

BIRMINGHAM CITY COMMISSION AGENDA
NOVEMBER 27, 2023
MUNICIPAL BUILDING, 151 MARTIN
7:30 P.M.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Elaine McLain, Mayor

II. ROLL CALL

Alexandria Bingham, City Clerk

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.

ANNOUNCEMENTS

- The City's Ad Hoc Aging in Place Committee completed an Aging in Place Community Survey. The survey is for residents of all ages and available in both print form as well as online at engage.bhamgov.org/aginginplace. In an effort to reach as many residents as possible, the City will be mailing a print copy of the Community Survey in every resident's water bill. Respondents may complete the survey in print form and mail it back to the City or drop it off at City Hall, the Baldwin Public Library, The Birmingham Museum or Next. Printed copies of the Community Survey are also available at all of these locations. On December 13, 2023, the Ad Hoc Aging in Place Committee will hold their regular meeting at 6:00 p.m. at the Baldwin Public Library to receive public input from residents as it relates to aging in place. The committee welcomes anyone who wishes to have input into developing a Citywide Aging in Place Action Plan to attend and be heard.

APPOINTMENTS

- A. City Commission Representatives
 1. Appointment of _____ as the Municipal Liaison for Birmingham NEXT.
 2. Appointment of _____ as a Board Member for Birmingham Youth Assistance.

- B. Board of Zoning Appeals
 1. Carl Kona

To appoint _____ as an alternate member to the Board of Zoning Appeals to serve the remainder of a three-year term to expire February 18, 2026.

To appoint _____ as a regular member to the Board of Zoning Appeals to serve a three-year term to expire October 10, 2026.

RECOGNITION OF STAFF

- C. City Clerk's Office
 1. Mya Brown, Deputy Clerk
 2. Savannah Spangler, PT Clerical

- D. Planning Department
 - 3. Summer Aldred
 - 4. Ed Ricketts

- E. DPS
 - 5. Connie Folk
 - 6. Chad Check

- F. IT
 - 7. Brent Hilla

IV. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

V. CONSENT AGENDA
All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a roll call vote. There will be no separate discussion of the items unless a Commissioner or citizen so requests, in which event the item will be removed from the general order of business and considered under the last item of new business.

- A. Resolution to approve the City Commission Workshop meeting minutes of November 13, 2023.
- B. Resolution to approve the City Commission meeting minutes of November 13, 2023.
- C. Resolution to approve the warrant list, including Automated Clearing House payments, dated November 16, 2023 in the amount of \$1,993,222.77.
- D. Resolution to approve the warrant list, including Automated Clearing House payments, dated November 23, 2023 in the amount of \$1,005,656.02.
- E. Resolution to approve a special event permit as requested by the Birmingham Bloomfield Chamber of Commerce to hold the 59th Annual Village Fair on May 29, 2024 - June 2, 2024 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.
- F. Resolution to approve a special event permit as requested by the Birmingham Bloomfield Art Center to hold the 43rd Art Birmingham art fair on May 11 and 12, 2024 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.
- G. Resolution to accept the resignation of Anthony Long from the Multi-Modal Transportation Board, to thank him for his service and to direct the City Clerk to begin the process of filling the vacancy.

- H. Motion to adopt an ordinance amendment to Chapter 114, Utilities, Article II, Water Supply Systems, Division 3 - Fire Protection, section 93, to prohibit the obstruction of fire lanes and fire hydrants.
- I. Resolution to set a public hearing date of December 18, 2023 to consider amendments to Chapter 126 (Zoning), Article 4, Section 4.54 of the Zoning Ordinance to add flexibility to screening requirements for waste receptacles and ground-mounted mechanical/electrical equipment.
- J. Resolution to set a public hearing date of December 18, 2023 to consider the Special Land Use Permit, Final Site Plan and Design Review application for 377 Hamilton Row – Birmingham Sushi Cafe.

VI. UNFINISHED BUSINESS

- A. Police & City Hall Assessment Review

VII. NEW BUSINESS

- A. Public Hearing - 2024-2025 Community Development Block Grant Application
 - 1. Resolution approving the Program Year 2024 Community Development Block Grant application with the following projects and respective allocations:

	<u>APPROVED 2024-2025**</u>
1. Public Services – Yard Services	\$ 1,694
2. Public Services – Senior Services	\$ 3,500
3. Remove Architectural Barriers – Museum Park	<u>\$ 29,435</u>
TOTAL	\$34,629

** (TO BE DETERMINED BY THE CITY COMMISSION AT THE NOVEMBER 27, 2023 MEETING);

AND,

To authorize the Mayor to sign the application, conflict of interest certification, subrecipient agreement (when available), and other documents resulting from this application on behalf of the City and submit the documents to Oakland County.

- B. Public Hearing - Redding Road Project #9-23 (S) Hearing of Necessity for Sidewalk Special Assessment District (SAD)
 - 1. Resolution:

WHEREAS, Notice was given pursuant to Section 94-7 of the City Code, to each owner or party-in-interest of property and lots to be assessed, by first class mail, and by publication in a newspaper generally circulated in the City; and

WHEREAS, The City Commission has conducted a public hearing and has determined to proceed with the project of installing a new sidewalk where no sidewalk exists on Redding Road between Lake Park Drive and the Rouge River; and

WHEREAS, The City has previously established a policy of addressing sidewalk gap closure by installing a new sidewalk where none exists when the City street is open for repairs or reconstruction; and

WHEREAS, The City Commission, after the public hearing, has determined that the Redding Road Project, and installing a new sidewalk where none exists, is a necessity and is in the best interest of the City; and

WHEREAS, The Commission has approved the detailed plans and estimates of cost prepared by the City Engineer; and

WHEREAS, Formal bids have been received and the actual cost of the sidewalk has been determined; and

WHEREAS, The City Engineer has determined the boundaries of new sidewalk located within the limits of the following streets shall be installed as part of the Redding Road Project (Contract #9-23(S)):

Redding Road – Lake Park Drive to Woodward Ave.; and

WHEREAS, The formula used in making the assessment is 85% of the front-foot costs for sidewalk improvement are assessed on all properties fronting on the improvement and 25% of the side-foot costs for improvement are assessed on all residential properties siding on the improvement. (estimated at the rate of \$45.00 per foot of sidewalk).

THEREFORE LET IT BE RESOLVED, The City Commission has determined that the scope of the public improvement as described is in the best interest of the City and will benefit the properties listed in the assessment roll, and the City Commission directs the City Manager to prepare a Special Assessment Roll and present the same to the City Commission for confirmation and further set a public hearing for December 4, 2023 and give notice for same.

Parcel ID / Sidewell Number	Street Address
19-26-226-016	1401 Old Salem Ct
19-26-226-024	N/A

- C. Commission Items for Future Discussion. A motion is required to bring up the item for future discussion at the next reasonable agenda, no discussion on the topic will happen tonight.
- D. Commission discussion on items from a prior meeting.
 - 1. Short Term Rentals
 - 2. Rodent Control Measures

VIII. REMOVED FROM CONSENT AGENDA

IX. COMMUNICATIONS

X. REPORTS

- A. Commissioner Reports
 - 1. Notice of intention to appoint to the Multi Modal Transportation Board
- B. Commissioner Comments
- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation
- E. City Staff
 - 1. First Quarter Financial Report
 - 2. First Quarter Investment Report
 - 3. SOCWA Quarterly Report – October 2023
 - 4. Manager's Report

INFORMATION ONLY

XI. ADJOURN

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760
You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).



**NOTICE OF INTENTION TO APPOINT TO
BOARD OF ZONING APPEALS**

At the regular meeting of Monday, November 27, 2023, the Birmingham City Commission intends to appoint one regular member to the Board of Zoning Appeals to serve a three year term to expire October 10, 2026, and one alternate member to the Board of Zoning Appeals to serve the remainder of a three-year term to expire February 18, 2026.

Interested parties may recommend others or themselves for these positions by submitting a form available from the City Clerk's office. Applications must be submitted to the City Clerk's office on or before noon on Wednesday, November 22, 2023. Applications will appear in the public agenda at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

Duties of Board

The Board of Zoning Appeals acts on questions arising from the administration of the zoning ordinance, including the interpretation of the zoning map. The Board hears and decides appeals from and reviews any order, requirement, decision or determination made by the Building Official.

Applicant Name	Criteria Applicants shall be property owners of record and registered voters.	Qualifications
Carl Kona	Birmingham Property owner and registered voter	Current alternate member of the board of Zoning Appeals and has experience with remodeling through a personal business.

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.

SUGGESTED ACTION:

To appoint _____ as an alternate member to the Board of Zoning Appeals to serve the remainder of a three-year term to expire February 18, 2026.

To appoint _____ as a regular member to the Board of Zoning Appeals to serve a three-year term to expire October 10, 2026.



BOARD OF ZONING APPEALS

Chapter 126 – Section 126-671 – Seven Members – Three Year Terms
 Requirements – Property owners of record and registered voter

The Board of Zoning Appeals acts on questions arising from the administration of the zoning ordinance, including the interpretation of the zoning map. The board hears and decides appeals from and reviews any order, requirement, decision or determination made by the building official.

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Hart 2051 Villa	Kevin	(248) 4967363 <i>khartassociates@aol.com</i>	2/27/2012 Architect	10/10/2026
Kona 439 W. Merrill St	Carl	(248)540-2810 <i>carlsbox@hotmail.com</i>	4/25/2022 Alternate Member, Financial Services	2/18/2026
Lilley 648 Cherry Ct.	Richard	248-594-6737 <i>dicklilley@icloud.com</i>	9/6/2018 Regular Member	10/10/2025
Miller 544 Brookside	John	(248) 703-9384 <i>jnmillerstudio@gmail.com</i>	1/23/2012 Architect	10/10/2024
Morganroth 631 Ann	Erik	(248) 762-9822 <i>emorganroth@comcast.net</i>	10/12/2015 Real Estate/Builder	10/10/2024
Reddy 763 Wallace	Ron	(313) 820-7491 <i>ron.reddy01@gmail.com</i>	2/11/2019 Regular member	10/10/2025

Last Name	First Name	Home Business E-Mail	Appointed	Term Expires
Vacant			Regular member	10/10/2026
Vacant			Alternate Member	2/18/2026
Yaldo 1936 Graefield	Pierre	(248) 534-5585 <i>pierreyaldo1@gmail.com</i>	2/28/2022 Attorney	10/10/2025

OFFICE USE ONLY

Meets Requirements? Yes No

Will Attend / Unable to Attend

APPLICATION FOR CITY BOARD OR COMMITTEE

Thank you for your interest in serving on a Board or Committee. The purpose of this form is to provide the City Commission with basic information about applicants considered for appointment. NOTE: Completed applications are included in the City Commission agenda packets. The information included on this form is open to the public. All Board and Committee members are subject to the provisions of the Ethics Ordinance (Chapter 2, Article IX of the City Code).

Information on various Boards and Committees and a list of current openings can be found on the City website at www.bhamgov.org/boardopportunities.

(Please print clearly)

Board/Committee of Interest Board of Zoning Appeals

Specific Category/Vacancy on Board Regular Member (see back of this form for information)

Name Carl Kona

Phone 248-540-2810

Residential Address 439 W Merrill St

Email * carlsbox@hotmail.com

Residential City, Zip Birmingham 48009

Length of Residence 32 yrs

Business Address _____

Occupation Financial Services

Business City, Zip _____

Reason for Interest: Explain how your background and skills will enhance the board to which you have applied I have been an alternate BZA member since May '22, participating in most meetings since. This past board experience along with my past remodeling business and personal experience provide a unique voice for the board.

List your related employment experience Ran a remodeling business several years ago as well as remodeled my past two homes in Birmingham.

List your related community activities _____

List your related educational experience BSEE as well as hands on building knowledge

To the best of your knowledge, do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit? If yes, please explain: No

Do you currently have a relative serving on the board/committee to which you have applied? No

Are you an elector (registered voter) in the City of Birmingham? Yes

Carl Kona
Signature of Applicant

11/16/23
Date

Return the completed and signed application form to: City of Birmingham, City Clerk's Office, 151 Martin, Birmingham, MI 48009 or by email to clerk@bhamgov.org or fax to 248.530.1080. Updated 11/18/2020

**By providing your email to the City, you agree to receive news & notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.*

CITY BOARD/COMMITTEE ATTENDANCE RECORD

Name of Board: Board of Zoning Appeals

Year: 2023

Members Required for Quorum: 4

MEMBER NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SPEC MTG	SPEC MTG	Total Mtgs. Att.	Total Absent	Percent Attended Available
REGULAR MEMBERS																	
Miller, John	P	P	P	P	A	P	A	P	P	P	P				9	2	82%
Hart, Kevin	P	P	P	A	P	P	P	P	P	A	P				9	2	82%
Morganroth, Erik	A	P	P	P	P	P	P	P	P	P	A				9	2	82%
Canvasser, Jason	P	P	P	P	P	P	A	A	A	A	A				6	5	55%
Reddy, Ron	P	P	P	P	P	P	A	P	A	P	A				8	3	73%
Yaldo, Pierre	P	P	P	A	P	P	P	A	P	P	P				9	2	82%
Lilley, Richard	P	A	A	P	P	P	P	P	P	P	P				9	2	82%
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
ALTERNATES																	
Kona, Carl	P	P	P	P	P	P	A	P	P	P	P				10	1	91%
Member 2															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Reserved															0	0	#DIV/0!
Present or Available	7	7	7	6	7	8	4	6	6	6	5	0	0	0			

- KEY:**
- A = Member absent
 - P = Member present or available
 - CP = Member available, but meeting canceled for lack of quorum
 - CA = Member not available and meeting was canceled for lack of quorum
 - NA = Member not appointed at that time
 - NM = No meeting scheduled that month
 - CM = Meeting canceled for lack of business items



 Department Head Signature

CHAPTER 126 - ZONING

ARTICLE 8: ENFORCEMENT AND PENALTIES

8.01 The Board of Zoning Appeals

- A. Establish: There shall be established and appointed by the City Commission, in accordance with Section 5, Act No. 207 of the Public Acts of Michigan of 1921 (MCL 125.585, MSA 5.2935), as amended, a Board of Zoning Appeals consisting of seven members each to be appointed for a term of three years.
- B. Alternate Members: The City Commission may also appoint not more than two alternate members for the same term as regular members of the Board of Zoning Appeals. The alternate member may be called on a rotating basis to sit as a regular member of the Board of Zoning Appeals in the absence of a regular member. An alternate member may also be called to service in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the Board of Zoning Appeals.
- C. Procedure: Meetings of the Board of Zoning Appeals shall be held at the call of the chairperson, and at such other times as the Board of Zoning Appeals may determine. Such chairperson, or in his/her absence, the acting chairperson, may administer oaths and compel the attendance of witnesses. The Board of Zoning Appeals shall adopt rules of procedure and shall keep records of applications and the action thereon, which shall be a public record.
- D. Appeals: An appeal to the Board of Zoning Appeals, based in whole or in part on the provisions of the Zoning Ordinance, may be taken by any person aggrieved, or by any governmental officer, department, Board of Zoning Appeals or bureau affected by the decision of the Building Official. Such appeal shall be taken by filing with the Board of Zoning Appeals a notice of appeal, on forms provided by the Building Official, specifying the ground thereof, and by paying the required fee. The Building Official shall transmit to the Board of Zoning Appeals all papers constituting the records upon which the appeal action was taken.
- E. Hearing and Notice: The Board of Zoning Appeals shall fix a reasonable time for the hearing of an appeal and shall give due notice of the appeal to the persons to whom real property within 300 feet of the premises in question is assessed, and to the occupants of single- and two-family dwellings within 300 feet, the notice to be delivered personally or by mail to the respective owners and tenants at the address given in the last assessment roll. If the tenant's name is not known, the term "occupant" may be used. A notice sign shall also be posted in a conspicuous place on the subject property. Notice signs will be provided by the City of Birmingham. It is the responsibility of the applicant to post the notice sign as required, to ensure that the notice sign remains posted during the entire notice period and to remove the notice sign the day after the public hearing the notice sign was advertising. At the hearing, any person or party may appear in person, by agent or by attorney. All such hearings shall be open to the public.
- F. Powers and Duties: The Board of Zoning Appeals shall have the powers and duties set forth in MCL 125.581 et seq., MSA 5.2931 et seq. and as more particularly hereinafter enumerated. The Board of Zoning Appeals shall not have the power to change the zoning district of any property. The Board of Zoning Appeal's power and duties shall include the following:
1. Review of administrative decisions.
 - a. The Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with the enforcement of the Zoning Ordinance.
 - b. It may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination as in its opinion ought to be made in the situation, and to that end shall have all the powers of the officer from whom the appeal is taken.
 2. Mapping disputes.
 - a. Where disputes arise as to the location of the floodplain boundary or the limits of the floodway, the Board of Zoning Appeals shall resolve the dispute and establish the boundary location in accordance with Section 1.15.

In all cases, the decision of the Board of Zoning Appeals shall be based upon the most current floodplain studies issued by the Office of Federal Insurance and Hazard Mitigation. Where the Office of Federal Insurance and Hazard Mitigation information is not available, the best available floodplain information shall be utilized.

- b. Where a dispute involves an allegation that the boundary is incorrect as mapped and Office of Federal Insurance and Hazard Mitigation floodplain studies are being questioned, the Board of Zoning Appeals shall modify the boundary of the floodplain or the floodway only upon receipt of an official letter of map amendment issued by the Office of Federal Insurance and Hazard Mitigation.
3. Variances.
- a. The Board of Zoning Appeals shall hear and grant or deny requests for variances from the strict application of the provisions of the Zoning Ordinance where there are practical difficulties or unnecessary hardships in carrying out the strict letter of such chapter. In granting a variance, the Board of Zoning Appeals may attach such conditions as it may deem reasonably necessary to promote the spirit and intent of the Zoning Ordinance. The Board of Zoning Appeals shall not grant any variance unless it first determines that:
 - i. Because of special conditions applicable to the property in question, the provisions of the Zoning Ordinance, if strictly applied, unreasonably prevent the property owner from using the property for a permitted purpose;
 - ii. Literal enforcement of the chapter will result in unnecessary hardship;
 - iii. The granting of the variance will not be contrary to the spirit and purpose of the Zoning Ordinance nor contrary to the public health, safety and welfare; and
 - iv. The granting of the variance will result in substantial justice to the property owner, the owners of property in the area and the general public.
 - b. Variances from the provisions of Section 4.13, Floodplain Regulations, shall only be granted by the Board of Zoning Appeals upon a determination of compliance with the general standards for variances contained in the Zoning Ordinance and in accordance with the following:
 - i. The variance granted will not result in flood heights in excess of those permitted by the Zoning Ordinance, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.
 - ii. The variance granted shall be the minimum necessary, considering the flood hazard, to afford relief to the applicant.
 - iii. Variances may be granted for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the Michigan Historic Markers listing of historic sites, or any other state register of historic places without meeting the requirements of this section.
 - c. Sign Variance Procedure. Any person who feels aggrieved by a decision of the City Planner or Design Review Board may have the sign reviewed by the Board of Zoning Appeals. A variance may be granted by the Board of Zoning Appeals only in cases involving practical difficulties when the evidence in the official record of the appeal supports all the following affirmative findings:
 - i. That the alleged practical difficulties are peculiar to the property of the person requesting the variance by reasons of the physical and/or dimensional constraints of the building and/or site, and result from conditions which do not exist generally throughout the City;
 - ii. That the granting of the requested variance would not be materially detrimental to the property owners in the immediate vicinity;
 - iii. That the granting of the variance would not be contrary to the general objectives of this Chapter and is in keeping with the spirit and intent of this ordinance; and
 - iv. That granting the variance will result in substantial justice being done, considering the public benefits intended to be secured by this Chapter, the individual hardships that will be suffered by a failure of the Board of Zoning Appeals to grant a variance, and the rights of others whose property would be affected by the allowance of the variance.

- v. In granting a variance, the Board of Zoning Appeals may attach such conditions as it may deem reasonably necessary to promote the spirit and intent of the Zoning Ordinance and the conditions specified in the sign ordinance, Chapter 86, Article 02, Section 2.06.

G. Miscellaneous:

1. No order of the Board of Zoning Appeals permitting the erection or alteration of buildings shall be valid for a period longer than one year, unless a building permit for such erection or alteration is obtained within such period and such erection or alteration is commenced and proceeds to completion in accordance with the terms of such permit.
2. No order of the Board of Zoning Appeals permitting a use of a building or premises shall be valid for a period longer than one year unless such use is established within such period; provided, however, that if the use of such permit is dependent upon the erection or alteration of a building, such order shall continue in full force and effect if a building permit for such use, erection or alteration is obtained within such period and such erections or alterations are commenced and proceed to completion in accordance with the terms of such permit.

**CITY OF BIRMINGHAM
BOARD OF ZONING APPEALS
RULES OF PROCEDURE**

ARTICLE I - Appeals

- A. Appeals may be filed under the following conditions:
1. A property owner may appeal for variance, modification or adjustment of the requirements of the Zoning Ordinance.
 2. A property owner may appeal for variance, modification or adjustment of the requirements of the Sign Ordinance.
 3. Any aggrieved party may appeal the decision of the Planning Board and/or the Building Official in accordance with the City of Birmingham Zoning Ordinance, Article Eight, Section 8.01 (D) Appeals. If an appellant requests a review of any determination of the Building Official, a complete statement setting forth the facts and reasons for the disagreement with the Building Official's determination shall include the principal point, or points on the decision, order or section of the ordinance appealed from, on which the appeal is based.
- B. Procedures of the Board of Zoning Appeals (BZA) are as follows:
1. Regular BZA meetings, which are open to the public, shall be held on the second Tuesday of the month at 7:30 P.M. provided there are pending appeals. There will be a maximum of seven appeals heard at the regular meeting which are taken in the order received. If an appeal is received on time after the initial seven appeals have been scheduled, it will be scheduled to the next regular meeting.
 2. All applications for appeal shall be submitted to the Community Development Department on or before the 12th day of the month preceding the next regular meeting. If the 12th falls on a Saturday, Sunday, or legal holiday, the next working day shall be considered the last day of acceptance.
 3. All property owners and occupants within 300 feet of the subject property will be given written notice of a hearing by the City of Birmingham.
 4. See the application form for specific requirements. If the application is incomplete, the BZA may refuse to hear the appeal. The Building Official or City Planner may require the applicant to provide additional information as is deemed essential to fully advise the Board in reference to the appeal. Refusal or failure to comply shall be grounds for dismissal of the appeal at the discretion of the Board.

5. In variance requests, applicants must provide a statement that clearly sets forth all special conditions that may have contributed to a practical difficulty that is preventing a reasonable use of the property.
6. Where the Birmingham Zoning Ordinance requires site plan approval of a project by the City Planning Board before the issuance of a building permit, applicants must obtain preliminary site plan approval by the Planning Board before appeal to the BZA for a variance request. If such appeal is granted by the BZA, the applicant must seek final site plan and design review approval from the Planning Board before applying for a building permit.
7. An aggrieved party may appeal a Planning Board decision. Such appeal must be made within 30 days of the date of the decision. The BZA, in its discretion, may grant additional time in exceptional circumstances.
8. Appeals from a decision of the Building Official shall be made within 30 days of the date of the order, denial of permit, or requirement or determination contested. The BZA, in its discretion, may grant additional time in exceptional circumstances.
9. An appeal stays all proceedings in accordance with Act #110, Public Acts of 2006, Article VI, Section 125.3604 (3).

C. The order of hearings shall be:

1. Presentation of official records of the case by the Building Official or City Planner as presented on the application form.
2. Applicant's presentation of his/her case—the applicant or his/her representative must be present at the appeal hearing.
3. Interested parties' comments and view on the appeal.
4. Rebuttal by applicant.
5. The BZA may make a decision on the matter or request additional information.

D. Motions and Voting

1. A motion is made to either grant or deny a petitioner's request
 - a) For a motion to grant or deny a non-use variance request, the motion must receive four (4) affirmative votes to be approved.
 - b) For a motion to grant or deny a use variance request, the motion must receive five (5) affirmative votes to be approved.
 - c) For a motion to grant or deny an appeal of a decision or order by an administrative official or board, the motion must receive four (4) affirmative votes to be approved.

2. When a motion made is to approve or deny a petitioner's request and if there is a tie vote, then the vote results in no action by the board and the petitioner shall be given an opportunity to have his or her request heard the next regularly scheduled meeting when all the members are present.
3. When there are less than seven (7) members of the board present for a meeting, then a petitioner requesting a use variance shall be given an opportunity at the beginning of the meeting to elect to have it heard at the next regularly scheduled meeting.
4. When there are less than six (6) members present for a meeting, then all petitioners shall be given an opportunity at the beginning of the meeting to elect to have the request heard at the next regularly scheduled meeting.

ARTICLE II - Results of an Appeal

- A. The Board may reverse, affirm, vary or modify any order, requirement, decision or determination as in its opinion should be made, and to that end, shall have all the powers of the officer from whom the appeal has been taken.
- B. The decisions of the Board shall not become final until the expiration of five (5) days from the date of entry of such orders or unless the Board shall find that giving the order immediate effect is necessary for the preservation of property and/or personal rights and shall so certify on the record.
- C. Whenever any variation or modification of the Zoning Ordinance is authorized by resolution of the BZA, a Certificate of Survey must be submitted to the Community Development Department with the building permit application. A building permit must be obtained within one year of the approval date.
- D. Failure of the appellant, or his representative, to appear for his appeal hearing will result in the appeal being adjourned to the next regular meeting. If, after notice, the appellant fails to appear for the second time, it will result in an automatic withdrawal of the appeal. The appellant may reapply to the BZA.
- E. Any applicant may, with the consent of the Board, withdraw his application at any time before final action.
- F. Any decision of the Board favorable to the applicant is tied to the plans submitted, including any modifications approved by the Board at the hearing and agreed to by the applicant, and shall remain valid only as long as the information or data provided by the applicant is found to be correct and the conditions upon which the resolution was based are maintained.

ARTICLE III - Rehearings

A. No rehearing of any decision of the Board shall be considered unless new evidence is submitted which could not reasonably have been presented at the previous hearing or unless there has been a material change of facts or law.

B. Application or rehearing of a case shall be in writing and subject to the same rules as an original hearing, clearly stating the new evidence to be presented as the basis of an appeal for rehearing.

I certify that I have read and understand the above rules of procedure for the City of Birmingham Board of Zoning Appeals.

Signature of Applicant

CITY AND VILLAGE ZONING ACT (EXCERPT)
Act 207 of 1921

***** 125.585 THIS SECTION IS REPEALED BY ACT 110 OF 2006 EFFECTIVE JULY 1, 2006 *****

125.585 Board of appeals; rules governing procedure; appointment and terms of members; powers and duties of board; appeals; variances; remuneration; finality of decision; judicial review.

Sec. 5. (1) The legislative body of a city or village may act as a board of appeals upon questions arising under a zoning ordinance. The legislative body may establish rules to govern its procedure as a board of appeals. In the alternative, the legislative body may appoint a board of appeals consisting of not less than 5 members, each to be appointed for a term of 3 years. Appointments of the first members shall be for terms of 1, 2, and 3 years, respectively, so as nearly as possible to provide for the subsequent appointment of an equal number of members each year. After the initial appointments, each member shall hold office for the full 3-year term.

(2) Under procedures specified in the zoning ordinance, the legislative body of a city or village may appoint not more than 2 alternate members for the same term as regular members of the board of appeals. The alternate members may be called on a rotating basis as specified in the zoning ordinance to sit as regular members of the board of appeals in the absence of a regular member. An alternate member may also be called to serve in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member called shall serve in the case until a final decision is made. The alternate member has the same voting rights as a regular member of the board of appeals.

(3) The board of appeals shall hear and decide appeals from and review any order, requirements, decision, or determination made by an administrative official or body charged with the enforcement of an ordinance adopted under this act. The board of appeals shall also hear and decide matters referred to the board or upon which the board is required to pass under an ordinance adopted under this act. For special land use and planned unit development decisions, an appeal may be taken to the board of appeals only if provided for in the zoning ordinance.

(4) In a city or village having a population of less than 1,000,000, the concurring vote of a majority of the members of the board is necessary to reverse an order, requirement, decision, or determination of an administrative official or body, or to decide in favor of the applicant a matter upon which the board is required to pass under an ordinance, or to effect a variation in an ordinance except that a concurring vote of 2/3 of the members of the board is necessary to grant a variance from uses of land permitted in an ordinance. In a city having a population of 1,000,000 or more, the concurring vote of 2/3 of the members of the board is necessary to reverse an order, requirement, decision, or determination of an administrative official or body, or to decide in favor of the applicant a matter upon which the board is required to pass under an ordinance, or to grant a variance in an ordinance.

(5) An appeal may be taken by a person aggrieved, or by an officer, department, board, or bureau of the city or village. In addition, a variance in an ordinance may be applied for and granted pursuant to section 4 of the uniform condemnation procedures act, 1980 PA 87, MCL 213.54, and this act. A board of rules or board of building appeals of a city or village may be enlarged to consist of not less than 5 members, and these may be appointed as the board of appeals as provided in this section.

(6) An appeal under this section shall be taken, within a time prescribed by the board of appeals by general rule, by filing, with the officer or body from whom the appeal is taken and with the board of appeals, a notice of appeal specifying the grounds for the appeal. The officer or body from whom the appeal is taken shall immediately transmit to the board all the papers constituting the record upon which the action appealed from was taken.

(7) An appeal under this section stays all proceedings in furtherance of the action appealed from unless the officer or body from whom the appeal is taken certifies to the board of appeals, after the notice of appeal is filed, that by reason of facts stated in the certificate, a stay would in the opinion of the officer or body cause imminent peril to life or property. If such a certification is filed, the proceedings shall only be stayed by a restraining order. A restraining order may be granted by the board of appeals or by the circuit court, on application, on notice to the officer or body from whom the appeal is taken and on due cause shown.

(8) The board of appeals shall fix a reasonable time for the hearing of the appeal and give notice of the appeal to the persons to whom real property within 300 feet of the premises in question is assessed, and to the occupants of single and 2-family dwellings within 300 feet. The notice shall be delivered personally or by mail addressed to the respective owners and tenants at the address given in the last assessment roll. If a

tenant's name is not known, the term "occupant" may be used. Upon the hearing, a party may appear in person or by agent or by attorney.

(9) The board of appeals shall decide the appeal within a reasonable time. The board of appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and shall make an order, requirement, decision, or determination as in the board's opinion ought to be made in the premises, and to that end shall have all the powers of the officer or body from whom the appeal is taken. If there are practical difficulties or unnecessary hardship in carrying out the strict letter of the ordinance, the board of appeals may in passing upon appeals grant a variance in any of its rules or provisions relating to the construction, or structural changes in, equipment, or alteration of buildings or structures, or the use of land, buildings, or structures, so that the spirit of the ordinance shall be observed, public safety secured, and substantial justice done.

(10) The board of appeals may impose conditions upon an affirmative decision, as provided in section 4c(2). The legislative body of a city or village may authorize the remuneration of the members of the board for attendance at each meeting.

(11) The decision of the board of appeals is final. However, a person having an interest affected by the zoning ordinance may appeal to the circuit court. Upon appeal, the circuit court shall review the record and decision of the board of appeals to ensure that the decision meets all of the following requirements:

- (a) Complies with the constitution and laws of this state.
- (b) Is based upon proper procedure.
- (c) Is supported by competent, material, and substantial evidence on the record.
- (d) Represents the reasonable exercise of discretion granted by law to the board of appeals.

(12) If the court finds the record of the board of appeals inadequate to make the review required by this section, or that additional material evidence exists that with good reason was not presented to the board of appeals, the court shall order further proceedings before the board of appeals on conditions that the court considers proper. The board of appeals may modify its findings and decision as a result of the new proceedings, or may affirm the original decision. The supplementary record and decision shall be filed with the court.

(13) As a result of the review required by this section, the court may affirm, reverse, or modify the decision of the board of appeals.

History: 1921, Act 207, Imd. Eff. May 17, 1921;—CL 1929, 2637;—Am. 1941, Act 306, Eff. Jan. 10, 1942;—Am. 1947, Act 272, Eff. Oct. 11, 1947;—CL 1948, 125.585;—Am. 1952, Act 97, Eff. Sept. 18, 1952;—Am. 1968, Act 202, Eff. Nov. 15, 1968;—Am. 1973, Act 204, Imd. Eff. Jan. 11, 1974;—Am. 1978, Act 638, Eff. Mar. 1, 1979;—Am. 1979, Act 180, Eff. Mar. 18, 1980;—Am. 1986, Act 191, Imd. Eff. July 8, 1986;—Am. 2000, Act 20, Imd. Eff. Mar. 8, 2000.

STILLE-DEROSSETT-HALE SINGLE STATE CONSTRUCTION CODE ACT (EXCERPT)
Act 230 of 1972

125.1514 Construction board of appeals; creation; appointment, qualifications, and terms of members; appeal to board; hearing; decision; statement of reasons for decision; appeal to commission; copy of decision; additional powers or duties; procedures; conducting business at public meeting; notice; availability of certain writings to public.

Sec. 14. (1) A construction board of appeals for each governmental subdivision enforcing the code shall be created consisting of not less than 3 nor more than 7 members, as determined by the governing body of the governmental subdivision. Unless otherwise provided by local law or ordinance, the members of the board of appeals shall be appointed for 2-year terms by the chief executive officer of a city, village, or township and the chairperson of the county board of commissioners of a county. A member of the board of appeals shall be qualified by experience or training to perform the duties of members of the board of appeals. A person may serve on the board of appeals of more than 1 governmental subdivision. If an enforcing agency refuses to grant an application for a building permit, or if the enforcing agency makes any other decision pursuant or related to this act, or the code, an interested person, or the person's authorized agent, may appeal in writing to the board of appeals. The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal. Failure by the board of appeals to hear an appeal and file a decision within the time limit is a denial of the appeal for purposes of authorizing the institution of an appeal to the commission. A copy of the decision and statement of the reasons for the decision shall be delivered or mailed, before filing, to the party taking the appeal.

(2) This act does not prevent a governmental subdivision from granting its board of appeals additional powers or duties not inconsistent with this act, or from establishing procedures to be followed by its board of appeals insofar as the procedures do not conflict with this act. Except as otherwise provided by this act, or by other laws or ordinances, a board of appeals may by rules establish its own procedures.

(3) The business which the board of appeals may perform shall be conducted at a public meeting of the board of appeals held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(4) A record of decisions made by the board of appeals, properly indexed, and any other writing prepared, owned, used, in the possession of, or retained by the board of appeals in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

History: 1972, Act 230, Eff. Jan. 1, 1973;—Am. 1977, Act 195, Imd. Eff. Nov. 17, 1977;—Am. 1978, Act 442, Imd. Eff. Oct. 9, 1978.

Popular name: Act 230

Popular name: Uniform Construction Code



MEMORANDUM

City Clerk's Office

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Staff Introduction – Deputy City Clerk Mya Brown

This evening we are delighted to announce a valuable addition to the Clerk's Office. Please join us in welcoming Mya Brown serving as the Deputy City Clerk. Mya brings a wealth of knowledge regarding public sector organizations and public policy along with an innate drive for serving the public.

Mya holds a Bachelor's of Science in Public Administration and Public Policy awarded from Oakland University. While previously employed with Oakland County, she gained experience in both the county Treasurer's Office and the county Elections Office. Her time spent in the Elections Office provided her with critical insight into public elections which will help her excel in the City of Birmingham Clerk's Office.

As the Deputy City Clerk, Mya will be responsible for administering elections, upholding Michigan State election law, and other key features of the office under the direction of the City Clerk. Her integrity and dedication will undoubtedly play a pivotal role in upholding the standard of excellence that Birmingham is known for.

Please help us welcome Mya as she becomes established in her new position. We are confident in her ability to provide the best service for the residents of Birmingham.



MEMORANDUM

City Clerk's Office

DATE: November 17, 2023

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Staff Introduction – Clerical Assistant Savannah Spangler

This evening we are delighted to announce a valuable addition to the Clerk's Office. Please join us in welcoming Savannah Spangler. With a robust background in administrative support and a passion for precision, Savannah brings a wealth of experience to her role. Her keen eye for detail and exceptional organizational skills make her an invaluable asset in ensuring the smooth operations in the Clerk's Office.

Savannah holds an Associates in Elementary Special Education. Savannah's commitment to efficiency and approachable nature make her a go-to person for streamlining processes and assisting both colleagues and residents alike. Whether she's meticulously managing records, coordinating schedules, or providing courteous and effective assistance, Savannah consistently exhibits a level of professionalism that exceeds expectations. Her proactive attitude and willingness to go the extra mile will ensure that tasks are not only completed but done so with finesse and accuracy.

As Clerical Assistant, Savannah will be responsible for aiding in election administration, upholding Michigan State election law, and assisting with general office tasks under the direction of the City Clerk. Beyond her professional capabilities, Savannah's warm demeanor and collaborative spirit foster a positive working environment within our office. Her dedication to delivering top-notch service while maintaining a friendly and inviting attitude make her an indispensable member of our team.

Please help us welcome Savannah as she becomes established in her new position. We are confident in her ability to provide the best service for the residents of Birmingham.



MEMORANDUM

Planning Division

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Planning Division – Staff Introductions

At this time, the Planning Division would like to introduce two new members of the Planning Department to the City Commission.

Summer Aldred is a current Masters of Urban Planning student at Wayne State University. She has a bachelors in Environmental Studies and Sociology. She hopes to mix her current and previous education to make her a well-rounded planner that helps develop equitable and sustainable communities. Outside of work, Summer helps run a youth sports non-profit in the city of Detroit centered around lacrosse & academic support.

Ed Ricketts has a degree in Urban and Regional Planning with a minor in Computer Engineering from Eastern Michigan University. He is a Planning/Engineering Assistant in the Community Development Department assisting the Planning Director and City Engineer with a wide range of tasks.



MEMORANDUM

Department of Public Services

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Scott D. Zielinski, DPS Director

SUBJECT: Introduction to City Commission – Ice Arena and Facilities Superintendent

The Department of Public Services had a new position created for an Ice Arena and Facilities Superintendent **in** the 2023/2024 budget. The City has completed an interview process, and **the City's own** Connie Folk was **selected as** the top candidate for **this new Superintendent position.**

Connie Folk has over 33 years of municipal experience **working with** the City of Birmingham in the Department of Public Services/Birmingham Ice Sports Arena. During her time with the City of Birmingham, she has moved up through the ranks. **Connie began her career with the City as** a figure skating instructor, **and moved into the role of** Golf and Ice Arena Maintenance, Recreation Clerk and then **on to become the** Recreation Coordinator. Connie is currently responsible for the running the Birmingham Ice Sports Arena, oversees the Learn To Skate program that had over 300 skaters for the 2022-2023 season, **has overseen the "In The Park" concert series, writes bid specifications for** equipment and services and represents the department with **City** officials, network partners and community organizations.

Connie has a Bachelor of Science with a **major** in Organization Administration from Central Michigan University.



MEMORANDUM

Department of Public Services

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Scott D. Zielinski, DPS Director

SUBJECT: Introduction to City Commission – Garage Foreman

The City of Birmingham recently promoted Chad Check to Garage Foreman.

Chad Check has over 22 years of experience working as a mechanic. He has over 16 years of employment as a fleet mechanic with the City of Birmingham in the Department of Public Services. **Chad's responsibilities include** the asset management of **the City's fleet and machinery**, which includes **continual evaluation of the City's fleet vehicles and equipment, and** planning for removal and replacement. Chad also assists the Fire and Police Departments in maintenance and design planning for emergency vehicles. Chad has been informally running the **City garage** for the past two years.

Chad has an Associate Degree in Applied Sciences for Automotive Service Technology from Ferris State University.



MEMORANDUM

Department Name

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Eric Brunk, IT Manager

SUBJECT: Staff Introduction – Brent Hilla

This evening I would like to announce a valuable addition to the Information Technology Department. Brent Hilla came to the City in October after an exhaustive search for a part time IT Technician.

Brent is just embarking on his career as an I.T. technician. He has a passion for technology, excellent problem solving skills, and a background in customer service. Brent holds an Associate's degree in Business Administration and is finishing technical certifications and considering pursuing a 4-year degree in information technology. Previously he was a professional musician playing drums for a touring blues band.

Please join the IT Department in welcoming Brent Hilla.

Birmingham City Commission Special Meeting Minutes - Workshop
November 13, 2023
Municipal Building, 151 Martin
6:30 p.m.

Vimeo Link: <https://vimeo.com/884146992>

This will be considered a workshop session of the City Commission. No formal actions will be taken. The purpose of this workshop is to participate in a discussion on Leadership Transition.

I. Call to Order

Therese Longe, Mayor

II. Roll Call

City Clerk Bingham called the roll.

Present: Mayor Longe
Mayor Pro Tem McLain
Commissioner Baller
Commissioner Boutros
Commissioner Haig
Commissioner Host
Commissioner Schafer

Absent: None

Staff: City Manager Ecker; City Clerk Bingham, City Attorney Kucharek, Assistant City Manager Fairbairn, Fire Chief Wells, Human Resources Manager Woods

III. Presentation & Discussion

CM Ecker introduced the topic. Staff answered informational questions from the Commission.

Commission discussion was as follows:

- Mayor Longe was to be commended for her work as Mayor;
- MPT McLain has demonstrated her investment in the role and would be an appropriate choice to serve as the next mayor;
- Birmingham's mayoral responsibilities and appointment process was described;
- Historically, women would not have held Commission positions or positions of leadership as the mayor and mayor pro tem, and it was an honor to have been led by Mayor Longe and MPT McLain;
- Two or more years seemed like a potentially appropriate mayoral term;
- Responsiveness to the public, knowledgeability, and commitment are all important aspects of serving as mayor;
- It might be appropriate to consider term limits for Commissioners;
- Commissioner Boutros deserved commendation for his respectful behavior during his term as mayor;
- Having this conversation transparently and in public was beneficial;

- Each commissioner has their speciality, and the Commission functions best when it works together;
- Commissioners comporting themselves respectfully and with transparency benefits the community;
- Since some of MPT McLain's focus includes seniors, Commissioner Schafer might be an appropriate next mayor pro tem since she has a focus on youth in the community; and,
- Lengthening the mayoral and mayor pro tem terms from one year would allow for more expertise to be built, and would also promote potential networking with other communities who tend to have longer-serving mayors.

IV. Public Comment

V. Adjourn

Mayor Longe adjourned the meeting at 7:00 p.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

Birmingham City Commission Minutes
November 13, 2023
Municipal Building, 151 Martin
7:30 p.m.
Vimeo Link: <https://vimeo.com/884146992>

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Therese Longe, Mayor, opened the meeting with the Pledge of Allegiance.

II. ROLL CALL

City Clerk Bingham called the roll.

Present: Mayor/Commissioner Longe
Mayor Pro Tem/Mayor McLain
Commissioner/MPT Schafer
Commissioner Baller
Commissioner Boutros (prior to motion 11-248-23)
Commissioner Haig
Commissioner Host
Commissioner Long

Absent: None

Staff: City Manager Ecker; City Clerk Bingham, Assistant City Manager Clemence, City Engineer Coatta, Senior Planner Cowan, Library Director Craft, Planning Director Dupuis, Assistant City Manager Fairbairn, Communications Director Gamboa, Finance Director Gerber, Police Chief Grewe, Building Official Johnson, City Attorney Kucharek, Parks and Recreation Manager Laird, Birmingham Shopping District Director Sheppard-Decius, Communications Specialist Tappan, Fire Chief Wells, Human Resources Manager Woods, Department of Public Services Director Zielinski

III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS

Announcements

- The Clerk's Office would like to thank all of the Election Inspectors and City Staff that helped conduct a safe and successful November 7th Local Election. We appreciate all of the 5,108 voters who participated by voting early, absentee, or in-person voting. 27.18% of Birmingham registered voters participated, which exceeds the Oakland County turnout average of 24.21%. Unofficial results are available at oakgov.com/elections under the November election tab. Official results will be available after the completion of the canvass of the Oakland County Board of Canvassers.
- Congratulations to the Birmingham Bloomfield Art Center on receipt of two grants from the Michigan Council of the Arts and Cultural Affairs

Recognition of Outgoing City Commissioners

- Commissioner Pierre Boutros

Organization of City Commission

11-248-23 Election of Temporary Chair of City Commission for Purposes of Conducting The Mayor and Mayor Pro Tem Election

MOTION: Nomination by Commissioner Baller:
To have Mayor Longe serve as temporary chair of the City Commission for purposes of conducting the election of the Mayor and Mayor Pro Tem.

VOICE VOTE: Ayes, MPT McLain
Commissioner Host
Mayor Longe
Commissioner Haig
Commissioner Long
Commissioner Schafer
Commissioner Baller

Nays, None

11-249-23 Mayor Election

MOTION: Nomination by Mayor Longe:
To nominate MPT McLain to serve as Mayor.

VOICE VOTE: Ayes, MPT McLain
Commissioner Host
Mayor Longe
Commissioner Haig
Commissioner Long
Commissioner Schafer
Commissioner Baller

Nays, None

11-250-23 Mayor Pro Tem Election

MOTION: Nomination by Mayor McLain:
To nominate Commissioner Schafer to serve as Mayor Pro Tem.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
Commissioner Long
Commissioner Schafer

Commissioner Baller

Nays, None

The Commission briefly recessed.

Appointments

11-251-23 Retirement Board

MOTION: Appointment by Mayor McLain:
To appoint Mayor McLain to the Retirement Board.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
Commissioner Long
MPT Schafer
Commissioner Baller

Nays, None

11-252-23 Retirement Board

MOTION: Appointment by Mayor McLain:
To appoint MPT Schafer to the Retirement Board.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
Commissioner Long
MPT Schafer
Commissioner Baller

Nays, None

11-253-23 Retirees Health Care Fund

MOTION: Appointment by Mayor McLain:
To appoint Mayor McLain to the Retirees Health Care Fund Committee.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
Commissioner Long

MPT Schafer
Commissioner Baller

Nays, None

11-254-23 Retirees Health Care Fund

MOTION: Appointment by Mayor McLain:
To appoint Commissioner Baller to the Triangle District Corridor Improvement Authority.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
Commissioner Long
MPT Schafer
Commissioner Baller

Nays, None

11-255-23 SEMCOG Delegate

MOTION: Appointment by Mayor McLain:
To appoint MPT Schafer to SEMCOG as delegate.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
Commissioner Long
MPT Schafer
Commissioner Baller

Nays, None

11-256-23 SEMCOG Alternate

MOTION: Appointment by Mayor McLain:
To appoint Commissioner Haig to SEMCOG as Alternate.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
Commissioner Long
MPT Schafer
Commissioner Baller

Nays, None

CC Bingham swore in the elected and re-elected Commissioners, the elected and re-elected Library Board members, and administered the oaths of office to the new Mayor and Mayor Pro Tem.

The elected and re-elected Library Board members briefly introduced themselves to the public.

Comments were made by the newly elected Mayor and Mayor Pro Tem, and by Commissioner Longe.

A presentation to outgoing Mayor, Commissioner Longe, was made by Mayor McLain.

11-257-23 Agenda Change

MOTION: Motion by Commissioner Host, seconded by Commissioner Longe:
To change the order of the agenda to bring Communications Section 9A before Open To The Public For Matters Not On The Agenda.

VOICE VOTE: Ayes, Mayor McLain
 Commissioner Host
 Commissioner Longe
 Commissioner Haig
 Commissioner Long
 MPT Schafer
 Commissioner Baller

Nays, None

IX. COMMUNICATIONS – A (Moved per Motion 11-257-23)

A. Historic Home Petition – 211 Puritan

The Commission summarized the communication and requested public comment.

Carl Ginburg made a comment in favor of making historic preservation of homes more feasible for the owners.

Ashley Parkinson, Katie Barda, and David Stickel made comments in favor of historic preservation of homes.

Mr. Stickel and Carrie Studek made comments in support of limiting developers' actions within the City.

IV. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA

V. CONSENT AGENDA

11-258-23 Consent Agenda

The following items were pulled from the Consent Agenda:

Commr. Haig: Item G – Special Event - 2023 Menorah Lighting
Commr. Baller: Item J – Parks and Recreation Master Plan Adoption - Set Public Hearing
Mayor McLain: Item E – Warrant List Dated 11/02/2023

MOTION: Motion by Commissioner Longe, seconded by Commissioner Host:
To move the Consent Agenda excluding Items E, G, and J.

ROLL CALL VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
MPT Schafer
Commissioner Long
Commissioner Baller

Nays, None

- A. Resolution to approve the City Commission meeting minutes of October 16, 2023.
- B. Resolution to approve the Joint City Commission and Planning Board Workshop meeting minutes of October 23, 2023.
- C. Resolution to approve the warrant list, including Automated Clearing House payments, dated October 19, 2023 in the amount of \$1,682,752.91.
- D. Resolution to approve the warrant list, including Automated Clearing House payments, dated October 26, 2023, in the amount of \$2,941,905.02.
- F. Resolution to approve the warrant list, including Automated Clearing House payments, dated November 9, 2023, in the amount of \$773,010.36.
- H. Resolution to renew the I.T. Services Interlocal Agreement and to request the Mayor and City Clerk to sign the agreement on the City's behalf.
- I. Resolution to approve a 1 year Performance Resolution with the Michigan Department of Transportation (MDOT) for Municipalities as written on MDOT Form 2207B (05/21), and authorizing staff holding the following positions to apply to MDOT for the necessary Annual Permit, and other Individual Permits for work within the State Highway Right-of-Way on behalf of the City of Birmingham; Director of Public Services, Parks and Recreation Manager, Public Services Manager, Parks and Forestry Foreman and Assistant Foreman, Streets Sewer and Water Foreman, Assistant Director of Engineering and City Engineer. In addition, to authorize the City Clerk to sign the certification of the Performance Resolution for Municipalities form required for the Annual Permit on behalf of the City.
- K. Resolution to approve the agreement between the City of Birmingham and Oakland County Parks and Recreation for a \$25,000.00 pre-development grant award for the Booth

Park section of trail improvements. In addition, to authorize the Mayor to sign the agreement on behalf of the City.

- L. Resolution to appropriate and amend the 2023-2024 General Fund budget for the OHSP grant award as follows:

Revenues:		
101.0-000.000-503.0000	Federal Grant Revenue	\$80,190
Expenditures:		
101.0-301.000-702.0002	Public Safety - Police Overtime	\$28,550
101.0-301.000-971.0100	Public Safety - Capital Outlay	<u>\$51,640</u>
	Total Expenditures	\$80,190

- M. Resolution to appropriate and amend the 2023-2024 Allen House budget as follows:

Revenues:		
101.0-000.000-400.0000	Draw from Fund Balance	\$8,830
Expenditures:		
101.0-804.002-811.0000	Recreation & Culture - Allen House	\$8,830

- N. Make a motion adopting a resolution to appropriate and amend the 2023-2024 General Fund budget as follows:

Revenues:		
Draw from Fund Balance	101.0-000.000-400.0000	\$5,630
Expenditures:		
Recreation and Culture – Allen House	101.0-804.002-811.0000	\$5,630

- O. Make a motion adopting a resolution to appropriate and amend the 2023-2024 Birmingham Shopping District (BSD) budget as follows:

Revenues:		
Draw from BSD fund balance	235.0-000.000-400.0000	\$25,000.00
Expenditures:		
Community and Economic Development	235.0-720.000-888.0000	\$25,000.00

11-259-23 Warrant List Dated 11/02/2023 (Item E)

The Mayor noted the \$1,000 and \$500 payments made to the 48th District Court.

MOTION: Motion by Commissioner Longe, seconded by Commissioner Long: To approve the warrant list, including Automated Clearing House payments, dated November 2, 2023, in the amount of \$1,182,947.32.

ROLL CALL VOTE: Ayes, Mayor McLain
Commissioner Host

Commissioner Longe
Commissioner Haig
MPT Schafer
Commissioner Long
Commissioner Baller

Nays, None

11-260-23 Special Event - 2023 Menorah Lighting (Item G)

Rabbi Dubov and PC Grewe answered informational questions from the Commission.

Commissioner Haig noted that the Chabad and Lutheran holiday displays have been installed in Shain Park in the winter months for many years and that the coexistence was heartening given present world events.

MOTION: Motion by Commissioner Haig, seconded by Commissioner Long:
To approve a request from the Chabad Jewish Center of Bloomfield Hills to hold the 2023 Menorah Lighting special event on Monday, December 11, 2023 with the Menorah to remain in Shain Park through Sunday, December 31, 2023, contingent upon compliance with all permit and insurance requirements and payment of all fees and, further, pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.

ROLL CALL VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
MPT Schafer
Commissioner Long
Commissioner Baller

Nays, None

11-261-23 Parks and Recreation Master Plan Adoption - Set Public Hearing (Item J)

Commissioner Baller made note of the upcoming public hearing for the public.

MOTION: Motion by Commissioner Baller, seconded by Commissioner Longe:
To set a public hearing date of December 18, 2023 to consider the adoption of the 2024-2028 Parks and Recreation Master Plan.

ROLL CALL VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
MPT Schafer
Commissioner Long

Commissioner Baller

Nays, None

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

11-262-23 Public Hearing to amend Chapter 126 (Zoning), Article 2, Section 2.37 and Article 5, Section 5.12 to allow health club/studio uses in the B4 Business Residential District in the basement level and floors two and above

The Mayor opened the public hearing at 9:00 p.m.

SP Cowan presented the item. Staff answered informational questions from the Commission.

The following points were made during Commission discussion:

- While there was presently less strain on the Birmingham parking system than there was in 2019, the parking demand could increase again in the future;
- The noise and structural strain on the building generated by dropping weights could be two concerns, especially for health club/studios located on the second floors or above;
- Sound mitigation and structural evaluations should potentially be requirements for these uses;
- While this proposal excludes health club/studio uses on the first floor, health club/studio uses on the above floors could also discourage first floor tenants;
- It would be more appropriate to allow landlords to determine the appropriate tenants for their buildings; and,
- Health club/studio uses can bring people into the City who will then visit other businesses.

Public Comment

Kevin Bopp said health club/studio uses were beneficial to a City from a parking perspective.

MOTION: Motion by Commissioner Longe, seconded by MPT Schafer:
To approve the proposed ordinance amendments to Chapter 126 (Zoning), Article 2, Section 2.37 and Article 5, Section 5.12 to allow health club/studio uses in the B4 Business Residential District on the basement level and floors two and above.

ROLL CALL VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
MPT Schafer
Commissioner Long
Commissioner Baller

Nays, None

The Mayor thanked Staff for their work on the item.

The Mayor closed the public hearing at 9:27 p.m.

11-263-23 Daxton Hotel Lease Agreement

CA Kucharek presented the item. Staff answered informational questions from the Commission.

Mr. Bopp spoke on behalf of the Daxton.

The following points were made during Commission discussion:

- If vehicles from valet are parked in the left turn lane, the Police Department should be informed of the issue; and,
- This seems like a fair agreement since the four spaces being leased to the Daxton would likely generate very little revenue due to frequent, very short-term use.

MOTION: Motion by Commissioner Haig, seconded by MPT Schafer:
To approve the Daxton Hotel Lease Agreement and to authorize the Mayor and City Clerk to sign the agreement on behalf of the City.

ROLL CALL VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
MPT Schafer
Commissioner Long
Commissioner Baller

Nays, None

The Mayor asked that Mr. Bopp convey the City's emphasis on valet and vehicular safety to the Daxton management. She thanked Mr. Bopp for attending on behalf of the Daxton.

Commission Items for Future Discussion

Historic Preservation

The Commission requested a report, summary, or some sort of presentation from the Chair or Staff Liaison of the Historic District Commission regarding the City's historic preservation efforts.

Staff answered informational questions from the Commissioners.

Commissioner Longe recommended that options for historic designation also be included in the requested report.

Short Term Rentals

Staff answered an informational question from Commissioner Host.

Citizen-Commissioner Interaction

It was noted that a potential workshop on a similar topic was scheduled for discussion at a future Commission meeting.

Staff answered informational questions from the Commission. It was suggested that the Chair of the Board of Ethics could join the Commission for a question and answer session separate from the aforementioned workshop.

The Mayor noted that guidance for Commissioners exists in the Ethics Ordinance, the Commissioners' Handbook, new officials training through the Michigan Municipal League, and in the City Charter. She stated that she carries some of these documents plus Robert's Rules in order to have the information on hand when it is relevant.

Commissioners Baller, Longe, Long, and MPT Schafer were not in favor of a question and answer session with the Chair of the Board of Ethics.

Commissioner Haig was ambivalent.

Commissioner Host was in favor.

NEXT Community Integration

Commissioners Haig and Host said they were interested in learning about how youth-oriented facilities would be part of the NEXT plans.

MPT Schafer and Commissioner Longe said this discussion would arise organically as the NEXT plans move forward, and that it could be addressed at that time.

Commissioner Baller said that updates in the City Manager's Report on the topic were presently sufficient.

11-264-23 Vehicular Speed Issues

MOTION: Motion by Commissioner Baller, seconded by Commissioner Host:
To hear about what the City can do to reduce vehicular speeds.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Longe
Commissioner Haig
MPT Schafer
Commissioner Long
Commissioner Baller

Nays, None

11-265-23 Bistros

MOTION: Motion by Commissioner Baller, seconded by Commissioner Host:
To discuss enforcement of the designs of bistros as approved.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Haig
Commissioner Long
Commissioner Baller

Nays, MPT Schafer
Commissioner Longe

Commission Discussion On Items From A Prior Meeting

11-266-23 Crosswalks

MOTION: Motion by Commissioner Long, seconded by Commissioner Baller:
To request that the Multi-Modal Transportation Board look at different places where crosswalks do not exist, and to make recommendations about where they should exist.

Commissioner Baller clarified that the aim would be to create a crosswalk location policy for the City as a whole, not to study individual potential crosswalk locations.

VOICE VOTE: Ayes, Mayor McLain
Commissioner Host
Commissioner Haig
Commissioner Long
Commissioner Baller
MPT Schafer
Commissioner Longe

Nays, None

VIII. REMOVED FROM CONSENT AGENDA

IX. COMMUNICATIONS

- B. Email dated October 15, 2023 from Frank Colasonti Jr. and James B. Ryder regarding walls
- C. Email dated October 18, 2023 regarding HB 4956

The Mayor recommended that listeners look into HB 4956.

X. REPORTS

- A. Commissioner Reports
 - 1. Notice of Intention to Appoint to the Board of Review
- B. Commissioner Comments

Commissioner Baller reiterated that the City is working on a Historic Preservation Master Plan and said that process would be an appropriate venue for residents to raise historic preservation concerns.

Mayor McLain reported back from a recent MML conference and emphasized the importance of open meetings. She noted that she would be attending the upcoming South Oakland Council Mayors' Dinner and another meeting with mayors in Frankenmuth.

- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation

The Mayor noted that the State Legislature was currently in recess and recommended that people look into legislative occurrences in Lansing.

- E. City Staff
 - 1. Ice Arena Financial

CM Ecker provided brief comment.

MPT Schafer noted that there were not online opportunities to reserve skates or the ice. She added that the concession stand was often busy and featured an extensive menu. She said it would be useful to review whether extended concession staffing and hours might be profitable.

The Mayor said it would be beneficial to streamline the rental processes to attract more users.

Commissioner Longe noted that on a modified accrual basis the Ice Arena is profitable. She added that energy cost have decreased about \$4,000 due to the Ice Arena's upgrades and repairs. She said it would also be helpful to know who uses the Ice Arena and what the visitor numbers are.

Commissioner Baller recommended PRM Laird look into clover.com for streamlining the rental processes. He thanked FD Gerber for preparing the financials, said he was glad to see the Ice Arena was generating profits, and said he would like to see the Ice Arena run even more like a competitive business.

- 2. August 24, 2023 Rain Event Flooding Abatement and Infrastructure Update

CM Ecker provided brief comment.

The Mayor encouraged the public to review the update.

- 3. BSD Business Recruitment Strategy, Market Analysis and Business Mix

XI. ADJOURN

Commissioner Longe adjourned the meeting at 10:47 p.m.



Alexandria Bingham, City Clerk

Laura Eichenhorn, City Transcriptionist

DRAFT

City of Birmingham
Warrant List Dated 11/16/2023

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Check Number	Early Release	Vendor #	Vendor	Amount
<u>PAPER CHECK</u>				
295077	*	005430	21ST CENTURY MEDIA- MICHIGAN	2,505.25
295078	*	009743	A. MICHAEL DELLER	364.16
295079		005358	AARON'S EXCAVATING INC	8,375.00
295080		009126	AMAZON CAPITAL SERVICES INC	215.96
295081	*	000167	ANDERSON ECKSTEIN WESTRICK INC	13,024.60
295082	*	009781	THE ALMOND KING OF MICHIGAN	750.00
295083	*	009777	EVENIN' GENTLEMEN	300.00
295084		009609	BALIAN LEGAL, PLC	756.00
295085		001122	BOB BARKER CO INC	1,044.00
295086	*	009358	BEASLEY MEDIA GROUP, LLC	2,000.00
295087		009568	BEDROCK EXPRESS LTD	1,315.60
295088	*	BDREFUND	BELL IV, ALBERT H	20,000.00
295089	*	004931	BIDNET	299.92
295090		002231	BILLINGS LAWN EQUIPMENT INC.	137.35
295091		008355	BIRMINGHAM PUBLIC SCHOOLS	331.50
295092		003526	BOUND TREE MEDICAL, LLC	2,481.74
295093	*	006307	BPS MUSIC ACCOUNT	600.00
295094	*	009328	BERNARD BREWER	594.16
295095	*	006953	JACQUELYN BRITO	39.90
295096	*	MISC	BRYAN CONROY	45.70
295097	*	009420	JOSEPH BUNTING	416.05
295098	*	003786	C & G PUBLISHING INC.	525.60
295099		008385	CALLAWAY GOLF	735.30
295100		007732	CAPITAL TIRE, INC.	584.00
295101	*	000571	CAR TRUCKING INC	114.45
295102	*	004201	CAROUSEL ACRES INC.	1,600.00
295103	*	TAXMISC	CASSANDRA & VICTORIA MCCARTHY	995.91
295104	*	000444	CDW GOVERNMENT INC	2,014.64
295105	*	006605	CLEAR CUT ICE SCULPTURES LLC	1,800.00
295106	*	000979	COMERICA BANK	22,341.56
295107	*	MISC	COMPROLLER, STATE OF NEW YORK	5,423.14
295108	*	000627	CONSUMERS ENERGY	97.24
295109	*	TAXMISC	CORELOGIC TAX SERVICE	3,373.22
295110		009024	THE D.M. BURR GROUP	4,819.00
295111		009549	DANIEL CRUMP DBA	3,050.00
295112	*	TAXMISC	DENNIS KEITH SCHEER	1,769.76
295113	*	009156	DETROIT EVENT COMPANY LLC	325.00
295114	*	009156	DETROIT EVENT COMPANY LLC	325.00
295115		009130	DOG WASTE DEPOT	1,175.64
295116	*	000179	DTE ENERGY	613.60
295117	*	000179	DTE ENERGY	762.36
295118	*	000179	DTE ENERGY	913.85

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295119	*	000179	DTE ENERGY	97.92
295120	*	000179	DTE ENERGY	48.75
295121	*	000179	DTE ENERGY	90.16
295122	*	000180	DTE ENERGY	51,447.38
295123	*	004615	ENGLISH GARDENS	2,903.46
295124		004367	ENSEICOM, INC.	25,295.25
295125	*	009690	FAIRYTALE ENTERTAINMENT PARTYS INC	576.00
295126	*	009613	FEDEWA INC	32,548.95
295127	*	MISC	FLORIDA DEPT OF FINANCIAL SERVICES	62.50
295128	*	004604	GORDON FOOD	417.78
295129		000249	GA BUSINESS PURCHASER LLC	361.58
295130		001447	HALT FIRE INC	3,482.30
295131		009782	HERSCH'S INC.	930.89
295132	*	001956	HOME DEPOT CREDIT SERVICES	3.94
295133		001090	INGRAM LIBRARY SERVICES	17,658.69
295136	*	009401	IRENE S WASSEL	360.00
295137		000344	J.T. EXPRESS, LTD.	2,299.50
295138	*	009774	JANET L. BLOOM	600.00
295139	*	009403	JUSTIN ZAYID	360.00
295140	*	005465	RYAN KEARNEY	117.65
295141	*	009386	LAW OFFICE OF BRIAN P. FENECH	1,416.00
295142	*	009388	LAW OFFICE OF PATRICK G. GAGNIUK	3,380.00
295143		006817	LEXISNEXIS RISK DATA MANAGEMENT INC	100.00
295144		000797	THE LIBRARY NETWORK	2,870.00
295145		009375	LITHIA MOTORS, INC SUPPORT SERVICES	2,698.79
295145	*	009375	LITHIA MOTORS, INC SUPPORT SERVICES	222.64
295146	*	007521	LUIGI FERDINANDI & SON INC	16,151.90
295147	*	000888	MCKENNA ASSOCIATES INC	53,109.38
295148	*	009243	MICHAEL LAFEVER	1,500.00
295149	*	009143	MICHAEL SHUKWIT	250.00
295150		002207	MICHIGAN AUTOMATIC SPRINKLER, INC.	5,400.00
295152	*	003860	MICHIGAN CHANDELIER - SF	94.22
295153	*	005848	MICHIGAN ECONOMIC DEVELOPERS	325.00
295154		007765	MICHIGAN INDEPENDENT DOOR CO.	230.57
295155	*	006461	MID AMERICA RINK SERVICES	1,541.83
295156		UBREFUND	MIDWEST VETERINARY PARTNERS	1,261.14
295157		008319	MKSK INC	8,275.22
295158	*	000649	MML WORKERS' COMP FUND	79,309.00
295159	*	007568	CHRIS MORTON	106.24
295160	*	004827	NICK'S MAINTENANCE SERVICE	10,700.00
295161	*	009748	NORTHSTAR PAINTING	13,905.00
295162		002853	OAKLAND COMMUNITY COLLEGE	229.00
295163	*	000477	OAKLAND COUNTY	525,061.68

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295164		005337	OCACP	30.00
295165	*	004370	OCCUPATIONAL HEALTH CENTERS	258.00
295166	*	009478	ODP BUSINESS SOLUTIONS, LLC	304.15
295167	*	MISC	PATRICIA HENRICKS	200.78
295168		009698	PCI INDUSTRIES, INC	481,600.65
295169	*	001883	PIONEER DOOR COMPANY INC	165.00
295170	*	009565	POLITICAL PRODUCTIONS	2,950.00
295171		008783	PRESIDIO NETWORKED SOLUTIONS GROUP	690.00
295172	*	003365	EDWARD ROSETT	70.00
295173		000221	RUSSELL HARDWARE COMPANY	30.59
295174	*	004283	SALVATORE SCALLOPINI	1,200.00
295175	*	002806	SAM'S CLUB/SYNCHRONY BANK	299.51
295176	*	009282	SEEN MEDIA GROUP	11,260.00
295177	*	009184	SPECTRUM PRINTERS INC	330.72
295178		001005	STATE OF MICHIGAN	343.84
295179		004544	STRYKER SALES CORPORATION	676.60
295180		005863	SUCCESS COMMUNICATIONS, INC.	315.00
295181	*	009779	SWEET ADELINES INTERNTIONAL-SHORELI	150.00
295182	*	009779	SWEET ADELINES INTERNTIONAL-SHORELI	150.00
295183	*	001076	TAYLOR FREEZER OF MICH INC	325.00
295184	*	009775	THE LITTLE DONUT FACTORY, LLC	995.00
295185		009746	MTECH	79,047.19
295186		009552	TRAFFIC & SAFETY CONTROL SYSTEMS	1,254.00
295187		004379	TURNER SANITATION, INC	74.36
295187	*	004379	TURNER SANITATION, INC	595.27
295188	*	009093	UNIVERSAL FIDELITY LP	8.00
295189		008941	UPTOWN MARKET OF BIRMINGHAM	230.06
295190	*	001279	US FIGURE SKATING ASSOC.	542.50
295191		007226	VALLEY CITY LINEN, INC	168.17
295192	*	000293	VAN DYKE GAS CO.	154.00
295193	*	000158	VERIZON WIRELESS	149.61
295194	*	000158	VERIZON WIRELESS	1,279.94
295195	*	000158	VERIZON WIRELESS	904.74
295196	*	008986	RANDYL LEE WAGNER	1,955.00
295197	*	009052	ISABEL WALLACE	225.00
295198	*	008391	XEROX CORPORATION	370.68
SUBTOTAL PAPER CHECK				\$1,566,059.83

ACH TRANSACTION

9451		008847	ABS- AUTOMATED BENEFIT SVCS, INC	51.83
9451	*	008847	ABS- AUTOMATED BENEFIT SVCS, INC	1,041.50
9452	*	001797	ALLEGRA MARKETING, PRINT, MAIL	981.10
9453		000167	ANDERSON ECKSTEIN WESTRICK INC	22,475.80
9454	*	009576	50 MARKET REFRESHMENT SERVICES	363.41

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Check Number	Early Release	Vendor #	Vendor	Amount
9455	*	001357	ART/DESIGN GROUP LTD	607.25
9456	*	009383	BATTI LAW PLLC	360.00
9457	*	000517	BEIER HOWLETT P.C.	280.50
9458	*	000518	BELL EQUIPMENT COMPANY	1,522.77
9459	*	007345	BEVERLY HILLS ACE	101.67
9460	*	008840	BIRMINGHAM PUBLIC SCHOOLS-TAXES	74,211.28
9461	*	000542	BLUE WATER INDUSTRIAL PRODUCTS INC	120.28
9462		008545	JAIMI BROOK	217.37
9463		007875	CANFIELD EQUIPMENT SERVICE INC.	595.00
9464	*	009396	CECILIA QUIRINDONGO BAUNSOE	360.00
9465		000605	CINTAS CORPORATION	190.60
9466		000605	CINTAS CORPORATION	48.65
9467		000605	CINTAS CORPORATION	391.81
9468	*	008044	CLUB PROPHET	554.00
9469	*	009195	CROWN CASTLE FIBER LLC	4,648.40
9470		009529	DAVEY RESOURCE GROUP, INC.	1,137.50
9471	*	009557	ZECO, LLC	330.00
9472	*	007359	DETROIT CHEMICAL & PAPER SUPPLY	154.71
9473		001077	DUNCAN PARKING TECH INC	6,393.15
9474	*	007538	EGANIX, INC.	720.00
9475		007684	ELITE TRAUMA CLEAN-UP INC.	70.00
9476	*	000995	EQUATURE	3,500.00
9477		003938	HART PAVEMENT STRIPING CORP	13,000.00
9478	*	001672	HAYES PRECISION INC	90.00
9479		000331	HUBBELL ROTH & CLARK INC	26,052.85
9480		000261	J.H. HART URBAN FORESTRY	23,481.21
9481		009249	JCC CREATIVE LLC	1,683.00
9481	*	009249	JCC CREATIVE LLC	250.00
9482	*	003458	JOE'S AUTO PARTS, INC.	566.94
9483		004085	KONE INC	1,178.96
9484	*	009392	LAMB LEGAL CONSULTING SERVICES	360.00
9485	*	009385	LAW OFFICE OF MICHAEL J. DICK	1,452.00
9486		005550	LEE & ASSOCIATES CO., INC.	1,622.88
9487	*	007977	KAREN LINGENFELTER	392.00
9488	*	003527	LOWER HURON SUPPLY CO INC	1,236.41
9489	*	009398	MARCIA C ROSS PC	2,646.00
9490	*	002631	METRO PARENT PUBLISHING GROUP	2,250.00
9491		002013	MIDWEST TAPE	2,115.95
9492	*	009242	MILES PARTNERSHIP LLLP	2,860.00
9493	*	006409	MOSHER & ASSOCIATES LLC	680.00
9494		004879	MOTOROLA SOLUTIONS INC	365.00
9495		001864	NOWAK & FRAUS ENGINEERS	8,108.00
9496	*	006359	NYE UNIFORM COMPANY	825.00

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Check Number	Early Release	Vendor #	Vendor	Amount
9497	*	008843	OAKLAND COUNTY TREASURER- TAX PYMNT	119,872.65
9498	*	009395	ORLANDO LAW PRACTICE PC	360.00
9499		005688	PEGASUS ENTERTAINMENT INC	5,050.00
9499	*	005688	PEGASUS ENTERTAINMENT INC	3,000.00
9500	*	001753	PEPSI COLA	831.16
9501	*	000486	PLANTE & MORAN PLLC	16,500.00
9502		002852	QMI GROUP INC	50.00
9503	*	003554	RKA PETROLEUM	911.80
9504		006832	SAFEWARE INC.	1,819.95
9505	*	003785	SIGNS-N-DESIGNS INC	145.00
9506		001097	SOCWA	27,297.36
9506	*	001097	SOCWA	28,500.00
9507		005787	SOUTHEASTERN EQUIPMENT CO. INC	492.45
9508	*	000969	VIGILANTE SECURITY INC	220.50
9509		009687	WAGeworks, INC.	105.00
9510		009128	WITMER PUBLIC SAFETY GROUP INC	1,020.29
9511	*	009379	YELLOW DOOR LAW	8,342.00
SUBTOTAL ACH TRANSACTION				\$427,162.94
GRAND TOTAL				\$1,993,222.77

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber
 Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.

City of Birmingham

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<u>PAPER CHECK</u>				
295199	*	005430	21ST CENTURY MEDIA- MICHIGAN	1,605.62
295200	*	008309	ABSOLUTE LOCKSMITHS	615.00
295201	*	007266	AETNA BEHAVIORAL HEALTH LLC	579.09
295202		003708	AIRGAS USA, LLC	366.53
295203		BDREFUND	ALIMOFF BUILDING & DEVELOPMENT LLC	100.00
295204	*	009589	ALL AMERICAN VENTILATION	285.00
295205		007033	APPLIED IMAGING	1,385.48
295205	*	007033	APPLIED IMAGING	274.76
295206	*	009786	ARCOSA SHORING PRODUCTS, INC.	1,111.50
295207		BDREFUND	ARK TERRA	5,000.00
295208		008988	ASTI ENVIRONMENTAL	760.00
295209	*	004828	BIRMINGHAM PUBLIC SCHOOLS - MUSIC	550.00
295210		009568	BEDROCK EXPRESS LTD	2,753.71
295211		007129	BELFOR PROPERTY RESTORATION	2,000.00
295212	*	002231	BILLINGS LAWN EQUIPMENT INC.	317.95
295213		BDREFUND	BLAKE, GREGORY LEO	100.00
295214		003526	BOUND TREE MEDICAL, LLC	308.79
295215		BDREFUND	BRAD HOST	500.00
295216	*	009784	BRENTWOOD'S DET	6,980.00
295217	*	TAXMISC	BRIAN TEMPLE	2,425.21
295218	*	005717	BSB COMMUNICATIONS, INC.	175.00
295219		BDREFUND	C & L WARD BROS CO	500.00
295220	*	009078	CANON SOLUTIONS AMERICA INC	508.70
295221	*	000627	CONSUMERS ENERGY	878.95
295222		008512	COOL THREADS EMBROIDERY	704.87
295223		009656	CORBIN DESIGN, INC	12,743.05
295224	*	006956	R.L. DEPPMANN COMPANY, INC	248.27
295225		BDREFUND	DETROIT TRADING COMPANY	100.00
295226	*	000179	DTE ENERGY	35.68
295227	*	000180	DTE ENERGY	9,706.11
295228		BDREFUND	EDGERLY CONSTRUCTION	100.00
295229	*	004493	ELITE IMAGING SYSTEMS, INC	366.41
295230		BDREFUND	Envision Carpentry & Construction	500.00
295231		001495	ETNA SUPPLY	2,430.00
295232		000585	FARMINGTON COMM. LIBRARY	1,033.70
295233		BDREFUND	Fireside Home Construction	1,400.00
295234	*	007366	FIRST ADVANTAGE OCCUPATIONAL CORP	66.70
295235	*	007314	FLEIS AND VANDENBRINK ENG. INC	1,676.75
295236		BDREFUND	FOUNDATION RESTORATION	200.00
295237		BDREFUND	FOUNDATION SYSTEMS OF MICHIGAN INC.	100.00
295238		BDREFUND	GEORGE PETRENTZEV	100.00
295239	*	004604	GORDON FOOD	315.76

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Check Number	Early Release	Vendor #	Vendor	Amount
295240	*	008007	GREAT LAKES WATER AUTHORITY	8,302.84
295241	*	000249	GA BUSINESS PURCHASER LLC	3,133.92
295242		000726	GUARDIAN ALARM	412.02
295243		BDREFUND	GUSTI CONTRACTING SERVICES INC	50.00
295244		006346	HARRELL'S LLC	13,633.56
295245	*	001956	HOME DEPOT CREDIT SERVICES	364.95
295246	*	009563	HOWIES HOCKEY INC	219.22
295247		BDREFUND	HRH CONSTRUCTION LLC	2,500.00
295248		BDREFUND	HUNTER ROBERTS HOMES	200.00
295249	*	MISC	JEFF LATKOWSKI	184.30
295250		BDREFUND	KELLETT DEVELOPMENT LLC	500.00
295251	*	004088	KGM DISTRIBUTORS INC	480.00
295252		BDREFUND	KOBERSTEIN, JASON M	100.00
295253		004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,269.00
295254		007985	L.E.O.R.T.C.	120.00
295255	*	008553	L.G.K. BUILDING, INC	19,800.00
295256		003620	LANGUAGE LINE SERVICES INC	4.00
295257		BDREFUND	LAURENCE SMITH WINDOW & DOOR	500.00
295258	*	MISC	LIVINGSTON COUNTY CLERK	10.00
295259		009546	MASTERS TELECOM	68.79
295260		MISC	MELVIN TAYLOR	25.88
295261		009681	MICHAEL KUHN & ASSOCIATES	5,500.00
295262		004687	MICHIGAN DEPT. OF TRANSPORATION	62,565.47
295263	*	MISC	MICHIGAN NOTARY SERVICES	133.70
295264	*	006461	MID AMERICA RINK SERVICES	1,023.42
295265		007146	MIDSTATES RECREATION	995.52
295266		007163	MOBILE HEALTH RESOURCES	3,379.15
295267		BDREFUND	MOSHER DOLAN	1,000.00
295268		BDREFUND	N & M RESTORATION INC	100.00
295269		BDREFUND	N.C. CEMENT	100.00
295270		BDREFUND	NC CEMENT	100.00
295271		009623	NEWSBANK, INC	5,906.00
295272	*	001686	OAKLAND CO CLERKS ASSOC	80.00
295273	*	009787	OAKLAND COUNTY CLERKS OFFICE	10.00
295274	*	008657	OCBOA	630.00
295275	*	004370	OCCUPATIONAL HEALTH CENTERS	430.00
295276	*	009478	ODP BUSINESS SOLUTIONS, LLC	147.85
295277		BDREFUND	OSKUI, BEHROUZ	500.00
295278		006785	OVERDRIVE, INC.	18,064.55
295278	*	006785	OVERDRIVE, INC.	3,551.16
295279		009612	PLAYAWAY PRODUCTS LLC	1,221.27
295280		BDREFUND	POWER HOME REMODELING GROUP	100.00
295281		BDREFUND	PREMIER BUILDING SOLUTIONS	500.00

City of Birmingham
Warrant List Dated 11/23/2023

Meeting of 11/27/2023

Check Number	Early Release	Vendor #	Vendor	Amount
295282		006625	PTS COMMUNICATIONS, INC	78.00
295283		BDREFUND	REVELDB	500.00
295284		002566	REYNOLDS WATER	79.00
295285		009763	ROSIE LANCE-RICHARDSON	750.00
295286		007907	SP+ CORPORATION	4,180.00
295287		000260	SPARTAN DISTRIBUTORS INC	43.78
295288		BDREFUND	STEPHEN LORD BUIDLING AND DESI	200.00
295289		BDREFUND	STERLING DEVELOPMENT CORP	100.00
295290		004544	STRYKER SALES CORPORATION	1,992.40
295291		MISC	STURBRIDGE CAPITAL, LLC	348.00
295292		BDREFUND	SUPERIOR CARPENTRY	100.00
295293		BDREFUND	SUPREME DECKS	100.00
295294		000286	TARGET SPECIALTY PRODUCTS	4,880.00
295295		BDREFUND	THE ALAN GROUP	30,000.00
295296		BDREFUND	TIMBERLAND HOMES	300.00
295297	*	004058	TOP HAT & TAILS CARRIAGE CO INC	5,775.00
295298		BDREFUND	TOTAL CONSTRUCTION & RESTORATION LL	1,000.00
295299		009552	TRAFFIC & SAFETY CONTROL SYSTEMS	90.00
295300		BDREFUND	TRI PHASE COMMERCIAL CONST LLC	300.00
295301	*	004379	TURNER SANITATION, INC	85.00
295302		BDREFUND	TUSON ELECTRIC INC	92.00
295303	*	005806	ULINE	1,018.96
295304	*	001279	US FIGURE SKATING ASSOC.	402.50
295305		007226	VALLEY CITY LINEN, INC	48.00
295306	*	000293	VAN DYKE GAS CO.	184.80
295307		BDREFUND	VENNETTILLI, DAVID	200.00
295308	*	000158	VERIZON WIRELESS	366.00
295309	*	000158	VERIZON WIRELESS	308.16
295310	*	000158	VERIZON WIRELESS	98.38
295311		BDREFUND	WECHSLER CONSTRUCTION LLC	200.00
295312		009026	WELLS FARGO VENDOR FIN SERV	710.95
295313		009783	WINDCAVE INC	1,759.47
295314		BDREFUND	WINDOW PRO HOLDINGS LLC	100.00
295315		BDREFUND	ZAVAR, CARRIE	100.00
295316	*	000309	ZEP SALES AND SERVICE	244.99
SUBTOTAL PAPER CHECK				\$277,560.55
<u>ACH TRANSACTION</u>				
9515	*	003858	ADVANCED LIGHTING & SOUND INC	749.00
9516	*	000517	BEIER HOWLETT PC	18,000.00
9517	*	000517	BEIER HOWLETT PC	29,105.00
9518	*	003282	LISA MARIE BRADLEY	301.00
9519		000605	CINTAS CORPORATION	479.87
9520		001750	COMERICA BANK	1,470.58



City of Birmingham
Warrant List Dated 11/23/2023

Meeting of 11/27/2023

Check Number	Early Release	Vendor #	Vendor	Amount
9520		001750	COMERICA BANK	303,995.09
9521		003176	COMERICA BANK - RHC	739.83
9521		003176	COMERICA BANK - RHC	98,930.19
9522	*	000565	DORNBOS SIGN & SAFETY INC	232.60
9523	*	009250	ERIKA BASSETT	2,208.62
9524	*	007807	G2 CONSULTING GROUP LLC	1,014.50
9525	*	000243	GRAINGER	444.26
9526		007927	MICHELLE HOLLO	315.00
9527		000331	HUBBELL ROTH & CLARK INC	19,525.00
9528	*	003824	THOMAS I. HUGHES	104.99
9529	*	007870	J.C. EHRLICH CO. INC.	114.36
9530		000261	J.H. HART URBAN FORESTRY	51,482.87
9531	*	002576	JAX KAR WASH	142.00
9532	*	003458	JOE'S AUTO PARTS, INC.	520.03
9533	*	008827	KANOPI, INC	442.00
9534	*	007827	HAILEY R KASPER	833.00
9535	*	000891	KELLER THOMA	330.00
9536	*	007511	ADAM KNOWLES	238.49
9537	*	004085	KONE INC	2,086.45
9538		005550	LEE & ASSOCIATES CO., INC.	490.40
9538	*	005550	LEE & ASSOCIATES CO., INC.	2,000.00
9539	*	000377	MICHIGAN MUNICIPAL LEAGUE	2,340.00
9540		002013	MIDWEST TAPE	10,812.60
9541		008336	NBS COMMERCIAL INTERIORS	2,649.25
9542		001864	NOWAK & FRAUS ENGINEERS	77,980.50
9543	*	002767	OSCAR W. LARSON CO.	2,800.40
9544	*	005688	PEGASUS ENTERTAINMENT INC	1,000.00
9545	*	006027	PENCHURA, LLC	506.00
9546	*	003554	RKA PETROLEUM	15,286.69
9547	*	003785	SIGNS-N-DESIGNS INC	110.00
9548	*	006591	MICHAEL SLACK	729.00
9549		000254	SOCRRA	76,801.00
9550		005787	SOUTHEASTERN EQUIPMENT CO. INC	79.80
9551		005861	UNIQUE MGMT SERVICE, INC	72.10
9552	*	000969	VIGILANTE SECURITY INC	528.00
9553	*	009687	WAGEWORKS, INC.	105.00
SUBTOTAL ACH TRANSACTION				\$728,095.47

City of Birmingham
Warrant List Dated 11/23/2023

Meeting of 11/27/2023

Check Number	Early Release	Vendor #	Vendor	Amount
GRAND TOTAL				\$1,005,656.02

All bills, invoices and other evidences of claim have been audited and approved for payment.



Mark Gerber
Finance Director/ Treasurer

*-Indicates checks released in advance and prior to commission approval in order to avoid penalty or to meet contractual agreement/obligation.



MEMORANDUM

City Clerk's Office

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Special Event Application: 59th Annual Village Fair

INTRODUCTION:

Birmingham Bloomfield Chamber of Commerce has submitted a special event application to hold the 59th Annual Village Fair from May 29, 2024 - June 2, 2024.

Date(s) and Hours of Event:

Wednesday, May 29, 2024	5-10 p.m. Private Pre-Party
Thursday, May 30, 2024	12-10 p.m. Open to the Public
Friday, May 31, 2024	12-11 p.m. Open to the Public
Saturday, June 1, 2024	11 a.m. – 11 p.m. Open to the Public
Sunday, June 2, 2024	12-9 p.m. Open to the Public

Set up for the event is scheduled for Tuesday May 28 and Wednesday May 29 from 7 a.m. – 3 p.m. Teardown is scheduled for Sunday, June 2 from 9 p.m. - 12 a.m.

BACKGROUND:

The necessary departments reviewed the proposed event details submitted in the application, and departments provided feedback on requirements and estimated costs. DPS, Planning, Building, Engineering, Police and Fire have indicated their approval. SP+ Parking has been notified of the event for planning purposes.

The 59th Annual Village Fair will be held in Shain Park and surrounding streets. The Chamber partners with local non-profits - their "Non-Profit Network" to coordinate volunteers and each participating group receives a portion of the fair proceeds.

The following events occur in May/June in Birmingham and do not pose a conflict for this event:

Birmingham Farmers Market	Sundays	Parking Lot 6
DPS Open House	May 11	DPS facility
Celebrate Birmingham Parade	May 19	Downtown & Shain Park
Annual Memorial Day Service	May 27	Shain Park

LEGAL REVIEW:

The City Attorney has reviewed the application and has no concerns or objections.

FISCAL IMPACT:

All costs associated with this event will be paid by the applicant.

SUSTAINABILITY

There are no sustainability comments associated with this event.

PUBLIC COMMUNICATIONS:

The Birmingham Bloomfield Chamber of Commerce notified residents and businesses within 300 feet of the event space about the details of this event by letter mailed at least two weeks prior to the City Commission meeting.

SUMMARY:

The City Commission is being asked to approve a special event permit for the 59th Annual Village Fair to be held from May 29 – June 2, 2024 with times varying day-to-day. Set up will begin May 28, 2024 from 7 a.m.- 3 p.m. Teardown will begin June 2, 2024 from 9 p.m. – 12 a.m.

ATTACHMENTS:

- Special event application
- Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area dated November 1, 2023. Notification addresses are on file in the Clerk's Office.
- Hold harmless agreement
- Department approval page with comments and estimated costs

SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve a special event permit as requested by the Birmingham Bloomfield Chamber of Commerce to hold the 59th Annual Village Fair on May 29, 2024 - June 2, 2024 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

24-00012266



151 Martin Street, P.O. Box 3001
Birmingham, MI 48012
248/530-1880 PHONE
248/530-1080 FAX

**APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES**

Clerk's Office
City of Birmingham, MI

- I. EVENT DETAILS OCT - 2 2023
- II. EVENT INFORMATION
- III. EVENT LAYOUT RECEIVED
- IV. SAMPLE LETTER TO NOTIFY AFFECTED PROPERTY OWNERS/BUSINESSES WITHIN 300 FEET OF EVENT LOCATION
- V. INSURANCE INFORMATION
 - INSURANCE REQUIREMENTS
 - HOLD HARMLESS AGREEMENT
- VI. POLICIES AND PROCEDURES
- VII. CHECKLIST
- VIII. SAMPLE MAPS
- IX. DEPARTMENTAL APPROVAL PAGE

TIME LINE AS REQUIRED BY COMMISSION ADOPTED POLICY

TIME	REQUIREMENT
At least 90 days prior to event	<ul style="list-style-type: none"> • Events utilizing City sidewalks and/or streets must meet with the Police Department Special Events officer prior to submitting this application. • Application and attachments must be submitted • COVID-19 Health and Safety Plans
At least two (2) weeks prior to Commission hearing	<ul style="list-style-type: none"> • Letters mailed to affected property owners/businesses within 300 feet of event area • Copy of letter and distribution list provided to Clerk
Three (3) weeks prior to the event	<ul style="list-style-type: none"> • Final additions/changes must be submitted for approval.
Two (2) weeks prior to event	<ul style="list-style-type: none"> • All building, electrical, sign, and hydrant permits must be obtained • All permit fees must be paid and insurance certificates must be submitted and approved • All peddler/vendors applications must be submitted for approval

Special Event Application Revised – 02/09/22

**CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES**

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: _____

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

**FEES: FIRST TIME EVENT: \$200.00
 ANNUAL APPLICATION FEE: \$165.00**

(Please print clearly or type)

Date of Application 9-15-23

Name of Event 59th Annual Village Fair

Detailed Description of Event (attach additional sheet if necessary)
Annual community fair + fundraiser with rides and games.

Location Shain Park on Martin St. between Pierce + Chest. Also on Bates & Henricita

Date(s) of Event May 27, 2024 - June 2, 2024 Hours of Event varies day to day

Date(s) of Set-up May 28 Hours of Set-up 7AM - 3PM

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down June 2, 2024 Hours of Tear-down 9 PM - 12 AM

Organization Sponsoring Event Birmingham Bloomfield Chamber

Organization Address 725 S. Adams, Suite 130, Birmingham, AL 35209

Organization Phone 248-644-1700

Contact Person Kelly Bennett / Joe Bauman

Contact Phone 248-430-7688 / 248-430-4135

Contact Email kellyb@bbcc.com / joeb@bbcc.com

II. EVENT INFORMATION

1. Organization Type Civic organization / fundraiser for The Chamber +
(city, non-profit, community group, etc.) benefits local non-profits

2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) TBD - last year's included
Rotary, The Pink Fund, Sky Foundation, Team GUTS + more

3. *The city encourages collaboration amongst non-profit organizations to bring the greatest benefit to the community. Please explain your efforts to do so The Chamber
partners with local non-profits - our "Non-Profit Network"
to coordinate volunteers + each participating group receives a
portion of fair proceeds.

4. Is the event a fundraiser? YES NO
List beneficiary Primary is BBChamber
List expected income _____ Attach information about the beneficiary.
\$25,000 - 35,000

5. First time event in Birmingham? YES NO
If no, describe 59TH Annual

6. Total number of people expected to attend per day thousands (weather permitting)

7. The event will be held on the following City property: (Please list)

<input checked="" type="checkbox"/> Street(s)	<u>Martin St. (between Pierce + Chester) Bates +</u> <u>Hennietta - The corner of Pierce + Martin will not be blocked</u>
<input checked="" type="checkbox"/> Sidewalk(s)	<u>on Martin Bates Hennietta Bates + Mirrell will</u> <u>be open for one</u>
<input checked="" type="checkbox"/> Park(s)	<u>Shaw Park</u> <u>lane of traffic</u>

9. Will street closures be required? YES NO

(Police Department acknowledgement prior to submission of application is required) (initial here) KK

What parking arrangements will be necessary to accommodate attendance?

Describe Bags over meters on Bates + Henrietta Attendees encouraged to use parking structures

10. Will staff be provided to assist with safety, security and maintenance? YES NO

If yes, please provide number of staff to be provided and any specialized training received.

Describe A paid crew is hired for clean-up + maintenance. Safety + security is hired by North American Midway Entertainment Maintenance is coordinated by the Chamber (NAME)

11. Will the event require safety personnel (police, fire, paramedics)? YES NO

(Police Department acknowledgement prior to submission of application is required.) (initial here) KK

Describe NAME pulls a water permit + works directly with the fire marshall

12. Will alcoholic beverages be served? YES NO

If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

13. Will music be provided? YES NO

_____ Live _____ Amplification _____ Loudspeakers

Recorded Time music will begin _____

Time music will end _____

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

14. Will there be signage in the area of the event? YES NO

Number of signs/banners 15-20

Size of signs/banners 18" x 24"

Submit a photo/drawing of the sign(s). **A sign permit may be required.**

15. Will food/beverages/merchandise be sold? YES NO

- Peddler/vendor permits must be submitted to the Clerk's Office, **at least two weeks prior to the event.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

LIST OF VENDORS/PEDDLERS
(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables	12	6 for \$500.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	30	\$10.00 each includes 1 bag For additional bags, the cost is \$32/per case.	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters	N/A	\$350.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	# of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant	YES / TBD	\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? YES NO
(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 400 square feet)	3-10	10x10 10x10
Portable Toilets	6	
Rides	16	
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

SIGNATURE OF APPLICANT REQUIRED

EVENT NAME 59th Village Fair
EVENT DATE May 29-June 2

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

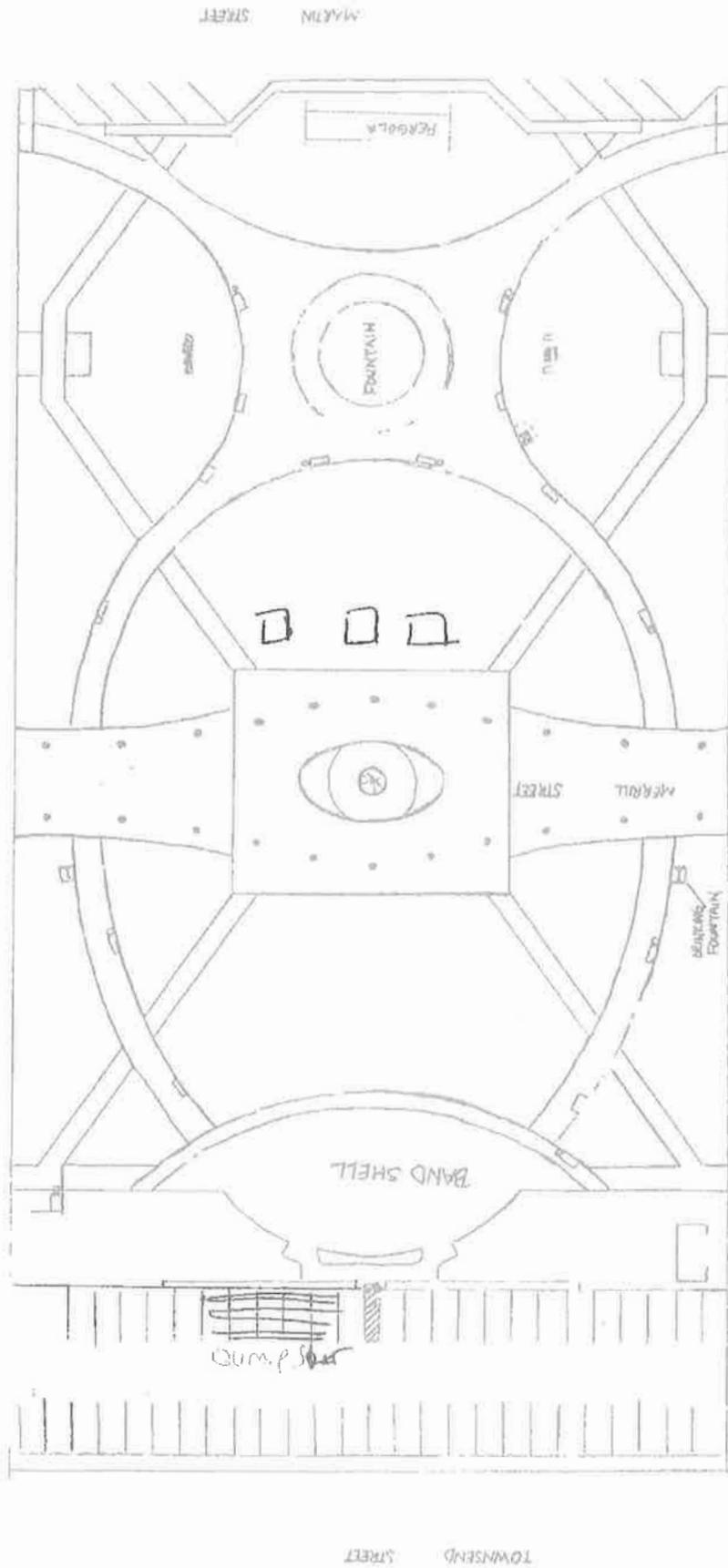
As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

Kelly Bennett Signature 9-15-23 Date

*By providing your e-mail to the City, you agree to receive news and notifications from the City.
If you do not wish to receive these messages, you may unsubscribe at any time.*

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- V. Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- VI. Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the commission meeting.
- VII. A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the commission meeting.
- VIII. If street closures are necessary, a map must be included with the letter to the affected property/business owners.



