

AGENDA
CITY COUNCIL STUDY SESSION
AUGUST 28, 2023 - 5:30PM
CITY OF FARMINGTON HILLS
CITY HALL – COMMUNITY ROOM
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com

1. Call Study Session to Order
2. Roll Call
3. Discussion of [The Hawk Innovation Center and Structure of Management](#)
4. Adjourn Study Session

Respectfully submitted,

Pamela B. Smith, City Clerk

Reviewed by:

Gary Mekjian, City Manager

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



MEMORANDUM

FROM: Cristia Brockway, Economic Development Director
TO: Farmington Hills City Council
CC: Gary Mekjian, City Manager
DATE: August 28, 2023
SUBJECT: Economic Development Corporation (EDC) Incubator Historical Timeline and Option to Operate

This evening's study session is focused on the business incubator located at The Hawk. The following is a historical summary of the City's and EDC's efforts to date in creating, and ultimately attracting, the City's first participant in the incubator program. City Administration is requesting input and direction from members of City Council on the operation and management of the Incubator. We offer the following information:

- The City Council first addressed the support of the business incubator at its January 12, 2019, Goals Session.
- On February 10, 2020, City Council approved the award of bid for Phase I of a Business Incubator Market Feasibility Study which was originally awarded to market research company, Place Dynamics.
- Lew Cantor, Vice Chair of the EDC, and Michael Stumpf, Place Dynamics consultant, approached City Council during a Study Session on April 12, 2021, to present the results of Phase I and seek City Council support for the incubator.
- Phase II of the incubator study was awarded to Public Sector Consultants on August 23, 2021.
- City Council again, spoke in favor of the incubator during the City Council Goals Study Session on January 22, 2022.
- Public Sector Consultants finalized the Phase II feasibility study for the lab spaces on the third floor of The Hawk which indicated that an incubator within the wet lab industry was in demand. This study included market research, a business plan, and pro forma for the incubator project. The Phase II Study was presented to City Council on May 23, 2022.
- Through Consent Agenda on June 13, 2022, City Council approved a resolution "Regarding the Potential Establishment of an Innovation and Economic Development Incubator at The Hawk Hatchery". On July 25, 2022, and August 4, 2022, the EDC held subcommittee meetings, and one regular meeting on August

10, 2022, where the EDC members discussed the options of managing the incubator space on the third floor of The Hawk. Options deliberated included: a not-for-profit, the EDC, a university partner, private entity, healthcare partner, or the City.

- On August 15, 2022, the EDC received City Council approval for the buildout of one lab on the third floor of The Hawk for an Innovation and Economic Development Incubator. Meeting material provided to City Council included information regarding the EDC's interest in creating a not-for-profit 501(c)3 as an option to operate and manage the incubator. During this time, potential SBIR grant recipients were informed of the incubator space which accelerated the project timeline as there were now potential occupants.
- On June 12, 2023, representatives of the EDC presented to City Council an update on the incubator space and the plans to operate it under an EDC created, not-for-profit called The Hawk Hatchery, Inc. Also, that evening, City Council approved a Use and Participation Agreement between the City and the first incubator participant, Comprehensive GI (CGI). The City Managers Report included details explaining that the City's responsibilities under this agreement would transfer to the Hawk Hatchery, Inc (HHI)., once a concession agreement between the City and HHI was approved by City Council.

Representatives of the EDC will be in attendance to discuss and provide additional input on the history of the incubator as well as their desire to utilize the nonprofit 501(c)3, The Hawk Hatchery, Inc (HHI). to manage the operations at the Hawk Innovation Center.

RECOMMENDED APPROVAL OF AWARD OF BID FOR PHASE 1 OF A BUSINESS INCUBATOR MARKET FEASIBILITY STUDY TO PLACE DYNAMICS IN THE AMOUNT OF \$18,000. CMR 2-20-20

MOTION by Massey, support by Steckloff, that the City Council of Farmington Hills hereby authorizes the City Manager to approve the contract for Phase 1 of a Business Incubator Market Feasibility Study with Place Dynamics in the amount of \$18,000.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRIDGES, KNOL, MASSEY, NEWLIN AND STECKLOFF
Nays: NONE
Absent: NONE
Abstentions: NONE

MOTION CARRIED 7-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR AS-NEEDED TRANSIT MIX CONCRETE FOR DPW ROAD MAINTENANCE TO PIEDMONT CONCRETE IN THE AMOUNT OF \$30,000; WITH POSSIBLE EXTENSIONS. CMR 2-20-21

MOTION by Massey, support by Steckloff, that the City Council of Farmington Hills hereby authorizes the City Manager to approve a purchase order to Piedmont Concrete in the amount of \$30,000 for the as-needed purchase and delivery of transit mix concrete products with possible extensions.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRIDGES, KNOL, MASSEY, NEWLIN AND STECKLOFF
Nays: NONE
Absent: NONE
Abstentions: NONE

MOTION CARRIED 7-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR GRAVEL AND AGGREGATE MATERIALS TO ELLSWORTH INDUSTRIES FOR DPW ROAD MAINTENANCE IN THE AMOUNT OF \$125,000 AND PARKS & GOLF MAINTENANCE IN THE AMOUNT OF \$10,000; WITH POSSIBLE EXTENSIONS. CMR 2-20-22

MOTION by Massey, support by Steckloff, that the City Council of Farmington Hills hereby authorizes the City Manager to issue purchase orders to Ellsworth Industries in the amount of \$125,000 for the DPW and \$10,000 for Parks & Golf, with possible extensions for supplying gravel and aggregate materials for both the DPW road maintenance operations and the Parks & Golf grounds and athletic field maintenance.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRIDGES, KNOL, MASSEY, NEWLIN AND STECKLOFF
Nays: NONE
Absent: NONE
Abstentions: NONE

MOTION CARRIED 7-0.

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL STUDY SESSION MEETING
APRIL 12, 2021 – 6:00PM

The Study Session meeting of the Farmington Hills City Council was held electronically and called to order by Mayor Barnett at 6:05pm. Members were asked to state their name and location (city and state) as to where they were attending the electronic meeting.

Council Members Present: Vicki Barnett, Farmington Hills, Michigan
Jackie Boleware, Farmington Hills, Michigan
Michael Bridges, Farmington Hills, Michigan
Valerie Knol, Farmington Hills, Michigan
Ken Massey, Farmington Hills, Michigan
Mary Newlin, Farmington Hills, Michigan
Matt Strickfaden, Farmington Hills, Michigan

Council Members Absent: None

Others Present: City Manager Mekjian, City Clerk Smith, Director Schnackel, Police Chief King, and City Attorney Joppich

DISCUSSION ON A BUSINESS INCUBATOR AT THE FARMINGTON COMMUNITY CENTER (HAWK)

Lew Cantor, Chairman of the Economic Development Corporation, and Michael Stumpf, Consultant from Place Dynamics, reported on Phase 1, the market feasibility study for a business incubator at the Farmington Hills Community Center (HAWK).

Mr. Stumpf stated that the research in Phase 1 was to identify market opportunities. He reviewed various industries that were most favorable in the area and commented on the strong indicator of co-working within the HAWK. He stated that the food sector was very strong and a commercial kitchen as an incubator tool is revenue producing; therefore, Council may wish to explore this as a secondary space so there are no conflicts at the HAWK.

Mr. Cantor indicated that he has already spoke to several businesses that would be interested in the business incubator space and the HAWK is unique in that it will be a space that provides childcare services and other activities synergistic with a business incubator. He added that the Director appointed would identify clients/users for the space and the city would provide for basic needs such as copiers, internet, etc., and the idea would be to graduate the businesses from the incubator to business space in the community.

Mayor Barnett stated that she is excited about the possibility of a business incubator but is confused at the direction. She shared her vision and questioned whether the city would provide needed equipment at no cost or rent out equipment and what type of equipment the city should be purchasing for the space.

Mr. Stumpf suggested starting with offering the basics and then letting the market dictate the clients and once the city has clients evaluate the needs for equipment. He added that the city should focus on businesses that are motivated to move into business space in the city and not those that are part-time or hobbyists.

Council further discussed the matter and wanted additional information including a better definition between the maker space and business incubator at the HAWK, the type of equipment needed, if the equipment be rented out, how and who will be responsible for obtaining clients, etc.

Mr. Cantor added that tonight's intent was only to review Phase 1, which was the market feasibility study, and he feels that is positive based on the research. Many of the other questions being asked would be part of Phase 2 that they can't yet answer until they have direction from Council to move forward.

There was a consensus from City Council to move forward with Phase 2 and as suggested by City Manager Mekjian to include funding in the budget; but Council wanted more information as requested.

Mayor Barnett asked that this matter come back before City council at another study session in June 2021, if possible.

ADJOURNMENT

The study session meeting adjourned at 7:34pm.

Respectfully submitted,



Pamela B. Smith, City Clerk

RECOMMENDED APPROVAL OF AWARD OF PROPOSAL FOR BUSINESS INNOVATION CENTER STUDY PHASE 2 TO PUBLIC SECTOR CONSULTANTS IN THE AMOUNT OF \$78,815. CMR 8-21-84

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby authorizes the City Manager to approve the contract for Phase 2 of a Business Innovation Center Study with Public Sector Consultants in the amount of \$78,815.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Dillon Cotton as a Hawk Gymnasium Coordinator in the Special Services Department. Dillon is the son of Dennis Cotton, who is a Healthy Living Coach in the Special Services Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Stephanie Sawyer as an Aquatic Specialist in the Special Services Department. Stephanie is the sister of Fana Rombou, who is an Aquatic Programmer in the Special Services Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, KNOL, MASSEY, NEWLIN AND STRICKFADEN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF THE CITY COUNCIL STUDY SESSION MEETING MINUTES OF AUGUST 9, 2021.

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby approves the City Council study session meeting minutes of August 9, 2021.

- Publicize the welcome packet in the FOCUS newsletter and Special Services activities guide
- Include welcome packet on the city website

Adaptive playground equipment

Consensus of Council:

In favor of the city reviewing options for adaptive and sensory playground equipment and having a senior playground.

It was suggested that the playground equipment and shelters at Heritage Park are updated.

Update for HAWK Innovation Center

The EDC was challenged with reviewing options for a possible business incubator on the third floor of the HAWK and have been working for past several years with consultants and through other resources.

Council received a presentation on the possibility of an Innovation Center on the third floor of the HAWK including potential layout, design and costs, options for funding, need for this type of opportunity, etc.

Considerable discussion was held on what this Innovation might look like and how it would proceed forward.

State Representative Steckloff stated that Michigan's number one focus is on Innovation and the need for business incubators. She is confident that the city would be able to get any investment made back through grant funding.

It was noted that a couple of universities were interested in a potential private/public partnership.

The next step would include holding a study session on the funding but Council consensus to move forward is important so that the EDC members could go back to those that have expressed interest indicating that City Council is in favor of moving forward with this concept to determine if those other entities are serious about partnering with the city and so that the EDC can start applying for grants on the city's behalf.

Council consensus:

City Council was in favor of moving forward with the concept as presented for an Innovations Center on the third floor of the HAWK.

It was noted that this endeavor is proposed to generate revenue and support the HAWK.

PUBLIC QUESTIONS AND COMMENTS:

There were no public comments.

ADJOURNMENT

The study session meeting adjourned at 1:07pm.

Respectfully submitted,



Pamela B. Smith, City Clerk

Mayor Barnett commented that she does not want to approve any water or sewer rates until she knows that Highland Park's costs are not included as it is not fair for Farmington Hills rate payers or other communities to pay for their portion. She also requested a link on the city's website to the assistance programs available.

Council requested receiving the data on minimum billing and the portion owed by Highland Park to City Council by June 13th prior to the water and sewer rates coming before City Council for approval on June 27, 2022.

Mayor Barnett stated that she wants full restitution for payments made for Highland Park's portion of the rates and expressed concern with sprawl and GLWA extending new lines and neglecting existing infrastructure.

Attorney Joppich stated that his office has been working to get more information on the status of the Highland Park debt and agreements in place and will report back to City Council on their findings.

Assistant City Manager Valentine suggested a meeting with representatives from GLWA and WRC to further discuss the issue of infrastructure needs.

In response to City Council, Mr. Chirolla reported that approximately \$170,000 or 1.2% of the overall sewer rate increase and approximately .2% or \$31,000 of the overall water increase is related to the Highland Park debt.

Council also requested data on the number of people taking advantage of the assistance programs and trends.

Assistant City Manager Valentine stated that the city's current position would be to recommend approving the rates as proposed and reviewing any recourse with regard to the Highland Park debt once the city receives the report from the City Attorney's Office.

UPDATE ON BUSINESS INCUBATOR PLAN AT THE HAWK

Tim Dempsey, Vice President of Public Sector Consultants, stated that they were before City Council previously to discuss the feasibility study for the Innovation Center at the HAWK and tonight's discussion will focus on the feasibility analysis and proposed business plan.

He explained the feasibility study was conducted to understand the market demand and he summarized uses they would not recommend that included stand-alone office space due to the low demand and a kitchen incubator since there are alternate facilities in the city. Mr. Dempsey outlined the business plan that focused on life science businesses, with development of wet labs and services; configuration of the site, funding the facility build out through grants and/or partnerships and having a long term horizon to achieve financial stability over 6-10 years focusing on the core space only and basing that on industry standards. Other recommendations included up front funding of debt service through grants, strong partnerships with colleges and universities and the need for robust managers with clear roles and accountability.

The potential for partnerships with universities and state funding was discussed.

A proposed resolution was presented that staff would like to put before City Council at their next meeting asking City Council to endorse the project so that staff and the Economic Development Corporation members could pursue conversations with other entities for potential partnerships and create a synergy for additional state and county funding.

In response to Council, Attorney Joppich stated that any agreements for partnerships or tenants would be reviewed by his office.

ADJOURNMENT:

The study session meeting adjourned at 7:29pm.

Respectfully submitted,

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

Pamela B. Smith, City Clerk

NEW BUSINESS

CONSIDERATION OF APPROVAL OF APPOINTMENT TO THE COMMISSION ON CHILDREN, YOUTH AND FAMILIES.

MOTION by Boleware, support by Knol, that the City Council of Farmington Hills hereby confirms the Mayor's recommendation to appoint Roderick Wallace to the Commission on Children, Youth and Families with a term ending February 1, 2024.

MOTION CARRIED 5-0.

CONSIDERATION OF APPROVAL OF REQUEST TO TERMINATE ELDERLY HOUSING COVENANT RELATING TO 25911 MIDDLEBELT ROAD. CMR 6-22-54

Attorney Joppich explained that this was follow up to action taken by City Council that involved the sale of the property to a new owner. The property had a 35 year old covenant that contained use restrictions for the property, which requires additional City Council action.

MOTION by Knol, support by Boleware, that the City Council of Farmington Hills hereby authorizes the City Manager to sign and record the Termination of Elderly Housing Covenant relating to 25911 Middlebelt Road, Farmington Hills, Michigan.

MOTION CARRIED 5-0.

CONSENT AGENDA

RECOMMENDED ADOPTION OF A RESOLUTION REGARDING THE POTENTIAL ESTABLISHMENT OF AN INNOVATION AND ECONOMIC DEVELOPMENT INCUBATOR AT THE HAWK FACILITY. CMR 6-22-55

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF FARMINGTON HILLS

RESOLUTION REGARDING THE POTENTIAL ESTABLISHMENT OF AN INNOVATION AND ECONOMIC DEVELOPMENT INCUBATOR AT THE HAWK FACILITY

RESOLUTION NO. R-110-22

At a regular meeting of the City Council of the City of Farmington Hills, County of Oakland, State of Michigan, held on June 13, 2022, at 7:30 p.m., Eastern Daylight Savings Time, with those present and absent being,

PRESENT: BARNETT, BOLEWARE, KNOL, MASSEY AND NEWLIN
ABSENT: BRIDGES AND BRUCE

The following preamble and resolution were offered by Council Member Massey and supported by Council Member Boleware:

WHEREAS, since 2019, the Farmington Hills Economic Development Corporation (EDC), City Council, and City Administration have undertaken efforts to study and evaluate the feasibility of establishing an innovation and economic development incubator on the third floor of The Hawk facility;

WHEREAS, a January, 2021 preliminary feasibility study, undertaken by Place Dynamics, LLC, concluded the concept had merit and recommended the City and EDC should continue to explore the idea further;

WHEREAS, in August 2021, the City hired Public Sector Consultants (PSC) to undertake an additional feasibility analysis and develop a business plan, and on March 10, 2022, PSC completed its work and issued a Feasibility Analysis and Business Plan to the City;

WHEREAS, from March to the present, the EDC has met to review and discuss the PSC Feasibility Analysis and Business Plan and the various findings, concepts, and recommendations contained in that Analysis and Plan, and representatives of the EDC and City Administration have met on several occasions as well;

WHEREAS, the EDC has been approached or learned that various educational and healthcare institutions in the region may be interested in collaborating with and possibly joining with, undertaking, and/or funding an innovation and economic development incubator in the City;

WHEREAS, the City has made application for a State grant to fund the buildout and purchase of equipment to help cover the initial costs of such a project; and

WHEREAS, the EDC has reported the above information and status of such matters to City Council and seeks its authorization for the EDC and City Administration to work together toward further developing, and engage in communications with any parties interested in, the concept of establishing an innovation and economic development incubator at The Hawk facility.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Farmington Hills City Council as follows:

- 1) The City Council endorses the PSC Feasibility Analysis and Business Plan and revised proformas for the conceptual development of an innovation and economic development incubator center on the third floor of The Hawk;
- 2) The City Council authorizes the EDC and City Administration to initiate and engage in discussions regarding the concept of establishing an innovation and economic development incubator on the third floor at The Hawk facility to promote economic development; and
- 3) The EDC shall report back to the City Council as 1) interested parties and further funding opportunities are identified, 2) a sustainable model is developed for further review and consideration by Council, and 3) to request any additional support that may be required.

AYES: BARNETT, BOLEWARE, KNOL, MASSEY AND NEWLIN
NAYES: NONE
ABSENT: BRIDGES AND BRUCE
ABSTENTIONS: NONE

RESOLUTION DECLARED ADOPTED JUNE 13, 2022.

RECOMMENDED APPROVAL OF ENTERING INTO THE 2022 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) SUBRECIPIENT AGREEMENT WITH OAKLAND COUNTY. CMR 6-22-56

Absent: NONE
Abstentions: NONE

MOTION CARRIED 7-0.

RECOMMENDED APPROVAL TO ADVANCE PLANS FOR AN INNOVATION AND ECONOMIC DEVELOPMENT INCUBATOR AT THE HAWK. CMR 8-22-72

MOTION by Bridges, support by Boleware, endorses the initial buildout and provide the necessary equipment for one (1) laboratory on the third floor of The Hawk to be paid from funds awarded by the State of Michigan, and *reassign* \$1.5 million of the General Fund as an earmark for maintenance and future building needs of the Innovation Center on the third floor of The Hawk in the current fiscal year, and also to authorize staff to begin a mechanical and structural assessment of the third floor of The Hawk.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRIDGES, BRUCE, KNOL, MASSEY, AND NEWLIN
Nays: NONE
Absent: NONE
Abstentions: NONE

MOTION CARRIED 7-0.

RECOMMENDED APPROVAL OF REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A HAWK CONCESSION STAND ATTENDANT.

MOTION by Bridges, support by Boleware, approves the request for employment under Section 10.01A of the City Charter for Joseph Etten as a Hawk Concession Attendant in the Special Services Department. Joseph is the son of Danielle Wilcox, who is a Camp Counselor in the Special Services Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRIDGES, BRUCE, KNOL, MASSEY, AND NEWLIN
Nays: NONE
Absent: NONE
Abstentions: NONE

MOTION CARRIED 7-0.

