

AGENDA
CITY COUNCIL STUDY SESSION
DECEMBER 8, 2025 – 6:00PM
CITY OF FARMINGTON HILLS
CITY HALL – COMMUNITY ROOM
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com

1. Call Study Session to Order
2. Roll Call
3. Discussion on [City Code Amendment](#) to provide for Registration and Inspection of Residential Rental Dwellings
4. Discussion on [Parliamentary Procedure](#)
5. Discussion on [USA's 250th Anniversary](#) (Time Permitting)
6. Adjourn Study Session

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Gary Mekjian, City Manager

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



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: December 8, 2025

DEPT: Planning and Community Development

RE: Draft City Code Amendment 4, 2025 - Amend City Code to provide for registration and inspection of all residential rental dwellings.

ADMINISTRATIVE SUMMARY

The City Council discussed expanding the residential rental inspection program in Farmington Hills at their May 9, 2022 study session. Additional study sessions were held October 10, 2022, July 24, 2023 and October 27, 2025. The meeting minutes of these study sessions and supporting materials are attached for reference.

The City of Farmington Hills currently has a rental registration for single-family residential homes. There are approximately 800 units that are inspected on a rotating basis over a three-year cycle. The single-family rental registration focuses on external property maintenance items. The discussion to expand the registration to duplexes and multi-family units would significantly expand this program and include internal inspection items. There are approximately 60 multi-family complexes in Farmington Hills and over 10,000 units.

Key points discussed at the July 14, 2023 study session:

- Rental inspections should focus on the four top areas of concern, as these items are considered life safety issues: 1) Dryer venting, 2) smoke alarms (detectors), 3) GFCI wall outlets and 4) furnace certification.
- Registration exemptions for units inspected by other agency inspections (HUD or state) was discussed but not finalized.
- Inspections of all multi-family units to be performed on a 3-4 year rotating basis.
- Third party inspection instead of in-house staff to conduct the inspections.

The feedback received from the previous study sessions has informed the preliminary city code amendment drafted the City Attorney. City Staff gave a presentation that covered a portion of the draft code on October 27, 2025. Staff will be in attendance at the December 8, 2025 study session to continue the presentation and answer questions.

In addition, the city manager and economic development director met with representatives from the Apartment Association of Michigan on December 3, 2025 to

garner their input on the potential implementation of such ordinance. We will be sharing those thoughts with City Council at the meeting.

ATTACHMENTS

- Draft City Code Amendment 4, 2025
- October 27, 2025, City council study session meeting minutes
- July 24, 2023 - City Council study session meeting minutes
- October 10, 2022 - City Council study session meeting minutes
- May 9, 2022 - City Council study session meeting minutes
- Interoffice memo to City Council dated August 2, 2023

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

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

ORDINANCE NO. C-____-2025

CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE FARMINGTON HILLS
CODE OF ORDINANCES AT CHAPTER 7, "RESIDENTIAL
RENTAL INSPECTION" ARTICLE VIII, "SINGLE-FAMILY
RENTAL DWELLINGS" TO PROVIDE FOR REGISTRATION
AND INSPECTION OF ALL RESIDENTIAL RENTAL
DWELLINGS

THE CITY OF FARMINGTON HILLS ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

The Farmington Hills City Code, Chapter 7, "Buildings and Building Regulations," Article VIII, "Single-Family Rental Dwellings," is hereby amended to read as follows:

ARTICLE VIII ~~SINGLE-FAMILY RENTAL DWELLINGS~~ *RESIDENTIAL RENTAL REGISTRATIONS AND INSPECTIONS*

Sec. 7-340. - Purpose, intent and findings.

The purpose of this article is to help protect the health, safety and welfare of city residents and citizens, to prevent blight and property deterioration in neighborhoods, and to promote and maintain healthy, sanitary conditions in all ~~single-family~~ *residential* rental dwellings located throughout the city, recognizing the importance of such to the persons who do or may reside therein or in the vicinity. The city also recognizes a compelling interest in establishing standards for the maintenance of sanitary and safe ~~single-family~~ *residential* rental dwellings within the city, which will provide for the maintenance of property values of nearby properties and the reduction and elimination of blight and other deleterious factors affecting neighborhoods and the quality of life within the city.

~~The city has received recommendations from citizen visioning groups indicating that an ordinance to address concerns relating to single-family rental dwellings is necessary to protect the health and welfare of the community, and the city recognizes the unique nature of single-family rental dwellings versus multiple family and non-residential rental buildings because, in the city's experience:~~

- ~~(1) The maintenance of single-family rental dwellings is typically the obligation of a non-owning tenant or a non-occupying, off site owner rather than an on-site manager or management company;~~
- ~~(2) Unlike non-residential rental buildings and apartment units, single-family rental dwellings are typically located in neighborhoods consisting of owner-occupied~~

~~single-family dwelling units where the deterioration and non-maintenance of homes has a much more significant and direct negative impact on the quality of life, character, vitality, appearance and value of property in the surrounding neighborhood affecting residents on a broad and large scale basis in the city;~~

~~(3) Single-family rental dwellings are more often located in close proximity to other single-family residential structures and they therefore have a greater effect on the general health, safety, and welfare of the city's residents; and,~~

~~(4) Therefore, regulating single-family rental dwellings is the most effective way to reduce neighborhood and city blight with the resources available to the city. So in order to address this unique situation and help to protect residents of neighborhoods surrounding single-family rental dwellings, the city finds that a single-family rental dwelling inspection program is warranted and necessary.~~

Sec. 7-341. - Scope.

The provisions of this article shall apply to single-family **all residential** rental dwellings and the properties on which they are located, **including those currently existing and those that may be hereafter constructed or later converted to rental properties.**

Sec. 7-342. - Definitions.

For purposes of this article, the following words and phrases have the meanings indicated:

* * *

Cooperative apartments mean any structure, building, or other facility promised and/or leased, cooperatively to a cooperative shareholder with a proprietary lease for use as a home, residence, or sleeping unit. The term "cooperative apartments" includes by way of example, but is not limited to, one- and two-family dwellings, multiple-family dwellings, apartment units, cooperative apartment units, boardinghouses, rooming houses and flats.

Cooperative apartment complex means a group of cooperative apartments, in one or more buildings, owned by a consumer housing cooperative, identifiable to the public under a common name.

* * *

Dwelling shall include the following:

(1) Single-family dwelling. A building designed exclusively for and occupied by one family.

(2) Two-family dwelling. A building designed exclusively for occupancy by two families living independently of each other.

(3) Multi-family dwelling. A building, or portion thereof, designed exclusively for occupancy by three or more families living independently of each other.

* * *

Inspection guidelines means the guidelines to be used by the code official in conducting inspections under this article, setting forth the minimum requirements for ~~single-family~~ **residential** rental dwellings.

Lease means a lease agreement, rental agreement or other written or oral agreement or arrangement for the use and occupancy of a ~~single-family~~ **residential** rental dwelling **or rental unit** by one (1) or more persons that are not an owner.

Local agent means a responsible local agent for a residential rental dwelling or rental unit as described in Section 7-344. Local agent may include the manager for a residential rental dwelling.

Manager means a person who actively operates or manages a residential rental dwelling for the owner.

Occupants means tenants, lessees, renters, and/or persons residing in or occupying a ~~single-family~~ **residential** rental dwelling who are not owners.

Owner means any person, agent or entity having a legal or equitable ownership interest in a ~~single-family~~ **residential** rental dwelling, which ownership interest is established by a written document that has been recorded at the Oakland County register of deeds office or is reflected on a property transfer affidavit filed with the city.

* * *

Residential rental dwelling means any building or structure within the city that contains one or more residential rental units or cooperative apartments to be let for occupancy which are wholly or partly used or intended to be used as habitable space. This shall include any area within the building that contains mechanical equipment for the rental unit(s), hallways, or other spaces that serve one or more rental units.

Rental unit means a single housekeeping unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

~~*Single-family rental dwelling* means a single-family dwelling that is not occupied by an owner and that is rented or available to be rented.~~

~~Single-family dwelling means a building or structure designed exclusively for occupancy by one (1) family for residential purposes. This definition does not include structures or buildings the principal use of which results in licensing and/or inspection by the state.~~

Tenant means a person who rents or has a lease for or who occupies a single-family residential rental dwelling.

Sec. 7-343. - Required registration

Owners of single-family residential rental dwellings shall register such dwellings with the department as provided in this section before they are rented or offered for rent. An owner shall register the single-family residential rental dwelling with the city to be entitled to collect rent from tenants and occupants residing or located in the single-family residential rental dwelling.

- (1) Registration shall be on a form provided by the department. Required information shall include the name, address and telephone number of the owner and any ~~managing~~ manager or local agent. For each individual owner and local agent, a driver's license number or State of Michigan identification number must be provided. The department may require any additional information as may be relevant and necessary to the proper implementation and enforcement of this article. The form must be signed by all owners and agents.
- (2) Any changes, at any time, in the information provided by an owner on a registration form must be provided to the department in writing within thirty (30) days of the change.
- (3) If an owner is a business entity, other than an individual, the names, addresses and telephone numbers of corporate officers, partners, members and managers as applicable to the form of the organization shall be listed. If such business entity has no substantial assets other than the single-family residential rental dwelling to be registered and is controlled in whole or in part by one (1) or more other business entities, then the name, address and telephone numbers of those entities and their officers, partners, members and/or managers shall be listed.
- (4) All single-family residential rental dwellings and rental units existing and not already registered at the effective date of the amendments to this article shall be registered within ninety (90) days of the effective date of the amendments to this article and every three (3) years thereafter.
- (5) All existing, non-rental single-family dwellings that are converted to a single-family rental dwelling after the effective date of this article shall be registered prior to the date on which the property is first occupied for rental purposes and every three (3) years thereafter.

- (6) *All newly constructed residential rental dwellings and cooperative apartments shall be registered prior to the issuance of a certificate of occupancy by the city.*
- (7) All other ~~single-family~~ **residential** rental dwellings shall be registered prior to any use or occupancy as a rental dwelling and every three (3) years thereafter.
- (8)(7) A new owner shall register a ~~single-family~~ **residential** rental dwelling, which is sold, transferred or conveyed, within thirty (30) days after the date of the sale. Any existing certificate of compliance for the new owner's ~~single-family~~ **residential** rental dwelling shall be transferred to the new owner and shall be valid until its expiration or revocation.
- (9)(8) After the registration of each ~~individual single-family~~ residential rental dwelling with the city, the director of the department or his designee may, in his discretion, place such dwelling on a schedule of inspections for certificates of compliance that allows the administrative burden on the department to be evenly spread from year to year.

Sec. 7-344. - Responsible local agent.

The responsible local agent shall be an individual person residing in the State of Michigan who, subject to the rights of occupants, can and shall provide access to residential rental unit(s) for a city inspection upon 24 hours verbal, written, or email notice. The manager may also be designated by the owner as legally responsible for operating and maintaining such premises. The owner may act as the manager or local agent if the owner can and does provide access within the time allowed. All official notices of the city shall be issued to the designated local agent, and if that agent has been designated by the owner as responsible for operating and maintaining the premises, any notice so issued shall be deemed to have been issued upon the owner or owners of record.

Sec. 7-344.5. - Certificate of compliance required.

Persons shall not occupy, and owners shall not rent or allow occupancy, of a ~~single-family~~ **residential rental** dwelling unless a certificate of compliance has been applied for and issued, except ~~single-family~~ **residential** rental dwellings existing on the effective date of the ordinance establishing this article may continue to be rented and occupied after such effective date without a certificate of compliance provided the owner timely complies with the registration requirements under section 7-343, pays all applicable fees under section 7-352~~6~~51, complies with the requirements of section 7-349~~51~~51 for the scheduling and performance of all inspections necessary for issuance of a certificate of compliance, and diligently and timely undertakes all actions necessary to meet the requirements for and obtain a certificate of compliance under this article.

Sec. 7-345~~6~~. - Issuance of certificate of compliance.

A certificate of compliance shall be issued for a ~~single-family~~ **residential** rental dwelling only after:

- (1) An inspection of the ~~home~~ **residential rental dwelling and all rental units** by the code official verifies that there are no violations of the inspection guidelines described in section 7-350~~2~~ and the ordinances and codes upon which they are based.
- (2) All registration, inspection, and other fees have been paid and the **residential rental dwelling and/or rental unit** has been registered and all registration information is current as provided in section 7-343.

A certificate of compliance shall not be issued for residential rental dwellings with outstanding bills or liabilities to the city, including, but not limited to, outstanding permit fees or delinquent real property taxes or water and sewer charges, and including all fees required by this article.

Sec. 7-346~~7~~. - Term and revocation of certificate of compliance.

Unless revoked, a certificate of compliance shall be valid for a period of three (3) years from the date it is issued and until the next code official inspects and issues a new certificate of compliance at which time the preceding certificate expires. The code official may revoke a certificate of compliance if an inspection reveals violations of this article or upon a determination that the owner is otherwise not in compliance with any provision of this article.

Sec. 7-348. - Renewal of certification.

- (1) At least 30 but not more than 60 days before the expiration date of the certificate of compliance issued for a residential rental dwelling, the owner or local agent for the property shall apply to the city for the scheduling of an inspection for the issuance of a new compliance certificate for that residential rental dwelling.**
- (2) Upon receipt of a timely request for an inspection for the purpose of renewal of a certificate of compliance, the city shall inspect the premises before the certificate of compliance expires. Upon failure of the city to conduct an inspection prior to expiration of the certificate of compliance, the owner may rent the property until the city has conducted an inspection, and the owner will not be deemed in violation of this article during that time. If, however, the city's failure to inspect is due to the owner's, local agent's or tenant's action(s), failure to act, or refusal to permit an inspection after reasonable notice of the intent to inspect, the owner shall not rent the property.**

Sec. 7-3479. - Temporary certificate of compliance.

The code official is authorized, in his or her discretion, to issue a temporary certificate of compliance for any ~~single-family~~ **residential rental** dwelling that he or she has determined can be occupied safely, provided that all fees have been paid and current registration information has been provided. The temporary certificate shall identify any remaining violations and include the time periods for correction and during which it is valid. A failure to correct a violation within the time specified shall result in revocation of the temporary certificate, and **issuance of an** order for that **residential rental dwelling** to be vacated, and shall constitute a violation of this article.

Sec. 7-34850. - Inspection frequency.

- (a) **After issuance of the initial certificate of compliance for a residential rental dwelling under this article, the** frequency of regular inspections of ~~single-family~~ **residential** rental dwellings **and rental units** under this article shall be at least one (1) such inspection every three (3) years.
- (b) ~~Vacant single-family rental dwellings may be inspected every one hundred eighty (180) days in order to verify maintenance in compliance with this article.~~
- (c) ~~single-family~~ **Residential** rental dwellings **and rental units** may be inspected any time there is a credible complaint or other indication of a violation of this article.

Sec. 7-34951. - Inspection procedures.

- (a) The department shall schedule and mail the registered owner or **local** agent a notice of the date and time for all inspections and the fees that must be paid before the inspection.
- (b) Prior to receipt of a notice under subsection (a), above, a registered owner or its **local** agent may provide written notice to the department of dates and times that inspections are requested to be or not be scheduled. Such requests shall not be binding on the department, but the department shall make a reasonable effort to accommodate reasonable and timely requests from registered owners or ~~their~~ **local** agents.
- (c) An inspection may be rescheduled for just cause. Once a date and time for inspection is scheduled, an owner or ~~an owner's~~ **local** agent shall:
 - (1) Notify the tenant or tenants of the date and time when the inspection is scheduled to occur and regardless of whether the owner or agent has a right to enter the residential dwelling under the lease with the tenant(s), request and obtain tenant permission for such entry. This notice shall be delivered both by mail and by posting at an entry door of the residential ~~home~~ **rental unit** at least twenty-one (21) calendar days prior to the date of the scheduled inspection.

- (2) Notify each tenant or occupant that the property owner or agent is required to accompany the inspector during the performance of all inspections and in the event that the tenant or occupant is not present, the property owner/agent must provide access to the inspector by unlocking the door, verifying that no occupant is present and securing the unit after the inspection is completed.
- (3) On the date and time for inspection, provide the code official with access to the ~~single family~~ **residential** rental dwelling. If entry is refused or not obtained, the inspector shall conduct the inspection only as permitted by law. This article shall not be construed to require a tenant, occupant or owner to consent to a warrantless inspection except as provided by law.

(d) For two – and multi-family dwellings, the owner or local agent shall:

- (1) Provide access to the residential rental unit to be inspected if the owner's lease with the tenant provides the owner or local agent with the right of entry.**
- (2) Provide access to areas of the residential rental dwelling other than an individual residential rental unit.**
- (3) Notify the tenants of a residential rental unit of the code official's request to inspect the unit, make a good-faith effort to obtain permission for and arrange the inspection, and notify the code official within ten (10) days of the residential rental unit being vacated by the tenants.**
- (4) Provide access to a residential rental unit if an occupant of that unit has made a complaint to the code official regarding the condition of that unit.**

Sec. 7-3502. - Inspection and maintenance guidelines.

(a) —The director of the department shall prepare and maintain a list of inspection guidelines to be used in making inspections relating to the enforcement of this article. The inspection guidelines shall be based on this article and applicable code and ordinance requirements and shall set forth the requirements and conditions and scope of repairs necessary for obtaining the issuance of a certificate of compliance.

- ~~(b) — In all events, single family rental dwellings and the premises upon which they are located shall be maintained in a manner consistent with the criteria set forth in the Property Maintenance Code adopted and amended under chapter 7 of this Code.~~
- ~~(c) — Regular inspections under this article shall be of the exterior of the single family rental dwelling and the premises upon which it is located. The interior of single family rental dwellings shall only be subject to inspections under this article if one (1) or more of the following conditions have been reported to the city or been identified by an exterior inspection as possibly existing:~~

- ~~(1) The single-family rental dwelling is, or is in or part of, a structure that is unsafe, unfit for human occupancy, unlawful, dangerous or that includes unsafe equipment, as defined and regulated under the Property Maintenance Code administered and enforced under chapter 7 of this Code.~~
- ~~(2) The single-family rental dwelling is, or is in or part of, a dangerous or unsafe building as defined in chapter 7 of this Code.~~
- ~~(3) A violation of any maintenance standard in the Property Maintenance Code in chapter 7 of this Code that may allow rain, moisture, surface or roof drainage or animals to enter the exterior walls, structure or living space of the single-family rental dwelling it is in or part of.~~
- ~~(4) The single-family rental dwelling is, or is in or part of, a structure that includes an unsafe condition pursuant to any other provision of this Code or any other code adopted by reference in this Code.~~
- ~~(5) Multiple or recurring violations of the inspection and maintenance guidelines under this article.~~

Sec. 7-353. – Compliance inspections.

- (a) Following an initial inspection, periodic compliance inspections shall be scheduled by the owner or local agent for registered residential rental dwellings and rental units 30 days prior to the expiration of the existing residential rental certificate of compliance as outlined in section 7-348. Failure of the code official to conduct a periodic compliance inspection within 30 days of the inspection request is considered as not due to any actions of the owner, agent or tenant, and shall result in the owner or agent being permitted to let for occupancy the rental dwellings and rental units until the code official has conducted an inspection.**
- (b) Non-periodic compliance inspections will be scheduled as soon as practical by the code official:**
 - (1) Upon receipt of a written complaint from an owner, agent, occupant or citizen who would have occasion to be aware that the rental dwelling or rental unit is in violation of this article.**
 - (2) Upon receipt of a report or a referral from any city department, public or private school or other public agency.**
 - (3) Upon receipt of knowledge that a rental dwelling is not registered with the city as required by this article.**

- (c) No person shall cause a compliance inspection to be made for the sole purpose of harassing any individual, corporation, or governmental agency when a violation is not present.
- (d) If the code official is unable to inspect a property due to the owner's action, failure to act, or refusal to permit an inspection after reasonable notice of the intent to inspect, the owner shall not rent the residential rental dwelling or rental unit and, if occupants are utilizing the residential rental dwelling or rental unit, the code official may require vacation of the residential rental dwelling or rental unit.
- (e) Reasonable entry and access to residential rental dwellings and rental units shall be granted to the code official as follows:
- (1) The code official is authorized entry and access to a residential rental dwelling or rental unit at reasonable times to inspect to ensure compliance with the terms of this article.
- (i) If entry or access is not made available by the owner, the code official is authorized to revoke the existing certificate of compliance, pursue administrative warrants or pursue other recourse as provided by law.
- (ii) If entry or access is not made available by the occupant, the code official is authorized to pursue administrative warrants or pursue other recourse as provided by law.
- (2) The owner or local agent must accompany the code official and allow full entry and access to the residential rental dwelling and unit(s).
- (f) If a residential rental dwelling or rental unit should fail a compliance inspection, a subsequent re-inspection will be required with an additional fee.
- (1) In the event an inspection discloses that a residential rental dwelling or rental unit is not in compliance with applicable codes, the code official will prepare a written notice of the requirements that must be undertaken by the owner, and in what timeframe, in order to schedule a re-inspection. A certificate of compliance will be issued or re-issued only when those requirements have been met.
- (2) In the event an inspection discloses that a residential rental dwelling or rental unit is not in compliance with applicable codes, and if the residential rental dwelling or rental unit is occupied, the code official shall indicate whether the conditions are such that the residential rental dwelling or rental unit must be vacated, or whether steps to bring the rental dwelling or rental unit into compliance with applicable codes may

continue while the residential rental dwelling or rental unit continues to be occupied.

(3) *The city may revoke a certificate of compliance if a residential rental dwelling or rental unit fails any inspection.*

Sec. 7-3514. - Transfer and termination of certificates of compliance.

- (a) The department shall transfer a certificate of compliance to a new owner when the new owner supplies the registration information required by section 7-343.
- (b) Upon receipt of a written notice and documentation of a sale or transfer of a ~~single-family~~ **residential** rental dwelling to a new owner that will occupy the premises with no portions rented, the department shall terminate any certificate of compliance and remove the unit from the city's registry of ~~single-family~~ **residential** rental dwellings.

Sec. 7-3523. - Suspension or revocation of compliance certificate.

If the department determines that any person has failed to comply with this article or any applicable codes, the code official may suspend the compliance certificate held by that person. A notice of suspension shall be provided by first class mail. A person aggrieved by such a suspension, or the initial denial of compliance certificate, may appeal to the... in writing within 20 days of issuance of notice of the suspension or denial of compliance certificate. During the appeal process to the ..., the residential rental dwelling and rental units therein may continue to be occupied until a final determination of A fee is required at the time an appeal application is filed. Upon receipt of the request for appeal and application fee, the ... shall hear and consider the matter. Failure to file a timely appeal shall result in revocation of the compliance certificate. The owner and/or local agent shall have the right to appear and be represented by counsel. The ..., after a public hearing, shall issue its order of decision. There shall be no appeal to the city council. If an appeal is denied, the compliance certificate is revoked. If the appeal is granted, the compliance certificate shall be reinstated. A notice of revocation shall be provided by first class mail.

Sec. 7-354. – Vacating and securing buildings.

The code official may declare a residential rental dwelling or rental unit to be unsafe, dangerous and unfit for human occupancy or entry, and may prohibit occupancy or entry by any person. Notice of such determination that a residential rental dwelling or rental unit is unsafe shall be given as required in section 7-252 of this chapter.

Sec. 7-352~~5~~. - Fees.

Except as may be otherwise provided in section 7-353, the owner of the ~~single-family~~ **residential** rental dwelling shall be responsible for payment of registration, inspection, certificate of compliance, **appeal**, and other fees involved in the administration and enforcement of this article, which fees shall be established by resolution of the city council.

Sec. 7-353~~6~~. - Collection of fees.

- (a) All required fees shall be paid at the time of submitting application materials and before commencement of scheduled inspections, unless otherwise authorized by the department.
- (b) In the event of repeated complaints from a tenant necessitating multiple inspections of a particular ~~single-family~~ **residential** rental dwelling between regular inspection periods, the director of the department may, in his **or her** discretion, require advance payment of inspection fees by the tenant.
- (c) If for any reason, fees that are due and payable under this article are not paid, a statement of the fees shall be mailed to the owner or, if applicable, the tenant.

Sec. 7-357. – Occupancy prohibited.

No person shall occupy or permit or allow another person to occupy any residential rental dwelling or unit which the code official has ordered vacated as provided in Section 7-354.

Sec. 7-358. - Reliance on certification.

Issuance of a certificate of compliance shall not constitute a guarantee or warranty of the habitability or complete compliance of the building or structure to code requirements, and the occupant of any residential rental dwelling or rental unit shall not rely on any certificate as such a guaranty or warranty. The certificate of compliance shall contain a notice to this effect. The city shall not assume any liability to any person by reason of the inspections required by this ordinance or issuance of a certificate.

Sec. 7-359. - Other actions, prosecutions.

Nothing in this article shall prevent the city from taking action under any of its applicable codes for violations thereof or to seek injunctive relief or criminal prosecution of such violations in accordance with the terms and conditions of the particular ordinance under which the city would proceed against the owner, local agent, manager or occupant of any residential rental dwelling unit covered by this registration, licensing, and inspection article.

Sec. 7-35460. - Violation and penalty.

- (a) A violation of any provision of this article shall constitute a municipal civil infraction, and shall be subject to the relief provided for municipal civil infractions under chapter 1 of this Code.
- (b) In addition, any use or activity in violation of the terms of this article is hereby declared to be a nuisance per se and may be abated by order of any court of competent jurisdiction. The city, in addition to other remedies, may cause to be instituted any appropriate action or proceeding to vacate the premises and/or prevent, abate or restrain the violation.

Section 3 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 4 of Ordinance. Savings.

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

Section 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, 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 6 of Ordinance. Effective Date.

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

Section 7 of Ordinance. Date and Publication.

This ordinance is declared to have been enacted by the City Council of the City of Farmington Hills at a meeting called and held on the ____ day of _____, 2025, and ordered to be given publication in the manner prescribed by law.

DRAFT
10.22.2025v2

Ayes:
Nays:
Abstentions:
Absent:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington Hills, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Farmington Hills at a meeting held of the ____ day of _____, 2025, the original of which is on file in my office.

CARLY LINDAHL, City Clerk
City of Farmington Hills

Mayor Rich asked about the project timeline. Mr. Clarke replied that final engineering is underway, with approval expected in three to four months. He anticipated closing on the property by late November or early December, beginning demolition over the winter, and starting construction in the spring. He projected paving and site preparation by late next year, followed by home construction.

Mayor Rich inquired about the progress of the lift station required for the Villas at Pebble Creek project. Assistant City Manager Mondora responded that the lift station is currently in the permitting phase with state agencies, and this regulatory review has been the primary delay. Construction is expected to begin approximately three months after the permit is issued, allowing time for procurement and pre-construction preparations.

Council was supportive of the proposed brownfield plan for the project, and consensus was reached to move the plan forward, with formal consideration and approval to occur at an upcoming City Council meeting, probably November 10.

DISCUSSION ON CITY CODE AMENDMENT TO PROVIDE FOR REGISTRATION AND INSPECTION OF RESIDENTIAL RENTAL DWELLINGS

Director of Planning and Community Development Charmaine Kettler-Schmult introduced this agenda item and noted that the discussion was intended as an initial review, with several items requiring council input before a final ordinance draft could be completed.

Building Official Lenhart explained that the city's existing ordinance provides for registration and exterior inspection of single-family rental dwellings but does not include apartment buildings or interior inspections. The city currently maintains registrations for approximately 800 single-family rental homes and 60 apartment complexes containing about 10,317 rental units.

Building Official Lenhart emphasized both the challenges and benefits of inspections, noting that without inspections, improperly maintained rental properties can negatively affect public health, safety, and welfare, as well as neighborhood aesthetics. With inspections, the city can ensure minimum housing standards for safety, fire prevention, ventilation, sanitation, and maintenance, while addressing blight and promoting community welfare.

Director Kettler-Schmult presented a comparison of inspection programs in nearby communities, noting that Farmington Hills currently performs exterior inspections for single-family rentals only. Southfield inspects both single- and two-family units, while Livonia, Troy, and Royal Oak conduct inspections for all one-family and multi-family rental dwellings.

Director Kettler-Schmult reviewed key elements from prior council discussions in 2022 and 2023, including inspection focus areas such as dryer venting, smoke alarms, GFCI outlets, and furnace (HVAC) systems; registration exemptions for properties inspected by other agencies; a three- to four-year inspection cycle; and potential use of third-party inspectors.

Councilmember Knol asked whether under the draft ordinance furnace inspections included full HVAC systems. Building Official Lenhart confirmed that the intent covers both heating and cooling systems, with greater emphasis on heating equipment due to carbon monoxide safety risks.

Mayor Rich asked whether inspections of large apartment complexes would include every unit or a sample of units. Building Official Lenhart said that inspections would be required for each unit, provided access is granted by tenants.

Mayor Pro Tem Dwyer reiterated that the city has over 10,000 apartment units, likely among the highest in Michigan, and expressed concern about the feasibility and cost of conducting inspections through a third-party service. He supported the program conceptually but cautioned about resource implications. Director Kettler-Schmult acknowledged these concerns and stated that fee structures and contracting costs had not yet been analyzed. She noted that some administrative work would still need to be performed in-house, even if a third-party provider is utilized.

