**AGENDA**
**CITY COUNCIL STUDY SESSION**
**NOVEMBER 23, 2026 – 5:30PM**
**CITY OF FARMINGTON HILLS**
**CITY HALL – COMMUNITY ROOM**
**31555 W ELEVEN MILE ROAD**
**FARMINGTON HILLS, MICHIGAN**
**Telephone: 248-871-2410 Website:** www.fhgov.com

1. Call Study Session to Order

2. Roll Call

3. Consideration of approval to enter into a closed session to consider and discuss attorney client written communications from the City Attorney under Section 8(1)(h) of the Open Meetings Act. (Note: Council will return to open session immediately following the closed session).

4. Updates on Police Department Activities
    a. Crime Data Analyst Position and Contributions to Police Department Operations
    b. Police Data and CLEMIS
    c. Pedestrian Safety
    d. Mental Health Response
    e. 2027 Police Department Goals

5. Adjourn Study Session

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Karen Mondora, 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.**

FARMINGTON HILLS POLICE

**INTEROFFICE CORRESPONDENCE**

**TO:** **Mayor and City Council**

**FROM:** **John Piggott, Chief of Police**

**DATE:** **November 19, 2026**

**SUBJECT:** **Police Department Update**

At the November 23, 2026, study session, I, along with members of the executive staff, will provide updates on police department activities including progress made on our 2027 goals.

Topics of interest include:

1. A review of our Crime Data Analyst position and how it has assisted the department with:
   - Crime Analysis and Trend Identification
   - Resource Allocation and Deployment
   - Strategic Planning and Command Staff Support
   - Intelligence and Investigative Support
   - Data Reporting and Performance Measurement

2. Police Data and CLEMIS:
   - Data Collection via CLEMIS
   - Transparency Dashboard
   - CLEMIS Authority

3. Pedestrian Safety / E-Bikes:
   - E Bike definitions
   - Complaints / Crashes
   - Enforcement

4. Mental Health Response:
   - Training in Mental Health Response
   - Participation in M.S.U. and M.C.O.L.E.S. study to review training and outcomes before and after training.

5. Progress towards 2027 goals:
   - Police presence at Council Meetings
     - Officer has been assigned
     - Policy being developed
   - Small group LPR presentations
     - Completed

Attachments:
Crime Data Analyst Job Functions
Crime Data Analyst 2025 Summary
Transparency Dashboard Jan-June 2025, Jan-June 2026
E-Bike handout
2026 YTD Crashes / Complaints

FARMINGTON HILLS POLICE

# City Council Study Session
# November 23, 2026

# Quarterly Traffic Stop Report (January – March 2025)

FARMINGTON HILLS POLICE

## Quarterly Traffic Stop Report (January 2025—March 2025)

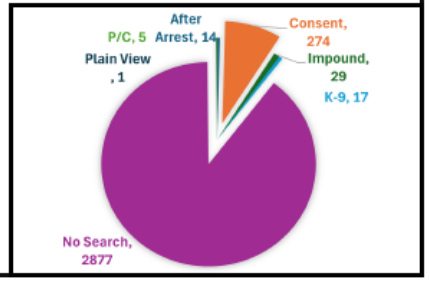
| | January 2025 | February 2025 | March 2025 | Total | 2024 Monthly |
|---|---|---|---|---|---|
| Traffic Stops | 1,090 | 976 | 1,187 | 3,253 | 1,146 |
| Daily Average | 35 | 35 | 38 | | 38 |
| Incomplete Activity Logs | 11 | 10 | 15 | 36 | 38 |

| Reason for Contact | Count | Percent |
|---|---|---|
| Traffic Violation/ Speed | 1847 | 56.8% |
| Equipment Violation | 949 | 29.2% |
| Other | 377 | 11.6% |
| No Input | 36 | 1.1% |
| Weighmaster | 29 | 0.9% |
| Crime BOL | 7 | 0.2% |
| Belt/Restraint | 5 | 0.2% |
| Assist | 2 | 0.1% |
| Alcohol/Drugs | 1 | 0.0% |

| Outcome of Stop | Count | Percent |
|---|---|---|
| Citation | 1426 | 43.8% |
| Verbal Warn | 1392 | 42.8% |
| Arrest | 252 | 7.7% |
| Citation Warning | 138 | 4.2% |
| No Input | 36 | 1.1% |
| Assist | 9 | 0.3% |

*11% of individuals were searched, and among them, 73% consented to the search.*

*Type of search conducted:*




Top 10 Officers:

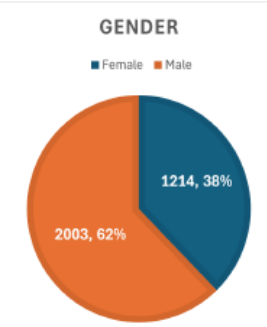
| Officer Username | Count |
|---|---|
| FHAHMEDS | 190 |
| FHDICKSONL | 167 |
| FHGUERRIEROS | 104 |
| FHKOSALZ | 122 |
| FHMORANP | 192 |
| FHOCONNORS | 117 |
| FHTURKM | 101 |
| FHWEBERL | 122 |
| FHWESTN | 219 |
| FHWILTH | 128 |

FARMINGTON HILLS POLICE

Quarterly Traffic Stop Report (January 2025—March 2025)

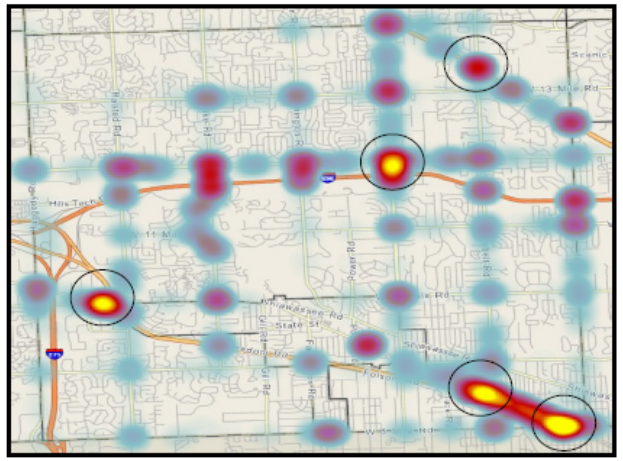
## Demographic of Traffic Stops:

| Age | Count |
|---|---|
| 18-28 | 947 |
| 29-38 | 526 |
| 39-48 | 396 |
| 49-58 | 214 |
| 59-68 | 9 |
| 69+ | 114 |
| u/18 | 929 |
| No Input | 118 |




| Race | Count | Percent |
|---|---|---|
| Black or African American | 1551 | 47.7% |
| White | 1318 | 40.5% |
| Asian | 196 | 6.0% |
| Hispanic or Latino | 85 | 2.6% |
| Unknown | 53 | 1.6% |
| No Input | 36 | 1.1% |
| American Indian or Alaskan Native | 10 | 0.3% |
| Pacific Islander | 4 | 0.1% |

## Hot Spot Analysis:



*Top Five Hot Spots:*

| Hot Spot | Count | % |
|---|---|---|
| 8 Mile & Grand River | 141 | 4% |
| Grand River & Halsted | 112 | 3% |
| 12 Mile & Orchard Lake | 88 | 3% |
| Middlebelt & Grand River | 81 | 2% |
| Northwestern Hwy & Middlebelt | 75 | 2% |

# Traffic Stop Map Breakdown

FARMINGTON HILLS POLICE

Quarterly Traffic Stop Report (January 2025—March 2025)

**Correlation to the 2025 Traffic Enforcement Plan:**

The Traffic Division conducted 768 traffic stops between January and March 2025, accounting for 24% of all traffic stops during this period.

The 2025 Traffic Enforcement Plan states that the FHPD TSS will focus enforcement on the top nine (9) crash locations from 2024 (outlined on the map):

- Expressways, Orchard Lake Rd, from I-696 to 14 Mile Rd, 10 Mile Rd, from Halsted to Haggerty Rd, and 12 Mile Rd, from Orchard Lake to Halsted.

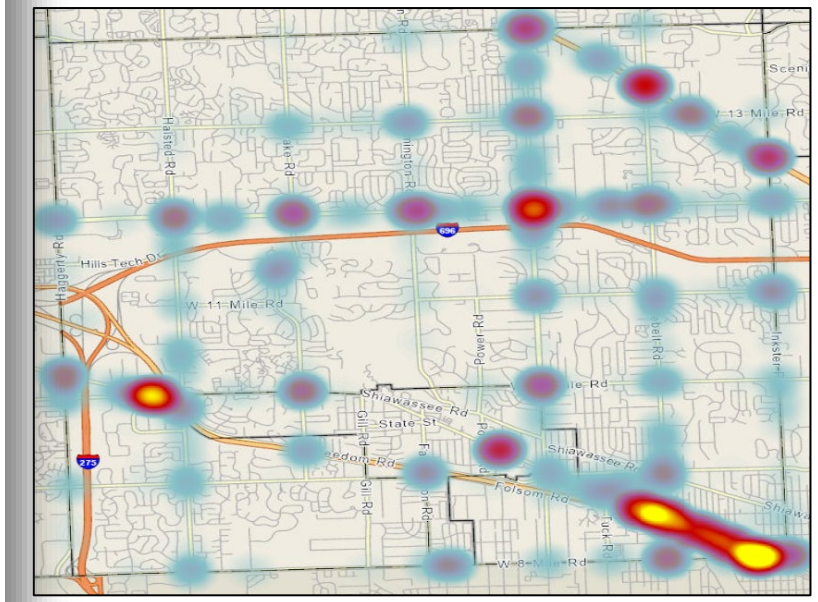
Therefore, the traffic stops in these location are influenced by the 2025 Traffic Enforcement Plan.

Additionally, the traffic stops near 11 Mile & Drake were higher due to concern expressed by the HOAs in the area (outlined in red).

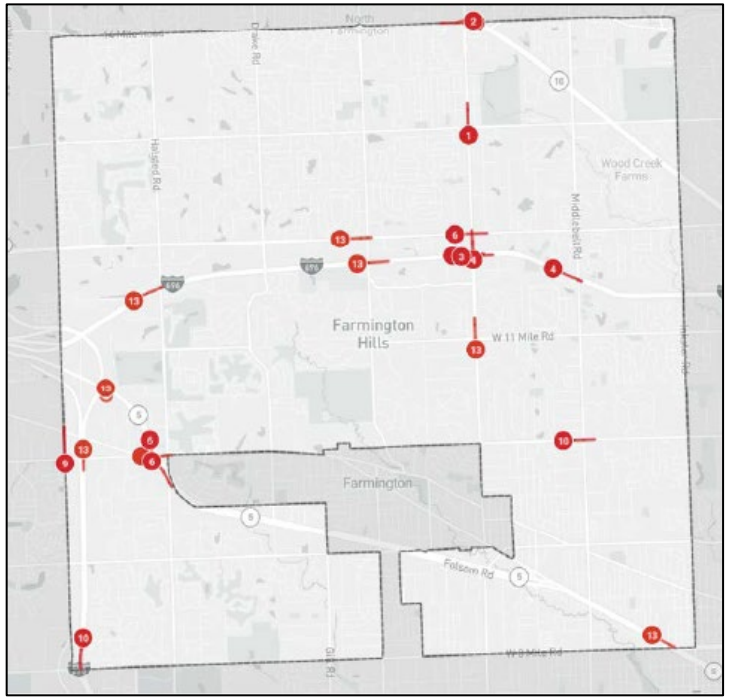
**Traffic Division TS Hot Spot Map:**




Patrol Division TS Hot Spot Map:




Areas with 5 or more **traffic crashes** between Jan – Mar 2025



# What is Crime Analysis?

## Definition:

- Crime analysis is a profession and process in which a set of quantitative and qualitative techniques are used to analyze data valuable to police agencies and their communities.

## Job Description:

- Provides analytical insight that drives and/or supports law enforcement investigations, operations, and strategy, as well as influence policy and decisions.

# Crime Analysis Products



# Workups

## People and Property

### People

- ❑ A one-page document on a subject for investigative purposes.

### Property

- ❑ A one-page document on a property (residence/business) for investigative purposes.

YTD, **21** workups have been created by CDA Swickard.

**Farmington Hills Police Department**
**Investigative Workup**

**Jane Doe**
W/F 5'06" 135lbs
DOB: 01/02/1999
SID: 123456 FBI: 7890123
DL: 1234567890 (Valid)



*Photo Taken: 5/22/2024*

LEIN:
Officer Safety Caution in LEIN
Active Probation – Oakland Co. – Shoplifting
Criminal Bench FTA – Oakland Co.

TX:
248-123-7890 (CLEMIS/idiCORE)
248-789-0123 (CLEMIS)

Address:
31655 W 11 Mile Rd (CLEMIS/idiCORE: 1/1/2022 - Pr[illegible]t)
28600 W 11 Mile Rd (Ops/idiCORE: 12/15/2018 – 12/[illegible]21)

Social Media:
(Jane Doe) https://www.facebook.com/CityofFa[illegible]ills/

Associated Vehicles:
2013 Ford Explorer, MI: FH12[illegible]
2009 Ford Focus, MI: PD678[illegible]

Guns Registered:
Glock G43, 9mm Pistol, SN: 12345, DR: 1/1/2022

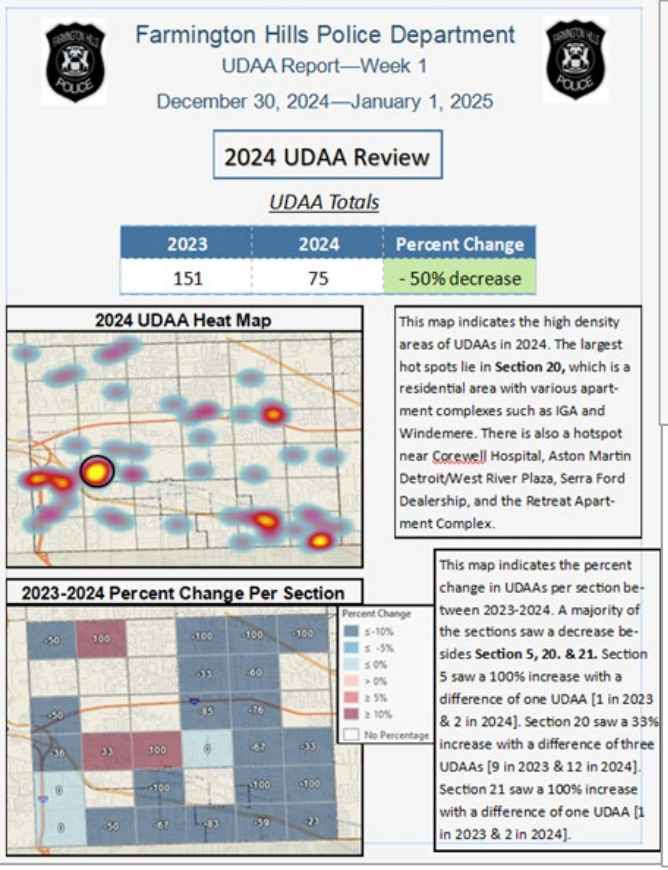
Associates:
- John Doe 1/1/1999 (Husband/Children in Common)
31655 W 11 Mile Rd
- James Smith 12/1/1998 (Former Dating Relationship)
28600 W 11 Mile Rd
- Ashley Jones 11/1/1998 (Sister)
35500 W 8 Mile Rd
- Barb Jones 10/1/1970 (Mother)
35500 W 8 Mile Rd
- Emily Moore 9/1/1999 (Associate)
37777 11 Mile Ct

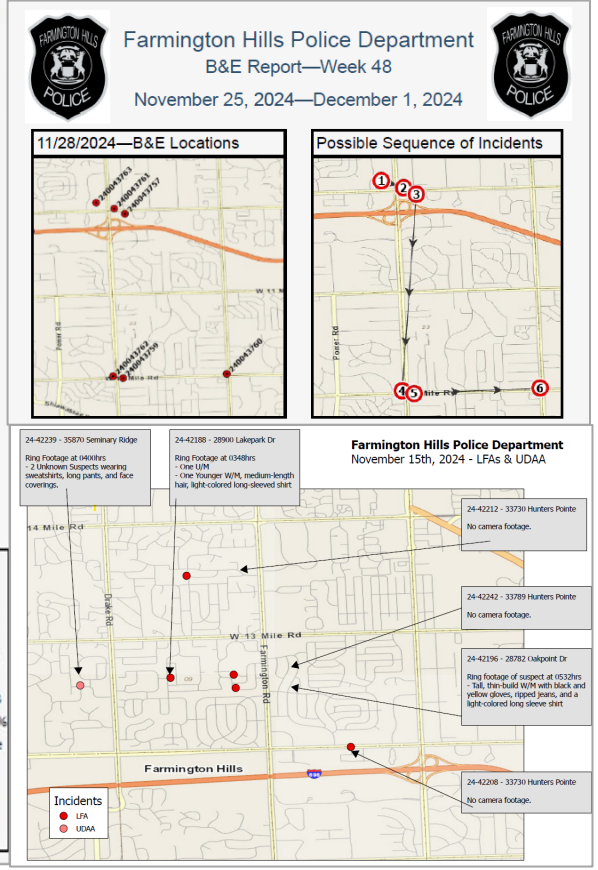
CLEMIS CR
240012345 – Drug Possession
240067890 – Shoplifting
220012345 – Retail Fraud
190067890 – Larceny

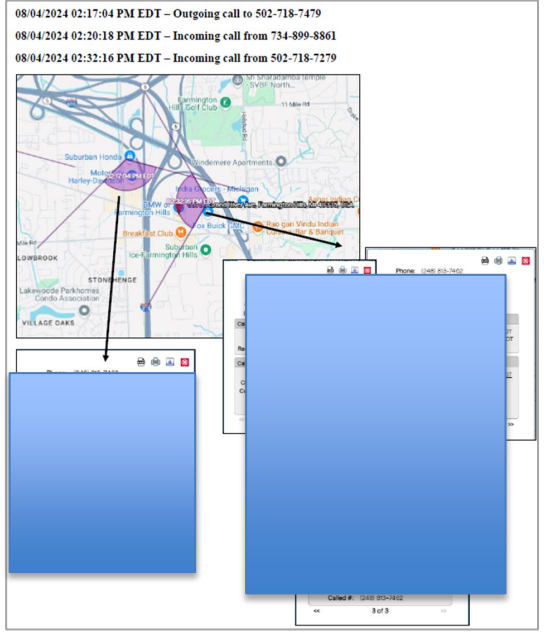
MDOC History
Active Probation – Oakland Co. – Shoplifting
Discharged from Prison – Wayne Co. – 10/11/2022

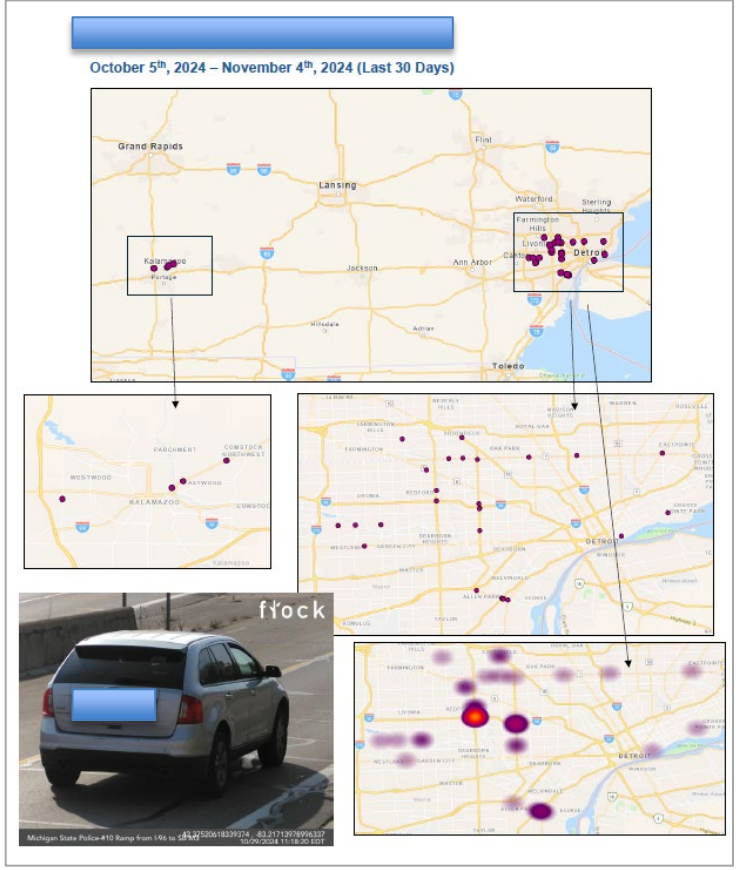
CLEMIS CFS
CAD: 240011111 – Family Trouble
CAD: 220022222 – Disorderly Conduct

SAMPLE




# Crime Mapping

YTD, **59** maps have been created by CDA Swickard.

# Crime Bulletins

YTD, **19** bulletins have been created by CDA Swickard.

FARMINGTON HILLS POLICE

**Police Chief: John Piggott**
Disseminated: 2/14/2025
Bulletin No. 25-IB-08

## Investigative Bulletin—Section 5 LFAs

**Incident #: 25-4951, 25-4921**, 25-4925, 25-4926, 25-4938, 25-4939, 25-4923, 25-4949, & 25-4946

**Location:** Section 5 (Ramblewood & Sudbury Woods North Neighborhood)

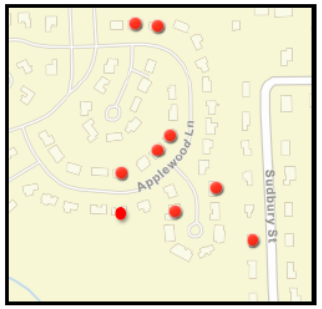
**Date / Time:** 2/13/2025 around 0500hrs

Overview:

On 02/13/2025, nine LFAs were reported in Section 5 which occurred around 0500 hours. Each incident followed the same MO, with the suspect targeting unlocked vehicles in the listed neighborhoods. In several cases, the driver's side door was left ajar. In 25-4923, a black Springfield Hellcat 9mm was stolen (SN: BY205875).

Suspect (s) Information:

- Description: Unknown suspect wearing a black jacket (white lettering on the shoulder), black pants, white shoes, backpack, and a face covering.
- Vehicle: Unknown






**Please contact Det. Syoen #449 & Det. Ross #493 with any additional information.**

Produced by: Crime Analyst Avery Swickard
Desk: 248-871-2760
Email: aswickard@fhgov.com

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FOR LAW ENFORCEMENT USE ONLY

FARMINGTON HILLS POLICE

**Police Chief: John Piggott**
Disseminated: 3/19/2025
Bulletin No. 25-IB-11

## Investigative Bulletin—Pharmacy B&E

**Incident #:** 25-8771

**Location:** 28300 Orchard Lake Rd Ste. #101 (Quality Care Pharmacy)

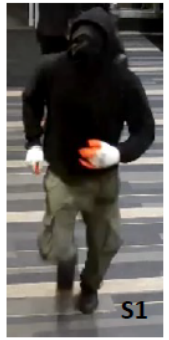
**Date / Time:** 3/17/2025; 2106-2110hrs

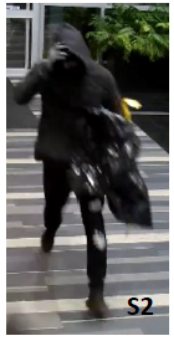
Overview:

On 3/17/25 at 2106hrs, two males wearing dark clothing arrived in a gray Chrysler Pacifica. They used a crow bar to pry open the main entry door and then shattered the glass to gain entry into Suite 101 (Quality Care Pharmacy). The suspects stole Pregabalin capsules and fled the area around 2110hrs.

Suspect (s) Information:

- **S1:** Taller male wearing a black hoodie, black mask, green pants, black shoes and orange/white gloves.
- **S2:** Taller male wearing a grey hoodie, black mask, black pants with white decals on the left pant leg, and black gloves.
- **Vehicle:** Gray Chrysler Pacifica
- **Weapons:** Two crowbars: (1) Red (1) Yellow










**Please contact Det. Ross #493 with any additional information (nross@fhgov.com / 248-871-2642)**

Produced by: Crime Analyst Avery Swickard
Desk: 248-871-2760
Email: aswickard@fhgov.com

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FARMINGTON HILLS POLICE

**Police Chief: John Piggott**
Disseminated: 3/25/2025
Bulletin No. 25-IB-13

## Investigative Bulletin—Attempt to ID (Retail Fraud)

**Incident #:** 25-9173

**Location:** 30837 Orchard Lake Rd (Ulta Beauty)

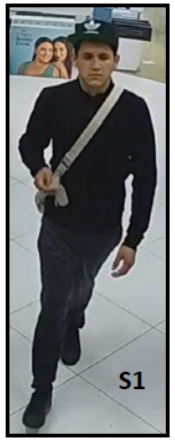
**Date / Time:** 3/20/2025; 2018hrs

Overview:

On 03/20/2025 at 2018 hours, S1 and S2 entered Ulta separately but within 40 seconds of each other. S1 walked through the store alongside S2 and was observed placing $2,766.00 worth of perfume and cologne into S2's pink and white gift bag. The suspects remained inside the store for approximately four minutes. No exterior cameras are available, and a vehicle description is unknown.

Suspect Information:

- **S1:** W/M (Possibly Hispanic), wearing a black Adidas hat, black long sleeve shirt, dark-colored sweatpants, black shoes, and a white/off-white sling bag.
- **S2:** W/M (Possibly Hispanic), wearing a black hat, Tommy Hilfiger crew neck gray sweatshirt, dark-colored jeans, and white & black tennis shoes.
- **Vehicle:** Unknown
- **Weapons**: Unknown







**Please contact Det. McDonald #448 with any information (248-871-2780/lmcdonald@fhgov.com).**

Produced by: Crime Analyst Avery Swickard
Desk: 248-871-2760
Email: aswickard@fhgov.com

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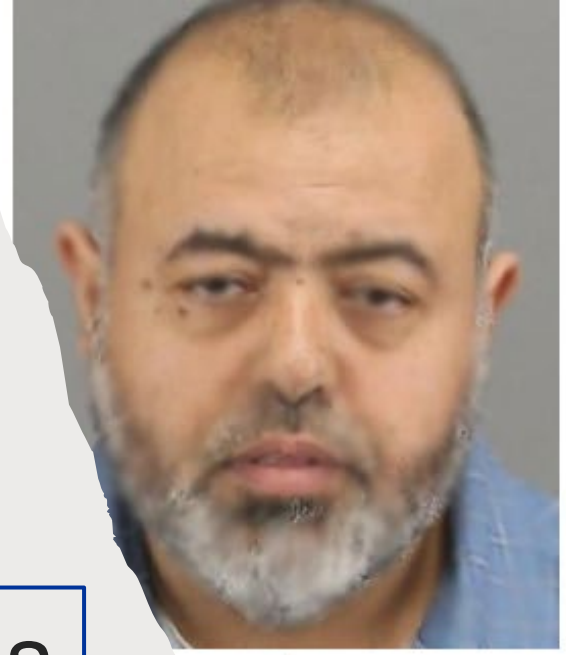
# Photo Lineups

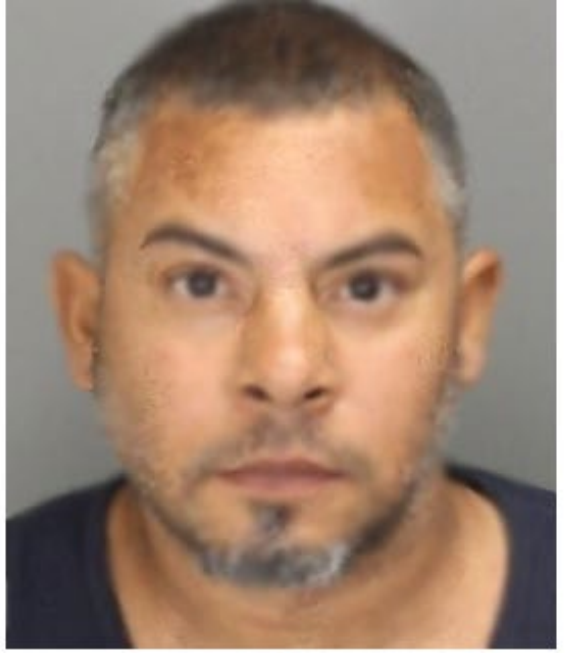
YTD, **25** lineups have been created by CDA Swickard.



1



2



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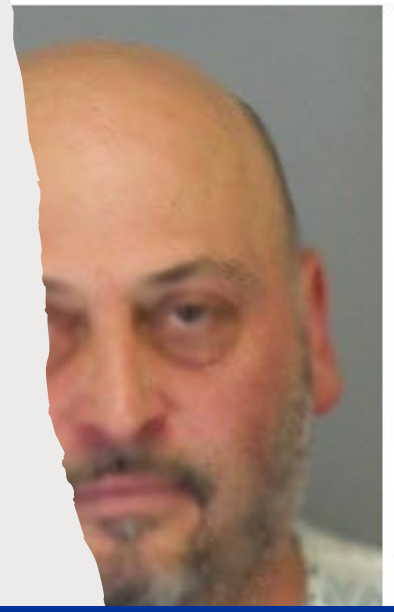
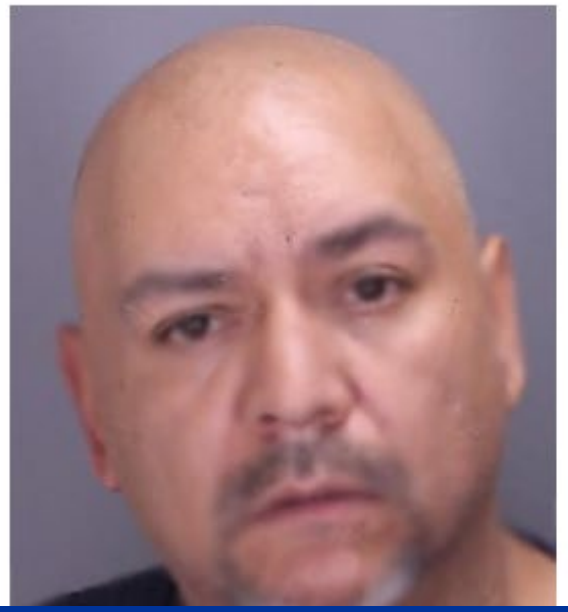
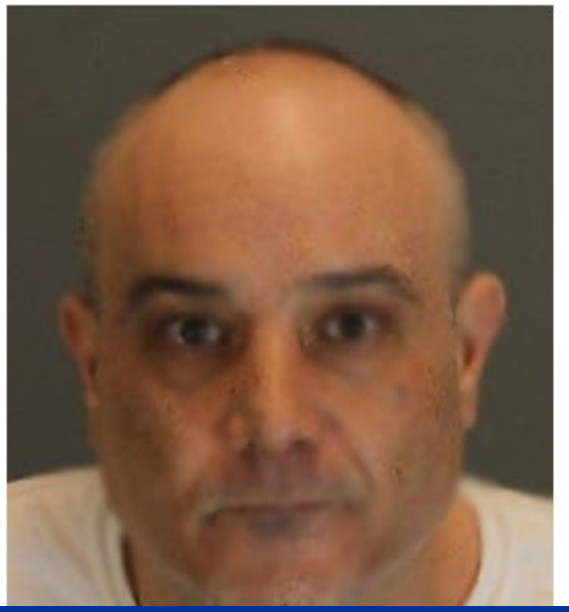






# Community Reports

YTD, **5** community reports have been created by CDA Swickard.

Reports created for HOA meetings, community events, and local businesses.

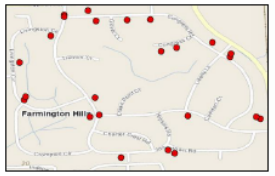
FARMINGTON HILLS POLICE

**Neighborhood Crime Report – Independence Commons**

Past 6 Months (August 23rd, 2024 – February 23rd, 2025)

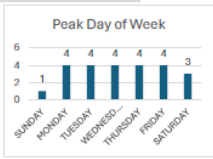
Calls for Service (CFS): *(Requests made to Farmington Hills Police Department by members of the public for assistance with various issues or emergencies (911, non-emergency calls, alarms, etc.)*

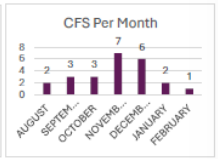
| Calls for Service | AUG. | SEPT. | OCT. | NOV. | DEC. | JAN. | FEB. | Grand Total |
|---|---|---|---|---|---|---|---|---|
| BURGLARY ALARM | | | | 2 | 2 | 1 | 1 | 6 |
| SUSPICIOUS PERSONS | 1 | 1 | | 1 | | | | 3 |
| ASSIST CITIZEN | 1 | | 1 | | 1 | | | 3 |
| WELFARE CHECK | | | 1 | | 1 | 1 | | 3 |
| TRAFFIC COMPLAINT | | | 1 | 2 | | | | 3 |
| TRAFFIC CRASH | | 1 | | | 1 | | | 2 |
| CIVIL MATTER - OTHER | | | | 1 | | | | 1 |
| ASSIST FIRE DEPARTMENT | | | | | 1 | | | 1 |
| SUSPICIOUS CIRCUMSTANCES | | | | 1 | | | | 1 |
| ANIMAL COMPLAINT | | 1 | | | | | | 1 |
| Grand Total | 2 | 3 | 3 | 7 | 6 | 2 | 1 | 24 |




There were 24 CFS to the Independence Commons Neighborhood in the past 6 months, which is a **14% percent decrease** from the 28 CFS the year prior.

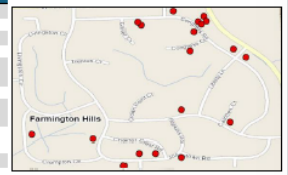
The peak day of the week that these calls occurred was Monday-Friday. The months with the highest CFS were November & December.



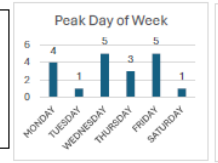

Crime Reports: *(An actual report taken by a police officer after the commission of a crime.)*

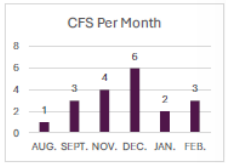
| Crime Report Type | AUG. | SEPT. | NOV. | DEC. | JAN. | FEB. | Grand Total |
|---|---|---|---|---|---|---|---|
| Theft from Motor Vehicle | | | | 2 | 2 | | 4 |
| Burglary | | 1 | | | | 2 | 3 |
| Intimidation | | | 1 | 1 | | | 2 |
| Wire Fraud | | | 2 | | | | 2 |
| Bad Checks | 1 | | | | | | 1 |
| Counterfeiting/Forgery | | 1 | | | | | 1 |
| Destruction of Property | | | | | | 1 | 1 |
| False Pretense/Swindle/Confidence Game | | | | 1 | | | 1 |
| Identity Theft Fraud | | | 1 | | | | 1 |
| Motor Vehicle Theft | | 1 | | | | | 1 |
| Simple Assault | | | | 1 | | | 1 |
| Theft from Building | | | | 1 | | | 1 |
| Grand Total | 1 | 3 | 4 | 6 | 2 | 3 | 19 |




There were 19 crime reports taken in the Independence Commons Neighborhood in the past 6 months, which is an **850% percent increase** from the 2 crime reports the year prior.

The peak day of the week that these calls occurred was Monday, Wednesday, & Friday. The months with the highest crime reports were November & December.




FARMINGTON HILLS POLICE

**School Liaison Officer Activity Report: Farmington Public Schools**

*One-Year Review (April 14th, 2024 – April 14th, 2025)*

Case Reports at Farmington Hills School Addresses:

*Case Report: An actual report taken by a police officer after the commission of a crime.*

A total of 108 case reports were filed listing the address of a Farmington Public School *in Farmington Hills*. Of these, **90** were assigned to a School Liaison Officer (SLO), indicating that the report involved one or more students or faculty members from the school.

Out of these 90 cases, SLOs ***arrested three students***, meaning about ***3.3%*** of the school-related incidents assigned to an SLO led to a juvenile arrest.

*Below is the disposition of these cases as of 4/14/2025.*

| Offense | Count |
|---|---|
| Juvenile - All Other | 22 |
| Suspicious Person/Circumstances | 18 |
| Simple Assault | 10 |
| Intimidation | 6 |
| Mental Health Call | 6 |
| Telephone Harassment | 4 |
| Threat Against School | 4 |
| Larceny from Building/Yards | 4 |
| Damage to Property | 3 |
| Sexual Assault | 2 |
| Aggravated Assault | 2 |
| Arson | 1 |
| Forgery of Checks | 1 |
| Drug Possession | 1 |
| Child Sexually Abuse Material | 1 |
| Disorderly Conduct | 1 |
| Misc School Complaint | 1 |
| Family Trouble | 1 |
| Welfare Check | 1 |
| Misc Traffic Complaint | 1 |
| **Total** | **90** |

| Case Status | Count |
|---|---|
| JC-01 Sent | 26 |
| Information Only | 24 |
| No further follow up | 18 |
| Warrant denied | 6 |
| Warrant Requested | 5 |
| Lack of Leads | 5 |
| Adjudicated | 1 |
| Citation | 1 |
| Civil Complaint | 1 |
| Other Jurisdiction | 1 |
| Pending Court | 1 |
| None | 1 |
| **Total** | **90** |

**What is a JC-01?**

A JC-01 is a legal document used to request prosecutorial review and potential action in juvenile cases, possibly leading to delinquency proceedings through the Oakland County Prosecutor's Office.

Created: 4/16/2025

FARMINGTON HILLS POLICE

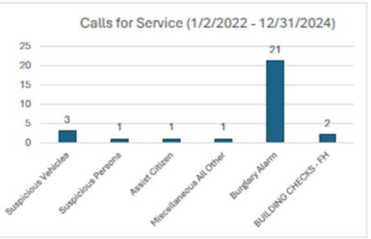
**Delta Dental Report**

*27500 Stansbury Blvd, Farmington Hills, MI*

**January 1st, 2022 – December 31st, 2024 (3 Years)**

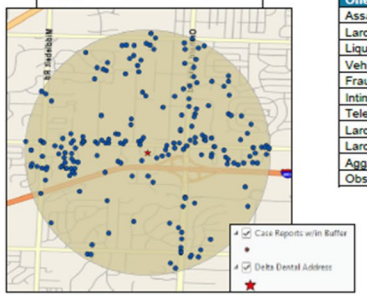
- In the past 3 years, there were **29 calls for service** to 27500 Stansbury Blvd.
  - There were **no crime reports** taken during this timeframe.

| Calls for Service | Count |
|---|---|
| **2022** | **4** |
| C3902-Burglary Alarm | 2 |
| L6030-BUILDING CHECKS - FH | 2 |
| **2023** | **13** |
| C3326-Suspicious Vehicles | 3 |
| C3399-Miscellaneous All Other | 1 |
| C3902-Burglary Alarm | 9 |
| **2024** | **12** |
| C3328-Suspicious Persons | 1 |
| C3336-Assist Citizen | 1 |
| C3902-Burglary Alarm | 10 |
| **Grand Total** | **29** |




**Case Reports w/in a 1-mile radius of Delta Dental (6 Months)**

Case Report Locations Between July 1, 2024 – December 31st, 2024




| Top 10 Offenses w/in the 1-mile radius | |
|---|---|
| **Offense Type** | **Total** |
| Assault/ Battery/Simple | 31 |
| Larceny - Personal Property from Vehicle - LFA | 9 |
| Liquor OWI | 7 |
| Vehicle Theft UDAA | 6 |
| Fraud by Wire | 5 |
| Intimidation | 5 |
| Telephone Used for Harassment, Threats | 5 |
| Larceny - From Building | 5 |
| Larceny - From Yards | 4 |
| Agg/Fel Assault - Family - Other Weapon-Domestic | 4 |
| Obstruct Police and/or Fireman | 4 |

There were **771 case reports** made within a 1-mile radius of Delta Dental in the last 6 months.

# Crime/Intelligence Reports

YTD, **91** crime/intel reports have been created by CDA Swickard.

FARMINGTON HILLS POLICE

**UDAA Report—Week 16**

*April 14, 2025—April 20, 2025*

## Incidents

| CR Number | Date/Time | Address | Vehicle | Suspect Info | Recovered? |
|---|---|---|---|---|---|
| 25-11971 | 4/15/2025 0455hrs | 29997 Valley Forge Dr | 2024 Jeep Grand Cherokee (MI: [redacted] | Ca[redacted] | Yes |
| 25-12180 | 4/15-4/16 2100-1200hrs | 27883 Independence St Apt. 204G | 2011 Black Dodge Ram [redacted] | Unknown | ATTEMPT |
| 25-12181 | 4/16/2025 0000-0500hrs | 21399 Tulane St | 2015 Red Kia Soul (M[redacted] | Unknown | ATTEMPT |
| 25-12586 | 03/01/24—4/17/24 | 20720 Tuck Rd | 1973 Buick LaSabre | SF Auto Repair | No |

## Incident Comparison

| | This Week | Last Week | Week 14 | Week 13 | 2024 Average |
|---|---|---|---|---|---|
| UDAA | 4 | 4 | 4 | 1 | 1 |

**This Year's Recovery Rate:**

71% (17/24)

* This total does not include attempted UDAAs or repossessed vehicles

**Peak TOD & DOW (Last 4 Weeks):**

DOW: Monday-Wednesday

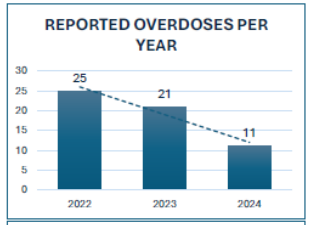
TOD: 1900-0500hrs

**Notable Information:**

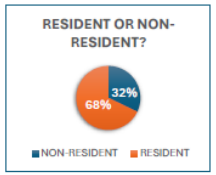
The suspect in 25-11971 was located and arrested. Case 25-12180 and 25-12181 are linked due to their close proximity in both location and time.

FARMINGTON HILLS POLICE

**FHPD Reported Overdoses (2022-2024)**

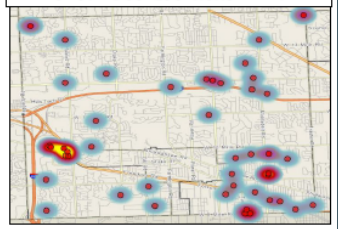



Overdose reports have steadily declined since 2022, with a significant **45% reduction** in 2024 compared to 2023.




Out of all **57 overdoses**, there were SIX repeat individuals.

MAP OF OVERDOSE LOCATIONS & HEAT MAP



**LOCATION DETAILS**

| LOCATION TYPE | SUM | % |
|---|---|---|
| RESIDENCE | 35 | 61% |
| HOTEL | 14 | 24.5% |
| BUSINESS | 4 | 7% |
| INTERSECTION | 2 | 3.5% |
| SENIOR LIVING | 1 | 2% |
| POLICE STATION | 1 | 2% |
| Grand Total | 57 | 100% |

| HOTEL NAME | SUM |
|---|---|
| RED ROOF INN | 3 |
| MOTEL 6 | 3 |
| KNIGHTS INN | 3 |
| DELTA HOTEL | 1 |
| PARK MOTEL | 1 |
| FAIRFIELD INN | 1 |
| BAHAMA MOTEL | 1 |
| HOLIDAY INN | 1 |

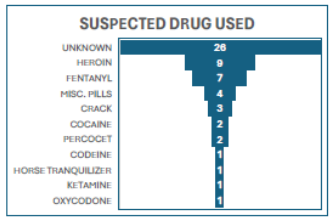
Most of the overdose reports occurred at **residences in Farmington Hills.**

**The Red Roof Inn, Motel 6, and Knights Inn** were the hotels with the highest number of overdoses.

REPEAT RESIDENCES

| ADDRESS | NAME | SUM |
|---|---|---|
| 22600 MIDDLEBELT RD | FLAMINGO | 4 |
| 30030 8 MILE RD | FH MOBILE MANOR | 3 |
| 38919 COUNTRY CIR | CROSSWOODS CONDOS | 2 |
| 23800 MIDDLEBELT RD | WALNUT CREEK APTS | 2 |
| 27550 14 MILE RD | RESIDENCE | 2 |

SUSPECTED DRUG USED

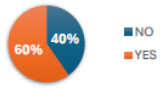



Created by: CDA A. Swickard 2/26/2025

DID THEY RESULT IN DEATH?




NARCAN ADMINISTERED BY PD OR FD?