RECOMMENDED APPROVAL OF THE CITY COUNCIL STUDY SESSION MEETING MINUTES OF JULY 25, 2022

MOTION by Massey, support by Knol, that the City Council of Farmington Hills hereby approves the City Council study session meeting minutes of July 25, 2022.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY, AND NEWLIN
Nays: NONE
Absent: NONE
Abstentions: BRIDGES

MOTION CARRIED 6-0-0-1.

REPORT FROM THE CITY MANAGER TO CITY COUNCIL**AUGUST 15, 2022****SUBJECT: APPROVAL TO ADVANCE PLANS FOR THE BUILDOUT OF ONE (1) LAB ON THE 3rd FLOOR OF THE HAWK FOR AN INNOVATION AND ECONOMIC DEVELOPMENT INCUBATOR.****ADMINISTRATIVE SUMMARY**

- Since 2019, the Farmington Hills Economic Development Corporation (EDC), City Council, and City Administration have undertaken efforts to study and evaluate the feasibility of establishing an innovation and economic development incubator on the third floor of The Hawk facility.
- The overall expectation is to grow local businesses in the innovation and economic development incubator and with the appropriate support allow them to succeed and take up permanent residence in the community. This will encourage healthy and sustainable business, employment and tax base growth into the future. The State of Michigan agrees and is supporting the innovation center with a \$750,000 grant for the innovation center development.
- On June 13, 2022, City Council adopted Resolution Number R-110-22 which, in part, authorized the EDC and City Administration to initiate and engage in discussions regarding the concept of establishing aforementioned innovation and economic development incubator on the third floor at The Hawk facility and report back to City Council with a revised development plan, viable financial model, and recommendations for additional support as needed.
- The EDC has refined their approach and budget based on analysis by Public Sector Consultants to focus on a progressive initial buildout of one laboratory from funding awarded by the State of Michigan and continue to a phased buildout of the innovation center as tenants are secured.
- In addition to the awarded State funding, the EDC is requesting the reassignment of funds that were made in the prior fiscal year budget to cover costs associated with 3rd floor improvements (painting, ceiling and floor tiles, restroom facilities, etc.) and the mechanical and plumbing systems on the third floor of The Hawk. This assignment is not an authorization to spend the funds, but rather an earmark of funds to pull from as further improvement needs on the third floor are identified. Use of these funds would come before City Council.
- Following general clean-up of the space by the City, the initial funding allocation from the State of \$750,000 is intended to provide \$500,000 for the buildout of the core lab space, \$100,000 to provide shared equipment and \$150,000 for the initial management of the operation going forward. Lease revenues are intended to cover ongoing operating expenses.
- The EDC is also working with the City Attorney to pursue creation of a not-for-profit (e.g., 501c3) governance model to receive private funds to support the innovation and economic development incubator.
- Private funding grants, such as the SBIR grants, that support wet lab and small business development initiatives must be submitted by September 5, 2022 for consideration. Approving this initial phase of the innovation and economic development incubator now will allow for The Hawk to be a viable location for additional start-up companies.

RECOMMENDATION

In view of the above, it is recommended that City Council endorse the initial buildout and provide the necessary equipment for one (1) laboratory on the third floor of The Hawk to be paid from funds awarded by the State of Michigan, and *reassign* \$1.5 million of the General Fund as an earmark for maintenance and future building needs of the Innovation Center on the third floor of The Hawk in the current fiscal year, and also to authorize staff to begin a mechanical and structural assessment of the third floor of The Hawk.

Prepared by: Joseph A. Valentine, Assistant City Manager

Reviewed by: Farmington Hills Economic Development Corporation

Approved by: Gary Mekjian, City Manager

NOW, THEREFORE, BE IT RESOLVED that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 2023 as **LGBTQ Pride Month** and encourage our community to eliminate prejudice wherever it exists and to celebrate our great diversity by taking part in community events throughout June that focus on and celebrate our LGBTQ neighbors.

PROCLAMATION RECOGNIZING JUNE 19, 2023 AS NATIONAL OBSERVANCE OF JUNETEENTH

The following Proclamation was read Councilmember Bridges and accepted by Dr. Patricia Coleman-Burns:

**PROCLAMATION
Juneteenth Celebration
*National Observance June 19, 2023***

WHEREAS, The City of Farmington Hills formally acknowledges Juneteenth as a holiday marking the end of slavery in the United States; and,

WHEREAS, this year marks the 18th annual State of Michigan Juneteenth Freedom Day Recognition; and, the City of Farmington Hills commemorates the word of emancipation finally reaching a group of enslaved Africans in Galveston, Texas on June 19, 1865, which was two and a half years after President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, stating that “all persons held as slaves” within the rebellious states “are, and henceforth shall be free;” and

WHEREAS, following his statement, June 19th (Juneteenth) became the emancipation date of those long suffering for freedom; and,

WHEREAS, since then, as the oldest known celebration commemorating the end of slavery in America, the tradition of celebrating Juneteenth has remained strong well into the 21st century, recognizing the triumph of the human spirit over the cruelty of slavery and honoring the strength, endurance, and faith of African American ancestors;

WHEREAS, Juneteenth is a day of reflection, renewal, and pride as families and community members gather to celebrate the African American experience and to measure and appreciate the great progress and significant contributions made by African Americans in our society; and

WHEREAS, celebrations of Juneteenth throughout Farmington Hills and worldwide are designed to acknowledge and honor history while looking toward the future with a renewed commitment to building coalitions and praying for peace and liberty for all; and

WHEREAS, on June 17, 2021, President Joseph R. Biden, Jr. signed into law Senate Bill 475 (S. 475) making “Juneteenth” a federal holiday.

NOW, THEREFORE, BE IT RESOLVED, that I, Vicki Barnett, Mayor of the City of Farmington Hills, on behalf of the City Council, do hereby proclaim June 19, 2023, as **Juneteenth**, and urge everyone to acknowledge the inspirational efforts of the African American community and all communities, and to applaud our collective commitment to furthering the cause of freedom for all.

Economic Development Director, Cristia Brockway, explained that the Economic Development Corporation (EDC) has been working on the proposed incubator space on the 3rd floor of the HAWK, now known as the Hatchery, to house business start-ups in the wet lab industry. She reviewed the improvements being made to the third floor to accommodate the Hatchery and noted that with this white box concept coming to fruition, interested parties have reached out to the city about occupying space.

Director Brockway introduced EDC Chair T.R. Carr and Vice Chair Lew Cantor to walk Council through the vision for the Hatchery.

EDC Chair and Vice Chair T.R. Carr and Lew Cantor noted that the intent is for this to be a stand-alone venture and they are now going through the process of obtaining the 501C3 status for the Hatchery. Joint meetings have been held with the Corridor Improvement Authority and Director Brockway to discuss the overall needs of the community and the goal of the EDC is to assist Director Brockway with business expansion and retention and work with staff to be a part of the master plan update. They reviewed the proposed plans for the Hatchery and how that would operate and mentioned that the first tenant that is interested fits the model for a 3-5 year incubator business with intent to relocate a full-time business in the community. They also added that other businesses are reaching out with interest in occupying space and they have not yet even marketed the space so they feel that is a good sign.

Council thanked Director Brockway and the EDC members for their hard work and time on this project.

CORRESPONDENCE

Council acknowledged correspondence received on the following:

- Ed and Jillian Hill, residents, informing that their daughter Avery Hill was crowned Miss Michigan Teen. It was suggested that a proclamation could be done in her honor at the next regular meeting.
- Residents of Verona requesting to be included as part of the road rehabilitation project in their neighborhood.

CONSENT AGENDA

MOTION by Bridges, support by Knol, to approve consent agenda items #10 through #14, as read.

Roll Call Vote:

- Yeas: BARNETT, BOLEWARE, BRIDGES, BRUCE, KNOL, MASSEY AND NEWLIN
- Nays: NONE
- Absent: NONE
- Abstentions: NONE

MOTION CARRIED 7-0.

MOTION by Knol, support by Boleware, to approve consent agenda items #15 through #17, as read.

Roll Call Vote:

- Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
- Nays: NONE
- Absent: NONE
- Abstentions: BRIDGES

MOTION CARRIED 6-0-0-1.

PUBLIC QUESTIONS AND COMMENTS

Pam Gerald, resident, urged residents and drivers to be aware of emergency and public safety vehicles and their sirens and to pull over and stop when needed. She also commented on the need for more participation

2. **Industrial Waste Control**

Based on the size of the water meter, actual or assigned, each non-residential user of the system shall pay a monthly Non-residential Surcharge in accordance with the following schedule:

<u>Meter Size</u>	<u>Industrial Waste Control (I.W.C.) Charge</u>
5/8"	\$3.64
3/4"	5.46
1"	9.10
1-1/2"	20.02
2"	29.12
3"	52.78
4"	72.80
6"	109.20
8"	182.00
10"	254.80
12"	291.20
14"	364.00
16"	436.80
18"	509.60

YEAS: BARNETT, BOLEWARE, BRIDGES, BRUCE, KNOL, AND MASSEY

NAYS: NONE

RESOLUTION DECLARED ADOPTED.

CONSIDERATION OF APPROVAL OF AN INCUBATOR USE AND PARTICIPATION AGREEMENT WITH COMPREHENSIVE GI SOLUTIONS PLLC. CMR 6-23-71

Cristia Brockway, Director of Economic Development, explained that following the presentation earlier regarding the Hatchery and first tenant, the proposed license agreement has been reviewed by the Hatchery and city staff and city attorney and is the first step in the business incubator operations.

Mayor Barnett confirmed with staff that the basic rate for this agreement is \$1,950 per month and would increase by \$65 per month for any extended terms.

MOTION by Bridges, support by Massey, that the City Council of Farmington Hills hereby approves the Agreement for Participation and Use of Space in The Hatchery Business Incubator and authorizes the City Manager to execute said Agreement on behalf of the City, subject to City Attorney and City Manager approval of necessary adjustments, if any, to the contract language to finalize its terms with the Incubator Participant company.

MOTION CARRIED 6-0 (Newlin absent).

REPORT FROM THE CITY MANAGER TO CITY COUNCIL
June 12, 2023

SUBJECT: CONSIDERATION OF AGREEMENT FOR PARTICIPATION AND USE OF SPACE IN THE HATCHERY BUSINESS INCUBATOR

ADMINISTRATIVE SUMMARY

- At its August 15, 2022 meeting, the Farmington Hills City Council approved a resolution endorsing the buildout and providing the necessary equipment for the establishment of one (1) laboratory on the third floor of the Hawk and also earmarked funds for maintenance and future building needs of the Innovation Center.
- Staff has worked very closely with the EDC throughout this entire process and together, significant progress has been made on the Incubator on the third floor of The Hawk, now known as The Hatchery.
- The Hatchery is currently planned to be organized as follows: The City owns The Hawk facility. Individual members of the EDC have established a separate nonprofit called “The Hawk Hatchery, Inc.”, which will enter into a Concession Agreement with the City (similar to other currently existing Concession Agreements with SOAR and HSE Sports at The Hawk) for purposes of operating and managing the Incubator in a designated portion of the 3rd Floor of The Hawk on behalf of the City. Under that Concession Agreement with the City, the Executive Director (E.D.) of The Hawk Hatchery, Inc. will perform the day-to-day operations of the Incubator for the City. The nonprofit is in the process of finding an E.D. to serve in this capacity. The Concession Agreement with the Hawk Hatchery, Inc., and all its details, will come to City Council for approval in the near future.
- Comprehensive GI Solutions, PLLC is a company that indicates it is ready to participate in and use the Incubator right now. As such, the Agreement for Participation and Use of Space in The Hatchery business incubator presented to Council this evening will be an interim arrangement, with provisions to merge into and under the management of the Incubator by The Hawk Hatchery, Inc. in the future. Until that time, the City will directly provide for the management and operation of the Incubator under this Agreement.
- The Agreement allows this company to use an approximately 1,000 sq. ft. lab space area on the 3rd Floor of The Hawk (formerly part of lab classroom #347) for an initial term ending on December 31, 2024, with up to five one-year extensions that may be administratively approved under the Agreement. The company will pay \$1,950.00/mo., plus real and personal property taxes, for the initial term, plus an additional \$65.00/mo. for any extended terms. The company has indicated that it is ready to commence its use immediately.
- The City Attorney and Staff have prepared the Agreement for Council consideration.

RECOMMENDATION

It is recommended that City Council approve the Agreement for Participation and Use of Space in The Hatchery Business Incubator and authorize the City Manager to execute said Agreement on behalf of the City, subject to City Attorney and City Manager approval of necessary adjustments, if any, to the contract language to finalize its terms with the Incubator Participant company.

Prepared by: Gary Mekjian, City Manager

Reviewed by: Cristia Brockway, Economic Development Director

Approved by: Gary Mekjian, City Manager

AGENDA
CITY COUNCIL MEETING
AUGUST 28, 2023 – 7:30PM
CITY OF FARMINGTON HILLS
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
Telephone: 248-871-2410 Website: www.fhgov.com
Cable TV: Spectrum – Channel 203; AT&T – Channel 99
YouTube Channel: <https://www.youtube.com/user/FHChannel8>

REQUESTS TO SPEAK: Anyone requesting to speak before Council on any agenda item other than an advertised public hearing issue must complete and turn in to the City Clerk a blue, Public Participation Registration Form (located in the wall rack by the south door entering the council chambers).

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

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

REGULAR SESSION MEETING

CALL REGULAR SESSION MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Approval of regular session meeting agenda
2. Emergency Preparedness Commission Tip of the Month

CORRESPONDENCE

CONSENT AGENDA - (See Items No. 6 - 9)

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

PUBLIC QUESTIONS AND COMMENTS

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

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

CITY MANAGER UPDATE

PUBLIC HEARING:

3. Public hearing and consideration of amendment to [Planned Unit Development Plan 5, 1993](#) dated May 13, 2023 located at 36455 and 36555 Corporate Drive.
4. Public hearing and consideration of the INTRODUCTION of an ordinance amending the Farmington Hills Code of Ordinances, Chapter 34, “Zoning,” Article 2, “Definitions,” in order to add a definition of “Shipping Container” and amend the definition of “Building,” and to amend Article 5, “Site Standards,” Section 34-5.1, “Accessory Buildings and Structures,” to include a new Subsection 34-5.1.1.H addressing vehicles, commercial vehicles, recreational equipment, trailers, storage pods, and shipping containers and similar off-site-built enclosures that are used as an accessory building or use ([Zoning Text Amendment 2, 2023](#)).

5. Public hearing and consideration of the INTRODUCTION of an ordinance amending the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," Article 2.0, Section 2.2, "Definitions," to amend the definition of "Motel" ([Zoning Text Amendment 3, 2023](#)).

CONSENT AGENDA:

6. Recommended approval of award of bid for miscellaneous tables and dollies for Special Services to Quality Restaurant & Equipment Masters in the amount of \$15,374.10. [CMR 8-23-103](#)
7. Recommended approval of [requests for employment](#) under Section 10.01A of the City Charter for three Paid-On-Call Firefighters/Recruits.
8. Recommended approval of City Council [special session meeting minutes](#) of August 8, 2023.
9. Recommended approval of City Council [regular session meeting minutes](#) of August 14, 2023.

ADDITIONS TO AGENDA

ADJOURNMENT

Respectfully submitted,

Pamela B. Smith, 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.



Inter-Office Correspondence

DATE: August 28, 2023

TO: Gary Mekjian, City Manager

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

SUBJECT: Amend Planned Unit Development (“PUD”) 5, 1993 (Signs)

Applicant: Farmington Hills Corporate Investors, LLC

Owner: Farmington Hills V Corporate Investors, LLC

Sidwell: 22-23-17-127-001

Zoning: OS-4, Office Research District (within PUD 5, 1993)

Master Plan: Large Office

Location: 36455 and 36555 Corporate Drive

Description:

The applicant has submitted for City Council consideration a **proposed amendment to PUD Plan 5, 1993**, to permit new wall and monument signage for the Comerica Bank building at 36455 and 36555 Corporate Drive, which was formerly two (2) separate buildings prior to a connector being constructed. Because signage allowance is covered in the PUD agreement, such agreement must be amended in order to permit additional signage. The application proposes:

- Four (4) 97.2-square foot wall signs on the building; one (1) on the north side, and three (3) on the south side.
- Three (3) freestanding signs; two (2) six (6)-foot-tall, thirty-two (32)-square foot signs along Corporate Drive, and one (1) south of the building along I-696 at 25.75 feet in height, and 31.84 square feet in area.

Please see Giffels Webster’s review **attached** for a review of the plans and accounting of the deviations from the Zoning Ordinance sought.

Procedural Background:

- June 15, 2023 – Planning Commission unanimously passes motion setting item for public Hearing ([minutes](#))
- July 20, 2023 – Following a public hearing, Planning Commission unanimously passes motion recommending to City Council that the amendment to the PUD be adopted ([minutes](#))

Summary of Zoning Deviations Sought:

- Permit three (3) wall signs on the south façade of the existing building at 36455 and 36555 Corporate Drive where two (2) wall signs per façade are the maximum number permitted.
- Permit two-hundred-and-ninety-one (291) square feet of wall signage on the south façade of the existing building at 36455 and 36555 Corporate Drive where one-hundred (100) square feet is the maximum area permitted for wall signage.
- Permit one (1) 25.75-foot-tall monument sign south of the existing building at 36455 and 36555 Corporate Drive along I-696 where six (6) feet is the maximum height permitted for monument signage.

Possible Council Actions:

Suggested Resolution for Approval:

If City Council elects to approve the amendment to PUD Plan 5, 1993, dated May 13, 2023, the following motion is offered:

Resolve that the application for approval of an amendment to PUD Plan 5, 1993, dated May 13, 2023, is granted.

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

Suggested Resolution for Denial:

If the City Council elects to deny the amendment to PUD Plan 5, 1993, dated May 13, 2023, the following motion is offered:

*Resolve that the application for approval of an amendment to PUD Plan 5, 1993, dated May 13, 2023, 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.]***

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

Prepared by: Erik Perdonik, City Planner

Attachments:

- **Amendment to PUD 5, 1993, dated May 10, 2023**
- **Giffels Webster's review, dated June 8, 2023**
- **June 15, 2023, Planning Commission meeting minutes**
- **July 20, 2023, Planning Commission meeting minutes**
- **Public Notice**

FARMINGTON HILLS CORPORATE INVESTORS, LLC
39400 Woodward Avenue, Suite 250
Bloomfield Hills, MI 48304
(248) 644-7600

May 22, 2023

Via Hand Delivery

City of Farmington Hills
Erik Perdonik, Planning Division Supervisor
31555 W. Eleven Mile Road
Farmington Hills, Michigan 48336

Re: PUD 5, 1993
Second Amendment to PUD – Signage

Dear Erik:

This letter is intended to supplement the application to amend the above-mentioned PUD as it relates to signage. Set forth below is an outline of applicant's request.

Introduction

Applicant is seeking to install signs on one parcel in the PUD. The parcel is owned by Farmington Hills V Corporate Investors ("FHVCI"), and all buildings on the site will be leased in their entirety to Comerica. At this time, Comerica is seeking 4 wall signs and 3 freestanding signs.

By way of background, currently, there are 6 freestanding signs permitted by the PUD Agreement designated for the campus. Throughout the development of the entire PUD, the individual parcels have received separate City approvals to install the respective signs shown on the plan (See Attachment A, page 2). As the PUD addresses only the six (6) freestanding signs, this application seeks to incorporate those prior approvals of all of the freestanding signs in the development and the approval of the new signs being requested.

Comerica's Request

As stated above, Comerica is seeking the following: 4 wall signs and 3 freestanding signs.