City Manager Mekjian clarified that this discussion was focused primarily on ordinance language and that implementation details—including fee resolutions and administrative models—would return to council for future approval. Several models are under consideration, such as requiring apartment owners to self-certify inspections conducted by licensed contractors or implementing a staggered inspection schedule. Inspections could start with older facilities or by targeting high-risk systems. Ventilation systems, including bathroom vents, would also be included in inspections due to their connection to past fire incidents.

Building Official Lenhart added that new apartment buildings would be automatically covered by initial building inspections, with the resulting certificate of occupancy valid for three years before a separate rental inspection would be required.

Councilmember Boleware recalled that in prior discussions, the city considered a complaint-driven model for certain properties rather than universal inspections.

Councilmember Bridges expressed reservations about a comprehensive inspection requirement for all apartment buildings. He preferred a complaint-driven inspection model, arguing that the city should not impose inspections across all units without data showing a pattern of deficiencies. Inspections should target properties with documented issues or older complexes known to have maintenance problems. Implementing a broad inspection program without sufficient justification could create unnecessary administrative and financial burdens for both the city and property owners.

Councilmember Aldred supported the proposed program, citing research from comparable cities such as Troy, where routine inspections every two to three years are standard practice. Farmington Hills would not be an outlier by adopting a similar approach and regular inspections would improve safety and housing quality. He acknowledged that the city would need to design a sustainable cost structure and phased implementation to avoid overwhelming staff and property owners. He also raised specific questions about the draft ordinance language, including procedures for obtaining a warrant if entry to a rental unit is refused, whether inspection certificates are issued per unit or per complex, and how noncompliance in one unit affects others. He asked whether appeal fees should be refunded to property owners who successfully overturn inspection findings.

Councilmember Bridges inquired how due process protections would apply to apartment dwellings versus single-family rental properties. He raised questions about the legal framework for gaining entry to multi-unit residences and ensuring tenant rights are protected during inspections.

Councilmember Bruce expressed strong support for implementing a comprehensive apartment inspection program. He referenced his prior advocacy for the city's home inspection program, noting that initial opposition gave way to widespread approval once the program's benefits became evident. Farmington Hills' large and aging apartment stock—over 10,000 units—necessitates regular inspections for fire safety, maintenance, and public health. He warned against relying solely on complaint-based inspections, citing concerns about landlord retaliation. Tenants who report unsafe conditions could face eviction or non-renewal of leases, undermining the program's intent.

Councilmember Bruce recommended that new apartment buildings be exempt from inspection for at least 10 years. Older properties should be inspected on a three-year cycle, this could be potentially cost-neutral through permit and inspection fees. He emphasized the importance of checking critical safety systems, including smoke and carbon monoxide detectors, wiring, and plumbing. Proper maintenance benefits not only tenants but also neighboring homeowners, as neglected complexes contribute to blight and declining property values.

Attorney comments

City Attorney Joppich provided a detailed overview of the draft ordinance and relevant legal considerations related to the registration and inspection of residential rental dwellings. His office would distribute a prior legal memorandum previously presented to Council, which offers a comprehensive review of case law and statutory authority under the Housing Law of Michigan, Act 167.

Under Act 167, a tenant's consent is required for an inspection. If access is denied, the city may pursue a search warrant, though issuance is not guaranteed. The city must provide a factual basis demonstrating probable cause—such as exterior conditions, prior code issues, or information from the property owner—to justify the warrant request. Judges may or may not approve such requests, depending on the evidence provided.

Attorney Joppich noted that while the draft ordinance does not explicitly state that search warrants may be sought, the city's legal authority to obtain them is already established under existing law. He offered to include explicit language to that effect if Council preferred.

Addressing discussion points raised earlier in the meeting, Attorney Joppich responded to suggestions that inspections be complaint-driven only. He explained that under current state law, the city is already obligated to perform inspections on a complaint basis and therefore does not need a new ordinance to do so. If Council opted to adopt a complaint-only inspection policy, the city could operate under existing legal authority rather than creating a new regulatory framework. The ordinance as drafted is designed to go beyond complaint response, creating a proactive, cyclical inspection system for multi-family and rental properties.

Attorney Joppich reiterated that single-family exterior inspections already occur under separate local provisions, since Act 167 does not cover single-family or two-family dwellings.

Attorney Joppich reviewed procedural elements within the draft ordinance requiring further Council input:

- Council must decide whether to issue one license per complex (covering multiple units) or individual licenses per unit. Both models are legally permissible, but the chosen structure will affect administrative implementation and fee collection.

- Attorney Joppich discussed the need to establish an appeals process, noting that the ordinance currently leaves the appeal board designation blank, pending Council direction. Establishing this body is essential to ensure due process for property owners. Appeals would allow landlords to contest actions such as license suspension, revocation, or denial of a certificate of occupancy. Local appeals are intended to provide administrative remedy prior to any judicial review in circuit court, similar to how the Building Board of Appeals functions.
- Regarding inspection frequency, Act 167 requires that rental inspections occur at least once every four years. Cities may not exceed that time limit for cyclical inspection programs.
- Regarding whether newer apartment complexes might be exempted or delayed from initial inspections, Attorney Joppich cautioned that while the idea could be legally permissible, defining the appropriate age threshold for exemption would require further research. While building age can be determined, the deterioration rate of buildings varies by construction quality and maintenance history, making it difficult to set a one-size-fits-all standard. He recommended seeking industry expertise to determine best practices for age-based inspection exemptions, if Council wished to pursue that option.

Joppich concluded by reiterating key points: tenant consent is required for inspections; the Housing Law of Michigan already allows complaint-based inspections; Council must determine whether to establish a proactive four-year inspection cycle; and the city must decide how rental licensing and appeals will be structured. He also noted that further analysis would be required if building age-based exemptions are pursued.

Councilmember Boleware addressed concerns regarding the potential cost burden that an inspection program might place on apartment owners and tenants. Any new regulatory fees associated with inspections would likely be passed on to renters, further increasing rental housing costs. To mitigate this impact, Boleware proposed that the city explore percentage-based inspections, where a statistically representative sample of apartment units within each complex would be inspected. This approach is commonly used in other industries to ensure quality control without creating excessive costs, suggesting that inspecting approximately 15% of units per complex could be sufficient to gauge overall property conditions.

Mayor Rich recognized Phil Neuman, Chair of the Legislative Committee of the Detroit Metropolitan Apartment Association (DMAA).

Mr. Neuman explained that the DMAA represents between 90,000 and 120,000 rental units across the metropolitan Detroit region. Mr. Neuman is also a resident of Farmington Hills.

Mr. Neuman stated that the Association supports efforts to ensure safe and well-maintained housing but expressed concern that the proposed inspection and registration program could create a bureaucratic burden for both property owners and the city. He made the following points:

- The process of registering 10,000 local units simultaneously was potentially overwhelming for administrative staff.
- Inspections for every apartment unit would be costly and intrusive to tenants, many of whom may object to city inspectors entering their homes.
- Michigan Housing Law allows municipalities flexibility in designing inspection programs, including area-based, complaint-based, recurrent violation, compliance, or percentage-based inspections. He endorsed either a complaint-driven system or a percentage-based system, explaining that inspecting a subset of units could provide an accurate reflection of property conditions while limiting costs and

tenant disruptions. State law prohibits landlords from retaliating against tenants who file complaints with local authorities, which should help safeguard tenant rights.

Councilmember Bruce raised concerns about landlord retaliation despite legal protections.

Councilmember Bridges asked whether a percentage-based inspection model would still achieve the city's goal of ensuring safe, well-maintained apartment housing. Mr. Neuman replied that a complaint-based approach would be most effective, but a percentage-based model could also provide meaningful oversight. He suggested that if issues are discovered during a sample inspection, the city could then expand inspections to additional units within that complex.

Councilmember Bruce asked how large cities such as Southfield and Livonia manage similar inspection programs without significant administrative challenges.

Councilmember Knol referenced a staff-prepared chart showing that Royal Oak operates a rental inspection program, noting that the city should gather additional information on how Royal Oak conducts its inspections—specifically whether they occur on a percentage basis or apply to every unit. Understanding these models could help the city determine best practices for its own implementation.

Mr. Neuman pointed out that under state law, cities may extend the inspection interval to six years for apartment properties with no complaints during the previous six-year period. He would verify this provision and share the exact statutory reference.

Mayor Rich acknowledged that many questions remained and suggested that councilmembers channel follow-up questions through the City Manager's office, to prepare for continued discussion at a future meeting.

ADJOURNMENT

Mayor Rich closed discussion and adjourned the meeting at 7:26pm.

Respectfully submitted,

Carly Lindahl, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
FARMINGTON HILLS CITY COUNCIL
CITY HALL - COMMUNITY ROOM
JULY 24, 2023 - 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:04pm

Council Members Present: Barnett, Boleware, Bridges, Bruce, Knol, Massey and Newlin
(arrived at 6:07pm)

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Directors Brown and Kettler-Schmult and City Attorney Joppich

RENTAL DWELLING UNIT REGISTRY AND INSPECTION FOLLOW-UP

Mayor Barnett stated that Phil Neuman of the Detroit Metropolitan Apartment Association, who had participated in past discussions just recently found out about the meeting and is out of town so she will pass on information to Mr. Neuman; but requested that for any future discussions he is contacted directly about the meetings in advance.

Charmaine Kettler-Schmult, Director of Planning and Community Development, explained that study sessions were held on May 9 and October 10, 2022 with regard to expanding the rental inspection program to multi-family dwellings. She stated that the city has over 60 complexes and 10,000+ units. During the study sessions, several questions arose, including The Department of Housing and Urban Development (HUD) inspection standards and location of HUD units within the city, inspection fees and what would be included in the inspection.

Director Kettler-Schmult stated that the HUD inspection process is quite extensive involving a 19 page form and is conducted for new locations, during the annual inspection process or upon special request. She added that it is very difficult to pinpoint the HUD unit locations as that information is not freely provided.

(Councilmember Newlin arrived at 6:07pm)

Discussion was held on HUD standards and whether only a landlord could designate only a certain percentage of units for the HUD program or it had to be the entire building. Councilmember Boleware stated that she believed it could be only a percentage of units and suggested reaching out to the cities state and federal representatives for more information on location of HUD units within the city.

Steve Joppich, City Attorney, spoke to the different methods of regulating a multi-family inspection program and cautioned against the sampling method as that could put the city at risk for claims of discrimination or unfairness for targeting or sampling certain units. He added that other cities that have a multi-family inspection program do not use the sampling method and inspect all units within the city.

Mayor Barnett pointed out that Mr. Neuman had suggested inspecting on a complain basis but commented that many people are afraid to complain so she feels that would now work.

Discussion was held on the sampling method and Attorney Joppich stated that it is not the best route for the city as it comes with some risk and that it would be best to inspect all units on a rotating basis.

Council inquired about inspecting Air BNB's and Director Kettler-Schmult responded that they would not be part of the inspection program as they are not allowed in the city and would; therefore, be issued a citation.

Council expressed the need for more inspections for commercial properties as well as residential and stricter code enforcement upon commercial establishments.

Scott Lenhart, Building Official, discussed the top four areas of concern that are included in an initial inspection as they are considered life safety issues: dryer venting, smoke alarms (detectors), GFCI wall outlets and furnace certification; and noted that other blatant violations noticed during the inspection would also be addressed. He reviewed the proposed fee structure and potential costs to landlords and/or tenants.

Staff confirmed that any units covered under the HUD program and their inspection process would be exempt from the city's inspection program and that is another way to obtain location information for on these units.

Council suggested including apartment buildings/units that are 10 years + old from their certificate of occupancy into the program so the city is not wasting time and money inspecting newly constructed buildings. Attorney Joppich stated that language could be included in the ordinance to address this concern but that suggested yielding to the experts in the field about the time period and when the first inspection should occur.

In response to Council, staff noted that they could hire out the inspection program or handle it in house; but it would require additional staffing.

Council expressed concern regarding spending all of the city's resources on residential and reiterated the need to also focus on commercial properties and stricter code enforcement upon those properties.

Council suggested a spreadsheet showing them what other communities have an ordinance regulating an inspection program for multi-family dwellings, how often they inspect properties and samples of their inspection checklists. It was also suggested that the first building to be inspected should be chosen at random.

The consensus was for staff to proceed with drafting an ordinance for a full multi-family inspection program on a 3-4 year rotating basis with HUD units to be excluded from the program and for a schedule of inspection to be published.

Council also preferred the idea of using a third party to conduct the inspections due to the volume.

City Manager Mekjian stated that as far as a budget for the program, he feels cost recovery would be built into the fees so there would not be a cost and the city will review options for this.

Attorney Joppich added that the ordinance would reflect the 4 elements mentioned for the initial inspections as a start and that could always be amended to expand it at a later date if necessary.

Council requested a study session to further discuss commercial establishments including blight, parking lot potholes, signs in the right-of-way and maintenance of detention ponds.

ADJOURNMENT

The study session meeting adjourned at 7:03pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Smith', written over a horizontal line.

Pamela B. Smith, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
FARMINGTON HILLS CITY COUNCIL
CITY HALL - COMMUNITY ROOM
OCTOBER 10, 2022 – 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:02pm.

Council Members Present: Barnett, Boleware, Bridges, Bruce, Knol, Massey and Newlin

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, Director Kettler-Schmult and City Attorney Joppich

DISCUSSION ON RENTAL DWELLING UNIT REGISTRY AND INSPECTION FOLLOW-UP

City Manager Mekjian stated that when this issue was last discussed with Council in May, 2022, Council asked for staff to research expanding the inspection program to include multiple-family rentals dwellings and potential for interior inspections and to report back. He mentioned that the Mayor also has requested a quick status update on the single-family rental inspection program.

Charmaine Kettler-Schmult, Director of Planning and Community Development, provided an overview of the single-family rental inspection program that started in 2014 the initial steps taken to identify rental homes through notifying all non-homestead properties of the new ordinance and program. She explained that once registered, the certification is valid for a period of 3 years and so the program was initially phased in over that 3-year period and new registrations are typically brought in through code enforcement. Approximately 1500 non-homestead single-family homes were identified and approximately 700 homes have registered as rental homes in the community.

Attorney Joppich reviewed his memo with Council regarding questions on expanding the current program to include inspection of the interior of single-family homes. The existing program focuses on the exterior unless there is reasonable cause to believe there is a code violation or unsafe condition. He reviewed requirements for a rental inspection program per the Housing Law of Michigan Act and expanding the current program to include interior inspections and multiple-family rental units.

Scott Lenhart, Building Official, reviewed the items that are included in an initial inspection that include dryer venting, smoke alarms (detectors), GFCI wall outlets and furnace certification as the top four areas of concern as they are life safety issues. He added that property maintenance items identified are also noted and reported to owners. There are approximately 10,317 apartment dwelling units within the 60 apartment complexes in the city.

Discussion was held on other communities ordinances and inspection programs and inspecting all units versus a sampling or only on a complaint basis. It was noted that most communities inspect all rental units.

Some council members expressed concern that rents will increase due to required inspections by the city. Council inquired about the cost to the city and fees for the tenants. Building Official Lenhart responded that the city already has a contract with a third-party for as-needed inspections and they have indicated

that they have staff to conduct rental inspections so there would be no additional costs to the city as program costs would be offset by the fees established, which are yet to be determined.

Discussion was held on the condition of the some of the complexes in the city, options for conducting inspections and the program HUD utilizes for inspection and how many HUD units are in the city.

Council requested information on the following:

- Fee structure for the rental inspection program once established
- HUD rental inspection standards and what units in the city are covered under HUD
- Conducting inspections using a sampling of units

Mayor Barnett invited the public present to speak at this time.

Phil Neumann, Legislative Co-Chair of the Detroit Metropolitan Apartment Association, stated that rents would increase because landlords would be passing any costs on to the tenants. He stated that he believes in a healthy housing stock and that apartments should be kept in good condition but that inspections should occur on a complaint basis rather than inspecting all units in the city and to focus efforts on landlords that are not keeping up their properties. He added that the statute allows for inspections based on a complaint basis or by inspecting a percentage of the units.

Council asked Mr. Neuman if he could research what communities do inspections based on a percentage of the units and what they use as a failure rate to warrant inspections of the entire complex.

It was also suggested by Council that the city could establish a baseline by doing inspections for 100% of the units and based on that failure rate. The need to include mobile home units at some point was also mentioned.

Pam Gerald, resident, agreed with inspecting older structures first and including mold and radon inspections.

The consensus was to hold one more study session on this topic for staff to get back to Council with some of the requested information and options for an inspection program.

ADJOURNMENT:

The study session meeting adjourned at 7:26pm

Respectfully submitted,



Pamela B. Smith, City Clerk

MINUTES
CITY OF FARMINGTON HILLS
FARMINGTON HILLS CITY COUNCIL
CITY HALL - COMMUNITY ROOM
MAY 9, 2022 – 6:00PM

The study session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 6:03pm.

Council Members Present: Barnett, Boleware, Bridges, Bruce, Knol Massey and Newlin

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Assistant City Manager Valentine, and City Attorney Joppich

Mayor Barnett stated that she wanted to add to the agenda discussion on the smoking lounge ordinance that is before City Council this evening. There were no objections.

DISCUSSION ON RENTAL DWELLING UNIT REGISTRATION AND INSPECTIONS

Charmaine Kettler-Schmult, Interim Director of Planning and Community Development, stated that the rental inspection ordinance was approved by Council in 2014 and the program implemented in 2015. She noted that there was an amendment to the ordinance to clarify the inspection process. She explained that the current program is focused on the maintenance and upkeep of single-family dwellings and property and inspections are conducted every 3 years. The department initially contacted non-homestead properties notifying them of the new ordinance requirements and current notifications generally come through code enforcement efforts.

City Manager Mekjian stated that City Council had requested expanding the rental inspection ordinance to multi-family dwelling so he asked staff to explain where the city was to date with the current ordinance and discuss the possibility of expanding the program.

Scott Lenhart, Building Official, stated that he has reviewed ordinances and program from comparable communities and there is a wide range of ordinances and how this is handled in other communities; but he believes that if this is the direction City Council wants to take, the current ordinance could be amended to include a more comprehensive program that would include multi-family dwellings.

Interim Director Kettler-Schmult clarified that the current inspection includes the exterior of the dwelling only and property unless the homeowner requests an inspection of the interior or if there is something visible from the outside such as a broken window or hole in the roof that could deem the dwelling not in compliance with the code.

Building Official Lenhart reported that there are approximately 11,000 dwellings that would be involved if multi-family inspections were included as part of the rental inspection program. He discussed with Council what constitutes a rental and costs to the city for these changes in the program.

Comments and concerns of City Council members included:

- Adequate staffing to add multi-family dwellings to the program and scheduling inspections
- Obtaining permission from owners for access to the interior of dwellings
- Decline of some apartment buildings and the effect on the entire City with regard to health, safety and welfare

Suggestions of Council included:

- Conducting inspections as units become empty and before new tenants move in
- Education and outreach to landlords
- Targeting older apartment complexes first to lessen the burden on city staff

PUBLIC COMMENTS:

Phil Newman, representing the Detroit Metropolitan Apartment Association, shared the following suggestions and concerns with the discussion this evening:

- Suggested that inspections are conducted on a complaint basis, which is feel is an option under State Statute
- Landlords will pass costs of associated with an inspection program onto the tenants so if there are no complaints or issues, why should those tenants be paying additional costs
- Agrees with the privacy issue and commented that tenants cannot be forced to open up their apartments to provide access

Mayor Barnett encouraged Mr. Newman to participate in future discussions on this issue on behalf of the area landlords.

Council requested Attorney Joppich to look into the following issues/suggestions raised:

- Possibility of targeting complexes on a complaint basis or targeting older complexes
- Privacy issue and ability to gain access to interior of dwellings

DISCUSSION ON THE SMOKING LOUNGE ORDINANCE

Mayor Barnett stated that she was concerned the smoking lounge ordinance was potentially excluding the cigar bars because it does not allow for the sale of liquor; however, the current liquor license ordinance does not allow for the sale of liquor on premise unless it is in conjunction with a bona fide restaurant.

Members of Council suggested revisiting the liquor ordinance as they felt it was outdated and that it does exclude cigar bars and clubs. Council was comfortable with moving forward with the introduction of the amendment to the smoking lounge ordinance this evening since there are other ordinances that already prohibit those establishments if they intend to serve alcohol without also being in conjunction with a restaurant operation; but agreed with having a broader discussion on this topic in the future.

Council wished to have this come back sooner than later and Attorney Joppich stated that he would review the liquor ordinance and report back to City Council in approximately one month.

ADJOURNMENT:

The study session meeting adjourned at 7:11pm.

Respectfully submitted,



Pamela B. Smith, City Clerk



Inter-Office Correspondence

DATE: August 2, 2023
TO: City Council
FROM: Charmaine Kettler-Schmult, Director of Planning and Community Development *ck*
SUBJECT: Local Communities Rental Inspections

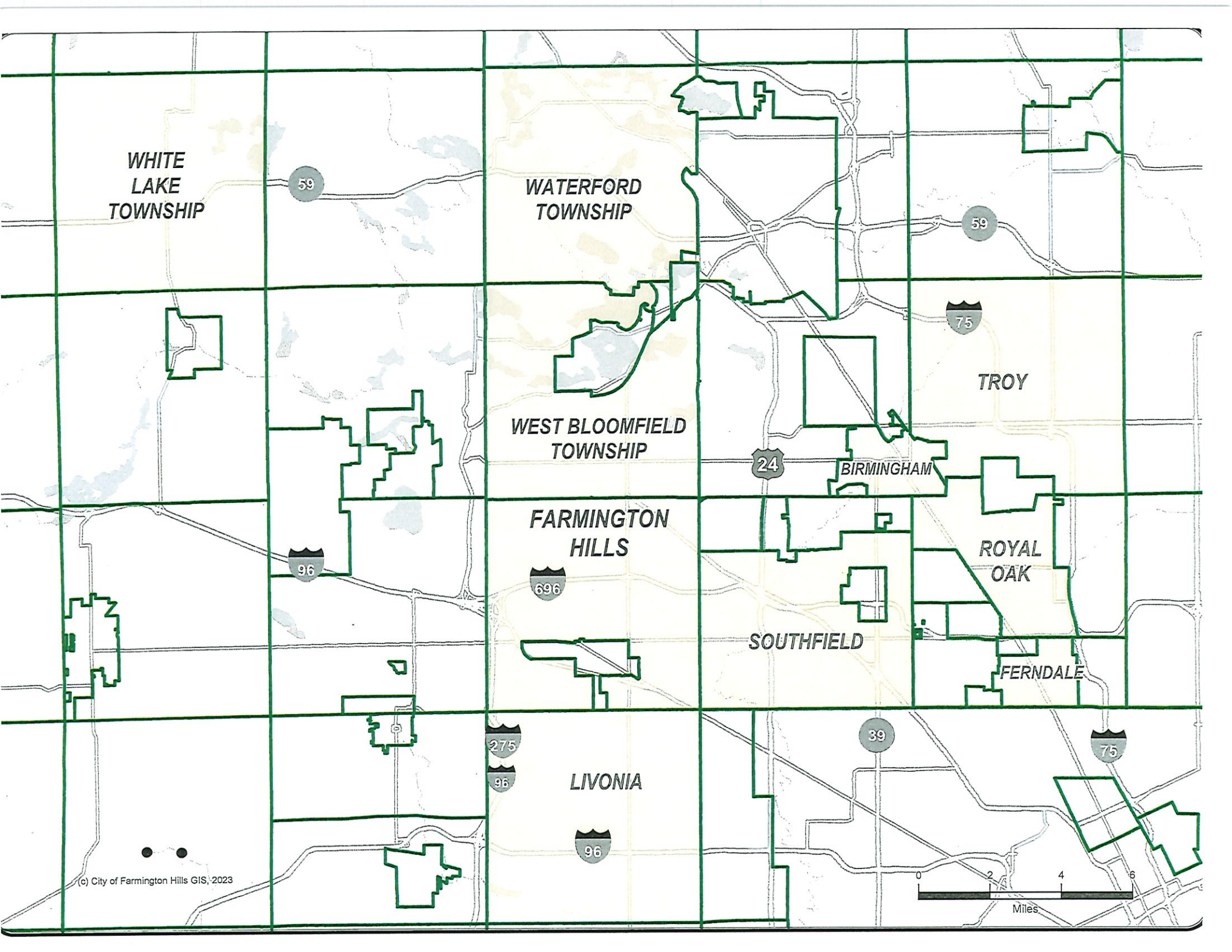
At the City Council study session of July 24, 2023 a request was made to provide the City Council a map and basic information about rental inspections occurring in neighboring communities. The Building Office has assembled a table and map to illustrate information that was verbally shared during the meeting.

If there are questions on this information or related matter please contact my office directly at 248-871-2543 or ckettler@fhgov.com

LOCAL COMMUNITIES RENTAL INSPECTION INFORMATION

COMMUNITY	EXTERIOR INSPECTION ONLY	1&2 FAMILY DWELLING	MULTIPLE FAMILY DWELLING
Farmington Hills	YES***	YES	
Southfield	YES***	YES	
West Bloomfield Twp	YES***	YES	YES
Livonia		YES	YES
Waterford Twp		YES	YES
Troy		YES	YES
White Lake Twp		YES	YES
Royal Oak		YES	YES
Birmingham		YES	YES
Ferndale		YES	YES

*** Interior inspections by Special Circumstances or Special Request ONLY



WHITE
LAKE
TOWNSHIP

WATERFORD
TOWNSHIP

TROY

WEST BLOOMFIELD
TOWNSHIP

BIRMINGHAM

FARMINGTON
HILLS

ROYAL
OAK

SOUTHFIELD

FERNDALE

LIVONIA



EXAMPLE

Rental Checklist – Interior

This is a list of the most common violations that occur, this is not a complete list. Please consult the International Property Maintenance Code – 2015.

- ☐ Furnace/Boiler to have safety inspection, cleaned, tested for carbon monoxide and have the heat exchanger inspected by a licensed mechanical contractor. Heat must supply a minimum temperature of 68° F. Provide a copy of the report to the Building Dept. before the initial inspection. IPMC 602.3, 603.1
- ☐ Smoke detectors shall be located in every bedroom, in the immediate vicinity (within 6') outside each bedroom and on every level including the basement and walkup attic. Smoke detectors must be properly installed (if wall mounted must be at least 4" and no more than 12" from the ceiling) and functioning. Test every one prior to inspection. Tenant is responsible for making sure smoke detectors remain installed and operating properly and immediately notifying owner if they are not working properly. IPMC 704.2
- ☐ Dryer venting to be rigid metal (not flexible), smooth interior without screws or rivets and attached with heat tape (not duct tape). IMC 504.6
- ☐ Interior wall surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Check for peeling paint, holes and other defective surface conditions. IPMC 305.3
- ☐ Every interior flight of stairs having more than four risers shall have a handrail on one side of the stair. Handrails and guardrails must be firmly fastened and maintained in good condition. Stairs and walking surfaces shall be maintained in sound condition and good repair. IPMC 305.4, 305.5, 307.1
- ☐ Windows within 6' of ground level (including basement windows) must have a functioning locking device. Windows must be easily opened and capable of being held in position by window hardware. Windows must have insect screens. IPMC 304.13.2, 304.14, 304.18.2, 304.18.3
- ☐ Doors must open and close easily, provide security for occupants and provide safe egress. No hasp hardware, double keyed locks or padlocks on egress or habitable room doors. All entry doors must have deadbolt lock (not double keyed). IPMC 304.15, 304.18, 304.18.1, 305.6, 702.3
- ☐ Building must be free of insect and rodent infestation. IPMC 302.5, 309.1
- ☐ All electrical must be in good condition, safe and function properly. All GFCI outlets must manually trip and reset. All switches and outlets shall not be loose and must have a cover plate in good condition. IPMC 605.1, 605.2
- ☐ Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a GFCI. Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have GFCI protection. All receptacle outlets shall have the appropriate faceplate cover for the location.
- ☐ Extension cords shall not be used for permanent wiring. IPMC 605.4
- ☐ All plumbing fixtures must be installed and maintained in working order, free from obstructions, leaks or defects and be capable of performing the function for which they are designed. Sufficient volume and water pressure shall be supplied to plumbing fixtures to enable proper function. 110° hot water shall be provided. Only rigid drainpipe is allowed. IPMC 504.1, 505.1, 505.3, 505.4
- ☐ Ensure all mechanical ventilation systems are in good repair and functioning as intended. This includes kitchen and bath exhaust fans, clothes dryer exhaust and fuel burning equipment exhaust vents. IPMC 403.2, 403.5, 603.1, 603.2
- ☐ All threaded faucets (typically the laundry tub faucet) must have a vacuum breaker installed. IPMC 505.2
- ☐ Fireplace is to be inspected by a licensed contractor and a copy of the report submitted to the Building Department. Install a spark arrestor screen if none exists. *OR* Block off fireplace permanently and have tenant sign contract stating it will not be used. IPMC 603.1
- ☐ All gas lines must have shut off valves and unused gas lines must be securely capped. IPMC 603.4

MULTIPLE FAMILY INSPECTION CHECKLIST

EXAMPLE

EXTERIOR

- Posting of **address** on building.
- **Sidewalks, driveways, parking spaces, walkways**, must be in reasonable repair and free from hazards/defective pavement. **Parking spaces** shall be striped.
- No **unlicensed/inoperable vehicles**
- **Drainage** of all surfaces shall not be discharged to create a public nuisance.
- **Stagnant water** shall be eliminated, premises shall be graded and maintained to prevent soil erosion and stagnant water, including within any structure, swimming garden pool, or parking area.
- **Gutters and downspouts** must be properly connected; water shall be diverted away from the structure.
- **Splash blocks** required end of downspouts.
- **Accessory structures** including garages, carports, fences and walls must be structurally sound and in good repair
- Eliminate **graffiti**
- **Swimming pools, spas and hot tubs:**
 - Barrier gates and doors shall be self closing and self latching. If the latch is less than fifty-four (54") inches above the bottom of the gate, release mechanism shall be located on pool side of gate. Gates shall close and latch when released from an open position of six (6") inches from the gatepost.
 - If capable of holding water over twenty-four (24") inches deep must be surrounded by a forty-eight (48") inch tall barrier or fence, measured on the side of the barrier away from the pool.
- **Exterior surfaces and materials** shall be maintained structurally sound, in good repair, crack and leak free, and properly surface coated to prevent decay. Includes roof, walls, and foundation.
- **Porches, decks, balconies, stairways, handrails, guardrails** must be structurally sound, good repair; and be properly anchored and support imposed loads.
- **Stairs.** A flight of stairs having more than four risers, and every open portion of stair, landing, balcony, porch, deck, ramp or other walking surface which is more than thirty (30") inches above the floor or grade below, must have guards.
 - Handrails are also required and must not be less than thirty (30") inches nor more than forty-two (42") inches measured vertically above the nosing of the tread or above the finished floor of the landing or walking surface.
 - Guards cannot be less than thirty (30") inches high above the floor of the landing or balcony.