FARMINGTON HILLS POLICE

**Quarterly Traffic Stop Report (January 2025—March 2025)**

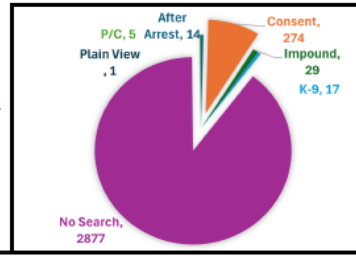
| | January 2025 | February 2025 | March 2025 | Total | 2024 Monthly |
|---|---|---|---|---|---|
| Traffic Stops | 1,090 | 976 | 1,187 | 3,253 | 1,146 |
| Daily Average | 35 | 35 | 38 | | 38 |
| Incomplete Activity Logs | 11 | 10 | 15 | 36 | 38 |

| Reason for Contact | Count | Percent |
|---|---|---|
| Traffic Violation/ Speed | 1847 | 56.8% |
| Equipment Violation | 949 | 29.2% |
| Other | 377 | 11.6% |
| No Input | 36 | 1.1% |
| Weighmaster | 29 | 0.9% |
| Crime BOL | 7 | 0.2% |
| Belt/Restraint | 5 | 0.2% |
| Assist | 2 | 0.1% |
| Alcohol/Drugs | 1 | 0.0% |

| Outcome of Stop | Count | Percent |
|---|---|---|
| Citation | 1426 | 43.8% |
| Verbal Warn | 1392 | 42.8% |
| Arrest | 252 | 7.7% |
| Citation Warning | 138 | 4.2% |
| No Input | 36 | 1.1% |
| Assist | 9 | 0.3% |

*11% of individuals were searched, and among them, 73% consented to the search.*

*Type of search conducted:*

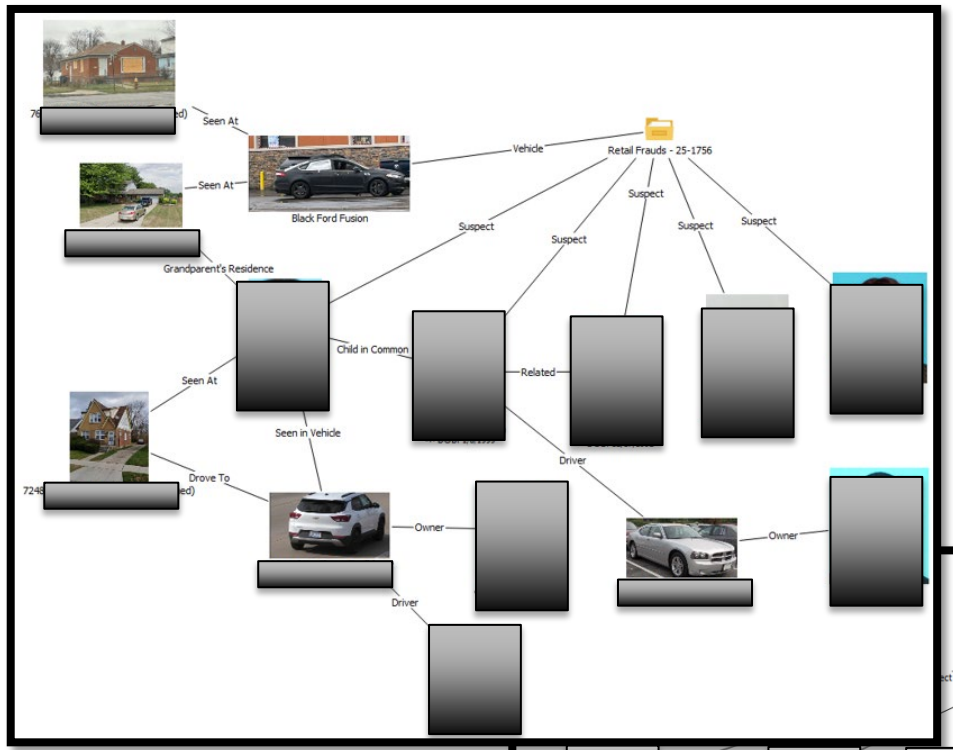


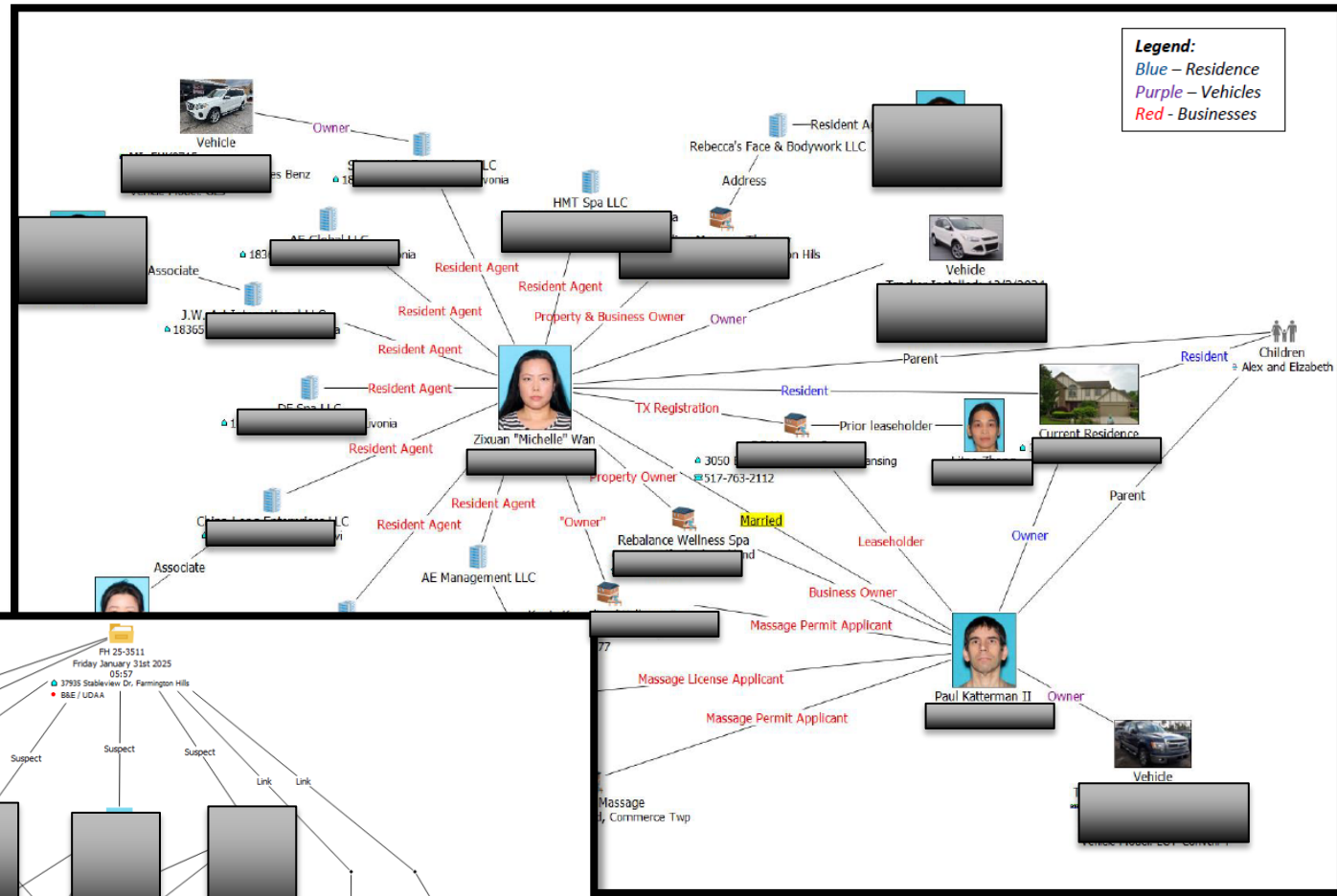

**Top 10 Officers:**

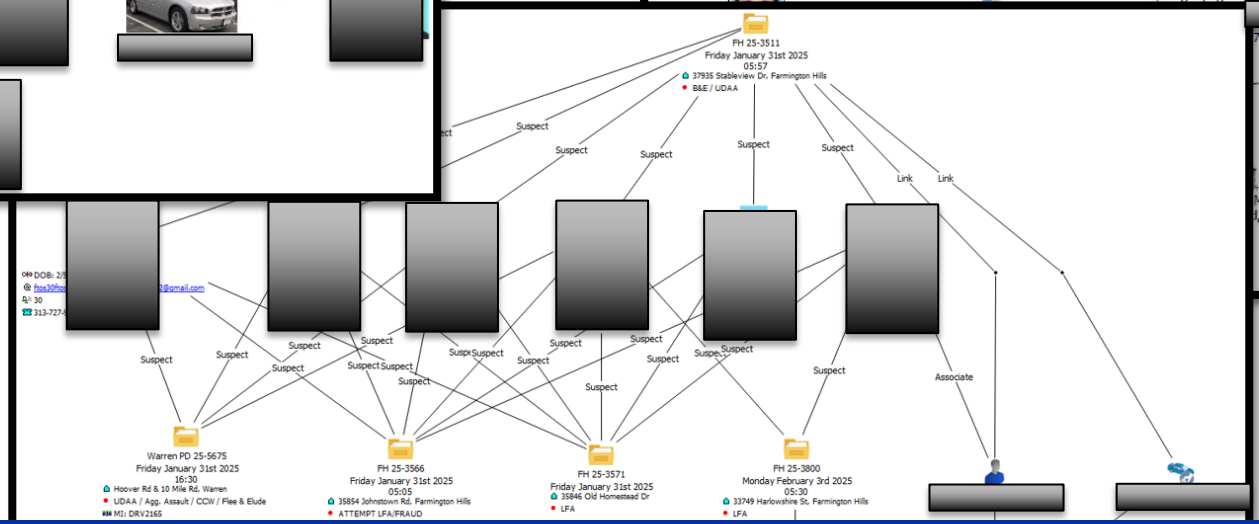
| Officer Username | Count |
|---|---|
| FHAHMEDS | 190 |
| FHDICKSONL | 167 |
| FHGUERRIEROS | 104 |
| FHKOSALZ | 122 |
| FHMORANP | 192 |
| FHOCONNORS | 117 |
| FHTURKM | 101 |
| FHWEBERL | 122 |
| FHWESTN | 219 |
| FHWILTH | 128 |

# Link Analysis

- Analyze connections and relationships between individuals, groups, and organizations to solve crimes.




YTD, **6** link charts have been created by CDA Swickard.



# Open-Source Investigation (OSINT)

- **Monitoring Social Media and Online Platforms:** Crime analysts track public posts, comments, and group activities on platforms like Twitter, Facebook, and forums to identify potential threats, gang affiliations, or criminal coordination.

- **Investigating Digital Footprints:** Analysts use open-source data (e.g., domain registrations, online marketplaces, and leaked databases) to trace suspects' online activities, financial transactions, or associations.

- **Enhancing Situational Awareness**: OSINT helps analysts gather real-time information about events such as protests, riots, or emerging crime trends, supporting timely decision-making and resource deployment.

YTD, CDA Swickard has done **25** OSINT investigations.

# Success Cases – CDA Swickard (1)

## HUMAN TRAFFICKING ENTERPRISE

- Starting November 2024, CDA Swickard worked alongside the FHPD Directed Patrol Unit (DPU), Westland PD, and Oakland Co. Sheriff's Office to investigate a **human trafficking enterprise** through a series of illicit massage parlors. Zixuan Wan has been charged with Conducting a Criminal Enterprise, Money Laundering – 2nd Degree, and Taxes - Failure To File & her husband, Paul Katterman, has been charged with Commercial Sexual Activity, Human Trafficking Enterprise, Keeping House of Prostitution, Conducting a Criminal Enterprises, and Taxes - Failure To File.
    - For this investigation, CDA Swickard:
        - **Identified the massage parlors & business entities** run by Wan and Katterman.
        - **Identified other associates** involved in the human trafficking enterprise.
        - **Conducted frequency analysis** on Wan & Katterman's vehicles to identify residences, bank locations, money laundering tactics, associates, etc.
        - **Created an intelligence packet** that was presented to all involved agencies and the prosecutor's office which aided in the **execution of the search warrants and arrest of Wan & Katterman.**



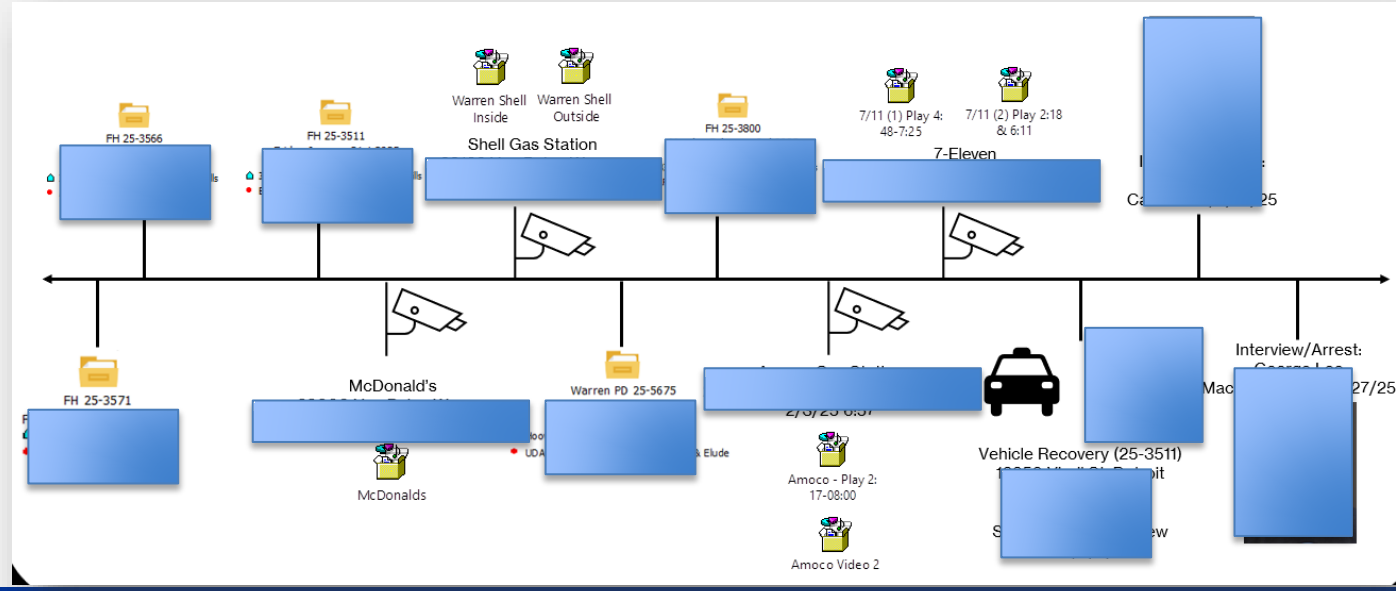
# Success Cases - CDA Swickard (2)

## RETAIL FRAUD GROUP

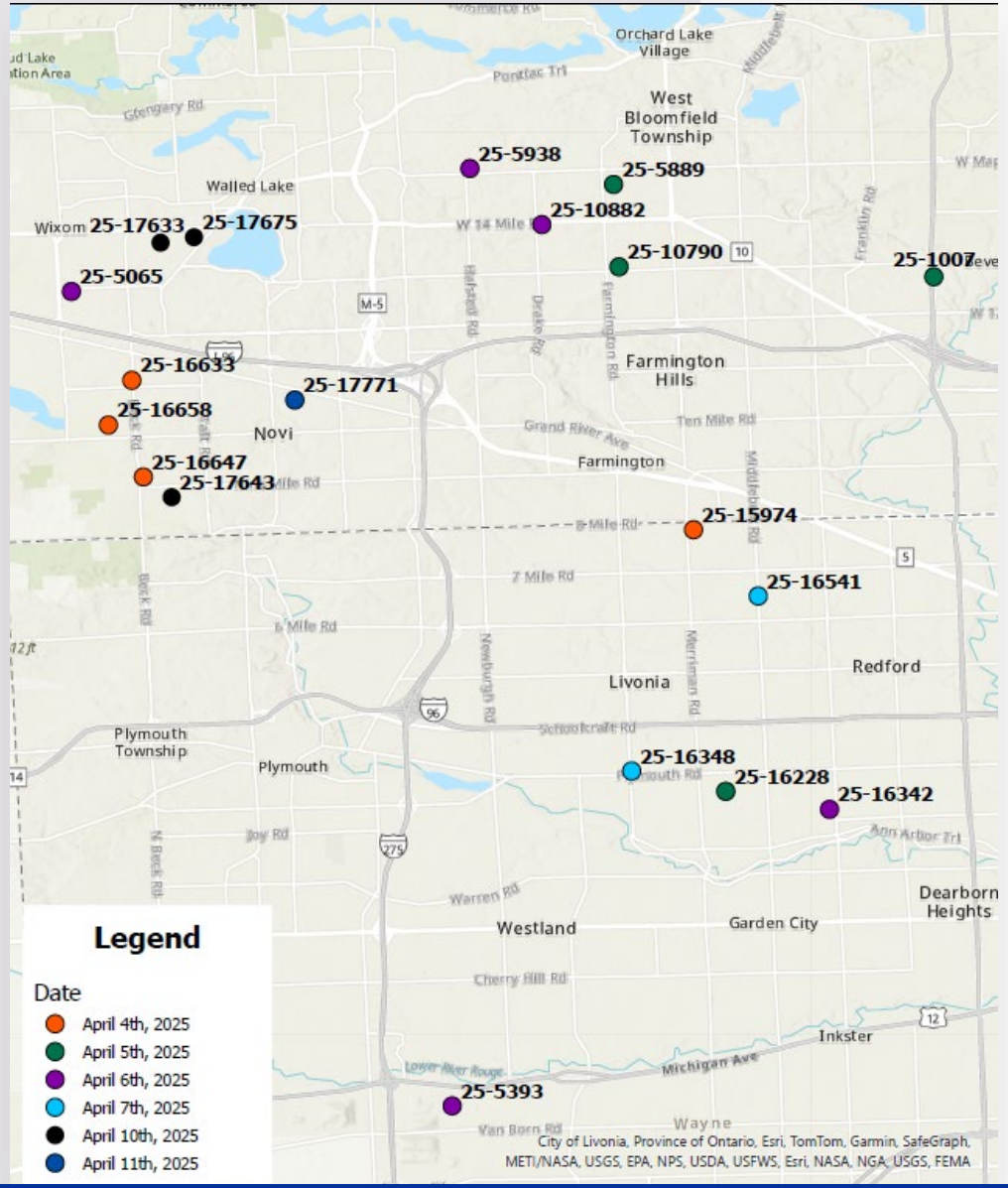
- Starting March 2025, CDA Swickard created a **5 workups, 2 link charts, a map, a timeline, and an Intelligence Packet** to help Detective Woodard get charges on a retail fraud group that targeted FH businesses.
    - In total, the Oakland County Prosecutor's Office (OCPO) brought **20 counts of Retail Fraud First Degree** against the members of this group. Thus far, **two of the five members have been arrested** on these felony warrants.

## VEHICLE THEFT & BURGLARY GROUP

- Starting February 2025, CDA Swickard created **6 workups, 2 maps, 2 link charts, 2 timelines, conducted 2 social media investigations, mapped call detail records, and a made a presentation outlining all case intelligence, which was presented to an Oakland Co. Prosecutor** to help Detective Ross get charges on all involved.
    - As of now, OCPO has issued **a three-count felony warrant** on one of the individuals involved.



# Success Cases - CDA Swickard (3)




## DODGE DURANGO THEFT GROUP

- Starting April 2025, CDA Swickard worked with the Oakland County Auto Theft Group (OCAT) to **create a timeline, a map of all thefts, and mapped the modem data of one of the recovered vehicles.**
  - Currently, **two suspects have been apprehended.**

# Success Cases - CDA Swickard (4)

## RETAIL FRAUD SUSPECT ID

- CDA Swickard used **facial recognition software** to identify a retail fraud suspect. The detective was able to get the suspect charged with a **felony warrant for Retail Fraud.**

## SOCIAL MEDIA THREATS

- CDA Swickard conducted a social media investigation to **identify the individual who was making threats to the City of Farmington Hills on Facebook.**

## SOCIAL MEDIA ID – Illegal Use of Credit Card

- CDA Swickard **conducted a social media investigation to locate a CashApp and TikTok account** used by the suspect to make transactions with a stolen credit card.

## NEW USE OF FORCE FORM

- CDA collaborated with the Training Unit to develop a **new Use of Force Form** designed to improve data collection and streamline analysis for the annual Use of Force Report.

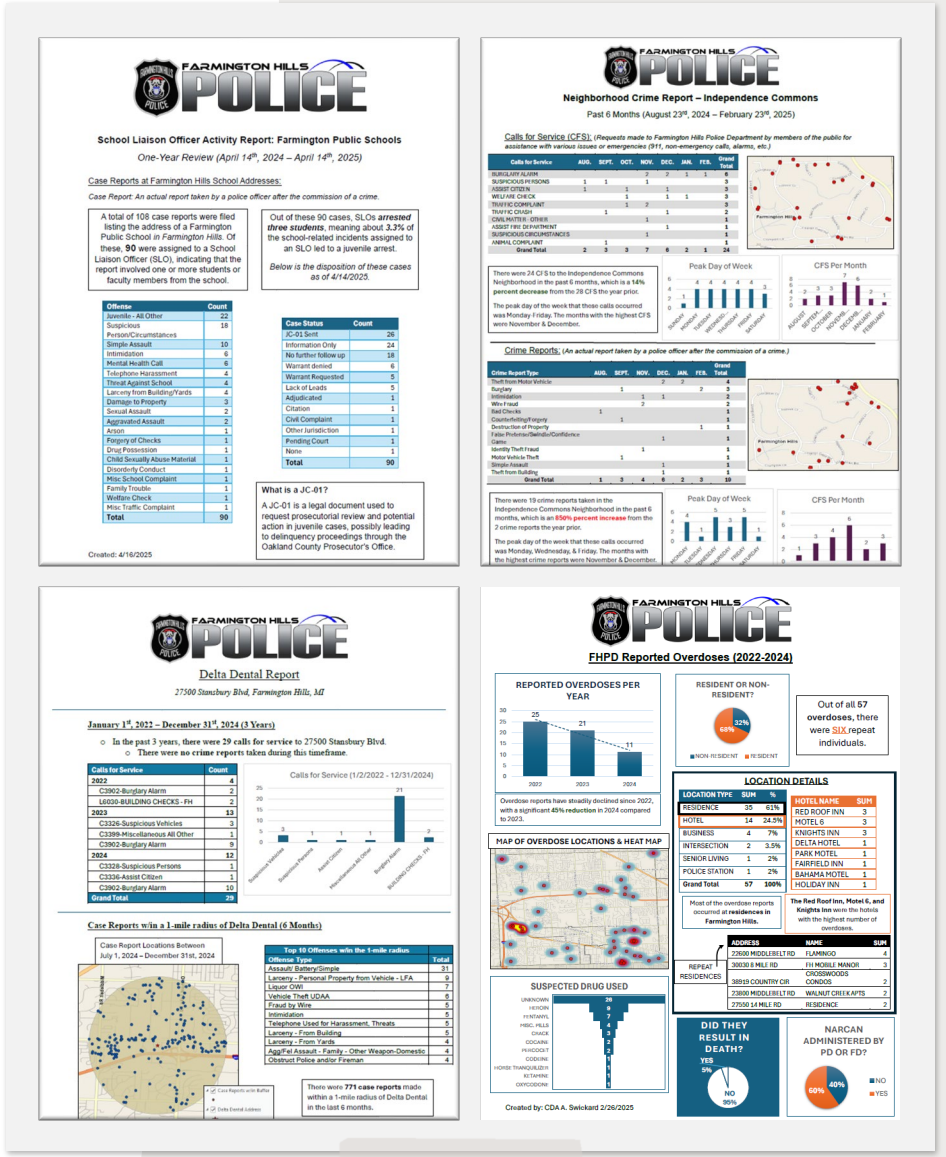
# **Community** Success Cases - CDA Swickard

- In January 2025, a Delta Dental representative reached out to two FHPD Captains while reviewing the company's internal security protocols. In response, CDA Swickard created a **detailed crime report tailored for Delta Dental**, supporting the company's efforts to make **informed safety decisions.**

- In April 2025, FHPD School Liaison Officers (SLOs) participated in the Farmington African American Parent Network Community Dialogue—an event focused on fostering open communication between families and law enforcement. To support this initiative, CDA Swickard developed a **comprehensive SLO report** that helped clarify the department's presence in schools and contributed to **building trust through proactive transparency.**

- CDA Swickard has prepared **four neighborhood-specific crime reports for homeowner association meetings** attended by the FHPD Community Engagement Officer. These reports served as a bridge between the police department and local residents, offering accessible crime data that encouraged informed dialogue, addressed community concerns, and strengthened neighborhood partnerships.

- CDA Swickard prepared a **comprehensive overdose report** in support of a citywide community collaboration focused on addressing overdose incidents. The report provided detailed data and trend analysis to help identify patterns, contributing factors, and areas of concern.



# *FHPD Crime Analysis– 2025 Summary*

**Crime/Intel Reports include** Weekly Reports (LFA, B&E, UDAA), Community Reports (HOA, Neighborhood Watch, Local Businesses, Apartment Complexes), Crime Reports (Vehicle Tracker Frequency Analysis, Crime Trends), Traffic Stop & Citations Report, Misc. Reports (SLO, FTO, Protest Assessments, QRT/Overdose, Mental Health Co-Responder, and Crime Mapping

- Stand Out Reports (Completed or Assisted with): 2024 Use of Force Annual Report, 2024 FHPD Annual Report, Mental Health Co-Responder Data Report, Personnel Misconduct Accreditation Report, SLO Activity Report for FAAPN Dialogue, DPU Human Trafficking Analysis Report

**Suspect Photo Lineups for DB:** Created for investigators to present to victims or witnesses to obtain a positive identification on suspect (s).

**Types of Bulletins:** Investigative Bulletins, Crime Trends, Attempt to Identify, Be on the Lookout (BOLO), and Officer Safety

- These are sent to agency personnel as well as the Michigan Intelligence Distribution List Serv which includes law enforcement / federal agencies around Michigan to promote information sharing.

**Call Detail Records:** Mapping of device and connected car historical records obtained from major carriers (T-Mobile, Verizon, and AT&T) through a search warrant. This is utilized to place suspects at or near crime locations as well as learn patterns of life and changes in behavior.

- Primarily assists the Oakland County Auto-Theft Unit and the Detective Bureau with mapping of call detail records.

**Link Analysis & Charts:** Analyze connections and relationships between individuals, groups, and organizations to solve crimes.

**Internet (OSINT) Investigations:** Monitoring social media and online platforms, investigating digital footprints, and enhancing situational awareness.

- These techniques were utilized in the DPU Human Trafficking investigation to locate all businesses entities associated with the suspects. As well as locating information on upcoming city events and protests to ensure safety and security. Lastly, identifying social media utilized by suspects to enhance investigations.

**Investigations – Other include** Flock (LPR) searches, BWC video presentation, aid in FOIA requests, assisting outside agencies with report requests and information sharing, analyzing various search warrant returns.

**Facial Recognition Requests:** Run Facial Recognition on images (camera footage, BWC, social media, etc.) to obtain an investigative leads.

**Investigative Workups:** Created on people or property that is currently under investigation to provide investigators with the most up-to-date information on the person, place, or thing.

**Meetings:** Attends monthly intelligence sharing meetings (Metro Detroit Intelligence Group and the Western Wayne Intelligence Group).

**Training:** Call Detail Record Training, Axon Investigate Training, OSINT Training, i2 Analyst Notebook (Link Analysis Software), Various CJ Programs, and MSP Photo Lineup Training.

**Special Projects:** Spring Training Segment, created a new Use of Force Form, created various PowerPoints compiling all case evidence that were then presented to OCPO to get charges on suspects (charges include UDAA, LFA, CCE, B&E, RF, etc.), implemented new investigative software (Whooster, i2 Analyst Notebook), gathered BWC on the persistent large juvenile gatherings that occurred Summer 2025, Midland PD Accreditation Assessment.

**HIGHLIGHTS**

- Human Trafficking – Wan & Katterman
    - Starting November 2024, CDA Swickard worked alongside the FHPD Directed Patrol Unit (DPU), Westland PD, and Oakland Co. Sheriff's Office to investigate a human trafficking enterprise through a series of illicit massage parlors. Zixuan Wan has been charged with Conducting a Criminal Enterprise, Money Laundering – 2nd Degree, and Taxes - Failure To File & her husband, Paul Katterman, has been charged with Commercial Sexual Activity, Human Trafficking Enterprise, Keeping House of Prostitution, Conducting a Criminal Enterprises, and Taxes - Failure To File.

    - For this investigation, CDA Swickard:
        - Identified the massage parlors & business entities run by Wan and Katterman.
        - Identified other associates involved in the human trafficking enterprise.
        - Conducted frequency analysis on Wan & Katterman's vehicles to identify residences, bank locations, money laundering tactics, associates, etc.
        - Created an intelligence packet that was presented to all involved agencies and the prosecutor's office which aided in the execution of the search warrants and arrest of Wan & Katterman.
- Retail Fraud Ring
    - Starting March 2025, CDA Swickard created 5 workups, 2 link charts, a map, a timeline, and an Intelligence Packet to help a detective get charges on a retail fraud group that targeted FH businesses.
    - In total, the Oakland County Prosecutor's Office (OCPO) brought 20 counts of Retail Fraud First Degree against the members of this group.
- Vehicle Theft and Burglary Ring
    - Starting February 2025, CDA Swickard created 6 workups, 2 maps, 2 link charts, 2 timelines, conducted 2 social media investigations, mapped call detail records, and made a presentation outlining all case intelligence, which was presented to an Oakland Co. Prosecutor to help a detective get charges on all involved. OCPO issued a three-count felony warrant on one of the individuals involved.
- Dodge Durango Theft Group
    - Starting April 2025, CDA Swickard worked with the Oakland County Auto Theft Group (OCAT) to create a timeline, a map of all thefts, and mapped the modem data of one of the recovered vehicles.
- New Use of Force Form & 2024 Annual Use of Force Report
    - CDA Swickard collaborated with the Training Unit to develop a new Use of Force Form designed to improve data collection and streamline analysis for the annual Use of Force Report.
- FHPD SLO & FAAPN Community Dialogue Report
    - In April 2025, FHPD School Liaison Officers (SLOs) participated in the Farmington African American Parent Network Community Dialogue—an event focused on fostering open communication between families and law enforcement. To support this initiative, CDA Swickard developed a

comprehensive SLO report that helped clarify the department's presence in schools and contributed to building trust through proactive transparency.

- Pharmacy B&E Ring
    - March 2025, there was a Pharmacy B&E that occurred in FH, which was then connected to multiple other pharmacy B&Es in Metro Detroit. CDA Swickard created 10 suspect workups and a link chart. These products were handed over to SONIC and the FBI who conducted a field operation and arrested four suspects for a Novi B&E. The FBI is actively investigating this crew to hold them accountable for more pharmacy B&Es, including FHPDs.
- Apartment Complex Crime Data (12/1/2024 – 11/30/2025)
    - Various heat maps were created to show the density of calls for service and crime reports at various apartment complexes in FH. Top crime reports at these locations were also collected.
- Transparency Dashboard – Traffic Stops and Citations
    - To improve data presentation and transparency, a new transparency dashboard for the FH gov website was created. CDA Swickard compiled and analyzed all the data presented in the shared document. This includes population data, vehicle traffic volume, vehicle traffic stops / data analysis, traffic citation data / all citation analysis, traffic violation data / analysis, demographic analysis / comparison, and traffic enforcement activities / summary.
- Daycare LFA Crew / Felony Lane Gang Investigation
    - December 2025, there were two daycare parking lots that were victimized by suspects stealing items out of unlocked vehicles. The same suspects hit all over Metro Detroit from November 2025 – January 2026. CDA Swickard gathered intelligence from various agencies and fusion centers, conducted call detail analyses on suspects, created two link charts, two lineups, and compiled all case evidence into a presentation that was then presented to OCPO to obtain CCE charges. CCE charges are pending on multiple suspects who are tied to the Felony Lane Gang (FLG).
- ATM B&E Crew Investigation
    - December 2025, there was a gas station B&E of an ATM in FH, which was then connected to a crew hitting multiple other jurisdictions from December 2025 – January 2025. Detectives identified three suspects connected to all these cases. To obtain CCE charges, CDA Swickard created three suspect workups, a case timeline, multiple link charts, and aided in call detail record analysis. All this information in conjunction with all other agency reports and surveillance footage was compiled in a presentation created by CDA

Swickard which was then presented to OCPO for CCE charges and Oakland County SWAT before they completed three search warrants in January 2026. CCE charges are pending on the suspects.

| Task | Total | Percent |
|---|---|---|
| Crime/Intel Reports | 203 | 32% |
| Suspect Lineups - DB | 79 | 13% |
| Bulletins | 59 | 9% |
| Call Detail Records | 26 | 4% |
| Link Analysis & Charts | 11 | 2% |
| Internet (OSINT) Investigations | 53 | 8% |
| Investigations - Other | 27 | 4% |
| Facial Recognition Requests | 12 | 2% |
| Investigative Workups | 50 | 8% |
| Meetings | 31 | 5% |
| Training (Hours) | 68 | 11% |
| Special Projects | 21 | 3% |
| **Total** | **630** | **100%** |




# Farmington Hills Police Department Transparency Report
(January 1st, 2025, to June 30th, 2025)

ACCREDITED AGENCY

FARMINGTON HILLS Michigan

# Index

**Index**

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- Vehicle Traffic Volume
- Vehicle Traffic Stops/ Data Analysis
- Citation Data / Analysis
- Violations Data / Analysis
- Demographics Analysis / Comparison
- Traffic Enforcement Activities/ Summary
- Key Stats
- End/ Date Sources

# Population Data

# Population Data: Farmington Hills and Surrounding Communities

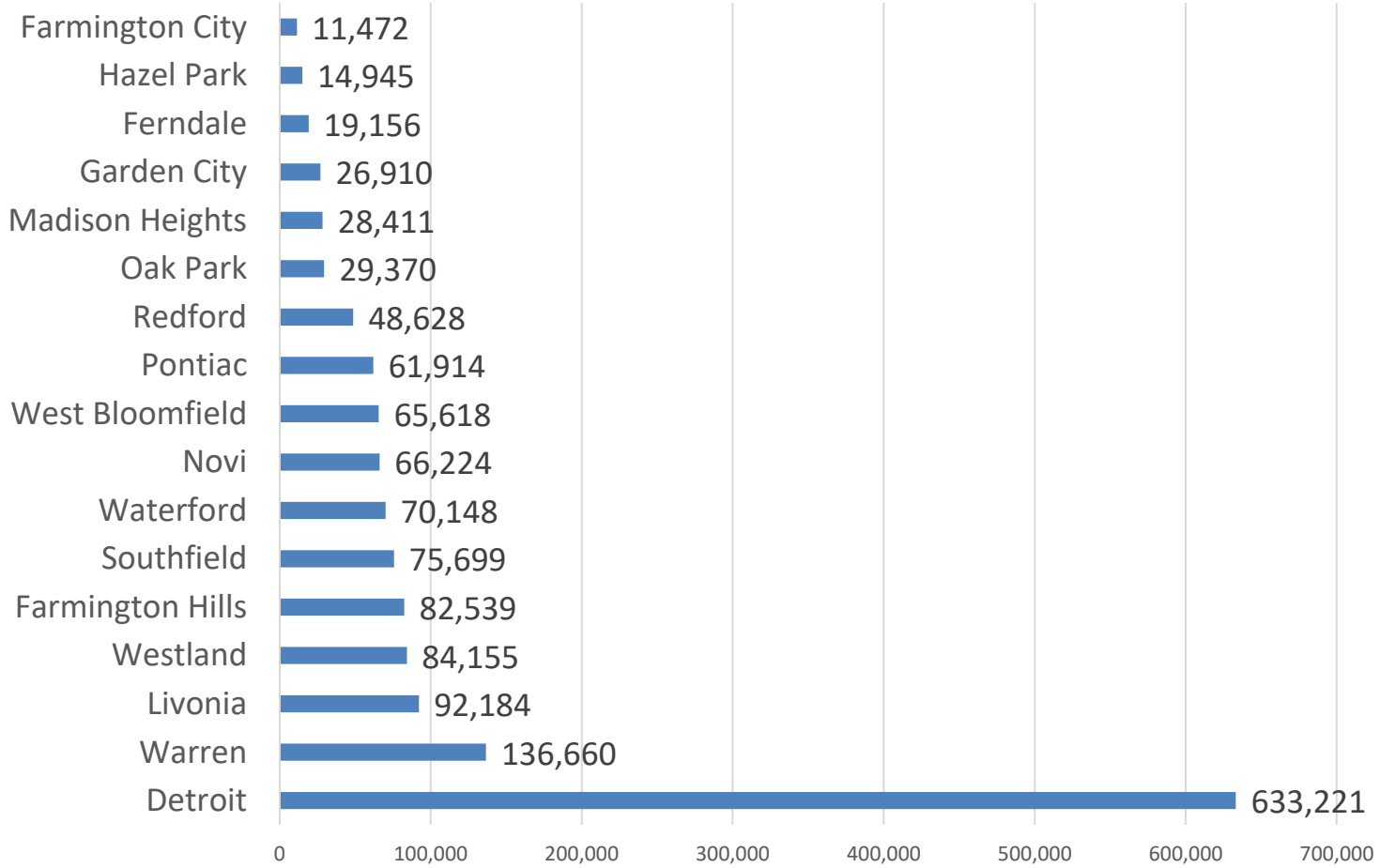
**Note:** This population set is used as a representation of the regional motoring public which travels through the city of Farmington Hills.

| City | Population | Male | Female | Afr. American % | Afr. American Population | White % | White Population |
|---|---|---|---|---|---|---|---|
| Detroit | 633,221 | 298,367 | 334,854 | 75.9% | 480,543 | 11.2% | 70,692 |
| Warren | 136,660 | 63,350 | 71,310 | 24.0% | 32784 | 54.8% | 74,910 |
| Livonia | 92,184 | 46,459 | 45,725 | 4.5% | 4,143 | 82.6% | 76,171 |
| Westland | 84,155 | 40,259 | 43,896 | 22.6% | 19019 | 63.7% | 53,591 |
| Farmington Hills | 82,539 | 40,894 | 41,645 | 17.5% | 14426 | 60.7% | 50,066 |
| Southfield | 75,699 | 32,663 | 43,036 | 61.8% | 46,809 | 28.5% | 21,540 |
| Waterford | 70,148 | 34,458 | 35,690 | 6.0% | 4215 | 82.2% | 57,669 |
| Novi | 66,224 | 32,040 | 34,184 | 8.3% | 5,473 | 58.9% | 38,998 |
| West Bloomfield | 65,618 | 31,911 | 33,707 | 14.3% | 9358 | 71.4% | 46,866 |
| Pontiac | 61,914 | 30,252 | 31,662 | 47.1% | 29174 | 27.1% | 16,791 |
| Redford | 48,628 | 23,891 | 24,737 | 49.7% | 24,186 | 41.8% | 20,348 |
| Oak Park | 29,370 | 13,702 | 15,668 | 53.2% | 15621 | 36.0% | 10,567 |
| Madison Heights | 28,411 | 14,331 | 14,080 | 7.4% | 2,115 | 80.2% | 22,778 |
| Garden City | 26,910 | 13,152 | 13,758 | 6.7% | 1800 | 83.8% | 22,550 |
| Ferndale | 19,156 | 9,622 | 9,534 | 5.6% | 1,072 | 82.3% | 15,765 |
| Hazel Park | 14,945 | 7,546 | 7,399 | 10.3% | 1,532 | 75.1% | 11,218 |
| Farmington City | 11,472 | 5,629 | 5,843 | 8.4% | 961 | 63.2% | 7,246 |
| **Total** | **1,547,254** | **738,526** | **806,728** | **45%** | **693,231** | **40%** | **617,766** |

*Source: U.S. Census Bureau*

FARMINGTON HILLS Michigan

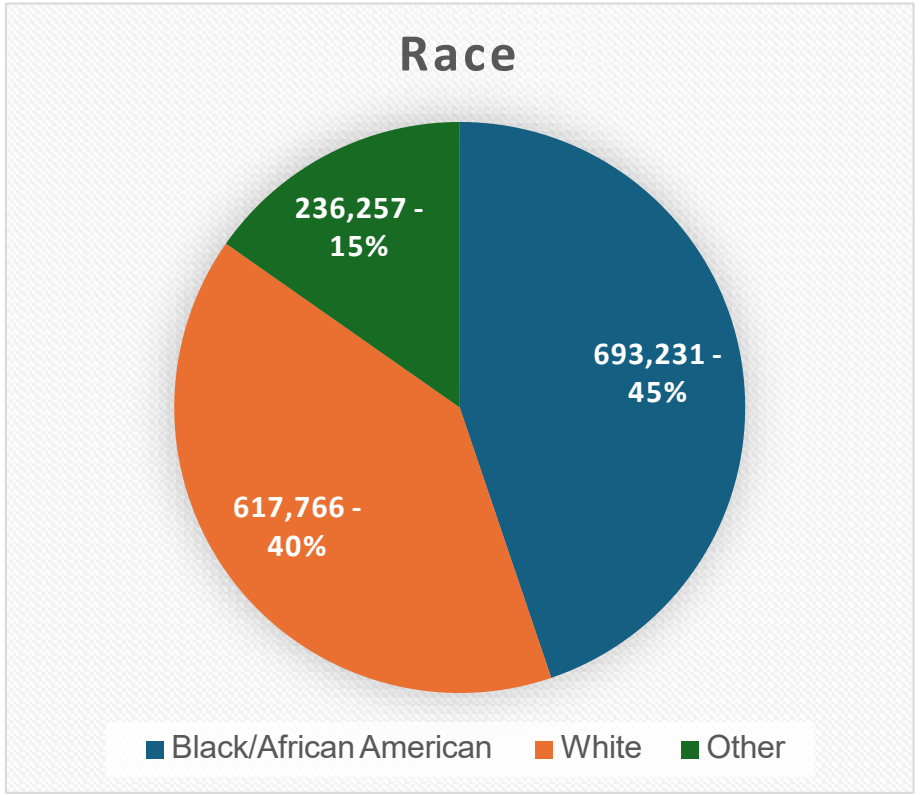
# Population Data: Farmington Hills and Surrounding Communities

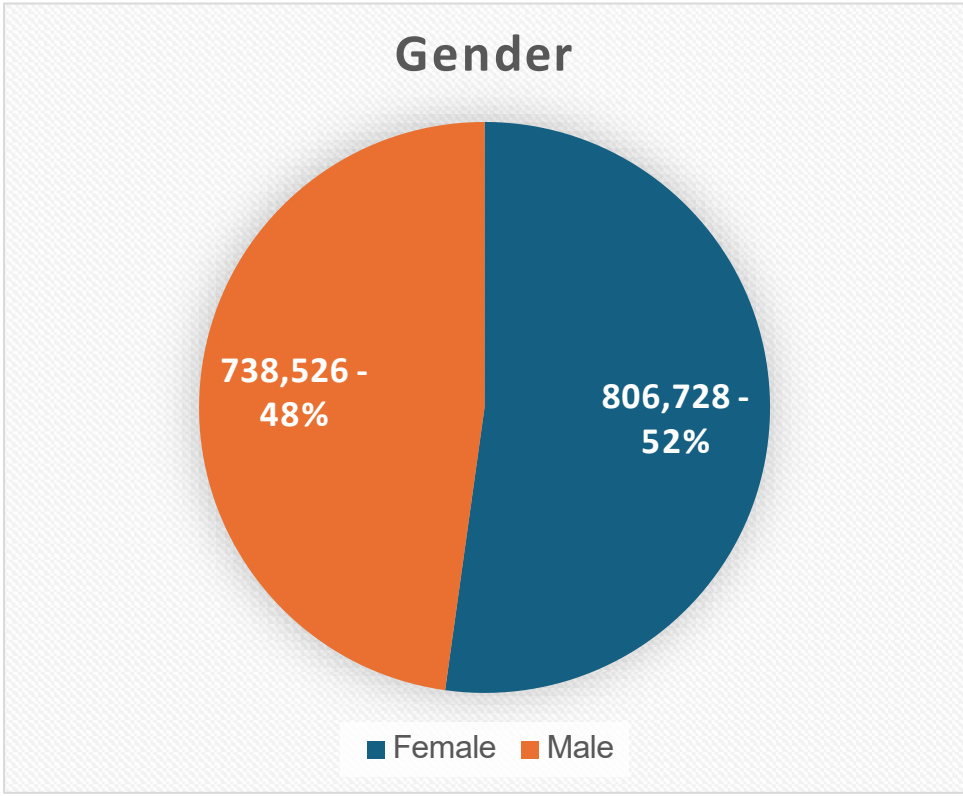



*Source: U.S. Census Bureau*

FARMINGTON HILLS Michigan

# Population Data: By Race/Gender




*Source: U.S. Census Bureau*

# Vehicle Traffic **Volume**
(January 1st, 2025, to June 30th, 2025)

# Vehicle Traffic Volume

**54,567,406***

or

301,477 per day

***Does not include vehicle travel via 8 Mile, 14 Mile, Haggerty, Inkster, I-696, or I-275**

(January 1st, 2025, to June 30th, 2025)

*Source: FLOCK Traffic Analytics*

FARMINGTON HILLS POLICE

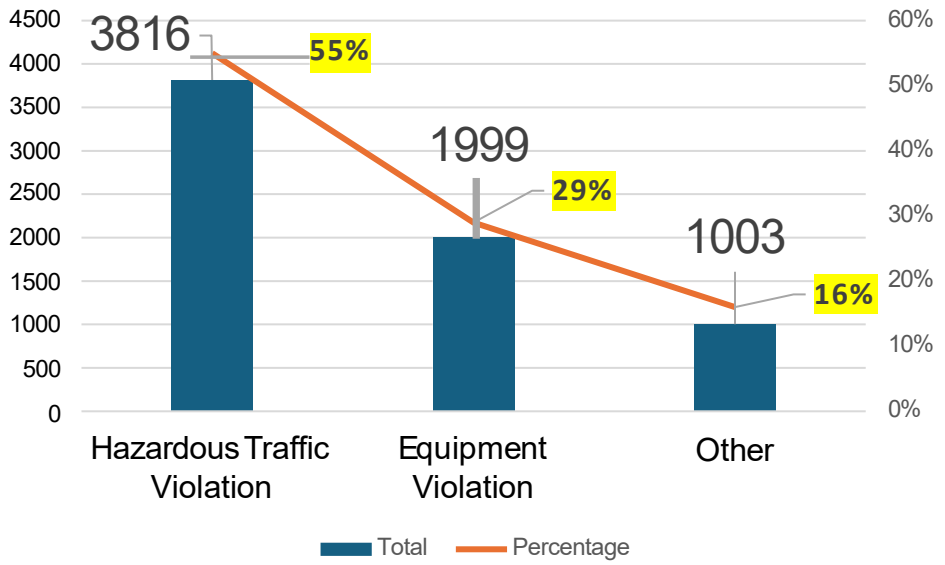
FARMINGTON HILLS Michigan

# Vehicle **Traffic Stops**
(January 1st, 2025, to June 30th, 2025)

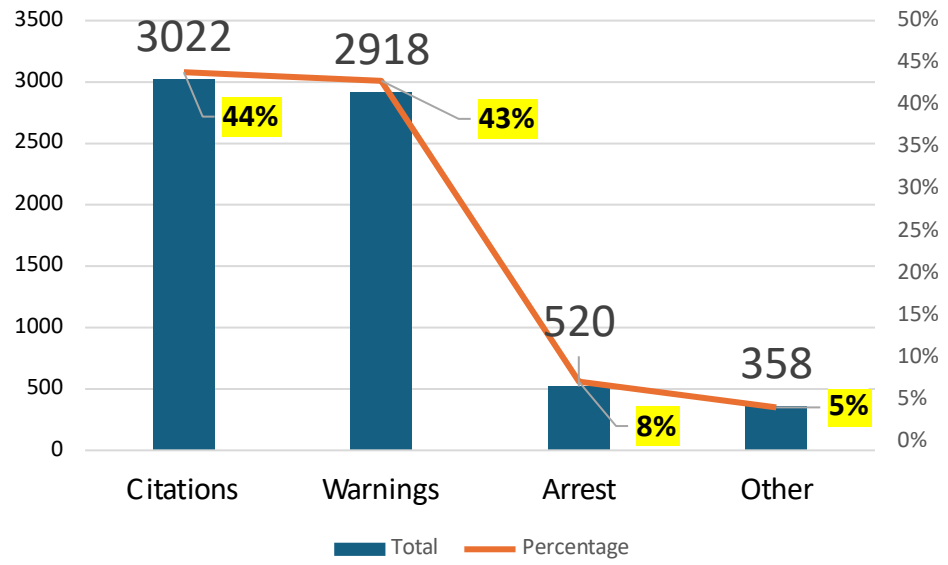
# Vehicle Traffic Stops: Reasons/Outcomes

## 6,818 Traffic Stops

### Reasons




### Outcomes




*Other Reasons = weighmaster, belt/restraint, crime BOL, citizen assist, alcohol/drugs*

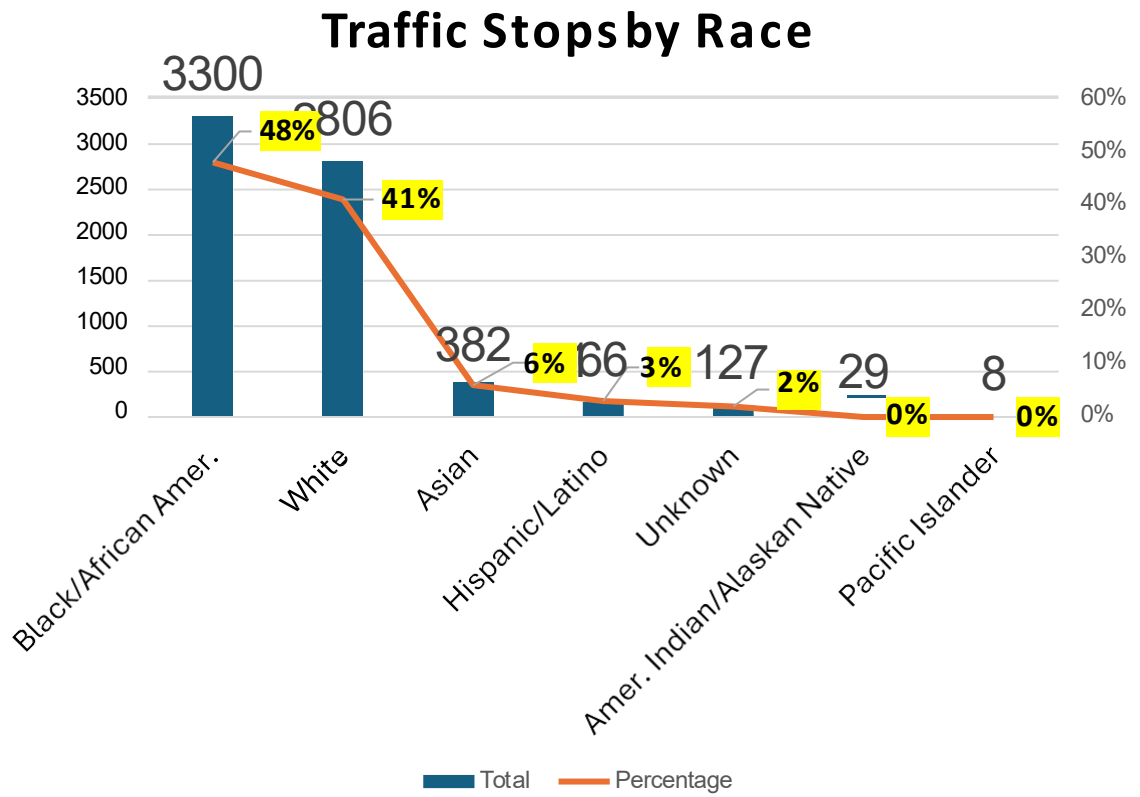
*Other Outcomes = assist & citation warning*