A. Wall Signs

(See Attachment A, page 3 – 4 Teal Circles)

The ordinance allows two (2) wall signs of 100 square feet per building. Farmington Hills Zoning Ordinance 34-5.5.3.B.1. As you know, currently there are two buildings on the site. Therefore, as it sits, the site would be permitted to have two (2) wall signs installed on each building for a total of four (4) signs. However, now, a structure is being built to connect the two buildings (the "Connector"). The proposal calls for two wall signs, one per building, and two on the Connector (north and south sides) for a total of four (4) signs. (See Attachment A, pages 3-7)

B. 3 Freestanding signs including 2 entrance signs and 1 freeway sign.

Applicant seeks 3 freestanding signs as defined by the ordinance: 2 at each entrance to the buildings and one oriented toward the freeway. The measurements are set forth as follows:

3 Freestanding Signs	Height of Proposed Sign	Measurements of each Proposed Sign	Sq Footage of each Proposed Sign	Total
2 Entrance Signs	6'	20.5"x63.41"	9.1 sq ft	18.2 sq ft
1 Freeway Sign	25'9"	119"x38.5"	31.8 sq ft	31.8 sq ft

Freestanding Signs - Entrance Signs

(See Attachment A, page 3 - Black star #11 and orange circle #14)

The freestanding signs are of the style shown on EUKO documents entitled Complex Interior Entry Signs in the application. (See Attachment B, page 3) The height of each sign is six (6') feet, and the total square footage of the sign is 9.1 square feet per sign for a total of 18.2 square feet for the two (2) signs. One freestanding sign will be replaced (#11), and one freestanding sign will be added (#14).

Freestanding Sign - Freeway Sign

(See Attachment A, page 3 - Orange circle #15)

The third sign is a freestanding sign shown on the documents. (See Attachment A, pages 3, 9 and 10) The total height of the sign is 25'9". The height of the text and logo is nine feet eleven inches (9'11"), and the square footage is 31.8 square feet.

PUD Amendment Language

Accordingly, the PUD Agreement would be amended to replace the current language relating to signs in paragraph 13 of the Agreement with the following language:

Eighteen (18) freestanding accessory signs shall be permitted: one (1) at each of four (4) vehicular entrances to the site, two (2) oriented toward the I-696 Freeway no larger than thirty-two (32) square feet in area and no higher than 25'9" and one (1) along 12 Mile just east of Investment Drive as shown on the Amended Property site plan, the 2022 Plan Amendment and the 2023 Plan Amendment. (See Attachment A) The requirements of the B-2 zoning district on February 28, 2022, as to area and height shall apply to the signs located on the Amended Property and the requirements of the OS-4 District as to area and height shall apply to the signs located on the remaining Property unless otherwise set forth in the attached Exhibit.

Signs limited to providing directions or instructions for vehicular or pedestrian traffic shall be permitted as set forth in the Zoning Ordinance except that four (4) such signs may be placed

within the campus and shall be no larger than seventy (70) square feet in the area and no higher than ten (10) feet. These four (4) signs shall be located at the four (4) intersections of the entrance roads with the interior private roads of the site.

On parcel number 23-17-127-001, up to four (4) wall signs shall be permitted on the facade of the building(s) as shown, which shall not exceed six hundred (600) square feet in area cumulatively as shown on the attached plan. Three freestanding signs are permitted on the parcel as follows: one freestanding sign may be oriented towards the I-696 Freeway that is 25'9" in height and 31.85 square feet in area; and two freestanding signs may be erected at the entrances to the parcel along Corporate Drive that are six (6') feet in height and 9.1 square feet each.

On the office portion of parcel number 23-17-201-014, three (3) freestanding signs may be erected pursuant to the City's ordinances, including special exceptions and/or variances as determined by the City, and one freestanding sign may be oriented towards the I-696 Freeway that is 25'9" in height and 31.85 square feet in area.

On all other parcels, applicants shall be allowed to erect signage or additional signage in accordance with the City's ordinances, including special exceptions and/or variances as determined by the City.

As always, please do not hesitate to contact me with any questions or concerns.

Very truly yours,



Anthony G. Antone, Esq.
Vice President

AGA

cc: Charmaine Kettler, Director, Planning & Development Farmington Hills

Farmington Hills

Corporate Campus

SIGNAGE

ATTACHMENT "A"

Amend PUD 5, 1993

RECEIVED

SIGNS

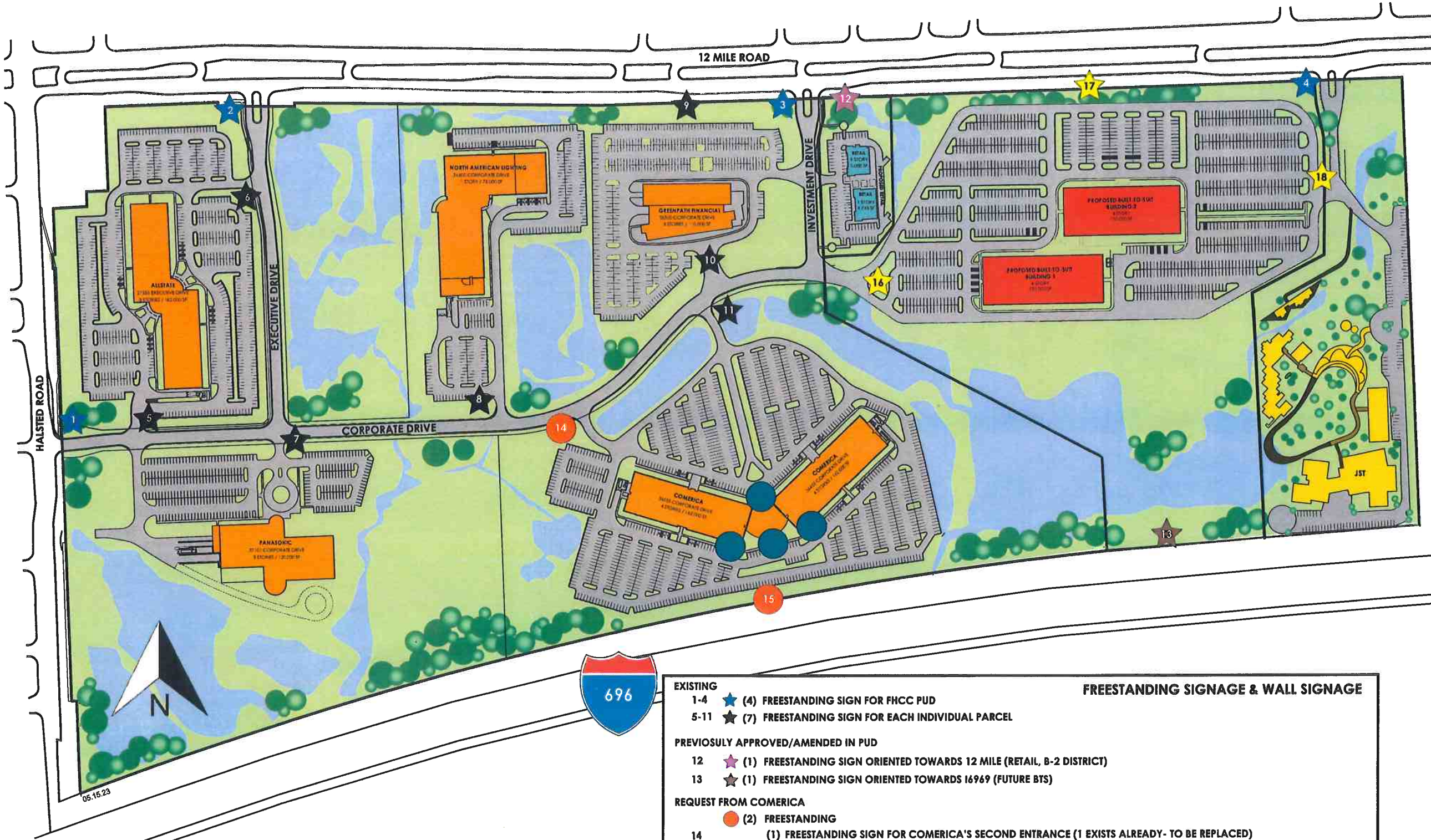
MAY 18 2023

CITY OF FARMINGTON HILLS
PLANNING DEPT.

KOJAIAN 

Comerica 

SITE PLAN



BUILDINGS

- BUILDINGS ALREADY CONSTRUCTED
- JST, UNDER CONSTRUCTION
- PROPOSED RETAIL
- APPROVED FUTURE OFFICE BUILDINGS

EXISTING

- 1-4 ★ (4) FREESTANDING SIGN FOR FHCC PUD
- 5-11 ★ (7) FREESTANDING SIGN FOR EACH INDIVIDUAL PARCEL

PREVIOUSLY APPROVED/AMENDED IN PUD

- 12 ★ (1) FREESTANDING SIGN ORIENTED TOWARDS 12 MILE (RETAIL, B-2 DISTRICT)
- 13 ★ (1) FREESTANDING SIGN ORIENTED TOWARDS 16969 (FUTURE BTS)

REQUEST FROM COMERICA

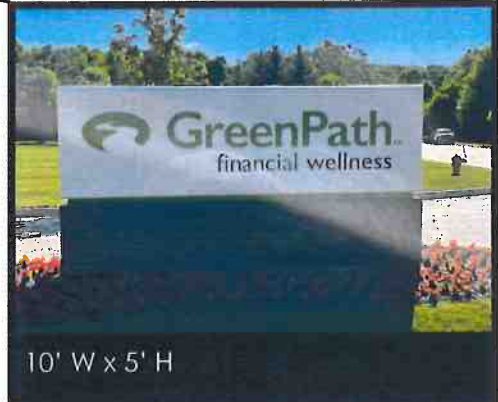
- 14 ● (2) FREESTANDING
- 15 ● (1) FREESTANDING SIGN (ORIENTED TOWARDS I-696) FOR COMERICA
- 15 ● (4) WALL SIGN FOR COMERICA

REQUEST FOR FHOC III (FUTURE BTS)

- 16-18 ★ (3) FREESTANDING SIGN FOR FHOC III

FREESTANDING SIGNAGE & WALL SIGNAGE

EXISTING & PREVIOUSLY APPROVED IN PUD



- FREESTANDING SIGNAGE & WALL SIGNAGE**
- EXISTING**
- 1-4 ★ (4) FREESTANDING SIGN FOR FHCC PUD
 - 5-11 ★ (7) FREESTANDING SIGN FOR EACH INDIVIDUAL PARCEL
 - 12 ★ (1) FREESTANDING SIGN ORIENTED TOWARDS 12 MILE (RETAIL, B-2 DISTRICT)
 - 13 ★ FREESTANDING SIGN ORIENTED TOWARDS 16969 (FUTURE BTS)

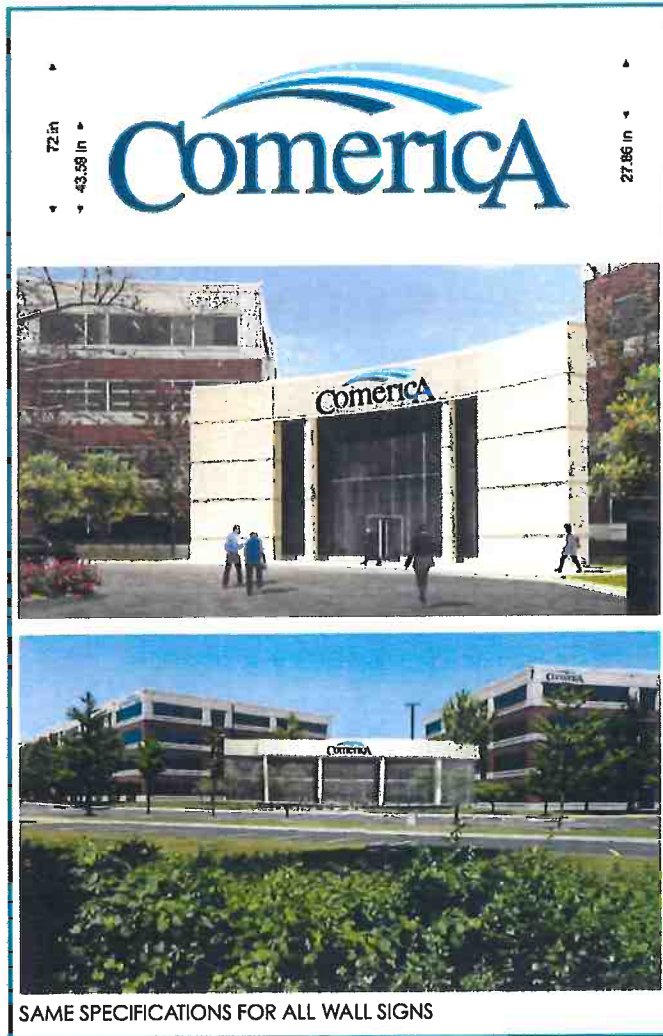
- BUILDINGS**
- BUILDINGS ALREADY CONSTRUCTED
 - JUST UNDER CONSTRUCTION
 - PROPOSED RETAIL
 - APPROVED FUTURE OFFICE BUILDINGS



NOTE: COMERICA IS PROPOSING TO REPLACE THIS EXISTING SIGN

REQUESTED | COMERICA & FHOC III (FUTURE BTS)

NOTE: SIGN SPECIFICATIONS FOR COMERICA ARE INCLUDED ON THE FOLLOWING PAGES



FUTURE FREESTANDING SIGN DESIGN: TBD

BUILDINGS

- BUILDINGS ALREADY CONSTRUCTED
- JST, UNDER CONSTRUCTION
- PROPOSED RETAIL
- APPROVED FUTURE OFFICE BUILDINGS

FREESTANDING SIGNAGE & WALL SIGNAGE

EXISTING

- 1-4 ★ (4) FREESTANDING SIGN FOR FHCC PUD
- 5-11 ★ (7) FREESTANDING SIGN FOR EACH INDIVIDUAL PARCEL

PREVIOUSLY APPROVED/AMENDED IN PUD

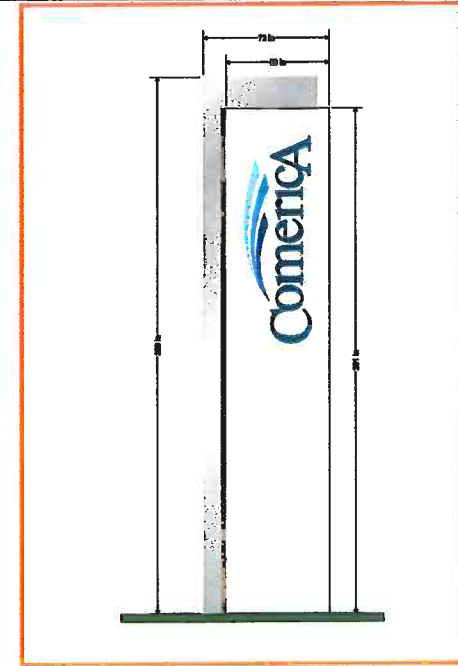
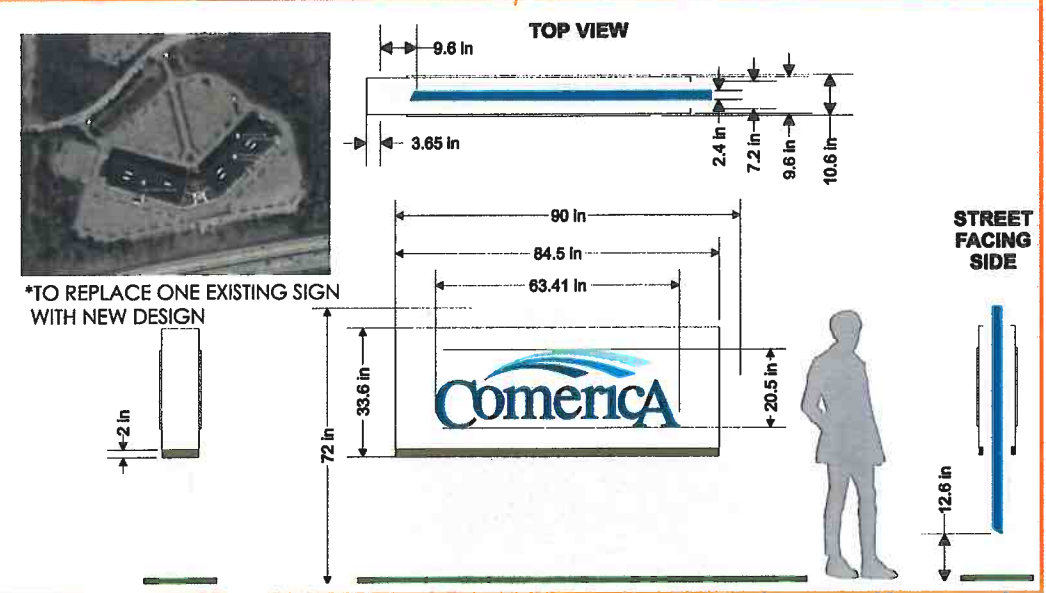
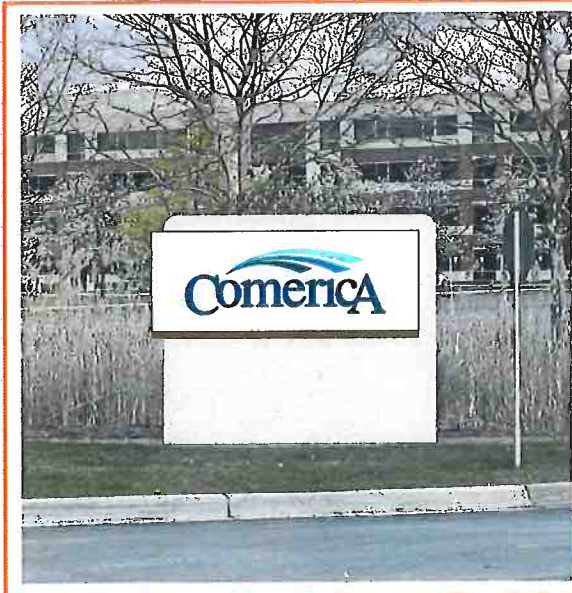
- 12 ☆ (1) FREESTANDING SIGN ORIENTED TOWARDS 12 MILE (RETAIL, B-2 DISTRICT)
- 13 ★ (1) FREESTANDING SIGN ORIENTED TOWARDS I-696 (FUTURE BTS)

REQUEST FROM COMERICA

- 14 ● (2) FREESTANDING
- 15 ● (1) FREESTANDING SIGN FOR COMERICA'S SECOND ENTRANCE (1 EXISTS ALREADY- TO BE REPLACED)
- 16 ● (1) FREESTANDING SIGN (ORIENTED TOWARDS I-696) FOR COMERICA
- 17 ● (4) WALL SIGN FOR COMERICA

REQUEST FOR FHOC III (FUTURE BTS)

- 18-20 ☆ (3) FREESTANDING SIGN FOR FHOC III

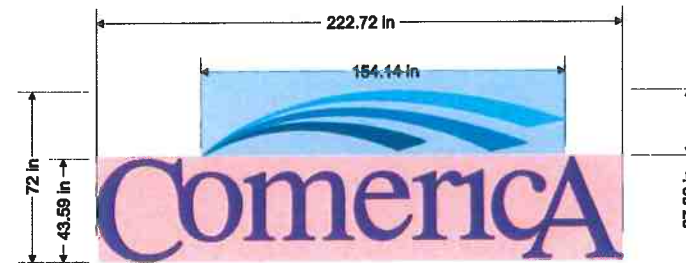


SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

Reference on Site Plan :



WALL SIGN - SOUTH SIDE - 112 SQ FT SIZE






$43.59 \times 222.72 / 144 = 67.4$
 $27.86 \times 154.14 / 144 = 29.82$
 Total SF = 97.2



SIMULATED NIGHT VIEW

- FACES :** .177" milk white acrylic faces with 3M 3635 dual color applied film printed and laminated to match pantone numbers stated below.
- TRIMCAP :** 1" White Jewelite.
- RETURNS :** 3" aluminum, .063" thick, painted to match faces.
- BACKS :** .080 aluminum, welded to returns, exterior painted to match returns
- ILLUMINATION :** LED modules, 7500k white. Remote power supplies.
- LETTER INTERIORS:** Painted high-reflective white.
- MOUNTING :** Bolted with pass-thru low voltage illumination wire and remote mounted power supplies.
- SQUARE FOOTAGE:** $(72 \times 222.72) / 144 = 111.36$ sq ft

**Due to curve of building fascia, this drawing will need to be reviewed and sealed by an engineer. This will most likely need an intricately designed framework system that will compliment the aesthetics of the building. By doing this, it will allow the plane of the letters to be flat*

-  Comerica Light Blue - PMS 304C
-  Comerica Medium Blue - PMS 2143C
-  Comerica Blue - PMS 294C



DESIGN • FABRICATION • INSTALLATION • MAINTENANCE

248.478.1330 www.EukoSigns.com

CLIENT: Comerica Bank

ADDRESS: 36455 & 36555 Corporate Drive
Farmington Hills, MI 48331

DATE: 5.10.2023

NOTES

Drawings are conceptual only. Final design, sizes and details to be determined based on updated corporate style guide, city regulations and finalized approvals.