MULTIPLE FAMILY INSPECTION CHECKLIST

- **Windows:** operable windows shall
 - be operable and shall be capable of being held in position by window hardware.
 - shall have screens from April 1 to November 1.
- **Window, skylight, and door frames** must be in sound condition, good repair, and weather tight
- **Window lock:** any part of an operable window located within six (6') feet above ground level or a walking surface below that provides access to a unit shall have a window sash locking device.
- **All glass** shall be free from cracks and holes.
- **Doors** must be in sound condition, good repair and weather tight. Locks and hardware must tightly secure doors.
- **Deadbolt locks** are required for doors providing access to a dwelling, rooming or housekeeping unit that is rented, leased or let. Lock should be readily openable from the side from which egress is to be made without keys, special knowledge or effort, and have a lock throw of not less than one (1") inch. Sliding bolts are not acceptable alternative.
- **Eliminate rubbish and garbage, weeds and grass** over 8 inches height, conditions contributing to **rodent harborage**.
- **Refuse containers** must be provided for and used for disposal of rubbish and garbage. Individual containers must be covered and leak proof. Dumpsters should be rodent proof. A food waste grinder in the dwelling unit is an alternative to approved containers.

INTERIOR

- Must be **clean and sanitary**.
- **Structural members** must be maintained and structurally sound.
- Surfaces, including **windows, doors, walls, ceilings, stairs, ramps, balconies, landings, porches, decks and floors** must be maintained in sound condition, free of deterioration, leaks or damage.
- **Doors** shall fit reasonably well within the frame and be capable of being opened and closed securely as intended by the manufacturer or attachment hardware.
- **Stairs** having more than four risers, and every open portion of stair, landing, balcony, porch, deck, ramp or other walking surface which is more than thirty (30") inches above the floor or grade below, must have guards.
- Required **handrails and railings** must be in place, secure, and in good repair. Handrails must not be less than thirty (30") inches nor more than forty-two (42") inches height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surface.

MULTIPLE FAMILY INSPECTION CHECKLIST

- **Stairs and guards** shall be sound and in good repair. Every handrail and guard must be in place, firmly fastened and capable of supporting support imposed loads.
- **Guards** cannot be less than thirty (30") inches high above the floor of the landing or balcony.
- No **gas-fueled equipment** in storage areas even if the tank is empty.
- Eliminate conditions promoting **infestation** of insects or vermin.
- Clear **aisle width** throughout apartment of thirty-six (36") inches required. Chairs, tables or other objects cannot obstruct
- **Halls and passageways** must be free of obstacles and provide clear passage.
- **Caulking** shall be in good condition on plumbing fixtures, backsplashes, tubs, doors and windows.
- **Fire door closers** on basement and apartment entry doors, where required, are operable and close completely.

LIGHT AND VENTILATION

- **Natural light:** Habitable spaces shall have minimum one (1) window or other approved source of **natural light**. Other spaces shall have enough natural or artificial light to permit maintenance of sanitary conditions and safe utilization of appliances, equipment and fixtures.
- **Common areas, hallways, stairways, bathrooms, laundry and furnace rooms** shall be lighted at all times with at least a sixty (60) watt incandescent bulb for each two-hundred (200) square feet of floor areas. Equivalent lighting allowed provided not more than thirty (30') feet space between lights.
- **Exhaust fans** in bathrooms where required must be operable and exhaust air directly to the outdoors.
- Non-residential **egress** must be illuminated during times of occupancy minimum one (1') foot candle at floors, landings and treads

PLUMBING

- **Fixtures and waste** lines must not leak or be obstructed.
- **Toilets** must be in proper working condition.
- **Laundry faucet hose threads** require vacuum breakers.
- **Floor drain covers** required.
- **Faucets** to provide sufficient volume, pressure, and hot water (110 degrees F)

MULTIPLE FAMILY INSPECTION CHECKLIST

- **Water heater**
 - Temperature pressure relief valve to be within six (6") inches of the floor.
 - Vent pipe joints secure
 - Approved shut off valve
- **Sump pump** provides proper discharge of storm water.
- **Sprinklers:** storage area sprinkler heads have 18" minimum inch clearance from any storage.

ELECTRICAL

- **Service panel** breakers properly labeled
- **Service panel** accessible
- **Wiring** located below joists and on walls that it is protected. (in conduit)
- All **switches** and **fixtures** operate properly.
- Eliminate **open junction boxes, spliced wiring** to be in junction boxes.
- **Extension cords** not to be used on permanent basis
- Provide at least two (2) separate and remote **receptacle outlets** required in every habitable space (kitchen, sleeping rooms, living rooms).
- Bathrooms require at least one **GFCI receptacle**.
- All outlets within six (6') feet of a water source must be GFCI (Ground Fault Circuit Interrupters) protected and working correctly – (kitchen, bathroom, laundry areas). Exterior outlets must be GFCI protected with a weatherproof cover.

MECHANICAL

- Heating facilities must be capable of **maintaining room temperature of 68 degrees** Fahrenheit
- Gas appliances, including furnace and water heater, have approved **shut-off valves**.
- Furnace and water heater are properly **vented** to the outside by an approved chimney or vent.
- Clothes dryer exhausts directly to exterior, is not connected to other systems, is of metal construction. (No foil or plastic piping; no duct tape. Approved metallic tape maybe used to seal.)
- Check for **soot build up** in furnaces.
- Maintain required **clearances** from combustible materials
-

MULTIPLE FAMILY INSPECTION CHECKLIST

ELEVATORS

- Confirm inspection certification in compliance with ASME A17.1
- At least one elevator must be working.

FIRE SAFETY

- **Smoke alarms** to be installed with at least a 5-year battery and working at all times.
 - in the vicinity outside each sleeping area;
 - in each room used for sleeping purposes;
 - in each story including basements.
 - In each common area stairwell
- Maintain **fire resistance rating** of walls, fire stops, shaft enclosures, partitions and floors.
- **Systems, devices and equipment** to detect a fire, actuate an alarm, or suppress or control a fire shall be maintained in an operable condition. This includes detectors, alarm systems and fire extinguishers.
- **Egress** shall provide a safe, continuous and unobstructed path of travel to the public way.
- **Egress doors** shall be openable from egress side without need for keys, special knowledge or effort.
- **Emergency escape** openings shall be operational from the inside of the room without the use of keys or tools.



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: December 8, 2025

DEPT: Gary Mekjian, City Manager

RE: Parliamentary Procedure Quick Refresher

City Attorney Joppich will provide a quick refresher on the referenced, reviewing the more common motions and actions taken by City Council during meetings. He will be providing documentation at the meeting.



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: December 8, 2025

DEPT: Gary Mekjian, City Manager

RE: USA's 250th Anniversary Celebration

In recognition of the USA's 250th birthday celebration, City Council has budgeted for and the City has procured a vendor for a fireworks display to be held on Thursday, June 25, 2026. The purpose of this item is to gather City Council input on what, if any, additional events City Council may want to consider hosting in honor of the incredible occasion.

AGENDA
CITY COUNCIL MEETING
DECEMBER 8, 2025
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 (6:00PM Community Room – See Separate Agenda)

REGULAR SESSION

CALL REGULAR SESSION TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of regular session agenda
2. Selection of Mayor Pro Tem

ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 4-12)

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:

3. Consideration of amendment to Planned Unit Development Plan 4, 2000; Cutting Edge Cuisine kitchen and storage addition. [CMR 12-25-175](#)

CONSENT AGENDA:

4. Recommended approval of the [2026 City Council Annual Meeting Calendar](#).
5. Recommended approval of setting the [City Council annual goals session date of January 10, 2026](#).
6. Recommended approval of removal and replacement of windows at the Nature Center to Regal Construction Inc. in the amount of \$58,794.90. [CMR 12-25-176](#)
7. Recommended approval of extension of agreement for Street Sweeping Services to G&M Enterprises in the amount not-to-exceed the annual budgeted amount, with optional extensions. [CMR 12-25-177](#)
8. Recommended approval of award of Dump Truck and Pick-Up Truck Upfitting to Truck & Trailer Specialties in the amount of \$413,770.86. [CMR 12-25-178](#)
9. Recommended approval of award of proposal for Youth Theatre Services to In The Mitten Productions for a one-year contract with optional renewals. [CMR 12-25-179](#)
10. Recommended approval of purchase of ambulance to Emergency Vehicles Plus representing Horton in the amount of \$397,464.00. [CMR 12-25-180](#)
11. Recommended approval of City Council [study session minutes](#) of November 24, 2025.
12. Recommended approval of City Council [regular session minutes](#) of November 24, 2025.

ADDITIONS TO AGENDA

PUBLIC COMMENTS

Limited to three (3) minutes.

CITY ATTORNEY REPORT

ADJOURNMENT

Respectfully submitted,

Carly Lindahl, City Clerk

Reviewed by:

Gary Mekjian, City Manager

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



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: December 8, 2025

DEPT: Planning and Community Development

RE: Amend Planned Unit Development ("PUD") Plan 4, 2000 - Cutting Edge
Cuisine Kitchen and Storage Addition

ADMINISTRATIVE SUMMARY:

Applicant: Zack Sklar

Owner: CEC Farmington, LLC.

Sidwell: 22-23-02-176-068

Zoning: B-3 General Business District and RA-4 One-Family Residential District

Master Plan: 14 Mile Mixed Use

Location: 32555 Northwestern Hwy; south side of Northwestern Hwy., east of Orchard Lake Road

Description:

The application to amend PUD Plan 4, 2000 proposes to amend the City Council-approved PUD to allow a building addition to an existing building within the PUD. The building and addition will be occupied by a catering business and event space. The plans indicate the building addition will eliminate 20 existing parking spaces. The landscape plan shows replacement of the manmade pond along Northwestern Highway with an assortment of native plants.

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

The applicant's attorney has requested further postponement to allow for negotiations with adjacent property owners.

PROCEDURAL HISTORY:

- August 21, 2025 - Planning Commission preliminary hearing and set for public hearing (6-0)



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

- September 18, 2025 - Planning Commission public hearing and recommendation to City Council (6-0)
- October 27, 2025 - City Council postponed action on the item until November 10, 2025. (7-0)
- November 10, 2025 - City Council postponed action on the item until December 8, 2025. (6-0)

ZONING DEVIATIONS:

Permit

- Catering as a permitted use within the PUD;
- Acceptance of submitted building materials and elevations as presented;
- Allow 1,328 parking spaces where 1,373 are required; and
- Replacement of the manmade pond/fountain with natural landscaping as depicted on the submitted plans.

POTENTIAL COUNCIL ACTIONS:

Suggested Resolution for conditional APPROVAL:

Resolve that the application to amend PUD Plan 4, 2000 dated revised October 14, 2025, is approved, subject to the following conditions:

- (1) All outstanding issues identified in Giffels Webster's review dated October 20, 2025, review shall be addressed to the reasonable satisfaction of the City Planner;*
- (2) All outstanding issues identified in the City Engineer's October 21, 2025, interoffice correspondence shall be addressed to the reasonable satisfaction of the City Engineer; and*
- (3) All outstanding issues identified in the Fire Marshal's August 15, 2025, interoffice correspondence shall be addressed to the reasonable satisfaction of the Fire Marshal.*

[Insert additional conditions of appropriate.]

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



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

Suggested Resolution for DENIAL:

Resolve that the application to amend PUD Plan 4, 2000 dated revised October 14, 2025, is denied, because it does not meet all provisions set forth in Section 34-3.20 of the Zoning Ordinance and the proposed development will adversely affect the public health, welfare, and safety for the following reasons: [Indicate reasons the PUD does not meet the requirements of Section 34-3.20 and/or will have the adverse effect described above.]

Suggested Resolution for POSTPONEMENT:

Resolve that the application to amend PUD Plan 4, 2000 dated revised October 14, 2025, be postponed to a date certain (City Council date in 2026) in order to resolve issues: [Indicate reasons the PUD will be postponed.]

ATTACHMENTS:

- Amend PUD Plan 4, 2000, narrative and revised plans
- Giffels Webster's review, dated October 20, 2025
- City Engineer's interoffice correspondence, dated October 21, 2025
- Fire Marshal's interoffice correspondence, dated August 15, 2025
- August 21, 2025, Planning Commission regular meeting minutes
- September 18, 2025, Planning Commission regular meeting minutes
- October 27, 2025, City Council regular meeting minutes
- November 10, 2025, City Council regular meeting minutes

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

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

From: [Charmaine Kettler-Schmult](#)
To: [Carly Lindahl](#)
Subject: FW: 32555 Northwestern Hwy, Amendment to PUD 4, 2000
Date: Monday, December 1, 2025 12:01:58 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

For city council regarding the postponed item, PUD 4, 2000.

Charmaine Kettler-Schmult

Director of Planning and Community Development

O: (248) 871-2543

Email: ckettler@fhgov.com

City of Farmington Hills | www.FHgov.com

31555 W. Eleven Mile Rd. | Farmington Hills, MI 48336



From: Joshua Kaplan <jkaplan@DFKLawGroup.com>
Sent: Monday, December 1, 2025 11:55 AM
To: Charmaine Kettler-Schmult <CKettler@fhgov.com>; Zack Sklar <zack@peasandcarrotshospitality.com>
Cc: Steve Joppich <sjoppich@rsjalaw.com>
Subject: Re: 32555 Northwestern Hwy, Amendment to PUD 4, 2000

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

We have been attempting to meet with those that oppose this Amendment. Because we are still in negotiations, we are officially requesting the item be postponed again. Thank you.

--

Joshua A. Kaplan

Dizik | Faber | Kaplan

(248) 388-8617 www.DFKLawGroup.com JKaplan@DFKLawGroup.com

[370 E. Maple Road, 3rd Floor, Birmingham, MI 48009](#)

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From: Charmaine Kettler-Schmult <CKettler@fhgov.com>
Date: Monday, December 1, 2025 at 11:43 AM
To: Zack Sklar <zack@peasandcarrotshospitality.com>
Cc: Joshua Kaplan <jkaplan@DFKLawGroup.com>, Steve Joppich <sjoppich@rsjalaw.com>
Subject: 32555 Northwestern Hwy, Amendment to PUD 4, 2000

Zack,

The City Council postponed action on the amendment to the PUD 4, 2000 plan at their meeting November 10, 2025. The postponement was approved to allow time for discussions between yourself and the neighboring property owners. The city council set the item for review on December 8, 2025.

If you would like to request a postponement or action on the item, please let me know before Thursday December 4, 2025.

Charmaine Kettler-Schmult

Director,
Planning and Community Development
O: (248) 871-2543
Email: ckettler@fhgov.com



City of Farmington Hills | www.FHgov.com

31555 W. Eleven Mile | Farmington Hills, MI 48336

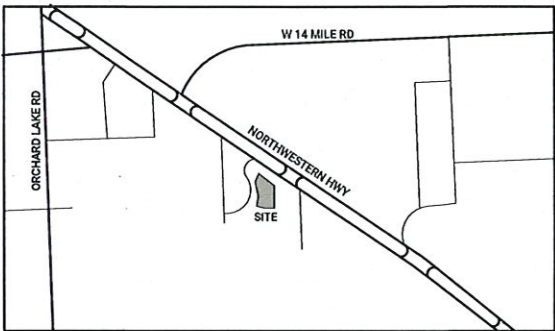


32555 NORTHWESTERN
HIGHWAY
CATERING KITCHEN AND STORAGE ADDITION

Amend PUD 4, 2006

Received
OCT 16 2025
City of Farmington Hills
Planning Dept.

VICINITY MAP



PROJECT SUMMARY

NO. 32555 NORTHWESTERN HIGHWAY, PART OF THE NW 1/4 OF SECTION 2, T.1N., R.9E,
CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MI

PROJECT INCLUDES INTERIOR AND EXTERIOR RENOVATIONS OF A ±6,569 SF CATERING
KITCHEN AS WELL AS A ±5,480 SF STORAGE ADDITION. SITE PARKING AND FOLIAGE
CHANGES ASSOCIATED WITH THE RENOVATIONS WILL BE INCLUDED. THE PROJECT
INCLUDES THE REMOVAL OF AN EXISTING POND AND ASSOC. EQUIPMENT TO BE
REPLACED WITH A NATIVE GARDEN AND SCULPTURE PARK.

PROJECT DATA

OWNER
ZACK SKLAR
32555 NORTHWESTERN HWY, FARMINGTON HILLS, MI 48334
P. 248-444-9789
E. zack@peasandcarrotshospitality.com

BUILDING CODE AUTHORITY
CITY OF FARMINGTON HILLS, MI

BUILDING CODES
BUILDING CODE
2021 MICHIGAN REHABILITATION CODE FOR EXISTING
BUILDINGS INCORPORATING 2021 MICHIGAN BUILDING
CODE (MBC 2021) FOR ALL NEW WORK AND AS
REFERENCED

MECHANICAL CODE
ALSO KNOWN AS THE "MICHIGAN MECHANICAL CODE"
2021 MICHIGAN MECHANICAL CODE (MMC) AS AMENDED

PLUMBING CODE
ALSO KNOWN AS THE "MICHIGAN PLUMBING CODE"
2021 MICHIGAN PLUMBING CODE (MPC) AS AMENDED

ELECTRICAL CODE
2023 NATIONAL ELECTRIC CODE (NEC)

AMERICANS WITH DISABILITIES ACT; ALSO KNOWN AS ADA
ICC, ANSI 117.1 - 2017
MBC 2015 CHAPTER 11

2021 MICHIGAN COMMERCIAL ENERGY CODE; 2021 IECC
w/ AMENDMENTS AND ANSI/ASHRAE/IESNA STANDARD
90.1-2019 w/ AMENDMENTS

2021 INTERNATIONAL FUEL GAS CODE

2021 INTERNATIONAL FIRE CODE

NFPA 13 - 2019

NFPA 72 - 2019

CONSTRUCTION CLASSIFICATION
IIB, FULLY SPRINKLERED

OCCUPANCY CLASSIFICATION
A-2 ASSEMBLY, B BUSINESS, S-2 STORAGE

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:

KEVIN J. CROSBY, AIA, NCARB
STUDIO DETROIT, LLC
2040 PARK AVENUE, SUITE 200
DETROIT, MI 48226
E. KEVIN@STUDIO-DETROIT.COM
P. 313.909.3607
MICHIGAN LICENSE NUMBER 1301062181
EXPIRES: 02.10.26

NOTE:
THESE CONSTRUCTION DRAWINGS WERE PREPARED FOR COMPLIANCE WITH THE MICHIGAN
CONSTRUCTION CODES IN EFFECT AT THE TIME OF PERMIT SUBMITTAL. ALL ENGINEERS,
CONTRACTORS AND SUPPLIERS INVOLVED WITH THIS PROJECT SHALL COMPLY WITH THE SAME
CODES, ISSUED AND APPROVED CODE MODIFICATIONS AND/OR CITY CODE AUTHORITY
CONSTRUCTION BOARDS OF APPEALS RULINGS AND WHENEVER REQUIRED SHALL PROVIDE SHOP
DRAWINGS AND SUBMITTALS CLEARLY DESCRIBING COMPLIANCE TO THE REGISTERED DESIGN
PROFESSIONAL IN RESPONSIBLE CHARGE FOR REVIEW AND APPROVAL.

SHEET INDEX

		ISSUED FOR			
		07.10.25	09.15.25	10.03.25	10.14.25
		PUD REVIEW	PLANNING REVIEW	PLANNING REVIEW	CITY COUNCIL REVIEW
DRAWING INDEX KEY					
<input type="checkbox"/>	NOT ISSUED				
<input checked="" type="checkbox"/>	PREVIOUSLY ISSUED				
<input checked="" type="checkbox"/>	ISSUED				
<input checked="" type="checkbox"/>	REFERENCE				
GENERAL					
TS1.1	COVERSHEET	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CIVIL					
1	LAND TITLE SURVEY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LANDSCAPE					
L-1	POND REPLACEMENT LANDSCAPE PLAN		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ELECTRICAL					
ES1.0	SITE PLAN - PHOTOMETRICS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ARCHITECTURAL					
SP1.1	ARCHITECTURAL SITE PLAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A1.1	FLOOR PLAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A2.1	EXTERIOR ELEVATIONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

DO NOT SCALE DRAWINGS

ISSUED	
07.10.25	PUD REVIEW
09.15.25	PLANNING REVIEW
10.03.25	PLANNING REVIEW
10.14.25	CITY COUNCIL REVIEW

DRAWN ADM
CHECKED EML

SEAL



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AND/OR LIABILITY RESULTING FROM SUCH
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CLIENT

ZACK SKLAR
zack@peasandcarrotshospitality.com
32555 NORTHWESTERN HWY
FARMINGTON HILLS, MI 48334
248-444-9789

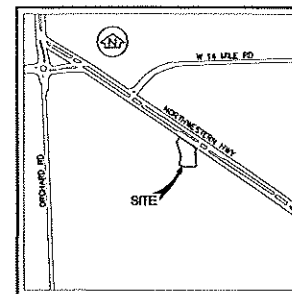
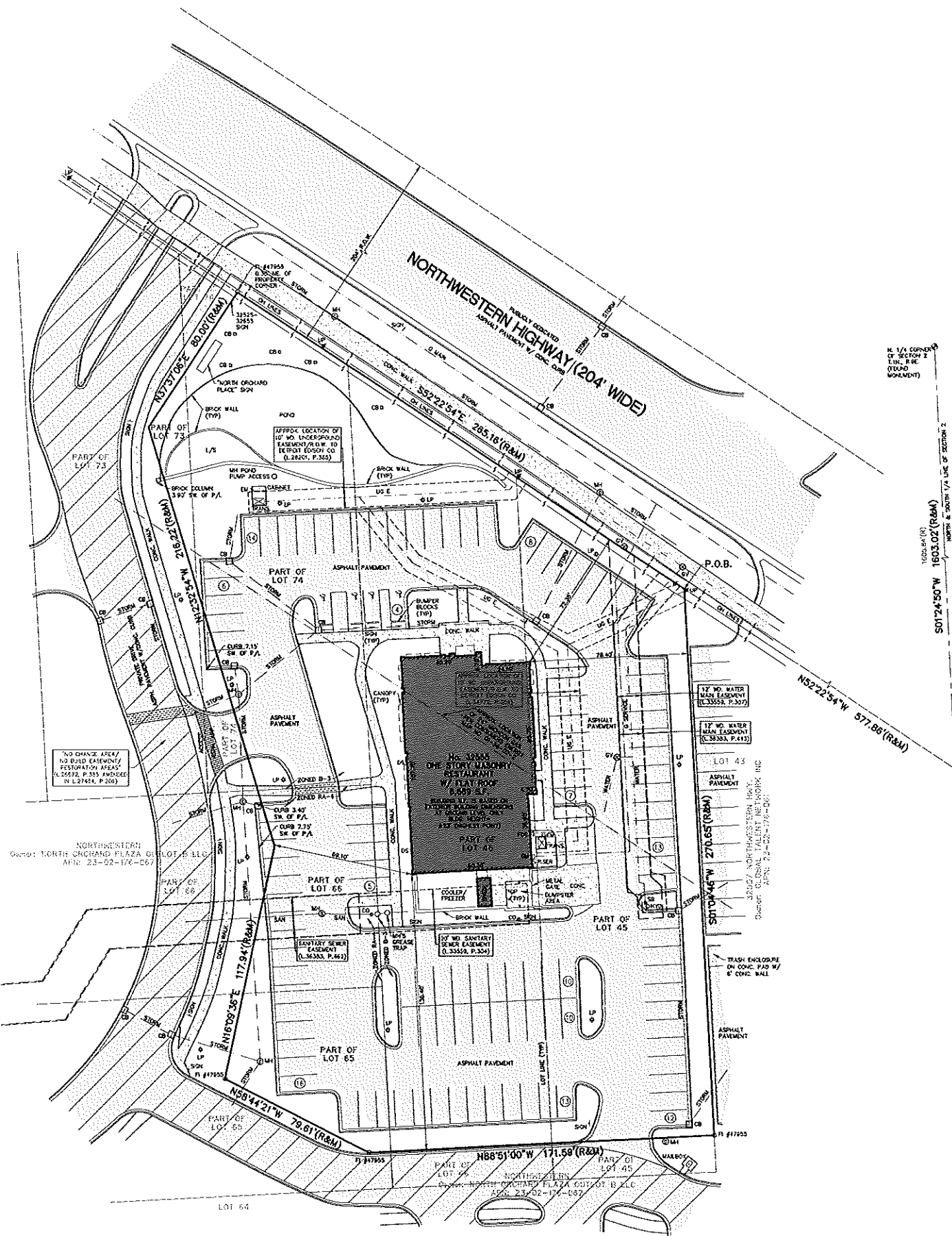
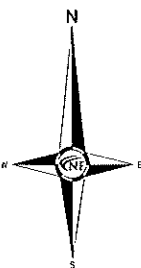
PROJECT

32555 NORTHWESTERN
HIGHWAY
CATERING KITCHEN AND STORAGE
ADDITION

PROJECT NO. 24060

COVERSHEET

TS1.1



LOCATION MAP

LEGAL DESCRIPTION

Land situated in the City of Farmington Hills, County of Oakland, State of Michigan and described as:

Part of Lots 45, 46, 65, 66, 73 and 74 of GLEN ACRES, a Subdivision of part of the East 1/2 of the North 1/4 of Section 2, Town 1 North, Range 9 East, City of Farmington Hills, Oakland County, Michigan, as recorded in Liber 57 of Plats, Page 13, Oakland County Records, more particularly described as: Commencing at the North 1/4 corner of said Section 2 and proceeding South 01 degrees 24 minutes 50 seconds West (1605.84 feet recorded), 1605.02 feet as measured, along the North and South 1/4 line of Section 2, said line also being the East line of said Glen Acres, and along the Southerly R.O.W. of (M-10) Northwestern Highway (204 feet wide), North 52 degrees 22 minutes 54 seconds West 577.88 feet to the point of beginning; thence South 01 degrees 04 minutes 46 seconds West 270.65 feet along the East line of Lot 45; thence North 88 degrees 51 minutes 00 seconds West 171.55 feet; thence North 58 degrees 44 minutes 21 seconds West 79.61 feet; thence North 16 degrees 09 minutes 36 seconds East 117.94 feet; thence North 12 degrees 32 minutes 54 seconds West 216.22 feet; thence North 37 degrees 37 minutes 06 seconds East 80.00 feet; thence along said Southerly right of way line of (M-10) Northwestern Highway, South 52 degrees 22 minutes 54 seconds East 265.16 feet to the point of beginning.

Together with non-exclusive easements as created, limited and defined in Reciprocal Easement and Operation Agreement recorded in Liber 26672, Page 385 and amended in Amended and Restated Reciprocal Easement and Operation Agreement recorded in Liber 27464, Page 206, Oakland County Records.

32555 Northwestern Highway
Tax ID: 22-23-02-176-068

BASIS OF BEARING NOTE

The basis of bearing for this survey was established by the aforesaid recorded Plat.

