,130.00
Major Contracting Group, Inc. Detroit, MI	\$6,998,030.80
Lawrence M. Clarke, Inc. Belleville, MI	\$7,023,618.00
Inner City Contracting L.L.C. Detroit, MI	\$7,080,562.90
DVM Utilities, Inc. Sterling Heights, MI	\$7,214,070.00
LGC Global, Inc. Detroit, MI	\$7,941,127.82
Murphy Pipeline Contractors, L.L.C. Jacksonville, FL	\$11,294,750.00

Table Description: Summary of bid results for the Kendallwood Subdivisions #2 & #4 Water Main Replacement Project

###

Prepared by: Tyler Sonoga, Civil Engineer  
Reviewed by: James Cubera, P.E., City Engineer  
Reviewed by: Michelle Aranowski, Director of Central Services  
Reviewed by: Jacob Rushlow, P.E., Director of Public Services  
Approved by: Gary Mekjian, City Manager

# City of Farmington Hills Kendallwood Subdivisions #2 & #4 Water Main Replacement Project





**CITY MANAGER’S REPORT TO  
MAYOR AND COUNCIL**

**DATE: 02/10/2025**

**DEPT: Special Services**

**RE: Audio and Visual Theatre Technology Services**

**ADMINISTRATIVE SUMMARY**

- The contract for Audio and Visual Theatre Technology Services was publicly advertised and competitively bid on the Michigan Inter-governmental Trade Network (MITN) e-procurement system, and after a one-week postponement opened on January 23, 2025. Notification was sent to seven hundred twenty-four (724) vendors, (including two hundred, fifty-one (251) that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled). We received zero “no bid” responses.
- The scope of work includes professional audio and visual technology services for music productions at The Hawk Mainstage and Blackbox Theatre and equipment rental if necessary.
- Following the departure of the Cultural Arts Division’s theatre manager and a significant number of technical staff to pursue full-time opportunities elsewhere, an external company was hired to temporarily oversee the technical management of the 2024-2025 performance season at The Hawk Mainstage and Blackbox venues. As the Division navigates the staffing process and continues to seek qualified candidates for the open manager and technical positions, it became necessary to solicit formal bids for a contract to ensure seamless operations during this period.
- The recommended vendor is Pro Audio and Lighting. Pro Audio and Lighting understands the scope of work and has provided excellent service on previous productions.

Vendor Name	Pro Audio and Lighting Warren, MI	
	Hourly Rate	Overtime - Hourly Rate
Audio - Visual Technician	\$90 - \$125	\$135 - \$187.50
Audio - Visual Assistant	\$60 - \$90	\$90 - \$135
Audio - Visual Equipment Operator	\$90 - \$125	\$135 - \$187.50



## CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

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### RECOMMENDATION

- It is recommended that City Council authorize the City Manager to award the bid for Audio and Visual Theatre Technology Services to Pro Audio and Lighting of Warren, MI for an estimated amount of \$20,000 for a six (6) month period with the option to renew, up to four (4), six (6) month terms upon mutual consent of the City and vendor.

###

Prepared by: Rachel Timlin, Cultural Arts Supervisor  
Nikki Lumpkin, Senior Buyer

Reviewed by: Brian Moran, Deputy Director of Special Services  
Michelle Aranowski, Director of Central Services

Department Approval: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager

**MINUTES  
CITY OF FARMINGTON HILLS  
FARMINGTON HILLS CITY COUNCIL  
CITY HALL – COMMUNITY ROOM  
JANUARY 11, 2025 – 9:00AM**

The goals study session meeting of the Farmington Hills City Council was called to order by Mayor Rich at 9:04am.

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

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Lindahl, Assistant City Manager Mondora, Director Skrobola and City Attorney Joppich

**OPENING COMMENTS**

Mayor Rich outlined the purpose of this goal study session:

- Review of the status of 2024 goals.
- Focus on identifying priorities for the coming year.
- Determine whether items should proceed for further evaluation in study sessions or through memos.

Tonight’s discussion will not include deliberation on the specific issues themselves.

**REVIEW STATUS OF 2024 GOALS**

City Manager Mekjian noted that a provided matrix indicated the status of twenty-three 2024 goals, under sub-heads “Developing” (1), “In progress” (7), “Completed” (11) and “Ongoing” (9). Five goals fit under more than one category.

Mekjian reviewed the matrix, noting:

- Items marked as complete or ongoing through 2025.
- Several multi-year efforts, including the Special Services Evaluation with SFC (Sports Facilities Companies) and strategic deficit reduction planning for the HAWK.

**Regarding Urban Deer Management:**

- Deputy Director of Special Services Brian Farmer has become a leading expert in the state, forming regional coalitions to address the problem, with participation from SEMCOG, Livonia, Southfield, West Bloomfield, and Oakland County Parks. The goal is to organize a regional initiative to educate the public with data-driven facts and conduct a cull in spring 2026.
- The number of car-deer accidents is increasing, with 147 deer/car crashes in 2024 on Farmington Hills maintained streets alone.
- A dedicated study session will be held before March 2025 regarding this topic.

**DISCUSSION ON 2025 GOALS**

The 2025 goals being discussed this evening were submitted by individual Council members.

**Fair Share with City of Farmington**

- Mayor Rich confirmed unanimous Council support to continue discussion on the Fair Share Agreement, following initial dialogue during 2024 budget sessions.
- Finance Director Skrobola will provide data for Council review.

**Accessibility Listening Sessions**

- Some people with disabilities have asked Council to schedule listening sessions about accessibility in City facilities and parks.
- SFC could be asked to integrate this goal into their ongoing study. The SFC study includes all parks and facilities and is not limited to the HAWK and Costick Center.
- Accessibility should encompass all city facilities, parks, and digital resources.

Regarding translation services:

Gaps remain in providing translation services for police and fire in emergent situations. Suggestions included:

- Explore contracted interpreter services, particularly for police and emergency situations. Council Member Dwyer volunteered to provide vendor recommendations.
- Invite a presentation from a translation services company.
- Explore contracted services similar to those used in court systems.
- Leverage existing County resources and technology such as phone-based translation tools.
- Incorporate accessibility improvements such as translation services powered by AI.

Discussion regarding developing a comprehensive AI strategy, building on 2024's goal of incorporating AI into website improvements:

- IT funding proposals for AI-related projects, including software, consulting, and website upgrades, are being prepared for the coming budget year. This is a "developing" and "ongoing" item from 2024.
- AI discussions and classes are regularly being held at municipal organization training events such as MML.
- Current website complies with federal regulations but needs updating.
- Use AI with vehicle-mounted cameras, particularly on zoning vehicles, to identify subtle changes in neighborhood infrastructure or property conditions.
- New Innovation, Energy, and Environmental Sustainability Commission could be tasked with assisting in AI integration, looking at both pros and cons relative to AI's ability to support energy and environmental sustainability.

In summary:

Focus on strategic integration of AI to enhance city services and accessibility at parks and facilities, to upgrade digital resources, and to support proactive measures for zoning and blight management.

**Reimbursement for Local Costs for Political Events**

Council Member Bruce raised concerns about the financial burden placed on the City during privately hosted political campaign events. The cost born by the City becomes a de facto contribution to the campaigns, when national campaigns have billions of dollars in their coffers.

- Example: The Harris campaign event cost the city over \$30,000 in public safety services for a closed, private event.

- Combined costs of recent Trump and Harris events exceeded \$43,000.

Council discussed implementing a policy requiring campaigns to reimburse the City for public safety and other services.

- Research how other communities handle this issue.
- It is not practical or reasonable to think the City would say “no” to providing emergency services for these events.
- When the State of the County address was held at the Hawk, the County reimbursed the City for all services.

Council consensus was to study this issue further during a future study session.

#### **Fire Station #4 Staffing and related discussion**

City Manager Mekjian emphasized the need for a strategic plan and community needs assessment for the Fire Department, to provide clarity on the future direction of the Department, including staffing and operational needs.

- Delivering emergency services to the City of Farmington had the potential for cost-neutral operations.
- Chief Unruh had brought forward the possibility of hiring four additional firefighters. This request should involve more detailed conversation by Council, possibly during the budget study session.
- Central Services is putting together a proposal for an overarching strategic plan for the Fire Department, acknowledging the Chief’s vision for the Fire Department as well as Administration’s vision of how a strategic plan for the department will dovetail with the City’s overall strategic plan.
- Council will be making profound decisions that will affect the Fire Department in the coming years. For instance, the Chief would like to transition to a full-time career fire department. This decision will ultimately rest with Council, with council members requiring good and thorough information for their decision making process.

Regarding hiring an outside consultant:

- Council Member Dwyer strongly opposed bringing in an outside consultant to look at how the Fire Department will phase out the paid on-call firefighters and how they will be replaced. The Department has competent people who know the department and who can put together such a plan.
- Council discussed the pros and cons of utilizing an objective outside consultant vs. internal staff.
  - Concerns were raised about potential bias in internally prepared plans. There was value in getting an external, high-level perspective.
  - Mayor Pro Tem Bridges countered that internal staff, particularly the Fire Chief and department leadership, possess the necessary expertise to conduct a thorough and unbiased assessment.
- Council Member Knol proposed a compromise where internal staff prepare the initial plan, followed by an external review to ensure objectivity and eliminate bias.

Regarding Fire Station #4:

- Fire Station 4 remains the only station not staffed 24/7, with paramedic support being pulled from other stations during off-hours.
- Consistency in staffing and service capabilities across all fire stations is a priority.
- A resident complaint relative to these issues at Station #4 highlighted community concerns.

Regarding potential discussion about department staffing during the May budget study sessions:

- Council emphasized the importance of setting clear goals during planning sessions to prevent last-minute budget adjustments during formal budget deliberations.
- New positions [across the City] should be carefully planned and incorporated into the budget well in advance.
- Headcount should not be increased without clear justification, as there are long-term financial implications of permanent positions, especially in unionized departments.

This discussion highlighted the need for study sessions relative to strategic planning to ensure equitable fire service delivery along with sustainable budgeting practices.

### **Budget Strategy**

- Council discussed decision-making process/challenges relative to goal setting.
- Council Member Boleware and others noted difficulty in making informed decisions due to a lack of information on topics discussed during goal-setting sessions, which may be the first time Council hears about an item. Yet the goal-setting session determines the budget. It is very difficult to make important decisions without complete information including supporting data.
- Council members asked for more detailed progress updates on ongoing projects, and more timely and greater detail on new projects.
- Are there ways to refine the goal-setting process in order to avoid last-minute budget adjustments? For instance, could a timeline be implemented where priorities and big-ticket items such as staffing are discussed earlier in the year to help ensure alignment with budget preparation? This would prevent a reactive approach during formal budget sessions and allow for more balanced decision-making regarding resource allocation.

There appeared to be consensus support for further study regarding the budget process to allow for better planning and integration of Council goals.

### **Single Sign-on Software with Online Bill Pay**

Council Member Knol revisited a prior request for a unified online bill pay system that would allow residents to manage payments for property taxes, recreational classes, and other city services with a single username and password. Other cities of similar size have implemented such systems.

City Manager Mekjian and Finance Director Skrobola explained that for the last three years the City had been migrating to BS&A software for its core financial systems in order to modernize city operations, reduce paper use, and improve efficiency. The BS&A payment platform will streamline transactions for services in City Hall. However, integration with Special Services systems (RecTrack and CardConnect) remains challenging. External vendors like PayIt offer potential solutions but have yet to fully meet the city's needs for seamless integration.

- Council expressed frustration with the clunky and inconsistent user experience across the city's current platforms.
- Upcoming budgets will include increased spending on software, cloud storage, and security. Long-term benefits of these investments include improved efficiency, reduced reliance on paper, and better utilization of staff time.
- The investment required for IT upgrades/systems integration is significant.

There was consensus on commitment to modernizing city operations and improving the digital experience for residents.

### **Park Amenities**

Council Members discussed the importance of maintaining and upgrading park facilities and historic structures to ensure they remain attractive to residents and visitors. The conversation emphasized coordinated planning, funding prioritization, and integrating these initiatives into the city's long-term budget strategy.