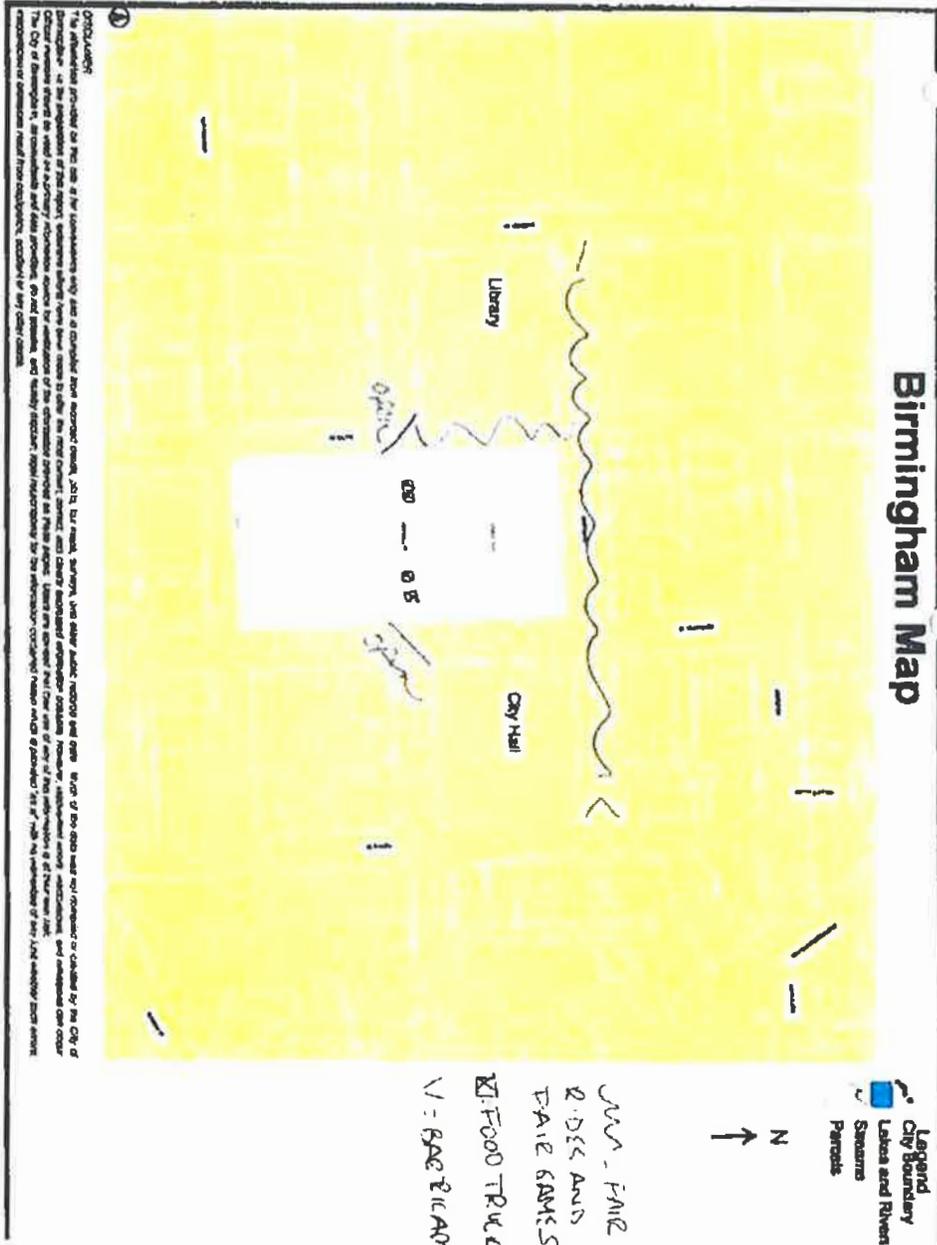
□ sponsor / volunteer tents

Shain Park Map

5E



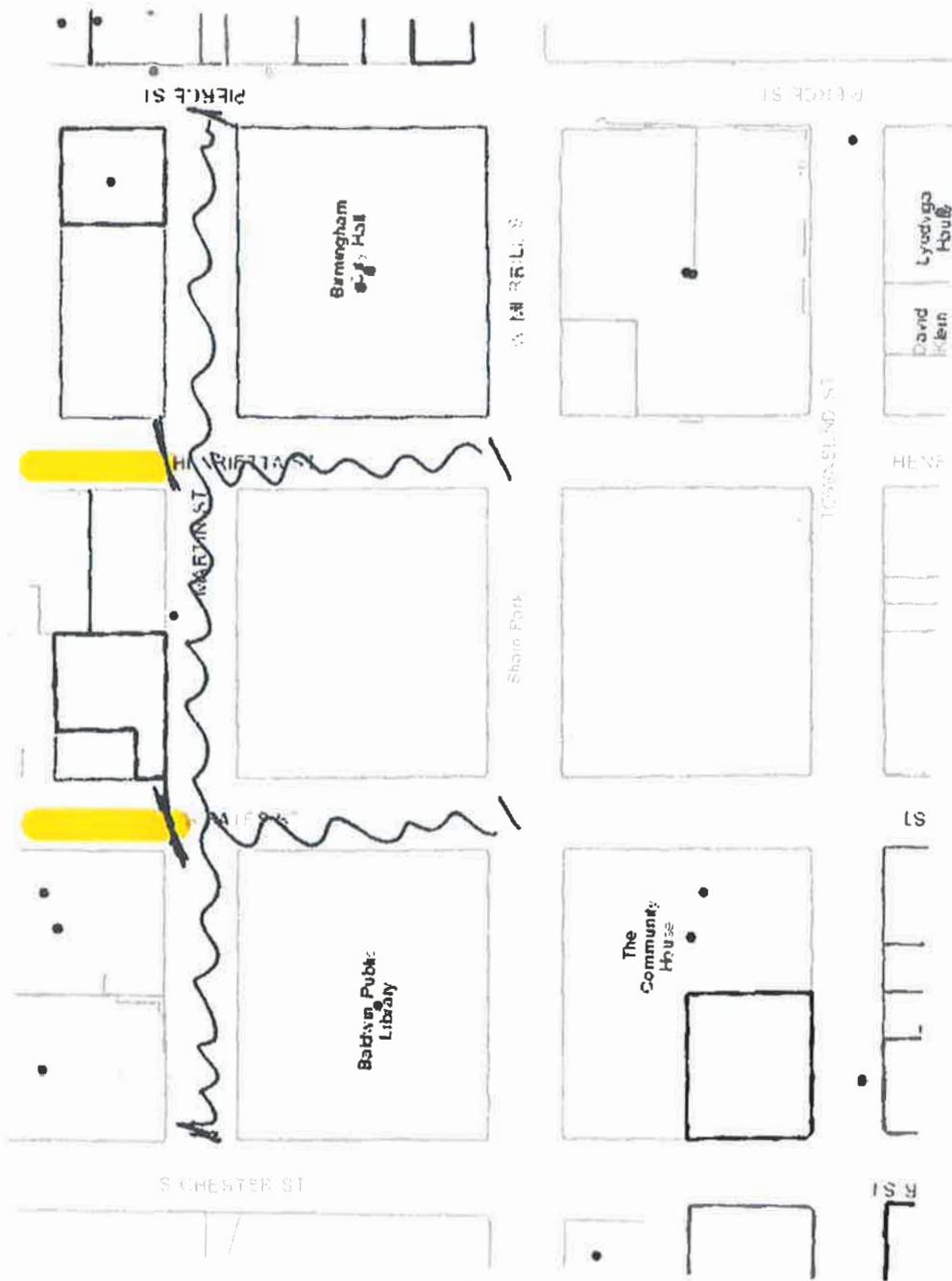
Birmingham Map



725 SOUTH ADAMS RD SOUTH 130 BIRMINGHAM MI 48009-6967
 PHONE: 248 644 1700 FAX 248 644 0286 WEB www.bbcc.com

Fair / Ride + Games

Barricades





HOLD-HARMLESS AGREEMENT

"To the fullest extent permitted by law, the **Birmingham Bloomfield Chamber** and any entity or person for whom the **Birmingham Bloomfield Chamber** is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham."

725 SOUTH ADAMS RD. SUITE 130 BIRMINGHAM MI 48009-6967
PHONE 248 644 1700 FAX 248 644 0286 WEB www.bbcc.com

Kelly Bennett 10/2/03
Applicant's signature Date

SPECIAL EVENT REQUEST NOTIFICATION LETTER

DATE: Wednesday, November 1, 2023

TO: Residential Property or Business Owner

Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires we notify any property owners or business owners that may be affected by the special event of the date and time the City Commission will consider our request, so an opportunity exists for comments prior to this approval.

EVENT INFORMATION

NAME OF EVENT: 59th Birmingham Village Fair

LOCATION: On Martin St. between Pierce and Chester. On Bates and Henrietta. See back for map.

DATE(S) & HOURS OF EVENT:

Wednesday, May 29, 2024	5-10 p.m. Private Pre-Party
Thursday, May 30, 2024	12-10 p.m. Open to the public
Friday, May 31, 2024	12-11 p.m. Open to the public
Saturday, June 1, 2024	11 a.m. - 11 p.m. Open to the public
Sunday, June 2, 2024	12-9 p.m. Open to the public

BRIEF DESCRIPTION OF EVENT/ACTIVITY: Community fair with rides, food and games.

DATE(S) OF SET-UP: Tuesday, May 28 & Wednesday, May 29

HOURS OF SET-UP: 7 a.m. - 3 p.m.

DATE(S) OF TEAR-DOWN: Sunday, June 2

HOURS OF TEAR-DOWN: 9 p.m. – 12 a.m.

DATE OF CITY COMMISSION MEETING: November 27, 2023

The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30 p.m. You may also attend virtually through ZOOM: <https://zoom.us/j/655079760>
Meeting ID: 655 079 760. A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248) 530-1880. Log on to www.bhamgov.org/events for a complete list of special events.

EVENT ORGANIZER: Birmingham Bloomfield Chamber
ADDRESS: 725 S. Adams, Suite 130, Birmingham MI 48009
PHONE: (248) 430-7688

FOR QUESTIONS ON DAY OF EVENT, CONTACT:

Kelly Bennett, Birmingham Bloomfield Chamber
248-505-4149

DEPARTMENT APPROVALS

EVENT NAME: 59th Annual Village Fair

COMMISSION HEARING DATE: 11/27/23

LICENSE NUMBER #23-00012266

NOTE TO STAFF: Please submit approval by November 13, 2023

DATE OF EVENT: 5/29-6/2, 2024

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.)	ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event)
PLANNING 101.0-000.000-636.0005 248.530.1855	TBC	No Cost No Comment		0	
BUILDING 101.0-000.000.636.0005 248.530.1850	MJM	Tents over 400 Sqft. Require a permit.		\$357.58	
FIRE 101.0-000.000-636.0004 248.530.1900	JGS	EMS personnel to stand by with apparatus All structures, rides, food trucks to be inspected prior to event opening.		\$6500.00	
POLICE 101.0-000.000.636.0003 248.530.1870	RK	Detail personnel OT – (2) entire event, (2) additional for evening hours, (1) Overwatch/drone coverage. Cones/barricades/meter bags.		\$12,410.16	
PUBLIC SERVICES 101.0-000.000-636.0002 248.530.1642	CL	Will provide: 1). The event coordinator is outsourcing the dumpsters. 2). 15 PSD boxes/Bags 3). 12 Picnic Tables 4). Delivery/Removal of barricades 5). Power washing after the event will occur to streets, sidewalks and granite. Provide plywood for dumpster location to protect pavement, place cones around.		\$12,200	

		Food vendors must place some type of protection material under their food trucks to catch oil and food spills. *Please leave bistro tables, chairs and umbrellas in place.			
ENGINEERING 101.0-000.000.636.0002 248.530.1839	MC	An obstruction permit is required for closing off streets.	Obstruction Permit	\$100	
SP+ PARKING	AF	All garages are open and guests pay the posted rate.	None	0	0
INSURANCE 248.530.1807		Need to submit COI no less than 2 weeks prior to event Need to submit Hold Harmless Agreement	None	0	0
CLERK 101.0-000.000-614.0000 248.530.1803		Notification letters to be mailed by applicant no later than ____. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than ____.	0	0
			TOTALS: Estimated and Actual Costs	\$31,567.74	

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund _____



MEMORANDUM

City Clerk's Office

DATE: November 27, 2023

TO: Jana L. Ecker, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Special Event Application: 43rd Annual Art Birmingham

INTRODUCTION:

The Birmingham Bloomfield Art Center has submitted a special event application to hold the 43rd Annual Art Birmingham art fair on May 11 and May 12, 2024. Set up for the event is scheduled for Friday, May 10, 2024 with meters bagged at 2:00 pm, street closings at 5:00 p.m., and move-in completed by 9:00 p.m. The event begins at 10:00 a.m. on Saturday and Sunday and concludes at 6:00 p.m. on Saturday and 5:00 p.m. on Sunday. Teardown is scheduled for Sunday May 12 from 5:00 p.m. – 9:00 p.m.

BACKGROUND:

The necessary departments reviewed the proposed event details submitted in the application, and departments provided feedback on requirements and estimated costs. DPS, Planning, Building, Engineering, Police and Fire have indicated their approval. SP+ Parking has been notified of the event for planning purposes.

Art Birmingham is a fine art fair featuring the handmade artwork of approximately 160 jury-selected artists. Now in its 43rd year, the fair is a key annual fundraiser for the highly respected Birmingham Bloomfield Art Center (BBAC) whose "Art for All" vision delivers arts education and exhibitions to the community it serves.

The following events occur in May in Birmingham and do not pose a conflict for this event:

Birmingham Farmers Market	Sundays	Parking Lot 6
DPS Open House	May 11	DPS facility
Celebrate Birmingham Parade	May 19	Downtown & Shain Park
Annual Memorial Day Service	May 27	Shain Park
Annual Village Fair	May 29	Shain Park

LEGAL REVIEW:

The City Attorney has reviewed the application and has no concerns or objections.

FISCAL IMPACT:

All costs associated with this event will be paid by the applicant.

SUSTAINABILITY:

There are no sustainability comments associated with this event.

PUBLIC COMMUNICATIONS:

The Birmingham Bloomfield Art Center notified residents and businesses within 300 feet of the event space about the details of this event by letter mailed at least two weeks prior to the City Commission meeting.

SUMMARY:

The City Commission is being asked to approve a special event permit for the 43rd Annual Art Birmingham art fair to be held Saturday May 11 from 10:00 a.m. – 6:00 p.m. and Sunday May 12 from 10:00 a.m. - 5:00 pm. Set up is May 10 from 5:00 to 9:00 p.m. Teardown is May 12 from 5:00 – 9:00 p.m.

ATTACHMENTS:

- Special event application
- Notification letter with map of event area distributed to residents/businesses within 300 feet of the event area dated November 7, 2023 Notification addresses are on file in the Clerk's Office.
- Hold harmless agreement
- Department approval page with comments and estimated costs

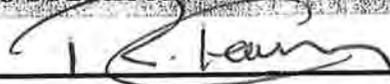
SUGGESTED COMMISSION ACTION:

To make a motion adopting a resolution to approve a special event permit as requested by the Birmingham Bloomfield Art Center to hold the 43rd Art Birmingham art fair on May 11 and 12, 2024 contingent upon compliance with all permit and insurance requirements and payment of all fees and, further pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event, or event cancellation that may be deemed necessary by administrative staff, leading up to or at the time of the event.

24-00012272

**CITY OF BIRMINGHAM
APPLICATION FOR SPECIAL EVENT PERMIT
PARKS AND PUBLIC SPACES**

IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.

Police Department acknowledgement: 

I. EVENT DETAILS

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

FEES: **FIRST TIME EVENT:** **\$200.00**
 ANNUAL APPLICATION FEE: **\$165.00**

(Please print clearly or type)

Date of Application October 7, 2023

Name of Event 43rd Annual Art Birmingham

Detailed Description of Event (attach additional sheet if necessary) _____
Fine Art Fair featuring approximately 150 professional, jury selected artists, art demonstrations,
music, and art activities for all ages. This event is an annual fundraiser for the Birmingham Bloomfield
Art Center.

Location In Shain Park and on surrounding streets

Date(s) of Event Sat & Sun, May 10 & 11, 2024 Hours of Event Sat 10am-6pm/Sun 10am - 5pm

Date(s) of Set-up Friday, May 10, 2024 Hours of Set-up 5pm - 9pm w/meters bagged at 2pm

NOTE: No set-up to begin before 7:00 AM, per city ordinance.

Date(s) of Tear-down Sunday, May 11, 2024 Hours of Tear-down 5pm - 9pm

Organization Sponsoring Event Birmingham Bloomfield Art Center

Organization Address 1516 S. Cranbrook, Birmingham, MI 48009

Organization Phone (248)644-0866

Contact Person Annie VanGeldereren

Contact Phone (248)644-0866 ext 108

Contact Email annievangelederen@bbartcenter.org

II. EVENT INFORMATION

1. Organization Type Non-Profit
(city, non-profit, community group, etc.)

2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) _____
The Guild of Artists & Artisans
118 N Fourth Ave, Ann Arbor, MI 48104 (734)662-3382
Karen Delhey, Executive Director karen@theguild.org (734)662-3382 ext 303

3. ***The city encourages collaboration amongst non-profit organizations to bring the greatest benefit to the community. Please explain your efforts to do so** _____
This event is a collaboration between two non-profits, The Birmingham Bloomfield Art Center and The Guild of Artists & Artisans. It serves as a major fundraiser for the Art Center.

4. Is the event a fundraiser? YES NO
List beneficiary The Birmingham Bloomfield Art Center
List expected income \$35,000 Attach information about the beneficiary.

5. First time event in Birmingham? YES NO
If no, describe This will be the 43rd Annual Art Birmingham

6. Total number of people expected to attend per day 40,000

7. The event will be held on the following City property: (Please list)
 Street(s) Henrietta, Martin, Bates, and Merrill

 Sidewalk(s) Some sidewalk activity in the area

 Park(s) Shain Park

8. Will street closures be required? YES NO

(Police Department acknowledgement prior to submission of application is required) (initial here) KK

What parking arrangements will be necessary to accommodate attendance?

Describe Artists will park in City Structures or the lot at Bates and Willits for their oversized vehicles.

General Public will park in City structures and at street meters

9. Will staff be provided to assist with safety, security and maintenance? YES NO

If yes, please provide number of staff to be provided and any specialized training received.

Describe Trained staff and volunteers are onsite from move in to move out to ensure safety and provide maintenance. Overnight professional security is also provided.

10. Will the event require safety personnel (police, fire, paramedics)? YES NO

(Police Department acknowledgement prior to submission of application is required.) (initial here) KK

Describe Police and Paramedics

11. Will alcoholic beverages be served? YES NO

If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

12. Will music be provided? YES NO

X Live X Amplification _____ Loudspeakers

Recorded Time music will begin 11am

Time music will end 6pm on Saturday and 5pm on Sunday

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

13. Will there be signage in the area of the event? YES NO

Number of signs/banners 15-20 A-Frames

Size of signs/banners 24x36 A Frames

Submit a photo/drawing of the sign(s). **A sign permit may be required.**

14. Will food/beverages/merchandise be sold? YES NO

- Peddler/vendor permits must be submitted to the Clerk's Office, **at least two weeks prior to the event.**
- You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact ehclerk@oakgov.com or 248-535-9612 to obtain Health Department approval.
- There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

LIST OF VENDORS/PEDDLERS

(attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOKS UP REQUIRED?	ELECTRIC REQUIRED?
TBD			

III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
 - Include a map and written description of run/walk route and the start/finish area
1. Will the event require the use of any of the following municipal equipment?
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for \$500.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	33	\$10.00 each includes 1 bag For additional bags, the cost is \$32/per case.	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters	4	\$350.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	# of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? YES NO
(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 400 square feet)	160	10x10
Portable Toilets	10	Reg and Handicap
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

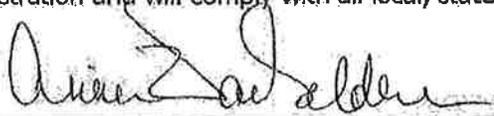
SIGNATURE OF APPLICANT REQUIRED

EVENT NAME 43rd Annual Art Birmingham

EVENT DATE May 11 & 12, 2024

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.



10-16-23

Signature

Date

By providing your e-mail to the City, you agree to receive news and notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS

- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk's Office. The letter must be distributed at least two weeks prior to the Commission meeting.
- A copy of the letter and the distribution list must be submitted to the Clerk's Office at least two weeks prior to the Commission meeting.
- If street closures are necessary, a map must be included with the letter to the affected property/business owners.



Hold Harmless Agreement

To the fullest extent permitted by law, **The Guild of Artists & Artisans** and any entity or person for whom **The Guild of Artists & Artisans** are legally liable, agree to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

Karen Delhey

Karen Delhey
Executive Director
Date: 10/7/2023

THE GUILD OF ARTISTS & ARTISANS

118 N. Fourth Avenue • Ann Arbor, MI 48104-1402
734.662.3382 • Fax: 734.662.0339 • info@theguild.org • www.theguild.org

The Birmingham Bloomfield Art Center has been providing “art for all” since 1957 and is a regional non-profit art center committed to promoting the visual arts. The BBAC’s mission is “to connect people of all ages and abilities with visual arts education, exhibitions, and other creative experiences.” Each year more than 500 classes are offered for all skill levels and ages, preschool to senior citizens. Throughout the year, more than 9,000 individuals are served by classes, workshops, art camps, ArtAccess programs, special events and exhibitions (that are free and open to the public). The BBAC also supports hundreds of artists each year, with opportunities to teach, exhibit and sell their work.

EDUCATION

More than 500 classes and workshops are offered each year at the BBAC for adults and youth as young as three years old. Curriculum includes painting, drawing, ceramics, jewelry and metalsmithing, printmaking, sculpture, weaving, book arts, and more, and student artists range from the novice to the notable. There are always introductory or sampler classes for those with artistic desire who may not know exactly what they want to pursue.

EXHIBITIONS

- There are five distinct gallery spaces at the BBAC, each with a new exhibit about every four to six weeks, and all are free and open to the public. Exhibiting artists range from “master” to emerging, and media includes painting, sculpture, fiber, and more. The BBAC is committed to providing its students with authentic exhibiting experience, and dedicates one gallery to adult student shows. The newest and fifth gallery is expressly dedicated to the work of ArtAccess participants and the youngest student artists.

OUTREACH

Since 2008, BBAC ArtAccess programs support the art center’s vision of “art for all” by striving to provide the transformative power of art to those who may have limited access, bringing meaningful hands-on experiences to those otherwise lacking the means to create and connect to the world of visual arts.

- **Meet Me @ the BBAC** – In 2013, the BBAC launched a new access program based on *Meet Me at MoMA*, created by The Museum of Modern Art (NYC), offering interactive gallery and art-making sessions for individuals with early- and mid-stage Alzheimer’s or dementia along with their caregivers.
- **Art of Caregiving**® – New in 2016, the BBAC’s latest community outreach program offers a series of art workshops for caregivers of the elderly and people with Alzheimer’s/dementia – all free.
- **ArtBridge: Bridging High School to College to Careers in Visual Arts** – Aiming to help young people realize their educational and artistic career aspirations, ArtBridge is a comprehensive program that prepares motivated students by confirming and building their skills, making sure art fundamentals are well covered, providing college selection guidance and mentoring, and assisting with digital portfolio preparation. Thanks to funding from private foundations, each year dozens of motivated Detroit students considering art as a career participate in this program for no cost.
- **ArtBridge in Detroit: Amelia Earhart Elementary & Middle School** – In 2016, the BBAC adopted a Detroit middle school which had to eliminate all arts from its curriculum in 2010. We provide weekly art classes for all grades, including professional instructor and materials, plus a weekly after-school gathering to create art – all at no cost to the school or students.
- **Studio 1**® – Addresses visual art education for special needs populations of all ages including historically underserved individuals and groups with unique physical, emotional, or developmental needs. By working with partner organizations, those who serve people with special needs of many kinds, the BBAC promotes multiple levels and cross-sectors of collaboration.
- **Sundays @ the Center** – Focusing on multi-generational programming, we offer monthly drop-in workshops, with two options for authentic art-making, led by an artist instructor. The cost is nominal and all materials are provided.
- **Seniors @ the Center** – Also offered monthly are drop-in visual art workshops that correspond to this age group, designed to teach a genuine art project each time. The cost per person is nominal, and participants range from individuals to groups from assisted living facilities.



**SPECIAL EVENT REQUEST
NOTIFICATION LETTER**

DATE: 11/1/2023

TO: Principal Shopping District Members, Downtown Birmingham Residents,
Interested Parties and Property Owners

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the city commission will consider our request so that an opportunity exists for comments prior to this approval.

EVENT INFORMATION

NAME OF EVENT: 43rd Annual Art Birmingham
LOCATION: In and around Shain Park (layout enclosed)
DATES/TIMES OF EVENT: Saturday, May 11, 2024, 10am – 6pm and
Sunday, May 12, 2024, 10am – 5pm

BRIEF DESCRIPTION OF EVENT/ACTIVITY: A fine art fair featuring the handmade artwork of approximately 160 jury-selected artists. Now in its 43rd year, the fair is a key annual fundraiser for the highly respected Birmingham Bloomfield Art Center (BBAC) whose "Art for All" vision delivers arts education and exhibitions to the community it serves. **If you experience any issues during the event, please contact the Birmingham Police Department at [248.530.1889](tel:248.530.1889).**

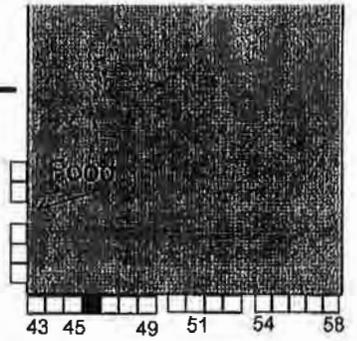
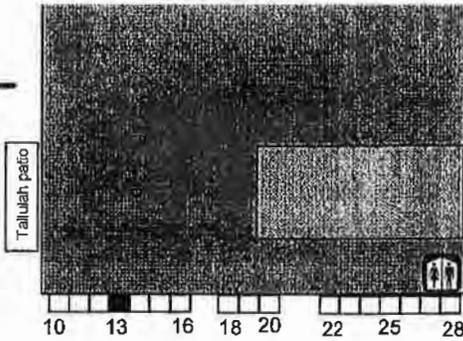
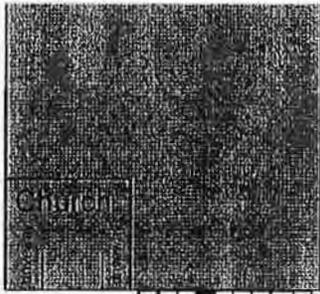
DATES/TIMES OF SET UP: Friday, May 10, 2024, meters bagged at 2pm with street closings at 5pm and move-in completed by 9pm
DATES/TIMES OF TEAR DOWN: Sunday, May 12, 2024, from 5pm to 9pm

DATE/TIME OF CITY COMMISSION MEETING: **Monday, November 27, 2023 at 7:30PM**

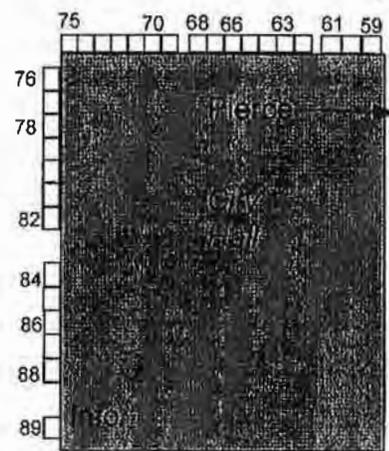
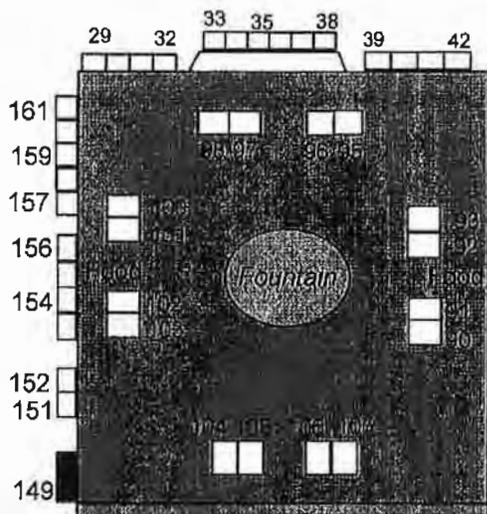
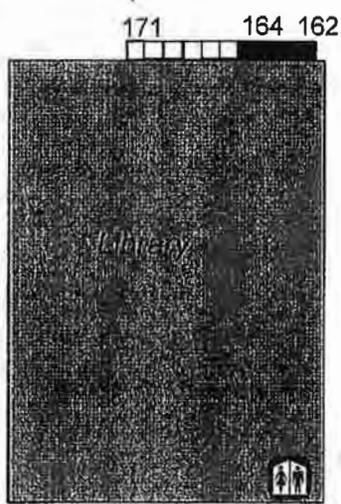
The city commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. *You may also attend virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760 .* **A complete copy of the application to hold this special event is available for your review at the city clerk's office (248.530.1880).** To receive updates on special events held in the city log on to www.bhamgov.org/enotify.

EVENT ORGANIZER: Birmingham Bloomfield Art Center
ADDRESS: 1516 S. Cranbrook, Birmingham, MI 48009
PHONE: 248.644.0866
For Questions on day of Event, Contact: Karen Delhey (734)646-8431

Attachment: Art Birmingham layout/map



Martin St



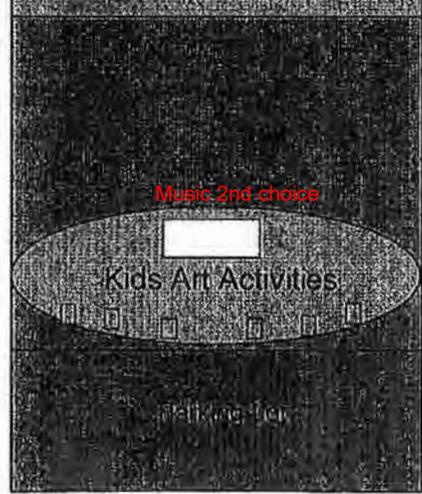
Merrill St

Music 1st choice



Bates St

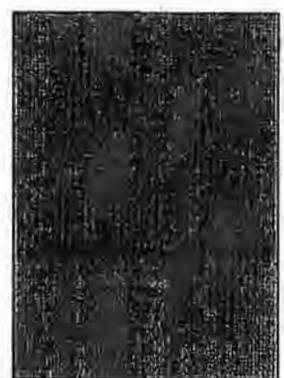
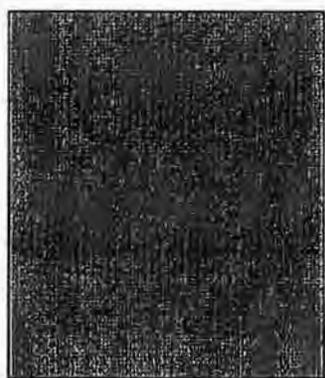
Music 2nd choice



Merrill St



Townsend St.







FEATURED ARTWORK BY MICHELLE DETERING

Welcome to:

Art 41st ANNUAL
Birmingham

SHAIN PARK
DOWNTOWN BIRMINGHAM
MAY 7TH & 8TH, 2022
Mother's Day Weekend
SAT 10AM-6PM + SUN 10AM-5PM

FINE ART FAIR FEATURING:
150 ARTISTS • LIVE MUSIC
KIDS ART ACTIVITIES + MORE!

PRODUCED BY
Art Guild
IN ASSOCIATION WITH
THE GUILD
OF FINE ARTISTS

ARTBIRMINGHAM.ORG
FOLLOW US @GULDFAIRS + @BBARTCENTER

THANKS TO OUR COMMUNITY PARTNERS AND SPONSORS

COMMUNITY PARTNERS AND SPONSORS:

- In
- BYVE
- NATIONAL BIRMINGHAM ARTS COUNCIL
- HOME DEPOT
- LEAFLET
- BBART CENTER
- ARTS MAMMOTH

CITY OF BIRMINGHAM
 CLERKS OFFICE
 151 MARTIN ST
 BIRMINGHAM, MI 48009



Invoice #	Post Date
00006685	10/23/2023
License #	
24-00012272	
Invoice Date	
10/23/2023	
Due Date	
10/07/2023	
Amount Due	
\$165.00	

Mail To:
 BIRMINGHAM BLOOMFIELD ART CENTER
 GUILD OF ARTISTS & ARTISANS
 118 N FOURTH AVE
 ATTN: KAREN DELHEY
 ANN ARBOR, MI 48104

Business ID:
 000009012

Business Name:
 BIRMINGHAM BLOOMFIELD ART CENTER

Please Return This Portion with your Payment

Invoice #: 00006685	License #: 24-00012272	License Type: SPECIAL EVENT	Application Date: 10/07/2023	Expiration Date:
ART BIRMINGHAM		05/10/24-05/11/24		

Fee Items	Units	Amount	Adjustment	Total Billed
SPECIAL EVENT APPLICATION	0.00	165.00	0.00	\$165.00

Billing/Invoice Date: 10/23/2023

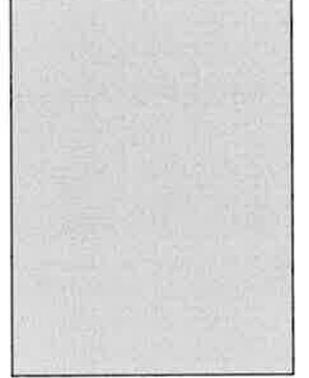
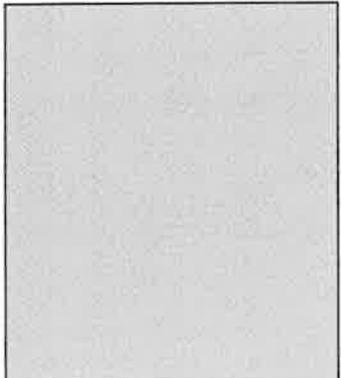
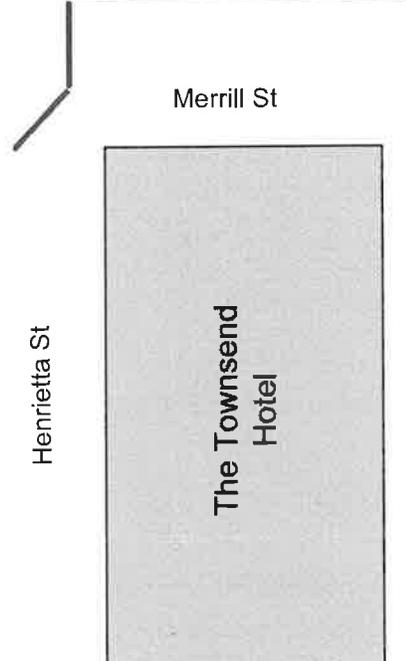
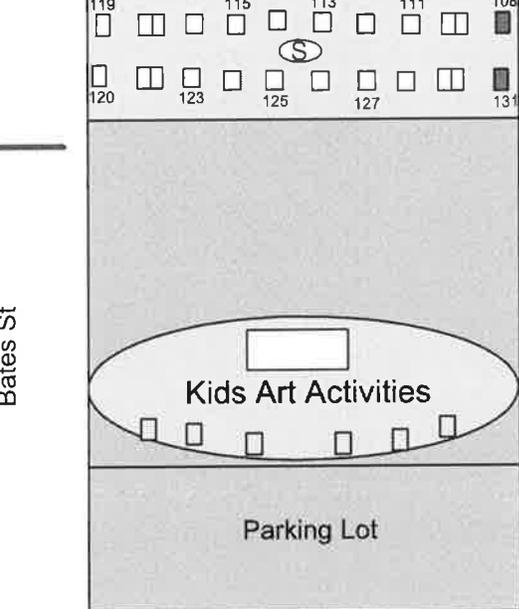
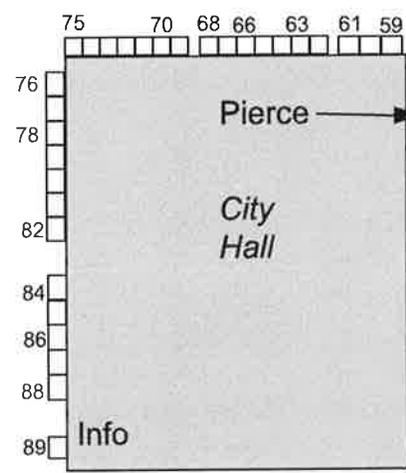
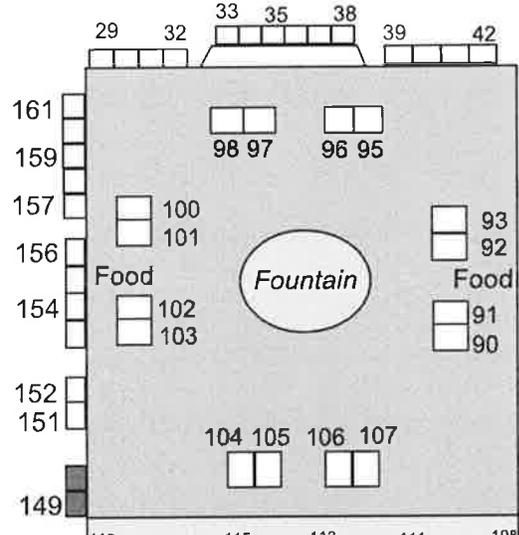
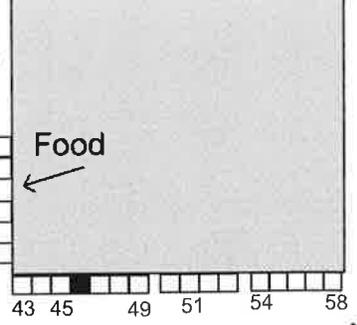
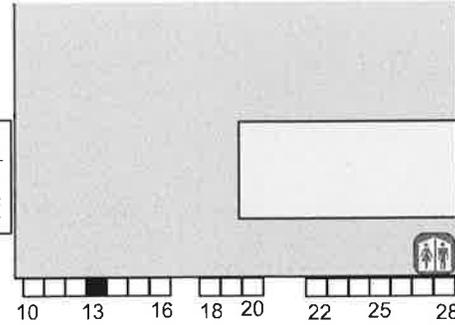
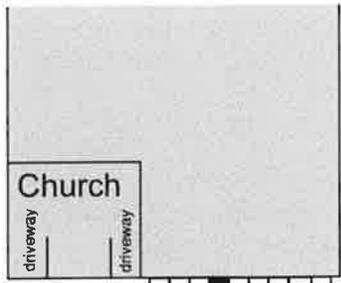
Amount Adjusted: 0.00

Amount Paid: 0.00

Remaining Due: 165.00

Penalties and Late Charges will be applied after: 10/07/2023

CITY OF BIRMINGHAM
 Date 10/23/2023 4:53:29 PM
 Ref 00006685
 Receipt 698816
 Amount \$165.00



DEPARTMENT APPROVALS

EVENT NAME: Art Birmingham

LICENSE NUMBER #24-00012272

COMMISSION HEARING DATE: November 27, 2023

NOTE TO STAFF: Please submit approval by 11/13/23

DATE OF EVENT:05/10/24-5/11/24

DEPARTMENT	APPROVED	COMMENTS	PERMITS REQUIRED (Must be obtained directly from individual departments)	ESTIMATED COSTS (Must be paid two weeks prior to the event. License will not be issued if unpaid.)	ACTUAL COSTS (Event will be invoiced by the Clerk's office after the event)
PLANNING 101.0-000.000-636.0005 248.530.1855	TBC	No Cost No Comment		0	
BUILDING 101.0-000.000.636.0005 248.530.1850	MJM	Tents over 400 sqft. Require permits. All tents to be weighted down.		\$174.90	
FIRE 101.0-000.000-636.0004 248.530.1900	JS	Tents will be inspected at day of set up by Fire Marshal. Fire extinguishers required in tents using fuel fired equipment, cooking or other heat source materials. Provide flame retardant certificate prior to event set up for all tents 20X20 and larger. Ensure egress paths are clear, fire lanes and hydrants clear of obstructions at all times. Cooking prohibited under tents or canopies. Food trucks must have updated fire suppression equipment tagged current. Food trucks shall follow all guidelines of International Fire Code 2021 ed. as adopted by the City of Birmingham. Food trucks shall contact the Fire Marshal Office prior to event for inspections. Inspection of food trucks is required prior to operating on event grounds.	Food trucks shall schedule an inspection with the Fire Marshal prior to event. All food trucks to follow IFC 2021 requirements.	\$0.00	

		Extension cords, hoses or other trip hazards shall be protected with a "wire bridge" or hard cover to prevent damage to equipment or pose a trip hazard to pedestrians.			
POLICE 101.0-000.000.636.0003 248.530.1870	RK	Detail personnel – 2 officers each day + Overwatch/drone, and barricades.		\$3,037.30	
PUBLIC SERVICES 101.0-000.000-636.0002 248.530.1642	CL	Includes barricade placement, placement of city vehicles to block intersections for safety, dumpster rental, trash boxes and trash removal as requested.		\$4,500	
ENGINEERING 101.0-000.000.636.0002 248.530.1839	MC	An obstruction permit will be required	Obstruction Permit	\$100.00	
SP+ PARKING	AF	Standard parking rates apply	None	0	0
INSURANCE 248.530.1807		Need to submit COI no less than 2 weeks prior to event Need to submit Hold Harmless Agreement	None	0	
CLERK 101.0-000.000-614.0000 248.530.1803		Notification letters to be mailed by applicant no later than ____. Notification addresses on file in the Clerk's Office.	Applications for vendors license must be submitted no later than ____.	0	0
			TOTALS: Estimated and Actual Costs	\$7,812.20	

FOR CLERK'S OFFICE USE

Deposit paid _____

Actual Cost _____

Due/Refund _____



MEMORANDUM

Clerk's Office

DATE: November 21, 2023
TO: Jana L. Ecker, City Manager
FROM: Alexandria Bingham, City Clerk
SUBJECT: Multi-Modal Transportation Board Member Resignation

INTRODUCTION/BACKGROUND:

The Multi-Modal Transportation Board Regular Member **Anthony Long** submitted his resignation from the board effective **November 13, 2023**. This creates a vacancy for the remainder of his three-year term to expire March 24, 2025.

LEGAL REVIEW:

None

FISCAL IMPACT:

None

PUBLIC COMMUNICATIONS:

The City Clerk's office will publish a notice of intention to appoint to this position, post the vacancy on the "board and commission opportunities" portion of the city's website and include it in the city's digital news vehicles as publication schedules permit.

SUMMARY:

The City Commission is being asked to accept the resignation of **Anthony Long** from the Multi-Modal Transportation Board, thank him for his service, and to direct the City Clerk to begin the process of filling the vacancy.

ATTACHMENTS:

1. Resignation letter dated **November 10, 2023**

SUGGESTED COMMISSION ACTION:

To make a motion to accept the resignation of **Anthony Long** from the Multi-Modal Transportation Board, to thank him for his service and to direct the City Clerk to begin the process of filling the vacancy.



Alex Bingham <abingham@bhamgov.org>

Fwd: Setting Public Hearing for December

1 message

Brooks Cowan <bcowan@bhamgov.org>
To: Alex Bingham <abingham@bhamgov.org>

Fri, Nov 10, 2023 at 10:29 AM

Anthony Long resignation from MMTB as he was just elected to CC

----- Forwarded message -----

From: **Anthony Long** <ajlong1080@gmail.com>

Date: Thu, Nov 9, 2023 at 4:50 PM

Subject: Re: Setting Public Hearing for December

To: Thomas Peard <thomaspeard@yahoo.com>

Cc: Brooks Cowan <bcowan@bhamgov.org>, Joseph Zane <Joseph.Michael.Zane@gmail.com>, Angie Sharma <angiesharma118@gmail.com>, Sophie Hanawalt <smh6@bps-schools.com>, Patrick Hillberg <patrick_hillberg@hotmail.com>, David Hocker <dhocker@globalfacilitiesinc.com>, Gordon Davies <Gordonhdavies@yahoo.com>, Vicki Policicchio <Vickipolicicchio@gmail.com>, Mark Doolittle <mark.j.doolittle@gmail.com>, Laura Eichenhorn <leichenhorn@bhamgov.org>, Doug White <dwhite10@peoplepc.com>, <dwhite1098@yahoo.com>

Brooks,

First, I wanted to mirror Tom's comments set forth in his email below regarding your efforts and preparation for the November 2nd MMB meeting. I don't think you could have handled the meeting any better. Congrats, on a job well done.

Second, as you might know, I was elected on Tuesday as a new Birmingham Commissioner. I will be sworn in on Monday, November 13th at the regularly scheduled Commission Meeting.

As a result, I must (reluctantly) resign my position on the Multi-Modal Board, effective immediately.

I have very much enjoyed meeting and working each of you, and I look forward to working with the MMB and Brooks, just from another point of view.

Best regards,

Anthony

On Nov 2, 2023, at 9:33 PM, Thomas Peard <thomaspeard@yahoo.com> wrote:

Hey Brooks.

Just wanted to again tip my cap to your efforts in preparation for tonight's meeting. Things went about as well as could be expected, and I think the overall cordiality and good natured discussion that was maintained throughout the meeting, even amongst those in strong disagreement, was at least partially due to the quality of the materials you put together and presented. Nice work.

See you all on the 5th.

Tom

Sent from Yahoo Mail for iPhone

5G

On Thursday, November 2, 2023, 3:23 PM, Brooks Cowan <bcowan@bhamgov.org> wrote:

All,

For tonight's meeting, we will hopefully "set a public hearing" for road width consideration in December. The regular schedule of Dec 7th, 2023 is not available due to a religious holiday. We will discuss a motion to change a regularly scheduled meeting to either Tuesday December 5th or Thursday December 14th.

See you tonight

--

Brooks Cowan
Senior Planner
(248) 530-1846

--

Brooks Cowan
Senior Planner
(248) 530-1846



MEMORANDUM

Fire Department

DATE: November 17, 2023

TO: Jana L. Ecker, City Manager

FROM: Paul A. Wells, Fire Chief
Jeff G. Scaife, Fire Marshal

SUBJECT: Amendment to Chapter 114, Utilities, Section 93, Obstructions

INTRODUCTION:

The Birmingham Fire Department has the best emergency response time in the State of Michigan. While always looking to improve response times, daily responses are analyzed. Having unrestricted access to a structure via fire lane, or a fire hydrant during an emergency is paramount in any medical or fire situation. The current ordinance to prohibit obstruction to fire hydrants does not address obstructions in fire lanes. Amending the current ordinance will help the Fire and Police Departments assure and enforce access to these areas and equipment.

BACKGROUND:

In the past, the Fire Department has been called to investigate complaints regarding fire hydrants and fire lanes being obstructed or blocked. Recently, a complaint was received by the Fire Department regarding a truck and trailer that was parked in a fire lane on private property. The owner of the truck was eventually tracked down to move the truck.

Current language in the City ordinance precludes the ability for fire and police to write such tickets regarding fire lanes. With the adoption of this new language, both Police Officers and the Fire Marshal will have the ability to immediately write a parking ticket for a blocked fire hydrant or fire lane obstruction on public and private properties. This change will make the citation process more efficient for both the Fire and Police Departments, and assure accessibility during emergencies.

LEGAL REVIEW:

The ordinance and its language have been revised **and approved** by the City Attorney.

FISCAL IMPACT:

N/A

SUSTAINABILITY:

N/A

PUBLIC COMMUNICATIONS:

N/A

SUMMARY:

It is recommended that the City Commission approve the updated fire hydrant and fire lane ordinance so that the Fire and Police Departments can make sure access is not hindered to private and public occupancies during an emergency.

ATTACHMENTS:

1. 2023.11#2 CLEAN Chapter 114 Utilities, Division 3 Fire Protection SEC 114-93
OBSTRUCTING HYDRANTS
2. 2023#2 REDLINED Chapter 114 Utilities, Division 3 Fire Protection SEC 114-93
OBSTRUCTING HYDRANTS

SUGGESTED COMMISSION ACTION:

Motion to adopt an ordinance amendment to Chapter 114, Utilities, Article II, Water Supply Systems, Division 3 - Fire Protection, section 93, to prohibit the obstruction of fire lanes and fire hydrants.

CITY OF BIRMINGHAM

ORDINANCE NO. _____

AN ORDINANCE TO AMEND PART II OF THE CITY CODE, CHAPTER 114 – UTILITIES, ARTICLE II. – WATER SUPPLY SYSTEMS, DIVISION 3. – FIRE PROTECTION

THE CITY OF BIRMINGHAM ORDAINS:

The City Code, Part II, Chapter 114- Utilities, Article II. – Water Supply Systems, Division 3. Fire Protection, Sec. 114-93. - Obstructing hydrants, shall be amended, and shall read as follows:

Sec. 114-93. Obstructing hydrants/fire lanes.

No person(s) shall in any manner obstruct or prevent free access to any fire hydrant or any fire lane in any place in the City, by placing or storing temporarily, or otherwise parking or obstructing with any vehicle or trailer, or any object, material, snow, debris or structure of any kind, within a distance of 15 feet from a fire hydrant or within any identified fire lane.

All other Articles of Chapter 114. –UTILITIES, shall remain unaffected.

Ordained this _____ day of _____, 2023. Effective upon publication.

Elaine McLain, Mayor

Alexandria D. Bingham, City Clerk

I, Alexandria D. Bingham, City Clerk of the City of Birmingham, do hereby certify that the foregoing ordinance was passed by the Commission of the City of Birmingham, Michigan at a regular meeting held _____ and that a summary was published _____, 2023.

Alexandria D. Bingham, City Clerk

CITY OF BIRMINGHAM

ORDINANCE NO. _____

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No person(s) shall in any manner obstruct or prevent free access to any fire hydrant or any fire lane in any place in the City, by placing or storing temporarily, or otherwise parking or obstructing with any vehicle or trailer, or any object, material, snow, debris or structure of any kind, within a distance of 15 feet from samea fire hydrant or within any identified fire lane.

All other Articles of Chapter 114. –UTILITIES, shall remain unaffected.

Ordained this _____ day of _____, 2023. Effective upon publication.

Elaine McLain, Mayor

Alexandria D. Bingham, City Clerk

I, Alexandria D. Bingham, City Clerk of the City of Birmingham, do hereby certify that the foregoing ordinance was passed by the Commission of the City of Birmingham, Michigan at a regular meeting held _____ and that a summary was published _____, 2023.

Alexandria D. Bingham, City Clerk



MEMORANDUM

Planning Division

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Set Public Hearing to amend Chapter 126 (Zoning), Article 4, Section 4.54 of the Zoning Ordinance to add flexibility to screening requirements for waste receptacles and ground-mounted mechanical/electrical equipment.

INTRODUCTION:

Over the years, the Planning Board has grappled with design proposals for dumpster enclosures that do not meet the technical requirements of the Zoning Ordinance, but have generally offered a high quality design and material composition that appeared to meet the intent of the ordinance when it was written. As it currently stands, screening for dumpsters and ground mounted mechanical or electrical equipment is limited to a 6 ft. masonry screenwall with wood gates. At this time, the Planning Board is proposing to modify the screenwall standards to provide more flexibility in design.

BACKGROUND:

On November 8, 2023 ([Agenda](#)), the Planning Board held a public hearing to discuss changes including the separation of ground mounted mechanical/electrical equipment and waste receptacles, more clarification on the height of screenwalls, and to provide more flexibility in design for the gate portions of the screening enclosures only. Ultimately, the Planning Board moved to recommend that the City Commission approve amendments to Article 4, Section 4.54 of the Zoning Ordinance to add flexibility to screening requirements for waste receptacles and ground-mounted mechanical/electrical equipment.

LEGAL REVIEW:

The City Attorney has reviewed the suggested resolution and the amended ordinance language and has no objections.

FISCAL IMPACT:

There are no fiscal impacts for this agenda item.

SUSTAINABILITY:

There are no major sustainability implications for this agenda item.

PUBLIC COMMUNICATIONS:

As required for the proposed Zoning Ordinance amendments, a legal ad was placed in a newspaper of local circulation to advertise the public hearing at the Planning Board on November 8, 2023. A similar ad will be placed in a newspaper of local circulation to advertise the public hearing at the City Commission on December 18, 2023.

SUMMARY:

The Planning Division requests that the City Commission set a public hearing date of December 18, 2023 to consider amendments to Chapter 126 (Zoning), Article 4, Section 4.54 of the Zoning Ordinance to add flexibility to screening requirements for waste receptacles and ground-mounted mechanical/electrical equipment.

ATTACHMENTS:

Please see the following attached documents:

- Proposed Amendments to Chapter 126 – Zoning
- Final Planning Board Report

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to set a public hearing date of December 18, 2023 to consider amendments to Chapter 126 (Zoning), Article 4, Section 4.54 of the Zoning Ordinance to add flexibility to screening requirements for waste receptacles and ground-mounted mechanical/electrical equipment.

CITY OF BIRMINGHAM

ORDINANCE NO. _____

THE CITY OF BIRMINGHAM ORDAINS:

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF BIRMINGHAM:

TO AMEND ARTICLE 4, SECTION 4.54, SCREENING STANDARDS, TO AMEND DUMPSTER AND GROUND MOUNTED MECHANICAL/ELECTRICAL SCREENING REQUIREMENTS.

-
- A. Purpose: The purpose of this section is to require a barrier, capable of containing noise, vehicular lights, visual disarray, debris and other factors detrimental to the health, safety and welfare of the community, between an open parking station, outdoor storage, dumpsters and adjacent properties. Flexibility in the materials, size, height and placement of walls is permitted in order to allow architectural harmony and usable open space and to accomplish a unified design.
- B. Screenwall Descriptions: Screenwall as required by this section shall mean:
1. When required along a street line, alley, passage or mixed passage, a masonry wall with an exterior face of brick, precast aggregate panels, sculptured block, stone, architecturally treated concrete or other materials acceptable to the Planning Board which are demonstrated to be durable, easily maintained, and provide a similar permanent visual barrier.
 2. When required, a screenwall of capped masonry.
 3. Screenwalls shall be so constructed that the lower 32 inches in height, as measured from the finished parking lot surface, or ground surface on the outside of the screenwall, whichever is higher, shall be solid. Openings above 32 inches may be permitted provided the intent of the Zoning Ordinance is maintained and further provided the openings are not larger than 64 square inches and do not exceed 33% of the surface of the screenwall.
 4. Where a screenwall is adjacent to a vehicular or pedestrian accessway, the screenwall shall be so de- signed and constructed as to not constitute a hazard to vehicular or pedestrian traffic.
 5. Screenwalls along a street shall be so designed as to not form a continuous barrier. Depending upon the length, location and ground contour, a break in the screenwall is required every 50 to 100 feet. Such break shall be a minimum of 10 feet long. A screening wall of a material permitted under Section 4.54(C)(1) shall be constructed for the full length of the required break and shall be located a minimum

of 2 feet to either the front of or the rear of the principal screenwall. The Planning Board may, upon Site Plan Review, require the screenwall spanning the break to be attached to the principal screenwall. Landscaping is required in any area created on the street side of the screenwall by the required break and shall be subject to the requirements of Section 4.54(D)(1).

6. When required along the front, side or rear of any building, a masonry screenwall shall match or complement the exterior of the building.
7. When required along the side or rear lot line of any parking facility which immediately adjoins the rear lot line of property located in a residential zone, a masonry screenwall of 6 feet. When required along the side or rear lot line of any parking facility which adjoins an alley or passage adjoining the rear line of property located in a residential zone, a masonry screenwall of 3 feet.
- ~~8. When required to screen a trash receptacle or ground-mounted mechanical or electrical equipment, a masonry screenwall with wood gates. The screenwall shall match the material of the principal building.~~
- 8. When required to screen ground-mounted mechanical or electrical equipment, a screenwall constructed of high quality and durable materials rated for exterior use such as masonry, wood, wood composite, metal or other materials acceptable to the Planning Board, the height of which shall match the height of the unit(s) being screened.**
- 9. When required to screen a solid waste receptacle a screenwall that is designed to be durable, easily maintained, and provide a complete and permanent visual barrier. Screenwalls for solid waste receptacles shall meet the following requirements:**
 - a. Screenwalls shall measure at least 6 feet in height, or equal to the height of the receptacle(s) being screened, whichever is greater around all sides of the screening enclosure, including the side for access.**
 - b. Screenwalls shall be constructed of capped masonry with access gates constructed of high quality and durable materials rated for exterior use such as, wood, wood composite, metal or other materials acceptable to the Planning Board. Flexibility in materials on screenwall areas 6 feet and above may be granted by the Planning Board during Design Review. Screenwall materials shall complement the material of the principal building.**
 - c. The standards outlined in [Chapter 90](#) of the Birmingham City Code shall apply to all waste receptacles in the City of Birmingham.**

C. Screening Requirements: Screening shall be placed as follows:

1. Along the side or rear line of any parking facility which immediately adjoins the side line of property zoned to a residential district under the Zoning Ordinance, provided that the screenwall along the side of a parking facility located in the parking district shall not extend further than the front setback area of the abutting residential district.
2. Along the side or rear lot line of any parking facility which immediately adjoins the rear line of property located in a residential district.
3. Along the front or side of any parking facility that abuts a street, alley, passage or mixed passage.
 - a. When the property being utilized for the parking facility is zoned residential, the screenwall shall be placed along the setback line.
 - b. When the property being utilized for the parking facility is zoned parking, and abuts a residential district, the screenwall shall be placed along the setback line applicable to the abutting residential district.
 - c. When the property being utilized for the parking facility is zoned to a business or industrial district, and abuts a residential district, the screenwall shall be placed along the setback line applicable to the abutting residential zoning for that district.
 - d. When the property being utilized for a parking facility is zoned to a business or industrial district, and abuts business or industrial district, the screenwall shall be placed along the setback line; however, upon review of the Site Plan, the Planning Board may approve an alternate location for the screenwall in order to maximize the screening effect of the parking facility, or may modify the screenwall requirement by approving an evergreen screen in its place.
4. Along the front, side or rear of any parking facility underneath a building which is visible to the general public in a manner which screens the parking from public view.
5. Adjacent to ground-mounted mechanical or electrical equipment which is visible to the public in a manner which obscures the receptacle and equipment from public view.
6. In the B2B district, along the side or rear lot line of any parking facility located on the side of the building in the B2B district and immediately adjoining the rear line or an alley adjoining the rear line of property located in a residential district.
7. In all multiple-family districts and all office and business districts, the screening of trash containers shall be required ~~and shall be constructed of 6-foot masonry~~

~~screenwall with a gate. All materials shall match or complement the exterior of the building.~~

8. Rooftop mechanical and other equipment shall be limited, positioned and screened to minimize views from adjacent properties and public rights-of-way.
 - a. To minimize the visual impact of such equipment from adjacent elevated views all rooftop mechanical equipment and associated screening must be removed if:
 - i. The equipment is inoperable and not serviceable; or
 - ii. The equipment is obsolete and not in service, or
 - iii. The equipment is not being utilized for its intended purpose.
 - b. To minimize the visual impact of such equipment from other points of observation, rooftop mechanical and other equipment shall be obscured by a screenwall composed of materials compatible with the building or by landscaping demonstrated to provide an effective permanent visual barrier.
 - c. Any screenwall barrier:
 - i. Shall, to the best extent possible, not extend above the top edge of an imaginary plane extending upward no more than 45 degrees from the eave line; and
 - ii. Shall not exceed 10 feet in height.
 - iii. For buildings sharing a lot line with a building of the same or greater height, such rooftop screenwalls are not required to be set back from the main building wall along the common lot line.

D. Miscellaneous Screening Requirements:

1. When screening is placed along a front setback line, the resulting front yard shall be void of all parking and storage and shall be planted and otherwise landscaped and maintained by the owner.
2. Any driveway furnishing access to a parking facility shall be considered as part of the parking facility for the purposes of the Zoning Ordinance.
3. Where two parking facilities adjoin each other and the common boundary is either a side or rear line, no screening is required along the line common to both parking facilities.

4. All screenwalls shall be maintained in good order. Plant materials in vegetative screenwalls shall be maintained in a healthy condition. Dead or diseased plant materials shall be replaced with healthy materials of like size and kind.
- E. Review: The design, height and location of all screening shall be reviewed by the Planning Board.

ORDAINED this _____ day of _____, 2023 to become effective 7 days after publication.

Elaine McLain, Mayor

Alex Bingham, City Clerk



MEMORANDUM

Planning Division

DATE: November 8, 2023

TO: Planning Board Members

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Dumpster Screening Materials – Public Hearing

Over the years, the Planning Board has grappled with design proposals for dumpster enclosures that do not meet the technical requirements of the Zoning Ordinance, but have generally offered a high quality design and material composition that appeared to meet the intent of the ordinance when it was written. As it stands, an applicant that wished to utilize alternate materials would be required to acquire a variance from the Board of Zoning Appeals. The language is as follows:

Article 4, Section 4.54 (B)(8)

When required to screen a trash receptacle or ground-mounted mechanical or electrical equipment, a masonry screenwall with wood gates. The screenwall shall match the material of the principal building.

On July 10, 2019 ([Agenda](#) – [Minutes](#)), the Planning Board held its last study session on the topic, which had been discussed or several months prior. At that time, the conversations appeared to be more detailed, and were revolving around the level of screening that certain materials might offer, and how far the City should go in regulating opening sizes.

At this time, the Planning Board has expressed interest in reviving the conversation and opening up the standards to permit more materials for dumpster screening enclosures.

Study Session #1

On August 9, 2023 ([Agenda](#) – [Minutes](#)), the Planning Board reviewed proposed ordinance amendments that expanded the permitted materials for gates on dumpster enclosures. In conversation, the Planning Board expressed an interest in relaxing the strict requirements for capped masonry and generally including provisions that were flexible and consistent, but also emphasized durability and quality.

Study Session #2

On September 13, 2023 ([Agenda](#) – [Minutes](#)), the Planning Division reworked the proposed ordinance language to relax the strict material requirements while still emphasizing durability and quality. In addition, the Planning Division performed some local ordinance research to gain an understanding of what other communities in Southeast Michigan require in terms of dumpster screening. Finally, the Planning Board discussed specific design recommendations to address design considerations as it relates to rodents and washouts. The Planning Board held robust discussions on material durability as it relates to the different forms of enclosures and expressed an interest in potentially providing separate requirements for ground mounted mechanical units and waste receptacles. There was additional conversation about the height provisions proposed stemming from concerns about the visibility of waste receptacles as they are changed.

Study Session #3

On October 11, 2023 ([Agenda](#) – [Minutes](#)), the Planning Board considered language that separated waste receptacle screening requirements and ground-mounted mechanical screening requirements to permit more flexibility in design for mechanical screening. However, the Planning Board maintained the position that masonry is the most appropriate material for waste receptacle screening. Ultimately, the Planning Board moved to set a public hearing to discuss the proposed ordinance amendments.

Public Hearing

The Planning Division has revised the proposed language attached to simplify height requirements while also ensuring that there are no conflicts between various provisions of the ordinance language. In addition, at the direction of the Planning Board, staff included a provision that allows for flexibility in screenwall material above 6 ft. The language was drafted to give sole purview of granting material flexibility to the Planning Board at a Design Review hearing to ensure consistency.

Sample Motion Language

I move that the Planning Board recommend that the City Commission APPROVE amendments to Article 4, Section 4.54 of the Zoning Ordinance to add flexibility to screening requirements for waste receptacles and ground-mounted mechanical/electrical equipment.

(This space intentionally left blank)



MEMORANDUM

Planning Division

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Nicholas Dupuis, Planning Director

SUBJECT: Set Public Hearing for 377 Hamilton Row – Birmingham Sushi Cafe – Special Land Use Permit, Final Site Plan & Design Review

INTRODUCTION:

The applicant has submitted a Special Land Use Permit, Final Site Plan and Design Review application for an existing food and drink establishment to begin serving alcoholic liquors for on premise consumption as a bistro in Downtown Birmingham. The subject site is located on the north side of Hamilton Row, west of Park St.

The applicant is proposing to continue the existing restaurant concept, Birmingham Sushi Cafe, with no change to the existing building and site. The applicant had formerly received a bistro license from the City of Birmingham, which was surrendered in 2021 due to issues with a change of ownership in the restaurant.

BACKGROUND:

On November 28, 2022 ([Agenda](#) – [Minutes](#)), the City Commission approved an initial bistro screening application for Birmingham Sushi and directed them to proceed with a Special Land Use Permit and Final Site Plan application with the Planning Board.

On November 8, 2023 ([Agenda](#)), the Planning Board moved to recommend approval to the City Commission the Special Land Use Permit for 377 Hamilton Row – Birmingham Sushi Cafe – with no conditions.

LEGAL REVIEW:

The City Attorney has reviewed this request and has no objections as to form and content.

FISCAL IMPACT:

There are no fiscal impacts for this agenda item.

SUSTAINABILITY:

Not Applicable.

PUBLIC COMMUNICATIONS:

As required for Special Land Use Permit and Final Site Plan Reviews, a legal ad was placed in a newspaper of local circulation to advertise the nature of the request in advance of the November 8, 2023 Planning Board meeting, and notices were sent out to all property owners and tenants within 300 ft. of the property. In addition, a second round of notices will be sent out to advertise the public hearing at the City Commission meeting on December 18, 2023.

SUMMARY:

The Planning Division requests that the City Commission set a public hearing date of December 18, 2023 to consider the Special Land Use Permit, Final Site Plan and Design Review application for 377 Hamilton Row – Birmingham Sushi Cafe.

ATTACHMENTS:

Please see attached the following documents:

- Special Land Use Permit Resolution
- Special Land Use Permit Contract (Draft)
- Planning Board Report
- Current Site/Design Plans
- Initial Bistro Screening Application

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to set a public hearing date of December 18, 2023 to consider the Special Land Use Permit, Final Site Plan and Design Review application for 377 Hamilton Row – Birmingham Sushi Cafe.

**Birmingham Sushi Cafe
377 Hamilton Row
Special Land Use Permit 2023**

WHEREAS, A Special Land Use Permit application was filed in September 2023 for approval of an existing food and drink establishment serving alcoholic liquors for on premise consumption as a bistro at 377 Hamilton Row;

WHEREAS, The land for which the Special Land Use Permit is sought is located on the north side of Hamilton Row, west of Park St.;

WHEREAS, The land is zoned B4 (Business-Residential) and D4 (Downtown Overlay), which permits alcoholic beverage sales for on premise consumption with a Special Land Use Permit;

WHEREAS, Article 7, section 7.34 of Chapter 126, Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission, after receiving recommendations on the site plan and design from the Planning Board for the proposed Special Land Use;

WHEREAS, The Planning Board on November 8, 2023 reviewed the application for a Special Land Use Permit, Final Site Plan and Design Review and recommended approval to the City Commission with no conditions:

WHEREAS, The applicant has complied with the conditions of approval required by the Planning Board and all City Departments;

WHEREAS, The Birmingham City Commission has conducted a public hearing on December 18, 2023, and has reviewed Birmingham Sushi Café's Special Land Use Permit application and the standards for such review as set forth in Article 7, section 7.36 of Chapter 126, Zoning, of the City Code;

NOW, THEREFORE, BE IT RESOLVED, The Birmingham City Commission finds the standards imposed under the City Code have been met, subject to the conditions below, and that Birmingham Sushi Café's application for a Special Land Use Permit, Final Site Plan and Design Review at 377 Hamilton Row is hereby approved;

BE IT FURTHER RESOLVED, That the City Commission determines that to ensure continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit is granted subject to the following conditions:

1. Birmingham Sushi Café shall abide by all provisions of the Birmingham City Code;
2. Birmingham Sushi Café shall comply with the conditions of approval assigned by the Planning Board and City Commission; and
3. The Special Land Use Permit may be canceled by the City Commission upon finding that the continued use is not in the public interest.

BE IT FURTHER RESOLVED, That failure to comply with any of the above conditions shall result in termination of the Special Land Use Permit.

BE IT FURTHER RESOLVED, Except as herein specifically provided, Birmingham Sushi Café and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of Birmingham Sushi Café to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit.

BE FURTHER RESOLVED that Birmingham Sushi Café is recommended for approval of an existing food and drink establishment serving alcoholic liquors for on premise consumption in Downtown Birmingham, above all others, subject to final inspection.

I, Alexandria Bingham, City Clerk of the City of Birmingham, Michigan, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Birmingham City Commission at its regular meeting held on December 18, 2023.

Alexandria Bingham
City Clerk

CONTRACT FOR A LIQUOR LICENSE FOR 377 HAMILTON ROW – BIRMINGHAM SUSHI CAFE

This Contract is entered into this ____ day of _____, 2023 by and between **BIRMINGHAM SUSHI CAFÉ, INC.**, whose address is 1045 N. Old Woodward Ave. Unit 2, Birmingham, MI 48009 (Licensee), **KDB PROPERTIES, LLC**, whose address is 29610 Southfield Rd. Suite 100, Southfield, MI 48076 (Property Owner), and the **CITY OF BIRMINGHAM**, a Michigan Municipal Corporation, whose address is 151 Martin Street, Birmingham, Michigan 48009 (City).

RECITALS:

WHEREAS, a Special Land Use Permit Application was filed in September 2023 for approval of a business serving alcoholic liquors for on premise consumption and associated interior/exterior renovations; and,

WHEREAS, the land for which the Special Land Use Permit is sought is located on the north side of Hamilton Row, west of Park St.; and,

WHEREAS, the land is zoned B4 (Business-Residential) and D4 (Downtown Overlay), which permits alcoholic beverage sales for on premise consumption with a Special Land Use Permit; and,

WHEREAS, Article 7, Section 7.34 of Chapter 126 Zoning requires a Special Land Use Permit to be considered and acted upon by the Birmingham City Commission after reviewing recommendations on the site plan and design from the Planning Board for the proposed Special Land Use; and,

WHEREAS, the City of Birmingham Commission is granting a contract to Licensee for the approval of the use of an on-premises liquor license, Special Land Use Permit.

NOW, THEREFORE, the parties agree as follows:

1. Licensee has a state issued liquor license for use solely at the Property. Any transfer of the aforementioned license from the Property to any other location in the City of Birmingham shall require the approval of the Birmingham City Commission in accordance with Section 10-83 of the City of Birmingham Code of Ordinances. In addition, any expansion of the Property shall also require the approval of the Birmingham City Commission.

2. Licensee further acknowledges that it must maintain a Special Land Use Permit for the sale of alcoholic liquors for on premise consumption as required by the Birmingham City Code of Ordinances. It is agreed that Licensee shall comply with all provisions of the Special Land Use Permit, or any amendments thereto, as a condition of this contract. Licensee further acknowledges and agrees that a violation of any provision of the Special Land Use Permit or the Michigan Liquor Control Code is a violation of the terms of this contract entitling the City to exercise any or all of the remedies provided herein.

3. Licensee acknowledges that no modifications to the site plan, floor plan, elevations

or operation of the establishment may be made unless approved by the City Commission through a Special Land Use Permit Amendment as required in the Zoning Ordinance. Modifications include, but are not limited to, name changes, ownership changes, remodeling, changes in the number of interior or exterior seats, etc.

4. Licensee acknowledges that outdoor dining is permitted with a valid Outdoor Dining License which is applied for and granted annually.

5. Licensee agrees that it shall not apply or seek from the Michigan Liquor Control Commission any permit endorsements to its liquor license whether available in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without the prior approval of the Birmingham City Commission.

6. Licensee further agrees that it shall not seek any change in its license status/class whether such changes are available now in the current Michigan Liquor Control Code or in future Michigan Liquor Control Codes, or amendments thereto, without prior approval of the Birmingham City Commission.

7. Licensee agrees that it shall adhere to all Federal, State and Local ordinances currently in effect or as subsequently amended or enacted.

8. Licensee agrees that its failure to follow any of the provisions herein may be grounds for the Michigan Liquor Control Commission to suspend, revoke or not renew its liquor license and/or for the Birmingham City Commission to revoke the Special Land Use Permit, either of which would prohibit Licensee from operating the establishment. Licensee agrees that in addition to the City of Birmingham's right to seek suspension, revocation or non-renewal of its liquor license and/or revocation of the Special Land Use Permit, the City retains any and all rights to enforce this Contract that may be available to it in law or in equity. Licensee further agrees that it shall reimburse the City all of its costs and actual attorney fees incurred by the City in seeking the suspension, revocation or non-renewal of its liquor license and revocation of the Special Land Use Permit, as well as enforcing such other rights as may be available at law and/or in equity.

9. To the fullest extent permitted by law, Licensee and any entity or person for whom Licensee is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, including all costs and actual attorney fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury, death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with Licensee's operation of an establishment at the Property. The Licensee is not liable if the act or omission is the City's.

10. In the event Licensee fails to reimburse the City the costs and/or attorney fees as required herein, or any part thereof, then said amount could be transferred to the tax roll in accordance with Section 1-14 of the Birmingham City Code as acknowledged by the Property Owner.

11. Any disputes arising under this Contract, not within the jurisdiction of the Michigan Liquor Control Commission, shall be settled either by commencement of a suit in Oakland County Circuit Court or by compulsory arbitration, at the election of the City. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in a federal or state court with jurisdiction over Oakland County, Michigan.

12. This contract shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan.

13. If any provision of this contract is declared invalid, illegal or unenforceable, such provision shall be severed from this contract and all other provisions shall remain in full force and effect.

14. The City determines that to ensure continued compliance with Code standards and to protect public health, safety, and welfare, this Special Land Use Permit is granted subject to the following conditions:

- a. Licensee shall abide by all provisions of the Birmingham City Code;
- b. Licensee shall comply with the conditions of approval assigned by the Planning Board and City Commission; and
- c. The Special Land Use Permit may be canceled by the City Commission upon finding after proper notice and a hearing that the continued use is not in the public interest.

15. Failure to comply with any of the above conditions may result in termination of the Special Land Use Permit after the licensee has been given notice and a hearing.

16. Except as herein specifically provided, Licensee and its heirs, successors, and assigns shall be bound by all ordinances of the City of Birmingham in effect at the time of the issuance of this permit, and as they may be subsequently amended. Failure of Licensee to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit, after notice and a hearing.

17. Licensee is recommended for the operation of an establishment serving alcoholic beverages for on premise consumption, above all others, subject to final inspection.

18. This Contract shall be binding upon and apply and inure to the benefit of the parties hereto and their respective successors or assigns. The covenants, conditions, and the agreements herein contained are hereby declared binding on the City and Licensee. It is further agreed that there shall be no change, modification, or alteration hereof, except in writing, signed by all of

the parties hereto. Neither party shall assign any of the rights under this contract without prior approval, in writing, of the other. Any attempt at assignment without prior written consent shall be void and of no effect.

(This space intentionally left blank)

CITY OF BIRMINGHAM

By: _____
Elaine McLain, Mayor

By: _____
Alexandria D. Bingham, City Clerk

APPROVED:

Jana L. Ecker, City Manager
(Approved as to substance)

Nicholas J. Dupuis, Planning Director
(Approved as to substance)

Mary M. Kucharek, City Attorney
(Approved as to form)



MEMORANDUM

Planning Division

DATE: November 8, 2023

TO: Planning Board Members

FROM: Nicholas Dupuis, Planning Director

SUBJECT: 377 Hamilton Row – Birmingham Sushi — Special Land Use Permit (SLUP), Final Site Plan & Design Review

The applicant has submitted a Special Land Use Permit, Final Site Plan and Design Review application for an existing food and drink establishment to serve alcoholic liquors for on premise consumption as a bistro in Downtown Birmingham. The subject site is located on the north side of Hamilton Row, just west of Park St.

The applicant is proposing to continue the existing restaurant concept, Birmingham Sushi, with no change to the existing building and site. The applicant had formerly received a Bistro license from the City of Birmingham, which was surrendered in 2021 due to issues with a change of ownership in the restaurant.

On November 28, 2022 ([Agenda](#) – [Minutes](#)), the City Commission approved an initial bistro screening application for Birmingham Sushi and directed them to proceed with a Special Land Use Permit and Final Site Plan application with the Planning Board.

The Birmingham Code of Ordinances states that a contract for transfer and a Special Land Use Permit are required for all licenses approved under Chapter 10 – Alcoholic Liquors. The licensee must comply with all provisions of the contract and Special Land Use Permit, and any amendments thereto as a condition of granting of a requested transfer. Accordingly, the applicant must obtain a recommendation from the Planning Board on the Special Land Use and Final Site Plan/Design Review application, which is then reviewed for final consideration by the City Commission.

1.0 Land Use and Zoning

- 1.1 Existing Land Use – The existing site is a single story commercial building with a food and drink establishment tenant, Birmingham Sushi.
- 1.2 Existing Zoning – B4 (Business-Residential) & D4 (Downtown Overlay)
- 1.3 Summary of Adjacent Land Use and Zoning – The following chart summarizes the existing land use and zoning adjacent to and/or in the vicinity of the subject site.

	North	South	East	West
Existing Land Use	Public Property	Commercial	Commercial	Commercial
Existing Zoning District	PP (Public Property)	B4 (Business-Residential)	B4 (Business-Residential)	B4 (Business-Residential)
Overlay Zoning District	N/A	D4	D4	D4

- 1.4 Bistro Requirements – The applicant is applying to regain their status as a bistro use, which is permitted in the D4 (Downtown Overlay) zoning district with the following conditions:
- a) No direct connect additional bar permit is allowed and the maximum seating at a bar cannot exceed 10 seats;
 - b) Alcohol is served only to seated patrons, except those standing in a defined bar area;
 - c) No dance area is provided;
 - d) Only low key entertainment is permitted;
 - e) Bistros must have tables located within the storefront space lining any street, or pedestrian passage;
 - f) All outdoor dining facilities are subject to the requirements located in Article 4, Section 4.44 of this Ordinance and Chapter 98 of the Birmingham Code of Ordinances;
 - g) A minimum of 70% glazing must be provided along building facades facing a street or pedestrian passage between 1 foot and 8 feet in height;
 - h) All bistro owners must execute a contract with the City outlining the details of the operation of the bistro; and
 - i) Outdoor dining must be provided, weather permitting, along an adjacent street or passage during the months of May through October each year.

Outdoor dining is not permitted past 12:00 a.m. If there is not sufficient space to permit such dining on the street or passage adjacent to the bistro, alternative outdoor dining facility placement may be considered by the Planning Board.

The applicant appears to meet the bistro requirements above, and is not proposing to alter the concept or layout of the restaurant or outdoor dining platform.

2.0 Setback and Height Requirements

There are no additions or modifications being proposed to the current building or its setbacks, height or area.

3.0 Screening and Landscaping

3.1 Dumpster Screening – The applicant does not appear to be making any changes to the dumpster conditions on site. However, it appears as though there is a dumpster and grease disposal container at the rear of the building along the alley which is unscreened. Article 4, Section 4.54 of the Zoning Ordinance requires trash receptacles to be screened by a 6 ft. masonry screenwall with wood gates. Although the condition is considered pre-existing legal nonconforming, **the Planning Board may wish to consider requiring the applicant to screen the waste receptacles.**

3.2 Parking Lot Screening – There is no off-street parking facility associated with Birmingham Sushi.

3.3 Mechanical Equipment Screening – There are no changes proposed to the screening of mechanical equipment on the site. There appears to be 3 existing rooftop units above the restaurant, as well as some ductwork and exhaust fans. This condition persists across the entire multi-tenant commercial building that stretches the majority of the block between Ferndale and Park St.

Article 4, Section 4.54 of the Zoning Ordinance requires rooftop mechanical and other equipment shall be obscured by a screenwall composed of materials compatible with the building to provide an effective permanent visual barrier. Although the condition is considered pre-existing legal nonconforming, **the Planning Board may wish to consider requiring the applicant to provide screening for the existing rooftop units.**



3.4 Landscaping – No landscaping is proposed or required for the subject site.

3.5 Streetscape – There are no new streetscape items proposed as a part of this Special Land Use Permit Amendment and Final Site Plan/Design Review application.

4.0 Parking, Loading and Circulation

4.1 Parking – The subject site does not contain an off-street parking facility. In addition, the subject site is within the former Parking Assessment District. Thus, no parking is required to be provided for the commercial use.

4.2 Loading – No loading spaces are required or proposed as a part of the Special Land Use, Final Site Plan and Design Review application submitted.

4.3 Vehicular Circulation and Access – Vehicular circulation and access is not proposed to change.

4.4 Pedestrian Circulation and Access – Pedestrian circulation and access is not proposed to change.

5.0 Lighting

There are no new light fixtures proposed as a part of the Special Land Use, Final Site Plan and Design Review application submitted.

6.0 Design Review

As noted above, the applicant is not proposing any changes to the building and/or site. However, because the site plan is being considered, a review of the existing outdoor dining platform is provided below.

Outdoor Dining: The applicant is proposing to maintain an existing outdoor dining platform located within the Hamilton Row right-of-way, which contains 24 seats. The platform is designed to carry over the curb into the furnishing zone of the streetscape. The recently adopted Outdoor Dining Standards can be found in [Article 4, Section 4.44](#) of the Zoning Ordinance, and [Chapter 98, Article II, Section 98-38](#) of the Birmingham Code of Ordinances.

The existing outdoor dining platform is constructed of composite decking with 42 in. railings, aluminum tables and chairs, four umbrellas, and a trash receptacle. There are no enclosures or windbreaks proposed as a part of the platform. In terms of platform design and its extension into the furnishing zone, the Zoning Ordinance requires outdoor dining platforms within the adjacent street or parking space(s) to be designed to be *flush with the curb, and may not extend beyond the curb into the furnishing zone except to accommodate accessibility requirements*. The existing platform does not meet this requirement. Although the condition is considered pre-existing legal nonconforming, **the Planning Board may wish to require the applicant to redesign the outdoor dining platform to conform with the current outdoor dining standards.**

7.0 Required Attachments

	Submitted	Not Submitted	Not Required
Existing Conditions Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed and Scaled Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Land Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Specification Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Samples	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site & Aerial Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8.0 Approval Criteria

In accordance with Article 7, section 7.27 of the Zoning Ordinance, the proposed plans for development must meet the following conditions:

- (1) The location, size and height of the building, walls and fences shall be such that there is adequate landscaped open space so as to provide light, air and access to the persons occupying the structure.

- (2) The location, size and height of the building, walls and fences shall be such that there will be no interference with adequate light, air and access to adjacent lands and buildings.
- (3) The location, size and height of the building, walls and fences shall be such that they will not hinder the reasonable development of adjoining property nor diminish the value thereof.
- (4) The site plan, and its relation to streets, driveways and sidewalks, shall be such as to not interfere with or be hazardous to vehicular and pedestrian traffic.
- (5) The proposed development will be compatible with other uses and buildings in the neighborhood and will not be contrary to the spirit and purpose of this chapter.
- (6) The location, shape and size of required landscaped open space is such as to provide adequate open space for the benefit of the inhabitants of the building and the surrounding neighborhood.

In addition, Article 7, Section 7.26 requires applications for a Special Land Use Permit to meet the following criteria:

- (1) The use is consistent with and will promote the intent and purpose of this Zoning Ordinance.
- (2) The use will be compatible with adjacent uses of land, the natural environment, and the capabilities of public services and facilities affected by the land use.
- (3) The use is consistent with the public health, safety and welfare of the city.
- (4) The use is in compliance with all other requirements of this Zoning Ordinance.
- (5) The use will not be injurious to the surrounding neighborhood.
- (6) The use is in compliance with state and federal statutes.

9.0 Recommendation

Based on a review of the site plan submitted, the Planning Division recommends that the Planning Board recommend **APPROVAL** of the Special Land Use and Final Site Plan/Design Review application for 377 Hamilton Row – Birmingham Sushi – subject to the following condition:

1. The applicant must provide screening for all waste receptacles in accordance with Article 4, Section 4.54 of the Zoning Ordinance; and
2. The applicant must comply with the requests of all City Departments.

10.0 Sample Motion Language (*Final Site Plan & Design Review*)

Motion to recommend for **APPROVAL** the Final Site Plan & Design Review for 377 Hamilton Row – Birmingham Sushi – subject to the following conditions:

1. The applicant must provide screening for all waste receptacles in accordance with Article 4, Section 4.54 of the Zoning Ordinance; and
2. The applicant must comply with the requests of all City Departments.

OR

Motion to **POSTPONE** the Final Site Plan & Design Review for 377 Hamilton Row – Birmingham Sushi – pending receipt of the following:

1. _____
2. _____
3. _____

OR

Motion to recommend for **DENIAL** to the City Commission the Final Site Plan & Design Review for 377 Hamilton Row – Birmingham Sushi – for the following reasons:

1. _____
2. _____
3. _____

11.0 Sample Motion Language (*Special Land Use Permit*)

Motion to recommend for **APPROVAL** to the City Commission the Special Land Use Permit for 377 Hamilton Row – Birmingham Sushi – subject to the conditions of Final Site Plan & Design Review approval.

OR

Motion to **POSTPONE** the Special Land Use Permit 377 Hamilton Row – Birmingham Sushi – pending receipt of the following:

1. _____
2. _____
3. _____

OR

Motion to recommend for **DENIAL** to the City Commission the Special Land Use Permit for 377 Hamilton Row – Birmingham Sushi – for the following reasons:

1. _____

2. _____
3. _____

Birmingham Sushi Cafe

Outdoor Cafe

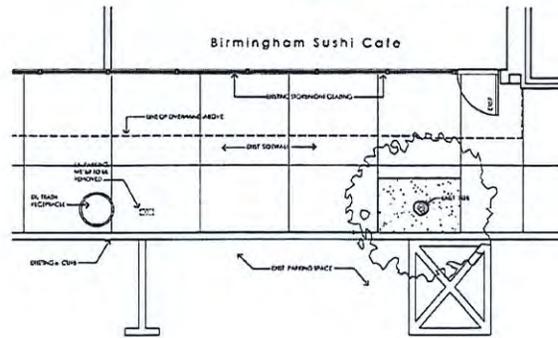
377 Hamilton Row
Birmingham, Michigan

Scope of Work:

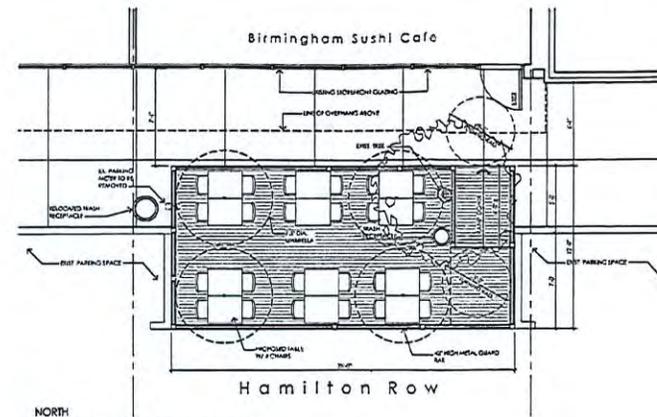
1. CONSTRUCTION OF NEW COMPOSITE DECK WITH METAL GUARD RAILING SYSTEM
2. PROVIDE 24 OUT DOOR SEATS (SEASONAL)
3. TEMPORARILY REMOVE PARKING METER



Existing Front Elevation Along Hamilton Row



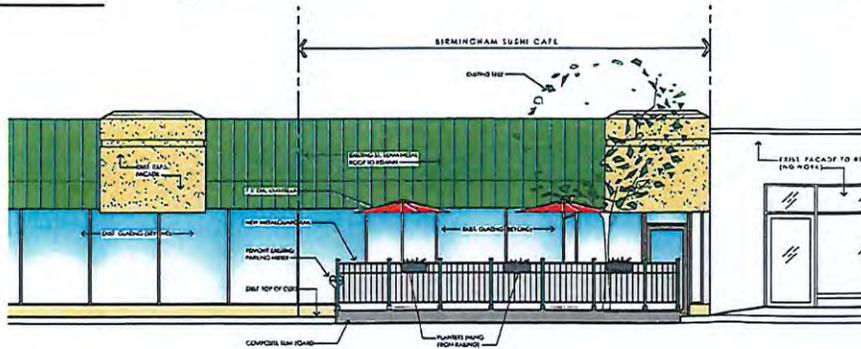
NORTH
Existing Street Scape Plan
NOT TO SCALE



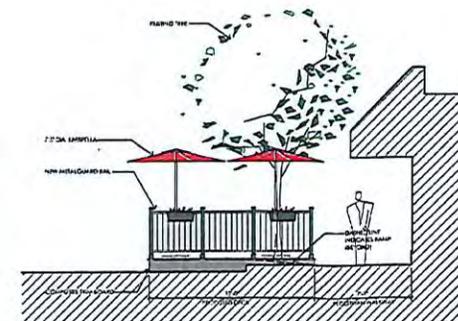
NORTH
Cafe Floor Plan
NOT TO SCALE



NORTH
Location Map
Scale: None



Front Elevation (Hamilton)
not to scale



Side Elevation
not to scale



91 WEST LONG LAKE ROAD, BLOOMFIELD HILLS, MICHIGAN 48304
 PHONE 248-640-7603
 MICHAEL WILLOUGHBY & ASSOCIATES ARCHITECTS

WILLOUGHBY
 MICHAEL WILLOUGHBY & ASSOCIATES ARCHITECTS

sheet
A.1



Metal Trash Rec.

Make: Fair Weather
 Model: TR-8
 Color: Powder Coat Finish - Black



Aluminum Bistro Table

Classic 24"x28" Folding Table
 Make: EMU
 Model: EM-907
 Legs: Tubular Steel
 Table Top: Metal w/ Design Perforation



Aluminum Bistro Chair

Indoor/Outdoor Arm Chair
 Material: Aluminum and Wicker



Wood Bistro Umbrella

7.5 Wood Tilt Patio Umbrella
 WoodFramed
 Canvas Color: sunbrella - red



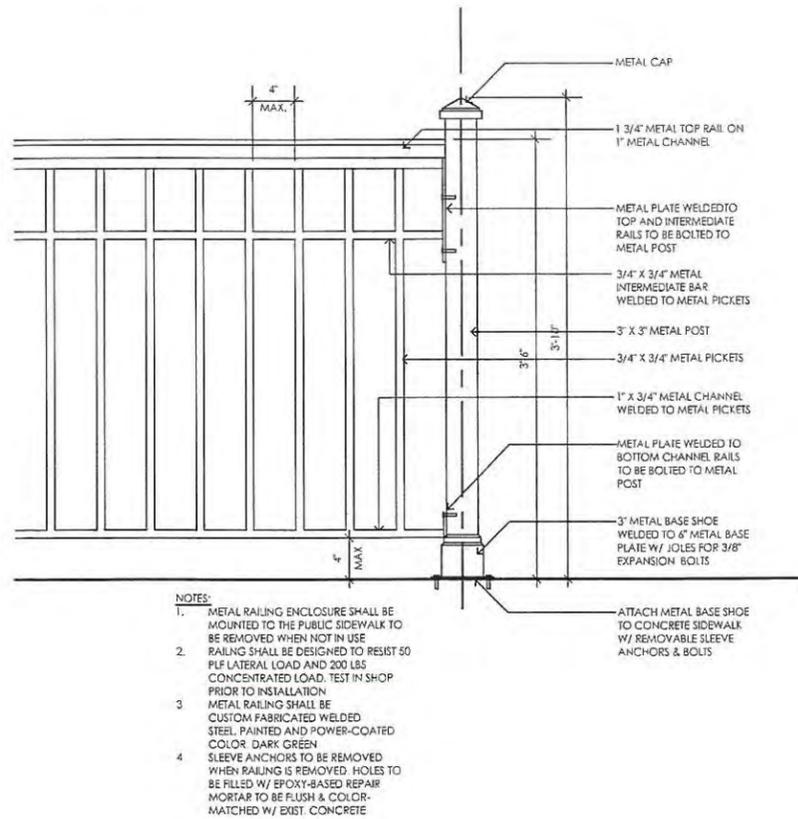
Trex Decking Material

Make: Trex Decking
 Color: Espresso



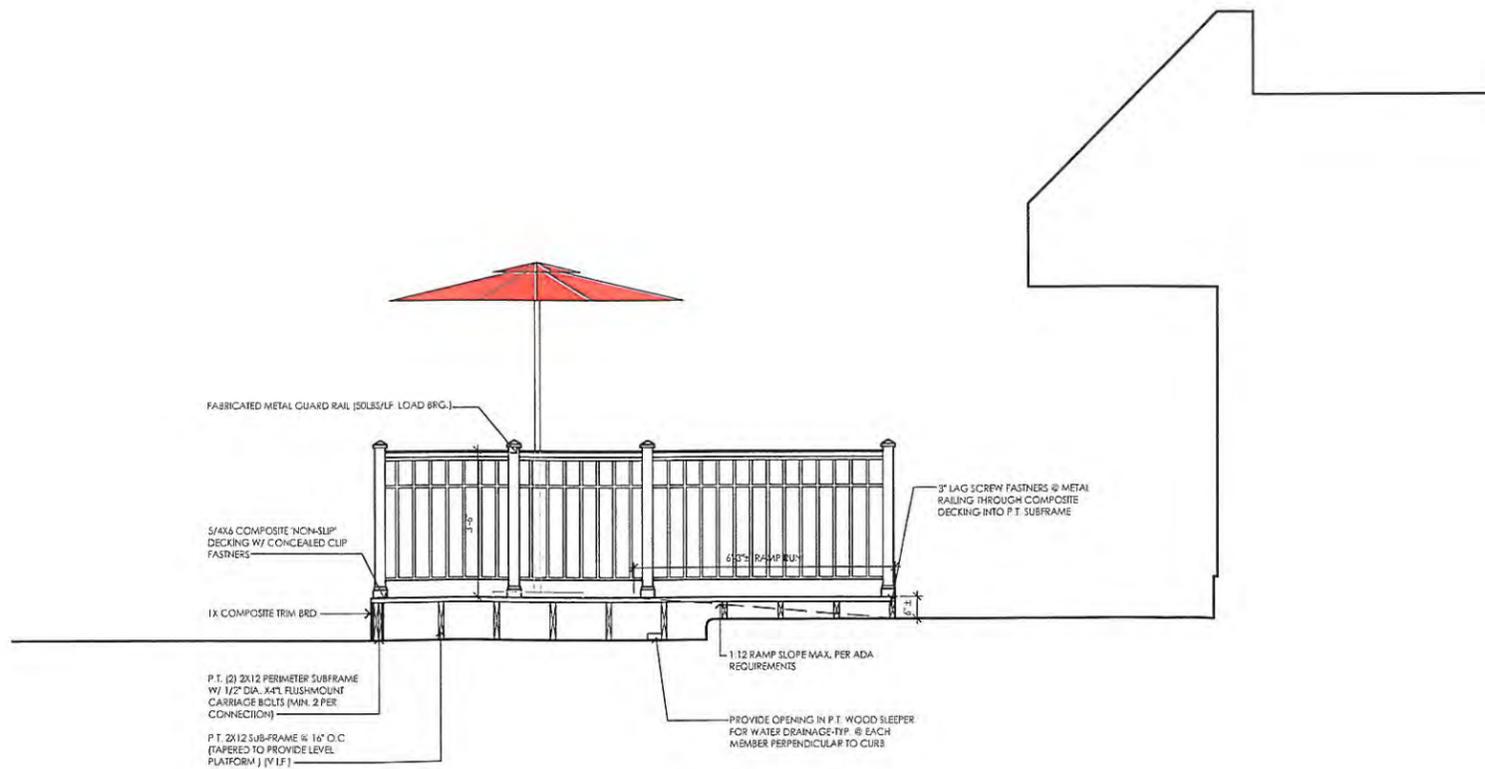
Metal Railing Color

Color: Dark Green



Guard Rail Detail

not to scale



Section at Deck

not to scale



Birmingham Sushi Cafe

Hamilton Row

© 2021 Google

5J

Google Earth

Imagery Date: 3/14/2020 42°32'51.46" N 83°12'47.18" W elev 0 ft eye alt 338 ft

1985



Birmingham Sushi Café
377 Hamilton Row
Birmingham, Michigan 48009

Proposal for Bistro License
October 1, 2022

Submitted by:
Kelly A. Allen
Adkison, Need, Allen, & Rentrop, PLLC
39572 Woodward Ave., Suite 222
Bloomfield Hills, MI 48304

BIRMINGHAM SUSHI CAFÉ

Background

Birmingham Sushi Café has been a staple for Asian Cuisine in Birmingham for over 14 years. Birmingham Sushi Café operated as one of the first Bistro licenses, having operated with a Class C liquor redevelopment license since approximately 2014. In 2021, the ownership of the restaurant changed, and the license could not be transferred at that time. Therefore, the Bistro designation was lost, and the liquor license reverted to the State of Michigan.

The new ownership of Birmingham Sushi Café is Kim Fam Birmingham Sushi, Inc. The Kim family owns and operates Birmingham Sushi Café. The sole stockholder of the company is Brittany Kim. Together with her father, Mike, and her mother, Soon, the family works together tirelessly to deliver the excellent service and cuisine known to the city, its residents, and those who travel near and far to enjoy the food and traditional ambience.

Prior to owning and operating Birmingham Sushi Café, Mr. Kim worked at Shiro in Novi, as the executive sushi chef and manager.

The Kim family is desirous of returning to a full-service family restaurant, offering full bar service for the enjoyment of their customers.

Menu and Hours of Operation

Birmingham Sushi Café's Menu includes a diverse range of authentic sushi and Japanese, Chinese, and Korean cuisine for reasonable prices. Mr. Kim is the full-time sushi chef, having over 16 years of experience.

The hours of operation are: Monday – Saturday, 11:00 am to 9:30 pm, and Sunday, 11:00 am to 9:00 pm.

Seating and Bistro Qualifications

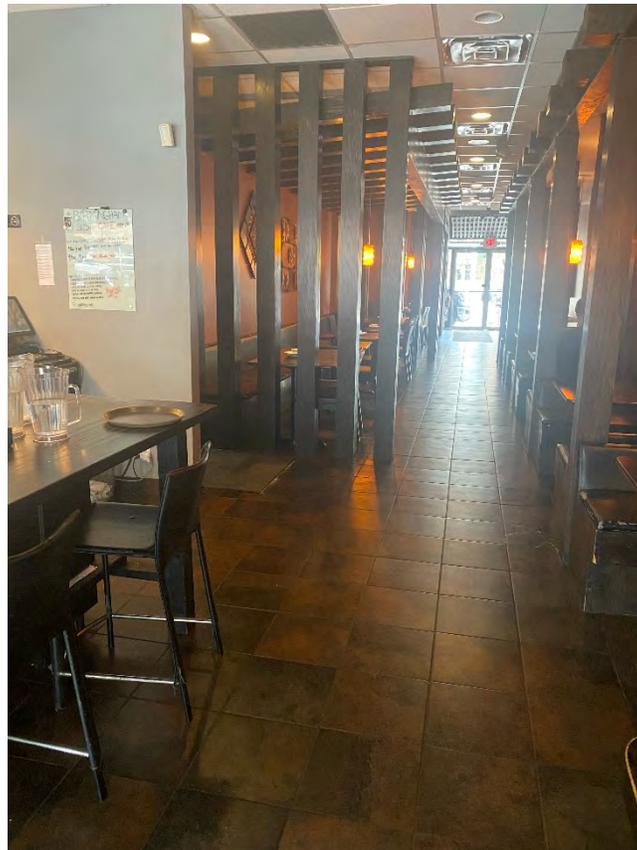
Birmingham Sushi Café has seating for 64 inside and 24 seats for outdoor dining. Birmingham Sushi Café has operated with an outdoor dining permit for many years.