SITE DATA

Gross Land Area: 81,722 Square Feet or 1.876 Acres.
Zoned: PUD (Planned Unit Development)
B-3 (General Business District) & RA-4 (One Family Residential District)
Building Setbacks:
B-3
Front= 25'
Sides= 10'
Rear= 20'
Min from residential district= 20'
Min from side street= 25'
RA-4
Front= 25'
Sides= 5' (one side); 15' (total of two sides)
Rear= 35'
Max. Building Height permitted: B-3: 3 stories/50'; RA-4: 25'
Total Parking: 118 spaces including 4 handicap/barrier free spaces.

NOTE: The setbacks & height restrictions noted above are for reference purposes only and should not be used for design or construction and should not be used to determine compliance. A surveyor cannot make a certification on the basis of an interpretation or opinion of another party. A zoning endorsement letter should be obtained from the City of Farmington Hills to insure conformity as well as make a final determination of the required building setback & height requirements.

FLOOD HAZARD NOTE

The Property described on this survey does not lie within a Special Flood Hazard Area as defined by the Federal Emergency Management Agency; the property lies within Zone X of the current available Flood Insurance Rate Map identified as Map No. 28125C0313F with an effective date of 09-29-2006.

CEMETERY NOTE

There was no observable evidence of cemeteries or burial grounds within the subject property.

UTILITY NOTE

All utilities are underground unless otherwise noted.
The utilities shown on this survey were determined by field observation. All locations are approximate. The location of any other underground services which may exist can only be depicted if a Utility Plan is furnished to the surveyor.

NOTE: DTE has new regulations that may impact development outside their easement or the public right of way. Client should contact DTE to determine the "New Structures and Power Line" requirements as they may apply to any future building or renovation of a structure. DTE Energy can be contacted at 800-477-4747.

TABLE A NOTES

- There was no observable evidence of current earth moving work, building construction or building additions observed in the process of conducting the fieldwork.
- There are no known proposed changes in street right-of-way lines available from the controlling jurisdiction.
- There was no observable evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
- Improvements within offsite easements or servitudes as provided by the Title Company are shown within 25 feet of the subject land only.

SURVEYORS CERTIFICATION

To:
PEAS AND CARROTS, HOSPITALITY, LLC, a Michigan limited liability company, on behalf of an entity to be formed
M & S 1995 Corp., a Florida corporation
Fidelity National 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 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 2, 3, 4, 6(a), 6(b), 7(a), 7(b), 7(c), 8, 9, 11(a), 13, 14, 16, 17, 18 & 19 of Table A thereof.

The field work was completed on 06-22-2021.

Kevin Christopher Nowak
Kevin Christopher Nowak, P.S.
No. 4001053503
Dated: 07-06-2021



NF
ENGINEERS
CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

NOWAK & FRAUS
ENGINEERS

46777 WOODWARD AVENUE
PONTIAC, MI 48342
TEL. (248) 332-7931
FAX. (248) 332-8257
www.nowakfraus.com
EMAIL: rfraus@nfe-engr.com

PROJECT
RESTAURANT BUILDING

PROJECT LOCATION
No. 32555
Northwestern Highway
Part of the NW 1/4 of
Section 2, T.1N., R.9E.,
City of Farmington Hills,
Oakland County, MI

SHEET
ALTA / NSPS
Land Title Survey

REVISIONS

DRAWN BY:
A.G.

APPROVED BY:
K.N.R.FRAUS

EMAIL:
rfraus@nfe-engr.com

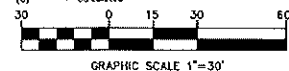
DATE ISSUED:
07-06-2021

SCALE:
1"=30'

NFE JOB NO.
M424

SHEET NO.
1 of 1

- LEGEND**
- AC Air Conditioner
 - ASPH Asphalt
 - CATV Cable Television/Box/Riser
 - CB Catch Basin
 - CO Clean Out
 - CONC Concrete
 - DS Downspout
 - EM Electric Meter
 - EC Electric Conduit/Wire
 - FI Found Iron
 - FP Found Pipe
 - FM Found Manhole
 - GL Gas Line
 - GP Gas Post
 - GV Gate Valve
 - HYD Hydrant
 - LP Light Pole
 - L/S Landscape
 - MH Manhole
 - MON Monument
 - MW Monitor Well
 - OH Lines Overhead Lines
 - PH Phone/Box/Riser
 - PHS Physically Handicapped
 - PV Post Indicator Valve
 - P/L Property Line
 - PM Parking Meter
 - R/W Right of Way
 - SKN Sanitary Manhole
 - SB Slope Box (Water)
 - SM Storm Manhole
 - SI Set Iron
 - SO Shutoff (Water)
 - STA Storm Sewer
 - T.M. Telephone Manhole
 - TRANS Transformer
 - UP Utility Pole
 - W Water Main
 - WM Water Main
 - WM Record Measurement
 - WM Calculated





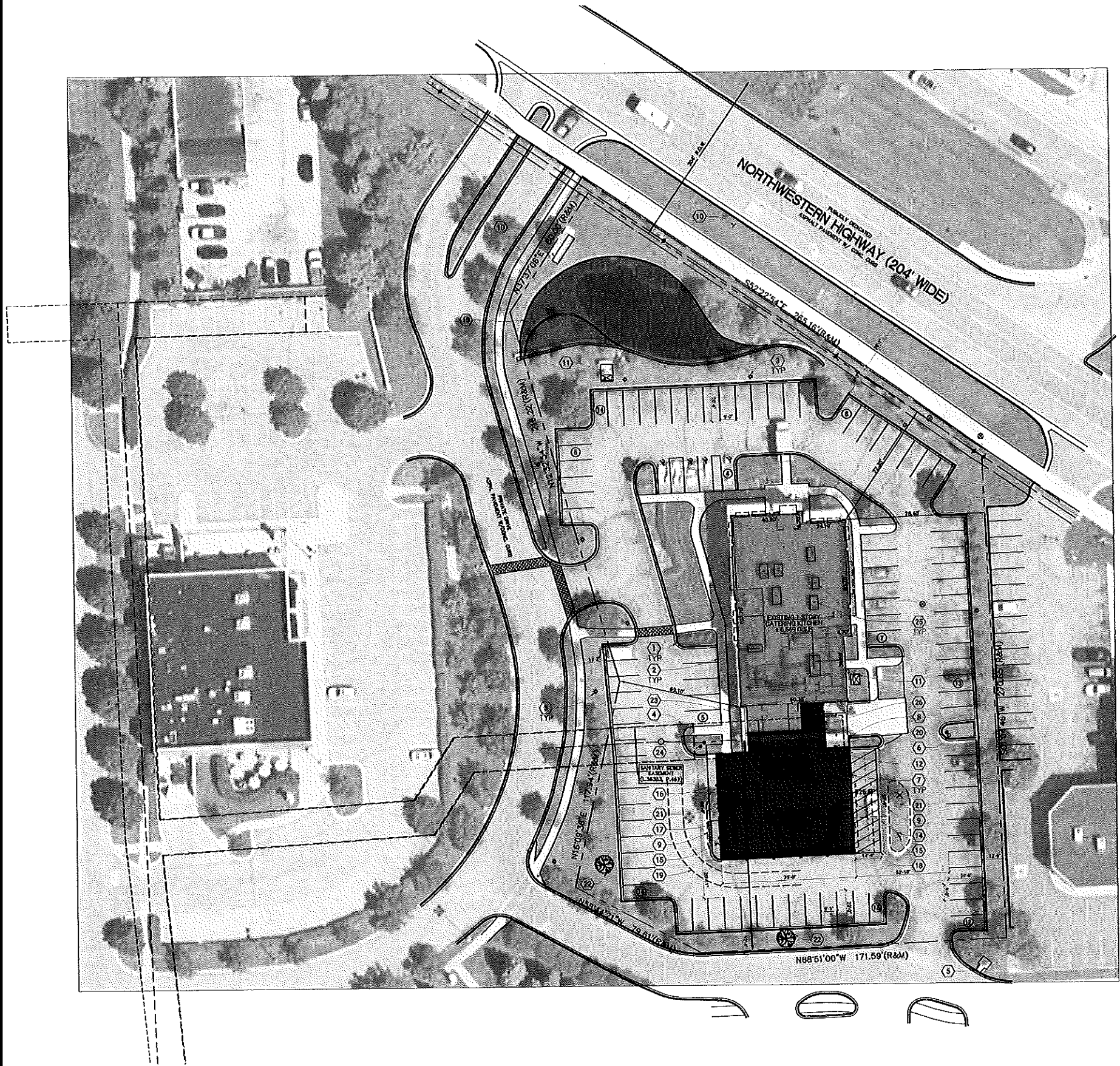
SCALE: $\frac{1}{8}'' = 1-0'$

GREAT OAKS
LANDSCAPE



LANDSCAPE ARCHITECTURE
DESIGN • CONSTRUCTION • MAINTENANCE
RESIDENTIAL • COMMERCIAL • INSTITUTIONAL

10000 LINDEN AVE. STE. 200, NEWPORT BEACH, CA 92646
TEL: 949.261.1500 • FAX: 949.261.1501



SITE PLAN KEY NOTES:
(TYPICAL THIS SHEET ONLY)

- EXISTING CONC. CURB TO REMAIN, TYP
- EXISTING CONC. SIDE WALK TO REMAIN, TYP
- EXISTING SITE LIGHTING TO REMAIN, TYP
- PROPOSED PUBLIC EASEMENT ADJUSTMENT TO AVOID BUILDING FOOTPRINT AS INDICATED
- EXISTING MAN BOX TO REMAIN
- EXISTING FIRE HYDRANT TO REMAIN
- PROPOSED WALL MOUNTED LIGHT FIXTURE
- EXISTING DUMPSTER w/ PROPOSED GATE ENCLOSURE
- DEMOLITION OF EXISTING PARKING ISLANDS AND ASSOCIATED PARKING (20 SPACES); ISLAND FOLIAGE TO BE RELOCATED ON SITE
- EXISTING SIGN TO REMAIN
- EXISTING TRANSFORMER TO REMAIN
- EXISTING CONCRETE CURB TO BE DEMOLISHED AND ASSOC. FOLIAGE TO BE RELOCATED
- EXISTING POND AND ASSOC. EQUIP. TO BE REMOVED; REPLACE WITH SCULPTURE PARK WITH NATIVE GARDEN; PROPOSED CONCEPT, FINAL GARDEN/PARK DESIGN TBD.
- PROPOSED STEEL BOLLARDS
- REMOVE EXISTING SITE LIGHTING
- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE CURB AND FOLIAGE RELOCATION
- PROPOSED LOADING DOCK AREA
- TRUCK TURNING RADIUS WITH 30' INTER-OR RADIUS
- EXISTING CLEAN OUT TO BE RELOCATED AS INDICATED
- EXISTING TREE TO BE RELOCATED
- PROPOSED NEW LOCATION FOR RELOCATED TREE
- EXISTING WALK-IN FRIDGE/FREEZER
- LOCATION OF NEW CLEAN OUT
- EXISTING ROOF MECHANICAL EQUIPMENT TO REMAIN
- PROPOSED RTU LOCATION



SCULPTURE GARDEN VISUALIZATION
NOT TO SCALE

SITE DATA

FARMINGTON HILLS, MI
LOT DESCRIPTION
PARTS OF LOTS 45, 46, 65, 66, 73, AND 74 OF GLEN ACRES SUBDIVISION
32555 NORTHWESTERN HIGHWAY
TAX ID: 22-23-02-176-068

SITE AREA
SITE AREA TOTAL 11.85 ACRES

ZONING
(ZONING REQ. MAY NOT BE DIRECTLY APPLICABLE PER PUD REQUIREMENTS. THE FOLLOWING ZONING ORDINANCE INFORMATION IS PROVIDED FOR REFERENCE)
B-3 BUSINESS
REQ'D FRONT SETBACK 25 FEET
REQ'D REAR SETBACK 20 FEET
REQ'D SIDE YARD SETBACK 10 FEET
REQ'D SIDE STREET SETBACK 25 FEET
MAX BUILDING HEIGHT 50 FEET
MAX NUMBER OF STORIES 3 STORIES

BUILDING AREAS
EXISTING 16,669 SF
ADDITION 15,460 SF
TOTAL 32,129 SF

PARKING REQUIREMENTS
EXISTING 98 SPACES

REQUIRED PER 24-5.2.11 (SEE FLOOR PLAN)
1 PER 85 SF AT 5,309 SF 63 SPACES
3 + 1 PER 1,300 SF AT 4,360 7 SPACES
TOTAL 70 SPACES

PROPOSED 78 SPACES

APPROVED BY P.U.D.

360,000 TOTAL BUILDING SQUARE FOOTAGE

1,353 PARKING SPACES

RATIO: 1:266 SF

EXISTING

270,692 TOTAL BUILDING SQUARE FOOTAGE

1,353 PARKING SPACES APPROVED

-135 LAND BANKED PARKING SPACES

1,218

RATIO: 1:222 SF

PROPOSED

270,692 SF

+5,499 SF ADDITION

276,172 SF

1,218 EXISTING PARKING SPACES

-27 PARKING SPACES LOSS FROM ADDITION

1,191

RATIO: 1:232 SF

TREE INFORMATION

SPECIES: RED MAPLE (ACER RUBRUM)

TYPE: DECIDUOUS SHADE TREE

LOCATION: EXISTING PARKING LOT ISLAND ON THE SOUTH SIDE OF THE SITE

HEIGHT: APPROX. 15-20 FEET

CALIPER (DBH): APPROX. 5-6 INCHES

CONDITION: GOOD - HEALTHY CANOPY, NO VISIBLE DISEASE OR STRUCTURAL DEFECTS

PROPOSED ACTION: TREE TO BE RELOCATED TO REAR LANDSCAPED AREA

STUDIO
DETROIT
ARCHITECTS

2040 PARK AVE. STE 200
DETROIT, MICHIGAN 48226
STUDIO-DETROIT.COM
PROJECT MANAGER
ELLITA LEDESMA, NCARB
734.546.1631
ELLITA@STUDIO-DETROIT.COM

DO NOT SCALE DRAWINGS

ISSUED

10.23.24 CONCEPT REVIEW

07.10.25 PUD REVIEW

10.14.25 CITY COUNCIL REVIEW

DRAWN ADM

CHECKED EML

SEAL

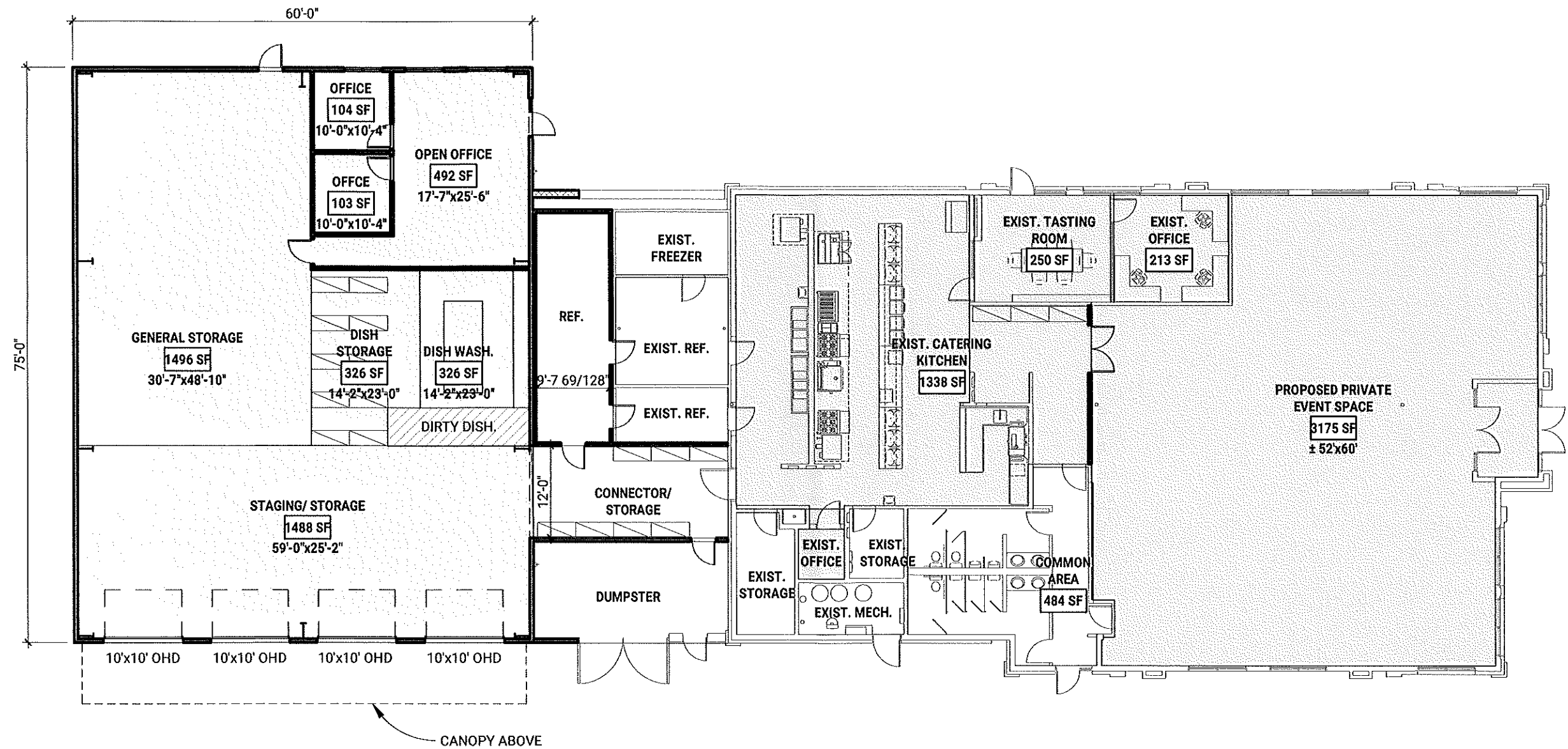


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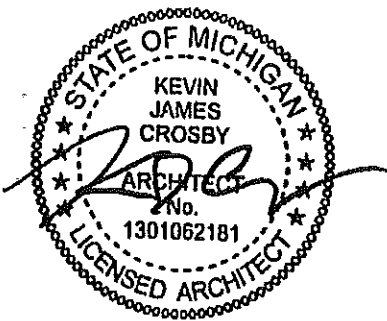
PROJECT 24060

32555
NORTHWESTERN
HIGHWAY

SP1.1



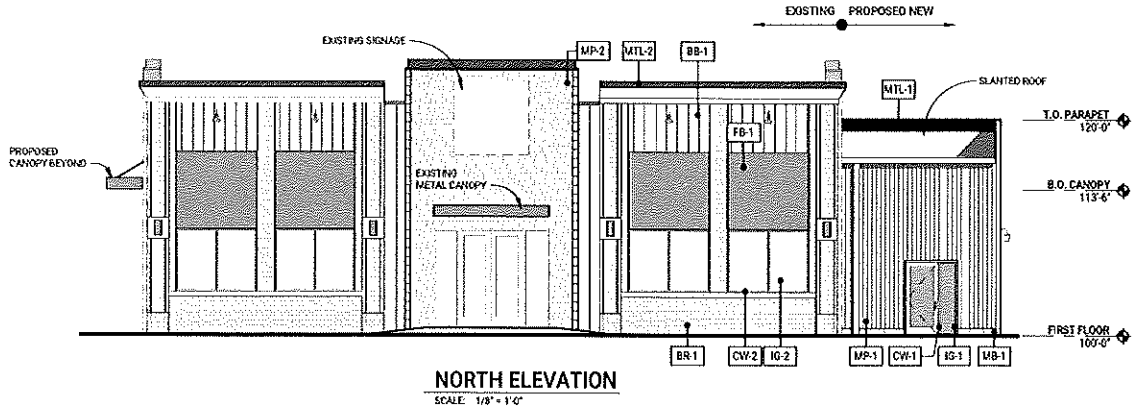
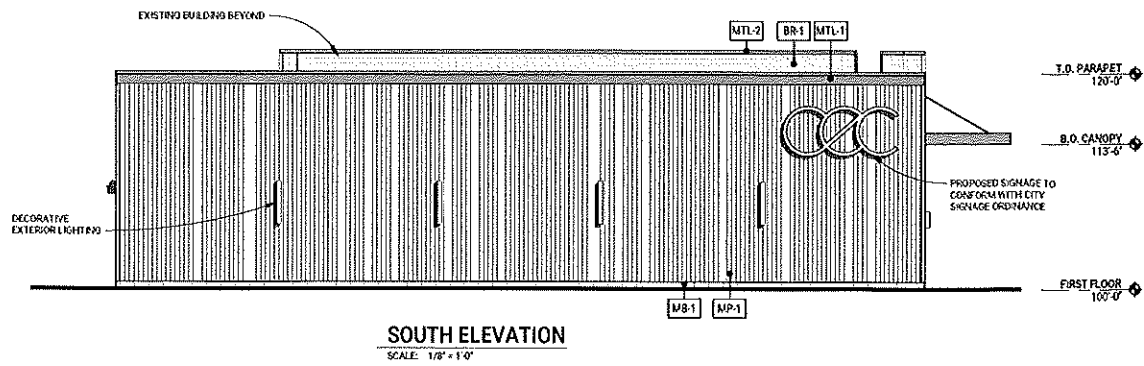
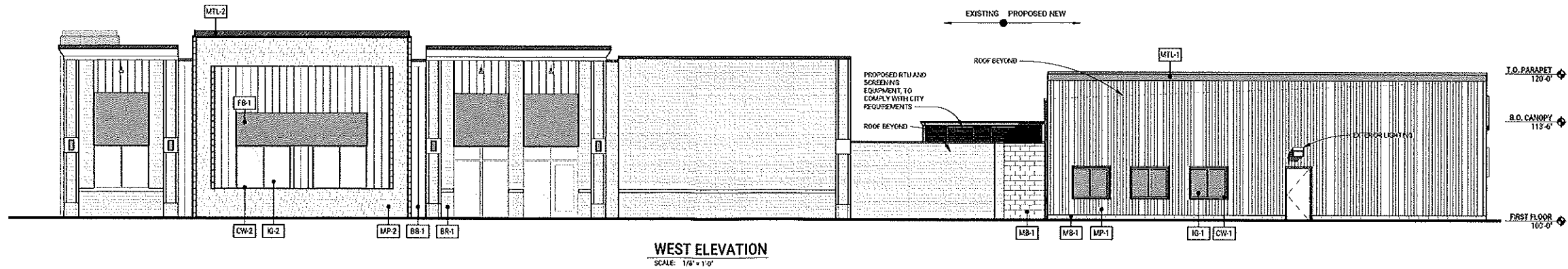
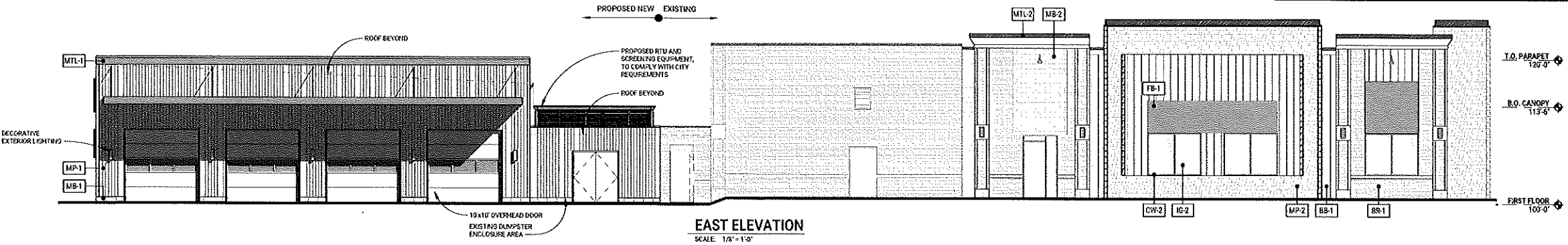
REQ PARKING BY USABLE AREA	
CATERING KITCHEN & PRIVATE EVENT SPACE	
EXISTING KITCHEN & OFFICES	±2,134 SF
PRIVATE EVENT SPACE	±3,175 SF
SUB TOTAL =	±5,309 SF
PARKING REQ	
5,309 / 85 SF =	63 SPACES
(RESTAURANT PER 35-5.2.11 C.XVII)	
PROPOSED ADDITION	
STORAGE ADDITION	±4,360 SF
PARKING REQ	
(4,360 / 1,300) + 3 =	7 SPACES
(WAREHOUSE PER 35-5.2.11 E.II)	
TOTAL SPACES REQ	70 SPACES
EXISTING SPACES	98 SPACES
PROPOSED SPACES	78 SPACES
OVERALL SQUARE FOOTAGE	
EXISTING KITCHEN, STORAGE, AND OFFICE	±3,223 SF
NEW CONSTRUCTION	±5,143 SF
SUB TOTAL	8,376 SF
COMMON AREA	±484 SF
PROPOSED PRIVATE EVENT SPACE	±3175 SF
GRAND TOTAL	12,035 SF



FLOOR PLAN

FLOOR PLAN
1/16" = 1'-0"

EXTERIOR MATERIALS			
TAO	LEGEND	MATERIAL	FRSH
IG-1		EXTERIOR GLAZING	SEALED 1/2" W/ ADHESIVE GLASS, 1" CLEAR INSULATED GLAZING
IG-2		EXISTING EXTERIOR GLAZING	EXISTING EXTERIOR GLAZING
CW-1		CURTAIN WALL	BLACK ANODIZED ALUMINUM FRAMING, THERMALLY BROKEN
CW-2		EXISTING CURTAIN WALL	EXISTING CURTAIN WALL FRAMING, BLACK
BR-1		EXISTING MASONRY BRICK	EXISTING MASONRY BRICK, STAINED WHITE
MB-1		CONCRETE MASONRY UNIT	SPLIT FACE BLOCK, PAINT WHITE
MB-2		EXISTING CONCRETE MASONRY UNIT	EXISTING SPLIT FACE BLOCK, STAINED WHITE
BB-1		EXISTING BOARD AND BATTEN SIDING	EXISTING BOARD AND BATTEN SIDING, PAINTED WHITE
MP-1		METAL PANEL	7/8" CORRUGATED METAL PANEL, PAINT WHITE
MP-2		EXISTING LAP SIDED METAL PANEL	EXISTING LAP SIDED STEEL PLATE PANEL, SMOKE PATTERN - PAINTED WHITE
MTL-1		PREFINISHED ALUMINUM	METAL COPING, TOP CAP OR FLASHING - METAL ERA, BLACK
MTL-2		EXISTING PREFINISHED ALUMINUM	EXISTING METAL COPING, TOP CAP OR FLASHING - PAINTED BLACK
FB-1		EXISTING FABRIC AWNING MATERIAL	EXISTING FABRIC AWNING MATERIAL, BLACK



STUDIO DETROIT ARCHITECTS
2040 PARK AVENUE, SUITE 200
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PROJECT MANAGER
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734.546.1631
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DO NOT SCALE DRAWINGS

ISSUED	
09.15.25	PLANNING REVIEW
10.03.25	PLANNING REVIEW
10.14.25	CITY COUNCIL REVIEW

DRAWN ADM
CHECKED EAL

SEAL

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CLIENT

ZACK SKLAR
zack@peasandcarrotshospitality.com
32555 NORTHWESTERN HWY
FARMINGTON HILLS, MI 48334
248-444-9789

PROJECT

32555 NORTHWESTERN HIGHWAY
CATERING KITCHEN AND STORAGE ADDITION

PROJECT NO. 24060

October 20, 2025

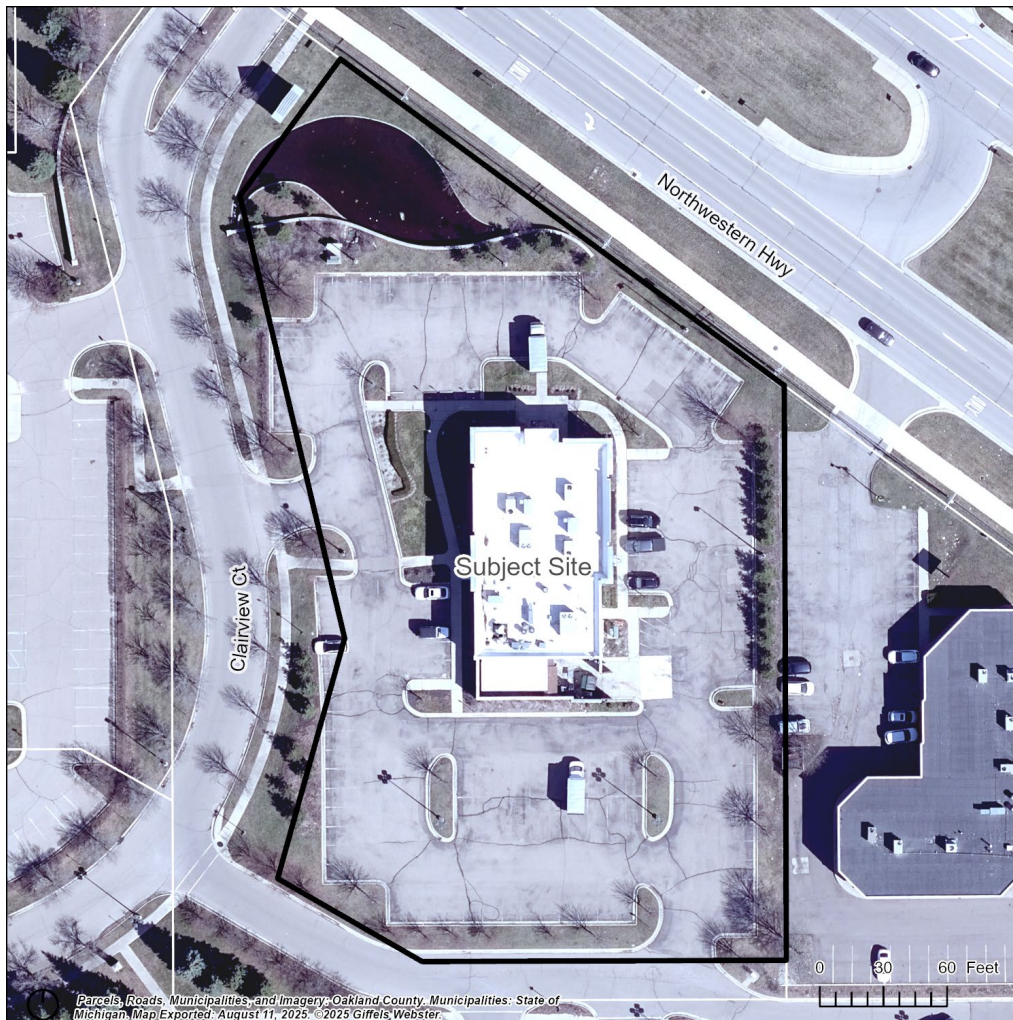
Farmington Hills Planning Commission
31555 W 11 Mile Rd
Farmington Hills, MI 48336

Major PUD Amendment

Catering and Place of Assembly

Case: Amendment to PUD 4, 2000
Site: 32555 Northwestern Highway
Applicant: Zack Sklar
Plan Date: July 10, 2025 (Rev. October 14, 2025)
Zoning: RA-4/ B-3 (Part of PUD 4, 2000)

We have completed a review of the application for PUD, site plan, and landscape plan approval referenced above and a summary of our findings is below. Items in **bold** require specific action by the Applicant. Items in *italics* can be addressed administratively.