#### Parks and Playscapes:

Council Member Aldred provided examples that compared playscapes and park facilities in neighboring communities to those in Farmington Hills; Farmington Hills did not compare well. Aldred highlighted the need for Farmington Hills to invest in such amenities to remain competitive, especially in terms of attracting families.

#### Council discussion included:

- Investments in updated playgrounds align with the City's identity as a family-oriented community.
- It was suggested to use funds from the Oakland County Parks millage to create a coordinated master plan for playscapes to ensure consistency and appeal across all parks.
- Prioritize maintaining historic structures within Heritage Park, including Spicer House, the Barn (art studio), and Longacre House.
- Develop a phased approach, starting with the most pressing needs. Leverage grants, corporate support, and city funds.
- Some communities have playscapes provided by private industry, with acknowledgements posted next to the playscapes.
- Playground equipment can also be adult friendly. Install adaptive and adult-friendly playgrounds at locations such as The Hawk and Costick Center, as well as at city parks.
- Council also discussed cricket field plans and their potential impact on existing baseball and softball fields.

Council acknowledged the complexity of the Special Services Department's budget and discussed the need for a strategic, holistic approach to parks and recreation planning. City Manager Mekjian pointed out that this was why SFC had been brought in – to make recommendations regarding a comprehensive strategy that incorporates the Parks Master Plan with the Capital Improvements Plan. Finance Director Skrobola highlighted that despite the city's strong fiscal health – due in part to one-off events such as fund infusions that took place during the pandemic, including federal grants and money sent directly to individuals – as well as the City's strong tax base, care must be taken to ensure long-term sustainability and avoid placing future councils in budgetary constraints. This is especially important as the budget planning document shows deficits than must be acknowledged and dealt with.

In terms of the current conversation, Council Member Aldred noted that the most important question relating to playscapes and parks amenities was: How do we make this happen?

In response, Mekjian stated that his role is to provide the Council with a transparent budgetary strategic plan that clearly outlines the current situation, identifies priorities, and explores solutions. He emphasized the need for a sustainable approach to address deficits, which could include options such as

millage increases, bonds, or debt financing. Such a plan would help Council make informed decisions regarding critical priorities, including playgrounds, programming, staffing at The Hawk, as well as improvements at the Senior Center, noting that a presentation will be made to Council detailing options for the future of the Costick Center by June 30.

In summary, Council members agreed that well-maintained parks including play structures and historic structures positively influence the city's image, attract families, and enhance the overall quality of life. Council expressed unanimous support for upgrading park playscapes and also historic structures and asked that they be integrated into the city's strategic plans as priority items.

### **Master Plan Implementation and Development Process Options**

#### **Economic Development Grants**

- Master Plan Implementation and Zoning Amendments
  - City Manager Mekjian explained ongoing efforts to implement the city's master plan, beginning with a study session scheduled with the Planning Commission on January 16 to address zoning in the OS-4 district along 12 Mile Road and I-696. Discussion will include:
    1. Exploring zoning text amendments to address vacant office space.
    2. Potential office-to-residential conversions.
    3. Increasing building height limits near the freeway to encourage mixed-use and higher-density development.
  - John Trafelet, Planning Commission Chair, confirmed progress on these items.
- Economic Incentives
  - Council Member Knol proposed educating the Council on economic incentives, citing the need to attract developers for redevelopment projects, which are more costly than greenfield developments.
  - Proactive study of incentives would enable the City to respond quickly to developer proposals.
  - Examples include tools used by neighboring communities, such as Livonia's development along Haggerty Road, which leveraged access and incentives to attract high-profile restaurants and businesses.
  - Council members supported scheduling a Saturday session to learn about economic incentives.
- Competitiveness and Redevelopment
  - Mayor Pro Tem Bridges emphasized the importance of adapting to the city's evolving needs and competing with neighboring communities to attract desirable businesses and developments.
  - City Manager Mekjian pointed out the potential of contextual zoning to streamline development approvals, drawing on examples from Troy's Big Beaver Corridor. However, a balance must be maintained between efficiency and public oversight.
  - Comprehensive strategies that align zoning, economic incentives, and master plan goals will be critical to ensuring sustainable growth.
- Council Engagement – Extended Saturday study sessions
  - Council members supported extended Saturday meetings to allow in-depth discussions on important topics and avoid prolonged delays in addressing key issues.
  - Mayor Rich agreed to explore scheduling options to facilitate these discussions.

Future sessions will focus on economic incentives and refining development strategies.

### **Police Data Reporting**

Council Member Aldred stressed the need to ensure all stakeholders have access to reliable data for decision-making, particularly regarding sensitive topics related to policing.

- There are differing views and perceptions related to this topic and discussion is sometimes difficult.
- The addition of a data analyst presents an opportunity to improve data reporting and evaluation. Council expressed interest in understanding the data analyst's work plan and how the analyst's efforts will enhance police data reporting and analysis.
- Discussion underscored the importance of continued open, transparent conversations on this topic.
- Mayor Rich suggested that once the data analyst's work plan is developed and reviewed, it could be presented to Council.

### **Anti-Discrimination Ordinance Review**

Mayor Rich reviewed an incident in October when people left discriminatory literature on people's property during Rosh Hashanah. When Chief King presented to Council on this issue, he reported that that the only charge that could be made against the people involved was littering. Mayor Rich proposed looking at the current ordinance with an eye to expanding the language to address hate-related activities while respecting First Amendment rights.

City Attorney Joppich explained that the existing anti-discrimination ordinance (Chapter 13.5) addresses housing, public accommodations, and employment. However, it does not cover the issues raised by recent events. He suggested that as part of a study session on this issue, Council would be brought up to speed on State law, research could be presented regarding ordinances in other jurisdictions, and discussion could take place relative to possible changes that could address activities such as those that occurred in October.

Council expressed support for this proposed course of action.

Discussion on allowing Council adequate preparation time:

- Council Member Knol suggested providing Council with materials in the packets for the meeting prior to the meeting when items are going to be discussed, especially for items that require in-depth Council discussion.
- Council Member Boleware felt that study sessions often include too many agenda items, leaving insufficient time for meaningful discussion.
- One suggestion is to include non-time-sensitive topics contingency items ("if time allows") for study sessions to ensure productive use of time if other discussions conclude early.
- Council members could communicate to the City Manager via the Mayor regarding items for which they need more lead time for discussion preparation.

### **PUBLIC COMMENTS**

John Trafelet raised the issue of underutilized property located across from the high school at 13 Mile and Farmington Road. While the property is owned by the drainage district, the gate has a sign that says "City of Farmington Hills." Currently the property is scrub trees and brush.

In response, Mayor Rich noted that at one time the suggestion had been put forward to install city art at this location. She acknowledged Mr. Trafelet's comment and thanked him for bringing the issue forward.

Firefighter Nick Newcomb raised his concerns about staffing at Fire Station #4. He indicated that the station is open 24/7 and relies on paid on-call firefighters without paramedic certification after 6pm and on weekends. He stated that Basic Emergency Medical Technicians (EMTs) cannot provide advanced life support (ALS). Newcomb cited data showing a correlation between timely ALS interventions and improved patient survival rates indicated that the current reliance on basic EMTs at Station #4 creates a gap in care.

**ADJOURNMENT**

The study session meeting adjourned at 10:58am.

Respectfully submitted,

Carly Lindahl, City Clerk

**MINUTES  
CITY OF FARMINGTON HILLS  
FARMINGTON HILLS CITY COUNCIL  
CITY HALL – COMMUNITY ROOM  
JANUARY 13, 2025 – 6:00PM**

The study session meeting of the Farmington Hills City Council was called to order by Mayor Rich at 6:02pm.

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

Council Members Absent: None

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

**CLOSED SESSION ITEM:**

**CONSIDERATION OF APPROVAL TO ENTER INTO A CLOSED SESSION TO DISCUSS AN EMPLOYEE REQUESTED REVIEW FOR CARLY LINDAHL, CITY CLERK.**

MOTION by Bruce, support by Bridges that the City Council of Farmington Hills hereby approves entering into a closed session to discuss an employee requested review for Carly Lindahl, City Clerk.

Roll Call Vote:

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

Nays: NONE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 7-0.

**Council returned to open session at 6:36pm.**

**STUDY SESSION ITEMS:**

**PURCHASING POLICY THRESHOLDS**

**Background**

Referencing materials in the Council packets (Memorandum dated 01/13/2025, redlined copies of Purchasing Policy and Purchasing Procedures), Central Services Director Aranowski presented a request to adjust the current purchasing approval thresholds for the City Manager and City Council. The proposed changes were designed to align these thresholds with present-day economic realities and the current cost of living, ensuring that the City's procurement process remains efficient and reflective of market conditions.

An analysis had been conducted comparing a sample of purchase orders from FY 2005 (when the City implemented the Eden system) with those from FY 2023, which was the most recent year with complete data available. The analysis revealed a significant increase in the cost of goods and services over the 18-year period, driven by inflation and shifts in the market.

Director Aranowski explained that this increase resulted in the current approval thresholds no longer meeting the practical needs of City operations, particularly at the City Manager level. Additionally, a review of approval thresholds in neighboring municipalities had been conducted, showing that the proposed adjustments align closely with the standards adopted by comparable entities.

Under the proposed adjustments, the City Charter's existing requirement that purchases exceeding \$10,000 must be subject to sealed bids would remain unchanged. However, for bid responses between \$10,000 and \$25,000, the City Manager would be granted authority to approve the purchases directly. Sealed bids exceeding \$25,000 would continue to require formal approval by City Council.

These adjustments were intended not only to account for current economic conditions but also to improve operational efficiency. By reducing the number of routine purchases requiring additional approval, the proposal would enable the City Manager to address procurement needs more promptly. The adjustments would not compromise accountability or transparency in the City's procurement process.

#### **Council questions and discussion**

- The last authorization of an increase of sealed bids from \$3K to \$10K was in 2000. The process authorized City Council to approve all purchases over \$10K.
- It was suggested to review the purchasing policy every 5 years, and also to look at including an inflation escalator.
- Council Member Boleware provided a comparison of dollar amounts from 2000 and today. The changes were reasonably in line with inflation, except for the \$10K amount. \$10,000 in 2000 would be approximately \$18,321 today, which is significantly less than \$25K. She emphasized that cost allocation and approval was one of Council's most significant responsibilities. Any increases to approval thresholds need to be realistic, within the City's capabilities, and aligned with the Council's comfort level. She was comfortable with raising the verbal quotation threshold from \$3,000 to \$5,000 and increasing the written quote minimum threshold from \$5,000 to \$10,000. She had some hesitancy regarding the proposed increase from \$10,000 to \$25,000 for City Manager approval.
- In response to questions, Director Aranowski said that in 2023 there were 196 purchase orders over \$25,000. There were 81 items in the \$10,000 to \$25,000 range. In terms of providing comparables, they had used cities such as Rochester Hills and Livonia. Livonia's threshold for City Council approval is \$30,000.
- In order to avoid the risk of cherry-picking, Council Member Bridges suggested using a template regarding how comparables are gathered.
- In the interest of transparency, Council Member Dwyer suggested that if this change should move forward, the change should be placed on the regular (not consent) agenda, and a public presentation made.
- On related matters, it was suggested that large road projects also be placed on the regular agenda, and that contracts be carefully monitored. It is important for the public to clearly understand how their tax dollars are being spent, both in general and also regarding specific large projects.

#### **2025 CONSTRUCTION PROJECT UPDATE**

Director of Public Services Rushlow, Engineer Cubera, and Senior Engineer Saksewski were present.

Director Rushlow highlighted 2024 accomplishments including large and small road projects, sidewalk replacement, culvert repair and replacement, landscaping enhancement, and gravel road conversions. Highlights included:

Local transportation projects proposed for 2025 total an estimated \$13.7 million, although that number is a little overinflated. 2025 candidate projects for local roads include Farmington Meadows/Camelot Court, Woodcreek Hills Subdivision, Shady Ridge Drive, Pinebrook Estates, and Edgehill Avenue.