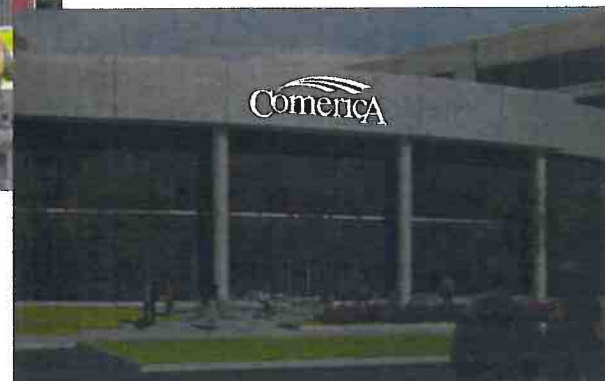
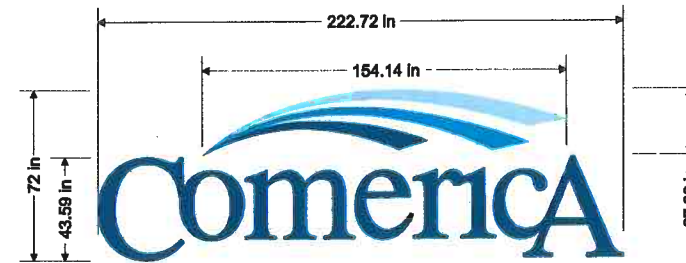
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SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

Reference on Site Plan :



WALL SIGN - SOUTH SIDE - 112 SQ FT SIZE



SIMULATED NIGHT VIEW

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- MOUNTING :** Bolted with pass-thru low voltage illumination wire and remote mounted power supplies.
- SQUARE FOOTAGE:** (72 x 222.72) / 144 = 111.36 sq ft

**Due to curve of building fascia, this drawing will need to be reviewed and sealed by an engineer. This will most likely need an intricately designed framework system that will compliment the aesthetics of the building. By doing this, it will allow the plane of the letters to be flat*

	Comerica Light Blue - PMS 304C
	Comerica Medium Blue - PMS 2143C
	Comerica Blue - PMS 294C



DESIGN • FABRICATION • INSTALLATION • MAINTENANCE

248.478.1330 www.EukoSigns.com

CLIENT: Comerica Bank

ADDRESS: 36455 & 36555 Corporate Drive
Farmington Hills, MI 48331

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SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

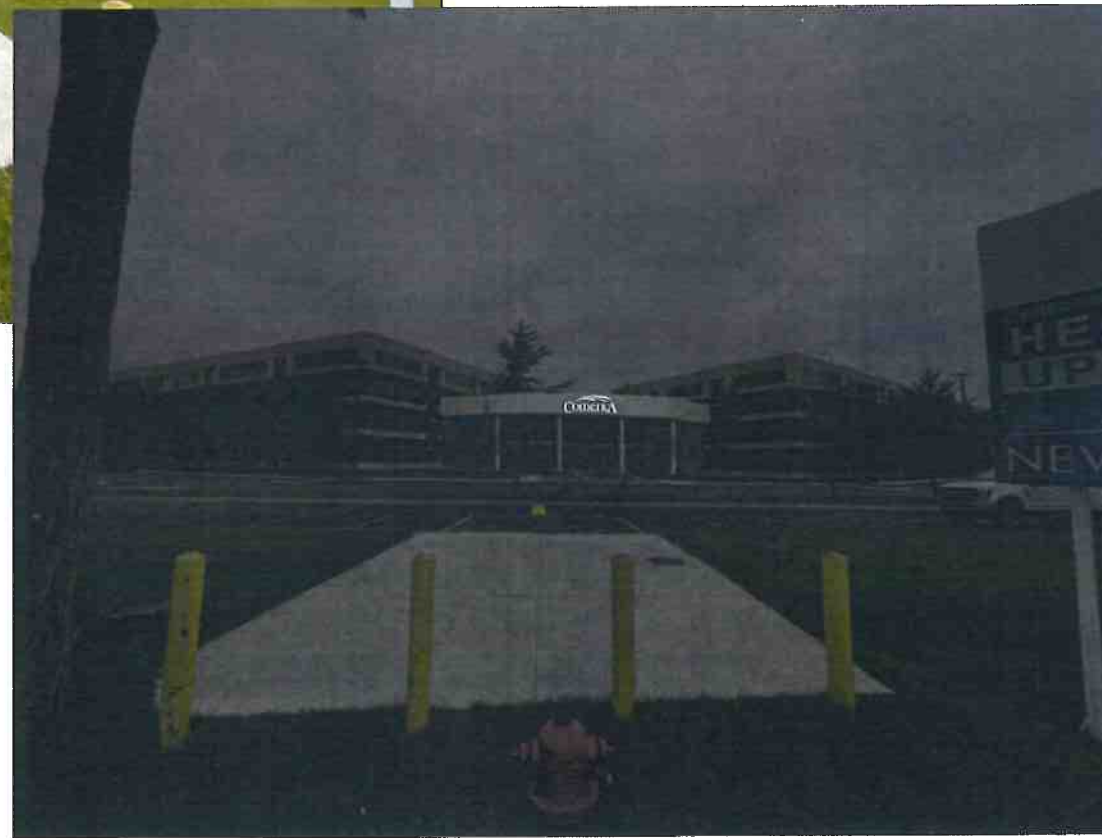
Reference on Site Plan :



WALL SIGN - SOUTH SIDE CONNECTOR - 112 SQ FT SIZE



SIMULATED NIGHT VIEW



EUKO DESIGN/SIGNS

DESIGN • FABRICATION • INSTALLATION • MAINTENANCE

248.478.1330 www.EukoSigns.com

CLIENT: Comerica Bank

ADDRESS: 36455 & 36555 Corporate Drive
Farmington Hills, MI 48331

DATE: 5.10.2023

NOTES

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SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

Reference on Site Plan :



WALL SIGNS - SOUTHERN FREEWAY EXPOSURE - 112 SQ FT SIZE (EACH)



Preferred - Three wall signs on Southern building sides. This option would maximize visibility for all freeway traffic
All three signs are of the same specifications.
Upper signs would be individually mounted letters with remote power supplies.



DESIGN • FABRICATION • INSTALLATION • MAINTENANCE

248.478.1330 www.EukoSigns.com

CLIENT: Comerica Bank

ADDRESS: 36455 & 36555 Corporate Drive
Farmington Hills, MI 48331

DATE: 5.10.2023

NOTES

Drawings are conceptual only. Final design, sizes and details to be determined based on updated corporate style guide, city regulations and finalized approvals.



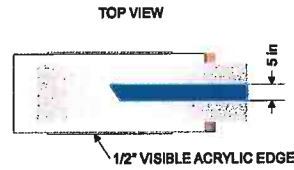
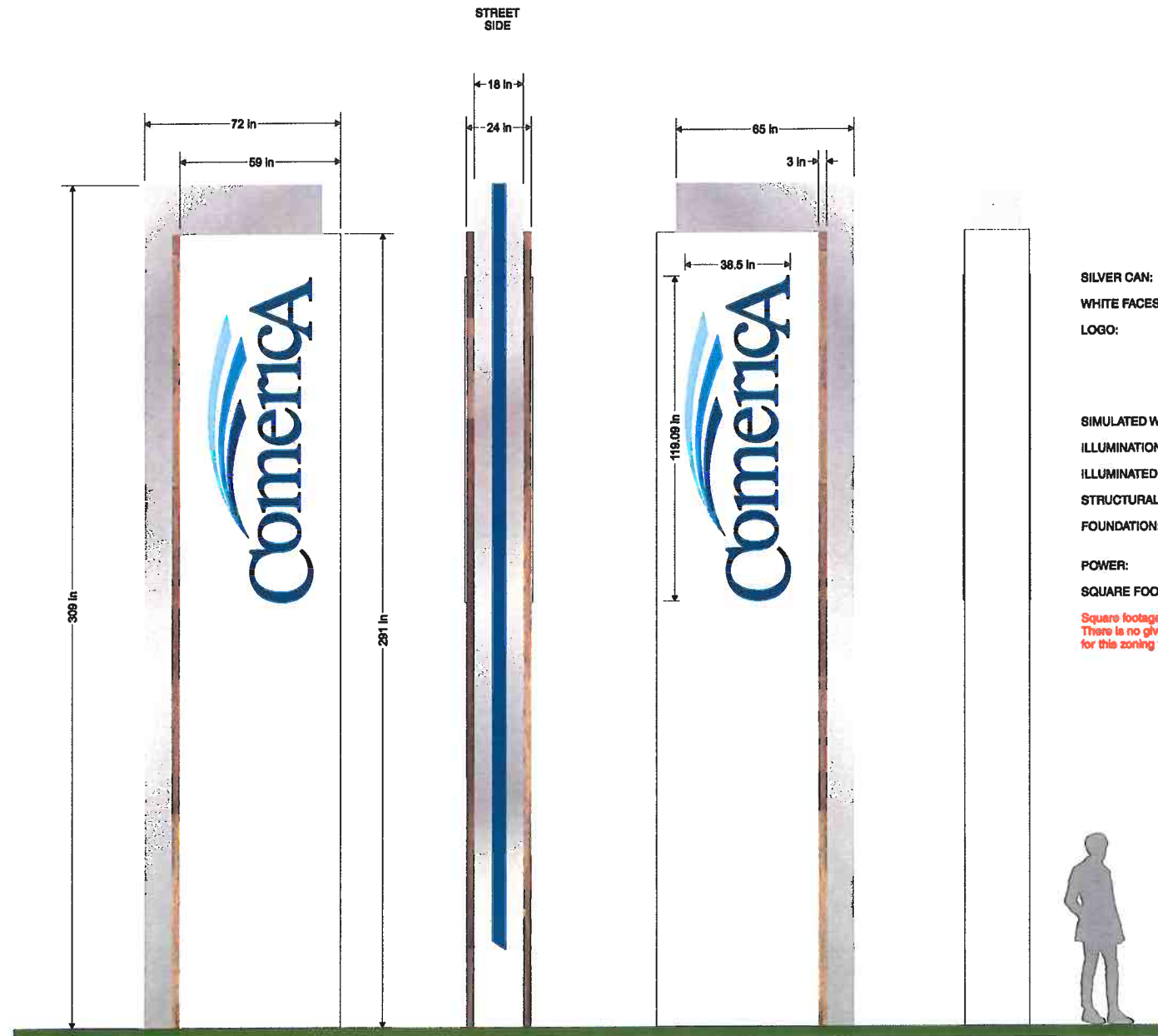
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SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

Reference on Site Plan :

15

FREESTANDING SIGN - HIGHWAY EXPOSURE - 25 ft 9 in HEIGHT



- SILVER CAN: .125" Aluminum - Painted Matthews Brushed Aluminum
- WHITE FACES: .125" Aluminum - Painted Matthews White with Routed Logo
- LOGO: Push Through .75 In Clear Acrylic with Second Surface Diffuser and First Surface Custom Color Printed Translucent White Cast Vinyl with Sub-Surface Second Layer Custom Color Printed Cast Clear Vinyl for Proper Pantone Color Illumination. (Optional dual color film to replace solid color vinyl for all white night time illumination)
- SIMULATED WOOD TRIM: 2 In Aluminum Extrusion with First Surface Applied DI-Noc FW-233EX
- ILLUMINATION: LED Modules, 7500k with Power Supplies Located within Sign Base.
- ILLUMINATED ACCENT: TBD
- STRUCTURAL: Engineered steel structure to meet proper load requirements.
- FOUNDATION: As necessary to comply with city regulations and engineering specifications. Sign to be mounted to inner steel structure.
- POWER: Connect to customer supplied electrical connection.
- SQUARE FOOTAGE: (38.5in x 119.09in) / 144 = 31.85 sq ft

Square footage to only include logo area of sign as per City of Farmington Hills. There is no given criteria for this type of highway signage in the PUD agreement or the city code for this zoning type.

	White		Comerica Light Blue - PMS 304
	Silver - Matthews Brushed Aluminum		Comerica Medium Blue - PMS 2143
	DI-Noc FW-233EX		Comerica Blue - PMS 2840



DESIGN • FABRICATION • INSTALLATION • MAINTENANCE

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SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

Reference on Site Plan :

15

FREESTANDING SIGN - HIGHWAY EXPOSURE - ENVIRONMENTAL ELEVATION



EUKO DESIGN/SIGNS

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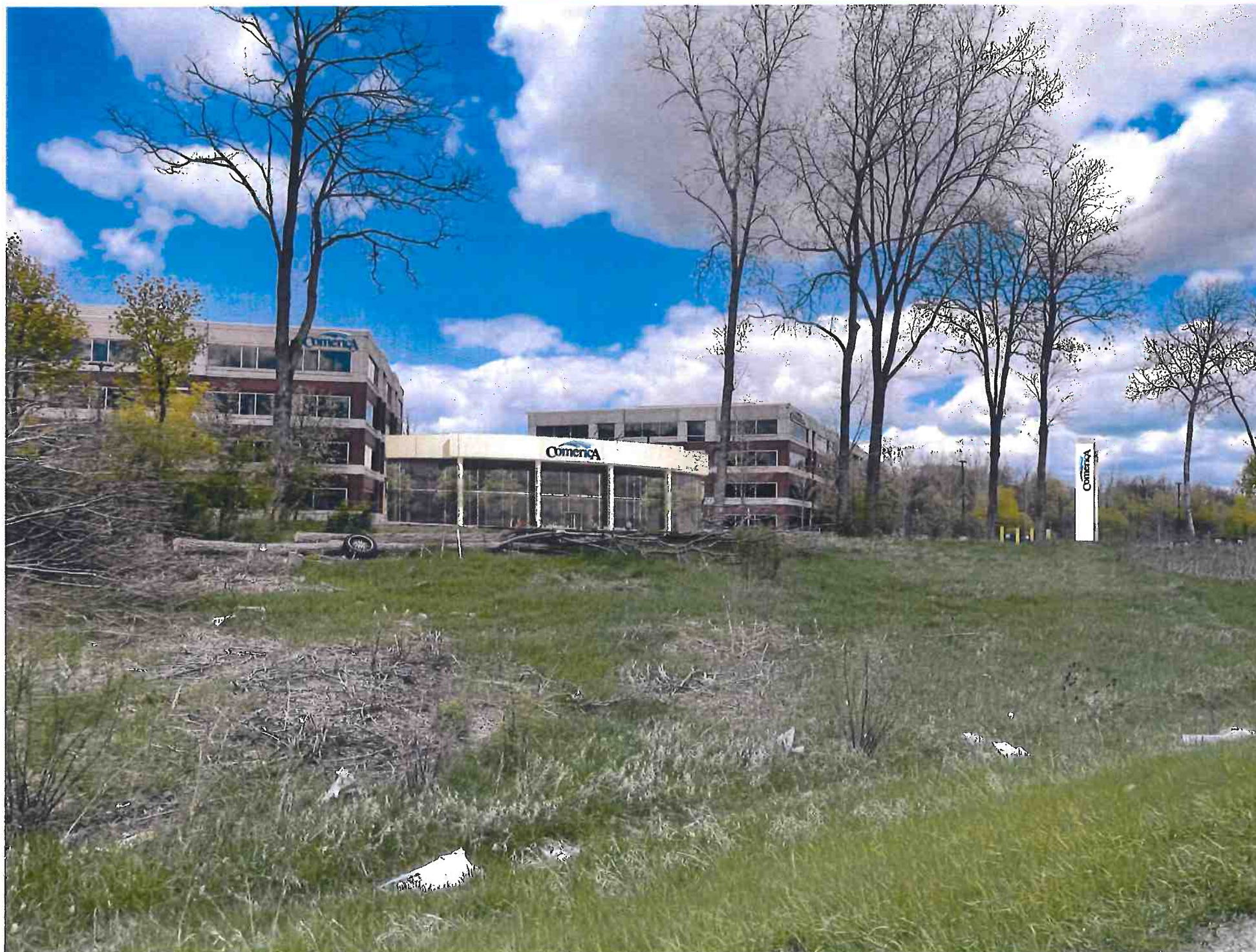
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SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

Reference on Site Plan :

15

FREESTANDING SIGN - HIGHWAY EXPOSURE - ENVIRONMENTAL ELEVATION WITH BUILDING SIGNAGE



EUKO DESIGN/SIGNS

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248.478.1330 www.EukoSigns.com

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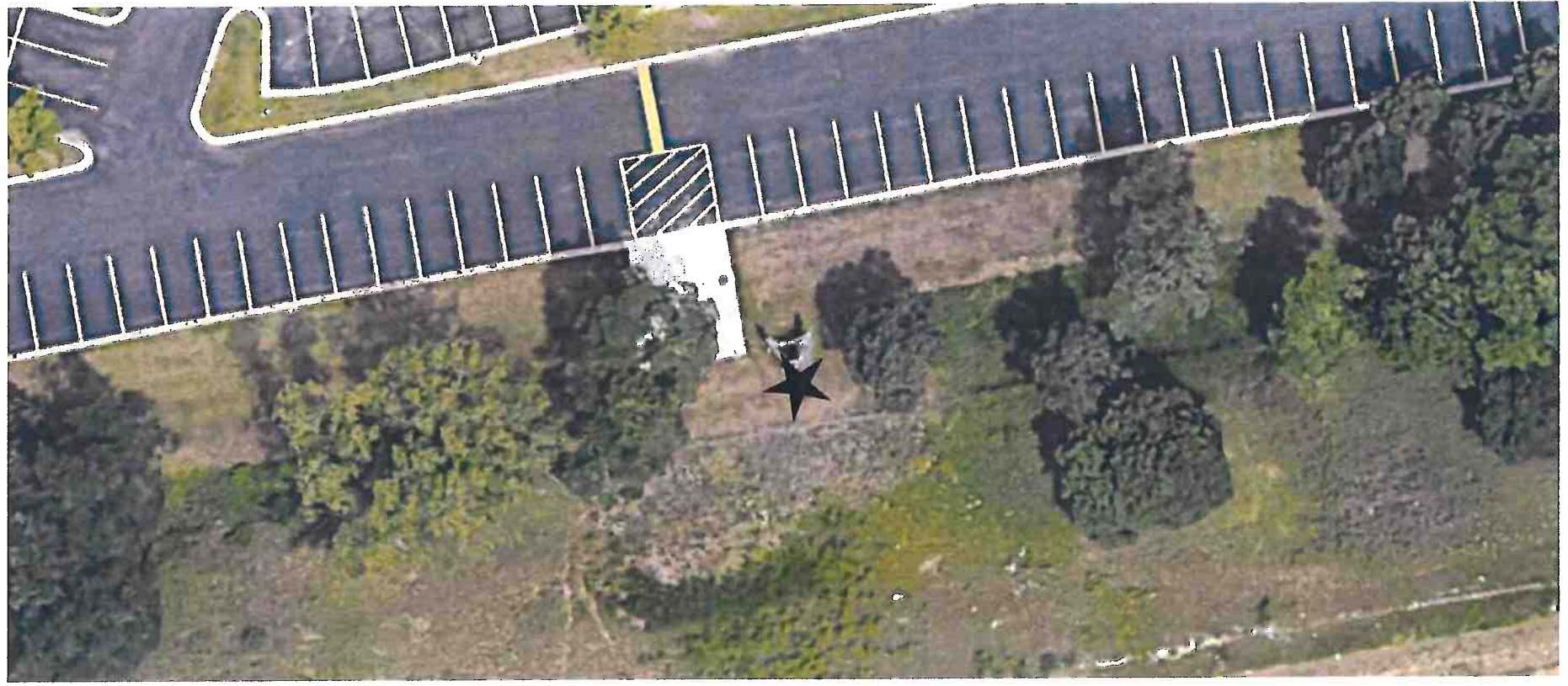
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SIGNAGE SPECIFICATIONS FOR COMERICA BY EUKO DESIGN/SIGNS

Reference on Site Plan :


15

FREESTANDING SIGN LOCATION - COMPLEX INTERIOR HIGHWAY EXPOSURE



★ SIGN LOCATION

Electrical Circuit to be supplied by client



DESIGN • FABRICATION • INSTALLATION • MAINTENANCE

248.478.1330 www.EukoSigns.com






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June 8, 2023

Revised 6/15/2023

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

PUD Amendment

Case: PUD 5, 1993
 Site: 36455 & 36555 Corporate Drive
 Applicant: Farmington Hills Corporate Investors, LLC
 Plan Date: 5/10/2023
 Zoning: OS-4 w/ PUD

We have completed a review of the application for PUD amendment 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.