Existing Conditions

1. **Zoning.** The site is currently zoned PUD with underlying B-3 zoning.
2. **Existing site.** The site is 1.85 acres and developed with a 1-story commercial building that was previously used as a restaurant (Anna's House). The site is part of a larger PUD that includes the Home Depot and the former Sam's Club.
3. **Adjacent Properties.**

Direction	Zoning	Land Use
North	B-3	Shopping Center
East	B-3 (Part of PUD 4, 2000)	Single Story Commercial
South	RA-4 (Part of PUD 4, 2000)	Parking/ Home Depot
West	B-3 (Part of PUD 4, 2000)	Single Story Commercial

4. **Site configuration and access.** The site is accessed in two locations that connect to internal drives. There is no direct access to Northwestern Highway from the site itself.

Project Summary – Changes to Approved PUD

Summary. The applicant proposes an addition to a single-story building that is located within an existing PUD, to be occupied by a catering business and event space. In addition to the proposed building expansion, the plans include the elimination of a manmade pond facing Northwestern Highway which is proposed to be replaced by an assortment of native plantings. Other proposed changes include the elimination of 20 existing parking spaces, two landscape islands, and the removal of a walled-off area behind the building that included a shed and cooler/freezer. The building expansion requires the adjustment of an existing sanitary sewer easement. *Changes to the easement shall be reviewed and approved by the City Engineer and City Attorney.*

Conditions of PUD

The Original PUD agreement included several conditions which shall apply to consideration of this application, in addition to compliance with the zoning ordinance requirements.

- a. The PUD includes a restricted list of uses which does not include catering facilities. Assembly halls are listed, but must be conducted entirely within the building. *Approval of this request will require an amendment to the development agreement to permit catering uses. Unlike restaurants, catering uses do not have regular customer traffic and are generally similar to food processing facilities.*
- b. The dimensional standards of the B-2 District apply to developments within the PUD.
- c. Parking shall be provided in accordance with the formula in the agreement.
- d. Building heights shall be limited to 40 feet plus 5 feet for parapet and architectural features.
- e. There are exterior lighting requirements, but they only apply to yards adjacent to single family residential zones. *However, a photometric plan is required. A photometric plan was included with this submittal and was reviewed based on standard lighting requirements.*

- f. There are landscape screening requirements, but they only apply to the portion of the site adjacent to the West Gate Franklin Village Subdivision. (Not applicable).
- g. There are screening requirements for loading, but these apply to the loading bay for structures near the south property line. (Not applicable).
- h. An internal integrated road network and pedestrian network is required.
- i. The Development Agreement includes building material requirements, and grants authority to the City Manager to approve modifications from the building material requirements. *Approval of this request will require relief from the building materials in the Development Agreement subject to the review of the City Manager. All building materials shall be labeled on the elevation plans.*

Site Plan & Use:

- j. **Summary of Proposed Use.** The proposed use is catering with indoor event space. *Approval of this request will require an amendment to the development agreement to permit catering uses. Unlike restaurants, catering uses do not have regular customer traffic and are generally similar to food processing facilities.*
- 1. **Density.** The plans propose an addition of 5,480 SF. The total building size will be 12,049 SF. The total building area for phase I of the PUD Development would be 274,541, including the proposed building addition.
- 2. **Master Plan.** This amendment should be consistent with the 2024 Master Plan. The new Master Plan identified this area as 14-Mile Mixed Use which may include a mix of commercial and residential uses, as well as enhancements for greater pedestrian and non-motorized access. *“This area is currently developed with a mix of uses, including large-scale commercial, some of it unoccupied, and a single-family neighborhood that has gradually declined and is now majority vacant.” “Redevelopment in this area may include increased building heights, and should be in the character of a mixed-use, walkable neighborhood, ideally with a central park or plaza providing a gathering point for community events. Residential uses may occur above retail, office, and personal service uses, or as stand-alone multi-family or attached housing. Entertainment uses, public art, galleries and artisan spaces, specialty and boutique commercial, and outdoor dining areas are encouraged.”*
- 3. **Dimensional Standards of the B-2 District (34-3.1.24.E).** The original PUD agreement requires compliance with the B-2 Dimensional Standards.

Standard	B-2 Requirement	Proposed
Lot Size	Not Specified	1.85 acres (80,471 sf)
Lot width	Not Specified	265.16'
Lot coverage	Not Specified	15%
Front setback	75 ft	72.35 ft (existing)
Rear setback	20 ft	Approx. 43 ft
Side setback (west)	20 ft	<i>Not Labeled (Compliant)¹</i>
Side setback (east)	20 ft	78.4 ft
Building height	50 ft/ 3 stories	20'
Front Yard Open Space	20% of Front Yard, or 15'	Compliant

1. The current setback of 69.1 feet is labeled, but the new setback with the addition is not; it will be slightly smaller than the existing setback but clearly exceeds the required 20 feet.

4. **Notes to Schedule of Regulations (34-35)**

- a. Landscaping for all yards abutting a street shall be provided. *See our review of landscaping below.*
- j. Parking in the front yard setback. Parking may be permitted in the front yard setback provided that the parking is set back not less than 10 feet and an area within the front yard, including that 10', remains as lawn or landscaped area which is equal to the specified percentage of the area of the required front yard setback. *No changes to the depth of the front yard setback to parking spaces are proposed as a part of this application, and the existing setback is compliant.*
- k. See the loading/unloading requirements of Section 34-5.4. *See comments below on loading/unloading.*
- l. Rooftop equipment shall be screened in accordance with Section 34-5.17. *See comments below on rooftop equipment.*
- m. Required landscaped area. In any yard abutting a street or freeway, a landscaped area not less than 10 feet deep and abutting the street or freeway shall be provided in the setback. *Compliant. No changes to the depth of the existing front yard are proposed as part of this application.*

5. **B-3 District Required Conditions (34-3.11).** The underlying zoning is B-3. The standards require all uses in the B-3 district to be reviewed and approved by the Planning Commission.

6. **Pedestrian Access. (34-3.24).** Pedestrian access-ways are required between public sidewalks and principal building entrances, principal building entrances and off-street parking lots, and between uses on abutting parcels. *A connection is provided, though it is a connection to the sidewalk along the access driveway, rather than the sidewalk directly on Northwestern Highway.*

7. **Elevations and Design Standards.** The application was initially submitted before adoption of the City's design standards, however, the Planning Commission included a condition which stated, "Per the PUD Agreement, the building materials used in the new addition shall be reviewed by the City Manager, and confirmed to conform with current design standards." The following is a review of the design standards. It should be noted that building materials, architectural scaling, and fenestration requirements only apply to façades that face a right-of-way.

- Building Materials. Only the northern elevation is oriented towards a public right-of-way and shall be considered for building materials. *The proposed changes to this façade include the addition of white corrugated metal paneling. The façade already uses a different type of metal panel, and this addition appears to result in more than 40% of the façade as an accent material. The applicant shall provide the breakdown of materials along this façade and confirm the material of the existing board and batten siding. As a part of approval of the amendment to the PUD, the City Council may provide relief from these requirements if it determines they are appropriate.*
- Architectural Scaling. No blank or unarticulated facades provided. Several features along the north façade contribute to building articulation, including color change, texture change, and horizontal expression.

- Roofs. *The roof is mostly flat and the parapet is less than 1/3 of the building height. A small slanted portion of the roof occurs above the new addition, facing north.*
 - Fenestration. *Fenestration calculations for the front façade shall be provided; proposed windows do not modify the existing window coverage and may be approved as an existing condition.*
 - Entrances. No changes to entrances proposed.
8. **Assembly Halls, Display Halls, or Similar Places of Assembly (34-4.44)** Assembly halls, display halls or similar places of assembly are permitted when conducted completely within enclosed buildings. *The applicant provided a letter emphasizing that no assembly will occur outside of the building.*
9. **Off Street Parking (34-5.2)** The plans include the removal of 27 parking spaces, resulting in 91 spaces on the subject property, and 1,328 spaces throughout the entire Phase I PUD development area (including deferred spaces). The original PUD agreement established a parking requirement of 5.0 parking spaces per 1,000 sq. ft. of gross leasable area and 0.5 parking spaces per 1,000 sq. ft. to be banked and retained as green space to be used as needed. The parking requirement for the entire Phase I PUD Development, including the 5,480 sf proposed addition to the subject property, is 1,373 parking spaces. *With only 1,328 spaces, the plans are deficient by 45 spaces. See the internal analysis of parking provided by the City of Farmington Hills for more information. This shortage in parking spaces may be approved by the City Council if parking is determined to be sufficient for the use, but the development agreement should be updated to acknowledge the change in overall spaces required. We note that 60 spaces would be required for this use using the 5 spaces per 1,000 square feet of gross leasable floor area.*
10. **Off-Street Parking Space Layout, Standards, Construction, and Maintenance (34-5.3).** The applicant included the following minimum parking space layout dimensions.

34-5.3.3.A Minimum Off Street Parking Dimensions		
	Required	Provided
Maneuvering Lane Width	20 ft	20 ft 11 in*
Parking Space Width	9 ft	No changes to existing spaces, only maneuvering
Parking Space Length	20 ft	No changes to existing spaces, only maneuvering
* Sufficient maneuvering shall be maintained between parking and loading spaces during hours of operation.		

11. **Off-Street Loading and Unloading (34-5.4).** The applicant provides one 825 sf loading area, exceeding the 643 sf required.
- Loading areas may only be permitted in the rear yard. This requirement may be waived to allow loading in an interior side yard, provided such location is necessitated by site conditions and sufficient screening is provided from any public street. *The Planning Commission discussed this loading location and found it to be generally acceptable.*

12. **Landscaping (34-5.14) and Screening (34-5.15).** The applicant is requesting to remove an existing pond and replace it with substantial landscaping. In addition, the building expansion resulted in the removal of two internal parking lot islands and the trees on each island. The trees are proposed to be relocated to the boundaries of the property. In addition, a landscape strip directly adjacent to the south elevation with shrubs only is proposed to be removed. No other existing conditions are proposed to be modified. Although this modification results in a reduction in pervious surface area on the site, paved areas will not be increasing as the islands will be replaced with new building construction.

The applicant shall provide a landscape plan indicating the species, condition, and DBH of existing trees proposed to be transplanted. The applicant shall clarify if trees will be transplanted or replaced.

The City Council shall also review and consider whether the replacement of the pond with landscaping as shown on the plan is acceptable. The PUD Agreement does not recognize the pond as a required component of the development, but this feature was approved as a part of the original PUD. Note 13 states that pond landscaping is TBD, which is contrary to the pond plan included in the plan set. Note 13 shall be removed and the pond shall be planted as demonstrated on the plans, or a revised plan shall be submitted.

Changes to the pond must also be reviewed by the City Engineer.

13. **Exterior Lighting (34-5.16).** A lighting plan was provided since the Planning Commission review of these plans. The lighting plan is labeled as "existing lighting conditions," but includes several new wall-mounted fixtures on the proposed addition. *The lighting plan shall be labeled "proposed lighting plan."*

Operation hours (34-5.16.3.B.v.). The following notes must be added to or addressed on the plan; it is unclear from the existing plans whether these standards are met. The applicant should clarify how these standards are met.

- i. Exterior lighting shall not operate during daylight hours.
- ii. Building façade and landscape lighting shall be turned off between midnight or one hour after close of business, whichever is later, and 6:00am or opening, whichever is earlier.
- iii. All other exterior lighting shall be reduced to no greater than 70% of maximum from midnight or one hour after close of business, whichever is later, and 6:00am or opening, whichever is earlier.
- iv. Use of occupancy sensors to turn off or reduce lighting within 15 minutes of zero occupancy is recommended.

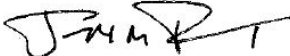
- a. **Illumination Levels.** The fixtures appear capable of meeting cutoff requirements.

Item	Required	Proposed/Comments
Maximum height (34-5.16.3.A.)	30 feet maximum	Standard is met
Building Lighting (34-5.16.3.A. iii.)	Relevant building elevation drawings showing all fixtures and the portions of the walls to be illuminated	<i>Elevations demonstrating illumination were not provided</i>
Average to minimum illumination ratio (34-5.16.3.C)	4:1	17.5:0 Noncompliant; the denominator should not be zero. Values outside the pavement

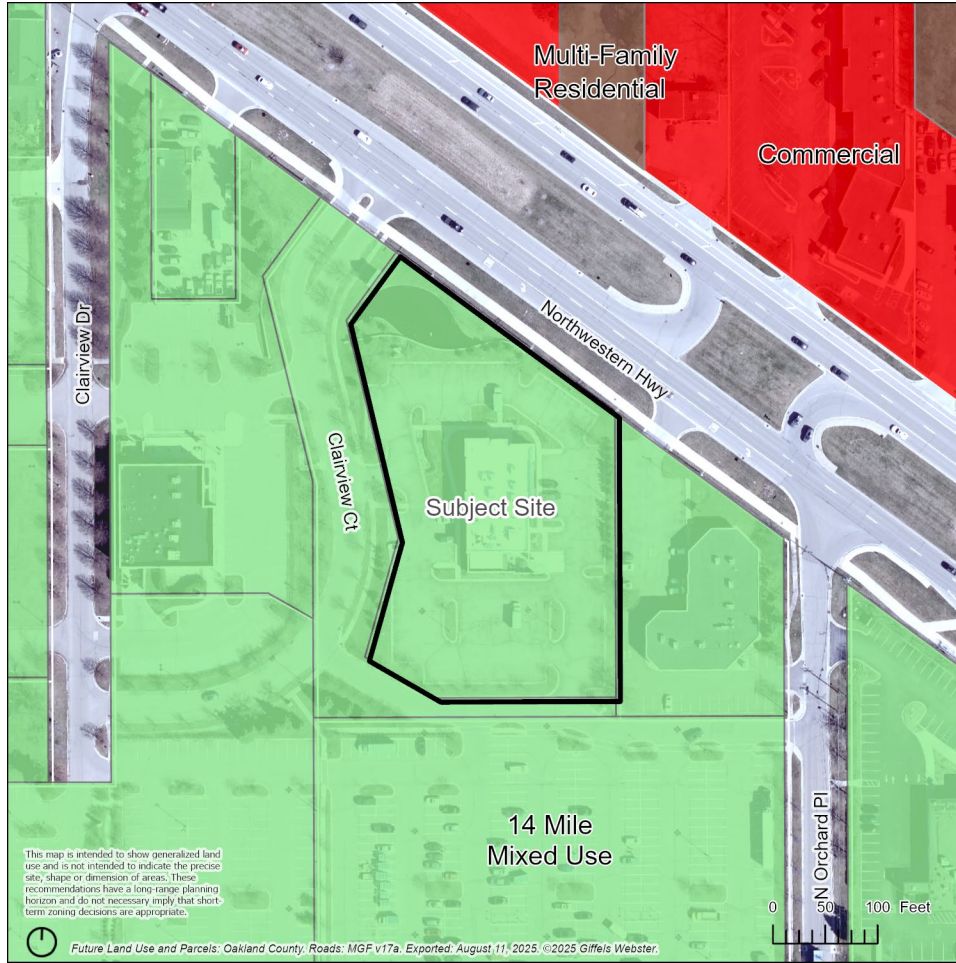
Item	Required	Proposed/Comments
		<i>should be discounted when calculating the ratio.</i>
Maximum illumination at the property line	0.3 fc	Values exceed 0.3 fc in several places, but this appears to be due to existing nonconforming pole-mounted fixtures. The proposed lighting does not appear to exacerbate this condition.
Illumination Levels- Hardscape areas (e.g., parking areas, sidewalks)	2.5 lumens per sq ft of hardscape area	<i>Paved area to be lighted not provided to enable calculation. Fixture selection with lumen details not provided.</i>
Illumination Levels Building Entrances – within 20 ft of door	2,000 lumens per door	<i>No information provided</i>

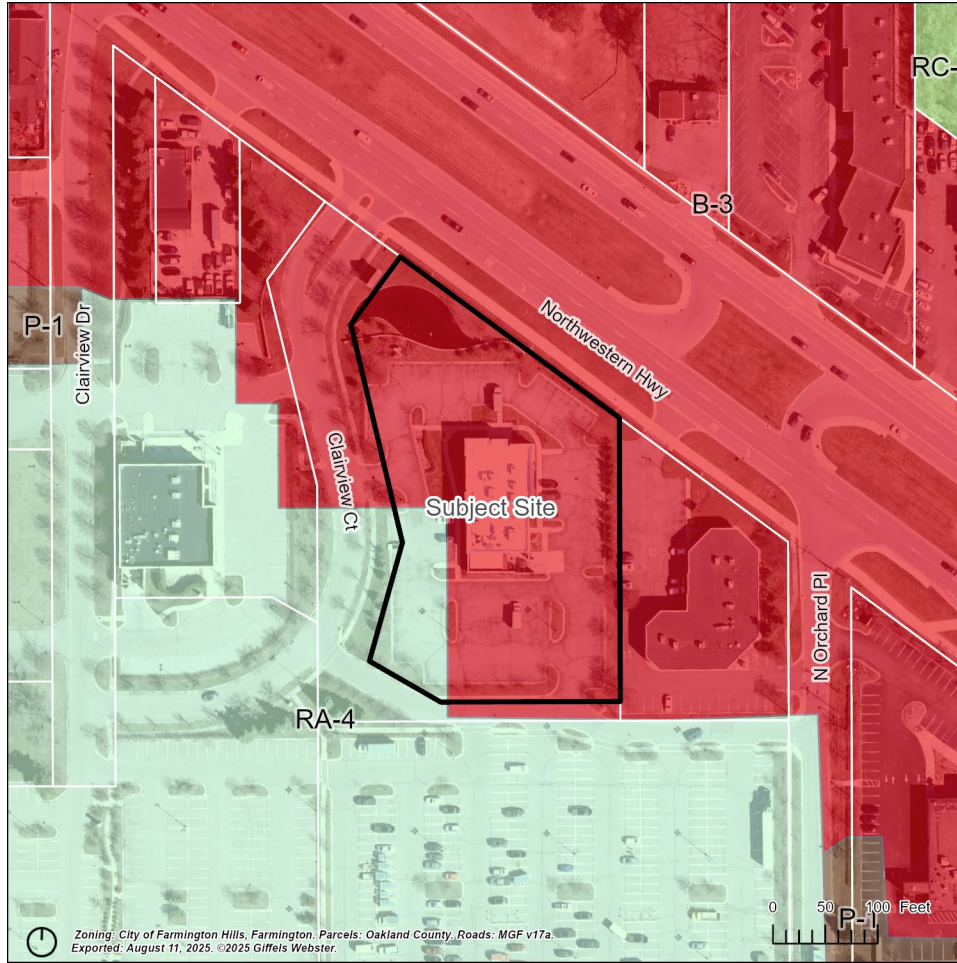
14. **Rooftop Screening (34-5.17).** Screening of rooftop equipment is required where any is provided. Mechanical equipment on the ground shall be screened per Section 34-5.1.4.D. *Screening for rooftop equipment is shown on the elevations.*
15. **Tree Removal (34-5.18).** The proposed building expansion will result in the removal of two internal parking lot islands and the trees on each island. The trees are proposed to be relocated to the boundaries of the property. *The applicant shall provide a plan indicating the species, condition, and DBH of existing trees proposed to be transplanted. The applicant shall clarify if trees will be transplanted or replaced.*
16. **Pedestrian access and connectivity from public rights of way (34-5.19).** The building addition includes a sidewalk facing the new service door on the western elevation.
17. **Dumpster Enclosures. (34-5.1.3).** The applicant will maintain the existing dumpster enclosure on the eastern elevation.
18. **Summary of Considerations:**
 - **Modifications from the original PUD:**
 - **Catering as a permitted use within the PUD**
 - **The plans are deficient by 45 spaces for the overall PUD. See the internal analysis of parking provided by the City of Farmington Hills for more information.**
 - **The replacement of the pond with natural landscaping as indicated on plans.**

Respectfully,
Giffels Webster


 Joe Tangari, AICP
 Principal Planner


 Julia Upfal, AICP
 Senior Planner







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

INTEROFFICE CORRESPONDENCE

DATE: October 21, 2025

TO: Charmaine Kettler-Schmult Director of Planning and Community Development

FROM: Mark Saksewski, City Engineer 

SUBJECT: Amended PUD 4, 2000
Cutting Edge Cuisine Kitchen and Storage Addition
32555 Northwestern Highway
22-23-01-176-068
PJ #: 02-25-71

This office has performed a preliminary review of the above referenced proposed AMENDED PUD plan submitted to the Planning Department on October 17, 2025. Our comments remain per our memo dated August 13, 2025.

Our comments are as follows.

1. We have no objection to the plan as submitted. Engineering construction plans for this expansion will be required for review and approval. However, the majority of the engineering site requirements were addressed when the original building and the overall development were issued construction approvals.



INTEROFFICE CORRESPONDENCE

DATE: August 13, 2025
TO: Planning Commission
FROM: Jason Baloga, Fire Marshal
SUBJECT: 2nd Amendment PUD 4-2020 (32555 Northwestern Hwy.)

The Fire Department has no objection to the scope of work proposed contingent upon compliance with the following:

1. The building shall be designed and maintained in accordance with the Michigan Building Code, International Fire Code and applicable NFPA Standards.
2. Building shall have one (1) sprinkler system, one (1) FDC, one (1) riser room, and one (1) single fire alarm.
3. Any modification to the Life Safety Systems shall require a 3rd party plan review, permit and acceptance test.
4. Any changes to the kitchen line-up shall require a 3rd party plan review, permit and acceptance test.
5. Proponent did not include hydrants on the plans reviewed by the Fire Department. Please contact the Fire Department to discuss how the plans for construction will meet Chapter 12 Section 12-11(2) hydrants.
6. Fire lanes signs shall be posted and strictly enforced. Faded existing signs shall be replaced.
7. Proponent shall provide a professionally drawn updated pre-plan upon completion of the project.
8. Emergency Responder Radio system shall be required if it is determined signal strength is not adequate.

A handwritten signature in blue ink, appearing to read 'Jason Baloga'.

Jason Baloga, Fire Marshal

Applicant presentation

Frank Jarbou, Signature Management, described the five proposed changes to the previously approved plan that they felt were most significant. He stated that the development agreement was nearly finalized and that the modifications were necessary to respond to evolving tenant and site needs. Mr. Jarbou characterized the changes as minor, although he acknowledged final determination was up to the Planning Commission:

- Construction of an outdoor cooler for Buffalo Wild Wings due to unit size constraints.
- Conversion of a small northern greenbelt area behind TJ Maxx to parking, previously land-banked.
- Minimal revisions to the rear layout of tenant spaces D-1 and D-2
- Significant revision to building C-1, originally a single 40,000 square foot structure, now divided into two tenant spaces of 25,000 square feet and 15,000 square feet, to reflect market demand. Total square footage remains unchanged.
- Adjustment to parking calculations, with land-banked spaces near truck wells available to meet standards if required.

Commission action

Motion by Ware, support by Stimson, that the proposed Amendment to PUD 2, 2023, and revised Site Plan 67-9-2023, submitted by Frank Jarbou (formerly Timothy Collier), be set for public hearing for the Planning Commission's next available regular meeting agenda.

Motion passed unanimously by voice vote.

F. AMEND PLANNED UNIT DEVELOPMENT 4, 2000

LOCATION:	32555 Northwestern Hwy
PARCEL I.D.:	22-23-02-176-068
PROPOSAL:	Use existing building as a catering kitchen, storage, and private event space with new addition and changes to landscape features in B-3, General Business District and RA-4, One-Family Residential District.
ACTION REQUESTED:	Set for Planning Commission Public Hearing
APPLICANT:	Zack Sklar
OWNER:	CEC Farmington, LLC

Consultant comments

Referencing the August 11, 2025 Giffels Webster memorandum, Planning Consultant Upfal provided the background and review for this application to set a proposed amendment to Planned Unit Development 4, 2000 for a public hearing. The site, located at the corner of Orchard Lake Road and Northwestern Highway, has B-3 underlying zoning.

The applicant proposed to repurpose the building for a catering business, storage, and private event space, with the addition of new building space and modifications to landscaping. Key issues included:

- The existing PUD agreement lists specific permitted uses; catering is not among them and would need to be added.
- The current PUD agreement restricts assembly halls to indoor use; outdoor event use would require amendment. The application describes using some of the outdoor space to the west of the building.

- Building materials requirements in the PUD agreement must be met unless, per the PUD agreement, changes are approved by the City Manager.
- Plans were inconsistent: elevations, floor plans, and site plans showed different layouts. Dumpster locations were unclear, with three different placements noted.
- The Applicant proposes removal of the existing pond, located at the front of the building facing Northwestern Highway, and replacing it with extensive native plantings. The pond was listed as a benefit in the original PUD. The Commission must determine whether this change constitutes an equal or greater benefit.
- Clarification of landscaping modifications and species is required for proper evaluation.
- An addition was proposed at the rear of the building.

Planning Consultant Upfal emphasized that the Commission's immediate role was to determine whether the amendment constituted a major or minor change. If deemed major, the application would return for a public hearing with revised, consistent plans.

Commissioner Mantey observed that the proposed addition and pool removal/landscaping were major changes. He questioned the practicality of replacing the pond with an elaborate garden, noting that maintenance could be equally costly.

Applicant presentation

Zack Sklar, applicant and owner of the building and operator of Cutting Edge Cuisine, explained that the existing space currently functions as a catering kitchen with storage in the front, which he now proposes to convert into an indoor event space for small weddings, showers, and community gatherings. To accommodate this, Mr. Sklar proposed an addition to the back of the building for storage, allowing the front to be repurposed for events.

Mr. Sklar said he would make sure the inconsistencies in the plans would be cleaned up. The dumpster would remain in the same location as it is now.

Mr. Sklar detailed the difficulties with maintaining the pond on the property, noting the excessive water use, ongoing mechanical failures, and continual debris. The pond was very expensive to maintain, and does not align with sustainable practices. He proposed replacing it with a landscaped area of native plantings that would require less maintenance and reflect the city's green values.

Commission discussion and action

In response to questions from Commissioner Ware, Mr. Sklar confirmed that the proposed landscaping would not be designed as an outdoor gathering or photography area, but rather as a visually attractive and lower-maintenance alternative to the pond.

Commissioner Stimson raised concerns about the proposed building addition, stating that the elevation drawings resembled a pole barn and lacked architectural variation. He requested improved renderings and material samples for the public hearing. Mr. Sklar clarified that the siding would match the existing building, using either EIFS or painted metal, but said he was flexible relative to materials used.