Major transportation projects proposed for 2025 total an estimated \$9.7 million, and include preventative maintenance projects, industrial/commercial road rehabilitation, and signal modernization (Heritage Park traffic signal).

The biggest single project for the upcoming year is Halsted Road, from 12 mile to 14 mile, which will be a full reconstruct.

Additionally, the Road Commission has reconstruction of Orchard Lake Road just south of 696 on their schedule, and 12 Mile from Autumn Ridge to Inkster.

The gateway signage is going out to bid. There has been an unexpected environmental issue crop up on the southwest corner that the City is working through.

**ADJOURNMENT**

The Study Session meeting was adjourned at 7:22pm.

Respectfully submitted,

Carly Lindahl, City Clerk

MINUTES  
CITY OF FARMINGTON HILLS  
CITY COUNCIL MEETING  
CITY HALL – COUNCIL CHAMBER  
JANUARY 13, 2025 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Rich at 7:32PM.

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

Council Members Absent: None

Others Present: City Manager Mekjian; Assistant City Manager Mondora; City Clerk Lindahl; Directors Aranowski, Kettler-Schmult, Rushlow, Schnackel, and Skrobola, Interim Police Chief Piggot, Fire Chief Unruh, and City Attorney Joppich

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Corewell Health Farmington Hills President Derk Pronger and members of his team.

**APPROVAL OF REGULAR SESSION MEETING AGENDA**

MOTION by Knol, support by Bridges, to approve the agenda as amended moving item 8 up to after item 2.

MOTION CARRIED 7-0.

**ADMINISTRATION OF OATH TO MAYOR PRO TEM BILL DWYER**

Clerk Lindahl administered the oath of office to Mayor Pro Tem Bill Dwyer.

**CONSIDERATION OF APPROVAL OF APPOINTMENTS AND REAPPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS**

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

**Farmington Area Beautification Commission**

	<b>Length of Term:</b>	<b>Term ending:</b>
Dr. Robert Levine	3 years	February 1, 2028
Joann Rowland	3 years	February 1, 2028
Alex Clar	3 years	February 1, 2028

**Board of Review**

	<b>Length of Term:</b>	<b>Term ending:</b>
Thomas Downs	3 years	February 1, 2028
Andrew Exline	3 years	February 1, 2028

**Brownfield Redevelopment Authority**

Kurt Brauer	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
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**Building Appeals Board**

Frank Reid	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
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**Commission on Aging**

Daniel Fantore	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Tiffany Tuttle	3 years	February 1, 2028

**Commission on Children, Youth & Families**

Bria Lewis	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Tammy Luty	3 years	February 1, 2028
Sharon Snodgrass	3 years	February 1, 2028

**Commission on Community Health**

Molly David	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
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**Committee to Increase Voter Participation**

Rose Christoph	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Marjorie Whittemore	3 years	February 1, 2028
Karen Bartos	3 years	February 1, 2028

**Emergency Preparedness Commission**

Keith Ciaramitaro	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Sean Thomas	3 years	February 1, 2028

**Farmington Area Arts Commission**

Nora Mason	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Cindy Carleton	3 years	February 1, 2028
Lindsay Janoch	3 years	February 1, 2028
Don Fritz	3 years	February 1, 2028

**Farmington Community Library Board of Trustees**

Renee Murphy	<b>Length of Term:</b> 4 years	<b>Term ending:</b> February 1, 2029
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**Fire Board of Appeals**

Frank Reid	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
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**Farmington Hills Historical Commission**

Earl Baxtresser	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
John Willyard	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028

**Grand River Corridor Improvement Authority**

Bill Smith	<b>Length of Term:</b> 4 years	<b>Term ending:</b> February 1, 2029
Jasdeep Mann	<b>Length of Term:</b> 4 years	<b>Term ending:</b> February 1, 2029

**Historic District Commission**

James Paulson	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Ken Klemmer	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Steve Olson	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028

**Housing Rehabilitation Loan Board**

Dara Gaucher	<b>Length of Term:</b> 2 years	<b>Term ending:</b> February 1, 2027
Brande Smith	<b>Length of Term:</b> 2 years	<b>Term ending:</b> February 1, 2027

**International Property Maintenance Board**

Frank Reid	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
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**Parks and Recreation Commission**

Stacey Diefenbach	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Sydney Rushing	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Dave Prueter	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028

**Planning Commission**

Joseph Mantey	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Danielle Ware	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028
Taranji Grant	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028

**Water Advisory Council**

Tammy Gushard	<b>Length of Term:</b> 2 years	<b>Term ending:</b> February 1, 2028
Joseph Del Morone	<b>Length of Term:</b> 3 years	<b>Term ending:</b> February 1, 2028

**Zoning Board of Appeals**

	<b>Length of Term:</b>	<b>Term ending:</b>
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Asim Khan	3 years	February 1, 2028
Dan Irvin	3 years	February 1, 2028

**Emergency Preparedness Commission**

	<b>Length of Term:</b>	<b>Term ending:</b>
Brian Tyler	3 years	February 1, 2028

Brian will fill the expired vacancy left by Tim Siegrist who resigned in Nov. 2024.

**Parks & Recreation Commission**

	<b>Length of Term:</b>	<b>Term ending:</b>
Matthew Stephens	3 years	February 1, 2028

Matthew will fill the expired vacancy left by Larry Hutchinson who resigned in Jan. 2024.

Zachary Lee	3 years	February 1, 2028
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Zachary will fill the expired vacancy left by Steve Linville who resigned in Sept. 2024.

**Zoning Board of Appeals**

	<b>Length of Term:</b>	<b>Term ending:</b>
Satya Injeti	3 years	February 1, 2028

Satya will fill the expired Alternate vacancy left by Emily Collins.

**ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS**

There were no announcements or presentations.

**PRESENTATION AND ACCEPTANCE OF THE CITY'S FY 2023/2024 AUDIT RESULTS**

Finance Director Skrobola introduced Jamie Rivette, Audit Partner, Yeo & Yeo CPAs, who presented the City's FY2023/2024 audit results.

The audit was conducted as required by the State of Michigan Department of Treasury.

- Farmington Hills received an unmodified opinion, representing the highest level of assurance.
- The City received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for its June 30, 2023, Annual Comprehensive Financial Report.

**General Fund Revenue and Expenditures (2023-2024):**

- Revenue increased by \$1 million due to higher property tax values.
- Expenditures rose by \$4 million, primarily in Parks and Recreation, Police, and subscription agreements (e.g., Axon Agreement for \$1 million).
- Fund balance increased by \$5.3 million, ending at \$61.6 million.

**General Fund and Public Safety Fund Revenue:**

- Combined total: \$95.1 million.
- 66% of revenue derived from property taxes and state sources.

**Expenditures by Category:**

- 43% of general and public safety fund expenditures (\$38.3 million) go towards public safety.
- Public safety millage provides \$12.7 million.
- General fund provides \$25.6 million.

**Capital Investments:**

- \$28.1 million spent on infrastructure and assets, predominantly for roads.
- Cumulative spending on capital assets exceeded depreciation, reflecting ongoing commitment to maintaining infrastructure.

**Contributions:**

Retirement and healthcare contributions were made as required, totaling \$7.37 million.

- Retiree healthcare: \$269,000.
- Pension: \$7.1 million.

**Internal Controls and Compliance:**

- No material weaknesses, significant deficiencies, or compliance issues identified.
- Federal audit focused on coronavirus state and local fiscal recovery funds, with no findings or weaknesses reported.

**Governance Letter:**

Council was encouraged to review the governance letter for additional insights.

**CORRESPONDENCE**

Council Member Bridges received correspondence from a resident regarding operational issues (furnace not working for several months) at Wood Creek Apartments. The correspondence has been passed to the City Manager.

Mayor Rich acknowledged the significant amount of correspondence received regarding the public hearings before Council this evening; the correspondence will be further acknowledged during the discussion on those items.

**CONSENT AGENDA**

MOTION by Bruce, support by Knol to approve the consent agenda items as read by Mayor Pro Tem Dwyer.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**CONSENT AGENDA ITEMS FOR DISCUSSION**

There were no items removed for discussion.

**COUNCIL MEMBERS' COMMENTS AND ANNOUNCEMENTS**

Council Member Aldred pointed out that the police vehicle purchased under the consent agenda was funded through federal grant money.

Council Member Bridges commended the City Manager, the administration, and Finance Director Skrobola for their excellent fiscal management. The unmodified opinion from the auditors reflected the City's strong financial stability and sound approach to fiscal operations.

Council Member Boleware acknowledged the public hearings on the evening's agenda and recognized that Council's decisions may have both supporters and detractors. Noting the inherent difficulty of such choices, she emphasized that any decisions Council made would be in the best interest of the City.

Mayor Pro Tem Dwyer shared that he first came to the City in 1985, serving as Police Chief for 23 years before moving on to Warren. He is looking forward to serving as the City's Mayor Pro Tem for the upcoming year.

Mayor Rich acknowledged the "Walk the Hawk" event the previous Tuesday and announced another scheduled for February 11. The March event would be rescheduled to March 3. Winter "Walk the Hawk" events take place indoors on the third floor of the Hawk to provide a warm and comfortable environment. She encouraged residents to utilize the third floor of the Hawk as an excellent indoor walking space during the winter months.

#### **CITY MANAGER UPDATE**

##### **Winter Maintenance Policy**

- The City's snow plowing policy requires snowfall of four inches or more, as measured by the Department of Public Works (DPW), before plowing begins in residential neighborhoods.
- Residents experiencing icy or slippery intersections may contact the City Manager's office to request salting services.
- The DPW and Police Department continuously monitor road conditions to ensure public safety.

Mayor Rich noted that during winter snow events roads are pre-treated with beet juice brine to improve safety, reduce costs, and minimize corrosion.

#### **PUBLIC HEARING**

##### **PUBLIC HEARING AND CONSIDERATION OF AMENDMENT TO PLANNED UNIT DEVELOPMENT 1, 2015, COREWELL HEALTH CAMPUS SIGN CHANGE, LOCATED AT 28050 GRAND RIVER AVENUE. CMR 1-25-01**

Director of Planning and Community Development Kettler-Schmult introduced this public hearing item. The application to amend PUD 1, 2015 proposes to replace the existing 10'-8"-tall, 7'-wide freestanding sign at the boulevard entrance to the Corewell campus from Grand River Avenue with a new 12'-tall, 6'-wide freestanding sign in the same location. A PUD amendment is necessary in this case because the signage allowance for the campus is addressed within the existing PUD agreement, which does not currently permit a 12'-tall freestanding sign.

The applicant has had two meetings before the Planning Commission on this item, October 17, 2024 and November 21, 2024. The Planning Commission at their last meeting recommended approval of this PUD amendment to City Council.

Planning Consultant Jill Bahm, Giffels Webster, provided background on the PUD amendment process. In the case of this Planned Unit Development, the original agreement stated that any change to it had to come back before the Planning Commission for a public hearing, as well as to Council for additional approvals.

### **Applicant presentation**

Claire McCready, Senior Project Manager, SignWorks of Michigan, Inc., was present on behalf of this request to amend PUD 1, 2015. Ann Frass, SignWorks owner, was also present, as was Derk Pronger, President, Corewell Health Farmington Hills.

- The monument sign was proposed to be 12 feet tall and 6 feet wide (72 square feet). This would replace the existing 10-foot, 8-inch-tall, 7 foot wide monument sign. The reduced width will improve traffic visibility. The top four feet of the sign will display critical information, including the hospital name and directions to the emergency room.
- The wall sign replaces the current "Beaumont" sign with "Corewell Health Farmington Hills Hospital."

### **Public Comment**

Pea Gee, resident, expressed support for the proposed signage changes.

MOTION by Bruce, support by Bridges, that the City Council of Farmington Hills hereby approves the amendment to Planned Unit Development 1, 2015, dated September 19, 2024 submitted by Signworks of Michigan, Inc., for the Corewell Health Campus sign change, located at 28050 Grand River Avenue.