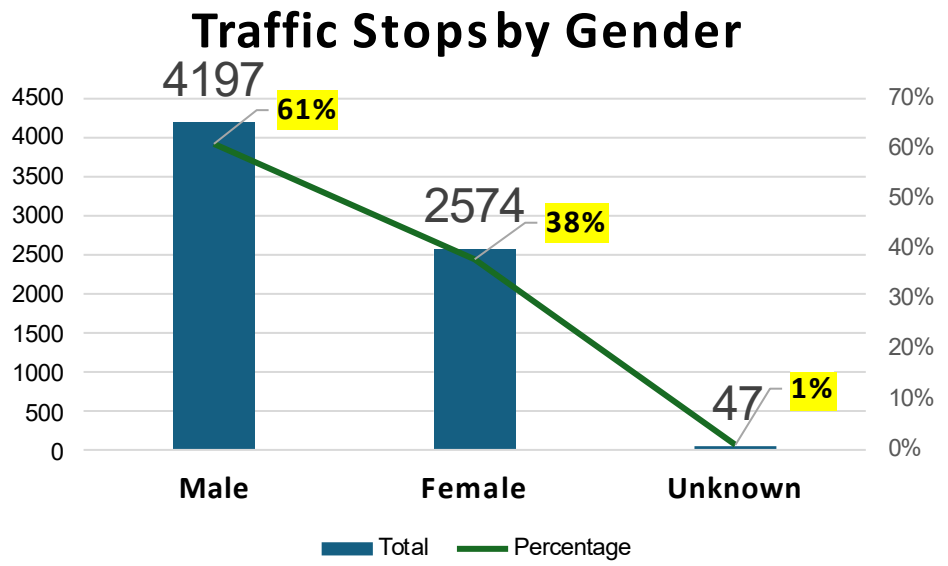
*Source: CLEMIS Activity Logs*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Vehicle Traffic Stops: Race/Gender




*Source: CLEMIS Activity Logs*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Vehicle Traffic Stops: Demographic Summary

**Traffic Stops by Race/Gender**

| Race | Total | % |
|---|---|---|
| Black | 3,300 | **48%** |
| White | 2,806 | **41%** |
| Other | 712 | **11%** |

| Gender | Total | % |
|---|---|---|
| Male | 4,197 | **62%** |
| Female | 2,574 | **38%** |
| Unknown | 47 | 0% |

**Demographics of Farmington Hills & Surrounding Communities by Race/Gender**

| | |
|---|---|
| Black | **45%** |
| White | **40%** |
| Other | **15%** |

| | |
|---|---|
| Male | **48%** |
| Female | **52%** |

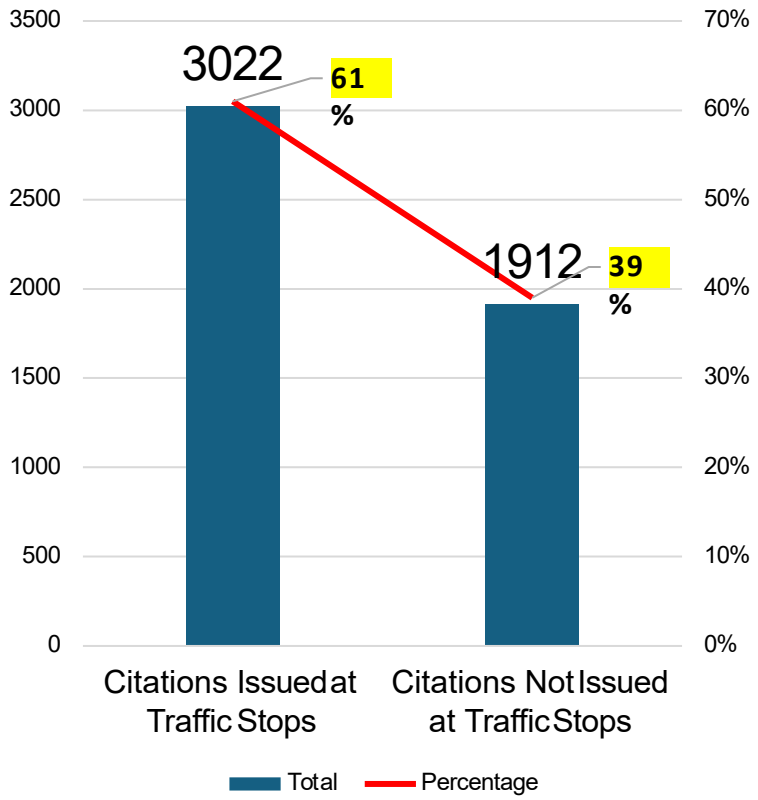
*Source: CLEMIS Activity Logs & U.S. Census Bureau*

FARMINGTON HILLS Michigan

# Citation Data:
# (January 1st, 2025, to June 30th, 2025)

# All Citations Issued

## 4,934 Citations Issued

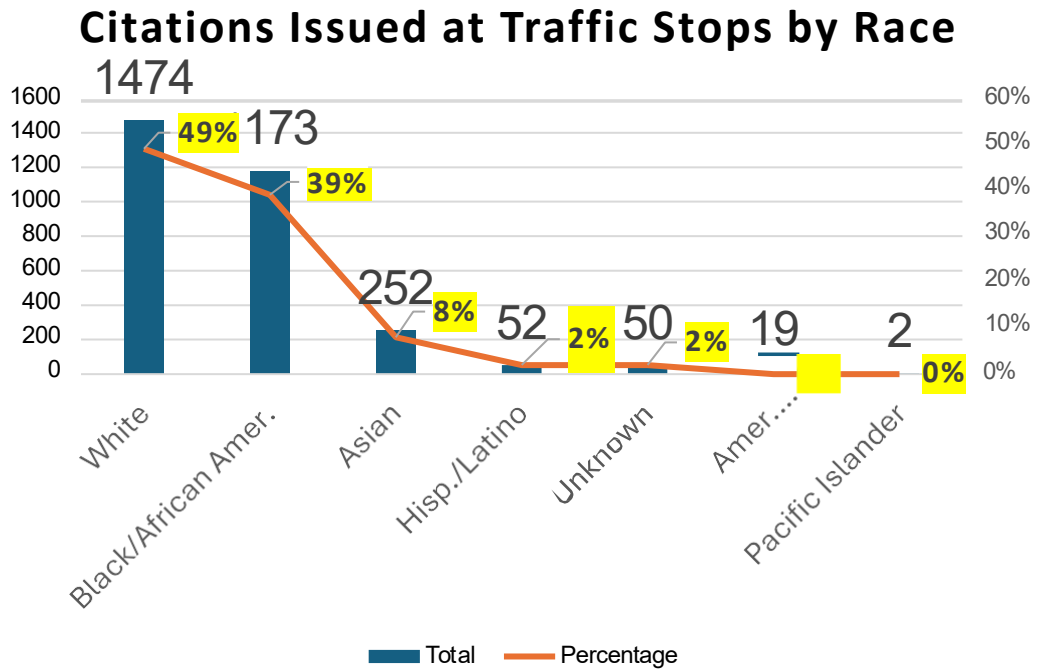


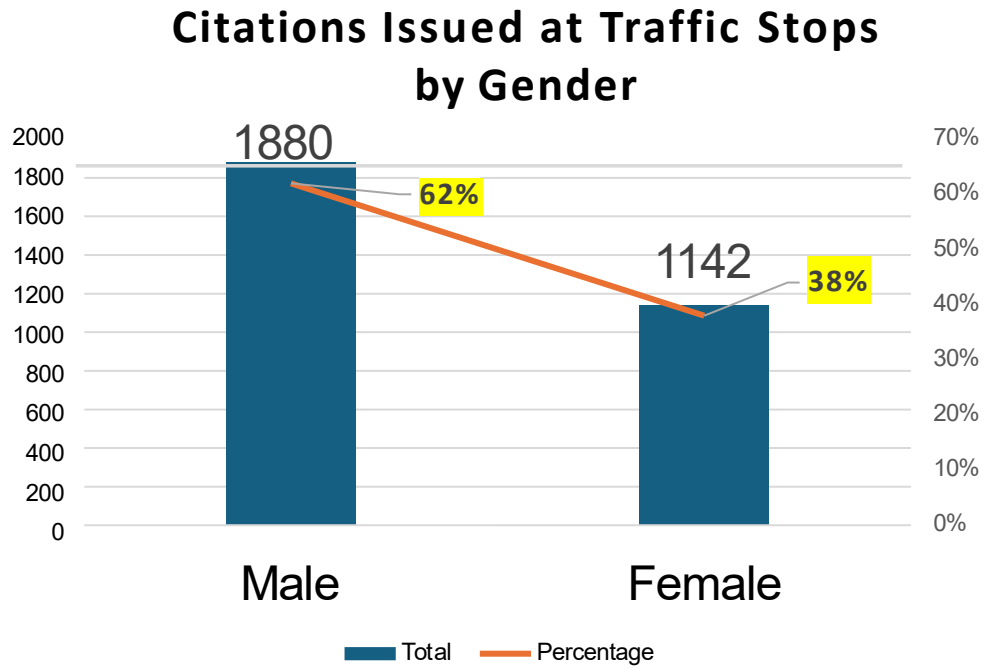

**Note:** A **citation (or ticket)** is a written notice by a police officer alleging a civil infraction or misdemeanor violation has occurred. A single citation may charge up to three (3) civil infractions or misdemeanor violations.

*Source: CLEMIS*

# Citations Issued During Traffic Stops by Race/Gender

## 3,022 Citations Issued at Traffic Stops



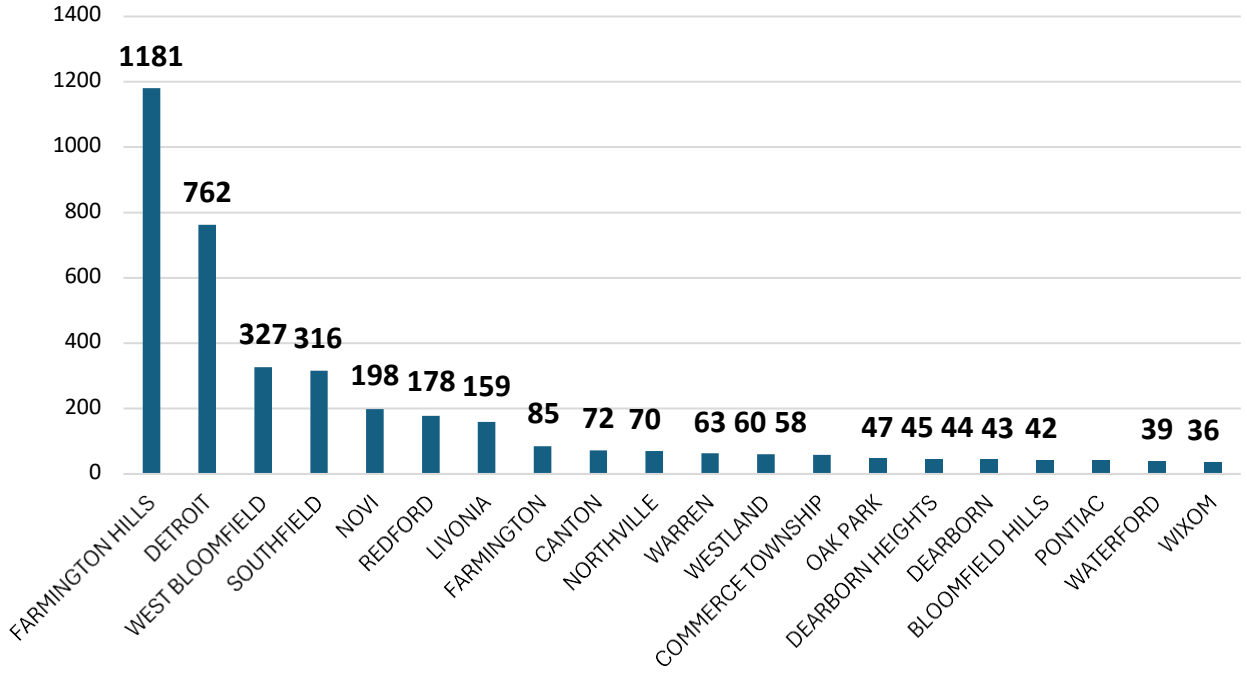




*Source: CLEMIS Activity Logs*

FARMINGTON HILLS Michigan

# Citations Issued by City (Top 20)/Race/Gender

## Top 20 Cities: Citations Issued by City of Residency




**Top 20 Cities: Population Break Down Race / Gender**

| Race | Population | Percent |
|---|---|---|
| Black/African American | 674,184 | 41% |
| White | 716,042 | 43% |
| Other | 261,988 | 16% |
| Total | 1,652,214 | 100% |

| Gender | Population | Percent |
|---|---|---|
| Female | 861,806 | 52% |
| Male | 788,408 | 48% |
| Total | 1,652,214 | 100% |

*Source: CLEMIS & U.S. Census Bureau*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Citations Summary by Race/Gender

## Citations by Race/Gender

| Race | Total | % |
|---|---|---|
| Black | 2107 | 43% |
| White | 2287 | 46% |
| Other | 540 | 11% |

| Gender | Total | % |
|---|---|---|
| Male | 3009 | 61% |
| Female | 1925 | 39% |

## Demographics of Farmington Hills & Surrounding Communities by Race/Gender

| Race | % |
|---|---|
| Black | **45%** |
| White | **40%** |
| Other | **15%** |

| Gender | % |
|---|---|
| Male | **48%** |
| Female | **52%** |

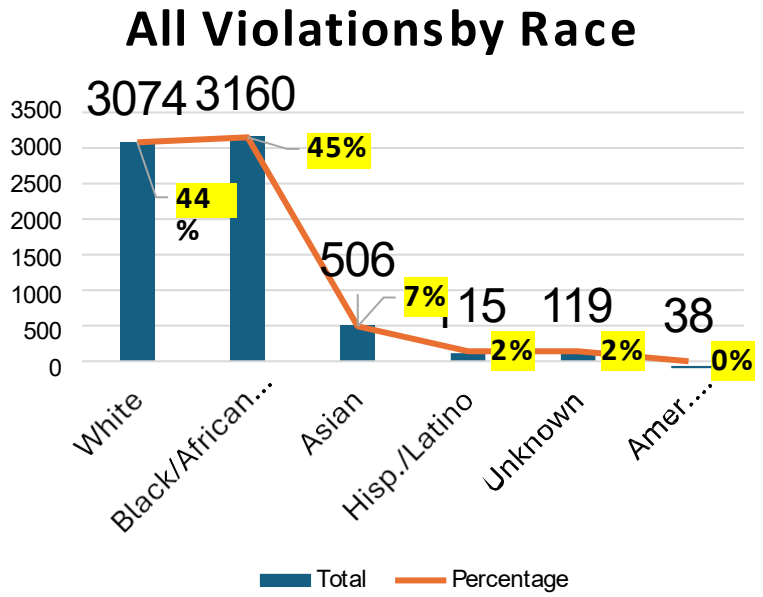
*Source: CLEMIS & U.S. Census Bureau*

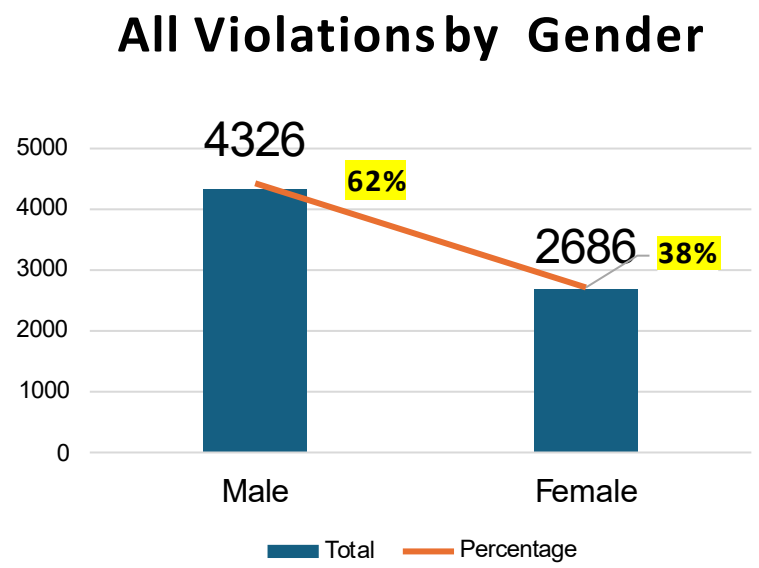
FARMINGTON HILLS Michigan

# Violations Data
# (January 1st, 2025, to June 30th, 2025)

# Violations Issued by Race/Gender

## 7,012 Violations Issued




**Note:** A citation (or ticket) is a written notice by a police officer alleging a civil infraction or misdemeanor violation has occurred. A single citation may charge **up to three (3) civil infractions or misdemeanor violations.**

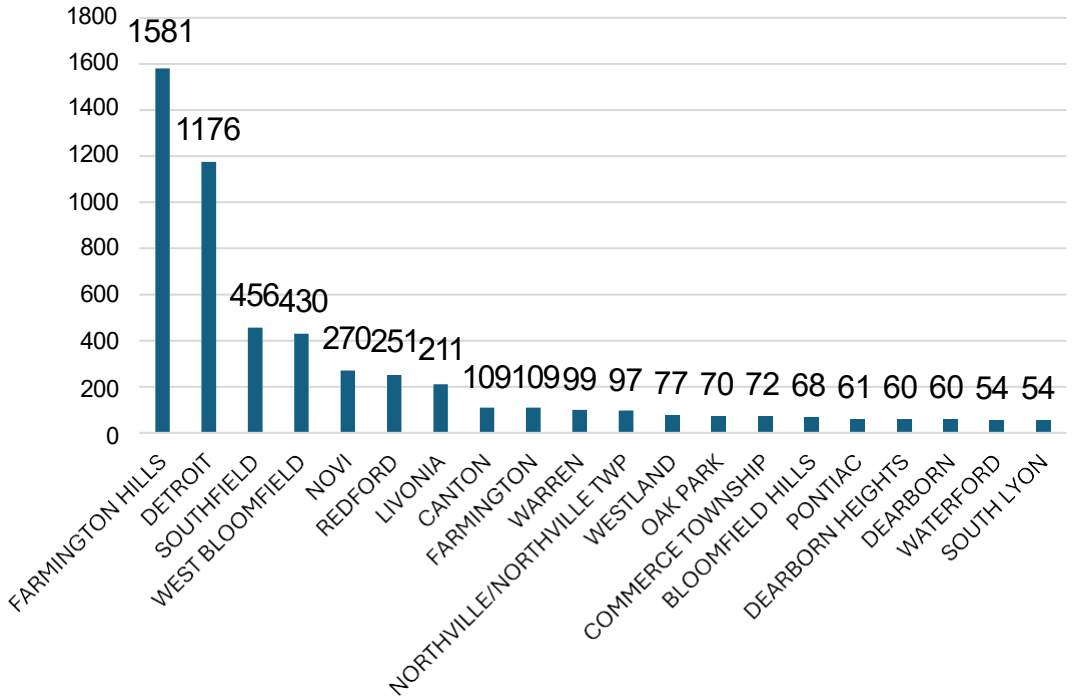
*Source: CLEMIS*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Violations Issued by City (Top 20)/Race

## Top 20 Cities: Violations Issued by City of Residency




## Top 20 Cities: Population Break Down Race / Gender

| Race | Population | Percent |
|---|---|---|
| Black/African American | 701,772 | 41% |
| White | 719,968 | 42% |
| Other | 275,262 | 16% |
| Total | 1,697,002 | 100% |

| Gender | Population | Percent |
|---|---|---|
| Female | 884,482 | 52% |
| Male | 810,520 | 48% |
| Total | 1,697,002 | 100% |

*Source: CLEMIS & U.S. Census Bureau*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Violations Summary Data

## Violations by Race/Gender

| Race: | Total | % |
|---|---|---|
| Black | 3,160 | 45% |
| White | 3,074 | 44% |
| Other | 778 | 11% |

| Gender: | Total | % |
|---|---|---|
| Male | 4,326 | 62% |
| Female | 2,686 | 38% |

## Demographics of FH & Surrounding Communities by Race/Gender

| Race: | % |
|---|---|
| Black | **45%** |
| White | **40%** |
| Other | **15%** |

| Gender: | Total |
|---|---|
| Male | **48%** |
| Female | **52%** |

*Source: CLEMIS & U.S. Census Bureau*

FARMINGTON HILLS Michigan

# Demographic Comparisons:
# (January 1st, 2025, to June 30th, 2025)

# Demographics: Population of FH & Surrounding Communities by Race/Gender

| **Race:** | |
|---|---|
| Black | 45% |
| White | 40% |
| Other | 15% |

| **Gender:** | |
|---|---|
| Male | 48% |
| Female | 52% |

*Source: U.S. Census Bureau*

# Demographics: Comparison of Stops, Citations and Violations Across Race/Gender

| Traffic Stops | | | | Citations | | | | Violations | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Black/African Amer. | 3,300 | 48% | | Black/African Amer. | 2,107 | 43% | | Black/African Amer. | 3,160 | 45% |
| White | 2,806 | 41% | | White | 2,287 | 46% | | White | 3,074 | 44% |
| Asian | 382 | 6% | | Asian | 344 | 7% | | Asian | 506 | 7% |
| Hispanic/Latino | 166 | 3% | | Hispanic/Latino | 75 | 1% | | Hispanic/Latino | 115 | 2% |
| Unknown | 127 | 2% | | Unknown | 95 | 2% | | Unknown | 119 | 2% |
| Amer. Indian/Alaskan Native | 29 | 0% | | Amer. Indian/Alaskan Native | 26 | 1% | | Amer. Indian/Alaskan Native | 38 | 0% |
| Pacific Islander | 8 | 0% | | | | | | | | |
| **By Gender:** | | | | | | | | | | |
| Male | 4,197 | 61% | | Male | 3,009 | 61% | | Male | 4,326 | 62% |
| Female | 2,574 | 38% | | Female | 1,925 | 38% | | Female | 2,686 | 38% |
| Unknown | 47 | 1% | | | | | | | | |

*Source: CLEMIS & CLEMIS Activity Logs*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Traffic Enforcement Activities: (January 1st, 2025, to June 30th, 2025)

# Traffic Enforcement Activities: Key Stats



- Uniformed Patrol and Traffic Officers – **66**
- Shifts Worked Per Officer – **181**
- Patrol Hours Worked (8-hour shift) – **95,568**

- Roughly **1 traffic stop made every 14 patrol hours** (1 every 2 shifts)
- Roughly **1 citation issued at a traffic stop every 31 patrol hours** (1 every 4 shifts)

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Traffic Enforcement Activities: Key Stats

| | |
|---|---|
| **54,567,406** | Vehicle Trips |
| **1,560,509** | Commuter Population |
| **694,276** | African American/Black Commuter Population |
| **639,731** | White Commuter Population |
| **301,477** | Vehicle Trips Per Day |
| **95,568** | Patrol Hours |
| **82,539** | Farmington Hills Population |
| **7,012** | All Violations Issued (up to 3 per Citation) |
| **4934** | All Citations Issued |
| **3022** | Total Citations Issued at Traffic Stops |
| **995** | Vehicle Crashes |
| **417** | Citations Issued related to Traffic Crashes |
| **75** | Percent of Violations Issued to Non-Residents |
| **55** | Percent of All Traffic Stops are for Hazardous Traffic Violations |
| **44** | Percent of All Traffic Stops Result in a Citation Being Issued |
| **43** | Percent of All Traffic Stops Result in a Warning Being Issued |
| **31** | 1 Traffic Stop related Citation is Issued every 31 Patrol Hours |
| **14** | 1 Traffic Stop is made every 14 Patrol Hours |
| **8** | Percent of Traffic Stops Result in an Arrest |

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# End

## Data Sources

- CLEMIS
- CLEMIS (Activity Logs)
- FLOCK – Traffic Analytics
- U.S. Census Bureau




# Farmington Hills Police Department Transparency Report
(January 1st, 2026, to June 30th, 2026)

ACCREDITED AGENCY

FARMINGTON HILLS Michigan

# Index

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- Vehicle Traffic Volume
- Vehicle Traffic Stops/ Data Analysis
- Citation Data / Analysis
- Violation Data / Analysis
- Demographics Analysis / Comparison
- Traffic Enforcement Activities/ Summary
- Key Stats
- End/ Date Sources

# Population Data

# Population Data: Farmington Hills and Surrounding Communities

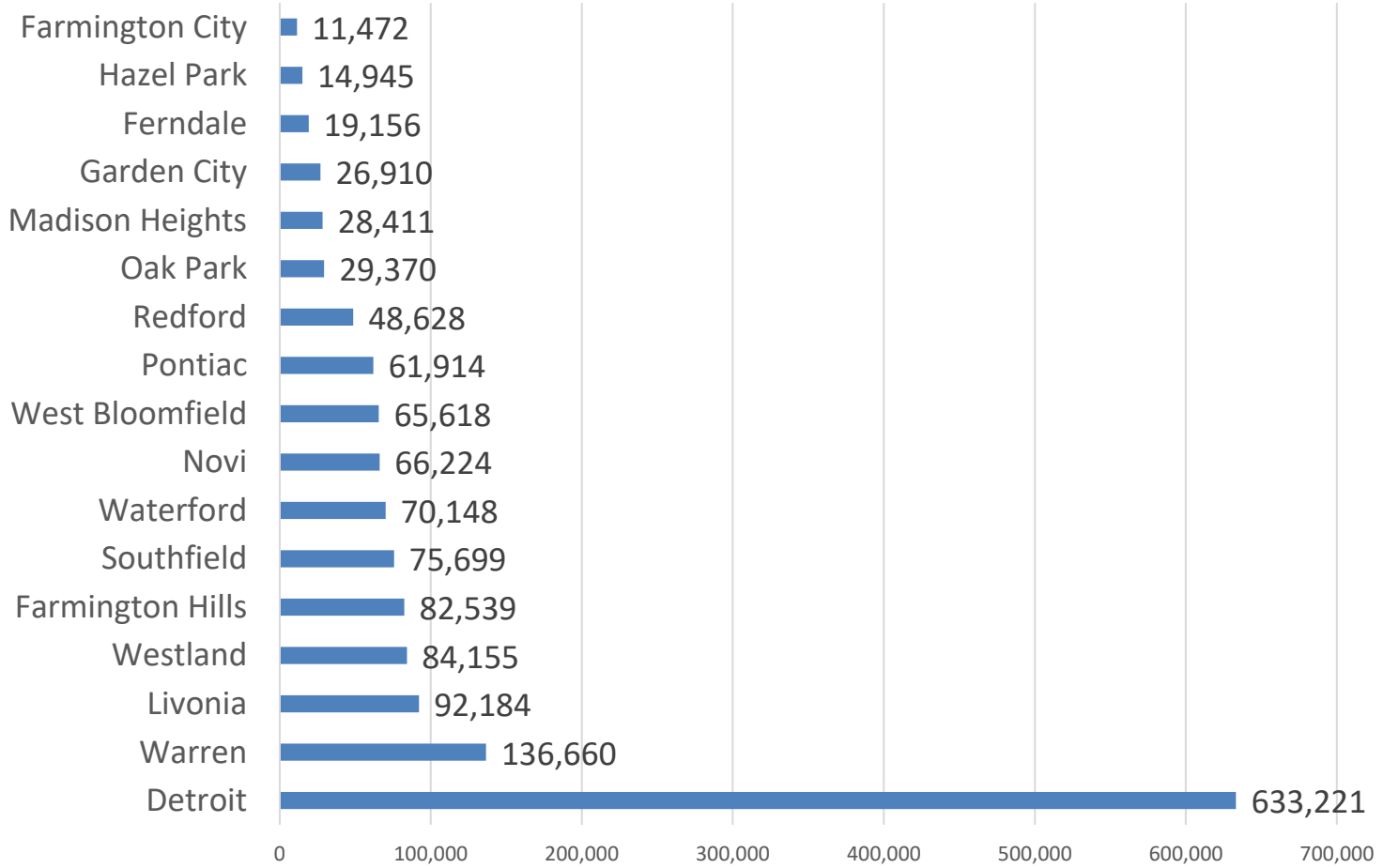
**Note:** This population set is used as a representation of the regional motoring public which travels through the city of Farmington Hills.

| City | Population | Male | Female | Afr. American % | Afr. American Population | White % | White Population |
|---|---|---|---|---|---|---|---|
| Detroit | 633,221 | 298,367 | 334,854 | 75.9% | 480,543 | 11.2% | 70,692 |
| Warren | 136,660 | 63,350 | 71,310 | 24.0% | 32784 | 54.8% | 74,910 |
| Livonia | 92,184 | 46,459 | 45,725 | 4.5% | 4,143 | 82.6% | 76,171 |
| Westland | 84,155 | 40,259 | 43,896 | 22.6% | 19019 | 63.7% | 53,591 |
| Farmington Hills | 82,539 | 40,894 | 41,645 | 17.5% | 14426 | 60.7% | 50,066 |
| Southfield | 75,699 | 32,663 | 43,036 | 61.8% | 46,809 | 28.5% | 21,540 |
| Waterford | 70,148 | 34,458 | 35,690 | 6.0% | 4215 | 82.2% | 57,669 |
| Novi | 66,224 | 32,040 | 34,184 | 8.3% | 5,473 | 58.9% | 38,998 |
| West Bloomfield | 65,618 | 31,911 | 33,707 | 14.3% | 9358 | 71.4% | 46,866 |
| Pontiac | 61,914 | 30,252 | 31,662 | 47.1% | 29174 | 27.1% | 16,791 |
| Redford | 48,628 | 23,891 | 24,737 | 49.7% | 24,186 | 41.8% | 20,348 |
| Oak Park | 29,370 | 13,702 | 15,668 | 53.2% | 15621 | 36.0% | 10,567 |
| Madison Heights | 28,411 | 14,331 | 14,080 | 7.4% | 2,115 | 80.2% | 22,778 |
| Garden City | 26,910 | 13,152 | 13,758 | 6.7% | 1800 | 83.8% | 22,550 |
| Ferndale | 19,156 | 9,622 | 9,534 | 5.6% | 1,072 | 82.3% | 15,765 |
| Hazel Park | 14,945 | 7,546 | 7,399 | 10.3% | 1,532 | 75.1% | 11,218 |
| Farmington City | 11,472 | 5,629 | 5,843 | 8.4% | 961 | 63.2% | 7,246 |
| **Total** | **1,547,254** | **738,526** | **806,728** | **45%** | **693,231** | **40%** | **617,766** |

*Source: U.S. Census Bureau*

FARMINGTON HILLS Michigan

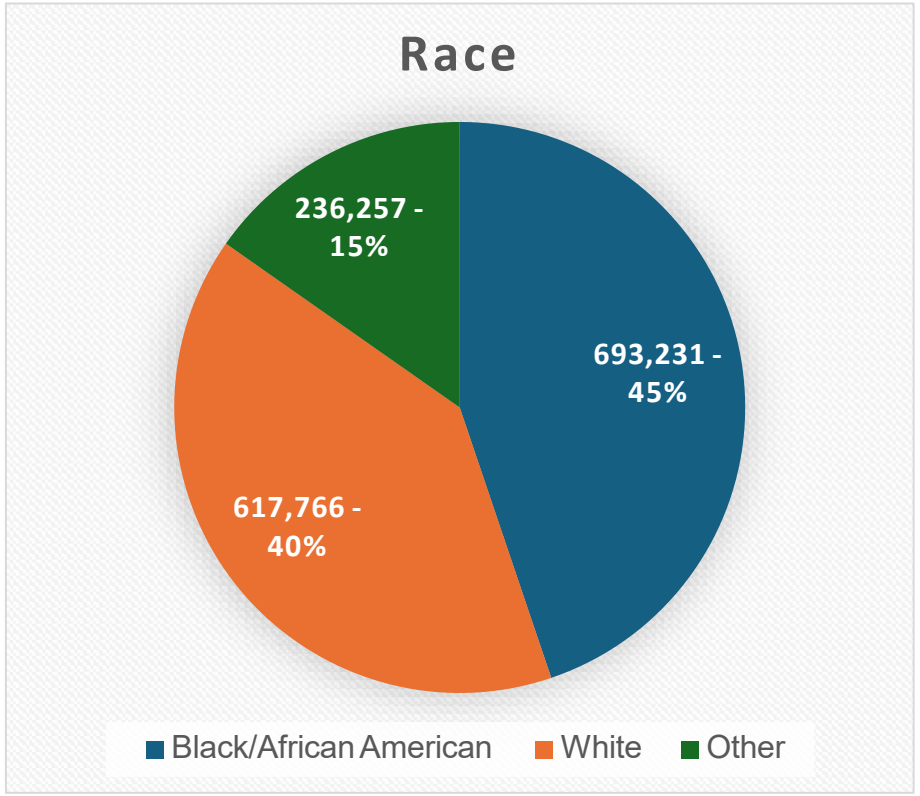
# Population Data: Farmington Hills and Surrounding Communities

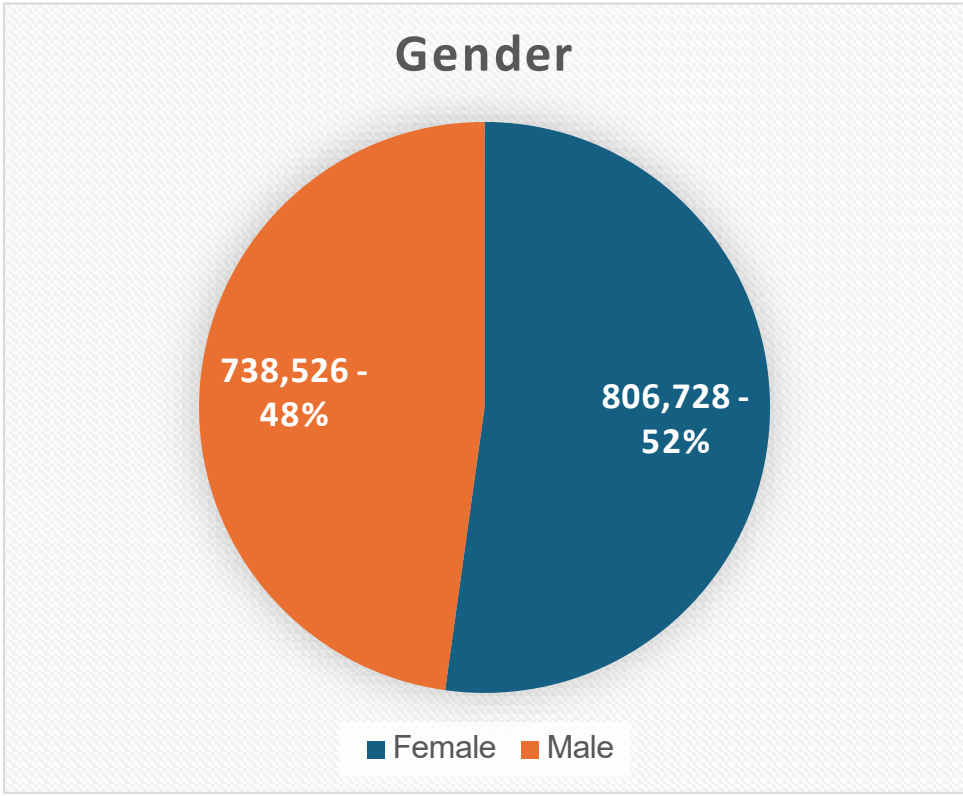



*Source: U.S. Census Bureau*

FARMINGTON HILLS Michigan

# Population Data: By Race/Gender




*Source: U.S. Census Bureau*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Vehicle Traffic **Volume**
(January 1st, 2026, to June 30th, 2026)

# Vehicle Traffic Volume

**54,467,054***

or

300,923 per day

***Does not include vehicle travel via 8 Mile, 14 Mile, Haggerty, Inkster, I-696, or I-275**

(January 1st, 2026, to June 30th, 2026)

*Source: FLOCK Traffic Analytics*

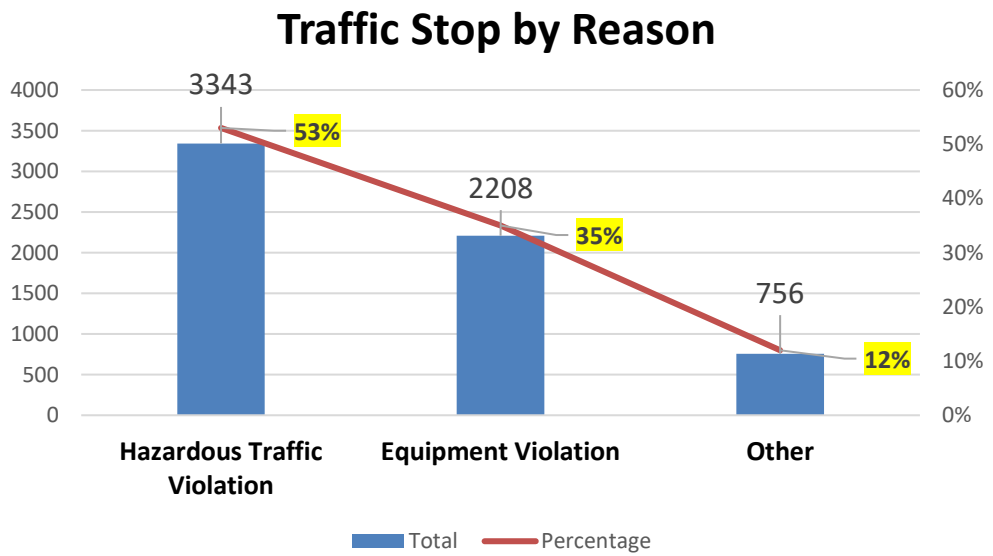
FARMINGTON HILLS POLICE

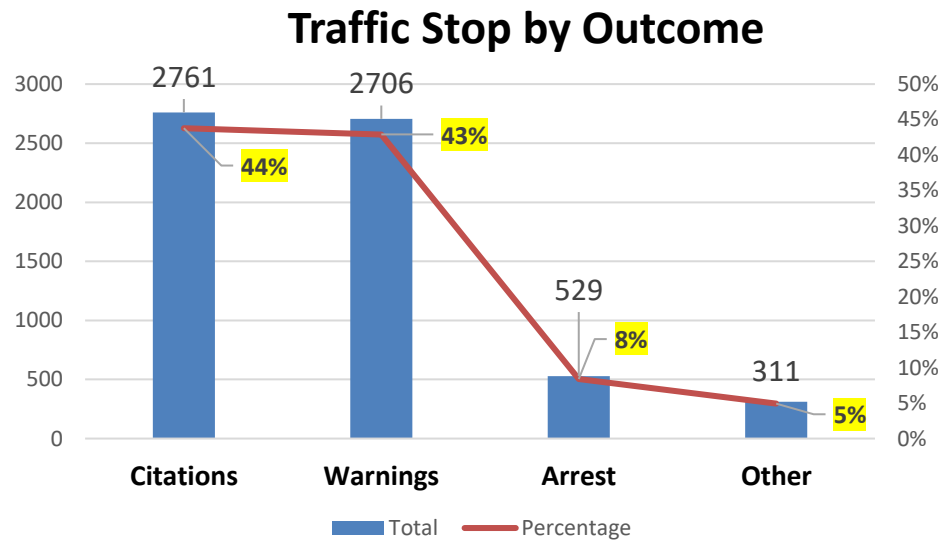
FARMINGTON HILLS Michigan

# Vehicle **Traffic Stops**
(January 1st, 2026, to June 30th, 2026)

# Vehicle Traffic Stops: Reasons/Outcomes

## 6,307 Traffic Stops



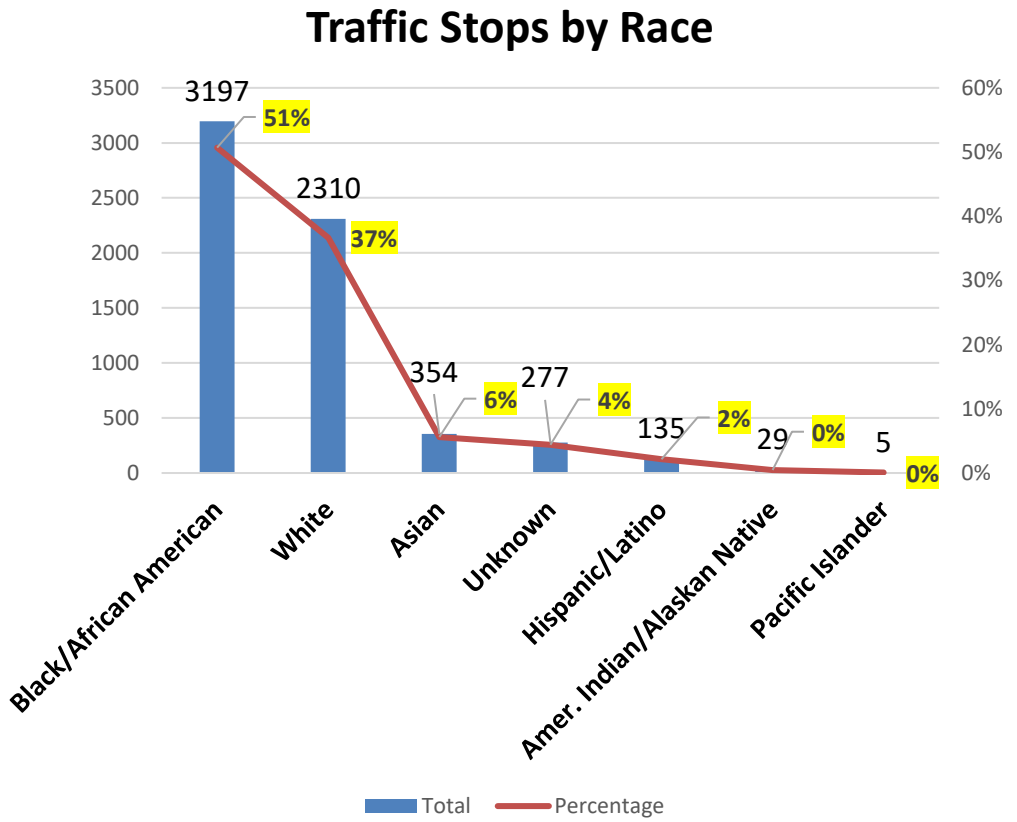

*Other Reasons = weighmaster, belt/restraint, crime BOL, citizen assist, alcohol/drugs*

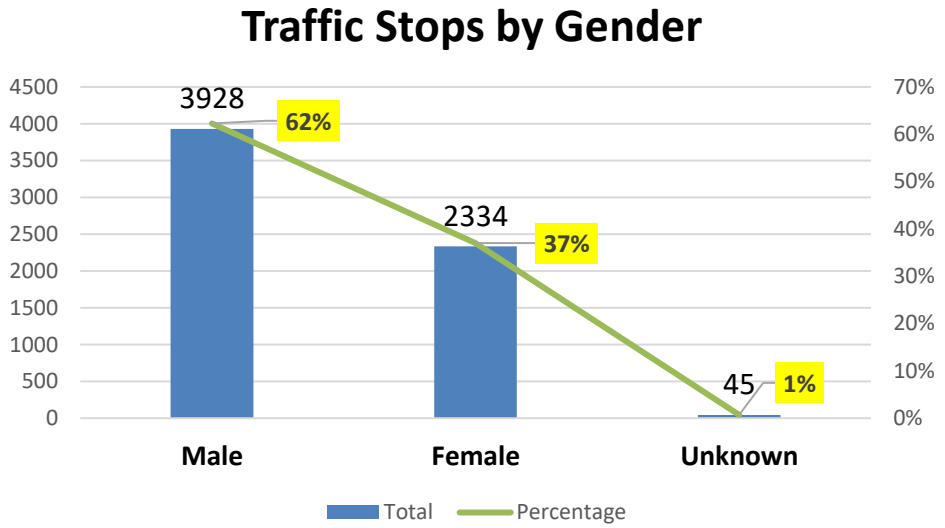
*Other Outcomes = assist & citation warning*

*Source: CLEMIS Activity Logs*

FARMINGTON HILLS Michigan

# Vehicle Traffic Stops: Race/Gender




*Source: CLEMIS Activity Logs*

FARMINGTON HILLS Michigan

# Vehicle Traffic Stops: Demographic Summary

**Traffic Stops by Race/Gender**

| **Race** | **Total** | **%** |
|---|---|---|
| Black | 3,197 | 51% |
| White | 2,310 | 37% |
| Other | 800 | 12% |
| **Gender** | **Total** | **%** |
| Male | 3,928 | 62% |
| Female | 2,334 | 37% |
| Unknown | 45 | 1% |

**Demographics of Farmington Hills & Surrounding Communities by Race/Gender**

| | |
|---|---|
| Black | **45%** |
| White | **40%** |
| Other | **15%** |
| Male | **48%** |
| Female | **52%** |

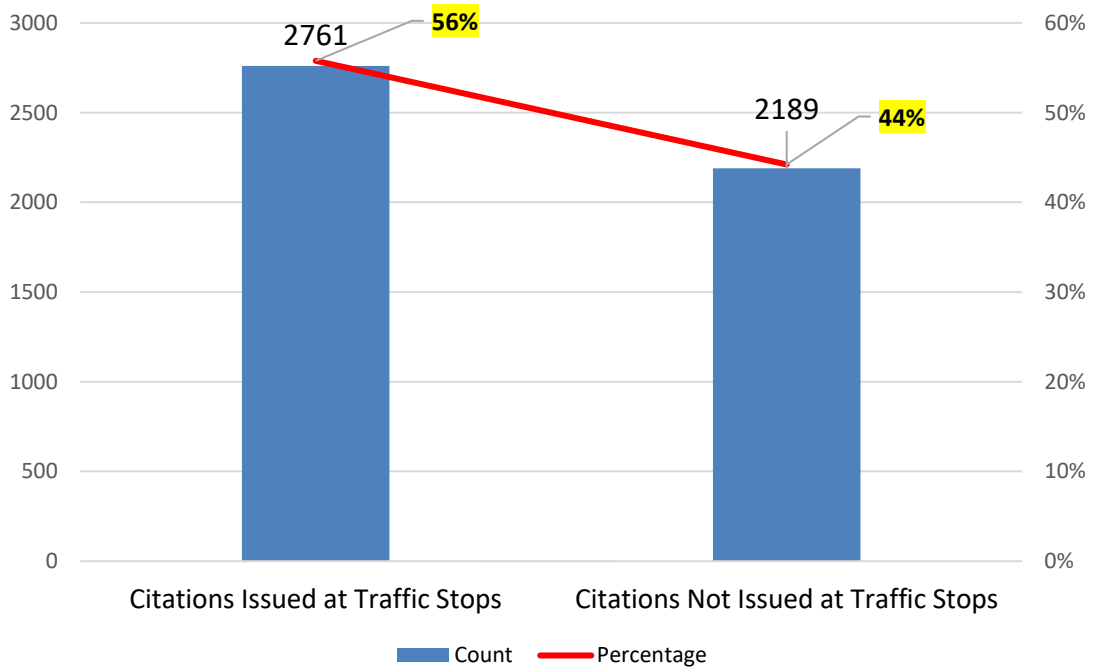
*Source: CLEMIS Activity Logs & U.S. Census Bureau*

FARMINGTON HILLS Michigan

# Citation Data:
# (January 1st, 2026, to June 30th, 2026)

# All Citations Issued

## 4,950 Citations Issued

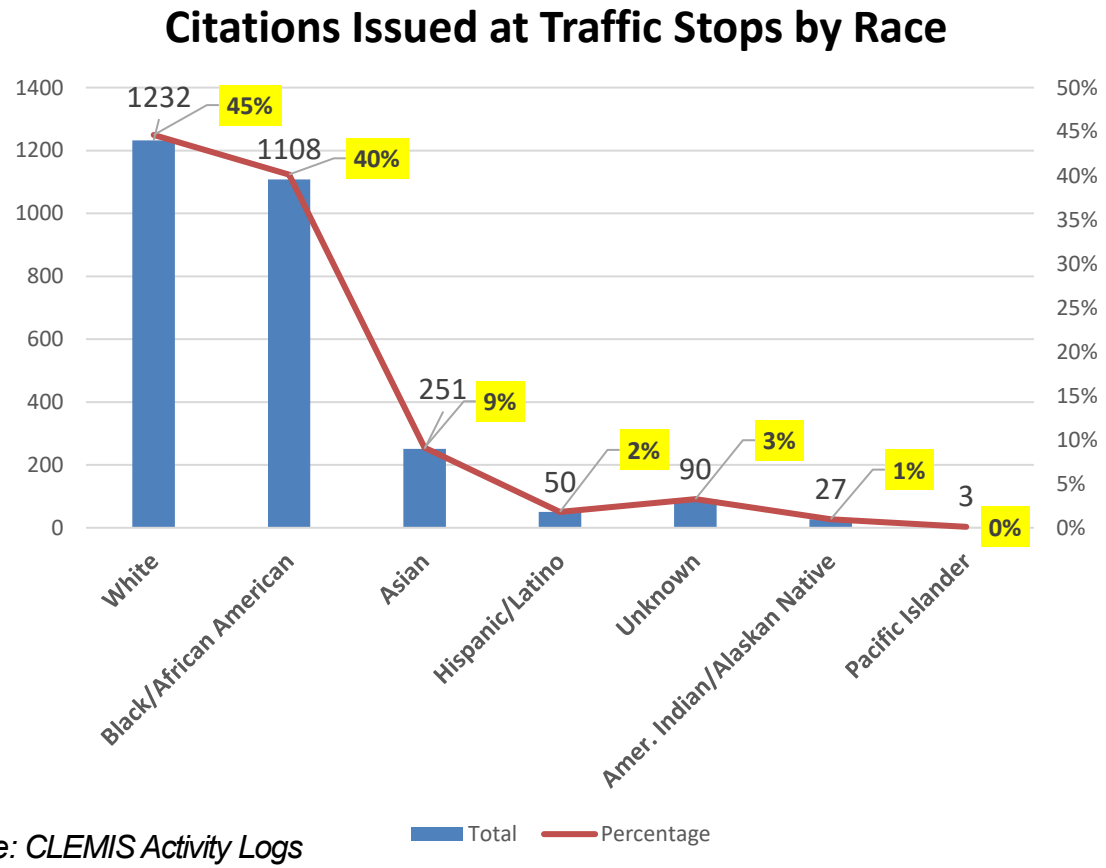


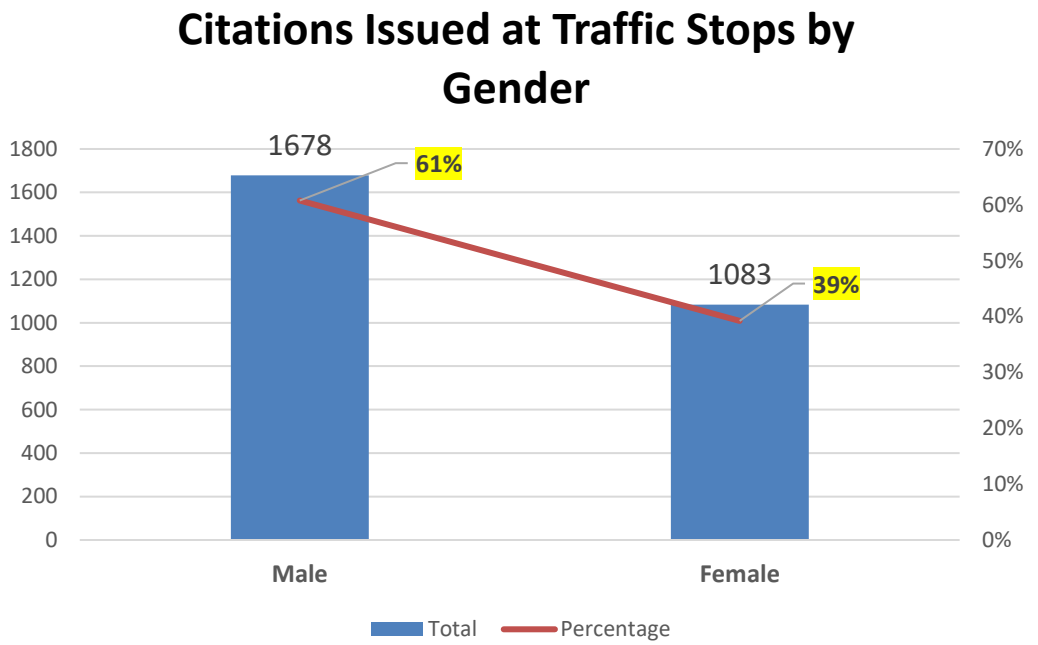

**Note:** A **citation (or ticket)** is a written notice by a police officer alleging a civil infraction or misdemeanor violation has occurred. A single citation may charge up to three (3) civil infractions or misdemeanor violations.