SUMMARY OF FINDINGS

Existing Conditions

1. **Zoning.** The site is zoned OS-4 and is part of PUD 5, 1993.
2. **Existing site.** The portion of the overall PUD being considered here is 26.06 acres and is developed with a v-shaped office building (formerly two buildings).
3. **Adjacent Properties.**

Direction	Zoning	Land Use
North (across 12 Mile)	OS-4 w/ PUD	Office
East	OS-4 w/ PUD	Office under development
South	I-696, RA-1A beyond	I-696, single family beyond
West	OS-4 w/ PUD	Office

4. **Site configuration and access.** The site is accessed from Corporate Drive.

PUD Amendment:

The applicant proposes to amend the PUD to permit new, more extensive signage for the new Comerica office on the subject site.

Per Section 34-3.20.5.G, “Proposed amendments or changes to an approved PUD plan shall be submitted to the planning commission. The planning commission shall determine whether the proposed modification is of such minor nature as not to violate the area and density requirements or to affect the overall character of the plan, and in such event may approve or deny the proposed amendment. If the planning commission determines the proposed amendment is material in nature, the amendment shall be reviewed by the planning commission and city council in accordance with the provisions and procedures of this section as they relate to final approval of the Planned Unit Development.”

As the planning commission considers whether the amendment constitutes a minor or major amendment to the PUD, it should consider that the proposed signage requires an amendment to the PUD agreement.

If the PC makes a determination that this is a major amendment to the PUD, a public hearing would need to be set on the PUD amendment.

Sign Plan and Existing, Approved PUD Language:

1. **Existing Sign Language in PUD Agreement.** The current agreement addresses signage in item 13 as follows (per the first amendment to the agreement):

“Six (6) freestanding signs shall be permitted; one (1) at each of four (4) vehicular entrances to the site (as shown on the Planned Unit Development plan) and one (1) oriented toward the I-696 freeway, and one (1) along 12 Mile just east of Investment Drive as shown on the amended site plan. The requirements of the B-2 zoning district on February 28, 2022, as to area and height shall apply to the sign located on the Amended Property and the requirements of the OS-4 district as to area and height shall apply to the signs located on the remaining property. Signs limited to providing directions or

instructions for vehicular or pedestrian traffic shall be permitted a set forth in the Zoning Ordinance except that four (4) such signs may be placed within the campus and shall be no larger than seventy (70) square feet in area and no higher than 10 feet. The four (4) signs shall be located at the four (4) intersections of the entrance roads with the interior private roads with the interior private roads of the site.”

2. Comerica Proposed Wall Signs.

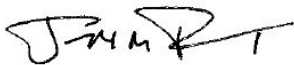
- A. Wall Signs. The applicant proposes four wall signs, one on the north side, and three on the south side. Per Section 5.5.3.B.i, a 100 square foot sign is permitted on each street-facing façade, or one on the north side, and one on the north side. Recall that the two buildings originally occupying this site have been joined into one building by an addition. Therefore, the sign allowance is one sign on the north side and one on the south side, where one on the north side and three on the south side are proposed. All four wall signs are 97.2 square feet; the maximum permitted size is therefore exceeded on the south side.
- B. Freestanding Signs. The applicant proposes three freestanding signs, one of which replaces an existing freestanding sign along Corporate Drive. The two signs on Corporate Drive are 6 feet tall and 9.1 square feet; this is compliant with the OS-4 maximums of 6 feet and 32 square feet; one additional sign not exceeding 50% of the permitted sign area is permitted when the site’s frontage exceeds 300 feet, which this site does. The third freestanding sign is proposed along I-696. This sign is 25.75 feet tall, with a sign area of 31.84 square feet. The height of the sign is noncompliant with OS-4 standards. Typically, one sign is permitted on each frontage.

The PUD agreement will need to be amended to permit the signage that is proposed above and beyond OS-4 district requirements. These are summarized as follows:

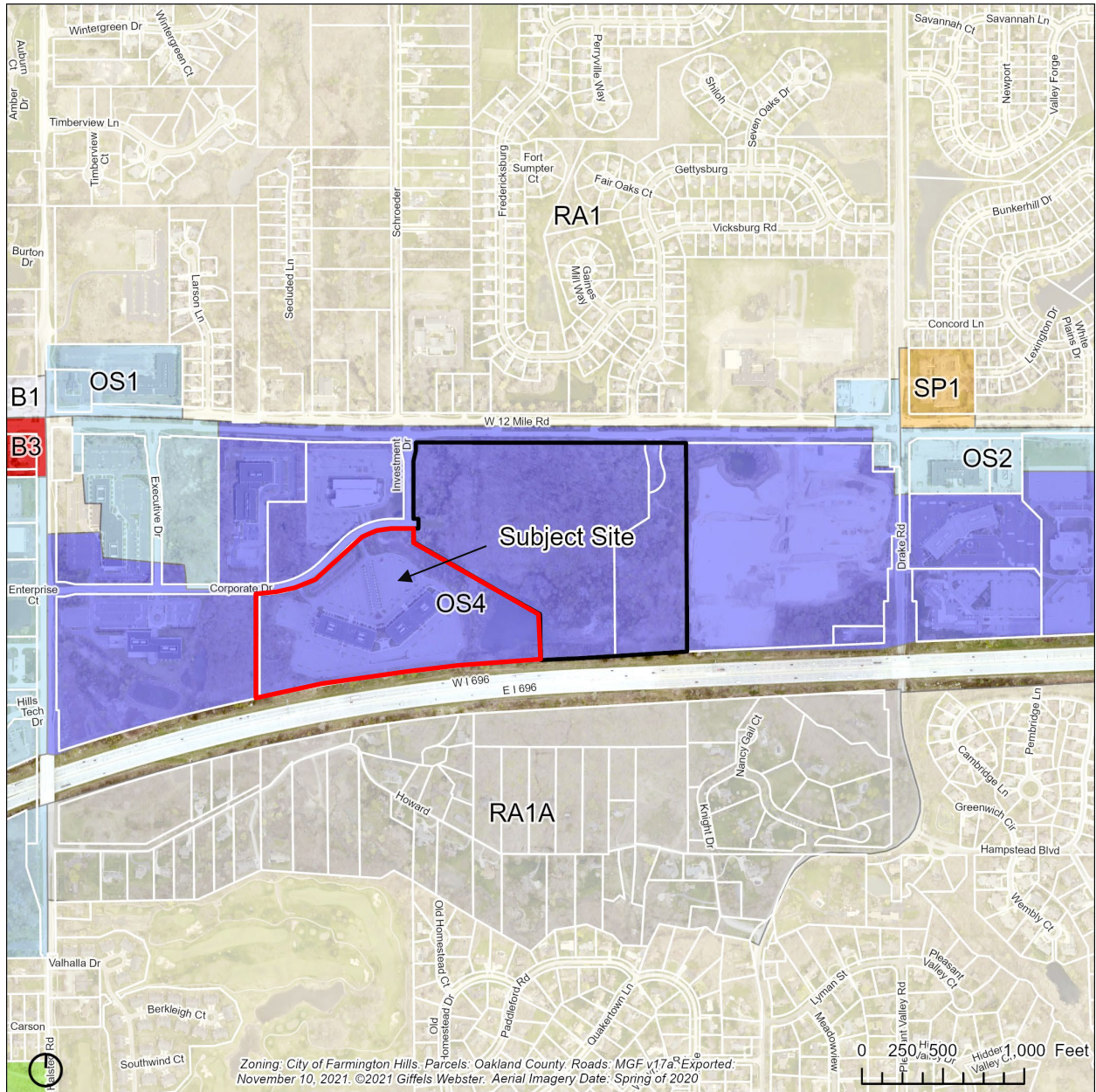
- 1. Three wall signs on the south façade where one is permitted.
- 2. 291 square feet of wall sign on the south façade where 100 square feet are permitted.
- 3. A 25.75-foot height for the sign along I-696 where six feet is permitted.

We are available to answer questions.

Respectfully,
Giffels Webster



Joe Tangari, AICP
Principal Planner



Current zoning

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
June 15, 2023, 7:30 P.M.**

CALL MEETING TO ORDER

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

ROLL CALL

Commissioners present: Aspinall, Brickner, Countegan, Grant, Mantey, Trafelet, Varga, Stimson, Ware

Commissioners Absent: None

Others Present: City Planner Perdonik, City Attorney Schultz, Planning Consultant Tangari

APPROVAL OF THE AGENDA

MOTION by Trafelet, support by Brickner, to approve the agenda as published.

Motion passed unanimously by voice vote.

REGULAR MEETING

B. AMEND PLANNED UNIT DEVELOPMENT 5, 1993

LOCATION: 36455 and 36555 Corporate Drive
PARCEL I.D.: 22-23-17-127-001
PROPOSAL: Amend PUD to permit signage not presently permitted
ACTION REQUESTED: Set for Public Hearing
APPLICANT: Farmington Hills Corporate Investors, LLC
OWNER: Farmington Hills V Corporate Investors, LLC

In response to comments, City Attorney Schultz addressed the question of whether this application was for a minor or major amendment to the PUD. The request was for a deviation from the written language of the PUD agreement, which would have to be amended in order to allow the requested signage, and the Planning Commission had never approved a minor amendment that would be in violation of the ordinance involved – in this case the PUD agreement.

Referencing his Revised 6/15/2023 written comments, Planning Consultant Tangari gave the background and review for this request to amend Planned Unit Development 5, 1993 to permit signage not presently permitted:

- The site is zoned OS-4; the portion of the overall PUD being considered is 26.06 acres and is developed with a V-shaped office building (formerly two buildings). The site is accessed from Corporate Drive.
- Per Section 34-3.20.5.G, “Proposed amendments or changes to an approved PUD plan shall be submitted to the planning commission. The planning commission shall determine whether the proposed modification is of such minor nature as not to violate the area and density requirements or to affect the overall character of the plan, and in such event may approve or deny the proposed

amendment. If the planning commission determines the proposed amendment is material in nature, the amendment shall be reviewed by the planning commission and city council in accordance with the provisions and procedures of this section as they relate to final approval of the Planned Unit Development.”

- If the Planning Commission makes a determination that this is a major amendment to the PUD, a public hearing would need to be set. After the public hearing, the Commission will make a recommendation to City Council.
- The two original buildings on this site had been joined by an addition, creating a single building. The original signage was for two separate buildings.
- The existing sign language in the PUD Agreement is very specific; this is included in the review memorandum. The applicants are asking for more extensive signage for the new Comerica office on this site, as follows:
 1. Three wall signs on the south façade where one is permitted.
 2. 291sf of wall sign on the south façade where 100sf are permitted.
 3. A 25.75’ height for the sign along I-696 where 6’ is permitted.
- All four wall signs are 97.2sf. Each individual sign meets the 100sf maximum, but the 3 signs on the south side of the building collectively exceed that maximum.
- Three freestanding signs are proposed, one of which replaces an existing freestanding sign along Corporate Drive. The two signs on Corporate Drive are compliant with the ordinance. The third freestanding sign is proposed along I-696. This sign is 25.75’ tall, with a sign area of 31.84sf; The height is noncompliant with OS-4 standards.

The Commission discussed whether this request constituted a major or minor amendment to the PUD. While the signage request itself might seem minor, the change will require a deviation from the original PUD language. The Commission had never considered a deviation from the ordinance a minor amendment.

Chair Countegan invited the applicant to make his presentation.

Chris Kojaian, Kojaian Companies, 39400 Woodward Avenue, Bloomfield Hills, was present on behalf of this application to amend PUD 5, 1993. They had expected that this request for different signage would constitute a minor amendment to the PUD. The signage proposed on the freeway side of the building had been there previously for a different tenant. Previously Mercedes Benz, Harmon and Dell all had signs on the buildings. The thing that had changed was the connector between both buildings.

This location is Comerica’s Michigan operations headquarters, consolidated into one 340,000sf facility, and Comerica wanted the visibility from appropriate signage, especially for those driving by on I-696.

City Attorney Schultz said amending the PUD would be a fairly simple process, but the existing PUD agreement language was very specific and constituted the zoning regulation for this parcel. The Planning Commission had never allowed a direct deviation from the ordinance without going through the process for a major PUD amendment.

Commissioner Grant commented that she had always seen the building signs from the freeway.

Mr. Kojaian said it was important for company headquarters like Comerica to show off their location.

MOTION by Stimson, support by Aspinall, that the proposed Amendment to PUD 5, 1993, submitted by Farmington Hills V Corporate Investors, LLC, dated May 18, 2023, be set for public hearing on the Planning Commission’s next available regular meeting agenda.

Motion discussion:

Chair Countegan and Commissioners Stimson and Mantey agreed that this request constituted a major amendment to the PUD agreement, while also expressing their support for the new signage.

Motion passed unanimously by voice vote.

APPROVAL OF MINUTES

May 18, 2023, Special Meeting, and May 18, 2023,
Regular Meeting

MOTION by Grant, support by Trafelet, to approve the May 18, 2023 Special Meeting minutes and the May 18, 2023 Regular Meeting minutes as submitted.

Motion carried unanimously by voice vote.

PUBLIC COMMENT

None.

COMMISSIONER/STAFF COMMENTS

ADJOURNMENT

Motion by Trafelet, support by Ware, to adjourn the meeting at 9:05pm.

Motion carried unanimously by voice vote.

Respectfully Submitted,
Marisa Varga
Planning Commission Secretary

/cem

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
July 20, 2023, 7:30 P.M.**

CALL MEETING TO ORDER

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

ROLL CALL

Commissioners present: Aspinall, Brickner, Countegan, Mantey, Trafelet, Stimson, Ware

Commissioners Absent: Grant, Varga

Others Present: City Planner Perdonik, City Attorney Schultz, Planning Consultant
Bahm

APPROVAL OF THE AGENDA

MOTION by Trafelet, support by Brickner, to approve the agenda as published.

Motion passed unanimously by voice vote.

PUBLIC HEARING

A. AMEND PLANNED UNIT DEVELOPMENT (PUD) 5, 1993

LOCATION: 36455 and 36555 Corporate Drive
PARCEL I.D.: 22-23-17-127-001
PROPOSAL: Amend PUD to permit signage not presently permitted
ACTION REQUESTED: Recommendation to City Council
APPLICANT: Farmington Hills Corporate Investors, LLC
OWNER: Farmington Hills V Corporate Investors, LLC

Chris Kojaiian, Kojaiian Companies, 39400 Woodward Ave., Bloomfield Hills, was present on behalf of this application to amend PUD 5, 1993, to permit signage not presently permitted. The action requested was that the Planning Commission make a recommendation to City Council regarding this request.

Mr. Kojaiian explained that Comerica Bank is moving their Michigan Operations Center to this site. Comerica is investing in both in the building and in the community. The request for new signage on the building was part of the overall building update.

The building was previously two buildings operating as a multi-tenant space, with multiple signs. Comerica is converting the previous use into a single-tenant, single connected building.

Comerica is requesting the approval of additional signage, as well as just cleaning up the PUD language. The requested building signage was actually not any more signage than existed when the buildings were separate and under multi-tenant use. Comerica is also asking for an additional free-standing sign along the freeway, in order to give more visibility to the Comerica campus.

Referencing the June 8, 2023 Giffels Webster memorandum, Planning Consultant Bahm gave the background and review for this request for PUD amendment, in order to permit the signage that is proposed above and beyond OS-4 district requirements, as follows:

1. Three wall signs on the south façade where one is permitted.
2. 291 square feet of wall sign on the south façade where 100 square feet are permitted.
3. Two freestanding signs along Corporate Drive one is permitted.
4. A 25.75-foot height for the sign along I-696 where six feet is permitted.

Chair Countegan explained that the Planning Commission had previously determined that this request represented a major amendment to the PUD, and therefore a public hearing was necessary.

Chair Countegan opened the public hearing. Seeing that no public indicated that they wished to speak on this agenda item, Chair Countegan closed the public hearing and brought the matter back to the Commission.

MOTION by Brickner, support by Trafelet to recommend to City Council that the proposed Amendment to PUD 5, 1993, dated May 18, 2023, submitted by Farmington Hills Corporate Investors, LLC, 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:

1. Modifications of Zoning Ordinance requirements as indicated on the proposed plan.

Motion passed unanimously by voice vote.

by voice vote. PUBLIC COMMENT

Richard Owens, Holly Hill Farms, shared the following concerns and questions regarding Planned United Development (PUD) 1, 2023 (Item 5A on tonight's agenda):

- What does "affordable housing" mean, and how does the proposed apartment complex compare to other apartment complexes along 12 Mile Road?
- How would the proposed development affect nearby property values?
- Has there been any pressure from the State to approve this PUD?
- Mr. Owens said the applicants notified neighbors only tonight regarding tonight's meeting.

City Attorney Shultz noted that there is a legal definition of affordable housing that has to be met. However, when making its recommendation to City Council, the Planning Commission will function in its role as a land-use approving body, and how much money potential tenants make will not be considered.

COMMISSIONER/STAFF COMMENTS

ADJOURNMENT

Motion by Trafelet, support by Ware, to adjourn the meeting at 9:01pm.

Motion carried unanimously by voice vote.