Birmingham Sushi Café meets the qualifications of the Bistro Ordinance in that:

- Birmingham Sushi Café has been an existing restaurant for over 5 years.
- Alcohol will only be served to seated patrons.
- No dance area is provided.
- No entertainment is offered.
- Tables are located in the storefront.
- A minimum of 70% glazing is provided in the front of the building.
- Outdoor dining is provided.
- A special land use permit will be obtained, and a special land use contract will be executed.

Financial Feasibility Information

The Kim's have operated Birmingham Sushi Café successfully without a liquor license and are financially stable. If approved for a Bistro license, Birmingham Sushi Café will be applying for a "redevelopment license" under the Michigan Liquor Code. The cost of this license is \$20,000. A bank statement showing this amount and their operating income can be provided separately.





MEMORANDUM

Police Department

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Scott A. Grewe, Chief of Police

SUBJECT: Police / City Hall **Assessment** Review

INTRODUCTION:

At the July 11, 2022, regular meeting, the City Commission passed a resolution approving a contract with Telluris Architecture. The scope of work in this contract included an assessment of the current municipal building for the Police Department and City Hall and to complete conceptual designs for renovations and/or possible expansion to address safety and security concerns noted during the Michigan Association of Chiefs of Police (MACP) accreditation process. At the April 3, 2023, City Commission Special Workshop, phases one and two reports for this project were presented to the Commission. A tour of the current conditions of City Hall was conducted, however, due to time constraints, no presentation or discussion regarding phase one or two took place.

BACKGROUND:

The historic municipal building was built in 1928 and houses the Police Department and City Hall. Throughout the years, there have been some renovations and additions to the building, the last completed in 1993. Since then, there have been no major renovations to City Hall or the Police Department.

In June of 2021, the Police Department successfully completed the MACP Law Enforcement Accreditation Program. The Accreditation Program wrote a comprehensive evaluation report that covered all aspects of the department. The Police Department met or exceeded standards in every category but one, the safety and security of the Police Department building itself. In order to remain an accredited agency, our department must go through a re-accreditation process every three years. To successfully obtain re-accreditation status, the Police Department must demonstrate actions taken to address the assessor's concerns from the previous accreditation report.

The Police Department worked with Telluris over several months to develop their final reports and conceptual plans. During this process, meetings were held with City department heads to

review their operational needs and recommendations to ensure a secure and efficient plan was created.

LEGAL REVIEW:

The City Attorney reviewed and approved the agreement for this phase of the project before it was originally posted for **bid** and will review all future agreements for this project.

FISCAL IMPACT:

This is a discussion item only at this time and there is no current fiscal impact.

SUSTAINABILITY:

Sustainability features were discussed with Telluris and the current conceptual plans called for multiple sustainability features as will any future plans.

PUBLIC COMMUNICATIONS:

Both the meetings approving the contract with Telluris and the Commission workshop meeting were noticed as public meetings.

SUMMARY:

Phase one and two of the Police Department and City Hall assessment and concept designs have been completed. A City Commission Workshop was held in April of 2023 which included a tour of the existing conditions of the municipal building. A more thorough review of the assessment report and discussion regarding this project is needed at this time to provide direction on how best to address the safety and security needs of the Police Department and City Hall. Telluris will provide a presentation to discuss the completed first two phases of this project.

ATTACHMENTS:

1. Phase 1: Assessment Report by Telluris Architecture
2. Phase 2: Basis of Design Report by Telluris Architecture
3. Renovation and Expansion Plans
4. **Conceptual** Renderings of **Potential** Police Department Expansion

SUGGESTED COMMISSION ACTION:

There is no suggested action at this time, this is a discussion item.



City Hall
 Completed in 1912, the building is a fine example of the Gothic Revival style. The building is a landmark in Birmingham and is a part of the city's history. The building is a fine example of the Gothic Revival style and is a landmark in Birmingham. The building is a fine example of the Gothic Revival style and is a landmark in Birmingham.

TELLURIS ARCHITECTURE & URBAN PLANNING

**Birmingham Police Department /
 City Hall**

Phase 1: Assessment Report

September 26, 2022

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EXECUTIVE SUMMARY

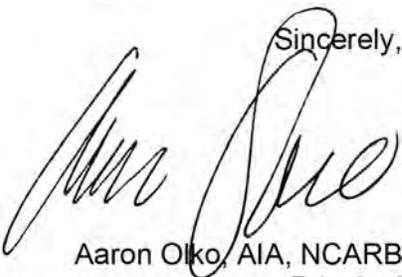
Over the course of several weeks, during the month of August 2022, the team of Architects and Engineers represented by Telluris Architecture & Urban Planning conducted a series of site visits to analyze the condition of the existing building and the building's programmatic functions. Contained in this report are the findings and considerations resulting from those site visits. The objective of this report is to present the challenges found throughout the existing building and program, not to present solutions.

The information contained in this report is a combination of three (3) separate reports, combined into one, as well as information about the history of the building and the environmental site conditions. The three reports are as follows:

- *The Building Assessment Report*: This report documents the existing conditions of the building, inside and out. Assessment of the existing Structural system, Fire Protection and Fire Alarm systems, and Mechanical, Electrical, and Plumbing (MEP) systems are also included in this section of the report.
- *The Accessibility Analysis Report (Americans with Disabilities Act [ADA])*: This report documents measurements taken from the site to assess the existing conditions and their relationship to the recommendations with the 2010 Americans with Disabilities Act (ADA).
- *The Programming Report*: In this report, the results of the Workplace Experience Survey and the in-person Programmatic Interviews are documented, and a proposed program is presented in the form of spreadsheets and adjacency diagrams.

We feel the information contained herein is thorough and will be beneficial for the second phase of this project, as well as any future projects pertaining to the historic 1928 Municipal Building. It has been a pleasure working with the City of Birmingham to develop this report and we look forward to our continued involvement together.

Sincerely,



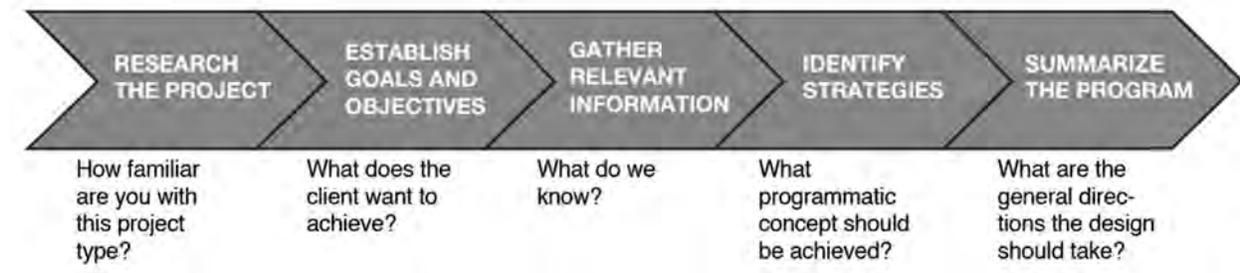
Aaron Olko, AIA, NCARB
Principal

Telluris Architecture & Urban Planning

PROJECT GOALS

Telluris Architecture & Urban Planning was commissioned to assess the existing conditions of the Birmingham Police Department / City Hall. This report presents the findings of the Phase I Assessment of the building, which includes a detailed description of the existing site analysis, exterior & interior conditions, mechanical & electrical systems, structural system, as well as fire protection.

This programming assessment was completed following a five-step process:



1. Research the project type

The architecture team researched the existing building history and toured the newly developed Royal Oak Police Department to become familiar with the types of spaces frequently included in Police Departments, the space criteria and relationships for those spaces, identify typical site requirements that are usually required, and to investigate technical, mechanical, electrical, security, and any other issues that could be unique to this project.

2. Establish goals and objectives

The Police Department is currently spread out between three different areas of City Hall with insufficient access control. Public and private areas are intertwined on multiple levels. Restricting access between City Hall and the Police Department is crucial to increase safety. During booking, the detainee's path of travel should be secure and out of sight of the public. Also, the safety of city hall staff areas should be assessed for potential insurgency from unwelcome visitors. The goal is to establish a consolidated, secure, high functioning layout that works for the police department and the community, while improving everyday life for all occupants.

3. Gather relevant information

An investigative site analysis was conducted with architectural and engineering representatives on August 4th, 2022. A site analysis was created to understand the site context as well as the sun and shadow patterns to determine the optimal development needs. The interior and exterior architecture was evaluated to determine how the building can be renovated, while maintaining the historic characteristics. Additionally, the MEP and structural systems were evaluated to determine how well the building is functioning. An ADA assessment was also conducted to identify where public accommodation needs to be improved.

Additional information was gathered through an online *Workplace Experience Survey* and a series of in-person *Programming Interviews* over the course of several days with stakeholders and user groups within the Police Department and City Hall. Information was gathered regarding security, operations, file management, and the overall experience of working in the existing building. This information provided information on existing programmatic needs for comparison with future programming.

4. Identify strategies

The information gathered helped identify the programmatic strategies needed in order to accomplish the goals:

- **Functional Affinities** - There are many services within City Hall and the adjacency matrix in this document describes the correct interrelation of spaces to promote efficiency, such as expanding the Police Department to keep the Police Administration Office within its own space.
- **Accessibility** - First time visitors cannot locate the correct entrance to the Police Department and ADA entrances are completely separated from the main entries. The ADA report identified these locations.
- **Separated Flow** - Diagrammed in this report are circulation patterns, identifying the conflicts between prisoners and the public.
- **Safety and Security Controls** - To restrict access in order to protect property and to guide personnel movement away from the public view, such as through the use of a secure and private sally port.

5. Summarize the program

Finally, once all of the preceding steps were executed, the results of the programming effort have been summarized in this document and will be integrated into the schematic design process of Phase II, which will explore 3 design schemes.

DISCLAIMER:

This document was prepared by Telluris Architecture & Urban Planning for the account of the Birmingham Police Department and City Hall. Any reliance on this document by any third party is strictly prohibited. Any use which a third party makes of this document is the responsibility of such third party. The material in it reflects Telluris' professional judgment in light of the scope, schedule, and other limitations stated in the document. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. The opinions in the document are at a schematic level of design and are not intended for construction. Additional review of the building will need to be completed for Phase III and beyond. Any use which a third party makes of this document is the responsibility of such third party.

1.0 ARCHITECTURAL HISTORY

The Municipal Building, located at 151 Martin Street, is an English-Tudor historic building with two stories and an underground level. In 1928, the Birmingham Police Department moved into the newly constructed Municipal Building and the police operation remains there today. This historic building originally housed the village offices, township offices, the fire department, and the police department. The municipal building was designed by Burrowes & Eurich, a Detroit Architecture firm who also designed the Baldwin Public Library. The materials used in both buildings are similar and their designs complement each other with a similar architecture style.



IMAGE 1.0.01
BALDWIN PUBLIC LIBRARY - ENGLISH TUDOR ARCHITECTURE

Much has changed both in the city and in the police department over the years. The Birmingham Municipal Building has since undergone renovations, including an addition. The tower was originally used by the fire department for drying fire hoses until about 1950 and was also designed to accommodate a clock, which was never implemented. With the growth of the city, police department operations have grown more complex.

As a treasured landmark of Birmingham, it is important that any proposed renovations to this building prioritize not disrupting the historic front and side facades and any new proposal shall complement the existing architecture.



IMAGES 1.0.02
MUNICIPAL BUILDING HISTORIC IMAGES

2.0 SITE ANALYSIS

A site analysis was prepared to examine the material conditions of the site in conjunction with the established project goals to make informed decisions throughout the design process, commonly influencing a project's programmatic realities as well as structural and potentially aesthetic decisions. The Municipal Building is part of the civic center plan, which also includes Shain Park and the historic Baldwin Public Library to the west of the building, separated by Henrietta Street. The main entrance to City Hall is to the North of the building, off of Martin Street, and the main entrance to the Police Department is to the East of the building, off of Pierce Street. The building has direct vehicle and pedestrian access from all four surrounding streets, as they are all publicly dedicated rights-of-way. This does not limit future construction access, staging, or material lifting locations. A private parking lot is on the South side of the building, which houses police vehicles and could be used as construction access. There are potential opportunities in that location for a building expansion. Current constraints on the site are largely due to underground utilities. Additionally, there are acoustically sensitive open spaces and structures in the vicinity, so consideration should be taken to limit their disruption.

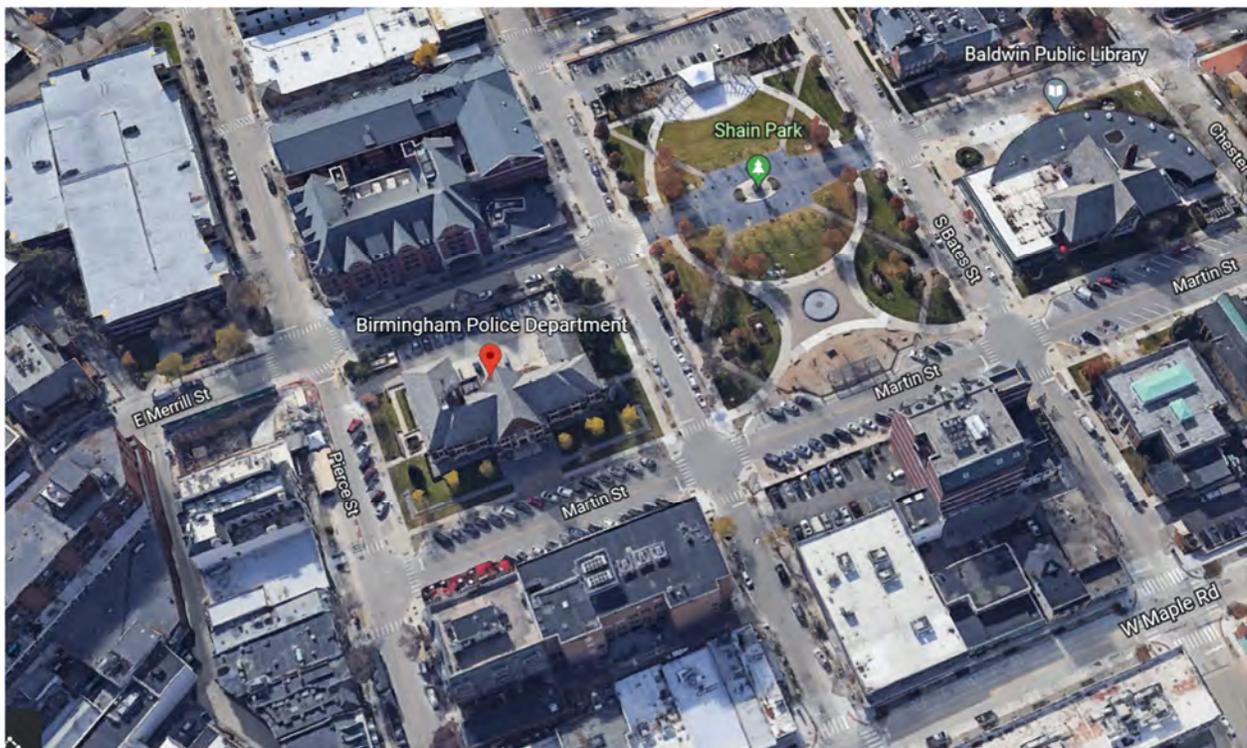


IMAGE 2.0.01
SITE CONTEXT

ENVIRONMENTAL ANALYSIS

An environmental analysis was prepared to explore potential sustainability opportunities, such as energy efficient design and construction that will save energy, cost less to operate, and have less of a negative impact on the natural environment. The Municipal Building is situated at the top of a slight hill, which quickly directs storm water runoff away from the foundation. Dominant wind direction in lower Michigan is towards the northeast and Shain Park does not act as an adequate windbreak to protect against winter winds.

The sun and shadow studies below show the total sun coverage at roughly 40 degrees N latitude, to align with the city of Birmingham, MI. Majority of the total sun coverage is around the south side of the site and impact from neighboring buildings, trees, and the park does not limit the site's access to the sun or views for the majority of the year. This allows plenty of opportunity for daylighting. The Townsend hotel, which is currently taller than the Municipal Building, is the only building casting shadow coverage to the south of the site, especially during the winter season.

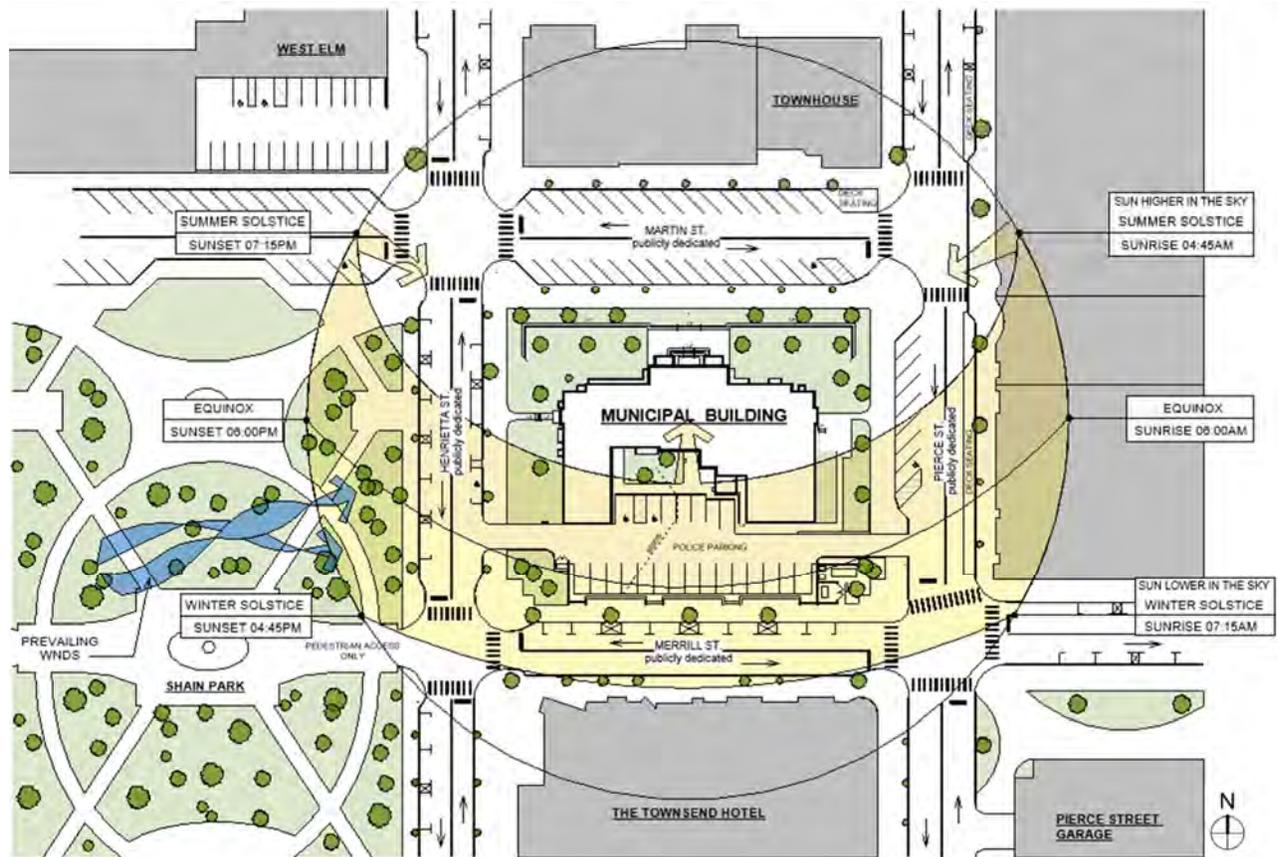


FIGURE 2.0.01
TOTAL SUN COVERAGE FROM SUNRISE TO SUNSET PER SEASON + PREVAILING WINDS

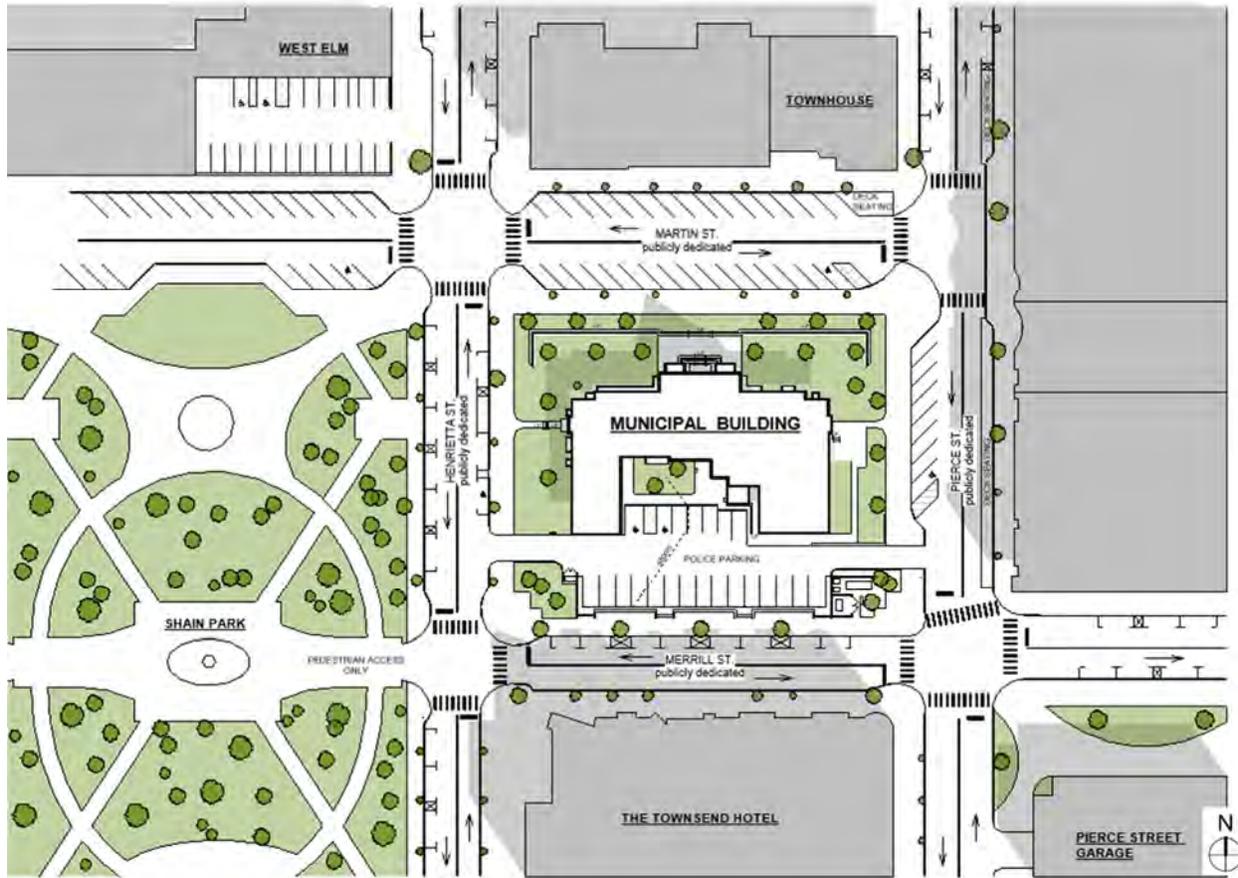


FIGURE 2.0.02
SHADOW STUDY - SPRING EQUINOX AT NOON

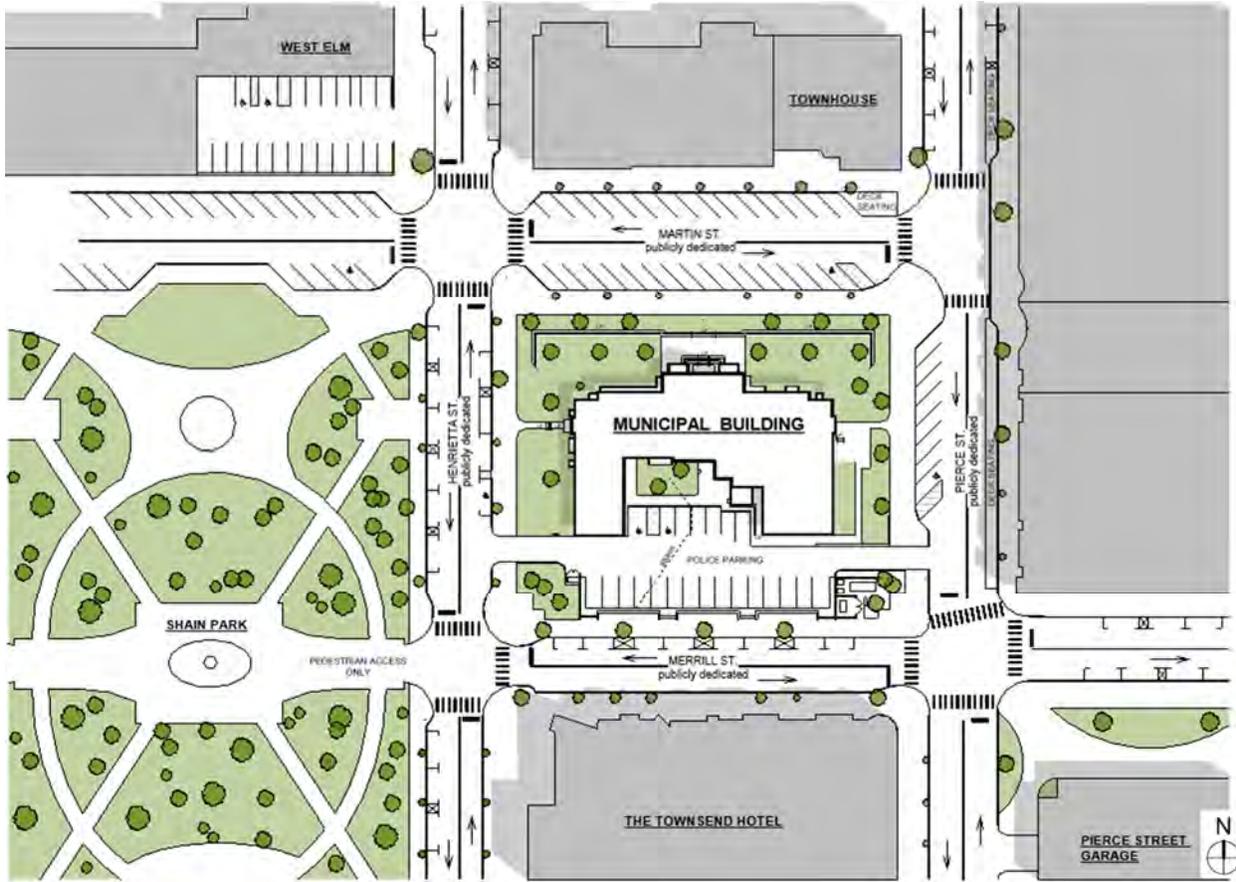


FIGURE 2.0.03
SHADOW STUDY - SUMMER SOLSTICE AT NOON (HIGH SUN ANGLE)

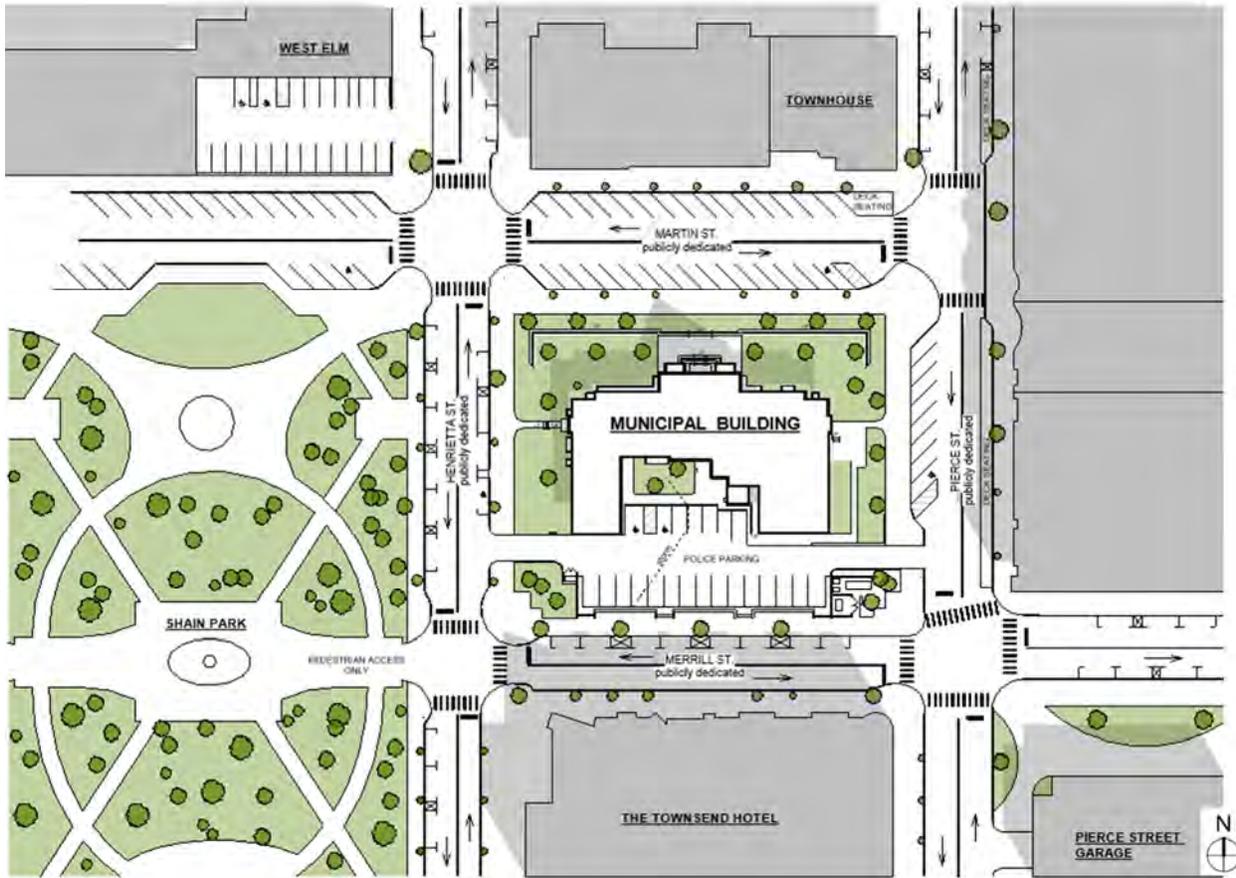


FIGURE 2.0.04
SHADOW STUDY - FALL EQUINOX AT NOON

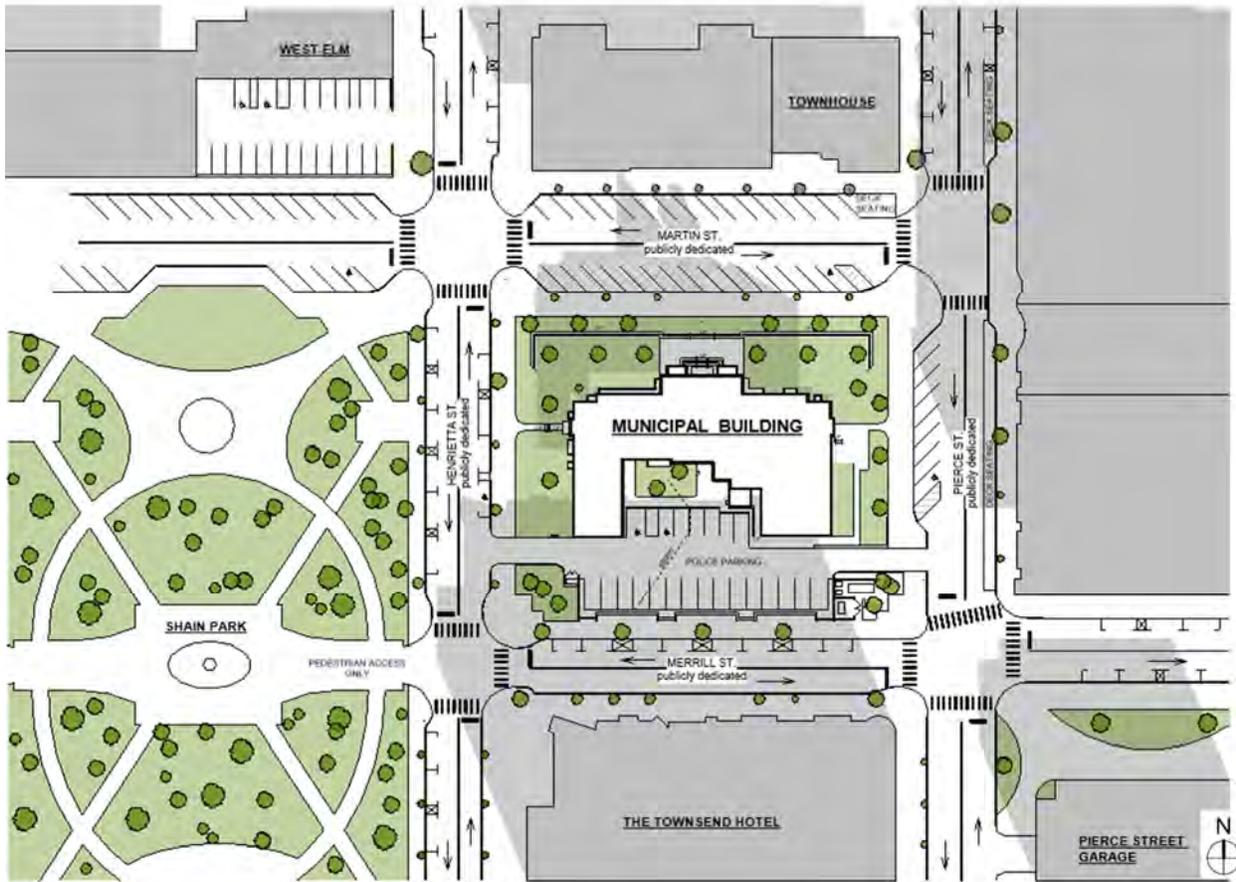


FIGURE 2.0.05
SHADOW STUDY - WINTER SOLSTICE AT NOON (LOW SUN ANGLE)

Additionally, the city of Birmingham recognized the value of planning since 1929, when Birmingham was still a village. The very first master plan was primarily concerned with land use and zoning, but subsequent plans reflected downtown development, growing neighborhoods, parks and mass transit. The City is now working on an up to date comprehensive, citywide 2040 Birmingham Master Plan, which potentially organizes vehicular and pedestrian traffic to allow more walkability.

ZONING

This site is zoned as Public Property. Therefore, there are no area requirements, setbacks, or height ordinance requirements.

2.01 PP (Public Property) District Intent, Permitted Uses, and Special Uses PP

A. District Intent

1. A district intent is not available for this zoning district.

B. Permitted Uses

1. Institutional Permitted Uses
 - a. auditorium
 - b. cemetery
 - c. essential service
 - d. government office
 - e. government use
 - f. parking facility - off-street
 - g. school - private
 - h. school - public
2. Recreational Permitted Use
 - a. park
 - b. swimming pool - public
3. Other Permitted Uses
 - a. water tower
 - b. well
 - c. any use permitted in an adjacent district

C. Other Use Regulations

1. Accessory Permitted Uses
 - a. There are no accessory permitted uses permitted in this zoning district.
2. Uses Requiring a Special Land Use Permit
 - a. There are no special land uses permitted in this zoning district.

* = Use Specific Standards in Section 5.01 Apply

2.02 PP (Public Property) District Development Standards PP

TABLE 2.02.1 - Lot Area (see Figure 2.02.1)		Figure 2.02.1 - Lot Area
Minimum Lot Area	NA	<p>The diagram illustrates a lot area with a dashed property line. A building is shown on the left side. The lot area is shaded green. A parking lot is shown at the bottom. The lot width is indicated by a horizontal line at the bottom, and the lot depth is indicated by a vertical line on the right. The lot frontage is indicated by a horizontal line at the bottom, and the lot coverage is indicated by a horizontal line at the bottom.</p>
Minimum Open Space	NA	
Maximum Lot Coverage	NA	

TABLE 2.02.2 – Setbacks (see Figure 2.02.2)		Figure 2.02.2 - Setbacks
Minimum Front Yard Setback	NA	
Minimum Rear Yard Setback	NA	
Minimum Combined Front and Rear Setback	NA	
Minimum Side Yard Setback	NA	

TABLE 2.02.3 - Floor Area (see Figure 2.02.3)		Figure 2.02.3 - Floor Area
Minimum Floor Area Per Unit	NA	
Maximum Total Floor Area	NA	

TABLE 2.02.4 - Maximum Building Height (see Figure 2.02.4)		Figure 2.02.4 - Building Height
NA		

Additional Development Standards that Apply		
Essential Services (ES) ■ ES-01 - Sec. 4.09	Temporary Use (TU) ■ TU-02 - Sec. 4.85	Utility (UT) ■ UT-01 - Sec. 4.88

Illustrations in this section are © 2004/2006, Bradley E. Johnson, AICP

3.0 BUILDING ANALYSIS

3.1 ARCHITECTURAL - EXTERIOR CONSIDERATIONS

SUMMARY

The exterior of the building is challenged due to a variety of factors. The most paramount exterior factors for consideration is the safety of the public and maintaining the historic value of the building. Other factors affecting the exterior of the building include signage, limestone, masonry, concrete, electrical, walking hazards, windows, and roofing. The information below describes these challenges with referenced imagery from various on-site observations. The analysis of the building through on-site observations and tours did not include uncovering or deconstruction of any exterior walls.

VEHICLE ENTRY

The back parking lot has a gate that is regularly in the open position. This is because the public uses the parking lot for handicap access to the building, to access the drop boxes, as a safe exchange zone, and to load deliveries into the building. This creates a public safety issue where the public crosses paths with detainees. Also, police officers are held up in responding to 911 requests due to having to wait for congestion caused by deliveries and drop offs to clear.



IMAGES 3.1.01
PARKING LOT SECURITY

SIGNAGE

The metal "POLICE" signage base covers are distorted and bent. This distortion is suspected to have occurred from the lawn mowing crew.



IMAGES 3.1.02
SIGNAGE

WALKING HAZARDS

The caulk at the entry stone steps are failing. Also, there is a downspout in the back parking lot that goes underground then resurfaces out of the curb. This downspout guides water in front of the dropbox and creates a hazardous sheet of ice in the winter.



IMAGES 3.1.03
CAULK AT STONE STEPS FAILING



IMAGES 3.1.04
CAULK AT STONE STEPS FAILING



IMAGES 3.1.05
ICE HAZARD

CONCRETE

The back concrete parking lot has cracks and potholes with asphalt patches. Also, it was observed that the flagpole at the front of the building has a concrete base that is cracked.



IMAGES 3.1.06
PARKING LOT PATCHES, POTHOLES AND FLAGPOLE BASE CRACK

LIMESTONE

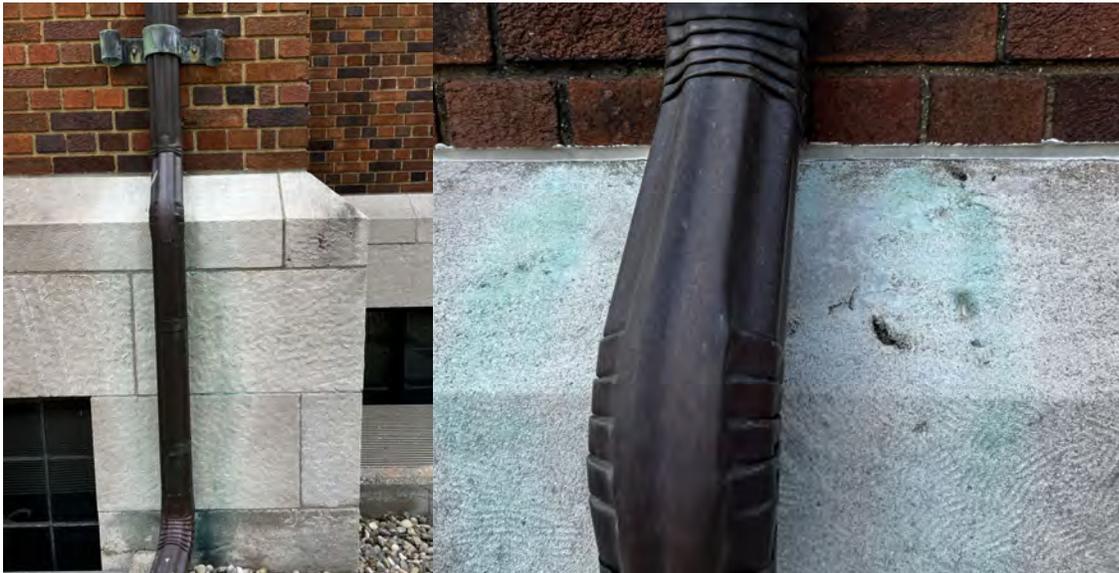
It was observed that the limestone on the existing building is in need of repair. The limestone facade has cracks and the previously restored patches are chipping off at multiple locations on the exterior facade. Limestone is stained from copper downspout straps and fire dept connection. Limestone is a porous material and it does not appear to have a clear coating to avoid water penetration. The limestone is exposed to wind and water in many areas and not shielded by plants. In addition, there is missing sculptural detail at the front entry and the “Municipal Building” signage is cracked as shown below. There are metal tabs on the front facade that are rusting and causing staining and exposed holes in the exterior limestone wall that allow water to penetrate the wall system.



IMAGES 3.1.07
LIMESTONE CRACKS AND CHIPS



IMAGES 3.1.08
LIMESTONE PATCHES



IMAGES 3.1.09
DOWNSPOUT LIMESTONE STAINS



IMAGES 3.1.10
LIMESTONE STAINS



IMAGES 3.1.11
LIMESTONE MISSING SCULPTURAL DETAIL ENTRY (LEFT IMAGE HAS MISSING DETAIL COMPARED TO RIGHT)



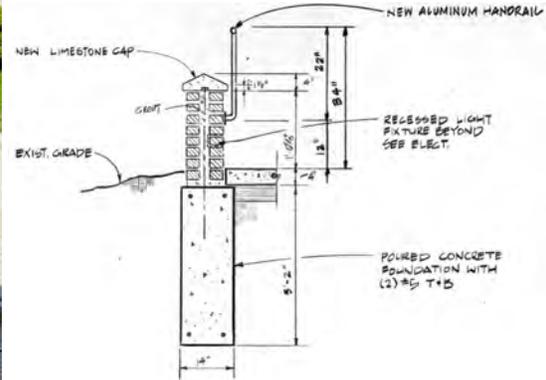
IMAGES 3.1.12
CRACKED ENTRY "MUNICIPAL BUILDING" SIGNAGE



IMAGES 3.1.13
RUSTING THE FRONT FACADE METAL TABS AND HOLES IN FACADE

MASONRY WALLS

The exterior non-historic low masonry wall at the police department entry ramp has vertical cracks and the walls are crumbling. The recessed wall lights are corroded, and the walls have high exposure to salt in the winter. The walls do not have weeps, the porous concrete wall cap has no indication of a protective coating to avoid water absorption, there are no expansion joints. The existing drawings indicate the depth of the wall footing is (3'-2") and does not reach the frost line (3'-6"). It was also observed that water infiltration is happening on the exterior facade. The brick is stained, which indicates the areas where moisture is trapped. The existing exterior building brick walls do not have drainage weeps and the airspace (drainage plane) behind the brick is likely too small. Staining locations indicate the end caps on the gutters are likely guiding water to fall down the brick facade. In addition, one of the downspouts is crimped/pinched and debris from the trees clog the gutters. Also, the color of brick masonry addition, infills, and low walls do not match the original brick.



IMAGES 3.1.14
MASONRY WALL CRACKS



IMAGES 3.1.15
MASONRY WALL STAINS AND NON-MATCHING INFILL MASONRY

WINDOWS

Windows are single pane glass. Multiple exterior windows have cracks in the glass. Some of the window frames have been recently coated with new sealant/coating and some have not. Some concrete window wells/sills have cracks.



IMAGES 3.1.16
CRACKED WINDOW GLASS AND FRAME COATING



IMAGES 3.1.17
CRACKED CONCRETE SILL

ELECTRICAL

The exposed conduit security light in the back of the building is not utilized and non-historic/unsightly. There are cover plates in lieu of brick behind exterior front entry light fixtures which are non-historic/unsightly. There are exposed holes in the exterior masonry wall that allow water to penetrate the wall system.



IMAGES 3.1.18
EXPOSED CONDUIT ABANDONED SECURITY LIGHT, ELECTRICAL COVER PLATE, AND FACADE HOLE

ROOFING

Slate roofing tiles have been falling from the roof. This poses a safety concern. This could cause injury to pedestrians. Staining on the roof indicates improper water shedding.



IMAGES 3.1.19
SLATE ROOF

3.2 ARCHITECTURAL - INTERIOR CONSIDERATIONS

SUMMARY

The interior of the building is challenged due to a variety of factors. The most challenging factor the interior includes the security of the City Hall departments and the safety of the occupants. Other factors affecting the interior of the building include emergency egress, available storage and organization, furniture, plumbing, and the condition of the finishes (carpet, paint, drywall, etc.). The information below describes these challenges with referenced imagery from various on-site observations.

The analysis of the building through on-site observations and tours did not include uncovering or deconstruction of any interior wall partition

SAFETY & CIRCULATION

Unrestricted Access:

The largest security vulnerability to the existing Municipal Building is the unrestricted access to the public. Figures 2.1.01, 2.1.02, and 2.2.03 show the areas which are unrestricted, allowing individuals complete access with very little resistance or security. Some spaces are locked to prevent access from the public, however, there have been several occasions while on site where the secure doors are held open for unrestricted access.

In Figure 2.1.01 the lower level is shown. The central stair and elevator core is open to the public, providing access to the Break Room, Police Locker Room entrances, and the IT department.

In Figure 2.1.02 the first floor is shown, depicting how the entire corridor is open to the public. As shown in the following report section, each department on the first-floor egresses into the public corridor, providing safety risks for occupants in the event of a terrorist attack. Among the most vulnerable locations on the first floor, the Dutch door leading into the Police Administration office provides little defense in the event of a terrorist attack (figure 2.1.03). Additionally, an open interface for mail pick-up and delivery between the Clerk's Department and the public Lobby provides a security risk, where individuals can grab mail as they please with little to no protective measures (Figure 2.1.04).

Figure 2.1.03 depicts the second floor. As shown, the entire second floor corridor is open to the public, equating to a security vulnerability at the City Manager's

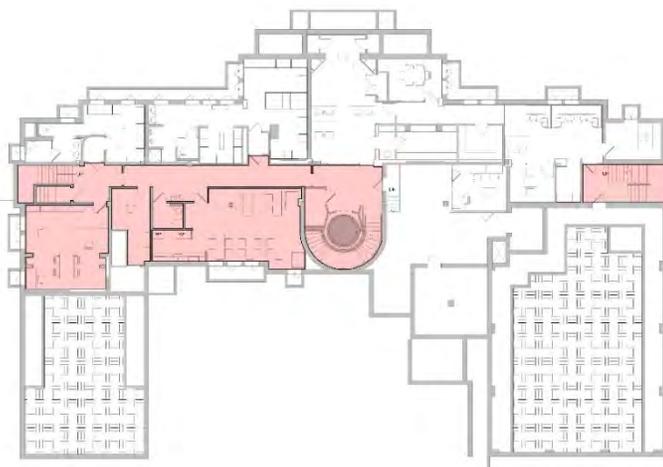


FIGURE 2.1.01 – UNRESTRICTED ACCESS TO THE LOWER LEVEL

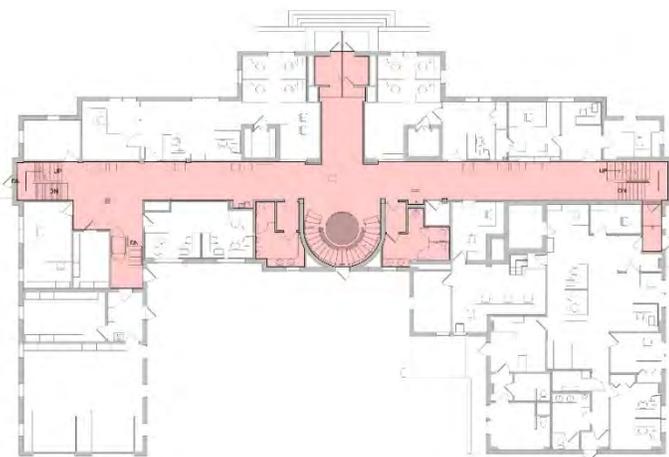


FIGURE 2.1.02 – UNRESTRICTED ACCESS TO THE FIRST FLOOR



FIGURE 2.1.03 – UNRESTRICTED ACCESS TO THE SECOND FLOOR

Office Suite due to the Dutch door at the entrance. Additionally, the Community Development Department is open to public access. Based on observations during multiple site visits, door locks are available for each department, however due to the nature of operations and collaboration between departments, are impractical, subsequently leading to security vulnerabilities for terrorists.

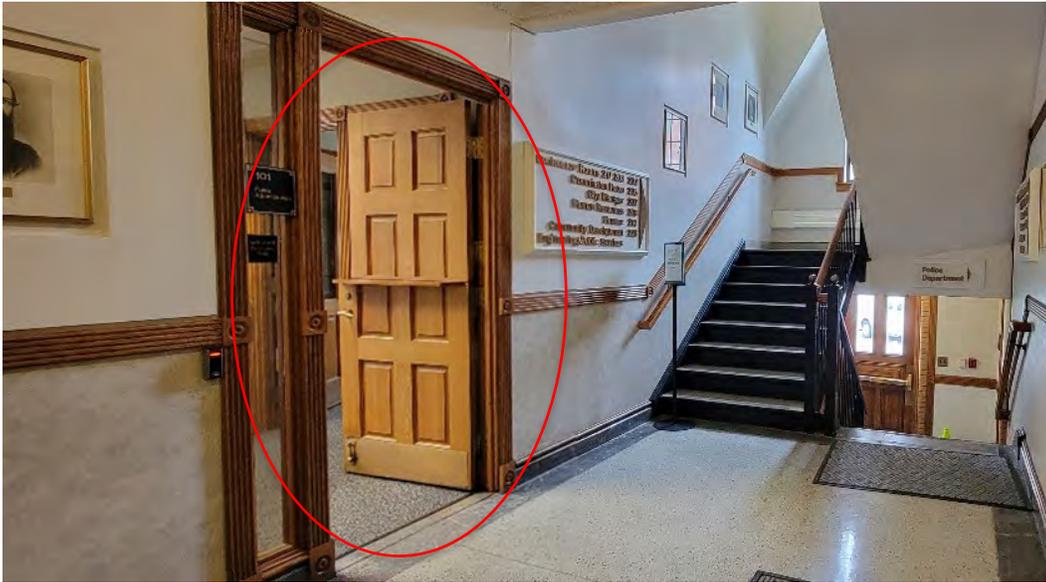


FIGURE 2.1.04 – DUTCH DOOR TO THE POLICE ADMINISTRATION SUITE

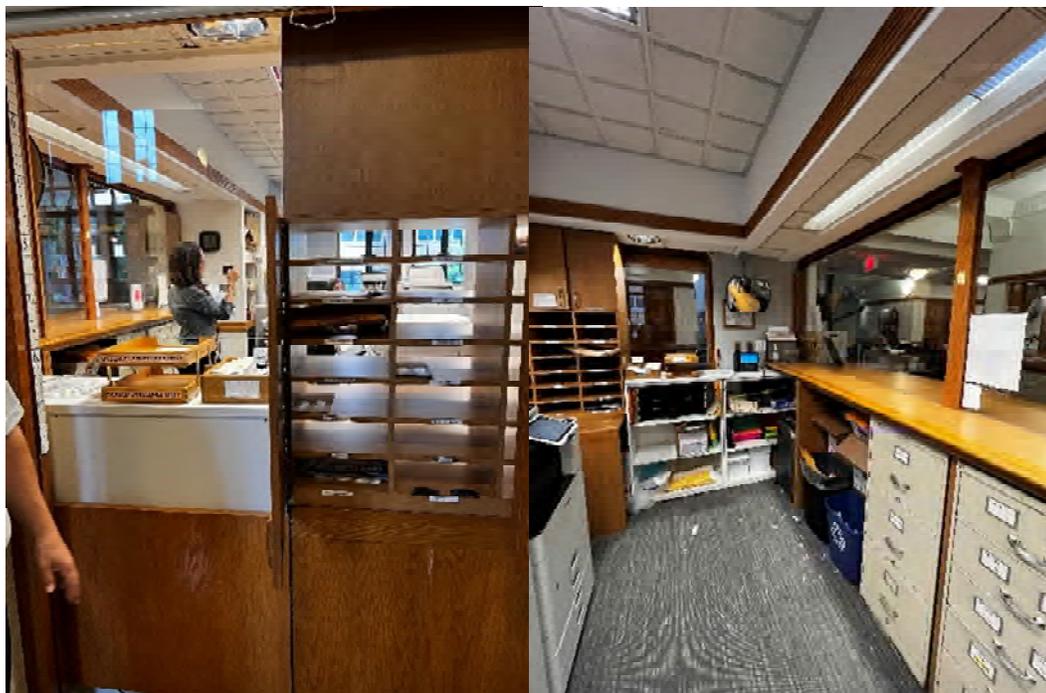


FIGURE 2.1.05 – SECURITY VULNERABILITY THROUGH MAILBOXES AT THE CITY CLERK'S DEPARTMENT

Police Department Prisoner Circulation:

Due to the unrestricted access for the public throughout the Municipal Building and the challenges of protecting the occupants against security threats, an equally concerning vulnerability was observed in the Police Department operations. Prisoners and individuals of concern to the public welfare must be taken into the unrestricted public area due to lack of available space and a disjunction in the Police Department’s spatial arrangement. Figure 2.1.06 diagrams this vulnerability by showing the path of travel for prisoners and suspects from the Detective Bureau on the lower level to the prisoner lock-up on the first floor. In the event of an escaped prisoner or suspect, the vulnerabilities to the departments throughout the Municipal Building can be exploited, leaving many occupants with nowhere to go. The security challenge has been documented in the Michigan Law Enforcement Accreditation Program Onsite Final Report, dated May 3, 2021:

The only interview room is within the Investigative Division, which is one floor below the holding facility. In-custody prisoners are escorted through the Records Section and through a public vestibule to access the interview room. The agency should consider renovations to the existing physical plant to provide a more secure and safe environment.¹

The agency should consider physical plant renovations to correct safety concerns with the holding facility and with the apparent open access to the police department within the City of Birmingham City Hall. The police department is housed in the east portion of City Hall and there is no restricted access. The City of Birmingham should consider restricting access to City Hall and allow entrance into the facility at only one door.²

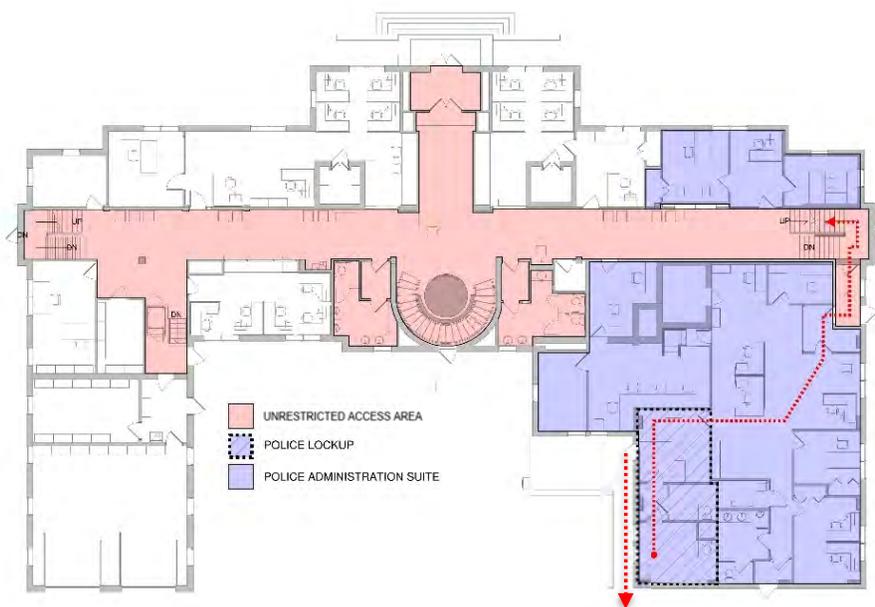


FIGURE 2.1.06 – POLICE PRISONER CIRCULATION PATH FROM LOCKUP TO DB THROUGH UNRESTRICTED ACCESS AREA

¹ Appendix A, Chapter 5, Pages 24-25

² Appendix A, Chapter 5 - J, Page 26

Secure Doors:

The primary entrance to the existing building is through the main lobby. Through the briefing given to Telluris Architecture, each of the rear and side entrances have been secured since 2020, only to be used as egress from the interior or as an entrance by City employees.

Egress:

Lack of egress from the first floor Office suites creates choke points in the event of an emergency. Shown in Figure 2.1.07, emergency egress from the *Clerk* and *Treasury* departments, the *Police Administration Suite* and the *Business and Shopping District (BSD)* office exit directly in the public corridor, which is easily accessed from the main lobby. This type of egress is adequate for most emergencies but can be detrimental in the event of a terrorist threat.

On the second floor, there is no emergency egress from the City Manager's Office Suite, the Financial Department, the Community Development Department, or the Commission Room, which can prevent or deter the imminent threat to life and property during a terrorist event. Figure 2.1.08 depicts the egress paths from the departments, showing how each places the occupants directly in the corridors. There is little to no security measures and/or barriers from preventing an assailant from entering the facility with intent to do harm. The doors to each department remain open during business hours, subsequently creating little separation between the departments and the primary corridors.

Throughout the building, obstacles create choke points which restrict the ability of the occupants to hastily exit the building in the event of an emergency. In Figures 2.1.09 and 2.1.10 the egress path from the *City Clerk's Department* exits into an intervening room, without a discernable path of egress travel to an exit. Additionally lockable, in-swinging doors and

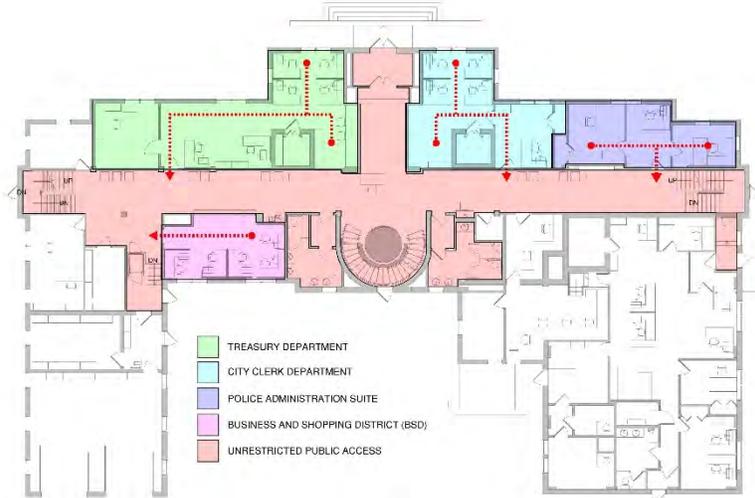


FIGURE 2.1.07 – EGRESS PATHS FROM FIRST FLOOR DEPARTMENTS INTO UNRESTRICTED ACCESS AREA

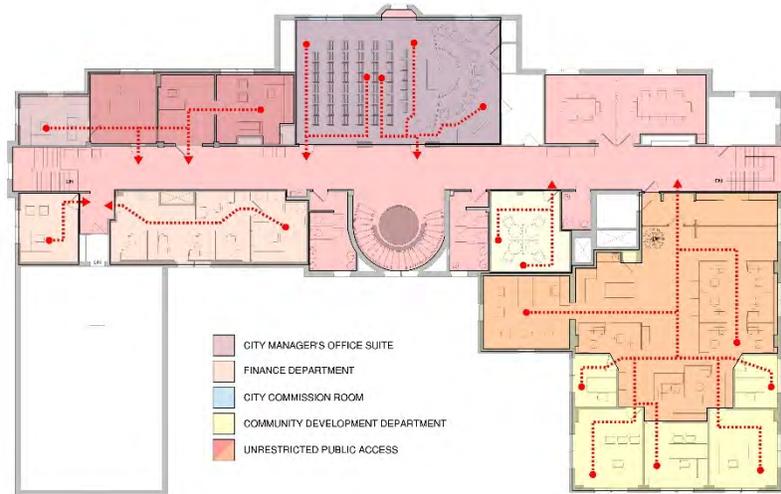
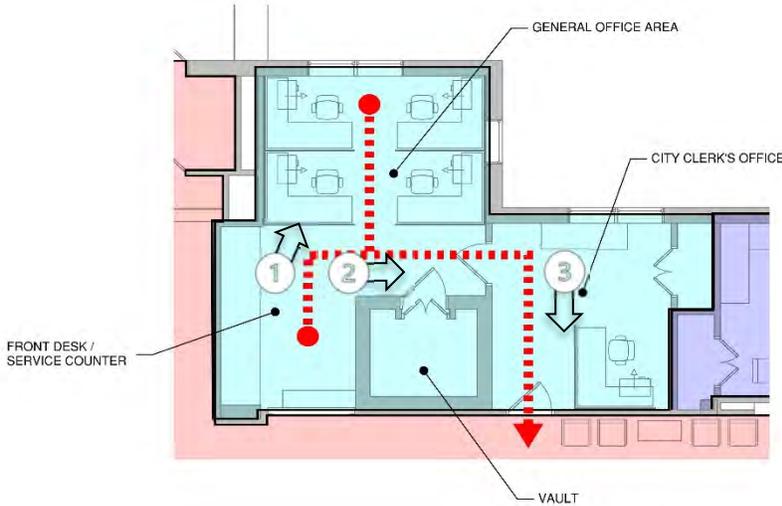


FIGURE 2.1.08 – EGRESS PATHS FROM SECOND FLOOR DEPARTMENTS INTO UNRESTRICTED ACCESS AREA

miscellaneous obstacles reducing the ability of the occupants to escape in the event of an emergency. The photographs shown in Figure 2.1.10 correlate with the diagram in Figure 2.1.09.



In the photographs, the path of egress is lined with metal storage cabinets, equipment, and a temporary folding table used as a desk for seasonal help. It was noted during the Programming Interviews that when occupants turn the corner from the public service counter toward the exit, the corner of the mailing equipment becomes a hazardous object, furthering the complications for exiting the office space (Item #2, Figure 2.1.10).

FIGURE 2.1.09 – RESTRICTED EGRESS PATH THROUGH CITY CLERK'S DEPT. INTO INTERVENING SPACE

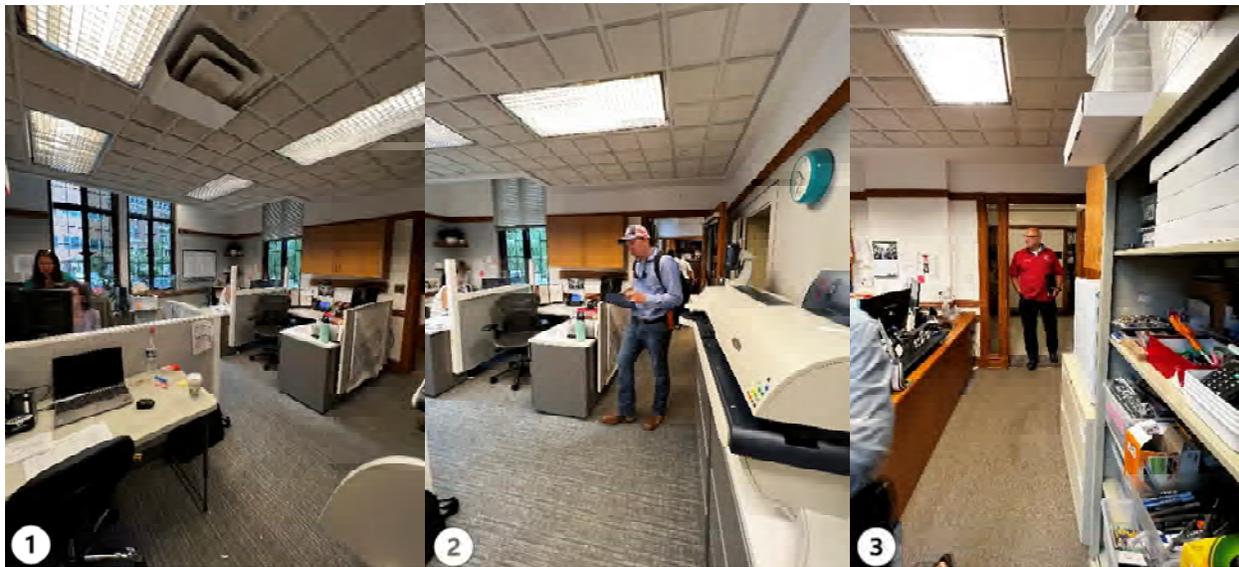


FIGURE 2.1.10 – PHOTOS OF CITY CLERK'S DEPT. CORRELATING WITH FIGURE 1.8



FIGURE 2.1.12 – FIRST FLOOR CORRIDOR LINED WITH EQUIPMENT AND FURNITURE

FIGURE 2.1.11 – SECOND FLOOR CORRIDOR LINED WITH MISCELLANEOUS FURNITURE

The **primary corridors** serve as the main circulation artery throughout the building, as well as the path of travel during an emergency. However, the corridors also function as a catchall for miscellaneous furniture storage, temporary equipment storage, and for the staging of various departmental tasks. During the Programming Interviews, it was noted that the sorting of voting ballots is often staged in the corridor due to the lack of space in the City Clerk’s Office. During the on-site observations and tours, the corridors were used as waiting areas for the different departments. In Figures 2.1.11 and 2.1.12 the corridors can be seen with miscellaneous equipment, tables, and chairs. The width of the corridors is approximately 9’-2” on the first floor and 8’-10” on the second floor, before the furniture and equipment obstacles. With the added furniture and equipment, the width of the corridors may be reduced to approximately 5’-0” in some areas, creating a reduced egress path as well as tripping hazards. Utilizing the corridors as storage space is a byproduct of the facility not having enough closets and storage areas, the size of the departments, and the spatial configurations. See “2.2 Furniture, Storage, and Available Space,” in this report for more information.

In the **City Commission Room** multiple obstacles exist in the path of egress. There are two exits from the Commission Stage: the exit at the rear of the stage, through the video broadcasting room (Item #1 on Figure 2.1.13) and down the stage and through the public entrance/exit (Item #2 on Figure 2.1.13). The exit through the broadcast room is restricted by limited width and height as well as a step-down into the adjacent room. The exit down the stage is restricted by the public speaker podium and the presenter booth (Figures 2.1.12 and 2.1.14). This path of egress shares space with the fixed seating throughout the Commission Room. The current configuration of the City Clerk's desk and the City Manager/City Attorney desk causing congestion with the front row of the fixed seating (Figure 2.1.14).

The usage of the Commission Room and Commission Stage has changed since the Covid-19 pandemic. As shown in Figure 2.1.15, the pre-pandemic configuration of the Commission



FIGURE 2.1.12 – CLEAR WIDTH FOR EGRESS FROM THE COMMISSION STAGE IS UNDER 18”.

Stage included a larger number of occupants, creating a congested egress path from the stage, however not creating an obstacle for the fixed seating throughout the room. The post-pandemic configuration in Figure 2.1.16 supports a less congested egress path from the Commission Stage, however creating congested egress path for the fixed seating in the front of the room. The need for personal space due to post-pandemic requirements has created a complicated inefficient spatial arrangement for the Commission Room.

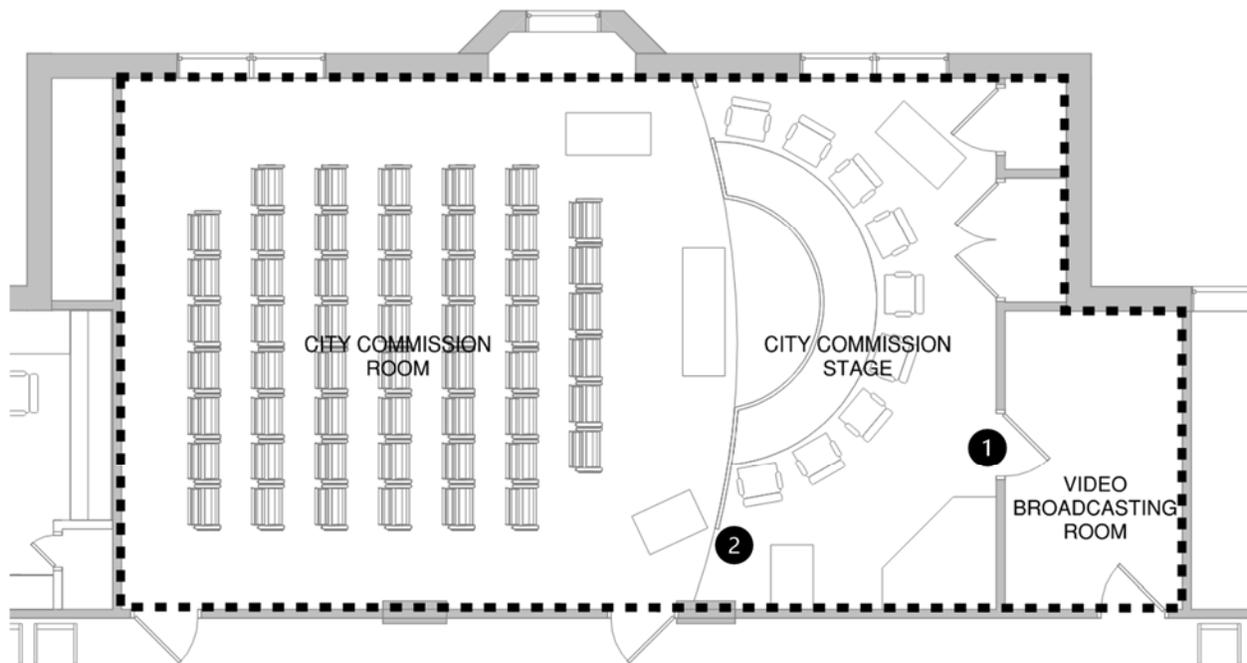


FIGURE 2.1.13 – PLAN OF THE CITY COMMISSION ROOM AND VIDEO BROADCASTING ROOM.

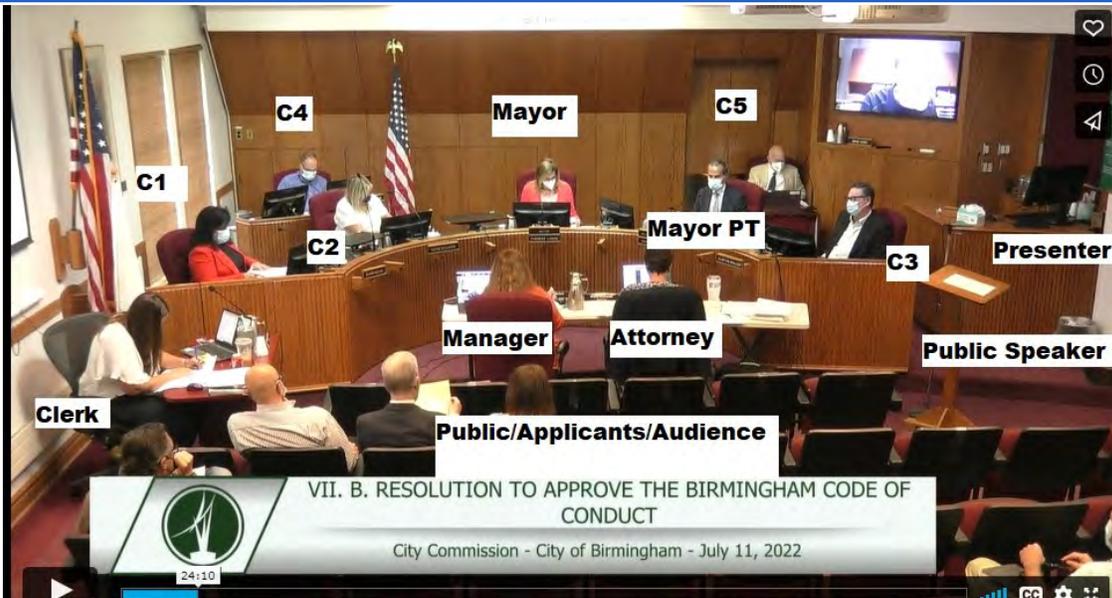


FIGURE 2.1.16 – CITY PROVIDED POST-PANDEMIC COMMISSION STAGE CONFIGURATION DIAGRAM.



FIGURE 2.1.15 – CITY PROVIDED PRE-PANDEMIC COMMISSION STAGE CONFIGURATION DIAGRAM.



FIGURE 2.1.14 – OBSTACLES IN THE CITY COMMISSION ROOM LIMIT EMERGENCY EGRESS. THE SPEAKER PODIUM, PRESENTER PODIUM, AND THE COMMISSION BENCH CREATE A REDUCED PATH OF TRAVEL FOR THE OCCUPANTS OF THE COMMISSION STAGE (LEFT); THE TABLE IN THE CENTER OF THE COMMISSION ROOM (RIGHT) CREATES AN OBSTACLE FOR THE FRONT ROW OF FIXED SEATING AND FOR THE CITY CLERK’S DESK, TO THE LEFT.

FURNITURE, STORAGE, & AVAILABLE SPACE

Each department within the Municipal Building appears to have outgrown the ability to store and organize the equipment and necessary office materials needed to perform efficiently. While the city is transferring paper records to a digital archive, some of the existing storage has become antiquated, taking up valuable space needed for more modern office procedures. While in some instances, the processes of how different departments work has changed over time, leading to the improper types of storage available within the existing building.

City Manager's Office:

The City Manager's Office Suite is lacking proper furniture in some areas and suffers from a misuse of the offices due to the spatial arrangement. The plan for this office suite was originally the Engineering Department in 1928 when the building opened. During the 1993 renovation of the building, this space was converted into two separate offices, with the Human Resources department where the Assistant City Manager's office is currently, and the City Manager's office located where it still is today (Figure 2.2.02). The intention of these spaces was to work in collaboration, yet independently. The furniture in this office suite is original to the 1993 renovation and is not adequate for the modern office configuration of multiple monitor workstations.



FIGURE 2.2.01 – DESK IN THE ASSISTANT CITY MANAGER'S OFFICE WITH A GAP AGAINST THE WALL, WHICH DOCUMENTS, AND OFFICE SUPPLIES FALL INTO.

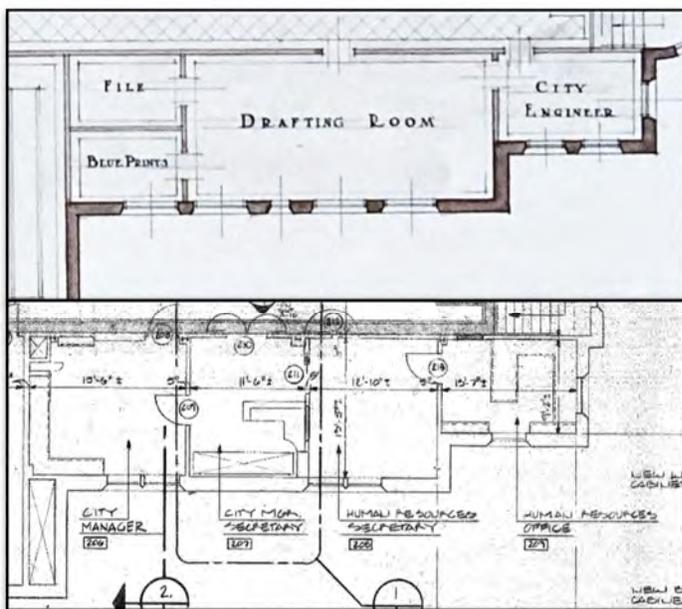


FIGURE 2.2.02 – THE ORIGINAL 1928 PLAN FOR THE CURRENT CITY MANAGER'S OFFICE SUITE (ABOVE) AND THE 1993 RENOVATION OF THE SAME SUITE.

The allocation of storage space behind the Assistant to the City Manager's desk dates to the 1993 renovation, when paper files were heavily in use and the City Manager's Assistant handled their organization and management. Today the file cabinets are empty due to the digitization of City records. The footprint for this storage is approximately one-third of the available space in the room, subsequently consuming available area for a larger, more modern workstation with counter depth adequate for two monitors and a keyboard, as well as built in storage solutions for materials appropriate to current and future offices.

The spatial configuration of the offices lacks a waiting area and a collaboration space. Collaboration is often done in the Communication Director's Office, which creates a distraction for the Communication Director and subsequently a disruption

of workplace efficiency. The office suite kitchenette is also found in the Communication Director's office due the oversized area of this office, which was designed for more than one occupancy but is currently used by one person.

The existing furniture is damaged and unusable in some areas. Some drawers are inoperable and in Figure 2.2.01 an area of the desk surface is opened for materials and documents to slip behind the desk.

Community Development Departments:

Drawing storage and surface areas are important factors for the Community Development departments. It was noted during the Programming Interviews that surface area for laying out drawings is limited throughout the department and an increase in flat, full-sized drawing storage cabinets would be beneficial. A lack of meeting spaces to work with permit applicants, vendors, and the public is also challenge. There are currently no dedicated meeting rooms for collaboration or public service, resulting in the use of the two conference rooms across the hall. During multiple site visits, drawings from the departments were left in the Conference Rooms, subsequently leaving an overlap between departments who are required to use the rooms.

Before the Covid 19 pandemic, the public service counter lacked surface space for laying out drawings to work with the public. There was often a queuing line down the hall without a proper waiting area, resulting in an obstacle for adjacent departments and an overwhelming of available space in the corridors.

Drawing storage has become a complication within the departments due to the overflow of rolled drawings being stored in the path of egress (see Figure 2.2.03). While the departments are converting to digital plan reviews and storage, the current available space for hanging drawing holders, horizontal drawing storage (Figure 2.2.03) and wall mounted flat screen televisions is limited.



FIGURE 2.2.03 – DRAWING STORAGE IN THE BUILDING DEPARTMENT HAS REACHED ITS CAPACITY.

The equipment used in daily operations for the department includes printers, plotters, and the equipment used in the kitchenette do not have proper locations for their placement. Figure 2.2.04 shows the location of the small refrigerator, toasters, and microwave all placed on the counter of the kitchenette and the counter of the adjacent office supply work area. This is resultant of inadequate space throughout the department and takes up valuable surface area needed for drawing review and collaboration.



FIGURE 2.2.04 – KITCHEN EQUIPMENT IN THE COMMUNITY DEVELOPMENT DEPARTMENT DOES NOT HAVE AN ASSIGNED LOCATION OR ADEQUATE VENTILATION FOR USE. IT IS CURRENTLY PLACED IN WORK AREAS NEEDED FOR DEPARTMENT WORK.

The offices in the Building Department show signs of insufficient storage. In Figure 2.2.05 there is an overflow of materials,



FIGURE 2.2.05 – ONE OF THE OFFICES IN THE COMMUNITY DEVELOPMENT DEPARTMENT OVERWHELMED WITH MISCELLANEOUS DOCUMENTS, EQUIPMENT, AND CLEANING SUPPLIES.

including documents and cleaning supplies. It was noted during the programming interviews that each department within Community Development (the Building Department, Planning Department, and Engineering Department) do not share office supplies. This leads to a conflict of storage and a lack of organization between the departments for office supplies.

The Plan Review Office of the Building Department has outgrown its space. The area consumed by file cabinets, drawing storage, and desks is compressed into an area of 258 square feet. Additionally, the furniture in throughout the Plan Review Office was not designed for the use of multiple monitor workstations, resulting in a lack of space for the staff members to work

efficiently (Figure 2.2.06).



FIGURE 2.2.06 – THE WORKSTATIONS IN THE PLAN REVIEW OFFICE ARE OVERCROWDED AND LACK ADEQUATE STORAGE SPACE.

Finance Department:

The Finance Department is disjointed and suffering from a lack of space for storage and operations. The Finance Director's Office is overwhelmed by a lack of document storage. The office is adequately sized for its function, however a lack of storage and organizational facilities inside the office and throughout the department have resulted in a complex stack of documents. The Director's Office is also disjointed from the rest of the office suite, separated by a part of the public corridor.

Due to the lack of storage space within the department office suite, a large number of records are stored on shelving units within the Server Room (Figure 2.2.07). Because of this, access to the room must be provided to additional staff members, creating a security threat, and furthering the disjunction of the spatial configuration of the office suite.

The primary room for the office suites is the general office area. Within this area are five I-shaped desks, a kitchenette, file cabinets, collaboration space, and an egress path compressed into 370 square feet. In the middle of this space is a mechanical shaft which was added in the 1993 renovation of the building. The shaft creates an unusual configuration of the space, making a part of it inefficient for furniture layouts, collaboration, and egress. It was noted in the

Programming Interviews that available space for collaboration is unavailable within the suite but could be beneficial for the efficiency and morale of the department.

Also found within the general office area is the Assistant Finance Director's Office. This office appears to have been added out of necessity for an operational change after the 1993 renovation. The spatial delineation for this office is a low, acrylic, and aluminum partition that cordons off approximately 148 square feet of the general office area. This partition provides little to no sound insulation, as the physical barrier does not extend to the ceiling or beyond (Figure 2.2.08). During the Programming Interviews it was noted that sensitive conversations about individual employee financial information is discussed. Without proper sound control, this private information is vulnerable to unwanted eavesdropping.

The furniture in the general office area was recently replaced with I-shaped stand-up desks. During the Programming Interviews it was mentioned that the size of the desk and stand-up function was very much appreciated, boosted employee morale, and increased efficiency.

An added spatial concern noted during the Programming Interviews was a lack of private, dedicated space for the financial auditors. Often the auditors must move, frequently working in areas that are not private and subsequently decreasing the efficiency of their processes. This creates a security concern as financial information is being handled in areas such as the break room or in the corridors.

Business and Shopping District Department (BSD):

The Business and Shopping District is divided between the general office area and the Director's office. The two spaces are divided by the primary corridor. It was noted in the Programming Interviews that the disjointed office suite leads to a lack of coordination.

The general office area has 5 workstations, a public service counter, and storage for promotional materials and giveaways in approximately 332 square feet. There is a significant lack of storage, as can be seen in Figure 2.2.09, where materials are stacked up against the walls in corners and underused spaces. One of the primary ways the BSD interacts with the public is through the public counter. Often there are marketing and informative materials placed on the counter for the public take at will, however the lack of counter space is challenging for the materials to be placed on the other side of the protective glass.



FIGURE 2.2.07 – FINANCIAL RECORDS STORED IN THE SERVER ROOM.



FIGURE 2.2.08 – THE TEMPORARY PARTITION USED TO DELINEATE THE ASSISTANT FINANCIAL DIRECTOR'S OFFICE



FIGURE 2.2.09 – MARKETING MATERIALS STORED IN THE BSD GENERAL OFFICE AREA.

Treasury Department:

The office suite is composed of the Treasury Supervisors Office, the general office area (which includes the public counter), and the vault. The configuration of the space is impeded by the location of the vault (see Figure 2.2.10). The area where the workstations are found is approximately 177 square feet. There are 4 workstations in this area, equating to a total of 44.25 square feet per employee. The reason for compressing all four workstations into this area are so that a sightline to the public counter is available. The larger area of the general office is located behind the vault, where a sightline to the public counter is not available, subsequently making this area largely unusable. The vault also creates a visual barrier from the Treasury Supervisor’s Office to the public counter.

In the public lobby, there is inadequate space for the surge loads of residents during tax time. Often up to 15 people can be waiting in line for the Treasury counter at a time, placing a significant load on the available 153 square foot lobby. On the other side of the public counter, there is not enough space for a cash register. The current configuration of computer stations is excessive, where only 2 computers are used,

however 3 are provided.

The available space inside the vault has reached its capacity (Figure 2.2.12). Some of the materials stored in the vault are not designated as confidential and this is the byproduct of a lack of storage throughout the office. As can be seen in Figure 2.2.12, Christmas decorations are stored inside the vault due to the absence of a proper storage closet. The process of storing

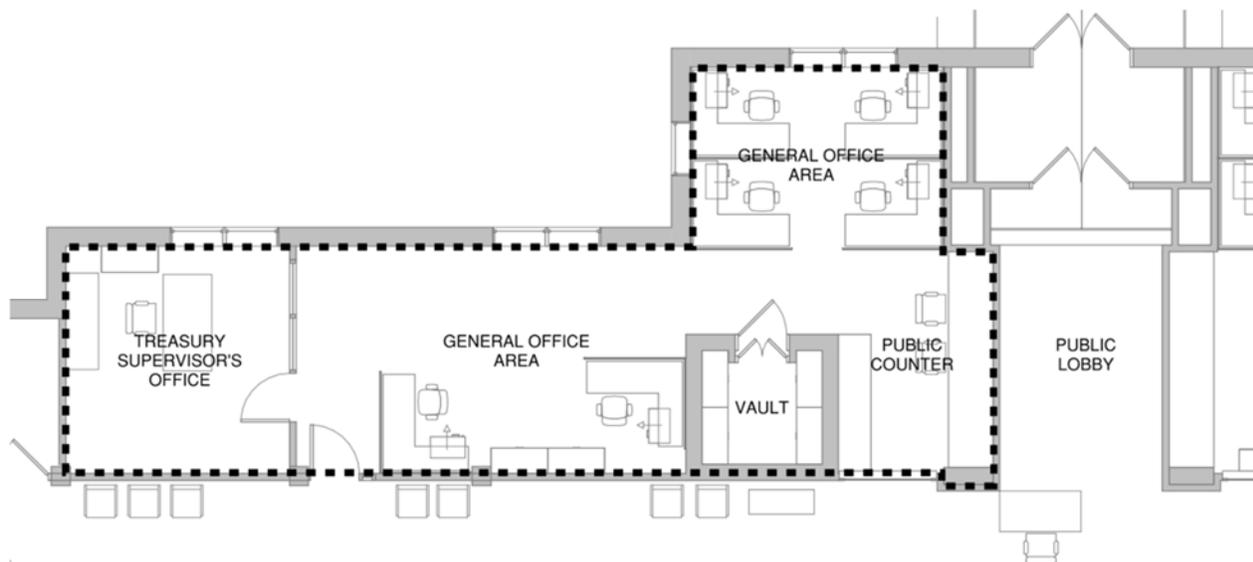


FIGURE 2.2.10 – THE LAYOUT OF THE EXISTING TREASURY DEPARTMENT.

documents in the vault is often contingent on sorting and staging materials in a secure location. The line of sight from the public lobby to the entrance to the vault, provides no visual privacy. During the Programming Interviews, it was noted that the process of sorting cash and documents before placing them in the vault is done in the general office area.

The storage abilities of the Treasury Department are challenged by not having adequate space or properly defined space for storage. During the Programming Interviews, it was noted that the Treasury Department suffered from a lack of storage for records. Sensitive financial information has to be stored in the storage room next to the Garage (Figure 2.1.11), as opposed to being stored in the department office suite.

City Clerk's Department:

The spatial configuration of the Clerk's Department is like the Treasury Department. The general office area is a total of 348 square feet, containing the 4 workstations and one temporary workstation (for seasonal help), file cabinets, mailing equipment, mail distribution, and a public service counter. There is not adequate space in the general office area for the number of functions taking place in this department. Similar to the rest of City Hall, the Clerk's Department is in the process of digitizing records, however the voting process is done almost entirely by mail and requires the sorting and storage of paper ballots. The process of preparing the ballots for mail requires a staging area which currently requires use of the public service counter and/or the primary corridors, subsequently creating a discontinuity of service to the public patrons at the counter and the operation of preparing ballots for mail. The lack of space inside the vault and the absence of an appropriately sized storage closet presents a challenge during voting periods, when ballots have to be sorted. Often the ballots are temporarily stored in the closet located inside the Clerk's office.

The kitchenette in the Clerk's Department is located on a folding table inside the Clerk's office. This is an inefficiency in the way the office is used, creating a distraction for the Clerk and disrupting workflow. On the kitchenette folding table is a variety of snacks, utensils, and kitchenware used for the department that does not have a proper storage location.

During election season the public lobby receives a surge of usage. Up to approximately 60 people per day will enter the lobby, seeking assistance at the public counter. The available space in the lobby is 153 square feet, is shared with the Treasury Department, and does not have available seating for patrons awaiting their turn.



FIGURE 2.2.13 – SEASONAL EMPLOYEE DESK IN THE CLERK'S DEPARTMENT.

Garage:

The Municipal Building garage has become a catchall for various storage (see Figure 2.2.14). Most of the area is being used by Police equipment (the off-road vehicle, motorcycles, and bicycles), while other pieces of equipment stored are trash and recycling bins, unused printers/copies, cardboard box recycling, laundry, office chairs, traffic management equipment, snow shoveling equipment, and storage racks full of documents from different departments. The garage is used as a loading dock for deliveries and armored transport of money but has become overwhelmed by the lack of storage within the building that not many other processes can occur.



FIGURE 2.2.11 – TREASURY DOCUMENT STORAGE IN NEAR THE MUNICIPAL BUILDING GARAGE.



FIGURE 2.2.12 – STORAGE INSIDE OF THE TREASURY DEPARTMENT VAULT.



FIGURE 2.2.14 – STORAGE INSIDE OF THE MUNICIPAL BUILDING GARAGE.

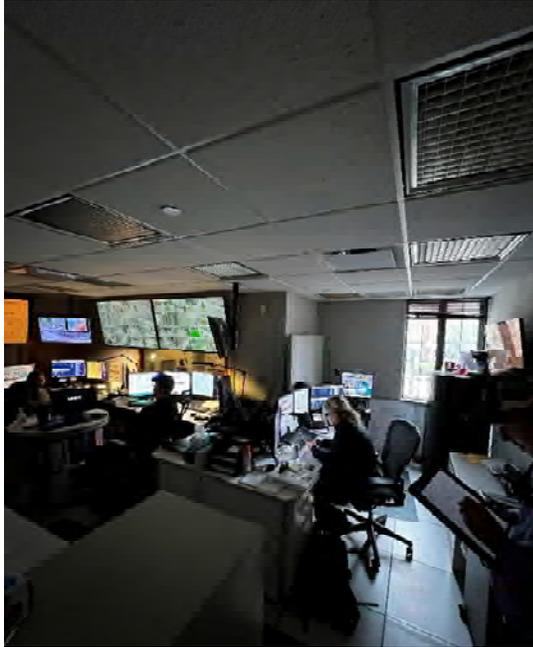


FIGURE 2.2.16 – THE THREE DISPATCH CONSOLES IN THE DISPATCH CENTER.

Police Department:

Policing operations have outgrown the given space for the department. Each division within the department has a lack of storage and inefficiently arranged spaces, most constrained by the physical envelope of the building. Figure 2.2.15 shows miscellaneous storage throughout the Chief’s Office, public stairwell near the Detective Bureau, and the Records division.

Throughout the entire department, there are 8 storage closets with an accumulated total square footage of 250 square feet. The department is a net 5,410 square feet, which equates to approximately 4.6% of the total area for the department allocated to storage. The lack of storage throughout the department is leading to security vulnerabilities and disruptions in workflow. While the department is transitioning to a digital records storage format, there are a large number of materials and supplies that require physical storage space.

The Administrative Office Suite has no security barriers from the public corridor. In the Administrative Office Suite, the Chief’s Office has broken furniture and no available storage space. The desk has unusable drawers and shelves, and the closet has reached its capacity. In the Administrative Assistant’s office, there is no closet or storage area. In the Commander’s office, there is no closet or storage area other than the built-in storage of the desk.

In the Dispatch Center, there are 3 dispatch consoles (Figure 2.2.16). With a total room area of 323 square feet, supplying approximately 108 square feet per console. In addition, the Dispatch Center has a kitchenette and file storage, and functions as a pass-thru space from the Report Writing Room to the Records Division.



FIGURE 2.2.15 – OVERWHELMED AND EXCESS STORAGE IN THE CHIEF’S OFFICE (LEFT), THE PUBLIC STAIRWELL NEAR THE DETECTIVE BUREAU (MIDDLE), AND THE RECORDS DIVISION

In the Detective Bureau, the copier/printer, department kitchenette, and overflow lockers are shared in a 56 square foot storage area that does not have a door. The finger printing and crime scene supplies are stored outside of the department in the public stairwell (see Figure 2.2.15). The surveillance room for the Interrogation Room is located inside the equipment storage room. The Equipment Storage room is not adequately sized for the type of equipment to be stored in it.

Observations and notes from the Programming Interviews are further detailed in the

Programming Report of this document.

INTERIOR FINISHES

Due to the age of the building, it is likely that some materials contain hazardous materials such as asbestos (acoustical ceiling tiles, plaster, adhesives, insulation, flooring, and/or other encased materials) and/or lead paint. A hazardous materials assessment should be undertaken by a qualified professional to determine the type, locations, and amounts before any construction work is commenced.

Overall, the interior finishes of the building are in reasonably good shape, considering the age. Areas of high traffic are scuffed and worn, showing cracking in floors, scuffing in walls, and discoloration in the ceilings. Areas near entrances show signs of wear from repeated exposure to salt and water. The treads of stairs are worn, and the steel nosing is suffering from chipped paint, which has exposed the steel strip and caused rusting to take place. Ceiling tiles show signs of age through discoloration and build-up of dust near ventilation grilles. The existing plumbing has shown signs of significant wear. In the recent past, pipes have burst and drainage on the lower floors often backs up, leaving flooded floors and foul-smelling floor drains.

Below is an overview of the condition of the Walls, Flooring, and Ceilings. During the on-site analysis, surface materials were not uncovered or demolished to evaluate conditions behind the surfaces. This analysis is intended to identify readily available areas of concern as well as areas that warrant further investigation.

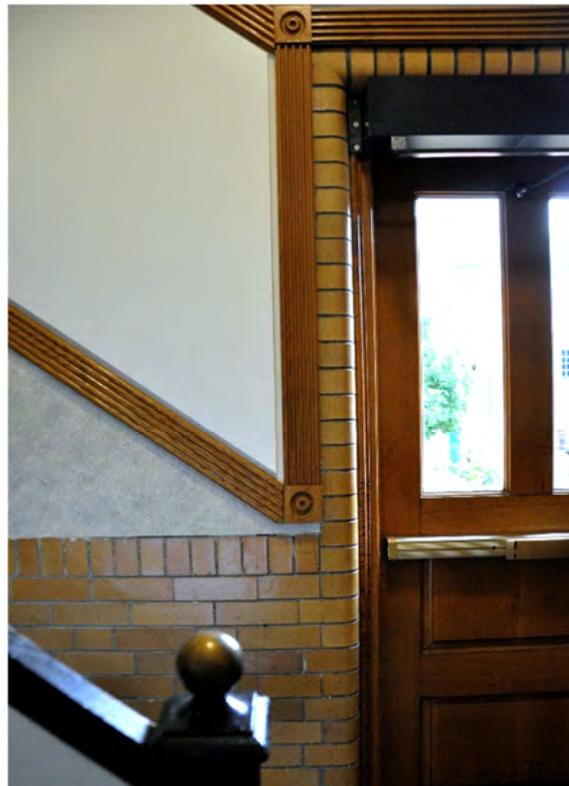


FIGURE 2.3.01 – ORIGINAL TILE AT THE ACCESSIBLE ENTRANCE NEAR THE GARAGE.



FIGURE 2.3.02 – DAMAGED PLASTER IN THE ASSISTANT CITY MANAGER'S OFFICE.

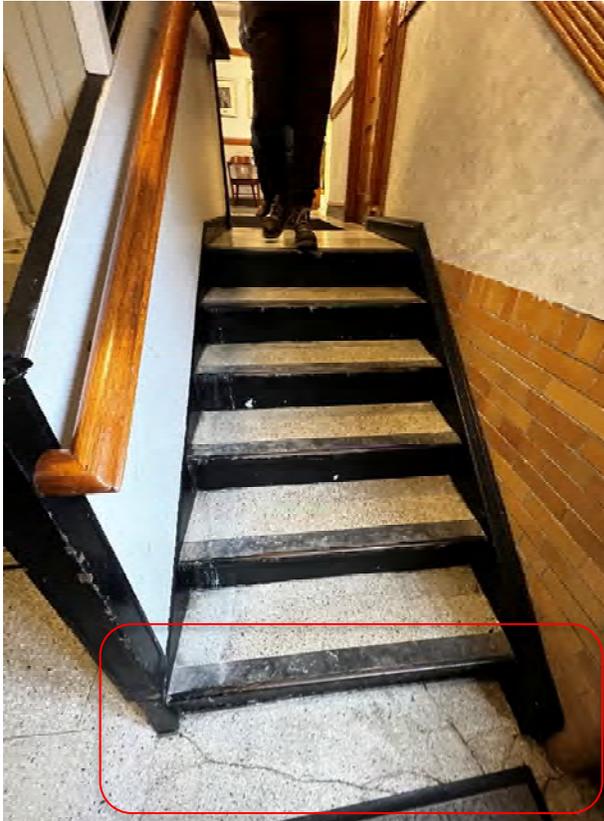


FIGURE 2.3.03 – CRACKED FLOORING AT THE ACCESSIBLE ENTRANCE.



FIGURE 2.3.04 – PEELING CARPET IN THE ASSISTANT CITY MANAGER'S OFFICE.

Walls:

During the on-site analysis, it was observed in several locations on the lower level, near the garage that the interior partitions may encase a glazed ceramic or adobe tile. At exterior wall locations, the glazed tiled was exposed and incorporated into the furring (see Figure 2.3.01). The tiles appear to be in good condition throughout the lower (ADA) entrance and the garage.

Some areas of the existing plaster are damaged (see Figure 2.3.02), requiring minor repairs, however most of the existing wall finishes are in good condition. During the on-site analysis there were few signs of mold from moisture in any areas, except for the janitorial closets. The plaster above the backsplash areas should be closely investigated for mold. Additionally, due to flooding in the IT room and the Locker Rooms, the base of the plaster should be evaluated closely for signs of mold behind the surface.

Other walls are suffering from peeling wallpaper in various places as well as chipped tiles and scuffed paint.

Doors:

Existing doors are composed of wood leaves and subject to expansion and contraction from moisture and temperature changes as well as the age of the door hinges. Doors which are equipped with security hardware often do not shut/close and latch properly, leaving secure areas unsecure.