*Source: CLEMIS*

# Citations Issued During Traffic Stops by Race/Gender

## 2,761 Citations Issued at Traffic Stops



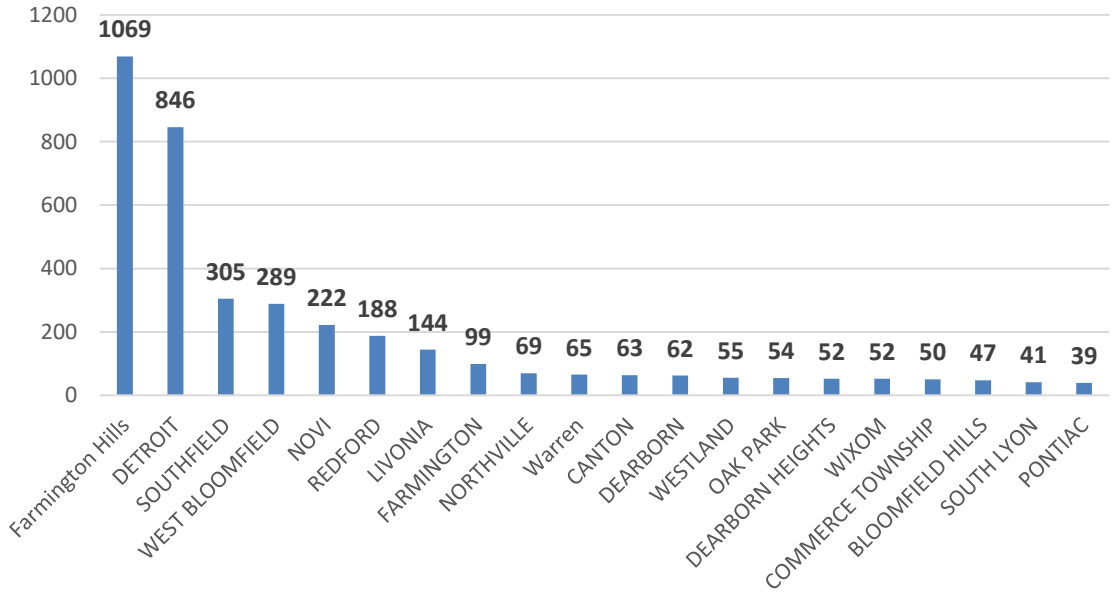




*Source: CLEMIS Activity Logs*

FARMINGTON HILLS Michigan

# Citations Issued by City (Top 20)/Race/Gender

**Top 20 Cities: Citations Issued by City of Residency**




**Top 20 Cities: Population Break Down Race / Gender**

| Race | Population | Percent |
|---|---|---|
| Black/African American | 699,143 | 43% |
| White | 675,164 | 41% |
| Other | 269,673 | 16% |
| Total | 1,643,980 | 100% |

| Gender | Population | Percent |
|---|---|---|
| Female | 857,778 | 52% |
| Male | 786,202 | 48% |
| Total | 1,643,980 | 100% |

*Source: CLEMIS & U.S. Census Bureau*

FARMINGTON HILLS Michigan

# Citations Summary by Race/Gender

**Citations by Race/Gender**

| Race | Total | % |
|---|---|---|
| Black | 2,242 | 45% |
| White | 2,067 | 42% |
| Other | 641 | 13% |

| Gender | Total | % |
|---|---|---|
| Male | 2,932 | 59% |
| Female | 2,018 | 41% |

**Demographics of Farmington Hills & Surrounding Communities by Race/Gender**

| | |
|---|---|
| Black | **45%** |
| White | **40%** |
| Other | **15%** |

| | |
|---|---|
| Male | **48%** |
| Female | **52%** |

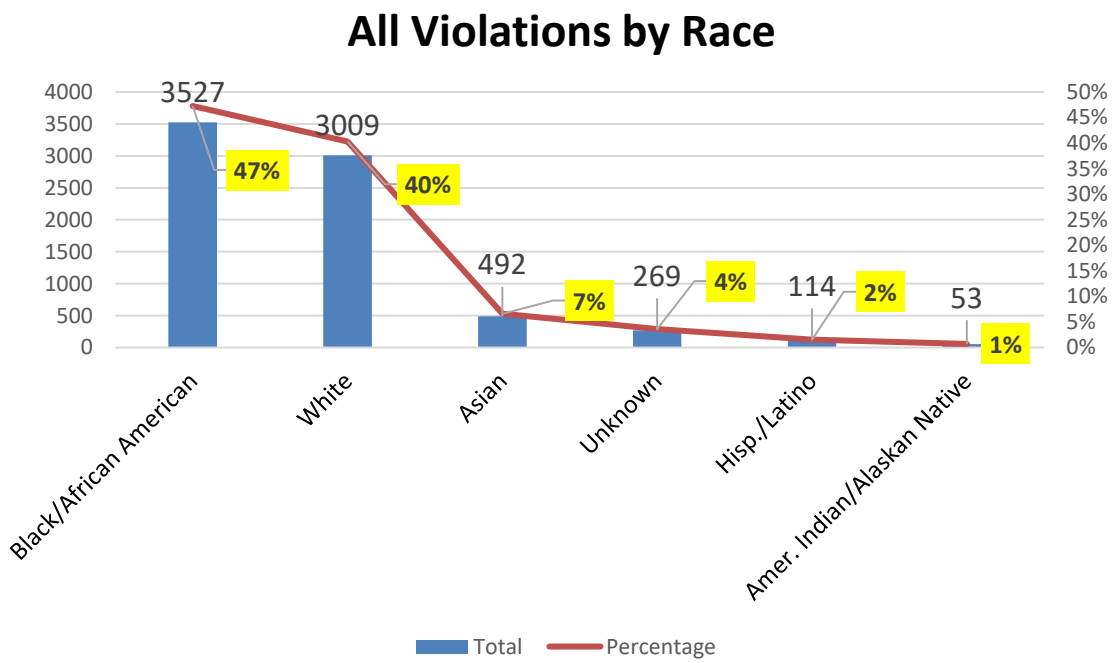
*Source: CLEMIS & U.S. Census Bureau*

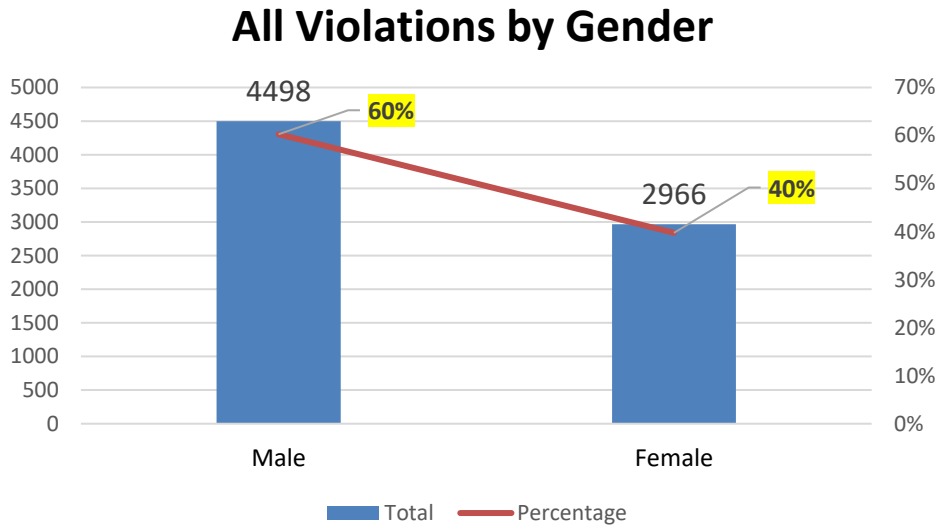
FARMINGTON HILLS Michigan

# Violations Data
# (January 1st, 2026, to June 30th, 2026)

# Violations Issued by Race/Gender

## 7,464 Violations Issued




**Note:** A citation (or ticket) is a written notice by a police officer alleging a civil infraction or misdemeanor violation has occurred. A single citation may charge **up to three (3) civil infractions or misdemeanor violations.**

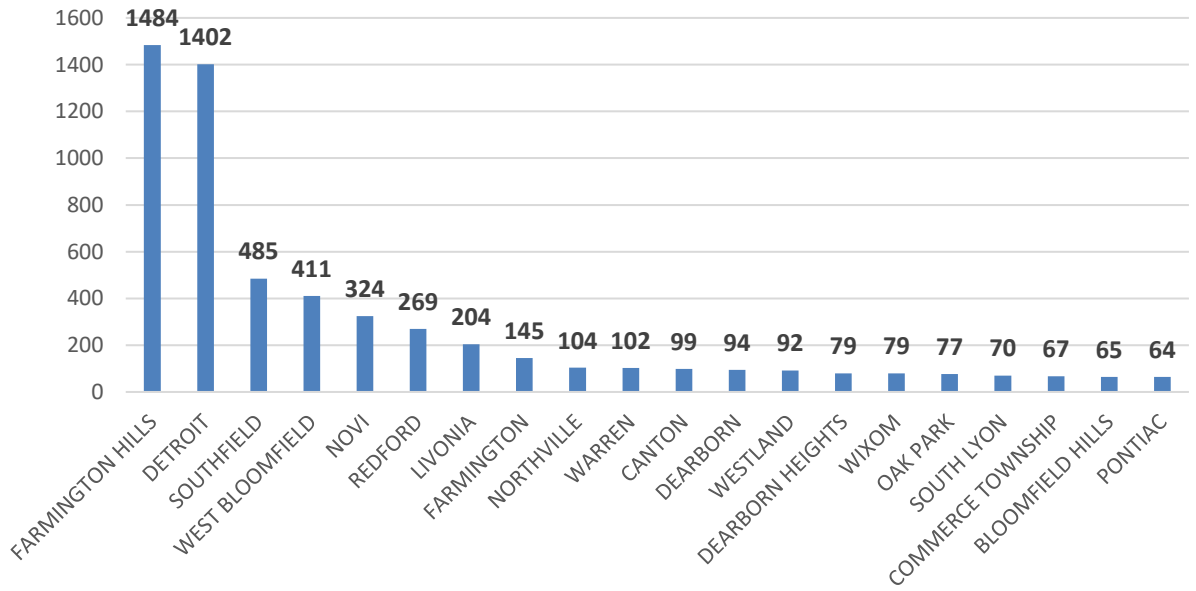
*Source: CLEMIS*

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# Violations Issued by City (Top 20)/Race/Gender

**Top 20 Cities: Violations Issued by City of Residency**




**Top 20 Cities: Population Break Down Race / Gender**

| Race | Population | Percent |
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| Black/African American | 699,143 | 43% |
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| Other | 269,673 | 16% |
| Total | 1,643,980 | 100% |

| Gender | Population | Percent |
|---|---|---|
| Female | 857,778 | 52% |
| Male | 786,202 | 48% |
| Total | 1,643,980 | 100% |

*Source: CLEMIS & U.S. Census Bureau*

# Violations Summary Data

## Violations by Race/Gender

| Race | Total | % |
|---|---|---|
| Black | 3,527 | 44% |
| White | 3,009 | 44% |
| Other | 928 | 12% |

| Gender | Total | % |
|---|---|---|
| Male | 4,498 | 60% |
| Female | 2,966 | 40% |

## Demographics of Farmington Hills & Surrounding Communities by Race/Gender

| | |
|---|---|
| Black | **45%** |
| White | **40%** |
| Other | **15%** |
| Male | **48%** |
| Female | **52%** |

*Source: CLEMIS & U.S. Census Bureau*

FARMINGTON HILLS Michigan

# Demographic Comparisons: (January 1st, 2026, to June 30th, 2026)

# Demographics: Population of FH & Surrounding Communities by Race/Gender

| **Race:** | |
|---|---|
| Black | 45% |
| White | 40% |
| Other | 15% |

| **Gender:** | |
|---|---|
| Male | 48% |
| Female | 52% |

*Source: U.S. Census Bureau*

# Demographics: Comparison of Stops, Citations and Violations Across Race/Gender

| Traffic Stops | | | | Citations | | | | Violations | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Black/African Amer. | 3197 | 51% | | Black/African Amer. | 2,242 | 45% | | Black/African Amer. | 3527 | 47% |
| White | 2310 | 37% | | White | 2,067 | 42% | | White | 3009 | 40% |
| Asian | 354 | 6% | | Asian | 323 | 7% | | Asian | 492 | 7% |
| Hispanic/Latino | 135 | 2% | | Hispanic/Latino | 74 | 1% | | Hispanic/Latino | 269 | 4% |
| Unknown | 277 | 4% | | Unknown | 214 | 4% | | Unknown | 114 | 2% |
| Amer. Indian/Alaskan Native | 29 | 0% | | Amer. Indian/Alaskan Native | 30 | 1% | | Amer. Indian/Alaskan Native | 53 | 1% |
| Pacific Islander | 5 | 0% | | | | | | | | |
| **By Gender:** | | | | | | | | | | |
| Male | 3928 | 62% | | Male | 2,932 | 59% | | Male | 4498 | 60% |
| Female | 2334 | 37% | | Female | 2,018 | 41% | | Female | 2966 | 40% |
| Unknown | 45 | 1% | | | | | | | | |

*Source: CLEMIS & CLEMIS Activity Logs*

FARMINGTON HILLS Michigan

# Traffic Enforcement Activities: (January 1st, 2026, to June 30th, 2026)

# Traffic Enforcement Activities: Key Stats



- Uniformed Patrol and Traffic Officers – **68**
- Shifts Worked – **181**
- Patrol Hours Worked (12-hour/8-hour shift) – **82,484**

- Roughly **1 traffic stop made every 12 patrol hours** (1 every 1-2 shifts)
- Roughly **1 citation issued at a traffic stop every 30 patrol hours** (1 every 3-4 shifts)

FARMINGTON HILLS Michigan

# Traffic Enforcement Activities: Key Stats

| | |
|---|---|
| **54,467,054** | Vehicle Trips |
| **1,547,254** | Commuter Population |
| **693,231** | African American/Black Commuter Population |
| **617,766** | White Commuter Population |
| **300,923** | Vehicle Trips Per Day |
| **82,484** | Patrol Hours |
| **82,539** | Farmington Hills Population |
| **7,464** | All Violations Issued (up to 3 per Citation) |
| **4,950** | All Citations Issued |
| **2,761** | Total Citations Issued at Traffic Stops |
| **1,060** | Vehicle Crashes |
| **525** | Violations Issued related to Traffic Crashes |
| **80** | Percent of Violations Issued to Non-Residents |
| **53** | Percent of All Traffic Stops are for Hazardous Traffic Violations |
| **44** | Percent of All Traffic Stops Result in a Citation Being Issued |
| **43** | Percent of All Traffic Stops Result in a Warning Being Issued |
| **30** | 1 Traffic Stop related Citation is Issued every 30 Patrol Hours |
| **12** | 1 Traffic Stop is made every 12 Patrol Hours |
| **8** | Percent of Traffic Stops Result in an Arrest |

FARMINGTON HILLS POLICE

FARMINGTON HILLS Michigan

# End

## Data Sources

- CLEMIS
- CLEMIS (Activity Logs)
- FLOCK – Traffic Analytics
- U.S. Census Bureau

# MCL 257.13e — ELECTRIC BICYCLE

## DEFINITION & CLASSIFICATION FLOW CHART

*An "electric bicycle" means a device upon which an individual may ride that satisfies all of the requirements in subsections (a) and (b) of MCL 257.13e.*

Added by 2017 PA 139
Effective Jan. 28, 2018

### 1 IS THE DEVICE INTENDED FOR AN INDIVIDUAL TO RIDE?

If yes, continue. If no, it is not an electric bicycle under MCL 257.13e.

**NO** → **NOT AN ELECTRIC BICYCLE** (under MCL 257.13e)

**YES**

### MEETS THE BASIC REQUIREMENTS? (MCL 257.13e(a))

**1 SEAT OR SADDLE** (a)(i)



Must be equipped with a **seat or saddle** for use by the rider.

+

**2 FULLY OPERABLE PEDALS** (a)(iii)



Must have fully operable **pedals** for human propulsion.

+

**3 ELECTRIC MOTOR** (a)(iii)



Electric motor must be **not greater than 750 watts.**

**≤ 750 W**

### 2 WHICH CLASS DOES IT MEET? (MCL 257.13e(b))

*Determine how the motor operates and the speed at which assistance/propulsion ceases.*

#### CLASS 1 – PEDAL ASSIST



- Motor provides assistance **only when the rider is pedaling.**
- Motor assistance disengages or ceases at **20 mph.**

**MAXIMUM ASSISTED SPEED: 20 mph**

#### CLASS 2 – MOTOR PROPULSION



- Motor propels the bicycle to **no more than 20 mph,** whether the rider is pedaling or not.
- Motor disengages or ceases when the brakes are applied.

**MAXIMUM MOTOR PROPULSION: 20 mph**

#### CLASS 3 – PEDAL ASSIST



- Motor provides assistance only when the rider is pedaling.
- Motor assistance disengages or ceases at **28 mph.**

**MAXIMUM ASSISTED SPEED: 28 mph**

### FINAL CHECK — IS IT AN ELECTRIC BICYCLE?

**Must meet ALL of the following:**

- ☑ Seat or saddle for the rider
- ☑ Fully operable pedals for human propulsion
- ☑ Electric motor ≤ 750 watts
- ☑ Fits Class 1, 2, or 3 definition

### QUICK REFERENCE

| CLASS 1 | CLASS 2 | CLASS 3 |
|---|---|---|
| Pedal required for motor assistance | **Pedal not required** (motor can propel) Brake disengagement required | Pedal required for motor assistance |
| **20 mph** | **20 mph** | **28 mph** |

**Source:** Michigan Compiled Laws, MCL 257.13e. *Added by 2017 PA 139; effective January 28, 2018.*

# MICHIGAN VEHICLE CODE (EXCERPT)
## Act 300 of 1949



## MCL 257.662a – Electric Bicycle

Rights, labeling, modifications, age/helmet requirements, federal compliance, road/trail use, and more.

### 1 SAME RULES AS A BICYCLE
MCL 257.662a(1)

Except as otherwise provided in this section, an individual riding an electric bicycle is subject to the **same requirements** under this act as an individual riding a bicycle.

### 2 REQUIRED LABEL
MCL 257.662a(2)

**ELECTRIC BICYCLE**
Class: 1
Top Assisted Speed: 20 MPH
Motor Wattage: 750 W

**Beginning Jan. 1, 2018,** a manufacturer or distributor must **permanently** affix a label in a prominent location that includes the **classification number, top assisted speed,** and motor wattage. The label must be printed in Arial font and be at least 9-point type.

### 3 NO TAMPERING OR MODIFICATION
MCL 257.662a(3)

A person shall not tamper with or **modify** an electric bicycle to change the motor-powered speed capability or motor engagement without replacing the label with an appropriate one. A device is not an "electric bicycle" if the motor is modified to no longer meet §257.13e or if the motor exceeds 750 watts.

### 4 CLASS 3 ADDITIONAL REQUIREMENTS
MCL 257.662a(4)




(a) **Not operated by anyone under 14.** A person under 14 may ride as a passenger on a Class 3 e-bike designed for passengers.

(b) Anyone under 18 who operates or rides as a passenger must wear a properly fitted and fastened helmet that meets federal standards (CPSC or ASTM).

### 5 FEDERAL COMPLIANCE
MCL 257.662a(5)

Must comply with applicable equipment and manufacturing requirements for electric bicycles under federal law, including standards adopted by the U.S. Consumer Product Safety Commission and 16 CFR part 1512.

### 6 ROADWAY USE
MCL 257.662a(6)



An individual may operate an electric bicycle on any part of a highway open to bicycles, including a bike lane or shoulder, except as provided in subsection (7).

### 7 CITY & PARK RESTRICTIONS
MCL 257.662a(7)



An individual shall not operate an electric bicycle within a city that prohibits nonemergency motor vehicles, unless the city council adopts a resolution allowing it. The same applies to Mackinac Island State Park unless a permit is obtained or the Commission authorizes it. If allowed, the city or the Commission may regulate operation.

### 8 TRAIL USE — CLASS 1
MCL 257.662a(8)



A Class 1 e-bike may be operated on a linear trail with an asphalt, crushed limestone, or similar surface, or a rail trail. A local authority or agency may regulate or prohibit its use.

### 9 TRAIL USE — CLASS 2 & 3
MCL 257.662a(9)



A Class 2 or 3 e-bike may be operated on a linear trail with an asphalt, crushed limestone, or similar surface, or a rail trail if authorized by the local authority or agency.

### 10 NATURAL SURFACE TRAILS
MCL 257.662a(10)



An individual shall not operate an e-bike on a nonmotorized trail with a **natural surface tread** (no added surfacing materials), except if a local authority or agency allows and regulates it.

### 11 ADA & CIVIL RIGHTS
MCL 257.662a(11)

The state or a local authority must administer this section in a manner that complies with the Americans with Disabilities Act of 1990 and the Persons with Disabilities Civil Rights Act (1976 PA 220).

### 12 PUBLIC HEARING
MCL 257.662a(12)

Before an entity described in subsections (7) to (10) may prohibit, authorize, or regulate the use of electric bicycles within its jurisdiction, it must hold a public hearing on the matter.

### 13 CONGRESSIONALLY AUTHORIZED TRAIL SYSTEM)

Subsections (6) to (10) do not apply to the use of electric bicycles on a congressionally authorized public trail system.

### QUICK REFERENCE
KEY POINTS

- Same rules as a bicycle (unless noted).
- Permanent manufacturer/distributor label (Class, top speed, wattage).
- No tampering/modification (must replace label; ≤ 750 watts).
- Class 3: under 14 (no operation); under 18 (helmet required).
- Complies with federal standards (16 CFR part 1512).
- Roadway use: allowed (with exceptions).
- City & park restrictions (with hearings).
- Trail use rules vary by class and trail type.
- ADA compliance.

**Michigan Vehicle Code (Act 300 of 1949) | MCL 257.662a**

**History:** Add. [2017, Act 139] Eff. Jan. 28, 2018

**INTEROFFICE CORRESPONDENCE**

**TO:** Chief John Piggott (through the Chain of command)

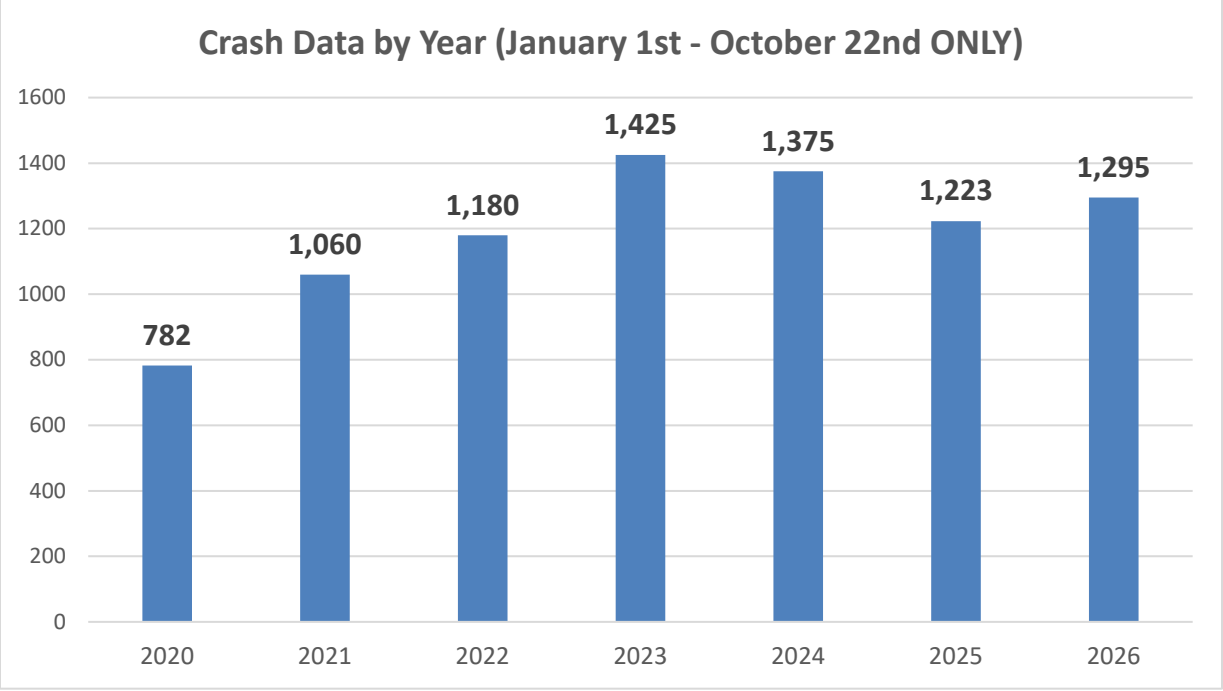
**FROM:** Crime Data Analyst A. Swickard

**DATE:** November 17, 2026

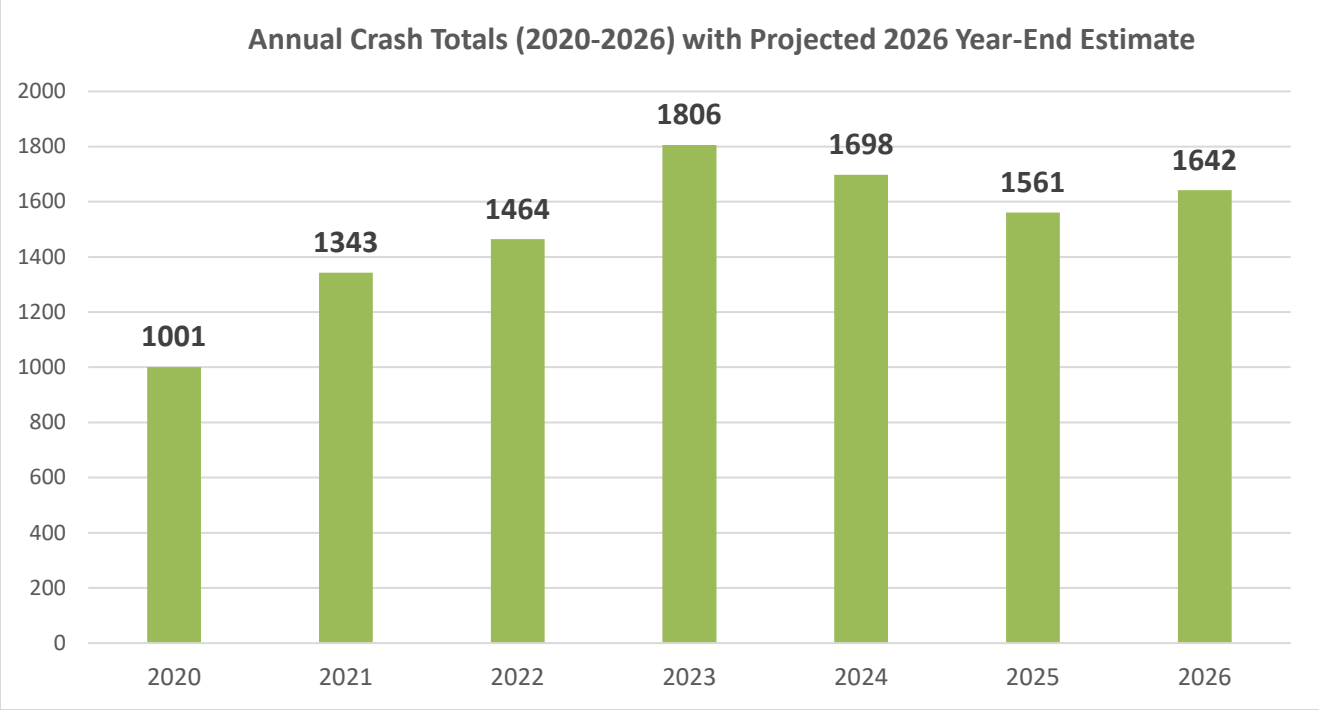
**SUBJECT:** **Traffic Safety Plan Annual Crash Analysis**

In 2023, the Farmington Hills Police Department's Traffic Safety Section implemented the Traffic Safety Plan to identify and address areas with the highest concentration of vehicle crashes. Crash data obtained from the Michigan State Police Numetric system, a statewide crash reporting database, was analyzed to identify crash trends within the City of Farmington Hills. The graphs and tables below summarize the number and distribution and severity of crashes to which the Farmington Hills Police Department responded during the period of January 1, 2023, through October 22, 2026, which represents the most recent crash entry available in the Michigan State Police Numetric system at the time of analysis.

**Annual Crash Data (2020 – 2026):**



The graph below displays the total number of crashes by year from 2023 through 2026 and includes a projected 2026 year-end total based on the historical average number of crashes occurring between October 23 and December 31. Using crash data from 2023 through 2025, approximately 347 additional crashes are projected for the remainder of 2026, resulting in an estimated 2026 year-end crash total of approximately 1,642 crashes.



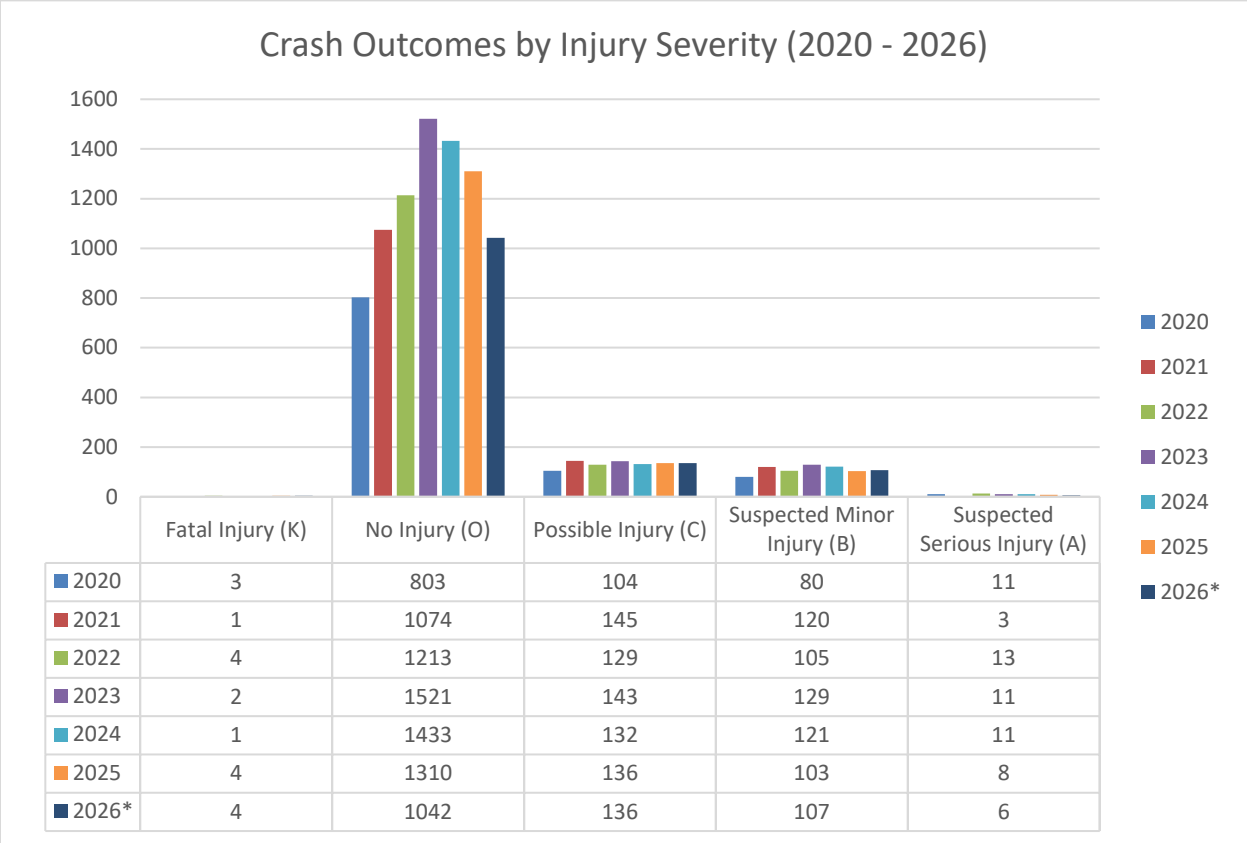

**Crash Reduction Since Traffic Safety Plan Implementation (2023 Baseline):**

| Year | % Change from 2023 |
|---|---|
| 2023 | 0% |
| 2024 | -6.0% |
| 2025 | -13.6% |
| 2026 (Projected) | -9.1% |

Following implementation of the Traffic Safety Plan in 2023, annual crash totals declined from 1,806 crashes in 2023 to 1,698 crashes in 2024 and 1,561 crashes in 2025. Using the average number of crashes occurring between October 23 and December 31 during the period of 2023 through 2025, the projected 2026 year-end

total is approximately 1,642 crashes. This would represent a reduction of 164 crashes, or 9.1%, compared to 2023 levels, suggesting that crash activity remained below the level observed during the year the Traffic Safety Plan was implemented.

**Injury Severity by Year:**




| | Fatal Injury (K) | No Injury (O) | Possible Injury (C) | Suspected Minor Injury (B) | Suspected Serious Injury (A) |
|---|---|---|---|---|---|
| 2020 | 3 | 803 | 104 | 80 | 11 |
| 2021 | 1 | 1074 | 145 | 120 | 3 |
| 2022 | 4 | 1213 | 129 | 105 | 13 |
| 2023 | 2 | 1521 | 143 | 129 | 11 |
| 2024 | 1 | 1433 | 132 | 121 | 11 |
| 2025 | 4 | 1310 | 136 | 103 | 8 |
| 2026* | 4 | 1042 | 136 | 107 | 6 |

**2026 only includes up until 10/22/2026.*

While total injury counts declined along with overall crash totals, the following analysis examines injury-producing crashes as a percentage of all reported crashes to determine whether crash severity changed following implementation of the Traffic Safety Plan.

**Injury-Producing Crashes as a Percentage of Total Crashes**

| Year | Total Crashes | Injury Victims* | Injury Rate |
|---|---|---|---|
| 2023 | 1,806 | 285 | 15.8% |
| 2024 | 1,698 | 265 | 15.6% |
| 2025 | 1,561 | 251 | 16.1% |

**Fatal, suspected serious, suspected minor, and possible injuries only.*

| Fatal and Serious Injury Crashes as a Percentage of Total Crashes | | | |
|---|---|---|---|
| Year | Fatal + Serious Injuries | Total Crashes | Rate |
| 2023 | 13 | 1,806 | 0.72% |
| 2024 | 12 | 1,698 | 0.71% |
| 2025 | 12 | 1,561 | 0.77% |

**Conclusion:**

Since implementation of the Traffic Safety Plan in 2023, total crashes have declined by 13.6% through 2025 and are projected to remain below 2023 levels in 2026. Additionally, injury-producing crashes have consistently represented approximately 16% of all reported crashes, indicating that while crash frequency has decreased, the likelihood of a crash resulting in injury has remained relatively unchanged.

**INTEROFFICE CORRESPONDENCE**

**To:** Chief John Piggott (Through the Chain of Command)

**From:** Sergeant H. Saad

**Date:** Tuesday, December 17, 2024

**Subject:** **Traffic Enforcement Plan for 2025**

The Farmington Hills Police Department has studied the map of crash statistics from the Michigan State Police (Mi-CAT), in reference the City of Farmington Hills. With keeping public safety as the utmost priority, the attached (Map #1) shows the various locations of reported crashes within the city. Also attached is a Mi-CAT illustration (Map #2) of the most injury related crashes within Farmington Hills.

The Traffic Enforcement Plan for 2025 will be as follows:

1. This is based on complaints from residents, parents and Farmington Public School Staff.

    - **School bus stops** (i.e. Failure to Stop for School Bus) in the morning and afternoon.
    - **School zones** during school days, thirty (30) minutes before and after school hours (i.e. Speeding and/or Disobey Traffic Control Signal).

2. The analysis of the Mi-CAT (Map #2) shows the listed locations that had highest numbers of traffic crashes and severity of the crashes. FHPD TSS will focus enforcement on the top nine (9) crash locations from 2024.

    - **Expressways** (i.e. Speeding, Following Too Close, Careless and Distracted Driving).
    - **Orchard Lake Road, from I-696 overpass to 14 Mile Road and corresponding intersections** (i.e. Speeding, Disobey Traffic Control Device, Distracted Driving etc.)
    - **Ten Mile Road, from Halsted to Haggerty Roads** (i.e. Speeding, Distracted Driving, Seatbelt, Disobey Traffic Control Device etc.)
    - **Twelve Mile Road, from Orchard Lake to Halsted Roads.**

**INTEROFFICE CORRESPONDENCE**

**To:** Chief John Piggott (Through the Chain of Command)

**From:** Sergeant Hadar Saad

**Date:** Tuesday, January 20, 2026

**Subject:** **Traffic Enforcement Plan for 2026**

The Farmington Hills Police Department has studied the map of crash statistics from the Michigan State Police (Mi-CAT), in reference to the City of Farmington Hills. Prioritizing public safety, Map #1 (attached) illustrates the various locations within the city where crashes have been reported. Also attached is a Mi-CAT illustration (Map #2) of the most injury related crashes within Farmington Hills.

The Traffic Enforcement Plan for 2026 will be as follows:

1. Ensuring student safety is of the utmost importance.

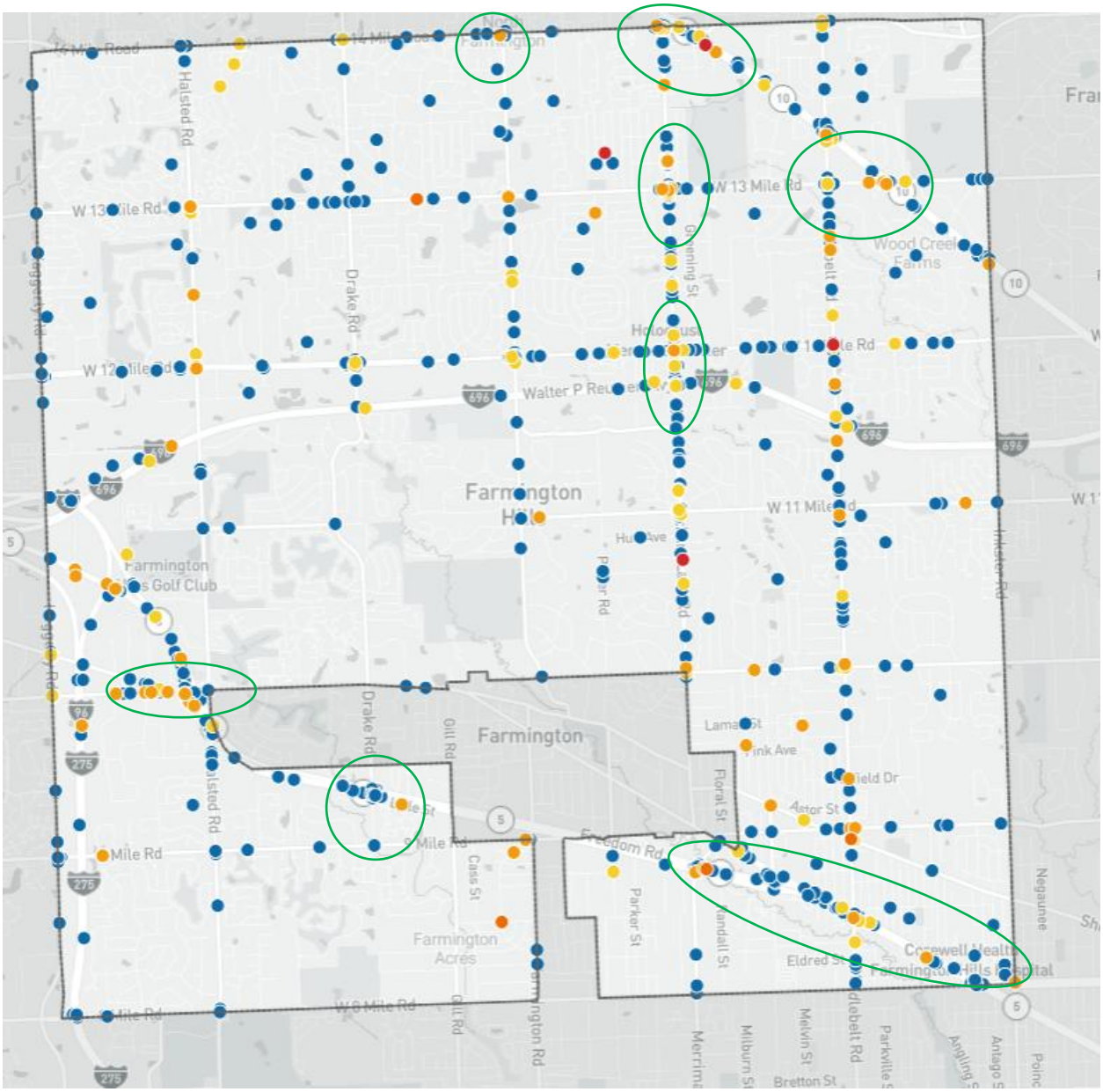
    - **School bus stops** (i.e. pick up and drop offs)
    - **School zones** (i.e. thirty (30) minutes before and after school hours.
    - **Special Attentions** (i.e. Subdivision Committees, School Administrators & Parents, Community Businesses and Citizens)

2. The Mi-CAT analysis highlights locations with the most crashes and severity. FHPD TSS will target enforcement at the following locations;

    - **Expressways**
    - **Orchard Lake Road, from I-696 overpass to 14 Mile Road and corresponding intersections**
    - **Ten Mile Road, from Halsted to Haggerty Roads**
    - **Twelve Mile Road, from Orchard Lake to Halsted Roads**
    - **Grand River Avenue and Middlebelt Road**

# MAP #1


Henry Ford West Bloomfield Hospital
W 14 Mile Rd
Walled Lake
Novi Rd
W 13 Mile Rd
W 12 Mile Rd
Franklin
Bingham Fa
Farmbrook Rd
Wood Creek Farms
Farmington Hills
W 11 Mile Rd
Hull Ave
Farmington Hills Golf Club
Novi
Grand River Ave
W 10 Mile Rd
Farmington
Larkins St
Fink Ave
Folsom Rd
9 Mile Rd
W 9 Mile Rd
Farmington Acres
Eldred St
Shiawassee Rd
W 8 Mile Rd
8 Mile Rd
Norfolk
Pembroke Ave
Meadowbrook
Halsted Rd
Drake Rd
Middlebelt Rd
Orchard Lake Rd
Power Rd
Beech Rd
Bretton St
K A B C O



Farmington
Farmington Hills
Farmington Acres
Wood Creek Farms
Farmington Hills Golf Club
Walter P Reuther
W 13 Mile Rd
W 12 Mile Rd
W 11 Mile Rd
W 6 Mile Rd
Halsted Rd
Drake Rd
Gill Rd
Cass St
Freedom Rd
Parker St
Floral St
Randall St
Eldred St
Melvin St
Bretton St
Milburn St
Negaunee
Inkster Rd
Greening St
Astor St
Lamar St
Pink Ave
Hull Ave
Parker Rd
Farmington Rd
Cornwell Health Farmington Hills Hospital

**AGENDA**
**CITY COUNCIL MEETING**
**NOVEMBER 23, 2026**
**CITY OF FARMINGTON HILLS**
**31555 W ELEVEN MILE ROAD**
**FARMINGTON HILLS, MICHIGAN**
**Telephone: 248-871-2410 Website:** www.fhgov.com
**Cable TV:** Spectrum – Channel 203; AT&T – Channel 99
**YouTube Channel:** https://www.youtube.com/user/FHChannel8

**REQUESTS TO SPEAK:** Anyone requesting to speak before Council must complete and turn in to the City Clerk a blue Public Participation Registration Form.

**REGULAR SESSION BEGINS AT 7:30PM IN THE CITY COUNCIL CHAMBER**

**STUDY SESSION (5:30PM Community Room – See Separate Agenda)**

**REGULAR SESSION**

**CALL REGULAR SESSION TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. Approval of regular session agenda

2. Proclamation recognizing November 28, 2026 as Small Business Saturday

3. Proclamation recognizing November 2026 as Epilepsy Awareness Month

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

4. Introduction of State Representative Kelly Garrett

5. Introduction of Senator Dayna Polehanki

**CORRESPONDENCE**

**CONSENT AGENDA** - (See Items No. 11-19)

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**

**UNFINISHED BUSINESS:**

6. Consideration of approval of the ENACTMENT of Ordinance C-7-2026 to amend the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," Article 6, "Development Procedures," Section 34-6.1, "Site Plan Review," to revise, consolidate, and restate the procedures, standards, and requirements relating to the submission, review, processing, consideration, decision-making, duration of site plans in the City; and summary for publication.

7. Consideration of approval of the ENACTMENT of Ordinance C-8-2026 to amend the City of Farmington Hills Code Of Ordinances Chapter 21, "Planning," Article II, "City Planning Commission," Section 21-35, "Zoning Proposals; Procedures," to change the title to Zoning Amendment Proposals; Procedures; and Article III, "Site Plan Regulations," to change the title to land use approvals and revise the regulations therein to refer to the zoning ordinance procedures; and summary for publication.