And further resolves that the City Attorney prepare the appropriate PUD agreement stipulating the final PUD approval conditions and authorizing the identified zoning deviations for City Council consideration and final approval.

Roll Call Vote:

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

Nays: NONE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 7-0.

### **PUBLIC HEARING AND CONSIDERATION OF PLANNED UNIT DEVELOPMENT 2, 2024 INCLUDING SITE PLAN 56-8-2024, MULBERRY PARK AND THE TABERNACLE MULTI-FAMILY HOUSING, LOCATED ON 13 MILE ROAD, WEST OF MIDDLEBELT ROAD. CMR 1-25-02**

Director of Planning and Community Development Kettler-Schmult explained that this application proposes a two-part development under separate names across seven (7) parcels on the south side of Thirteen Mile Road, just west of Middlebelt Road: Mulberry Park (approximately 5.98 acres) and The Tabernacle (approximately 6.06 acres). Mulberry Park is proposed to consist of nine (9) buildings with forty (40) units of attached, two (2)-story townhouses. The Tabernacle is proposed to be age-restricted and consist of nine (9) buildings with thirty-six (36) units of attached, one (1)-story ranches.

The applicant has had three meetings before Planning Commission as is the standard process for a Planned Unit Development:

- April 18, 2024 – Planning Commission qualified PUD (7-0)
- October 17, 2024 – Planning Commission set for public hearing (8-0)
- November 21, 2024 – Planning Commission public hearing/recommendation to City Council (5-0)

The next step in the process is this evening for the public hearing before Council after hearing from the applicant, City consultants and the public.

### **Consultant comments**

Referencing her January 6, 2025 review memorandum, Planning Consultant Bahm (Giffels Webster) provided the following information:

- The property is currently zoned RA-1 (single-family, large-lot residential).
- The proposed development includes relief from RA-1 zoning standards to allow higher density consistent with RC-1 zoning. Properties to the north, south and east are zoned RA-1; the project to the west (Baptist Manor) is zoned RC-1.
- During the qualification hearing (April 18, 2024) the Planning Commission found that of the eight standards that they could look at for the planned unit development eligibility, four were applicable to this project, primarily due to the preservation of open space and natural features. While there are significant number of trees that will be removed, there are many trees that are going to be added on the site.
- During the recent Master Plan update that acknowledged the need for housing within the community, the Planning Commission kept this area as a special planning area with the classification of Flex Residential, to allow for a different kind of housing type than single family residential detached.
- While most dimensional standards of the RA-1 zoning district are met, ordinance relief is being sought for:
  - a. Permit attached units at RC-1 density.
  - b. Permit 45 replacement trees not to be planted and 40 to be planted off site. (485 trees required to be replaced; 400 trees will be planted on-site, 40 trees replaced off-site, and waiver requested for 45 trees not replaced.)

### **Council questions and discussion**

In response to questions, Planning Consultant Bahm provided the following information:

- Confirmed that the surrounding properties are primarily RA-1, except for Baptist Manor to the west.
- Public benefits offered as a balance to the requested zoning relief include preservation of open space, tree preservation, and alignment with the Master Plan, particularly the call for additional housing in the City, noting that this project is proposing lower density than some of the projects the City had seen in the past. The review letter lists the four items the Planning Commission considered under their qualification, including the provision of open space, and the redevelopment of sites where an orderly change of use is determined to be desirable.
- Regarding impact to the existing neighborhoods, this project minimizes impact by offering an entrance and exit only to 13 Mile Road, so that no traffic will be using existing neighborhood roads. The significant greenbelt between this project and its neighbors is beyond minimum requirements.

### **Applicant presentation**

Aaron Schafer presented on behalf of this application for PUD approval. Steve Schafer and Spencer Schafer were also present, as were representatives from Baptist Manor and M/I Homes.

Mr. Schafer addressed the following:

- Schafer Development is under contract with Moby Investments for the 12.04 acres just west of Baptist Manor. Schafer Development is also working in conjunction with Baptist Manor to help them entitle their project and get through the approval process. The Tabernacle is the Baptist Manor portion of the project and will be age-restricted to those 55 or older. Mulberry Park is a conventional 2-story townhome development that is aimed toward younger or first-time home buyers.
- Flex Residential Zoning enables creative redevelopment of less desirable single-family lots along the 13 Mile corridor, including the clustering of townhome or attached ranch units consistent with the proposed site plan. One of the main objectives of the flex residential designation is the clustering of units to preserve substantial open space and tree rows.
- If the property were developed under the current RA-1 zoning, a home could be located as close as 35 feet from the shared southern property line. The proposed plan nearly doubles that setback to approximately 65-74 feet.
- The southern and eastern property lines contain some of the most significant tree rows, and the development has been intentionally clustered to preserve as many of these large trees as possible.
- A wildlife corridor area is a hallmark of this development, traversing eastward to the River Rouge tributary.
- The plan meets all the suggestions made by the Fire and Engineering departments, including aligning the single access boulevard entrance with Westgate Road. The drive aisles were expanded to 27' feet wide. The ring road serves both developments with widened drive aisles for improved circulation. No stub street is proposed to the east due to topographical challenges there.
- The proposed plan has evolved from the high density project previously proposed by the Chaldean Community Foundation to what is being presented today. The current proposal provides much needed multi-generational housing, providing the community at large with "missing middle" housing, catering to the needs of couples and young families who are looking to build and establish roots and enroll their children into the Farmington Hills School District, as well as seniors seeking maintenance and commitment free housing where they can age in place.
- The 76 units on 12.04 acres has a total density of roughly 6.3 units to the acre.
- Renderings showed the proposed one-story ranches for the Tabernacle, and the proposed townhomes for Mulberry Park. The two portions of this PUD will have a complementary appearance in terms of materials and colors.
- The landscape plan was designed based on feedback received from numerous site walks with residents and HOA meetings. Schafer Development continues to meet with neighbors and will be submitting a revised landscape plan to provide additional evergreens as requested by the neighbors.
- The ordinance requires that 485 trees be replaced. Over 400 trees will be planted on site, and existing trees along the southern and eastern property line, and part of the northern property line will be preserved. Of the 85 trees remaining, Schafer Development has offered to plant a significant number (approximately 45 trees) off site, on neighbor's properties.
- About 167 or 45% of the existing trees to be removed are low quality (box elders, crab apples, cottonwoods, etc.).

- Residents have been concerned about construction noise. Schafer Development is anticipating 4-5 months to do all earthwork, construction of basins, and underground utilities, and 18-24 month lead time before homes can be listed for sale and be ready for move-in.
- Schafer Development has walked neighboring residents' rear yards and knows drainage is an issue there – currently the water flows south and east. The proposed development will be designed to alleviate those issues, directing water to make its way into the basin at an agricultural rate, and from there move to 13 mile and eventually into the River Rouge tributary.
- In response to questions received from the Mayor's office this morning, Mr. Schafer said that they anticipate the value of the development to be \$27M - \$28M. Approximately 200 new residents will be added. The Tabernacle units will rent at \$2000+. The Townhomes will start in the \$400K range.
- Taxable values will be in the \$620K range for the entire development per year. The City receives approximately 30% of the total taxes.
- The Tabernacle will be for active adults 55 or older, who will not put additional burdens on the Fire Department or Public Services beyond that of any residential community.

### **Council discussion and clarifications**

Council Member Aldred raised concerns about the traffic study presented during the November 21 Planning Commission review, noting that the projected level of service for the Westgate intersection would degrade from a C to an F by 2028 due to the proposed development, with significantly increased wait times for residents.

Aaron Schafer explained that they had worked extensively with fire and engineering departments to mitigate traffic impacts, including widening the boulevard and providing additional right-of-way for future 13 Mile Road improvements.

### **Public Hearing**

Mayor Rich opened the Public Hearing by first noting that comments in opposition to the project had been received from Adele Letterman, Beverly Mihalko, Charles Spiess, Craig LaPointe, David and Wanda Whalen, Doug Graham, Douglas and Mamie Roberson, Dr. Sharon Lee Havis, Duane Pitcher, Elena Mityaeva and Tim Pike, Emilio Ramirez of Holly Hill Farms Subdivision, Farida Attar, Guido and Eileen Campagna, H. Nelhans, Harold Howard, J. Meissner, Joe and Kathy Sterbling, John P. Nagoda, Kim and Jeriel Heard, Larry Rosenstock, Lindsey Matych, Mais Moran, Mark Sanders, Michele Nagoda, Nicole Carroll, Patricia Labrecque, Paul Shultz, Renee and Gari Chaffin, Roger Matuz, Roman Golshteyn, Ron Breining, Rory McHarg, Teresa Petersen, Ursula Kizy, Valerie Watson, and Dr. Meital Yerushalmi.

Public comment was offered in person by:

- Emilio Ramirez/Holly Hills Farms Subdivision noted that Schafer Development had communicated well with the HOA. The 9-10 residents of Holly Hill Farms that will be directly affected by this development are concerned about loss of privacy, potential drainage problems, construction noise, possible decreases in property value, strain on the power grid, loss of wildlife habitat, removal of over 400 trees (including 57 landmark trees), and increased traffic and congestion on 13 Mile Road.
- Julie Skene, Holly Hills Farms, suggested that all homes be single-story across the back of the development, and all multi-story homes be placed further forward. She was concerned about the affordability of the homes for senior citizens, and the traffic issues that will be caused by the entryway being directly opposite Westgate subdivision's entryway. Could a traffic light be installed?
- Amy Broglin-Peterson, Westgate subdivision, was concerned about traffic.

- Michael Menlo, WoodCreek subdivision, asked for “flare lanes” and a traffic light at Westbrook if this development went forward. He was concerned about construction wear and tear on the roads.
- John Nagoda, Westgate subdivision, asked Council to deny this PUD request. The lots were zoned RA-1 for a reason, and this project provides little or no benefits to the existing community. He was concerned about tree removal, traffic safety, density, and the additional burden placed on city staff and resources.
- Adele Letterman, Westgate subdivision, opposed the density of the project. Westgate lots were  $\frac{3}{4}$  acre.
- Mark Sanders, Westgate HOA president, commended the Schafers for being open with the HOA. However, the HOA thought this proposal was too big a change and too dense relative to the neighboring developments.
- Louise Lieberman, Westgate subdivision, was concerned about traffic, density, and loss of animal habitat.
- Mark Pucher, Westgate subdivision, was concerned about traffic and density of the proposed development. He requested a traffic light at the Westgate entrance.
- Debbie Isner, Woodbrook, said her property backed up to the proposed Mulberry Park development. She acknowledged the Flex Residential designation, and said it was vital to capture the tree conservation area into perpetuity. Schafer Development had met with her and made changes based on her comments.
- Lindsey Matych, Holly Hill Farms, lived directly adjacent to the project. She opposed the proposal due to the tree removal, density, impact on drainage, traffic, wildlife, loss of privacy for existing residents, and marketability. The increase in density is not tied to deep buffering from the neighborhood to the south and does not bring change that is desirable for the neighboring communities.
- Eric Schmidt said that they had recently purchased their home in the Northwest corner of Holly Hill Farms because of the location and the zoning in the area. Had they known this development could potentially be built, they would have chosen a different home in a different location. While he appreciated the Schafers coming to his home and talking to him, Mr. Schmidt believed the proposed development is not compatible with the existing neighborhood. He was concerned about traffic and the fact the intersection at Westgate Road will go down to an F.
- Angie Smith thanked the Schafers for being very transparent. She was concerned about the intersection at Westgate Road, as the situation there was already dangerous.
- Robin White, Farmington Hills resident, supported the expansion of the Baptist Manor, as long as 13 Mile Road was widened first. There needed to be a traffic light at Westgate Road.

### Council questions and discussion

Council Member Knol raised several concerns and questions for the developer regarding the proposed project, focusing on compatibility, density, and privacy.