Chair Trafelet expressed concern over the use of EIFS siding, citing safety risks associated with flammability, as well as its vulnerability to physical damage. The use of EIFS was discouraged.

In response to questions, Mr. Sklar said that only indoor events were intended.

Commissioner Mantey said that given the removal of the pond, the project should be considered a major amendment requiring a public hearing.

In response to questions, Mr. Sklar said that:

- The roll-up doors would be located at the back of the building and largely screened from Northwestern Highway, though visible from nearby parking lots such as Home Depot.
- There were no plans for outdoor events.
- He had considered including artwork in front of the building, but had found the cost too high.

Commissioner Mantey emphasized that the removal of the pond was significant, since it had originally been cited as a benefit of the 2000 PUD approval. He requested that staff provide the original list of justifications for that approval to evaluate the relative importance of the pond when considering the amendment. He suggested that if the pond was considered a key justification, an alternative such as enhanced landscaping or possibly artwork might be required to offset its removal.

Mr. Sklar reiterated that the pond had become prohibitively expensive to maintain, citing annual costs of \$4,200 in water alone, in addition to maintenance challenges. He argued that the landscaped garden proposed as a replacement would be more sustainable and aesthetically valuable. Commissioner Ware stressed that the city's art policy required some form of equivalent artistic or aesthetic feature and noted that the landscaped garden could fulfill that role if presented as such.

Mr. Sklar thought the primary issue had been changing parking space counts within the PUD. Planning Consultant Upfal clarified that the parking issue was not a concern but that the use of the site for catering and private events, along with the removal of the pond, required amendment to the PUD agreement.

Mr. Sklar thought the use might not be an issue, as they had obtained a liquor license as a private events – not a catering – use.

Commissioner Varga expressed appreciation for Sklar's investment along Northwestern Highway, noting that replacing a man-made pond with a natural landscaped garden could be seen as an appropriate substitution. She stressed the importance of clarifying the intended use and landscaping details before the public hearing.

MOTION by Varga, support by Mantey, that the proposed Amendment to PUD 4, 2000, submitted by Zack Sklar, be set for public hearing for the Planning Commission's next available regular meeting agenda, based on the Planning Commission's determination that the removal of the pond is a major change to the original PUD Agreement.

Motion discussion:

Mr. Sklar said that if the proposed changes constituted a major revision, he would probably not move forward, as the cost of going through a major change to the PUD was too great.

Commissioner Mantey thought that since the motion only referenced the pond, other attendant costs usually associated with a PUD amendment might not have to be incurred. The applicant should work with the Planning and Community Development Director and the Planner regarding this issue.

Planning Consultant Upfal suggested that some landscaping clarifications on other parts of the site could be approved administratively.

Motion approved unanimously by voice vote.

G. ZONING TEXT AMENDMENT 1, 2025

CHAPTER OF CODE: 34, Zoning Ordinance

PROPOSED AMENDMENT: Amend Zoning Ordinance to add new definitions and Public Art requirements

ACTION REQUESTED: Set for Planning Commission Public Hearing

SECTION: Amend section 34-2.2 and add Section 34.5.20

Planning Consultant Tangari explained that at the joint meeting with Council it was agreed that the Planning Commission suggestion would be adopted into the text of the draft amendment. The text has been appropriately altered, and now needs to be set for public hearing.

MOTION by Stimson, support by Aspinall, that draft Zoning Text Amendment 1, 2025, be set for public hearing for the Planning Commission's next available regular meeting agenda.

Motion approved unanimously by voice vote.

APPROVAL OF MINUTES July 17, 2025, Regular Meeting

MOTION by Aspinall, support by Ware, to approve the July 17, 2025 Regular Meeting minutes as submitted.

Motion passed unanimously by voice vote.

PUBLIC COMMENT

None

COMMISSIONER/STAFF COMMENTS

Commissioner Mantey noted that he will not be present at the next meeting when the cluster development on Folsom Road is scheduled for discussion. He pointed out the lack of sidewalks along Folsom Road, particularly the one-quarter mile between Parker Avenue and Lundy Drive, where the existing sidewalk terminates. This stretch of road poses a safety hazard for bicyclists, as traffic travels approximately 40–45 miles per hour and there is only a narrow shoulder of about 1.5 feet. He emphasized the importance of requiring new housing developments along major roads to provide sidewalks and requested that fellow commissioners raise this issue in his absence.

Chair Trafelet recalled that sewer and drainage improvements are already scheduled in the area, and it is hoped that sidewalk installation could be coordinated with that work. Commissioner Mantey reiterated that he found the current conditions unsafe when cycling there and urged that the issue not be overlooked.

Commission deliberation

Commissioners generally supported the proposed changes, citing improved design, appropriate parking reduction, and economic investment.

After discussion, which included clarifying questions from the Commission regarding potential tenants as well as signed leases, the following motion was offered:

MOTION by Countegan, support by Stimson, to **RECOMMEND TO CITY COUNCIL** that the applications to amend Planned Unit Development Plan 2, 2023 and revise Site Plan 67-9-2023, both dated September 15, 2023, as revised July 14, 2025, submitted by Frank Jarbou (formerly Timothy Collier), **BE APPROVED**, because the plans are consistent with the goals, objectives, and policies of the Master Plan and applicable provisions of the Planned Unit Development Option in Section 34-3.20 of the Zoning Ordinance, **SUBJECT TO** the following findings and conditions:

FINDING:

The Planning Commission has no objections to the proposed relief from ordinance standards which will be addressed in conjunction with the final PUD Plan and the PUD Agreement.

CONDITIONS:

1. Modifications of Zoning Ordinance requirements as identified on the proposed plan and in Giffels Webster's August 11, 2025, review; and
 - A. All outstanding issues identified in Giffels Webster's August 11, 2025, review shall be addressed to the reasonable satisfaction of the City Planner;
 - B. All outstanding issues identified in the City Engineer's August 8, 2025, interoffice correspondence shall be addressed to the reasonable satisfaction of the City Engineer; and
 - C. All outstanding issues identified in the Fire Marshal's August 7, 2025, interoffice correspondence shall be addressed to the reasonable satisfaction of the Fire Marshal.

Motion passed unanimously by voice vote.

B. AMEND PLANNED UNIT DEVELOPMENT 4, 2000

LOCATION:	32555 Northwestern Hwy
PARCEL I.D.:	22-23-02-176-068
PROPOSAL:	Use existing building as a catering kitchen, storage, and private event space with new addition and changes to landscape features in B-3, General Business District and RA-4, One-Family Residential District.
ACTION REQUESTED:	Recommend to City Council
APPLICANT:	Zack Sklar
OWNER:	CEC Farmington, LLC

Applicant presentation

Zack Sklar, owner, explained that his proposal includes a small addition to the existing building and replacement of the man-made pond with landscaping.

Consultant's review

Referencing the September 4, 2025 Giffels Webster memorandum, Planning Consultant Upfal provided an overview of the amendment request and issues identified in the review:

- The Planning Commission previously (August 21, 2025 meeting) determined this application to be a major amendment to the original Planned Unit Development (PUD) Agreement, due to the catering use. Additionally, the Agreement prohibits outdoor events. The applicant previously clarified no outdoor events will be held, but written confirmation is needed.
- Site Characteristics:
 - 1.85-acre site with one-story former restaurant building is zoned as a PUD, with B-3 underlying zoning.
 - Proposal includes a building addition, pond elimination, replacement landscaping, removal of 20 parking spaces and two landscape islands, and the removal of a rear walled-off area behind the building that included a shed and cooler/freezer.
 - The building expansion requires an adjustment of an existing sanitary sewer easement that goes through the site. Any changes to the easement must be reviewed by the city engineer and city attorney.
- Design Standards and Materials:
 - The Development Agreement includes building material requirements, and grants authority to the City Manager to approve modifications from the building material requirements. Approval of this request will require relief from the building materials in the Development Agreement subject to the review of the City Manager. All building materials shall be labeled on the elevation plans.
 - The new design standards amendment must apply to new materials.
 - Elevation drawings are mislabeled as noted in the review memorandum, and should be corrected.
- Master Plan Considerations:
 - The proposed amendment should be consistent with the 2024 Master Plan. The site is within the 14-Mile mixed-use area intended for walkable, mixed-use redevelopment.
 - Surrounding area includes large commercial and declining residential uses.
- Parking:
 - Overall PUD deficiency of 45 spaces identified.
 - Parking space dimensions must be labeled.
 - Development agreement must be updated to reflect parking change.
- Loading:
 - Four roll-up doors shown; unclear if loading is inside or outside. Side-yard loading requires Commission waiver and screening.
 - Maneuvering space for vehicles requires clarification.
- Landscaping and Pond Removal:
 - Pond not required in development agreement but was part of original PUD approval. The Commission must determine acceptability of replacing pond with landscaping.
 - Landscape plan for overall site is missing; unclear if trees will be transplanted or replaced. If the latter, replacement calculations are required.
- Lighting:
 - Photometric plan required by ordinance and PUD agreement.
 - Clarification needed on new vs. relocated fixtures.
- Clarification is needed relative to screening of any rooftop mechanical equipment.

In summary, the Planning Commission must consider:

Modifications from the original PUD:

- Catering as a permitted use within the PUD.
- The parking deficiency of 45 spaces.
- The replacement of the pond with natural landscaping as indicated on the plans. The pond is not a required component of the development, but the feature was approved and discussed as part of the original PUD.

Loading areas:

Loading areas may only be permitted in the rear yard. The Planning Commission may waive this requirement to allow loading in an interior side yard, provided such location is necessitated by site conditions and sufficient screening is provided from any public street. A planting strip exists along the side lot line.

Commission discussion

- Regarding the parking deficiency and use of parking spaces, Planning Consultant Upfal explained that the deficiency results from both the removal of 27 spaces for the new addition and additional square footage requiring more parking. Staff Planner Mulville-Friel confirmed that although 27 spaces are lost, the overall PUD maintains sufficient surplus spaces.
- Regarding outdoor events, Mr. Sklar confirmed that a letter has already been submitted to staff stating outdoor events will not occur. This condition will also be incorporated into the revised PUD agreement.
- Regarding the location of the garage doors and loading, Mr. Sklar clarified that the doors are pull-up style for catering truck use during non-event hours. Vehicles will not pull inside.
- In response to questions, Mr. Sklar said the building currently operates as a catering facility, primarily for off-site events. The expansion would allow activation of the front interior space for on-site community events such as weddings, baptisms, and bar mitzvahs, while continuing off-site catering operations. Prep and loading would occur on weekdays, while on-site events would occur on weekends.
- The loading doors face the Thai restaurant.

Public Hearing

John Clarahan, Highview Avenue, requested that confirmation be obtained in writing that no outdoor events would be permitted. He also asked about hours of operation, noting past issues with noise from other businesses in the area. He supported replacing the pond with landscaping. He pointed out that the excessive parking on the greater site had caused drainage issues and attracted loitering. Less parking would be beneficial.

As no other public indicated they wished to speak, Chair Trafelet closed the public hearing.

City Attorney comments

City Attorney Schultz explained that correspondence from another property owner challenged whether the applicant had authority to request amendments to the PUD plan or agreement. Attorney Schultz noted that when this application first came in, it involved site plan changes only, and no other property owners were required to participate. However, since this request now involved an amendment to the PUD plan and agreement, the legal question had been raised, and

Attorney Schultz recommended postponement to allow time for him to provide a formal legal opinion.

Discussion followed:

- Commissioner Countegan confirmed that the Commission could proceed under the public notice that had been provided. He suggested the City Attorney could render an opinion in the time period between Planning Commission action and City Council review.
- Commissioner Brickner raised concerns about PUD ownership structure. When the PUD was created, a single owner held all parcels, but some parcels have since been sold. He asked how amendments could be processed fairly if multiple owners must consent. City Attorney Schultz responded that this case raised a unique legal question, which is why he recommended postponement to allow time for a formal legal opinion to be rendered.
- Mr. Sklar expressed frustration regarding legal questions raised by the correspondence presented this evening. He emphasized the difficulty of navigating the process despite investing in landscaping improvements and activating a long-vacant property for community use.
- City Attorney Schultz explained that prior discussions in March assumed site plan changes only, not amendments to the PUD plan and agreement. The correspondence received today was from the attorney representing Grand Sakwa Properties.
- In response to questions, City Attorney Schultz clarified that this site is subject to the PUD agreement, which listed specific permitted uses, rather than the broader B-3 by right uses. Catering is not listed in the PUD agreement, which the Planning Commission had previously determined required review as a PUD amendment. Consultant Upfal added that the catering operation resembles food manufacturing more typically allowed in industrial districts. This change necessitates amendment of the PUD to authorize catering as a permitted use at this location.

Commission deliberation

Commissioner Countegan stated that the applicant had followed the process with staff direction, public notice, and hearings. Additionally, the redevelopment project is a positive community investment. He asked Mr. Sklar whether a delay of one month to give the attorney time to provide a written legal opinion would cause hardship.

Mr. Sklar stated that he wished to proceed without delay. He explained that he had already obtained a liquor license and building approvals, all of which disclosed the intended use. He emphasized that his operation had been operating transparently for three years and that city inspections had confirmed his activity. He stressed that his investment was revitalizing a declining area, creating community value, and that further delays seemed unnecessary and unfair.

Commissioner Countegan thought that the Commission should act since the matter was properly advertised, the applicant was present, and the request would still require City Council review, where any legal questions could be resolved.

Commissioner Brickner pointed out that the amendment involves modifying a PUD agreement, which requires signatures by the city and the property owners, raising the question of who had authority when multiple owners exist. He supported this proposal, but stressed that legal clarity on signing authority is required.

In response to questions from Commissioner Ware, City Attorney Schultz stated that the applicant likely had authority to seek relief, though a formal legal opinion was necessary. The issue was not frivolous, as another property owner within the PUD had raised the issue in writing. He recommended postponing for legal review. If the Commission proceeds, all concerned parties should understand that the applicant's relief might later be limited by the legal resolution of the issue raised.

Commissioner Countegan emphasized fairness and due process, and recommended that the Commission move forward. The issue regarding authority to sign will be formally reviewed by the City Attorney prior to City Council action.

Commissioner Brickner supported moving forward but emphasized the importance of conditioning any approval on confirmation that all appropriate parties to the PUD agreement sign the amendment. He noted that conditions of the PUD carry forward with the property upon sale, similar in function to an easement, and observed that multiple owners are now involved, including Grand Sakwa.

MOTION by Countegan, support by Stimson, to RECOMMEND TO CITY COUNCIL that the application to amend part of Planned Unit Development Plan 4, 2000, based on plans revised July 10, 2025, submitted by Zack Sklar, BE APPROVED, because the plans are consistent with the goals, objectives, and policies of the Master Plan and applicable provisions of the Planned Unit Development Option in Section 34-3.20 of the Zoning Ordinance, SUBJECT TO the following findings and conditions:

FINDINGS:

1. The Commission has no objection to the proposed relief from ordinance standards which will be addressed in conjunction with the final PUD Plan and the PUD Agreement.
2. Catering will be a permitted use under the amended PUD.
3. The Commission finds the 45 parking space deficiency acceptable.
4. The replacement of the pond with natural landscaping as proposed is acceptable.

CONDITIONS:

1. The amended PUD agreement shall not take effect until it has been executed by the parties who have been determined by the City to have the legal authority to sign on behalf of the PUD.
2. Per the PUD Agreement, the building materials used in the new addition shall be reviewed by the City Manager, and confirmed to conform with current design standards.
3. Modifications of Zoning Ordinance requirements as identified on the proposed plan and in Giffels Webster's September 4, 2025, review; and
 - A. All outstanding issues identified in Giffels Webster's September 4, 2025, review shall be addressed to the reasonable satisfaction of the City Planner;
 - B. All outstanding issues identified in the City Engineer's August 13, 2025, interoffice correspondence shall be addressed to the reasonable satisfaction of the City Engineer; and
 - C. All outstanding issues identified in the Fire Marshal's August 13, 2025, interoffice correspondence shall be addressed to the reasonable satisfaction of the Fire Marshal.

Motion approved unanimously by voice vote.

C. CLUSTER SITE PLAN 54-4-2025

LOCATION: South side of Folsom Road, between Parker Avenue and Lundy Drive, PARCEL I.D.: 22-23-34-252-019, 020, 021, 022, 023, 024, 025, 026, 027, 028, 030, 031, 032, 033, 034, and 043

PROPOSAL: Construct thirty-three (33) single-family detached units within RA-3, One Family Residential District

ACTION REQUESTED: Recommend to City Council

APPLICANT: Forest at Riverwalk Development, LLC

OWNER: Forest at Riverwalk Development, LLC

Applicant presentation

Members of the applicant team present this evening included:

Stuart Michaelson, Windmill Group
George Major, Co-Manager, Forest at Riverwalk
Evan Priest, Civil Engineer, MLP & Associates
Brian Devlin, Landscape Architect

The development team provided the following information:

- The property was purchased in August 2023 as an assemblage of 16 parcels.
- The Planning Commission had previously determined the site qualifies for a one-family cluster option, which was sought in order to reduce lot widths to preserve open space, wetlands, and trees, and to avoid disturbance to the river on the property.
- Following direction from the Planning Commission, the applicant pursued a wetland permit from EGLE (Michigan Department of Environment, Great Lakes, and Energy) before site plan review. The wetland permit has been secured.
- As part of the wetland permit process, the team and their consultant, Barr Engineering, met with EGLE in February 2024 for a pre-application review, and a formal wetland permit application was submitted in July 2024. Public comments were received in September 2024; site plan modifications were made accordingly.
- EGLE issued a wetland permit with several restrictions:
 - Maximum of 33 lots (reduced from earlier proposals of 38–42).
 - Removal of two lots between Lots 13 and 14 due to wetlands.
 - Dedication of a 4.0226-acre conservation easement, plus 0.25 acres for walking paths and 0.2 acres of preserved wetland. In total, over 27% of the site will be preserved.
 - Requirement to work with a qualified herpetologist, HRM, to relocate amphibians and reptiles on site.
 - Mitigation of 0.325 acres of impacted forested wetland by purchasing 0.66 acres of credits in an EGLE-approved mitigation bank.
 - Additional restrictions during construction to protect species such as the Indiana Bat.
- Regarding drainage and flooding concerns, a ponding area at the north end near Folsom Road is not regulated as wetland but has caused flooding concerns. The grading and drainage plan has been designed to eliminate flooding in that area by directing water into rear yard catch basins and the detention basin, which is oversized to accommodate runoff from the site and surrounding properties on Lundy and Parker.

Councilmember Bridges supported scheduling a study session on this issue, and supported increasing the city's annual contribution to CARES by at least \$5,000 - \$10,000.

Mayor Rich noted that food insecurity remains a concern in the community, affecting many local families and children. She emphasized the important role of organizations like CARES of Farmington Hills and others in helping to meet those needs. In light of the federal shutdown and the suspension of SNAP benefits, she announced a community brainstorming session on "Feeding Farmington Hills," to be held tomorrow, October 28, from 2pm-4pm, at the Church of Jesus Christ of Latter-day Saints at 33900 West 13 Mile Road. The session will bring together nonprofits, faith groups, government, and education representatives to develop local solutions. The meeting will be a nonpartisan, solutions-focused working session, welcoming all ideas and community participation.

Mayor Pro Tem Dwyer voiced strong support for Mayor Rich's decision to convene a community meeting on food insecurity, in response to the imminent loss of SNAP benefits for millions of Americans, including many residents of Farmington Hills, beginning Saturday, November 1. He expressed disappointment that the initiative had drawn criticism and emphasized that the focus should be on collaborative action to address this crisis rather than on politics or blame.

Councilmember Boleware encouraged everyone to step up their donations to food pantries during this time.

CITY MANAGER UPDATE

City Manager Mekjian reported that the City will be improving upon the information already on the website and pushing information out on the city's social media outlets regarding available food pantries for those that may be in need.

PUBLIC HEARING

PUBLIC HEARING AND CONSIDERATION OF AMENDMENT TO PLANNED UNIT DEVELOPMENT PLAN 4, 2000 – CUTTING EDGE CUISINE KITCHEN AND STORAGE ADDITION. CMR 10-25-150

Director of Planning and Community Development Kettler-Schmult introduced this agenda item, which was a request to amend Planned Unit Development (PUD) 4, 2000, located at the shopping center along Northwestern Highway between Orchard Lake Road and Middlebelt Road. The request is to add an addition to the building to expand a catering kitchen and also to update the landscaping feature which is located along Northwestern Highway, from a fountain to a native and natural landscaped bed.

The Planning Commission held a preliminary hearing on August 21 and a public hearing on September 18, recommending approval with conditions. The applicant has since requested postponement to address issues that have arisen during this timeframe.

City Attorney Joppich advised that because tonight's hearing was properly noticed, to meet legal requirements Council must open and close the public hearing. No second public hearing would be required when the matter returns, although public comment may still be accepted.

Public hearing

Mayor Rich opened the public hearing. Seeing that no blue cards had been submitted regarding this agenda item, and that no public indicated they wished to speak, Mayor Rich closed the public hearing.

Council discussion

As the applicant was not present, Council reached consensus to postpone consideration of this amendment to a date certain of November 10, 2025, with the understanding that the applicant could request another postponement should they not be ready for presentation at that date.

MOTION by Aldred, support by Bruce, that the City Council of Farmington Hills hereby postpones consideration of amendment to Planned Unit Development Plan 4, 2000 – Cutting Edge Cuisine kitchen and storage addition to November 10, 2025.

MOTION CARRIED 7-0.

UNFINISHED BUSINESS:

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-7-2025, AMENDING THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 2.0, "DEFINITIONS," IN ORDER TO ADD NEW DEFINITIONS, AND ARTICLE 5.0, "SITE STANDARDS," IN ORDER TO ADD A NEW SECTION 34-5.20, "PUBLIC ART REQUIREMENT" RELATING TO THE INCLUSION OF ART WITH CERTAIN NEW DEVELOPMENT APPROVALS (ZONING TEXT AMENDMENT 1, 2025); AND SUMMARY FOR PUBLICATION.

Director of Planning and Community Development Kettler-Schmult introduced this request for second reading of Ordinance C-7-2025, an amendment to the Farmington Hills Code of Ordinances to add the requirement for public art.

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-7-2025, amending the Farmington Hills Code Of Ordinances, Chapter 34, "Zoning," Article 2.0, "Definitions," in order to add new definitions, and Article 5.0, "Site Standards," in order to add a new section 34-5.20, "Public Art Requirement" relating to the inclusion of art with certain new development approvals; and summary for publication.

Roll Call Vote:

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

MOTION CARRIED 7-0.

CONSIDERATION OF APPROVAL OF THE ENACTMENT OF ORDINANCE C-8-2025, AMENDING THE CITY OF FARMINGTON HILLS CODE OF ORDINANCES CHAPTER 2, "ADMINISTRATION," ARTICLE IV, "BOARDS, COMMISSIONS AND COUNCILS," DIVISION 8, "FARMINGTON AREA ARTS COMMISSION," IN ORDER TO AMEND SECTION 2-222, "PURPOSES, AUTHORITY AND DUTIES" (CITY CODE AMENDMENT 3, 2025); AND SUMMARY FOR PUBLICATION.

Director of Planning and Community Development Kettler-Schmult introduced this request for second reading of Ordinance C-8-2025, a companion piece to the previous amendment, which adds language for the review and approval of public art into the City Code.

MOTION by Boleware, support by Aldred, that the City Council of Farmington Hills hereby approves the ENACTMENT of Ordinance C-8-2025, amending the City of Farmington Hills Code of

PUBLIC HEARING AND CONSIDERATION OF ADOPTION OF A BROWNFIELD PLAN PROPOSED BY ROBERTSON BROTHERS HOMES FOR VILLAS AT PEBBLE CREEK AT 27400 W. 12 MILE ROAD. CMR 11-25-160

Director of Economic Development Brockway presented the proposed Brownfield Plan for the Villas at Pebble Creek at 27400 West 12 Mile Road. The plan includes removal of contaminated materials, groundwater treatment, asbestos mitigation, and demolition of over 115,000 square feet of existing building space, excluding the chapel, which will be historically preserved. The development will include 76 single-story detached condominiums, four single-story homes, pedestrian pathways, utilities, landscaping, and conservation of green space, representing an estimated \$46.8 million investment with a projected taxable value of over \$23 million. Eligible Brownfield activities total approximately \$3.9 million and include environmental assessment, due-care planning, demolition, abatement, plan preparation, contingency, and interest.

Tim Loughrin, Robertson Homes, and members of his team were available to answer questions.

Council noted that they had previously reviewed this proposal.

Mayor Rich clarified that the current agenda item was solely the public hearing on the Brownfield Plan, with formal Council action scheduled later on the agenda.

Public Hearing

Mayor Rich opened the public hearing. No public indicated they wished to speak, and Mayor Rich closed the public hearing.

UNFINISHED BUSINESS:

CONSIDERATION OF AMENDMENT TO PLANNED UNIT DEVELOPMENT PLAN 4, 2000; CUTTING EDGE CUISINE KITCHEN AND STORAGE ADDITION. CMR 11-25-161

Director of Planning and Community Development Kettler-Schmult reported that this item had been postponed to a date certain at the prior meeting to allow the applicant additional time to meet with adjacent property owners regarding outstanding concerns. She had spoken with the applicant earlier in the week, and while he indicated he is still attempting to resolve issues, no formal correspondence, request for postponement, or withdrawal has been submitted.

City Attorney Joppich advised that, since the applicant has not resolved the issue and is not present, further postponement would be appropriate.

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby postpones the amendment to Planned Unit Development Plan 4, 2000; Cutting Edge Cuisine kitchen and storage addition to a date certain, that being December 8, 2025.

MOTION CARRIED 6-0.

NEW BUSINESS

CONSIDERATION OF APPROVAL OF PLANNED UNIT DEVELOPMENT 1, 2025 AGREEMENT FOR TOWNES OF WOODCREEK. CMR 11-25-162

Director of Planning and Community Development Kettler-Schmult presented the Planned Unit Development (PUD) Agreement for Townes of Woodcreek, explaining that it formalizes the PUD plan



OFFICE OF CITY CLERK

TO: Mayor and City Council

FROM: Carly Lindahl, City Clerk

DATE: December 8, 2025

SUBJECT: Proposed 2026 City Council Annual Meeting Calendar

Based on the Rules of the City Council to provide more flexibility to allow for a summer schedule during the months of June, July and August and due to the observance of holidays in the months of May, September, and December, please find the proposed 2026 City Council Annual Meeting calendar attached.

RECOMMENDATION:

IT IS RESOLVED, that the Farmington Hills City Council hereby approves the 2026 City Council Annual Meeting calendar.

2026 MEETING SCHEDULE

CITY COUNCIL

(Meets 2nd and 4th Mondays, 7:30 PM City Hall – Council Chambers)

Each regular meeting may be preceded by a City Council study session

January	12	26
February	9	23
March	9	23
April	13	27
May	11	
June	8	
July	13	
August	10	
September	14	28
October	12	26
November	9	23
December	14	

Meeting Dates, Times and Location are subject to Change. Meetings are also subject to cancellation. Agendas for meetings are posted at City Hall prior to each meeting and in accordance with the Open Meetings Act. Agendas are also posted on the City's website at www.fhgov.com

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.



OFFICE OF CITY CLERK

TO: Mayor and City Council Members

FROM: Carly Lindahl, City Clerk

DATE: December 8, 2025

SUBJECT: Setting the Annual Goals Session Meeting

The date of Saturday, January 10, 2026, has been suggested for the City Council's annual goals session meeting.

The meeting is proposed to begin at 9:00 a.m. and take place in the Community Room at City Hall. If this date and time is acceptable to Council, the following motion is to formally confirm the meeting date.

RECOMMENDATION:

IT IS RESOLVED, that City Council hereby schedules the annual goals session meeting for Saturday, January 10, 2026, beginning at 9:00 a.m. in the Community Room at City Hall.



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 12/08/2025

DEPT: SPECIAL SERVICES - PARKS DIVISION

RE: REMOVE AND REPLACE WINDOWS AT THE NATURE CENTER

ADMINISTRATIVE SUMMARY

- Invitations to bid were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Tuesday, November 25, 2025, to remove and replace windows at the Nature Center. Notification was sent to four hundred fourteen (414) vendors, (including one hundred forty-three (143) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with five (5) responding, including one (1) alternate.
- The windows at the Nature Center are in disrepair and need replacement. Some of the windows are broken, missing screens, and/or do not open.
- Specifications require the awarded contractor to remove the existing windows and replace them with Pella traditional wood picture and single-hung windows. In addition to the replacement, the frame of each window will be painted on the outside to match the current color pattern. The inside frame will be stained to match the windows frames throughout the facility.
- A warranty was required as part of the specifications, including twenty (20) years on glass, ten (10) years on lock, hinges, and other components, and two (2) years on installation.
- Funding for this project is budgeted through the City-Wide Facility Capital Improvements Fund.

RECOMMENDATION

- IT IS RESOLVED that City Council authorizes the City Manager to issue a purchase order for Nature Center window removal and replacement to Regal Construction Inc. in the amount of \$58,794.90 (\$53,449.91 plus a 10% contingency cost of \$5,344.99 for unforeseen and anticipated costs once the old windows are removed).