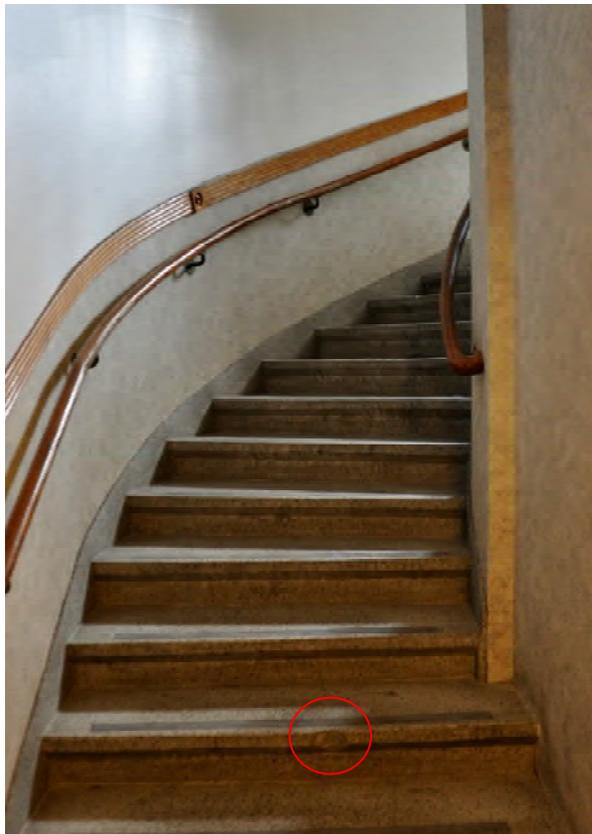


FIGURE 2.3.05 – CHIPPED STAIR NOSING ON TERRAZZO FLOORING.



FIGURE 2.3.06 – DUST BUILD-UP ON ACOUSTICAL CEILING TILES IN THE PRIMARY CORRIDORS.

Flooring:

The terrazzo flooring throughout the primary corridors is in good condition, with cracking in some locations (Figure 2.3.03). There may be concerns over slippage during wet weather where water can be tracked into the building, however this appears to be managed through the usage of a drainage mat at the main entry and rolled out mats throughout the lobby.

The spiral stair in the atrium, leading to the lower and upper floors has a terrazzo tread. Several areas of these stairs have been chipped (see Figure 2.3.05), which may be considered a tripping/slipping hazard. In addition to the chipping, the abrasive stair tread tape is worn and is near the end of its useful life and the steel nosing is exposed and rusted in some areas.

The carpeting throughout the Police Department and City Hall is mostly outdated, worn, and has reached the end of its useful life. In some areas, carpet is peeling up and has begun to buckle, causing tripping hazards (see Figure 2.3.04).

Ceilings:

The ceilings throughout the majority of the Municipal Building are suspended acoustical ceiling tiles. Many are stained and discolored from age, while some, due to proximity to air supply and return grilles have excessive build-up of dust (Figure 2.3.06). Some ceiling tiles are broken, cracked and in need of replacement (Figure 2.3.08).

In the Building Department, the suspended acoustical ceiling tiles have water stains. During the Programming Interviews, it was reported that the water stains have come from condensate from the HVAC equipment. Access to the roof of the addition was unavailable, so it is undetermined if the staining is a result of a roof leak (Figure 2.3.07). The staining is suspect to be old.

In some areas wallpaper is peeling. Shown in Figure 2.2.09 is an area of peeling wallpaper in the IT Department. The cause of the peeling is unknown and the date of installation is unknown.



FIGURE 2.3.07 – STAINED CEILING TILES IN THE BUILDING DEPARTMENT.

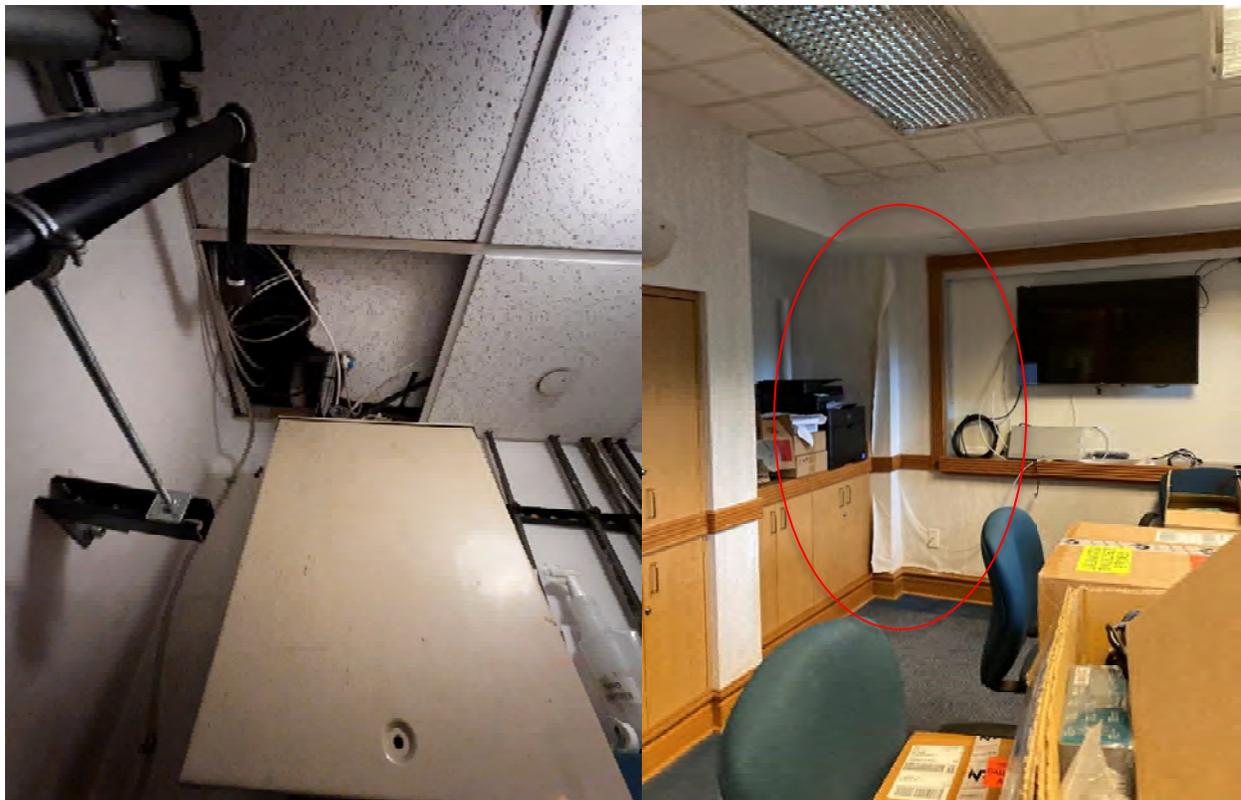


FIGURE 2.3.08 – BROKEN CEILING TILES FOR PIPE PENETRATIONS.

FIGURE 2.3.09 – PEELING WALLPAPER IN THE IT DEPARTMENT.

3.3 STRUCTURAL

3.3.1 STRUCTURAL REFERENCES

The Birmingham municipal building was built in 1928 and has undergone multiple renovations and an addition. The latest renovation was completed in 1993 and the structural and architectural drawings of that renovation only were made available to the team. Previous structural design drawings, including the original 1928 structural design drawings, were not found or available to the team. Therefore, the known structural information is limited to what was found in the 1993 structural drawings and what structure was visible during the site visit. A summary of the existing structural drawings found is included in **Table 3.1** below.

Table 3.1: Structural Information Sources for 151 Martin St, Birmingham, MI

Design Drawing Year	Structural Drawings Provided to Engineer
NEW BUILD 1928	Not Available
RENOVATION 1957	Not Available
RENOVATION AND ADDITION 1993	Foundation Plan Alterations and First Level Framing Plan Alterations

At the time of the original construction and the latest renovation, the “Uniform Building Code” was the standard code used in the United States, including Michigan. Currently, the governing code for new construction is the 2015 Michigan Building Code (2015 MBC) which references the 2015 International Building Code and the governing code for existing buildings is the 2015 Michigan Rehabilitation Code (2015 MRC) which references the 2015 International Existing Building Code. See **Table 3.2** for a summary of the governing codes.

Table 3.2: Building Code Summary

Design Drawing Year	Governing Code
1928	UBC 1927
1957	UBC 1955
1993	UBC 1991
Current	2015 MBC/2015 MRC

The purpose of this report section is to present the known structural information provided to the design team. Evaluation of the existing structure and creation of as-built structural drawings are outside of this scope.

3.3.2 EXISTING STRUCTURAL SYSTEM

There are two main structural systems in buildings: the gravity system and the lateral system. The gravity system resists loads that act in the direction of gravity, such as self-weight of building materials and occupant weight, while the lateral system resists loads that act perpendicular to gravity, such as wind or seismic loads.

The existing gravity system is a combination of multiple structural materials including steel, concrete, wood, and masonry. The municipal building has one level of below grade basement and two levels of elevated floors, and an attic. The existing foundation system is a conventional spread footing and wall footing system. The typical floor system is a thin concrete slab, ranging from 4" to 6" thick, supported off steel bar joists and steel beams. The roof framing consists of a steel frame with wood plank and joist infill. The perimeter walls are brick masonry and the last bay of roof joists bear on top of these walls.

The existing lateral system consists of the exterior masonry walls and concrete or wood diaphragms.

Table 3.3 below provides a summary of the known existing structural systems. **Figure 3.1** provides a plan diagram of all known existing structural elements that were found in the 1993 structural drawings and from visual observation.

Table 3.3: Structural System Summary

Structural Element	Structural System	Information Source	Amount of Information Known
Concrete Spread Footings	Gravity	1993 Drawings	-Partial Building (See Figure 4.1) -Sizes unknown
Steel Columns	Gravity	1993 Drawings	-Partial Building (See Figure 4.1) -Sizes unknown
Steel Beams	Gravity	1993 Drawings	-Partial Building (See Figure 4.1) -Sizes unknown
Steel Bar Joists	Gravity	1993 Drawings and Visual	-Partial Building (See Figure 4.1) -Sizes unknown
Concrete Slab	Gravity & Lateral	1993 Drawings and Visual	-Partial Building (See Figure 4.1) -Sizes unknown
Roof Wood Joists	Gravity	Visual	-Full Building (See Figure 4.1) -Sizes unknown
Exterior Masonry Walls	Gravity & Lateral	Visual	-Partial Building (See Figure 4.1) -Sizes unknown

3.3.3 STRUCTURAL IMPACTS DUE TO PROGRAMMING

The 2015 MRC provides requirements for the design and rehabilitation of existing buildings. The following sections provide a summary of the structural design requirements that are presented in the 2015 MRC.

3.3.4 ALTERATIONS

Alterations, as defined in the 2015 MRC, include, but are not limited to, the removal and replacement of floor or wall finishes, replacement of existing equipment, reconfiguration of floor space, addition or elimination of windows or doors, etc. Different levels of alterations are defined in chapters 7 through 10 of the 2015 MRC. In general, if the alterations do not result in additional loads on the building compared to the existing construction, the existing structural system can remain unaltered.

3.3.5 CHANGE OF OCCUPANCY

Existing buildings that undergo a change in occupancy classification will need to follow the requirements of Chapter 10 of the 2015 MRC.

If the change in occupancy results in a higher load requirement, the affected structural system will need to comply with the 2015 MBC. Each affected structural member will need to be analyzed for the increase in load demand. If the existing member cannot support the increased loads, the existing members will need to be strengthened. An example of how to strengthen steel members is shown in **Figure 3.2**. Additional steel plates or rebars can be welded to the existing steel members to increase the strength of the member.

If the change in occupancy results in a lower or same load requirement, it is acceptable for the existing structural system to remain unaltered.

3.3.6 ADDITIONS

An addition to a structure is defined in the 2015 MBC as “an extension or increase in floor area, number of stories, or height of a building.” Additions to a building can generally be classified into two categories: vertical additions and horizontal additions. A vertical addition is classified by adding additional stories or increasing the height of the building while keeping the same area footprint. A horizontal addition is classified by adding floor area to a building by expanding the footprint of the building outward.

All additions and existing elements supporting or affected by the addition shall comply with the 2015 MBC. The type of addition with the potential to least affect an existing building is the horizontal addition. A potential future horizontal addition shall comply with the 2015 MBC. If a proposed horizontal addition can be structurally connected to the existing building without increasing the lateral forces on the existing lateral force resisting system, the existing system can remain unaltered.

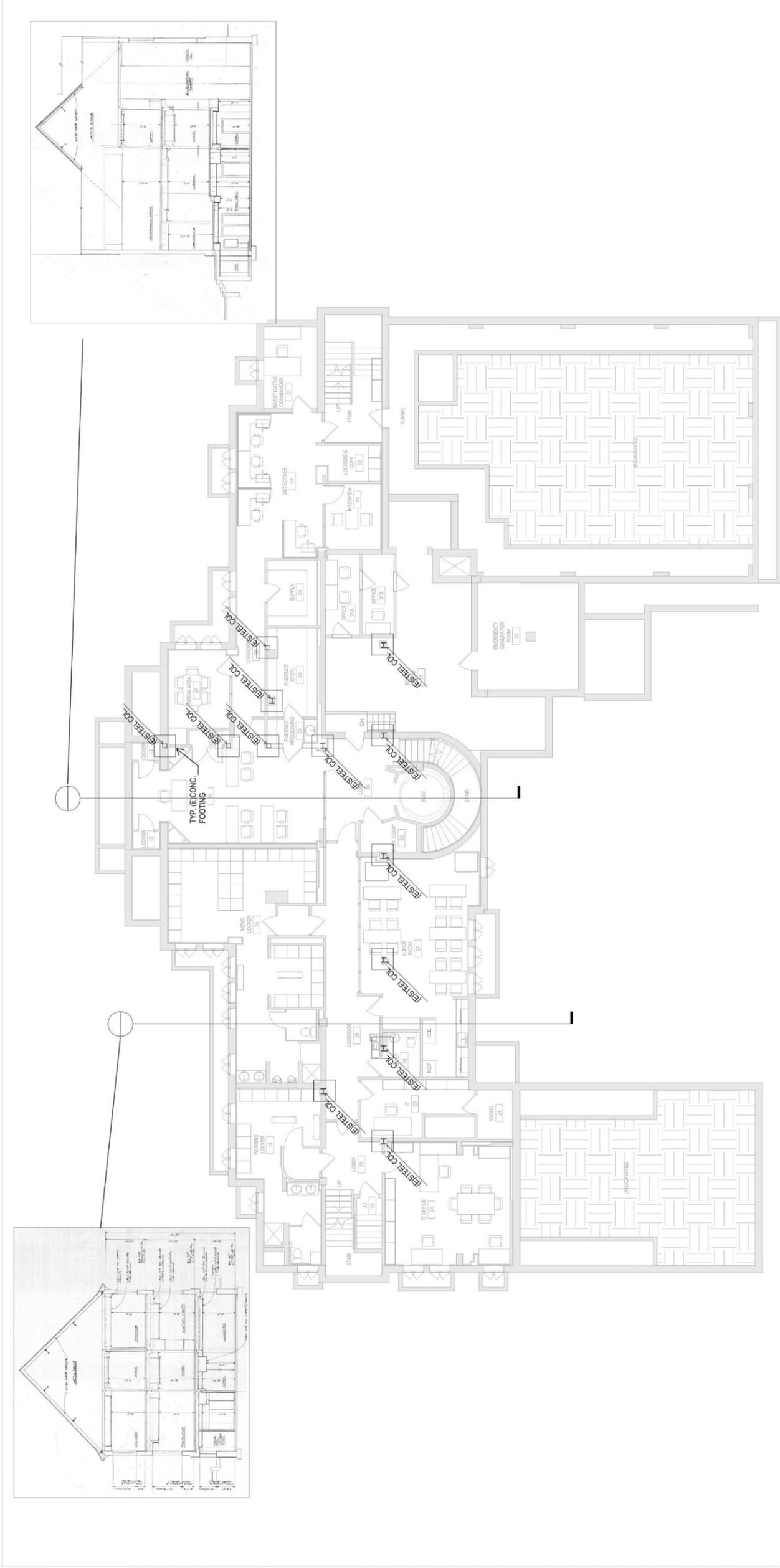


FIGURE 4.1: KNOWN STRUCTURAL EXISTING FRAMING

T E L L U R I S LOWER LEVEL FLOOR PLAN

ARCHITECTURE | URBAN PLANNING
 626.394.8912
 info@telluris-arch.com
 www.telluris-arch.com
 IG. @telluris-architecture

BIRMINGHAM MUNICIPAL BUILDING

151 Martin St. Birmingham, MI 48009

A100

Project number 22.04MI
 Date 09/26/2022

Scale 1/16" = 1'-0"

BIRMINGHAM PDCH

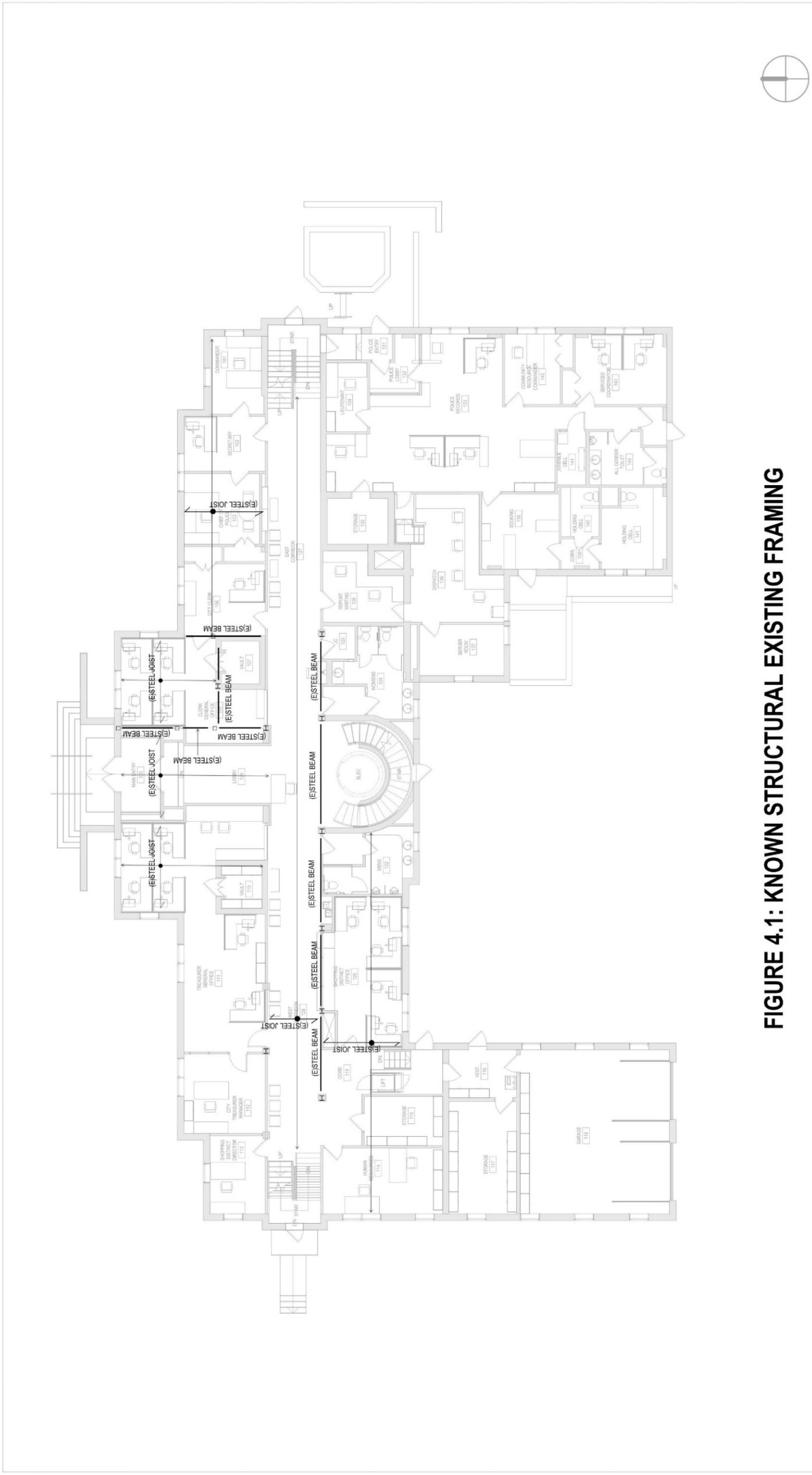
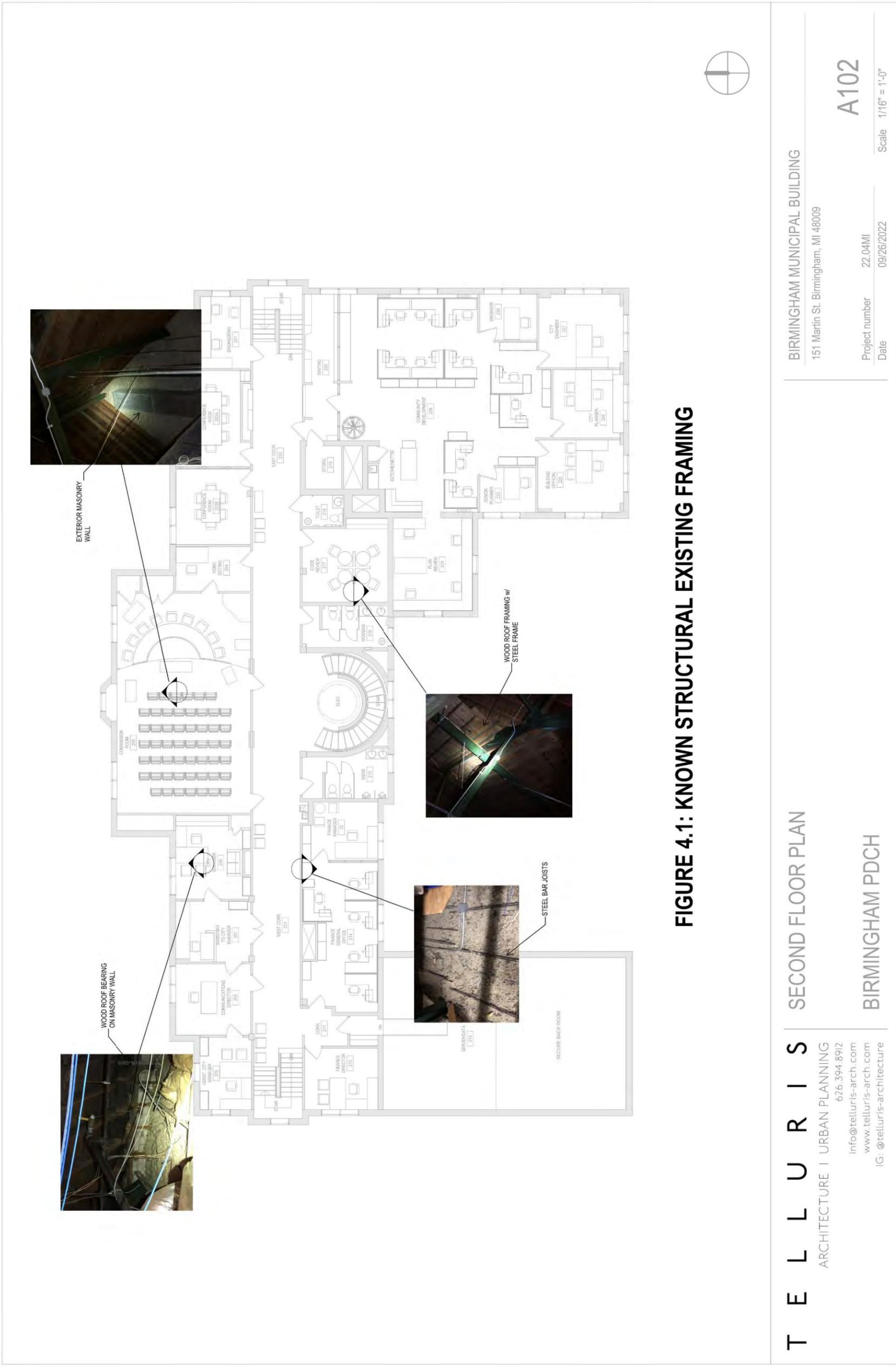


FIGURE 4.1: KNOWN STRUCTURAL EXISTING FRAMING

T E L L U R I S
 ARCHITECTURE | URBAN PLANNING
 626.394.8912
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 www.telluris-arch.com
 IG: @telluris-architecture

BIRMINGHAM MUNICIPAL BUILDING
 151 Martin St. Birmingham, MI 48009

A101
 Project number 22.04MI
 Date 09/26/2022
 Scale 1/16" = 1'-0"



T E L L U R I S
 ARCHITECTURE | URBAN PLANNING
 626.394.8912
 info@telluris-arch.com
 www.telluris-arch.com
 IG: @telluris-architecture

SECOND FLOOR PLAN
BIRMINGHAM PDCH

BIRMINGHAM MUNICIPAL BUILDING
 151 Martin St. Birmingham, MI 48009

A102

Project number 22.04MI
 Date 09/26/2022

Scale 1/16" = 1'-0"

3.4 FIRE PROTECTION

General

3.4.1 Code & Standards

The following is a summary of codes and standards currently adopted and utilized from a fire protection and life safety perspective by the local jurisdiction.

Design Standards	Date/Edition
Michigan Building Code (IBC)	2015
NFPA 10: Standard for Portable Fire Extinguishers	2013
NFPA 13: Standard for the Installation of Sprinkler Systems	2013
NFPA 72: National Fire Alarm and Signaling Code	2013
NFPA 80: Standard for Fire Doors and Other Opening Protectives	2013
NFPA 170: Standard for Fire Safety and Emergency Symbols	2018
NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems	2013

3.4.2 Building Summary

Construction Type

The existing facility appears to be constructed as Type IIIB construction in accordance with MBC Chapter 6.

Table 3-1: Fire Protection Systems Highlight Table

Building	Number of Stories	Sprinklers Required?	Fire Alarm Required?	Mass Notification Required?
Existing Facility	2 + Basement	YES	YES	NO

Table 3-2: Occupancy Classification

Building	Occupancy Separation	IBC Classification
Existing Facility	Mixed-Use Non-Separated	Business (Group B) Assembly (Group A-3) Institutional (Group I-3, Condition 5)

Table 3-3 Area Limitations

Facility	Occupancy	Allowable Area (IBC Table 506.2, A _t)	Allowable Area with Frontage Increase (IBC Section 506.2, A _a)	Actual Area	Code Compliant
Existing Facility	Business (Group B)	SM – 57,000 ft ²	-	25,064sf	-
	Assembly (A-2)	SM – 28,500 ft ²	-	1,043 sf	-
	Institutional Group I-3, Condition 5)	SM – 22,500 ft ²	-	408 sf	-
	Lower Level*	-	-	8,030 ft ²	*
	First Level	-	-	10,033 ft ²	Yes
	Second Level	-	-	9,500 ft ²	Yes
	Total*		22,500 ft ² ft ²	N/A	19,533 ft ²

* - Basement area is not to be included in total area per MBC, Section 506.1.3.

Table 3-4 Height Limitations

Facility	Occupancy	Allowable Height (IBC Table 504.3 and 504.4)	Actual Height	Code Compliant
Existing Facility	Assembly (Group A-3)	S – 3 stories and 75 feet	2 stories and 43 feet	Yes
	Business (Group B)	S – 4 stories and 75 feet		
	Institutional (Group I-3, Condition 5)	S – 2 stories and 75 feet		

Fire Barrier and Occupancy Separations

Occupancy separations are not required, as the facility is considered mixed-use non-separated per MBC, Section 508.3.3. Mixed-use non-separated occupancy buildings must comply with the most restrictive fire protection systems requirements and the most restrictive allowances for building height and area based on all of their included occupancies per IBC, Sections 508.3.1 and 508.3.2.

Protection of Horizontal and Vertical Penetrations

Through penetrations of fire resistance rated construction must be protected by an approved fire stop system installed as tested in accordance with ASTM E814 or UL 1479.

Shaft enclosures must have a fire-resistance rating of not less than 2 hours where connecting four stories or more, and not less than 1 hour where connecting less than four stories. The number of stories connected by the shaft enclosure must include any basements but not any mezzanines per IBC Section 713.4.

3.4.3 Fire Protection Systems

Fire Hydrants and Fire Protection Water Supply

The existing facility is supplied via a combination domestic and fire water distribution system. Fire hydrants are existing and are not planned to be modified as they are outside the area of work for this renovation. Existing hydrants are dry-barrel type with two, 2-1/2” outlets and one, 4” outlet.

Hydrant flow testing was performed on 8/10/2022 and yielded the following results:

Static Pressure (Pierce @ Martin SW Corner)	30 PSI
Residual Pressure (Pierce @ Martin SW Corner)	26 PSI
Flow (Pierce @ Merrill NW Corner)	1,361 GPM
Flow @ 20 PSI	2,232 GPM
Note: See Hydrant Flow Test Report for additional information.	

The required fire flow demand for the facility per IFC, Table B105.1 and Section B105.2 is 1,500 gpm for 2 hours; the existing water supply is sufficient to meet this demand.

The facility is equipped with an existing in-line fire pump rated for 500 gpm at 104 psi. The existing fire pump appears to be in very poor condition, corroded and appears to be poorly maintained, and should be replaced if deemed required to meet system demands. The current fire pump test header is located at the discharge flange of the pump therefore pump testing as required by NFPA 20 does not appear to be practical based on the current layout. A new remote fire pump test header should be provided to facilitate proper testing and maintenance.

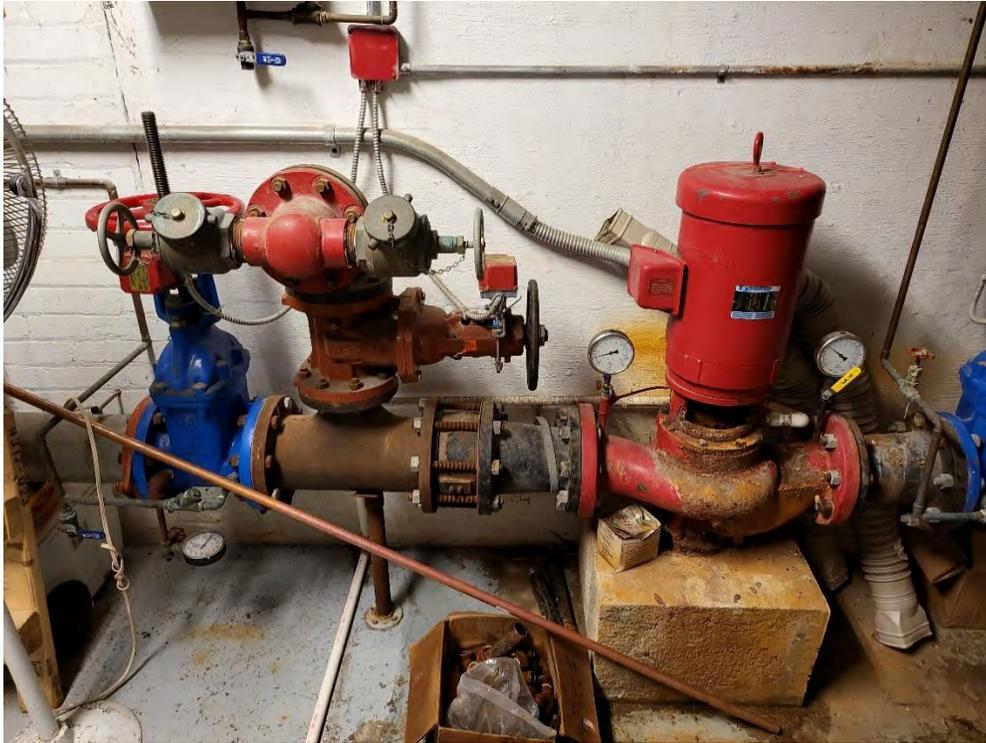


IMAGE 5.2 - FIRE PUMP

Based on preliminary estimates it is anticipated a new fire pump is needed to boost system pressure to meet the anticipated fire sprinkler demand.

The existing backflow preventer appears to be in poor condition and should be replaced.

Automatic Sprinkler Systems

MBC, Section 903 requires sprinkler protection based on the facility occupancy type and fire area. The existing facility meets or exceeds the threshold that requires it be provided with automatic sprinkler system, therefore a sprinkler system must be provided throughout.

The existing facility is currently sprinklered throughout however the existing systems appear to be in poor condition and aged. The sprinklers in the basement and attic are understood to be approaching 50 years old. Per NFPA 25, sprinkler 50 years of age must be replaced or representative sample must be tested and every 10 years thereafter.

The existing system is understood to be a dry type system throughout based on findings from the site investigation, including the attic. It is recommended a new wet pipe sprinkler system be installed throughout all conditioned spaces to minimize system maintenance and maximum the lifetime of the system. A dry pipe system must be installed throughout all non-conditioned areas per NFPA 13.

The existing server rooms are protected by pre-action sprinkler systems, the request from the users is to continue using pre-action sprinkler systems to protect all server rooms spaces.

Standpipe Systems

Standpipe systems are required per MBC, Section 905. A Class III standpipe is required where the floor level of the highest story is located more than 30 feet above the lowest level of fire department access. Currently the facility is provided with a Class I standpipe at the top of the stairwell in the attic, although not required it is understood this standpipe is provided due to the difficulty of firefighters in gear accessing the attic via a small spiral staircase.

Portable Fire Extinguishers

General Purpose Portable Fire Extinguishers are currently provided throughout. ABC type portable fire extinguishers must be provided in accordance with MBC, Section 906.1 and NFPA 10.

Fire Alarm/Mass Notification System

The existing facility is provided with a fire alarm system throughout. The current fire alarm system does not appear to provide sufficient notification coverage due to inadequate spacing of devices. Per documentation from the City of Birmingham Fire Department, the existing fire alarm system is in need of replacement although inspection, testing and maintenance reports were not available. It is also understood there are funds allocated in the upcoming budget to replace the existing panel. It is suggested to not make any modifications to the system as this work should be completed with the building renovation project.

The existing system is equipped with manual pull stations at all exits. The existing manual pull stations are not installed in accordance with NFPA 72, installed too high. Smoke detection must be provided throughout the Institutional occupancy per MBC, Section 907.2.6. The system should be an addressable fire alarm and emergency communication system. Speaker layouts utilizing voice messaging must be designed to achieve intelligibility as required by NFPA 72.

Since the facility does contain pre-action fire suppression systems the fire alarm control unit must be a listed releasing service fire alarm control unit (RSFACU).

3.4.4 Life Safety

Number of Exits

A minimum of two building exits are provided and must be maintained as required by MBC, Table 1006.3.1. Exits and exit accesses must be located at a distance from one another not less than one-third the length of the maximum overall diagonal dimension of the building or area to be served in sprinklered buildings per MBC, Section 1007.1.1.

The values indicated below are based on current code requirements to clarify the requirements if a building renovation takes place.

Table 3-5 Travel Distance

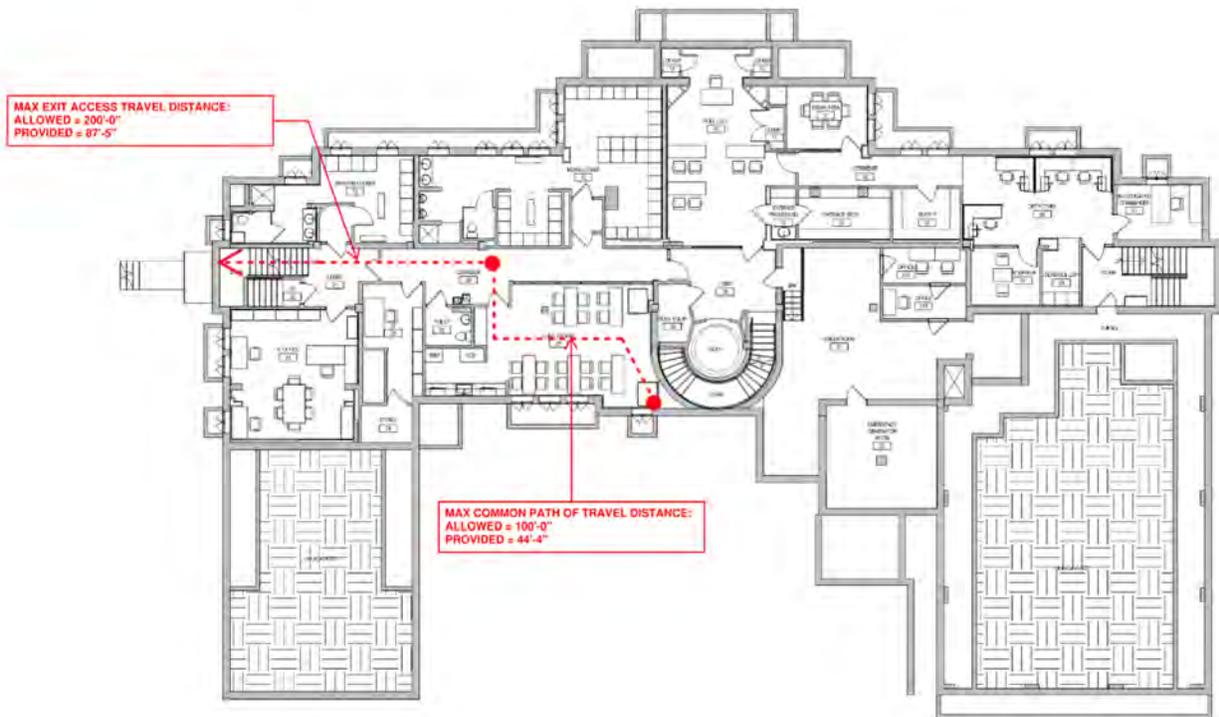
Occupancy Type	Maximum Allowable	Section Referenced
Business (Sprinklered)	250 feet	MBC, Table 1017.2
Storage (Sprinklered)	200 feet	MBC, Table 1017.2
Institutional (Sprinklered)	200 feet	MBC, Table 1017.2
Assembly (Sprinklered)	200 feet	MBC, Table 1017.2

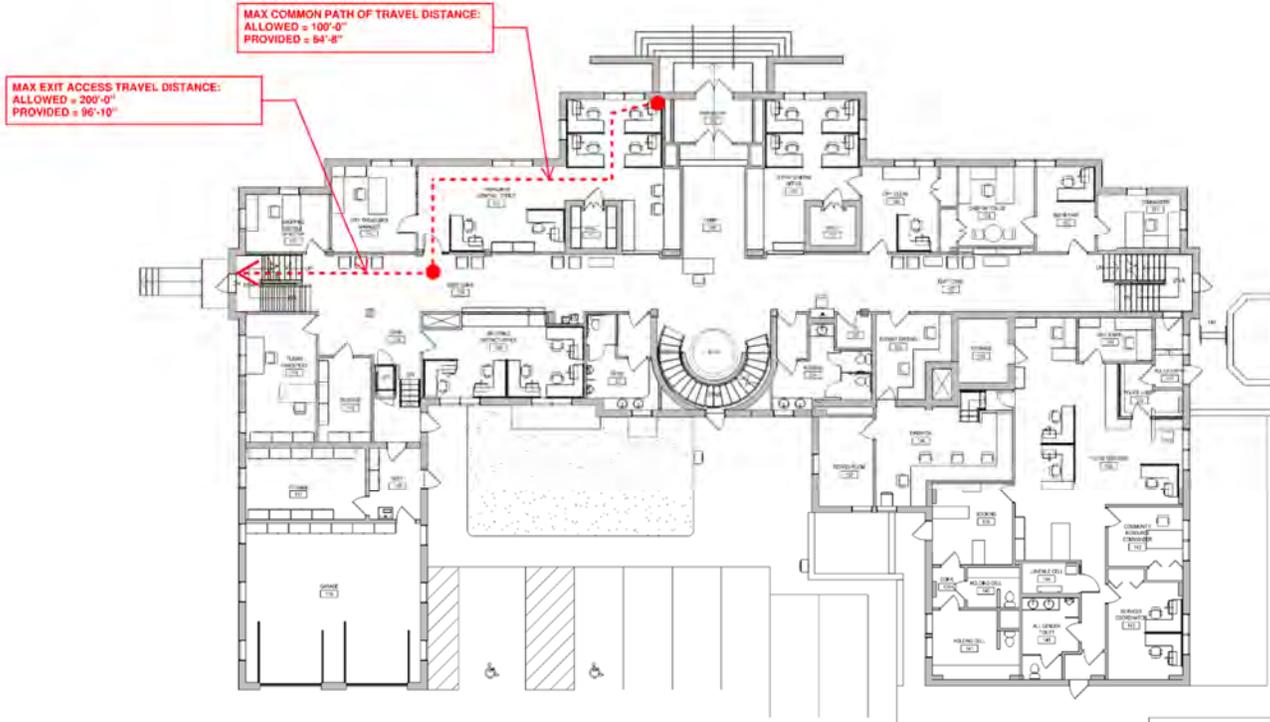
Table 3-6 Common Path of Travel

Occupancy Type	Maximum Allowable	Section Referenced
Business (Sprinklered)	100 feet	MBC, Table 1006.2.1
Storage (Sprinklered)	100 feet	MBC, Table 1006.2.1
Institutional (Sprinklered)	100 feet	MBC, Table 1006.2.1

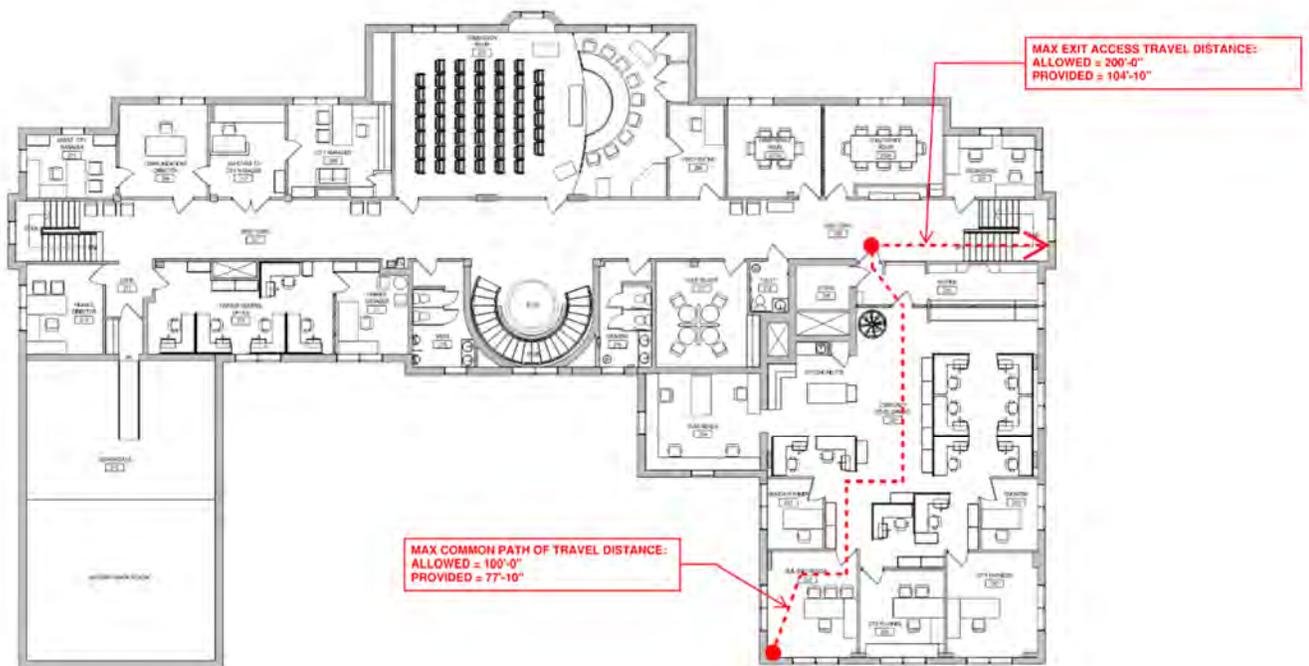
Occupancy Type	Maximum Allowable	Section Referenced
Assembly (>50 occupants) (Sprinklered)	30 feet	MBC, Section 1029.8
Assembly (≤49 occupants) (Sprinklered)	75 feet	MBC, Table 1006.2.1

LOWER LEVEL TRAVEL DISTANCE KEY PLAN
SCALE: NOT TO SCALE





1ST FLOOR TRAVEL DISTANCE KEY PLAN
SCALE: NOT TO SCALE



2ND FLOOR TRAVEL DISTANCE KEY PLAN
SCALE: NOT TO SCALE

Table 3-7 Dead End Limits

Occupancy Type	Maximum Allowable	Section Referenced
Business (Sprinklered)	50 feet	MBC, Section 1020.4
Storage (Sprinklered)	50 feet	MBC, Section 1020.4
Institutional (Sprinklered)	20 feet	MBC, Section 1020.4
Assembly (Sprinklered)	20 feet	MBC, Section 1029.9.5

Emergency Lighting

The facility must be provided with emergency lighting as required for business and assembly occupancies per MBC, Section 1008. In the event of a power outage, emergency lighting must automatically illuminate and provide illumination to all designated egress paths leading to an exit in accordance with MBC, Section 1008.3.1. Emergency lighting equipment must be fully operational for a minimum of 1-1/2 hours. Emergency lighting equipment and battery systems for emergency luminaries must be ANSI/UL 924 listed.

Emergency lighting must be arranged to provide initial illumination that is not less than an average of 1 footcandle at any point and not less than 0.1 footcandle along the path of egress at floor level per MBC, Section 1008.3.5. The illumination levels must not decline to less than an average of 0.6 footcandle and not less than 0.06 footcandle at any point at the end of the 1-1/2 hours; and the maximum-to-minimum illumination must not exceed a ratio of 40 to 1 per MBC, Section 1008.3.5.

Marking of Means of Egress

All facilities are required to be provided with exit signs at all exits other than main exterior exit doors that are obvious and clearly identifiable as exits per MBC, Section 1013.1.

All means of egress must be marked with approved, visible signs in all cases where the exit or way to reach the exit is not readily apparent to the occupants, and all new sign placement must be within the rated viewing distance of the sign, or 100 feet, whichever is less, per MBC, Section 1013.1.



CITY OF BIRMINGHAM FIRE DEPARTMENT

572 SOUTH ADAMS • BIRMINGHAM, MICHIGAN 48009 • 248.530.1900 FAX 248.530.1950

Police Department Construction Meeting

1. Full automatic fire suppression system required.
2. Full fire alarm system required. The current alarm system of City Hall is in need of replacement. Consider replacing system if tying in to this system. John Galik has panel replacement on his upcoming budget.
3. Hydrant flow test scheduled **between August 9th-12th**.
Hydrants to be tested are located at: **NW corner of Pierce and Merrill (flow).**
Martin and Pierce (Static/Residual).
*Results will be sent to contractor.
4. Please read:

Sec. 54-32. - Emergency power shutdown device.

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

All new construction of commercial buildings and/or additions to existing commercial buildings wherein the addition increases the existing gross square footage by 25 percent or larger, and/or remodel of a commercial building that would increase the size of the electrical service, shall provide a KNOX Remote Power Box shutdown device, and proper installation as approved by the fire marshal, located on the exterior of the building. All required power shut down devices shall be installed and maintained at the building owner's expense. All required power shut down devices shall be installed by a qualified, licensed electrician.

Any questions can be directed to the Fire Marshal.

MATTHEW J. BARTALINO
ASSISTANT CHIEF / OPERATIONS

PAUL A. WELLS
FIRE CHIEF

JACK D. PESHA
FIRE MARSHAL

3.5 MECHANICAL AND PLUMBING

3.5.1 HEATING HOT WATER SYSTEMS - BOILERS

The building heating hot water system is served by two (2) Patterson Kelley 1,500,000 btu/h input fire tube condensing boilers that were installed in 2015. New flue venting was installed with the replacement and existing louvered combustion air is provided to the boiler room.

It is often observed that during design day conditions that only one boiler will operate while the second is left stagnant. Additionally, the current combustion air configuration often overcools the boiler room area in the wintertime as ambient air is introduced to the space for boiler operation.

These boilers are oversized for the building needs and operation thus resulting in frequent short cycling. The combustion air to be directly vented to the outdoors and existing combustion air openings blanked and sealed off.



IMAGE 6.1 - BOILERS

3.5.2 HEATING HOT WATER SYSTEMS – PIPING DISTRIBUTION

The building heating hot water system water distribution is served by three (3) inline pumps located in the ceiling. Pump P-1 serves the building perimeter radiant systems. Pump P-2 serves the multi-zone unit located in the attic. Pump P-3 serves AHU-B and AHU-C located in the attic.

Pump P-1 was recently replaced and appears to be in operable condition.

Pump P-2 appears to be recently replaced and the body has been retrofit to existing flanges. The pump body is showing signs of failure and rusting and should be replaced.

Pump P-3 appears to be original to the 1993 renovations, has reached the end of useful service life and should be replaced.



IMAGE 6.2 - PIPING DISTRIBUTION

3.5.3 CHILLED WATER SYSTEMS – CHILLER/COOLING TOWER

The building chilled water system is served by a 50 ton Tandem Chillers model: WX050DZV water cooled scroll chiller and Evapco cooling tower.

The chiller was recently replaced in 2019 and has 10-15 years of service life left.

The Evapco cooling tower is located outdoors in a covered pit adjacent to the parking lot. It currently is under repair for the walls of the tower to be replaced with sheet metal. The cooling tower is regularly under repair, has reached the end of its useful service life and should be replaced.



IMAGE 6.3 - CHILLED WATER

3.5.4 CHILLED WATER SYSTEMS – PIPING DISTRIBUTION

The building chilled water system distribution is served by a base mounted Bell and Gossett 5 hp pump. The pump is starting to show signs of failure, has reached the end of its useful service life and should be replaced.



IMAGE 6.4 - PUMP BASE

3.5.5 HEATING SYSTEMS – PERIMETER HEAT

The building perimeter heat is served by a series of radiators that are mounted directly to the exterior walls approximately 10"-12" above finished floor. These radiators appear to be operational, in good condition and have 15+ years of useful service life remaining.



IMAGE 6.5 - PERIMETER HEAT

3.5.6 HVAC SYSTEMS – “AHU-A”

Air Handling unit “AHU-A” is a Trane heating hot water/DX cooling unit dated 1995 located in the basement mechanical room and serves the lower-level office spaces. The unit casing is showing signs of damage. This air unit is equipped with the EPA phased out R-22 refrigerant, has reached the end of its useful service life and should be replaced.



IMAGE 6.6 - HVAC AHU-A

3.5.7 HVAC SYSTEMS – “AHU-B”

Air Handling unit “AHU-B” is a United Coolair unit that was recently replaced and located in the attic. AHU-B serves the first-floor administration area with downstream zone dampers. This unit is in operable condition and has 10-15 years of service life remaining.



IMAGE 6.7 - HVAC AHU-B

3.5.8 HVAC SYSTEMS – “AHU-C”

Air Handling unit “AHU-C” is original to the building (pre-1995 renovation) located in the attic and serves the commons area. The facility personnel are having difficulty sourcing filters for the dated equipment. AHU-C has reached the end of its useful service life and should be replaced.



IMAGE 6.8 - HVAC AHU-C

3.5.9 HVAC SYSTEMS – “MULTIZONE UNIT (MZU)”

Air Handling unit “MZU” is a 14 zone hot deck/cold deck multi-zone unit that is original to the building (pre-1995 renovations) located in the attic and serves the second floor office spaces. This unit is showing many signs of failure including condensate drainage and wall damage. It has reached the end of its useful service life and should be replaced.



IMAGES 6.9 - HVAC MUTIZONE UNIT

3.5.10 HVAC SYSTEMS – DISPATCH CENTER FAN COILS (FC-1/FC-2)

There are two redundant fan coil units located in the ceiling of the server room adjacent to the dispatch that are ducted to the dispatch. These units are dated to the 1995 renovations, have reached the end of their useful service life and should be replaced.

It was mentioned that the dispatch personnel often use space heaters to supplement during the heating seasons, overburdening the electrical systems. The fan coils need to be evaluated for proper sizing at the time of replacement.



IMAGE 6.10 – DISPATCH FAN COILS

3.5.11 HVAC SYSTEMS – DISPATCH SERVER ROOM MINI SPLIT

In the server room adjacent to the dispatch center there is a ductless mini split unit that is located on the north wall near the ceiling that serves as tempering of the servers. This unit has reached the end of its useful service life and should be replaced.



IMAGE 6.11 - DISPATCH MINI SPLIT

3.5.12 HVAC SYSTEMS – DATA CENTER ROOM VERTICAL LIEBERT – “CRU-1”

The second-floor data center is served by a vertical Liebert unit that has frequent failures and repairs. The unit should be evaluated for deficiencies and considered for replacement but should have 10+ years of useful service life remaining.



IMAGE 6.12 - HVAC CRU-1

3.5.13 HVAC SYSTEMS – POLICE BOOKING AREA MINI SPLIT

The police booking area has a mini split located on the south wall that helps cool the area. This unit has reached the end of its useful service life and should be replaced.



IMAGE 6.13 - BOOKING MINI SPLIT

3.5.14 HVAC SYSTEMS – FIRST FLOOR POLICE RECORDS RESTROOM SPLIT

The police department unisex restroom located in the southeast first floor police records area is served by a self-contained heat pump. This unit should be removed and space to be served with proper ventilation from building air distribution systems.



IMAGE 6.14 - POLICE RECORDS RESTROOM MINI SPLIT

3.5.15 HVAC SYSTEMS – RESTROOM EXHAUST

The restroom exhaust fans are in the attic and are an inline fan type (qty: 2). The units do not appear to be operational and should be replaced.



IMAGE 6.15 - RESTROOM EXHUAUST

3.5.16 HVAC SYSTEMS – TEMPERATURE CONTROLS

The building management system is a mixture of LON and BACnet protocol systems. The original system is dated mid 1990s continuum and has limited control over the building. The city has contracted MCMI to update the building controls partially to maintain operations. The building supervisor has obtained a quote to convert the remainder of the necessary building components to the new MCMI system for minimum building operation needs. The original LON equipment needs to be removed and the building management controls system needs to be replaced/updated.



IMAGE 6.16 - TEMPERATURE CONTROLS

3.5.17 PLUMBING SYSTEMS – DOMESTIC HOT WATER

The building domestic hot water is served by a 100 gallon 199,999 btu water heater located in the basement mechanical room that was replaced in 2015. This unit has 10 years of useful service life remaining.



IMAGE 6.17 - WATER HEATER

3.5.18 PLUMBING SYSTEMS – DOMESTIC WATER BOOSTER PUMP

The building domestic water booster pump is served by a single inline pump located in the basement mechanical room. The pump appears to be in fair condition and operational. This unit has 7-8 years of useful service life remaining.



IMAGE 6.18 - WATER BOOSTER PUMP

3.5.19 PLUMBING SYSTEMS – BATHROOM PLUMBING FIXTURES

The bathroom plumbing fixtures are touchless type and appear to be in fair and operational condition. They are not water conservative. In a future renovation, these should be considered for replacement to maximize building water conservation and efficiency.



IMAGE 6.19 - RESTROOM PLUMBING FIXTURES

3.5.20 PLUMBING SYSTEMS – CORRIDOR DRINKING FOUNTAINS

The electric water coolers located in the corridors appear to have been replaced recently and have 10-15 years of useful service life remaining.



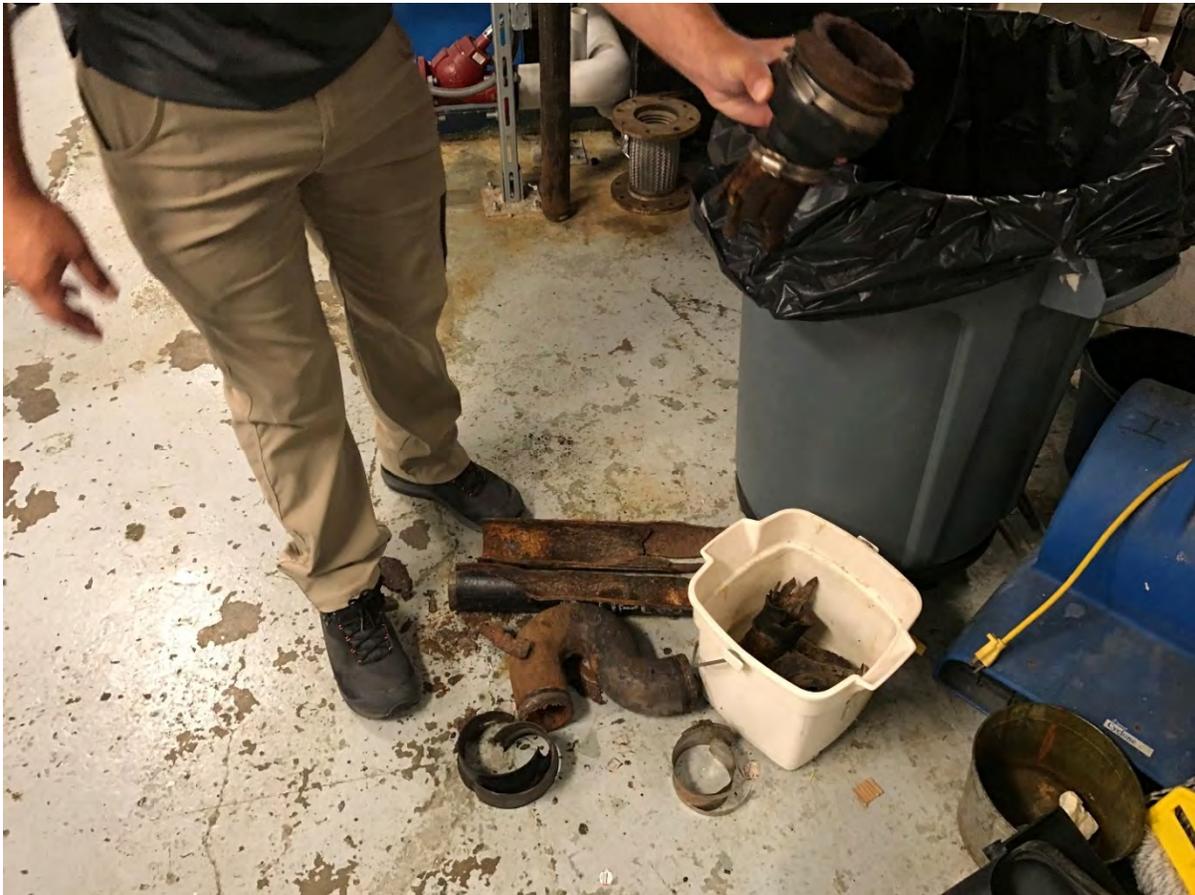
IMAGES 6.20 - DRINKING FOUNTAINS

3.5.21 PLUMBING SYSTEMS – STORM AND SANITARY PIPING

The sanitary piping serving the majority of the building is composed of cast-iron. The building operator has removed multiple compromised piping that was installed in 1995. Prior to any renovations, all sanitary piping systems should be scoped and evaluated for replacement.

Building facility personnel has suspicion that a storm line below grade in the parking lot has failed. This line should also be scoped and evaluated for replacement. Additionally, due to the age of the building, the storm line sizing should be confirmed for sizing per 2018 Michigan Plumbing Code.

The floor drains in the prisoner's cells are often plugged by the prisoners from toilet paper in the cell. These should be replaced with a more vandal-resistant fixture that can withstand these types of conditions.



IMAGES 6.21- COMPROMISED PIPING

3.6 ELECTRICAL

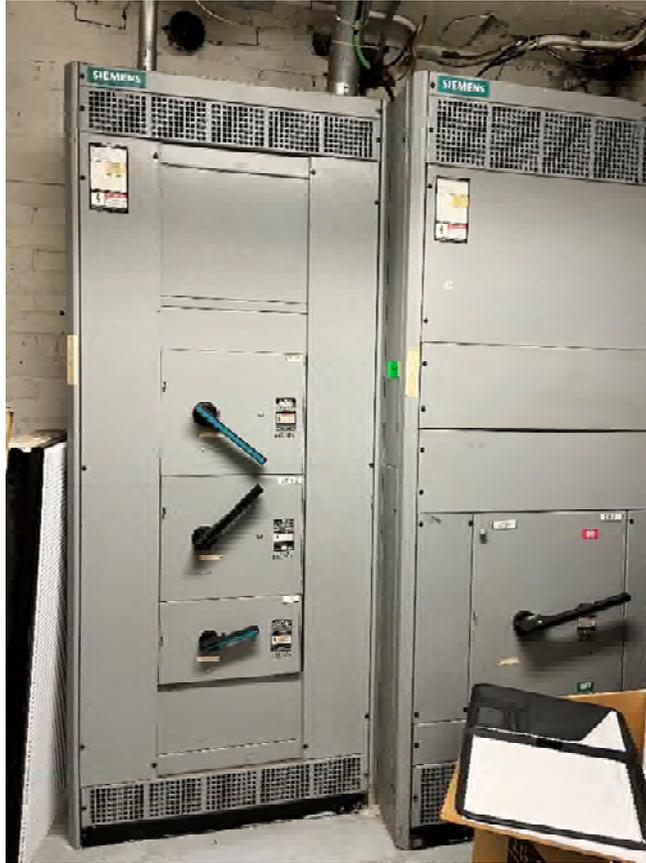
3.6.1 PRIMARY DISTRIBUTION

The electrical primary distribution to this building is supplied as a secondary electrical service provided by DTE. This service is supplied underground from a pole down to a pad mounted transformer located on southeast corner of the building at the intersection of Merrill and Pierce streets. The pad mount transformer is 300KVA 4.8x13.2 KV Primary and 208y/120V 3 phase 4 wire Secondary.

The load side of the DTE transformer is connected underground to the main distribution panel located at the basement level in the boiler room. The Main Distribution Panel (MDP) is 1200A 208Y/120V 3 Phase 4 Wire switchboard, specification as follows:

1. Manufacturer: SIEMENS ITE switchboard cat # FC-I
2. S. O. Number 17-25314-1
3. Short Circuit 50,000 Amps at 240V.
4. Two (2) section switchboard

The switchboard contains four (4) switches with No Main switch.



IMAGES 7.1- PRIMARY DISTRIBUTION

3.6.2 SECONDARY DISTRIBUTION

The secondary distribution system starts from the Main Distribution Panel (MDP) located in the Basement. The MDP contains (4) main switches (Fire Pump, DP#1, DP#2, and ATS). This MDP is physically loaded to capacity, there are no available spaces for additional switches. Furthermore, the maximum allowed switched in a main switchboard allowed by code is six without having a Main Switch.

Distribution Panel DP#1 is in the basement boiler room. DP#1 is 1200A 208Y/120V 3 Phase 4 Wire switchboard, specification as follows:

1. Manufacturer: SIEMENS ITE switchboard cat # SB-1
2. S. O. Number 17-25314-2
3. Short Circuit 50,000 Amps at 240V.
4. Two (2) section switchboard
5. Manufactured July 1994.

This Switchboard is full, with no physical space available for additional loads.

Distribution Panel DP#2 is in the Attic space. DP#2 is 400A 208Y/120V 3 Phase 4 Wire switchboard, specification as follows:

1. Manufacturer: SIEMENS ITE switchboard cat # F1C 75ML
2. S. O. Number 17-25314F00
3. Short Circuit 10,000 Amps at 240V.
4. One (1) section switchboard

Branch panelboards are located throughout the building on all floors and the attic space. All panelboards appear in good condition. However, they all appear to be full to capacity, some panels are recessed, and others are surface mounted. The original recessed panelboards appear to have been updated with new interiors. The building needs additional panelboards for future miscellaneous loads.



IMAGES 7.2 - SECONDARY DISTRIBUTION

3.6.3 WIRING DEVICES

The wiring devices (Receptacles, Switches, Data Outlets etc.) throughout the building appear to be in good condition. There were no comments from the facilities manager on wiring devices as to functionality. However, a lack of enough receptacles in some areas was observed as multiple plug strips were used.

3.6.4 EMERGENCY AND STANDBY POWER

The building currently has two (2) generators systems. One generator backs up the entire building and is located adjacent to the building transformer located on southeast corner of the building at the intersection of Merrill and Pierce streets. The second generator is a backup for the Data Center only. These generators should be evaluated and considered for replacement. Refer to Wolverine Power Systems maintenance inspection from December 2021.

The First main generator is a 300kw Generac/Mitsubishi installed in late 2004 or early 2005. It has two circuit breakers, and two (2) Automatic Transfer Switches (ATS), circuit breaker #1 is for the building load and the other is for the fire pump load.

The ATS's are manufactured by "ASCO POWER 7000 SERIES". ATS #1 has a 600A breaker for the Fire Pump load. ATS #2 has a 1200A switch building load.

The Second generator is an existing Natural Gas type, 208Y/120V 3 phase 4 wire 30KW, with an ATS and emergency panel for the data Center.



IMAGES 7.4 - EMERGENCY AND STANDBY POWER

3.6.5 LIGHTING AND LIGHTING CONTROL DEVICES

The lighting system in the building appears to be mostly original with the building. Most light fixtures in the hallways are surface mounted decorative style to go along with the original architecture. Lighting in the offices and work rooms are 2x4 recessed fluorescent fixtures with an eggcrate lens. The mechanical rooms contain industrial style light fixtures.

The facilities manager is in the process of converting all existing lamps from incandescent or compact fluorescent to LED using retrofit LED lamps and direct replacement LED lamps. The existing lenses are existing and being replaced.

This style of re-lamping will certainly save energy in the short run. However, it is not a long-term solution as far as looks, style and longevity. A new fixtures replacement system should be considered.

The existing lighting control system is a simple old style OFF/ON system consisting of regular toggle switches and some dimmer switches in few rooms. This control system does not meet today's lighting control and energy savings requirement set by the latest ASHRAE 90.1 energy code.

The building has a lighting control panel system controlling the outdoor lighting only.



IMAGES 7.5 - LIGHTING

3.6.6 GROUNDING SYSTEM

The grounding system was not investigated during the site visit. This will require the hiring of a specialist with ground testing equipment to verify existing conditions. However, we did not hear from the building manager regarding any issue with any grounding. This system should be tested and verified.

4.0 ACCESSIBILITY (ADA) ANALYSIS

SUMMARY

The purpose of this section of the report is to analyze the building's compliance with the American disability Act. Title II applies to State and local government entities, and, in Subtitle A, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities. Title II extends the prohibition on discrimination established by section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, to all activities of State and local governments regardless of whether these entities receive Federal financial assistance.

PRIORITIES FOR BARRIER REMOVAL

The ADA regulations recommend four priorities for barrier removal. The purpose of these priorities is to facilitate planning.

Priority 1 - Accessible approach and entrance

Priority 2 - Access to goods and services

Priority 3 - Access to public toilet rooms

Priority 4 - Access to other items such as water fountains and public telephones

METHODS

A public entity may comply with ADA requirements through such means as redesign, acquisition of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities, construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

EXCEPTIONS

A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. This paragraph does not—

- (1) Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
- (2) Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
- (3) Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances, a public entity has the burden of proving that compliance would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

EMPLOYEE WORK AREAS

All public entities must make "reasonable accommodation" to the known physical or mental limitations of otherwise qualified applicants or employees with disabilities, unless the public entity can show that the accommodation would impose an "undue hardship" on the operation of its program. Examples include: modifying equipment, job restructuring, modified work schedules, providing interpreters, and making the workplace ADA accessible.

SAFE HARBOR – Construction Prior to March 15, 2012

Elements in facilities built or altered before March 15, 2012 that comply with the 1991 ADA Standards for Accessible Design (1991 Standards) are not required to be modified to specifications in the 2010 Standards.

RESOURCES

U.S. Department of Justice ADA Information

800-514-0301 voice

800-514-0383 TTY

www.ada.gov

ADA National Network

800-949-4232 voice/TTY connects to your regional ADA Center

www.adata.org

U.S. Access Board

800- 872-2253 voice

800-993-2822 TTY

www.access-board.gov

[ADA Title III Regulations 28 CFR Part 36](#)

www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm

[2010 ADA Standards for Accessible Design](#)

www.ada.gov/2010ADAstandards_index.htm

[1991 ADA Standards for Accessible Design](#)

www.ada.gov/stdspdf.htm

INSPECTED AREA

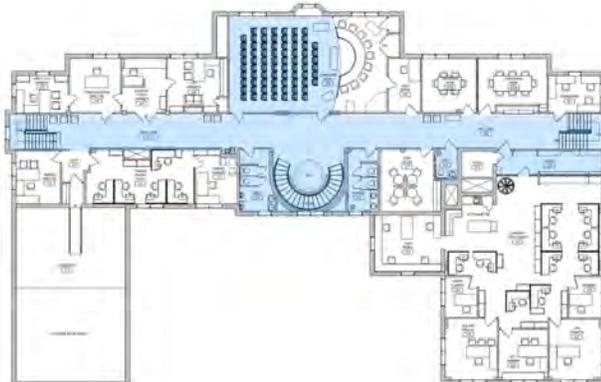
The areas highlighted in blue on the key plans below indicate areas that were inspected for ADA compliance on August 22, 2022.



LOWER LEVEL INSPECTED AREA KEY PLAN
SCALE: NOT TO SCALE



1ST FLOOR INSPECTED AREA KEY PLAN
SCALE: NOT TO SCALE



2ND FLOOR INSPECTED AREA KEY PLAN
SCALE: NOT TO SCALE



IMAGE 4.1.01
FRONT NORTH EXTERIOR STAIRS



IMAGE 4.1.02
FRONT NORTH INTERIOR STAIRS

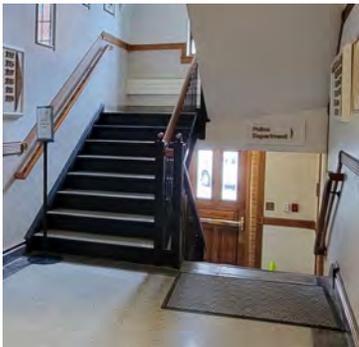


IMAGE 4.1.03
SIDE EAST INTERIOR STAIRS

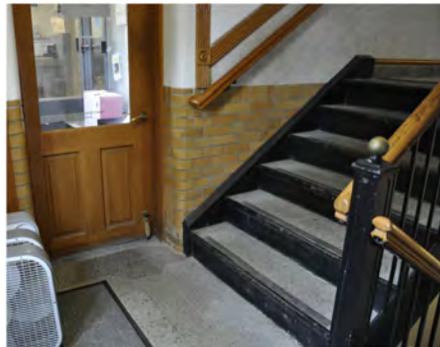


IMAGE 4.1.04
SIDE EAST INTERIOR STAIRS



IMAGE 4.1.05
SIDE EAST EXTERIOR ENTRIES



IMAGE 4.1.06
SIDE EAST INTERIOR STAIRS



IMAGE 4.1.07
SIDE WEST EXTERIOR STAIRS

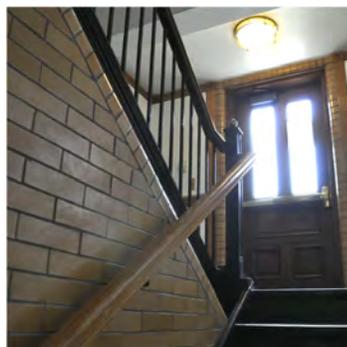


IMAGE 4.1.08
SIDE WEST INTERIOR STAIRS

PARKING

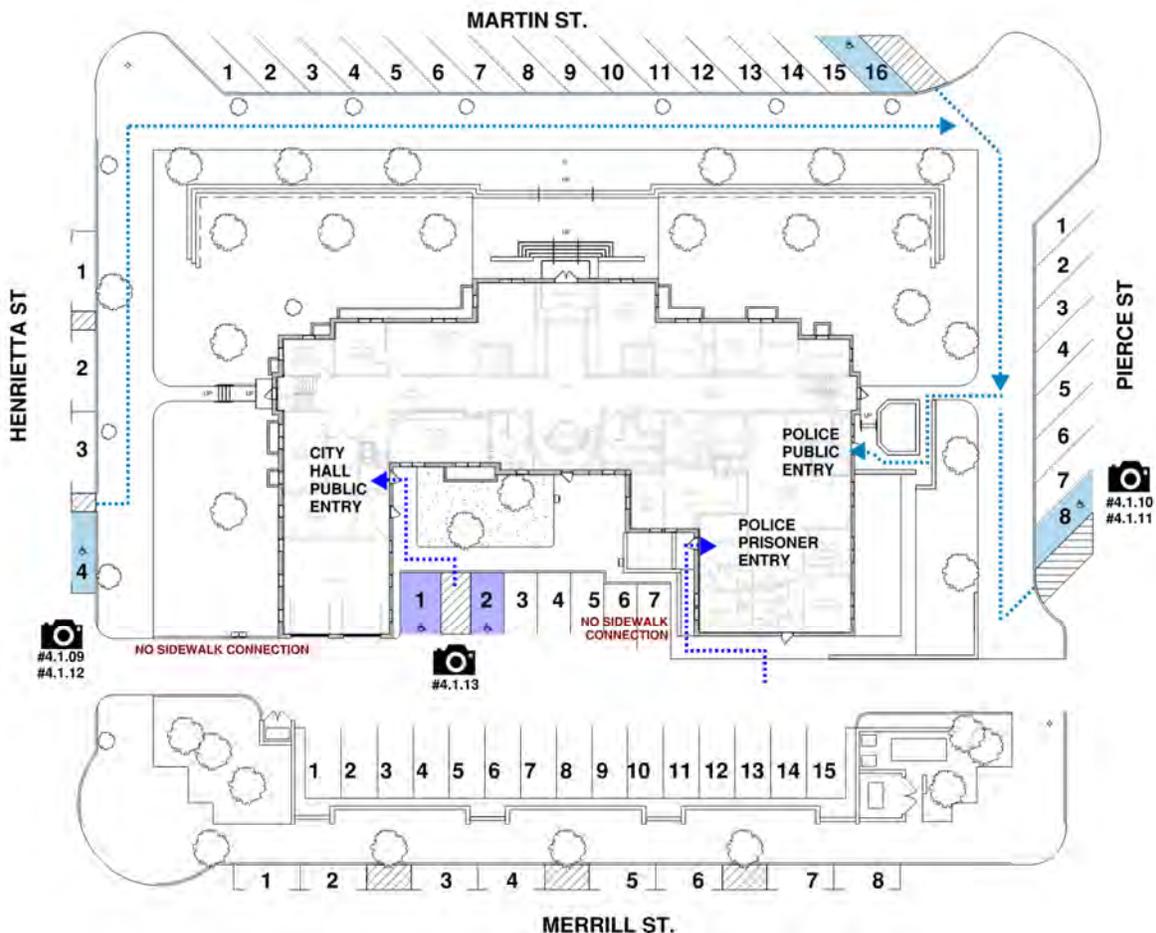
Since public parking is provided, handicap parking is required. The total number of on site spaces provided is under 25 spaces, therefore 1 accessible space is required. One of the handicap parking spaces is required to be van accessible.

On Site Parking:

- Existing Total - 22 spaces
- Existing Handicap - 1 car and 1 van
- Required Handicap - 1 van

Street Parking:

- Existing Total - 36 spaces
- Existing Handicap - 3 handicap



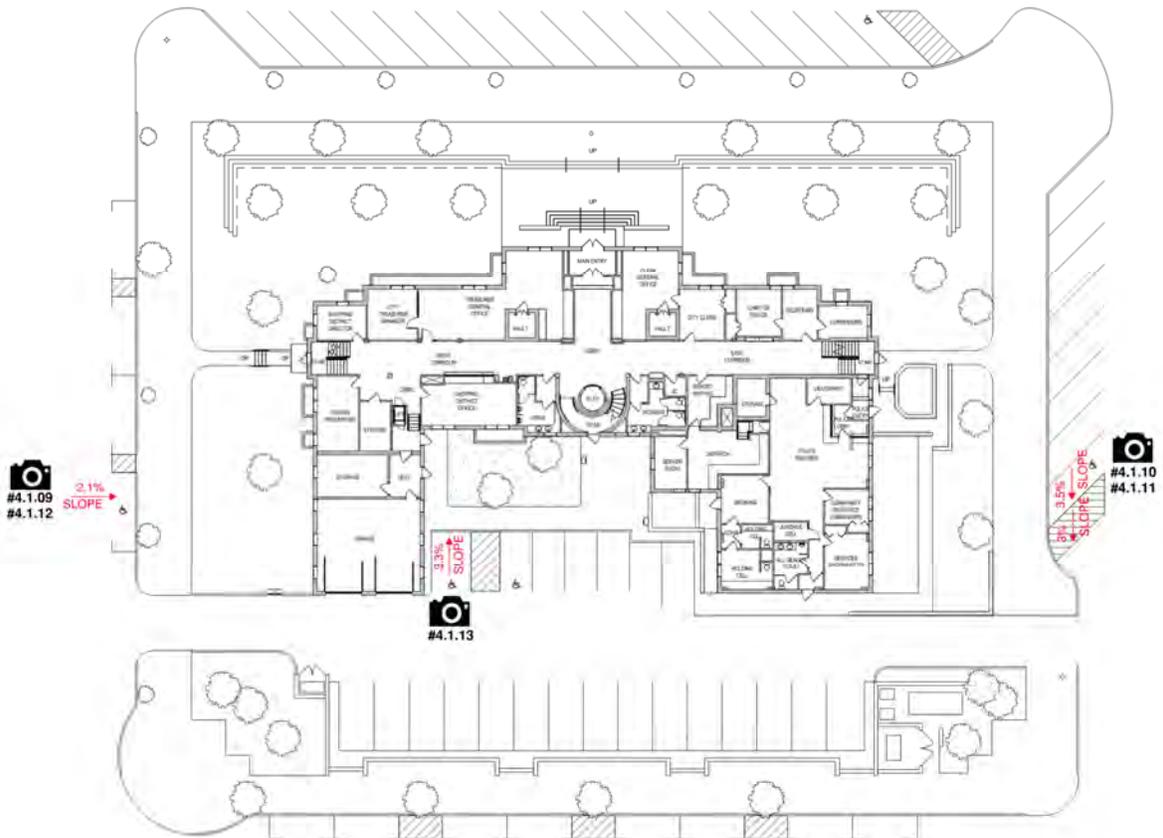
HANDICAP PARKING KEY PLAN
SCALE: NOT TO SCALE

STREET HANDICAP PARKING LAYOUT

The one parallel handicap street parking spot on Henrietta does not meet the minimum required width. It is 6'-5" wide and has no accessible aisle on the side of the parking space. The vehicle occupants can either exit the vehicle onto an active street or on to the curb.



IMAGES 4.1.09 - HENRIETTA STREET HANDICAP SPACE



HANDICAP PARKING SLOPES KEY PLAN
SCALE: NOT TO SCALE

HANDICAP PARKING SLOPES

The slope of the accessible parking spaces and access aisles are steeper than 2% slope. See Images below.



IMAGES 4.1.10 - PIERCE STREET HANDICAP SPACE SLOPE 3.5% > 2%



IMAGES 4.1.11 - PIERCE STREET HANDICAP AISLE SLOPE 3% > 2%



IMAGES 4.1.12 - HENRIETTA STREET HANDICAP AISLE SLOPE 2.1% > 2%



IMAGES 4.1.13 - OFF STREET HANDICAP SPACE SLOPE 3.3% > 2%



IMAGES 4.1.15 - ACCESSIBLE ROUTE CROSS SLOPE 5.4% > 2%



IMAGE 4.1.16 - ACCESSIBLE ROUTE RUN SLOPE 5.6% > 5%



IMAGES 4.1.17 - ACCESSIBLE ROUTE CROSS SLOPE 2.8% > 2%



IMAGES 4.1.18 - ACCESSIBLE ROUTE CROSS SLOPE 3.5% > 2%



IMAGES 4.1.19 - ACCESSIBLE ROUTE CROSS SLOPE 5.1% > 5%



IMAGES 4.1.20 - ACCESSIBLE ROUTE CROSS SLOPE 2.6% > 2%



IMAGES 4.1.21 - ACCESSIBLE ROUTE CROSS SLOPE 2.6% > 2%



IMAGES 4.1.22 - ACCESSIBLE ROUTE CROSS SLOPE 2.8% > 2%



IMAGES 4.1.23 - ACCESSIBLE ROUTE CROSS SLOPE 2.8% > 2%



IMAGES 4.1.24 - ACCESSIBLE ROUTE RUN SLOPE 5.8% > 5%



IMAGES 4.1.25 - RAMP LANDING SLOPE 2.3% > 2%



IMAGES 4.1.26 - RAMP LANDING SLOPE 2.3% > 2%



IMAGES 4.1.27 - RAMP LANDING SLOPE 2.4% > 2%



IMAGES 4.1.28 - RAMP LANDING SLOPE 3.1% > 2%



IMAGES 4.1.29 - RAMP LANDING SLOPE 3.8% > 2%



IMAGES 4.1.30 - RAMP CROSS SLOPE 3.1% > 2%



IMAGES 4.1.31 - ACCESSIBLE ROUTE CROSS SLOPE 5.9% > 2%



IMAGES 4.1.32 - ACCESSIBLE ROUTE CROSS SLOPE 3.1% > 2%



IMAGES 4.1.33 - ACCESSIBLE ROUTE CROSS SLOPE 2.4% > 2%



IMAGES 4.1.34 - ACCESSIBLE ROUTE CROSS SLOPE 3% > 2%



IMAGES 4.1.35 - ACCESSIBLE ROUTE CROSS SLOPE 3.7% > 2%



IMAGES 4.1.36 - RAMP LANDING SLOPE 2.3% > 2%.

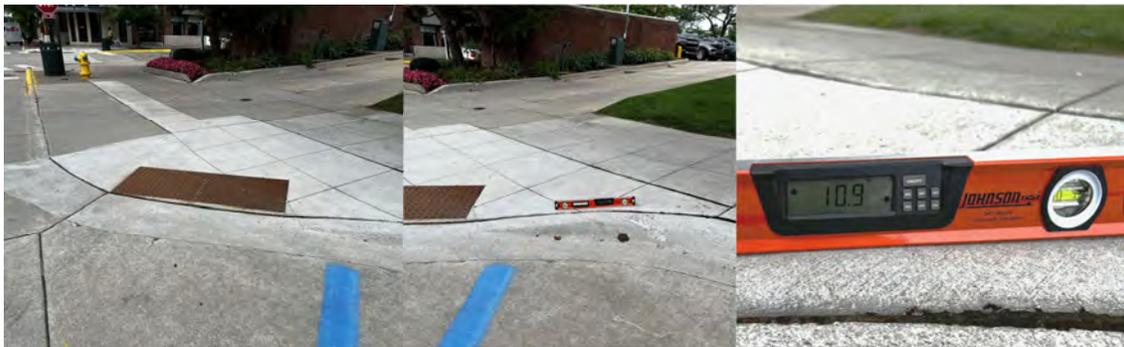


IMAGES 4.1.37 - RAMP SLOPE 8.9% > 8.3%

CURB CUTS AND DETECTABLE WARNING SURFACES

The top of the curb ramp requires a level landing (1:48 maximum slope) that is at least 36 inches long and at least as wide as the curb ramp. If the landing at the top is less than 36 inches long, the ramp flares must be no greater than 1:12 slope. At the rear of the police station curb cut landing is shorter than 36 inches long. At the Pierce street handicap parking curb cut a flat landing was not provided (maximum 1:48 slope). At curb ramps, detectable warning surfaces shall extend the full width of the zero height curb (excluding any flared sides). The detectable warning surface at the van access area does not extend the full width and water is collecting at the detectable warning surface.

Detectable warning strips are used in pedestrian crosswalks, to alert individuals, especially the visually impaired, when they reach the threshold of pedestrian and traffic. Near the Pierce St handicap parking space there is an unsafe edge with no tactile warning and there is a curb ramp flare steeper than the maximum allowable 1:10.



IMAGES 4.1.38 - PIERCE ST CURB CUT FLARE SLOPE 10.9% > 10%



IMAGES 4.1.39 - CURB CUT



IMAGES 4.1.41 - DETECTABLE WALKING SURFACE

EXTERIOR RAMP HANDRAILS

At the police ramp in the back of the building to the booking area, the top of the handrail gripping surface is less than the minimum allowable 34 inches above the ramp surface and the handrail gripping area is not continuously unobstructed. The clear space to grip the handrail is reduced to less than the minimum 1 ½” due to the wall cap obstruction. The handrails at both exterior police station ramps do not extend at least 12 inches horizontally beyond the top and bottom of the ramp as required. However, if these railing were to extend they would impede circulation.



IMAGES 4.1.45 - POLICE DEPT RAMP HANDRAIL < 34” HIGH



IMAGES 4.1.46 - POLICE DEPT RAMP HANDRAIL GRIP OBSTRUCTION



IMAGES 4.1.47 - POLICE DEPT RAMP HANDRAIL WITH NO EXTENSION



IMAGES 4.1.48 - POLICE DEPT RAMP HANDRAIL WITH NO EXTENSION

ENTRANCE SIGNAGE

The front (North) entry to city hall does not indicate where the accessible entry is. The side (East and West) entries to city hall indicate accessible parking rather than accessible entry.



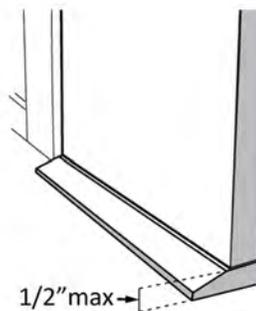
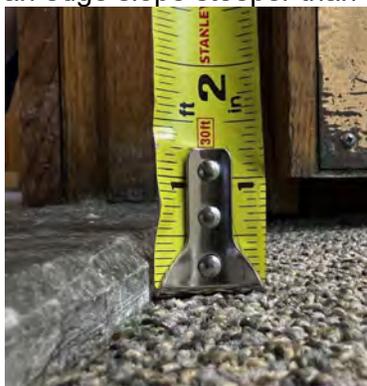
IMAGES 4.1.49 - CITY HALL FRONT ENTRY



IMAGES 4.1.50 - CITY HALL SIDE ENTRIES

THRESHOLDS

The door threshold edge should be no more than 1/4 inch high. 1/2 inch high is acceptable if the edge is beveled no steeper than 1:2. The interior thresholds were measured to be 1/2" high with an edge slope steeper than the maximum 1:2.

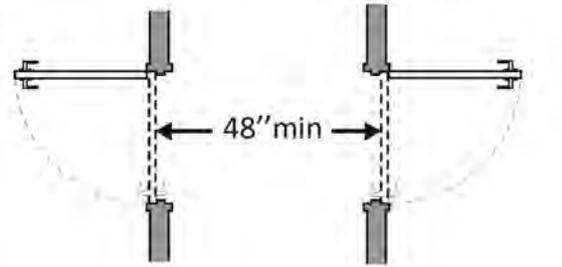


IMAGES 4.1.54 - CITY HALL THRESHOLDS

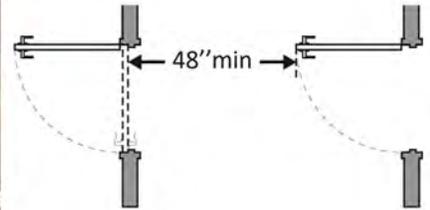
VESTIBULES

There are two doors in a series, at the city hall entry vestibule and the police dept entry vestibule. At both locations, the clear distance between these doors are less than the minimum

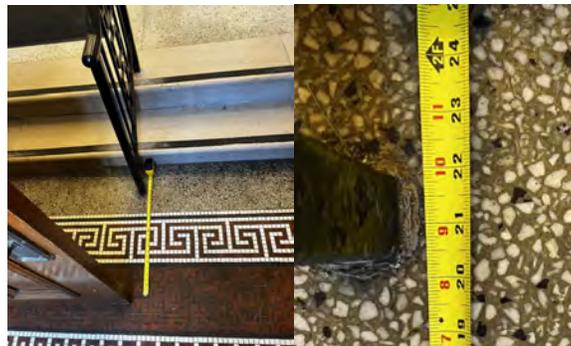
48 inches (door swings can not swing into the clear dimension). Also, the police station vestibule is not large enough to provide an ADA' turning radius and the push side of the interior city hall entry doors have 1'-8" clear space in front of it (less than the minimum required).



IMAGES 4.1.51 - POLICE DEPT FRONT ENTRY CLEARANCE



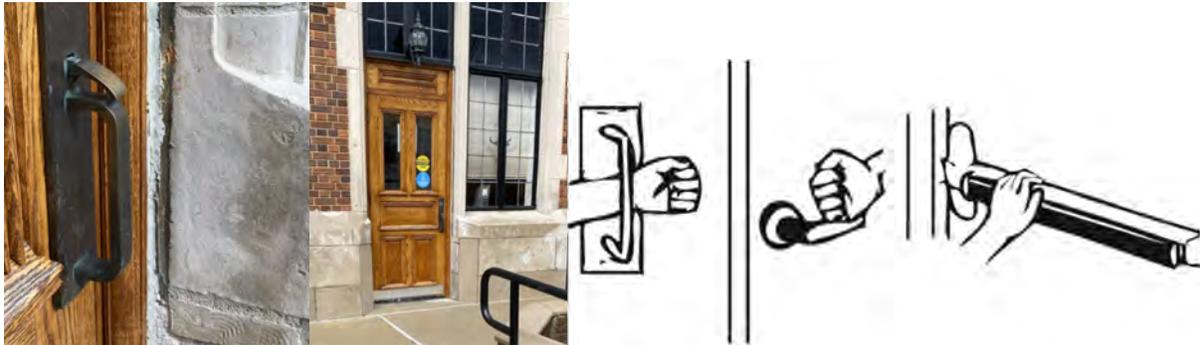
IMAGES 4.1.52 - CITY HALL FRONT ENTRY CLEARANCE



IMAGES 4.1.53 - CITY HALL FRONT ENTRY CLEARANCE

DOOR HARDWARE

Thumb latch door hardware is not operable with one hand and requires tight grasping, pinching, or twisting of the wrist and is therefore not ADA compliant. However, the thumb latch on the police department entry door has been disabled so the door can be opened without depressing the latch or by using the handicap button. The operable parts of the door hardware should be no less than 34 inches and no greater than 48 inches above the floor. The handicap push button is mounted below the minimum.



IMAGES 4.1.55 - POLICE DEPT ENTRY THUMB LATCH



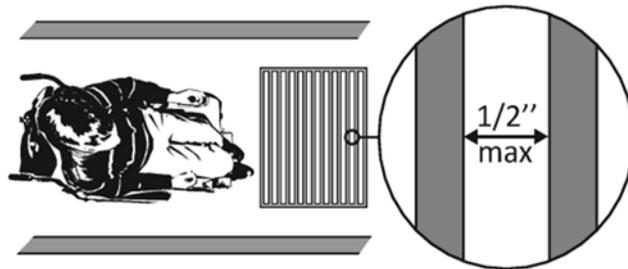
IMAGES 4.1.56 - POLICE DEPT ENTRY HANDICAP BUTTON

WALKING SURFACE OPENINGS

There are walking surface openings on the route larger than larger than the maximum allowable 1/2 inches to the dominant direction of travel.



IMAGES 4.1.57 - SIDEWALK EAST/PIERCE ST AND SOUTH/MERRILL ST



IMAGES 4.1.58 - MAXIMUM GAP



IMAGES 4.1.59 - NORTH FRONT ENTRY EXTERIOR STEPS

TRIPPING HAZARDS

There are walking surface elevation changes on the route larger than the maximum allowable 1/2 inch, as shown below.



IMAGES 4.1.60 - NORTH FRONT ENTRY EXTERIOR STEPS



IMAGES 4.1.61 - NORTHWEST CORNER SIDEWALK



IMAGES 4.1.62 - SOUTH MERRILL ST SIDEWALK



IMAGES 4.1.63 - POLICE PUBLIC ENTRY DEPT RAMP



IMAGES 4.1.64 - POLICE PUBLIC ENTRY DEPT RAMP

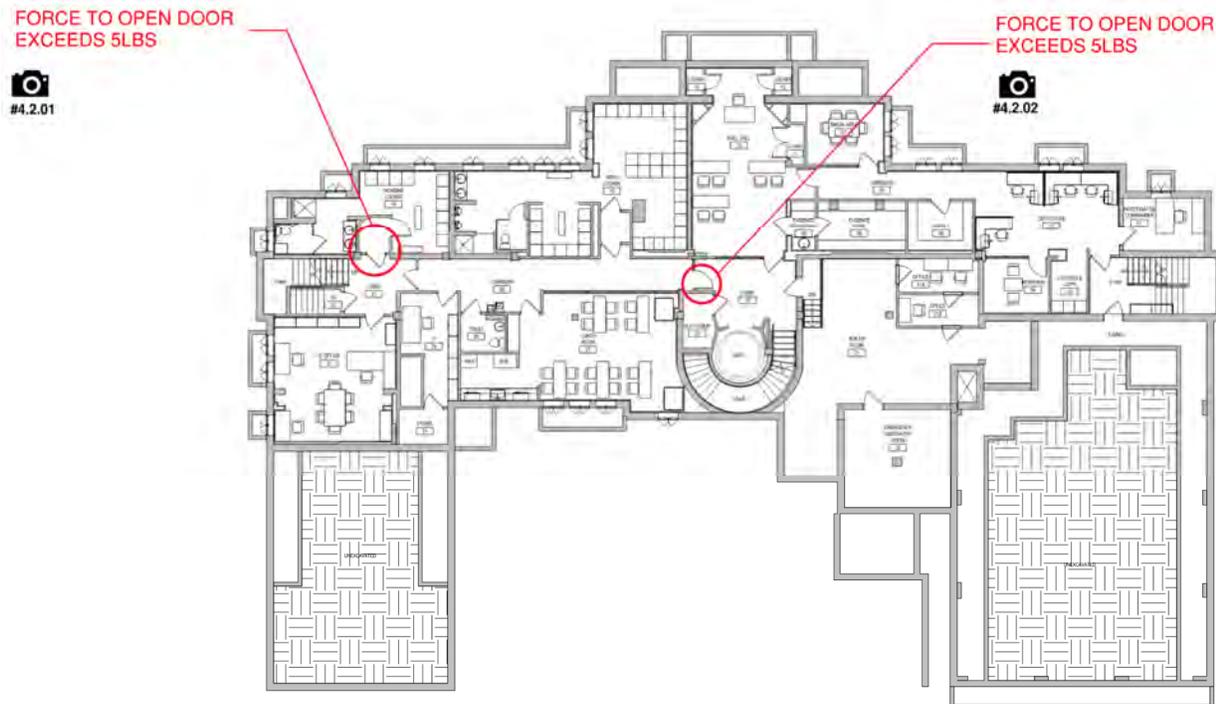


IMAGES 4.1.65 - POLICE PUBLIC ENTRY DEPT RAMP

4.2 ACCESS TO GOODS AND SERVICES (PRIORITY 2) - The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.

DOORS

The doors on the public accessible route have an ADA accessible button and the door to the public bathrooms measured less than 5lbs to open. Six noteworthy doors that required more than 5lbs of force to open include the women's locker room, lower level lobby door (usually propped open), North main entry doors, East side entry door, and the south entry door at the grand stairs.