- **Compatibility Concerns:** Knol highlighted the disparity between the proposed two-story townhouses in Mulberry Park and the neighboring Holly Hill Farms, which consists of lower mid-century modern homes, many of them tri-levels. Despite the proposed buffer, the two-story structures would be visible, especially given the time it will take for newly planted trees to mature.
- **Density Issues:** While the proposal includes a similar number of units as neighboring developments, such as Westgate and Cove Creek, those developments feature larger lots and lower density. Council Member Knol compared the project to the recently approved Villas at Pebble Creek, which has 75

condos spread over 30 acres and consists of one and 1.5-story units catering to families and older residents looking for options without stairs.

- **Potential Modifications:** Council Member Knol suggested reducing the density of the Mulberry Park section by converting the two-story townhouses near Holly Hill Farms into one-story condos. This adjustment could address privacy concerns and reduce the total room count, aligning it more closely with RC-1 standards.

Council Member Knol said that she could not support the project in its current form. She invited the developer to consider reducing the density and incorporating more one-story units, particularly along the border with Holly Hill Farms.

In response, Mr. Schafer noted that when combined, the developments fall seven units below the RC-1 unit cap for the site. He emphasized the trees that would be planted and the outreach to neighbors regarding landscaping. Mr. Schafer acknowledged density concerns but emphasized that the property's location along 13 Mile and evolving housing trends favor clustered, lower-maintenance housing, as reflected in the City's master plan since 2009. He highlighted the significant density reductions from previous proposals while balancing economic feasibility with community feedback and striving to provide attainable housing options.

Spencer Schafer emphasized efforts to ensure compatibility by transitioning to two-story buildings for half the development, aligning more closely with neighboring ranches and colonials. The proposed setbacks far exceed PUD and RA-1 requirements, providing additional buffer space. While the proposal differs from current zoning, it does align with the master plan's allowance for one- to three-story units.

Council Member Bruce asked the planning consultant to clarify the primary purpose of a Planned Unit Development (PUD). Planning Consultant Bahm explained that a PUD allows projects that do not align with existing zoning standards to move forward, particularly when no other zoning category adequately accommodates the proposed development.

Council Member Bruce expressed concerns about the proposed PUD, questioning its appropriateness for the subject RA-1-zoned properties. He emphasized that the PUD process is typically used for problematic properties that cannot otherwise be developed, but in this case, he has seen no evidence that the lots could not be sold and developed as RA-1. The proposal's high density disrupts the residential character of the neighborhood and unfairly alters expectations for nearby residents who purchased properties assuming the current zoning would remain unchanged.

Council Member Bruce highlighted the importance of maintaining low-density zoning to protect neighborhood integrity and argued that development should not prioritize maximizing a property owner's financial return at the expense of the community. While the development is visually appealing, it would be better suited to a different location. Concerns about increased traffic and congestion were real, as the proposed development would add 200 residents to the area.

In conclusion, Council Member Bruce stated that sometimes no development is better than bad development, and that while he appreciates the developer's efforts and the development is beautiful, he does not see sufficient community benefit from the PUD at this location and cannot support the

proposal in its current form. He reiterated his commitment to ensuring developments align with zoning standards and protect the long-term character of the city.

Council Member Aldred acknowledged that the Master Plan designates the area as Flex Residential, providing for greater development flexibility, but emphasized that this designation does not equate to RC-1 density. The proposed density at 6.3 units per acre exceeds what is appropriate for the site and does not align with the intent of flex residential zoning.

Council Member Aldred outlined three key objectives for the development: minimal impact on the neighboring properties, acceptable traffic levels with safe conditions, and a high-quality housing product. He stated that the proposal falls short on the first two points, citing insufficient setbacks, limited open space, and significant traffic concerns, including a projected F grade for level of service at the boulevard entrance. While he commended the housing designs as high quality and visually appealing, he criticized the lack of walkability and sidewalks within the development, which he attributed to the high density. Council Member Aldred noted that developments like Cove Creek, with a density of 3.1 units per acre, are more compatible with the area and should serve as a benchmark for flex residential zoning.

In response, Aaron Schafer emphasized the development team's readiness to work collaboratively and explore creative adjustments to the plan to address the issues raised.

Council Member Bridges discussed the PUD process and its application to the proposed development. He clarified with Planning Consultant Bahm that the process is guided by the Michigan Planning Enabling Act, but cities have discretion over the specific criteria outlined in their ordinances. Council Member Bridges noted that the Planning Commission is considering reviewing the ordinance to ensure it aligns with current land development needs and remains applicable to the city's context as a nearly fully developed community.

Council Member Bridges was opposed to this development project, citing concerns about density and compatibility with the area's character. He emphasized that Farmington Hills residents value open space and large lots and move here for those characteristics, and the proposal's higher density disrupts the established neighborhood dynamic. While commending the developer for thoroughly addressing resident concerns and presenting a comprehensive review, Council Member Bridges maintained that the proposed development is out of character for the area and does not align with the expectations of the surrounding community.

In response, Aaron Schafer noted the scarcity of open land in Farmington Hills and emphasized that the Planned Unit Development (PUD) mechanism is one of the few tools available to creatively address housing needs. He highlighted the importance of providing housing options for the "missing middle" as well as empty nesters and the aging population in the city. At the same time, Mr. Schafer acknowledged the Council's concerns about density and traffic.

Council Member Boleware agreed with concerns raised by fellow council members. She praised the overall design of the project, particularly the Tabernacle portion. However, she expressed significant concerns about the density of the Mulberry portion and its impact on traffic. Council Member Boleware supported the concept of a multi-generational development combining housing for older adults and

younger families but the traffic challenges in the area, especially during peak hours, make the proposed density problematic. She noted that the Tabernacle's age-restricted residents are less likely to add to traffic during busy times, but the Mulberry portion, with younger families, would increase the traffic congestion.

Council Member Boleware commended the effort to replace 400 removed trees and distribute additional trees throughout the site. Unfortunately, density and traffic concerns particularly at the Westgate/Mulberry intersection remain primary issues and she encouraged the developer to consider reducing the number of units in the Mulberry portion. Council Member Boleware complimented the project's design and facade.

**Request for postponement**

Spencer Schafer addressed concerns about traffic, explaining that the development team was working with Julie Kroll at Fleis & Vandenbrink. The alignment of the proposed boulevard entrance with Westgate had been requested by the City's engineering department, changing the current three-way intersection into a four-way. The development team wants to maintain the intersection's level of service at a D rating or better and is open to revisiting potential solutions, including the possibility of adding a second entrance. Mr. Schafer expressed a willingness to refine the proposal based on Council feedback and requested that the item be tabled to allow time for revisions.

Mayor Rich thanked the Schafers for their community engagement, including attending the recent "Walk the Hawk" event and discussing the proposed development with residents. However, Mayor Rich acknowledged significant concerns raised by both residents and Council members.

Mayor Rich was also concerned about walkability, along with the absence of placemaking. She suggested incorporating public art in the proposal, noting the Council's ongoing discussions about implementing a public art ordinance. She was concerned about affordability, as the proposed \$2,500 monthly cost of the Tabernacle rentals is more than many residents can pay, especially seniors living on fixed incomes. Traffic impacts and the deteriorating state of existing structures on the property remain pressing issues.

Acknowledging the developer's request to table, and after discussion regarding scheduling, the following motion was offered:

MOTION by Boleware, support by Dwyer, that the City Council of Farmington Hills hereby approves the postponement of the public hearing and consideration of Planned Unit Development 2, 2024 including Site Plan 56-8-2024, Mulberry Park and The Tabernacle Multi-Family Housing, located on 13 Mile Road, west of Middlebelt Road, to March 3, 2025.

**Roll Call Vote:**

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

Nays: BRUCE

Absent: NONE

Abstentions: NONE

MOTION CARRIED 6-1.

At 10:00pm Mayor Rich called a short break and reconvened the meeting at 10:14pm.

**PUBLIC HEARING AND CONSIDERATION OF PLANNED UNIT DEVELOPMENT 1, 2024, INCLUDING SITE PLAN 54-7-2024, SHEETZ WITH CARRYOUT/DRIVE-THROUGH RESTAURANT, LOCATED AT 27815 AND 28025 MIDDLEBELT ROAD. CMR 1-25-03**

Planning and Community Development Director Kettler-Schmult explained that this application proposes a gasoline service station (twelve fueling positions) with a carryout/drive-through restaurant on an approximately 3.83-acre site comprised of three parcels at the northwest intersection of Twelve Mile and Middlebelt Roads.

The Planning Commission has had three hearings:

- June 20, 2024 – Planning Commission qualified PUD (8-0)
- September 19, 2024 – Planning Commission set for public hearing (9-0)
- November 21, 2024 – Planning Commission public hearing/recommendation to City Council (4-1)

Tonight's public hearing has been notified and publicly noticed, and published in the newspaper as is required. Council has received minutes from the previous meetings and a summary from the Planning Consultants. However, the Department did recently receive a request for postponement.

It is staff's recommendation that the public hearing be held, and it would be at the Council's discretion whether they want to take action on the item this evening.

Mayor Rich indicated that the public hearing would be held this evening. Due to the late hour, Council consensus was not to hear the Planning Consultant's recap of the report that is in the packets.

**Applicant presentation**

Alex Siwicki, 39300 W. 12 Mile Rd., Farmington Hills, was present on behalf of this application for PUD approval. Applicant's Counsel Pat Lennon, Honigman LLP, 39400 Woodward Avenue, Bloomfield Hills, was also present.

Mr. Lennon said that a formal request to postpone had been submitted. The applicant is considering enhancements to the submitted plan.

Mayor Rich indicated the public hearing would proceed, as it had been noticed and people were present to speak. After the public hearing discussion could take place regarding the request to postpone.

Utilizing a PowerPoint presentation, Mr. Siwicki provided the following information:

**Description of proposal**

- Sheetz was founded in 1952 in Altoona, Pennsylvania and is still a family-owned business with over 760 locations. Sheetz locations feature a 24/7 made-to-order kitchen, specialty coffee, and convenience store items. Locations include indoor and outdoor seating, drive-through service with touch-screen ordering (no squawk box), and free Wi-Fi, catering to various customer needs.
- The present application is for a planned unit development covering 3.83 acres at the northwest corner of 12 Mile and Middlebelt Roads. The proposal includes a 6,139 square foot combined

restaurant, convenience store, and gas station. There will be 6 fuel pumps with 12 fueling positions, drive-through restaurant service, and enhanced architectural features including full brick and stone exteriors.

- The project represents an \$8.5 million construction investment utilizing local contractors and engineering firms. Upon completion, 30-35 local jobs will be created with top-of-class benefits, including tuition reimbursement.

#### **Community benefits resulting from the project include**

- Increased tax assessments for the city.
- Community engagement through donations to food banks, schools, and Special Olympics.
- Enhanced buffering with additional evergreen trees, a six-foot vinyl fence, and pedestrian access improvements.

#### **Community outreach and site enhancements**

Sheetz has engaged “tirelessly” with the surrounding community. As a result of community feedback, the site plan has been changed to include:

- Additional evergreen buffering provides year-round privacy for the neighbors.
- A six-foot vinyl fence along western and northern property lines.
- Sidewalk replacement along the property lines.
- Reduced parking spaces compared to what exists today, a drive-through bypass lane, and adjusted lighting per Planning Commission requests.

#### **Zoning Compliance for the 3 uses on the property**

- Fast Food/Carryout Use: Zoning standards met.
- Fueling Station Use: Meets zoning ordinance criteria.
- Drive-Through Restaurant Use: Meets criteria for setbacks, stacking space, and meets the spirit of the ordinance relative to buffering from residential areas.

#### **Site plan enhancements above and beyond ordinance requirements**

- Setbacks: Increased setbacks from current dimensions:
  - East: 50% increase (from 84 to 126 feet).
  - South: 38% increase.
  - West: 17% increase.
  - North: 33% increase.
- Open Space: The plan represents a reduction of 75 parking spaces and 16,000 square feet of pavement over what exists, increasing open space significantly.
- Buffering and Landscaping: The plan offers enhanced landscaping, additional evergreen trees, and a six-foot decorative knee wall. Additional parcels to the north have been purchased to provide greater buffering to residential areas.