Prepared by: Dan Monacelli, Facilities Supervisor Parks
Reviewed by: Michelle Aranowski, Director of Central Services
Reviewed by: Ellen Schnackel, Director of Special Services
Approved by: Gary Mekjian, City Manager



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

Bid # itb-fh-25-26-2521

Bid Name: Remove and Replace Windows @ Nature Center

Opened: November 25, 2025 @ 10 am

		Northville Lumber Co		BT's Construction	
		Novi, MI		Shelby Township, MI	
ITEM		Unit Price	Extended Price	Unit Price	Extended Price
Pella Windows Traditional Wood Picture Window	10	\$2,888.88	\$28,888.80	\$2,697.00	\$26,970.00
Pella Windows Traditional brand, Single – Hung	11	\$3,821.75	\$42,039.25	\$2,880.00	\$31,680.00
Grand Total			\$70,928.05		\$58,650.00

Bid notification was sent to 414 vendors.

We received 0 "No Bid."

CONTINUED		Vesta Companies, Inc.		Regal Construction	
		Fraser, MI		Chesterfield, MI	
ITEM		Unit Price	Extended Price	Unit Price	Extended Price
Pella Windows Traditional Wood Picture Window	10	\$2,311.00	\$23,110.00	\$2,725.00	\$27,250.00
Pella Windows Traditional brand, Single – Hung	11	\$3,190.00	\$35,090.00	\$2,381.81	\$26,199.91
Grand Total			\$58,200.00		\$53,449.91

CONTINUED		Northville Lumber - <i>Alternate</i>		White Pine Building & Development	
		Novi, MI		Shelby Township, MI	
ITEM		Unit Price	Extended Price	Unit Price	Extended Price
Pella Windows Traditional Wood Picture Window	10	\$2,257.04	\$22,570.40	\$1,900.00	\$19,000.00
Pella Windows Traditional brand, Single – Hung	11	\$2,658.15	\$29,239.65	\$2,080.00	\$22,880.00
Grand Total			\$51,810.05		\$41,880.00
		Brand	Andersen		

*White Pine Building & Development has withdrawn from the process.



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 12/8/2025

DEPT: DEPARTMENT OF PUBLIC WORKS

RE: STREET SWEEPING SERVICES - EXTENSION OF AGREEMENT

ADMINISTRATIVE SUMMARY

- Street sweeping services was publicly advertised and competitively bid on the Michigan Intergovernmental Trade Network (MITN) e-procurement system and opened on March 23, 2021. On April 12, 2021, Council awarded the contract to G&M Enterprises as the lowest, most qualified bidder (see attached bid tab).
- G&M Enterprises has formally offered to extend their terms & conditions for up to three (3) years, starting in calendar year 2026, with no price increases. The DPW has worked with G&M for the last five years and found them to be reliable and professional. In addition, City staff received positive references from RCOC and adjacent communities.
- This program involves five sweepings annually of all Major curbed roads (~70 miles) and four sweepings annually of all Local curbed roads (~260 miles). Street sweeping activity improves the appearance of the City while keeping debris out of the storm sewer system and our streams.
- The funding for this program is provided in Major and Local Road Maintenance accounts.

RECOMMENDATION

- IT IS RESOLVED that the City Council of Farmington Hills authorize the issuance of a purchase order for the extension of the agreement with G&M Enterprises of Southfield, Michigan for Street Sweeping Services in the amount not-to-exceed the annual budgeted amount for three additional one-year extensions under the same terms and conditions upon mutual consent by the City and Contractor (not-to-exceed three years).



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

SUPPORT DOCUMENTATION

City of Farmington Hills							
Bid tabulation							
Bid #itb-fh-20-21-2265							
Street Sweeping							
Opened 3/23/2021							
DESCRIPTION	EST. QTY.	Pipetek Infrastructure Services Livonia, MI Bond-Yes		SCA of OH, LLC Cleveland, OH Bond-Yes		G&M Enterprises LTD Southfield, MI Bond-Yes	
		Unit Price	Extended	Unit Price	Extended	Unit Price	Extended
Major Road Sweeping	5	\$7,300.00	\$36,500.00	\$8,272.19	\$41,360.95	\$3,540.50	\$17,702.50
Local Road Sweeping	5	\$26,800.00	\$134,000.00	\$18,206.10	\$91,030.50	\$12,998.00	\$64,990.00
TOTAL BASE BID		\$ 170,500.00		\$ 132,391.45		\$ 82,692.50	
Optional Major Road Street Sweeping per curb mile	1		\$100.00		\$166.08		\$60.00
Optional Local Road Street Sweeping per curb mile	1		\$100.00		\$74.25		\$60.00
Prices listed will increase percentage each year beginning at the 2nd year of award			2%		1.5%		2%
Bid notification was sent to 84 vendors. We received zero "No Bids."							

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



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 12/8/2025

DEPT: DEPARTMENT OF PUBLIC WORKS

RE: AWARD OF DUMP TRUCK AND PICK-UP TRUCK UPFITTING

ADMINISTRATIVE SUMMARY

- A request for proposals (RFP) was issued through the Michigan Intergovernmental Trade Network (MITN) e-procurement system by the City of Rochester Hills, RFP-RH-20-023 and opened on March 18, 2020. The initial term was for three (3) years and has been extended through calendar year 2025.
- The RFP was a seven-community cooperative effort, with the City of Rochester Hills acting as lead agency and included the cities of Farmington Hills, Rochester Hills, Auburn Hills, Madison Heights, Livonia, Huntington Woods, and Bloomfield Township. The proposal was developed with the intent to create a multi-year, comprehensive, cooperative contract for any MITN agency to procure both single and tandem-axle dump trucks as well as related upfitting equipment for snow and ice control. Participating in a cooperative purchase provides cost savings for the City of Farmington Hills due to the buying power of the cooperative.
- The proposed purchase provides a dump body system and various winter maintenance accessories including safety and lighting packages that will be installed on a 10-yard Freightliner dump truck chassis and a 5-yard Freightliner dump truck chassis that were previously awarded by Council resolution to Wolverine Freightliner on September 8, 2025.
- The purchase also includes upfitting of two (2) GMC 2500 pick-up trucks for Special Services and three (3) GMC 2500 pick-up trucks for Public Services. The five (5) GMC trucks will be upfitted with safety lighting and snowplow packages. These vehicles were previously awarded by Council resolution to Todd Wenzel Buick GMC on September 8, 2025.
- Funding for this purchase is provided in the Capital Improvement Budget and Parks Millage Fund for FY 25/26.
- The recommended vendor is Truck & Trailer Specialties of Howell, Michigan. Truck & Trailer has provided and installed plows as well as other winter maintenance equipment for the City in the past with high quality and reliable workmanship.



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

RECOMMENDATION

- IT IS RESOLVED, that the City Council of Farmington Hills authorize the issuance of a purchase order with Truck & Trailer Specialties in the amount of \$413,770.86 for the purchase and installation of dump bodies and winter maintenance accessories on two (2) new dump truck chassis and five (5) new pick-up trucks.

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Prepared by: Derrick Schueller, DPW Superintendent

Reviewed by: Jacob Rushlow, P.E., Director, Department of Public Services

Ellen Schnackel, Director, Department of Special Services

Michelle Aranowski, Director, Department of Central Services

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



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 12/08/2025

DEPT: SPECIAL SERVICES - CULTURAL ARTS DIVISION

RE: AWARD OF PROPOSALS FOR YOUTH THEATRE SERVICES

ADMINISTRATIVE SUMMARY

- Request for Proposals (RFP's) were advertised, available on the Michigan Inter-Governmental Trade Network (MITN) e-procurement site, publicly opened and read aloud on Tuesday, December 2, 2025, for Youth Theatre Services. Notification was sent to four hundred and seven (407) vendors, (including one hundred sixty-three (163) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with two (2) responding.
- The specifications required vendors to demonstrate relevant work experience and services, including their ability to work with youth of various ages and the qualifications of their supporting staff. The selected vendor will be responsible for conducting auditions, selecting casts for each production, designing costumes and sets, scheduling and running rehearsals, and maintaining accurate participation records. In addition, the selected firm will work as a "partner" with City staff regarding the promotion of City-developed marketing materials, show selection, and all administrative support associated with each production.
- An evaluation committee and interview panel, consisting of members from Central Services and Special Services staff, interviewed both firms to determine which was best suited to meet the needs of the Youth Theatre. The committee focused on each firm's expertise, ability to perform the required functions, staffing, and experience working with youth of various ages.
- The two firms interviewed were clearly accomplished in their respective fields and program models. In the Mitten Productions demonstrated an established team, with extensive experience developing performers new to theatre, working with more advanced youth performers, as well as introducing youth to set design and technical production. The firm also demonstrated their knowledge of current programming trends, and industry standards for youth-focused theatre. Staff is confident, that In The Mitten Productions will continue to provide the highest level of professionalism and support for continued program growth.



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

- Under the revised contract model, the contractor will receive a \$5,000 administrative fee for each audition-based program per season, and program costs will be supported through a percentage-based revenue structure. Ticket sales and registration fees will be split 50/50 between the contractor and the City. This model ensures that production expenses are directly supported by program revenue while maintaining fiscal transparency and a shared investment in program success.

RECOMMENDATION

- IT IS RESOLVED that City Council authorizes the City Manager to sign a contract for Youth Theatre Services to In The Mitten Productions for a one-year contract with the option to renew for five (5) additional one-year periods under the same terms and conditions upon mutual consent between the City and vendor.

Prepared by: Rachel Timlin, Cultural Arts Supervisor

Reviewed by: Nikki Lumpkin, Senior Buyer

Reviewed by: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

DATE: 12/8/2025

DEPT: FIRE

RE: PURCHASE OF AMBULANCE

ADMINISTRATIVE SUMMARY

- Sealed proposals for Ambulance and Emergency Medical Service were advertised, publicly opened and read aloud by Sourcewell - a State of Minnesota local government unit and service contract cooperative - on December 21, 2023. Forty-three (43) firms expressed interest, of which eleven (11) submitted proposals. The Sourcewell Board awarded a contract to REV Group, Inc., for Horton ambulance and emergency vehicles. The authorized Horton dealership for Indiana and Michigan is Emergency Vehicles Plus of Holland, Michigan. Participating in a cooperative purchasing program provides access to local dealers with national buying power, allowing the city to achieve maximum cost saving on purchases.
- Fire Department staff, in coordination with DPW personnel, have elected to request a vehicle consistent with the current Squad (ambulance) fleet, as outlined in the 2025-2026 Capital Budget. The specification submitted through Sourcewell includes a Ford F-550 chassis with a two-year extended warranty, paired with a patient module measuring at least 96" x 167" and covered by a two-year manufacturer's warranty. The requested delivery date is on or before June 30, 2026.
- The current market for these types of vehicles is extremely challenging. Production delays, parts shortages, and limited-service capacity are common, and after-delivery support can be affected by staffing and training constraints. Because it is critical to keep emergency vehicles in reliable, continuous operation, it is essential to partner with companies that provide exceptional delivery, service, and technical support. Emergency Vehicles Plus, representing Horton ambulances and emergency vehicles, meets these criteria and has demonstrated the capability to support our operational needs.



CITY MANAGER'S REPORT TO MAYOR AND COUNCIL

- Staff is recommending the City accept the Sourcewell pricing option, offered by Emergency Vehicles Plus/Horton. Funding for this purchase is available in the 2025/26 Capital Improvement Fund.

RECOMMENDATION

- In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order to Emergency Vehicles Plus representing Horton, for a new ambulance, in the amount of \$397,464.00.

Prepared by: Nikki Lumpkin, Senior Buyer

Jason Olszewski, Deputy Fire Chief

Reviewed by: Michelle Aranowski, Director of Central Services

Reviewed by: Jon Unruh, Fire Chief

Approved by: Gary Mekjian, City Manager

**MINUTES
CITY OF FARMINGTON HILLS
FARMINGTON HILLS CITY COUNCIL
STUDY SESSION
CITY HALL – COUNCIL CHAMBERS
NOVEMBER 24, 2025 – 6:00PM**

The study session of the Farmington Hills City Council was called to order by Mayor Rich at 6:00pm.

Councilmembers Present: Aldred, Boleware, Bridges, Dwyer, Knol, Rich and Starkman

Councilmembers Absent: None

Others Present: City Manager Mekjian, Assistant City Manager Mondora, City Clerk Lindahl, Directors Aranowski, Rushlow, Schnackel and Skrobola and City Attorney Joppich

DISCUSSION ON SITE SELECTION FOR THE NEW ACTIVITIES CENTER

Mayor Rich explained that Council will hear and discuss a presentation regarding site selection for the new activities center. Public comment will be taken during the regular City Council meeting that will immediately follow this study session.

City Manager Mekjian introduced the project team:

Evan Eleff, Sports Facilities Corporation
Charles Hart, Hubbell, Roth & Clark (HRC)
Ellen Schnackel, Special Services Director

History and timeline

- A pre-pandemic accrual study evaluated capital replacement and improvement needs for the Costick Center (2018 dollars).
- During the pandemic, Counsilman-Hunsaker performed an audit of the pool systems (2021 dollars).
- In 2023, the focus shifted to evaluating a full replacement of the Costick Center rather than only improvements. At that time, the recommended replacement location was at or adjacent to The Hawk.
- The City reengaged Sports Facilities Corporation in April 2025 to support broader strategic planning for Special Services, with the new activities center as a major component.
- The earlier Costick improvement estimates totaled approximately \$13.5 million in 2018 dollars; the estimated range is now \$22–\$27 million. These improvements would not extend the Costick Center’s lifespan by several decades; rather, they would provide an additional 5–15 years, depending on conditions.
- In contrast, full replacement estimated costs, adjusted for post-pandemic construction inflation—during which construction costs increased approximately 55% and continued escalating at 4–5% annually—is approximately \$27.2 million.
- A replacement facility would be smaller than the aging Costick Center yet better aligned with the needs of the 50-and-better community, offer programming flexibility, and would represent a 40–50-year investment.
- Three locations for a new facility had been reviewed: the existing Costick Center site, The Hawk site, and a potential partnership opportunity at the Oakland Community College (OCC) campus. No matter the location, the Costick Center will not be closed during construction.

Community engagement

Over six months, staff and consultants collected feedback through public listening sessions, focus groups, interviews, on site assistance with an online survey, and digital and in-person submission opportunities. Community feedback, operational data, and trends analysis helped inform the assessment.

Four major themes emerged from community engagement:

1. Location preferences:
Residents expressed opposition to locating the senior activity center on the second or third floor of The Hawk, or attaching it to The Hawk facility. Reasons included a strong preference for a dedicated building with its own parking and easy at-grade access, consistent with what is experienced at the Costick Center. Many older adults emphasized the need for a single-story building and avoidance of stairs or elevator dependency.
2. Physical facility needs:
Residents acknowledged their affection for the Costick Center while simultaneously recognizing its deteriorating condition. They identified several core elements they want in a new facility:
 - A pool supporting lap swimming, therapy use, and group exercise
 - Gym courts, particularly for pickleball
 - An indoor walking track for safe, year-round use
 - Multipurpose rooms for group exercise (both dry and aquatic)
 - Comfortable social spaces, including a lounge or coffee area
 - A single-story layout to ease accessibility
3. Programs and services:
Residents repeatedly emphasized the importance of maintaining continuity in staffing due to the strong relationships formed with both full-time and part-time staff. Many respondents also noted that because the city's 50-and-better population includes residents still working full-time, program offerings should include expanded evening and weekend availability. Additional requests included expanded educational programming, guest speakers, and short-session specialty classes.
4. Affordability:
Residents expressed sensitivity to cost. They value the city's current low-cost, high-quality programming and free services. While understanding that taxes may be part of any capital investment strategy, they stressed the importance of fiscal responsibility and careful consideration of funding mechanisms, including partnerships, alternative funding sources, and potential debt strategies.

Recap of site options

Site locations were evaluated in terms of 10-, 15-, 20-, and 30-minute drive-time populations. While the three sites differ somewhat within a 10-minute radius, demographic characteristics become nearly identical at the 15-minute and greater distances. The 10-minute drive-time population is a significant factor, particularly because many 50-and-better participants prefer not to drive long distances.

OCC Site:

Key Benefits:

- Largest population within 10-minute service area of the three sites
- Creates opportunity for integrated education initiatives (e.g., health sciences)
- Can utilize existing infrastructure (traffic signal, parking, and utilities)
- Maximizes opportunity for land sale and property tax income
- Offers "dedicated space" feel during peak 50 & Better program times

Key Challenges:

- Expected to require land lease
- Limited site control by City (e.g., use of shared parking)
- Reduces operational efficiency opportunities
- Will require brief adjustment period for new recreation location

Costick Center Site:

Key Benefits:

- Established, preferred location for 50 & Better participants
- Creates partnership opportunities with Rose Senior Living
- Can utilize existing infrastructure (parking and utilities)
- Maintains “dedicated space” feel during peak 50 & Better program times

Key Challenges:

- Smallest population within 10-minute service area of the three sites
- Reduction of land sale income opportunity
- Reduction of property tax income opportunity

The Hawk Site:

Key Benefits:

- Creates opportunity for operational efficiencies (maintenance, staffing and programming)
- Creates a central campus/community hub for active recreation and service offerings
- Maximizes opportunity for land sale and property tax income (if Costick is sold)
- If standalone option is chosen, maintains “dedicated space” feel during peak 50 & Better program times. *Note: A third-floor location at The Hawk is not feasible due to structural limits and the need for extensive renovation and is no longer being considered.*

Key Challenges:

- Non standalone options reduce feeling of a “dedicated space” during peak 50 & Better programming if attached to the Hawk
- Requires additional parking
- May reduce outdoor program opportunities

Chuck Hart, HRC, explained that HRC was brought in to evaluate The Hawk site.

- The third-floor option is structurally infeasible because it would require raising the roof, relocating HVAC and mechanical equipment, and performing extensive structural reinforcement. Additionally, The Hawk would be shut down during construction. The third floor was therefore eliminated as an option.
- HRC next evaluated two alternatives, referred to as Options A and B on the provided aerial maps, involving structures connected to The Hawk by elevated crosswalks. Both would require rebuilding the existing parking lot and constructing retaining walls and grade separations due to elevation differences. These concepts would involve substantial site work and add up to \$10 million compared to a standalone building. Options A and B were not recommended.
- HRC then evaluated standalone building concepts at the southern area of The Hawk campus, identified as Options C and D. Option D depicted both a one-story and two-story potential footprint.

Access to a standalone facility in Option D would be supported by a dedicated access road leading to the southeast corner of the site, and which would connect to the existing pedestrian bridge. This

configuration would allow direct ingress and egress to a signalized intersection on 12 Mile Road, reducing the need for seniors to navigate through the main east parking lot.

Mr. Eleff added that the space labeled “Senior Parking and Amenities” in Option D represented more area than would be required strictly for parking. The area could incorporate green space, small event lawns, or other amenities as part of a Hawk campus master plan, rather than being a large expanse of asphalt. Activation of the southeast corner could create a more integrated campus experience while still offering a dedicated environment for senior services.

The consultant team recommended that The Hawk site continue to be evaluated, with a full master-planning effort to address parking, amenities, pedestrian circulation, outdoor spaces, and integration with existing Hawk programming.

Feasibility assessment

Construction of the new activity center was estimated at approximately \$30 million regardless of location. Additional considerations included:

- Hawk site access improvements: approximately \$2.5 million for new roadway and access features.
- OCC site: would require a land lease, with costs currently unknown and still requiring discussion with OCC leadership.
- Costick Center land sale: if the city retains one-third of the property for a new building, estimated net proceeds are \$2 million; if the property is fully vacated due to relocation to OCC or The Hawk, proceeds could be approximately \$3 million.
- Property tax generation: partial redevelopment of the Costick Center site would yield approximately \$500,000 annually; full redevelopment if the center relocates elsewhere could generate roughly \$750,000 annually.
- Operational efficiencies: a new center located at The Hawk could save approximately \$300,000 annually due to shared maintenance, staffing, and programming resources, resulting in an estimated \$1.5 million in savings over five years.

Comparative development cost implications for the three evaluated sites

Combining all factors, the consultant team projected estimated net five-year comparative costs as follows:

- Costick Center site: \$27.5 million
- OCC site: \$26.25 million (not including land-lease payments)
- The Hawk site: \$27.25 million

All three sites were comparatively close in total cost when considering both expenditures and offsetting revenue/savings projections.

Proposed timeline

Following initial Council direction on site selection, a funding strategy phase would likely require approximately 12 months. During the same period, a Hawk campus master plan was recommended. Design and cost estimating would follow, lasting approximately four months, overlapping with a construction RFP process. Site preparation could take three to four months, with building construction estimated at approximately 18 months. Furniture, fixtures, and equipment installation would occur in the final months, followed by a soft opening and grand opening.

Overall, depending on funding timing, the full project could take approximately three and a half to four years to complete.

Staff comments

Director Schnackel noted her long history with the Costick Center and emphasized the importance of maintaining uninterrupted services for adults 50 and better during any transition.

Special Services leadership, in collaboration with the City Manager, Finance Department, HRC, and Sports Facilities Companies, recommended constructing a new standalone activities center on The Hawk campus, for two primary reasons as already discussed:

1. Operational efficiencies, including labor, equipment, and material optimization; cost effectiveness through consolidation; and streamlined workflows, in total realizing \$300,000/year.
2. Alignment with the City's mission, values, and goals related to placemaking and creating a community hub.

Director Schnackel reiterated that the Costick Center will remain open until the new facility is complete.

Q&A

Q. Would there be operational efficiencies if the new facility were located at the Costick Center site?

A. No. The Costick Center site functions as a standalone campus without shared staff or maintenance. By contrast, The Hawk site could save approximately \$300,000 per year due to staffing and resource consolidation.

Q. Please review the land sale benefits.

A. If one-third of the Costick Center property were retained for a new building, estimated tax revenue from redevelopment of the remaining land would be approximately \$500,000 annually. If the Costick site were fully redeveloped due to relocation, the annual taxable value could rise to approximately \$750,000.

Q. Did the consultants give weight to qualitative factors, such as seniors' long-standing connection to the Costick Center? Can qualitative considerations be quantified?

A. Qualitative considerations such as history, continuity, and emotional attachment are important but are difficult to quantify numerically. Council must weigh these intangibles alongside measurable data.

Q. Please explain more about the 10-minute drive-time population difference.

A. Updated demographic data showed approximately 63,000 people within 10 minutes of the Costick Center, compared to 81,000 for The Hawk and 91,000 for the OCC site. While the difference does not dramatically alter financial projections, it does affect the potential number of users during both senior and non-senior programming times.

Q. Why did HRC only evaluate The Hawk site and not the Costick Center site?

A. The Hawk site presented greater engineering uncertainty, including (at the onset) potential reuse of the third floor. HRC was therefore engaged specifically to determine feasibility at The Hawk, while the Costick Center site was already well understood and would require more straightforward new construction without structural complexities.

- Q. Regarding Option D, how would vehicles access the new facility from the existing signalized entrance on 12 Mile Road?
- A. The precise alignment of the access road would be determined during a full master-planning process, but the general concept involves a dedicated roadway around the perimeter of the property, separate from the main Hawk traffic pattern. The intended roadway would involve turning right immediately upon entering from 12 Mile Road, opposite current access to The Hawk.
- Q. Could the access roadway incorporate a separated walking or biking path?
- A. Vehicular, bicycle, and pedestrian access could be included, and the pedestrian path would connect to the existing pedestrian bridge.
- Q. Please compare Options C and D, both of which are potential standalone building sites south/southeast of The Hawk.
- A. Option C provides the opportunity for a direct covered or indoor walkway connection to The Hawk, while Option D offers a more secluded, dedicated feel, separated from the activity and higher traffic of the main building. Option D would require a longer roadway but would provide expanded parking space, whereas Option C may create limitations on the amount of available parking area.
- Q. Is there usage data by age group at The Hawk?
- A. Although not all program participants have age-tracked data, fitness pass data showed more than 5,600 pass holders, with 22 percent aged 50 or better. In October alone, more than 1,500 swipes were recorded from users aged 50 and better. Additionally, the Society for Older Active Retirees (SOAR) operates on the third floor and draws several hundred people daily. Additional data could be gathered through class registrations.

Regarding Options C and D, Mr. Eleff cautioned that the project team was not recommending one option over the other at this stage. A full site master plan should be completed if Council chooses The Hawk, including environmental and geotechnical reviews and engagement of a landscape architect experienced in recreation planning. Both options require further study before a definitive choice can be made.

- Q. Survey responses show the Costick Center grounds as a preferred location, and the financial comparison between building at the Costick Center site versus building at The Hawk reflected only a \$250,000 difference. Could the City's finance director explain the claimed \$300,000 annual operational savings anticipated if the new facility were located at The Hawk?
- A. Finance Director Skrobola confirmed that the City had evaluated the operational savings from several perspectives and found the \$300K estimate reasonable, given the significant efficiencies achieved by operating a centralized facility rather than two separate campuses. The greatest financial advantage comes from consolidation.
- Q. Should drive-time data or programming availability be more influential in determining the best location?
- A. Programming, user experience, and what the community is accustomed to are the primary drivers. While increased population within a 10-minute radius can support additional usage, the revenue and expense projections for all three sites were not significantly different and therefore site selection should not be based solely on drive-time data.
- Q. Would Options C and D provide identical services and programming?

A. Yes.

Q. Could more age-based data usage at The Hawk be provided?

A. Fitness pass holders were the easiest to identify in terms of age. Age-based data for drop-in pickleball, concerts, and other activities is limited, but staff could analyze time-of-day swipe patterns to provide more information.

Q. Please provide more information regarding traffic patterns and roadway access at The Hawk. Seniors need access without congestion.

A. This concern underscores the need for a comprehensive campus-wide master plan, including parking distribution, wayfinding, pedestrian flow, and access to amenities such as pickleball and tennis.

Q. Is the preliminary \$2.5M roadway estimate reliable?

A. The estimate is reasonable if the roadway remains close to existing parking areas, but costs could increase significantly if the road must extend into sloped or wooded areas. Rerouting the road partially through the parking lot would reduce the need for retaining walls but would require rebuilding lost parking elsewhere.

Q. Please address the potential loss of outdoor sports fields if Option D is chosen.

A. Many sports programs previously held at Costick have already shifted to Founders Sports Park or other sites. However, it is important to preserve green space to ensure that summer day camps continue to have outdoor areas at The Hawk. Master planning will determine how to replace or relocate activities while maintaining high-quality youth sports programming.

Q. Please address naming rights as a potential funding source. Would naming rights at The Hawk, located along I-696, be more valuable than at the Costick Center site?

A. Freeway visibility dramatically increases impressions and therefore add sponsorship value. Also, because The Hawk attracts residents of all ages, naming rights would appeal to a broader range of sponsors for that building than for a senior-only facility.

Concluding remarks

City Manager Mekjian said that this evening's discussion was intentionally high-level and that much more detailed evaluation would occur if Council directed staff to pursue preliminary engineering, architectural review, and master planning for The Hawk site. He highlighted that operational savings would affect back-of-house operations such as maintenance, snow removal, lifeguard scheduling, and administrative staffing—not the public-facing senior services staff. Mekjian emphasized that Council's decision must consider the 50–60-year lifecycle of the new facility.

Mayor Rich summarized the discussion, noting that Council appeared to have no remaining interest in the OCC site. Remaining options were rebuilding at the Costick Center or developing the new facility at location C or D on The Hawk campus. She proposed that, during the regular meeting, Council might consider authorizing a budget amendment enabling the City Manager to begin the master planning and engineering study for the Hawk site while retaining the Costick Center property as a backup option until more information is obtained.

Council indicated general support for proceeding with such a study but asked that the Finance Department provide greater clarity regarding operational efficiencies, which appeared to be the primary advantage of relocating to The Hawk.

ADJOURNMENT

Mayor Rich closed discussion and adjourned the meeting at 7:25pm.

Respectfully submitted,

Carly Lindahl, City Clerk

**MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL MEETING
CITY HALL – COUNCIL CHAMBER
NOVEMBER 24, 2025 – 7:30 PM**

The regular session of the Farmington Hills City Council was called to order by Mayor Rich at 7:43PM.

Councilmembers Present: Aldred, Boleware, Bridges, Dwyer, Knol, Rich and Starkman

Councilmembers Absent: None

Others Present: City Manager Mekjian, Assistant City Manager Mondora, City Clerk Lindahl; Directors Aranowski, Brockway, Kettler-Schmult, Rushlow, Schnackel and Skrobola; City Attorney Joppich

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Pankaj Varma, who is associated with the Dewa Diwali Food Drive in Michigan. Recently the Dewa Diwali Food Drive provided food for over 800 families, with over 1,700 pounds of food donated to CARES.

APPROVAL OF REGULAR SESSION MEETING AGENDA

MOTION by Bridges, support by Knol, to approve the agenda as published.

MOTION CARRIED 7-0.