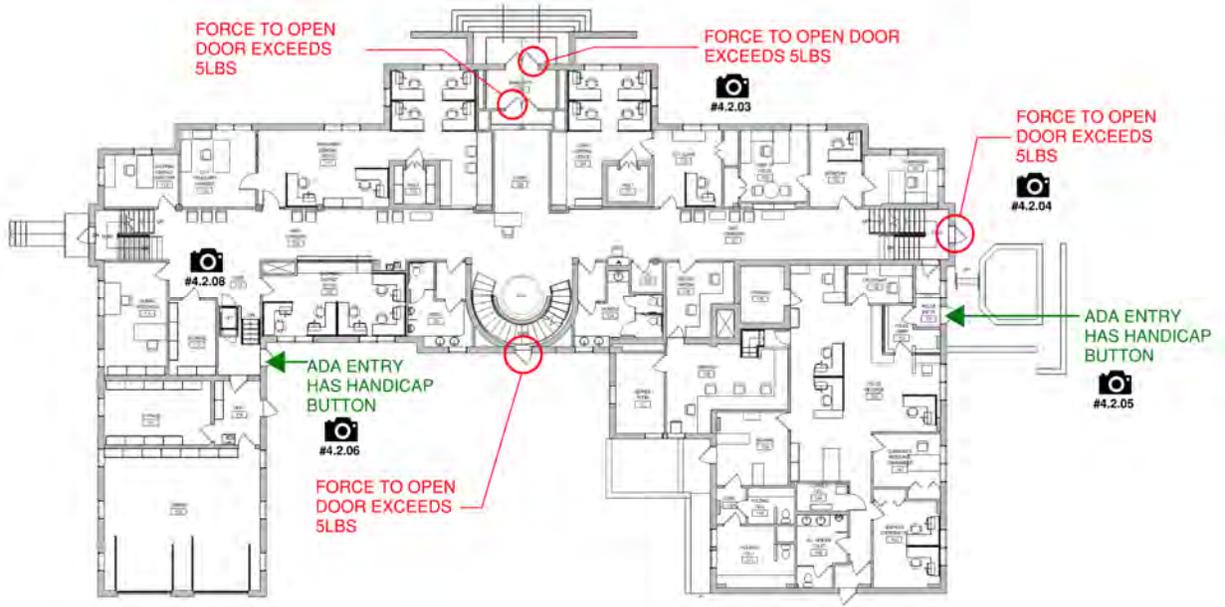
LOWER LEVEL DOOR FORCE KEY PLAN
SCALE: NOT TO SCALE



IMAGE 4.2.01
WOMEN'S LOCKER ROOM DOOR



IMAGE 4.2.02
LOWER LEVEL LOBBY DOOR



FIRST FLOOR DOOR FORCE KEY PLAN
SCALE: NOT TO SCALE



IMAGE 4.2.03
NORTH FRONT ENTRY DOOR



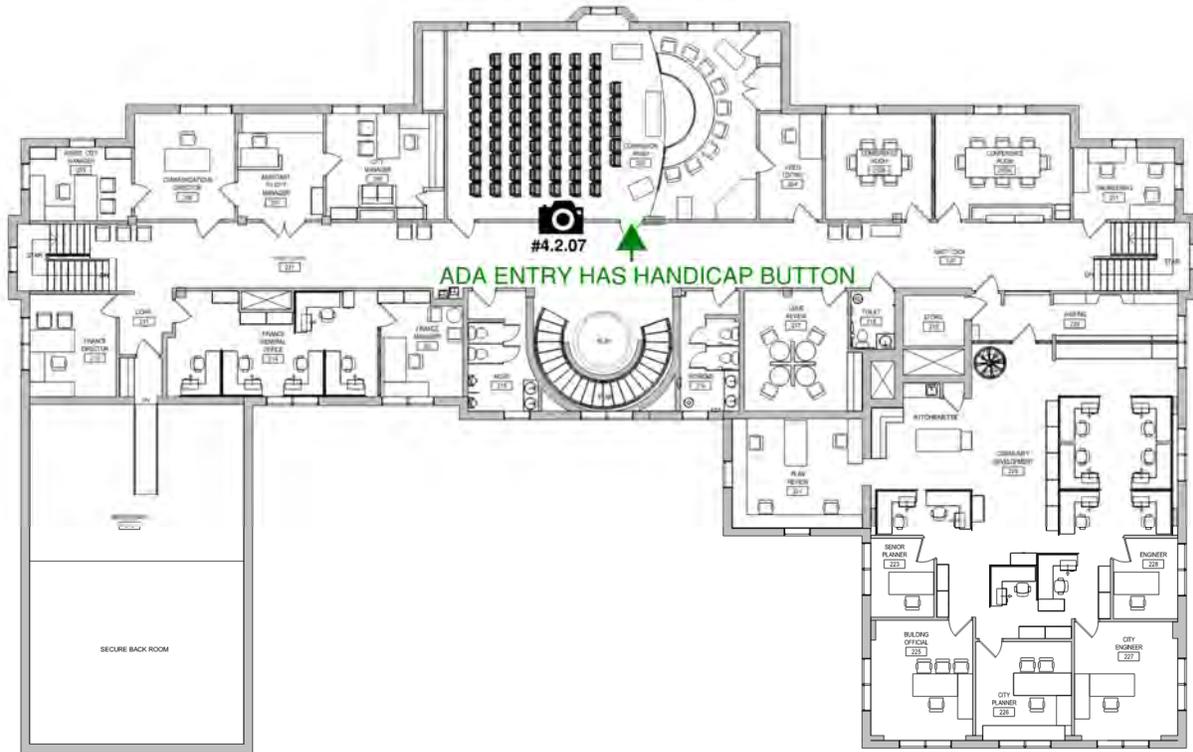
IMAGE 4.2.04
EAST SIDE ENTRY DOOR



IMAGE 4.2.05
POLICE DEPT ENTRY BUTTON



IMAGE 4.2.06
CITY HALL ENTRY BUTTON



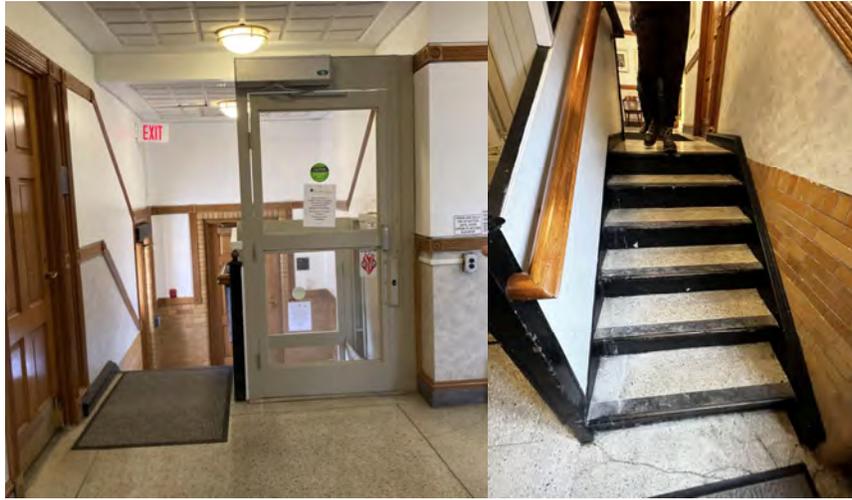
2ND FLOOR DOOR FORCE KEY PLAN
SCALE: NOT TO SCALE



IMAGE 4.2.07
COMMISSION ROOM ENTRY BUTTON

DIRECT ACCESS

The stairless entry does not provide direct access to the main floor, lobby and elevator. The access is indirect.



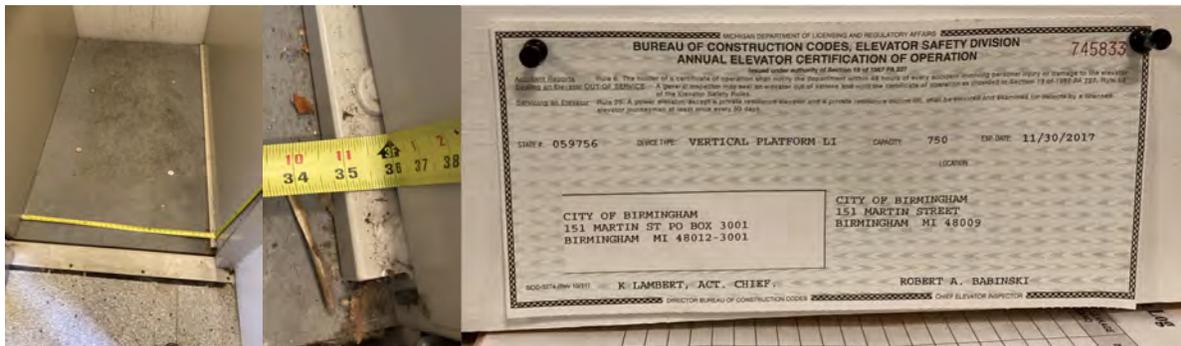
IMAGES 4.2.08
STAIRLESS ENTRY DOES NON DIRECT ACCESS

ELEVATOR AND LIFT

There is no audible signal for the elevator on the 2nd floor. The tactile elevator signs are one jamb rather than both, the ground floor sign is missing the star symbol, and the signs are mounted below the minimum 48" on all floors. The 36" minimum clear width for the lift is obstructed. The lift was in working condition. However, the annual elevator operation certificate has expired.



IMAGES 4.2.09 - ELEVATOR



IMAGES 4.2.10 - LIFT AND EXPIRED CERTIFICATE

INTERIOR RAILINGS

For the stair in the center of the building, the top of the handrail gripping surface is less than the minimum required 34 inches.



IMAGE 4.2.11 - CENTER STAIR RAILING



IMAGE 4.2.11 - NO EXTENSIONS STAIR RAILING

SERVICE COUNTERS

There is a portion of the shopping district counter lower than 36 inches above the floor and at least 36 inches long with a clear floor space for a wheelchair. However, the city clerk does not offer a counter that meets these requirements and the treasurer has a counter that meets these requirements but is blocked off with equipment.



IMAGES 4.2.12 - SHOPPING DISTRICT COUNTER



IMAGES 4.2.13 - CITY CLERK COUNTER



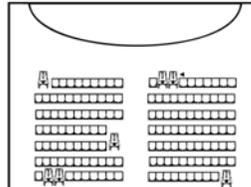
IMAGES 4.2.14 - TREASURER COUNTER

ASSEMBLY AREA

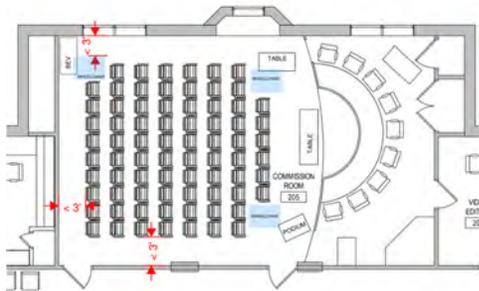
Since the commission room has between 51 - 150 seats, 4 wheelchair spaces are required to be provided and dispersed to allow location choices and viewing angles equivalent to other seating. Currently the room does not meet the minimum 4 wheelchair space requirements. Also, furniture (podium, clerk's table, rolling beverage station) conflict with the required clear area. However these items are movable. Additionally, the aisles at the perimeter of the seat do not meet the minimum 36" wide requirement and the circulation on the commissioner's platform is uncomfortably tight.

# of Seats	Wheelchair Spaces
4 - 25	1
26 - 50	2
51 - 150	4
151 - 300	5

300+ see 2010 Standards 221.2.1.



IMAGES 4.2.15 - WHEELCHAIR IN ASSEMBLY SPACES



IMAGES 4.2.15 - COMMISSION ROOM OVERALL AND WHEELCHAIR SPACES



IMAGES 4.2.16 - COMMISSION ROOM WHEELCHAIR SPACE AT CLERK AND PLATFORM CIRCULATION



IMAGES 4.2.17 - COMMISSION ROOM WEST AISLE



IMAGES 4.2.18 - COMMISSION ROOM NORTH AISLE



IMAGES 4.2.19 - COMMISSION ROOM SOUTH AISLE AND WHEELCHAIR SPACE AT PODIUM



IMAGES 4.2.20 - COMMISSION ROOM WHEELCHAIR SPACE AT BEVERAGE CART



IMAGES 4.2.21 - COMMISSION ROOM WHEELCHAIR SPACE AT BEVERAGE CART

4.3 ACCESS TO PUBLIC TOILET ROOMS (PRIORITY 3)

When toilet rooms are open to the public they should be accessible to people with disabilities. In alterations where it is technically infeasible to comply with ADA, altering existing toilet or bathing rooms shall not be required where a single unisex toilet room complying with ADA 213.2.1 is provided and located in the same area and on the same floor as existing inaccessible toilet or bathing rooms.

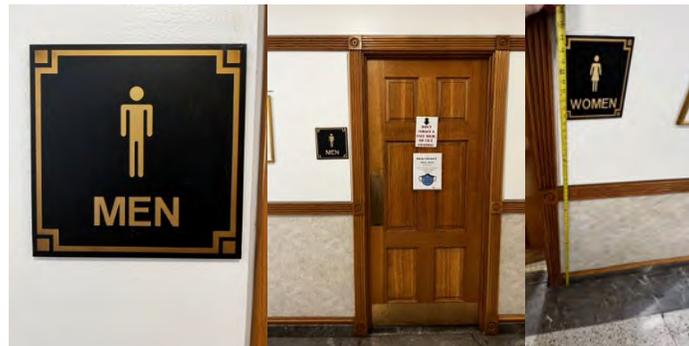
Lower Level	unisex	not accessible
Lower Level	men's and women's locker rooms	not accessible
1st floor city hall	multi occ men's and women's	not accessible
1st floor police dept	unisex	not accessible
2nd floor city hall	multi occ men's and women's	not accessible
2nd floor city hall	unisex	not accessible

SIGNAGE

The multiple occupant men's and women's restrooms on the second floor are inaccessible toilet rooms. There are no signs at inaccessible toilet rooms that give directions to accessible toilet rooms. The signage for men's and women's locker rooms do not include braille. The police station unisex bathroom sign is mounted above the acceptable range. The male and female pictogram are smaller than the required 6" height. ADA signage text characters must be raised.



IMAGES 4.2.22 - POLICE DEPT UNISEX



IMAGES 4.2.23 - CITY HALL MULTI OCC RESTROOMS



IMAGES 4.2.24 - LOCKER ROOM SIGNS

DOOR HARDWARE

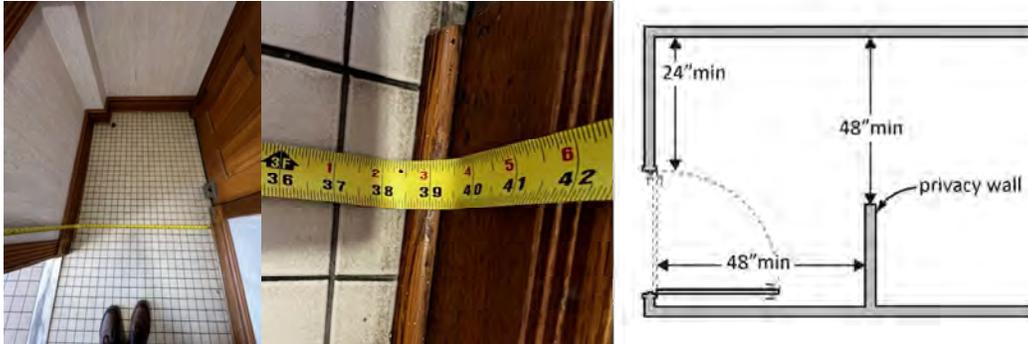
The thumb turn lock in the police station unisex bathroom is not operable with one hand and requires tight grasping, pinching, or twisting of the wrist and is therefore not ADA compliant.



IMAGES 4.2.25 - UNISEX RESTROOM POLICE DEPT THUMB TURN LOCK

PRIVACY WALL

Since there is a privacy wall at the 2nd floor men's and women's restrooms and the doors swing in, ADA requires at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer. These spaces do not meet the minimum clearance requirement.



IMAGES 4.2.26 - WOMEN'S 2ND FLR RESTROOM CITY HALL



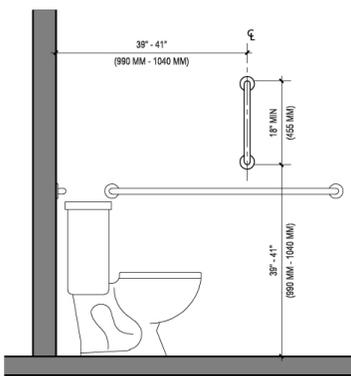
IMAGES 4.2.27 - WOMEN'S 2ND FLR RESTROOM CITY HALL

GRAB BARS

The police station unisex bathroom stall is required to have horizontal and vertical grab bars and has no grab bars. Michigan plumbing code section 604.5.1 (Fixed Side Wall Grab Bars) requires ADA water closets to include a vertical grab bar. None of the water closets in the building have a vertical grab bar.



IMAGES 4.2.28 - UNISEX RESTROOM POLICE DEPT AND 2ND FLR MULTI OCC - NO GRAB BARS



IMAGES 4.2.29 - WOMEN'S LOCKER AND MULTI OCC 1ST FLR NO VERT GRAB BARS

ACCESSORY MOUNT HEIGHTS

The clearance from the grab bar to the toilet paper dispenser is less than the 12" required minimum at the first floor women's restroom, 2nd floor unisex, and the both locker rooms. Exception: If constructed before 3/15/2012 grab bars do not need to be relocated. There are no space requirements above and below grab bars in the 1991 Standards. The toilet seat covers are mounted above the accessible reach range in both locker rooms and the first floor women's restroom. Toilet seat covers and paper towel dispensers are mounted above the accessible reach range in the police station unisex bathroom. Exception, the 1991 Standards allow 54 inches maximum for a side reach range to a control such as the operating part of a paper towel dispenser. The 2010 Standards lowered that side reach range to 48 inches maximum. If a paper towel dispenser was installed prior to March 15, 2012 with the highest operating part at 54 inches, the paper towel dispenser does not need to be lowered to 48 inches.

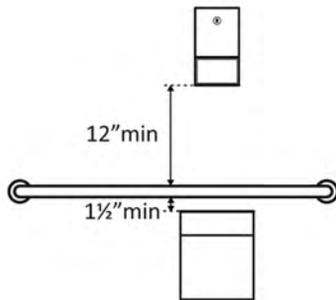


IMAGE 4.2.30 - MEN'S LOCKER AND 2NF FLR UNISEX CLEARANCE GRAB BAR TO TP DISPENSER < 12"



IMAGE 4.2.31 - LOCKER ROOM AND 1ST FLR WOMEN'S - TOILET SEAT COVERS

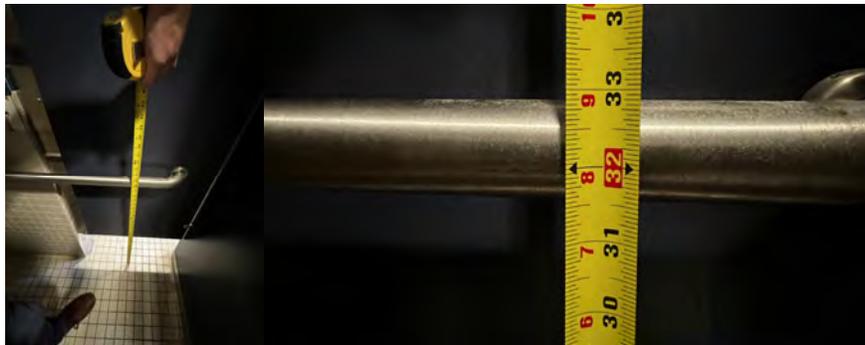


IMAGE 4.2.31 - MEN'S LOCKER ROOM GRAB BARS MOUNTED BELOW MINIMUM

WATER CLOSET STALL CLEARANCE

For all accessible toilets, the centerline of the water closet should be no less than 16 inches and no greater than 18 inches from the side wall or partition. The 2nd floor unisex and the men's locker room toilet is located greater than the maximum allowable distance from the wall. 2010 ADA requires clearance must be provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall (see image 4.2.32). If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long (for front approach water closets, see 1991 Standards Front Approach Image 4.2.32). Aquadate space for accessibility requirements are not provided at the bathroom stalls listed below

- 1st floor women's room (52 ½" wide x 59" deep)
- 1st floor men's room (59" wide x 59 ½" deep)
- 1st lock up (36" wide)
- 2nd floor women's room (38" wide x 53" deep)
- 2nd floor men's room (38" wide x 53" deep)
- 2nd floor unisex (40" wide x 53" deep)

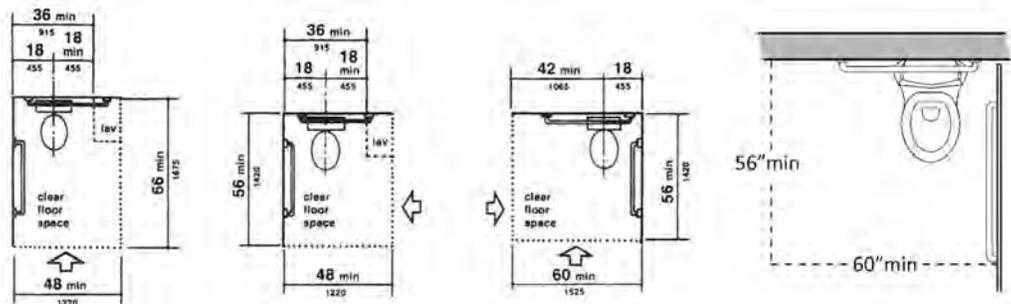


IMAGE 4.2.32 - ADA 1991 STANDARDS (LEFT) VS 2010 (RIGHT)



IMAGE 4.2.33 - 1ST FLOOR MENS WATER CLOSET CLEARANCE



4.2.33 - LOWER LEVEL AND 2ND FLOOR UNISEX WATER CLOSET CLEARANCE



IMAGE 4.2.33 - LOCK UP WATER CLOSET CLEARANCE



IMAGE 4.2.33 - WATER CLOSET CLEARANCE

SINK CLEARANCE

Lavatory knee clearance to allow persons who use wheelchairs to pull under the lavatory and use the faucet is not provided for the holding cell nor in the police unisex restroom. A public restroom should have at least one lavatory with a clear floor space for a forward approach at least 30 inches wide and 48 inches long. In addition, the 1991 ADA Standards require knee clearance that is at least 27" high, 30" wide, and 19" deep be provided under a sink. The pipes below the lavatories should be insulated or otherwise configured to protect against contact. The lavatories do not meet this requirement.

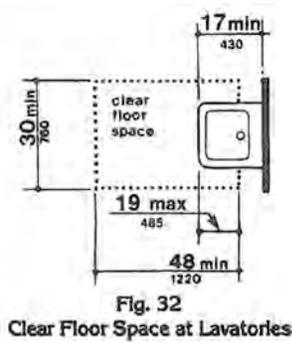


IMAGE 4.2.34 - SINK FLOOR CLEARANCE



IMAGE 4.2.34 - 1ST AND 2ND FLR MEN'S RESTROOMS AND LOCKER ROOM SINK PIPES



IMAGE 4.2.34 - 1SR AND 2ND FLR WOMEN'S RESTROOMS AND LOCKER ROOM SINK PIPES

URINAL CLEARANCE

Aquadate urinal clearance (30" wide x 48" deep) is not provided at the 2nd floor men's room (29" wide) nor at the 1st floor police station unisex restroom (36" deep).



IMAGE 4.2.35 - URINAL CLEARANCE

MIRROR

Since the 2nd floor unisex mirror is over a lavatory/countertop the bottom edge of the mirror should be no higher than 40 inches above the floor. The location of the mirror does not meet this requirement.



IMAGE 4.2.35 - 2ND FLOOR UNISEX MIRROR

SHOWER

The locker room showers do not include ADA compliant seats or grab bars.



IMAGES 4.2.36 - WOMEN'S AND MEN'S SHOWER

REACH RANGE

All coat hooks in the locker rooms are above the accessible reach range of 48" maximum. Wall mounted phones (in the lunchroom, and both locker rooms) and men's locker room radios/self are above accessible reach range of 48"



IMAGES 4.2.36 - HOOKS



IMAGES 4.2.37 - PHONES AND RADIOS

LUNCH ROOM

The lunch room counters and microwaves are taller than the maximum allowable ADA requirement. The lunch room sink is deeper than the maximum allowable ADA requirement and the clear floor area required in front of a kitchen counter is smaller than required.



IMAGE 4.2.35 - LOWER LEVEL LUNCH ROOM COUNTERS



IMAGE 4.2.35 - LOWER LEVEL LUNCH ROOM MICROWAVE AND SINK



IMAGE 4.2.35 - LOWER LEVEL LUNCH ROOM CLEAR SPACE

4.4 ACCESS TO OTHER ITEMS (PRIORITY 4)

Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.

DRINKING FOUNTAINS

The water pressure for the drinking fountain on the lower level is too low and the water pressure for the drinking fountain on the second floor is too high.



IMAGE 4.2.38
LOWER LEVEL DRINKING FOUNTAIN



IMAGE 4.2.39
2ND FLR DRINKING FOUNTAIN

PUBLIC TELEPHONE

The highest operable part of the public telephones are higher than the maximum 48 inches above the floor. The phones do not have a TTY and do not provide direction to a TTY. Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. People who are deaf and/or cannot speak mainly use them.



IMAGE 4.2.40 PUBLIC TELEPHONES

5.0 PROGRAMMING

INTRODUCTION

Throughout the week of August 8th, 2022, Telluris Architecture & Urban Planning conducted a research sub-project to determine how the Police Station and City Hall building functions. The objective was to explore workplace operations to determine where and how the biggest deficiencies affect employee abilities to perform their work. The intention was to collect information that will provide a background with how to best improve the operations of the facility and provide security and safety for the employees. Two techniques used to gather information in this sub-project were an online *Workplace Experience Survey* and a series of in-person Programming Interviews. What is contained within this report is a documentation of existing conditions, a proposed program for current and future needs, and a diagram of adjacent spaces for optimal workflow.

SYNOPSIS

Overall, the programmatic functions and daily operations of City Hall and the Police Department have outgrown the 1928 City of Birmingham Municipal Building. The most common themes of employee concerns that lead to this conclusion are the following:

- *Security*: security provisions in 1928 when the building was opened are much different than they are in 2022. Even the renovation from 1993 reflects a much different world than what is required for safety and security in the modern age.
- *Storage*: The City of Birmingham has grown significantly from what it was 100 years ago and the available area for storage for the different departments throughout the Municipal Building have not grown with the change in demand.
- *Meeting Rooms*: The departments barely have enough space for all of the employees who work in the building, subsequently taking up spaces that would normally be used as meeting/huddle rooms. Currently the building has only one Conference Room with a movable partition which can be used to divide the room into two meeting rooms. The movable partition does not provide adequate sound control.
- *Air Quality and Environmental Controls*: Most of the existing mechanical equipment has reached the end of its useful life, some exhaust fans are not functioning properly, if at all, and problems with the plumbing system are leading to standing water and bursting pipes. As a result, there are concerns over the quality of the air and the presence of mold.

Police Department

The operations of the Birmingham Police Department have outgrown the existing available spaces the department occupies. Lack of security, functional adjacencies between office suites and rooms throughout the department, and complications with storage have left the department vulnerable and inefficient in its ability to serve the public. The current space allocation for the Police Department is 5,410 square feet (sf), with approximately 3,690 square feet of unsecured, non-environmentally conditioned, dedicated parking for police vehicles. Based upon the Workplace Experience Survey, in-person interviews, on-site observations, and the study of precedent Police Department designs, the Telluris team has determined that approximately 15,623 square feet would be optimal for the Police Department to operate efficiently. Additionally,

a dedicated, secured, partially conditioned parking facility of approximately 6,028 square feet could be utilized to support Policing operations.

Police Department Net Assignable Area (NAA) Comparison

	Existing (sf) ³	Proposed (sf) ¹
Police Department Size	5,410	15,538
Police Vehicle Parking Size	3,690	6,028

City Hall

The operations of the Birmingham City Hall are outdated in comparison to the standards of a modern office layout. Challenges with security, storage, modern equipment, and collaboration within and amongst departments create inefficiencies throughout the historic building. The existing Municipal Building consists of 25,842 Net Square Feet (NSF), including Police Department operations, Mechanical, Electrical, Plumbing, and corridor spaces. By reconfiguring the existing spaces and relocating the Police Department operations, the City could meet the needs recommended for a secure, efficient office operation.

City Hall Net Assignable Area (NAA) Comparison

	Existing (sf) ⁴	Proposed (sf) ¹
Total City Hall Size ⁵	25,842	-
Police Department Size	5,410	-
Mechanical Room Size	1,172	-
City Hall Net Assignable Area (NAA)	20,432	21,773

³ The area calculated is the Net Square Footage, which does not account for Construction Areas (area consumed by partition walls, structural components, and other non-movable building components).

⁴ The area calculated is the Net Square Footage, which does not account for Construction Areas (area consumed by partition walls, structural components, and other non-movable building components).

⁵ The area for the Garage is not included in this calculation.

5.0.1. Workplace Survey Results

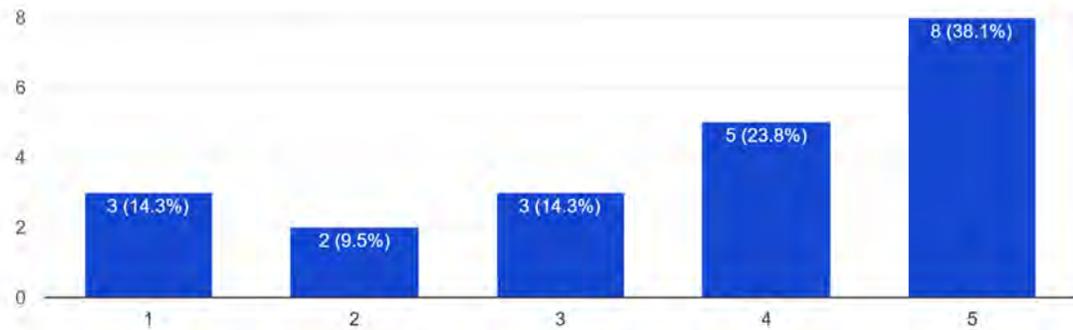
By developing and utilizing an online Workplace Experience Survey, the Telluris team was able to examine common themes from the employees. The survey asked respondents provide feedback on existing factors such as amenity needs, Task Needs, Safety and Security, Storage, and Environmental Controls. By considering how the existing facility operates, respondents were prompted to rate factors on a numerical scale of 1 through 5 (1 being “Satisfactory” and 5 “Needing Improvement”) resulting in bar graph results, as well as predefined prompts to evaluate conditions as pie charts. Below are the common themes of the surveys.

Amenity Needs:

1. Commission Stages: Of the twenty-one (21) responses to the survey, over 75% of respondents felt that Commission Stages needed improvement (see Figure 2.1). One of the common themes for Commission Stages is that there are not enough rooms for all departments to utilize.

2.1 - Meeting Rooms (Large):

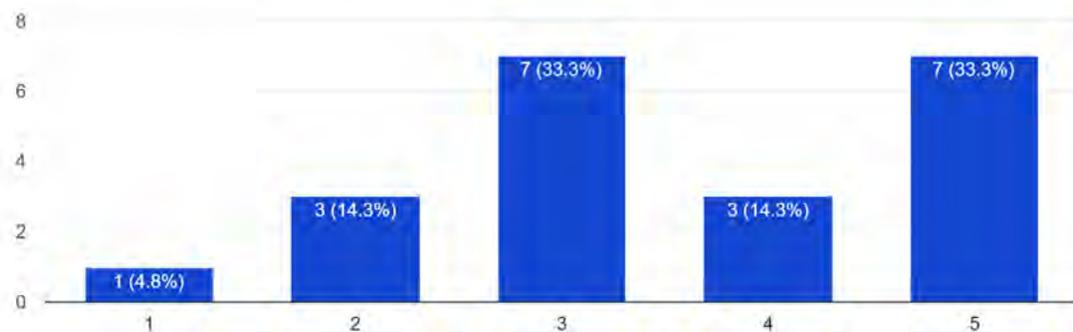
21 responses



2. Small Meeting Rooms: Over 80% of respondents felt that Small Meeting Rooms needed improvement (see Figure 2.2).

2.2 - Meeting Rooms (Small):

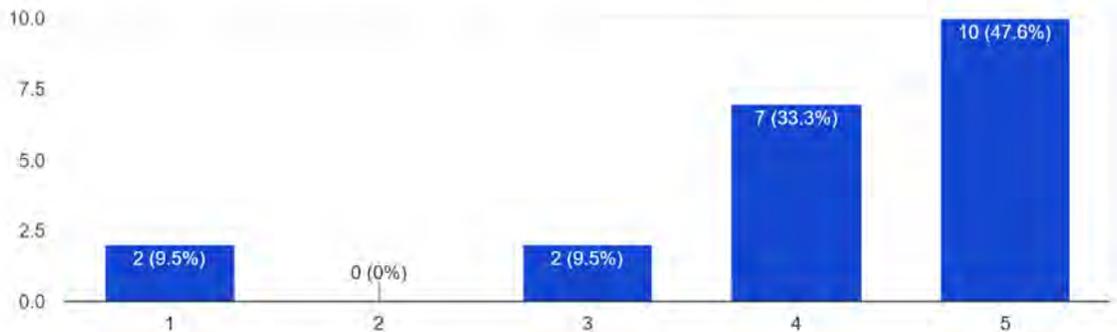
21 responses



3. Quiet Rooms, Noise Levels, and Confidentiality: Over 89% of respondents felt that Quiet Rooms needed improvement, reinforcing a common theme of noise control for private, internal, and confidential conversations, which was observed throughout the facility (see Figure 2.3). Over 70% of respondents indicated that noise levels throughout the facility needed improvement (see Figure 2.6). Additionally, 85% of respondents stated that their ability to have confidential conversations in their workplace needs improvement (see Figure 3.6).

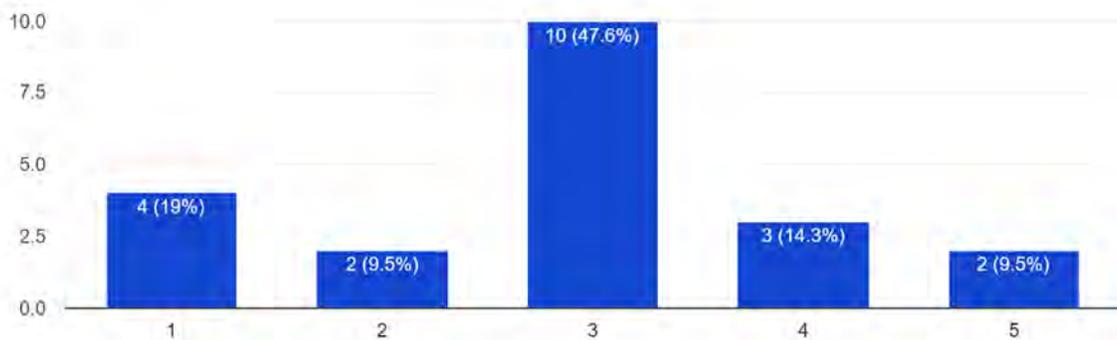
2.3 - Quiet rooms for working alone or with your team:

21 responses



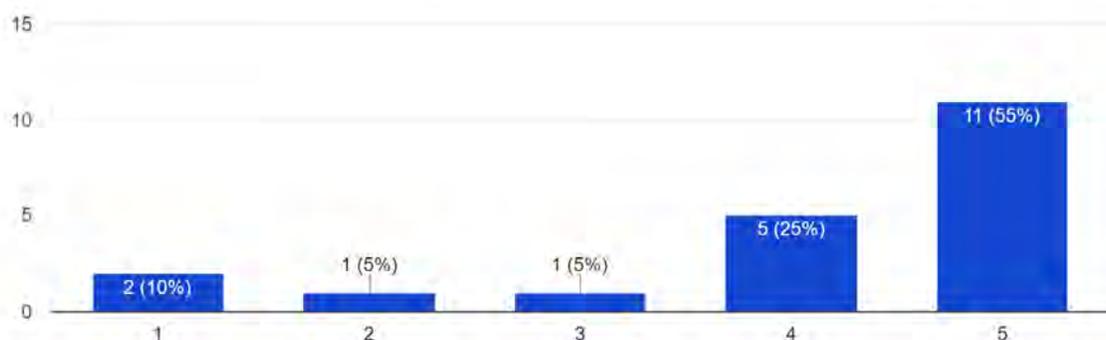
2.6 - Noise levels:

21 responses



3.6 - Confidential business discussions:

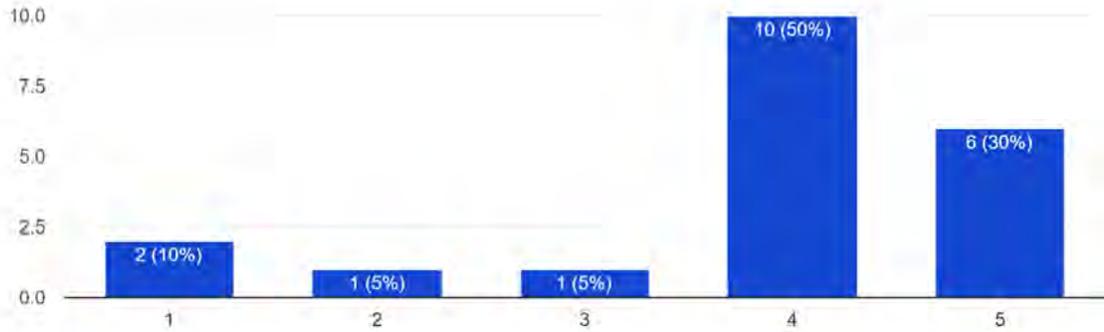
20 responses



4. Break / Lunch Room: 85% of respondents felt that the existing Break / Lunch Room needed improvement (see Figure 2.5).

2.5 - Break / Lunch room:

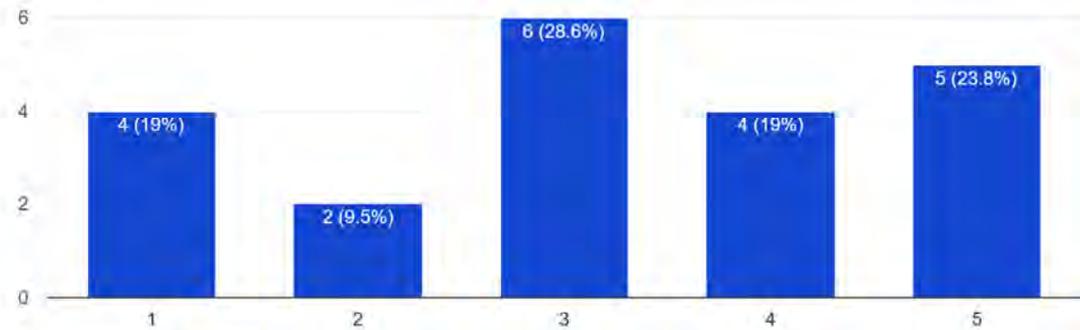
20 responses



5. Natural Light: Over 70% of respondents felt that access to Natural Light in proximity to their workspace needed improvement (see Figure 2.7).

2.7 - Natural light

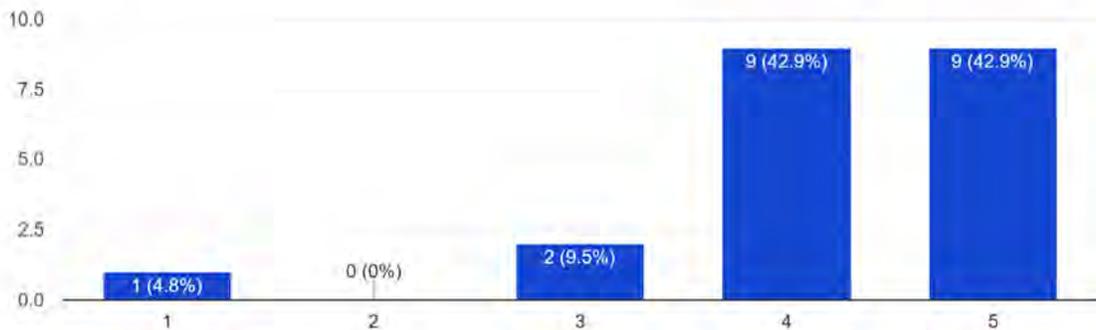
21 responses



6. Storage: 93% of respondents felt that storage in their respective departments needed improvement (see Figure 2.8).

2.8 - Storage space:

21 responses

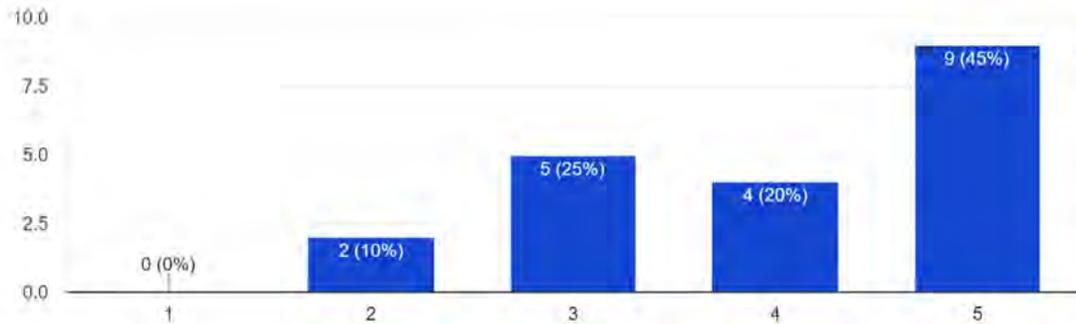


Task Needs:

1. Hosting Visitors, Clients, or Customers: 90% of respondents indicated that their ability to host visitors, clients, and customers' needs improvement (see Figure 3.1).

3.1 - Hosting visitors, clients or customers:

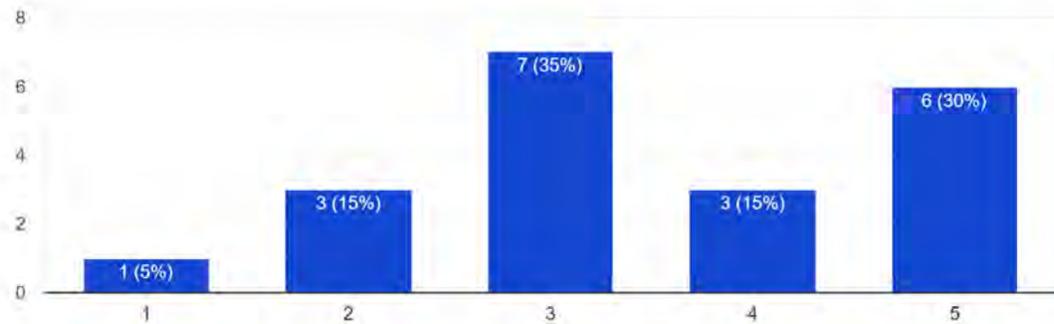
20 responses



2. Team collaboration in Meeting Rooms: 80% of respondents indicated that their ability to collaborate with their team in the existing meeting rooms needs improvement (see Figure 3.4). Furthermore, over 90% of respondents expressed difficulty collaborating with their team in informal, un-planned meetings (see Figure 3.5).

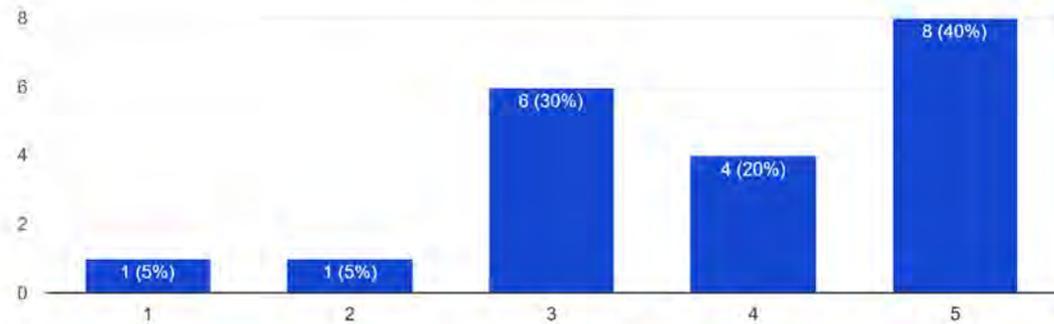
3.4 - Collaborating with your team in meeting rooms:

20 responses



3.5 - Informal, un-planned meetings:

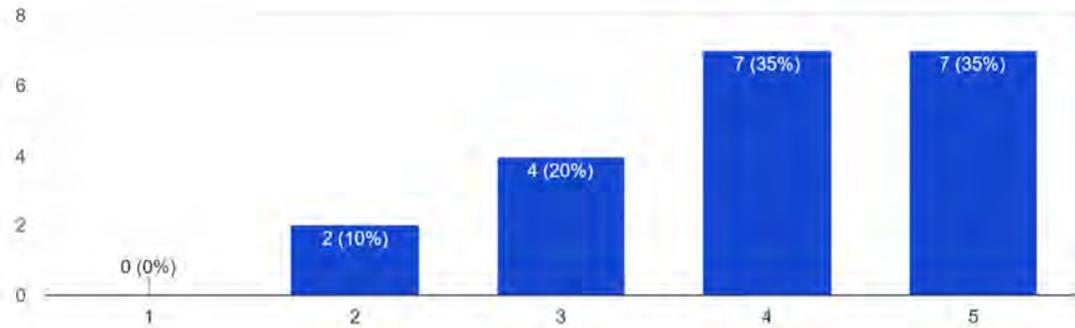
20 responses



- Available workspace: 90% of respondents indicated they do not have adequate surface area in their workspace (see Figure 3.8). Furthermore, 71% of respondents indicated their current workplace facility needs improvement (see Figure 3.9).

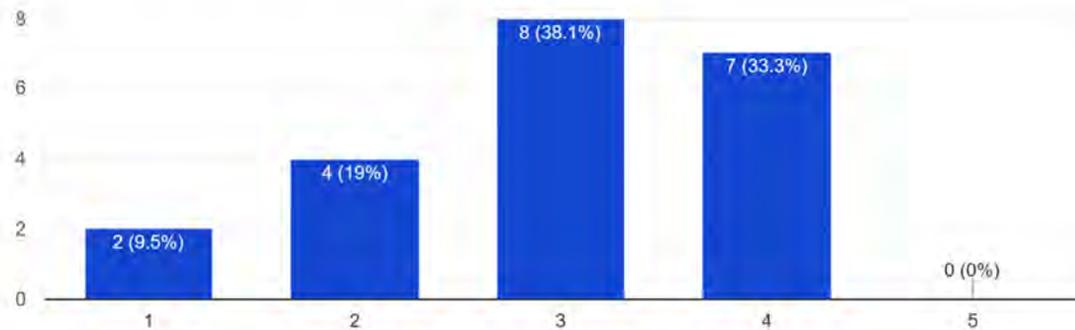
3.8 - Spreading out paper or materials:

20 responses



3.9 - How well does your current workplace facility support your ability to complete your work?

21 responses

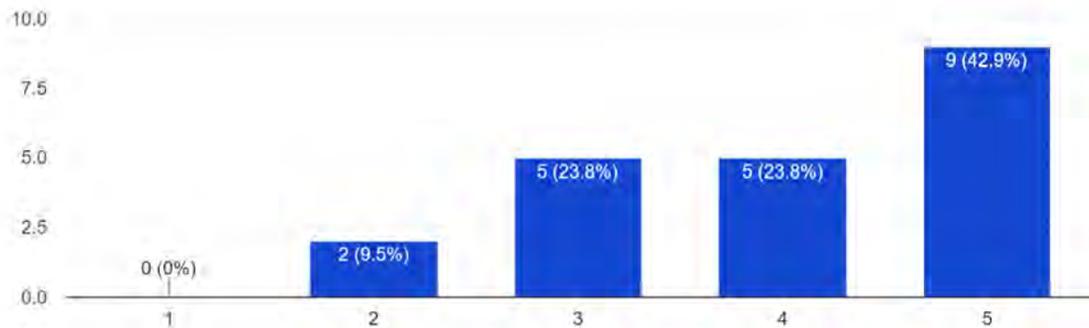


Safety and Security:

1. Safety and Security: 88% of respondents indicated that their ability to feel safe and secure in their workplace needs improvement (see Figure 4.1).

4.1 - Please rate how safe and secure you feel in your current workplace:

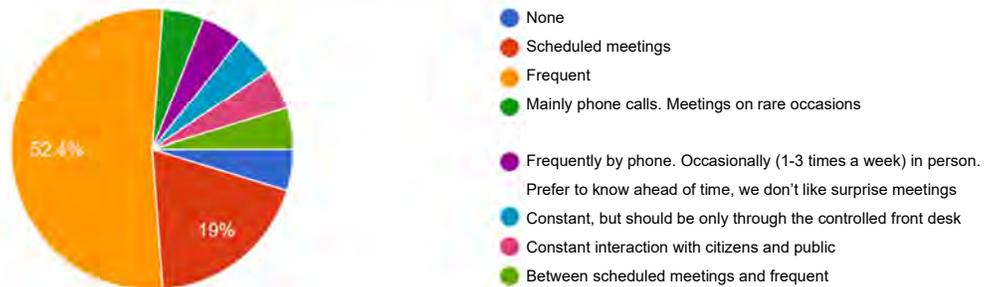
21 responses



2. Public Interaction: 52.4% of respondents indicated that they frequently interact with the public, while 19% of respondents indicated that they interact with the public through scheduled meetings only. 4.8% of respondents indicated they have constant interaction with the public, and 95.2% of respondents indicated they have some degree of interaction with the public, in-person or by phone (see Figure 4.3).

4.3 - Describe the amount of interaction your department requires with the public:

21 responses

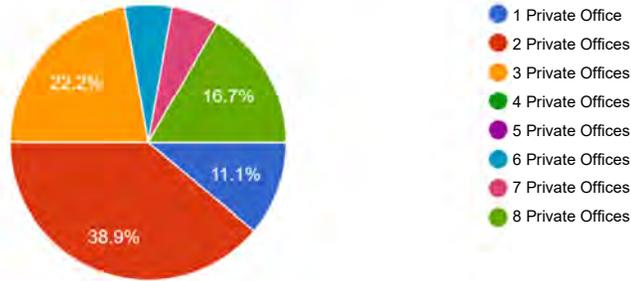


Room Efficiency:

1. Private Offices: Combined, over 60% of respondents indicated their office suites require 2-3 private offices (see Figure 5.1).

5.1 - How many private offices does your department require?

18 responses



2. Receptionists: 35% of respondents indicated that their department requires an area for a receptionist. An additional 5% of respondents indicated that a part-time receptionist would ease efficiency problems. Overall 65% or respondents indicated the need for a receptionist in some capacity (see Figure 5.4).

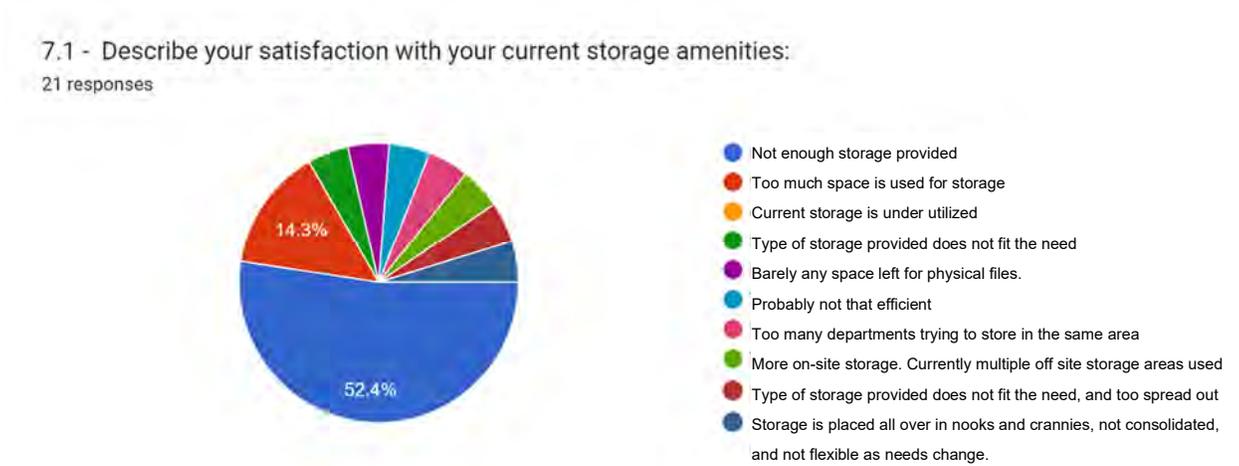
5.4 - Does your department require a receptionist?

20 responses



Storage:

1. Storage Availability: 52.4% of respondents stated that their existing workplace does not have enough storage. 100% of respondents indicated that there is not ineffective storage available throughout their workplaces (see Figure 7.1).



Environmental Controls:

1. Comfort Level: 79% of respondents indicated that their comfort level in the their respective workplaces needs improvement (see Figure 9.1).



Birmingham MI Police Department Interviews

5.1.1. EXISTING CONDITIONS & PROGRAMMATIC NEEDS

11 August 2022 / 151 Martin St, Birmingham, MI 48009

ATTENDEES:

City of Birmingham Police Department:

Chief of Police, Mark Clemence
Commander Scott Grewe
Commander Greg Wald
Commander Chris Busen
Lieutenant Ryan Kearny
Community Resources Officer Gina Moody
Detective Rebekah Springer
Officer Josh Husted
Officer Michael Manzo
Officer Michael Pranger
Officer Joseph Roberts
Records Clerk Jennifer Davis

Telluris Architecture & Urban Planning:

Aaron Olko, Telluris Architecture & Urban Planning
Adrienne Davies, ENNEcollaborative

HOW TO READ THIS DOCUMENT:

The outline below is a list of information gathered during the Programming Interviews. The information is summarized as a bulleted list, broken into notes on “Existing Conditions” and “Programmatic Needs.” Within the “Existing Conditions” bullets, key factors influencing the programming of the project are documented from the Workplace Experience Surveys and the in-person interviews. Within the “Programmatic Needs” bullets, the information gathered from the surveys, interviews, and observations are distilled into a format which inflects the spatial, equipment, and functional needs of the facility.

DISCUSSION TOPICS:

1.01 ACCESS CONTROL TECHNIQUES:

- A. It was discussed and determined that key card access throughout the Police Department is adequate and preferable. Key fobs and bracelets function well as access devices.
- B. At some secure locations, a secondary measure of security is required. Keypad access may be adequate as a secondary security measure.

2.01 POLICE DEPARTMENT LOBBY:

A. EXISTING CONDITIONS:

1. The existing Lobby provides little to no privacy for visitors;
2. The existing Lobby includes an area for report writing, which is open to the rest of the Lobby and Records Department;
3. The Lobby has direct access to the Lieutenant's Office through a shared access door. The access door between the Lobby and the Office is not a security door, subsequently leaving the Records Department exposed and vulnerable – an assailant can may be able to breach the Lieutenant's Office with little effort, then gaining access to the Records and Community Resources Departments;
4. The existing vestibule entrance to the Police Department Lobby is not ADA compliant;
5. Lines of sight from the Lobby throughout the Records Department and into the Prisoner Lockup provide little privacy and visual security from Police operations;

B. PROGRAMMATIC NEEDS:

1. Size:
 - a. Space for 10-20 people;
 - b. Desk for Records;
 - c. Desk for Police;
2. Sightlines / Visibility:
 - a. From dispatch;
3. Security:
 - a. Steel door, single point of entry;
 - b. Bullet resistant counter glazing;
4. Aesthetics:
 - a. Look of professionalism;
 - b. Department pride;

3.01 RECORDS & FRONT DESK:

A. EXISTING CONDITIONS:

1. The Records Department is currently undergoing digitization of their physical records;
2. Currently the Lockup is directly adjacent to the Records Department, creating security and operational challenges;
3. Storage for the Records Department has overflowed from the storage closet into the general office area;
4. The area for interviewing and filing reports is located adjacent the workplace of the Records Department manager;

B. PROGRAMMATIC NEEDS:

1. Security:
 - a. Key card controlled access;
 - b. Limited pass-thru circulation;
 - c. Bullet resistant glazing;
 - i. Glazing to allow to better communication; currently too hard to hear thru;
2. Size:
 - a. 6 people;
 - b. Ability to alter space use as paper files become digital;
 - c. Area for viewing Microfiche machine;
 - d. Large storage closet;
3. Sightlines / Visibility:
 - a. Main lobby;
 - b. Dispatch;
4. Workstations:
 - a. 4 workstations;
 - b. File storage
5. Equipment & Technology:
 - a. File storage;
 - b. Large paper shredder;
 - c. Microfiche machine;
 - d. Larger printer / copier;
 - e. Medicine cabinet;
 - f. Lost & Found;
6. Facilities:
 - a. Single-use bathroom;

4.01 SERVICES DIVISION:

A. EXISTING CONDITIONS:

1. The Services Division interfaces with the public often and vendors regularly visit;
2. Parking Enforcement is considered part of the Services Division and should be located within the same office suite;
3. Storage space is currently limited – additional space for the division is critical due to the amount of materials stored;

B. PROGRAMMATIC NEEDS:

1. Security:
 - a. Low security;
 - b. Card reader access;
2. Size:
 - a. 1 Commander's office;
 - i. Security:
 - Key card access control;
 - Sound control;
 - ii. Size:
 - 4 people;
 - iii. Equipment & Technology:
 - 1 U-shaped workstation;
 - Table and chairs for 4;
 - Flatscreen monitor;
 - Area for large, secondary computer (video editing);

- b. General open office work area for 4 people;
 - i. 1 desk for Community Resources Director;
 - ii. 1 desk for Parking Enforcement;
 - iii. 2 hotel desks;
 - c. Medium storage closet;
 - d. Huddle room for 4 people;
 - i. Flat screen monitor;
3. Equipment & Technology:
- a. Large printer / copier (can share with Records);
 - b. Medium table for processing materials;

5.01 DISPATCH CENTER:

A. EXISTING CONDITIONS:

1. The existing Dispatch Center is undersized – space for collaboration and employee breaks is limited;
2. Usage of the microwave creates a reduction of electrical supply in the dispatch center causing a flickering of lights;
3. Uninterrupted Power Supplies are provided at each of the Dispatch consoles and in the adjacent Server Room;
4. Sound control in the existing Dispatch Center is poor; sound insulation is necessary for efficient operation;

B. PROGRAMMATIC NEEDS:

1. Security:
 - a. Limited or no pass-thru circulation;
 - b. Steel doors at entry points;
 - c. Impact resistant glazing;
2. Sightlines / Visibility:
 - a. Booking & Lockup;
 - b. Lobby;
3. Workstations:
 - a. 3 consoles, with room to expand to a 4th console;
 - b. 5 monitors per desk (min.)
 - c. Standup desks;
 - d. Walking treadmill;
 - e. Close enough to communicate;
4. Equipment & Technology:
 - a. Extensive flat screen monitors;
 - b. Dedicated server room;
 - c. Raised flooring;
 - d. Central table;
 - e. Whiteboard;
 - f. Tackboard;
5. Facilities:
 - a. Private bathroom;
 - b. Access to or private lockers;
 - c. Dedicated break area;
6. Environmental Controls:
 - a. Privacy;
 - b. Sound controlled;
 - c. Light controlled;
 - d. Temperature controlled separately;

6.01 BOOKING & LOCKUP:**A. EXISTING CONDITIONS:**

1. State law requires all Officers to deposit their weapon into a lockbox before entering the Lockup – the existing Lockup does not have a weapon lockbox on the exterior of the building, where Officer's escort prisoners into the Lockup;
2. Juvenile (JV) detainment is not a designated space in the department. A small room within the Records department is used for video arraignments and JV detainment.

B. PROGRAMMATIC NEEDS:

1. Booking:
 - a. Security:
 - i. Gun lockups at each entrance;
 - ii. Bullet resistant glazing;
 - iii. Steel doors;
 - iv. Anti-ligature, detention hardware;
 - v. Card access;
 - vi. Controlled entry points;
 - vii. No pass-thru circulation;
 - viii. Vestibules at each entrance;
 - b. Equipment & Technology:
 - i. Rounded corners on counters and cabinetry;
 - ii. Durable materials;
 - iii. Photography area with green screen;
 - iv. Stainless steel, detention grade benches with cuff bars;
 - v. Enclosed computers:
 - 1 computer station, space for expansion of 1 future computer;
 - vi. Breathalyzer;
 - vii. Plumbing (detention grade):
 - Shower;
 - Sink for prisoner use;
 - Sink for processing;
 - Eye wash station for emergency;
 - c. Size of Room:
 - i. 2-3 people at a time:
 - 1 prisoner;
 - 1-2 Police Officers
2. Pre-Booking / Prisoner Waiting:
 - a. Size:
 - i. 2-3 prisoners
 - b. Proximity:
 - i. Sightline from inside booking;
 - ii. Direct access from Sally Port;
 - c. Equipment:
 - i. Anti-ligature hardware;
 - ii. Waiting bench;
 - iii. Cuff anchors;
 - iv. Impact resistant glazing;
3. Lockup:
 - a. Security:
 - i. Physical separation between cells;
 - ii. No Sightlines / Visibility between cells;
 - iii. Detention doors;

- iv. Benches only, no pillows or mattresses;
 - b. Size:
 - i. 2 Cells;
 - ii. 1 prisoner per cell;
 - iii. One larger cell for multiple prisoners;
 - iv. High ceilings;
 - c. Equipment & Technology;
 - i. CCTV locations in cells;
 - ii. Detention grade doors and hardware;
 - iii. Anti-ligature;
 - iv. Rounded corners;
 - d. Nutrition:
 - i. Small kitchenette;
 - Small refrigerator;
 - Microwave;
 - Sink;
 - Counter and cabinetry;
- 4. Prisoner property holding:
 - a. 6 lockers with room for future expansion;
 - b. Tagging system to clearly indicate ownership;
- 5. Visitor Room:
 - a. Security:
 - i. Card reader controlled access;
 - ii. Impact resistant glazing;
 - iii. Detention grade stools;
 - b. Size:
 - i. 2 rooms, 1 person each room;
 - Use for Attorneys & Visitors;
 - c. Equipment:
 - i. Phone or speaker port for communication;
- 6. Juvenile Holding Room:
 - a. Security:
 - i. Steel door;
 - ii. Anti-ligature hardware and equipment;
 - iii. Surveillance;
 - iv. Sight and sound protected from adult lockup;
 - v. Sound controlled from adjacent rooms;
 - b. Size:
 - i. 2-4 people;
 - c. Equipment & Technology;
 - i. Table & chairs for 4;
 - ii. CCTV;
 - iii. Panic bar;
 - d. Alternative use:
 - i. Can be used for other purposes if needed;
- 7. Biohazards:
 - a. Durable, easily cleaned surfaces;
 - b. Close proximity to a janitorial closet with sink and storage;

7.01 DETECTIVE BUEARU (DB):

A. EXISTING CONDITIONS:

- 1. The existing DB is not located within the secure boundary of the Police Department; escorting prisoners from the Lockup to the DB presents a security vulnerability to the City Hall employees and operations;

2. The DB functions as a walk-thru space/corridor, rather than an office suite, subsequently the backs of the Detectives are often turned towards individuals entering the space;
3. Sound control is a challenge between all spaces of the DB (the general office area, the Commander's Office, and the Interrogation Room), creating challenges to the confidential conversations that often take place throughout the division;
4. Single pane glass acts as the primary barrier between the Interrogation Room and the General Office Area, creating a safety hazard if a physical altercation were to break out in the Interrogation Room;
5. There is currently no storage for personal items in the DB, the area for the printer is also used for Locker Room overflow and personal item storage; there is no shelving in this area;
6. The Roll Call Room is often used as a collaborative space for warrant arrests and raids;
7. Hotel desks are needed for Task Force members who are not in the DB full-time;
8. Often the Detectives photograph evidence before it is delivered to Evidence Lockup; there is not currently a place for photography and/or temporary storage of evidence, which is sometimes returned to its owner;

B. PROGRAMMATIC NEEDS:

1. Security:

- a. Controlled access;
- b. Limited or no pass-through circulation;
- c. Furniture arrangement with clear line of sight to entry points;

2. Collaboration:

- a. Open office area with sound controlled desks;
- b. Close access to larger room for staging warrant arrests / raid preparations;
- c. Close proximity to Evidence Lockup;
- d. Commanders office with sound control;
- e. Central table with large surface area;

3. Interview / Interrogation:

- a. 2 Interview Rooms (4 seats and 1 table each):
 - i. 1 – Hard Interview Room (Interrogation)
 - ii. 1 – Soft Interview Room (Questioning)
- b. Sound control for privacy;
- c. Secure path of travel from Interview to Lockup;
- d. Panic button in Interview Rooms;

4. Size of the Department:

- a. 6 current Detectives;
- b. 2-3 hotel desks (Federal Agents, Clinicians, Surveillance teams);
- c. Department is not likely to grow;

5. Storage:

- a. 1-2 small storage closets;
- b. File storage;
- c. Wall cabinets;
- d. Surveillance monitor area with sound control;
- e. Office supplies and large printer/copier;
- f. Small kitchenette:
 - i. Refrigerator
 - ii. Microwave
 - iii. Coffee Pot
 - iv. Storage for food and utensils

6. Technology & Equipment;

- a. Wall mounted monitors;
- b. Whiteboards;
- c. Tackboards;
- d. Surface area for photographing evidence;

8.01 EVIDENCE LOCKUP:

A. EXISTING CONDITIONS:

1. The Evidence Lockup is composed of the Evidence Storage Room and the Evidence Processing Room;
2. The Evidence Lockup is a highly secure area – only a few Administrative officers have access to the room;
3. The existing pass-through locker system functions well for the department, however the locking mechanism for one side of the pass-through device is damaged and not functioning properly;
4. The processing of evidence often takes place in the Roll Call Room, which behaves as a pass-through space, exposing evidence to passersby;
5. The existing Evidence Processing Room does not have enough storage for cleaning supplies, excess cleaning supplies are stored in the Evidence Storage Room;
6. The Evidence Room is organized by a tag, bag, and bin system;
7. Evidence is kept for up to 7 years before it transferred into long-term storage off-site;
8. A separate lockup is required for additional, highly sensitive evidence within the Evidence Room;

B. PROGRAMMATIC NEEDS:

1. Storage process:
 - a. Pass-thru locker system is sufficient;
 - b. Increased space not needed;
 - c. Large shelving;
 - d. Tag, bag, and bin organizational system;
 - e. Additional, separate lockup within Evidence needed for drugs, guns, and money;
2. Processing:
 - a. Large stainless steel surface area;
 - b. Adequate space for 2-3 people;
 - c. Sink;
 - d. Evidence drying equipment;
 - e. Storage:
 - i. Cleaning supplies;
 - ii. Processing supplies
 - iii. Processing equipment
3. Security:
 - a. Surveillance in Processing and Evidence Lockup;
 - b. Double lock controlled access;

9.01 ROLL-CALL:

A. EXISTING CONDITIONS:

1. The existing Roll Call Room functions as a pass-through space to access the DB, Equipment Storage, Locker Rooms, and Evidence Storage;
2. The Parking Enforcement report writing computer is located in the Roll Call Room, which creates challenges with multiple functions occurring at once in the room; It has been reported the Parking Enforcement report writing station is poorly functioning;
3. City Hall departments sometimes use the Roll Call Room;

B. PROGRAMMATIC NEEDS:

1. Usage:
 - a. Can be flexible for various police uses;

2. Size:
 - a. 20-30 people max;
3. Equipment & Technology:
 - a. Flat screen monitors;
 - b. Long tables that can be rearranged for other uses;
 - c. Chairs and tables (not standing tables);

10.01 EQUIPMENT STORAGE:

A. EXISTING CONDITIONS:

1. Equipment Storage is scattered throughout the department – there is not one location for access to all required equipment;
2. The largest Equipment Storage closet for the Department is located in the DB and doubles as a surveillance room for the DB Interrogation Room;
3. A full armory is not required in the Department – it is located off-site;
4. A small armory located within the Department for storage of a small amount of ammunition, small weapons, and an area to service weapons would be considered a useful addition;

B. PROGRAMMATIC NEEDS:

1. Security:
 - a. Controlled single point of entry;
 - b. Surveillance;
 - c. Automatic Electronic Defibrillator;
 - d. Radar & Lasers for traffic speed management;
2. Equipment:
 - a. Radios and radio battery chargers;
 - b. Tasers and taser chargers;
 - c. Shields;
 - d. Batons;
 - e. Helmets;
 - f. Traffic Cones;
 - g. Pepper Spray;
 - h. Tactical Vests;
 - i. Uniforms;
3. Proximity:
 - a. Close to Roll-Call;
 - b. Close to Patrol Car parking;
 - c. Close to Locker Rooms;
4. Small Armory:
 - a. Security:
 - i. Card access;
 - ii. Steel door;
 - b. Size:
 - i. 4' x 4';
 - c. Equipment & Technology:
 - i. Ammunition storage;
 - ii. CCTV surveillance;
 - d. Proximity:
 - i. Near Roll-Call;
 - ii. Near Parking Garage;

11.01 REPORT WRITING ROOM:

A. EXISTING CONDITIONS:

1. The existing Report Writing Room functions as a pass-through space between Dispatch and City Hall;
2. The number of workstations in the Report Writing Room are insufficient, often creating a congregation of Officers during shift change, sometimes spilling into Dispatch and creating a distraction for the Dispatch Officers as well as Officers who are writing reports;
3. The Mail Room is currently shared with the Report Writing Room;

B. PROGRAMMATIC NEEDS:

1. Security:
 - a. Controlled access;
 - b. Limited or no of pass-through circulation;
 - c. Sound control;
2. Equipment & Technology:
 - a. 4 desks with dedicated computers for report writing;
 - b. 1 desk with a dedicated computer only for Parking Enforcement;
 - c. File storage;
 - d. Whiteboard;
 - e. Flat screen monitor;
3. Collaboration:
 - a. Adjacent to Dispatch;
 - b. 1-2 phone rooms with monitors for Video court appearances;

12.01 LOCKER ROOMS:

A. EXISTING CONDITIONS:

1. The existing Men's Locker Room does not have enough lockers for all of the male officers;
2. The Locker Rooms were recently upgraded with larger, wood finished lockers;
3. Drainage is a reoccurring problem with the Locker Rooms – each time it rains heavily, standing water can be found throughout, while drains do not appear to be functioning properly;
4. The existing showers in the Men's and Women's Locker Rooms are underutilized and in poor condition;

B. PROGRAMMATIC NEEDS:

1. Size:
 - a. Male lockers: 40
 - b. Female lockers: 15
 - c. Flex lockers (allocated space for): 3
2. Facilities:
 - a. Male restroom:
 - i. Urinals;
 - ii. Toilets;
 - iii. Lavatories;
 - iv. Showers;
 - b. Female restroom:
 - i. Urinals;
 - ii. Toilets;
 - iii. Lavatories;
 - iv. Showers;

- v. Mother's Room (shared with City Hall);
- 3. Equipment & Technology;
 - a. Laundry collection area;
 - b. Lockers:
 - i. Standup lockers;
 - ii. Boot storage;
 - iii. Large enough for vests, uniforms, jackets;
 - iv. Honorary name plates;
 - c. Boot polisher;

13.01 BREAK / LUNCHROOM:

A. EXISTING CONDITIONS:

- 1. Officers often prefer to spend their break time in the Department Break Room, as opposed to local restaurants or in their patrol cars, subsequently the Break Room is of high importance;
- 2. During breaks, the officers will eat lunch and converse or watch television; a TV and tables that are able to facilitate a calming and collaborative environment are required;
- 3. During the weekend shifts, Officers prefer to cook meals to save money and functions as a team building experience for the Officers – a range and oven with a sink, refrigerator, and adequate storage for cooking supplies would be ideal;

B. PROGRAMMATIC NEEDS:

- 1. Notes:
 - a. Dedicated Break Room, no shared-use;
- 2. Size:
 - a. 3-6 Officers;
- 3. Equipment & Technology;
 - a. Refrigerator;
 - b. Range & oven;
 - c. Microwave;
 - d. Toaster;
 - e. Counter & cabinetry;
 - i. Storage for utensils, cookware, plates & bowls, cleaning supplies;
 - f. Trash & Recycling;
 - g. TV;
 - h. Tackboard;

14.01 QUIET ROOM:

A. EXISTING CONDITIONS:

- 1. Officers working the night shift are sometimes subject to challenging exhaustion, making their ability to return home after their shift a risk to the life and safety of the Officers and the public – a bunk room where an Officer can rest for a brief period before going home or heading to court is a vital provision for a well-functioning Police Department;
- 2. A Quiet Room can be as simple as a dark room with a bunk bed;

B. PROGRAMMATIC NEEDS:

- 1.1 Quiet Room:
 - a. Size:
 - i. Adequate for 2 Officers;
 - b. Equipment & Technology;

- i. 1 bunk bed;

15.01 GYM:

A. EXISTING CONDITIONS:

1. There is an existing gym facility for the Officer's off-site, however the amenities of the facility are not adequate for appropriate Officer fitness;
2. Any Gym facility located within the Department should be designed as an empty room so that the Police Department can provide their own training equipment;
3. A Gym facility is not a required component of the Police Department, but would be a generous addition to help maintain the physical and mental health of the Officers;
4. Built-in speakers and or televisions would not be required;

B. PROGRAMMATIC NEEDS:

1.1 Shell area for a Gym Facility

- a. Size:
 - i. Based on equipment;
- b. Equipment & Technology considerations (equipment to be purchased separately by PD):
 - i. Free weights;
 - ii. 1 – Bench Press;
 - iii. 1 – Treadmill;
 - iv. 1 – Stair Climber;
 - v. 2 – Cycle;
 - vi. 1 – Power Rack;
 - vii. Mat and medicine ball storage;
 - viii. Rubber flooring;

16.01 ADMINISTRATIVE OFFICES:

A. EXISTING CONDITIONS:

1. The existing Administrative Suite has no security protecting it from the public corridors of City Hall; Numerous security threats have surfaced due to this over the last several years;
2. The Police Chief's Office lacks storage space and has malfunctioning office furniture;

B. PROGRAMMATIC NEEDS:

1. Security:

- a. Card reader controlled access;
- b. Secondary egress from suite;
- c. Access into entry lobby;
- d. Additional access into each office of the suite;
- e. Located inside PD;

2. Rooms within the Suite:

- a. Chief of Police Office
- b. Deputy Chief of Police / Commander Office: 4 people;
- c. Administrative Assistant: 1 person;
- d. Waiting area: 4 people;
- e. Conference Room: 8 people;

3. Chief of Police Office:

- a. Size:
 - i. 6 people max;
- b. Equipment & Technology:

- i. 1 U-shaped desk;
 - ii. File storage;
 - iii. Storage closet;
 - iv. 2 guest chairs opposing desk;
 - v. Table & chairs for 4 people;
 - vi. Coat closet;
- c. Facilities:
 - i. Private bathroom;
 - ii. Shower;
- 4. Deputy Chief of Police / Commander Office:
 - a. Size:
 - i. 4 people max;
 - b. Equipment & Technology:
 - i. 1 L-shaped desk;
 - ii. File storage;
 - iii. Closet;
 - iv. 2 guest chairs opposing desk;
 - v. Coat closet;
- 5. Administrative Assistant:
 - a. Size:
 - i. 1 person, standing room or 2 persons;
 - b. Equipment & Storage:
 - i. 1 U-shaped desk addressing entrance;
 - ii. File storage;
 - iii. Closet;
 - iv. Printer & clerical supply area;
 - v. Kitchenette:
 - Coffee maker
 - Small refrigerator;
 - Microwave;
 - Sink;
 - Counter and cabinets;
 - vi. Coat Closet;
- 6. Waiting Area:
 - a. Size:
 - i. 4 people max;
 - b. Equipment & Technology:
 - i. 4 chairs;
- 7. Conference Room;
 - a. Size:
 - i. 8 people;
 - b. Equipment & Technology:
 - i. Flat screen monitor;
 - ii. White board;
 - iii. Table and chairs for 8;
 - iv. Misc. storage;

17.01 COLLABORATIVE SPACES (MEETING ROOMS):

A. EXISTING CONDITIONS:

1. There is currently no dedicated meeting room for the Police Department;
2. Officers often use video conferencing technologies to call into court, currently the Juvenile Holding Room functions as the only court video conference room;

B. PROGRAMMATIC NEEDS:

1. Usage:
 - a. Department meetings;
 - b. City collaboration meetings;
 - c. Inter-department meetings with other PDs;
 - d. Vendor presentations;
 - e. Inter-departmental meetings;
 - f. Video conference court appearances;
 - g. Interview / Interrogation rooms;
2. Security:
 - a. Located within PD;
 - b. No card reader access needed;
 - c. Sound control;
3. Size:
 - a. 1 Large Conference Room:
 - i. 15 people;
 - b. 1 Medium Conference Room:
 - i. 8 people;
 - c. Small Huddle Rooms per department;
 - d. Phone booths;
4. Equipment & Technology:
 - a. Table and chairs;
 - b. Whiteboards;
 - c. Flat screen monitors;
 - d. Web cameras (in smaller rooms);

18.01 PARKING:

A. EXISTING CONDITIONS:

1. Existing Police Vehicle parking is not secure, the primary security device is an inoperable gate arm;
2. The path of travel from the parked Patrol Car to the Prisoner Lockup is not secure, creating challenges for optics with the community as well as hazards for the Officer's who are escorting the inmates – prisoner associates are able to see officers with the prisoners, and ice, snow, and environmental factors create challenges to the safety of the Officers and the prisoners;
3. During the winter months, Police Vehicles will require jump starts due to extreme cold rendering the car batteries chargeless;
4. During winter months, equipment inside the vehicles, such as breathalyzers will malfunction;

B. PROGRAMMATIC NEEDS:

1. Security:
 - a. Controlled access;
 - b. Card reader remotely located;
 - c. Secure access to building;
 - d. Controlled access from garage to building;
 - e. Controlled access to Sally Port;
 - f. Controlled circulation – no pass-thru from other services (ie, deliveries, public);
 - i. Secure access to pick-up / drop-off of prisoner transport;
2. Size:
 - a. Police Vehicles:
 - i. 10 – Marked patrol cars (sedans and sport utility vehicles (SUV));
 - ii. 3 – Parking enforcement vehicles;

- iii. 6 – Unmarked cars (4 Detective’s Cars, 2 Commander’s Cars, 1 Chief’s car);
- iv. 2 – Marked motorcycles;
- v. 1 – Marked Off-Road Vehicle (ORV);
- vi. 12 bicycles (Approximately);
- b. Storage:
 - i. 1 large closet for miscellaneous use;
 - ii. Cubby system for duffle bags;
- c. Sally Port for 1 vehicle;
- d. Area for temporary evidence storage;
- 3. Sally Port:
 - a. Security:
 - i. Security grade roll-down door;
 - ii. Detention grade access door to building;
 - iii. Single point of entry;
 - iv. Card reader access;
 - v. Detention grade construction;
 - b. Equipment & Technology:
 - i. Gun locker;
 - ii. Communication device to dispatch;
 - iii. CCTV for surveillance to dispatch;
 - iv. Detention grade shower;
 - v. Eye wash station;
 - c. Proximity:
 - i. Direct access to lockup;
 - ii. Close to Dispatch;

19.01 K-9 / POLICE DOG STORAGE:

A. EXISTING CONDITIONS:

- 1. There are no current plans to enlist a K-9 Officer;
- 2. There are no current plans to replace Bella the Emotional Support Officer after her retirement;

B. PROGRAMMATIC NEEDS:

- 1. Size:
 - a. Small miscellaneous closet (can be shared with general Equipment Storage);
- 2. Security:
 - a. Locate in PD;
 - b. Card access on door;

20.01 PARKING METER COLLECTION:

A. EXISTING CONDITIONS:

- 1. Parking Meter Collection is a secure space, however is located in a vestibule/pass-thru area, subsequently causing operational challenges for the Brinks Security transport.
- 2. Is a function of the Treasury Department more than the Police Department, however it should be located near the loading dock for the City Hall;
- 3. Armored transport picks up coins from the counting machine twice per week; needs easy/quick in and out;
- 4. Parking Meter collection may be phased out in the near future, as the use of meters accepting credit cards becomes ubiquitous;

B. PROGRAMMATIC NEEDS:

1. Security:
 - a. Key card access;
 - b. No pass thru circulation;
 - c. No windows;
2. Size:
 - a. 2 people;
3. Equipment & Technology:
 - a. Coin counting machine;
 - b. CCTV for surveillance;
 - c. Cart or table on wheels for staging coin counting;

21.01 PARKING ENFORCEMENT:

A. EXISTING CONDITIONS:

1. Parking Enforcement currently uses the Report Writing Room as well as the Roll Call Room;
2. Can be located within the Report Writing Room or at a dedicated desk in the vicinity of the Services Division;

B. PROGRAMMATIC NEEDS:

1. Size:
 - a. 1-2 people;
2. Equipment & Technology:
 - a. Computer and monitor;

22.01 TRAINING:

A. EXISTING CONDITIONS:

1. Officer training is done off-site and is not required within the Police Department; a dedicated space for training is not needed;

5.1.2. EXISTING AND PROPOSED POLICE DEPARTMENT PROGRAM

Quick Facts:

- The existing Birmingham Police Department occupies **5,410 net square feet**.
- The existing Municipal Building is **25,842 net square feet**.
- The Police Department occupies **20.9%** of the existing Municipal Building.

Methodology:

The following proposed program matrix is based upon the concept of *Net Assignable Areas (NAA)*, which is the unit size of enclosed and definable spaces. The spaces included in this program consider a 10% increase in the NAA to estimate the required space needed for *Mechanical areas* (areas designed for the use of mechanical, electrical, and/or plumbing equipment). *Circulation areas* (areas dedicated for corridors, circulation paths, stairways, and elevators), are included in the *Net Square Footage (NSF)* through an increase of 25% to the NAA. Space required for *Construction areas* (the area occupied by structural components, partitions, and exterior walls) has not been included in this study at this time.

<i>Net Assignable Areas (NAA)</i>	Enclosed and definable spaces relating to the specific needs of the program.
<i>Mechanical Areas</i>	Spaces designed for the use of Mechanical, Electrical, and Plumbing equipment.
<i>Circulation Areas</i>	Spaces designated for hallways, corridors, stairways, elevators, and other means of horizontal and vertical circulation.
<i>Construction Areas</i>	Area consumed by the footprint of structural components, interior partitions, and exterior walls.
<i>Net Square Footage (NSF)</i>	The combined square footage before Construction Areas are included.
<i>Gross Square Footage (GSF)</i>	The combined square footage including Construction Areas.

POLICE DEPARTMENT PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

DEPARTMENT & ROOM NAME	EXISTING NAA	PROPOSED NAA
LOBBY		
POLICE ENTRY VESTIBULE	51	-
POLICE LOBBY	64	320
INTERVIEW ROOM	-	160
SINGLE OCCUPANT RESTROOM	-	65
SUBTOTAL	115	545
DISPATCH CENTER		
DISPATCH CALL ROOM	323	1000
SINGLE OCCUPANT RESTROOM	-	65
STORAGE CLOSET	-	40
KITCHENETTE / BREAK AREA	-	50
PRINTER AREA	-	30
SERVER ROOM	130	150
SUBTOTAL	453	1335
OFFICER OPERATIONS SUITE		
LIEUTENANT'S OFFICE	85	130
REPORT WRITING ROOM	147	200
SUBTOTAL	232	330
LOCKER ROOMS		
MEN'S LOCKER ROOM	454	1400
RESTROOM	134	150
SHOWER	20	75
SUB-SUBTOTAL	608	1625
WOMEN'S LOCKER	171	525
RESTROOM	89	150
SHOWER	11	75
SUB-SUBTOTAL	271	750
ALL GENDER RESTROOM	84	105
RESTROOM	-	65
SHOWER	-	40
SUB-SUBTOTAL	84	210
SUBTOTAL	963	2585

POLICE DEPARTMENT PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

<i>DEPARTMENT & ROOM NAME</i>	<i>EXISTING NAA</i>	<i>PROPOSED NAA</i>
SERVICES DIVISION OFFICE SUITE		
SERVICES DIVISION COMMANDER'S OFFICE	133	150
SERVICES OFFICER'S OFFICE	204	150
GENERAL OFFICE AREA	-	130
RESTROOM	84	65
STORAGE CLOSET	10	30
MEETING ROOM	-	140
SUBTOTAL	431	665
RECORDS		
GENERAL OFFICE AREA	802	400
STORAGE CLOSET	84	80
KITCHENETTE	-	30
SUBTOTAL	886	510
ADMINISTRATIVE OFFICE SUITE		
CHIEF OF POLICE'S OFFICE	173	200
RESTROOM	-	65
COAT CLOSET	-	20
OPERATIONS DIVISION COMMANDER'S OFFICE	121	150
ADMINISTRATIVE SUITE LOBBY	134	160
STORAGE CLOSET	-	40
PRINTER AREA	-	30
MEETING ROOM	-	280
KITCHENETTE	-	30
SUBTOTAL	428	975
ROLL CALL		
ROLL CALL	455	875
STORAGE CLOSET	15	40
STORAGE CLOSET	13	-
STORAGE CLOSET	12	-
MAIL ROOM	-	100
SUBTOTAL	495	1015

POLICE DEPARTMENT PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

DEPARTMENT & ROOM NAME	EXISTING NAA	PROPOSED NAA
EQUIPMENT STORAGE		
EQUIPMENT STORAGE	86	300
SMALL ARMORY	-	20
SUBTOTAL	86	320
INVESTIGATIVE DIVISION SUITE		
GENERAL OFFICE AREA	319	520
COLLABORATION AREA	-	225
INVESTIGATIVE DIVISION COMMANDER'S OFFICE	116	150
INTERROGATION ROOM	95	140
STORAGE	56	40
PRINTER AREA	-	30
KITCHENETTE	-	30
SUBTOTAL	586	1135
EVIDENCE LOCKUP		
EVIDENCE STORAGE	115	120
PROCESSING	33	100
SUBTOTAL	148	220
LOCKUP		
UNCUFF AND SEARCH ROOM	-	90
BOOKING	174	300
CORRIDOR	33	-
HOLDING CELL	55	150
HOLDING CELL	146	150
HOLDING CELL	-	150
PRISONER PROPERTY STORAGE	-	40
JUVENILE HOLDING CELL	47	140
SALLY PORT	-	225
KITCHENETTE	-	60
SUBTOTAL	455	1305
BREAKROOM / LUNCHROOM		
BREAKROOM	132	300
SUBTOTAL	132	300

POLICE DEPARTMENT PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

DEPARTMENT & ROOM NAME	EXISTING NAA	PROPOSED NAA
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QUIET ROOM	0	100
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SUBTOTAL	0	100
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NET ASSIGNABLE AREA	5,410	11,340
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25% CIRCULATION AREA (VS. EXISTING)

2,835

10% MECHANICAL AREA (VS. EXISTING)

1,418

SHARED WITH CITY HALL

NET SQUARE FOOTAGE	5,410	15,593
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SECURE POLICE VEHICLE PARKING AREA

POLICE VEHICLE PARKING

2,640

ORV PARKING

165

MOTORCYCLE PARKING

80

OVERFLOW PARKING

660

BICYCLE PARKING

660

TEMPORARY EVIDENCE STORAGE

200

OFFICER BAG STORAGE

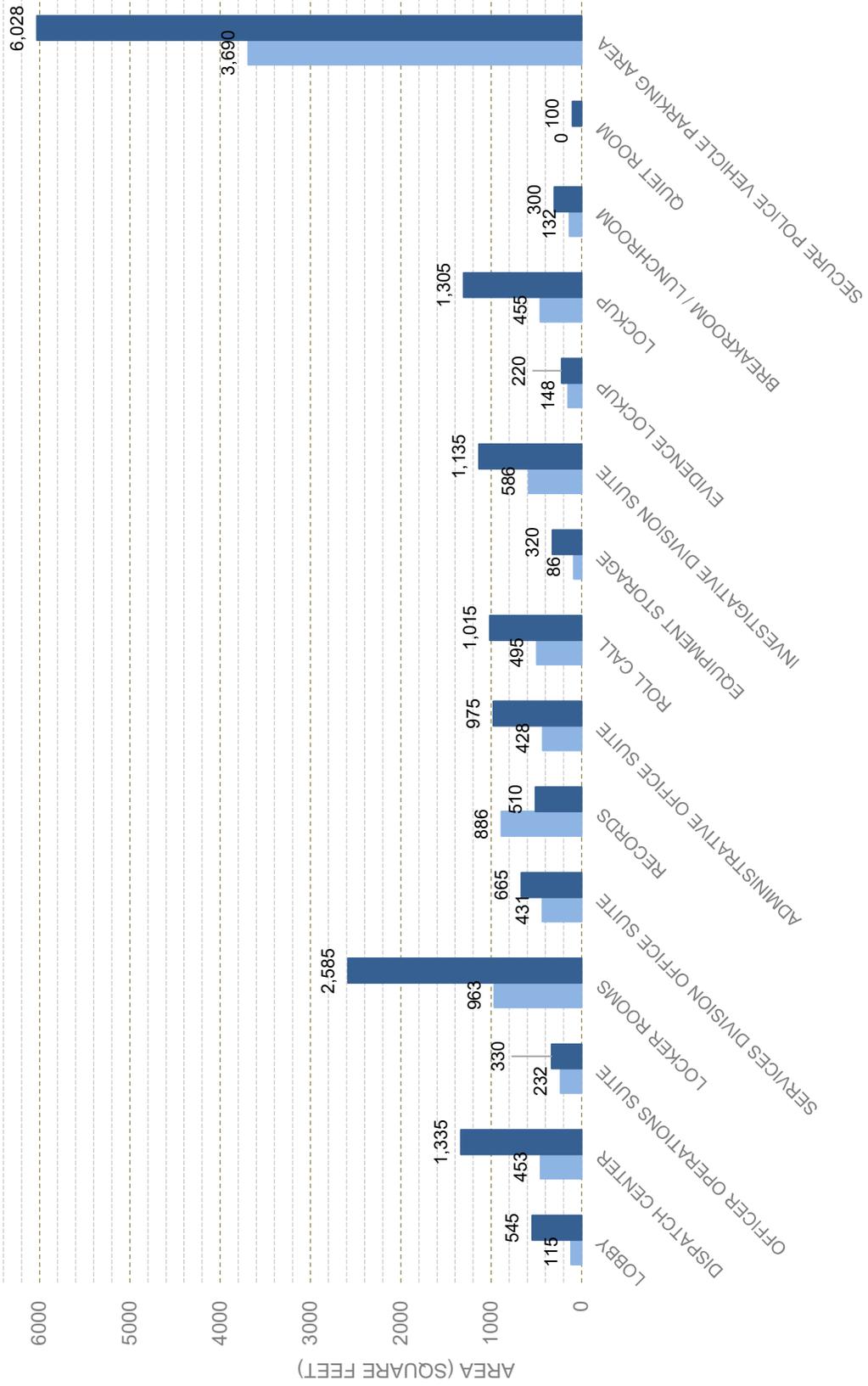
60

NET ASSIGNABLE AREA	3,690	4,465
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35% CIRCULATION AREA	1,563	1,563
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NET SQUARE FOOTAGE	3,690	6,028
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POLICE DEPARTMENT PROGRAM COMPARISON - EXISTING VS. PROPOSED



POLICE DEPARTMENT PROGRAM MATRIX

PROPOSED PROGRAM

DEPARTMENT & ROOM NAME	EST. # OF PEOPLE / EQUIPMENT	SF PER PERSON / UNIT	SQUARE FEET (# OF PEOPLE x SF PER PERSON)	AMENITY NEEDS / EQUIPMENT NEEDS	SECURITY TYPE
LOBBY					
WAITING AREA AND COUNTER	8	40	320	6 WAITING CHAIRS; COFFEE TABLE; SERVICE COUNTER FOR RECORDS AND POLICE DISPATCH; DEPARTMENTAL PRIDE ARTWORK AND DECORATION; VEGETATION	
INTERVIEW ROOM	4	40	160	1 TABLE AND 4 CHAIRS; TWO ENTRANCES - ONE INSIDE THE DEPARTMENT, ONE FROM THE LOBBY; CCTV;	KEYCARD
UNISEX RESTROOM			65	TABLE AND CHAIRS; DRY ERASE BOARD; SOUND CONTROL ACCESSIBLE RESTROOM	
SUBTOTAL			545		
DISPATCH					
DISPATCH CALL ROOM	4	250	800	4 DISPATCH CONSOLES; OVERHEAD WALL-MOUNTED FLAT SCREEN TVS; DRY ERASE BOARD; SMART BOARD	KEYCARD
RESTROOM			65	SINGLE-OCCUPANT ACCESSIBLE RESTROOM	
STORAGE			40	SHELVING; COAT HANGER	
KITCHENETTE / BREAK AREA			100	COFFEE MAKER, MICROWAVE, SMALL REFRIGERATOR, LOCKERS	
PRINTER AREA	30		30	PRINTER, SCANNER, COPIER, OFFICE SUPPLY STORAGE; TRASH, RECYCLING, AND SHREDDING	KEYCARD; KEYPAD
SERVER ROOM			150	DEDICATED SERVER ROOM FOR POLICE OPERATIONS	
SUBTOTAL			1,235		
OFFICER OPERATIONS SUITE					
LIEUTENANT'S OFFICE (SHARED)	2	65	130	2 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE FOR EACH LIEUTENANT; WALL MOUNTED FLAT SCREEN TV; DRY ERASE BOARD	KEYCARD
REPORT WRITING ROOM	5	40	200	5 SMALL COMPUTER WORKSTATIONS; STORAGE; DRY ERASE BOARD	
SUBTOTAL			330		
LOCKER ROOMS					
MENS LOCKER ROOM	40	35	1400	40 LOCKERS; BECNHES; COAT HOOKS; BOOT POLISHER; SCALE	KEYCARD
RESTROOM			150	2 BATHROOM STALLS; 2 URNIALS	KEYCARD
SHOWER			75	2 SHOWERS	
SUB-SUBTOTAL			1,625		
WOMENS LOCKER ROOM	15	35	525	15 LOCKERS; BECNHES; COAT HOOKS; BOOT POLISHER; SCALE	KEYCARD
RESTROOM			150	3 BATHROOM STALLS	
SHOWER			75	2 SHOWERS	
SUB-SUBTOTAL			750		
SUBTOTAL			2,375		
SERVICES DIVISION OFFICE SUITE					
GENERAL OFFICE AREA	2	65	130	2 L-SHAPED, STAND-UP HOTEL DESKS WITH BUILT-IN STORAGE; FLOOR POWER OUTLETS	KEYCARD
SERVICES DIVISION COMMANDER'S OFFICE	3	50	150	1 U-SHAPED DESK WITH BUILT-IN STORAGE; WALL-MOUNTED FLAT SCREEN TV	KEYCARD
SERVICES OFFICER'S OFFICE	3		150	1 DESK WITH BUILT-IN STORAGE	KEYCARD
RESTROOM	1		65	SINGLE-OCCUPANT ACCESSIBLE RESTROOM	
STORAGE CLOSET			30	SHELVING; STORAGE FOR UNIFORM PATCHES AND OUTREACH SWAG	
MEETING ROOM	4	35	140	1 TABLE, 4 CHAIRS; WALL-MOUNTED FLAT SCREEN TV; DRY ERASE BOARD	KEYCARD
SUBTOTAL			665		

POLICE DEPARTMENT PROGRAM MATRIX

PROPOSED PROGRAM

DEPARTMENT & ROOM NAME	EST. # OF PEOPLE / EQUIPMENT	SF PER PERSON / UNIT	SQUARE FEET (# OF PEOPLE x SF PER PERSON)	AMENITY NEEDS / EQUIPMENT NEEDS	SECURITY TYPE
RECORDS					
GENERAL OFFICE AREA	4	100	400	4 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FILE CABINETS; MICROFICE MACHINE WITH ACCOMPANYING STORAGE; FLOOR POWER AND DATA OUTLETS	KEYCARD
STORAGE CLOSET			80	STORAGE SHELVING; FILE CABINETS	
KITCHENETTE			30	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE	
SUBTOTAL			510		
ADMINISTRATIVE OFFICE SUITE					
CHIEF OF POLICE OFFICE	4	50	200	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 1 TABLE WITH 4 CHAIRS; WALL-MOUNTED FLAT SCREEN TV; DRY ERASE BOARD	KEYCARD
RESTROOM			65	SINGLE-OCCUPANT ACCESSIBLE RESTROOM	
COAT CLOSET			20	SHELF WITH HANGER BAR	
OPERATIONS DIVISION COMMANDER'S OFFICE	3	50	150	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; WALL-MOUNTED FLAT SCREEN TV; DRY ERASE BOARD	KEYCARD
ADMINISTRATIVE SUITE LOBBY	4	40	160	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE FOR ADMINISTRATIVE ASSISTANT WITH SERVICE COUNTER; WAITING CHAIRS	
STORAGE CLOSET			40	SHELVING; HANGER BAR FOR COATS	
PRINTER AREA			30	PRINTER, SCANNER, COPIER, OFFICE SUPPLY STORAGE; TRASH, RECYCLING, AND SHREDDING	
MEETING ROOM	8	35	280	1 CONFERENCE TABLE WITH 8 CHAIRS; WALL-MOUNTED FLAT SCREEN TV; DRY ERASE BOARD; CREDENZA	
KITCHENETTE			30	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE	
SUBTOTAL			975		
ROLL CALL					
ROLL CALL	25	35	875	TABLES AND CHAIRS THAT CAN BE RECONFIGURED; WHITEBOARD; FLAT SCREEN MONITORS; PRESENTATION STAND; TACKBOARD	
STORAGE CLOSET			40	SHELVING	
MAIL ROOM			100	BUILT-IN MAIL SORTER FOR OFFICERS AND STAFF; TRASH, RECYCLING, AND SHREDDING	
SUBTOTAL			1,015		
EQUIPMENT STORAGE					
EQUIPMENT STORAGE			300	RADIOS; TASERS; BODY CAMERAS; PEPPER SPRAY; TACTICAL VESTS; TRAFFIC MANAGEMENT EQUIPMENT; MISCELLANEOUS EQUIPMENT	KEYCARD; KEYPAD
SMALL ARMORY			20	GUN STORAGE; AMMUNITION STORAGE; WORK BENCH WITH STOOL; TABLE MOUNTED VICE	
SUBTOTAL			320		
INVESTIGATIVE DIVISION SUITE					
INTERROGATION ROOM	4	35	140	1 TABLE WITH 4 CHAIRS; SINGLE ENTRANCE; CCTV CAMERA; DRY ERASE BOARD; PANIC BAR	KEYCARD
INVESTIGATIVE DIVISION COMMANDER'S OFFICE	3	50	150	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; WALL-MOUNTED FLAT SCREEN TV; DRY ERASE BOARD	
GENERAL OFFICE AREA	8	65	520	8 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; CUBICLE HALF-WALLS; FLOOR POWER AND DATA OUTLETS; SOUND CONTROL	KEYCARD
STORAGE CLOSET			40	SHELVING FOR OBJECTS TO BE RETURNED TO OWNERS	
PRINTER AREA			30	PRINTER, SCANNER, COPIER; OFFICE SUPPLY STORAGE; TRASH, RECYCLING, AND SHREDDING	
KITCHENETTE			30	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE	
COLLABORATION AREA	15	15	225	LARGE TABLE WITH STORAGE IN THE CENTER OF THE OFFICE SUITE	
SUBTOTAL			1,135		

POLICE DEPARTMENT PROGRAM MATRIX

PROPOSED PROGRAM

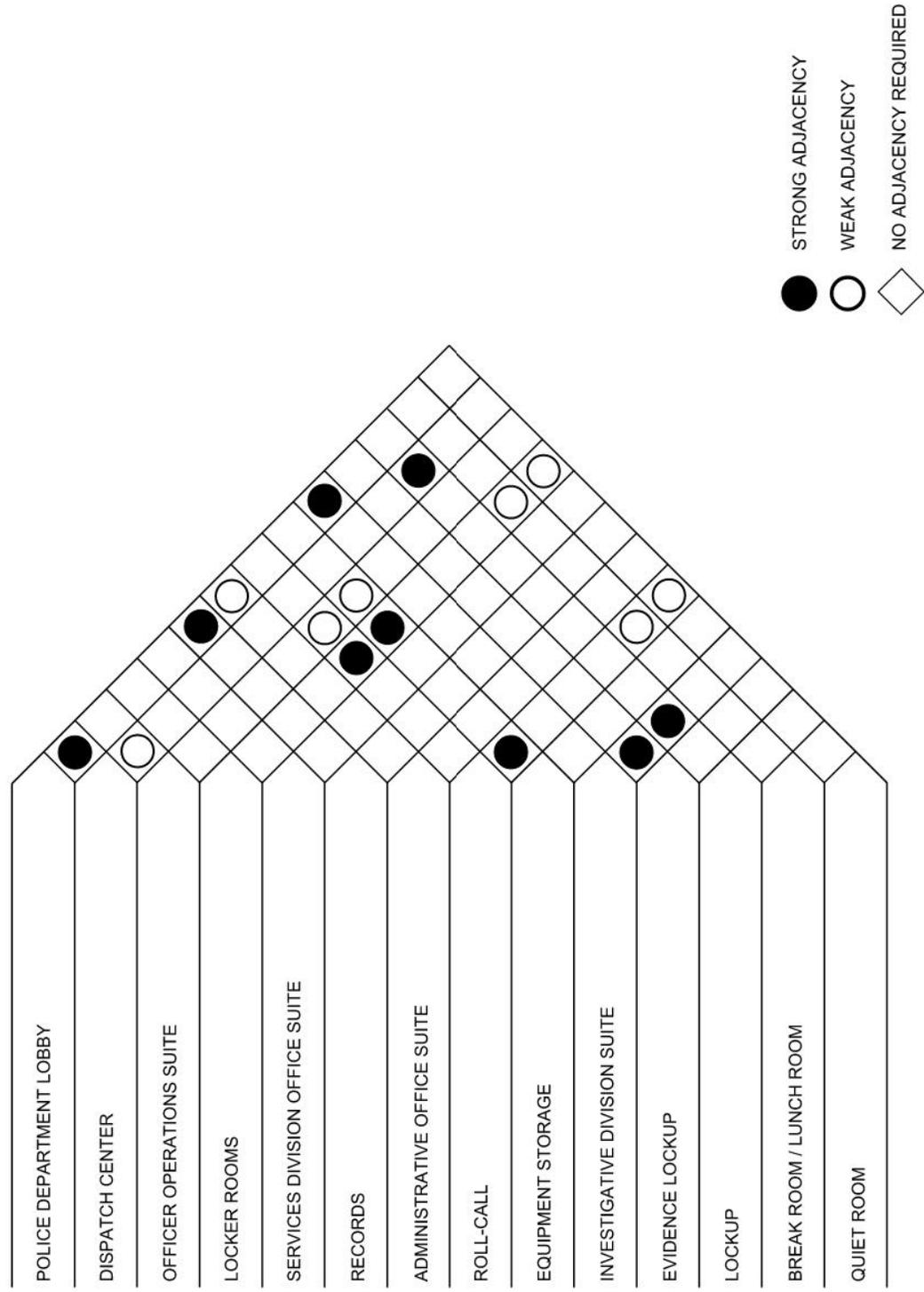
DEPARTMENT & ROOM NAME	EST. # OF PEOPLE / EQUIPMENT	SF PER PERSON / UNIT	SQUARE FEET (# OF PEOPLE x SF PER PERSON)	AMENITY NEEDS / EQUIPMENT NEEDS	SECURITY TYPE
EVIDENCE LOCKUP					
EVIDENCE STORAGE			120	TAG, BAG, AND BIN SYSTEM; SHELVING; CCTV CAMERA; SEPARATE STORAGE FOR JEWELERY, DRUGS, AND MONEY	KEYCARD;
PROCESSING			100	SINK; STAINLESS STEEL COUNTER; EVIDENCE DRIER; STORAGE CABINETS	KEYPAD
SUBTOTAL			220		KEYCARD
LOCKUP					
UNCUFF AND SEARCH ROOM	3	30	90	ANTILIGATURE DOOR HARDWARE; STAINLESS STEEL DETENTION GRADE BENCH; WALL MOUNTED STEEL CUFF ANCHORS	KEYCARD
BOOKING	4	75	300	ANTILIGATURE DOOR HARDWARE; STAINLESS STEEL DETENTION GRADE BENCH; WALL MOUNTED STEEL CUFF ANCHORS; BREATHALYZER; BIOHAZARD WASTE CANS; DURABLE DETENTION GRADE, IMPACT RESISTANT FINISHES; CAMERA AND BACKDROP FOR PHOTOPROCESSING; SECURE COMPUTER ENCLOSURES; BUILT-IN CABINETS WITH ROUNDED COUNTER CORNERS	KEYCARD
HOLDING CELLS	1	150	150	DURABLE, CLEANABLE, IMPACT RESISTANT FINISHES; BUILT-IN BENCH; TWO-WAY COMMUNICATION DEVICE;	KEY
HOLDING CELLS	1	150	150	CCTV CAMERA; DETENTION GRADE SINK; DETENTION GRADE TOILET; 1 ACCESSIBLE STALL	KEY
HOLDING CELLS	1	150	150		KEY
PRISONER PROPERTY STORAGE			40	DETENTION GRADE STEEL LOCKERS	KEY
KITCHENETTE			60	REFRIGERATOR; MICROWAVE; SINK; BUILT-IN CABINETS	
JUVENILE HOLDING CELL	4	35	140	1 TABLE WITH 4 CHAIRS; ANTI-LIGATURE DOOR HARDWARE; ONE-WAY MIRROR FROM DISPATCH; TABLE AND CHAIRS; CCTV CAMERA; PANIC BAR	KEY
SALLY PORT			225	DETENTION GRADE ROLL-UP DOOR; ANTI-LIGATURE DOOR HARDWARE; EYE-WASH STATION; SHOWER; DURABLE, CLEANABLE, IMPACT RESISTANT FINISHES	KEYCARD;
SUBTOTAL			1,305		REMOTE OPENER
BREAKROOM / LUNCHROOM					
BREAKROOM / LUNCHROOM	6	50	300	REFRIGERATOR; TOASTER; MICROWAVE; RANGE AND OVEN; SINK; BUILT-IN CABINETS; TACKBOARD; TABLE AND CHAIRS	
SUBTOTAL			300		
RESTING AREA					
BUNK ROOM	2	50	100	1 BUNK BED; COAT HOOKS	
SUBTOTAL			100		
NET ASSIGNABLE AREA			11,340		
25% CIRCULATION AREA			2,835		
10% MECHANICAL AREA			1,418		
NET SQUARE FOOTAGE			15,593		

POLICE DEPARTMENT PROGRAM MATRIX

PROPOSED PROGRAM

DEPARTMENT & ROOM NAME	EST. # OF PEOPLE / EQUIPMENT	SF PER PERSON / UNIT	SQUARE FEET (# OF PEOPLE x SF PER PERSON)	AMENITY NEEDS / EQUIPMENT NEEDS	SECURITY TYPE
SECURE POLICE VEHICLE PARKING AREA					
PATROL CAR PARKING	10	165	1,650	10 PARKING SPACES	KEYCARD; REMOTE OPENER
UNMARKED POLICE CAR PARKING	6	165	990	6 PARKING SPACES	
ORV PARKING	1	165	165	1 PARKING SPACE	
MOTORCYCLE PARKING	2	40	80	2 MOTORCYCLES	
OVERFLOW PARKING	4	165	660	4 PARKING SPACES	
BICYCLE PARKING	20	18	660	20 BICYCLES	
TEMPORARY EVIDENCE STORAGE			200		
OFFICER BAG STORAGE			60		
NET ASSIGNABLE AREA			4,465		
35% CIRCULATION AREA			1,563		
NET SQUARE FOOTAGE			6,028		

5.1.3. POLICE DEPARTMENT ADJACENCY DIAGRAM



Birmingham MI City Hall Interviews

5.2.1. EXISTING CONDITIONS & PROGRAMMATIC NEEDS

12 & 13 August 2022 / 151 Martin St, Birmingham, MI 48009

ATTENDEES

City Manager's Office:

Tom Markus, City Manager
Jana Ecker, Assistant City Manager
Melissa Fairbairn, Assistant to the City Manager
Marianne Gamboa, Communications Director

City Clerk's Office:

Alexandria Bingham, City Clerk
Christina Woods, Senior Assistant City Clerk

Finance Department & City Treasury:

Mark Gerber, Finance Director
Kimberly Wickenheiser, Assistant Finance Director
Morgan Webb, Accounting Administrator

Building, Planning, and Engineering:

Bruce Johnson, Building Official
Nicholas Dupuis, City Planner
Melissa Coatta, City Engineer

Human Resources:

Joseph Lambert, Human Resources Manager

Information Technology (IT) Department:

Eric Brunk, IT Manager

Birmingham Shopping District:

Melinda Comerford
Erika Bassett

Telluris Architecture & Urban Planning:

Aaron Olko, Telluris
Adrienne Davies, ENNEcollaborative

HOW TO READ THIS DOCUMENT

The outline below is a list of information gathered during the Programming Interviews. The information is summarized as a bulleted list, broken into notes on “Existing Conditions” and “Programmatic Needs.” Within the “Existing Conditions” bullets, key factors influencing the programming of the project are documented from the Workplace Experience Surveys and the in-person interviews. Within the “Programmatic Needs” bullets, the information gathered from the surveys, interviews, and observations are distilled into a format which reflects the spatial, equipment, and functional needs of the facility.