Respectfully Submitted,

Marisa Varga
Planning Commission Secretary
/cem

**CITY OF FARMINGTON HILLS
CITY COUNCIL PUBLIC HEARING NOTICE**
www.fhgov.com

DATE: August 28, 2023
TIME: 7:30 P.M.
PLACE: Farmington Hills City Hall, City Council Chamber
31555 W. Eleven Mile Road
Farmington Hills, Michigan 48336
ITEM: Amendment to Planned Unit Development 5, 1993

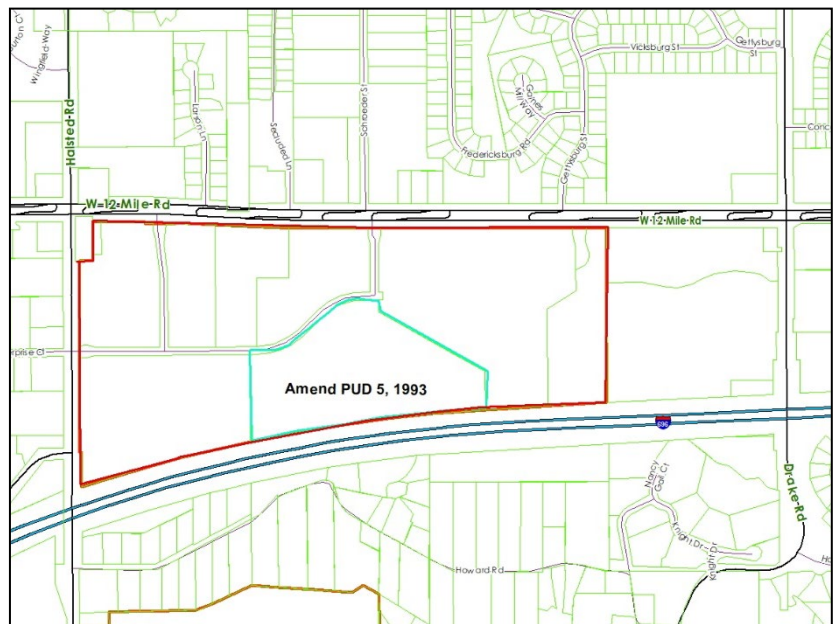
The Farmington Hills City Council shall consider an application, dated May 18, 2023, to amend Planned Unit Development (PUD) 5, 1993. The applicant, Farmington Hills Corporate Investors, LLC, seeks to amend the PUD to permit signage not presently permitted under the PUD agreement or OS-4, Office Research zoning district.

The subject property is located at 36455 and 36555 Corporate Drive, south of Twelve Mile Road, between Executive Drive and Drake Road, and being more particularly described as: Parcel Identification Number: 22-23-17-127-001, City of Farmington Hills, Oakland County, Michigan.

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

Charmaine Kettler-Schmult
Director of Planning & Community
Development

Phone: (248) 871-2540
Email: ckettler@fhgov.com
Publish: August 13, 2023



Procedures for accommodations for persons with disabilities:

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



DATE: August 28, 2023

TO: Gary Mekjian, City Manager

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

SUBJECT: Draft Zoning Text Amendment (ZTA) 2, 2023 – Regulation of Shipping Containers and Similar Off-Site-Built Enclosures

BACKGROUND:

[Draft ZTA 2, 2023](#), is intended to clarify the City’s zoning regulations regarding the use of shipping containers and similar off-site-built enclosures as accessory buildings within commercial, industrial, and residential zoning districts. The draft amendment was jointly drafted by the City Attorney and City Planner at the direction of the City Manager and Director of Planning and Community Development.

The draft amendment is a response to concerns raised by City Council, a high volume of inquiries coming into the Planning Office regarding placement of shipping containers in a variety of areas, and observations by City staff and others that the use of shipping containers and similar enclosures for storage, often on a permanent basis, has become increasingly common throughout the City, including on residential lots.

Draft ZTA 2, 2023, would prohibit the use of shipping containers and similar off-site-built enclosures as accessory buildings, with four (4) exceptions:

- (1) Use of one (1) such enclosure on a permanent basis within the LI-1, Light Industrial zoning district with the approval of a site plan;
- (2) Enclosures permitted on a temporary basis by the Zoning Board of Appeals;
- (3) Enclosures placed on residential lots for a period of time not to exceed thirty (30) days, with an additional thirty (30) days available where good cause is shown; and
- (4) Enclosures placed within any zoning district in connection with an ongoing construction project during the duration of such project.

PROCEDURAL HISTORY:

March 16, 2023 – Staff introduces draft ZTA 2, 2023, and Planning Commission passes motion to postpone item for additional information ([minutes](#)).



May 18, 2023 – Staff brings draft ZTA 2, 2023, back before the Planning Commission with additional context regarding how the ordinance would be administered, and the Planning Commission unanimously passes motion setting item for public hearing ([minutes](#)).

July 20, 2023 – Following a public hearing, the Planning Commission unanimously passes motion recommending to City Council that draft ZTA 2, 2023, be adopted ([minutes](#)).

ACTION REQUESTED:

Following a public hearing ([notice attached](#)), the following motion is suggested:

RESOLVE that City Council APPROVE the ADOPTION of draft Zoning Text Amendment 2, 2023.

ATTACHMENTS:

- [Draft ZTA 2, 2023](#)
- [March 16, 2023, Planning Commission Meeting Minutes](#)
- [May 18, 2023, Planning Commission Meeting Minutes](#)
- [July 20, 2023, Planning Commission Meeting Minutes](#)
- [Public Hearing Notice](#)

ORDINANCE NO. C-_____ -2023

CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, “ZONING,” ARTICLE 2, “DEFINITIONS,” IN ORDER TO ADD A DEFINITION OF “SHIPPING CONTAINER” AND AMEND THE DEFINITION OF “BUILDING,” AND TO AMEND ARTICLE 5, “SITE STANDARDS,” SECTION 34-5.1, “ACCESSORY BUILDINGS AND STRUCTURES,” TO INCLUDE A NEW SUBSECTION 34-5.1.1.H ADDRESSING VEHICLES, COMMERCIAL VEHICLES, RECREATIONAL EQUIPMENT, TRAILERS, STORAGE PODS, AND SHIPPING CONTAINERS AND SIMILAR OFF-SITE-BUILT ENCLOSURES THAT ARE USED AS AN ACCESSORY BUILDING OR USE.

THE CITY OF FARMINGTON HILLS ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

The Farmington Hills City Code, Chapter 34, “Zoning,” Article 2, “Definitions,” is amended to amend the definition of “building” and add a definition of “shipping container,” which are to read as follows:

Building means any structure or physical enclosure, either temporary or permanent, having a roof or top, and used, placed, or built for the shelter or enclosure of persons, animals, chattels or property of any kind. This shall include, without limitation, tents, awnings, ~~or~~ vehicles, trailers, and other similar enclosures situated on private property and used for such purposes.

Shipping container means:

1. Any transportation trailer, shipping container, shipping crate, cargo bin or other container produced for the transportation, relocation or shipping of any item(s);
2. Containers designed or intended to be loaded and hauled to another location for storage; and
3. Containers which have been altered or pinned in any way to be rendered immobile.

Section 2 of Ordinance. Ordinance Amendment.

The Farmington Hills City Code, Chapter 34, “Zoning,” Article 5, “Site Standards,” Section 34-5.1 “Accessory Buildings and Structures,” is amended to add a new Subsection 34-5.1.1.H and shall hereafter read as follows:

Section 34-5.1. Accessory Buildings and Structures

1. Accessory buildings or structures located in any use district shall be subject to the following regulations, unless otherwise provided in this chapter:

- A. Where an accessory building or structure is physically attached to a main building, it shall be subject to and must conform to all regulations of this chapter applicable to main buildings.
- B. Accessory buildings or structures shall not be erected in any front yard nor in any exterior side yard setback unless otherwise provided in this chapter.
- C. A detached accessory building shall not be located within ten (10) feet of any main building, nor shall it be located within one (1) foot of an alley right-of-way. In no instance shall an accessory building or deck be located within an easement for public utilities or a public or private right-of way.
- D. See Section 34-5.2 and Section 34-5.3 regarding accessory off-street parking.
- E. See Section 34-5.4 regarding accessory off -street loading and unloading.
- F. See Section 34-5.5 regarding accessory signs.
- G. Satellite reception antennas may be permitted as an accessory use subject to the following conditions:
 - i. Roof-mounted antennas shall be subject to the requirements of Section 34-3.26.3.B.
 - ii. Ground-mounted antennas shall be subject to the following conditions:
 - a. The maximum height permitted shall be fourteen (14) feet.
 - b. Such antenna shall be located only in the rear yard.
 - c. Where existing structures or vegetation will not screen the antenna from the view of abutting properties, the antenna shall be screened by installation of a wall or fence, berm, evergreen plantings or a combination thereof.
 - d. The nature, size and extent of the screening shall be reviewed and approved by the director of planning and community development, or his designee, who shall take into consideration screening design principles established and adopted by the planning commission. Review and approval shall take into consideration: (i) that the proposed screening shall not operate to impose unreasonable limitations on or to prevent the reception of satellite-delivered signals; and (ii) that the cost of the required screening shall not exceed fifty (50) percent of the purchase and installation cost of such equipment.
 - iii. Conventional VHF and UHF television antennas are excluded from operation of this section on the basis of the following findings: there is a relatively small concern for wind and snow load issues; there has been a

long-demonstrated safety record; there has been an historical acceptance of such facilities from architectural and aesthetic standpoints; and the cost of complying with the procedure for application and review would be great in relation to the cost of purchasing and installing such conventional facilities.

H. Vehicles, commercial vehicles, recreational equipment, trailers, storage pods, and shipping containers and similar off-site-built enclosures shall not be used as an accessory building or use except:

- i. One (1) such building, not to exceed 160 square feet of floor space, may be permitted per zoning lot within the LI-1, Light Industrial District following the submission of a site plan in accordance with Section 34-6.1 of this Chapter and approval such site plan by the City Planner (or his or her designee) based on all applicable requirements of this Chapter;
- ii. One such building, not to exceed 160 square feet of floor space, may be permitted in any residential zoning district ~~with the approval of the Zoning Division Supervisor (or his or her designee)~~ for one (1) thirty (30)-day period per year with extensions of time permitted in the discretion of the Zoning Supervisor (or his or her designee) for good cause shown; and
- iii. Where such building is temporarily permitted ~~by the Zoning Board of Appeals~~ per Section 34-7.14.3.E of this Chapter.

2. [Unchanged.]

3. [Unchanged.]

4. [Unchanged.]

4. [Unchanged.]

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 amendments 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 _____, 2023, and ordered to be given publication in the manner prescribed by law.

Ayes:

Nays:

Abstentions:

Absent:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington Hills, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Farmington Hills at a meeting held on the ____ day of _____, 2023, the original of which is on file in my office.

PAMELA B. SMITH, City Clerk
City of Farmington Hills

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
MARCH 16, 2023, 7:30 P.M.**

CALL MEETING TO ORDER

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

ROLL CALL

Commissioners present: Aspinal, Brickner, Countegan, Grant, Stimson, Trafelet, Varga, Ware

Commissioners Absent: Mantey

Others Present: Staff Planner Canty, City Attorney Schultz, Planning Consultant Tangari

APPROVAL OF THE AGENDA

MOTION by Brickner, support by Trafelet, to approve the agenda as submitted.

MOTION passed unanimously by voice vote.

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

REGULAR MEETING:

E. ZONING TEXT AMENDMENT 2, 2023

CHAPTER OF CODE: 34, Zoning Ordinance

PROPOSED AMENDMENT: Amend Zoning Ordinance to include definition of “shipping container,” amend existing definition of “building,” and to include new subsection addressing use of off-site-built enclosures as accessory buildings or uses

ACTION REQUESTED: Set for public hearing

SECTIONS: 34-2.2 and 34-5.1.1

As outlined in City Planner Perdonik’s March 8, 2023 memorandum, the purpose of ZTA 2, 2023 was to amend the Zoning Ordinance to include a definition of “shipping container,” amend the existing definition of “building,” and to include a new subsection addressing use of off-site-built enclosures, such as shipping containers, as permanent accessory structures or uses.

A recent trend has emerged in that communities in Southeast Michigan are observing industrial grade metal enclosures, such as large shipping containers, being placed within residential yards on a permanent basis for storage, as an alternative to a more traditional shed or storage building. Additionally, the Planning Office receives a high volume of inquiries regarding placing shipping containers on commercial and office properties on a permanent basis.

Under the Zoning Ordinance as presently written, staff is obligated to permit these structures permanently if they meet the height and other dimensional requirements applicable to any accessory structure.

ZTA 2, 2023 was drafted by the Planning Office with the assistance of the City Attorney’s Office, at the City Manager’s request. In the interest of the character of the community, City Council is taking the

position that such enclosures should generally be prohibited. ZTA 2, 2023 would prohibit the use shipping containers and other nontraditional off-site-built enclosures as accessory structures or uses, with three (3) exceptions:

1. Use of one (1) such structure within the LI-1, Light Industrial zoning district with the approval of an administrative site plan;
2. Structures permitted on a temporary basis by the Zoning Board of Appeals; and
3. Structures placed on residential lots for a period of time not to exceed thirty (30) days per year with the approval of the Zoning Division Supervisor.

Discussion:

- People using storage containers such as PODS when renovating their homes often needed the containers longer than 30 days. However, the draft language did allow the 30 days to be extended. The intent was to prevent storage containers being treated as permanent structures.
- Some people used storage containers as permanent housing, and in some communities storage containers were stacked and used for apartments.
- Other uses of storage containers included RV storage, lawn equipment storage, etc.
- The comment was made that the 30-day limit seemed punitive, especially as people needed to use storage containers while renovating their homes. 30 days did not seem reasonable. On the other hand, the ordinance would serve those residents who had a POD or other storage container stored next to them for long periods of time, without recourse.
- Some Commissioners wondered if this ordinance was necessary. Had the City received many complaints regarding storage containers?

After further discussion, Chair Countegan suggested that before taking action, the Planning Commission study this Zoning Text Amendment further during a future study session, and closed discussion on this item.

PUBLIC COMMENT

None.

ADJOURNMENT

MOTION by Trafelet, support by Grant, to adjourn the meeting at 10:14pm.

MOTION passed unanimously by voice vote.

City of Farmington Hills
Planning Commission Meeting
March 16, 2023
Page 3

Respectfully Submitted,
Marisa Varga
Planning Commission Secretary

/cem

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
MAY 18, 2023, 8:00 P.M.**

CALL MEETING TO ORDER

The Planning Commission Regular Meeting was called to order by Chair Countegan at 8:00 p.m.

ROLL CALL

Commissioners present: Aspinall, Brickner, Countegan, Grant, Mantey, Trafelet, Varga

Commissioners Absent: Stimpson, Ware

Others Present: City Planner Perdonik, City Attorney Schultz, Planning Consultant
Tangari

APPROVAL OF THE AGENDA

MOTION by Trafelet, support by Brickner, to approve the agenda as submitted.

MOTION passed by voice vote.

REGULAR MEETING

A. ZONING TEXT AMENDMENT 2, 2023

CHAPTER OF CODE: 34, Zoning Ordinance

PROPOSED AMENDMENT: Amend Zoning Ordinance to include definition of “shipping container,” amend existing definition of “building,” and to include new subsection addressing use of off-site-built enclosures as accessory buildings or uses

ACTION REQUESTED: Set for public hearing

SECTIONS: 34-2.2 and 34-5.1.1

City Planner Perdonik introduced draft Zoning Text Amendment 2, 2023, which is intended to clarify the city's zoning regulations relative to the use of shipping containers and similar offsite built enclosures as accessory buildings on both a temporary and permanent basis within commercial, industrial and residential zoning districts.

The Planning Commission discussed the draft amendment at the March 16, 2023 meeting in some detail but ultimately passed a motion tabling it.

The draft amendment is a response to concerns raised by City Council, a high volume of inquiries coming into the Planning Office regarding placement of shipping containers in a variety of areas, and observations by City staff and others that the use of shipping containers and similar structures for storage, often on a permanent basis, has become increasingly common throughout the City, including within residential neighborhoods. Photographs in the packet illustrate some examples of shipping containers being placed on residential and commercial properties.

In response to the March 16 meeting discussion, City Planner Perdonik offered the following:

- Staff will not be administering a formal approval process for the draft ordinance relative to residential properties. The ordinance is meant to serve as a basis for complaint-driven enforcement activities in providing a clock – a starting date as well as an end date after which enforcement, possibly including a citation, can go forward.
- In order to clarify the City’s intent, the draft language had been revised, removing the reference to the approval of the zoning supervisor.
- There have been some egregious cases and the City has received complaints relative to shipping containers placed on residential lots.
- Staff will work with non-compliant homeowners on a one-to-one basis, and the zoning text amendment will give staff a backdrop for enforcement when enforcement is needed.
- During construction, a property owner is allowed to have a POD or other container on site for the duration of the construction, as long as a permit has been granted for that construction.

The Commission discussed whether to set a 30 or 60 day time frame, after a City inspector has noticed/confirmed that there is a shipping container on site. Either time limitation would be acceptable. At the end of the time period an extension can be granted by staff if circumstances so warrant.

Staff Planner Perdonik said that there were not many ordinances in the State that dealt with this emerging issue, and Farmington Hills’ ordinance would probably be used by other municipalities as they developed their own ordinance language.

MOTION by Trafelet, support by Brickner, that Zoning Text Amendment 2, 2023, which proposes to amend the Farmington Hills Code of Ordinances, Chapter 34, “Zoning,” Article 2.0, “Definitions,” to add a definition of “Shipping Container” and revise the definition of “Building,” and to amend Article 5.0, “Site Standards,” Section 34-5.1, “Accessory Building and Structures,” to include new Subsection 34-5.1.1.H addressing the use of offsite built enclosures as accessory buildings or uses, be set for public hearing for the Planning Commission’s next available regular meeting agenda.

Motion passed unanimously by voice vote.

ADJOURNMENT

MOTION by Trafelet, support by Grant, to adjourn the meeting at 8:39pm.

MOTION passed unanimously by voice vote.

Respectfully Submitted,
Marisa Varga
Planning Commission Secretary

/cem

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
July 20, 2023, 7:30 P.M.**

CALL MEETING TO ORDER

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

ROLL CALL

Commissioners present: Aspinall, Brickner, Countegan, Mantey, Trafelet, Stimson, Ware

Commissioners Absent: Grant, Varga

Others Present: City Planner Perdonik, City Attorney Schultz, Planning Consultant Bahm

APPROVAL OF THE AGENDA

MOTION by Trafelet, support by Brickner, to approve the agenda as published.

Motion passed unanimously by voice vote.

PUBLIC HEARING

A. ZONING TEXT AMENDMENT 2, 2023

CHAPTER OF CODE: 34, Zoning Ordinance
PROPOSED AMENDMENT: Amend Zoning Ordinance to include definition of “shipping container,” amend existing definition of “building,” and to include new subsection addressing use of off-site-built enclosures as accessory buildings or uses.

ACTION REQUESTED: Recommendation to City Council

SECTIONS: 34-2.2 and 34-5.1.1

City Planner Perdonik explained that ZTA 2, 2023 is intended to clarify the City’s zoning regulations regarding the use of shipping containers and similar off-site-built enclosures as accessory buildings within commercial, industrial, and residential zoning districts. The draft amendment was jointly drafted by the City Planner and City Attorney at the direction of the City Manager and Director of Planning and Community Development.

The draft amendment is a response to concerns raised by City Council, a high volume of inquiries coming into the Planning Office regarding placement of shipping containers in a variety of areas, and observations by City staff and others that the use of shipping containers and similar structures for storage, often on a permanent basis, has become increasingly common throughout the City, including within residential neighborhoods.

Staff introduced Draft ZTA 2, 2023, at the Planning Commission’s March 16, 2023, meeting. At such meeting, the Commission discussed the draft amendment in some detail but ultimately passed a motion tabling it. In response to questions at that meeting, City Planner Perdonik explained that 1) staff will *not* require that residents obtain approval for temporary use of PODS or the like; this was

never the intent, as the thirty (30)-day requirement is intended to provide a clock for enforcement purposes, and 2) any residence or business undergoing construction may use a temporary structure provided a valid permit for such construction exists; this would not change with the adoption of ZTA 2, 2023.

In response to questions, City Planner Perdonik provided the following further information:

- ZTA 2, 2023 is a direct response to the residential use of industrial shipping containers as sheds, as well as corporate entities wanting to keep them on site on a permanent basis. Both situations impact the appearance of the community.
- For a remodeling project, the enforcement clock would begin after the remodeling was complete.

Chair Countegan opened the public hearing. Seeing that no public indicated that they wished to speak on this agenda item, Chair Countegan closed the public hearing and brought the matter back to the Commission.