In summary, the plan permanently preserves open space, provides a use compatible with the surrounding commercial and residential areas, and maintains additional buffer zones for adjacent residential neighborhoods. The project aligns with the Master Plan, which designates the southern portion of the site as commercial. The development will revitalize a deteriorating site to promote orderly change.

The project does not seek dimensional variances and stays within all setback requirements. Very few waivers have been requested, emphasizing compliance and quality.

Mr. Siwicki concluded his presentation, reminding the Commission that the request this evening is for the City to either approve or postpone action on the proposed PUD and site plan.

Applicant's Counsel Pat Lennon provided his legal analysis of the case for approval. The applicant contends that the application satisfies all the PUD approval criteria, as affirmed by the Planning Commission. If approved the project would yield tremendous community benefits to the area and further the public health, safety and welfare of the City. The proposed use would bring the property into greater conformity with the Master Plan. The PUD would transform a vacant and deteriorating property into a new state-of-the art Sheetz café and fueling station. There is no other practical or viable use of the property as currently zoned. The argument for approving the PUD is very strong, both as a practical matter and as a legal matter.

### **Public Hearing**

Mayor Rich opened the Public Hearing by first noting that comments in opposition to the project had been received from B. Schwartz, Baldwin, Bob Schwartz, Carl and Susan Sekely, Clarence Norfleet, Dana Wilmot, the Desai Family, Elena Mityaeva and Tim Pike, Emilio Ramirez/Holly Hill Farms Association, Farida and Kasim Ali, Glenda McGuire, Jamilah Thomas, Joann Thompson, Kathleen Hayes-Parvin, Lorraine Kapsa, Mark Sanders/Westgate Subdivision, Michael Lee, Patricia Labrecque, Paul Shultz, Richard Bzovi, Rob and Patty Love, Robert Kelly, Robert Young, Sherry Griffin, Tim Parvin, and Toni Bradford.

Comments received in support of the project had been received from Kathy Kustron and Raymond and Shelly Zink.

Comments received in opposition to postponement were received from Carl Sekely, Michael Lee, and Tim Parvin.

The following people offered public comment:

- Shelley Stamand, Farmington Hills resident, opposed this development. There are 8 gas stations in the square mile surrounding this location, and another one is not needed. The best use for the property will be residential development. The proposed Sheetz would be better located on or near an expressway.
- Nasim Kazmikka, owner of Saroki's located inside the Shell Gas Station at 12 Mile and Orchard Lake, said that when they first opened the Shell station was open 24 hours. The owner decided to close at night due to the crime that brought to the area. There were numerous gas stations in the area who offered all the amenities Sheetz was going to offer. The local gas stations also supported the community whenever asked. Sheetz was a good Fortune 500 company, but did not belong in the middle of a neighborhood.
- Thomas Brunner, Balmoral Way, felt this was the wrong project at the wrong time, especially as 696 is going to be closing for an extended period of time, and 12 Mile Road will be taking on additional traffic. This will not be just a neighborhood-only destination. The development is too big for this neighborhood.

- Laura Gervasi, Farmington Hills resident, pointed out that the applicant had not addressed lighting, which was a big concern of the Planning Commission. Regarding community outreach, Ms. Gervasi lives next door to this proposed development, but no one has reached out to her. The Sheetz concept is a nice concept, but this very quiet neighborhood is the wrong place for it.
- Joe Nouné also lived in the complex next door to this development, and he agreed with comments already made. He opposed this development at this location.
- Carl Sekely, President of the HOA for Reserve at Woodcreek, supported comments already made. Sheetz does not fit with the character of the neighborhood and will likely result in the other gas stations at that corner going out of business, leaving vacant land that is hard to develop, in other words solving nothing. Also, no one had reached out to him as President of his HOA. He asked Council not to postpone, but to vote on this proposal this evening.
- Mary Ann Valade, Colony Park Drive, commended the Sheetz presentation. However, as others had said, this development did not belong in this location, and there was no need for another gas station at this corner. She was also curious as to who Sheetz would hire for the positions at this location.
- Chuck Firment, Forestbrook Drive, agreed with Council Member Bruce: no development is better than bad development. Sheetz has a good product, but it does not belong at this location.
- Allan Whittemore, President of Forestbrook -Pebblecreek HOA and speaking on behalf of the HOA, opposed the proposed Sheetz at this neighborhood location. There would be little demand in the neighborhood for the nighttime restaurant availability, and without neighborhood support or trucker clientele, the location might fail.
- Michele Reid Harris, South Harwich, said they had moved to the WoodCreek subdivision because it was so quiet. She was concerned about noise, lights and traffic congestion emanating from a Sheetz at this location. She asked Council to deny approval of this request.
- Brian Ventura, WoodCreek subdivision, was opposed to this PUD request. A PUD is supposed to create a better environment for the people who live in the area, but a Sheetz gas station will harm the quiet environment people are used to.
- Lee Blizman, Farmington Hills resident, opposed this PUD request. She emphasized the requirement that a PUD must improve public health, safety, and welfare without overburdening local services. She highlighted the repeated mentions of the need for a traffic study during Planning Commission discussions and correspondence from the city engineer, noting that approval of the site plan should not proceed without a thorough review of traffic impacts. Ms. Blizman also noted that should Council approve this proposal, it needed to set aside the promised open space into perpetuity, regardless of which business might locate there in the future.
- Bruce Roberts, Forest Brook Drive, was concerned about the implications of 40 parking spots at a facility that is open 24 hours, opening the property to inappropriate night-time uses. This PUD was not solving an existing problem, nor was it providing a benefit to the residential community, as people who had purchased their homes based on the neighborhood character had not foreseen such a business going in at this corner.
- Chandra Koganti, Millbrook, asked that Council make a decision this evening and not postpone action on this PUD request. He opposed this development on behalf of the next generation and the future of Farmington Hills.
- Johnene Koganti, Millbrook, said she was not speaking against Sheetz, but she was opposed to a Sheetz facility being constructed at this location. She was concerned about traffic, and about the people drawn to this location in the middle of the night. Those customers would not represent captured traffic but would be destination traffic. Regarding traffic, she noted the number of parents

who must drive their children to nearby schools, including Mercy High School, the STEAM Academy which had 700 students with no bussing, and other nearby schools in the area.

- Michael Yandora, Moran Street, supported Sheetz developing at this location. Sheetz stores were amazing, and the company had a great time-tested business model. It was wrong to stifle competition. There were legitimate reasons to have a 24/7 operation, which could be helpful to people coming home from late shifts or needing supplies in the middle of the night.
- Frank Asmar, local developer, said he had built the Crestwood Meadows condominiums that were next door to this proposed project. He did not think the proposed project was compatible in this area. Rather it belonged on major thoroughfares such as Telegraph, Woodward, or M-59.
- Dion DeGennaro spoke on behalf of his mother who lives directly across the street from the proposed development. He supported comments already made. He noted the Planning Commission's approval was based on the applicant making changes to the lighting and the drive-through. Sheetz relies on its bright lighting for safety during its overnight hours, but that same lighting will negatively impact the neighborhoods. He asked Council not to delay their decision, and to deny approval of this PUD.
- Amy Broglin-Peterson, Westgate subdivision, was familiar with Sheetz and knew it to be an excellent business. However, it did not belong in this neighborhood setting. Noting that she taught business at Michigan State University business school, Mr. Broglin-Peterson said she viewed Sheetz' attempts in the area as taking a predatory position, and she did not support approving this request.
- Michael Menlo, WoodCreek subdivision, said he had been to a number of Sheetz locations and could attest they are clean and well run. However, he did not support a Sheetz facility at this location.
- Angie Smith brought up a variety of concerns, including the alcohol sales, the 24 hour operation, and the additional traffic. She strongly supported finding another restaurant – and not a gas station – for this location.
- David Bager representing the 64 homes in the Franklin Forest and Fairway HOA, wanted to go on record supporting the comments made this evening. This is the wrong development for this location. He urged Council not to table action, but to vote on the matter tonight.
- Kathleen Hayes-Parvin, Sylvan Lane, reviewed the history of development in this area, including at one time the application to have a big box store going into the same southeast corner of that intersection. The City denied approval, and the L-shaped strip mall that is successfully located there is the result. Community members who were speaking this evening were trying to keep the integrity of their neighborhoods.
- Tim Parvin spoke on behalf of the Heatherwood Condos on Sylvan Lane. They opposed this development, which would negatively impact their homes 1/8 of a mile away. The Sheetz operating model belonged at a freeway exchange. Referencing the new ordinance that addressed new auto repair shops, car washes and gas stations, he asked Council to vote tonight and not postpone.
- Margaret Keyes-Howard, President of the Enclave of Heatherwood, Sylvan Circle, noted that their Board of Directors unanimously opposed a Sheetz station coming to their neighborhood. The proposed development was incompatible with the neighborhood.
- Joan Theresa Gebhart, Pine Knolls Condominium Association, opposed the proposed development. The proposed Sheetz store and pumps would not enhance the physical environment or the daily living circumstances of the neighborhood residents. She suggested soliciting citizen input on the future development of the subject site.
- Anne Logan, Vice President of the HOA at Pine Knolls, was opposed to the proposed development. She asked about the long-term ecological impact of putting a gas station at that corner.

- Sam Dorcheu, Pine Knolls, and an architect by profession, echoed comments made by Ms. Logan and others.
- Dennis Latner, Farmington Hills resident, referenced reports of serious crime at Sheetz locations throughout their service area. Mr. Latner opposed this requested development. He quoted from Sheetz' testimony before a Congressional committee [January 18, 2024] and asked Council to deny this request as the proposed development was not compatible with the neighborhood.
- Hank Murawski, President of the WoodCreek Civic Association, representing the 300+ residents bounded by 12-Mile, 13-Mile, Middlebelt, and almost all the way to Inkster, opposed this request. He asked a series of rhetorical questions regarding the development, ending with the question: what benefits does the PUD provide to the surrounding neighborhoods and the City? The new shrubbery, the sidewalk, the fence along Middlebelt, are not benefits, but rather are attributes and characteristics of the development. This was not an appropriate location for a Sheetz gas station.
- Craig Roshak, WoodCreek subdivision, opposed this PUD request. This was not about Sheetz as a company but was about what is appropriate for the existing neighborhood. He asked Council to deny this request.
- Trevor Duke, a commercial real estate professional, emphasized the challenges developers face in gaining approval for projects, especially when opposition from residents can create an "echo chamber" of dissent. He highlighted the negative consequences of repeatedly rejecting projects, warning that continued denials could result in blight, lower property values, and a reputation of a city unfriendly to new businesses. He pointed out examples of growth in neighboring municipalities and advocated for a balanced approach that maintains high standards while encouraging development. He shared support from young families in his neighborhood who favor the Sheetz proposal and urged the City and residents to embrace opportunities for responsible growth, warning that rejecting capable developers risks losing out on beneficial projects, leaving properties to decay or face less desirable uses in the future.
- Paula Turza, Woodcreek, opposed the proposed Sheetz development at this location and agreed with comments previously made.
- Ron Evans, Timbercrest subdivision, opposed approval the Sheetz development at this location for reasons already stated. He wondered if the Planning Commission had access to any kind of study or data regarding putting a Sheetz in this kind of neighborhood location.
- Clarence Norfleet, Timbercrest subdivision, opposed approval of the Sheetz development at this location for reasons already stated.
- Joseph Williams opposed approval of the Sheetz development at this location, and asked Council to deny the request.
- Joan Williams emphasized that the comments opposing this proposal were not aimed at Sheetz as a company. The opposition was to this kind of business at this location, which she also opposed. She asked Council to deny this request.
- Pea Gee, Farmington Hills resident, opposed this request for a PUD for a Sheetz development at this location.
- George Senawi, Orion Court, said this development would face his front door. He would lose privacy, and was very concerned about how the added traffic would affect his children's safety.
- Jeff Goodman, Woodcreek subdivision, expressed his support for the proposed Sheetz development, emphasizing its potential benefits for the area. He highlighted Sheetz's modern design, expanded offerings beyond fuel, and potential to enhance convenience for residents, particularly during late-night hours when other options are unavailable. He shared the value of a 24-hour establishment, such as the need for late-night food or over-the-counter medicine during family emergencies and

noted that Sheetz's well-lit design and proximity to law enforcement would contribute to safety and deter crime.