**NEW BUSINESS:**

8. Consideration of approval of appointments to various boards and commissions.

9. Consideration of approval of award of Construction Manager at Risk for the New Activities Center. CMR 11-26-147

10. Consideration of approval of the Oakland County Emergency Services Interlocal Agreement. CMR 11-26-148

**CONSENT AGENDA:**

11. Recommended approval of the amended Bylaws and Rules of Procedure for the Zoning Board of Appeals. CMR 11-26-149

12. Recommended approval of authorization to sign the Consent of Restrictive Covenant at 22063 Farmington Rd. CMR 11-26-150

13. Recommended approval of the corrected Tentative Agreement with Technical, Professional and Office Workers Association of Michigan (TPOAM). CMR 11-26-151

14. Recommended approval of the 2027 City Council Annual Meeting Calendar.

15. Recommended approval of an amendment to the Use of Facilities Policy regarding Heritage Park Splash Pad and Playground Facilities. CMR 11-26-152

16. Recommended approval of a request for employment under Section 10.01A of the City Charter for a Career Firefighter. CMR 11-26-153

17. Recommended approval of award of agreement for Fire Station 5 Roof Replacement to CITI Roofing Company in the amount of $36,100 ($31,100.00 plus a $5,000 contingency cost for unforeseen and

anticipated costs due to the age of the building for replacement)and Garland/DBS, Inc. in the amount of $34,542.74 for roofing supplies, inspection, and project management. CMR 11-26-154

18. Recommended approval of City Council study session minutes of November 9, 2026.

19. Recommended approval of City Council regular session minutes of November 9, 2026.

**ADDITIONS TO AGENDA**

**PUBLIC COMMENTS**

Limited to three (3) minutes.

**ADJOURNMENT**

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Karen Mondora, 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
## Small Business Saturday
## Nov. 28, 2026

**WHEREAS**, the City of Farmington Hills celebrates local small businesses and recognizes that they create jobs, boost the economy and help to preserve the character of the community; and,

**WHEREAS**, the City of Farmington Hills is home to more than 5 thousand businesses that are owned and operated by hardworking people of all kinds. Of each dollar spent at local businesses, 68 cents stays local and recirculates to other area businesses; and,

**WHEREAS**, Michigan has more than 900 thousand small businesses that amount to more than 98% of Michigan businesses. Small businesses employ nearly 2 million Michiganders, representing approximately half of Michigan's total workforce; and,

**WHEREAS**, consumers who shop on Small Business Saturday are making a conscious commitment to support small, independently owned businesses and make purchases with a positive impact; and,

**WHEREAS**, Small Business Saturday is an important part of small businesses' busiest season, during which consumers are encouraged to shop or eat at independently owned businesses and purchase gift cards from local businesses.

**NOW, THEREFORE, BE IT RESOLVED** that I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim Nov. 28, 2026, as **Small Business Saturday** in Farmington Hills and urge the community to support small businesses annually on the Saturday after Thanksgiving and throughout the year.

Theresa Rich, Mayor

# PROCLAMATION
## Epilepsy Awareness Month
## November 2026

**WHEREAS**, epilepsy is a neurological condition that affects the brain and causes recurring seizures, impacting more than 110,000 individuals in Michigan, including approximately 1 percent of children; and,

**WHEREAS**, epilepsy is the fourth most common neurological disorder, yet it remains widely misunderstood, often leading to stigma, discrimination, and barriers to education, employment, and quality of life; and,

**WHEREAS**, one in 26 people will develop epilepsy in their lifetime, and seizures can occur in anyone, at any age, and at any time; and,

**WHEREAS**, public awareness and education about seizure recognition and first aid are critical to ensuring safety, inclusion, and dignity for people living with epilepsy; and,

**WHEREAS**, Epilepsy Awareness Month provides an important opportunity to support individuals and families affected by epilepsy, raise awareness of SUDEP (Sudden Unexpected Death in Epilepsy), and promote the need for research toward improved treatments and a cure.

**NOW, THEREFORE, BE IT RESOLVED** that I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim **November 2026** as Epilepsy Awareness Month in Farmington Hills to encourage community members to learn about epilepsy, support individuals living with this disorder, and support efforts to diagnose and treat seizures, find cures, and save lives.



Theresa Rich, Mayor

**ORDINANCE NO. C-7-2026**

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

**AN ORDINANCE TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 6, "DEVELOPMENT PROCEDURES," SECTION 34-6.1, "SITE PLAN REVIEW," TO REVISE, CONSOLIDATE, AND RESTATE THE PROCEDURES, STANDARDS, AND REQUIREMENTS RELATING TO THE SUBMISSION, REVIEW, PROCESSING, CONSIDERATION, DECISION-MAKING, DURATION OF SITE PLANS IN THE CITY.**

**THE CITY OF FARMINGTON HILLS ORDAINS:**

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

The Farmington Hills City Code, Chapter 34, "Zoning," Article 6, "Development Procedures," Section 34-6.1, "Site Plan Review," is amended in its entirety to read as follows:

## SECTION 34-6.1 SITE PLAN REVIEW

### SECTION 34-6.1.1 INTENT

The site plan review requirements in this Article are intended to provide a consistent and uniform method for reviewing proposed development plans to ensure full compliance with the regulations in this Ordinance, other applicable ordinances, and applicable state and federal laws. These requirements are intended to encourage a harmonious relationship of buildings and uses both within a site and in relation to adjacent uses; achieve efficient use of land; encourage innovative design solutions; protect natural resources; ensure safety for internal and external vehicular and pedestrian users; achieve innovative stormwater management solutions; and prevent adverse impacts on adjoining or nearby properties. It is further the intent of these provisions to encourage cooperation and consultation between the City and the applicant to facilitate development in accordance with the City land use objectives.

### SECTION 34-6.1.2 SITE PLAN REQUIRED

1. **Site plan review required.** The following buildings, structures, and uses require site plan review:

   A. Any proposed or permitted use and related buildings, except single-family dwellings;

   B. Any proposed special approval or special use and related buildings;

   C. Any alteration, addition, or expansion of an existing permitted or special approval or special land use and/or related buildings;

   D. Any building or use for which site plan review is specifically required by this chapter;

E. Expansion or paving of off-street parking and/or a change in vehicular or pedestrian circulation or access.

F. A non-residential use permitted in a residential district.

G. A substantial revision to a development that has received Preliminary or Final Site Plan Approval, as determined by the Zoning Administrator.

2. **Site plan review not required.** Erection, moving, relocation, conversion, or structural alterations to a one- or two-family dwelling on an individual lot, and its accessory use(s) or structure(s), are exempt from the full site plan review procedure. However, other applicable approvals are still required, such as a zoning compliance permit review for compliance with this Chapter as set forth Section 34-7.6 and any required building permits.

**SECTION 34-6.1.3 SITE PLAN REVIEW PROCEDURES**

1. **Pre-application meeting.** Prior to submittal of a preliminary site plan application, the applicant shall schedule a meeting with the City to discuss the project, submittal requirements, and review procedures. The purpose of this meeting is to discuss applicable standards and technical issues, and to determine the appropriate type of review process based on this chapter. The Zoning Administrator may waive the pre-application meeting upon determining that the meeting is unnecessary based on the nature of the proposed improvements or changes.

**2. Preliminary Site Plan Procedures.**

A. **Application and fee for a preliminary site plan.** An application for a preliminary site plan review shall be filed with the Zoning Administrator and include the number of copies specified on the application of a preliminary site plan. An application for preliminary site plan review shall be accompanied by the required fees, as well as other data, exhibits, and information hereinafter required. The Zoning Administrator is authorized to determine the quantity and format of plan sets that are required.

B. **Required data for a preliminary site plan.** An application for approval of a preliminary site plan shall provide the information required for a preliminary site plan as set forth in Section 34-6.1.4, Required Site Plan Data. The Zoning Administrator shall forward the application and site plan(s) to the appropriate City departments for review. All reviews shall be returned to the Zoning Administrator.

C. **Planning Commission review of preliminary site plan.** The Zoning Administrator shall determine if the preliminary site plan includes the required information set forth in this chapter and the Engineering Standards. The Zoning Administrator shall transmit complete submittals of the application and preliminary site plan drawing(s) to the Planning Commission prior to its next available regularly scheduled meeting. The Planning Commission shall undertake a study of the same and shall give its approval or disapproval of the preliminary site plan, advising the applicant, in writing, of recommended changes or modifications in the proposed site plan as are needed to achieve conformity with the

standards specified in this chapter.

D. **Variance requests.** When the applicant intends to seek a variance from the Zoning Board of Appeals for a proposal that requires Planning Commission review, the applicant shall first apply for Preliminary Site Plan approval from the Planning Commission. The Planning Commission may deny Preliminary Site Plan approval as a result of any ordinance deficiencies/known variances. If such ordinance deficiencies/known variances are identified and the Preliminary Site Plan is approved, such approval shall be conditioned upon the granting of any necessary variances by the Zoning Board of Appeals. Any necessary variances must be obtained prior to Final Site Plan review.

E. **Conditions**. The Planning Commission shall have whatever authority is allowed by law to include conditions as part of a Preliminary Site Plan approval.

**3. Final Site Plan Procedures.**

A. Prior to submittal of any building and engineering construction permit applications, the petitioner shall obtain Final Site Plan approval. This final site plan submittal shall include those items specified in this Chapter. It shall be the responsibility of the petitioner to secure all necessary approvals and authorizations related to the items required under this chapter.

B. The Zoning Administrator shall review the submittal for Final Site Plan Approval to ascertain that all the requirements of this chapter have been satisfied. Any submittal that fails to include the required modifications, information, and/ or documents shall be deemed incomplete and held in abeyance until the petitioner rectifies all deficiencies.

C. In the event that the Final Site Plan has been substantially revised from the Preliminary Site Plan Approval, as determined by the Zoning Administrator, the applicant shall revise the Final Site Plan to bring it into conformance with the approved Preliminary Site Plan or shall reapply for a new Preliminary Site Plan approval. The Zoning Administrator shall have the discretion to send the revised Final Site Plan to the Planning Commission for consideration.

D. The Zoning Administrator shall review the Final Site Plan to ensure that it is consistent with Preliminary Site Plan Approval. The Zoning Administrator shall confirm that all necessary City Department approvals, authorizations or certifications have been received from Departments including, but not limited to, the Engineering Division and Fire Department. Upon verification of all required City approvals, the Zoning Administrator shall then grant Final Site Plan Approval and shall notify the Engineering Division and Building Official that building construction permit applications may be reviewed and granted for the project.

**4. Administrative site plan review procedures.**

A. The Zoning Administrator is authorized to review and approve a site plan as set forth in this section, provided all other standards of this Ordinance are met. If the Zoning Administrator determines that all applicable Ordinance standards are met, the Zoning

Administrator may issue final site plan approval without requiring a separate preliminary site plan approval.

B. The Zoning Administrator may require Planning Commission review and approval if the Zoning Administrator determines that a site plan cannot be approved administratively.

C. All applications for administrative site plan approval shall include the materials and submittal requirements set forth in Section 34-6.1.4, Required Site Plan Data. The Zoning Administrator may waive any submittal requirement deemed unnecessary.

D. The Zoning Administrator may conduct an administrative review of a site plan for the following projects or under the following circumstances where the plan is not otherwise required to receive Planning Commission approval:

i. Minor changes during construction required by outside governmental agencies.

ii. Increase in parking or loading area of up to twenty-five (25) percent of what is existing, or 6,000 square feet of pavement area without any building changes, whichever is less.

iii. Changes to the building height that do not add additional floor area nor exceed the maximum height requirements of the district.

iv. Expansion of an existing principal building of up to twenty-five (25) percent of the existing floor area in the event of no impact to other site requirements or improvements.

v. A change in use to a similar or less intense use provided the site shall not require any significant changes in the existing site facilities such as parking, landscaping, lighting, or sidewalks.

vi. A change from a nonconforming use to a conforming use.

vii. Accessory buildings, structures, and uses in the event of no impact to other site requirements or improvements.

viii. Aesthetic and architectural changes to a building or structure.

ix. Home occupations.

x. Sign installation, relocation, or replacement meeting the dimensional and locational standards of this Ordinance.

xi. Site improvements such as installation of walls, fences, lighting, or landscaping consistent with the Ordinance standards.

xii. Temporary uses, sales, seasonal outdoor sales, and special events.

xiii. Reuse or renovation of existing buildings with no additional hard surfacing or exterior improvements.

## SECTION 34-6.1.4 REQUIRED SITE PLAN DATA

All plans shall be prepared by a professional engineer or architect registered in the State of Michigan whose seal shall be affixed to the first sheet. All landscape plans for sites of one acre or greater shall be prepared by a landscape architect licensed in the State of Michigan whose seal has been affixed to the first sheet. Preliminary and final site plan submittals shall include the information set forth in Table 6.1.4, Site Plan Submittal Requirements. The Zoning Administrator may waive data submittal requirements if deemed unnecessary based on the nature of the proposed improvements or changes.

**Table 6.1.4 Site Plan Submittal Requirements**

| Item | Required for | |
|---|---|---|
| | Preliminary | Final |
| **1. General Requirements** | | |
| 1.1. Name, address, and contact information of the applicant and property owner. | X | X |
| 1.2. Name, address, and contact information of firm or individual who prepared the site plan include professional license number of architect, engineer, designer, landscape architect or planner who prepared plan. | X | X |
| 1.3. North arrow, legend, graphic and written scale on all sheets. | X | X |
| 1.4. Title block(s) indicating the name of the development. | X | X |
| 1.5. Type of site plan “Preliminary” or “Final” (as appropriate). | X | X |
| 1.6. Dates of submission and revisions (month, day, year). | X | X |
| 1.7. Legal and common description of property, including parcel identification (Sidwell) number(s). | X | X |
| 1.8. General location map showing site in relation to major cross streets. | X | X |
| 1.9. Net acreage (minus rights-of-way) and total acreage, to the nearest one-tenth 1/10) acre. | X | X |
| 1.10. Written description of proposed project or use, type of building or structures, and name of proposed development, if applicable. | X | X |
| 1.11. Total project construction cost. | X | X |
| 1.12. Itemized engineering cost estimate. | | X |

| Item | Required for | |
|---|---|---|
| | Preliminary | Final |
| 1.13. Schedule for completing the project, including the phasing or timing of all proposed developments, if applicable. | X | X |
| **2. Site Layout** | | |
| 2.1. An overall plan for the entire development, drawn to scale. | X | X |
| 2.2. A certified survey of all existing and proposed lot and property lines prepared and sealed by a licensed surveyor, showing the relationship of the subject property to abutting properties. | X | X |
| 2.3. Location of all existing and proposed buildings, structures, parking areas, and other improvements on the site and within 50 feet of the subject property. | X | X |
| 2.4. Setback dimensions for all buildings and structures. Setbacks must be dimensioned from minimum locations and measured from lot lines. When lot lines abuts a street, measure setback from the existing or proposed right-of-way lines, whichever is greater. | X | X |
| 2.5. All existing and proposed easements, including type. | X | X |
| 2.6. The location and dimensions of all existing and proposed drives and parking areas with proposed and existing striping indicated. | X | X |
| 2.7. The proposed location and dimensions of any pedestrian sidewalks. | X | X |
| **3. Site Data Table** | | |
| 3.1. Zoning district of site and all adjacent property. | X | X |
| 3.2. Land use of site and all adjacent property. | X | X |
| 3.3. Proposed use of site. | X | X |
| 3.4. Gross and net lot area (acres and square feet). | X | X |
| 3.5. Gross floor area and usable floor area of all buildings, including accessory buildings (square feet of each and overall total). | X | X |
| 3.6. Floor area ratio (total gross floor area of buildings divided by net lot area). | X | X |
| 3.7. Percent lot coverage (ground floor area of buildings divided by net lot area). | X | X |
| 3.8. Impervious surface ratio (total square feet of impervious surface areas divided by net lot area). | X | X |
| 3.9. Number and type of dwelling units and density for residential projects. | X | X |

| Item | Required for | |
|---|---|---|
| | Preliminary | Final |
| 3.10. Building height in feet and number of stories. | X | X |
| 3.11. Required and proposed front yard open space (percent). | X | X |
| 3.12. Required and proposed setbacks (in feet). | X | X |
| 3.13. Proposed and required number of regular and accessible parking and loading spaces (include calculations used). | X | X |
| **4. Tree Survey** | | |
| 4.1. Tree survey per Sec. 34-5.18, tree permit reviewed separately (refer to tree survey checklist on City website). | X | X |
| **5. Natural Features** | | |
| 5.1. Existing and proposed ground elevations on the site on an appropriate grid or by contours, including existing and proposed ground elevations on adjacent land up to one hundred (100) feet of the subject property and existing building, drive and/or parking lot elevations and elevations of any adjacent unusual surface conditions. The City may require information beyond one hundred (100) feet of the subject property as necessary based on site conditions and the nature of the proposal. | X | X |
| 5.2. Location of all existing drainage courses, lakes, streams, rivers, creeks, brooks, ponds, and detention basins, including intermittent streams and ponds with water elevation level indicated and watercourse setbacks noted as required. | X | X |
| 5.3. Boundaries of 100-year floodplain (flood hazard area) and floodways if located on the property or immediately adjacent to the property. | X | X |
| 5.4. Location and boundaries of wetlands and wetland setbacks. | X | X |
| 5.5. Any proposed filling, draining, cutting, dredging or other alteration proposed for wetlands and setbacks must be graphically depicted and quantified in a table on the site plan. A wetlands determination may be waived by the Zoning Administrator based on applicable site information. | | X |
| 5.6. Soils information, location, and extent of soils that are unbuildable in their natural state because of organic content or water table level. | | X |
| 5.7. Groundwater information on the site, with supporting evidence, including but not limited to site-specific soils information. | | X |

| Item | Required for | |
|---|---|---|
| | Preliminary | Final |
| 5.8. Soil erosion control plan. | | X |
| **6. Access and Circulation** | | |
| 6.1. Dimensions, curve radii, and center lines of existing and proposed access points, roads, and road rights-of-way or access easements. | X | X |
| 6.2. The location and right-of-way widths of all abutting streets and alleys and the location of driveways or intersecting streets within 100 feet of the zoning lot on either side of the abutting street. | X | X |
| 6.3. Location and dimensions of proposed roads, driveways, parking lots, pedestrian sidewalks, and non-motorized pathways. | X | X |
| 6.4. Cross-section details of proposed roads, driveways, parking lots, sidewalks, and non-motorized paths illustrating materials and thickness. Geotechnical and pavement design report for public and private roads. | | X |
| 6.5. Dimensions of acceleration, deceleration, and passing lanes. | | X |
| 6.6. Location, dimensions, and surface material (asphaltic or concrete paving) of dedicated loading/unloading area(s). | X | X |
| 6.7. Dimensions of parking spaces, islands, drive aisles and maneuvering lanes. | X | X |
| 6.8. Location of proposed hydrants and required access for firefighting, police and other emergency equipment. Plans must detail access lanes for emergency vehicles, length of dead-end access roads and parking lots, provisions for the fire apparatus maneuvering per code, height of overhangs, sky walks, bridges or other similar structures, security gates restricting access, and location and spacing of fire hydrants. | X | X |
| 6.9. Traffic regulatory signs and pavement markings. | | X |
| **7. Landscaping** | | |
| 7.1. A landscape plan per Section 34-5.14 (refer to landscape plan checklist on City website). | X | X |
| **8. Building, Structure, and Miscellaneous Site Information** | | |
| 8.1. Location, height, and outside dimensions of all proposed buildings and structures. | X | X |
| 8.2. Location of any outdoor sales or display areas. | X | X |
| 8.3. Building floor plans and total floor area. | X | X |
| 8.4. Details on accessory structures and any screening. | X | X |

| Item | Required for | |
|---|---|---|
| | Preliminary | Final |
| 8.5. The location of any outdoor storage of materials and the manner by which it will be screened. | X | X |
| 8.6. Building elevations drawn at an appropriate scale and including design details to demonstrate compliance with applicable ordinance requirements. | X | X |
| 8.7. Location of all signs per Section 34-5.5, Sign permit reviewed separately. | X | X |
| **9. Exterior Lighting** | | |
| 9.1. Exterior Lighting Plan per Section 34-5.16. | X | X |
| **10. Utilities, Drainage, and Related Issues** | | |
| 10.1. Location of existing and proposed sanitary sewers and septic systems. | X | X |
| 10.2. Size and details of existing and proposed sanitary sewers and septic systems, including profile views and specifications. | | X |
| 10.3. Location of existing and proposed water mains, well sites, water service, and fire hydrants. | X | X |
| 10.4. Size and details of existing and proposed water mains, well sites, water service, and fire hydrants, including profile views and specifications. | | X |
| 10.5. Site grading, drainage patterns, and other stormwater management measures. | X | X |
| 10.6. Location storm sewers, drains, water quality treatments, and stormwater retention and detention facilities. | X | X |
| 10.7. Size and details of storm sewers and drains, including profile views and specifications, and stormwater drainage and retention/detention calculations per adopted standards. | | X |
| 10.8. Location of above- and below-ground gas, electric, and telephone lines, existing and proposed. | X | X |
| 10.9. Location of transformers and utility boxes and required screening. | X | X |
| 10.10. Location of dumpsters and screening details. | X | X |
| 10.11. Assessments of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable. | | X |
| 10.12. Location of roof-top mechanical equipment and screening details. | X | X |
| **11. Additional Information Required for Multiple-Family Residential Development** | | |
| 11.1. The number and location of each type of residential unit (one-bedroom units, two-bedroom units, etc.). | X | X |

| Item | Required for | |
|---|---|---|
| | Preliminary | Final |
| 11.2. Density calculations by type of residential unit (dwelling units per acre). | X | X |
| 11.3. Garage and/or carport locations and details, if proposed. | X | X |
| 11.4. Mailbox clusters. | X | X |
| 11.5. Location, dimensions, floor plans, and elevations of common building(s) (e.g., recreation, laundry, etc.), if applicable. | X | X |
| 11.6. Swimming pool fencing detail, including height and type of fence, if applicable. | X | X |
| 11.7. Location and size of recreation and open space areas. | X | X |
| 11.8. Indication of type of recreation facilities proposed for recreation area. | X | X |
| **12. Public Art (if required)** | | |
| 12.1. Public art requirements per Sec. 34-5.21 | X | X |
| **13. Additional Study** | | |
| 13.1. Traffic and/or parking study. | As required | |
| 13.2. Environmental assessment. | As required | |
| 13.3. Noise. | As required | |
| 13.4. Additional study as required by Zoning Administrator. | As required | |
| 13.5. Master grading plan including finished grades/brick ledge grades, and first floor elevations. | As required | |
| **14. Outside Agency Approval** | | |
| 14.1. Evidence that the plan has been submitted for review to affected local, county, state, and federal agencies, including but not limited to the Road Commission for Oakland County, Oakland County Water Resources Commissioner, Oakland County Health Department, the Michigan Department of the Environment, Great Lakes, and Energy (EGLE), and Michigan Department of Transportation. | | X |

**SECTION 34-6.1.5 PROCEDURE AFTER FINAL SITE PLAN APPROVAL**

Upon certification of the approved Final Site Plan by the Zoning Administrator, the applicant may apply for the applicable construction and operating approvals, including, but not limited to engineering permits, building permits, tree permits, and business licenses.

## SECTION 34-6.1.6 GUARANTEES, CERTIFICATION OF COMPLIANCE, AS-BUILT PLANS

1. Prior to the issuance of any building permit for any building or prior to issuance of a certificate of occupancy for any other development that requires site plan review under this chapter, the applicant for same shall provide to the City the completion guarantee, as set forth in Section 34-7.2.

2. A zoning compliance permit, as set forth in Section 34-7.6As-built drawings as required by the City Engineer, shall be required submitted and approved prior to issuance of a certificate of occupancy or building permit.

## SECTION 34-6.1.7 EXTENSION, REVOCATION, AND ABANDONMENT OF SITE PLAN APPROVAL

1. **Preliminary Site Plan.** Preliminary Site Plan Approval shall be effective for a period of two (2) years. If within that two (2) year period the petitioner submits a complete application for Final Site Plan Approval to the Zoning Administrator in accordance with Section 34-6.1.3, then the Preliminary Site Plan approval shall be extended for an additional year. If the petitioner does not submit a complete application of the Final Site Plan within the two (2) year period, the Preliminary Site Plan Approval shall expire and become null and void, and the project shall be considered abandoned. If the petitioner does not receive Final Site Plan Approval within one (1) year of submission of the complete application, the Preliminary Site Plan Approval shall expire and become null and void, and the project shall be considered abandoned. Extensions of the Preliminary Site Plan approval may be granted in one (1) year increments by administrative approval, provided no changes have been made to the approved plan, and that the approved plan still complies with applicable ordinance requirements. No more than three (3) extensions may be granted. All requests for extensions shall be made in writing and include a statement of why the extension is necessary.

2. **Final Site Plan.** Final site plan approval is valid for a period of two (2) years from the date of Final Site Plan approval by the Zoning Administrator. Within that two (2) year period all necessary building or construction permits shall be secured and substantial construction shall be commenced. Extensions may be granted in one (1) year increments by administrative approval, provided no changes have been made to the approved plan and that the approved plan still complies with applicable ordinance requirements. No more than three (3) extensions may be granted. All requests for extensions shall be made in writing and include a statement of why the extension is necessary.

3. **Revocation or stay.** The Planning Commission may, upon the recommendation of the City Attorney and as part of a code enforcement process or proceeding, stay or revoke a site plan approval if the Planning Commission determines that any information on the approved site plan provided to the Commission as part of the approval process was false or in error, or if the requirements of the site plan have not been met and use of the property affected has been determined by the Zoning Administrator in writing to be in violation of this Ordinance. The Planning Commission shall hold a hearing and give notice of same to the applicant and property owner before such revocation or stay. A revocation or stay order shall be in writing and shall indicate the basis upon which the stay or revocation may be lifted or remedied.

**SECTION 34-6.1.8 SITE PLAN APPROVAL STANDARDS**

A. Site plans shall be approved if the Planning Commission or Zoning Administrator, as applicable, reviews the site plan and determines that the proposed plan complies with all applicable regulations of this Article and Ordinance as well as other applicable laws, ordinances, and regulations.

B. The proposed development shall provide for proper development of roads, easements, and public utilities. Site access and circulation shall be designed to ensure the safe and convenient movement of vehicles, bicycles, pedestrians, and transit, where applicable. Where possible, separation of pedestrian and vehicular traffic shall be provided to avoid conflicts and unsafe conditions. Internal circulation shall be arranged to provide a practical means of emergency personnel and vehicle access to all sides of a building. There shall be a proper relationship between public thoroughfares and proposed service drives, driveways, and parking areas.

C. Where the Ordinance contemplates an exercise of discretion by the Commission or the Zoning Administrator, additional considerations may include, as appropriate to the determination at issue and to the extent consistent with the Ordinance:

    a. The general health, safety, welfare, and character of the City and surrounding neighborhood.

    b. The Master Plan.

    c. The preservation and protection of existing natural resources and features, such as lakes, ponds, streams, wetlands, floodplains, steep slopes, groundwater, trees, and wooded areas, including understory trees.

    d. The utilizations of natural topography to the maximum extent possible, minimizing the amount of cutting, filling, and grading required, and preventing soil erosion or sedimentation.

***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 amendments 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 on the date provided by applicable law following publication.

***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_____, 2026, 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 on _____, 2026, the original of which is on file in my office.

_____
CARLY LINDAHL, City Clerk
City of Farmington Hills

SUMMARY
ORDINANCE NO. C-7-2026
CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN

NOTICE OF AN ORDINANCE TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 6, "DEVELOPMENT PROCEDURES," SECTION 34-6.1, "SITE PLAN REVIEW," TO REVISE, CONSOLIDATE, AND RESTATE THE PROCEDURES, STANDARDS, AND REQUIREMENTS RELATING TO THE SUBMISSION, REVIEW, PROCESSING, CONSIDERATION, DECISION-MAKING, DURATION OF SITE PLANS IN THE CITY.

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 hereby ordered to take effect on the date provided by applicable law following publication.
Section 6, Date and Publication

CARLY LINDAHL, City Clerk

Publish: Oakland Press 11/29/2026

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

**ORDINANCE NO. C-8-2026**

**AN ORDINANCE TO AMEND THE CITY OF FARMINGTON HILLS CODE OF ORDINANCES CHAPTER 21, "PLANNING," ARTICLE II, "CITY PLANNING COMMISSION," SECTION 21-35, "ZONING PROPOSALS; PROCEDURES," TO CHANGE THE TITLE TO ZONING AMENDMENT PROPOSALS; PROCEDURES; AND ARTICLE III, "SITE PLAN REGULATIONS," TO CHANGE THE TITLE TO LAND USE APPROVALS AND REVISE THE REGULATIONS THEREIN TO REFER TO THE ZONING ORDINANCE PROCEDURES.**

**THE CITY OF FARMINGTON HILLS ORDAINS:**

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

The Farmington Hills City Code, Chapter 21, "Planning," Article II, "City Planning Commission," Section 21-35, "Zoning proposals; procedures," is amended in its title to read as follows:

**Sec. 21-35. Zoning amendment proposals; procedures.**

The following procedures shall govern proposed amendments to or reenactments of the zoning ordinance of the city, including text amendments and amendments or alterations in the zoning map:

(1) [Unchanged]

(2) [Unchanged]

(3) [Unchanged]

***Section 2 of Ordinance. Ordinance Amendment.***

The Farmington Hills City Code, Chapter 21, "Planning," Article III, Site Plan Regulations," is amended to read as follows in its entirety:

***ARTICLE III. LAND USE APPROVALS***

**Sec. 21-51. Compliance with zoning ordinance procedures.**

The procedures set forth in the zoning ordinance shall govern the submission, review, and approval of site plans, as well as other land use decisions to be made by the planning commission.

***Section 3 of Ordinance. Repealer.***

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

***Section 4 of Ordinance. Savings.***

All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

***Section 5 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, 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 6 of Ordinance. Effective Date.***

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

***Section 7 of Ordinance. Enactment.***

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 _____, 2026, 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 on the _____ day of _____, 2026, the original of which is on file in my office.

_____

CARLY LINDAHL, City Clerk
City of Farmington Hills

Introduced:
Adopted:
Effective:
Published:

SUMMARY
ORDINANCE NO. C-8-2026
CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN

NOTICE OF AN ORDINANCE TO AMEND THE CITY OF FARMINGTON HILLS CODE OF ORDINANCES CHAPTER 21, "PLANNING," ARTICLE II, "CITY PLANNING COMMISSION," SECTION 21-35, "ZONING PROPOSALS; PROCEDURES," TO CHANGE THE TITLE TO ZONING AMENDMENT PROPOSALS; PROCEDURES; AND ARTICLE III, "SITE PLAN REGULATIONS," TO CHANGE THE TITLE TO LAND USE APPROVALS AND REVISE THE REGULATIONS THEREIN TO REFER TO THE ZONING ORDINANCE PROCEDURES.

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Section 1, Ordinance Amendment
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Section 7, Enactment

CARLY LINDAHL, City Clerk

Publish: Oakland Press 11/29/2026

**INTEROFFICE CORRESPONDENCE**

**DATE:** November 18, 2026

**TO:** City Council

**FROM**: Theresa Rich, Mayor

**SUBJECT:** Recommendation for appointment.

I would like to recommend the following appointments at the November 23, 2026 City Council meeting.

**Farmington Area Commission on Aging**

| | **Length of Term:** | **Term ending:** |
|---|---|---|
| Dru Hatchew | 3-year term | February 1, 2030 |

Dru Hatchew will replace the vacant seat left by Julianne Villari who resigned in February. Attached, please find Dru's resume.

**Committee to Increase Voter Participation**

| | **Length of Term:** | **Term ending:** |
|---|---|---|
| Logan Willoughby | 3-year term | February 1, 2030 |

Logan Willoughby will replace the vacant seat left by Thomas Engle who resigned in July. Attached, please find Logan's resume.

**Fire Board of Appeals**

| | **Length of Term:** | **Term ending:** |
|---|---|---|
| Thomas Shurtleff | Unexpired Term | February 1, 2029 |

Thomas Shurtleff will replace the vacant seat left by John Trafelet who retired. Attached, please find Thomas's resume.

**Innovation, Energy and Environmental Sustainability Committee**

| | **Length of Term:** | **Term ending:** |
|---|---|---|
| Blake Osecki | Unexpired Term | February 1, 2028 |

Blake Osecki will replace the vacant seat left by Tony Reames who resigned in August. Attached, please find Blake's resume.

**Historic District Commission**

| | **Length of Term:** | **Term ending:** |
|---|---|---|
| John Seymour | 3 years | February 1, 2030 |

John Seymour will replace the vacant seat left by John Trafelet who retired in September 2026. Attached, please find John's resume.

**From:** postmaster@muniweb.com
**To:** DistributionList-CityManagerOffice
**Subject:** The Form "Boards and Commissions Questionnaire" was submitted
**Date:** Thursday, November 5, 2026 3:25:13 PM

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

**Your Name**
Dru Hatchew

**Your Address**
[redacted]

**Your Phone Number**
[redacted]

**Your Email**
[redacted]

**Multiple choice**
Commission on Aging

**Brief Resume**
A good amount of experience regarding senior citizens. Property Manager of senior community for years which provided me with an inside look especially regarding housing, lack of family support and assistance helping them find what they needed. Presently close to being a senior myself brings those needs closer to home and provides a fresh look at things. I work in property management now as well but in a different capacity which allows some evening free to get involved. Have some computer skills as well.

**References**
Upon request but can provide past and present.

**From:** postmaster@muniweb.com
**To:** DistributionList-CityManagerOffice
**Subject:** The Form "Boards and Commissions Questionnaire" was submitted
**Date:** Friday, November 6, 2026 7:18:46 PM

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

**Your Name**
Logan Willoughby

**Your Address**
[redacted]

**Your Phone Number**
[redacted]

**Your Email**
[redacted]

**Multiple choice**
Commission on Aging
Commission on Children, Youth and Families
Commission on Community Health
Committee to Increase Voter Participation
Parks Recreation Commission

**Brief Resume**
Bachelors Degree in Psychology and Communication, University of Michigan Masters Degree in Exercise and Sports Science, Wayne State University Current Doctoral Student in Kinesiology, Wayne State University Biomechanist and Director of Performance, Catalyst Performance Lab 10+ years of leadership and service experience through Boy Scouts of America

**References**
Dr. KeiCze Doan, DPT, [redacted] Jim Prentis, [redacted]

**Danielle King**

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**From:** postmaster@muniweb.com
**Sent:** Wednesday, November 11, 2026 9:30 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**
Thomas Shurtleff

**Your Address**
[redacted]

**Your Phone Number**
[redacted]

**Your Email**
[redacted]

**Multiple choice**
Fire Board of Appeals

**Brief Resume**
City of FHFR 1974-2003 (retired), Staff Lt. BS Occ. Safety and Health(fire service concentration Madonna Univ. (1980)

**References**
FHFR John Unruh, Jason Bologa,

**From:** postmaster@muniweb.com
**To:** DistributionList-CityManagerOffice
**Subject:** The Form "Boards and Commissions Questionnaire" was submitted
**Date:** Thursday, November 5, 2026 2:13:27 PM

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

**Your Name**
Blake Osecki

**Your Address**
[redacted]

**Your Phone Number**
[redacted]

**Your Email**
[redacted]

**Multiple choice**
Innovation, Energy and Environmental Sustainability Committee
Parks Recreation Commission

**Brief Resume**
Proud resident of Farmington Hills, with an engineering background and career focused on innovation and clean technology, I think I could provide some good perspectives and insights from my experience. I am also very interested in sustainability, sustainable living and grow as much of my own food as possible (in the suburbs). I would love the chance to serve the community in area(s) where I have something to share and help our city continue to prosper!

**References**
Provided as needed, happy to come in and meet F2F as well. Let me know what else is needed.

**Danielle King**

**From:** postmaster@muniweb.com
**Sent:** Monday, October 26, 2026 4:43 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**
John Seymour

**Your Address**
[redacted]

**Your Phone Number**
[redacted]

**Your Email**
[redacted]

**Multiple choice**
Historic District Commission

**Brief Resume**
I am a civil engineer with a BS from MTU and an MS from U of M with over 40 years of experience. My specialties have included engineering deep foundations for high rise structures such as the 50-story building built for the 1992 Olympics in Barcelona, Spain, remedial investigation and feasibility study of the number 1 Superfund Site which was located in Michigan, design and construction of containment systems for landfills across the Midwest, design and installation of groundwater remediation systems, contamination studies at brownfield sites utilized for redevelopment such as Gaslight Pointe in Racine, WI which included waterfront condos, parking, marina and hotel. I have lived in Farmington Hills at 24414 Farmington Road (the "Lemuel Botsford House") since 1991, except for 2008 to 2022 when we lived in Chicago for work and rented our house. We have undertaken two major restorations of our house: 1992-1998, and 2022 to 2026. We had to get Historic District Commission approval for several improvements and are familiar with their goals and methods. We put our home, the Botsford House, on two of the HDC's historic homes tours. In fall of 2026, we conducted a private tour of the restored Botsford House for the HDC. We also provided historic artifacts found on our property or donated by previous owners for the recent September 2026 historic event at Heritage Park. They included a 19th century brick road paver, 19th century iron "Fire Insurance Medallion", and a hand-drawn original ink portrait of the Botsford House with a vertical timeline since 1800 to 1970 depicting the presidents, change of ownership, the owners of the house, and other details. We are passionate about history and have visited many old homes and structures in Michigan and the US, and around the world, such as England, Scotland, Ireland, France, Italy, Spain, Austria, Czech Republic, Puerto Rico, Mexico, Israel Japan, and S Korea. My wife, Adele Rapport, previously served on the HDC in the 1990s and into the 2000s. I would be honored to serve on the HDC. Best, John Seymour

**References**

Kirsten Mellem, Farmington Hills Planning & Community Development Department. [redacted]
Adele Rapport [redacted]

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: 11/23/2026**

**DEPT: Special Services**

**RE: Award of Construction Manager at Risk (CMaR) for the New Activities Center**

## ADMINISTRATIVE SUMMARY

- Requests for proposals were advertised, posted on the MITN e-procurement site and publicly opened on October 13, 2026, for Construction Manager at Risk (CMaR) for the New Activities Center. Notification was sent to three hundred seventy (370) firms (including one hundred thirteen (113) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with six (6) responding.

- The selected Construction Manager at Risk (CMaR) firm will provide comprehensive pre-construction, construction management, and post-construction services for the new Activities Center, including design team support, bid solicitation, development of the Guaranteed Maximum Price (GMP), construction, and commissioning.

- The CMaR will be responsible for cost tracking, schedule management, subcontractor bid solicitation, and recommending value-engineering adjustments to the site and facility design.

- The firm will work closely with the Architecture & Engineering firm, Neuman Smith Architecture, across all project phases—from schematic design and design development through construction documentation, bidding, construction administration, and final occupancy.

- Staff conducted a comprehensive RFP process with input from Public Services, Finance, Special Services, the City Manager's Office, Central Services, and a representative from Neuman Smith Architecture. Following an evaluation of past experience and qualifications, four firms were shortlisted for interviews: Rockford/L.S. Brinker, Frank Rewold and Sons Inc., Colasanti Construction Services Inc., and Clark Construction Company. Based on interviews and completed reference checks, staff determined Clark Construction Company to be the most qualified firm.

- Clark Construction Company is a full-service commercial construction firm with over 80 years of experience, featuring a relevant municipal and recreational portfolio that includes the Greater Midland Community Center, the City of Pontiac, and the Washtenaw County Parks & Recreation Commission.

- Work will be executed in phases (detailed below) and authorized as funding becomes available, with the CMaR firm immediately commencing the Pre-Construction Phase upon contract award.

- **FEES (NOT TO EXCEED FEES):**

| PHASE | FEE |
|---|---|
| PRE-CONSTRUCTION PHASE | $36,744 |
| CONSTRUCTION PHASE SERVICES | $1,378,100 |
| GENERAL CONDITIONS | $108,790 |
| CONSTRUCTION MANAGER at RISK CONTINGENCY | $472,183 |
| PROJECT TOTAL | $1,993,897 |

- Funds are available in the current CIP Fund Budget to pay for this Construction Manager at Risk as proposed.

**TABULATION/EVALUATION-ATTACHED**

**RECOMMENDATION**

- In view of the above, it is recommended that City Council authorize the City Manager to enter into a contract with Clark Construction Company for Construction Manager at Risk (CMaR) pre-construction services for the new Activities Center, not to exceed $36,744.00.

# # #

Prepared by: Michelle Aranowski, Director of Central Services
Reviewed by: Thomas Skrobola, Finance Director
Reviewed by: Jacob Rushlow, PE, Director of Public Services
Reviewed by: Brian Moran, Deputy Director of Special Services
Reviewed by: Bryan Farmer, Deputy Director of Special Services
Reviewed by: Ted Davis, Special Services Director
Approved by: Karen Mondora, City Manager

**City of Farmington Hills**
**Bid tabulation**
**Bid #rfp-fh-26-27-2597**
**Construction Manager at Risk**
**Response list**

**5- points if major concern**
**2 points for minor concern**

**RECOMMEND FOR AWARD**

| FIRM NAME(S) | CITY/STATE | OVERVIEW, EXPERIENCE, NOTES | PROPOSED PROJECT TEAM | EXCEPTIONS | PRICING | TOTAL PROPOSAL REVIEW | INTERVIEW | TOTAL PROPOSAL & INTERVIEW |
|---|---|---|---|---|---|---|---|---|
| | | **20** | **20** | **10** | **6** | **56** | **70** | **126** |
| | | **20** | **20** | **10** | **4** | **54** | **68.8** | **122.8** |
| Clark Construction Company | Lansing, MI | **The Budget Constraint:** The project is strictly budgeted at **$25 million (all-in)**. Clark plans to handle this by establishing a **committed base scope** paired with a prioritized menu of **priced alternates/additions** tied to specific "drop-dead dates." This ensures that if capital campaign funds or naming rights revenue come in later, they can be deployed immediately without triggering expensive redesigns.<br>**Greater Midland Community Center ($60M, 120,000 SF):** Replaced a 65-year-old facility on an active site while keeping operations running, featuring competition/leisure pools and gymnasiums.<br>**City of Pontiac Youth Recreation Center ($37M, 54,336 SF):** Currently managed by the proposed team, featuring dual gymnasiums, walking tracks, and multi-use spaces.<br>**Eastern Washtenaw Community Recreation Center ($49M, 62,000 SF):** A joint project currently in pre-construction with the same architect **(Neumann/Smith Architecture).**<br>**Gun Lake Casino Wawye Oasis Aqua Dome ($287M):** Featured complex multi-pool glass-domed aquatic engineering and high-humidity environmental controls handled by Superintendent Shannon Flegler. | **Janice Suchan, AIA, LEED AP (Project Executive):** A registered architect with 32 years of experience who provides executive oversight<br>**Chad Thelen,** LEED AP (Senior Project Manager / Market Leader): Brings 30 years of experience and serves as the primary day-to-day liaison with the City.<br>**Ryan Washeleski (Project Manager):** Manages day-to-day operations, bid packages, and schedules, having previously worked on local Oakland County educational and municipal projects.<br>**Shannon Flegler (Project Superintendent):** Brings 28 years of field experience, specifically including complex aquatic environments like the Gun Lake Casino Aqua Dome.<br>**Allison Clark (Senior Estimator/Planner) & Jeremy Barr (MEP Estimator):** Handle pre-construction pricing, drawing reconciliations, and complex mechanical/dehumidification systems. | **Tariffs:** Adding language to allow cost and schedule adjustments if new tariffs are enacted.<br>**Subcontractor Bonds:** Explicitly factoring subcontractor bond costs into subcontract pricing structures. | Pre-Construction Phase Fee: $34,744.00<br>Construction Phase Services **Fee:** $1,378,180.00<br>General Conditions: $108,790.00<br>CMR Contingency: $472,183.00<br>**Total Project Fee Structure: $1,993,897.00** | | | |
| | | **20** | **20** | **6** | **4** | **50** | **42.6** | **92.6** |
| Colasanti Construction Services, Inc | Macomb, MI | **Phased Construction Strategy:** Proposes early-release bid packages (sitework, underground utilities, and foundations) to get critical underground and structural work finished ahead of winter conditions.<br>**Transparent Preconstruction & GMP:** Utilizes live budget tracking across major milestones (Schematic Design, Design Development, and 90% Construction Documents) to align scope with the budget before locking in the final GMP.<br>**Subcontractor Procurement:** Uses Building Connected for open, competitive subcontractor bidding, targeting more than three qualified bids per trade package with detailed post-bid scope leveling.<br>**Project Controls:** Employs Procore as the central cloud platform for document control, RFIs, submittals, and schedule tracking, alongside Bluebeam Studio for collaborative early design reviews.<br>**Local Municipal & Community Experience:** Highlights direct local performance on the **Farmington Hills Community Center ("The Hawk")**—a 245,000 SF project—as well as the City of Royal Oak Civic Center Redevelopment and Ferndale's "The DOT" mixed-use development.<br>**Aquatic & Natatorium Expertise:** Extensive background delivering complex aquatic environments, including public community centers, K-12 natatoriums (Western International High School), and elevated hospitality/residential amenity pools (JW Marriott Water Square and Water Square Apartments in Detroit).<br>**Partnership with Neumann/Smith:** Established history collaborating with the project architect on high-profile developments like the 25-story JW Marriott Hotel, Residences at WaterSquare, and the Huntington Bank Tower. | **Patrick Wysocki** – President & Preconstruction Manager<br>**Scott Meredith** – Project Executive (Preconstruction Operations Advocate)<br>**Carlos Moreno** – Senior Project Manager (Primary Day-to-Day Owner Contact)<br>**Dominic Pizzo** – Senior Project Superintendent<br>**Tahmim Siddiquee** – Project Estimator<br>**Michael Rahn** – Corporate Safety Director<br>**Jennifer Pitter** – Project Accountant | **AIA A201-2017:** Refer to the attached CCSI sample A201-2017 and A133-2019 markups. Colasanti proposal remains conditioned upon a mutually agreeable contract terms and conditions.<br>**Addedendum#1 Question#21** Insurance bond cost excluded from fee & GC's per addendum #1, it shall be carried in cost of work, please breakout if required to be added to over all fee & GC's:<br>Builders Risk Insurance $44,000 (.176%)<br>Payment & Performance Bond $250,000 (1%)<br>Protective Liability Insurance $99,000<br>General Liability Insurance $178,000 (.715%)<br>**Construction fee** is multiplier based upon $20,000,000 construction cost<br>**Contingency** shall be carried separately as part of cost of work at time of GMP. | Preconstruction Phase Fee: $41,760.00$<br>Construction Phase Services Fee: $1,412,605.00 *(includes construction personnel of $1,012,605 and OH&P of $400,000$ / 2%)<br>General Conditions: $127,489.00<br>CM Fee: $400,000<br>Total Proposed Fee & General Conditions: **$1,981,854.00** | | | |
| | | **20** | **20** | **10** | **6** | **56** | **65.8** | **121.8** |
| Frank Rewold and Sons Inc. | Rochester, MI | **Municipal & Recreation Center Expertise:** Extensive experience delivering municipal facilities and recreation centers across Michigan, including projects for Van Buren Charter Township, Redford Charter Township, Madison Heights, Oak Park, and the OPC Social & Activity Center in Rochester.<br>**Aquatic & Natatorium Background:** Demonstrated success in building and renovating competitive and therapeutic pools, such as those at Redford Township, The Neighborhood Club, the Detroit Athletic Club, and local school districts.<br>**Working Relationship with Neumann/Smith:** Active collaboration with the project architect on concurrent municipal recreation projects, including the Waterford Township Community Center.<br>**Preconstruction & GMP Development:** Focuses on detailed estimates and design reviews across 30% (Schematic Design), 60% (Design Development), and 90% (Construction Documents) milestones to protect the budget and align with the design intent.<br>**Four-C Bidding Process:** Employs a competitive subcontractor procurement strategy structured around Completeness, Competitiveness, Consistency, and Clarity to maximize subtrade participation and drive down costs. | **Sean Rewold** – Project Executive<br>**Adam Gut** – Vice President of Operations<br>**Kurt Ryder** – Preconstruction Director<br>**Jordan Sirhan** – Project Manager<br>**Tom Augugliaro** – Project Superintendent<br>**Nick Vestevich** – Project Engineer<br>**Dave Dimoff** – Vice President of Field Operations / Safety Coordinator | None; FRS fully agreed to the RFP language and terms. | Preconstruction Phase Fee: $69,550.00<br>Construction Phase Services Fee: $1,173,300.00 (broken down as $487,500 for the CM fee and $685,800 for staffing)<br>General Conditions: $45,000.00<br>Contingency: $450,000<br>None; FRS fully agreed to the RFP language and terms.<br>Project Total Proposal Cost: **$1,737,850.00** | | | |
| | | **18** | **20** | **10** | **1** | **49** | **0** | **49** |
| Vig Construction Company | Plymouth, MI | **Aquatic & Recreation Center Experience:** Highlights major projects involving pool natatoriums, athletic centers, and recreation spaces, such as the $19 million Romulus Athletic Center (housing five indoor pools, an outdoor pool, and three gymnasiums) and the University of Michigan Football Performance Center (featuring hydrotherapy, cryotherapy recovery pools, and resistance training pools).<br>**Active Municipal & Campus Projects:** Recent relevant projects include the $8.5 million City of Allen Park Fire Station (completed while maintaining full $24/7$ operational status, mimicking **the strategy required to keep the Costick Center open**) and the $30 million Pope Francis Center Bridge Housing Campus.<br>**Working History:** Long-standing collaboration with leading design firms, having completed over a dozen projects with Hobbs + Black Architects and Integrated Design Solutions.<br>**Technology & Documentation:** Utilizes Procore for real-time document control, daily reporting, and punch-list tracking, alongside Microsoft Project for critical path method (CPM) scheduling. | **Joseph Vig, LEED AP** – Principal in Charge of Preconstruction<br>**Valerie Vig** – Principal in Charge of Construction<br>**Brett Levko** – Director of Preconstruction<br>**Rathan Sangolli** – Estimator<br>**Justin Barringer, LEED AP** – Project Manager (Primary Day-to-Day Owner Contact)<br>**Jameson Gallagher** – Project Superintendent (Full-Time On-Site Lead)<br>**Shawn Wilder** – Project Engineer<br>**Chris Streb** – Third-Party Safety Consultant (National Safety Resource Center) | Vig Construction explicitly took no exceptions and proposed no deviations from the RFP language or Form of Agreement. | Preconstruction Phase Fee: $40,000.00$ (based on $3% of the estimated construction cost)<br>Construction Phase Services Fee: $695,000.00<br>General Conditions: $1,090,600.00<br>CMAR Contingency: $1,103,000.00$ (with all unused contingency returned to the Owner)<br>Project Total Proposal Cost: **$2,928,600.00** | | | |
| | | **15** | **20** | **10** | **2** | **47** | **0** | **47** |
| McCarthy & Smith, Inc. | Farmington Hills, MI | **Johnson Recreation Center (Detroit, MI)**: Converted a 34,000-square-foot abandoned structure into a modern community and student-athlete hub featuring indoor turf, batting cages, a wrestling room, a golf simulator, and 10 acres of outdoor athletic space ($6.3M).<br>**Redford Township District Library (Redford, MI)**: Built a 65,000 SF library and later executed a 2023 second-floor renovation featuring a rock-climbing wall, a multi-purpose room, a kitchenette, and a stage. This project won an award as one of Michigan's 105 outstanding construction projects of the year ($9M).<br>**White Lake Township New Public Safety & Township Hall (White Lake, MI):** Providing CM services for a new civic center development featuring a Township Hall, police/fire administrative suites, and 24/7 operational areas with Hot-Warm-Cold Zone separations ($35M).<br>**The Salvation Army Detroit Harbor Light (Detroit, MI**): Executed a kitchen expansion and renovation for their Bed and Bread program to prepare 3,500 meals daily ($1.5M).<br>**The Fun Never Stops! / Perfect Game (Farmington, MI)**: Upgraded a local entertainment center over a five-year period to include a private bowling area, party rooms, an arcade, and a modernized kitchen ($3M).<br>**Pre-Construction / Design Phase:** Focuses on rigorous constructability reviews, line-by-line design budget reviews (at schematic, design development, and construction document milestones), value engineering, and proactive permitting strategies.<br>**Bid & Award Phase:** Employs a Multiple Prime Bidding format to drive down costs by contracting directly with trade partners. This includes transparent public bid openings, post-bid interviews, and formal award recommendation packages presented to the City Council.<br>**Construction Phase:** Establishes an on-site office with a full-time superintendent and project engineer. Daily coordination, stringent safety protocols (aimed at separating public and construction zones), rigorous quality assurance, and automated monthly billing controls are strictly enforced.<br>**Close-Out & Warranty Phase:** Utilizes up-front documentation tracking to ensure smooth building commissioning, owner training, 10% subcontractor retainage until final punch-list completion, and a standard one-year warranty follow-up.<br>**Municipal recreation experience missing.** | **Bill McCarthy** – Principal in Charge<br>**Aaron Phillips** – Project Director<br>**Bill Laurain** – Project Director / Estimating Consultant<br>**Joe Ross** – Senior Project Manager<br>**Will McCarthy** – Project Manager<br>**Josh Arnold** – Project Engineer<br>**Field Superintendents (Candidates):** Eric Holcomb, Jeff Robinette, and Mike Sanderson | No exceptions | Pre-Construction Phase Design through establishment of GMP $99,000.00<br>*CM Fee (Construction Phase) Calculated at 1.95% of construction value $345,000.00<br>*CM Personnel Reimbursables Staffing across a 72-week construction schedule $790,000.00<br>General Conditions (Site Office) On-site trailer, equipment, utilities, and services $48,800.00 (Balance TBD at SD, estimated at 3.5% / $572,450)<br>CM-at-Risk Contingency Calculated at 2.0% of direct construction cost$355,000.00<br>Project Total Proposal Cost: **$2,508,450.00**<br>***All project costs were not included or entered into the form properly.** | | | |
| | | **18** | **20** | **10** | **3** | **51** | **51** | **102** |
| Rockford / L.S. Brinker | Detroit / Grand Rapids, MI | **The proposal is a joint venture between L.S. Brinker Company** (a certified MBE contractor based in Detroit, building across metro Detroit since 1989 with over $4 billion in completed construction) and Rockford Construction (a 100% employee-owned builder, developer, and property manager based in Grand Rapids with nearly four decades of experience).<br>**Caledonia Community Schools - Cal Community Center:** A 47,000 sq. ft. facility featuring an 8-lane competition pool, diving well, leisure pool, and gymnasium ($31.9M).<br>**Mary Free Bed YMCA (Grand Rapids, MI):** A 108,000 sq. ft. universally designed wellness facility featuring lap and family pools, a teaching kitchen, gymnasiums, and an indoor track ($22.5M).<br>**Oak Park Schools Athletic Training Center:** Transformed an abandoned pool into a modern training facility featuring indoor turf, a workout room, and an elevated track ($6.5M).<br>**Detroit Pistons Performance Center:** A 183,000 sq. ft. practice facility and corporate headquarters paired with a 55,000 sq. ft. sports medicine center ($130M).<br>**George S. Patton Recreation Center Improvements (Detroit, MI):** Renovated a major public pool, locker rooms, and community spaces ($3.1M).<br>**Pre-Construction & GMP Approach**: The team emphasizes open-book budget development, continuous value engineering, and competitive bidding of high-risk trade packages prior to locking in the Guaranteed Maximum Price (GMP). The GMP development and execution phase is scheduled for May to June 2027, ahead of an anticipated construction start in October 2027.<br>**Schedule and Software:** Baseline schedules are developed using Primavera P6, while daily documentation, submittals, RFIs, and cost tracking are managed through Procore. | **Maury Hamilton** (Project Executive, Brinker)<br>**Tim Bryan** (Project Executive, Rockford)<br>**Steve Smit** (Director of Preconstruction, Rockford)<br>**Clayton Martin** (Senior Project Manager, Rockford)<br>**Kyle Price** (Senior Superintendent, Brinker)<br>**Ed Bloom** (Natatorium Specialist, Rockford)<br>**Demetrius Finley** (Senior Project Estimator, Brinker) | Noted we intend to use the AIA documents A133 and A201. They are happy to use these documents and presume that industry standard edits to these documents, if any, will be discussed in the next phase of the project. | Pre-Construction Phase Personnel and expenses through GMP development $72,942.00<br>Construction Phase Personnel Staffing across a 16-month construction duration (PM, Superintendent, Project Engineer, Safety Coordinator) $811,539.00<br>CM Fee (Overhead & Profit)Calculated at 1.9% of the $25M Owner-directed budget $475,000.00<br>General Conditions On-site trailer rental, setup, temporary toilets, dumpsters, IT/software (Procore), and office supplies $132,750.00<br>CM-at-Risk Contingency **To be determined during GMP development**<br>Total Proposed Fees Pre-construction + Construction Personnel + CM Fee + General Conditions□<br>**$1,492,231.00 (incomplete project total)** | | | |