MOTION by Brickner, support by Trafelet, to recommend to City Council that Revised Draft Zoning Text Amendment 2, 2023, which proposes to amend the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," Article 2.0, "Definitions," to add a definition of "Shipping Container" and revise the definition of "Building," and to amend Article 5.0, "Site Standards," Section 34-5.1, "Accessory Building and Structures," to include a new Subsection 34-5.1.1.H addressing the use of off-site-built enclosures as accessory buildings or uses, be adopted.

Motion passed unanimously by voice vote.

PUBLIC COMMENT

Richard Owens, Holly Hill Farms, shared the following concerns and questions regarding Planned United Development (PUD) 1, 2023 (Item 5A on tonight's agenda):

- What does "affordable housing" mean, and how does the proposed apartment complex compare to other apartment complexes along 12 Mile Road?
- How would the proposed development affect nearby property values?
- Has there been any pressure from the State to approve this PUD?
- Mr. Owens said the applicants notified neighbors only tonight regarding tonight's meeting.

City Attorney Shultz noted that there is a legal definition of affordable housing that has to be met. However, when making its recommendation to City Council, the Planning Commission will function in its role as a land-use approving body, and how much money potential tenants make will not be considered.

ADJOURNMENT

Motion by Trafelet, support by Ware, to adjourn the meeting at 9:01pm.

Motion carried unanimously by voice vote.

Respectfully Submitted,

Marisa Varga
Planning Commission Secretary
/cem

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

www.fhgov.com

DATE: August 28, 2023
TIME: 7:30 P.M.
PLACE: Farmington Hills City Hall, City Council Chamber
31555 W. Eleven Mile Road
Farmington Hills, Michigan 48336
ITEM: Zoning Text Amendment 2, 2023

THE FARMINGTON HILLS PLANNING COMMISSION SHALL GIVE FORMAL CONSIDERATION TO A PROPOSED ZONING TEXT AMENDMENT TO THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 2, "DEFINITIONS," IN ORDER TO ADD A DEFINITION OF "SHIPPING CONTAINER" AND AMEND THE DEFINITION OF "BUILDING," AND TO AMEND ARTICLE 5, "SITE STANDARDS," SECTION 34-5.1, "ACCESSORY BUILDINGS AND STRUCTURES," TO INCLUDE A NEW SUBSECTION 34-5.1.1.H ADDRESSING VEHICLES, COMMERCIAL VEHICLES, RECREATIONAL EQUIPMENT, TRAILERS, STORAGE PODS, AND SHIPPING CONTAINERS AND SIMILAR OFF-SITE-BUILT ENCLOSURES THAT ARE USED AS AN ACCESSORY BUILDING OR USE.

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

Charmaine Kettler-Schmult
Director of Planning & Community Development

Phone: (248) 871-2540
Email: ckettler@fhgov.com
Publish: August 13, 2023

Procedures for accommodations for persons with disabilities:

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



DATE: August 28, 2023

TO: Gary Mekjian, City Manager

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

SUBJECT: Draft Zoning Text Amendment (ZTA) 3, 2023 – Revise the Definition of “Motel” to Include Short-Term Rental of Residential Homes

BACKGROUND:

Draft ZTA 3, 2023, was drafted by the City Attorney’s Office at the direction of the City Manager in response to concerns from City Council.

Draft ZTA 3, 2023, is intended to strengthen the City’s zoning regulations regarding short-term rental of residential homes, which is not a permitted use within the residential districts of the City. To this end, the proposed amendment revises the existing definition of “motel” in such a way as to more clearly include short-term rentals.

This approach is based on Michigan case law which focused on the definition of “motel” and the limitation of motels to non-residential zoning districts as a means of prohibiting them in residential zoning districts. Under the Zoning Ordinance, motels are restricted to commercial zoning districts.

PROCEDURAL HISTORY:

May 18, 2023 – Staff introduces draft ZTA 3, 2023, and Planning Commission unanimously passes motion setting item for public hearing (**minutes**).

July 20, 2023 – Following a public hearing, the Planning Commission unanimously passes motion recommending to City Council that draft ZTA 3, 2023, be adopted (**minutes**).

ACTION REQUESTED:

Following a public hearing (**notice attached**), the following motion is suggested:

RESOLVE that City Council APPROVE the ADOPTION of draft Zoning Text Amendment 3, 2023.



ATTACHMENTS:

- **Draft ZTA 3, 2023**
- **May 18, 2023, Planning Commission Meeting Minutes**
- **July 20, 2023, Planning Commission Meeting Minutes**
- **Public Hearing Notice**

ORDINANCE NO. C-_____-2023

CITY OF FARMINGTON HILLS
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 2.0, SECTION 2.2, "DEFINITIONS," TO AMEND THE DEFINITION OF "MOTEL."

THE CITY OF FARMINGTON HILLS ORDAINS:

Section 1 of Ordinance. Ordinance Amendment.

The Farmington Hills City Code, Chapter 34, "Zoning," Article 2.0, Section 2.2, "Definitions," is hereby amended to change the definition of "Motel" to read as follows:

Motel means a dwelling unit, group of dwelling units, and any other type of building or group of buildings, which contains one or more rooms or sleeping units that are accessible from either the exterior or interior of such building or buildings, has access to a garage or other area to park vehicles, and provides overnight lodging that is offered or made available to the public for compensation on a per night or weekly basis. ~~designed to provide overnight lodging that is offered to the public for compensation and that caters primarily to the public traveling by motor vehicle.~~

Section 2 of Ordinance. Repealer.

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

Section 3 of Ordinance. Savings.

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

Section 4 of Ordinance. Severability.

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

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

Section 5 of Ordinance. Effective Date.

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

Section 6 of Ordinance. Date and Publication.

This ordinance is declared to have been enacted by the City Council of the City of Farmington Hills at a meeting called and held on the ____ day of _____, 2023, and ordered to be given publication in the manner prescribed by law.

Ayes:

Nays:

Abstentions:

Absent:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the qualified and acting City Clerk of the City of Farmington Hills, Oakland County, Michigan, do certify that the foregoing is a true and complete copy of the Ordinance adopted by the City Council of the City of Farmington Hills at a meeting held of the ____ day of _____, 2023, the original of which is on file in my office.

Pamela B. Smith, City Clerk
City of Farmington Hills

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
MAY 18, 2023, 8:00 P.M.**

CALL MEETING TO ORDER

The Planning Commission Regular Meeting was called to order by Chair Countegan at 8:00 p.m.

ROLL CALL

Commissioners present: Aspinall, Brickner, Countegan, Grant, Mantey, Trafelet, Varga

Commissioners Absent: Stimpson, Ware

Others Present: City Planner Perdonik, City Attorney Schultz, Planning Consultant
Tangari

APPROVAL OF THE AGENDA

MOTION by Trafelet, support by Brickner, to approve the agenda as submitted.

MOTION passed by voice vote.

REGULAR MEETING

A. ZONING TEXT AMENDMENT 3, 2023

CHAPTER OF CODE: 34, Zoning Ordinance

PROPOSED AMENDMENT: Amend Zoning Ordinance to revise definition of “motel”

ACTION REQUESTED: Set for public hearing

SECTIONS: 34-2.2

City Planner Perdonik explained that Zoning Text Amendment 3, 2023 was drafted by the City Attorney’s Office at the direction of the City Manager in response to concerns from City Council. The draft amendment is intended to strengthen the City’s zoning regulations regarding short-term rental of residential homes, which is not a permitted use. The proposed amendment revises the existing definition of “motel” in such a way as to more clearly include short-term rentals of residential homes. This approach is based on Michigan case law which focuses on the definition of “motel” and the limitation of motels to nonresidential zoning districts as a means of prohibiting them in residential districts. Under the Zoning Ordinance, motels are restricted to the B-3, General Business, and ES, Expressway Service zoning districts; therefore, if a home is used in a manner which fits within the definition of “motel,” such use would only be permitted if such home is within a B-3 or ES District.

This ordinance supports staff's efforts to regulate and enforce against short term rentals in residential neighborhoods.

City Attorney Schultz further explained that the ordinance was based on a case that upheld the right of a community to regulate short term rentals, via the definition of "motel."

Board discussion:

- Short term rentals in residential neighborhoods brought certain enforcement issues.
- Neighbors generally oppose short term rentals in their neighborhoods, as short term rentals can bring loud parties, and more or less constant movement of strangers in and out of the neighborhood. In many cases short term rentals have the ability to destabilize an entire neighborhood.
- There have been egregious cases in Farmington Hills that are currently in the enforcement process.
- The draft ordinance will give staff more of a foundation for their enforcement efforts.
- Commissioner Mantey said he supported this request being set for a public hearing; he did not, however, know how he would vote on the issue itself.

MOTION by Brickner, support by Trafelet, that Zoning Text Amendment 3, 2023, which proposes to amend the Farmington Hills Code of Ordinances, Chapter 34, "Zoning," Article 2.0, "Definitions," to revise the definition of "motel" as provided in the draft amendment, be set for public hearing.

Motion passed unanimously by voice vote.

APPROVAL OF MINUTES April 20, 2023 Special Joint Meeting, and April 20, 2023, Public Hearing/Regular Meeting

MOTION by Brickner, support by Aspinall, to approve the April 20, 2023 Special Joint Meeting minutes and the April 20, 2023, Public Hearing/Regular Meeting minutes as submitted.

Motion passed unanimously by voice vote.

PUBLIC COMMENT

None.

COMMISSIONER/STAFF COMMENTS

ADJOURNMENT

MOTION by Trafelet, support by Grant, to adjourn the meeting at 8:39pm.

MOTION passed unanimously by voice vote.

Respectfully Submitted,
Marisa Varga
Planning Commission Secretary

/cem

**MINUTES
CITY OF FARMINGTON HILLS
PLANNING COMMISSION MEETING
31555 W ELEVEN MILE ROAD
FARMINGTON HILLS, MICHIGAN
July 20, 2023, 7:30 P.M.**

CALL MEETING TO ORDER

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

ROLL CALL

Commissioners present: Aspinall, Brickner, Countegan, Mantey, Trafelet, Stimson, Ware

Commissioners Absent: Grant, Varga

Others Present: City Planner Perdonik, City Attorney Schultz, Planning Consultant Bahm

APPROVAL OF THE AGENDA

MOTION by Trafelet, support by Brickner, to approve the agenda as published.

Motion passed unanimously by voice vote.

PUBLIC HEARING

A. ZONING TEXT AMENDMENT 3, 2023

CHAPTER OF CODE: 34, Zoning Ordinance
PROPOSED AMENDMENT: Amend Zoning Ordinance to revise definition of “motel”
ACTION REQUESTED: Recommendation to City Council
SECTION: 34-2.2

City Planner Perdonik explained that this proposal came through the City Attorney’s office in response to the issue of short-term rentals throughout the City, which use has historically been prohibited.

ZTA 3, 2023, is intended to strengthen the City’s zoning regulations regarding short-term rental of residential homes. The proposed amendment revises the existing definition of “motel” in such a way as to more clearly include short-term rentals of residential homes. This approach is based on Michigan case law which focused on the definition of “motel” and the limitation of motels to nonresidential zoning districts as a means of prohibiting them in residential districts. Under the Zoning Ordinance, motels are restricted to the B-3, General Business, and ES, Expressway Service zoning districts; therefore, if a home is used in a manner which fits within the definition of “motel,” such use would only be permitted if such home is within a B-3 or ES District.

Staff introduced Draft ZTA 3, 2023, at the Planning Commission’s May 18, 2023, meeting, during which the Commission passed a motion setting the item for public hearing with no additional information or revisions requested.

Chair Countegan opened the public hearing. Seeing that no public indicated they wished to speak on this agenda item, Chair Countegan closed the public hearing and brought the matter back to the Commission.

MOTION by Aspinall, SUPPORT by Trafelet to recommend to City Council that Draft Zoning Text Amendment 3, 2023, which proposes to amend the Farmington Hills Code of Ordinances, Chapter 34, “Zoning,” Article 2.0, Section 2.2, “Definitions,” to revise the definition of “Motel” as provided in the draft amendment, be adopted.

Motion passed unanimously by voice vote.

REGULAR MEETING

Motion carried unanimously by voice vote.

PUBLIC COMMENT

Richard Owens, Holly Hill Farms, shared the following concerns and questions regarding Planned United Development (PUD) 1, 2023 (Item 5A on tonight’s agenda):

- What does “affordable housing” mean, and how does the proposed apartment complex compare to other apartment complexes along 12 Mile Road?
- How would the proposed development affect nearby property values?
- Has there been any pressure from the State to approve this PUD?
- Mr. Owens said the applicants notified neighbors only tonight regarding tonight’s meeting.

City Attorney Shultz noted that there is a legal definition of affordable housing that has to be met. However, when making its recommendation to City Council, the Planning Commission will function in its role as a land-use approving body, and how much money potential tenants make will not be considered.

COMMISSIONER/STAFF COMMENTS

Commissioner Brickner said that he and his wife Cheryl were celebrating their 50th wedding anniversary.

ADJOURNMENT

Motion by Trafelet, support by Ware, to adjourn the meeting at 9:01pm.

Motion carried unanimously by voice vote.

Respectfully Submitted,

Marisa Varga
Planning Commission Secretary
/cem

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

www.fhgov.com

DATE: August 28, 2023
TIME: 7:30 P.M.
PLACE: Farmington Hills City Hall, City Council Chamber
31555 W. Eleven Mile Road
Farmington Hills, Michigan 48336
ITEM: Zoning Text Amendment 3, 2023

THE FARMINGTON HILLS PLANNING COMMISSION SHALL GIVE FORMAL CONSIDERATION TO A PROPOSED ZONING TEXT AMENDMENT TO THE FARMINGTON HILLS CODE OF ORDINANCES, CHAPTER 34, "ZONING," ARTICLE 2, SECTION 2.2, "DEFINITIONS," TO AMEND THE DEFINITION OF "MOTEL."

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

Charmaine Kettler-Schmult
Director of Planning & Community Development

Phone: (248) 871-2540
Email: ckettler@fhgov.com
Publish: August 13, 2023

Procedures for accommodations for persons with disabilities:

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

**REPORT FROM THE CITY MANAGER TO CITY COUNCIL
August 28, 2023**

SUBJECT: AWARD OF BID – MISCELLANEOUS TABLES & DOLLIES FOR SPECIAL SERVICES

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, August 15, 2023, for purchase of Miscellaneous Tables for Special Services. Notification was sent to forty-six (46) vendors, (including fourteen (14) vendors that hold the classification of minority owned, woman owned, veteran owned, disabled, disadvantaged or service disabled) with four (4) responding. We received zero “No Bids.”
- Specifications included folding tables (96” x 30” square, 72” round, and 72” x 18” square) and dollies for table storage and transportation throughout the building.
- Staff reviewed all the bids and has determined that Quality Restaurant & Equipment Masters of Oak Park is the lowest and most qualified bidder. Quality Restaurant & Equipment Masters of Oak Park has been in business for over 9 years and the owner resides in the city of Farmington Hills.
- On January 17, 2023, the Farmington Hills Senior Center’s application was approved by Healthy Aging Oakland County Ad Hoc Committee in the amount of \$150,000 for improvements such as capital (including these tables and dollies), technology, infrastructure, and equipment improvements or professional development. On February 17, 2023, city council approved the American Rescue Plan Act (ARPA) Interlocal Agreement between the City of Farmington Hills and Oakland County for these funds.
- Funding for the project will be provided by American Rescue Plan Act (ARPA) Interlocal Agreement between the City of Farmington Hills and Oakland County.

BID TABULATION

ITEM	QUANTITY	Simple Source Services of Birmingham, MI		Pinnacle Design Commercial Interiors of Saginaw, MI*		Nextrinsic Corporation of Southfield, MI*		Quality Restaurant & Equipment Masters of Oak Park, MI	
		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
FOLDING TABLES 96" x 30"	30	\$189.00	\$5,670.00	\$202.74	\$6,082.20	\$145.00	\$4,350.00	\$114.99	\$3,449.70
FOLDING TABLES 72" ROUND	30	\$336.00	\$10,080.00	\$333.03	\$9,990.90	\$229.00	\$6,870.00	\$189.99	\$5,699.70
SEMINAR TABLES 72" X 18"	20	\$133.00	\$2,660.00	\$197.32	\$3,946.40	\$94.00	\$1,880.00	\$59.99	\$1,199.80
72" SQUARE TABLE DOLLIE (74 X 32 X 42) (CAPACITY 12)	3	\$515.00	\$1,545.00	\$297.01	\$891.03	\$254.00	\$762.00	\$454.99	\$1,364.97
96" SQUARE TABLE DOLLIE (98 X 32 X 42) (CAPACITY 12)	3	\$545.00	\$1,635.00	\$310.33	\$930.99	\$301.00	\$903.00	\$539.99	\$1,619.97
72" ROUND TABLE DOLLIE (49 X 32 X 41) (CAPACITY 8)	4	\$527.00	\$2,108.00	\$370.54	\$1,482.16	\$253.00	\$1,012.00	\$509.99	\$2,039.96
TOTAL			\$23,698.00	*	\$23,323.68	*	\$15,777.00	*	\$15,374.10

Bid notification was sent to 45 vendors. We received zero "No Bids:"

Red Font indicates corrected total

Asterisk (*) indicates one or more deviations from specifications

RECOMMENDATION

In view of the above, it is recommended that City Council authorize the City Manager to issue a purchase order to Quality Restaurant & Equipment Masters of Oak Park in the amount of \$15,374.10 for miscellaneous tables and dollies for the Senior Division at the Costick Center.

Prepared by: Nikki Lumpkin, Senior Buyer

Approved by: Michelle Aranowski, Director of Central Services

Approved by: Brian Moran, Deputy Director of Special Services

Approved by: Ellen Schnackel, Director of Special Services

Approved by: Gary Mekjian, City Manager



FIRE

FARMINGTON HILLS



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Jon Unruh, Fire Chief
Subject: Consideration of Employment for Clayton Firment
Date: August 28, 2023

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Clayton Firment, who is related to an employee of the City, Dennis Firment, who is a Staff Lieutenant in the Fire Prevention Division.

The Fire Department has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.

Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Fire Department respectfully requests the City Council's approval of Clayton Firment.

Name: Clayton Firment

Position Applied For: Paid-on-Call Firefighter/Recruit

Date Position Posted: April 2023

Open Until: June 2, 2023

Salary: \$10.90/hr

Relationship: Clayton Firment is the son of Dennis Firment, who is employed in the Fire Prevention Division at the Farmington Hills Fire Department.

Justification: Clayton Firment is the most qualified applicant and is available to begin work immediately.

Prepared by: Kelly Kitchen, Administrative Assistant to the Fire Chief

Authorized by: Jon Unruh, Fire Chief

Approved by: Gary Mekjian, City Manager



FIRE

FARMINGTON HILLS



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Jon Unruh, Fire Chief
Subject: Consideration of Employment for Dylan Neufeld
Date: August 28, 2023

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Dylan Neufeld, who is related to an employee of the City, James Neufeld, who is a Paid-on-Call Lieutenant.

The Fire Department has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.

Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Fire Department respectfully requests the City Council's approval of Dylan Neufeld.

Name: Dylan Neufeld
Position Applied For: Paid-on-Call Firefighter/Recruit
Date Position Posted: April 2023 Open Until: June 2, 2023
Salary: \$10.90/hr
Relationship: Dylan Neufeld is the son of James Neufeld, who is employed in the Administration Bureau at the Farmington Hills Fire Department.
Justification: Dylan Neufeld is the most qualified applicant and is available to begin work immediately.