As no other public indicated they wished to speak, Mayor Rich closed the Public Hearing and brought the matter back to City Council.

Mayor Pro Tem Dwyer thanked the residents for coming out tonight. This was an important issue for residents and for Council, and he indicated he would be voting to deny this proposal.

Council Member Bruce expressed appreciation for the Sheetz proposal and acknowledged the company's success. However, he was opposed to the project as being too big and incompatible with the quiet residential character of the area. In terms of this development providing a service the City needs, Council was working to address the oversaturation of gas stations in the area; another gas station was not needed. Additionally, the large scale and 24-hour operation of the project felt more akin to a truck stop. He emphasized that the corner already has two gas stations, which are sufficient. Council Member Bruce also raised the concerns about the potential for Sheetz to outcompete existing businesses, leaving vacant gas station properties behind, which situation would not benefit the City. Nevertheless, he hoped Sheetz could find a more suitable location in Farmington Hills.

Council Member Bruce did not support tabling this proposal, as he would not be able to approve revised plans in any form as they would still include a gas station at this location.

Noting that the applicant had the right to respond to public comment, Mayor Rich acknowledged Mr. Siwicki and the Sheetz development team.

Mr. Siwicki thanked everyone for speaking this evening. He emphasized their request for a postponement to finalize site plan adjustments and incorporate additional enhancements based on what they had heard.

Mr. Siwicki highlighted safety features, noting Sheetz' well-regarded security systems, collaboration with law enforcement, and longstanding reputation for safe and attractive facilities. Sheetz does not attract crime but does deal with crime as it occurs.

Regarding traffic, Mr. Siwicki explained that convenience stores primarily capture existing traffic rather than generate new trips, and their Traffic Impact Study supports this assertion.

Mr. Siwicki defended the need for and right of competition in the gas station market, asserting that Sheetz offers unique benefits such as high-quality architecture, significant green space enhancements, reduced impervious area, and pedestrian improvements. He reiterated the project's \$8.5 million investment, increased tax revenue, and community contributions like weekly food bank donations and Special Olympics support.

Mr. Siwicki again asked for a postponement.

Applicant Counsel Lennon underscored that the project meets all PUD criteria as determined by the Planning Commission and noted that the current zoning allows for multifamily development, which

could have a greater impact on traffic and setbacks than the proposed Sheetz facility. He urged Council to consider the property's potential use and the risks of leaving it undeveloped. He expressed confidence that their revised proposal will address concerns and deliver significant community benefits.

City Attorney Joppich clarified that the Planning Commission made a recommendation to City Council and made preliminary findings as part of that recommendation. However, City Council will make the decision to approve or not approve the project. There are many criteria in the ordinance that talk about discretion of the City Council, the use of the property, the benefits and other matters in terms of the intent of the PUD process, including compatibility with the surrounding neighborhood, as found in the intent and purpose sections of the ordinance. The Planning Commission has moved this application forward, but Council is not bound by the Planning Commission's recommendation.

Council Member Bridges thanked the Sheetz team for their interest in Farmington Hills but emphasized that the proposed development at 12 Mile and Middlebelt is incompatible with the area. He acknowledged the Planning Commission's recommendation for approval but highlighted that the Council's role involves reviewing the Commission's findings alongside extensive public input, which overwhelmingly opposed the project.

Council Member Bridges underscored the importance of maintaining the character of Farmington Hills neighborhoods, a priority he has upheld during his 16 years on the Council. He concluded that the residential nature of the surrounding area and the existing zoning make the proposed location unsuitable for Sheetz, while reiterating the City's openness to considering Sheetz at a more appropriate site.

Council Member Knol thanked the residents and Sheetz representatives for their time and engagement, acknowledging the importance of community involvement in local government. While recognizing Sheetz as a reputable business, Knol believed the intensity of the project is incompatible with the surrounding single-family residential neighborhoods.

Council Member Knol emphasized that a 24-hour operation of this scale would be better suited to a commercial district near an expressway or major thoroughfare rather than a residential or neighborhood business area.

Regarding the conversation about competition – something she supported – Council Member Knol raised concerns about the challenges of redeveloping gas station properties due to potential underground contamination from the fuel tanks. Failed gas stations often remain abandoned and difficult to repurpose.

Council Member Knol concluded by advocating for denying the proposal tonight to save residents and Sheetz further time and effort, as the core elements of the business model—24-hour operation and gas station use—are incompatible with the site.

Council Member Boleware thanked the residents and Sheetz representatives for their time tonight. While acknowledging Sheetz' successful business model, Council Member Boleware expressed concerns about the lack of clear community benefits that the project would provide under the PUD process.

Specifically, she highlighted the existing saturation of gas stations in Farmington Hills— more than 30 — and questioned the added value of introducing another gas station at this location.

Council Member Boleware emphasized the residential nature of the area, pointing out that traffic along 12 Mile Road is minimal at night and that a 24-hour, brightly lit operation would not align with the neighborhood's character or needs. She noted the nearby presence of established businesses like Farmhouse Coffee and Bella Vita, which already meet the community's needs for refreshments and light meals, further reducing the unique value Sheetz might bring to the area. She also agreed with concerns already stated regarding the potential for creating new abandoned gas station sites.

Council Member Boleware supported an immediate vote, stating that her position would not change even with further enhancements to the proposal as long as it remained a gas station. She suggested that Sheetz explore other potential locations, such as Grand River and Middle Belt, where their operation might be more compatible.

Council Member Aldred thanked Sheetz for their interest in coming to Farmington Hills. However, he agreed with his fellow council members in comments already made. He noted there are 41 gas stations in Farmington and Farmington Hills, twice the density of neighboring communities, which is why Council has recently changed the ordinance regarding where new gas stations can be located in the City. Having a new gas station at the proposed site did not bring value to the City.

Mayor Rich said that her father had owned a 24-7 gas station in Benton Harbor, and she appreciated there was a time and place for those businesses. In her opinion and for reasons already stated, 12 Mile and Middlebelt was not such a place. She did not believe postponing the decision would make a difference.

MOTION by Bruce, support by Aldred, that the City Council of Farmington Hills hereby resolves that the applications for PUD Plan 1, 2024, including Site Plan 54-7-2024, both dated July 17, 2024, submitted by SkilkenGold Real Estate Development, are denied, because they do not meet all provisions set forth in Section 34-3.20 of the Zoning Ordinance and the proposed development will adversely affect the public health, welfare, and safety for the following reasons:

1. It is not compatible with the area at all.
2. It is too dense of an operation.
3. The light, the noise, and other issues discussed are a negative effect on the area.
4. There is not a public benefit.
5. Council has discussed limiting the number of new gas stations.
6. It will have an adverse effect on the neighborhoods in the area.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**NEW BUSINESS**

**CONSIDERATION OF APPROVAL OF THE INTRODUCTION OF AN ORDINANCE TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 2, "ADMINISTRATION," ARTICLE IV, "BOARDS, COMMISSIONS, AND COUNCILS," TO ADD DIVISION 12, "INNOVATION, ENERGY, AND ENVIRONMENTAL SUSTAINABILITY COMMISSION," TO PROVIDE FOR THE ESTABLISHMENT TO SAID COMMISSION AND ITS AUTHORITY, PURPOSES, DUTIES AND MEMBERSHIP. CMR 1-25-04**

MOTION by Aldred, support by Boleware, that the City Council of Farmington Hills hereby approves the INTRODUCTION of an Ordinance amending Chapter 2 of the code of the City Of Farmington Hills, "Administration," Article IV, "Boards, Commissions, And Councils," to add Division 12, "Innovation, Energy, And Environmental Sustainability Commission," to provide for the establishment of said commission and its authority, purposes, duties, and membership.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**CONSENT AGENDA**

**RECOMMENDED APPROVAL OF THE REVISED BUDGET STUDY SESSION MEETING DATES OF MAY 13 AND MAY 14, 2025.**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby approves the revised budget study session meeting dates of May 13 and May 14, 2025.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF RESCHEDULING THE REGULAR CITY COUNCIL MEETING OF MARCH 10, 2025 TO MARCH 3, 2025.**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby reschedules the regular City Council meeting of March 10, 2025 to March 3, 2025.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF AWARD OF BID FOR SIGN SHOP LATEX PRINTER, PLOTTER AND LAMINATOR TO GRIMCO, INC. IN THE AMOUNT OF \$35,804.56. CMR 1-25-05**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to Grimco, Inc. of Whitmore Lake, Michigan in the amount of \$35,804.56 for the purchase and installation of a replacement sign shop printer, plotter and laminator located at the Division of Public Works.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF PURCHASE OF COMMUNITY ENGAGEMENT AND RECRUITING POLICE VEHICLE TO LUNGHAMER FORD FOR ONE (1) 2025 FORD MUSTANG IN THE AMOUNT OF \$57,756.00, AND TO UTILIZE EXISTING SUPPLIERS TO EQUIP THE VEHICLE WITH NECESSARY EMERGENCY EQUIPMENT, GRAPHICS, COMPUTER AND RADIO IN AN AMOUNT NOT TO EXCEED \$37,244.00. CMR 1-25-06**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue purchase order(s) as follows:

- 1) To Lunghamer Ford for one (1) 2025 Ford Mustang in the amount of \$57,756.00.
- 2) To utilize existing suppliers to equip this vehicle with necessary emergency equipment, graphics, computer and radio, not to exceed \$37,244.00.
- 3) The total cost of this project will equal that of the grant amount, \$95,000.00.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF AUTHORIZATION OF AGREEMENT WITH CIVICPLUS FOR TECHNOLOGY SOLUTIONS IN THE ESTIMATED ANNUAL AMOUNT OF \$20,000. CMR 1-25-07**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to CivicPlus for the purpose of providing technology solutions in the estimated annual amount of \$20,000.

Roll Call Vote:

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

Nays: NONE  
Absent: NONE  
Abstentions: NONE

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF EXTENSION OF BID FOR AS NEEDED FACILITIES ELECTRICAL AND INTERIOR LIGHTING UPGRADES TO GRAYBAR FOR THE DURATION OF THE CONTRACT, WITH POSSIBLE EXTENSIONS. CMR 1-25-08**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to approve all budgeted purchase orders for electrical and interior lighting renovations, data communication and security, hardware and services with Graybar for the duration of the contract with possible extensions until January 31, 2029, under the same terms and conditions through mutual consent between the City and Graybar.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF EMERGENCY REPAIR OF KITCHEN SANITARY LINE AT COSTICK CENTER WITH GUARDIAN PLUMBING IN THE TOTAL AMOUNT OF \$68,648.99. CMR 1-25-09**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to issue payment to Guardian Plumbing, for the emergency repairs of the broken sanitary line and grease trap issue at the Costick Center, in the grand total amount of \$68,648.99.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF EXTENSION OF AGREEMENT FOR THE 2025 SPRING/SUMMER CITYWIDE PLANTING PROGRAM WITH CRIMBOLI NURSERY INC. CMR 1-25-10**

MOTION by Bruce, Support by Knol, that the City Council of Farmington Hills hereby approves the extension of the agreement with Crimboli Nursery Inc., for the 2025 Spring/Summer Citywide Planting Program; and

FURTHER RESOLVES the authorization of the City Manager and City Clerk to prepare and execute the extension of the agreement on behalf of the City of Farmington Hills and issue a purchase

order for the same.

**RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF DECEMBER 9, 2024.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approve the city council regular meeting minutes of December 9, 2024.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MEETING MINUTES OF DECEMBER 9, 2024.**

MOTION by Bruce, support by Knol, that the City Council of Farmington Hills hereby approve the city council study meeting minutes of December 9, 2024.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**ADDITIONS TO AGENDA**

There were no additions to the agenda.

**PUBLIC COMMENTS**

None.