| Presentation Section only |
|---|
| 5- points if major concern |
| 2 points for minor concern |

RECOMMEND FOR AWARD

Interview

| Company | Pts. | Rockford / L.S. Brinker - 10:00 Tim Bryan | Pts. | Frank Rewold and Sons Inc. - 11:00 Sean Rewold | Pts. | Colasanti Construction Services, Inc - 1:00 Tahmim Siddiquee | Pts. | Clark Construction Company - 2:00 Chad Thelen |
|---|---|---|---|---|---|---|---|---|
| **Presentation** | **1-40** | | **1-40** | | **1-40** | | **1-40** | |
| **30 minute presentation company General Overview of company, history, relevant experience, employee experience, etc.** | | Right expertise for this partnership. Most have at least 15 years experience in construction field. Suburban ice arena, one of their projects in F.H. Specialize predominately in Pools/athletic fields and courts. . 2 project managers. 200 million in 20 projects in 2026. 5% within budget. Every job is unique. Understand the pitfalls. (Clayton) Budget certainty. Strong relationship with NS. NMU project, Jim crow project. Success story with NS. Understand the complexity of the pool. Current project 14 & Orchard Lake, the Meijer store and in Detroit. Staying align with the budget. Value engineering put in place. "JOIN" is the cost modeling + real time estimate. Includes a running risk register. 80/20 effort plus time. Plan and budget well. Staffing and manpower. Look at past safety performance. 600 employees. Both companies have the team to self perform. Lock in long term items right away. Visited the site, and understand the logistics. Kyle would be the onsite contact. Diverse thought process coming from the 2 companies. Over 60 years of experience. Work with NS on the cost model. Care about the community. Recreation and natatorium experience. This would be their first joint venture for this type of project. | | Founded in 1918 in Oakland County. 4th generation. NO lawsuits. Treat every job as it is their own. Recently worked on OPC pool with NS. 80% are repeat customers. "OUR" company. Love the challenged of a beautiful job. Van Buren with NS. Fiscally responsible. Oakland Hills DYC pool. Like projects: cradle to grave. Adam 28 years. Cody IT. Jerry Santos, property manager. OPC similar project (OPC has 4 lap lanes). Completed 12 pools. Municipal -130 projects. Input from the group. Provided us with a sample drawing of the construction site. Fence the site and keep it clean. Job setup is important for a successful project. Job site orientation, for understanding the policy and procedures. Watch for the people coming and going, make sure they have a vest on. West Bloomfield community center, 30% done with masonry. Mitigated wetlands. Preconstruction is the foundation of this project. Construction is Kurt's passion. Typically go over with the hours, but that is on their dime. Using the entire time with all the expertise. Work with the design team. Civil estimating in house. 66 pages of design review. Request for information, which is done during preconstruction. Change orders are minimal. Van Buren TWP, used 0 contingency. 3 in house employees for community engagement. Can use a drone, social medial, photography for Marketing. PROCORE is the construction portal system. Daily reports are in the system that we can stay in touch. Site safety is important. | | In business 70 years. Be selective in the bids they choose. 4th generation. Working from the shoulders up. Pre construction through closeout. See Scott more than anyone in the executive group for day to day contact. Carlos and Dominic will be on site full time. Tahmim, great relationships with the contractors. Getting the bid process ready. Build a relationship with the owner. JW Marriott in the Detroit. 2 phases pre construction and then construction. Price it accurately. Confirm what the City really wants, then live budgets. Really need the live renderings to learn about budget. No surprises. Good relationship with pool vendors.<br>Review the overall site. Make sure they can still access the site. Make sure they safety manual are reviewed and coordinator. Work with other trades. More than 2 P.M's. on the other project. Take it to construction and turn it over to us. Alot of work with bigger industry.<br>Experience with NM. St. Clair Shores and Royal Oak were municipal projects.<br>Prides themselves throughout the entire project.<br>Self perform on concrete only.<br>Concerns with work at the HAWK. | | 80 Years in business. Only in the state of MI. 0 litigations. Crains "Best places to work", last 7 years. Engagement score in in the high 90. Assembled by experience and geography. Glen lake, most complex pool. Partner is important. Communication is critical. Potential fundraiser assistance. Pool equipment is what sets the pace. Health inspectors process is complex. Budget issues, worked with NS to come up with a resolution. Needs and wants from the community doesn't always fit into a hat. The "trick", in house team of 18 people to help Allison meet the goals. Bring options to the table. City of Pontiac. NS, put together several options (5) with what would be important to keep or get rid of. **$676/square feet to complete with the $25m.**<br>Provided us with a sample drawing of the construction site. Both traffic lanes are open. 11 mile is the option for coming and going in this scenario. Walking path is also open. 3 week look ahead is provided in construction trailer. Notice of change will happen far in advance. Mechanical electrical room is important to have equipment on concrete pads. Conduits will look nice and neat. The City's building maintenance will be trained and familiar with the machines once they are installed. (17 different elevations, Gun Lake Aqua Dome, built in glass) Early bid packages for steel and foundation.<br>Supporting the campaign and track our goal. They are ready, already have something prepared. $1.9M.<br>How do they handle scope change? plan effectively, make sure they can plan for possible additions.<br>Bid out alternates in case we have money after fundraising. Will provide site cameras as requested. Preconstruction has multi-disciplinaries team.<br>Created a website: https://clarkcc.com/farmingtonhills/ |
| **Total** | **30.6** | | **38** | | **28.6** | | **40** | |
| **Questions** | **1-5 each** | | **1-5 each** | | **1-5 each** | | **1-5 each** | |
| Based on your current knowledge of this project, what do you perceive as the biggest obstacle or challenge? | 4 | Watching the budget upfront. Keeping in lockstep with NS. Cost modeling. There are different market conditions since Covid hit. Then mechanical. Cable trade, steel. Go early to obtain completion and get the solution started. Caledonia community center (steel, coating for the pool) pre cast beams. Brought back within budget. Build shell before you build. Long leave items like steel. Working around existing operations. | 4 | Have you done soil boring? Soil improvements. Pool improvements, pool is expensive. Site conditions. Design narrative on the outliers. Keeping the project on schedule. Catch RFI early and reduce change orders. Make sure budget and design align. | 2.5 | Design schedule, stay on track. Make decision quickly and efficiently. | 5 | Buy dehumidification package early. Having bid package early for steel. Build schedule backward starting with the pool. |
| The GMP is due May 2027. What is your process for estimating documents at different stages of completion to provide our team with price certainty? After receiving design phase deliverables (SD,DD sets), how much time is necessary to receive a design estimate? If budget estimates are not in alignment the construction budget, how much time is necessary for the process to realign the budget (i.e. value engineering process)? | 4.4 | Full internal estimate. Reaching out to the trade market, trade validation. That's when they also get the feedback on demand. 3 week process. Because they self perform trades. GMP extra 3 - 4 weeks extra. Building the estimate and realigning the budget and trade as they progress. | 5 | Use historic data and subcontractors, that have relevant experience. Concurrent estimate in line and construction.3-4 weeks. 3 things - budgeting, value engineer, constructability engineering. Estimates and options to use if the market and material are too high, they have a fall back plan. Already looking at square footage. 1st 2 weeks of Jan. is when they estimate turning in the pre construction numbers. Seamless handoff from Pre con to construction. Accuracy .5-2%. | 2.5 | Bring a decision ready GMP. Pre construction and estimating is what they do well. Things cost more than they think. RFI logs can be pages. | 4.8 | GMP is most of the jobs. Little more contingency. How much design contingency. BUDGET TRACKER. Adds and deducts for the budget. Reaching out to the contractors. 2% accuracy in budgeting, so more scope and can go into it. Work with NS diligently. |
| Please explain your subcontractor procurement process and management. | 3 | Adhere to public bidding rules. Build project on paper before we put out to bid. More bids more success. Twice the contractor with the partnership. | 5 | Pre construction period, they save time buy bringing power. 35-45 bidding categories. F.H. team is invited to the final decision. No self perform work, savings to us on the project. Because they do not self perform they are able to get competition because they are not bidding against themselves. | 3 | Thamim handles the subcontractor, bids and budget | 4 | Open to the public (?), would invite local contractors. They do self perform carpet/ ceiling. Helpful with labor shortages if contractor doesn't show up(?). Division 2 ? |
| What project experience is the most relevant to our project and why? Will any of your team members present today work on this project? | 2 | Caledonia community center. School district owns but the YMCA runs the activity center. | 5 | Noted 5 municipalities with similar projects. | 2 | City of Royal Oak, parking structure and police, fire, ?City hall? (no pool) | 5 | All of the municipal projects were from the ground up. |
| Why should the City of Farmington Hills pick your company for this project? | 4 | Details that matter. 85% repeat business. Solution oriented. | 4.8 | Unused contingency in most jobs. Community engagement. Superintendent videos. 80% repeat customers. 3 in house market staff. | 2 | The City is looking for a partner. Quite a bit of aquatic in the past. Learned the expectations and aquatics from the HAWK. Carlos has been a part of aquatics for 7 years. Work with the City to become a partner. Want us to know where the project stands at any time. Communication accountability transparency, partnership. PROCORE is the software to keep track of the project. Will provide solutions, not just problems. | 5 | They will help us with fundraising campaign, website for progress dashboard and monthly newsletter. 5 person in house marketing team. Most pool experience. |
| Give us an example where your clients weren't satisfied with your work?. What happened? How was it rectified? Would you change how the issue was handled? | 3 | Always work through the issues. Brought in a pool consultant. To make sure they were holding everyone accountable. Issues were found with the pool and the air changes in the pool area. Stainless steel doors, drinking fountain need a wax surface(this was figured out after the fact?). Replace with drains. | 4 | If everything goes array, it is always repairable . Utilize multiple contractors, hand picked . Fitness center and hotel, client wanted them separate, FW suggested going up instead. Overbudget when the started but put them back on budget. | 2 | Construction is not an exact science. Different times of year, something is going to go wrong. How the issues is resolved with the client is the key. | 5 | Oakland Hills Country Club. Several people would walk through and make suggestions. Lack of communication will be an issue. Don't point fingers, try to understand the problem. Develop plan and cost. |
| **Total Questions** | **20.4** | | **27.8** | | **14** | | **28.8** | |
| **Presentation (40)** | **30.6** | | **38** | | **28.6** | | **40** | |
| **Questions (30)** | **20.4** | | **27.8** | | **14** | | **28.8** | |
| **TOTAL SCORE (70)** | **51** | | **65.8** | | **42.6** | | **68.8** | |

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: 11/23/2026**

**DEPT: CENTRAL SERVICES**

**RE: OAKLAND COUNTY EMERGENCY SERVICES INTERLOCAL AGREEMENT**

## ADMINISTRATIVE SUMMARY

- The City of Farmington Hills currently leverages several Oakland County systems—including CLEMIS (Law Enforcement), FRMS (Fire Records), and ArcGIS—to access and share critical data across departments regarding public safety and infrastructure.

- The Everbridge application is a mass notification and critical event management system used by governments, public safety agencies, and organizations to broadcast urgent alerts. It allows administrators to quickly target and reach thousands of people simultaneously across multiple communication channels, including text messages, emails, phone calls, and mobile push notifications. The platform often features precise geographic mapping tools so local authorities can issue localized evacuation notices, severe weather warnings, or public safety updates to specific neighborhoods

- The City and Oakland County plan to enter into an agreement granting Farmington Hills limited access to the County's Emergency Notification System (ENS) to issue alerts directly to residents within City limits.

- Since 2018, the City has independently funded and operated Everbridge Inc. Because Oakland County holds the master contract with Everbridge, the County's Department of Emergency Management & Homeland Security can add Farmington Hills as an Authorized User—allowing the City to maintain its current capabilities at zero cost.

- Staff from the Fire Department and Central Services have reviewed the agreement and recommend approval, noting it will provide significant cost savings while maintaining essential emergency communication services.

## RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to sign the Emergency Notification Service Agreement between Oakland County and Farmington Hills.

# # #

Prepared by: Michelle Aranowski, Director of Central Services
Reviewed by: Jon Unruh, Fire Chief
Approved by: Karen Mondora, City Manager

**EMERGENCY NOTIFICATION SERVICE AGREEMENT BETWEEN OAKLAND COUNTY AND City of Farmington Hills**

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

**PURPOSE OF AGREEMENT**. County and Public Body enter into this Agreement so that Public Body will have limited access to County's Emergency Notification System (ENS) to send emergency notifications to people within the Public Body's jurisdiction as described herein. The County will also be able to send emergency notifications to people in the Public Body's jurisdiction.

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. **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 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.

   1.3. **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 persons' successors.

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

   1.5. **Public Body** means 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.

   1.6. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any

such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who have access to the Emergency Notification Services provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.

1.7. **Public Body's Data** means all data, information, or content entered or uploaded by or for the Public Body into the ENS Software.

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

1.9. **Emergency Notification Services ("ENS")** means the subscription-based software ("ENS Software") purchased by the County to provide emergency notifications to subscribers. The entity from whom the County has purchased the ENS Software shall be referred to herein as the "Vendor".

## 2. COUNTY RESPONSIBILITIES.

The County has entered into a contract with Vendor for ENS Software ("ENS Contract"). The ENS Software is owned and maintained by the Vendor. That contract permits the County to add other public entities as Authorized Users of the County. County, through its Department of Emergency Management & Homeland Security, shall set up the Public Body as an Authorized User in the ENS software so the Public Body can send emergency notifications within its territorial jurisdiction. This will also allow the County to send emergency notifications to the people in the Public Body's jurisdiction.

2.1. County shall provide the Public Body with access to the ENS Software only while the County maintains a current contract for, or has access to, the ENS Software. The County is providing this access without fee or cost to the Public Body.

2.2. County will provide training on the use of the ENS Software.

2.3. County may access, use, and disclose transaction information and any of the Public Body's Data for any legal purpose, including to comply with a subpoena, Court Order, or Freedom of Information Act request. County may first refer requests for information to Public Body's Points of Contact for their response within the required time frame. County shall provide assistance for the response, if it is requested and needed by the Public Body's Points of Contact.

2.4. The County and all its Authorized Users of the ENS Software, including the Public Body, must comply with the applicable terms and conditions of the ENS Contract. The County will provide Public Body with access to the County's contract with the Vendor. County will provide notice when it becomes aware of changes to the terms and conditions of the ENS Contract that are applicable to Public Body.

## 3. PUBLIC BODY RESPONSIBILITIES.

3.1. Public Body shall immediately notify County of any unauthorized use of the ENS Software and any breach of security of the ENS Software. Public Body shall cooperate with County in all investigations involving the potential misuse of the ENS Software.

3.2. Public Body shall not interfere with or disrupt the ENS Software.

3.3. Public Body shall require that each Public Body Employee with access to the ENS Software:

3.3.1. Utilizes an antivirus software package/system on their equipment and keep it updated in a reasonable manner.

3.3.2. Has a unique User ID and password with two factor authentication enabled that will be removed upon termination of Public Body Employee's employment or association with Public Body.

3.3.3. Maintains the most reasonably current operating system patches on all equipment accessing the ENS Software.

3.4. Public Body shall designate two representatives to act as primary and secondary Points of Contact with County. The Points of Contact responsibilities shall include:

3.4.1. Direct coordination and interaction with County staff.

3.4.2. Contacting County to report an application incident.

3.4.3. If required by County, attend training classes provided by County either online or at another suitable location determined by County.

3.5. Public Body shall respond to Freedom of Information Act Requests relating to Public Body's Data.

3.6. Public Body acknowledges and agrees it has received and reviewed the ENS Contract. Public Body agrees to comply with the applicable terms and conditions of the ENS Contract, including any amendments thereto. If Public Body determines it cannot comply with the ENS Contract or any amendments thereto, it shall stop using the ENS Software and terminate this Agreement in accordance with Section 9.

3.7. Public Body shall comply with any applicable laws, rules, and regulations when accessing or using the ENS Software.

3.8. Public Body represents and warrants that it owns or otherwise has lawful rights to provide Public Body's Data to the County, and that it has obtained any necessary consents, permissions, or authorizations required under applicable law to allow the County to use the Public Body's Data for the purposes set forth in this Agreement.

4. **LICENSE.** Public Body grants County a non-exclusive, perpetual, royalty-free, worldwide license to use, copy, format, transfer, store, process, and transmit Public Body's Data for the purpose of operating, maintaining, and sending emergency notifications through the ENS Software and for any other purpose described in this Agreement.

5. **DURATION OF INTERLOCAL AGREEMENT.**

5.1. This Agreement and any amendments shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party. The approval and terms of this Agreement and any amendments 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.

5.2. 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.

6. **ASSURANCES**.

6.1. Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.

6.2. For 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.

6.3. 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.

6.4. Public Body shall be solely responsible for all costs, fines and fees associated with any misuse by its Public Body Employees of the ENS Software.

6.5. 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.

6.6. 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.

6.7. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

7. **DISCLAIMER OR WARRANTIES**.

7.1. THE ENS SOFTWARE PROVIDED TO THE PUBLIC BODY UNDER THIS AGREEMENT IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, "WITH ALL FAULTS".

7.2. THE 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. THE COUNTY MAKES NO WARRANTY THAT: (I) THE ENS SOFTWARE WILL MEET PUBLIC BODY'S REQUIREMENTS, OR (II) THE SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE, ACCURATE, OR ERROR-FREE.

7.4. THE PUBLIC BODY IS USING THE ENS SOFTWARE AT ITS SOLE DISCRETION AND RISK. PUBLIC BODY ASSUMES FULL RESPONSIBILTY FOR ANY DAMAGE TO ITS COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM DOWNLOADING ANY DATA/MATERIAL FROM THE ENS SOFTWARE OR THROUGH ITS USE OF THE ENS SOFTWARE.

8. **LIMITATION OF LIABILITY**. IN NO EVENT SHALL THE COUNTY BE LIABLE TO THE PUBLIC BODY OR ANY OTHER PERSON, FOR ANY CONSEQUENTIAL, INCIDENTAL,

INDIRECT, SPECIAL, AND/OR PUNITIVIE DAMAGES ARISING OUT OF THIS AGREEMENT, REGARDLESS OF WHETHER THE COUNTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.

9. **TERMINATION OR CANCELLATION OF AGREEMENT**.

   9.1. Either Party may terminate or cancel this Agreement upon thirty (30) Days' written notice, for any reason including convenience.

   9.2. This Agreement will terminate immediately upon the occurrence of any of the following events: (i) the ENS Contract is terminated, or (ii) the County is contractually unable to provide the Public Body with access to the ENS Software.

   9.3. 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 is authorized to terminate this Agreement for County under this provision.

10. **SUSPENSION OF SERVICES**. County, through County's Director of Emergency Management & Homeland Security, may immediately suspend the Public Body's access to the ENS Software 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 ENS Software provided herein; (iii) Public Body's breach of this Agreement; or (iv) unexpected technical or security issues. The right to suspend the Public Body's access to the ENS Software is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 9. County shall not incur any penalty, expense or liability if the Public Body's access is suspended under this Section.

11. **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. **NO EMPLOYEE-EMPLOYER RELATIONSHIP**. Nothing in this Agreement shall be construed as creating an employee-employer relationship between County and Public Body.

13. **NO THIRD-PARTY BENEFICIARIES**. 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. For the avoidance of doubt, the Public Body is not a third-party beneficiary of the ENS Contract.

14. **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.

15. **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.

16. **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.

17. **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.

18. **NOTICES**. 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 occurs: (i) the date of actual receipt; (ii) the next business Day when notice is sent express delivery service or personal delivery; (iii) three Days after mailing first class or certified U.S. mail; or (iv) the next business Day with a written response or receipt of confirmation, if sent by e-mail or fax. 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.

    18.1. If Notice is sent to County, it shall be addressed and sent to: Director of Emergency Management & Homeland Security, 1200 North Telegraph Road, Bldg. 47W, Pontiac, Michigan 48341, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, Michigan 48341. Notice shall also be sent to oakeoc@oakgov.com.

    18.2. If Notice is sent to Public Body, it shall be addressed to: City Manager, City of Farmington Hills, 31555 W. 11 Mile Road, Farmington Hills, MI 48336.

19. **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.

20. **ENTIRE AGREEMENT**. This Agreement represents the entire agreement and understanding between the Parties. This Agreement supersedes all other oral or written understandings, communications, agreements, or contracts between the Parties regarding the subject matter of this Agreement. 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, Karen Mondora hereby acknowledges that he/she has been authorized by a resolution of the City Council, 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: _____

Karen Mondora, City Manager

WITNESSED: _____ DATE: _____

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

WITNESSED: _____ DATE: _____

Oakland County Board of Commissioners
County of Oakland

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: November 23, 2026**

**DEPT: Planning and Community Development**

**RE: Amended Bylaws and Rules of Procedure for Zoning Board of Appeals**

## ADMINISTRATIVE SUMMARY

The Zoning Board of Appeals has approved language to amend its Bylaws and Rules of Procedure to change the meeting start time from 7:30 pm to 7:00 pm. On August 11, 2026, the Zoning Board of Appeals approved a motion to recommend adoption of the amended Zoning Board of Appeals Bylaws and Rules of Procedure to City Council.

## RECOMMENDED MOTION

MOTION to approve amended Zoning Board of Appeals Bylaws and Rules of Procedure.

## ATTACHMENTS

- Draft amended Zoning Board of Appeals Bylaws and Rules of Procedure with changes shown in red.
- August 11, 2026 Zoning Board of Appeals meeting minutes

# # #

Reviewed by: Charmaine Kettler-Schmult, Director of Planning and Community Development
Approved by: Karen Mondora, City Manager

**CITY OF FARMINGTON HILLS**
**ZONING BOARD OF APPEALS**

# BYLAWS AND RULES OF PROCEDURE

## ARTICLE I
## PURPOSES, AUTHORITY AND DUTIES

The Zoning Board of Appeals (referred to in these Bylaws as the "Board" is formed under and pursuant to the City of Farmington Hills Code of Ordinances, Chapter 2, Article IV, Division 1, and Chapter 34-7.14 (referred to in these Bylaws as the "Governing Authorization and Regulations"). The assigned and designated purposes, authority and duties of the Board are set forth in the Governing Authorization and Regulations as follows: to perform its duties and exercise its powers as provided in section 5 of Act no. 207 of the Public Acts of Michigan of 1921 (MCL 125.585 et seq.) as amended (now Act no. 110 of 2006, MCL 125.3101 et seq.), and in such a way that the objectives of Chapter 34-7.14 shall be observed, public safety secured and substantial justice done. The Board shall not engage in or undertake business, activities, actions or efforts beyond the scope of the purposes, authority and duties assigned or designated in the Governing Authorization and Regulations.

## ARTICLE II
## MEMBERS & LIAISONS

Section 1. Members. The Board consists of the number of regular and alternate members set forth in the Governing Authorization and Regulations.

Section 2. Terms. Regular and alternate members shall hold office for terms as set forth in the Governing Authorization and Regulations and designated at the time of appointment and shall serve until a successor is appointed and seated, unless such member has been removed from office.

Section 3. Vacancies. Any vacancy occurring in the membership of the Board shall be filled for the remainder of the unexpired term in the manner provided for in Chapter 34-7.14-1. A.

Section 4. Absences. Three absences in the course of a calendar year may subject a member to removal from office. Regular members shall report to the Secretary and/or Chairman of his or her inability to attend a meeting in sufficient time to enable the Secretary and/or Chairman to contact an alternate member to replace the regular member.

Section 5. Removal. Regular and alternate members may be removed in accordance with Section 3.12 of the City Charter and any otherwise applicable state laws and City ordinances, policies and resolutions.

Section 6. Alternate Members. The chairperson of the Board shall call alternate members to serve on a rotating basis as a voting member in the absence of a regular member or when a member has abstained for reasons of conflict of interest. Alternate members who serve and/or who participate in any agenda item shall continue to serve on the Board for that item until a final decision is reached on the same.

Section 7. Council Liaison. The Mayor, subject to approval by majority vote of the members of Council, may appoint a member of Council to serve as a liaison to the Board. The term of a Council liaison shall expire with his or her term on the City Council. An appointed Council liaison shall attend the meetings of the Board, but shall not, as provided by MCL 125.3601(13), participate in a public hearing on the same matter that the liaison voted on as a member of the Planning Commission or City Council. However, the liaison may participate in the deliberations and discussions of other matters before the Board, but shall not have a vote on any matter coming before the Board unless otherwise provided by law or the City Code. The presence of a Council liaison at a meeting shall not count toward the establishment of a quorum.

Section 8. Staff Liaison. The City Manager, or his or her designee, may assign a member of the City administration to assist and serve as a liaison to the Board, who shall serve at the pleasure and direction of the City Manager. A staff liaison may attend the meetings of and provide information and input to the Board, but shall not have a vote on any matter coming before the Board. The presence of a staff liaison at a meeting shall not count toward the establishment of a quorum.

## ARTICLE III
## VOTING

Section 1. Votes. Only the duly appointed regular members and alternate members, when called to serve as provided above, are authorized to vote on matters coming before the Board, and each such member shall be entitled to one vote.

Section 2. Quorum. The presence of a number of voting members equaling a majority of the appointed regular membership of the Board shall constitute a quorum for purposes of conducting business (i.e., open or vacant seats shall not count in determining the existence of a quorum, and alternate members called by the chairperson to serve at a meeting shall count in determining the existence of a quorum). The applicable statute, MCL 125.3601(3) and City Ordinance 34-7.14.1.A requires that the Board shall at all times consist of no fewer than five (5) members. While City Council has traditionally appointed seven (7) members, when the appointed regular membership (not including alternates) is five (5), quorum will be three (3) members (regular or alternate). When the appointed regular membership (not including alternates) is seven (7), quorum will be four (4) members (regular or alternate).

Section 3. Voting. Votes may be cast by a general voice vote, except where a roll call vote is requested by any voting member or required by law or other procedures established under these bylaws. If there is a question as to the number of yea or nay votes, a roll call shall be conducted.

Section 4. Transaction of Business. The concurring vote of the majority of the members of the Board shall be necessary to reverse any administrative order, requirement, decision or determination of the Zoning Inspector or other administrative official charged with enforcement of the Zoning Ordinance, or to decide in favor of an applicant in a matter upon which the Board is required to pass under the Zoning Ordinance, or to grant a variance in the Zoning Ordinance. A concurring vote of two-thirds of the members of the Board shall be necessary to grant a variance from uses of land permitted in the Zoning Ordinance. For all other matters, and unless otherwise provided by law, resolution, or other procedures established under these Bylaws, the concurring vote of the majority of members of the Board shall be necessary for the transaction of all business and decisions of the Board.

Section 5. Conflict of Interest. No member of the Board shall vote on any issue in which he or she may reasonably be considered to have a conflict of interest or the member's participation would result in a violation of Section 10.01 of the City Charter, the City of Farmington Hills Code of Ethics, the Incompatible Public Offices Act, 566 PA 1978 (MCL 15.181 et seq.), or any other state law or city charter, ordinance, ethics code or policy provision applicable to city officials and conflicts of interest. If a member could reasonably be considered to have such a conflict of interest pertaining to a matter that is to be addressed or considered by the Board, before participating in any discussion or casting a vote on such a matter, the member shall disclose the conflict of interest to the Board. Unless the Board concludes, upon a majority vote of the remaining members, that the member's participation does not constitute a conflict of interest and that his or her participation and vote will not be affected by his or her interest, the member shall leave his or her seat at the dais or meeting table and shall abstain from discussion and voting on the matter. A member shall not appear before the Board as an advocate in relation to any matter in which he or she has abstained for reasons of conflict of interest. A Board member shall not, as provided by MCL 125.3601(13), participate in a public hearing on the same matter that the member voted on as a member of the Planning Commission or City Council. However, the member may consider and vote on other unrelated matters involving the same property.

## ARTICLE IV
## MEETINGS

Section 1. Open Meetings Act and Freedom of Information Act Compliance. All meetings and members of the Board shall comply, in all respects, with the Michigan Open Meetings Act and Freedom of Information Act.

Section 2. Frequency of Meetings; Records. The Board shall meet no less than one time per year, but shall meet as often and regularly as necessary to conduct and complete the business and

duties assigned to it, and, in coordination with its designated staff liaison, shall keep a record of its minutes, resolutions, transactions, findings, determinations, documents and other materials.

A. Regular Meetings. The regular meetings of the Board shall be held on Tuesdays of each month at ~~7:30~~7:00 p.m. on the dates that are established by motion of the Board, which said meetings to be held at the City Hall, 31555 Eleven Mile Road, Farmington Hills, Michigan.
B. Special Meetings. Special meetings shall be held at the call of the Chairman and shall be approved by a majority of the regular members of the Board when necessary at the urgent request of an applicant and/or when sufficient cases warrant an additional monthly meeting in order to properly service the public.
C. On-Site Inspections. On-site inspections shall be voluntary and may take place on the Sunday morning immediately preceding the regular monthly meeting or at such other time as may be convenient and agreeable to the majority of the Board. The time and location of the voluntary on-site inspections may be as determined by the Board from time to time or individual Board members may, if they choose, conduct their own individual on-site inspections. Board members shall receive no compensation for attending voluntary on-site inspections.

Section 3. Place of Meeting. Subject to the requirements of the Open Meetings Act, regular and special meetings of the Board shall be held at the City Hall or at such other suitable place convenient to the members and made available by the City.

Section 4. Meetings. In accordance with the Michigan Open Meetings Act, the Board, within ten (10) days after its first meeting of each calendar year, shall establish and, with the assistance of the staff liaison or City Clerk, post a public notice stating the dates, times, and place of its regular meetings for the ensuing year, and shall post a notice of any changes in its schedule of regular meetings in accordance with the Open Meetings Act. Special meetings of the Board, and on-site inspections by the Board, may be called and noticed, per the requirements of the Open Meetings Act, by the Chairperson, in his or her absence by the Vice-Chairperson or Secretary, upon written request of a majority of the regular members of the Board, by the Mayor of the City, or as may be otherwise allowed by law or ordinance. No business shall be transacted at any special meeting of the Board, or during on-site inspections, unless the same has been stated in the notice of such meeting. Notice of the time, place and subject matter of all meetings shall be given by telephone, electronic means, personal delivery, or mailing the same to each member. Notice of each meeting also shall be provided to the public in compliance with the Michigan Open Meetings Act. It shall be the duty of the Secretary (or other officer designated by the Chairperson in the Secretary's absence), with the assistance of the staff liaison or, if no staff liaison, the City Clerk, to serve and post the notices described in this Section on behalf of the Board.

Section 5. Rules of Procedure. Meetings shall be conducted according to the most recent edition of Roberts Rules of Order as a guideline in all cases to which they are applicable, provided they are not in conflict with these Bylaws or any applicable State law or City Code or policy.

Section 6. Agenda. In order to avoid undertaking business or activities beyond the scope of the purposes, authority and duties assigned by the City Code or by law, and to promote orderly and efficient meetings, each meeting of the Board shall have an agenda prepared in advance of the meeting which shall be distributed to all members and liaisons. If a staff liaison has been appointed, the agenda shall be prepared by the staff liaison with input from the chair and vice- chair. Otherwise, the agenda shall be jointly prepared by the chair and vice-chair. Other members of the Board may ask for items to be included on an agenda through the chair or vice- chair, or by a majority vote of the membership.

Section 7. Order of Business. The order of business at meetings of the Board shall be as follows:

a. Call to Order
b. Roll Call
c. Approval of Agenda
d. Old Business
e. New Business
f. Public Questions and Comments
g. Approval of Minutes
h. Adjournment

Section 8. Minutes. In coordination with its designated staff liaison, if any, the Board shall keep and approve minutes of its meetings in accordance with the Open Meetings Act. Minutes, resolutions, and any other similar record of the proceedings of the Board, when signed by the Chairperson or Secretary, shall be presumed truthfully to evidence the matters set forth therein. A recitation in a resolution or the minutes of any such meeting that notice of the meeting was properly given shall be prima facie evidence that such notice was given. Pursuant to the Michigan Open Meetings Act, minutes shall show the date, time, place, members present, members absent, any resolution adopted and decision made at a meeting open to the public, and the purpose or purposes for which any closed session is held. The minutes shall include all roll call votes taken at the meeting. The Board shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. Proposed minutes shall be made available for public inspection within eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be made available for public inspection within five (5) business days after the meeting at which the minutes are approved. A member of the Board who did not attend the meeting to which the minutes refer should not vote on the minutes for that meeting.

Section 9. Hearing Procedure.

a. The Secretary calls the agenda item.

b. City staff introduces the matter.
c. The proponent and/or representative presents their request.
d. If in attendance, other City staff and any consultants provide their review of the request.
e. Board members may question the proponent and staff.
f. If there is a public hearing, the Chairperson declares the public hearing open.
g. Public comment, if any, is recognized by the Chairperson and received.
h. If there is a public hearing, the Chairperson declares the public hearing closed.
i. The proponent is given the opportunity to respond and/or comment on public input.
j. The Board deliberates and decides the matter, or takes such other action as it deems appropriate.

Section 10. Rules for Citizen Participation at Meetings. The rules in this Section shall govern and apply to citizen participation at meetings of the Board. Members of the public may speak when recognized by the Chairperson during a formal public hearing, the open public comment period, an agenda item, or at the discretion of the Chairperson at other times. Upon being recognized, the speaker shall provide his or her name and the street upon which they live for the record, and the speaker shall address the Board only and shall not engage in direct dialogue with others attending the meeting. Members of the public who speak at a meeting shall be limited to 5 minutes per individual, unless additional time is granted in the discretion of the Chairperson. The Chairperson may limit an individual from speaking more than once on any specific item before the Board or during an open public comment period. Upon the request of a member of the Board or in the Chairperson's own discretion, the Chairperson may grant additional time to a speaker and may recognize and allow a member of the public to address the Board at a time other than as designated in these Bylaws; however, all other rules as provided herein shall apply.

Section 11. Disorderly Conduct at Meetings. Persons addressing the Board shall direct their attention and comment to the Board only and shall not engage in direct dialogue or communications of any kind with others attending the meeting. All speakers at meetings of the Board shall make responsible comments and shall refrain from making personal, impertinent, slanderous or profane remarks. The Chairperson may call to order any person who is being disorderly by speaking when not recognized by the Chair or otherwise disrupting the proceeding by failing to be germane, by speaking longer than the allotted time, by speaking vulgarities, or otherwise violating the rules in this Section or Section 10, above. Such person shall thereupon be seated until the Chairperson shall have determined whether the person is in order and that person shall not be permitted to speak at the same meeting, except upon special leave by the Board. If the person shall continue to be disorderly and disrupt the meeting, the Chairperson may request the Police Department to remove the person from the meeting.

Section 12. Time Limit for Meetings. No new agenda item will be considered after 11:30 p.m. The meeting will conclude no later than 12 a.m. All agenda items not considered will be carried over to the next regular or special meeting as determined by the Board. These time limits may be extended by a majority vote of members of the Board.

ARTICLE V
ZONING BOARD OF APPEALS PROCEDURES IN THE
CONSIDERATION OF USE VARIANCE REQUESTS

Section 1. Application Requirements. In addition to the information required for other variance requests, an application for a use variance shall include a site plan detailing the specific use and a summary of the facts which support each of the following conclusions; at the end of each statement, identify all persons who will testify at the hearing with respect to each of the facts, and separately, identify all persons who will testify at the hearing with respect to the respective conclusions (and if any person is to be offered as an expert witness, include with the application a resume which shows the education and experience of such person within the particular area of expertise):

A. That the property cannot be reasonably used for the purposes permitted in the zoning district.
B. That the plight of the property owner is due to unique circumstances peculiar to his or her property and not to general neighborhood conditions.
C. That granting the use variance will not alter the essential character of the area.
D. That the applicant's problem is not self-created.

Section 2. Prehearing Conference.

A. Prior to the hearing, the applicant shall contact the Zoning Division Supervisor or her designee for the purpose of scheduling a prehearing conference.

B. The purpose of the prehearing conference shall be to:

(i) Review the procedure for the hearing and identify the persons who will testify (directly or through affidavit) and the evidence to be offered on behalf of the applicant.

(ii) Attempt to secure a statement of agreed-upon facts to be used to shorten the hearing.

(iii) Explore a means of providing relief to the applicant by way of non-use variances from the Board or other relief which may require action by persons or bodies other than the Board and which will afford an adequate remedy for the applicant.

(iv) Discuss the need, desirability and the terms of providing a verbatim record of the hearing.

C. The Zoning Division Supervisor or her designee shall determine who should be present at the prehearing conference upon the application submitted, and taking

into consideration the discussion with the applicant or the applicant's representative.

D. The prehearing conference shall be scheduled and conducted in an expeditious manner so as to avoid unreasonable delay to the applicant. Sufficient time shall be taken, however, to achieve a meaningful attempt to achieve the purposes of the prehearing conference, stated above.

Section 3. Hearing Procedure.

A. The applicant shall have the burden of proof. In order to be entitled to relief, the applicant must demonstrate each of the four factors set forth in paragraphs A through D of Section 1, above.

B. Manner of presentation:

(i) The applicant may present witnesses, who may include the applicant, or may submit affidavits for the purpose of attempting to prove facts or conclusions. The applicant shall be provided with the opportunity to present all testimony and evidence proposed to be presented at the prehearing conference, either through witnesses or affidavits, provided the Chairperson of the Board may restrict testimony and evidence which would result in unreasonable duplication.

In addition, by motion made on its own or at the request of a person at the hearing, the Board may require the presence of any witness who has offered either testimony by affidavit on a material question of fact or testimony of an expert nature, with the view of permitting members of the Board to ask questions of such witnesses.

(ii) At the conclusion of the applicant's presentation, interested persons attending the hearing shall be provided with the opportunity to present testimony and evidence in the same manner, and, subject to requiring the presence of witnesses, as provided above for the applicant.

(iii) When interested persons have completed their presentations, at the same meeting and/or at an adjourned meeting date, testimony and evidence may be presented on behalf of the community in the same manner and, subject to requiring the presence of witnesses, as provided above for the applicant.

(iv) If testimony or evidence has been offered by or on behalf of interested persons and/or the community, the applicant shall have the opportunity to present rebuttal, restricted to responding to the points raised by interested persons and the community. The manner of presenting witnesses, and requirement of their presence, shall be the same as provided above for the applicant's principal case.

(v) At the hearing, the Board may determine to establish other rules of procedure, such as meeting hours on any given day, procedure for presentations by interested persons or other rules found to be necessary or appropriate by the Board.

(vi) The Board may conduct the hearing at more than one meeting if necessary due to factors such as time constraints, availability of witnesses, availability of meeting rooms, need for additional information and/or testimony and/or other relevant considerations.

Section 4. Decision of the Board.

A. At the conclusion of the hearing, the Board may make its decision at that meeting, or it may adjourn the hearing to a new date for the purpose of reviewing the testimony and evidence in preparation for making its decision.

B. The Board may deem it appropriate in any given case to provide an opportunity for anyone presenting testimony or evidence to submit proposed findings of fact and conclusions.

C. If the Board determines to grant variance relief, it shall be the minimum relief required to satisfy the purposes set forth in paragraphs A through D of Section 1, above. Such relief may be in the form of one or more non-use variances or in the form of a use variance. The motion may include conditions that are authorized by law.

D. If the Board adopts a motion to grant variance relief, such motion may be made as a tentative grant of relief, subject to review by the Planning Commission, Planning Director/Consultant, Engineer or other person or official with expertise, with a view of obtaining recommendations on any conditions that may be relevant and authorized by law, and for the further purpose of ensuring that the grant of relief would not violate applicable law.

## ARTICLE VI
## ZONING BOARD OF APPEALS PROCEDURES FOR APPEALS

Section 1. Application Requirements. Each application for an appeal to the Board of an administrative order, requirement, decision, interpretation, or determination made by an

administrative official or body charged with enforcement of the City's Zoning Ordinance, as permitted under the City Zoning Ordinance and/or the Michigan Zoning Enabling Act, shall include the following:

A. Identification of the order, requirement, decision, interpretation, or determination, order or decision being appealed.

B. Identification of the administrative official or body of the City that made or issued the order, requirement, decision, interpretation, or determination being appealed.

C. The date of the order, requirement, decision, interpretation, or determination being appealed.

D. A statement of each and every reason the applicant believes the Board should reverse or modify the order, requirement, decision, interpretation, or determination being appealed.

E. An explanation of how and why the applicant has been aggrieved by the order, requirement, decision, interpretation, or determination being appealed.

F. Full name, address, telephone number, email address and signature of the applicant.

G. The application shall be accompanied by payment of the applicable fee, which if not otherwise noted on a City fee schedule shall be in the amount of the fee required for a use variance.

H. Any other information required by the Zoning Division Supervisor.

Section 2. Application Deadline. An application for an appeal to the Board of an administrative order, requirement, decision, interpretation, or determination made by an administrative official or body charged with enforcement of the City's Zoning Ordinance, as permitted under the City Zoning Ordinance and/or the Michigan Zoning Enabling Act, shall be filed with the Zoning Division Supervisor within whichever of the following deadlines comes first:

A. Thirty days after the date the administrative official or body issues its administrative order, requirement, decision, interpretation, or determination in writing signed by the official or chairperson of the body rendering the administrative order, requirement, decision, or determination being appealed.