PROCLAMATION RECOGNIZING NOVEMBER 29, 2025 AS SMALL BUSINESS SATURDAY

The following proclamation was read by Councilmember Starkman and accepted by Harout Wartersian, of Kevin's Jewelers on Orchard Lake Road in Farmington Hills.

**PROCLAMATION
Small Business Saturday
Nov. 29, 2025**

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. 29, 2025, 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.

Mr. Wartersian thanked Council for this proclamation, and for recognizing his business, Kevin's Jewelers. He is a 4th generation jeweler, and opened this second location about a year ago; his father opened the original location in Roseville in 1988. Mr. Wartersian noted the importance of customer service and relationships to small business success.

ANNOUNCEMENTS/PRESENTATIONS FROM CITY BOARDS, COMMISSIONS AND PUBLIC OFFICIALS

Michael Sweeney, Emergency Preparedness Commission, distributed materials to Council that provided winter preparedness preparation information. He emphasized the vital role community plays in supporting residents' mental health, especially noting the importance of family members and neighbors helping each other in a spirit of care and concern.

CORRESPONDENCE

Councilmember Aldred acknowledged receipt of emails from Mr. and Mrs. Wyss relative to the noise from the commercial property on 8 Mile Road that backs up to their property. The emails were passed to the City Manager, and the Planning and Community Development Department is following up. The City is still working with the owner of the 8 Mile Road business.

CONSENT AGENDA

MOTION by Bridges, support by Boleware, to approve consent agenda items 6 through 9 as read by Mayor Pro Tem Dwyer.

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 Boleware, to approve the consent agenda items 10 and 11 as read by Mayor Pro Tem Dwyer.

Roll Call Vote:

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

Nays: NONE
Absent: NONE
Abstentions: STARKMAN

MOTION CARRIED 6-0-0-1.

CONSENT AGENDA ITEMS FOR DISCUSSION

There were no consent agenda items for discussion.

COUNCILMEMBERS' COMMENTS AND ANNOUNCEMENTS

Councilmember Boleware reported on her recent participation in the National League of Cities Summit in Salt Lake City. The National League of Cities represents more than 3,000 municipalities nationwide and serves both as a federal advocate and an educational resource for local officials. She highlighted three major themes addressed at the conference:

1. Municipalities across the country are experiencing housing shortages affecting not only affordability but also access to homeownership for middle-income and younger residents.
2. The expanding role of artificial intelligence in municipal operations, with an emphasis on AI's potential applications in areas such as traffic management, FOIA response, budgeting, constituent communication in multiple languages, and public safety analytics. Councilmember Boleware underscored the importance of implementing strong security safeguards as cities adopt AI tools. She will bring some ideas forward during the Council's 2026 goal-setting session.
3. The growing lack of civility is a widespread concern among communities nationwide. Councilmember Boleware will discuss this issue in greater detail at the December 14 City Council meeting, noting the effect incivility has on councilmembers, residents, and public discourse. She will discuss strategies to promote greater respect and neighborliness.

Councilmember Starkman introduced himself as the newest Councilmember. He thanked residents for voting for him. His goal is to be as transparent, open, and available as possible to everyone.

Councilmember Bridges thanked Farmington Hills voters for re-electing him to a 5th term as council person. He will continue to do his best to represent Farmington Hills residents and to keep Farmington Hills a great city in which to thrive. His goals included ensuring the City remains fiscally responsible, maintains its AAA bond rating, as well as its safe city status.

Councilmember Knol thanked Farmington Hills residents for re-electing her to her 4th term as council person. She will continue to work hard for City residents, focusing on her goals of safety, supporting redevelopment where appropriate, and maintaining a responsible budget.

Councilmember Aldred offered comments regarding:

- Farmington Hills' summer camps: Last year there were nearly 5,000 camp participants in 192 separate camps. This level of activity requires the hiring of 80 camp staff, and Councilmember Aldred congratulate both Special Services and Human Relations for their smooth processes in doing this work.
- Glen Oaks Golf Course: While the county-owned golf course is closed for the winter, its walking paths are open.

Mayor Rich noted that:

- Council will have its goal setting sessions in January. Councilmembers should submit topics they want discussed.
- At the National League of Cities summit referenced earlier, Councilmember Boleware was re-elected as a member at large to the National Black Caucus of Local Elected Officials Board, and as a member at large to the Women in Municipal Government board.
- Congratulations to Mercy High School Girls Swim and Dive team and Volleyball team; both won their respective MHSAA championships for the State of Michigan.
- Mayor's Feeding Farmington Hills Task Force has decided to meet monthly, on the second Monday of the month at 2pm. Next meeting will be December 8 at Nardin Park Methodist/Fame (First A.M.E.) Church.
- For those seeking volunteer opportunities, go to justserve.org and plug in your zip code. Resources are also posted on the City's website under fhgov.com/help and also on the library website.
- Walk the Hawk is the second Tuesday of the month, 7pm, on the third floor of the Hawk. This is an opportunity to engage with your elected officials.

CITY MANAGER UPDATE

- Last week of yard waste pickup is the week of December 8 – 12.
- Halsted Road from 8 Mile to 9 Mile is open.
- City's 33rd annual holiday light celebration is at City Hall, December 2, at 6:30pm.

NEW BUSINESS

CONSIDERATION OF APPEAL OF A FREEDOM OF INFORMATION ACT REQUEST DATED SEPTEMBER 27, 2025.

City Attorney Joppich explained that this appeal of a FOIA denial appears to be moving toward resolution. To that end, a motion to postpone would be appropriate. If the resolution is finalized in writing, the item will not appear on a future agenda.

MOTION by Bridges, support by Knol, that the City Council of Farmington Hills hereby postpones consideration of appeal of a Freedom of Information Act request dated September 27, 2025, until the next regular City Council meeting, recognizing that the City Attorney's office and Mr. Steen have come to a tentative resolution of this appeal and will only return to Council if the resolution is not finalized in writing.

MOTION CARRIED 7-0.

CONSIDERATION OF APPROVAL OF THE SITE SELECTION FOR THE NEW ACTIVITIES CENTER. CMR 11-25-169

Mayor Rich stated that an abbreviated presentation would be provided for those who were not present at tonight's study session, which had focused on this topic.

Ellen Schnackel, Director of Special Services, introduced Evan Eleff of Sports Facilities Companies (SFC). The City has contracted with SFC for several years to assess the Department of Special Services and the potential replacement of the Costick Center. Charles Hart of Hubbell, Roth & Clark (HRC) was also present.

Mr. Eleff summarized the analysis of three potential sites for the new activities center: (1) the existing Costick Center site, (2) the Hawk site, and (3) the Oakland Community College (OCC) site. The OCC site – while offering the ability to sell the entire Costick Center site – would not be owned by the City but would require a land lease, with as yet unknown annual costs, and as a result presents limitations regarding site control. Because of this, his presentation focused on the Costick Center and Hawk sites.

Costick Center site:

Community engagement events indicated the strongest preference for this location among residents age 50 and older. Benefits include partnership opportunities with Rose Senior Living, existing infrastructure for utilities and parking, and the ability to maintain a dedicated space for the 50 and better community. Challenges include the smaller surrounding population base and the need to preserve about 1/3 of the land for the new facility, leaving two-thirds of the current acreage for potential sale for residential development.

Hawk site:

This site offers the opportunity to develop a master-planned recreational campus and achieve operational efficiencies by co-locating with the City's most highly staffed and revenue-generating facility. This site also allows the City to sell the full Costick parcel. Challenges include the need for additional parking, potential loss of outdoor sports program space, and—if the building is attached to or placed on the third floor of the Hawk—loss of dedicated space for the 50-and-better population.

Charles Hart of HRC outlined the engineering assessment of the Hawk site. Converting the third floor of the existing facility to house the gymnasium, pool, and other amenities would require raising the roof, major structural upgrades, and significant HVAC replacements, necessitating closure of the Hawk during construction. This option was therefore eliminated. Additional options involved connecting a new Activity Center building with the Hawk (Options A and B), which would require retaining walls, reconfigured parking, and an elevated crosswalk, adding up to \$10 million over the cost of a standalone building.

Options C and D, located south of the Hawk, appeared to present the most feasible paths forward. These options allow for a two-story or single-story configuration, provide room for additional amenities and parking, and include a dedicated access road from 12 Mile Road. Mr. Hart recommended additional master planning to determine the most suitable location for the facility and related site elements.

Mr. Eleff presented a comparative overview of capital and operational costs associated with the three potential sites. The construction cost of the center itself is assumed to be \$30 million regardless of location. For the Hawk site, additional access and roadway improvements are preliminarily estimated at \$2.5 million, subject to refinement following geotechnical, environmental, and engineering studies. Lease costs for the OCC site remain unknown, as discussions have not yet occurred.

Overview of capital and operational costs

Mr. Eleff reviewed anticipated land-sale revenues and property tax implications. A full sale of the Costick Center property is estimated to generate approximately \$3 million in net income after demolition and/or remediation costs. If one-third of the land is retained for the new center, net income would be reduced to \$2 million. Property tax revenue generated by residential development on the full parcel is estimated at \$750,000 over five years; partial development at the Costick site would reduce that to \$500,000.

Mr. Eleff stated that operational efficiencies at the Hawk site—through shared services, maintenance, staffing, and increased revenue generation—are projected to provide an annual savings of approximately \$300,000 compared with either the OCC or Costick Center sites. He clarified earlier remarks, noting that any new facility at any of the three locations would yield between \$330,000 and \$430,000 in annual operational savings compared with the existing Costick Center due to smaller, more efficient space; modern systems; and expanded programming opportunities. When placed specifically at the Hawk, the combined total improvement over current operations is approximately \$600,000 to \$700,000 annually.

Mr. Eleff outlined an estimated project timeline. A one-year pre-development period is anticipated for site selection, funding considerations, and—regardless of chosen location—completion of a Hawk site master plan. Development, including design, cost estimating, construction procurement, site preparation, construction, and installation of furnishings and equipment, is estimated at roughly two and one-half years. Depending on funding and council direction, total completion may range from three to four years.

Director Schnackel reported that Special Services leadership, along with the city manager, finance department, HRC, and SFC, recommend construction of a new standalone center on the Hawk property. She noted that the Costick Center would remain open during construction regardless of location and highlighted the operational and campus-planning benefits associated with the Hawk site.

Councilmember Boleware requested clarification regarding operational efficiencies. Mr. Eleff confirmed that while all new site options provide \$330,000 to \$430,000 in annual improvement over current operations, the Hawk site yields an additional \$300,000 relative to the other new-site options, resulting in a total operational benefit of \$600,000 to \$700,000 annually compared with the existing Costick Center.

Public Comment

Mayor Rich opened the meeting to public comment.

Steve Ludwig, Farmington Hills resident, offered comments regarding this agenda item, giving background to his knowledge of The Hawk and the Costick Center.

Dan Fantore, Chair of the Farmington Area Commission on Aging, noted that the Commission on Aging held three listening sessions in December and March to gather community feedback regarding replacement and/or rehabilitation of the Costick center. The overwhelming majority of participants expressed a strong preference for retaining the 11-Mile location. Users cited concerns about the Hawk site, including its location near the busy 12-Mile and Orchard Lake intersection, existing parking limitations, and challenging traffic patterns. These conditions could reduce participation by seniors, particularly frail older adults who are comfortable driving on 11-Mile Road but not on 12-Mile Road. Additional transportation services could help.

Regarding the Hawk site, Mr. Fantore questioned the advantages of Option D over Option C, noting that Option D appears farther from the signalized intersection on 12-Mile and would require a costly new access road. He was also concerned with the discussion of a potential two-story facility. Seniors overwhelmingly prefer a single-story building. He referenced the other design options, observing that

Site A appeared favorable due to its proximity to 12-Mile and lack of need for an additional roadway, and questioned why it was no longer under consideration.

Mr. Fantore concluded that Costick Center users valued the listening sessions facilitated by the Commission on Aging and encouraged the City to establish an ongoing advisory process or regular input mechanism for seniors as planning for a future senior center continues.

Steven Artt, Farmington Hills resident, said that seniors have consistently expressed a desire to keep the Costick Center at its current location; he was concerned that proposed Hawk site options would relegate senior services to secondary or less visible spaces. He pointed out that the current user base primarily consists of residents in their 70s, 80s, and 90s rather than those age 50 and above. He was concerned that the City may have already moved toward a decision not aligned with senior residents' preferences.

Lori Darrow, Farmington Hills resident, asked for written detail regarding the \$300K operational efficiency by placing the new senior center on the Hawk site. She agreed that most users were 70 or older, and as people aged, they had different needs. She was concerned that the population that used the Costick Center would be left behind. She emphasized the importance of being able to provide hot lunches to senior center users, as well as to those who depended on Meals on Wheels.

Christopher Moore, Farmington Hills resident, asked that seniors be provided with a place they could call their own.

Suzanne Dengiz, Farmington Hills resident, emphasized the importance of maintaining the broad range of programs, services, and social supports currently offered to seniors. A new senior center should include adequate space for communal dining, therapeutic and fitness activities, lifelong learning programs, support groups, and adult day services, all designed to serve individuals with significant mobility challenges. Ms. Dengiz urged the City to select a site and facility design—preferably single-story—that prioritizes accessibility and meets the comprehensive needs of the senior population.

Anita Wagoner, Farmington Hills resident, urged the City to ensure that staff reductions are not implied or planned as part of any transition. She emphasized the importance of fiscal responsibility balanced with long-term value, noting that residents—like consumers—often choose options that provide better quality rather than simply the lowest cost. She was concerned about site options C and D due to multi-level access issues, loss of athletic fields, and potential parking conflicts.

Gerolyn VanHout, Farmington Hills resident, acknowledged that budget considerations are central to decisions about replacing the Costick Center. The primary challenge at the Hawk site is traffic flow and the need for dedicated parking that does not intersect with existing Hawk traffic. She thought that Option D would create congestion. However, a standalone building along the freeway could be both highly visible and architecturally appealing, especially if designed as a single-story facility with clear access. She suggested that naming rights could help offset costs.

Angie Smith, Farmington Hills resident, said that the City has failed to maintain the Costick Center adequately and argued that seniors deserve a safe, fully functional, accessible facility. She was concerned that the purchase of the former school building and creation of the Hawk signaled a de-prioritization of senior needs. She urged Council to prioritize seniors' well-being and facility needs, emphasizing that many seniors rely on the Costick Center for social connection and daily support.

Pat Hansen asked if nonresident usage data was available. She raised questions regarding parking and delivery access requirements, and the cost and applicability of a Hawk master plan for this project. She was concerned about reduced visibility and difficult access if the new facility were placed behind the Hawk, as well as uncertainty regarding staffing reductions associated with projected operational savings. She emphasized the importance of involving all relevant department heads in facility planning, maintaining regular Parks and Recreation Commission meetings, and ensuring strong project management and communication. She noted that seniors depend on a dedicated center that provides community, belonging, and daily support.

As no other public had indicated they wished to speak, Mayor Rich closed public comment and brought the matter back to Council.

Council deliberation and action

Councilmember Knol referenced questions asked of her during the break between meetings regarding potential building locations near the Hawk. She clarified that Options A and B involved constructing a facility in the west parking lot with an elevated bridge to the Hawk's third floor, and confirmed—based on staff input—that building a one-story standalone structure in that area would be cost-prohibitive due to a steep drop-off requiring extensive retaining walls. She further explained that the Hawk site master plan would be used to determine the specific building location, road layout, traffic flow, and separate parking for both seniors and Hawk users. Also, Option C is shown as a placeholder – this option does not necessarily result in a two-story building.

Mr. Eleff further explained that a master plan would also address ingress and egress, event-day parking controls, and possible additional recreational amenities.

Councilmember Aldred affirmed that Council fully recognizes the importance of senior services and intends to preserve them. Tonight's discussion focuses solely on the construction of a new building and its location. The Costick Center site was not discussed in detail because new construction placement on the existing property is relatively straightforward, whereas the Hawk site required fuller evaluation to determine whether a new center could function effectively on the site, and whether it was financially feasible to build there. The Hawk's potential long-term operational efficiencies were key to Council's decision, especially in considering whether those efficiencies would offset the additional costs to build there.

Councilmember Aldred offered the following motion:

MOTION by Aldred, support by Dwyer that the City Council of Farmington Hills hereby chooses the future site of the City's new activities center as recommended at the November 24, 2025 City Council Study Session, and authorizes the City Manager to procure the necessary engineering, architectural and other consultants needed to develop preliminary site and architectural plans for City Council's consideration, provided that the Costick Center may be given further consideration in the future if the Engineering, Architectural, and other Consultants' site and architectural plans are found to be not acceptable once prepared and reviewed by City Council.

Motion discussion:

Councilmember Bridges requested a friendly amendment to ensure that the Costick Center would remain a full, parallel option to the Hawk site rather than a fallback consideration, with side-by-side cost comparisons for each site.

City Attorney Joppich explained that the motion on the floor authorizes the City to begin engineering and architectural planning for Hawk site options C and D, with those plans to be returned to Council for further consideration. If the resulting plans are not acceptable, Council may then choose to revisit the Costick Center site. He further advised that, if Council wished to consider the Costick site on equal footing now, the motion would need to be formally amended to include the Costick site and remove the clause stating it would be considered only if Hawk plans are deemed unacceptable.

Councilmember Aldred stated that conducting simultaneous engineering studies for both the Hawk and Costick Center sites was unnecessary, noting that redevelopment of the Costick Center would be relatively straightforward and would not require the same level of preliminary planning as the Hawk. Mayor Pro Tem Dwyer agreed, emphasizing that the Costick site can always be reconsidered later and that completing full studies for both sites at once would be duplicative and costly.

Councilmember Bridges said that he could not support the motion if it positioned the Costick Center as a secondary option.

City Attorney Joppich discussed process. Any amendment must precisely modify the existing motion rather than create an opposing or substitute motion.

Councilmember Bridges stated his intent to amend the motion so that the Costick Center site would receive the same level of study and scrutiny as the Hawk, citing advantages of the Costick location and the need for more transparent justification of the Hawk's projected operational savings.

Councilmember Knol asked whether an engineering study would also be required for the Costick Center site. City Manager Mekjian explained that although the Costick site is far simpler to develop than the Hawk site, both locations would ultimately require engineering, architectural, and site-planning work to generate accurate cost estimates. Master planning for the Hawk is essential due to site complexity, potential road construction, grading needs, and multiple layout options, while the Costick Center would require a more limited but necessary level of design work. Additionally, broader financial considerations—including potential property-tax revenue from selling full Costick site and operational savings by using the Hawk site—would influence funding decisions.

Councilmember Bridges emphasized the strong community preference for retaining the Costick Center site and questioned the justification for the Hawk site, reiterating that intangible benefits and public input should weigh heavily in the decision.

After discussion, City Attorney Joppich advised that the proposed amendment did not qualify as an amendment because it contradicted rather than modified the existing motion. Per parliamentary procedure, Council must first vote on the main motion before considering any alternate motions. If the motion on the table failed, Councilmember Bridges could then offer an alternate motion.

Councilmember Boleware confirmed that the motion on the table selected the Hawk site for initial engineering and planning work, with the option to reconsider the Costick Center only if the Hawk plans proved unacceptable to Council. If this motion passes, no further motion would be offered.

Roll Call Vote:

Yeas: ALDRED, DWYER, KNOL, AND RICH

Nays: BOLEWARE, BRIDGES, AND STARKMAN

Absent: NONE

Abstentions: NONE

MOTION CARRIED 4-3.

CONSIDERATION OF A REQUEST TO RECONSIDER CITY COUNCIL'S MOTION TO DENY CLUSTER SITE PLAN 54-4-2025, FOREST AT RIVERWALK; SOUTH SIDE OF FOLSOM ROAD BETWEEN PARKER AVENUE AND LUNDY DRIVE. CMR 11-25-170

Mayor Rich introduced this request seeking reconsideration of the Council's prior (Nov. 10, 2025) decision to deny Cluster Site Plan 54-4-2025. This request has been brought by the property owner and applicant, based on new and additional information provided by the applicant regarding its proposal. Procedurally, the first step for Council to consider is whether it is willing to reconsider the motion to deny approved at the November 10 meeting. Staff will provide a brief introduction, and the applicant has requested the opportunity to briefly address Council regarding this request. Following the applicant's remarks, Mayor Rich will call on residents who have submitted blue slips indicating they wish to speak on this matter.

Director of Planning and Community Development Kettler-Schmult summarized the request, noting that revised plans include a turnaround and an unpaved emergency-access connection to Parker Road with a breakaway gate. Engineering received the revised materials late the previous week and requires approximately two weeks to complete a full technical review. The breakaway-access proposal and other modifications have therefore not yet undergone detailed evaluation.

Applicant comments

Applicant Stuart Michaelson explained that revisions were made in response to neighborhood concerns, including eliminating vehicular access to Parker and limiting the connection to emergency use only via grass pavers and a gated entrance. He further described proposed drainage improvements designed to prevent runoff onto adjacent properties. The project continues to maintain over 40 percent open space. Mr. Michaelson said that if the revised cluster plan is not reconsidered, they would pursue a by-right layout with 29 lots requiring a through road to Colfax, resulting in more extensive tree removal, larger lots, and higher-priced homes.

George Major, development partner, requested the opportunity to work directly with Engineering, Planning, Fire, and other departments to validate drainage and roadway functionality prior to returning to Council.

Councilmember Knol sought clarification regarding the new road configuration. Mr. Michaelson explained that under the revised plan the access to Parker Road would not be a paved road but instead would function only as an emergency-access route constructed with grass pavers and secured by a gate, preventing regular traffic. He acknowledged that some vegetation would need to be removed to install

the pavers, but fewer trees would be lost compared to constructing a full through-road to Colfax under a by-right plan.

In response to questions from Councilmember Starkman, Mr. Michaelson said that mitigation regarding local wildlife and the surrounding ecosystem had been discussed in detail at the last meeting.

Public comment

Eric Schmidt, Farmington Hills resident, opposed reconsideration, urging Council to uphold its prior denial of the cluster site plan. He argued that substantial changes proposed by the applicant warranted returning the matter to the Planning Commission rather than allowing reconsideration at the Council level.

Michelle Gala, Farmington Hills resident, reiterated neighborhood concerns regarding flooding, lack of a traffic study on Folsom Road, and the impact of tree removal on the local water table. Existing septic systems, some serving homes over 100 years old, could be negatively affected by altered drainage. Ms. Gala also noted that the city has comparatively limited parkland and urged caution regarding new development.

Kimberly Korona, Farmington Hills resident, opposed reconsideration. The proposed emergency access road would still impose impacts on the adjacent resident. She remained concerned over tree removal and flooding, and argued that the project remains inconsistent with neighborhood character. Ms. Korona noted the challenges of building near wetlands generally, and noted previous developers declined to proceed after recognizing similar obstacles.

Mary Newlin, Farmington Hills resident, had significant concerns about impacts to Parker Road residents, including risks to wells, septic fields, and emergency access. She noted persistent groundwater saturation despite mature tree cover, and asked what the result would be when so many trees would be removed. She emphasized safety concerns related to emergency vehicles relying on a grass-paver access road in a wet area.

Tammy Trinka, Farmington Hills resident, discussed the existing groundwater problems, including continuous sump pump operations. Removing approximately 600 trees would further raise the water table and threaten nearby homes. She argued that the proposed drainage plan addresses only surface water and would not prevent groundwater intrusion. She also questioned the feasibility of emergency vehicles using a grass-paver access path in marshy conditions.

Robert Donovic noted that if this proposal is denied, the developer retains the right to build under existing zoning, which could result in fewer but larger homes and potentially greater environmental impact. The cluster plan, although opposed by residents, would preserve more open space and reduce tree loss compared to a by-right subdivision.

No other public indicated they wished to speak.

Council deliberation and action

Mayor Rich explained that only a Councilmember who previously voted to deny the proposal could move for reconsideration. If a motion to reconsider is made and fails, this item is closed and there will be no further discussions. If such a motion is made and is passed, Council will then be back at the point

in the process where Councilmember Bridge's prior motion to deny, as stated at the November 10, 2025 meeting, is back on the table as if it had not been voted on.

Mayor Rich asked if there was a motion to reconsider Council's decision at the November 10, 2025 meeting to deny Cluster Site Plan 54-4-2025, Forest at Riverwalk.

MOTION by Dwyer, support by Rich, that the City Council of Farmington Hills hereby reconsiders Council's decision at the November 10, 2025, meeting to deny Cluster Site Plan 54-4-2025, Forest at Riverwalk.

Motion discussion

Councilmember Aldred stated he would vote against reconsideration, reiterating his belief that this development in this location would be detrimental to the character of the neighborhood. He acknowledged that a less desirable by-right plan could be proposed but believed that the current cluster proposal did not demonstrate sufficient benefit to merit reconsideration.

Councilmember Knol said that her views were unchanged from the prior meeting. She pointed out that even with grass pavers and an emergency-only designation, the proposed access road to Parker would remain directly adjacent to the neighboring residence, significantly impacting that resident should an emergency occur. The access road would likely be difficult to maintain given existing wet conditions. She repeated her concern that the cluster layout places too many homes on the site and is detrimental to the established character of the surrounding neighborhood.

Councilmember Bridges stood by his original motion to deny the cluster site plan.

Councilmember Starkman stated that, based on his conversations with residents and personal visits to the site, he remained concerned about the proposed development's impact and did not support revisiting Council's prior decision. He believed the project was not appropriate for this location.

Mayor Rich acknowledged the anticipated outcome of the vote to reconsider. However, she believed that the denial would likely result in a by-right development of 28-29 larger homes extending from Folsom to Colfax, with greater disturbance to wetlands and less preserved open space. The result would be a poor ecological and housing outcome. She would vote in favor of reconsideration to allow further review of the cluster plan.

Roll Call Vote:

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

MOTION FAILED 1-6.

CONSENT AGENDA

RECOMMENDED APPROVAL OF AWARD OF BID FOR SIGN SHOP SUPPLIES TO MD SOLUTIONS, INC. IN THE AMOUNT NOT-TO-EXCEED THE ANNUAL BUDGETED AMOUNT, WITH APPROVED EXTENSIONS. CMR 11-25-171

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to MD Solutions, Inc. of Plain City, Ohio for sign shop supplies in the amount not-to-exceed the annual budgeted amount with one or more administration approved extensions not-to-exceed a total of four (4) years.

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 THE FATS, OILS, AND GREASES PREVENTION PROGRAM TO EGANIX INC. IN AN AMOUNT NOT TO EXCEED \$75,000 FOR THE CURRENT YEAR, WITH APPROVED EXTENSIONS IN THE AMOUNT NOT-TO-EXCEED THE ANNUAL BUDGETED AMOUNT. CMR 11-25-172

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby waives the sealed bid process and authorizes the City Manager to approve the contract and purchase order to Eganix Inc. for the Fats, Oils, and Greases (FOG) Prevention Program, in an amount not to exceed \$75,000 for the current year, with one or more administration approved extensions in the amount not-to-exceed the annual budgeted amount.

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 PURCHASE OF ICE ARENA REPLACEMENT SCOREBOARDS TO NEVCO SPORTS LLC, IN THE AMOUNT OF \$31,182.36. CMR 11-25-173

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order for the Ice Arena scoreboards replacement to Nevco Sports, LLC, in the amount of \$31,182.36 (\$28,347.60 plus a 10% contingency cost of \$2,834.76 for unforeseen and anticipated costs once the old scoreboards are removed).

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 PURCHASE OF BOBCAT ZERO-TURN RIDING MOWER WITH ACCESSORIES TO DOOSAN BOBCAT NORTH AMERICA IN THE AMOUNT OF \$17,536.66. CMR 11-25-174

MOTION by Bridges, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to approve a purchase order in the amount of \$17,536.66 for one (1) Bobcat ZT7000 Zero-Turn Riding Mower to Doosan Bobcat North America and to take delivery of the equipment via Carleton Equipment Company Bobcat of Motor City as an authorized dealer.

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 NOVEMBER 10, 2025.

MOTION by Knol support by Boleware, that the City Council of Farmington Hills hereby approves the City Council study session minutes of November 10, 2025.

Roll Call Vote:

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

MOTION CARRIED 6-0-0-1.

RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MINUTES OF NOVEMBER 10, 2025.

MOTION by Knol support by Boleware, that the City Council of Farmington Hills hereby approves the regular session minutes of November 10, 2025.

Roll Call Vote:

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

MOTION CARRIED 6-0-0-1.

ADDITIONS TO AGENDA

There were no additions to the agenda.

PUBLIC COMMENTS

Michael Harris, President of the Halsted Hills Homeowners Association, reported that Fiber City had damaged the association's underground sprinkler system while installing buried fiber-optic cable, resulting in \$2,320 in repair costs paid by the association. Repeated attempts to secure reimbursement from the company and its contractor had been unsuccessful and requested the City's assistance in

resolving the matter. City Manager Mekjian offered to meet with Mr. Harris after the meeting to discuss the issue.

ADJOURNMENT

The regular session of City Council meeting adjourned at 10:08pm.

Respectfully submitted,

Carly Lindahl, City Clerk