Prepared by: Kelly Kitchen, Administrative Assistant to the Fire Chief

Authorized by: Jon Unruh, Fire Chief

Approved by: Gary Mekjian, City Manager



INTEROFFICE CORRESPONDENCE

To: Gary Mekjian, City Manager
From: Jon Unruh, Fire Chief
Subject: Consideration of Employment for Aidan Pankow
Date: August 28, 2023

In compliance with the City Charter Article X, Section 10.01 A, we are requesting from the City Council approval to consider for employment the following individual: Aidan Pankow, who is related to an employee of the City, Brian Pankow, who is a Staff Lieutenant in Administration.

The Fire Department has followed all City policies and procedures in establishing an eligibility list of qualified candidates. This includes advertising in the local newspapers, posting on websites and on social media, distribution of job announcements at Farmington Public Schools and Oakland County Community College. A thorough investigation of the applicant's credentials and a personal interview were conducted. Providing applicants are equally qualified, residents receive preference for employment opportunities.

Occasionally we have some difficulty finding qualified applicants for part-time positions because they may require certain qualifications or specialized training/certification and the work hours typically include nights and/or weekends. Therefore, in view of meeting the established criteria and being the most qualified applicant, the Fire Department respectfully requests the City Council's approval of Aidan Pankow.

Name: Aidan Pankow

Position Applied For: Paid-on-Call Firefighter/Recruit

Date Position Posted: April 2023

Open Until: June 2, 2023

Salary: \$10.90/hr

Relationship: Aidan Pankow is the son of Brian Pankow, who is employed in the Administrative Division at the Farmington Hills Fire Department.

Justification: Aidan Pankow is the most qualified applicant and is available to begin work immediately.

Prepared by: Kelly Kitchen, Administrative Assistant to the Fire Chief

Authorized by: Jon Unruh, Fire Chief

Approved by: Gary Mekjian, City Manager

**MEETING MINUTES
FARMINGTON BOARD OF EDUCATION
FARMINGTON HILLS CITY COUNCIL
FARMINGTON CITY COUNCIL**

**Maxfield Education Center
32789 W. Ten Mile
Farmington, Michigan
Tuesday, August 8, 2023
6:45 pm**

The special meeting with the Farmington and Farmington Hills City Councils and Farmington Public Schools' Board of Education was called to order by President Cheryl Blau at 6:46 p.m.

President Blau welcomed everyone to the meeting, and each respective entity introduced the Board members, Councilmembers, administrators, and city staff who were present.

Present at the meeting:

Farmington Board of Education Members: President Cheryl Blau, Vice President Claudia Heinrich, Secretary Zach Rich, Treasurer Terri Weems, Trustees Mable Fox, Angie Smith, and Donald Walker.

Absent: None

Other Farmington Public Schools' Representatives: Chris Delgado, Superintendent; Kelly Coffin, Assistant Superintendent, Innovation and Strategic Projects; Diane Bauman, Director of School/Community Relations and Pupil Accounting; Jon Barth, Director of Facilities Management; Cathy Staran, Executive Assistant

Farmington Hills City Council: Mayor Vicki Barnett, Mayor Pro-Tem Randy Bruce, Councilmembers Michael Bridges, Jackie Boleware, Valerie Knol, and Ken Massey

Absent: Councilmember Mary Newlin

Other Farmington Hills City Officials: Jeff King, Chief of Police; Gary Mekjian, City Manager; Pam Smith, City Clerk; Carly Lindhal, Deputy City Clerk; Steve Joppich, City Attorney; Vickie Sullen-Winn, Director of Communications and Community Engagement.

Farmington City Council: Mayor Sara Bowman, Mayor Pro Tem Joe LaRussa, Councilmembers Johnna Balk, and Steven Schneemann

Absent: Councilmember Maria Taylor

Other City of Farmington Officials: Bob Houhanisin, Director of Public Safety; David Murphy, City Manager; Mary Mullison, City Clerk

PUBLIC COMMENTS: Public comments were shared.

FARMINGTON PUBLIC SCHOOLS' UPDATE

Superintendent Chris Delgado reported that during the summer, the school district is busy with various educational programs, including ESY (Extended School Year) for special education students, summer school, and educational camps. This time is also used for reviewing, evaluating, and planning for the upcoming school year, including conducting program evaluations, analyzing academic achievement results, and aligning funding with intervention programs and staff training. Additionally, the district has added Math & Literacy positions at the elementary and middle levels, Targeted Tutoring programs, and specialized summer training for teachers in literacy interventions.

The District's focus areas include safety, security, infrastructure enhancements and training, Bond upgrades to buildings, K-2 Foundational Literacy, K-12 Multi-Tiered Systems of Support, Vision & Mission alignment with Lifelong Learner Profile, marketing and rebranding campaign (partnership opportunity with Cities), D.E.I. efforts encompassing hiring practices, curricular resources, and feedback loops, and re-imagining High School.

Our graduates are promised to embody the District's Vision, Mission, and Profile of a Lifelong Learner.

Dr. Delgado suggested ways for the cities to support schools: continue and expand School Resource Officers, aid homeless and impoverished families, connect students to internships and jobs, and maintain and grow Oakland Community College. He also encouraged volunteering as a tutor, especially literacy/numeracy support, eliminating construction project "red tape," attending public school events, and speaking positively about schools as an Ambassador.

CITY OF FARMINGTON UPDATE

Mayor Sara Bowman provided an update for the City of Farmington, sharing that Farmington is a strong community with over 11,000 residents and 2.7 square miles. Many new homes are being built to bring new families to the community. For example, the Liberty Hill subdivision has sold all 14 newly constructed houses. The Maxfield Training Center will be redeveloped into 53 condos, and the American Legion building on the Grand River will be redeveloped into 32 high-end luxury townhomes.

In addition to housing growth, new businesses have moved into Farmington, including Bob's Big Boy, LaPecora Nera Italian Deli, Cannelle Patisserie, Kymi Greek Grill, and Savvy Sliders, to name a few. Also, coffee shops like Ground Control Roasters, Apothecary Espresso & Coffee, and nail salons have opened up in the community. The Blue Hat Coffee, Heights Brewery, and Taques Bar and Grill will come soon.

The City has plans to celebrate its Bicentennial in 2024.

The Mayor discussed The Hawk's Makerspace, where community members and students can create their products.

Two city council members are employed at Oakland Community College, which offers Police Academy and Apprenticeship Programs. Additionally, Michigan Reconnect Program provides scholarships that cover in-district community college tuition.

Director Bob Houhanisin of the Public Safety Department discussed School Resource Officers (SRO). Rotating officers will temporarily replace the Farmington High School SRO until the officer returns in January.

CITY OF FARMINGTON HILLS UPDATE

Mayor Vicki Barnett announced that the City of Farmington Hills had hired Vickie Sullen-Winn as the Communications Director. The director will handle all communications from the City and explore potential partnerships with schools. LaToya Harvey was selected as the Director of Diversity, Equity, Inclusion, and Employee Development. Her goal is to ensure that the staff reflects the community's diversity.

The City is updating its master plan, with improvements to the Grand River Corridor and collaboration with West Bloomfield on the Orchard Lake Rd and 14 Mile Rd area. The Gateway will be redeveloped with high-end apartments, Smart Bus transportation directly to Detroit, and a transportation hub. Parks & Recreation is upgrading facilities like the Spicer House while following Historic Guidelines. The City aims to maximize building use.

The City is working to provide high-speed, full-service broadband internet at low or no cost within Farmington Hills and Farmington.

Mayor Barnett discussed The Hawk's Makerspace, which offers students and community members tools for creating products, job training, and business resources.

Chief Jeff King of Farmington Hills Police Department discussed the T.E.A.M. training that all School Resource Officers must complete. The training focuses on promoting responsible citizenship, making schools and communities safer, and teaching students about school violence, bullying, harassment, and safety. Officers who complete the training can teach the T.E.A.M. curriculum to students. This program helps to build a stronger relationship between law enforcement and students. Additionally, FHPD is fully staffed and is considering adding additional School Resource Officers for the schools. FHPD also provides active assailant training to the school district and area businesses.

The three entities discussed supporting each other's initiatives and opportunities for overlap. For example, a united voice between FPS, the City of Farmington, and the City of Farmington Hills could have a more significant impact on addressing extended power outages with DTE. Other areas of overlap included school safety, crisis response, shared communications, and Oakland Community College.

ADJOURNMENT: The meeting adjourned at 8:16 p.m.

Respectfully submitted by:
Zach Rich
Secretary, Board of Education

MINUTES
CITY OF FARMINGTON HILLS
CITY COUNCIL MEETING
CITY HALL – COUNCIL CHAMBER
AUGUST 14, 2023 – 7:30 PM

The regular session meeting of the Farmington Hills City Council was called to order by Mayor Barnett at 7:32pm.

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

Council Members Absent: Bridges

Others Present: City Manager Mekjian, Deputy City Clerk Lindahl, Assistant City Manager Valentine, Directors Aranowski, Brown, Kettler-Schmult, Mondora, Schnackel and Skrobola, Fire Chief Unruh and City Attorney Joppich

PLEDGE OF ALLEGIANCE

Mayor Barnett led the pledge of allegiance.

APPROVAL OF REGULAR SESSION MEETING AGENDA

MOTION by Massey, support by Bruce, to approve the agenda as published.

MOTION CARRIED 6-0.

CORRESPONDENCE

The following correspondence was acknowledged:

- Emails received regarding the joint meeting with Farmington Public Schools
- Emails received regarding landscaping issues at a water main project site

CONSENT AGENDA

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

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

PUBLIC QUESTIONS AND COMMENTS

Pam Gerald, resident, thanked Police Chief King and Councilmembers for attending a town hall meeting on gun violence at the Southfield Pavilion on July 31st where they listened to the public speak on how to reduce gun violence. She added that there will be a series of townhall meetings forthcoming.

Angie Smith, resident and School Board Member, thanked City Council and administration for attending the meeting with Farmington Public Schools and apologized for the format of the meeting.

She commented on how important the cooperation between the city and schools is and how it is crucial to the success of the community.

Mikki Godfrey, resident, expressed concerns with the zoning department on recent code violations she had received and issues she was having with the process in which to file an application for a variance with the City.

Mayor Barnett asked Director Kettler-Schmult to speak with the resident and requested that city staff update council on this issue.

Phil Mintz, resident, thanked Director Brown for the update on the job application he submitted with the city, however, he expressed frustration and concern with how long it took the city to respond to his applications for jobs that had immediate openings.

Iskcon Temple members invited City Council, staff and residents to their two upcoming events: Community Color Festival on August 26th and annual festival September 6th through the 10th.

COUNCIL MEMBERS COMMENTS AND ANNOUNCEMENTS

The following Councilmember comments or announcements were made:

- Congratulations to Rachel Timlin on being selected for the Michigan Arts and Culture Council Rising Leaders program.
- Thank you to Assistant City Manager Valentine for his service to the city and congratulations on his new position.

CITY MANAGER UPDATE

City Manager Mekjian provided an update on the following:

- City Open House will be held on October 8th from Noon – 3:00pm
- The Police Department has added a “What to do when stopped by the Police” to the city’s website.
- Recognized Assistant City Manager Valentine for his professionalism, friendship and service to the residents of the city.

CONSENT AGENDA

CONSIDERATION OF APPROVAL OF RESCHEDULING THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 25, 2023 TO SEPTEMBER 18, 2023.

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby reschedules the regular City Council meeting of September 25, 2023 to September 18, 2023.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF PURCHASE OF CHEMICALS FOR POOLS AND SPLASH PAD TO TOWN AND COUNTRY POOLS, INC. IN THE AMOUNT OF \$20,000. CMR 8-23-93

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby waives the sealed bid process & authorizes the City Manager to issue a purchase order for purchasing sole source bulk liquid chemicals for pools and splash pads to Town and Country Pools, Inc, in the amount of \$20,000.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR NEW PATROL RIFLE SYSTEMS FOR THE POLICE DEPARTMENT TO ACME SPORTS INC. IN THE ESTIMATED AMOUNT OF \$409,000. CMR 8-23-94

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager to issue a purchase order to Acme Sports Inc. in the estimated amount of \$409,000.00. Funding for this purchase is covered under the 2023-2024 CIP Budget.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF BID FOR THE 2023 PAVEMENT MARKING PROGRAM TO PK CONTRACTING, LLC IN THE AMOUNT NOT TO EXCEED \$370,000 PER YEAR, WITH POSSIBLE EXTENSIONS. CMR 8-23-95

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager to approve the required contract and purchase orders to PK Contracting, LLC for the 2023 Pavement Marking Program in the amount not-to-exceed \$370,000 per year with one or more administration approved extensions not-to-exceed a total of four (4) additional years.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL PURCHASE OF FLEET VEHICLES WITH LUNGHAMER FORD FOR FOUR VEHICLES IN THE AMOUNT OF \$181,734, BERGER CHEVROLET FOR

TWO VEHICLES IN THE AMOUNT OF \$73,992, AND TODD WENZEL BUICK GMC FOR SEVEN VEHICLES IN THE AMOUNT OF \$309,274. CMR 8-23-96

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorize the City Manager to issue purchase order(s) as follows:

- 1) To Lunghamer Ford for four (4) vehicles in the amount of \$181,734
- 2) To Berger Chevrolet for two (2) vehicles in the amount of \$73,992
- 3) To Todd Wenzel Buick GMC for seven (7) vehicles in the amount of \$309,274

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF PAYMENT FOR EMERGENCY REPAIR OF 1ST FLOOR PLUMBING AT THE HAWK TO GUARDIAN PLUMBING IN THE AMOUNT OF \$24,000. CMR 8-23-97

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorizes payment to Guardian Plumbing, for emergency repairs of the 1st floor plumbing issue at The Hawk, in the amount of \$24,000 (\$19,765 plus an estimated \$4,235 for additional replacement costs which will not be known until the pipe is excavated).

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AWARD OF ANNUAL TESTING FOR THE FIRE DEPARTMENT APPARATUS TO NATIONAL HOSE TESTING SPECIALTIES IN THE ESTIMATED ANNUAL AMOUNT OF \$13,000 FOR FISCAL YEARS 2023 AND 2024. CMR 8-23-98

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager to approve all budgeted purchase orders for the purpose of testing the Fire Department apparatus to National Hose Testing Specialties located in Grand Rapids, Michigan in the estimate annual amount of \$13,000.00 for the fiscal years 2023 and 2024.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH TECHNICAL PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN (TPOAM). CMR 8-23-99

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager and the Assistant City Manager to execute a new agreement with Technical Professional and Officeworkers Association of Michigan (TPOAM), in accordance with the terms and conditions in the Tentative Settlement Agreement ratified by the parties and outlined herein, being City Manager's Report dated August 14, 2023.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF THE 2024 AUTO THEFT PREVENTION ACT (ATPA) SUBRECIPIENT AGREEMENT WITH OAKLAND COUNTY. CMR 8-23-100

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City to execute the Oakland County Auto Theft Program Subrecipient Agreement and any associated documents or agreements.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF AGREEMENT FOR CONSULTING SERVICES FOR MEDICARE AND MEDICAID AUDIT WITH DIGITECH COMPUTER LLC IN AN AMOUNT NOT TO EXCEED \$35,000. CMR 8-23-101

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby authorizes the City Manager to sign an agreement and approve a purchase order with Digitech Computer LLC, to provide Consulting Services to manage the GADCS reporting process for the City of Farmington Hills, in an amount not to exceed \$35,000.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF THE ESTABLISHMENT OF TRAFFIC CONTROL ORDER TM-108-2023 TO PROHIBIT LEFT TURNS FROM EASTBOUND 10 MILE ROAD TO NORTHBOUND RAPHAEL ROAD. CMR 8-23-102

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby adopts Traffic Control Order TM-108-2023 which prohibits left turns from eastbound 10 Mile Road to northbound Raphael Road from 7:45 a.m. to 8:30 a.m. and from 2:45 p.m. to 3:30 p.m. on school days only.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A SPECIAL EVENT PERMIT FOR THE ISKON TEMPLE COMMUNITY COLOR FESTIVAL TO BE HELD ON SATURDAY, AUGUST 26, 2023.

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves a Special Event Permit for the Iskcon Temple Community Color Festival of to be held on Saturday, August 26, 2023 from 4:00pm to 10:00pm, subject to the following terms and conditions:

- There shall be no parking within 20' of any tent and the west drive shall remain clear from Grand River to Lochdale for emergency vehicles
- Egress from the facility shall not be restricted
- Fire lanes shall not be blocked or restricted
 - a. Temporary "NO PARKING FIRE LANE" signs shall be put up along Lochdale and Independence Office Drive on 8/26/23
- Cooking/open flame devices shall not be used under tents
- Proponent must contact Fire Prevention to schedule an inspection prior to beginning the event
- Event shall comply with minimum Fire Prevention requirements
- The applicant is expecting 500 people to attend the event which will be open to the general public
- All three entrances will be open for emergency vehicles in case the need arises
- The applicant has not asked for assistance from the Police Department at this time
- Iskcon Temple has received permission from Middela LLC to use their two parking lots for visitors

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A SPECIAL EVENT PERMIT FOR THE ISKON TEMPLE ANNUAL FESTIVAL TO BE HELD ON WEDNESDAY, SEPTEMBER 6, 2023 THROUGH SUNDAY, SEPTEMBER 10, 2023.

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves a Special Event Permit for the Iskcon Temple Annual Festival of the birth of Lord

Krishna to be held on Wednesday, September 6, 2023 through Sunday, September 10, 2023 from 2:00pm to 10:00pm, subject to the following terms and conditions:

- There shall be no parking within 20' of any tent and the west drive shall remain clear from Grand River to Lochdale for emergency vehicles
- Egress from the facility shall not be restricted
- Fire lanes shall not be blocked or restricted
 - a. Temporary "NO PARKING FIRE LANE" signs shall be put up along Lochdale and Independence Office Drive from 9/6/23 to 9/10/23
- Cooking/open flame devices shall not be used under tents
- Proponent must contact Fire Prevention to schedule an inspection prior to beginning the event
- Event shall comply with minimum Fire Prevention requirements
- A certification letter from the supplier or an electrical permit with final inspection is required
- There will be a stage setup for live music and the applicant was advised about loud music local ordinance
- The applicant is expecting 500 people to attend the event which will be open to the public
- The applicant has not asked for assistance from the Police Department
- Iskcon Temple has received permission from Middela LLC to use their two parking lots for visitors

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A THEATRE AV TECH ASSISTANT.

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Aidan Hawkins as a Theatre AV Tech Assistant in the Special Services Department. Aidan is the son of Lindsay Janoch who is employed in the Cultural Arts Division of the Special Services Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN

Nays: NONE

Absent: BRIDGES

Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF A REQUEST FOR EMPLOYMENT UNDER SECTION 10.01A OF THE CITY CHARTER FOR A HAWK'S NEST AIDE.

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves the request for employment under Section 10.01A of the City Charter for Nylah

Stringfellow as a Hawk's Nest Aide in the Special Services Department. Nylah is the daughter of Shontae Stringfellow who is employed in the Treasury Division of the Finance Department.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL STUDY SESSION MEETING MINUTES OF JULY 24, 2023.

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves the study session meeting minutes of July 24, 2023.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

RECOMMENDED APPROVAL OF CITY COUNCIL REGULAR SESSION MEETING MINUTES OF JULY 24, 2023.

MOTION by Boleware, support by Newlin, that the City Council of Farmington Hills hereby approves the regular session meeting minutes of July 24, 2023.

Roll Call Vote:

Yeas: BARNETT, BOLEWARE, BRUCE, KNOL, MASSEY AND NEWLIN
Nays: NONE
Absent: BRIDGES
Abstentions: NONE

MOTION CARRIED 6-0.

ADDITIONS TO AGENDA

There were no additions to the agenda.

ADJOURNMENT

MOTION by Bruce, support by Knol, to adjourn the regular session City Council meeting at 8:03pm.

MOTION CARRIED 6-0.

Respectfully submitted,



Pamela B. Smith, City Clerk