B. If issued by an administrative body, twenty-one days after the body approves the minutes of its decision.

Section 3. Incomplete or Untimely Applications. The Zoning Division Supervisor shall review each application for completeness and timeliness. If an application fails to contain all of the information required under Section 1 of this Article or was not received by the Zoning Division Supervisor within the required and applicable time period set forth in Section 2 of this Article, the Zoning Division Supervisor shall reject the application and return it to the applicant, with any fee payment, accompanied by a written notice to the applicant that the application has been rejected and stating the reasons. If the application is rejected due to lack of completeness, the Zoning Division Supervisor may provide the applicant an additional period of time not to exceed five (5) business days to resubmit the application provided the additional period of time does not interfere with the City's ability to timely publish the meeting notice. There shall be only one such extension of time.

Section 4. Interpretation Appeals. An applicant seeking an interpretation of the Zoning Ordinance must first submit a request to the Planning and Community Development Director, who shall make a determination of the requested interpretation. The applicant shall have the right to appeal that interpretation determination to the Board in accordance with the appeal procedures set forth in this Article.

Section 5. Decision of the Board.

A. At the hearing, the Board may determine to establish additional rules of procedure, such as a procedure for presentations by interested persons or other rules found to be necessary or appropriate by the Board.

B. At the conclusion of the hearing, the Board may make its decision at that meeting, or it may adjourn the matter to a new date for the purpose of further reviewing the record and arguments presented in preparation for making its decision.

C. The Board may deem it appropriate in any given case to provide an opportunity for any interested party to submit proposed findings of fact and conclusions.

D. The Board's acceptance of information, materials, arguments or proposed findings of fact and conclusions by an interested party shall not confer upon that party the status of being an aggrieved party or an acknowledgment of same.

E. The Board decision may include a determination as to whether the applicant is an aggrieved party, but the absence of such a determination by the Board shall not constitute or be construed as being a determination of aggrieved party status.

## ARTICLE VII
## OFFICERS

Section 1. Officers. The Board shall have a Chairperson, Vice Chairperson, Secretary, and Recording Secretary.

A. Chairperson. The Chairperson shall preside at all meetings, rule on all points of order raised at meetings, call special meetings subject to the requirements of these Bylaws, consult with staff on the preparation of agendas, and shall perform all other duties necessary or incidental to the office of Chairperson. The Chair shall have a vote on all matters before the Board.

B. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence, the duties set forth in these Bylaws and City Code, and any additional duties as determined by the Board

C. Secretary. The Secretary shall be responsible for the files of the Board meetings, give a brief summary of each case as it is called for hearing, report to the Board as to the status of the Affidavit of Mailing and receipt of any correspondence, in relation to each case presented to the Board, sign the minutes of the Board meeting after they have been approved by the Board, perform such other tasks as may be delegated to him or her by the Board, and perform all other duties incident other office of the Secretary.

D. Recording Secretary. The Recording Secretary shall record the minutes of all Board meetings, shall cause a record to be kept of all plans, documents, books and papers approved by and brought before the Board, shall provide copies of all such records to the City Clerk upon request, shall perform such other tasks as may be delegated to him or her by the Board, and shall perform all other duties incident to the office of the Recording Secretary. The Recording Secretary shall not be a voting member of the Board or included for purposes of determining quorum, and shall be appointed by City administration

Section 2. Term of Office. Except as to the Recording Secretary who can serve without time limitation, officers shall serve terms of one (1) year, with eligibility for re-election, except that a member shall not be eligible to serve more than two (2) successive terms as Chairperson.

Section 3. Election. Except as to the Recording Secretary who is appointed by City administration, Officers shall be chosen annually by a vote of the majority of the regular Board membership at the first regular meeting in May, or if there is no meeting May, or if quorum is not met with regular members of the Board, at the next regular meeting of the Board where there is a quorum consisting of regular members of the Board.. The newly elected officers shall take office at the first regular meeting after the meeting where officers are chosen. .

## ARTICLE VIII
## REPORTING

Section 1. Fiscal Year**.** The fiscal year of the Board shall be the same as the City of Farmington Hills.

Section 2. Report to City Council. Pursuant to the Farmington Hills Code of Ordinances, the Board shall prepare a written report to City Council at least one (1) time in each calendar year, and if requested by the Mayor or City Council, shall present said report at a meeting of the City Council. In addition to any other information required by law or City Council, the report shall inform and advise City Council on the number of meetings held, the activities and items of business that have been and are being undertaken by the Board, and any recommendations or advice the Board may have concerning City policy matters relating to the purposes, authority and duties of the Board.

## ARTICLE IX
## AMENDMENTS

Section 1. Method. These Bylaws may be amended at a duly constituted meeting of the Board by the affirmative vote of a 2/3 majority of its members.

Section 2. Proposal. Amendments to these Bylaws may be proposed by any active member of the Board or a member of the City Staff.

Section 3. Meeting. Upon any such amendment being proposed, the proposed amendment may be considered at the same or any subsequent regular meeting or a special meeting called for that purpose.

Section 4. City Council Approval. Pursuant to the Farmington Hills Code of Ordinances, the adoption of these Bylaws and all amendments to these Bylaws are subject to approval of the City Council. Accordingly, these Bylaws and any amendments thereto, prior to becoming effective, shall be submitted to City Council for review and approval.

Section 5. Distribution. A copy of these Bylaws and each amendment to these Bylaws shall be furnished to every member of the Board after adoption, provided, however, that these Bylaws and any duly adopted amendment to them shall be binding upon all members irrespective of whether such persons actually receive a copy of the amendment.

Section 6. Regular Review of Bylaws. These Bylaws shall be reviewed by the Board on a regular basis to ensure that they remain up-to-date and consistent with existing laws, ordinances and practices.

## ARTICLE X
## REPEALER, CONFLICTS AND SEVERABILITY

Section 1. Prior Bylaws Repealed. These Bylaws are adopted pursuant to Code of Ordinances Article IV, Division I, Section 2-126 et seq., and amend, restate and supersede any and all prior bylaws adopted by the Board. Any prior bylaws are repealed in their entirety.

Section 2. Conflicts. If any provision of these Bylaws is inconsistent or conflicts with the Governing Authorization and Regulations, the Governing Authorization and Regulations shall supersede these Bylaws and apply.

Section 3. Severability. In the event that any of the terms, provisions, or covenants of these Bylaws 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 these Bylaws or the remaining portions of any terms, provisions or covenants held to be partially invalid or unenforceable.

**Adoption & Amendments:**
**Original Adopted by Zoning Board of Appeals on January 9, 2018**
**Original Approved by City Council on September 23, 2019**
**Amended by ZBA on January 14, 2020, with Council approval on January 27, 2020**
**Revised August 3, 2026**

Approved 09-08-2026

**CITY OF FARMINGTON HILLS**
**ZONING BOARD OF APPEALS MEETING**
**FARMINGTON HILLS CITY HALL**
**31555 W. ELEVEN MILE ROAD**
**AUGUST 11, 2026**

1. **Call Meeting to Order**
   Chair Irvin called the meeting to order at 7:30 pm and made standard introductory remarks to explain the role of the ZBA and the formal procedures of the meeting.

   A site visit was held on Sunday, August 9, 2026. No business had been conducted.

2. **Roll Call**
   Members Present: Irvin, Jamil (arrived 7:36pm), Injeti, O'Connell, Khan, Rich, Rowland (alt), Vergun

   Members Absent: None

   Others Present: Director of Planning and Community Development Kettler-Schmult, Code and Zoning Supervisor Curry, City Attorney Mendelsohn, Recording Secretary McGuire

3. **Approval of Agenda**
   **MOTION by O'Connell, supported by Khan, to amend and approve the Agenda as follows:**
   - **Item 4A: Addition of Code Section 34-7.1.3.A**
   - **Item 4B: Addition of Code Sections 34-7.14.6.B and 34-7.14.7**
   - **Add 4D: Public Comment**

   **Motion passed unanimously by voice vote.**

4. **NEW BUSINESS:**
   A. **ZBA CASE: 7-26-5778**
   **LOCATION: 20957 Robinson.**
   **PARCEL I.D.: 22-23-34-453-006**
   **ZONE: RA-3**
   **REQUEST: In order to construct a one-story, 1,123 sq. ft. addition to the north side of the existing non-conforming house constructed in 1942, which does not meet the required minimum 30 ft. front (Robinson) and exterior side yard (Salvador) setbacks for a corner lot.:**
   1. **A 7 ft. variance from Section 34-3.1.6.E of the Zoning Ordinance to permit a front yard setback of 23 ft., where 30 ft. is required.**
   2. **A 13 ft. variance from Section 34-3.1.6.E and 34-3.5.2.E of the Zoning Ordinance to permit an exterior side yard setback of 17 ft., where 30 ft. is required.**

   **CODE SECTION: 34-3.1.6.E, 34-3.5.2.E, and 34-7.1.3.A**
   **APPLICANT: Matt Schiffman**
   **OWNER: Robert Schiffman**

   **Background**

Schultz Joppich & Amtsbuechler firm regarding this request, and he had been advised that the documents should be available in sufficient time for review before the September meeting.

**Public comment**
Chair Irvin opened the meeting for public comment. No public indicated they wished to speak, and Chair Irvin closed public comment and brought the matter back to the Board.

**MOTION by Rowland, support by O'Connell,** in the matter of ZBA Case 8-26-5790, that the Petitioner's request for Administrative appeal under Section 34-7.14.6.B of the City's Zoning Ordinance from the decision of the City's Building Official declaring Building Permit PB231881 in error and making the permit inactive, and the decision of the City Planner to retract approval of Applicant's site plan (SP 66-12-2021) for a vehicle car wash on a zoning lot in the B-3 General Business District that was approved by the Planning Commission on February 17, 2022, be **DEFERRED** to the next regular Zoning Board of Appeals meeting in order to allow the applicant to prepare their presentation based on the FOIA materials yet to be released.

**Motion passed unanimously by voice vote.**

**C. ZBA By-laws update**

Director of Planning and Community Development Kettler-Schmult advised that a board member had previously asked about changing the regular meeting start time from 7:30 p.m. to 7:00 p.m. The draft was created to bring to the full board for discussion. Because the meeting time is established in the ZBA bylaws, the change requires an amendment to the bylaws and subsequent approval by City Council.

Chair Irvin asked whether any members objected to the earlier start time. No objections were raised.

Director Kettler-Schmult confirmed that the proposed change would require City Council approval and would not take effect immediately, noting that the amendment process would take some time to complete.

Director Kettler-Schmult also advised that a two-thirds majority of the membership was required to approve moving the bylaws amendment forward.

**MOTION by O'Connell, supported by Injeti, to change the Zoning Board of Appeals start time from 7:30 pm to 7:00 pm, and to forward the ZBA By-laws to City Council for approval.**

**Roll call vote:**
**Ayes: Injeti, Irvin, Jamil, Khan, O'Connell, Rich, Rowland, Vergun**
**Nays: None**
**Motion passed 8-0.**

**5. PUBLIC COMMENT**

Ayanna Hill, 28209 Danvers Drive, stated that she was speaking as an aggrieved property owner and on behalf of the residents of Danvers Court, Danvers Drive, and the broader Wood Creek subdivision regarding ZBA Case 7-26-5786.

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: 11/23/2026**

**DEPT: PUBLIC SERVICES**

**RE: AUTHORIZATION TO SIGN CONSENT OF RESTRICTIVE COVENANT AT 22063 FARMINGTON ROAD**

## ADMINISTRATIVE SUMMARY

- The City of Farmington Hills was notified through BLDI, LLC Environmental Engineering that the property at the south-west corner of Farmington and Nine Mile (22063 Farmington Road, Tax Parcel 33-227-021) experienced a confirmed release of petroleum products from a leaking underground storage tank (LUST) system and is associated with required corrective actions to address environmental contamination through the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE).

- Extensive soil investigations have documented that soil and groundwater contamination remain present on the property. From multiple soil gas samples there is no significant risk that vapors could migrate into the existing building on the property.

- Recording of a restrictive covenant with the Oakland County Register of Deeds will require corrective action measures for the site to prevent unacceptable exposure to regulated substances.

- These corrective actions include prohibited land uses and activities that could create unacceptable exposure for residential, commercial, or industrial land uses; contaminated soil management; and site access for monitoring compliance.

- The property is currently zoned B-3, General Business District. This zoning district generally allows for a range of uses that would be acceptable within the restrictive covenant (Retail, Indoor Recreation, Personal Service, Restaurant). A number of uses that would be prohibited by the covenant would include; Church, Motel, Nursery School or Day Care center.

- A public sanitary sewer within a utility easement (previously vacated alley) exists along the western edge of the property. If during sewer operations, maintenance, or repair there are any additional costs required to manage, relocated, or dispose of contamination, the Michigan Underground Storage Tank Authority (MUSTA) has set aside funds specifically for units of government to make a claim to cover those costs.

- Once recorded, this restrictive covenant shall run with the property, is binding on the owner, and continues in effect until it is determined that the regulated substances no longer pose an unacceptable risk to public health, safety, welfare, or the environment.

- The agreement has been reviewed by the City Attorney as to form. Since there is a fund to cover additional expenses incurred by the City to work in the easement area, the City Attorney's office sees no legal impediment to signing the Restrictive Covenant.

**RECOMMENDATION**

It is recommended that City Council approve the Consent of Restrictive Covenant at 22063 Farmington Road agreeing to the recording of the land and resources use restrictions specified and authorize the City Manager to sign on behalf of the City of Farmington Hills.

# # #

Prepared by: Jacob Rushlow, P.E., Director of Public Services
Reviewed by: Jacob Rushlow, P.E., Director of Public Services
Charmaine Kettler-Schmult, Director of Planning & Community Development
Approved by: Karen Mondora, P.E., City Manager

BLDI Environmental Engineering | *Working for you*

# Environmental Information Summary

**22063 Farmington Road**
**Farmington Hills, Oakland County, Michigan**

BLDI, LLC (BLDI) has prepared the following Environmental Information Summary (EIS) pertaining to the subject property noted above on behalf of MCorp 22063 Farmington Road, LLC, a Michigan limited liability company (Owner/Operator). Contractors performing work within the City of Farmington Hills easement on the subject property should become familiar with the Part 213 investigation and other potential hazards at the subject property. The environmental contact for the subject property is Emma Zawisza of BLDI. Any additional information needed by contractors working at the subject property can be obtained by having the Owner/Operator contact BLDI. In general, contractors proposing to conduct work at/on the subject property will comply with the following:

- Land use will remain non-residential, consistent with local zoning requirements. In the event that residential uses are contemplated in the future, it is understood that additional soil and/or groundwater investigation may be necessary.
- Groundwater will not be used (i.e., no water use wells are present and none will be installed).
- Contractors should work with the subject property owner to ensure that applicable environmental notices relating to the subject property, if required in the future, are appropriately submitted.
- In accordance with Part 213, no excavation, relocation, movement, or removal of soils from the subject property will occur unless proper characterization of the soil has been conducted and appropriate handling, staging, and disposal methods have been arranged pursuant to applicable regulatory guidelines.
- In the event that previously unidentified environmental concerns are discovered during future subsurface work within the City of Farmington Hills easement on the subject property, an environmental professional should be contacted to assess potential health and safety concerns and response activity measures.
- Construction of new structures or additions to existing structures is prohibited unless engineering controls are incorporated to prevent subsurface vapor intrusion at concentrations exceeding applicable criteria, or a pre-construction evaluation demonstrates that volatilization to indoor air will not pose an unacceptable risk to occupants, in accordance with Section 21304c of the NREPA. Workers involved in such construction must obtain documentation confirming that the Owner/Operator (O/O) has satisfied these requirements.

Owner/Operator: MCorp 22063 Farmington Road, LLC
BLDI Contact: Emma Zawisza, emmaz@bldi.com, 616-459-3737

**Corporate Office**
931 Interchange Drive
Holland, MI 49423
616.459.3737
bldi@bldi.com | www.bldi.com

**DECLARATION OF RESTRICTIVE COVENANT**
**FOR A RESTRICTED NONRESIDENTIAL CORRECTIVE ACTION**

EGLE Reference No: RC-RRD-213-26-267.

This Declaration of Restrictive Covenant (Restrictive Covenant) has been recorded with the Oakland County Register of Deeds to protect public health, safety, and welfare, and the environment by prohibiting or restricting activities that could result in unacceptable exposure to regulated substances present at the Property located at 22063 Farmington Road, City of Farmington Hills, Oakland County, Michigan and legally described in the attached Exhibit 1 (Legal Description of the Property). Exhibit 2 (Survey of Property and Limits of Land or Resource Use Restrictions) provides a survey of the entire Property that is subject to the land or resource use restrictions specified in this Restrictive Covenant.

The Property is associated with Knight #353 (K-353), Facility ID Number: #00015077 for which corrective actions to address environmental contamination were implemented under Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL 324.21301 *et seq (Part 213)*. Reports describing the environmental contamination and the corrective actions that were implemented are available through the Remediation Information Data Exchange (RIDE) portal or can be obtained through a Freedom of Information Act (FOIA) request to the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Remediation and Redevelopment Division (RRD), related to the Property.

The Property described contains regulated substances in excess of the applicable unrestricted residential target levels based on an ASTM International risk-based corrective action (RBCA) evaluation conducted pursuant to Section 21304a(1) of Part 213. EGLE recommends that prospective purchasers or users of this Property undertake appropriate due diligence prior to acquiring or using this Property and undertake appropriate actions to comply with the requirements of Section 21304c of Part 213.

Part 213 requires the recording of this Restrictive Covenant with the Oakland County Register of Deeds based upon the corrective action measures for the site to: 1) restrict unacceptable exposures to regulated substances located on the Property; 2) assure

that the use of the Property is consistent with the exposure assumptions used to develop the applicable target levels for the Property; and 3) assure the exposure control measures are effective.

The restrictions contained in this Restrictive Covenant are based upon information available at the time the corrective action was implemented by Knight Enterprises, Inc. to address environmental contamination related to a confirmed release from a leaking underground storage tank (LUST) system. Failure of the corrective action to achieve and maintain the target levels or exposure controls; future changes in the environmental condition of the Property; changes in the target levels developed under the RBCA process; the discovery of environmental conditions at the Property that were not addressed by the corrective action that was implemented; or use of the Property in a manner inconsistent with the restrictions described herein may result in this Restrictive Covenant not being protective of public health, safety, and welfare, and the environment. The adequacy of the corrective action implemented pursuant to Part 213 to address the confirmed release may not have been reviewed by EGLE.

Definitions

For the purposes of this Restrictive Covenant, the following definitions shall apply:

“EGLE” means the Michigan Department of Environment, Great Lakes, and Energy, its successor entities, and those persons or entities acting on its behalf.

“Owner” means at any given time the then-current title holder of all or any portion of the Property.

“Property” means the real property as described in Exhibit 1 (Legal Description of the Property) of this Restrictive Covenant.

All other terms used in this document which are defined in Part 3, Definitions, of the NREPA and Part 213 of the NREPA, shall have the same meaning in this document as in Part 3 and Part 213 of the NREPA, as of the date this Restrictive Covenant is filed.

Summary of Environmental Conditions and Corrective Action.

Hazardous substances associated with the gasoline products were released from underground storage tanks at the K-353 site, located at 22063 Farmington Road, City of Farmington Hills, Oakland County, Michigan; and include benzene, ethylbenzene, 2-methlynaphthalene, methyl-tert-butyl-ether (MTBE), naphthalene, toluene, 1,2,3-trimethylbenzene (TMB), 1,2,4-TMB, 1,3,5-TMB, and xylenes (total). The listed anlaytes were released from underground storage tanks resulting in contamination of soil and groundwater beneath the Property. Extensive soil investigations conducted at K-353 have documented that soil and groundwater contamination remain present at levels that do not allow unrestricted use of the Property.

Based upon analytical results for multiple soil gas sampling events conducted at the Property, it has been demonstrated that there is no significant risk of volatile organic compounds in the vapor phase to migrate into the building that exists on the Property at the time of recording this restrictive covenant at levels that would results in a risk through inhalation of the indoor air. No Light Non-Aqueous-Phase Liquid (LNAPL) has

been detected on the Property. Exhibit 2 (Survey of Property and Limits of Land or Resource Use Restrictions) provides the location of the insitutional control. The restrictions provide for in this Restrictive Covenant serve to prevent unacceptable exposure to regulated substances as a result of the conditions created by the presence of the regulated substances in soil and groundwater.

**NOW THEREFORE,**

1. Declaration of Land or Resource Use Restrictions.

Knight Enterprises, Inc., with the express written permission of the Owner of the Property, hereby declares and covenants that the Property shall be subject to the following restrictions and conditions:

a. Prohibited Land Uses: The Owner shall prohibit all uses of the Property as described in Exhibit 2 (Survey of Property and Limits of Land or Resource Use Restrictions) that are not compatible with or are inconsistent with the assumptions and basis for the nonresidential target levels established for the Property based on an ASTM International RBCA evaluation pursuant to Section 21304a(1) of the NREPA unless the exposure assumptions used in the risk assessment are more conservative than allowed by the local zoning. The nonresidential target levels are applicable to industrial, commercial, office or retail nonresidential land use categories with potential exposure to adult workers during a business day and potential intermittent exposures of adults and children who are customers, patrons, or visitors to the establishments during a portion of the business day. Nonresidential land use may include, but is not limited to, manufacturing operations, utility companies, industrial research and development, petroleum bulk storage, warehouses, lumber yards, retail gas stations, auto dealerships and service stations, as well as office buildings, banks, retail businesses, and personal service establishments. Any residential use is specifically prohibited from the nonresidential land use category. Residential land use may include, but is not limited to, homes and surrounding yards, condominiums, and apartments where people live and sleep for significant periods of time. Other land uses that are prohibited include, but are not limited to, day care centers, educational facilities, hospitals, elder care facilities, nursing homes, campgrounds, and churches. The use of any accessory building or portion of an existing building as a dwelling unit permitted for a proprietor or storekeeper and their families, located in the same building as their place of occupation, or for a watchman or caretaker is also prohibited. Any authority that allows for residential use of the Property as a legal non-conforming is also restricted per the prohibitions contained in this Restrictive Covenant. At the time of recording of this Restrictive Covenant, the City of Farmington Hills B-3 General Business District zoning code designation allowed for the following residential uses that are not compatible with the applicable nonresidential target levels and are therefore prohibited by this Restrictive Covenant: health care facilities, homes for the aged (congregate care facility) and continuing care retirement communities, and convalescent or nursing homes. Target levels based on land use applicable at the Property are available through the Remediation Information Data Exchange (RIDE) portal or by a FOIA request.

b. Prohibited Activities to Eliminate Unacceptable Exposures to Regulated Substances. The Owner shall prohibit activities on the Property that may result in exposures above the applicable target levels established in the Property based on a RBCA evaluation pursuant to Section 21304a(1) of the NREPA. These prohibited activities include:

(i.) The construction of new structures, or modifications to existing structures on the Property identified in Exhibit 2 is prohibited, unless such construction incorporates engineering controls designed to eliminate the potential for subsurface vapor phase regulated substances to migrate into the new structure at concentrations greater than applicable target levels; or, unless prior to construction of any structure, an evaluation of the potential for any regulated substances to volatilize into indoor air assures the protection of persons who may be present in the buildings and is in compliance with Section 21304c of the NREPA.

c. Prohibited Activities to Ensure Effectiveness and Integrity of the Corrective Action. The Owner shall prohibit activities on the Property that may interfere with any element of the corrective action including the performance of operation and maintenance activities, monitoring, or other measures necessary to ensure the effectiveness and integrity of the corrective action. These prohibited activities include:

2. Contaminated Soil Management. The Owner shall manage all soils, media, or debris located on the Property in accordance with the applicable requirements of Sections 21304b of Part 213; Part 111, Hazardous Waste Management, of the NREPA; Subtitle C of the Resource Conservation and Recovery Act, 42 USC Section 6901 *et seq.*; the administrative rules promulgated thereunder; and all other relevant state and federal laws.

3. Access. The Owner grants to EGLE and Knight Enterprises, Inc., and their designated representatives, the right to enter the Property at reasonable times for the purpose of determining and monitoring compliance with Part 213, including, but not limited to, the right to take samples, inspect the operation and maintenance of the corrective action measures and inspect any records relating to them, and to perform any actions necessary to maintain compliance with Part 213 and ensure the corrective action remains protective. The right of access provided to Knight Enterprises, Inc. above is not required under Part 213 for the corrective action to be considered approved. That provision was agreed to by the Owner at the time the Restrictive Covenant was recorded. Accordingly, EGLE will not enforce the Owner's obligation to provide access to Knight Enterprises, Inc.

4. Conveyance of Property Interest. A conveyance of title, easement, or other interest in the Property shall not be consummated by the Owner without adequate and complete provision for compliance with Part 213, and this Restrictive Covenant and prevention of exposure to regulated substances. A copy of this Restrictive Covenant shall be provided to all future owners, heirs, successors, lessees, easement holders, assigns, and transferees by the person transferring the interest in accordance with Section 21310a(2)(c) of Part 213.

5. Audits Pursuant to Section 21315 of Part 213. This Restrictive Covenant is subject to audits in accordance with the provisions of Section 21315 of Part 213, and such an audit may result in a finding by EGLE that this Restrictive Covenant is not protective of the public health, safety, and welfare, and the environment.

6. Term of Restrictive Covenant. This Restrictive Covenant shall run with the Property and is binding on the Owner; future owners; and their successors and assigns, lessees, easement holders, any authorized agents, employees, or persons acting under their direction and control. This Restrictive Covenant shall continue in effect until it is determined that the regulated substances no longer present an unacceptable risk to public health, safety, or welfare, or the environment. Improper modification or rescission of any restriction necessary to prevent unacceptable exposure to regulated substances may result in the need to perform additional corrective actions by those parties responsible for performing corrective action at the Property or to comply with Section 21304c of Part 213.

7. Enforcement of Restrictive Covenant. The State of Michigan, through EGLE, and Knight Enterprises, Inc. may each enforce the restrictions set forth in this Restrictive Covenant by legal action in a court of competent jurisdiction.

8. Severability. If any provision of this Restrictive Covenant is held to be invalid by any court of competent jurisdiction, the invalidity of that provision shall not affect the validity of any other provision of this Restrictive Covenant, which shall continue unimpaired and in full force and effect.

9. Authority to Record Restrictive Covenant. The person recording this Restrictive Covenant is the Owner or has the express written permission of the Owner and all other holders of a legal interest whose interest is affected by this Restrictive Covenant as documented and attached as Exhibit 3, and represents and certifies that he or she is duly authorized and has been empowered to record this Restrictive Covenant.

IN WITNESS WHEREOF, MCorp 22063 Farmington Road, LLC, the current and legal Owner of the Property, has caused this Restrictive Covenant, RC-RRD-213-26-267, to be executed on this _____ day of _____, _____.

I authorize BLDI, LLC to file the Declaration of Restrictive Covenant with the Oakland County Register of Deeds for recording.

MCorp 22063 Farmington Road, LLC,
a Michigan limited liability company

By: _____
Marwan Haidar, Sole Member

STATE OF _____ )
) SS
COUNTY OF _____)

The foregoing was acknowledged before, by means of [ ] physical presence or [_] online notarization, this ____ day of _____, _____ by Marwan Haidar, as Sole Member of and on behalf MCorp 22063 Farmington Road, LLC, a Michigan limited liability company. He is either: [ ] personally known to me or [ ] has produced _____ as identification and who did not take an oath.

Print Name of Notary Public: _____
Notary Public, State of _____, County of _____
My commission expires: _____

Prepared by:
Name: Heidi A. Vogel, EP
Company:BLDI, LLC
Address: 931 Interchange Dr
Holland, MI, 49423

When recorded return to:
Name: Heidi A. Vogel, EP
Company: BLDI, LLC
Address: 931 Interchange Dr
Holland, MI, 49423

## EXHIBIT 1

## LEGAL DESCRIPTION OF PROPERTY

Property Parcel # 22-23-33-227-021

LAND SITUATED IN THE CITY OF FARMINGTON HILLS, COUNTY OF OAKLAND, STATE OF MICHIGAN, DESCRIBED AS:

LOT 59, EXCEPT THE SOUTH 5 FEET, ALSO ALL OF LOTS 60 THROUGH 67, BOTH INCLUSIVE, INCLUDING THE ADJOINING ½ OF THE VACATED PUBLIC ALLEY AT THE REAT THEREOF, EXCEPT THE NORTH 10 FEET OF SAID PARCEL, BUILDER'S PARK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 36, PAGE 31 OF PLATS, OAKLAND COUNTY RECORDS.

Commonly described as 22063 Farmington Road, City of Farmington Hills, Oakland County, Michigan 48336

## EXHIBIT 2

### SURVEY OF THE PROPERTY
### AND LIMITS OF LAND OR RESOURCE USE RESTRICTIONS

This restrictive covenant is to apply to P.P. 22-23-33-227-021, commonly known as 22063 Farmington Road, City of Farmington Hills, Oakland County, Michigan as represented on the attached drawing.

The restricted area applies to the entire property represented on the attached drawing and legal description:

## EXHIBIT 3

## CONSENT OF EASEMENT HOLDERS

As evidenced below by my signature, I agree and consent to the recording of the land and resource use restrictions specified in this Restrictive Covenant and hereby agree that my property interest shall be subject to, and subordinate to, the terms of the Restrictive Covenant.

City of Farmington Hills

By: _____
Signature

Name:_____
Print or Type Name

Its: _____
Title

STATE OF Michigan
COUNTY OF Oakland

The foregoing instrument was acknowledged before me this_____ by _____ _____ [name of governmental employee] _____ [title of governmental employee] of _____[name governmental agency where employed], on behalf of the _____ _____ [name of governmental agency].

_____
Notary Public Signature

_____
Notary Public Name (Please Print)

Notary Public, State of Michigan
County of _____

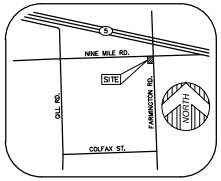
My commission expires:_____
Acting in the County of_____

Prepared by:
Name: Heidi A. Vogel, EP
Company: BLDI, LLC
Address: 931 Interchange Drive
Holland, MI, 49423

When recorded return to:
Name: Heidi A. Vogel, EP
Company: BLDI, LLC
Address: 931 Interchange Dr
Holland, MI, 49423

# ALTA/NSPS LAND TITLE SURVEY

## 22063 FARMINGTON ROAD




VICINITY MAP
(NOT TO SCALE)

### PARKING

HANDICAP PARKING = 0 STALLS
STANDARD PARKING = 6 STALLS

### PARCEL AREA

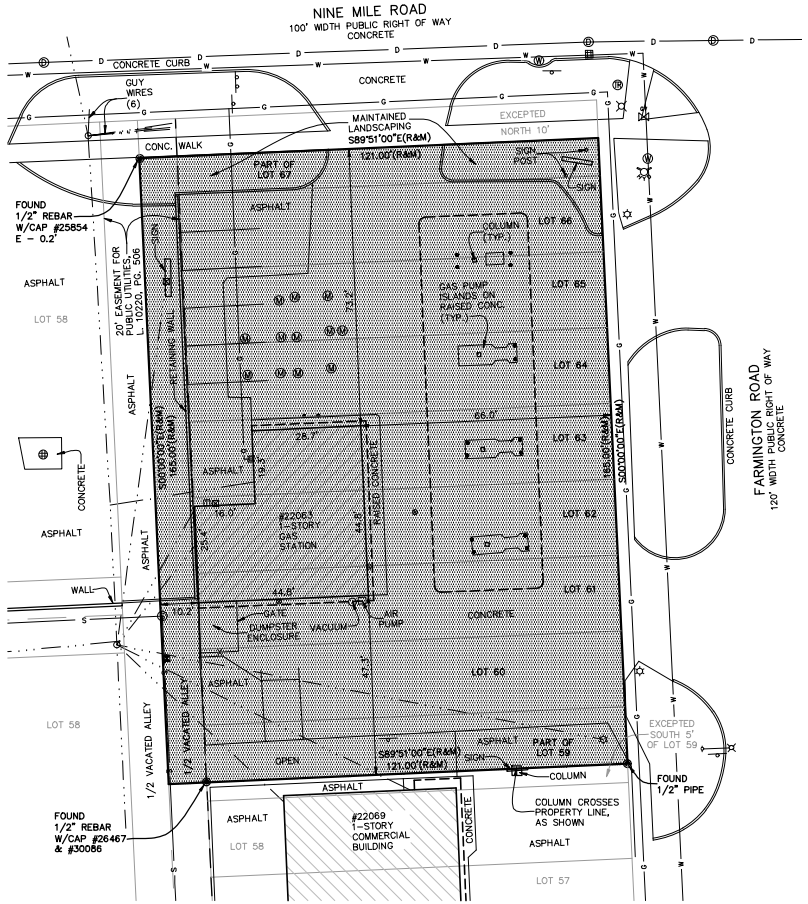
19,965± SQUARE FEET = 0.458± ACRES

### SURVEYOR'S NOTE

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.

### LEGEND

| | |
|---|---|
| ● | FOUND MONUMENT (AS NOTED) |
| (R&M) | RECORD AND MEASURED DIMENSION |
| (R) | RECORD DIMENSION |
| (M) | MEASURED DIMENSION |
| ⊠ | ELECTRIC METER |
| ⊟ | ELECTRIC PANEL |
| ◙ | ELECTRICAL OUTLET |
| ○ | UTILITY POLE |
| ⊡ | GAS METER |
| ⋈ | GAS VALVE |
| ⊕ | LIGHT POLE WITH STREET LAMP |
| ⊞ | TRAFFIC SIGNAL |
| Ⓣ | TRAFFIC SIGNAL MANHOLE |
| ⊗ | CLEANOUT |
| Ⓢ | SANITARY MANHOLE |
| ⊕ | ROUND CATCH BASIN |
| ▦ | SQUARE CATCH BASIN |
| Ⓓ | STORM DRAIN MANHOLE |
| ⋇ | FIRE HYDRANT |
| Ⓦ | WATER GATE MANHOLE |
| Ⓜ | UNKNOWN MANHOLE |
| • | BOLLARD |
| ☼ | LIGHTPOST/LAMP POST |
| ⊸ | SINGLE POST SIGN |
| ⊸⊸ | DOUBLE POST SIGN |
| ——— | PARCEL BOUNDARY LINE |
| ——— | PLATTED LOT LINE |
| — — — | EASEMENT (AS NOTED) |
| ——— | BUILDING |
| - - - - | BUILDING OVERHANG |
| ═══ | ASPHALT CURB |
| ═══ | CONCRETE CURB |
| ——— | PARKING |
| ——— | EDGE OF CONCRETE (CONC.) |
| ——— | EDGE OF ASPHALT (ASPH.) |
| ——x——x—— | FENCE (AS NOTED) |
| ——— | WALL (AS NOTED) |
| — · · — · · — | OVERHEAD UTILITY LINE |
| ——G——G—— | GAS LINE |
| ——S——S—— | SANITARY LINE |
| ——D——D—— | STORM LINE |
| ——W——W—— | WATER LINE |
| | BUILDING HATCH |
| | RESTRICTED AREA |




NORTH

GRAPHIC SCALE

20 0 10 20 40 80

( IN FEET )
1 inch = 20 ft.

### PROPERTY DESCRIPTION

LAND SITUATED IN THE CITY OF FARMINGTON HILLS, COUNTY OF OAKLAND, STATE OF MICHIGAN, DESCRIBED AS:

LOT 59, EXCEPT THE SOUTH 5 FEET, ALSO ALL OF LOTS 60 THROUGH 67, BOTH INCLUSIVE, INCLUDING THE ADJOINING 1/2 OF THE VACATED PUBLIC ALLEY AT THE REAR THEREOF, EXCEPT THE NORTH 10 FEET OF SAID PARCEL, BUILDER'S PARK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 36, PAGE 31 OF PLATS, OAKLAND COUNTY RECORDS.

### RESTRICTED AREA

LAND SITUATED IN THE CITY OF FARMINGTON HILLS, COUNTY OF OAKLAND, STATE OF MICHIGAN, DESCRIBED AS:

LOT 59, EXCEPT THE SOUTH 5 FEET, ALSO ALL OF LOTS 60 THROUGH 67, BOTH INCLUSIVE, INCLUDING THE ADJOINING 1/2 OF THE VACATED PUBLIC ALLEY AT THE REAR THEREOF, EXCEPT THE NORTH 10 FEET OF SAID PARCEL, BUILDER'S PARK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 36, PAGE 31 OF PLATS, OAKLAND COUNTY RECORDS.

### BASIS OF BEARING

SOUTH 00°0'00" EAST, BEING THE WEST LINE OF FARMINGTON ROAD, AS PLATTED.

### TITLE REPORT NOTE

ONLY THOSE EXCEPTIONS CONTAINED WITHIN THE FIRST AMERICAN TITLE INSURANCE COMPANY FILE No. 811922, DATED APRIL 05, 2018, AND RELISTED BELOW WERE CONSIDERED FOR THIS SURVEY. NO OTHER RECORDS RESEARCH WAS PERFORMED BY THE CERTIFYING SURVEYOR.

8. TERMS AND CONDITIONS CONTAINED IN CORRECTIVE ACTION NOTICE TO REGISTER OF DEEDS AS DISCLOSED BY INSTRUMENT RECORDED IN LIBER 20622, PAGE 502 (SEE DOCUMENT FOR TERMS AND CONDITIONS).

9. TERMS AND CONDITIONS CONTAINED IN RESTRICTIVE COVENANT AS DISCLOSED BY INSTRUMENT RECORDED IN LIBER 20622, PAGE 497 (SEE DOCUMENT FOR TERMS AND CONDITIONS).

10. EASEMENT FOR ROAD VACATION RESOLUTION NO. 2 OVER THAT PORTION OF LAND INCLUDED IN THE VACATED ALLEY AS EVIDENCED BY INSTRUMENT RECORDED IN LIBER 10220, PAGE 506 (AS SHOWN).

11. COVENANTS, CONDITIONS, RESTRICTIONS AND OTHER PROVISIONS BUT OMITTING RESTRICTIONS, IF ANY, BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN AS CONTAINED IN INSTRUMENT RECORDED IN LIBER 615, PAGE 322 (SEE DOCUMENT FOR TERMS AND CONDITIONS).

13. TERMS AND CONDITIONS CONTAINED IN DECLARATION OF RESTRICTIONS AS DISCLOSED BY INSTRUMENT RECORDED IN LIBER 43784, PAGE 299 (SEE DOCUMENT FOR TERMS AND CONDITIONS).

### SURVEYOR'S CERTIFICATION

TO BLDI, INC. AND FIRST AMERICAN TITLE INSURANCE COMPANY:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDED ITEMS 2, 4, 7A, 8, 9, AND 11 OF TABLE A, THEREOF. THE FIELD WORK WAS COMPLETED ON MAY 10, 2018.

DATE OF PLAT OR MAP: MAY 18, 2018

ANTHONY T. SYCKO, JR., P.S.
PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 47976

KEM-TEC & ASSOCIATES
PROFESSIONAL SURVEYORS – PROFESSIONAL ENGINEERS
22556 GRATIOT AVE * EASTPOINTE, MICHIGAN 48021
(586)772-2222 * (800)295-7222 * FAX (586)772-4048

| | |
|---|---|
| PREPARED FOR: BLDI, INC. | |
| DATE: MAY 18, 2018 | JOB #: 18-01499 |
| SCALE: 1" = 20' | SHEET: 1 OF 1 |
| DRW. BY: JV | REV.: JUNE 15, 2023 |

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: 11/23/2026**

**DEPT: Human Resources**

**RE: Tentative Agreement with Technical Professional Office Workers Association of Michigan (TPOAM) Collective Bargaining**

## ADMINISTRATIVE SUMMARY

- On November 9, 2026, City Council approved the tentative collective bargaining agreement between the City of Farmington Hills and TPOAM. The agreement covers July 1, 2026, through June 30, 2030.
- The tentative agreement presented at that meeting inadvertently omitted two non-economic provisions: (1) the exclusion of Department of Public Works (DPW) Laborer I and II classifications from the Commercial Pesticide Applicator licensing requirement; and (2) confirmation that the Senior Accountant classification remains in the bargaining unit.
- The corrected tentative agreement includes these two provisions. The City is returning the corrected version to City Council for approval; the previously presented economic terms and other negotiated provisions are summarized in the **attached Summary of Significant Contract Revisions**.

## RECOMMENDATION

In view of the collective bargaining that has taken place and the correction to the previously approved tentative agreement, it is recommended that City Council adopt the following resolution:

> RESOLVE, that the City Manager be authorized to execute the corrected tentative agreement with the Technical, Professional and Office Workers Association of Michigan (TPOAM), reflecting the non-economic provisions described herein and the terms of the tentative agreement previously approved on November 9, 2026, as outlined in the City Manager's Report dated November 23, 2026.

Prepared by: Lori Brown, Human Resources Director

Reviewed by: Thomas Skrobola, Finance Director

Executive Approval: Karen Mondora, City Manager

FARMINGTON HILLS Michigan

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

## SUMMARY OF SIGNIFICANT CONTRACT REVISIONS

1. **Four-year wage agreement** — July 1, 2026, through June 30, 2030.

2. **Wage Study** - Management agrees to provide a wage study by 2028, and adjust third-year wages, as appropriate, based on the results of the wage study; the City shall review the findings with TPOAM.

3. **To Amend ARTICLE II – Job Classification**
   - Align pay rate for Records Clerk with Account Clerk I
   - Align pay rate for Equipment Operator III and Traffic Sign Technician with Auto Mechanic III.
   - The Senior Accountant position will remain in the bargaining unit.

   These alignments are for compensation purposes only and do not alter the duties, responsibilities, qualifications, or classification status of any position.

4. **To Amend Article III – Job Classification**
   - Participation Incentive for Overtime Call Response up to $500 per year – 1 year trial through 6/30/2027. For all DPW add Parks and Golf classifications for emergency overtime" see section 306 sub section G.
   - Participation Incentive – 1 year trial through 6/30/2027 (starting Nov 1 to March 31st)
   - 50-70% response to overtime calls = $0
   - 70-80% response to overtime calls = $300 per year
   - 80-90% response to overtime calls = $400 per year
   - 90-100% response to overtime calls = $500 per year

5. **To Amend Article IV - Remuneration:**
   - July 1, 2026: 5.25% wage increase across the board (retro pay back to July 1, 2026
   - July 1, 2027: 5.0% wage increase across the board
   - July 1, 2028: 2.5% wage increase across the board
   - July 1, 2029: 2.5% wage increase across the board
   - 1.5% Increase in Employee Pension Contribution retro to July 1, 2026 – the 1.5% increase will be reduced when the Pension Fund achieves at least 85% funded status according to the Annual Actuarial Study.
   - $300 signing bonus for all active members (non-pensionable) as the date of ratification, to be distributed upon ratification (across-the-board, one-time).
   - Certification Pay offered to Skilled Trades holding Dual Certification in two or more trades (Plumbing, Mechanical, Electrical) - $1,000 Annual Premium.
   - No concurrent employment within City (including part-time employment).

6. **To Amend Article V - Seniority:**
   - Extend probationary period from six (6) months to one (1) year from date of hire.

7. **To Amend Article IX – Promotions:**
   - Use current LOU for Seniority as criterion for promotions.

8. **To Amend Article VII- Leaves of Absence:**
   - Allow use of vacation and sick time as of employee's date of hire. Agree to future MOU regarding the Sick Leave Policy outside of this agreement and the Employer agrees to comply with the Michigan Earned Sick Time Act (ESTA), including any subsequent amendments and implementing regulations. Where the provisions of this Agreement conflict with ESTA, the provisions that provide greater benefit to the employee shall apply.

9. **To Amend Article VIII- Retirement:**
   - Defined Contribution (457): Employer will match optional employee contributions up to 0.5% of base wages.
   - Purchase up to two (2) years of retirement eligibility (age and/or years of service, in 1-year increments) at actuarially equivalent level, with actuarial costing to be requested by the employee six (6) months to twelve (12) months before adjusted eligibility would commence. There shall be no change to the annual pension benefit amount, nor any cost to the City.

10. **To Amend Article XVI – Miscellaneous:**
    - Increase "Mechanics" Equipment Allowance from $800 to $1,200 per year
    - Increase Prescription Safety Glasses Allowance from $100 every other year to $100 annually. The City agrees to purchase appropriate diagnostic equipment necessary to support the performance of bargaining unit work. The City and the Union may discuss the type and specifications of the equipment prior to purchase; however, final purchasing decision shall remain with the City.
    - Credit monitoring to be provided by the City as needed.
    - All new employees in the "Laborer" (I and II) classification in the Parks and Golf division must have a Commercial Pesticide Application license in Categories 3-A, 3-B needs to be here. Parks and golf currently hold 3-B as a category". & 6 "Commercial Pesticide Application or obtain one within 120 days of the hire date. Laborers (I and II) in DPW will be excluded from this requirement

11. **Additional Contract Amendments:**
    - Incorporate existing MOUs into the Collective Bargaining Agreement
    - Switch Columbus Day to Juneteenth
    - Add language regarding unpaid status for holidays
    - Administrative updates (Move old language to the appendix)

# Tentative Settlement Agreement

City of Farmington Hills
And
Technical, Professional, & Office Workers Association of MI (TPOAM)
**-Amended 11/23/2026-**

This Settlement Agreement is not to be shared with any third party or in any other proceeding until executed and ratified. The parties reserve the right to return to their previous proposals and positions if either party rejects this Settlement Agreement.

It is hereby agreed by and between the parties, the City of Farmington Hills (hereinafter referred to as the "City"), and TPOAM (hereinafter referred to as the "Union"), that in response to a request from the Union to open the contract to discuss the current contract through June 30, 2026, the parties' bargaining teams hereby agree, and mutually pledge to vote for and recommend ratification to their respective principals of the amendments to the contract as follows:

1. **Four-year wage agreement** — July 1, 2026, through June 30, 2030

2. **Wage Study** - Management agrees to provide a wage study by 2028, and adjust third-year wages, as appropriate, based on the results of the wage study; the City shall review the findings with TPOAM.

3. **To Amend ARTICLE II – Job Classification**
   - Align pay rate for Records Clerk with Account Clerk I
   - Align pay rate for Equipment Operator III and Traffic Sign Technician with Auto Mechanic III.
   - The Senior Accountant position will remain in the bargaining unit.

   These alignments are for compensation purposes only and do not alter the duties, responsibilities, qualifications, or classification status of any position.

4. **To Amend Article III – Job Classification**
   - Participation Incentive for Overtime Call Response up to $500 per year – 1 year trial through 6/30/2027. For all DPW add Parks and Golf classifications for emergency overtime" see section 306 sub section G.
   - Participation Incentive – 1 year trial through 6/30/2027 (starting Nov 1 to March 31st)
     - 50-70% response to overtime calls = $0
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   - July 1, 2027: 5.0% wage increase across the board
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   - 1.5% Increase in Employee Pension Contribution retro to July 1, 2026 – the 1.5% increase will be reduced when the Pension Fund achieves at least 85% funded status according to the Annual Actuarial Study.
   - $300 signing bonus for all active members (non-pensionable) as the date of ratification, to be distributed upon ratification (across-the-board, one-time).
   - Certification Pay offered to Skilled Trades holding Dual Certification in two or more trades (Plumbing, Mechanical, Electrical) - $1,000 Annual Premium.
   - No concurrent employment within City (including part-time employment).

6. **To Amend Article V - Seniority:**
   - Extend probationary period from six (6) months to one (1) year from date of hire.

7. **To Amend Article IX – Promotions:**
   - Use current LOU for Seniority as criterion for promotions.

8. **To Amend Article VII- Leaves of Absence:**
   - Allow use of vacation and sick time as of employee's date of hire. Agree to future MOU regarding the Sick Leave Policy outside of this agreement and

   The Employer agrees to comply with the Michigan Earned Sick Time Act (ESTA), including any subsequent amendments and implementing regulations. Where the provisions of this Agreement conflict with ESTA, the provisions that provide greater benefit to the employee shall apply.

9. **To Amend Article VIII- Retirement:**

   - Defined Contribution (457): Employer will match optional employee contributions up to 0.5% of base wages.
   - Purchase up to two (2) years of retirement eligibility (age and/or years of service, in 1-year increments) at actuarially equivalent level, with actuarial costing to be requested by the employee six (6) months to twelve (12) months before adjusted eligibility would commence. There shall be no change to the annual pension benefit amount, nor any cost to the City.