DISCUSSION TOPICS

2.01 ACCESS CONTROL:

- A. All City Hall departments should have access control:
 1. Access control from the main lobby(s);
 2. Access control to the departments;

3.01 CITY MANAGERS OFFICE:

A. EXISTING CONDITIONS:

1. The existing hallways are inefficient, serve a variety of uses (including as a staging area and storage area for certain departmental functions) and could be repurposed if egress is modified;
2. Paper records are in the process of being digitized, therefore there is less of a need for physical storage space (ie, file storage behind the current Assistant's desk);
3. Natural lighting and sound control are challenges in the existing City Hall;
4. Glass barriers are preferable;

B. PROGRAMMATIC NEEDS:

1. Waiting Area:

- a. Security:
 - i. Physical barrier from Public Lobby;
 - ii. Key card access;
 - iii. Sightlines / Visibility to public lobby;
- b. Size:
 - i. 4-6 people;
- c. Equipment & Technology:
 - i. Chairs for 4 people;
 - ii. Coffee table;
- d. Storage:
 - i. N/A;
- e. Amenities:
 - i. Wall space for art;
- f. Proximity:
 - i. Shared space with Assistant to the City Manager's area;

2. Assistant to the City Manager:

- a. Security:
 - i. Physical barrier from Public Lobby;
 - ii. Sightlines / Visibility to the Public Lobby;
- b. Size:
 - i. 1 person, possible expansion to 2 people in the future;
- c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk;
 - ii. Large printer/scanner/copier;
 - iii. Office supply kiosk;
- d. Storage:
 - i. 1 medium sized office supply and general storage closet;
 - ii. 1 small coat closet;

3. Communications Director' Office:

- a. Security:
 - i. Physical barrier from Waiting Area and Assistant's area;

- ii. Key card access;
 - iii. Sightlines / Visibility to waiting area;
 - b. Size:
 - i. 3 people;
 - c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with 2 opposing chairs;
 - ii. Wall mounted flat screen TV;
 - iii. Coat hook;
 - d. Storage:
 - i. Storage cabinets included in U-shaped desk;
 - e. Amenities:
 - i. N/A;
- 4. Assistant City Manager' Office:**
- a. Security:
 - i. Physical barrier from waiting area;
 - ii. Key card access;
 - iii. Sightlines / Visibility to waiting area;
 - b. Size:
 - i. 4 people;
 - c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with 2 opposing chairs;
 - ii. 1 table with chairs for 4;
 - iii. Wall mounted flat screen TV;
 - iv. Coat hook;
 - d. Storage:
 - i. Storage cabinets included in U-shaped desk;
 - e. Amenities:
 - i. N/A;
- 5. City Manager's Office:**
- a. Security:
 - i. Physical barrier between waiting area and Assistant to the City Manager's area;
 - ii. Key card access;
 - iii. Sightlines / Visibility to waiting area;
 - iv. Secondary exit;
 - b. Size:
 - i. 6 people
 - c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with 2 opposing chairs;
 - ii. Sofa and chairs for 4;
 - iii. Table and chairs for 4;
 - d. Storage:
 - i. Small storage closet which can be used for coats and miscellaneous personal items;
 - e. Amenities:
 - i. Private bathroom;
- 6. Conference Room:**
- a. Security:
 - i. Physical barrier from waiting area;
 - ii. Key car access;
 - b. Size:
 - i. 8 people;
 - c. Equipment & Technology:
 - i. 1 conference table with chairs for 8;

- ii. Wall mounted flat screen TV;
 - iii. White board;
 - iv. 1 credenza with storage;
 - d. Storage:
 - i. Credenza;
 - e. Amenities:
 - i. N/A;
- 7. Amenities:**
- a. Amenities:
 - i. Small kitchenette (Can be shared with Finance Department);
 - Coffee maker;
 - Small refrigerator;
 - Small sink;
 - Cabinetry;
 - Water cooler;
- 8. Proximity:**
- a. Close to Finance Department (could be part of the same suite);
 - b. Close to Commission Room;

4.01 FINANCE DEPARTMENT:

A. EXISTING CONDITIONS:

1. Sensitive information is located in the Finance Department and should not be accessible;
2. All financial documents are in the process of becoming digitized, excessive file storage is not needed;
3. Auditors are on site annually and require a space to stage their work, ideally this is a conference room that can be dedicated to their use for an extended period of time;
4. The Finance Department hosts budget meetings which consist of 6-12 people;
5. Currently Finance records are stored in the Server Room;
6. The Finance Department likes to host small celebrations for various reasons, amenities for small gatherings could be useful;

B. PROGRAMMATIC NEEDS:

1. Waiting Area (can be shared with City Manager's Office):

- a. Security:
 - i. Physical barrier from Public Lobby;
 - ii. Key card access;
 - iii. Sightlines / Visibility to public lobby;
- b. Size:
 - i. 4-6 people;
- c. Equipment & Technology:
 - i. Chairs for 4-6 people;
 - ii. Coffee table;
 - iii. Coat hook;
- d. Storage:
 - i. N/A;
- e. Amenities:
 - i. Wall space for art;
- f. Proximity:
 - i. Shared space with City Manager's Office;

2. Finance Director's Office:

- a. Security:
 - i. Physical barrier;
 - ii. Visual barrier;
 - iii. Key card access;
 - iv. Sound control;
 - b. Size:
 - i. 3-4 people;
 - c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with opposing chairs for visitors;
 - ii. 1 small table with 4 chairs;
 - iii. Coat hook;
 - d. Storage:
 - i. Storage built into U-shaped desk;
 - e. Amenities:
 - i. N/A;
- 3. Assistant Finance Director's Office:**
- a. Security:
 - i. Physical barrier;
 - ii. Visual barrier;
 - iii. Key card access;
 - iv. Sound control;
 - b. Size:
 - i. 4 people;
 - c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with opposing chairs;
 - ii. 1 small table with 4 chairs;
 - iii. Coat hook;
 - d. Storage:
 - i. Storage built into U-shaped desk;
 - e. Amenities:
 - i. N/A;
- 4. General Office Area:**
- a. Security:
 - i. Physical barrier;
 - ii. Visual barrier from waiting area and public lobby;
 - iii. Key card access;
 - b. Size:
 - i. 4-6 people;
 - c. Equipment & Technology:
 - i. 4-6 L-shaped stand-up desks;
 - ii. Printer/scanner/copier (can be shared with City Manager's Office);
 - iii. Coat hook;
 - d. Storage:
 - i. Printer kiosk cabinetry;
 - ii. Small closet for general storage;
 - e. Amenities:
 - i. Huddle table in the center of the desks;
- 5. Conference Room:**
- a. Security:
 - i. Key card access;
 - ii. Sightlines / Visibility to general office area;
 - b. Size:
 - i. 6-12 people;

- c. Equipment & Technology:
 - i. 1 conference table with chairs for 8;
 - ii. Wall mounted flat screen TV;
 - iii. White board;
 - iv. Smartboard;
 - v. 1 credenza with storage;
 - d. Storage:
 - i. Credenza;
 - e. Amenities:
 - i. N/A;
- 6. Amenities:**
- a. Amenities:
 - i. Small kitchenette (Can be shared with City Manager's Office);
 - Coffee maker;
 - Small refrigerator;
 - Small sink;
 - Cabinetry;
 - Water cooler;
- 7. Proximity:**
- a. Close to City Manager's Office (could be part of the same suite);

5.01 TREASURY DEPARTMENT:

A. EXISTING CONDITIONS:

1. During tax season, the line to pay taxes can be approximately 15 people (or more) long, the front lobby becomes very congested and the queuing line will extend out the front door;
2. The process of moving to a completely online/digital payment system is slow, there should be consideration of citizens paying their bills in person for the foreseeable future;
3. The location of the vault causes challenges with Sightlines / Visibility, space efficiency, and congestion currently, the vault is also undersized and requires a more efficient organizational system;
4. Currently there is not a secure cashout space for clearing registers and managing currency;
5. The number of computers at the front desk is excessive, 2 computers instead of 3 is adequate, in addition to increased space at the front desk;

B. PROGRAMMATIC NEEDS:

1. Front Desk / Lobby:

- a. Security:
 - i. Physical barrier from public lobby;
 - ii. Clear visual sightline to public lobby with ability to communicate through protective glass;
 - iii. Key card access;
 - iv. Sound control;
 - v. Roll-down counter shutter;
- b. Size:
 - i. 2-4 people inside the Treasury Department;
 - ii. 15-20 people in the Public Lobby;
- c. Equipment & Technology:
 - i. 2 computers at the front desk;
 - ii. Stand-up stools;
 - iii. Wall mounted flat screen tv;
 - iv. Additional counter space;

- v. Cash register;
- vi. Self-serve kiosk;
- d. Storage:
 - i. Built-in cabinets;
- e. Amenities:
 - i. N/A;

2. Treasury Supervisor's Office:

- a. Security:
 - i. Physical barrier;
 - ii. Key card access;
 - iii. Sound control;
 - iv. Visual sightline throughout the department;
 - v. Visual sightline to the front desk;
- b. Size:
 - i. 4 people;
- c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with opposing chairs for visitors;
 - ii. 1 small table with 4 chairs;
 - iii. Coat hook;
- d. Storage:
 - i. Storage built into U-shaped desk;
- e. Amenities:
 - i. N/A;

3. General Office Area:

- a. Security:
 - i. Physical barrier;
 - ii. Visual sightline to Public Lobby;
 - iii. Key card access;
 - iv. Sound control;
- b. Size:
 - i. 6-8 people;
- c. Equipment & Technology:
 - i. 6-8 L-shaped stand-up desks;
 - ii. Huddle table in the center of the space;
 - iii. Printer/scanner/copier;
 - iv. Coat hook;
- d. Storage:
 - i. Printer kiosk cabinetry;
 - ii. Medium closet for general storage;
- e. Amenities:
 - i. N/A;

4. Conference Room:

- a. Security:
 - i. Key card access;
 - ii. Sightlines / Visibility to general office area;
- b. Size:
 - i. 2-4 people;
- c. Equipment & Technology:
 - i. 1 conference table with chairs for 4;
 - ii. Wall mounted flat screen TV;
 - iii. White board;
- d. Storage:
 - i. N/A;

- e. Amenities:
 - i. N/A;

5. Vault:

- a. Security:
 - i. Key card access;
 - ii. Vestibule to entrance;
- b. Size:
 - i. Approx. 40 sf;
- c. Equipment & Technology:
 - i. CCTV cameras;
- d. Storage:
 - i. N/A;
- e. Amenities:
 - i. N/A;

6. Amenities:

- a. Amenities:
 - i. Small kitchenette;
 - Coffee maker;
 - Small refrigerator;
 - Cabinetry;
 - Water cooler;

7. Proximity:

- a. Adjacent to the Public Lobby;
- b. Adjacent to Meter Coin Collection area;

6.01 CITY CLERK:

A. EXISTING CONDITIONS:

1. The current process for sorting absentee ballots utilizes the front counter, general office area, hallway, and break room of the City Hall; adequate space, processing protocols, security and privacy are challenges;
2. Circulation through the office space is a challenge; there is not adequate space for the staff in the current office area, parts of voting and mailing equipment juts into the circulation space causing hazards;
3. The current glass separation between the Clerk and the Public Lobby is difficult to communicate through and has a glare that provides challenges in observing patrons in the public lobby;
4. During election season, there may be as many as 60 or more patrons in the public lobby per day; the current lobby is not sized appropriately for the surge volume;
5. Currently the City Clerk's office is used as the entrance to the general work area and the front desk and as the only egress; there is not a dedicated entrance to the Clerk's Department; this area acts as a waiting area and huddle space which is distracting for the City Clerk's ability to perform their work;
6. The current mail drop off box is located in a vulnerable area where the public can access the outgoing mail, which often includes sensitive information; a separate mail room for the entire City Hall has been requested;
7. Passport issuance is a service the Clerk's Department plans to provide in the near future; passport photos will not be conducted on site;

B. PROGRAMMATIC NEEDS:

1. **Front Desk / Lobby:**

- a. Security:
 - i. Physical barrier from public lobby;
 - ii. Clear visual sightline to public lobby with ability to communicate through protective glass;
 - iii. Key card access;
 - iv. Roll-down counter shutter;
 - b. Size:
 - i. 2-4 people inside the Clerk's Department;
 - ii. 15-20 people in the Public Lobby;
 - c. Equipment & Technology:
 - i. 2 computers at the front desk;
 - ii. Stand-up stools;
 - iii. Wall mounted flat screen tv;
 - iv. Additional counter space;
 - d. Storage:
 - i. Built-in cabinets;
 - e. Amenities:
 - i. N/A;
- 2. Clerk's Office:**
- a. Security:
 - i. Physical barrier;
 - ii. Key card access;
 - iii. Sound control;
 - iv. Visual sightline throughout the department;
 - b. Size:
 - i. 4 people;
 - c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with opposing chairs for visitors;
 - ii. 1 small table with 4 chairs;
 - iii. Coat hook;
 - d. Storage:
 - i. Storage built into U-shaped desk;
 - ii. 1 small closet for general storage;
 - e. Amenities:
 - i. N/A;
- 3. General Office Area:**
- a. Security:
 - i. Physical barrier;
 - ii. Visual sightline to Public Lobby;
 - iii. Key card access;
 - b. Size:
 - i. 6 people (currently 2 full-time employees, 3 part-time employees, and seasonal employees);
 - c. Equipment & Technology:
 - i. 6 L-shaped stand-up desks;
 - ii. Huddle table/staging area in the center of the space;
 - iii. Printer/scanner/copier;
 - iv. Ballot marking machine;
 - v. Ballot mailing machine;
 - vi. Vault;
 - vii. Coat hook;
 - d. Storage:
 - i. Printer kiosk cabinetry;
 - ii. Large closet for general storage, including temporary ballot machine storage;

- iii. Vault with secure vestibule, including storage shelving;
 - e. Amenities:
 - i. N/A;
- 4. Conference Room:**
 - a. Security:
 - i. Key card access;
 - ii. Sightlines / Visibility to general office area;
 - b. Size:
 - i. 4-6 people;
 - c. Equipment & Technology:
 - i. 1 conference table with chairs for 6 people;
 - ii. Wall mounted flat screen TV;
 - iii. White board;
 - d. Storage:
 - i. N/A;
 - e. Amenities:
 - i. N/A;
- 5. Amenities:**
 - a. Amenities:
 - i. Small kitchenette;
 - Coffee maker;
 - Small refrigerator;
 - Cabinetry;
 - Water cooler;
- 6. Proximity:**
 - a. Adjacent to the Public Lobby;

7.01 BUSINESS AND SHOPPING DISTRICT (BSD):

A. EXISTING CONDITIONS:

- 1. Currently the Business and Shopping District is divided across the hall with the Director's office separate from the BSD help counter and office area, this causes a disjunction with the operations of the BSD;
- 2. Currently a great deal of color printing, binding, and graphical reproduction occurs in the BSD, requiring the need for a dedicated printing operation;

B. PROGRAMMATIC NEEDS:

1. Front Desk / Lobby:

- a. Security:
 - i. Physical barrier from public lobby;
 - ii. Clear visual sightline to public lobby with ability to communicate through protective glass;
 - iii. Key card access;
 - iv. Roll-down counter shutter;
- b. Size:
 - i. 1-2 people at the BSD counter at once (on the inside);
 - ii. 2-4 people in the Public Lobby;
- c. Equipment & Technology:
 - i. Large color printer;
 - ii. Surface area for binding and printing processes;

- iii. Counter area for brochures, fliers, and miscellaneous giveaways;
 - d. Storage:
 - i. 1 large closet for promotional materials;
 - e. Amenities:
 - i. N/A;
- 2. BSD Director's Office:**
- a. Security:
 - i. Physical barrier;
 - ii. Key card access;
 - iii. Sound control;
 - iv. Visual sightline throughout the department;
 - b. Size:
 - c. 3 people;
 - d. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with opposing chairs for visitors;
 - e. Storage:
 - i. Storage built into U-shaped desk;
 - f. Amenities:
 - i. N/A;
- 3. General Office Area:**
- a. Security:
 - i. Physical barrier;
 - ii. Visual sightline to Public Lobby;
 - iii. Key card access;
 - b. Size:
 - i. 6 people (currently 5 full-time employees, 1 department supervisor);
 - c. Equipment & Technology:
 - i. 6 L-shaped stand-up desks;
 - ii. Huddle table/staging area in the center of the space;
 - iii. Printer/scanner/copier;
 - iv. Coat hook;
 - d. Storage:
 - i. Printer kiosk cabinetry;
 - ii. 1 large closet for promotional materials;
 - e. Amenities:
 - i. N/A;
- 4. Conference Room:**
- a. Security:
 - i. Key card access;
 - b. Size:
 - i. 2-4 people;
 - c. Equipment & Technology:
 - i. 1 conference table with chairs for 4 people;
 - ii. Wall mounted flat screen TV;
 - iii. White board;
 - d. Storage:
 - i. N/A;
 - e. Amenities:
 - i. N/A;
- 5. Amenities:**
- a. Amenities:
 - i. Small kitchenette;

- Coffee maker;
- Small refrigerator;
- Cabinetry;
- Water cooler;

6. Proximity:

- a. Adjacent to the Public Lobby;

8.01 BUILDING OFFICIAL, CITY PLANNER, & CITY ENGINEER (BPE):

A. EXISTING CONDITIONS:

1. Currently the Building Department, City Planning Department, and City Engineer's office share one space; the largest challenge is the lack of space for collaboration, reviewing of full-sized drawings, desks for individual staff members, and storage among the departments;
2. The Building Department is moving towards full digital plan submittals;
3. All three departments often host social gatherings around the kitchenette area; there is not adequate collaboration space for this use;
4. Current storage for drawings is not adequate, drawings are placed in egress corridors and circulation spaces; hanging drawing storage and rolled cubby storage for drawings is preferred;
5. Currently the Building Department and Engineering Department are divided into separate areas of the second floor of City Hall, this is a disjunction in the efficiency of the workflow;

B. PROGRAMMATIC NEEDS:

1. Front Desk / Lobby (shared):

- a. Security:
 - i. Physical barrier from public lobby;
 - ii. Key card access;
 - iii. Roll-down counter shutter;
- b. Size:
 - i. 6-8 people at the BSD counter at once (on the inside);
 - ii. 10-12 people in the Public Lobby;
- c. Equipment & Technology:
 - i. Large front desk counter to lay drawings on;
 - ii. Wall-mounted flat screen TVs for drawing reviews;
 - iii. Drop safe for after hours deposits;
- d. Storage:
 - i. Built-in cabinets;
- e. Amenities:
 - i. N/A;

2. Building Department – General Office Area:

- a. Security:
 - i. Physical barrier;
 - ii. Key card access;
 - iii. Sound control;
 - iv. Visual barrier to front desk;
- b. Size:
 - i. 15 people:
 - 6 support staff;
 - 5 plan reviewers;
 - 2 part-time employees;

- Seasonal employees;
- Hotel desks for Code Enforcement/Inspectors;
- c. Equipment & Technology:
 - i. L-shaped stand-up desks;
 - ii. Large surface areas for collaboration and drawing review;
 - iii. Wall mounted flat screen TVs for drawing review;
 - iv. Large printer/copier/scanner (can be shared);
 - v. 1 large plotter (can be shared);
 - vi. Surface area for binding and printing processes;
 - vii. Trash, recycling, and shredding equipment and staging area;
 - viii. Coat hooks;
- d. Storage:
 - i. Horizontal plan storage area (cubbies);
 - ii. Hanging drawing storage;
 - iii. 1 medium closet for general storage;
 - iv. Printer kiosk cabinets for office supplies (cannot be shared);
- e. Amenities:
 - i. N/A;

3. Building Department – Building Official’s Office:

- a. Security:
 - i. Physical barrier;
 - ii. Visual sightline throughout the department;
 - iii. Key card access;
- b. Size:
 - i. 4 people;
- c. Equipment & Technology:
 - i. 1 U-shaped stand-up desks with opposing chairs for visitors;
 - ii. Table large enough for full sized drawings and chairs for 4;
 - iii. Wall mounted flat screen TV;
 - iv. Coat hook;
- d. Storage:
 - i. Built-in cabinets in U-shaped desk;
- e. Amenities:
 - i. N/A;

C. Building Department – Huddle Rooms:

- 1. Security:
 - a. Key card access;
 - b. Sound control;
- 2. Size:
 - a. 2 Huddle Rooms, 2-4 people each;
- 3. Equipment & Technology:
 - a. 1 conference table with chairs for 4 people;
 - b. Wall mounted flat screen TV;
 - c. White board;
- 4. Storage:
 - a. N/A;
- 5. Amenities:
 - a. N/A;
- 6. Proximity:
 - a. Adjacent to public lobby;

D. Planning Department – General Office Area:

- 1. Security:
 - a. Physical barrier;
 - b. Key card access;

- c. Sound control;
- d. Visual barrier to front desk;
- 2. Size:
 - a. 6-8 people:
 - i. 5 current staff members;
 - ii. 1-2 hotel desks;
- 3. Equipment & Technology:
 - a. L-shaped stand-up desks;
 - b. Large surface areas for collaboration and drawing review;
 - c. Large printer/copier/scanner (can be shared);
 - d. 1 large plotter (can be shared);
 - e. Surface area for binding and printing processes;
 - f. Trash, recycling, and shredding equipment and staging area;
 - g. Coat hooks;
- 4. Storage:
 - a. 1 medium closet for general storage;
 - b. Printer kiosk cabinets for office supplies (cannot be shared);
- 5. Amenities:
 - a. N/A;

E. Planning Department – City Planner’s Office:

- 1. Security:
 - a. Physical barrier;
 - b. Key card access;
 - c. Sound control;
 - d. Visual sightline throughout the department;
- 2. Size:
 - a. 4 people:
- 3. Equipment & Technology:
 - a. U-shaped stand-up desk with opposing chairs for visitors;
 - b. 1 small table with chairs for 4;
 - i. Wall mounted flat screen TVs for drawing review;
 - ii. Coat hook;
 - c. Storage:
 - i. Built-in cabinets;
 - d. Amenities:
 - i. N/A;

4. Planning Department – Assistant City Planner’s Office:

- a. Security:
 - i. Physical barrier;
 - ii. Key card access;
 - iii. Sound control;
 - iv. Visual sightline throughout the department;
- b. Size:
 - i. 3 people:
- c. Equipment & Technology:
 - i. U-shaped stand-up desk with opposing chairs for visitors;
 - ii. Wall mounted flat screen TVs for drawing review;
 - iii. Coat hook;
- d. Storage:
 - i. Built-in cabinets;
- e. Amenities:
 - i. N/A;

5. Planning Department – Huddle Rooms:

- a. Security:
 - i. Key card access;
 - ii. Sound control;
- b. Size:
 - i. 1 Huddle Room for 2-4 people;
- c. Equipment & Technology:
 - i. 1 conference table with chairs for 4 people;
 - ii. Wall mounted flat screen TV;
 - iii. White board;
- d. Storage:
 - i. N/A;
- e. Amenities:
 - i. N/A;
- f. Proximity:
 - i. Adjacent to public lobby;

6. Engineering Department – General Office Area:

- a. Security:
 - i. Key card access;
 - ii. Sound control;
 - iii. Visual barrier to front desk;
- b. Size:
 - i. 4-6 people;
- c. Equipment & Technology:
 - i. L-shaped stand-up desks;
 - ii. Large surface areas for collaboration and drawing review;
 - iii. Large printer/copier/scanner (can be shared);
 - iv. 1 large plotter (can be shared);
 - v. Surface area for binding and printing processes;
 - vi. Trash, recycling, and shredding equipment and staging area;
 - vii. Coat hooks;
- d. Storage:
 - i. 1 medium storage closet for hard hats, survey equipment, and field equipment;
 - ii. Cubby system for printed drawings;
- e. Amenities:
 - i. N/A;

7. Engineering Department – City Engineer’s Office:

- a. Security:
 - i. Physical barrier;
 - ii. Key card access;
 - iii. Sound control;
 - iv. Visual sightline throughout the department;
- b. Size:
 - i. 3 people;
- c. Equipment & Technology:
 - i. U-shaped stand-up desk with opposing chairs for visitors;
 - ii. Wall mounted flat screen TVs for drawing review;
 - iii. Coat hook;
- d. Storage:
 - i. Built-in cabinets;
- e. Amenities:
 - i. N/A;

8. Engineering Department – Huddle Rooms:

- a. Security:
 - i. Key card access;
 - ii. Sound control;
- b. Size:
 - i. 1 Huddle Room for 2-4 people;
- c. Equipment & Technology:
 - i. 1 conference table with chairs for 4 people;
 - ii. Wall mounted flat screen TV;
 - iii. White board;
- d. Storage:
 - i. N/A;
- e. Amenities:
 - i. N/A;
- f. Proximity:
 - i. Adjacent to public lobby;

9. Conference Room (can be shared):

- a. Security:
 - i. Key card access;
- b. Size:
 - i. 12-16 people;
- c. Equipment & Technology:
 - i. 1 conference table with chairs for 16 people;
 - ii. Wall mounted flat screen TV;
 - iii. White board;
 - iv. Credenza;
- d. Storage:
 - i. Credenza;
- e. Amenities:
 - i. N/A;

10. Amenities:

- a. Amenities:
 - i. Small kitchenette;
 - Coffee maker;
 - Small refrigerator;
 - Small sink;
 - Cabinetry;
 - Water cooler;

11. Proximity:

- a. Adjacent to the Public Lobby;

9.01 HUMAN RESOURCES (HR) DEPARTMENT:

A. EXISTING CONDITIONS:

- 1. Sensitive information is discussed and processed in the HR department; currently adequate storage space and sound control are challenges;

B. PROGRAMMATIC NEEDS:

1. Waiting Area:

- a. Security:
 - i. Physical barrier from Pubic Lobby;

- ii. Key card access;
- b. Size:
 - i. 2-4 people;
- c. Equipment & Technology:
 - i. Chairs for 2-4 people;
 - ii. Coffee table;
- d. Storage:
 - i. N/A;
- e. Amenities:
 - i. N/A;
- f. Proximity:
 - i. N/A;

2. General Office Area:

- i. Security:
 - ii. Physical barrier;
 - iii. Visual barrier;
 - iv. Key card access;
 - v. Sound control;
- b. Size:
 - i. 4 people;
 - 1 HR Generalist;
 - 1 HR Clerical;
 - 1 hotel desk;
 - 1 desk for departmental growth;
- c. Equipment & Technology:
 - i. L-shaped stand-up desks;
 - ii. Dedicated printer/copier/scanner;
 - iii. Coat hook;
- d. Storage:
 - i. Printer kiosk with cabinetry for office supplies;
- e. Amenities:
 - i. N/A;

3. Human Resources Director's Office:

- a. Security:
 - i. Physical barrier;
 - ii. Visual barrier;
 - iii. Key card access;
 - iv. Sound control;
- b. Size:
 - i. 3 people;
- c. Equipment & Technology:
 - i. 1 U-shaped stand-up desk with opposing chairs;
 - ii. Coat hook;
- d. Storage:
 - i. Storage built into U-shaped desk;
- e. Amenities:
 - i. N/A;

C. Conference Room:

- a. Security:
 - i. Key card access;
 - ii. Sightlines / Visibility to general office area;
 - iii. Sound control;
- b. Size:

- i. 2-4 people;
 - c. Equipment & Technology:
 - i. 1 conference table with chairs for 4;
 - d. Storage:
 - i. N/A;
 - e. Amenities:
 - i. N/A;
- 2. Storage:**
 - a. Security:
 - i. Key card access;
 - ii. Physical barrier;
 - iii. No visibility;
 - b. Size:
 - i. Medium sized;
 - c. Equipment & Technology:
 - i. Locking file cabinets;
 - d. Amenities:
 - i. N/A;
- 3. Amenities:**
 - a. Amenities:
 - i. Small kitchenette (Can be shared with City Manager's Office);
 - Coffee maker;
 - Small refrigerator;
 - Cabinetry;
 - Water cooler;
- 4. Proximity:**
 - a. City Manager's Office;

10.01 INFORMATION TECHNOLOGY (IT) DEPARTMENT:

A. EXISTING CONDITIONS:

1. The current IT department is spread out into different parts of City Hall;
2. The best setting for the IT department is in the basement due to low light levels and sound control;
3. Unlike other departments, the IT department functions well as an open office concept space, with a central huddle table;
4. One of the services IT provides to the rest of City Hall is a self-service kiosk for technology (i.e., phone chargers, USB cables, printer toner, educational information, etc.);

B. PROGRAMMATIC NEEDS:

- 1. General Office Area:**
 - a. Security:
 - i. Physical barrier;
 - ii. Visual barrier;
 - iii. Key card access;
 - iv. Sound control;
 - b. Size:
 - i. 4-6 people;
 - c. Equipment & Technology:
 - i. L-shaped stand-up desks;

- ii. Front desk for self-serve kiosk;
 - iii. Storage shelving;
 - iv. Large central table for operating on equipment;
 - v. Wall mounted flat screen TVs:
 - 1 for training and vendor presentations;
 - 1 for 9/11 Command Center operations;
 - vi. Dedicated printer/copier/scanner;
 - vii. Coat hook;
 - d. Storage:
 - i. Printer kiosk with cabinetry for office supplies;
 - ii. Large storage closet for parts and bin organized repairs;
 - e. Amenities:
 - i. Lighting controls;
 - ii. Anti-static finishes;
- 2. Proximity:**
- a. Server Rooms;

11.01 BREAK ROOM:

A. EXISTING CONDITIONS:

- 1. The current Break Room serves as part of the 9/11 Command Center for City Hall and the City of Birmingham;

B. PROGRAMMATIC NEEDS:

1. Break Room:

- a. Security:
 - i. Key card access;
- b. Size:
 - i. 20-30 people;
- c. Equipment & Technology:
 - i. Wall mounted flat screen TVs;
 - ii. Tables and chairs;
 - iii. Vending machines;
 - iv. Coat hook;
- d. Storage:
 - i. 1 medium closet for storage;
 - ii. 1 small janitorial closet;
- e. Amenities:
 - i. Lighting controls;

2. Kitchen:

- a. Security:
 - i. N/A;
- b. Size:
 - i. 5-10 people;
- c. Equipment & Technology:
 - i. Oversized refrigerator;
 - ii. Large microwave;
 - iii. Toaster;
 - iv. Dishwasher;
 - v. Large sink;
 - vi. Large coffee maker;
- d. Storage:

- i. Built-in cabinets for utensils, tableware, and cookware;

3. Proximity:

- a. N/A;

12.01 MAIL ROOM:

1. Notes:

- a. The current mail room is located in the City Clerk's Department and is open to the public;

2. Break Room:

- a. Security:
 - i. Key card access;
- b. Size:
 - i. 5-10 people;
- c. Equipment & Technology:
 - i. Locked mailbox with ingoing and outgoing mail slots;
- d. Storage:
 - i. N/A;
- e. Amenities:
 - i. N/A;

3. Proximity:

- a. Close to the loading dock;

5.2.2. EXISTING AND PROPOSED CITY HALL PROGRAM

Quick Facts:

- The existing Birmingham City Hall occupies **20,432 net square feet**.
- The existing Municipal Building is **25,842 net square feet**.
- The Police Department occupies **20.9%** of the existing Municipal Building.
- The percentage of the existing building dedicated to corridors is **3,416 square feet**, which is **13.2%** of the total area.

Methodology:

The following proposed program matrix is based upon the concept of *Net Assignable Areas (NAA)*, which is the unit size of enclosed and definable spaces. The spaces included in this program consider a 10% increase in the NAA to estimate the required space needed for *Mechanical areas* (areas designed for the use of mechanical, electrical, and/or plumbing equipment). *Circulation areas* (areas dedicated for corridors, circulation paths, stairways, and elevators), are included in the *Net Square Footage (NSF)* through an increase of 25% to the NAA. Space required for *Construction areas* (the area occupied by structural components, partitions, and exterior walls) has not been included in this study at this time.

<i>Net Assignable Areas (NAA)</i>	Enclosed and definable spaces relating to the specific needs of the program.
<i>Mechanical Areas</i>	Spaces designed for the use of Mechanical, Electrical, and Plumbing equipment.
<i>Circulation Areas</i>	Spaces designated for hallways, corridors, stairways, elevators, and other means of horizontal and vertical circulation.
<i>Construction Areas</i>	Area consumed by the footprint of structural components, interior partitions, and exterior walls.
<i>Net Square Footage (NSF)</i>	The combined square footage before Construction Areas are included.
<i>Gross Square Footage (GSF)</i>	The combined square footage including Construction Areas.

CITY HALL PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

DEPARTMENT & ROOM NAME	EXISTING NAA	PROPOSED NAA
CITY MANAGER'S OFFICE SUITE		
WAITING AREA	-	200
ASSISTANT TO CITY MANAGER	155	65
MEDIUM CLOSET	-	60
COMMUNICATIONS DIRECTOR	188	150
ASSISTANT CITY MANAGER	132	150
CITY MANAGER'S OFFICE	221	300
PRIVATE BATHROOM	-	65
STORAGE CLOSET	-	40
CONFERENCE ROOM	445	420
MEETING ROOM	-	140
KITCHENETTE	-	50
PRINTER AREA	-	50
SUBTOTAL	1,141	1,690
CITY COMMISSION ROOM		
CITY COMMISSION ROOM	1043	1043
VIDEO EDITING ROOM	130	130
SUBTOTAL	1,173	1,173
FINANCE DEPARTMENT OFFICE SUITE		
WAITING AREA (SHARED WITH CITY MANAGER'S SUITE)	-	0
FINANCIAL DIRECTOR'S OFFICE	158	150
ASSISTANT FINANCIAL DIRECTOR'S OFFICE	131	150
GENERAL OFFICE AREA	377	390
CONFERENCE ROOM (SHARED WITH CITY MANAGER'S SUITE)	-	0
MEETING ROOM (SHARED WITH CITY MANAGER'S SUITE)	-	-
STORAGE CLOSET	-	65
KITCHENETTE (SHARED WITH CITY MANAGER'S SUITE)	-	-
SUBTOTAL	666	755

CITY HALL PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

DEPARTMENT & ROOM NAME	EXISTING NAA	PROPOSED NAA
TREASURY DEPARTMENT		
LOBBY	-	700
FRONT DESK	-	100
TREASURY SUPERVISOR'S OFFICE	193	200
GENERAL OFFICE AREA	691	520
MEETING ROOM	-	140
VAULT	49	50
VESTIBULE	-	100
STORAGE CLOSET	-	50
PRINTER AREA	-	50
KITCHENETTE	-	30
SUBTOTAL	933	1,940
CITY CLERK'S DEPARTMENT		
LOBBY	-	700
FRONT DESK	-	100
CLERK'S OFFICE	175	200
GENERAL OFFICE AREA	348	390
MEETING ROOM	-	300
VAULT	46	50
VESTIBULE	-	100
STORAGE CLOSET	-	50
KITCHENETTE	-	30
SUBTOTAL	569	1,920
BUSINESS AND SHOPPING DISTRICT DEPARTMENT (BSD)		
LOBBY	-	140
FRONT DESK	-	50
BSD DIRECTOR'S OFFICE	130	195
GENERAL OFFICE AREA	330	390
MEETING ROOM	-	200
STORAGE CLOSET	-	60
KITCHENETTE	-	30
SUBTOTAL	460	1,065
COMMUNITY DEVELOPMENT		
LOBBY	175	420
FRONT DESK	-	200

CITY HALL PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

DEPARTMENT & ROOM NAME	EXISTING NAA	PROPOSED NAA
GENERAL OFFICE AREA	1233	-
MEETING ROOM	-	140
MEETING ROOM	-	140
MEETING ROOM	-	140
CONFERENCE ROOM	-	420
STORAGE	54	-
PRINTER AREA	-	50
PLOTTER AREA	-	50
KITCHENETTE	-	140
SUB-SUBTOTAL	1,462	1,700
BUILDING DEPARTMENT		
GENERAL OFFICE AREA	-	975
BUILDING OFFICIAL'S OFFICE	214	200
PLAN REVIEW OFFICE	258	-
CODE REVIEW OFFICE	236	-
DRAWING STORAGE	-	100
STORAGE CLOSET	-	50
SUB-SUBTOTAL	708	1,325
PLANNING DEPARTMENT		
GENERAL OFFICE AREA	-	520
CITY PLANNER'S OFFICE	167	150
SENIOR PLANNER'S OFFICE	92	105
STORAGE CLOSET	-	50
SUB-SUBTOTAL	259	825
ENGINEERING DEPARTMENT		
GENERAL OFFICE AREA	-	390
CITY ENGINEER'S OFFICE	214	195
ENGINEERING OFFICE 01	96	-
ENGINEERING OFFICE 02	128	-
STORAGE CLOSET	-	60
SUB-SUBTOTAL	438	645
SUBTOTAL	2,867	4,495
HUMAN RESOURCES		
WAITING AREA	-	70
GENERAL OFFICE AREA	-	240

CITY HALL PROGRAM MATRIX

EXISTING VS. PROPOSED NET ASSIGNABLE AREA

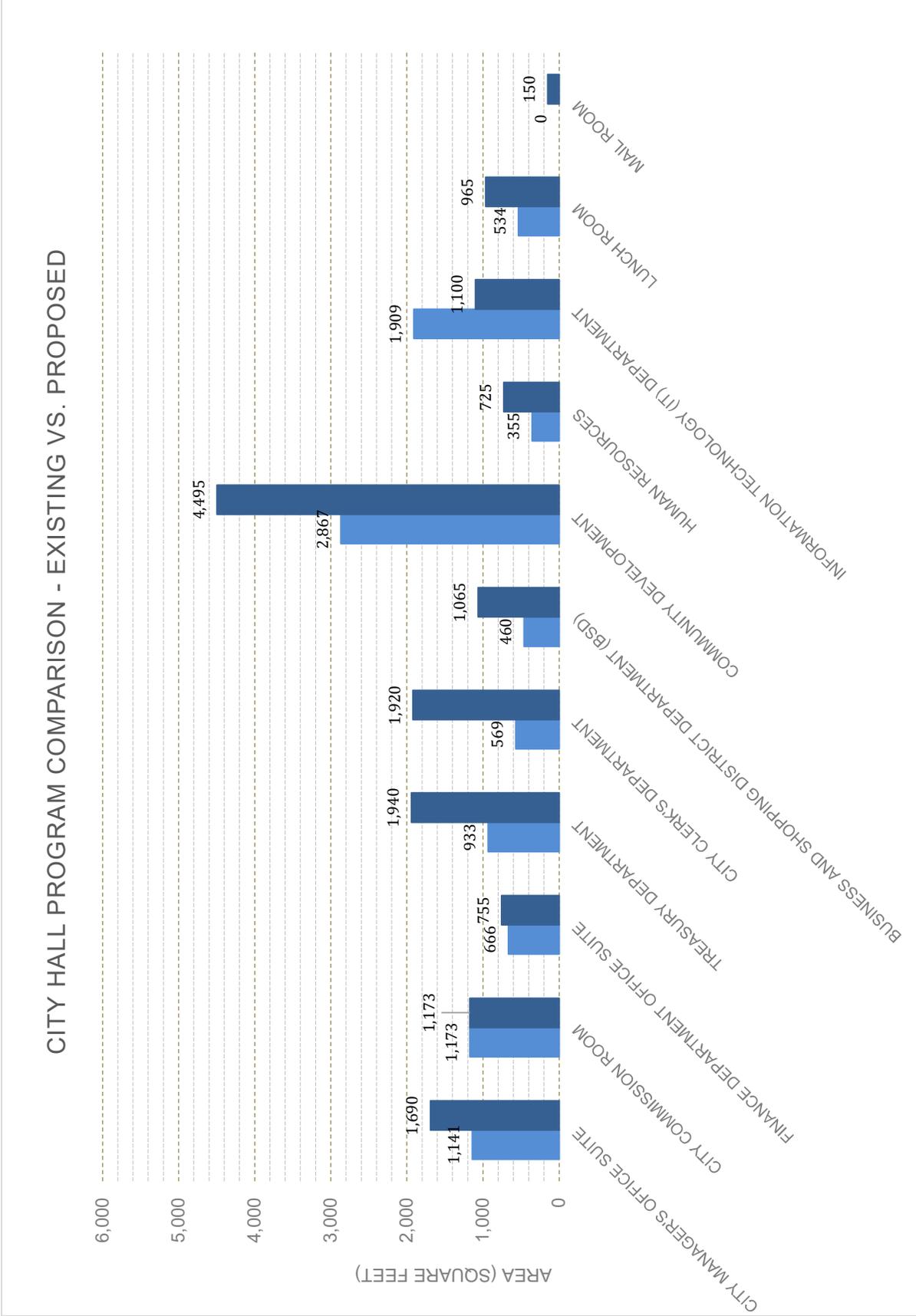
DEPARTMENT & ROOM NAME	EXISTING NAA	PROPOSED NAA
HUMAN RESOURCES DIRECTOR'S OFFICE	238	195
MEETING ROOM	-	140
STORAGE CLOSET	117	50
KITCHENETTE	-	30
SUBTOTAL	355	725

INFORMATION TECHNOLOGY (IT) DEPARTMENT

IT OFFICE	391	600
STORAGE CLOSET	46	100
IT ANNEX	140	-
SERVER ROOM	1332	400
SUBTOTAL	1,909	1,100
LUNCH ROOM		
LUNCH ROOM	446	750
KITCHEN	88	175
JANITORIAL CLOSET	-	40
SUBTOTAL	534	965
MAIL ROOM		
MAIL ROOM	0	150
SUBTOTAL	0	150

NET ASSIGNABLE AREA

NET ASSIGNABLE AREA	10,607	15,978
25% CIRCULATION AREA (VS. EXISTING)	3,416	3,995
10% MECHANICAL AREA (VS. EXISTING)	1,127	1,997
NET SQUARE FOOTAGE	15,150	21,970



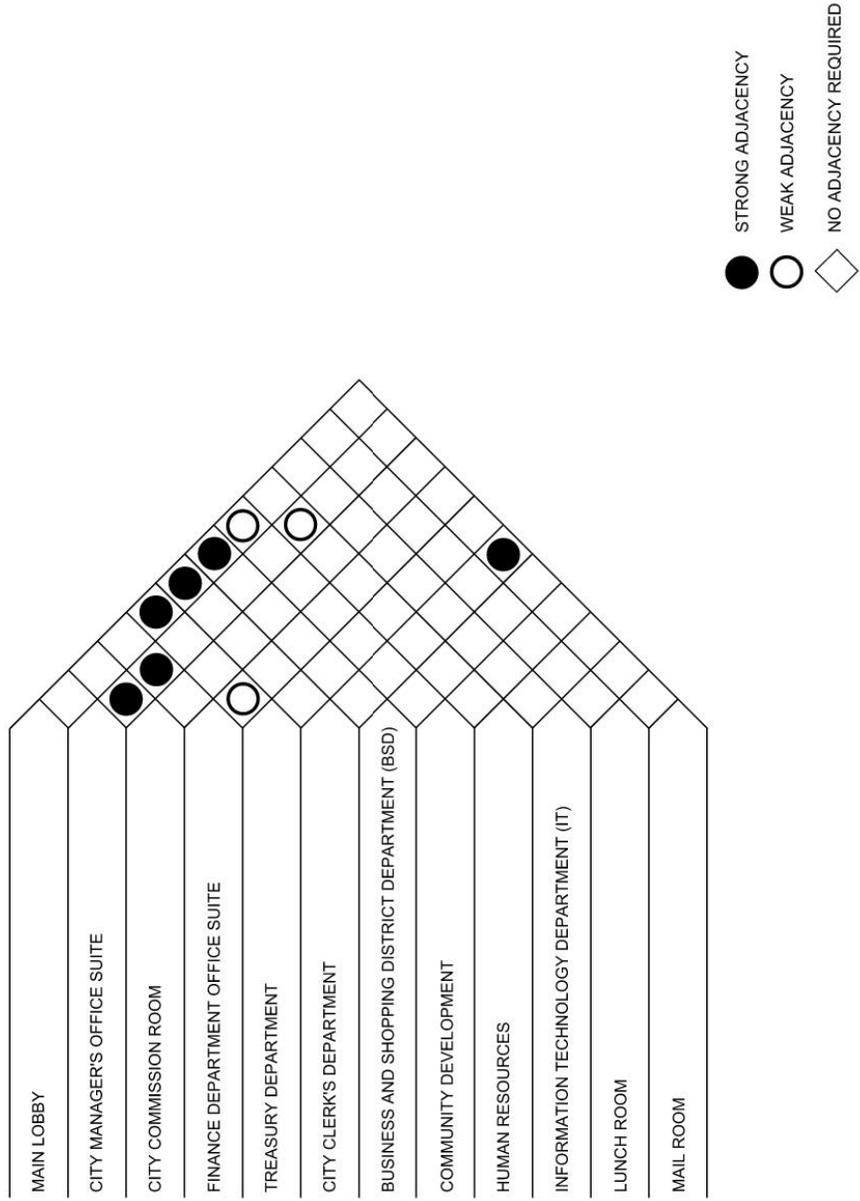
CITY HALL PROGRAM MATRIX

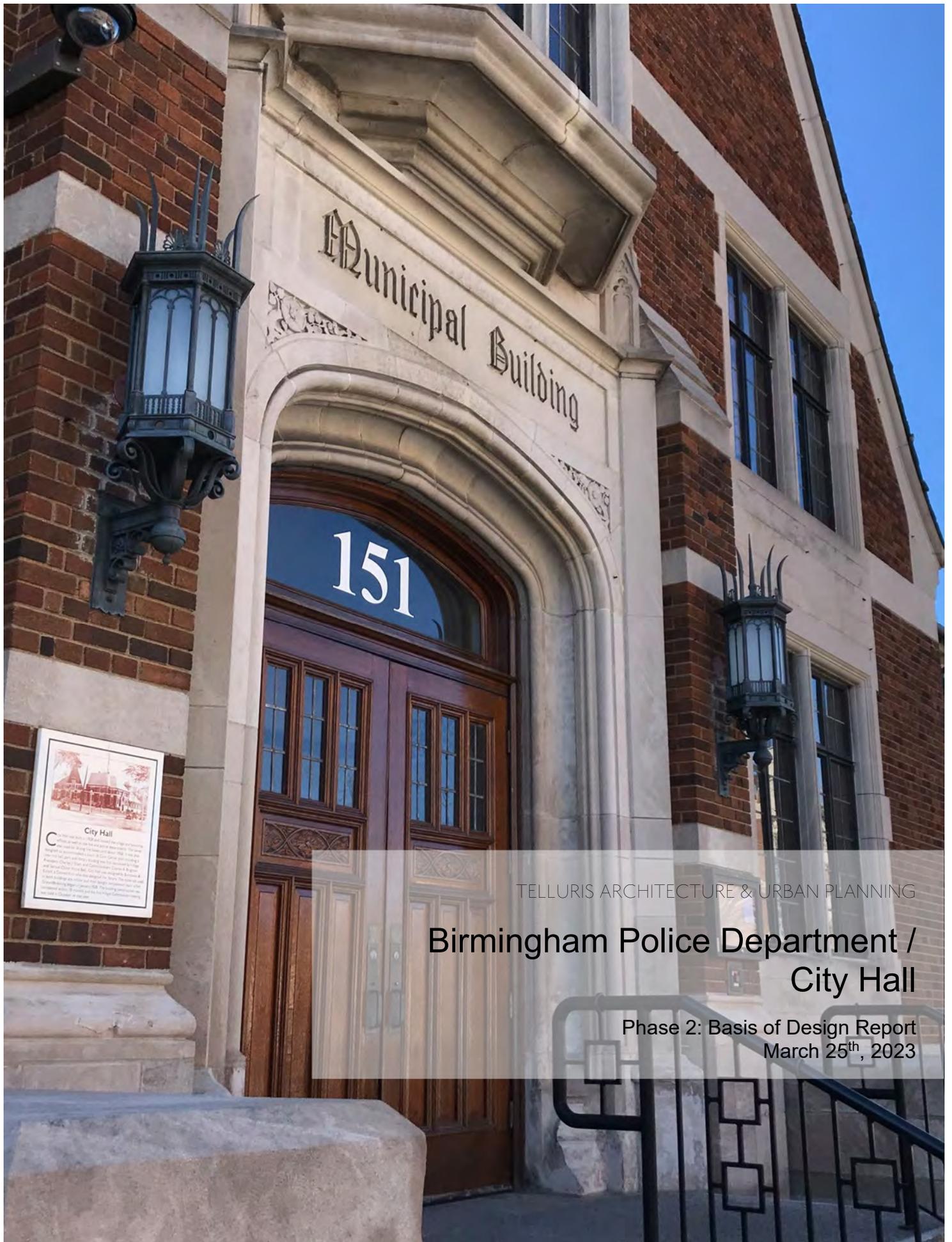
PROPOSED PROGRAM						
DEPARTMENT & ROOM NAME	EST. # OF PEOPLE / EQUIPMENT	SF PER PERSON / UNIT	SQUARE FEET (# OF PEOPLE X SF PER PERSON)	AMENITY NEEDS / EQUIPMENT NEEDS	SECURITY TYPE	
CITY MANAGER'S OFFICE SUITE						
WAITING AREA	4	50	200	4 WAITING CHAIRS; COFFEE TABLE; CCTV CAMERA	KEYCARD	
ASSISTANT TO THE CITY MANAGER MEDIUM CLOSET	1	65	65	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; PANIC BAR SHELVING; SHELF AND BAR	KEYCARD	
COMMUNICATIONS DIRECTOR	3	50	150	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS	KEYCARD	
ASSISTANT CITY MANAGER	3	50	150	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS	KEYCARD	
CITY MANAGER'S OFFICE	6	50	300	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS; 1 SMALL TABLE WITH 4 CHAIRS	KEYCARD	
PRIVATE BATHROOM STORAGE CLOSET			65	SINGLE OCCUPANCY BATHROOM		
			40	SHELF AND HANGER BAR		
CONFERENCE ROOM	12	35	420	LARGE CONFERENCE TABLE WITH 12 CHAIRS; WHITEBOARD; WALL MOUNTED FLAT SCREEN TV; CREDENZA		
MEETING ROOM	4	35	140	1 TABLE WITH CHAIRS FOR 4; TACKBOARD; WALL MOUNTED FLAT SCREEN TV		
KITCHENETTE	1	50	50	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE		
PRINTER AREA			50	PRINTER/COPIER; TRASH; RECYCLING; SHREDDER; OFFICE SUPPLY STORAGE		
SUBTOTAL			1,690			
CITY COMMISSION ROOM						
				AUDITORIUM SEATING (NUMBER BASED ON AVAILABLE SPACE); WALL MOUNTED FLAT SCREEN TV; PROJECTOR AND DROP DOWN SCREEN; RAISED FLOOR FOR CITY COMMISSION AND CITY OFFICER MEMBER SEATING; FLOOR MOUNTED POWER AND DATA OUTLETS; SOUND CONTROL; CCTV CAMERA; PANIC BAR		
CITY COMMISSION ROOM			1043	VIDEO AND SOUND BROADCAST EQUIPMENT; SOUND CONTROL; 220V WALL OUTLETS;	KEYCARD	
VIDEO BROADCAST ROOM			130			
SUBTOTAL			1,173			
FINANCE DEPARTMENT OFFICE SUITE						
WAITING AREA (SHARED WITH CITY MANAGER)			0	SHARED WITH CITY MANAGER'S OFFICE SUITE	KEYCARD	
FINANCIAL DIRECTOR'S OFFICE	3	50	150	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS	KEYCARD	
ASSISTANT FINANCIAL DIRECTOR'S OFFICE	3	50	150	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS; 1 SMALL TABLE WITH 4 CHAIRS	KEYCARD	
GENERAL OFFICE AREA	6	65	390	6 L-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS; TACKBOARD		
CONFERENCE ROOM			0	SHARED WITH CITY MANAGER'S OFFICE SUITE		
MEETING ROOM			0	SHARED WITH CITY MANAGER'S OFFICE SUITE		
STORAGE CLOSET	-		65	SHELVES; SHELF AND HANGER BAR	KEYCARD	
KITCHENETTE			0	SHARED WITH CITY MANAGER'S OFFICE SUITE		
SUBTOTAL			755			
TREASURY DEPARTMENT						
LOBBY	20	35	700	COUNTER WITH ACCESSIBLE AREA; PROTECTIVE GLASS; CCTV CAMERA	KEYCARD	
FRONT DESK	4	25	100	2 COMPUTER STATIONS (SPACE FOR A THIRD IF NEEDED); CCTV CAMERA; PANIC BAR; DEPOSIT BOX	PROTECTIVE GLASS	
TREASURY SUPERVISOR'S OFFICE	4	50	200	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS; 1 SMALL TABLE WITH 4 CHAIRS	KEYCARD	
GENERAL OFFICE AREA	8	65	520	8 L-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS; TACKBOARD		
MEETING ROOM	4	35	140	1 TABLE WITH CHAIRS FOR 4; TACKBOARD; WALL MOUNTED FLAT SCREEN TV		
VAULT			50	SHELVING; SECONDARY SECURED STORAGE	KEYCARD; VAULT LOCK	

VESTIBULE	2	50	100	1 TABLE WITH CHAIRS FOR 4	KEYCARD; KEYPAD
STORAGE CLOSET			50	SHELVING; SHELF AND HANGER BAR	KEYCARD
PRINTER AREA			50	PRINTER/COPIER; TRASH; RECYCLING; SHREDDER; OFFICE SUPPLY STORAGE	
KITCHENETTE			30	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE	
SUBTOTAL			1,940		
CITY CLERK'S DEPARTMENT					
LOBBY	20	35	700	COUNTER WITH ACCESSIBLE AREA; CCTV CAMERA	KEYCARD
FRONT DESK	4	25	100	2 COMPUTER STATIONS (SPACE FOR A THIRD IF NEEDED); CCTV CAMERA; PANIC BAR	PROTECTIVE GLASS
CLERK'S OFFICE	4	50	200	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS; 1 SMALL TABLE WITH 4 CHAIRS	
GENERAL OFFICE AREA	6	65	390	6 L-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS; TACKBOARD	KEYCARD
MEETING ROOM	6	50	300	1 TABLE WITH CHAIRS FOR 6; TACKBOARD; WALL MOUNTED FLAT SCREEN TV	
VAULT			50	SHELVING; SECONDARY SECURED STORAGE	KEYCARD; VAULT LOCK
VESTIBULE			100	1 TABLE WITH CHAIRS FOR 4	KEYCARD; KEYPAD
STORAGE CLOSET			50	SHELVING; SHELF AND HANGER BAR	KEYPAD
KITCHENETTE	1	50	30	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE	KEYCARD
SUBTOTAL			1,920		
BUSINESS AND SHOPPING DISTRICT DEPARTMENT (BSD)					
LOBBY	4	35	140	COUNTER WITH ACCESSIBLE AREA; PROTECTIVE GLASS; CCTV CAMERA	KEYCARD
FRONT DESK	2	25	50	2 COMPUTER STATIONS (SPACE FOR A THIRD IF NEEDED); CCTV CAMERA; PANIC BAR	PROTECTIVE GLASS
BSD DIRECTOR'S OFFICE	3	65	195	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS	KEYCARD
GENERAL OFFICE AREA	6	65	390	6 L-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS; TACKBOARD	
MEETING ROOM	4	50	200	1 TABLE WITH CHAIRS FOR 4; TACKBOARD; WALL MOUNTED FLAT SCREEN TV	
STORAGE CLOSET			60	SHELVING; SHELF AND HANGER BAR	KEYCARD
KITCHENETTE	1	50	30	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE	
SUBTOTAL			1,065		
COMMUNITY DEVELOPMENT					
LOBBY	12	35	420	COUNTER WITH ACCESSIBLE AREA; PROTECTIVE GLASS; CCTV CAMERA	KEYCARD
FRONT DESK	8	25	200	LARGE ENOUGH COUNTER FOR FULL SCALE DRAWINGS TO BE LAID OUT; CCTV CAMERA; PANIC BAR; DEPOSIT BOX	PROTECTIVE GLASS
MEETING ROOM	4	35	140	1 TABLE WITH CHAIRS FOR 4; TACKBOARD; WALL MOUNTED FLAT SCREEN TV	
MEETING ROOM	4	35	140	1 TABLE WITH CHAIRS FOR 4; TACKBOARD; WALL MOUNTED FLAT SCREEN TV	
MEETING ROOM	4	35	140	1 TABLE WITH CHAIRS FOR 4; TACKBOARD; WALL MOUNTED FLAT SCREEN TV	
CONFERENCE ROOM	12	35	420	LARGE CONFERENCE TABLE WITH 12 CHAIRS; WHITEBOARD; WALL MOUNTED FLAT SCREEN TV; CREDENZA	
PRINTER AREA			50	PRINTER/COPIER; TRASH; RECYCLING; SHREDDER; OFFICE SUPPLY STORAGE	
PLOTTER AREA			50	PLOTTER	
KITCHENETTE	4	35	140	REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE; AREA FOR CONGREGATING	
SUB-SUBTOTAL			1700		
BUILDING DEPARTMENT					
GENERAL OFFICE AREA	15	65	975	15 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS; WALL MOUNTED FLAT SCREEN TVS	
BUILDING OFFICIAL'S OFFICE	4	50	200	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS	KEYCARD
DRAWING STORAGE			100	WALL MOUNTED HANGING DRAWING RACK	
STORAGE CLOSET			50	SHELVING; SHELF AND HANGER BAR	KEYCARD
SUB-SUBTOTAL			1325		

PLANNING DEPARTMENT						
GENERAL OFFICE AREA	8	65	520	8 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS		
CITY PLANNER'S OFFICE	3	50	150	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS		KEYCARD
ASSISTANT CITY PLANNER'S OFFICE	3	35	105	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS		KEYCARD
STORAGE CLOSET			50	SHELVING; SHELF AND HANGER BAR		KEYCARD
SUB-SUBTOTAL			825			
ENGINEERING DEPARTMENT						
GENERAL OFFICE AREA	6	65	390	6 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS		
CITY ENGINEER'S OFFICE	3	65	195	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS		
STORAGE CLOSET			60	SHELVING; SHELF AND HANGER BAR		KEYCARD
SUB-SUBTOTAL			645			
SUBTOTAL			4,495			
HUMAN RESOURCES						
WAITING AREA	2	35	70	4 WAITING CHAIRS; COFFEE TABLE		
GENERAL OFFICE AREA	4	60	240	4 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS		
HUMAN RESOURCE DIRECTOR'S OFFICE	3	65	195	1 U-SHAPED, STAND-UP DESK WITH BUILT-IN STORAGE; 2 OPPOSING CHAIRS		KEYCARD
MEETING ROOM	4	35	140	1 TABLE WITH CHAIRS FOR 4; TACKBOARD; WALL MOUNTED FLAT SCREEN TV		
STORAGE CLOSET			50	FILE CABINETS		KEYCARD
KITCHENETTE			30	SMALL REFRIGERATOR; COFFEE POT; SINK; MISCELLANEOUS STORAGE		
SUBTOTAL			725			
INFORMATION TECHNOLOGY (IT) DEPARTMENT						
GENERAL OFFICE AREA	6	100	600	6 U-SHAPED, STAND-UP DESKS WITH BUILT-IN STORAGE; FLOOR MOUNTED POWER AND DATA OUTLETS; WALL MOUNTED FLAT SCREEN TVS		
STORAGE CLOSET			100	SHELVING RACKS WITH BIN SYSTEM FOR PARTS STORAGE		KEYCARD
SERVER ROOM			400	SERVER RACKS; UNINTERRUPTIBLE POWER SUPPLY (UPS)		KEYCARD; KEYPAD
SUBTOTAL			1,100			
LUNCH ROOM						
LUNCH ROOM	15	50	750	TABLES AND CHAIRS; WALL MOUNTED FLAT SCREEN TVS; VENDING MACHINES; LARGE TACKBOARD;		
KITCHEN	5	35	175	REFRIGERATOR; TOASTER; 2 MICROWAVES; SINK; BUILT-IN CABINETRY; TACKBOARD; TABLE AND CHAIRS		
JANITORIAL CLOSET			40	MOP SINK; SHELVING		
SUBTOTAL			965			
MAIL ROOM						
MAIL ROOM	10	15	150	BIULT-IN MAIL SORTER FOR OFFICERS AND STAFF; TRASH, RECYCLING, AND SHREDDING		KEYCARD
SUBTOTAL			150			
NET ASSIGNABLE SQUARE FOOTAGE						
25% CIRCULATION AREA			15,978			
10% MECHANICAL AREA			3,995			
			1,997			
NET SQUARE FOOTAGE			21,970			

5.2.3. CITY HALL ADJACENCY DIAGRAM





TELLURIS ARCHITECTURE & URBAN PLANNING

Birmingham Police Department / City Hall

Phase 2: Basis of Design Report
March 25th, 2023

Prepared for:

City of Birmingham, Michigan

Prepared by:

Telluris Architecture & Urban Planning
2222 W. Grand River Ave
Suite A, Okemos, MI
48864

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1.0 EXECUTIVE SUMMARY

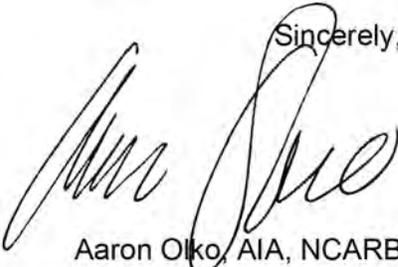
Since October of 2022, the team of Architects and Engineers represented by Telluris Architecture & Urban Planning have been evaluating preliminary design solutions in close collaboration with the City of Birmingham Police Department. The objective has been to find solutions to operational challenges presented in the Michigan Association of Chief's of Police On-Site Accreditation Report from May of 2021 and the Phase I Report of this package of work. As directed by the City of Birmingham, a new, a new building, which would be attached to the existing City Hall should be considered as the new home for the Birmingham Police Department and a significant remodel of the existing Municipal Building should be undertaken due to security and accessibility deficiencies as well as operational constraints. These challenges are documented in the Phase I Report of this body of work. By taking an aggressive stance towards sustainability and green design, the City of Birmingham intends to become a regional and national leader in sustainability. We hope this preliminary design paves the way for a project which sets a precedent in the region for lower operational costs and a smaller carbon footprint by using advancements in Mass Timber design, water saving strategies, and energy consumption.

Included in this report is a 15-point Basis of Design, summarizing the preliminary design attached to this report. At the end of this report is an Opinion of Probable Cost (OPC) and a proposed schedule for the remainder of the design process, including a proposed construction start date.

Attached two this report are two additional documents:

- Preliminary Design Plans: The Preliminary Plans include plans, elevations, sections, preliminary code analysis, construction phasing plans, and security plans. Developed carefully and closely with the City of Birmingham Police Department, the objective of the plans is to establish a design intent that works with the existing Municipal Building and existing parcel.
- Methodology Report: Design processes can be complicated. We hope this report sheds light on how the design team got from project inception to Preliminary Plans.

We have been very excited to work on this project with the City of Birmingham and sincerely hope the proposed solutions meet the needs satisfactorily. We look forward to continued opportunities to assist the City of Birmingham as a trusted advisor now and into the future.

Sincerely,


Aaron Olko, AIA, NCARB
Principal

Telluris Architecture & Urban Planning

2.0 CODE ANALYSIS

2.1 OVERVIEW AND ADDRESS

The project is to renovate the existing Birmingham, Michigan City Hall, to modernize the office spaces, increase security, remove barriers for universal access and vacate the police department. Additionally, construct a new 3-story connected building dedicated to The Birmingham Police Department with one level of secure underground parking for police and city vehicles.

The City Hall address is 151 Martin St. Birmingham, MI 48009 and the Police department Building address is to be determined.

2.2 OCCUPANTS

**Table 2.2.01
City Hall Building Occupant Load**

level 00	61 occupants
level 01	423 occupants
level 02	111 occupants
Total	595 occupants

**Table 2.2.02
Police Department Building Occupant Load**

level 00	50 occupants
level 01	100 occupants
level 02	97 occupants
level 03	47 occupants
Total	294 occupants

**Table 2.2.03
Total Occupant Load**

City Hall	595 occupants
Police Department	294 occupants
Total	889 occupants

**Table 2.2.04
City Hall Building Occupancy Types and Separation**

Non-Separated Mixed Use	Business (B)
	Assembly (A-3)
	Storage (S-2)

**Table 2.2.05
Police Department Building Occupancy Types and Separation**

2-Hour Horizontal Separation between S-2 and B	Business (B)
	Institutional (I-3)
	Parking/Storage (S-2)

Refer to the accompanying plans: Occupant Load Analysis Plans for Occupancy Analysis, Area Calculations and Exiting Information (sheets A105-A108).

2.3 HEIGHT AND AREA

**Table 2.3.01
Total Occupant Load**

	Building Height	Stories
City Hall Building	42'-0" tall	two stories plus the basement
Police Department Building	43'-0" tall	three stories plus an underground parking garage

This site is zoned as Public Property. Therefore, there are no area requirements, setbacks, or height ordinance requirements.

**Table 2.3.02
Total Area**

	Net Area	Gross Area
City Hall Building	23,755 sf	25,270 sf
Police Department Building	32,421 sf (20,322 sf excluding parking garage)	36,927 sf (23,828.00 excluding parking garage)

2.4 CONSTRUCTION TYPE

The existing City Hall construction type is assumed to be Type III-B based on the observations made during the Phase 1 Report and the construction type of the new Police Department is Type III-B (mass timber and concrete masonry unit [CMU]).

The buildings will be fully sprinklered per Section 903.3.1.1 and contain an emergency voice/alarm communication system per 907.5.2.2. Refer to the Fire Protection section of the report for additional information.

2.5 APPLICABLE CODES AND STANDARDS

- Michigan Building Code 2015
- 2015 - Michigan Mechanical Code
- 2018 - Michigan Plumbing Code
- 2017 - National Electrical Code & Michigan Part 8 Electrical Rules
- 2015 - Michigan Uniform Energy Code
- 2015 - Michigan Rehabilitation Code
- 2015 - International Building Code

- NFPA 72: National Fire Alarm and Signaling Code 2013
- NFPA 10: Standard for Portable Fire Extinguishers 2013
- NFPA 13: Standard for the Installation of Sprinkler Systems 2013
- NFPA 80: Standard for Fire Doors and Other Opening Protectives 2013
- NFPA 170: Standard for Fire Safety and Emergency Symbols 2018
- NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems 2013

3.0 CIVIL SCOPE

3.1 SUMMARY

The scope of work within this Basis of Design will require the consultation of a professional Civil Engineer in the next phase of design. Significant Civil Engineering will be required to assist in the design of relocating and removing utilities, grading, and regarding of new and existing hard surfaces, design of walkways, and water drainage. Below is an overview of services to be anticipated by a Civil Engineer in the coming phases of the project, in reference to the American Land Title Association (ALTA) survey conducted by Nowak & Fraus Surveyors on September 21, 2022.

3.2 UTILITIES

The design of the new building will require the relocation of several utilities, including (but not limited to) the following:

- **Gas:** The existing gas main connects to the property at the corner of Merrill and Pierce streets. An additional tie-in will be needed on the corner of Merrill and Henrietta streets to service the anticipated gas generator located in the basement of the new Police Department building.
- **Storm Drains:** The existing parking lot to the south of the existing Municipal Building has 8" and 10" storm drains which will need to be rerouted and/or removed. The storm drains to the west, north, and east of the existing building may require excavation and replacement for the problematic (overflowing) window well drains.
- **Catch Basins, Yard Drains, and Manhole/Handholes:** There are several access points surrounding the existing Municipal Building along Henrietta, Merrill, and Pierce streets which will be affected by the new building footprint and construction and may require relocation/removal.
- **Phone/Cable Lines:** The existing data cable which ties into the building is located along the west side of the property on the east side of Henrietta Street. The tie in may have to be relocated or modified due to the construction tolerance for the footprint of the new Police Department. An additional data cable is located along Pierce Street, however there are no anticipated modifications for this connection as this time.
- **Water Main:** An existing 1.5" water main connects to the edge of the site along Pierce Street via a Stop Box and should not need to be relocated at this phase of the design.
- **Electrical:** The primary electrical connection to the existing building is located underground, along Pierce Street. The development of the East Plaza may require relocation of this cable.

3.3 GRADING & DRAINAGE

Grading and drainage will be required in multiple areas, existing and new.

- The addition of new parking spaces along Henrietta Street will require the removal and relocation of the sidewalk, new paving, and new curb line.
- The relocation of the accessible (ADA) parking spaces from Martin Street to Pierce Street will require regrading and repaving to assure the slopes of the spaces are within the limits of the 2010 Americans with Disabilities Act (ADA) and the 2015 MBC.
- Accessible site access points which may need reconstruction after construction activities or due to additions of access points will have to be designed in accordance with the 2010 ADA and 2015 MBC.
- The new East Plaza will require grading and drainage design for the walkways and accessible ramp. The top of the underground parking garage which will serve as the entrance to the new Police Department and a portion of the East Plaza will require surface water management.
- The courtyard of the completed complex will include a portion of the deck for the underground parking garage. The courtyard will require drainage from both the top of the parking garage deck and the landscaped area surrounding it.

4.0 LANDSCAPING

4.1 SUMMARY

The opportunity for a centrally located, mindful and complementary landscape component to reinforce the existing landscaping and civic beauty of the City of Birmingham is presented with this project. The scope of work within this Basis of Design will require the consultation of a professional Landscape Architect in next phase of design. The appropriate selection of planting and vegetation as well as irrigation, paving surfaces, and landscaping components (planter boxes, benches, site lighting) will be needed in the design of the East Plaza, the entrance of the new Police Department along Merrill Street, the internal courtyard, and the emergency egress and service entrance to the complex along Henrietta Street. Design concepts will be provided during the next phase of design.

5.0 STRUCTURAL

5.1 BUILDING AND MATERIAL CODES

- Michigan Building Code (MBC), 2015 Edition
- Michigan Rehabilitation Code, (MRC), 2015 Edition
- International Building Code (IBC), 2015 Edition
- ASCE 7-10, Minimum Design Loads for Buildings and Other Structures, American Society of Civil Engineers
- Reinforced Concrete: Building Code Requirements for Structural Concrete and Commentary, American Concrete Institute, 2014 Edition (ACI 318-14)
- Building Code for Masonry Structures, 2013 Edition (TMS 402-2013)
- National Design Specification for Wood Construction with 2015 NDS Supplement (NDS)

5.2 STRUCTURAL DESCRIPTION AND ASSUMPTIONS

NEW PROPOSED STRUCTURE

A new building is being proposed to be constructed adjacent to the existing Birmingham Municipal building which was built in 1928. This new building is planned to have one level of below-grade parking and three levels of superstructure that would house the Birmingham Police Department. The below-grade parking structure will be built using concrete construction, while the superstructure will be built using a combination of concrete masonry unit (CMU) walls and heavy timber construction. Subsequent sections will go into more detail of the structural systems for the new building.

EXISTING MUNICIPAL BUILDING

The existing municipal building will undergo minor alterations to the interior spaces, such as shifting of non-bearing partition walls and renovation of interior finishes. It is the intent of these alterations to not increase the structural loads on the existing structure. These alterations shall follow the requirements of the 2015 MRC and shall not require strengthening or analysis of the existing structural system.

BUILDING SEPARATION

The proposed basement of the new structure is being located approximately 5 feet clear of the existing basement walls and foundations. This is to prevent undermining of the existing foundations and surcharge of the new foundations.

The above grade portions of the new building and the existing building will need a physical gap to provide lateral separation between both buildings. In other words, the gap will allow the buildings to move independent of each other during a seismic or wind event. The purpose of this gap is to make sure that the new building does not impart additional loads onto the existing structure.

5.3 DESIGN CRITERIA

The following design parameters for wind and seismic loads are based on the requirements of ASCE7-10:

Wind Design Parameters per ASCE 7-10	
Basic wind speed (V)	120 mph
Risk category	IV
Surface roughness	B
Exposure type	B
Enclosure classification	Enclosed

Criteria Based on Seismic Design ASCE 7-10

Mapped Spectral Acceleration at Short Periods S_s	0.089 g
Mapped Spectral Acceleration at a Period of 1s S_1	0.045 g
Site Class	D (Default)*
Site Coefficient F_a	1.6
Site Coefficient F_v	2.4
Spectral Acceleration at Short Periods adjusted for site class effects S_{MS}	0.142 g
Spectral Acceleration at a Period of 1s adjusted for site class effects S_{M1}	0.109 g
Design Spectral Acceleration at Short Periods S_{DS}	0.095 g
Design Spectral Acceleration at a Period of 1s S_{D1}	0.073 g
Seismic Design Category	C

*Soils engineer to verify

5.3 GRAVITY SYSTEM FOR NEW STRUCTURE

FOUNDATION

A soils report was not available at the time of this report, so the foundation systems described in this section are based on prescriptive code values based on the MBC and IBC. Once a soils engineer has been retained, the foundation systems shall be confirmed and verified.

Concrete basement walls approximately 12” thick will be used to retain the one level of below grade soil for the below-grade parking. A continuous concrete wall footing will be required to support the basement walls. It is assumed that a concrete spread footing system will be acceptable to support the concrete columns of the below-grade parking.

ONE-STORY PARKING

The one-story parking structure below-grade will have a concrete slab at the ground floor supported on 18” diameter concrete columns. The concrete ground floor slab is estimated to be approximately 14” thick. Columns are spaced at an approximate grid of 28’ by 33’.

SUPERSTRUCTURE

The superstructure will be a mixture of heavy timber and concrete masonry unit (CMU) walls. The floor framing will consist of a one-way nail laminated timber (NLT) floor deck that spans East and West between glue laminated timber (glulam) girders. The NLT deck is estimated to be 10” thick and the glulam girders are estimated to be 24” deep. Examples of a NLT deck and girder system are shown in Figure 1 and 2.



Figure 5.1: NLT and Glulam Girder System



Figure 5.2: NLT and Glulam Girder System

A single row of columns spaced at about 19' on center will be located along the centerline of the building. Columns will be glulams with size 10 ¾" by 12". See Figure 2 for a typical bay of framing. The columns will continue to the roof and will create the ridge of the gable roof. NLT panels and glulam girders will be sloped to create the diagonal shape of the gable roof. Exterior walls shall be 12" CMU walls.

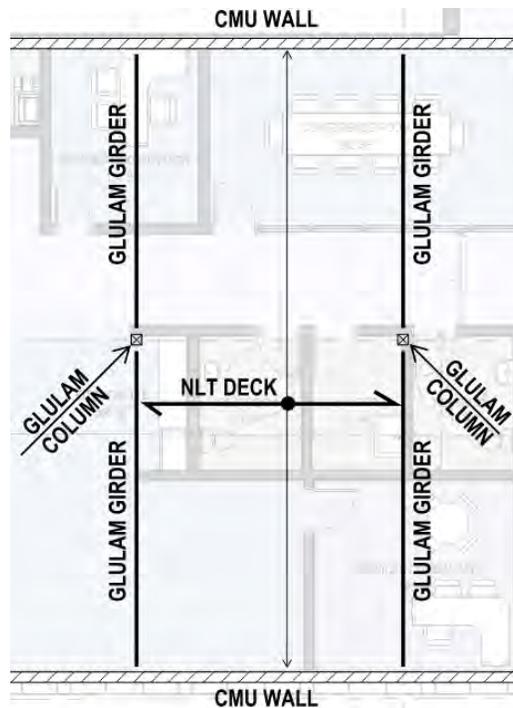


Figure 5.3: Typical Level 2 Floor Framing

5.4 LATERAL SYSTEM FOR NEW STRUCTURE

SUPERSTRUCTURE

The lateral system of the new superstructure is proposed to be 12" CMU shear walls. An estimated four 12-foot-long CMU shear walls are required in each direction to laterally support the new superstructure. In the East-West direction, these shear walls can be located on the North and South facades. In the North-South direction, one wall shall be located at the East and West facades, while the remaining two walls shall be located near the center of the building. These CMU shear walls will need to continue down to the below grade foundations or they can be transferred at the ground level using 24" deep concrete beams.

6.0 ARCHITECTURAL

6.1 BASIS OF DESIGN

- Functional Affinities: The Police Department is currently spread out between three different areas of City Hall with insufficient access control. Police Department will completely vacate the existing city to a new building on the south side of the existing building. City Hall will be re-organized in the existing building to a new interrelation of spaces to promote efficiency. Public and private areas will be separated to enhance security.
- Safety and Security: Restrict access to protect property and to guide personnel movement away from the public view, such as using a secure and private sally port.
- Inclusive design: New ADA access will be added to the new Police Department entrance with an enhanced design. The ADA entrance to the City Hall will also be enhanced and will have direct access to the Commission Room.
- Sustainability: Provide an energy efficient design that will save energy and cost less to operate with a sustainable building system. Negative impact on the natural environment will be minimized with the use of mass timber interior construction. Adequate windows on the south façade provide natural daylighting. Refer to mechanical and structural narratives for further descriptions.
- Aesthetics: The new addition will consist of a durable and cost-effective design to compliment the surrounding historic aesthetic. The new building continues to use modern and diverse building materials of masonry, metal, and glass that complements the existing English Tudor architecture style of the Municipal Building.
- Community Presence: Birmingham is a walkable city. The new addition will not project into pedestrian walkways and will complement the citywide 2040 Birmingham Masterplan.

Refer to architectural drawings for specific architectural scopes for each individual City Hall and Police Department building.

6.2 BUILDING MASSING

The existing Municipal building is a historic landmark, and the exterior will be preserved. The new building addition to the south will be linear in shape and will take up an entire block across Merrill Street, creating an enclosed central courtyard between both buildings for employee use. The new building will be 3 levels, including an underground parking lot. A sloped underground parking entrance will be to the west of the addition with an attractive wood overhead door to align with existing wood conditions on the existing building. An attractive entry plaza to the Police Department is located to east of the addition, which softens the corner of Pierce and Merrill Streets.

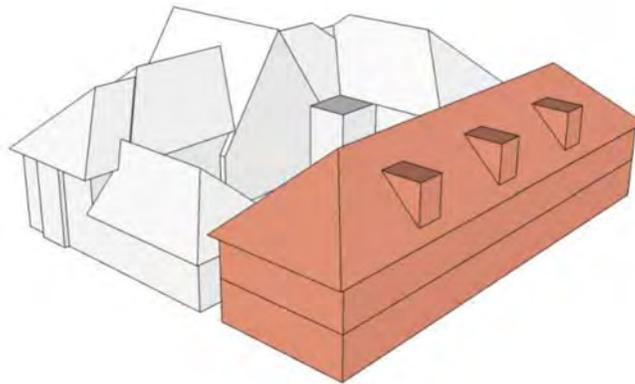


Figure 6.2: Massing Study

6.3 POLICE DEPARTMENT BUILDING ENVELOP CONCEPT AND MATERIALS

- Triangulated Roof Shingles
- Exposed Architectural Grade Concrete
- Expanded Metal Panel Wall over Solid Backing
- Brick Masonry Cavity Wall
- CMU Cavity Wall
- Aluminum Frame Punched Window System

6.4 POLICE DEPARTMENT INTERIOR CONCEPT

The interior architecture of the Police Department will support the functional requirements of the facility while welcoming the community. The two Police Department public entries will open into an expansive lobby to create a sense of openness with a monumental stair leading to the second level. Booking and cells will be constructed between double concrete masonry walls for sound protection and will be privately accessed from the secured basement police entry. A variety of work-type settings will be provided on the first and second for larger private offices, open workstations, kitchenettes per department, multiple meeting spaces, and adequate storage. Daylight will be accessed through-out with majority of the windows located on the north and south facades. The third level consists of larger locker rooms with showers and sleeping rooms with adequate access to daylight through dormers. A large mechanical equipment room will be housed on the third level, avoiding any visuals implications on the roof.

6.5 CITY HALL INTERIOR CONCEPT

The interior architecture of the City Hall will also support the functional requirements of the facility while welcoming the community. The City Hall will be separated from the Police Department. The existing Municipal Building interior will undergo minor alterations, such as shifting non-loading bearing partition walls and renovation of interior finishes and ceilings. Load bearing walls and the monumental spiral staircase and elevator will be maintained. A new organized and secure layout will require all workplace settings to be accessed through secured corridors, limiting public access to just the central corridor. Public programming will be mostly limited to the first floor, including the commission room. A variety of work-type settings will be provided on the first and second for larger private offices, open workstations, multiple meeting spaces, and adequate storage.

The private, central courtyard will serve as an amenity space to the employees to support their well-being. An employee fitness room will also serve as an amenity for both City Hall and Police Department staff.

6.6 KEY DESIGN FEATURES

- Access to natural daylight throughout focuses on health and wellbeing of all individuals and embraces views to the surrounding environment.
- Overall ease of circulation within offices with flexibility to complete work in various settings, whether it is through collaboration or individual focus space. The overall circulation and adjacencies create a culture of respect and value all stakeholders.
- Security between public and private spaces provides a safe workspace for employees. The sally port provides privacy from the public for potential inmates, ensuring a safe community.



Figure 6.2: Precedent – T3 Minneapolis Office Building

7.0 FURNITURE, FIXTURES, & EQUIPMENT

7.1 SUMMARY

The Furniture, Fixture, and Equipment (FF&E) information provided herein is intended to be an overview of and guide for the needs of the project to support its proper functions, rather than be viewed as a purchasing list. The full selection of FF&E to appropriate size, fit, finish, manufacturer, and cost is to be developed in the following design phases.

The City of Birmingham has expressed their desire to be good stewards of the environment and provide leadership in sustainability and wellness. To help achieve this, the concept of the interior design of the offices is to provide a healthy, productive, and safe environment for the occupants and patrons alike. Proper selection of FF&E should be durable and long lasting, providing significant warranties and flame spread ratings in compliance with the 2015 MBC. The FF&E selection should promote a healthy building environment and a good Indoor Air Quality (IAQ) by avoiding products containing toxic chemicals known as Volatile Organic Compounds (VOCs), Formaldehyde, Phthalates, and other chemicals damaging to occupant's health. FF&E selections can also reduce energy consumption, contributing to LEED and WELL Certifications. By selecting FF&E, which is locally manufactured and sourced, the lifecycle of the products is reduced, resulting in smaller carbon footprints.

7.2 FURNITURE

Furniture considerations for both buildings include items such as desks, chairs, conference tables, waiting room and lobby furniture, bookshelves, and file cabinets. Durable, ergonomic office furniture which is locally manufactured is recommended. The furniture should contain a low amount of volatile organic compounds (VOC), formaldehyde, and phthalates and should source natural and/or reused materials to promote a healthy environment in accordance with a WELL certification.

- **Desks:** Height adjustable L-Shaped desks are recommended to maximize workspace efficiency and promote employee wellness.
- **Chairs:** Ergonomic chairs on casters which are specifically compatible with the selected desks should be chosen.
- **Conference Tables:** Tables will be chosen specifically to meet the room dimensions which they are intended to be used in. Durable, sustainable surfaces are recommended.

7.3 FIXTURES

Fixtures include anything attached to the building, including lighting, window treatments, cabinetry, plumbing fixtures (sinks, faucets, drains). Specific design of fixtures is beyond the scope of this report. When selected, fixtures should be chosen based on meeting LEED and WELL certification requirements for energy consumption, water usage, IAQ, durability and warranty, and product lifecycle considerations, while in accordance with the 2015 MBC.

In the new Police Department, the Lock-Up area, Sally Port, and any areas where detained individuals/inmates are involved, anti-ligature, detention grade fixtures and door hardware will be

required. Any areas in the Police Department which is public facing (the lobby, interview rooms, interrogation rooms) will require durable fixtures that are deterrent to vandalism and abuse.

7.4 EQUIPMENT

Equipment needed for the new Police Department is specialized and based upon usage requirements. Items such as gun lockers, detention grade stainless steel benches, forensic drying cabinet, evidence lockers, and storage racks must meet strict specifications for durability, warranty, and safety. Requested by the client, the equipment listed below is intended to provide a guideline for selection later in the design process.

- **Forensic Drying Cabinet:** This specialty piece of equipment is used for drying and storing delicate pieces of evidence, as part of the processing procedure. The unit will be located on the third floor in the Evidence Processing room.



Figure 7.1: Forensic Drying Cabinet

- **Gun Lockers (Surface Mounted or Recessed):** At every entrance to the Lock-Up area, a gun locker must be provided. Officers are not permitted to bring weapons into the Lock-Up per Michigan Association of Chiefs of Police (MACP) On-Site Accreditation Report, Chapter 5.



Figure 7.2: Surface mounted and recessed Gun Lockers

- **Detention Grade, Stainless Steel Benches with Handcuff Bars:** The Lock-Up area requires extremely durable equipment. Located in the holding cells and booking area, the detention grade benches will be required.



Figure 7.3: Detention grade stainless steel bench

- **Evidence Lockers:** Specific types of tamper resistant Evidence Lockers are required. In the Report Writing Room on the first floor, a temporary evidence locker will be needed for items to be stored until they can be relocated to the Evidence Processing Room on the third floor at a later time. In the Evidence Processing Room, a two-sided, pass-through Evidence Locker will be required.



Figure 7.4: Evidence Locker

- **Long Gun Lockers:** Although the new Police Department is not designed with an area for a full on-site armory, some weapons are stored within a locked room. Additional security is required for armory.



Figure 7.5: Long Gun Locker

- **Storage Racks:** Equipment storage in the new Police Department will require heavy duty, durable storage racks for a variety purposes.



Figure 7.6: Industrial Grade Storage Racks

8.0 MECHANICAL

8.1 SUMMARY

The HVAC/Mechanical systems are currently located in the attic of the existing Municipal Building. As indicated in the Phase I Report, the HVAC system is outdated, inefficient and beyond its useful life. Replacing the unit in its current location will be challenging given the size of the equipment needed, so the Mechanical Room is being relocated into the basement of the existing Municipal Building.

8.2 APPLICABLE CODES & STANDARDS

The HVAC/Mechanical systems are evaluated under the current 2015 Michigan Mechanical Code, 2021 Energy Code, and ASHRAE 90.1 Standard design guidelines. Per ASHRAE, Michigan is designated as climate zone 5A which designates a 90° F Dry Bulb/73° F Wet Bulb summer ambient temperature and -10° F dry bulb winter ambient temperature. Interior occupied areas are designed based on the ASHRAE standards of 76° F 50% RH in the summer and 70° F 50% RH in the winter.

- 2015 Michigan Mechanical Code
- 2021 Michigan Energy Code
- 2015 ASHRAE 90.1

8.3 DESIGN CRITERIA

Design criteria is based on space occupancy as classified in the Michigan Mechanical Code table 403.3. The HVAC systems are also sized based on this criteria and respective space load requirements.

8.4 RECOMMENDATIONS

The multi-zone air handling unit located in the attic has reached the end of its useful service life and should be either be removed or de-commissioned and abandoned in place. All new equipment should consist of 4-pipe chilled water/heating hot water air handling units with zoned Variable Air Volume (VAV) control with terminal reheat. The air handling units should also be considered to be equipped with CO2 demand control ventilation that will optimize energy usage based on the space occupant density.

New chillers should be the air-cooled type to eliminate the need for split components that are prone to additional maintenance and failure. Underground chilled water piping can be utilized from the chillers to the distribution pumping that will be located in the designated mechanical room of the building. If there is a requirement for year round operation, the chilled water system should be equipped with a glycol concentration to prevent from freezing.

A building management system should be upgraded to a cloud based platform to maximize operation and efficiency including but not limited to equipment scheduling, setback, and target water and air temperatures based on outside air conditions.

8.5 SUSTAINABILITY CONSIDERATIONS

Long term sustainability should be considered in various systems that meet the project budget. Some that may be considered but not limited to Geothermal, Variable Refrigerant Flow (VRF), and increasing the current chilled and heating hot water system efficiencies.

Boiler and chilled water efficiencies are the most attainable for this application. Utilizing condensing boiler technology enables the client to maximize condensing of the flue gases to reclaim the energies to reheat the water in lieu of the cost to the gas utility to run the boiler. Based on outside air temperatures and system demand, the building management system will adjust the discharge water temperature to optimize the system operation and gain the maximum efficiency. The air-cooled chillers shall be properly sized to perform in both high and low demand conditions. Both chillers are to be equipped with variable speed, fully modulating inverter compressors that will adapt to the requirements of the building and spaces to maintain the optimal discharge water temperature.

Air handling units shall be equipped with an Electronically Commutate Motor (ECM) fan walls that can be modulated based on the requirements of the VAV boxes located downstream. The ECM fan walls also allow for redundancy, in the event of a fan failure the air handling unit is still operable and able to maintain occupancy in the space. CO2 Demand Control Ventilation is also implemented into the return air streams of the air handling units with an adjustable dead band that is set by the user to control the amount of fresh air to enter the air handling units and maximize equipment operation while maintaining the minimum indoor air quality requirements set forth by Table 403.3 of the Michigan Mechanical Code.

9.0 PLUMBING

9.1 SUMMARY

The existing Municipal Building requires a close examination of the plumbing, which is beyond the scope of this report. As indicated in the Phase I Report, multiple problems persist to plague the efficient operation of City Hall and the wellness of its occupants. Precision rehabilitation, reconstruction, and replacement of the existing systems will be required.

The new Police Department will require plumbing for restroom facilities, kitchen functions, exterior irrigation, and fire suppression. The systems will be new and will be designed in accordance with the 2018 Michigan Plumbing Code and in an effort to achieve LEED v4.1 Gold Certification.

9.2 APPLICABLE CODES & STANDARDS

- 2018 Michigan Plumbing Code

9.3 RECOMMENDATIONS

Decreasing of the water usage can be attained by the proper selection of the low flow water fixtures. Many of the current fixtures in the building are of higher flow configuration. Based on building demand, these fixtures can either be reduced and/or the fixture can be swapped for much more efficient type in it's place.

There were many cases of rotting pipes throughout the building. These need to be replaced by either excavation or replacement. Or a pipe expanding technology can be explored. Long term solution it is recommended to excavate and replace.

The underground piping in the basement has failed and is now an issue. The same application applies to the underground piping noted above. These should either be replaced or a pump station can be installed to serve the basement areas as required.

9.4 SUSTAINABILITY CONSIDERATIONS

Building water usage is one of the highest forms of energy loss. Taking advantage of current technologies with low demand fixtures is a great avenue to accomplish a reduction in water sustainability.

In low demand water uses such as this one, often there is a substantial amount of wasted energy in the domestic water storage tanks. Eliminating the tanks and replacing with on-demand fixture water heaters not only reduces/eliminates wasted domestic hot water storage, but also greatly reduces the risk of legionella poisoning that is known to occur and tank system with low usage that is not maintained properly.