**CITY ATTORNEY REPORT**

Attorney report was received by Council.

**ADJOURNMENT**

The regular session of City Council adjourned at 12:54AM.

Respectfully submitted,

Carly Lindahl, City Clerk

MINUTES  
SPECIAL JOINT STUDY SESSION MEETING  
FARMINGTON HILLS CITY COUNCIL  
FARMINGTON CITY COUNCIL  
FARMINGTON BOARD OF EDUCATION  
JANUARY 27, 2025 – 6:00P.M.  
FARMINGTON HILLS CITY HALL – COUNCIL CHAMBER

**1. CALL MEETING TO ORDER**

The Farmington Hills City Council meeting was called to order by Mayor Rich at 6:00pm.

The City of Farmington City Council meeting was called to order by Mayor LaRussa at 6:00pm.

The Farmington Public Schools Board of Education meeting was called to order by President Weems at 6:00pm.

**2. ROLL CALL AND INTRODUCTIONS**

**City of Farmington Hills**

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

Council Members Absent: None

**City of Farmington**

Council Members Present: Balk, LaRussa, Parkins, Schneemann, Taylor (arr. 6:15pm)

Council Members Absent: None

**Farmington Public Schools Board of Education**

Members Present: Blau, Heinrich, Hull, Smith, Turner, Walker, Weems

Members Absent: None

**Others Present**

City of Farmington Hills: City Manager Mekjian; Assistant City Manager Mondora; City Clerk Lindahl; Deputy City Clerk Ashley Hopper; Director of Special Services Schnackel, Director of Communications and Community Engagement Sullen-Winn, and Director of Diversity, Equity and Inclusion and Employee Development Harvey, Interim Police Chief Piggot, Fire Chief Unruh, and City Attorney Joppich

City of Farmington: City Manager Murphy, City Attorney Saarela, Director of Public Safety Houhanisin; City Clerk Bachman and Bill Wood, Fire Marshal

Board of Education: Superintendent of Schools Coffin; Assistant to the Superintendent Scripture

**3. COLLABORATIVE OPPORTUNITIES**

Mayor Rich explained that the purpose of tonight’s meeting is to explore opportunities for collaboration between the councils and the school board. The focus will be on identifying

meaningful joint efforts that can benefit the community. A list of five key topics had been developed with input from the participants.

**a. Communication**

- Strengthen communication between the School Board and City Council
- Share minutes and other key communications between the City Council, School Board, and the City of Farmington to foster collaboration

Discussion

A significant number of Farmington/Farmington Hills residents are not connected to the school. Accessing communication between the cities and the schools and then appropriately sharing out to the residents can help bridge this gap.

Suggestions included:

- Establish regular strategic planning discussions between a representative from the school board, superintendent's office, and one or two members of each city council, meeting monthly or at least quarterly to improve communication – if quarterly talk by phone at least monthly. The purpose is to improve communications and work on strategic planning together.
- Have a liaison from each council meet with Superintendent Coffin and Board President Weems to have a more in-depth discussion regarding issues facing the schools and cities.
- City managers, law enforcement, and superintendent establish a weekly phone call and/or email to update each other on what is happening within each sphere of influence.
- As strong communication builds a successful community, and as residents often ask council members and city officials for information regarding the schools, having a readily available reference (a "cheat sheet" that includes recent events) would help the cities provide accurate information while they communicate their support for the schools. Superintendent Coffin provided such a sheet to the attendees. Similar documents are provided by the cities as a matter of course – these should be regularly shared around.
- Provide links regarding the school district on each city website, with a short but clear statement that the schools are valued partners in the life of the city. Links to the cities can be posted on the school website.
- Broadcast school closings broadly, especially since closings affect others – the Costick Center closes when the schools close.
- The library is a significant community resource and its director and board are open to collaborative efforts; they should be invited to join the conversation in the future.

These suggestions were well received; the consensus appeared to move forward with concurrent implementation, with quarterly strategic planning meetings attended by liaisons and weekly conversations between the city managers, law enforcement, and the superintendent receiving highest priority.

**b. Student Achievement**

- Encourage residents including seniors to volunteer and support student learning.
- Develop ways for the City to support and honor student achievement.

- Share research findings and programming updates from the School Board to foster ideas on how the City can support educational efforts.
- Addressing childhood hunger

After reviewing current achievements goals and strategies in order to accelerate learning growth and achievement, while continuing to identify and support students who are struggling academically, Superintendent Coffin pointed out that students who come to school hungry, or lacking adequate housing, or with worries about what will happen after they leave the school day, are not learning-ready. Ensuring students have proper nutrition, adequate and safe housing, community support and outreach for the entire family, promotes readiness for learning.

Families who have meaningful and engaging work experiences and opportunities, and students who are emotionally, psychologically and physically safe, are learning-ready.

The cities and the schools can work together to ensure students are ready to learn when they come to school.

#### Discussion

Regarding clarity of terms and action:

- Improve the messaging regarding student achievement, so that messaging is consistent across all entities.
- Achieve clarity in what the cities can do to support the school district and then set meaningful goals to achieve that.
- Share the school's dashboard (it's "north star") at the next quarterly meeting.

Suggestions included:

- Help students be learning-ready by strengthening families. Include parenting classes and support groups in offerings at The Hawk. Explore partnering with the Michigan School of Psychology to help with this effort.
- Encourage the wider community to support the schools through millages and volunteerism. Develop messaging for residents who do not have students in the public schools. Emphasize the benefit of a successful school system to the entire community.

#### Addressing student hunger

- After significant discussion regarding the importance of this issue and acknowledging that the State provides free breakfasts and lunches to all students, the suggestion was to form a subcommittee to research and ultimately facilitate coordination across all available community resources to address student hunger, which often reflects family hunger and points to other needs within families. Include in this coordination the Children, Youth and Families Commission, CARES, and other organizations and agencies.

#### Honoring student and educator achievement

- Develop ways for the cities to support and honor student achievement, and also educator, staff, and district-wide achievements.
  - Acknowledge student and staff achievements and at city council meetings.

- Proactively show up at student achievement events, including graduations.
- Participate in March Reading Month at the schools.

**c. Job Readiness and Experiential Learning**

- Foster internships and real-world learning opportunities in city departments and local businesses.
- Offer the City's resources and alliances to create job opportunities for young people.
- Internship/Summer Employment
- Shadowing Program

Discussion

In addition to the list above, the following items were discussed:

- Encourage students to attend municipal meetings.
- Formalize the shadowing program
- Take a youth delegation to the National League of Cities.
- Internships should be thought of broadly and include the professional community as well as the government bodies.
- Give students the opportunity for speaking engagements at city hall on a variety of topics, including sharing their family's original culture.
- Strengthen the relationship with the Chamber of Commerce and involve them with these goals and activities. Engage with Oakland County relative to opportunities they offer.
- Help students to be work-ready by helping them get a work permit.
- Support and participate in career day, which this year is on April 25.
- Support and facilitate information regarding summer jobs.
- Involve the homeowners associations and the DDA.
- Again, involve the Library with its unique resources.

As this discussion was wide-ranging with potentially many moving parts, Mayor Rich suggested that representatives from each entity together form a sub-group to explore actionable ideas around the concept of job readiness and experiential learning.

**d. School Safety and Emergency Preparedness**

- Strengthen school safety through better coordination between the Schools and the Police Department.
- Encourage active shooter training in schools through collaboration with the Police Department.
- Discuss Emergency Preparedness. Possibly develop a round-table collaborative exercise.

Farmington Hills Mayor Pro Tem Dwyer, drawing on his extensive law enforcement experience including his years as Chief of Police in Farmington Hills, expressed deep concern over rising gun violence and the need for stronger school safety measures. He noted that while the community has been fortunate to avoid a major school-related shooting incident for over 40 years, the school district remains at risk. Reflecting on his past role in establishing the school liaison officer program, he stressed that more proactive steps are necessary and should be taken immediately. He emphasized that active shooter training has to be the top priority, urging regular, full-scale active shooter exercises involving both law enforcement and school personnel.

He warned that preparedness alone is insufficient without comprehensive, realistic drills that take months to properly plan.

Superintendent Coffin provided an overview of the district's ongoing safety initiatives and partnerships with local law enforcement. She emphasized the strong collaboration between Farmington Public Schools, the Farmington Public Safety Department, and the Farmington Hills Police Department, particularly through the School Resource Officer (SRO) program.

Superintendent Coffin highlighted the district's expansion of ALICE training, which now occurs four times a year as full-day sessions, incorporating CPR and Stop the Bleed training. This training is mandatory for all new staff and has been extended to noon aides upon their request. The sessions are supported by local law enforcement, district nurses, and MedSkill students.

To enhance emergency response, the District recently adopted standard response protocols, ensuring a uniform communication system across all schools. Public address systems have been pre-programmed with five standardized emergency announcements, allowing any staff member to quickly initiate an appropriate response. Bullet-resistant glass has been installed in key areas across all buildings to enhance security in high-traffic student spaces.

Additionally, the district is actively updating its emergency operating plans in coordination with SROs, principals, and crisis teams to ensure consistency and awareness throughout the District. As part of security improvements, they have explored solutions like Centegix and other security companies to supplement the existing four SROs. The district is also evaluating vape sensors with motion detection capabilities for school bathrooms.

Superintendent Coffin affirmed the District's commitment to school safety and welcomed further discussions or recommendations.

When asked about conducting a full-scale, one-day active shooter exercise at the high schools in coordination with law enforcement, Superintendent Coffin expressed support for the initiative.

Discussion followed, focusing on:

- Appreciation for the good work Superintendent Coffin is doing regarding this issue, and the effective partnerships she has forged with the local police departments.
- Understanding that a potential student shooter can be stopped if he is noticed early enough.
- Acknowledgement that this issue has different components, including easy access to guns.
- Suggestion that the Cities offer OK2SAY training for the wider community.
- Prevention involves specific actionable items, several of which – including an emphasis on “noticing and belonging” – are being currently implemented throughout the school district.

After robust discussion, there appeared to be consensus that the best outcome of tonight's meeting is for the police chiefs from both Farmington and Farmington Hills to continue to work with the school administration regarding the best way to move forward, with the recommendation that high school students receive the same full ALICE training as staff, and that the one-day full-scale training event described by Mayor Pro Tem Dwyer be a priority.

**e. Transportation**

- Before and after school tutoring

School Board President Weems noted her concern that some students are not able to take advantage of after school mentoring and/or activities because they don't have after school transportation. This situation relates to academic achievement. President Weems wondered if there was an opportunity for the City to help provide after school transportation.

President Weems further clarified that the after school program at The Hawk is only for middle-school students. She was suggesting that after school transportation be provided for high school students who stay at the school for additional mentoring/academic help.

Mayor Rich acknowledged the request but was unable to provide a response without more information and research.

**4. PUBLIC COMMENT**

Bill Lubaway, Farmington resident, said he had attended the Michigan State Board of Education meeting on January 14. Despite Michigan's adoption of strategies a decade ago to rank among the top 10 states in K-12 education, yet the state currently ranks 41st out of 50.

Mr. Lubaway highlighted disparities in literacy proficiency across school districts. Farmington School District's 58% proficiency rate places it 68th out of 580 districts. He emphasized that African American and low-income students in both Michigan and Farmington lag significantly behind their peers. He challenged Farmington Public Schools to take a leadership role in closing the achievement gap and improving educational outcomes statewide.

**CLOSING COMMENTS**

Council and Board members expressed appreciation for tonight's meeting, and enthusiasm for continuing this important collaborative effort. Conversation had been respectful, wide-ranging, and has led to actionable ideas including appointing liaisons and beginning a structure to provide a meaningful, unified effort to work together to support the success of all students and families in the community.

Mayor Rich thanked everyone for their active participation and suggested reconvening toward the end of summer to assess progress and determine next steps. As there appeared to be consensus, the Library would also be invited to participate in future discussions.

**ADJOURNMENT**

The Joint Meeting adjourned at 8:22pm.

Respectfully submitted,

Carly Lindahl, City Clerk