**10. To Amend Article XVI – Miscellaneous:**

- Increase "Mechanics" Equipment Allowance from $800 to $1,200 per year
- Increase Prescription Safety Glasses Allowance from $100 every other year to $100 annually. The City agrees to purchase appropriate diagnostic equipment necessary to support the performance of bargaining unit work. The City and the Union may discuss the type and specifications of the equipment prior to purchase; however, final purchasing decision shall remain with the City.
- Credit monitoring to be provided by the City as needed.
- All new employees in the "Laborer" (I and II) classification in the Parks and Golf division must have a Commercial Pesticide Application license in Categories 3-A, 3-B and 6 or obtain one within 120 days of the hire date. Laborers (I and II) in DPW will be excluded from this requirement.

**11. Additional Contract Amendments:**

- Incorporate existing MOU's into the Collective Bargaining Agreement
- Switch Columbus Day to Juneteenth
- Add language regarding unpaid status for holidays
- Administrative updates (Move old language to the appendix)

Notification of Ratification. The Union will notify the City in writing when the contract has been ratified.

**IN WITNESS WHEREOF, the parties have executed this Tentative Agreement on the dates indicated below.**

**For the City of Farmington Hills**

By: _____ Date: 11-18-2026
Lori Brown, HR Director

By: _____ Date: 11-19-2026
Thomas Skrobola, Finance Director

By: _____ Date: 11-18-26
Karen Mondora, City Manager

**For TPOAM**

By: _____ Date: 11-18-26
Jenessa Dwornick, Union Representative

By: _____ Date: 11-18-26
Mike Morad, Union Representative

By: Eric Ronewicz Date: 11-19-26
Eric Ronewicz, Business Agent

11-17-26
Jacob Henig

OFFICE OF CITY CLERK

**TO:** Mayor and City Council

**FROM:** Carly Lindahl, City Clerk

**DATE:** November 23, 2026

**SUBJECT:** Proposed 2027 City Council Annual Meeting Calendar

In accordance with the amended City Council Rules, which provide greater flexibility in scheduling meetings during the summer months of June, July, and August, and taking into consideration the observance of holidays, please find attached the proposed 2027 City Council Annual Meeting Calendar for your review.

**RECOMMENDATION:**

IT IS RESOLVED, that the Farmington Hills City Council hereby approves the 2027 City Council Annual Meeting calendar as presented.

**2027 MEETING SCHEDULE**

**CITY COUNCIL**

**(Meets on the following scheduled Mondays, 7:30 PM City Hall – Council Chambers, as approved by Council)**
**NOTE: Each regular meeting may be preceded by a City Council Study Session**

| | | |
|---|---|---|
| January | 11 | 25 |
| February | 8 | 22 |
| March | 8 | 22 |
| April | 12 | 26 |
| May | 10 | 24 |
| June | 21* | |
| July | 12 | |
| August | 9 | |
| September | 13 | 27 |
| October | 4* | 25 |
| November | 8 | 22 |
| December | 13 | |

**Meeting Dates, Times and Location are subject to change. Meetings are also subject to cancellation. Agendas for meetings are posted on the City's website at www.fhgov.com and at City Hall prior to each meeting, in accordance with the Open Meetings Act.**

**NOTE: Anyone planning to attend a 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 as soon as possible or at least two (2) business days prior to the meeting, wherein necessary arrangements/accommodations will be made. Thank you.**

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: 11/23/2026**

**DEPT: SPECIAL SERVICES**

**RE: AMENDMENT TO THE FACILITY USE POLICY REGARDING HERITAGE PARK SPLASH PAD AND PLAYGROUND FACILITIES**

**ADMINISTRATIVE SUMMARY**

- The Department of Special Services recommends amending the City's existing Facility Use Policy (Section VII.C.) to address organized group and bus-transported use of the Heritage Park Playground and Splash Pad
- The proposed amendment is intended to preserve safe and reasonable access for the general public, protect park facilities, and manage concentrated group use, parking, staffing, maintenance, safety, and facility-capacity demands at Heritage Park
- Special Services has tracked organized groups utilizing the Heritage Park Playground and Splash Pad for several years and will proactively contact all identified groups to notify them of this policy change and the applicable authorization process prior to implementation
- The proposed amendment includes the following changes:
    - **Amend VII.C.1.** – Revise the Forum Designation and Permitted Uses section to explicitly identify the splash pad as a designated-use area subject to a Limited Public Forum classification
    - **Amend VII.C.3.** – Insert "playground areas and splash pad" into the existing list of regulated facility types
    - **Amend VII.C.4.a.viii.** – Delete this subsection, as it is superseded by the new provisions added under VII.C.5.
    - **Add VII.C.5. (New)** – Establish a new section titled "Heritage Park Splash Pad and Playground Facilities," which:
        - Prohibits organized groups, charter buses, or bus-transported groups from utilizing the Playground and Splash Pad as a scheduled destination or group activity without prior City authorization
        - Clarifies that the restriction applies to day camps, childcare/daycare programs, school groups, recreational programs, commercial or for-profit programs, nonprofit programs, and organized tours, applied equally regardless of residency or organizational location
        - Confirms that members of the general public may continue to use the Playground and Splash Pad during normal operating hours
        - Authorizes Parks & Recreation and law enforcement personnel to deny or discontinue unauthorized organized group use, and permits posting of informational signage

  - Establishes an exception process allowing the City Manager, Director of Special Services, or their designees to authorize organized or bus-transported group use upon advance written request, based on factors such as facility capacity, parking, staffing, maintenance, safety, and impact on general public access
  - Requires that any authorized group use maintain general public access and be administered on equal and reasonable terms
- This amendment has been reviewed for consistency with existing Facility Use Policy provisions and park forum designations
- The proposed amendment has been prepared by the City Attorney with input from Special Services.

**RECOMMENDATION**

In view of the above, it is recommended that City Council approve the proposed amendment to the Use of Facility Policy, Section VII.C., to add new Subsection VII.C.5. and make corresponding revisions to Subsections VII.C.1., VII.C.3., and VII.C.4.a.viii., governing use of the Heritage Park Splash Pad and Playground facilities.

Prepared by: Ted Davis, Director of Special Services
Approved by: Karen Mondora, City Manager

**Proposed Amendments to the Current Facility Use Policy to Regarding Heritage Park Splash Pad and Playground Facilities:**

**-Amend Existing VII.C.1.** to read as follows:

Forum Designation and Permitted Uses. The open green space portions of City Parks (those without a designated use) are a Traditional Public Forum and all other portions of City Parks with a designated use (such as but without limitation, sports facilities/fields, picnic shelters, playground areas, the splash pad, etc.) are a Limited Public Forum. All City Parks are subject to the Rules and Regulations established [*insert the rest of this section as-is*].

**-Amend Existing VII.C.3.** to insert "playground areas and splash pad" to the list in this section.

**-Amend Existing VII.C.4.a.viii.** to *delete* this subsection.

**-Add New VII.C.5.** to read as follows:

Heritage Park Splash Pad and Playground Facilities. The Heritage Park Playground and Splash Pad are recreational amenities provided and maintained by the City. To preserve safe and reasonable access for the general public, protect park facilities, manage concentrated group use, parking, staffing, maintenance, safety, and facility-capacity demands, the following restrictions, enforcement, and exception shall apply to the Heritage Park Playground and Splash Pad areas and facilities:

a. Restrictions.

   i. Organized groups, charter buses, or bus-transported groups are prohibited from utilizing the Heritage Park Playground and Splash Pad as a scheduled destination or group activity, unless specifically authorized by the City pursuant to Subsection VII.C.5.c. below.

   ii. This restriction applies to organized group use including, but not limited to, day camps, childcare or daycare programs, school groups, recreational programs, commercial or for-profit programs, nonprofit programs, and organized tours.

   iii. Groups arriving by chartered, rented, or other organized bus transportation for the purpose of using the Playground or Splash Pad may be denied access to those amenities unless prior authorization has been obtained.

iv. These restrictions shall apply equally to similarly situated organized groups without regard to the residency or location of the organization or its participants.

v. Nothing in this policy prohibits members of the general public from utilizing the Playground and Splash Pad during normal operating hours in accordance with otherwise applicable park rules.

b. Enforcement.

i. City Special Services personnel and law enforcement personnel are authorized to deny or discontinue organized group use of the Playground and Splash Pad when the group is using the facilities in violation of this policy.

ii. Signage may be posted at Heritage Park to inform visitors of the applicable restrictions in this policy.

iii. A group found in violation may be directed to discontinue its organized use of the Playground and Splash Pad and, when appropriate, may be required to leave the premises immediately.

c. Exception for Prior Authorization.

i. The City Manager, Director of Special Services, or their respective designees may authorize an organized group or bus-transported group to use the Playground or Splash Pad upon advance written request. In determining whether to grant authorization, the City may consider facility capacity, anticipated attendance, parking and transportation impacts, staffing requirements, maintenance demands, safety, potential interference with general public use, hours and days of operation, and other operational considerations.

ii. Any authorization shall maintain general public access, shall be administered on equal and reasonable terms, and may be subject to reasonable conditions intended to protect the facilities.

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: November 23, 2026**

**DEPT: Fire Department**

**RE: Consideration of Employment for Jake Brackon**

## ADMINISTRATIVE SUMMARY

- The Fire Department has followed all City policies and procedures by establishing an eligibility list of qualified candidates. A thorough investigation of the applicant's credentials, personal interview, background check, psychological evaluation and physical evaluation were conducted. Providing applicants are equally qualified, residents and current Paid-on-Call employees receive preference for employment opportunities.

- Occasionally we have some difficulty finding qualified applicants for full-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 Fire Department respectfully requests the City Council's approval of Jake Brackon.

Name: Jake Brackon
Position Applied For: Career Firefighter
Number of Employees Needed in this Position: 1
Date Position Posted: 3/23/26 Open Until: Filled
Number of Applicants for this position:1
Number of Applicants Interviewed:1
Salary: $55,533 (Step 1)
Relationship: Stepson of Zoning Supervisor David Curry

Justification: Jake Brackon is a 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 Jake Brackon, who is related to an employee of the City, David Curry, Zoning Supervisor.

Prepared by: Jason Baloga, Fire Marshal
Reviewed by: Jon Unruh, Fire Chief
Approved by: Karen Mondora, City Manager

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

**DATE: 11/23/2026**

**DEPT: FIRE DEPARTMENT**

**RE: AWARD OF AGREEMENT FOR FIRE STATION 5 ROOF REPLACEMENT**

## ADMINISTRATIVE SUMMARY

- Sealed bids for Fire Station 5 roof replacement were publicly advertised and posted on the MITN e-procurement system. Bid notification was sent to five hundred twenty-three (523) vendors (including one hundred seventy-one (171) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with five (5) responding. Bids were opened and read aloud on October 14, 2026.

- Utilizing the U.S. Communities cooperative contract, The Garland Company Inc., was hired to assess the conditions of several roofs within the City of Farmington Hills, including Fire Station 5.

- The existing shingled roof section, which is located over the fire bay, is over 20 years old and in need of replacement. The roof has recently started experiencing leaks and a visual inspection found several missing shingles, significant loss of mineral/granule material and curling.

- Staff have reviewed the bids and recommends an award of contract to CITI Roofing Company and Garland/DBS, Inc. CITI Roofing Company has over 30 years of experience and has successfully completed similar projects for various public entities.

- Funding for this equipment package is budgeted through the City-Wide Facility Capital Improvements Fund.

## RECOMMENDATION

- IT IS RESOLVED that the City Council authorizes the City Manager and City Clerk to execute a contract on behalf of the City to CITI Roofing Company and Garland/DBS, Inc.; and

- IT IS FURTHER RESOLVED the City Council authorize the City Manager to issue a purchase order to CITI Roofing Company in the amount of $36,100 ($31,100.00 plus a $5,000 contingency cost for unforeseen and anticipated costs due to the age of the building for replacement) and issue a purchase order to Garland/DBS, Inc. for roofing supplies, inspection, and project management in the amount of $34,542.74.

# CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

Prepared by: Tammy Gushard, Assistant Director of Public Services
Nikki Lumpkin, Senior Buyer
Reviewed by: John Unruh, Fire Chief
Reviewed by: Michelle Aranowski, Director of Central Services
Reviewed by: Jacob Rushlow, Director of Public Services
Approved by: Karen Mondora, City Manager

| | G-1 Services Group, Inc. | Schreiber Corporation | Royal Roofing | American National Renovations, LLC | Citi Roofing, Co |
|---|---|---|---|---|---|
| | Westland, MI | Wixom, MI | Orion, MI | South Lyon, MI | Waterford, MI |
| | Bid Bond - Yes | Bid Bond - Yes | Bid Bond - Yes | Bid Bond - Yes | Bid Bond - Yes |
| **BASE PROPOSAL - FIRE STATION 5 ROOF PROJECT - REMOVAL AND REPLACEMENT** | | | | | |
| **Fire Station #5 - Roof Replacement Base Labor** | $94,000.00 | $88,250.00 | $67,900.00 | $50,793.00 | $31,100.00 |
| **OMNIA Materials** | $53,056.65 | $26,941.68 | $34,640.06 | $31,756.34 | $32,542.74 |
| **Estimated Shipping Cost of Materials** | $2,000.00 | $2,000.00 | $2,000.00 | $2,000.00 | $2,000.00 |
| **Total Project Cost** | **$149,056.65** | **$117,191.68** | **$104,540.06** | **$84,549.34** | **$65,642.74** |
| **SCHEDULE OF CHARGES** | | | | | |
| **Cost for Plywood Replacement** | **$10.00** | **$1.60** | **$8.00** | **$1.57 (50.00 per 4x8 sheet R&R)** | **$2.20 1/2 cdx** |
| **Cost for Wood Nailer Replacement** | **$20.00** | **$1.50** | **$4.00** | **$15.00** | **$4.50 2x6** |
| **Cost for Downspout Replacement** | **$20.00** | **$8.50** | **$32.00** | **$18.00** | **$17.50** |
| **Estimated Time for Completion** | **10 Working Days** | **1 Week** | **8 Working Days - Weather permitting** | **2-3- working days on site** | **2-3- Days** |

**Bid notification was sent to _523__ vendors. We received ___0___ "No Bids."**

**MINUTES**
**CITY OF FARMINGTON HILLS**
**FARMINGTON HILLS CITY COUNCIL**
**STUDY SESSION**
**CITY HALL – COMMUNITY ROOM**
**NOVEMBER 9, 2026 – 6:00PM**

The study session of the Farmington Hills City Council was called to order by Mayor Rich at 5:31pm.

| | |
|---|---|
| Councilmembers Present: | Aldred, Boleware, Bridges, Dwyer, Knol, Rich and Starkman |
| Councilmembers Absent: | None |
| Others Present: | City Manager Mondora, City Clerk Lindahl, Directors Brown and Davis, and City Attorney Saarela |

**DISCUSSION ON PROPOSED AMENDMENTS TO THE CURRENT USE OF FACILITIES POLICY REGARDING THE HERITAGE PARK SPLASH PAD AND PLAYGROUND FACILITIES**

Director of Special Services Davis presented a proposal to add the Heritage Park playground and splash pad to the City's facility use policy. He explained that large, unregistered groups, mostly for-profit day cares and summer camps, regularly arrive with two or three buses at a time, sometimes with more than 100 children. These groups take over the site and crowd out residents. Davis said a new playground planned for next year is expected to increase the issue. The policy would require organized groups to pre-register with the City, giving staff another tool to manage the site while keeping priority usage for Farmington Hills residents. He noted that staff already keeps a database of previous users, including unregistered groups and would contact those groups ahead of time with the updated policy.

Councilmember Bridges asked how the policy would be enforced. Director Davis said enforcement would rest with park rangers, part-time staff, and a full-time parks employee on site. He noted that staff already turn away unregistered groups, including four school buses that arrived on a field trip about six weeks earlier. He said most groups comply when offered the option to register, though some outliers should be expected.

Councilmember Bridges asked how the policy would relate to a possible Oakland County takeover of the park. Director Davis said the policy would give the County a framework to continue if it chose to, and that he expected the County to rely on the City's operating rules.

Councilmember Boleware asked about the extent of the area covered. Director Davis confirmed there is one playground in the park and the policy focuses on the splash pad and playground, where group crowding affects resident use.

Councilmember Boleware described the site as sometimes too crowded to use. She said the crowding was a safety concern for small children. She also raised concerns about dogs and said her calls to the park ranger number had gone unanswered. Director Davis noted that dogs are not allowed and that this was a separate matter.

Councilmember Dwyer asked about reservations for the picnic area. Director Davis said the pavilion and shelters are reservable and are first-come, first-served when not reserved. City Manager Mondora presented the rates.

Mayor Rich stated she had no objection and asked whether signage would notify the public of the policy and the pre-registration requirement. Director Davis said signage would be developed and that previous user groups would be contacted directly.

Councilmember Aldred noted that the draft refers only to "organized groups" and sets no specific number. Director Davis confirmed this was deliberate, to prevent groups from splitting into smaller parties.

Councilmember Bridges asked whether other communities have similar policies. Director Davis replied that he knew of no comparable free, open, accessible splash pad in such a desirable location. He said other area splash pads, including those in Westland and West Bloomfield, are fenced. He acknowledged the park is a regional amenity and said he did not oppose that use. He said Heritage Park has become a "free field trip" destination for area organizations, and his objective is to protect resident access.

Councilmember Bridges cautioned that the park's regional history could create friction. Director Davis agreed that the first year would likely be the most difficult and said staff would communicate extensively with affected organizations.

Councilmember Knol added that most day cares and camps would comply once notified, since they would not risk turning children away after packing swimsuits and lunches.

Director Davis stated that the policy would be implemented for summer 2027. Council reached consensus to proceed with the amended policy.

**DISCUSSION ON PROPOSED ANNUAL CITY MANAGER PERFORMANCE REVIEW PROCESS**

Mayor Rich introduced the item as a goal of the Council and noted that the process is built on the ICMA framework and tied to the City's vision, mission, values, and goal areas.

Councilmember Bridges questioned whether it was appropriate for the City Manager to present her own evaluation process. He said he meant nothing personal but was concerned about objectivity and transparency. Mayor Rich then walked through the presentation, and Councilmember Bridges' concern was noted for the record.

Mayor Rich described the following:

- The purpose is accountability, alignment with the vision, values, and goals, and constructive feedback.
- ICMA uses a 10-category evaluation, which each Councilmember would complete separately using a 5-point rating scale with narrative comments.
- The review would be annual, on a calendar set in advance.
- The discussion would take place in closed session at the City Manager's request, as permitted for periodic personnel evaluations under the Open Meetings Act.
- A Performance Review Committee of two to three Councilmembers would collect all seven evaluations and consolidate scores and comments into one summary. Comments would be reproduced verbatim without attribution, and no one's comments would be edited.
- The City Attorney would assist with consolidation and administration.
- The City Manager will submit a year-in-review summary of accomplishments, organized by Council goals and showing measurable results, along with staff and community partner recognition.

- Suggested timing was approximately six weeks before the review for the City Manager's summary, four weeks before for Councilmembers to submit signed forms, and two weeks for the task group to compile results.

Councilmember Dwyer asked how confidentiality of ratings would be addressed. Attorney Saarela explained that only the closed-session discussion is confidential and the ratings are public and subject to FOIA.

Mayor Rich noted that she believed the Mayor should serve on the Performance Review Committee task group, along with up to two Councilmembers. Councilmember Bridges said he had requested a City Manager evaluation for 18 years and expressed strong support for the process and asked to serve.

Mayor Rich noted that most neighboring benchmark cities do not conduct formal reviews. Human Resources Director Brown provided a brief description of those processes.

The initial proposed annual review discussion was targeted around March or April, six months after the City Manager's hire. Councilmember Knoll suggested a later date so that the review could account for the budget, noting that budget work is generally completed by the end of May and adopted in June.

Councilmember Boleware observed that an annual review should reflect annual performance and that concerns should be raised with the City Manager before the review.

Council reached consensus on the review taking place in July. The lead time for the City Manager's year-in-review was discussed at about eight weeks before the July meeting.

Councilmember Boleware observed that some items, such as staffing and supervision (Category 7), would be hard for Councilmembers to rate. City Manager Mondora said the form allows items to be left blank, and blank items are treated as a 3 (average).

City Manager Mondora noted that the employment agreement states that the City Manager annual performance review shall utilize a formal written process, form, criteria and format that the Council shall establish in consultation with the City Manager. She thanked the Mayor for the collaboration and invited Councilmembers to contact her directly at any time with performance concerns, so that feedback is proactive.

Council expressed general support, and there was consensus on the review cycle as well as Mayor Rich, Councilmember Bridges, and Councilmember Aldred to be on the Performance Review Committee.

**ADJOURNMENT**

Mayor Rich adjourned the meeting at 6:38pm.

Respectfully submitted,

Carly Lindahl, City Clerk

**MINUTES**
**CITY OF FARMINGTON HILLS**
**CITY COUNCIL MEETING**
**CITY HALL – COUNCIL CHAMBER**
**NOVEMBER 9, 2026 – 7:30 PM**

The regular session of the Farmington Hills City Council was called to order by Mayor Rich at 7:31PM.

Councilmembers Present: Aldred, Boleware, Bridges, Dwyer, Knol, Rich and Starkman

Councilmembers Absent: None

Others Present: City Manager Mondora, City Clerk Lindahl, Directors Aranowski, Brown, Kettler-Schmult, and Skrobola, Police Chief Piggott, Fire Chief Unruh and City Attorney Saarela

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Colonel Edward Hirsch.

**APPROVAL OF REGULAR SESSION MEETING AGENDA**

MOTION by Bridges, support by Starkman, that the City Council of Farmington Hills hereby approves the regular session agenda as published.

MOTION CARRIED 7-0.

**PROCLAMATION RECOGNIZING NOVEMBER 11, 2026 AS VETERANS DAY**

The following proclamation was read by Councilmember Dwyer and accepted by Colonel Edward Hirsch.

**PROCLAMATION**
**Veterans Day**
**Nov. 11, 2026**

**WHEREAS**, throughout the course of history, courageous men and women have taken up arms to secure, defend and maintain the core principles upon which our nation's freedoms depend; and,

**WHEREAS**, since our nation's founding, more than 41 million men and women have stepped forward to serve their country during times of peace and times of war and conflict; and,

**WHEREAS**, the veterans who served in the military have protected the American way of life and have dedicated themselves to achieving lasting peace throughout the world; and,

**WHEREAS**, the spirit of freedom remains strong with over 1.3 million men and women currently on active duty and more than 800 thousand in the reserve forces, with many in harm's way fighting overseas; and,

**WHEREAS**, as a nation, we are eternally grateful for the noble sacrifices made by our veterans, and we honor and respect them for their service.

**NOW, THEREFORE, BE IT RESOLVED** that I, Theresa Rich, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby recognize our esteemed veterans in acknowledgment of **Veterans Day 2026,** and urge all residents to pause and reflect, this November and throughout the year, on the sacrifices of those who have served their country.

Mayor Rich noted that Colonel Hirsch would be giving a presentation, *The Missing Man,* at the Veterans Day Celebration on Wednesday November 11, 11:00am, at the Costick Center.

**ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS**
**UPDATE FROM THE FARMINGTON COMMUNITY LIBRARY**

Farmington Community Library Board President Ernie McClellan provided City Council with an update on library operations, finances, services, usage statistics, and ongoing facility renovations.

The Library Board of Trustees consists of eight members, with four appointed by the City of Farmington and four by the City of Farmington Hills. Collectively, the Board offers extensive professional experience and dedication to the Library.

Library revenues have continued to increase alongside property tax revenues. The library's existing summer millage was renewed in 2024 with support from more than 70 percent of district voters. The fiscal year 2025 operating budget was approximately $8.3 million, with 86 percent of revenue generated through property taxes and nearly five percent from investments and interest income. The Board is working to increase memorial contributions and gifts to reduce reliance on taxpayer funding.

Salaries and staffing represent a significant portion of expenditures. Although capital expenditures have increased due to facility improvements, the library has accumulated sufficient reserves to fund current renovation projects through its general fund.

President McClellan highlighted the benefits of library cards, which are available to individuals who live, work, attend school, or own property within the district. The library operates without overdue fines, offering physical and digital materials, electronic devices, interlibrary loans, educational resources, and recreational items.

Services included with library cards included Brainfuse HelpNow for online tutoring, games and puzzles available for checkout, Hoopla for digital entertainment and streaming content, Udemy for professional development and career skills, and many others.

For the most recent fiscal year, President McClellan reported the following statistics:

- Approximately 768,000 physical items circulated, with total circulation estimated at one million or more when digital materials are included.
- 36,886 active borrowers, an increase of 16.7 percent.
- 363,109 library visits, an increase of 2.8 percent.
- 1,321 live programs attended by 42,881 participants.
- Approximately 45,000 public computer sessions, including use of personal devices at the Library.

The Library has served the community for 113 years. The Farmington Hills branch opened in 1972 and underwent a significant renovation in 2003, while the Farmington branch opened in 1975 and has remained largely unchanged. The Board is undertaking renovations to modernize both facilities and

better accommodate current community needs. Improvements include an outdoor reading garden, small group study rooms, and a redesigned children's department at the Farmington Hills location, and an outdoor amphitheater and children's area at the Farmington branch. Completion is anticipated in fall 2027. Both locations will remain operational during construction, with temporary closures as necessary to address safety concerns.

President McClellan recognized the Friends of the Library for supporting library programming and operating a used bookstore. He encouraged residents to become involved through farmlib.org/friends and to provide feedback through farmlib.org/contact.

Councilmember Bridges thanked President McClellan and the Library Board for their leadership and service. Noting that City Council does not have jurisdiction over Library operations, he expressed appreciation for the Library's contributions to the community.

**EMERGENCY PREPAREDNESS COMMISSION TIP OF THE MONTH**

Emergency Preparedness Commissioner Mike Sweeney provided the monthly preparedness update, noting the beginning of Winter Hazards Awareness Week and focusing on the importance of preparing homes, vehicles, and neighborhoods for the upcoming winter season. He encouraged residents to review and replenish their emergency preparedness kits. He highlighted the following items:

- The importance of checking on elderly or vulnerable neighbors during severe weather, and establishing emergency contact arrangements with neighbors and their family members.
- The importance of having vehicles serviced before winter, particularly checking batteries and radiator fluid to ensure reliable operation during extreme cold.
- The annual Federal Emergency Management Agency (FEMA) nationwide emergency alert system test is scheduled for November 17 at 2:20pm EST. Residents were encouraged to observe how emergency notifications are delivered through televisions, weather radios, and other communication systems.
- Mr. Sweeney recommended purchasing calcium chloride ice melt in advance of severe winter weather, explaining that this product remains effective at lower temperatures than conventional rock salt. Supplies became difficult to obtain during last winter's extreme cold; it is better to purchase this product early.

Mr. Sweeney concluded that advance preparation, attention to neighbors, and adequate emergency supplies can help residents safely navigate winter weather conditions.

**CORRESPONDENCE**

None

**CONSENT AGENDA**

MOTION by Knol, support by Aldred, that the City Council of Farmington Hills hereby approves the consent agenda item 9 as published.

Roll Call Vote:

| | |
|---|---|
| Yeas: | ALDRED, BOLEWARE, BRIDGES, DWYER, KNOL, RICH, AND STARKMAN |
| Nays: | NONE |
| Absent: | NONE |
| Abstentions: | NONE |

MOTION CARRIED 7-0.

MOTION by Knol, support by Aldred, that the City Council of Farmington Hills hereby approves the consent agenda items 10 and 11 as published.

Roll Call Vote:

| | |
|---|---|
| Yeas: | ALDRED, BOLEWARE, DWYER, KNOL, RICH, AND STARKMAN |
| Nays: | NONE |
| Absent: | NONE |
| Abstentions: | BRIDGES |

MOTION CARRIED 6-0-0-1.

**CONSENT AGENDA ITEMS FOR DISCUSSION**

None.

**COUNCILMEMBERS' COMMENTS AND ANNOUNCEMENTS**

Mayor Rich asked everyone to be aware of sewer grates being clogged by leaves, causing flooding during fall rains and winter icing. Residents can act as good neighbors by clearing accumulated leaves from sewer grates when possible.

Mayor Rich noted that one of City Council's goals for the year is to sponsor a community conversation on homelessness. This conversation is scheduled for Wednesday, November 18, from noon to 2:00pm at The Hawk.

**CITY MANAGER UPDATE**

City Manager Mondora provided an update on the new activity center project:

- The project remains in the site evaluation and conceptual design phase. The staff steering committee is working with the Neumann Smith architecture team to develop early concept drawings, which will continue to evolve based on the extensive community input gathered through engagement sessions, surveys, and needs assessments. Formal blueprints and construction drawings have not yet been developed.
- Preserving all existing senior programming and services remains a key consideration, including meals, fitness activities, social gatherings, events, and essential support services.
- The next step in the process is to select a construction manager, with City Council scheduled to consider the contract award at its November 23 meeting. The construction manager will work alongside the architecture team to provide real-time cost estimating, value engineering, life cycle cost analysis, and budget monitoring throughout the design development phase.
- To keep everyone informed the City is launching a dedicated project webpage at www.fhgov.com/newactivitiescenter, which includes frequently asked questions, project timelines, and updates. Additional information will be provided through The Messenger newsletter. Residents may also submit questions to NewActivitiesCenter@fhgov.com.

**PUBLIC HEARING**

**PUBLIC HEARING AND CONSIDERATION OF THE INTRODUCTION OF AN ORDINANCE TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 6, "DEVELOPMENT PROCEDURES," SECTION 34-6.1, "SITE PLAN REVIEW," TO REVISE, CONSOLIDATE, AND RESTATE THE**

**PROCEDURES, STANDARDS, AND REQUIREMENTS RELATING TO THE SUBMISSION, REVIEW, PROCESSING, CONSIDERATION, DECISION-MAKING, DURATION OF SITE PLANS IN THE CITY; ZONING TEXT AMENDMENT 1, 2026. CMR 11-26-143**

Director of Planning and Community Development Kettler-Schmult introduced the proposed amendments to Chapter 34, Zoning along with a companion City Code amendment. The item was before Council for introduction and, if advanced, would return for enactment at the next Council meeting. Planning Consultant Ben Carlisle, Carlisle-Wortman, would present this request.

Consultant Carlisle explained that an audit of the City's Zoning Ordinance identified opportunities to improve the site plan review process. Site plan submissions encompass building placement, parking, landscaping, lighting, elevations, engineering documents, and related materials. Existing requirements are dispersed among the Zoning Ordinance, City Code, and Engineering Standards, contributing to incomplete applications, inconsistent submissions, and additional staff and applicant time.

The proposed amendments are intended to establish a clear, consistent, fair, and predictable review process without lowering City development standards. The changes would consolidate applicable procedures in the Zoning Ordinance, establish uniform submission checklists and review standards, clarify expectations for applicants, and improve coordination among the Planning, Engineering, Building, and Fire departments. The amendments align with the City's adopted goals for customer service and strategic redevelopment.

The proposed Ordinance establishes two review pathways:

- Administrative site plan review would generally be limited to minor projects, such as accessory buildings, signs, temporary uses, landscape modifications, and other alterations that do not warrant Planning Commission review. However, the Zoning Administrator would have the authority to refer applications that otherwise qualify for administrative review to the Planning Commission when additional review is deemed necessary.
- Full site plan review, expected to apply to most development projects and major site improvements, would include preliminary and final site plan review by the Planning Commission. The amendments also define submission requirements at each stage, establish standards for evaluating applications, and specify time limits and expiration provisions for site plan approvals.

Consultant Carlisle acknowledged that implementing the new procedures would involve an initial learning curve for applicants, particularly smaller developers or those accustomed to the City's existing requirements. Although additional documentation may be required upfront, he anticipated that earlier identification of issues, coordinated departmental reviews, and reduced administrative delays would ultimately save time and expense for applicants and the City.

**Public Hearing**

Mayor Rich opened the public hearing.

Terry Sever, White Lake, Michigan, expressed concerns regarding the City's administrative approval procedures. He described delays involving a lot split application he had submitted approximately five months earlier, noting that similar applications in other communities were typically completed within two months. Mr. Sever questioned whether administrative requirements were consistent with the City's Ordinances and applicable state law. He pointed out that only City Council has authority to amend

Ordinances, and urged Council to ensure the proposed site plan review procedures do not permit administrative staff to impose requirements beyond those established by Ordinance.

As no other public indicated they wished to speak, Mayor Rich closed the public hearing.

**Council discussion**
Councilmember Dwyer acknowledged Mr. Sever's previous service to the City as council member and Mayor. He had met with Mr. Sever regarding his concerns and had referred him to City Manager Mondora. Subsequent feedback suggested Mr. Sever had been satisfied with the City's efforts to move his application forward.

Councilmember Dwyer expressed strong support for the proposed Ordinance amendments, noting longstanding concerns from residents regarding lengthy review and approval processes. The revisions would provide clearer standards, streamline procedures, improve efficiency, and establish a more predictable and consistent process for applicants.

Director Kettler-Schmult explained that the City is also beginning a separate review of its Land Division Ordinances as part of the broader Zoning Ordinance audit. She noted that site plan review procedures had not been comprehensively updated in more than 35 years. While experienced staff had historically maintained consistency in interpreting and applying these requirements, recent staffing changes have underscored the need for clearer, codified standards to ensure consistent application going forward.

Councilmember Knol thanked staff and Planning Consultant Carlisle for their work. She supported treating developers as partners in achieving quality development. She supported allowing administrative approval of minor site plan modifications, noting that requiring Planning Commission review for routine changes can create unnecessary delays and expenses.

Councilmember Knol also emphasized the importance of pre-development meetings involving applicants and relevant City departments. Early discussions would help establish mutual understanding of project scope, investment, scheduling, City requirements, and approval timelines, thereby reducing misunderstandings and improving development outcomes.

Councilmember Knol noted that the City Attorney is researching the issue brought forward by Mr. Sever.

Councilmember Bridges said that while improving efficiency and considering the developer's perspective are important, the City must also prioritize the impact of development projects on residents and the surrounding community. He requested additional clarification regarding the Zoning Administrator's authority to approve site plans administratively, and the relationship of that authority to the Michigan Zoning Enabling Act.

Director Kettler-Schmult was not aware of any conflict between the proposed procedures and the Zoning Enabling Act. Administrative site plan review is already permitted under the City's existing Ordinances. However, the proposed amendments would more clearly identify the circumstances under which the Zoning Administrator may approve applications. Projects requiring waivers, discretionary determinations, or other matters within the Planning Commission's authority would be referred to the Planning Commission for consideration through the public review process.

Councilmember Bridges supported the proposed amendments and the goal of establishing a faster, fairer, and more predictable site plan review process. He also reiterated the importance of ensuring that community interests receive equal consideration alongside those of developers. Development efficiency needed to be balanced against community input and protections.

Consultant Carlisle acknowledged Councilmember Bridges' concerns. The proposed amendments are also intended to benefit residents by providing more complete application materials and clearer information about proposed developments. These improvements would help residents better evaluate projects and participate meaningfully in the review process.

Mayor Pro Tem Boleware pointed out that Council had discussed the proposed Ordinance changes extensively during study sessions and she was comfortable with the proposed amendments.

MOTION by Boleware, support by Starkman, that the City Council of Farmington Hills hereby approves the INTRODUCTION of an Ordinance to amend the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," Article 6, "Development Procedures," Section 34-6.1, "Site Plan Review," to revise, consolidate, and restate the procedures, standards, and requirements relating to the submission, review, processing, consideration, decision-making, duration of site plans in the City; Zoning Text Amendment 1, 2026.

Roll Call Vote:

| | |
|---|---|
| Yeas: | ALDRED, BOLEWARE, BRIDGES, DWYER, KNOL, RICH, AND STARKMAN |
| Nays: | NONE |
| Absent: | NONE |
| Abstentions: | NONE |

MOTION CARRIED 7-0.

**PUBLIC HEARING AND CONSIDERATION OF APPROVAL OF THE INTRODUCTION OF AN ORDINANCE TO AMEND THE CITY OF FARMINGTON HILLS CODE OF ORDINANCES CHAPTER 21, "PLANNING," ARTICLE II, "CITY PLANNING COMMISSION," SECTION 21-35, "ZONING PROPOSALS; PROCEDURES," TO CHANGE THE TITLE TO ZONING AMENDMENT PROPOSALS; PROCEDURES; AND ARTICLE III, "SITE PLAN REGULATIONS," TO CHANGE THE TITLE TO LAND USE APPROVALS AND REVISE THE REGULATIONS THEREIN TO REFER TO THE ZONING ORDINANCE PROCEDURES; CITY CODE AMENDMENT 1, 2026. CMR 11-26-143**

Director of Planning and Community Development Kettler-Schmult explained that the proposed amendments would remove duplicate site plan regulations from Chapter 21 and consolidate the applicable requirements within Chapter 34 of the Zoning Ordinance. The amendments would also revise the relevant section titles and establish references to the updated zoning procedures.

**Public Hearing**

Mayor Rich opened the public hearing.

As no public indicated they wished to speak, Mayor Rich closed the public hearing and brought the matter back to Council for deliberation and/or a motion.

MOTION by Aldred, support by Dwyer, that the City Council of Farmington Hills hereby approves the INTRODUCTION of an Ordinance to amend the City of Farmington Hills Code Of Ordinances Chapter 21, "Planning," Article II, "City Planning Commission," Section 21-35, "Zoning Proposals;

Procedures," to change the title to Zoning Amendment Proposals; Procedures; and Article III, "Site Plan Regulations," to change the title to land use approvals and revise the regulations therein to refer to the Zoning Ordinance procedures; City Code Amendment 1, 2026.

Roll Call Vote:

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

MOTION CARRIED 7-0.

**UNFINISHED BUSINESS:**

**CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-6-2026 TO AMEND CHAPTER 6, "ANIMALS," ARTICLE I, "IN GENERAL," OF THE CITY OF FARMINGTON HILLS CODE OF ORDINANCES, TO REPEAL SECTIONS 6-10, "FEEDING OF PIGEONS, GULLS AND CANADA GEESE-PROHIBITED" AND 6-11, "DEER FEEDING-PROHIBITED"; AND SUMMARY FOR PUBLICATION.**

Director of Planning and Community Development Kettler-Schmult explained that the repeal was necessary to bring the City's regulations into compliance with State wildlife feeding regulations that became effective in July. Repealing the local provisions would eliminate conflicting regulations and leave the State requirements governing wildlife feeding in effect.

MOTION by Bridges, support by Starkman, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-6-2026 to amend Chapter 6, "Animals," Article I, "In General," of the City of Farmington Hills Code of Ordinances, to repeal Sections 6-10, "Feeding of Pigeons, Gulls and Canada Geese-Prohibited" and 6-11, "Deer Feeding-Prohibited"; and summary for publication.

Mayor Rich said that she would vote against this motion as a protest of the state legislation, with which she disagreed.

Roll Call Vote:

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

MOTION CARRIED 6-1.

**NEW BUSINESS**

**CONSIDERATION OF APPROVAL TO PARTICIPATE IN THE STATE OF MICHIGAN FIREFIGHTER PREVENTATIVE HEALTH SCREENING GRANT. CMR 11-26-144**

Fire Chief Unruh presented a request for approval to participate in the State of Michigan Firefighter Preventative Health Screening Grant, developed through efforts of the Michigan Professional Firefighters Union and the Michigan Department of Health and Human Services. The Fire Department had applied for and received preliminary approval for a $49,325 grant to provide comprehensive preventative health screenings for all career firefighters, with a particular focus on cardiac health and

cancer detection. These screenings would provide more extensive diagnostic testing than the physical examinations currently provided to firefighters every two to three years, depending on age.

Mayor Rich expressed appreciation for the grant opportunity and emphasized the importance of protecting firefighters' health.

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the Fire Department to participate in the State of Michigan Firefighter Preventative Health Screening Grant.

MOTION CARRIED 7-0.

**CONSIDERATION OF APPROVAL OF BUDGETED PURCHASE OF AS NEEDED BODY ARMOR AND CONCEALABLE VEST AND CARRIER TO ALLIE BROTHERS UNIFORMS FOR TWO (2) YEARS, WITH EXTENSIONS BY MUTUAL CONSENT. CMR 11-26-145.**

Director of Central Services Aranowski presented this request to approve the budgeted purchase of body armor and concealable vests and carriers from Allie Brothers Uniforms.

Director Aranowski reported that requests for proposals were advertised in the Oakland Press and posted on the MITN website, with bids publicly opened on October 22, 2026. Notifications were sent to 357 vendors, including 97 businesses representing minority, women, veteran, disabled, disadvantaged, or service disabled ownership categories. One proposal was received.

National Institute of Justice guidelines recommend replacing body armor every five years to maintain safety and material integrity. Specifications required concealable vests providing Level II or IIIA firearm protection and an associated shirt carrier for each officer. Staff recommended Allie Brothers Uniforms, representing GH Armor Systems, based on the vests' lightweight construction, breathability, flexibility, durability, workmanship, and professional appearance. Allie Brothers Uniforms has successfully provided this equipment to the City for the past five years.

Police Chief Piggott emphasized the importance of providing properly fitted protective vests to officers. He outlined the Department's participation in the Federal Patrick Leahy Bulletproof Vest Partnership Program, administered by the Bureau of Justice Assistance. The program provides reimbursement of up to 50% of eligible vest purchases. The Department has participated in the program since August 2000 and has received more than $280,000 in reimbursements to the City's General Fund. In October 2026, the department submitted $11,172 in expenditures for reimbursement and is awaiting a reported payment of $5,420.79.

MOTION by Boleware, support by Dwyer, that the City Council of Farmington Hills hereby authorizes the budgeted purchases for body armor and related equipment to Allie Brothers Uniforms as needed for two (2) years and for an additional three (3) one-year extensions under the same terms and conditions, utilizing their contract price escalator, by mutual consent between the City of Farmington Hills and Allie Brothers Uniforms.

MOTION CARRIED 7-0.

**CONSENT AGENDA**

**RECOMMENDED APPROVAL OF THE TENTATIVE AGREEMENT WITH TECHNICAL, PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN (TPOAM). CMR 11-26-146**

MOTION by Knol, support by Aldred, that the City Council of Farmington Hills hereby authorizes the City Manager to sign the Tentative Agreement with the Technical Professional Office Workers Association of Michigan (TPOAM), ratified by the parties and outlined in the City Manager's Report dated October 26, 2026 (CMR 11-26-146).

Roll Call Vote:
Yeas: ALDRED, BOLEWARE, BRIDGES, DWYER, KNOL, RICH, AND STARKMAN
Nays: NONE
Absent: NONE
Abstentions: NONE

MOTION CARRIED 7-0.

**RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MINUTES OF OCTOBER 26, 2026.**

MOTION by Knol, support by Aldred, that the City Council of Farmington Hills hereby approves the City Council Study Session Minutes of October 26, 2026.

Roll Call Vote:
Yeas: ALDRED, BOLEWARE, DWYER, KNOL, RICH, AND STARKMAN
Nays: NONE
Absent: NONE
Abstentions: BRIDGES

MOTION CARRIED 6-0-0-1.

**RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MINUTES OF OCTOBER 26, 2026.**

MOTION by Starkman, support by Dwyer, that the City Council of Farmington Hills hereby approves the City Council regular session minutes of October 26, 2026.

Roll Call Vote:
Yeas: ALDRED, BOLEWARE, DWYER, KNOL, RICH, AND STARKMAN
Nays: NONE
Absent: NONE
Abstentions: BRIDGES

MOTION CARRIED 6-0-0-1.

**ADDITIONS TO AGENDA**

There were no additions to the agenda.

**PUBLIC COMMENTS**

Rohit Seshadri, Farmington Hills resident, opposed the City's deer management program, raising concerns about transparency, resident involvement, and the use of lethal population control methods rather than sterilization. He questioned the City's spending priorities, the accuracy and completeness of its public survey, and the coordination of deer management efforts with neighboring communities. He

expressed concerns regarding public safety, potential liability, and the impact of the program on residents and wildlife.

Tom Sklut, Farmington Hills resident, expressed appreciation for the Costick Center's water aerobics program, emphasizing the program's physical, mental, and social benefits to him and his wife. He encouraged City Council to consider and celebrate residents of all ages in its planning for the future community center, particularly recognizing the contributions, experience, and needs of older adults. He emphasized the importance of ensuring seniors are valued as an integral part of the community rather than viewed as a burden.

Jenny Pike, Farmington Hills resident, expressed strong support for preserving the existing services and amenities of the Costick Center. She urged City Council to ensure the new facility maintains comparable pool size, dedicated senior activity space, and a kitchen for Meals on Wheels, emphasizing residents' concerns about potentially losing valued programs and services.

Kathleen Hayes-Parvin, Farmington Hills resident, was concerned about plans for the new community center. She urged City Council to preserve the existing programs and amenities offered at the Costick Center, including yoga, pickleball, Meals on Wheels, affordable congregate meals, and the senior boutique, and expressed concern that the replacement facility may not adequately maintain these services.

Nancy Genschaw, Farmington Hills resident, supported preserving the Costick Center's existing amenities, particularly the swimming pool, which she uses for health and exercise purposes. Noting that the pool is frequently crowded, she encouraged City Council to consider maintaining or increasing pool size in the new facility.

Dan Fantore, Farmington Hills resident, thanked City staff for improved communication regarding the proposed new activity center, but expressed concern that a reduced project budget could result in insufficient space and amenities. He emphasized the need for adequate pickleball courts, exercise and dance facilities, additional swimming lanes, winter walking opportunities including an indoor walking track, and a large gathering space to accommodate existing senior programs. He encouraged Council to consider alternative funding options, including bonding, to ensure the new facility meets the community's needs.

Tim Parvin, Farmington Hills resident, expressed appreciation for the decision not to relocate senior services to The HAWK and for improved communication regarding the new activity center. He asked about the reported reduction in the project budget. He emphasized the importance of preserving essential services, particularly Meals on Wheels, congregate meals, and adequate programming space. He encouraged Council to explore additional funding sources, including grants, bonding, and potential proceeds from the sale of the existing Costick Center property, rather than compromising the quality of the replacement facility.

Lori Darrow, Farmington Hills resident, read a statement on behalf of Janice Rushton, who expressed concern that the proposed reduction in facility size could eliminate essential senior programming and gathering spaces, limit kitchen and Meals on Wheels operations, and affect the facility's ability to accommodate emergency warming services and early voting. Ms. Rushton also questioned the proposed use of the gymnasium for large community events, citing potential scheduling conflicts and impacts on

recreational programs. She urged Council to reconsider the facility's design in order to preserve existing services.

Suzanne Dengiz, Farmington Hills resident, expressed concern that the proposed $25 million budget and 40,000 square foot facility may be insufficient to preserve the existing Costick Center programs and amenities. She urged City Council to maintain adequate space for congregate meals, Meals on Wheels operations, community events, wellness classes, and recreational activities, including pickleball, yoga, and dance. She emphasized the importance of maintaining the center's role in supporting seniors' physical health, social connections, and independence.

Glenn Trevisan, City of Farmington resident, thanked City Council and staff for their work on the proposed new activity center. He acknowledged that planning remains underway. He encouraged Council to remain responsive to residents' concerns and suggested that the community's history of supporting bond and millage proposals indicates a willingness to consider additional funding to meet seniors' needs.

Liane Kufchock, Farmington Hills resident, asked about the financial implications of constructing a new activity center while continuing to subsidize operations at The HAWK, which was originally intended to replace the Costick Center. She advocated relocating senior services to The HAWK, including adapting The HAWK's existing commercial kitchen for Meals on Wheels, rather than maintaining two geographically close activity centers. She expressed concern about the long term financial impact of operating both facilities, and emphasized the importance of preserving funding for other City priorities, including road maintenance.

Yuliyana Spirtus, West Bloomfield, expressed concerns regarding traffic safety on 14 Mile Road following construction of the roundabout near Orchard Lake Road, citing several dangerous incidents involving access to the Orchard Vale subdivision. Emphasizing that the subdivision has only one entrance and exit, she requested installation of a traffic signal at 14 Mile Road and Finnegan Street. She requested clarification on whom to contact to address these concerns, and referenced previous correspondence from West Bloomfield Township regarding this matter.

Terry Sever, White Lake, expressed continued concerns regarding the City's land division approval process, particularly the application of Sections 27-10 and 27-20 and additional requirements he believed exceeded those established by Ordinance. He had complied with all requested conditions, including submitting a tree survey and sidewalk escrow, but questioned the legality of the City's practice of requiring dedication of right of way as a condition of lot split approval. He requested that City Council direct the City Manager to review his application, address his concerns regarding compliance with state law, and provide an update on the status of his request.

City Manager Mondora confirmed that she was coordinating with the City Attorney to prepare a response to Mr. Sever.

**ADJOURNMENT**

The regular session of City Council meeting adjourned at 9:18pm.

Respectfully submitted,

Carly Lindahl, City Clerk