10.0 ELECTRICAL

10.1 SUMMARY

The electrical systems of both buildings are a highly important part of the project. Lighting protects the life and safety of the occupants and allows for nearly every component of the modern office to operate properly. The program of this project being the City Hall and Police Department, both of which function as an Emergency Operations Center (EOC) in the event of an emergency, requires the project to have uninterruptible power supply for servers, data storage, and emergency equipment. This requirement goes beyond the standard office requirements of backup power supplies and emergency egress requirements.

10.2 DESIGN CRITERIA

- 2017 National Electrical Code (NEC)
- 2015 ASHRAE 90.1

10.3 RECOMMENDATIONS

Lighting:

The lighting is composed of fluorescent fixtures that should be upgraded to LED for substantial operational savings. The new building shall be equipped with dimmable LED fixtures that meet the current ASHARE 90.1 requirements.

Other long term and code requirements to consider is the control of the lighting systems that to the current vacancy operation and light harvesting to maximize lighting efficiency. The building shall consist of vacancy sensors/switches located throughout the respective zones that control the dedicated areas of coverage.

In addition to the HVAC operations of the building management system, the lighting systems; both interior and exterior can be controlled by the system to maximize lighting efficiency and occupied areas. Eliminating the result of ghost lighting of areas that are not occupied but the lighting systems being energized.

In all future additions, these options should be considered and implemented to meet all ASHRAE and NEC guidelines.

Emergency Generator:

The emergency generator is near it's useful life and should be replaced and evaluated that it is properly sized to fit the building emergency load requirements. The current generator is diesel type, recommend replacing the generator with a natural gas type that is capable of handling the entire existing and additional building electrical service. The entire utility with the additional areas will be evaluated and an adequate generator shall be sized to handle the emergency operations center requirements.

Because the police department is an emergency operations center. A second and redundant generator should be considered to be used in the event of a power outage and primary generator failure.

10.4 SUSTAINABILITY CONSIDERATIONS

LED technology is leading the way in terms of sustainability and energy consumption. This technology will be utilized in all areas of this building, both existing and new portions. These lights are to be completely dimmable and compatible with the building management system and light harvesting for all areas with exterior natural lighting.

11.0 SECURITY

11.1 SUMMARY

Building security is critically important to both City Hall and the Police Department. We recommend the system includes security provisions that are adequate to protect the life and safety of the users and employees, while also allowing ease of use to avoid burdensome security protocols which may inhibit ease of movement and operations. Operational security protocols involving preferred vendors will be provided by the City of Birmingham and is outside of the scope of this report. The purpose of this narrative is to provide a general guideline for the type of security systems to be utilized.

The plan for the building will include a security system which provides access control to secure public and non-public areas, video surveillance (CCTV) to monitor activity in public areas, inconspicuous duress alarm systems, two-way communication/intercom devices in specified areas, and security alarm systems. The main control for the entire system will be an Electronic Access Control System (EACS) which terminates locally into the Police Dispatch Center. The EACS will operate on an online Local Area Network (LAN) with an owner specified vendor firewall system to connect to a Wide Area Network (WAN) as needed for data exchange, vendor updates, as well as external security monitoring. The system will operate on an IP address segregated into a separate network. Hardwire internet connectivity will be the primary source of external communication, with cellular backup in the event of an emergency.

Between both buildings, there are four (4) levels of security.

- Level 1: Areas open to public access during business hours (City Hall and Police Department lobbies, City Commission Room, etc.). Access to these areas will be unlocked during scheduled times but will be locked outside of business hours.
- Level 2: Areas open to employees of City Hall and the Police Department. These areas are departments for general operations. RFID badge readers and REX systems be included on access points for Level 2 security.
- Level 3: Sensitive areas which are limited to specific personnel. Examples of level 3 security areas might include the City Manager's Office and Chief of Police Office. Level 3 security access will include RFID card readers with access controlled through operations.
- Level 4: Highly secure areas. Examples of Level 4 security include the Evidence Lockup and the Treasury Vault. Level 4 security will include electronic keypads for limited personnel access.

11.2 ELECTRONIC ACCESS CONTROL SYSTEM (EACS)

The security access system will be controlled by an online, multi-building Electronic Access Control System (EACS) to control access for both City Hall and the Police Department. Through the EACS, door access (locking/unlocking) and monitoring, CCTV surveillance, duress alarm systems, Intercommunication system, and the Security Alarm system will be controlled. The EACS will also connect to the Fire Alarm system in accordance with NFPA 72 to unlock doors in the event of an emergency.

Listed below are the devices of the Point of Entry (PoE) security, Video Surveillance (CCTV) system, Duress Alarm, and Intercommunication system, as well as general descriptions of each.

PoE Devices:

Each security door (PoE) will be controlled through electronic card readers, key pads, and predetermined schedules based on hours of operation and/or service. By PoEs through the EACS, both buildings can be entirely locked or unlocked in whole or in part depending on emergency or demand and can be monitored for problems in the system, such as doors held open, malfunctioning locks, or tampering.

- Radio Frequency Identification (RFID) Card Readers: RFID card readers will be operated with wallet sized proximity badges (which can be attached to belt or neck lanyards) or proximity bracelets, depending on employee or operational preference as determined by the City of Birmingham.
- Electronic Keypads: Electronic keypads will require 4-6 numeric characters to access locked areas. Codes for keypad secured areas will be unique and distributed to approved personnel only.
- Door Position Switches (DPS): DPS magnetic contacts provide surveillance capabilities on secure doors by reporting to the security system which doors are opened and closed (or if a door is held open).
- Electrified Locking Hardware (ELH): The ELD system locks automatically after access, but can be connected to crash hardware for emergency egress on the locked side of the door, and can be locked/unlocked remotely from the security system operator.
- Request to Exit (REX): Part of the electronic locking door hardware, the REX systems release the door lock through the use of a button and/or motion sensor on the secure side of the door to allow for ease of movement throughout the building.

CCTV Devices:

The EACS integrated CCTV system triggers priority surveillance and extended recording in coordination with PoE devices during triggered events and emergencies.

- Closed-Circuit Television (CCTV) Cameras: High-resolution, digital, wide and vertical focal lens CCTV cameras will be used in key locations throughout both buildings.
- Network Video Recorder (NVR): The NVR will be stationed in a secure IT or server room, with the intention of recording specified lengths of footage.
- Digital Video Management System (DVMS): The DVMS will provide an interface for a security system operator to observe live and recorded footage of all CCTV locations throughout both buildings.

Duress and Panic Alarm Devices:

- Silent Duress Buttons: Mounted in discreet locations, duress buttons indicate to the control terminal of the EACS that immediate response is required. Upon activation of a panic button, doors may lock or unlock (depending on location), and video surveillance will prioritize the location of the panic button which has been triggered.

- Emergency Kick Bar: Located in areas where accessing a specific button may be challenging or where an emergency may require the full attention of the person in harms way, Emergency Kick Bars signify to the control terminal of the EACS that immediate response is required.
- Panic Strips: Located in areas of high risk, panic strips line the walls in a location where the individual under duress can activate the strip with the back of a hand, elbow, knee, or foot. Once activated, the panic strip behaves in the same manner as the Duress Button and Kick Bar, notifying the surveillance system and operator at the EACS terminal of the location of the emergency. In areas equipped with Panic Strips, a two-way intercommunication device the system to allow the operator of the EACS to communicate directly with the individuals in the area.

11.3 ALARM SYSTEM

The security alarm system will be composed of two separate notification systems: audible and silent. The notification system should be based on the level of security for the area it is serving and will be connected to the Fire Alarm system in accordance with NFPA 72. To allow the alarm system to provide security for multiple spaces simultaneously, a partitioned system will be required to maintain active security in some areas, while scheduled or manually overridden dormant periods are utilized in other areas of the buildings.

Audible Alarms: Level I exterior doors and windows will be secured with an audible alarm. If a door is breached or a window is broken, an audible alarm will be activated to deter further violation of the security breach. Simultaneously, a notification will be sent to video surveillance and the EACS terminal to indicate the location of the security breach.

Silent Alarms: Levels II, III, and IV security areas will be equipped with silent alarms which immediately signal to the video surveillance system and the EACS terminal the location of the security breach.

12.0 SUSTAINABILITY

12.1 SUSTAINABLE DESIGN GOALS

Sustainable architecture today consists of local solar energy, local water, energy efficient buildings, consideration to climate change, and waste and landfills. City of Birmingham has a goal of becoming future sustainability leaders. To meet that goal, it would be best practice to incorporate each of those goals within the new facility. Specific goals for the project consist of:

- Provide an efficient, high-performance building through material and building systems.
- Provide a systemic environment for employee wellness and community connection.
- LEED Gold and WELL Gold certification.
- Mass Timber superstructure to significantly reduce carbon footprint.

12.2 SUSTAINABLE DESIGN MEASURES

- Energy Performance

The new facility will be designed to operate as efficiently as possible within all project constraints. Building strategies used will reduce energy costs and use with renewable energy generation. Appliances will be energy-star related and all existing light fixtures will be replaced with LEDs. All multi-occupant spaces will have their own thermal and lighting controls. Refer to the Electrical and Mechanical narrative for specific information on the systems proposed.

- Site and Water

The existing Municipal building is situated at the top of a slight hill, which quickly directs storm water runoff away from the building. Light colored hardscaping will be provided to reduce urban heat island effect and irrigation for landscape will be provided by the gray water system from the Police Department showers, hand washing sinks, and rainwater collection. Rainwater will be collected in cisterns located underneath the ramp to the new underground parking. Low flow fixtures will be used to reduce indoor water use. Refer to the Plumbing narrative for basis of design.

- Materials and Occupant Wellness

Natural light will be captured from the south and north facing windows while being sensitive to glare and solar heat gain with automatic window shades, and low-e coating. Natural light and views to the exterior also provides employee well-being and higher productivity. Materials, surfaces, and finishes low in VOC content or any other harmful contaminants will be used throughout City Hall and the Police Department. Furniture and furnishings will be required to meet indoor air quality standards.

12.3 SUSTAINABLE CERTIFICATIONS

The building will be designed to achieve the United States Green Building Council (USGBC) LEED version 4.1, Gold Certification for new building construction and major renovation. LEED is the most widely used green building rating system in the world. Available for virtually all building types, LEED certification provides a framework for saving money, improving efficiency, lowering carbon emissions and creating healthier places for people. LEED Gold certification requires that the project attains a minimum of 60 points out of a possible total of 110 points.

The building will be designed to achieve the United States Green Building Council (USGBC) WELL Gold Certification. The WELL Building Standard is a performance-based system for measuring, certifying, and monitoring features of the built environment that impact human health and wellbeing, through air, water, nourishment, light, fitness, comfort, and mind. WELL is managed and administered by the International WELL Building Institute (IWBI), a public benefit corporation whose mission is to improve human health and wellbeing through the built environment. WELL Gold certification requires that the project attains a minimum of 60 points out of a possible total of 100 points across ten concepts. Each concept consists of features with distinct health intents.

13.0 ACCESSIBILITY

13.1 ENTRY

The site accessibility including path of travel to the main building entrances shall be designed to meet the minimum requirements of the 2015 Michigan Building Code and the 2010 Americans with Disabilities Act (ADA). ADA priority number 1 is that an accessible route from site arrival points and an accessible entrance should be provided for everyone.

The one existing route to access city hall that does not require the use of stairs is currently located at the back of the building. In making alterations to existing buildings and choosing among available methods for meeting ADA requirements, a public entity shall give priority to those methods that offer services to individuals with disabilities in the most integrated setting appropriate. However, a public entity is not required to take any action that would threaten the historic significance of a historic property or would create undue financial burdens.

The proposed design does not disrupt the historic front entry and relocates the accessible entry from the rear. The design removes the non-historic, non-ADA compliant East ramp and builds a new ADA compliant ramp in the same approximate area. The design also relocates the Commission Room and street handicap parking closer to the new accessible entry building points.

The new Police Department Building entrance has been designed to be more visible, separate, and intuitive. The new Police lobby and vestibule is designed to be larger for better circulation and code compliance.

The walking surface openings and elevation changes larger than the maximum allowable, as shown in the Phase 1 Report (section 4.1), are recommended to be resolved. In addition, the new accessible entry route will be designed with consideration of these factors.

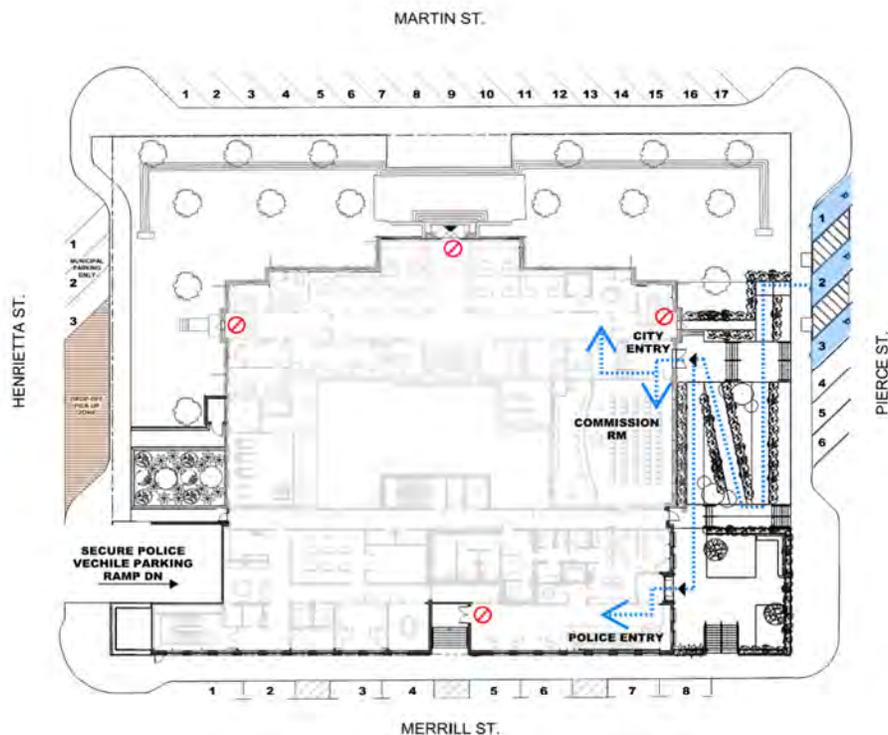


Figure 13.1: Proposed Accessible Entrance

13.2 PARKING

The proposed design changes the onsite parking from public accessible parking to secured underground parking for police vehicles only. Due to this change handicap parking is no longer required on site. See ADA 208.1 Parking spaces used exclusively for buses, trucks, other delivery vehicles, law enforcement vehicles, or vehicular impound shall not be required to comply with 208 provided that lots accessed by the public are provided with a passenger loading zone complying with 503. This removes the open parking lot gates and resolves the public safety issue where the public crosses paths with detainees.

The proposed design also removes the non- ADA compliant existing police ramp in the back of the building to the booking area. The new design provides a secure ADA compliant underground sallyport and booking area.

The existing commission room is currently located on the second floor causing an access control issue and public entry confusion. This new design relocates the commission room to be accessed directly from the street level near handicap parking.

The one parallel handicap street parking spot on Henrietta Street that does not meet the minimum required width and has no accessible aisle on the side of the parking space has been removed and a new loading area has been provided to alleviate the issue of police officers having to wait for congestion caused by deliveries and drop offs to clear.

13.3 ACCESS TO SERVICES

By relocating ADA entry from the rear to the East this will also improve the ADA accessibility to the City Clerk and the Business and Shopping District Department.

The Commission Room area has increased, and furniture has been revised to non-fixed chairs to alleviate egress width and handicap seating congestion.

All public accessed counters will be new and designed to meet ADA requirements.

13.4 DOORS

The six doors mentioned in Phase 1 Report that required more than 5lbs of force to open (the women's locker room, lower level lobby door, North main entry doors, East side entry door, and the south entry door at the grand stairs) are existing to remain in the current design and will need replacement door hardware.

13.5 VERTICAL CIRCULATION

It is recommended to add an audible signal for the elevator on the 2nd floor, add tactile elevator signs on both jambs of each elevator door, add the ground floor sign star symbol, and move the elevator signs above the minimum 48" on all floors.

The proposed design shall relocate the existing wheelchair lift and will provide the 36" minimum clear width for the lift without obstruction.

The ornate railings at the stair in the center of the building does not meet the minimum required 34 inches height above the finish floor. The new design shall adjust the railing height. However, a public entity is not required to take any action that would threaten the historic significance of an historic property.

13.6 RESTROOMS

The current design removes the non-code compliant locker rooms and provides new code compliant locker rooms in the new Police Department Building. New code compliant signage is recommended throughout the building, see Phase 1 Report (section 4.3). See plumbing analysis plans (sheets A105 - A108) for revised plumbing fixture counts and revised layout to meet new occupant requirements.

13.7 LUNCHROOM

The existing city hall lunchroom counters and microwaves are taller than the maximum allowable ADA requirement. The sink is deeper than the maximum allowable requirement and the clear floor area required in front of a kitchen counter is smaller than required. The proposed design removes the lunchroom millwork and utilizes the room as a mechanical room. The proposed design utilizes the existing roll call room as a new code compliant lunchroom.

13.8 DRINKING FOUNTAINS

The existing city drinking fountains are designed to remain. It is recommended to adjust the water pressure for the existing city hall drinking fountains. The water pressure for the drinking fountain on the lower level is too low. Per ADA requirement (602.6) the water flow must be 4" high min. The water pressure for the drinking fountain on the second floor is too high because the water pressure is causing water to spill. Also new dual height handicapped compliant drinking fountains have been provided in the new police department addition. See proposed floor plans (A101 to A104).

14.0 FIRE PROTECTION

14.1 SUMMARY

The purpose of this section is to provide a preliminary design for the Fire Protection system, as a guideline for further development in later stages of the project design. At this time, City Hall and the Police Department are being considered as separate buildings with separate fire suppression systems, yet with the same Fire Alarm/Mass Notification System, partitioned to alarm each building separately. The Police Dispatch Center will act as the Fire Command Center for both buildings.

Table 14.1: Fire Protection Codes and Standards

Design Standards	Date/Edition
Michigan Building Code (MBC)	2015
NFPA 10: Standard for Portable Fire Extinguishers	2013
NFPA 13: Standard for the Installation of Sprinkler Systems	2013
NFPA 72: National Fire Alarm and Signaling Code	2013
NFPA 80: Standard for Fire Doors and Other Opening Protectives	2013
NFPA 170: Standard for Fire Safety and Emergency Symbols	2018
NFPA 1221: Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems	2013

14.2 CONSTRUCTION TYPE

As noted in the Phase I Report, the existing City Hall appears to be Type III-B construction in accordance with MBC Chapter 6. At this time, the Mass Timber, Masonry, and Cast-In-Place Concrete Police Department building will be designated as Type III-B as well.

Construction Types:

- **Existing City Hall:** Type III-B
- **New Police Department:** Type III-B

Table 14.2: Fire Protection Systems Overview

Building	Number of Stories	Sprinklers Required?	Fire Alarm Required?	Mass Notification Required?
Existing Facility	2 + Basement	YES	YES	NO
New Police Department	3 + Underground Parking	YES	YES	NO

Table 14.3: Occupancy Classifications

Building	Occupancy Separation	IBC Classification
Existing Facility	Mixed-Use Non-Separated	Business (Group B) Assembly (Group A-3) Storage (Group S-2)
New Police Department	Separated, 2-Hour Horizontal Separation between S-2 and B	Business (Group B) Storage (Group S-2) Incidental Uses: Institutional (Group I-3), Condition 5 Assembly (Group A-3)

Table 14.4: Area Limitations

Facility	Occupancy	Allowable Area (IBC Table 506.2, A ₁)	Allowable Area with Frontage Increase (IBC Section 506.2, A ₂)	Actual Area	Code Compliant
Altered (E) Facility	Business (Group B)	SM – 57,000 ft ²	-	13,694 ft ²	Yes
	Assembly (A-2)	SM – 28,500 ft ²	-	4,564 sf	Yes
	Lower Level*	-	-	5,742 ft ²	*
	First Level	-	-	9,270 ft ²	-
	Second Level	-	-	8,744 ft ²	-
	Total*	-	N/A	18,014 ft ²	-
New Police Department	Business (Group B)	SM – 57,000 ft ²	-	12,577 ft ²	Yes
	Storage (Group S-2)	SM – 78,000 ft ²	-	14,465 ft ²	Yes
	Institutional Group I-3, Condition 5)	SM – 22,500 ft ²	-	1,080 ft ²	Yes
	Underground Parking	-	-	12,099 ft ²	-
	First Level	-	-	7,281 ft ²	-
	Second Level	-	-	7,487 ft ²	-
	Third Level	-	-	5,554 ft ²	-
	Total*	-	-	20,322 ft ²	-

* - Basement area is not to be included in total area per MBC, Section 506.1.3.

Table 14.5: Height Limitations

Facility	Occupancy	Allowable Height (IBC Table 504.3 and 504.4)	Actual Height	Code Compliant
Existing Facility	Assembly (Group A-3)	S – 3 stories and 75 feet	2 stories and 43 feet	Yes
	Business (Group B)	S – 4 stories and 75 feet		
New Police Department	Business (Group B)	S – 3 stories and 75 feet	4 stories and 44 feet	Yes
	Storage (Group S-2)	S – 4 stories and 75 feet		
	Institutional (Group I-3, Condition 5)	S – 2 stories and 75 feet		

14.1 FIRE SUPPRESSION

City Hall:

Documented in the Phase I report is the condition of the existing fire suppression system as well as recommendations and requirements for upgrading the existing facility. Per MBC Section 903, the occupancy type and fire area require the building to be fully sprinklered. Per the Phase I report:

- The existing dry pipe fire sprinkler system should be replaced with a wet pipe system, throughout the existing facility, with dry pipe in unconditioned areas, per NFPA 13.
- The existing fire pump and backflow preventer should be replaced to meet the demands up an updated wet pipe sprinkler system.
- In the new server room located in the basement, a clean agent fire suppression system is recommended to protect valuable electronics and data from water damage.
- General Purpose ABC Fire Extinguishers will be maintained throughout City Hall.

Police Department:

The requirements of MBC Section 903 indicate the new Police Department must be fully fire sprinklered. The intention of the design is to provide a wet pipe sprinkler system in all conditioned spaces, dry pipe system in unconditioned spaces, and clean agent suppression systems in server closets/rooms. A fire pump and backflow preventer will be located in the underground parking garage with a connection to the city water main, in accordance with MBC Section 913 and NFPA 20. Fire extinguishers will be provided throughout in accordance with MBC Section 906 and NFPA 10. Standpipes and Fire Department Connections (FDC) will be sized and selected in accordance with NFPA 14.

- Underground Parking: Dry pipe automatic sprinkler system throughout.
- Level 1: Wet pipe automatic sprinkler system throughout. Clean agent fire suppression in IT/Data areas.
- Level 2: Wet pipe automatic sprinkler system throughout. Clean agent fire suppression in IT/Data areas.
- Level 3: Wet pipe automatic sprinkler system in Corridors, Locker Rooms, Sleeping Rooms, and Evidence Processing. Dry pipe sprinkler system in unconditioned Mechanical room. Clean agent fire suppression in IT/Data areas, Evidence Storage, and Long Term Storage.

14.3 FIRE ALARM & MASS NOTIFICATION SYSTEM

In the Phase I Report, it was indicated that the entire Fire Alarm system in the existing facility was in need of replacement, including audible and visual devices which are inadequately spaced, manual pull stations which are mounted too high on the wall, and the existing Fire Alarm Control Panel (FACP). Additionally, smoke detection must be provided throughout in accordance with MBC Section 907.2.6.

With the alteration of the existing City Hall building and the design of the new Police Department building, the new Fire Alarm system will service both buildings but extend out from a Fire Command Center in the Police Department Dispatch, per MBC Section 911. Each building will be equipped with a separate addressable FACP with integrated Mass Notification Systems (MNS) to alert a broader audience of emergency distress, in accordance with NFPA 72. The FACPs will both report back to the Fire Command Center for emergencies and various system notifications and will be connected to the security alarm system as indicated in Section 11 of this Report.

Each building will be equipped with manual pull/fire alarm boxes, audible and visual/strobe devices, emergency voice/alarm communication systems, and automatic smoke detectors in accordance with MBC Section 907. Sleeping rooms on the third floor of the new Police Department will be equipped with Carbon Monoxide Alarms in accordance with MBC Section 915.

15.0 OPINION OF PROBABLE COST

15.1 SUMMARY

The following Opinion of Probable Cost (OPC) was developed based upon the preliminary design presented in this report for both the Birmingham Police Department and the City Hall renovation. The budget is based upon 2023, Quarter I dollars. The two projects are separated in the tables below and include a budget for site work, utilities, furniture fixtures and equipment (FF&E), testing fees, design fees, Owner management fees, and estimated contingency, as well as Contractor overhead and profit, and bonding.

The OPC herein was developed with confidence using industry data for similar building types with considerations of Green Buildings and Mass Timber, however, is schematic in nature. The goal of this OPC is to provide an estimate for long-range capital planning and to get close to the Design/Bid/Contract amount. To provide a higher level of accuracy, further development of the project design is required.

Birmingham Police Department / City Hall Building Basis of Design Report

Description	Area	Unit	Cost/SF	SubTotal
<u>SITE, UTILITIES, MECHANICAL, ELECTRIC, PLUMBING, EQUIPMENT (MEP)</u>				
<u>SITE SOUTH</u>				
Parking Lot/Courtyard Clearing and Grubbing	14,017	SF	\$4.50	\$63,076.50
Ramp Slab	1,176	SF	\$9.00	\$10,584.00
Ramp Waterproofing	1,176	SF	\$6.00	\$7,056.00
<u>SITE WEST</u>				
Henretta ST Clearing and Grubbing	2,800	SF	\$1.65	\$4,620.00
Landscaping Henretta ST	1,872	SF	\$8.00	\$14,976.00
New Walk/Stairs to NW Entry	204	SF	\$12.00	\$2,448.00
Trash Enclosure	100	SF	\$181.36	\$18,136.00
Sidewalk/ Curb Henritta Street-Part.	1,260	SF	\$9.00	\$11,340.00
SITE South and Courtyard				
Courtyard and Merrill ST Clearing and Grubbing	14,017	SF	\$4.50	\$63,076.50
Courtyard Double Slab	2,996	SF	\$12.00	\$35,952.00
Courtyard Waterproofing	2,996	SF	\$6.00	\$17,976.00
Courtyard LS Planters	680	SF	\$40.00	\$27,200.00
Sidewalk Curb Merrill Street	2,070	SF	\$9.00	\$18,630.00
<u>SITE EAST</u>				
Pierce ST Clearing and Grubbing	5,200	SF	\$1.65	\$8,580.00
Podium Double Slab	1,554	SF	\$9.00	\$13,986.00
Podium Slab Waterproofing	1,554	SF	\$6.00	\$9,324.00
Landscaping East	1,425	SF	\$8.00	\$11,400.00
Podium LS Planters	1,200	SF	\$40.00	\$48,000.00
Accessible Ramp	360	SF	\$24.00	\$8,640.00
Walkway/ Entry Stair NE Entry	50	SF	\$12.00	\$600.00
Balcony/ Terrace	576	SF	\$40.00	\$23,040.00
Walkway East	375	SF	\$9.00	\$3,375.00
Sidewalk/ Curb Pierce Street-Part.	1,260	SF	\$9.00	\$11,340.00
TOTAL SITE IMPROVEMENTS				\$433,356.00

Birmingham Police Department / City Hall Building Basis of Design Report

Description	Area	Unit	Cost/SF	SubTotal
<u>SITE UTILITIES RELOCATIONS</u>				
Plumbing Relocations	1	Lump sum	\$80,000.00	\$80,000.00
Power Relocations	1	Lump sum	\$70,000.00	\$70,000.00
Gas Relocations	1	Lump sum	\$10,000.00	\$10,000.00
Communications/ Security Relocations	1	Lump sum	\$50,000.00	\$50,000.00
TOTAL UTILITIES RELOCATIONS				\$210,000.00
<u>COMMON EQUIPMENT</u>				
500 KVA Natural Gas Generator including installation	1	Lump sum	\$600,000.00	\$600,000.00
Sistern 4-2500 Ga Tanks Incl installation	26	EA	\$2,100.00	\$54,600.00
TOTAL COMMON EQUIPMENT				\$654,600.00
<u>POLICE SPECIFIC EQUIPMENT</u>				
HVAC Chiller & Cooling Tower incl. Installation	1	Lump sum	\$400,000.00	\$400,000.00
HVAC Air Handlers Installed	4	Lump sum	\$200,000.00	\$800,000.00
Prefab Holding Cells	3	EA	\$13,009.08	\$39,027.24
Security Doors	3	EA	\$8,813.00	\$26,439.00
Security Water Closets	3	EA	\$5,000.00	\$15,000.00
TOTAL POLICE SPECIFIC EQUIPMENT				\$1,280,466.24
<u>CITY HALL SPECIFIC EQUIPMENT</u>				
HVAC Chiller & Cooling Tower incl. Installation	1	Lump sum	\$400,000.00	\$400,000.00
HVAC Air Handlers Installed	4	Lump sum	\$200,000.00	\$800,000.00
Sprinkler System Reconfiguration CH	22,703	SF	\$1.00	\$22,703.00
Safe Demolition at First Floor (2)	128	SF	\$50.00	\$6,400.00
New Safe Construction at Basement (2)	128	SF	\$400.00	\$51,200.00
TOTAL CITY HALL TOTAL SPECIFIC EQUIPMENT				\$1,280,303.00
<u>COMMON FURNITURE, FIXTURES & EQUIPMENT (FFE)</u>				
FFE BUDGET (10% TOTAL BUILDING CONST.)	1	Lump sum		\$1,261,629.11
TOTAL FFE				\$1,261,629.11
NEW (N) POLICE AND EXISTING (E) CITY HALL BUILDINGS				
POLICE BASEMENT GARAGE CONSTRUCTION (N)	12,642	SF	\$121.44	1,535,244.48
CITY HALL BASEMENT REMODEL (E)	5,772	SF	\$181.36	1,046,809.92
POLICE FIRST FLOOR CONSTRUCTION (N)	7,778	SF	\$344.82	2,682,009.96
CITY HALL CHAMBER SUITE (E)	4,227	SF	\$203.83	861,589.41
CITY HALL FIRST FLOOR REMODEL (E)	4,995	SF	\$181.36	905,893.20
CITY HALL SECOND FLOOR REMODEL (E)	7,709	SF	\$181.36	1,398,104.24

Birmingham Police Department / City Hall Building Basis of Design Report

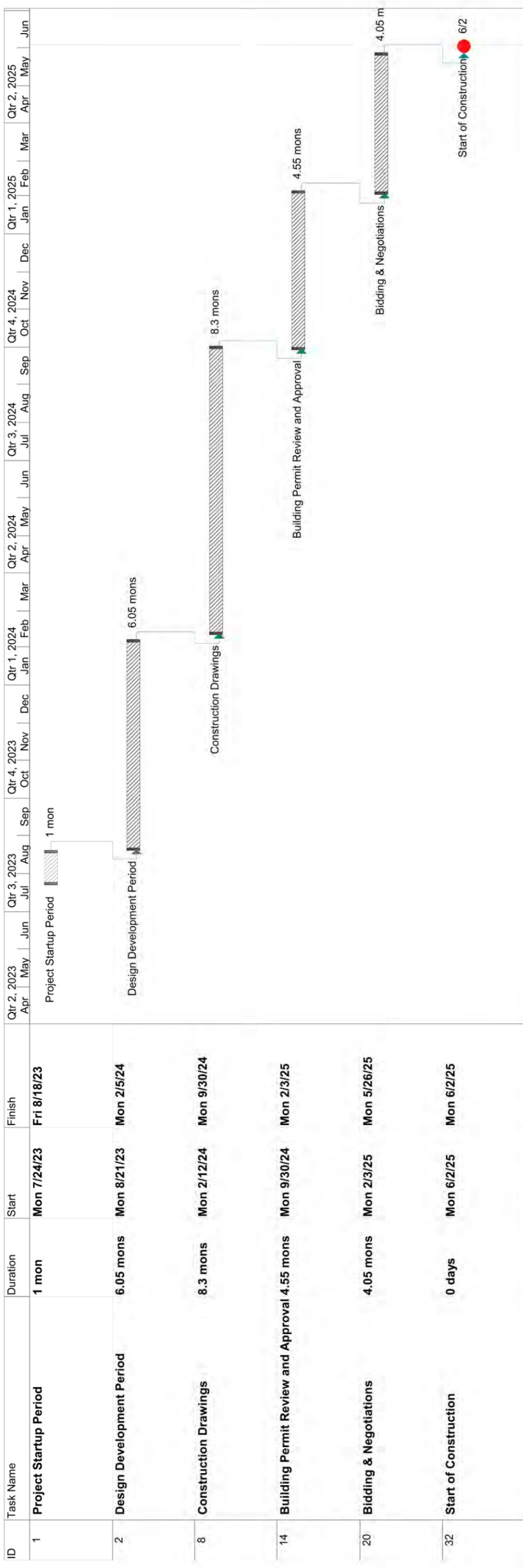
Description	Area	Unit	Cost/SF	SubTotal
POLICE SECOND FLOOR CONSTRUCTION (N)	7,130	SF	\$344.82	\$2,458,566.60
POLICE THIRD FLOOR (ATTIC) CONSTRUCTION (N)	4,419	SF	\$344.82	\$1,523,759.58
POLICE THIRD FLOOR (ATTIC) MECH RM (N)	1,975	SF	\$103.45	\$204,313.75
POLICE BUILDING TOTAL CONSTRUCTION	33,944	SF		\$8,403,894.37
CITY HALL BUILDING TOTAL CONSTRUCTION	22,703	SF		\$4,212,396.77
POLICE SITE IMPROVEMENTS**		SubTotal		\$290,348.52
CITY HALL SITE IMPROVEMENTS**		SubTotal		\$143,007.48
POLICE SITE UTILITIES RELOCATIONS**		SubTotal		\$140,700.00
CITY HALL UTILITIES RELOCATIONS**		SubTotal		\$69,300.00
POLICE PORTION OF COMMON EQUIPMENT**		SubTotal		\$438,582.00
CITY HALL PORTION OF COMMON EQUIPMENT**		SubTotal		\$216,018.00
POLICE SPECIFIC EQUIPMENT**		SubTotal		\$1,280,466.24
CITY HALL SPECIFIC EQUIPMENT**		SubTotal		\$1,280,303.00
POLICE FURNITURE FIXTURES & EQUIPMENT (FFE)**		SubTotal		\$845,291.51
CITY HALL FURNITURE FIXTURES & EQUIPMENT (FFE)**		SubTotal		\$416,337.61
POLICE TOTAL NEW CONSTRUCTION COST (N)	33,944	SF		\$11,399,282.64
CITY HALL TOTAL REMODEL COST (E)	22,703	SF		\$6,337,362.86
GRAND TOTAL	56,647	SF		\$22,856,999.85
Average SF Cost				\$403.50
Contractor OH (10%), Profit (10%) Included in SF Pricing				Included
Architectural/ Engineering Fees (10%-\$2,285,700.00) included in SF Pricing				Included
Construction Manager for City of Birmingham (3%)				\$685,710.00
Construction Materials Testing included in SF Pricing				Included
Material and Performance Construction Bond (4%)				\$914,279.99
Contingency (10.0%)				\$2,285,699.98
TOTAL CONSTRUCTION BUDGET				\$26,742,689.82
Average SF Cost				\$472.09
Notes:				
* 1/14/22 RS Means SF Estimate Rates				
** Pro-Rata Distribution of SITE Costs for each Entity (67% for Police & 33% for City Hall)				
(N) = New Construction				
(E) = Existing Remodel				

16.0 SCHEDULE

16.1 SUMMARY

The draft schedule herein is a conservative estimate of time for the design phase only, based upon a traditional Design-Bid-Build or Construction Manager as Advisor type delivery models. The goal is to provide an estimate to get close to an understanding of adequate time needed for capital planning and schedule preparation, however it is schematic in nature. This schedule is intended to be viewed in conjunction with the construction phasing plans included in the drawing set accompanying this report.

Subject: Opinion of Final Design Schedule



2 Design Development Period

The Design Development phase is the refinement of the design, where the plans are developed with more detail; wall types are defined; ceilings and lighting are selected; finish materials are chosen; furniture, fixtures, and equipment are selected; project specifications are assembled; and construction details start becoming developed.

5 Review and Comment Period

Drawings are reviewed by all stakeholders, comments are provided and addressed

8 Construction Drawings

The Construction Drawings phase is where the design is finalized. During this phase, details for the design intent are completed, to illustrate the assembly of the building; the project specifications and requirements are defined and completed; final structural, mechanical, electrical, and plumbing systems are detailed and coordinated; and the final Quality Control reviews take place.

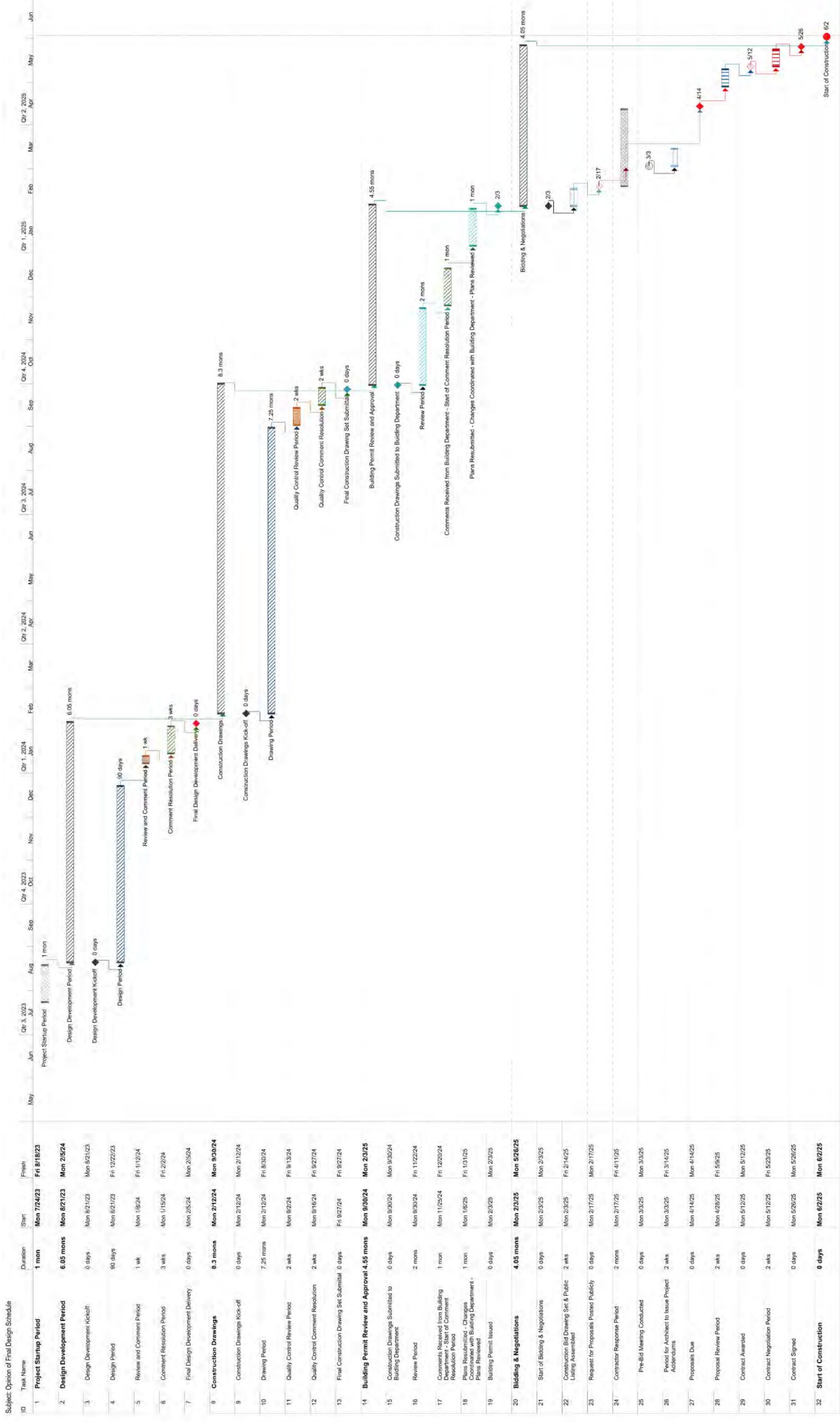
14 Building Permit Review and Approval

The Building Department reviews the plans to verify the project design is in compliance with local, state, and federal requirements. Once the Building Department has completed their review, commentary is provided for revision and explanation. The Architect, Engineers, and other consultants provide corrections to the Construction Documents, then resubmit the plans for final review by the Building Department.

20 Bidding & Negotiations

The project plans and specifications are prepared for contractors to review and provide proposed pricing; the Architect holds a pre-bid meeting to address questions from builders; items needing clarification for builders to provide construction bids are provided; Bids are received and reviewed by stakeholders; a builder is contracted and hired to begin the project.

Birmingham Police Department / City Hall Building Basis of Design Report



CITY OF BIRMINGHAM POLICE DEPARTMENT AND CITY HALL RENOVATION AND ADDITION



PROJECT INFORMATION:

PROJECT NAME:

BIRMINGHAM POLICE DEPARTMENT & CITY HALL
ASSESSMENT, RENOVATION, AND ADDITION
151 MARTIN ST.
BIRMINGHAM, MI
48009

OWNER INFORMATION:

CITY OF BIRMINGHAM, MICHIGAN
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PROJECT TEAM:

ARCHITECT:

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T: 913-829-6650

STRUCTURAL ENGINEER:

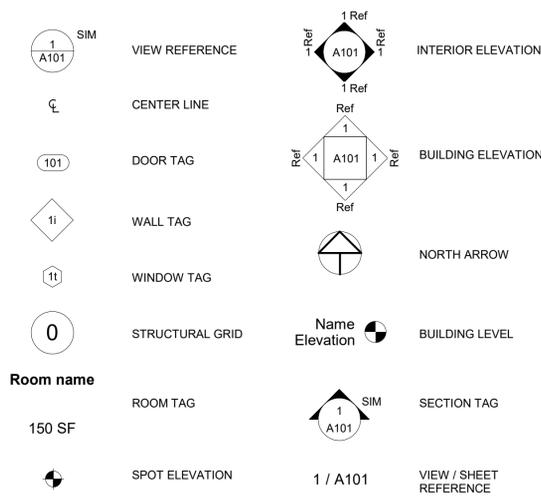
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SYMBOL LEGEND

ARCHITECTURAL



ABBREVIATIONS

#	Pound OR Number	HP	High Point
&	And	HR	Hour
@	At	HVAC	Heating, Ventilating, And Air Conditioning
ACT	Acoustic Ceiling Tile		
AD	Area Drain	IRGWB	Impact Resistant Gypsum Wall Board
AFF	Above Finished Floor	ILO	In Lieu Of
ALUM	Aluminum	INSUL	Insulated or Insulation
ANOD	Anodized	INT	Interior
BSMT	Basement	JC	Janitors Closet - house cleaning supplies and implements, with a sink.
BYND	Beyond		
BOT	Bottom	LO	Low
CIP	Cast In Place	MAX	Maximum
CHNL	Channel	MO	Masonry Opening
CJ	Control Joint	MECH	Mechanical
CL	Center Line	MEMBR	Membrane
CLG	Ceiling	MIN	Minimum
CLR	Clear	MRGWB	Moisture-Resistant Gypsum Board
CMU	Concrete Masonry Unit	MTL	Metal
COL	Column	NIC	Not In Contract
COMP	Compressible	NO	Number
CONC	Concrete	NOM	Nominal
CONT	Continuous	OC	On Center
CPT	Carpet	OH	Overhang or Opposite Hand
CT	Ceramic Tile	OPP	Opposite or Opposite Hand
CTYD	Courtyard	OZ	Ounce
DBL	Double	PCC	Pre-Cast Concrete
DEMO	Demolish or Demolition	PLUMB	Plumbing
DIA	Diameter	PLYD	Plywood
DIM	Dimension	PT	Pressure Treated
DIMS	Dimensions	PNT	Paint or Painted
DN	Down	PVC	Polyvinyl Chloride
DR	Door	RBR	Rubber
DWG	Drawing	RCP	Reflected Ceiling Plan
EA	Each	RD	Roof Drain
EJ	Expansion Joint	REQD	Required
EL	Elevation	RM	Room
ELEC	Electrical	SIM	Similar
ELEV	Elevator or Elevation	SD	Smoke Detector
EPDM	Ethylene Propylene Diene M-Class (Roofing)	SPEC	Specified OR Specification
EQ	Equal	SPK	Sprinkler or Speaker
EXIST	Existing	SSTL	Stainless Steel
EXP JT	Expansion Joint	STC	Sound Transmission Coefficient
EXT	Exterior	STL	Steel
FD	Floor Drain or Fire Department Fire Extinguisher Cabinet	STRUCT	Structure or Structural
FEC	Fire Extinguisher Cabinet	T&G	Tongue And Groove
FF	Finished Face or Finished Floor	TELE	Telephone
FFL	Finished Floor Level	TLT	Toilet
FIXT	Fixture	TME	To Match Existing
FLR	Floor	TO	Top Of
FM	Filled Metal	TOC	Top Of Concrete
FO	Face Of	TOS	Top Of Steel
FND	Foundation	TPD	Toilet Paper Dispenser
GA	Gauge	T/D	Telephone/Data
GALV	Galvanized	TYP	Typical
GWB	Gypsum Wall Board	UNO	Unless Noted Otherwise
HC	Hollow Core	UIS	Underside
HI	High	VIF	Verify In Field
HM	Hollow Metal	VP	Vision Panel
HP	High Point	W/	With
		WD	Wood

BUILDING INFORMATION

PROJECT DESCRIPTION:

- RENOVATION OF THE EXISTING BIRMINGHAM MUNICIPAL BUILDING (CITY HALL) TO MODERNIZE THE OFFICE SPACES, INCREASE SECURITY, REMOVE BARRIERS FOR UNIVERSAL ACCESS, AND TO VACATE THE POLICE DEPARTMENT.
- CONSTRUCTION OF A NEW, ADJACENT, CONNECTED BUILDING DEDICATED TO THE BIRMINGHAM POLICE DEPARTMENT WITH ONE LEVEL OF SECURE UNDERGROUND PARKING FOR POLICE AND CITY VEHICLES.

CITY HALL (ALTERED)

PROJECT ADDRESS: 151 MARTIN ST. BIRMINGHAM, MI 48009

CONSTRUCTION TYPE: TYPE III-B (ASSUMED)

BUILDING HEIGHT: 42 FEET

NUMBER OF STORIES: 2 + BASEMENT

SEPARATED: NON-SEPARATED

GROSS FLOOR AREA:

NET FLOOR AREA:

OCCUPANCY TYPE: MIXED-USE
BUSINESS (GROUP B)
ASSEMBLY (GROUP A-3)
INSTITUTIONAL (GROUP I-3, CONDITION 5)
STORAGE (GROUP S-2)

OCCUPANT COUNT:
LEVEL 00 - 61 OCCUPANTS
LEVEL 01 - 423 OCCUPANTS
LEVEL 02 - 111 OCCUPANTS
TOTAL 595 OCCUPANTS

POLICE DEPARTMENT (NEW)

PROJECT ADDRESS: TBD

CONSTRUCTION TYPE: TYPE III-B (MASS TIMBER & CMU)

BUILDING HEIGHT: 43 FEET

NUMBER OF STORIES: 3 + UNDERGROUND PARKING GARAGE

SEPARATED: 2-HOUR HORIZONTAL FIRE SEPARATION

GROSS FLOOR AREA:

NET FLOOR AREA:

OCCUPANCY TYPE: BUSINESS (GROUP B)
STORAGE (GROUP S-2) (UNDERGROUND PARKING GARAGE)
INSTITUTIONAL (GROUP I-3, CONDITION 5)

OCCUPANT COUNT:
LEVEL 00 - 50 OCCUPANT
LEVEL 01 - 100 OCCUPANTS
LEVEL 02 - 97 OCCUPANTS
LEVEL 03 - 47 OCCUPANTS
TOTAL 294 OCCUPANTS

CITY HALL AND POLICE TOTAL - 889 OCCUPANTS

APPLICABLE BUILDING CODES AND STANDARDS

- 2015 - MICHIGAN BUILDING CODE
- 2015 - MICHIGAN MECHANICAL CODE
- 2018 - MICHIGAN PLUMBING CODE
- 2017 - NATIONAL ELECTRICAL CODE & MICHIGAN PART 8 ELECTRICAL RULES
- 2015 - MICHIGAN ENERGY CODE
- 2015 - MICHIGAN REHABILITATION CODE RULES
- NFPA 10: STANDARD FOR PORTABLE FIRE EXTINGUISHERS 2013
- NFPA 13: STANDARD FOR THE INSTALLATION OF SPRINKLER SYSTEMS 2013
- NFPA 72: NATIONAL FIRE ALARM AND SIGNALING CODE 2013
- NFPA 80: STANDARD FOR FIRE DOORS AND OTHER OPENING PROTECTIVES 2013
- NFPA 170: STANDARD FOR FIRE SAFETY AND EMERGENCY SYMBOLS 2018
- NFPA 1221: STANDARD FOR THE INSTALLATION, MAINTENANCE AND USE OF EMERGENCY SERVICES COMMUNICATIONS SYSTEMS 2013

SHEET INDEX

SHEET NUMBER	SHEET NAME
G001	COVER SHEET
G002	SHEET INDEX AND CODE ANALYSIS
AB-A001	AS-BUILT SITE PLAN
AB-A101	AS-BUILT LOWER LEVEL
AB-A102	AS-BUILT FIRST FLOOR
AB-A103	AS-BUILT SECOND FLOOR
AB-A201	AS-BUILT ELEVATIONS
AB-A202	AS-BUILT ELEVATIONS
A001	PROPOSED SITE PLAN
A101	PROPOSED LOWER LEVEL & PARKING GARAGE PLAN
A102	PROPOSED FIRST FLOOR PLAN
A103	PROPOSED SECOND LEVEL FLOOR PLAN
A104	PROPOSED THIRD LEVEL FLOOR PLAN
A105	OCC LOAD AND PLUMBING FIXTURE COUNT - LOWER LEVEL
A106	OCC LOAD AND PLUMBING FIXTURE COUNT - FIRST FLOOR
A107	OCC LOAD AND PLUMBING FIXTURE COUNT - SECOND FLOOR
A108	OCC LOAD AND PLUMBING FIXTURE COUNT - THIRD FLOOR
A201	PROPOSED BUILDING ELEVATIONS
A202	PROPOSED BUILDING ELEVATIONS
A301	PROPOSED BUILDING SECTIONS
A401	ENLARGED EAST PLAZA PLAN
A601	PROPOSED ROOM SCHEDULES
A903	CITY HALL PERSPECTIVE VIEWS
PH101	CONSTRUCTION PHASING - PHASE I
PH102	CONSTRUCTION PHASING - PHASE II
PH103	CONSTRUCTION PHASING - PHASE III
SEC101	LOWER LEVEL & PARKING GARAGE SECURITY PLAN
SEC102	PROPOSED FIRST FLOOR SECURITY PLAN
SEC103	PROPOSED SECOND FLOOR SECURITY PLAN
SEC104	PROPOSED THIRD FLOOR SECURITY PLAN

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NOT FOR CONSTRUCTION



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MEP ENGINEER:

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T: 248-804-1741

PROJECT NAME:

BIRMINGHAM POLICE DEPARTMENT & CITY HALL ASSESSMENT, RENOVATION, AND ADDITION

151 MARTIN ST.
BIRMINGHAM, MI
48009

ISSUED FOR: PRELIMINARY DESIGN

DRAWING STATUS: PRELIMINARY DESIGN
PROJECT NUMBER: 22-004MI
DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: AARON OLKO
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

SHEET NAME:
SHEET INDEX AND CODE ANALYSIS

G002

SCALE: 12" = 1'-0"



① AS-BUILT SITE PLAN
1/16" = 1'-0"

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PROJECT NAME:
**BIRMINGHAM POLICE
DEPARTMENT & CITY HALL
ASSESSMENT, RENOVATION, AND
ADDITION**

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BIRMINGHAM, MI
48009

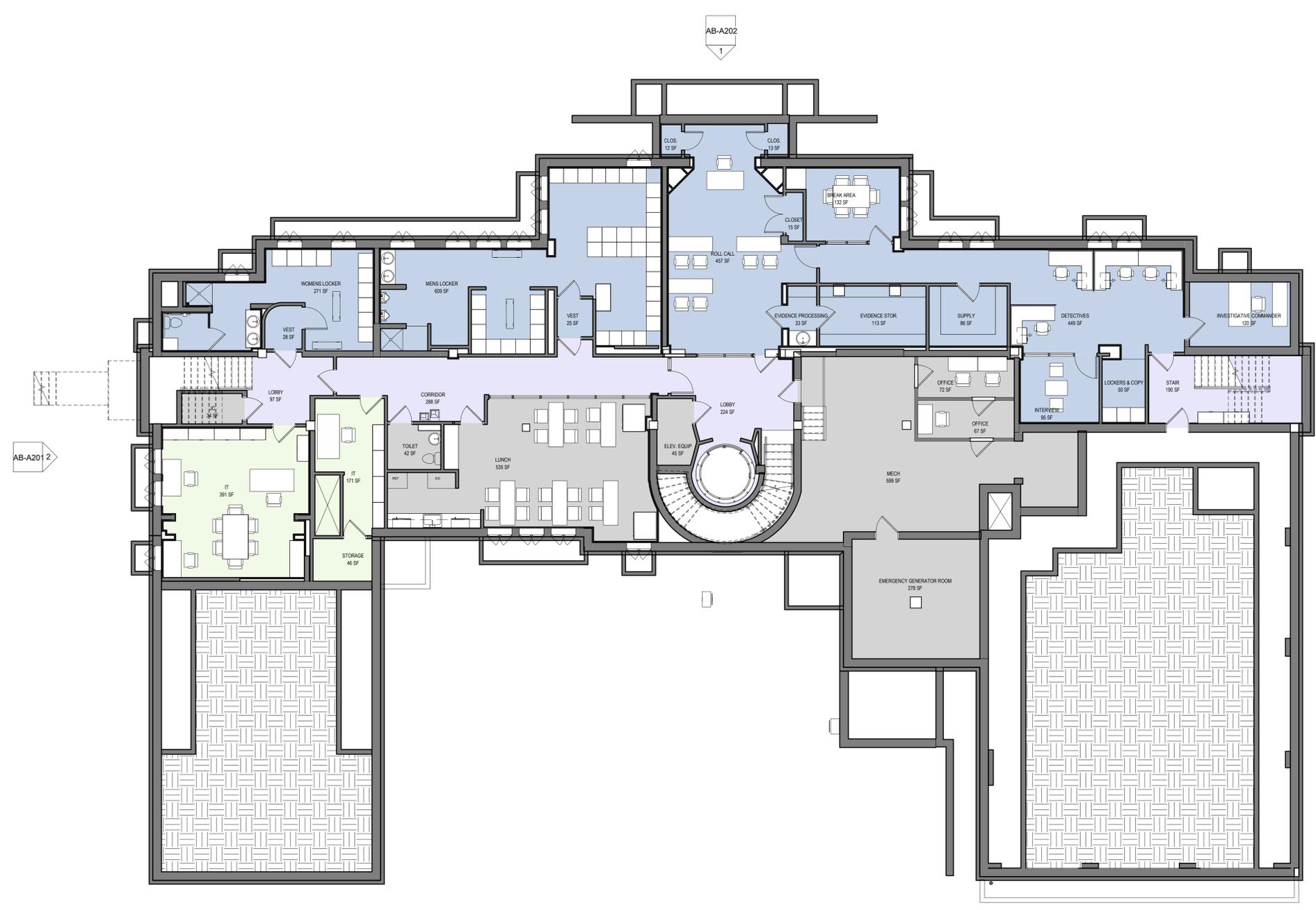
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DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: ROMICA SINGH
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

SHEET NAME:
AS-BUILT SITE PLAN

AB-A001

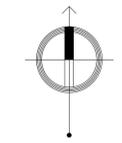
SCALE: 1/16" = 1'-0"



DEPARTMENT LEGEND

- CIRCULATION
- POLICE
- IT
- UTILITY

① AS-BUILT LOWER LEVEL FLOOR PLAN
1/8" = 1'-0"



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CHESTERFIELD, MI 48051
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PROJECT NAME:
**BIRMINGHAM POLICE
DEPARTMENT & CITY HALL
ASSESSMENT, RENOVATION, AND
ADDITION**

151 MARTIN ST.
BIRMINGHAM, MI
48009

ISSUED FOR: PRELIMINARY DESIGN

DRAWING STATUS: PRELIMINARY DESIGN
PROJECT NUMBER: 22-004MI
DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: ROMICA SINGH
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

SHEET NAME:
AS-BUILT LOWER LEVEL

AB-A101

SCALE: 1/8" = 1'-0"



- DEPARTMENT LEGEND**
- CIRCULATION
 - POLICE
 - IT
 - SHOPPING
 - TREASURER
 - CLERK
 - UTILITY

① AS-BUILT FIRST LEVEL FLOOR PLAN
1/8" = 1'-0"

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PROJECT NAME:
**BIRMINGHAM POLICE
DEPARTMENT & CITY HALL
ASSESSMENT, RENOVATION, AND
ADDITION**

151 MARTIN ST.
BIRMINGHAM, MI
48009

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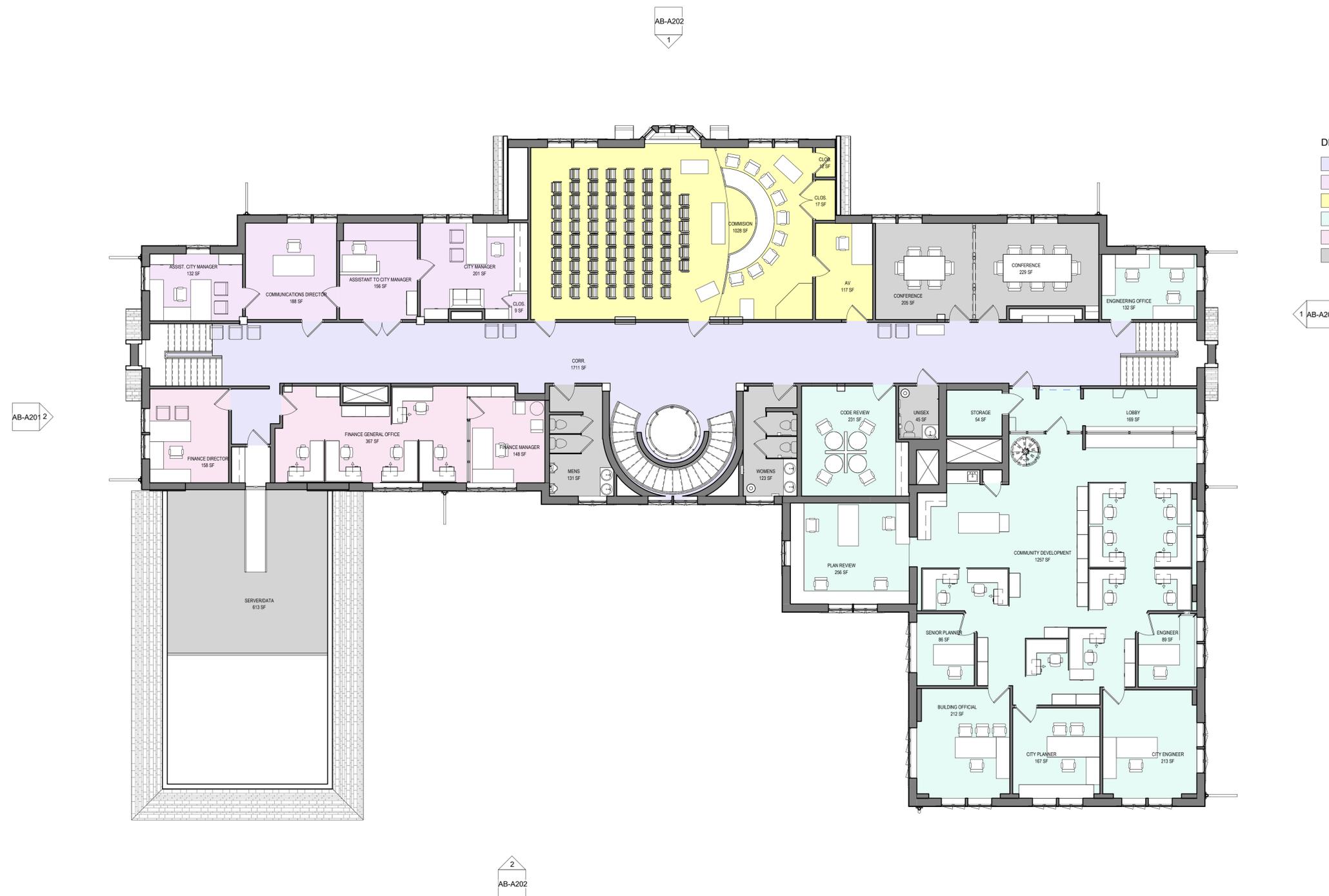
DRAWING STATUS: PRELIMINARY DESIGN
PROJECT NUMBER: 22-004MI
DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: ADRIENNE DAVIES
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

SHEET NAME:
AS-BUILT FIRST FLOOR

AB-A102

SCALE: 1/8" = 1'-0"





- DEPARTMENT LEGEND**
- CIRCULATION
 - CITY MGR
 - COMMISSION
 - COMMUNITY DEVELOPMENT
 - FINANCE
 - UTILITY

① AS-BUILT SECOND LEVEL FLOOR PLAN
1/8" = 1'-0"



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NOT FOR CONSTRUCTION



OWNER:
CITY OF BIRMINGHAM, MICHIGAN
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STRUCTURAL ENGINEER:
ENGLER ENGINEERING
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T: 323-733-6673

MEP ENGINEER:
UNIFIED BUILDING SYSTEMS ENGINEERING
26574 BRONX CT
CHESTERFIELD, MI 48051
T: 248-804-1741

PROJECT NAME:
**BIRMINGHAM POLICE
DEPARTMENT & CITY HALL
ASSESSMENT, RENOVATION, AND
ADDITION**

151 MARTIN ST.
BIRMINGHAM, MI
48009

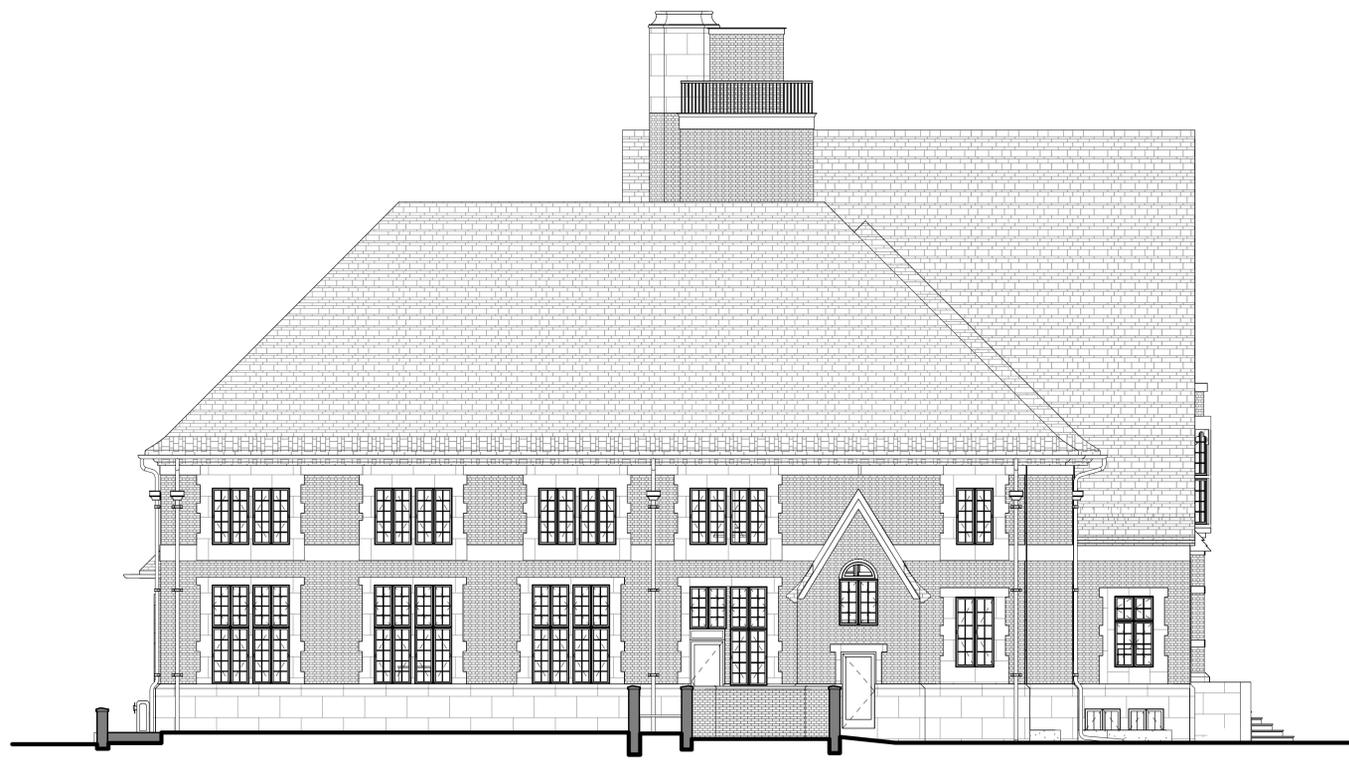
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CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

SHEET NAME:
AS-BUILT SECOND FLOOR

AB-A103

SCALE: 1/8" = 1'-0"



— (E) SECOND LEVEL
799' - 2 3/4"

— (E) FIRST LEVEL
787' - 2 3/4"

— BASEMENT
777' - 2 3/4"

① AS-BUILT EAST ELEVATION
1/8" = 1'-0"



— (E) SECOND LEVEL
799' - 2 3/4"

— (E) FIRST LEVEL
787' - 2 3/4"

— BASEMENT
777' - 2 3/4"

② AS-BUILT WEST ELEVATION
1/8" = 1'-0"

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SHEET NAME:
AS-BUILT ELEVATIONS

AB-A201

SCALE: 1/8" = 1'-0"

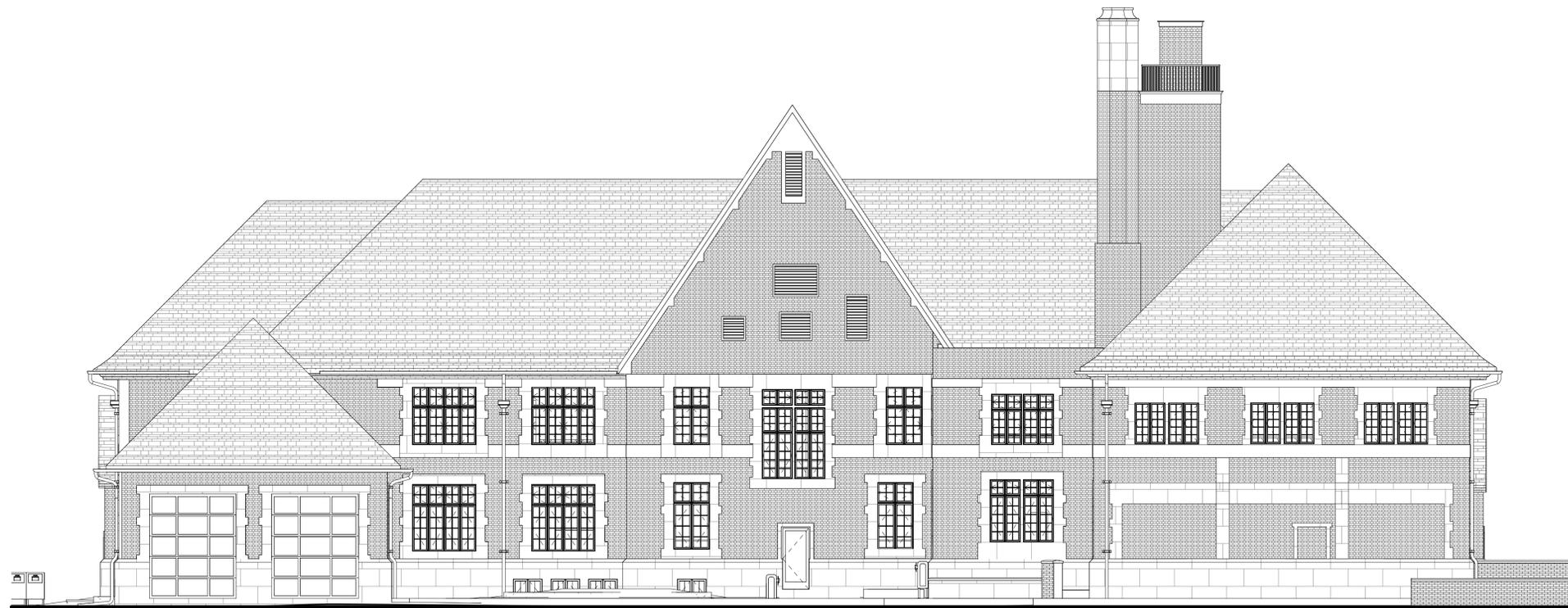


① AS-BUILT NORTH ELEVATION
1/8" = 1'-0"

--- (E) SECOND LEVEL
799' - 2 3/4"

--- (E) FIRST LEVEL
787' - 2 3/4"

--- BASEMENT
777' - 2 3/4"



② AS-BUILT SOUTH ELEVATION
1/8" = 1'-0"

--- (E) SECOND LEVEL
799' - 2 3/4"

--- (E) FIRST LEVEL
787' - 2 3/4"

--- BASEMENT
777' - 2 3/4"

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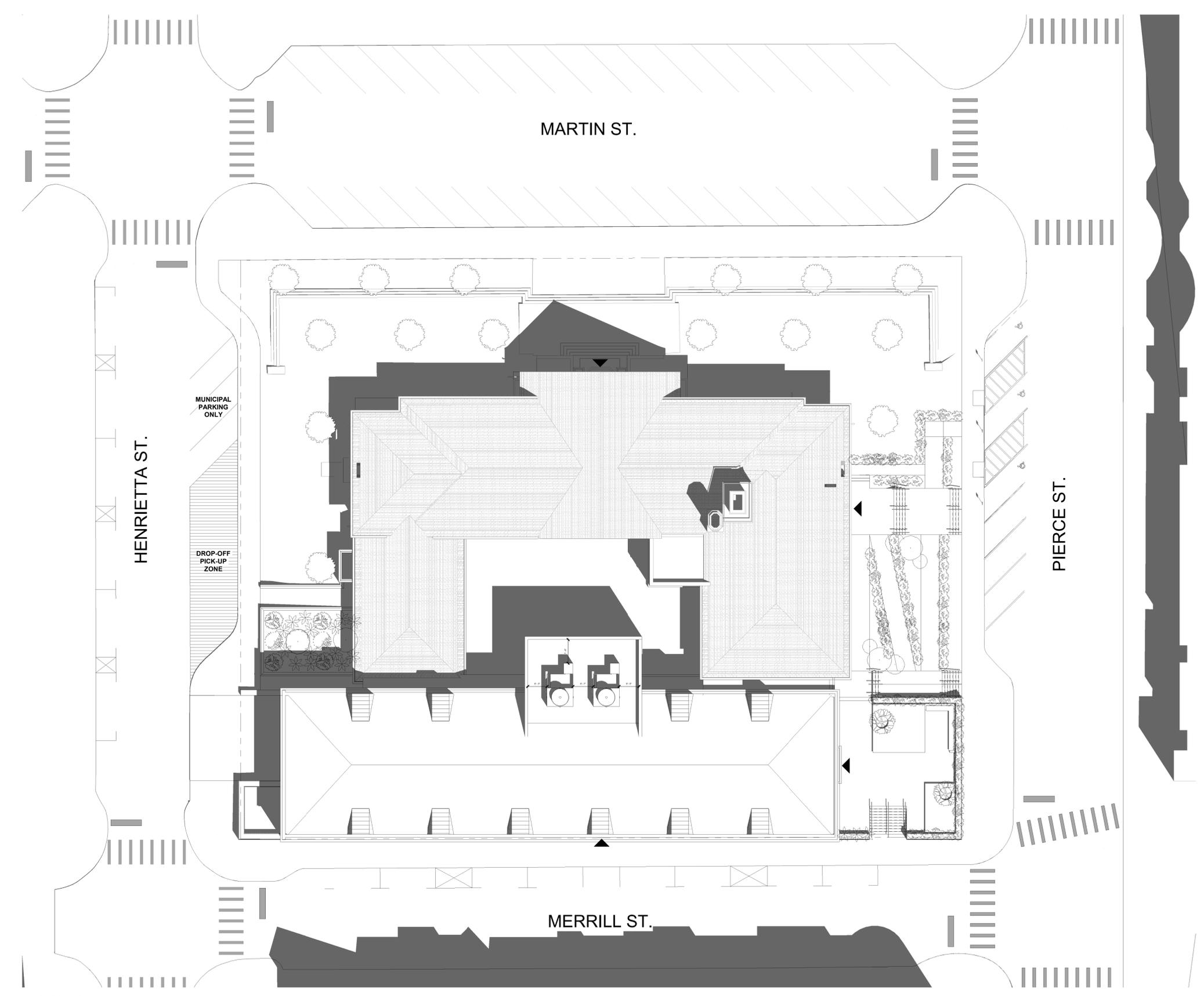
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APPROVED BY: AARON OLKO

SHEET NAME:
AS-BUILT ELEVATIONS

AB-A202

SCALE: 1/8" = 1'-0"



1 PROPOSED SITE PLAN
1/16" = 1'-0"

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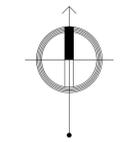
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DRAWING LEGEND
▲ ENTRANCE



SHEET NAME:
PROPOSED SITE PLAN

A001

SCALE: As indicated

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**BIRMINGHAM POLICE
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PROJECT NAME:

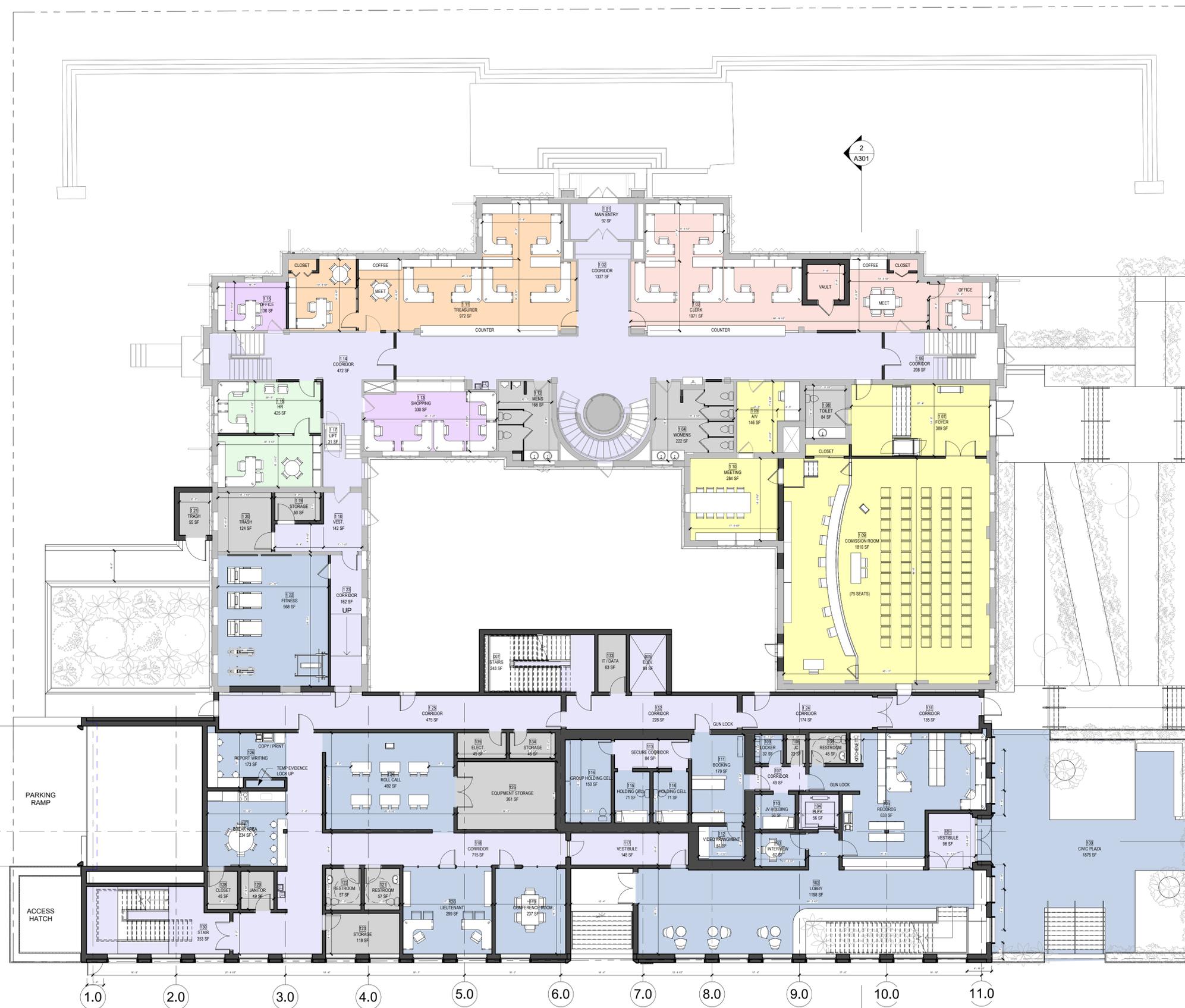
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DRAWING STATUS: PRELIMINARY DESIGN
 PROJECT NUMBER: 22-004MI
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 PROJECT ARCHITECT: ADRIENNE DAVIES
 DESIGNED BY: ROMICA SINGH
 DRAWN BY: ALEJANDRA CHONA
 CHECKED BY: ROBERT JANIK
 APPROVED BY: AARON OLKO

SHEET NAME:
 PROPOSED FIRST FLOOR PLAN

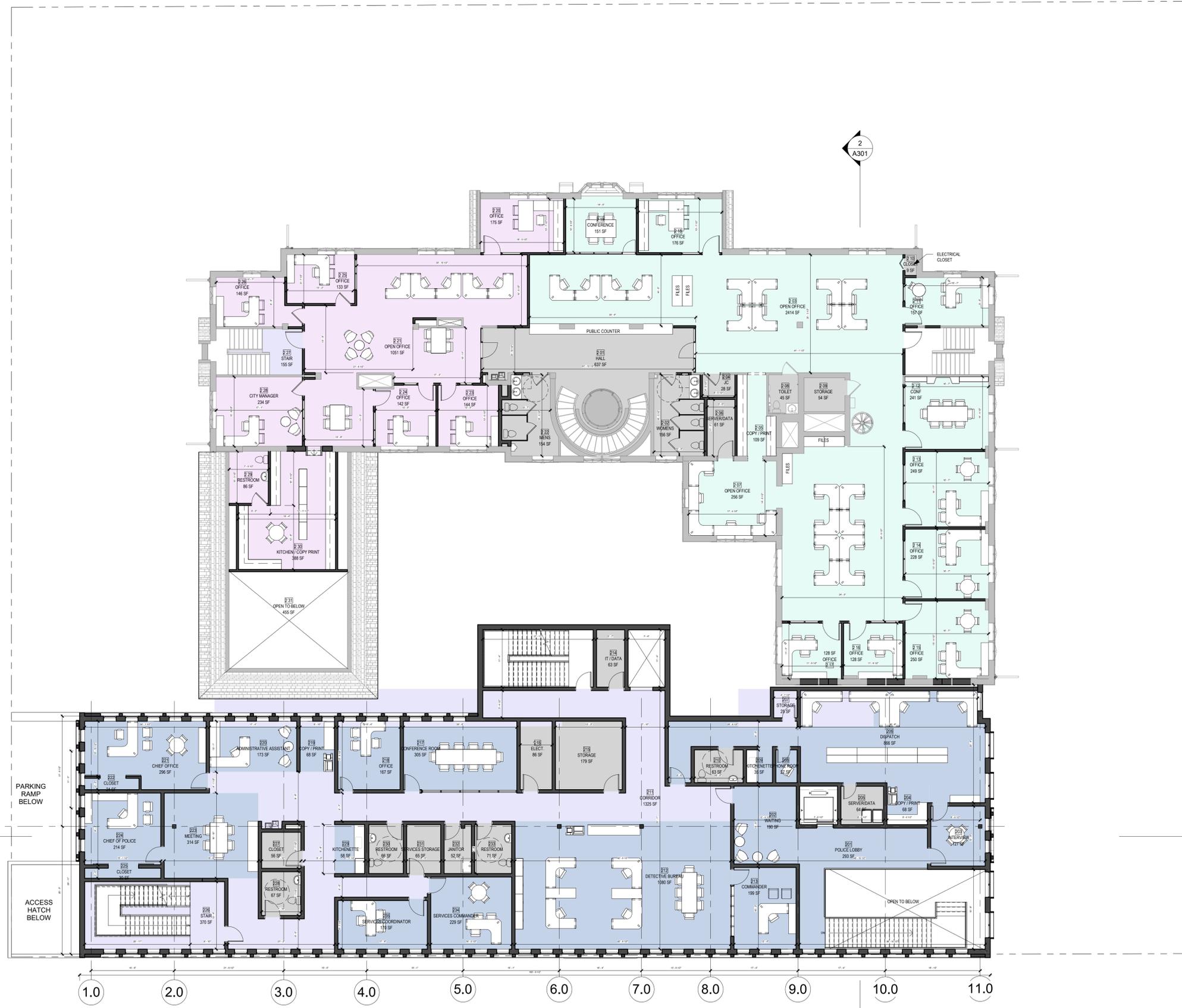
A102

SCALE: 1" = 10'-0"



- DEPARTMENT LEGEND**
- CIRCULATION
 - POLICE
 - COMMISSION
 - HR
 - SHOPPING
 - TREASURER
 - CLERK
 - UTILITY

1 PROPOSED LEVEL 01 FLOOR PLAN
 1" = 10'-0"



- DEPARTMENT LEGEND
- CIRCULATION
 - POLICE
 - CITY MGR
 - COMMUNITY DEVELOPMENT
 - UTILITY

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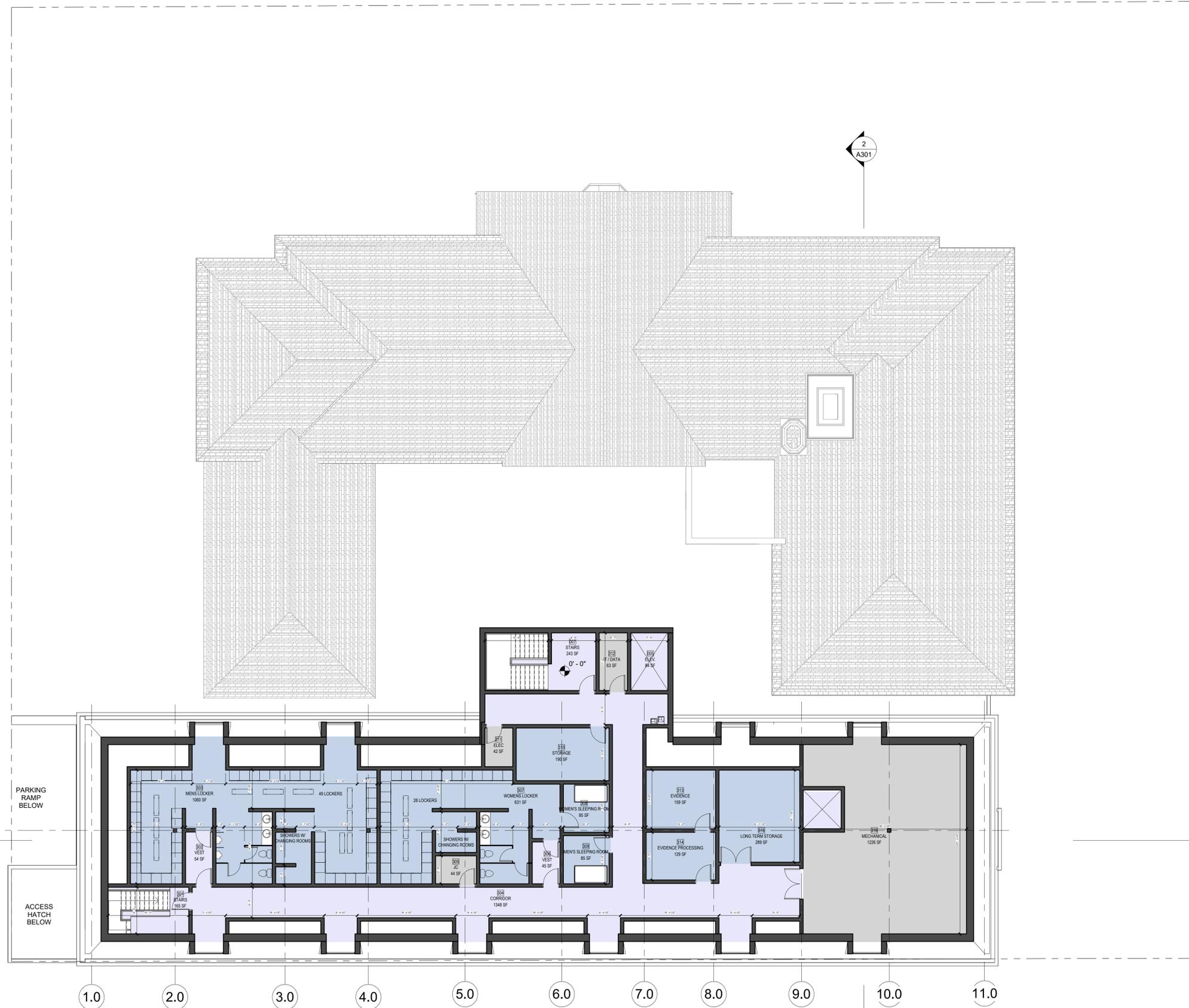
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SHEET NAME:
 PROPOSED SECOND LEVEL FLOOR
 PLAN

A103

SCALE: 1" = 10'-0"

1 PROPOSED LEVEL 02 FLOOR PLAN
 1" = 10'-0"



DEPARTMENT LEGEND

- CIRCULATION
- POLICE
- UTILITY

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SHEET NAME:
 PROPOSED THIRD LEVEL FLOOR
 PLAN

A104

SCALE: 1" = 10'-0"

② PROPOSED LEVEL 03 FLOOR PLAN
 1" = 10'-0"

SPACE FUNCTION	LOAD FACTOR
ACCESSORY STORAGE/MECH AREAS	300 GROSS
PLATFORM / ASSEMBLY WITHOUT FIXED SEATS - UNCONCENTRATED TABLES AND CHAIRS	15 NET
STANDING	5 NET
BUSINESS AREAS	100 GROSS
LOCKER	50 GROSS
PARKING	200 GROSS
SLEEP	100 NET
INSTITUTION - INPATIENT	240 NET

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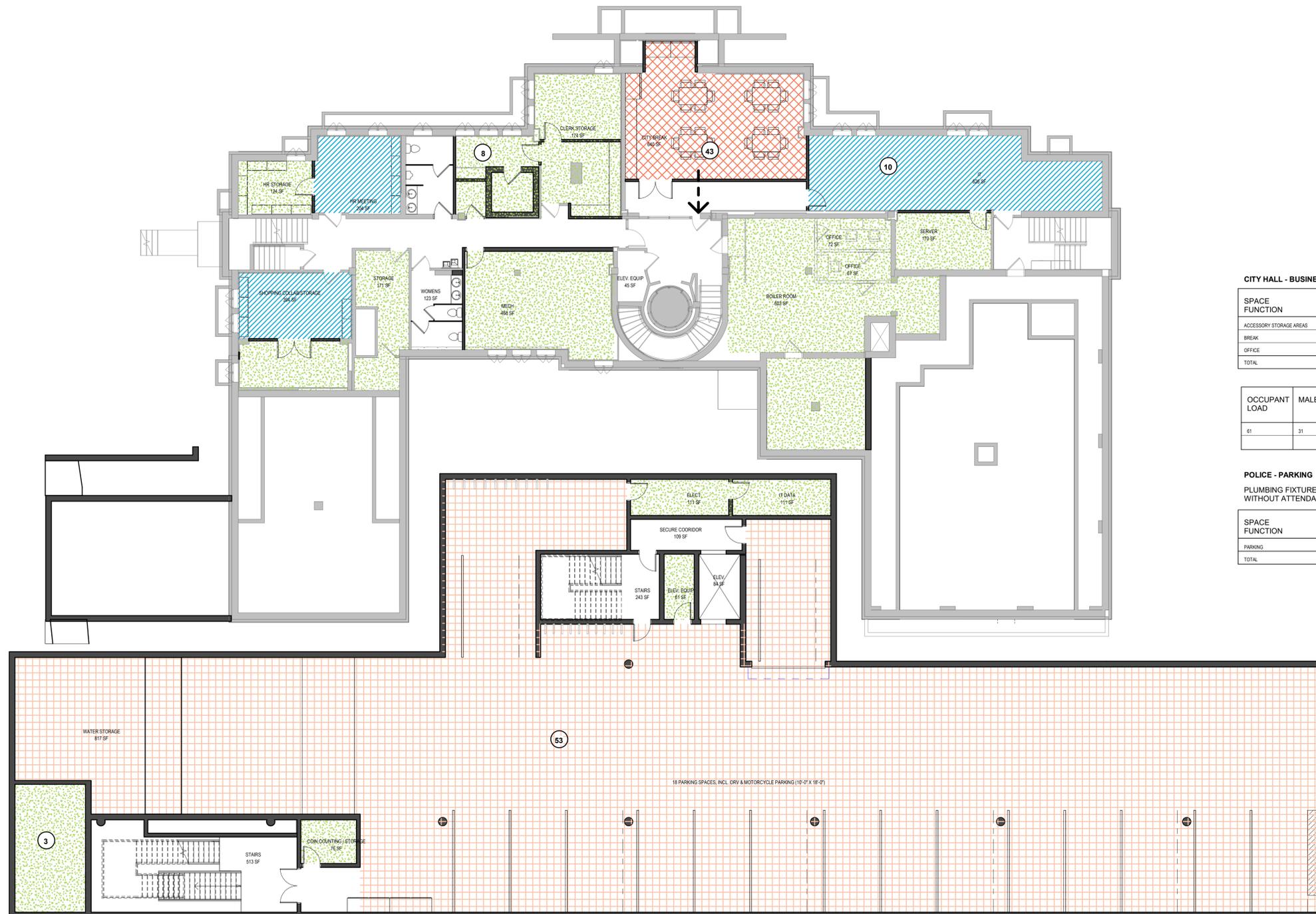
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CITY HALL - BUSINESS

SPACE FUNCTION	LOAD FACTOR	OCCUPANT LOAD
ACCESSORY STORAGE AREAS	300 GROSS	8
BREAK	15 NET	43
OFFICE	100 GROSS	10
TOTAL		61

OCCUPANT LOAD	MALE	FEMALE	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN
			MALE	FEMALE	MALE	FEMALE	
61	31	31	2	2	1	1	1

POLICE - PARKING

PLUMBING FIXTURES ARE NOT REQUIRED FOR PARKING FACILITIES WITHOUT ATTENDANTS

SPACE FUNCTION	LOAD FACTOR	AREA	OCCUPANT LOAD
PARKING	200 GROSS	9,898	50
TOTAL			50

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APPROVED BY: AARON OLKO

SHEET NAME:
 OCC LOAD AND PLUMBING
 FIXTURE COUNT - LOWER LEVEL

A105

SCALE: As indicated

① LEVEL 00 - OCC LOAD AND PLUMBING
 FIXTURE COUNT
 1" = 10'-0"

SPACE FUNCTION	LOAD FACTOR
ACCESSORY STORAGE AREAS	300 GROSS
PLATFORM / ASSEMBLY WITHOUT FIXED SEATS / UNCONCENTRATED TABLES AND CHAIRS	15 NET
STANDING	5 NET
BUSINESS AREAS	100 GROSS
LOCKER	50 GROSS
PARKING	200 GROSS
SLEEP	120 NET
INSTITUTION - INPATIENT	240 NET

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BIRMINGHAM POLICE DEPARTMENT & CITY HALL ASSESSMENT, RENOVATION, AND ADDITION

PROJECT NAME:

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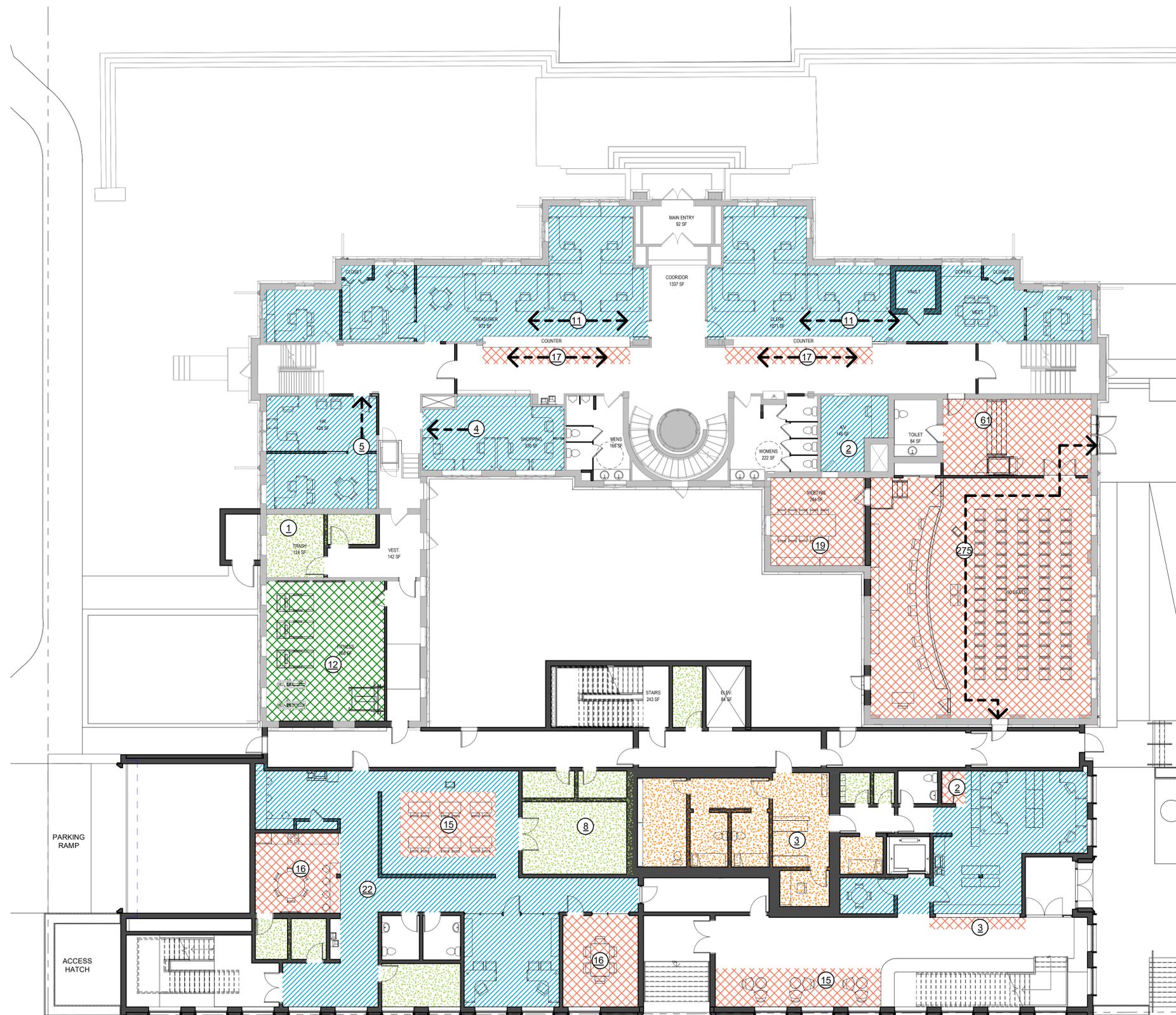
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SHEET NAME:
 OCC LOAD AND PLUMBING
 FIXTURE COUNT - FIRST FLOOR

A106

SCALE: As indicated



CITY HALL - BUSINESS

SPACE FUNCTION	LOAD FACTOR	OCCUPANT LOAD
ACCESSORY STORAGE AREAS	300 GROSS	2
FRONT DESK	5 NET	33
OFFICE SPACE	100 GROSS	33
TOTAL		68

OCCUPANT LOAD	MALE	FEMALE	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN 1 per 100
			MALE	FEMALE	MALE	FEMALE	
68	34	34	2	2	1	1	1

CITY HALL - ASSEMBLY

SPACE FUNCTION	LOAD FACTOR	OCCUPANT LOAD
FOYER	5 NET	51
MEETING	15 NET	19
COMMISSION ROOM	7 NET	275
TOTAL		355

OCCUPANT LOAD	MALE	FEMALE	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN 1 per 100
			MALE	FEMALE	MALE	FEMALE	
355	178	178	2	3	1	1	1

POLICE DEPT - BUSINESS

SPACE FUNCTION	LOAD FACTOR	OCCUPANT LOAD
ACCESSORY STORAGE AREAS	300 GROSS	8
OFFICE SPACE	100 GROSS	22
ASSEMBLY	15 NET	67
TOTAL		97

OCCUPANT LOAD	MALE	FEMALE	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN 1 per 100
			MALE	FEMALE	MALE	FEMALE	
97	49	49	2	2	2	2	1

POLICE DEPT - INSTITUTIONAL

SPACE FUNCTION	LOAD FACTOR	OCCUPANT LOAD
INSTITUTIONAL	240 GROSS	3
TOTAL		3

LEVEL 01 - OCC LOAD AND PLUMBING
 FIXTURE COUNT
 1" = 10'-0"

SPACE FUNCTION	LOAD FACTOR
ACCESSORY STORAGE AREAS	300 GROSS
PLATFORM / ASSEMBLY WITHOUT FIXED SEATS - UNCONCENTRATED TABLES AND CHAIRS	15 NET
STANDING	5 NET
BUSINESS AREAS	100 GROSS
LOCKER	50 GROSS
PARKING	200 GROSS
SLEEP	120 NET
INSTITUTION - INPATIENT	240 NET

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CITY HALL - BUSINESS

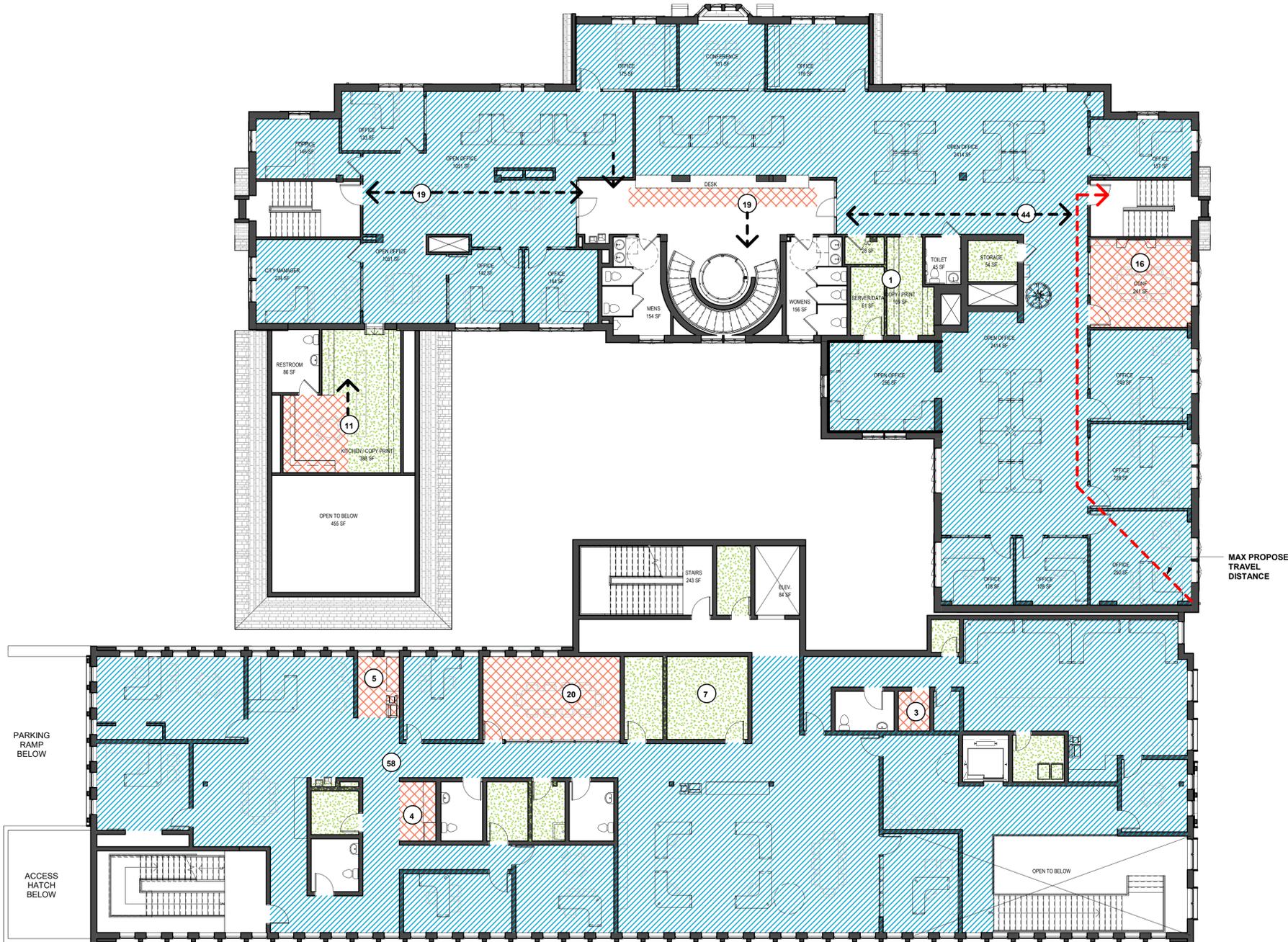
SPACE FUNCTION	LOAD FACTOR	OCCUPANT LOAD
ACCESSORY STORAGE AREAS	300 GROSS	2
CONFERENCE ROOM	15 NET	16
KITCHEN / BREAK	15 NET	17
FRONT DESK	5 NET	19
WAITING ROOM	15 NET	8
KITCHEN	15 NET	9
OPEN OFFICE	100 GROSS	40
TOTAL		111

OCCUPANT LOAD	MALE	FEMALE	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN
			MALE	FEMALE	MALE	FEMALE	
111	56	56	3	3	2	2	2

POLICE - BUSINESS

SPACE FUNCTION	LOAD FACTOR	OCCUPANT LOAD
ACCESSORY STORAGE AREAS	300 GROSS	7
CONF / KITCHEN / BREAK	15 NET	32
BUSINESS / OPEN OFFICE	100 GROSS	58
TOTAL		97

OCCUPANT LOAD	MALE	FEMALE	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN
			MALE	FEMALE	MALE	FEMALE	
97	49	49	2	2	2	2	1



BIRMINGHAM POLICE DEPARTMENT & CITY HALL ASSESSMENT, RENOVATION, AND ADDITION

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 48009

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 DRAWN BY: ADRIENNE DAVIES
 CHECKED BY: ROBERT JANIK
 APPROVED BY: AARON OLKO

SHEET NAME:
 OCC LOAD AND PLUMBING
 FIXTURE COUNT - SECOND FLOOR

A107

SCALE: As indicated

LEVEL 02 - OCC LOAD AND PLUMBING
 FIXTURE COUNT
 1" = 10'-0"



② NORTH ELEVATION
1" = 10'-0"



① EAST ELEVATION
1" = 10'-0"

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T: 323-733-6673

MEP ENGINEER:
UNIFIED BUILDING SYSTEMS ENGINEERING
26574 BRONX CT
CHESTERFIELD, MI 48051
T: 248-804-1741

PROJECT NAME:
**BIRMINGHAM POLICE
DEPARTMENT & CITY HALL
ASSESSMENT, RENOVATION, AND
ADDITION**

151 MARTIN ST.
BIRMINGHAM, MI
48009

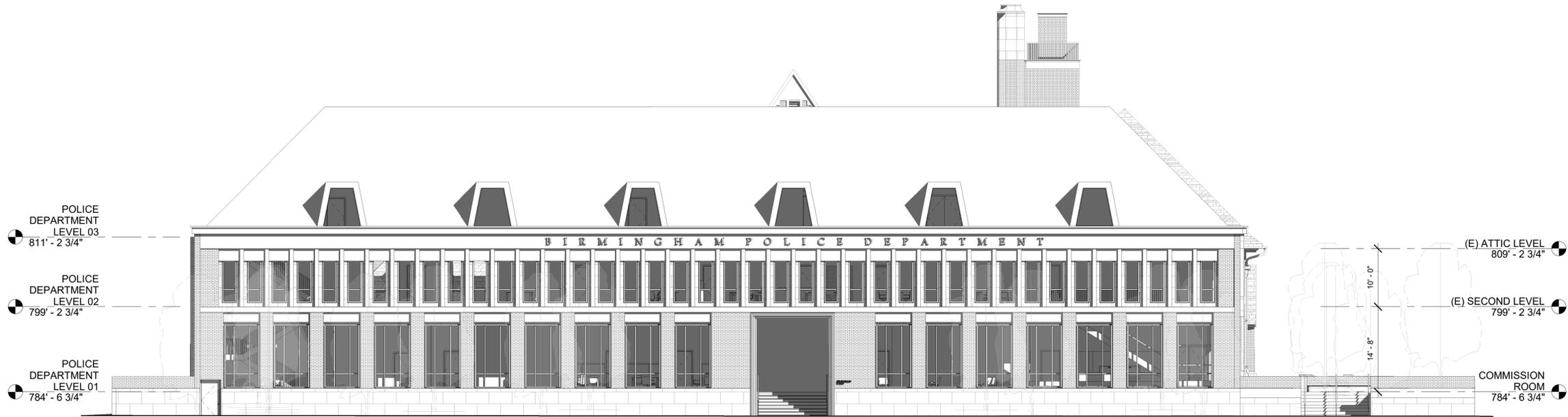
ISSUED FOR: PRELIMINARY DESIGN

DRAWING STATUS: PRELIMINARY DESIGN
PROJECT NUMBER: 22-004MI
DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: ROMICA SINGH
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

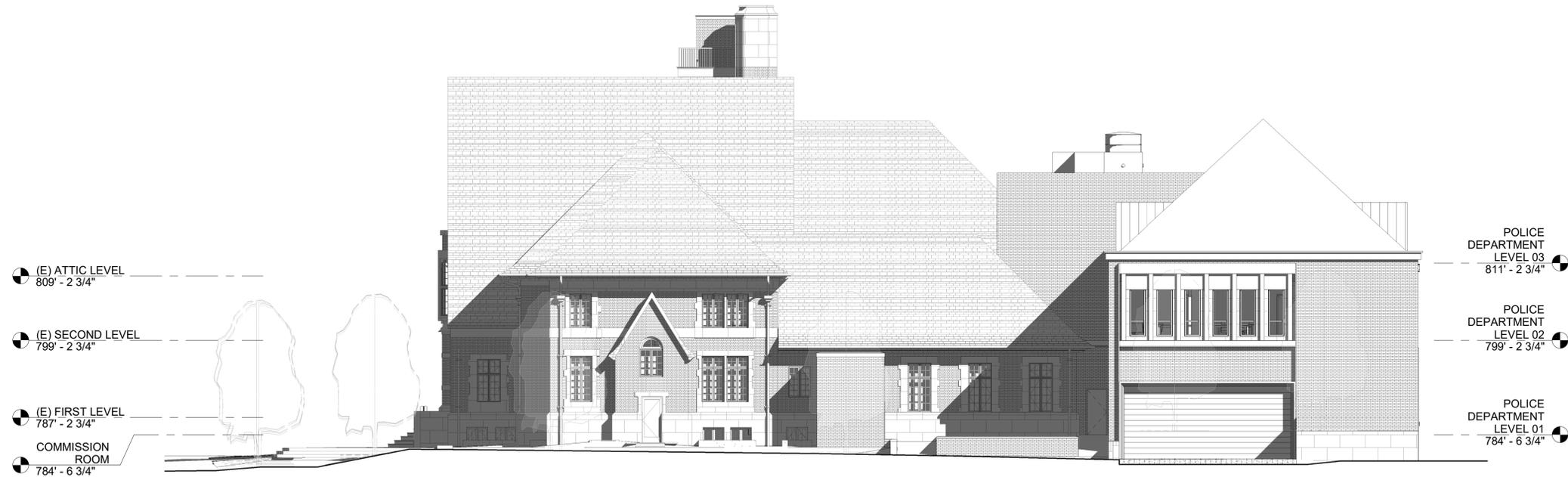
SHEET NAME:
PROPOSED BUILDING ELEVATIONS

A201

SCALE: 1" = 10'-0"



① SOUTH ELEVATION
1" = 10'-0"



② WEST ELEVATION
1" = 10'-0"

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Okemos, MI 48864

NOT FOR CONSTRUCTION



OWNER:

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BIRMINGHAM, MI 48009
T: 248-530-1800

STRUCTURAL ENGINEER:

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APPROVED BY: AARON OLKO

SHEET NAME:
PROPOSED BUILDING ELEVATIONS

A202

SCALE: 1" = 10'-0"

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MEP ENGINEER:
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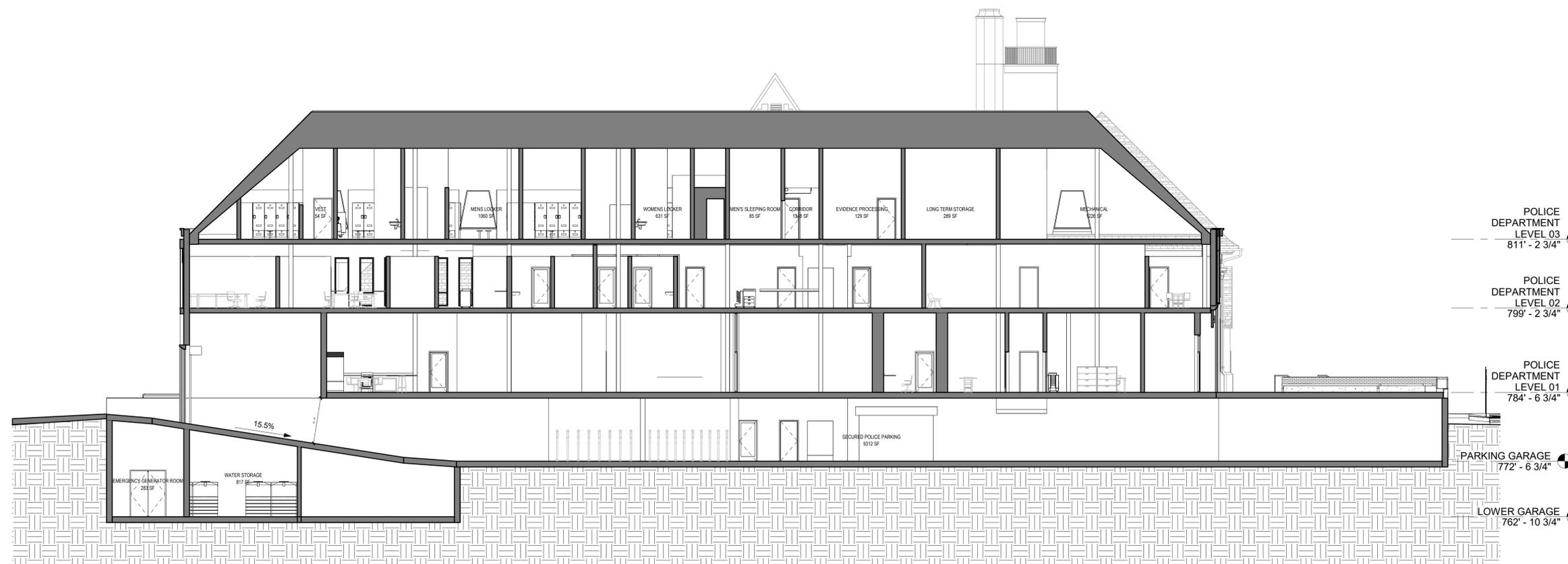
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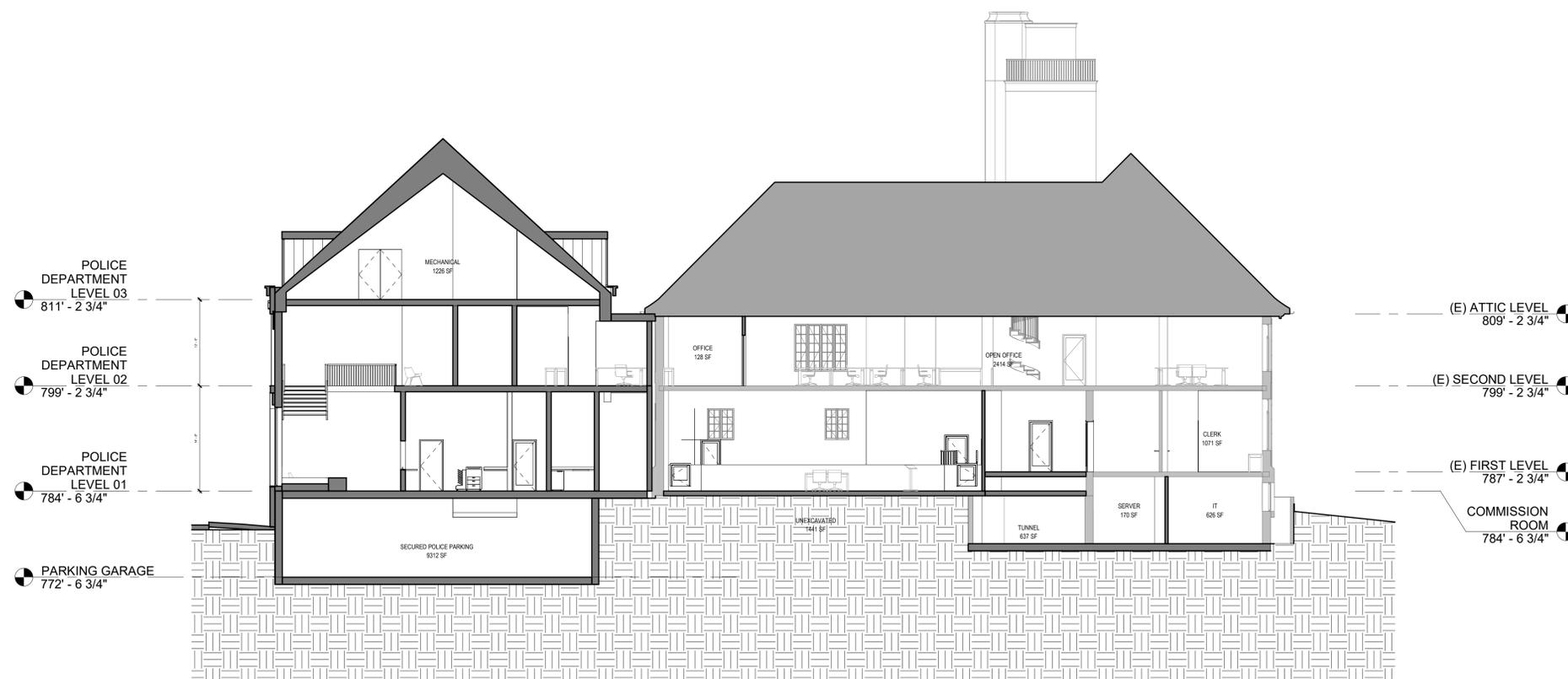
SHEET NAME:
 PROPOSED BUILDING SECTIONS

A301

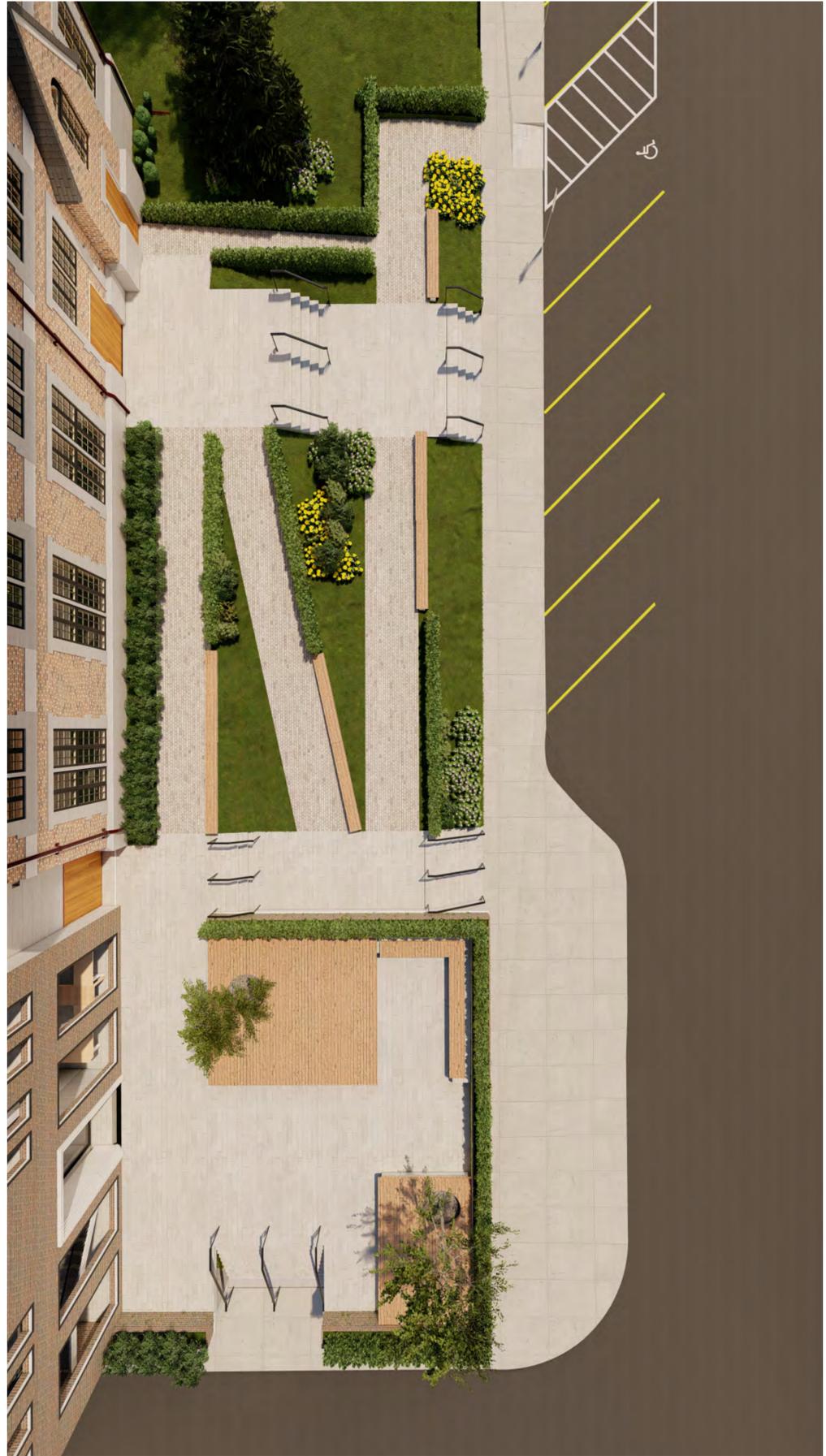
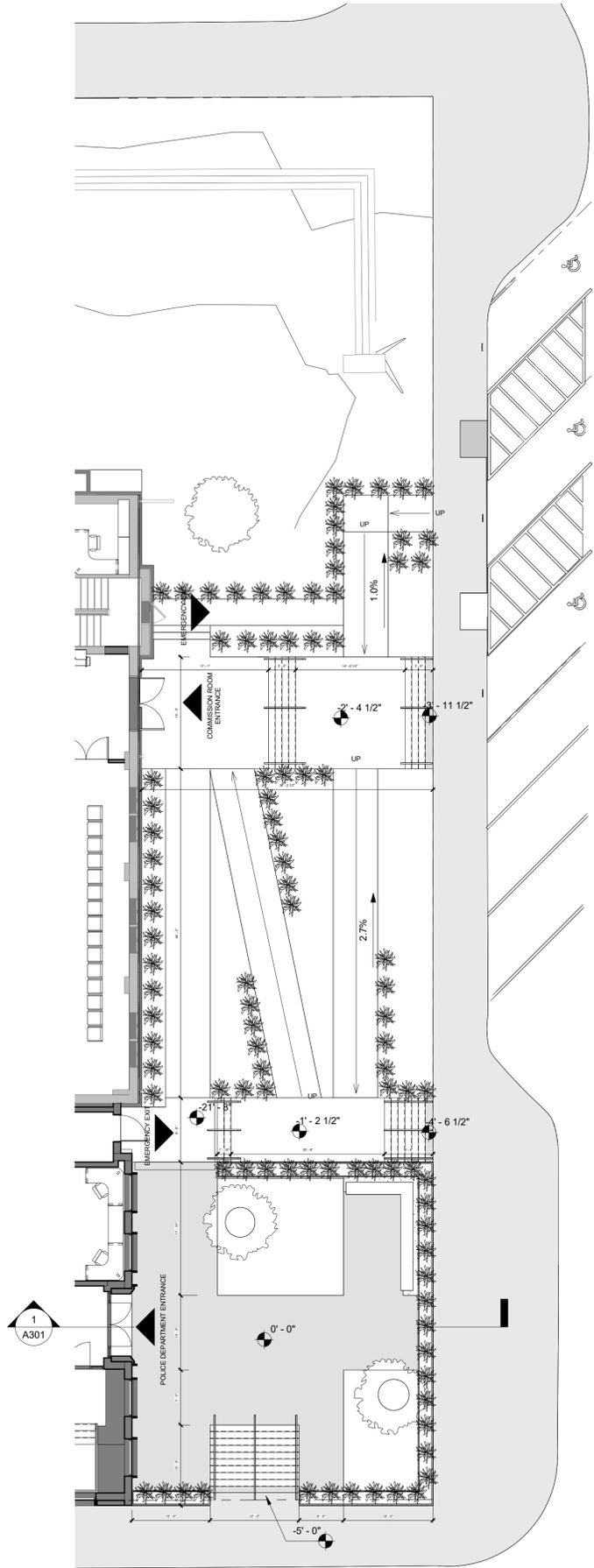
SCALE: 1" = 10'-0"



① LONGITUDINAL SECTION 01
 1" = 10'-0"



② LATERAL SECTION 01
 1" = 10'-0"



1 ENLARGED EAST PLAZA PLAN
1" = 10'-0"

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APPROVED BY: AARON OLKO

SHEET NAME:
ENLARGED EAST PLAZA PLAN

A401

SCALE: 1" = 10'-0"

POLICE DEPARTMENT ROOM SCHEDULE

Number	NAME	AREA
LOWER GARAGE		
01	WATER STORAGE	817 SF
02	EMERGENCY GENERATOR ROOM	283 SF
LOWER GARAGE: 2		1100 SF

PARKING GARAGE

001	STAIRS	513 SF
002	COIN COUNTING / STORAGE	76 SF
003	SECURED POLICE PARKING	9312 SF
004	SALLY PORT	378 SF
005	ELEV.	84 SF
006	ELEV. EQUIP	61 SF
007	STAIRS	243 SF
008	SECURE COORIDOR	109 SF
009	ELECT.	111 SF
010	IT DATA	111 SF
PARKING GARAGE: 10		10999 SF

COMMISSION ROOM

1 24	CORRIDOR	174 SF
1 25	CORRIDOR	475 SF
COMMISSION ROOM: 2		649 SF

POLICE DEPARTMENT LEVEL 01

101	VESTIBULE	96 SF
102	LOBBY	1198 SF
103	INTERVIEW	67 SF
104	ELEV.	56 SF
105	RECORDS	638 SF
106	RESTROOM	45 SF
107	CORRIDOR	49 SF
108	JC	22 SF
109	LOCKER	32 SF
110	JV HOLDING	56 SF
111	BOOKING	179 SF
112	VIDEO ARANGMENT	61 SF
113	SECURE COORIDOR	84 SF
114	HOLDING CELL	71 SF
115	HOLDING CELL	71 SF
116	GROUP HOLDING CELL	150 SF
117	VESTIBULE	148 SF
118	CORRIDOR	715 SF
119	CONFERENCE ROOM	237 SF
120	LIEUTENANT	299 SF
121	RESTROOM	57 SF
122	RESTROOM	57 SF
123	STORAGE	118 SF
124	ROLL CALL	492 SF
125	EQUIPMENT STORAGE	261 SF
126	REPORT WRITING	173 SF
127	BREAK AREA	234 SF
128	CLOSET	45 SF
129	JANITOR	49 SF
130	STAIR	353 SF
131	CORRIDOR	135 SF
132	CORRIDOR	228 SF

POLICE DEPARTMENT ROOM SCHEDULE

Number	NAME	AREA
133	IT / DATA	63 SF
134	STORAGE	46 SF
135	ELECT.	49 SF
POLICE DEPARTMENT LEVEL 01: 35		6632 SF

POLICE DEPARTMENT LEVEL 02

201	POLICE LOBBY	293 SF
202	WAITING	190 SF
203	INTERVIEW	127 SF
204	COPY / PRINT	68 SF
205	SERVER/DATA	64 SF
206	DISPATCH	866 SF
207	STORAGE	25 SF
208	PHONE ROOM	27 SF
209	KITCHENETTE	35 SF
210	RESTROOM	63 SF
211	CORRIDOR	1325 SF
212	DETECTIVE BUREAU	1080 SF
213	COMMANDER	199 SF
214	IT / DATA	63 SF
215	STORAGE	179 SF
216	ELECT.	86 SF
217	CONFERENCE ROOM	305 SF
218	OFFICE	167 SF
219	COPY / PRINT	68 SF
220	ADMINISTRATIVE ASSISTANT	173 SF
221	CHIEF OFFICE	296 SF
222	CLOSET	24 SF
223	MEETING	314 SF
224	CHIEF OF POLICE	214 SF
225	CLOSET	30 SF
226	STAIR	370 SF
227	CLOSET	56 SF
228	RESTROOM	67 SF
229	KITCHENETTE	58 SF
230	RESTROOM	66 SF
231	SERVICES STORAGE	65 SF
232	JANITOR	52 SF
233	RESTROOM	71 SF
234	SERVICES COMMANDER	229 SF
235	SERVICES COORDINATOR	170 SF
POLICE DEPARTMENT LEVEL 02: 35		7487 SF

POLICE DEPARTMENT LEVEL 03

301	STAIRS	165 SF
302	VEST	54 SF
303	MENS LOCKER	1060 SF
304	CORRIDOR	1348 SF
305	JC	44 SF
306	VEST	45 SF
307	WOMENS LOCKER	631 SF
308	WOMEN'S SLEEPING ROOM	85 SF
309	MEN'S SLEEPING ROOM	85 SF
310	STORAGE	190 SF
311	ELEC	42 SF
313	EVIDENCE	159 SF
314	EVIDENCE PROCESSING	129 SF
315	LONG TERM STORAGE	289 SF
316	MECHANICAL	1226 SF
POLICE DEPARTMENT LEVEL 03: 15		5554 SF
Grand total: 99		32421 SF

CITY HALL ROOM SCHEDULE

Number	NAME	AREA
--------	------	------

BASEMENT

0 01	CORRIDOR	224 SF
0 02	ELEV. EQUIP	45 SF
0 03	SECURE CORR	178 SF
0 04	CITY BREAK	640 SF
0 05	IT	626 SF
0 06	SERVER	170 SF
0 07	CORRIDOR	190 SF
0 08	BOILER ROOM	602 SF
0 09	OFFICE	72 SF
0 10	OFFICE	67 SF
0 11	FIRE PUMP ROOM	281 SF
0 12	CORRIDOR	372 SF
0 13	MECH	468 SF
0 14	MAIL ROOM	166 SF
0 15	CLERK STORAGE	174 SF
0 16	TREASURER STORAGE	89 SF
0 17	VAULT	55 SF
0 18	ELECT.	32 SF
0 19	MENS	115 SF
0 20	HR MEETING	204 SF
0 21	HR STORAGE	124 SF
0 22	STAIR	78 SF
0 23	JC	34 SF
0 24	SHOPPING COLLAB/STORAGE	394 SF
0 25	STORAGE	171 SF
0 26	STORG.	46 SF
0 27	WOMENS	123 SF
BASEMENT: 27		5742 SF

(E) FIRST LEVEL

1 01	MAIN ENTRY	92 SF
1 02	COORIDOR	1337 SF
1 03	CLERK	1071 SF
1 04	WOMENS	222 SF
1 05	A/V	146 SF
1 06	COORIDOR	208 SF
1 07	FOYER	389 SF
1 08	TOILET	84 SF
1 09	COMISSION ROOM	1810 SF
1 10	MEETING	284 SF
1 11	TREASURER	972 SF
1 12	MENS	168 SF
1 13	SHOPPING	330 SF
1 14	COORIDOR	472 SF
1 15	OFFICE	130 SF
1 16	HR	425 SF
1 17	LIFT	31 SF
1 18	VEST.	142 SF
1 19	STORAGE	50 SF
1 20	TRASH	124 SF
1 21	TRASH	55 SF
1 22	FITNESS	568 SF
1 23	CORRIDOR	162 SF
(E) FIRST LEVEL: 23		9270 SF

CITY HALL ROOM SCHEDULE

Number	NAME	AREA
--------	------	------

(E) SECOND LEVEL

2 01	HALL	637 SF
2 02	WOMENS	156 SF
2 03	OPEN OFFICE	2414 SF
2 04	JC	28 SF
2 05	COPY / PRINT	109 SF
2 06	SERVER/DATA	61 SF
2 07	OPEN OFFICE	256 SF
2 08	TOILET	45 SF
2 09	STORAGE	54 SF
2 10	CLOSET	9 SF
2 11	OFFICE	157 SF
2 12	CONF	241 SF
2 13	OFFICE	249 SF
2 14	OFFICE	228 SF
2 15	OFFICE	250 SF
2 16	OFFICE	128 SF
2 17	OFFICE	128 SF
2 18	OFFICE	176 SF
2 19	CONFERENCE	151 SF
2 20	OFFICE	175 SF
2 21	OPEN OFFICE	1051 SF
2 22	MENS	154 SF
2 23	OFFICE	144 SF
2 24	OFFICE	142 SF
2 25	OFFICE	133 SF
2 26	OFFICE	146 SF
2 27	STAIR	155 SF
2 28	CITY MANAGER	234 SF
2 29	RESTROOM	86 SF
2 30	KITCHEN / COPY PRINT	388 SF
2 31	OPEN TO BELOW	455 SF
(E) SECOND LEVEL: 31		8744 SF
Grand total: 81		23755 SF

ARCHITECT:

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STRUCTURAL ENGINEER:

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 888 S. FIGUEROA STREET, 18TH FLOOR
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MEP ENGINEER:

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 26574 BRONX CT
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**BIRMINGHAM POLICE
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 ASSESSMENT, RENOVATION, AND
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SHEET NAME:
 PROPOSED ROOM SCHEDULES

A601

SCALE:



① FRONT OF CITY HALL 01



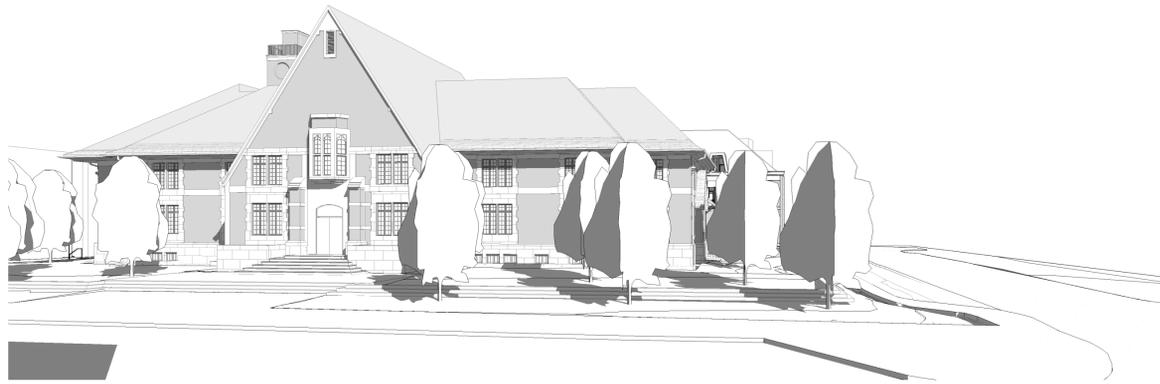
④ FRONT OF CITY HALL 04



② FRONT OF CITY HALL 02



⑤ FRONT OF CITY HALL 05



③ FRONT OF CITY HALL 03



⑥ FRONT OF CITY HALL 06

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SHEET NAME:
 CITY HALL PERSPECTIVE VIEWS

A903

SCALE:



AREA OF CONSTRUCTION



COMPLETED CONSTRUCTION

CONSTRUCTION PHASE I:

PHASE I CONSISTS OF CONSTRUCTING THE NEW POLICE DEPARTMENT IN THE LOCATION OF THE EXISTING PARKING LOT, THE TRASH ENCLOSURE AND LOADING/UNLOADING LOCATION OF THE NEW FACILITY ON THE WEST SIDE OF THE PARCEL. EXPANDED PARKING ALONG HENRIETTA WILL ALSO TAKE PLACE DURING THIS PHASE OF CONSTRUCTION.

OPERATIONS IN THE EXISTING MUNICIPAL BUILDING WILL CONTINUE AS NORMAL. POLICE AND CITY PARKING MUST BE RELOCATED FROM THE PARKING LOT DURING CONSTRUCTION. TEMPORARY ACCESSIBLE RAMP AND SERVICES MUST BE PROVIDED DURING THIS PHASE.

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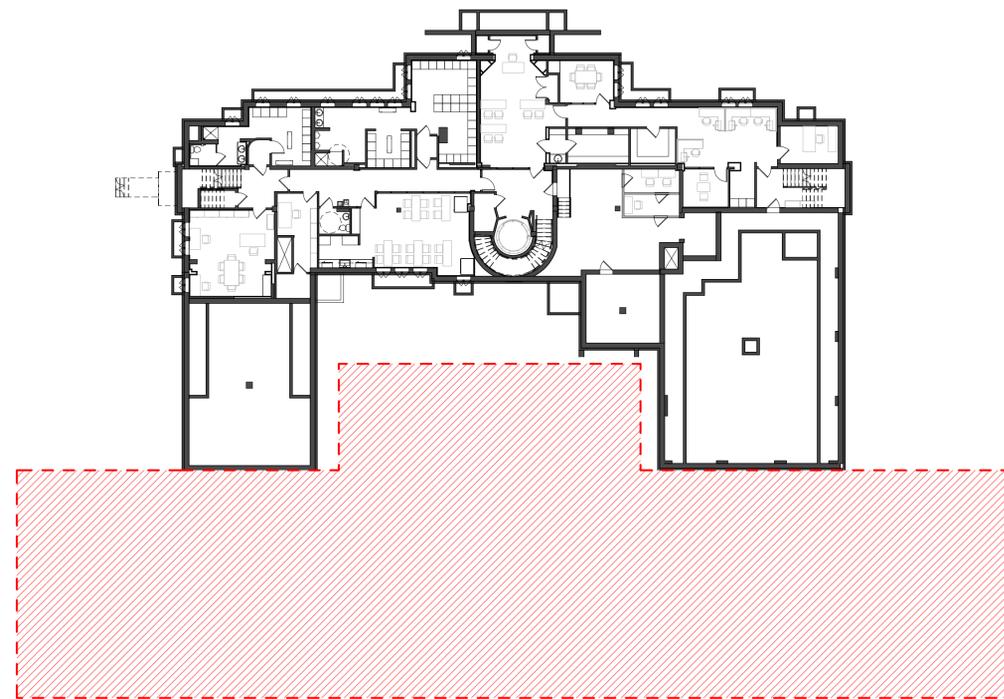
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SHEET NAME:

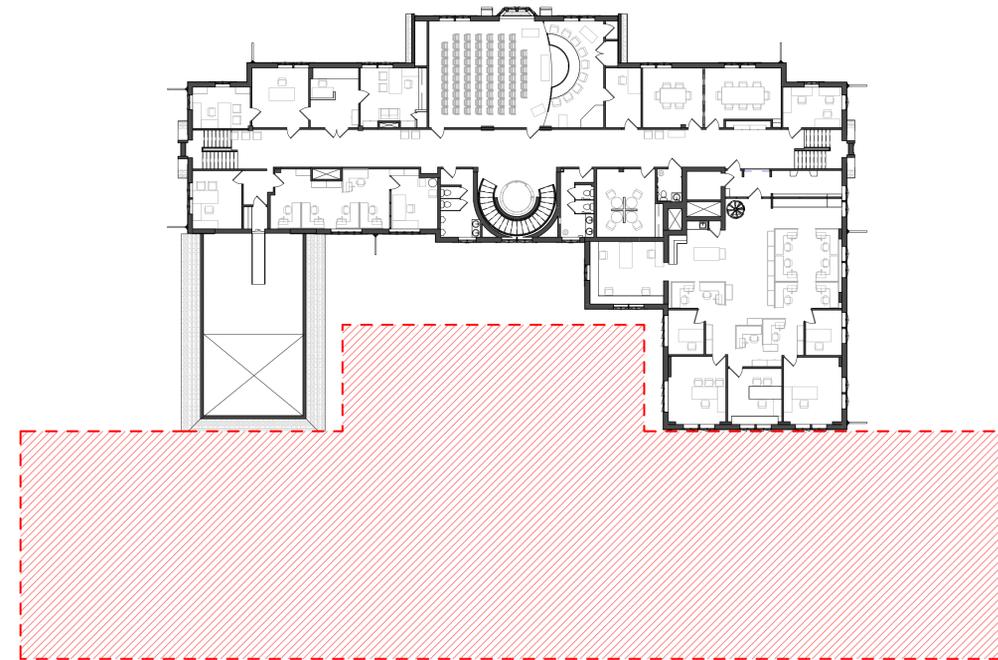
CONSTRUCTION PHASING -
PHASE I

PH101

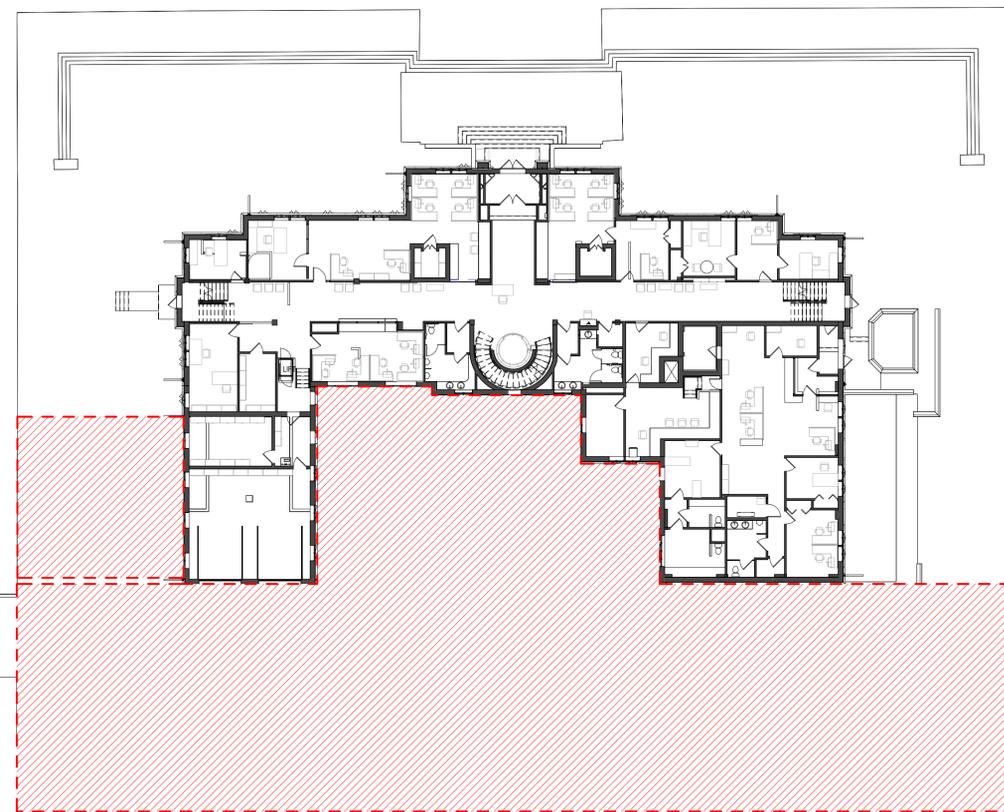
SCALE: As indicated



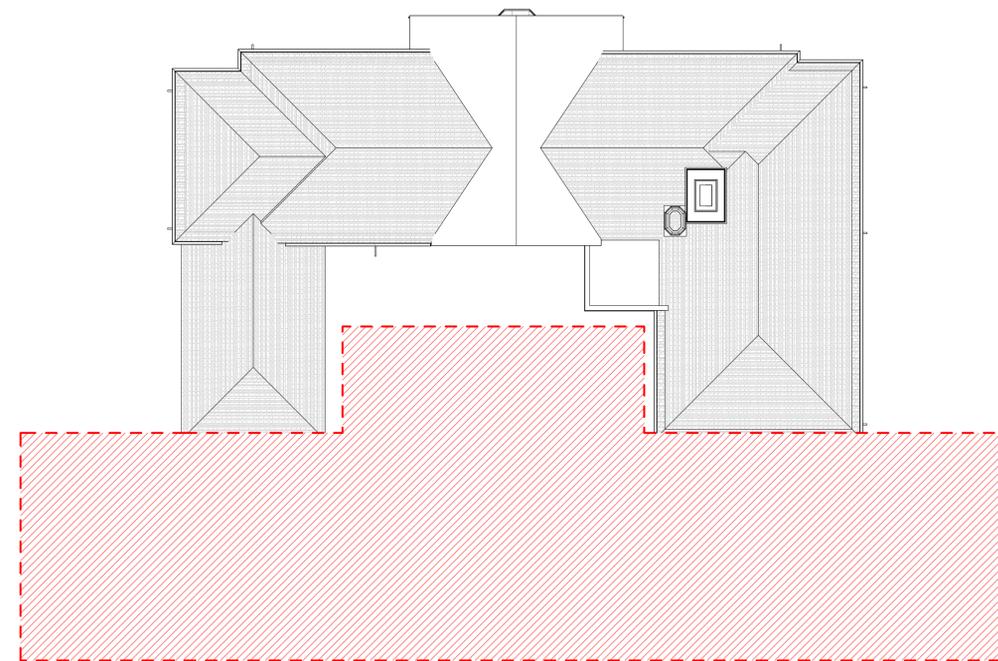
1 CONSTRUCTION PHASING - LOWER
LEVEL - PHASE I
1" = 20'-0"



4 CONSTRUCTION PHASING - LEVEL 02 -
PHASE I
1" = 20'-0"



2 CONSTRUCTION PHASING - LEVEL 01 -
PHASE I
1" = 20'-0"



3 CONSTRUCTION PHASING - LEVEL 03 -
PHASE I
1" = 20'-0"



AREA OF CONSTRUCTION



COMPLETED CONSTRUCTION

CONSTRUCTION PHASE III:

PHASE II OF CONSTRUCTION WILL BEGIN AFTER THE NEW POLICE STATION IS COMPLETED. THE POLICE DEPARTMENT WILL BE ABLE TO VACATE THE EAST WING AND THE BASEMENT OF THE EXISTING MUNICIPAL BUILDING AND RELOCATE INTO THE NEW BUILDING, AS INTENDED. THE SECURED UNDERGROUND PARKING GARAGE WILL BE FULLY USABLE.

BASEMENT LEVEL:

THE ENTIRE BASEMENT WILL BEGIN CONSTRUCTION, WITH THE EXCEPTION OF THE EXISTING INFORMATION TECHNOLOGY (IT) DEPARTMENT, WHICH WILL REMAIN IN PLACE UNTIL CONSTRUCTION PHASE III.

FIRST LEVEL:

THE EAST WING WILL BE VACATED DURING THIS PHASE, WHICH WILL ALLOW FOR CONSTRUCTION TO BEGIN IN THE PREVIOUS LOCATION OF THE POLICE DEPARTMENT.

THE EAST PLAZA WILL BEGIN CONSTRUCTION TO SIMULTANEOUSLY OPEN WITH THE NEW COMMISSION ROOM AND ACCESSIBLE ENTRANCE.

CONSTRUCTION ON THE EXISTING MUNICIPAL BUILDING GARAGE WILL BEGIN DURING THIS PHASE. TRASH OPERATIONS WILL MOVE TO THE NEW ENCLOSURE AT THIS TIME.

THE REMAINDER OF OPERATIONS IN THE MUNICIPAL BUILDING WILL BE UNINTERRUPTED DURING THIS PHASE.

SECOND LEVEL:

NO CONSTRUCTION WILL OCCUR ON THE SECOND LEVEL OF THE EXISTING MUNICIPAL BUILDING DURING THIS PHASE. OPERATIONS WILL REMAIN AS NORMAL.

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PROJECT ARCHITECT

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ROMICA SINGH

DRAWN BY:

AARON OLKO

CHECKED BY:

ROBERT JANIK

APPROVED BY:

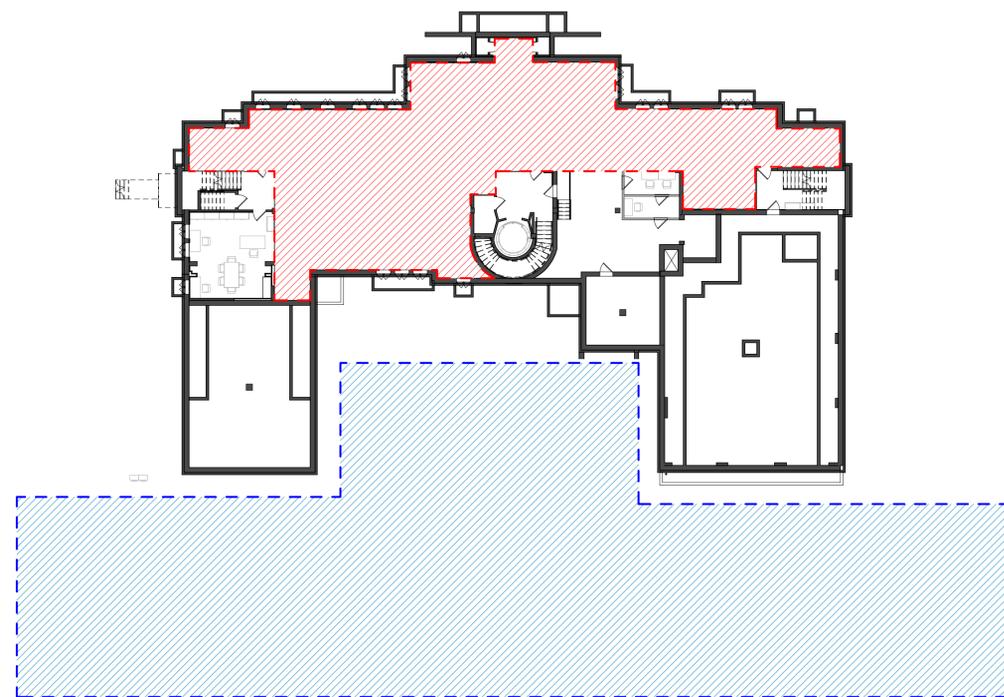
AARON OLKO

SHEET NAME:

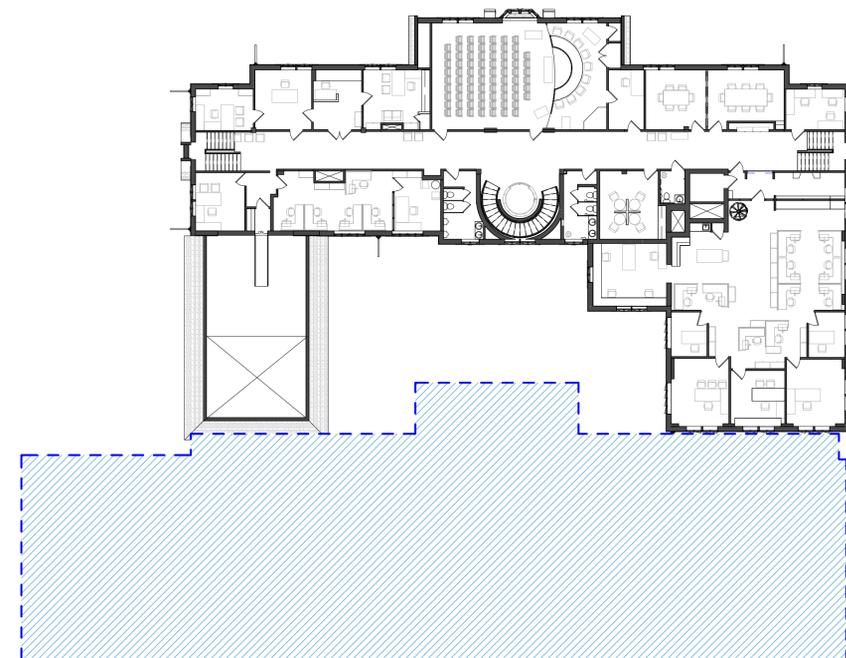
CONSTRUCTION PHASING -
PHASE II

PH102

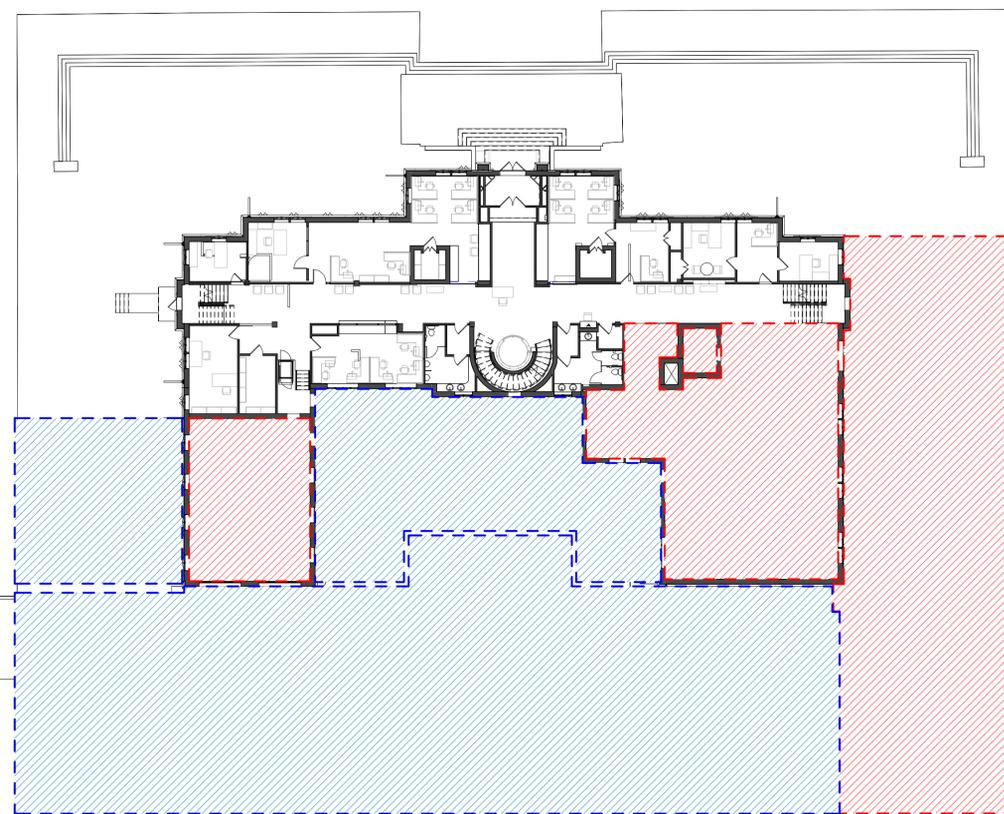
SCALE: As indicated



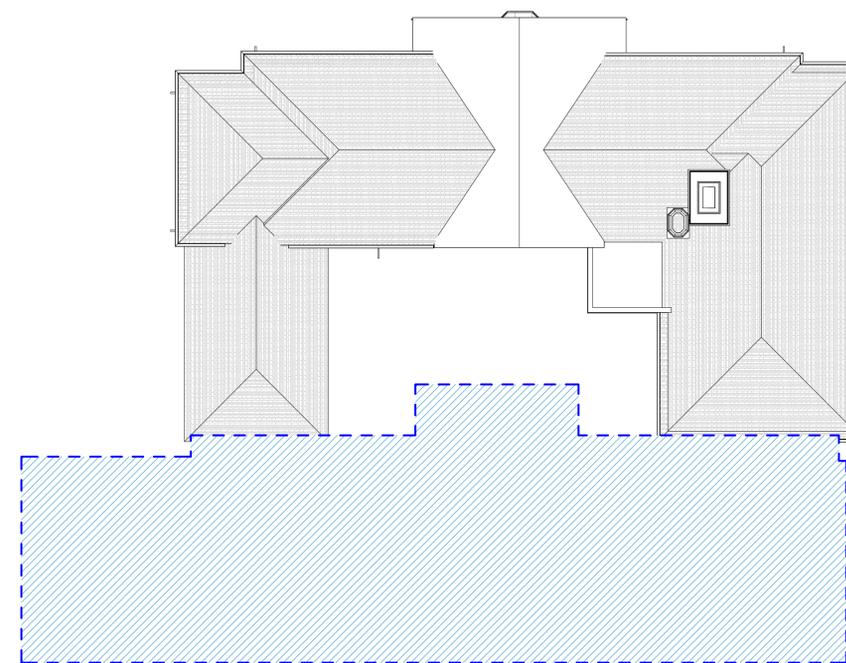
1 CONSTRUCTION PHASING - LOWER
LEVEL - PHASE 2
1" = 20'-0"



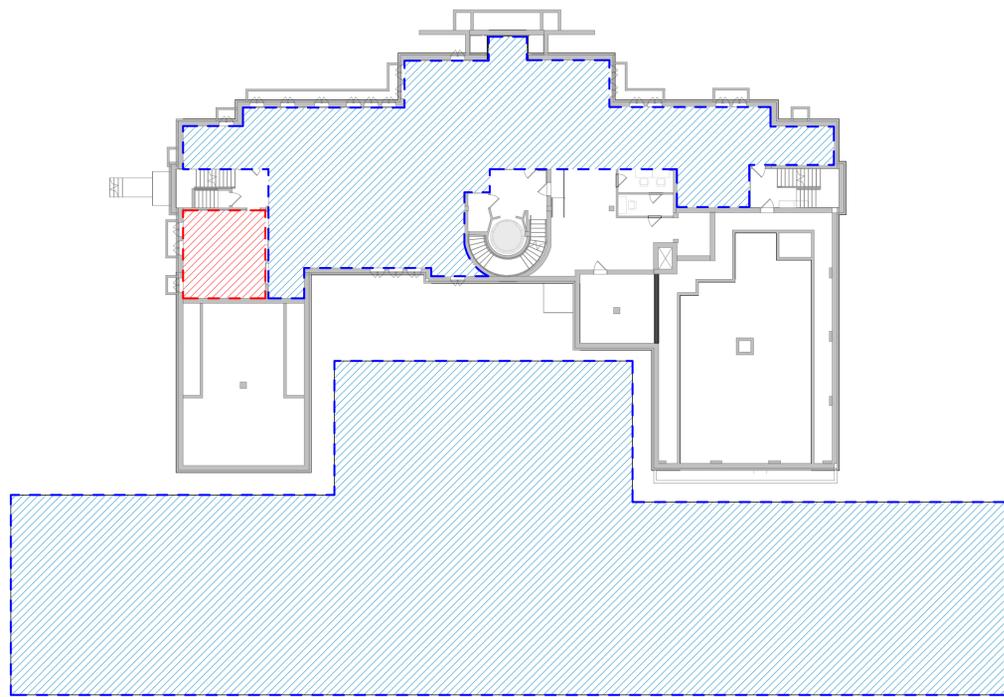
4 CONSTRUCTION PHASING - LEVEL 02 -
PHASE 2
1" = 20'-0"



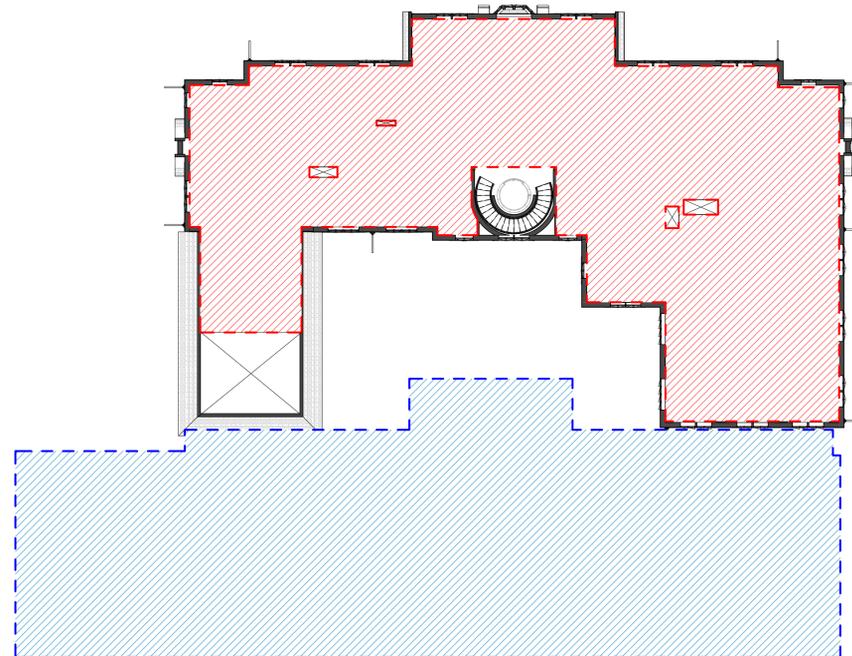
2 CONSTRUCTION PHASING - LEVEL 01 -
PHASE 2
1" = 20'-0"



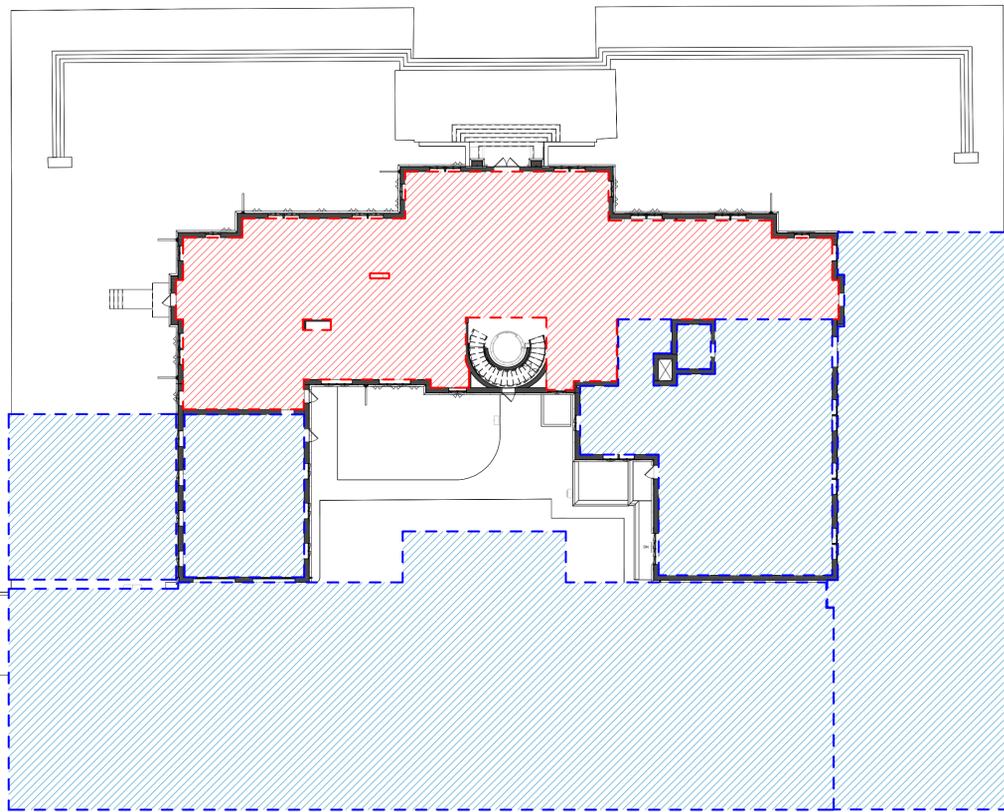
3 CONSTRUCTION PHASING - LEVEL 03 -
PHASE 2
1" = 20'-0"



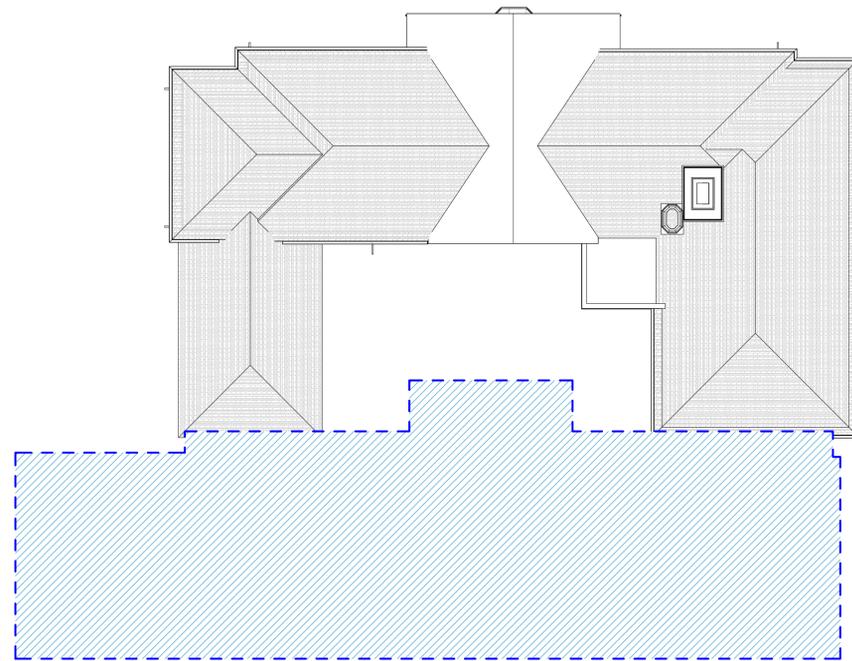
① CONSTRUCTION PHASING - LOWER LEVEL - PHASE 3
1" = 20'-0"



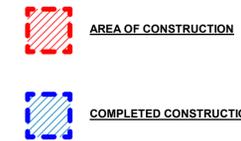
④ CONSTRUCTION PHASING - LEVEL 02 - PHASE 3
1" = 20'-0"



② CONSTRUCTION PHASING - LEVEL 01 - PHASE 3
1" = 20'-0"



③ CONSTRUCTION PHASING - LEVEL 03 - PHASE 3
1" = 20'-0"



CONSTRUCTION PHASE III:

PHASE III OF CONSTRUCTION WILL COMPLETE THE DEMOLITION AND RENOVATION OF THE EXISTING MUNICIPAL BUILDING. THIS PHASE OF CONSTRUCTION SHOWS CITY HALL OPERATIONS RELOCATING DURING THIS PHASE. DUE TO UNKNOWN CONDITIONS WITHIN THE EXISTING BUILDING. THIS PHASE MAY BE SUBJECT TO CHANGE AS ADDITIONAL INFORMATION IS GATHERED.

BASEMENT LEVEL:

THE LOCATION OF THE EXISTING IT DEPARTMENT WILL BE RENOVATED DURING THIS PHASE.

FIRST LEVEL:

THE FIRST LEVEL OF THE EXISTING MUNICIPAL BUILDING WILL COMMENCE CONSTRUCTION FOR RENOVATION DURING THIS PHASE.

SECOND LEVEL:

UP TO THIS PHASE, NO CONSTRUCTION HAS OCCURED ON THE SECOND FLOOR OF THE EXISTING MUNICIPAL BUILDING. DURING THIS PHASE, THE ENTIRE SECOND FLOOR WILL BE RENOVATED.

ARCHITECT:
TELLURIS
ARCHITECTURE | URBAN PLANNING
626.394.8992
info@telluris-arch.com
www.telluris-arch.com
IG: @telluris-architecture

TELLURIS ARCHITECTURE & URBAN PLANNING
2222 W. Grand River Ave, Suite A
Okemos, MI 48864

NOT FOR CONSTRUCTION



OWNER:
CITY OF BIRMINGHAM, MICHIGAN
151 MARTIN ST.
BIRMINGHAM, MI 48009
T: 248-530-1800

STRUCTURAL ENGINEER:
ENGLERKIRK ENGINEERING
888 S. FIGUEROA STREET, 18TH FLOOR
LOS ANGELES, CA 90017
T: 323-733-6673

MEP ENGINEER:
UNIFIED BUILDING SYSTEMS ENGINEERING
26574 BRONX CT
CHESTERFIELD, MI 48051
T: 248-804-1741

PROJECT NAME:
BIRMINGHAM POLICE DEPARTMENT & CITY HALL ASSESSMENT, RENOVATION, AND ADDITION
151 MARTIN ST.
BIRMINGHAM, MI 48009

ISSUED FOR: PRELIMINARY DESIGN

DRAWING STATUS: PRELIMINARY DESIGN
PROJECT NUMBER: 22-004MI
DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: AARON OLKO
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

SHEET NAME:
CONSTRUCTION PHASING - PHASE III

PH103

SCALE: As indicated



- SECURITY ZONE LEGEND**
- SECURITY ZONE 1:**
PUBLIC ACCESS DURING SCHEDULED HOURS
 - SECURITY ZONE 2:**
EMPLOYEE ONLY ACCESS
 - SECURITY ZONE 3:**
SPECIFIC EMPLOYEE ACCESS ONLY
 - SECURITY ZONE 4:**
SECURED - SPECIFICALLY LIMITED EMPLOYEE ACCESS

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 151 MARTIN ST.
 BIRMINGHAM, MI 48009

ISSUED FOR: PRELIMINARY DESIGN

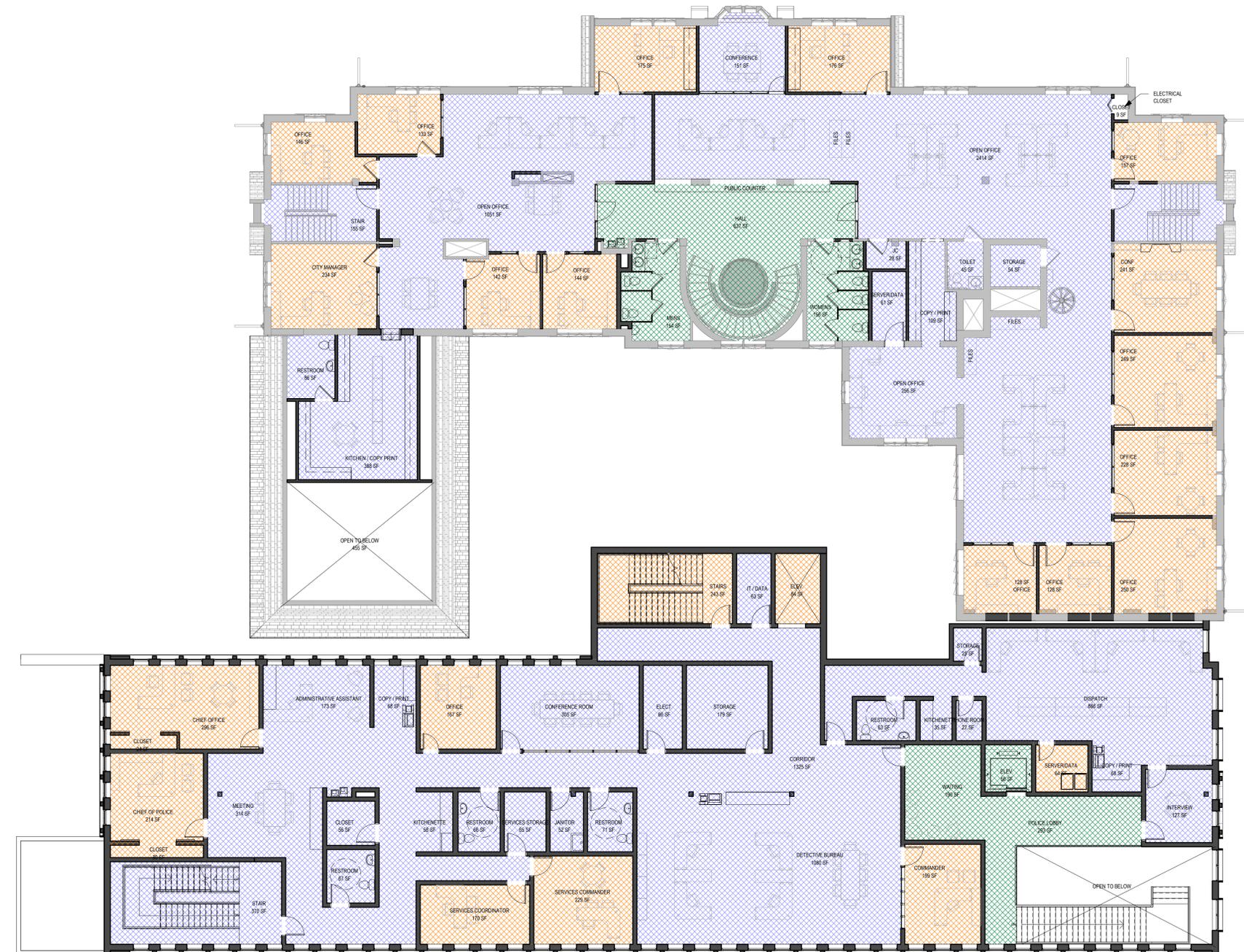
DRAWING STATUS: PRELIMINARY DESIGN
 PROJECT NUMBER: 22-004MI
 DATE: 03-26-2023
 PROJECT ARCHITECT: ADRIENNE DAVIES
 DESIGNED BY: ROMICA SINGH
 DRAWN BY: ROBERT JANIK
 CHECKED BY: AARON OLKO
 APPROVED BY: AARON OLKO

SHEET NAME:
 PROPOSED FIRST FLOOR SECURITY PLAN

SEC102

SCALE: As indicated

1 SECURITY PLAN - LEVEL 01
 1" = 10'-0"



- SECURITY ZONE LEGEND**
- SECURITY ZONE 1:**
PUBLIC ACCESS DURING SCHEDULED HOURS
 - SECURITY ZONE 2:**
EMPLOYEE ONLY ACCESS
 - SECURITY ZONE 3:**
SPECIFIC EMPLOYEE ACCESS ONLY
 - SECURITY ZONE 4:**
SECURED - SPECIFICALLY LIMITED EMPLOYEE ACCESS

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STRUCTURAL ENGINEER:
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MEP ENGINEER:
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 T: 248-804-1741

PROJECT NAME:
BIRMINGHAM POLICE DEPARTMENT & CITY HALL ASSESSMENT, RENOVATION, AND ADDITION
 151 MARTIN ST.
 BIRMINGHAM, MI 48009

ISSUED FOR: PRELIMINARY DESIGN

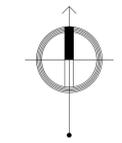
DRAWING STATUS: PRELIMINARY DESIGN
PROJECT NUMBER: 22-004MI
DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: AARON OLKO
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

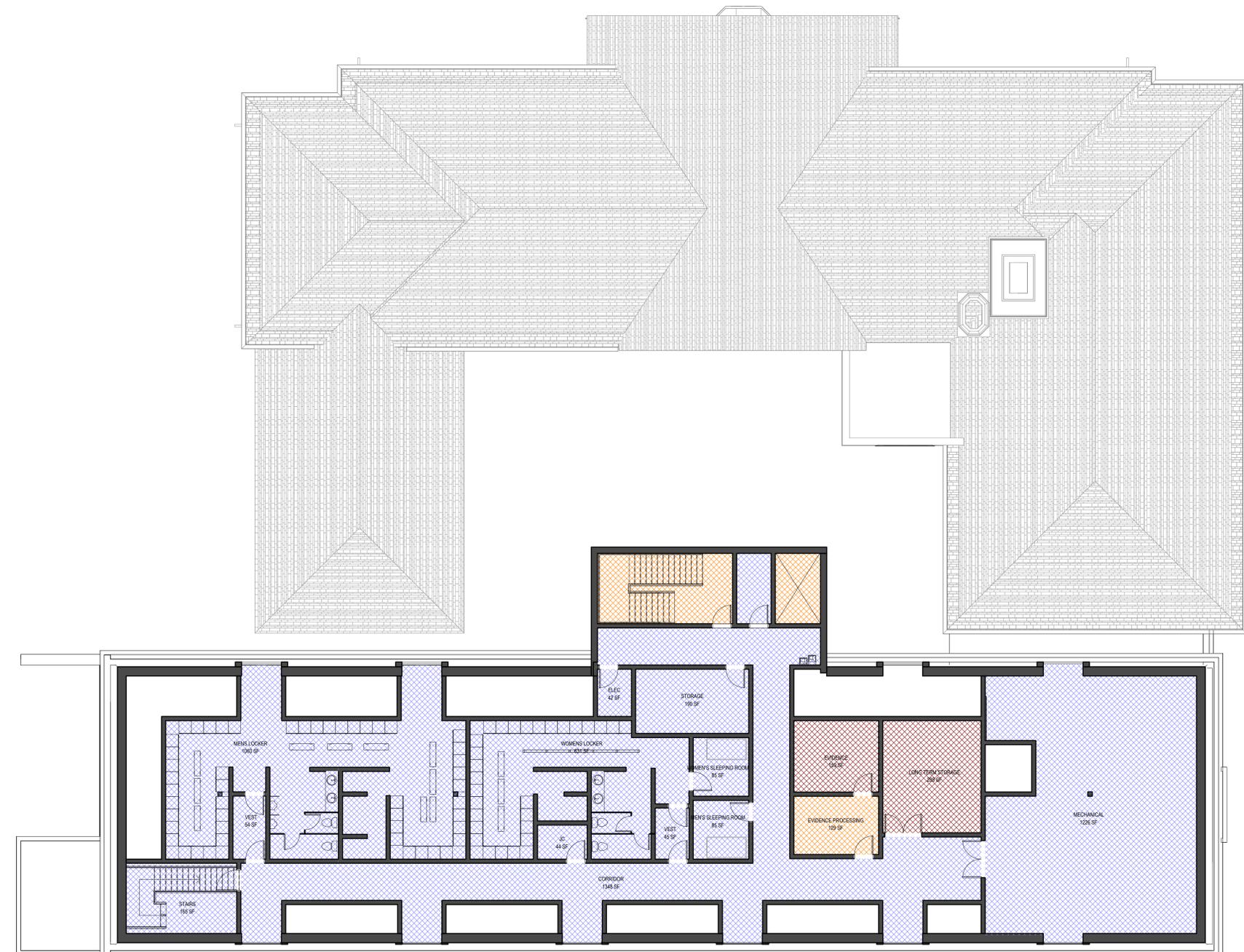
SHEET NAME:
 PROPOSED SECOND FLOOR SECURITY PLAN

SEC103

SCALE: As indicated

1 SECURITY PLAN - LEVEL 02
 1" = 10'-0"





- SECURITY ZONE LEGEND**
- SECURITY ZONE 1:**
PUBLIC ACCESS DURING SCHEDULED HOURS
 - SECURITY ZONE 2:**
EMPLOYEE ONLY ACCESS
 - SECURITY ZONE 3:**
SPECIFIC EMPLOYEE ACCESS ONLY
 - SECURITY ZONE 4:**
SECURED - SPECIFICALLY LIMITED EMPLOYEE ACCESS

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PROJECT NAME:
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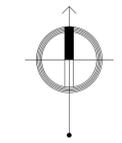
DRAWING STATUS: PRELIMINARY DESIGN
PROJECT NUMBER: 22-004MI
DATE: 03-26-2023
PROJECT ARCHITECT: ADRIENNE DAVIES
DESIGNED BY: ROMICA SINGH
DRAWN BY: AARON OLKO
CHECKED BY: ROBERT JANIK
APPROVED BY: AARON OLKO

SHEET NAME:
 PROPOSED THIRD FLOOR SECURITY PLAN

SEC104

SCALE: As indicated

1 SECURITY PLAN - LEVEL 03
 1" = 10'-0"





TELLURIS ARCHITECTURE & URBAN PLANNING
Birmingham Police Department /
City Hall

Phase 2: Architectural Renderings
March 27th, 2023









MEMORANDUM

Finance Department

DATE: November 17, 2023

TO: Jana L. Ecker, City Manager

FROM: Mark Gerber, Finance Director/Treasurer
Kathryn Burrick, Senior Accountant

SUBJECT: 2024-2025 Community Development Block Grant Application Public Hearing

INTRODUCTION:

The purpose of the November 27, 2023 public hearing is to: receive citizen input regarding the 2024-2025 Program Year Community Development Block Grant (CDBG) program; make a determination of eligible project(s) to be pursued; and determine the amount of funds to be allocated to each project.

BACKGROUND:

The CDBG program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to entitlement jurisdictions. CDBG funds housing, public facility and public service activities that benefit low-income households and persons with special needs. Oakland County receives CDBG funds as an "urban county". **Participating communities must join with the County to receive CDBG funding.** The City of Birmingham has been a participant of the CDBG program for over 30 years.

The City of Birmingham has been given a planning allocation of \$34,629, which is the same as **last year's** proposed allocation. Under CDBG guidelines communities may: a) spend a maximum of 15%, or \$5,194, of their 2024-2025 funding allocation on public service activities; b) allocate no less than \$3,500 per activity; and c) allocate funding to no more than 4 activities.

In the past, the City has allocated the maximum amount of funding to public service activities. This funding is typically allocated towards senior services and yard services (see attachments for activity descriptions). In the past, these activities have been administered by an outside agency which is selected through a bid process every program year. Historically, NEXT has administered these services.

Since the City has so few low-income residents, the City is really restricted on what it can do with the remaining funding. The remaining funding is usually allocated to minor home repair and/or

the removal of architectural barriers. The minor home repair activity provides funding for repairs to homes of low-income residents that typically are less than \$5,000 per repair (see attached activity description). This activity is also administered by an outside agency which is selected through a bid process when funding is allocated to this activity. The removal of architectural barriers activity provides funding to retrofit City property which was not ADA compliant such as bathrooms and entrances to public facilities and creating barrier-free pathways.

Federal regulations governing the public hearing process require: the public hearing to first be opened to the public for comment; after public comment, the public hearing should then be closed; **after the public hearing has been closed, the City Commission may then discuss the application and take action by roll call vote.** At the close of the public hearing, the eligible projects are required to be identified, along with the approved funding allocations. The deadline for submitting the grant application is Friday, December 1, 2023.

LEGAL REVIEW:

No legal review required.

FISCAL IMPACT:

No impact this fiscal year. The amount approved will be included in the 2024-2025 annual budget.

SUSTAINABILITY:

Not applicable.

PUBLIC COMMUNICATIONS:

This public hearing is noticed in the Oakland Press.

SUMMARY:

Staff recommends that the amount of public services funding of \$5,194 be allocated as follows: Senior Services \$3,500 and Yard Services \$1,694. In addition, staff recommends the remaining funding of \$29,435 be allocated to the removal of architectural barriers located at the Birmingham Museum's **John West Hunter Park** to provide a barrier free boardwalk and pathways overlooking the pond and Rouge River.

It is suggested that the City Commission approve the allocation of CDBG funds as proposed above, that the Finance Director prepare the 2024-2025 Community Development Block Grant application and conflict of interest certification according to those funding allocations, and that the **Mayor** be authorized to sign the application, conflict of interest certification, and subrecipient agreement (when available).

ATTACHMENTS:

1. Proposed Summary of Application Funding
2. Conflict of Interest Certification

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution approving the Program Year 2024 Community Development Block Grant application with the following projects and respective allocations:

	APPROVED <u>2024-2025**</u>
1. Public Services – Yard Services	\$ 1,694
2. Public Services – Senior Services	3,500
3. Remove Architectural Barriers – Museum Park	<u>29,435</u>
TOTAL	<u>\$ 34,629</u>

** (TO BE DETERMINED BY THE CITY COMMISSION AT THE NOVEMBER 27, 2023 MEETING);

AND,

To authorize the **M**ayor to sign the application, conflict of interest certification, subrecipient agreement (when available), and other documents resulting from this application on behalf of the City and submit the documents to Oakland County.

CDBG APPLICATION PART 2 - APPLICANT INFORMATION

A - APPLICANT CONTACT	
Community:	Birmingham
CDBG Planning Allocation:	\$ 34,629.00
Contact Person:	Mark Gerber
Telephone:	(248) 530-1814
Best time to contact:	Monday-Friday 8:00 am - 5:00 pm
UEI #:	J32HKEJRJNJ8
Copy of current SAMS attached:	Yes <input checked="" type="checkbox"/> If No, Explain: _____
Is community subject to Single Audit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

B - PROPOSED PROJECT(S)	
Project # <u>1</u> Name: <u>Remove Architectural Barriers #731619</u> Allocation: <u>\$ 29,435.00</u>	
Project # <u>2</u> Name: <u>Senior Services #731712</u> Allocation: <u>\$ 3,500.00</u>	
Project # <u>3</u> Name: <u>Yard Services #732170</u> Allocation: <u>\$ 1,694.00</u>	
Project # _____ Name: _____ Allocation: _____	
Total # of Projects:	3
# of Public Service Projects:	2
Public Service %:	15.00%

C - AFFIDAVIT OF COMPLIANCE	
<p>The undersigned certifies that the information in this application is true and correct. In applying for CDBG funds, the applicant has read, understands and agrees to comply with all the provisions of all federal regulations issued thereto by the U.S. Department of Housing and Urban Development (HUD), state and local regulations and laws.</p>	
Name of Highest Elected Official or Designee:	Elaine McLain
Title of Highest Elected or Designee:	Mayor
Signature:	

CDBG APPLICATION PART 2 - CONTINUED

D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD

Part 570 Community Development Block Grants

Subpart K Other Program Requirements

Sec. 570.611 Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

Community Name:	Birmingham
Name of Highest Elected Official or Designee:	Elaine McLain
Title of Highest Elected or Designee:	Mayor
Signature:	



MEMORANDUM

Engineering Department

DATE: November 17, 2023

TO: Jana L. Ecker, City Manager

FROM: Melissa A. Coatta, City Engineer

SUBJECT: Redding Road Project #9-23 (S)
Hearing of Necessity for Sidewalk Special Assessment District (SAD)

INTRODUCTION:

The Redding Project includes the replacement of the water main and storm sewer on Redding Road between Lake Park Drive and Woodward Ave and the repaving of the roadway. The City proposes to install a sidewalk on the north side of Redding Road between Lake Park Drive and the Rouge River where no sidewalk exists while public investments are being made in this project.

BACKGROUND:

In accordance with the current City policy established to protect the public investment being made with capital improvement projects in public roadways, as part of the project, the City intends to install a new sidewalk where none currently exists on the north side of Redding Road from Lake Park Drive to the Rouge River. The project area of Redding Road is considered an improved street which the Multi-Modal Transportation Board (MMTB) placed as a high priority for sidewalk installation in 2021. This new sidewalk will complete sidewalk connectivity on Redding Road from Chester Street to Woodward Ave.

The parcels within the project zone that are subject to the Sidewalk Special Assessment District are highlighted on the attached map. Appended to this report is a list of properties that the department plans to include in the assessment district, along with estimated construction costs to be assessed.

LEGAL REVIEW:

Chapter 94 – Special Assessments of the Birmingham City Code outlines the process by which a special assessment is conducted in the City of Birmingham. This project will follow the prescribed City Code procedures. The City Attorney has no objections.

FISCAL IMPACT:

Revenue generated from the Sidewalk SAD for the Redding Road Project will defray the costs incurred by the City for the construction of these improvements. 85% of the front-foot costs for sidewalk improvement are assessed on all properties fronting on the improvement and 25% of the side-foot costs for improvement are assessed on all residential properties siding on the improvement. The cost can be paid back in either a lump sum or over up to a 3-year period with interest. The interest rate will be confirmed at the Confirmation of Roll.

SUSTAINABILITY:

The addition of sidewalks encourages mode shift from motor vehicles to walking.

PUBLIC COMMUNICATIONS:

Notice for the Confirmation of Roll is to be distributed by the Clerk’s Office. The Engineering Department sent a letter to all property owners explaining the scope of work and had a meeting with property owners receiving new sidewalk. The department will send all property owners another letter explaining the project and have a resident meeting prior to starting the project in March 2024, weather dependent.

SUMMARY:

The Engineering Department recommends that the City Commission declare necessity and approve a Special Assessment District for Sidewalk as part of the Redding Road Project. Should the City Commission approve the Special Assessment District, a Public Hearing for Confirmation of the Roll should be set at the City Commission meeting on December 4, 2023.

ATTACHMENTS:

- Map of the Proposed Special Assessment Direct for Sidewalk (1 page)
- Multi-Modal Transportation Board Proposed Sidewalk Gap Closures (2 pages)
- Redding Road Project Sidewalk Plans (12 pages)
- Spreadsheet with Estimated Costs of Sidewalk (1 page)
- Clerk’s Confirmation of Public Hearing Notice (7 pages)

SUGGESTED COMMISSION ACTION:

WHEREAS, Notice was given pursuant to Section 94-7 of the City Code, to each owner or party-in-interest of property and lots to be assessed, by first class mail, and by publication in a newspaper generally circulated in the City; and

WHEREAS, The City Commission has conducted a public hearing and has determined to proceed with the project of installing a new sidewalk where no sidewalk exists on Redding Road between Lake Park Drive and the Rouge River; and

WHEREAS, The City has previously established a policy of addressing sidewalk gap closure by installing a new sidewalk where none exists when the City street is open for repairs or reconstruction; and

WHEREAS, The City Commission, after the public hearing, has determined that the Redding Road Project, and installing a new sidewalk where none exists, is a necessity and is in the best interest of the City; and

WHEREAS, The Commission has approved the detailed plans and estimates of cost prepared by the City Engineer; and

WHEREAS, Formal bids have been received and the actual cost of the sidewalk has been determined; and

WHEREAS, The City Engineer has determined the boundaries of new sidewalk located within the limits of the following streets shall be installed as part of the Redding Road Project (Contract #9-23(S)):

Redding Road – Lake Park Drive to Woodward Ave.; and

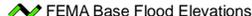
WHEREAS, The formula used in making the assessment is 85% of the front-foot costs for sidewalk improvement are assessed on all properties fronting on the improvement and 25% of the side-foot costs for improvement are assessed on all residential properties siding on the improvement (estimated at the rate of \$45.00 per foot of sidewalk).

THEREFORE LET IT BE RESOLVED, The City Commission has determined that the scope of the public improvement as described is in the best interest of the City and will benefit the properties listed in the assessment roll, and the City Commission directs the City Manager to prepare a Special Assessment Roll and present the same to the City Commission for confirmation and further set a public hearing for December 4, 2023 and give notice for same.

Parcel ID / Sidewell Number	Street Address
19-26-226-016	1401 Old Salem Ct
19-26-226-024	N/A

Redding Road Sidewalk Special Assessment District



-  2 Foot Contours
-  5 Foot Contours
-  FEMA Base Flood Elevations
-  FEMA Cross Sections
-  100 yr - FEMA Floodplain
-  100 yr (detailed) - FEMA Floodplain
-  500 yr - FEMA Floodplain
-  FLOODWAY - FEMA Floodplain

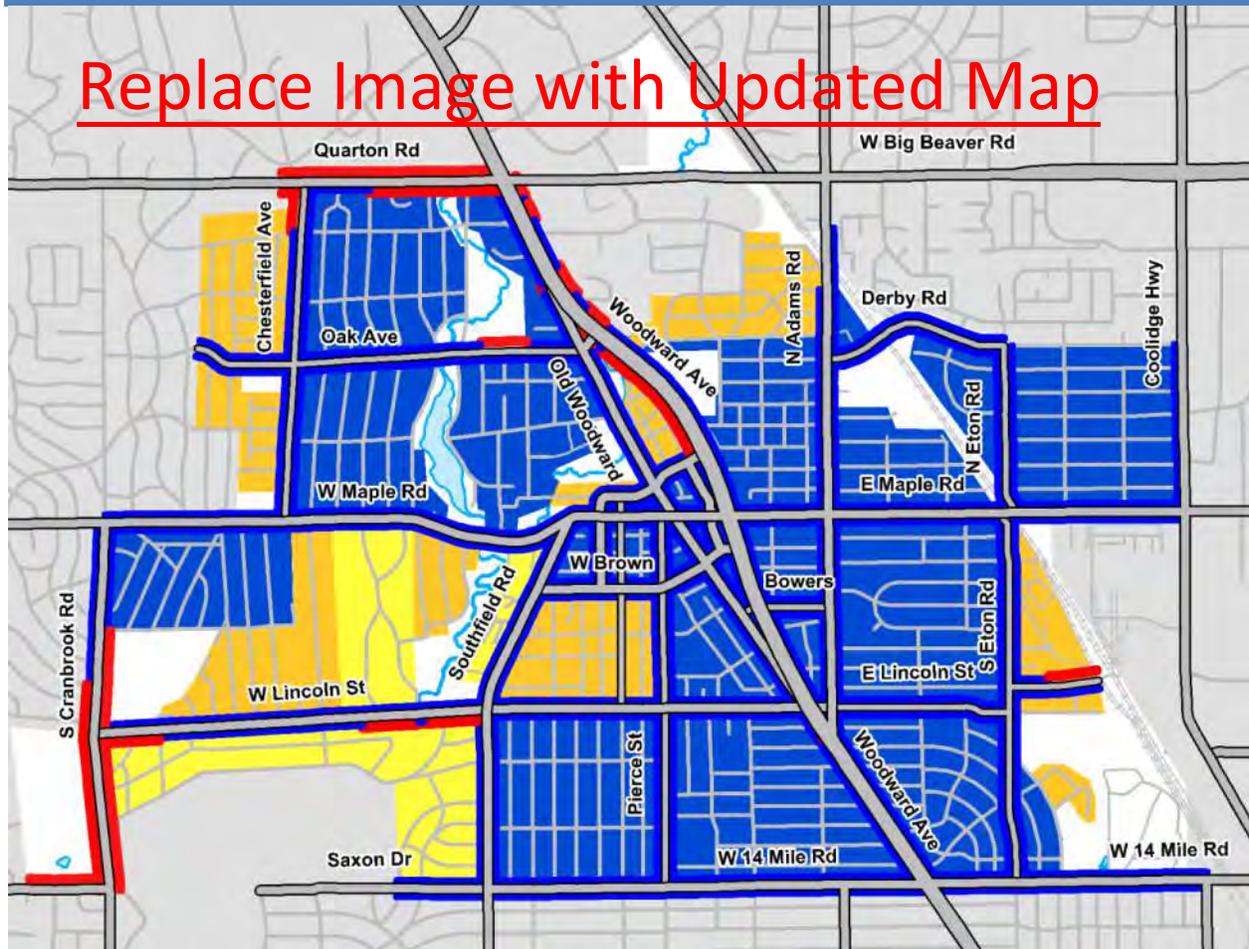
Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not be present in the map.


David Coulter
 Oakland County Executive

Date Created: 10/11/2023

 1 inch = 200 feet

FIGURE 3.2A PROPOSED SIDEWALKS



Proposed Sidewalks:

- Existing Sidewalks
- Priority 1: Complete Sidewalks along Major Roads
- Priority 2: Complete Sidewalk Gaps in Neighborhood
- Priority 3: Add Sidewalks to Neighborhood

APPROXIMATELY 2.5 MILES OF SIDEWALK ARE PROPOSED ALONG PRIMARY ROADS IN THE CITY OF BIRMINGHAM

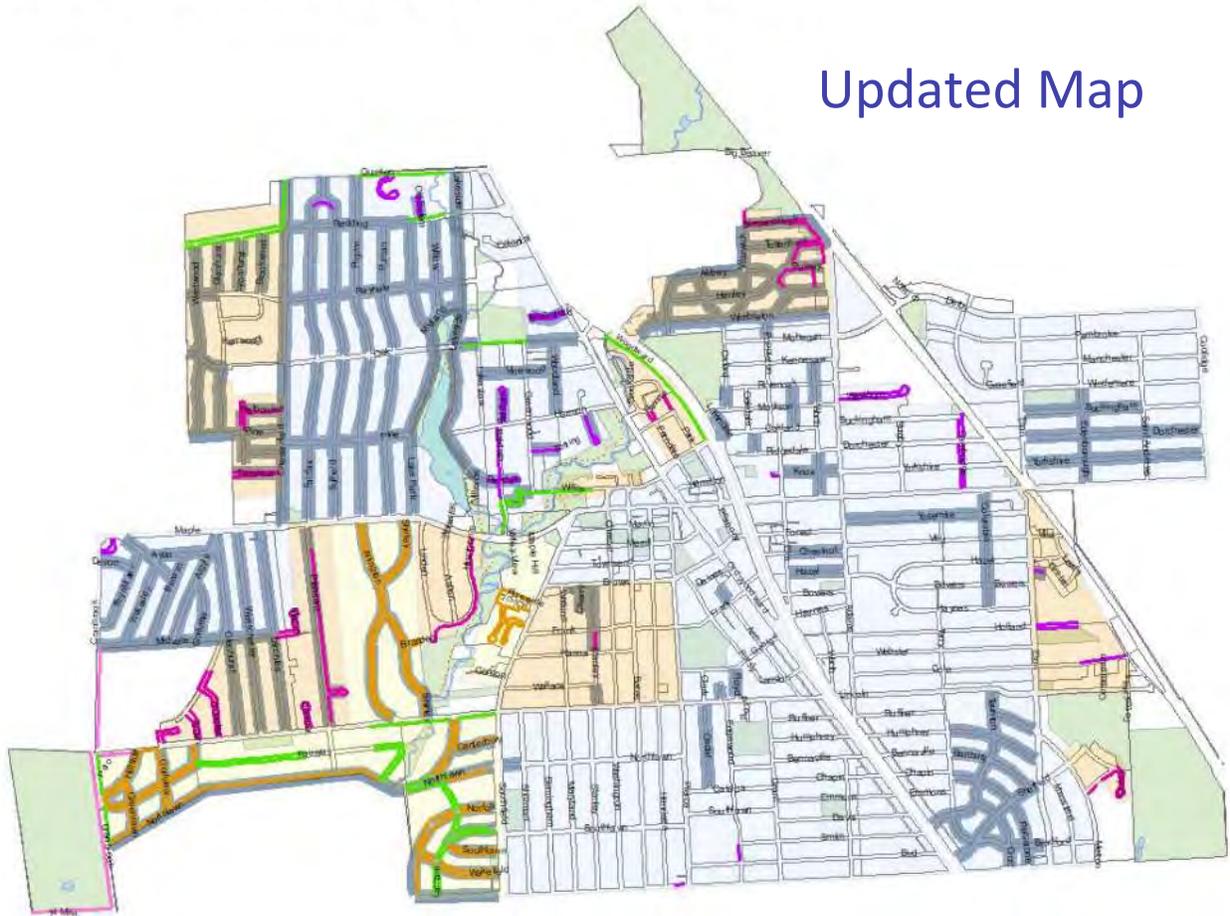
Web Survey Results:

- About 38% of respondents walk to work and/or the store daily or weekly
- About 80% of respondents walk for fun and/or exercise daily or weekly
- Around 79% of respondents feel a complete sidewalk system is very important to non-motorized trips actually happening in the future

FIGURE 3.2A PROPOSED SIDEWALKS

Future Sidewalk Construction Recommendations

Updated Map



Prioritized Sidewalk Installation

- 1: Major Roads, Improved Streets, & Neighborhood Connector Route
- 2: Neighborhoods without Sidewalks
- 3: Neighborhoods with Sidewalk Gaps
- 4: Neighborhoods & Commercial Areas with Majority Sidewalks
- Unimproved Streets
- 2021 Sidewalk Project Grant

2013 MMTP Sidewalk Priority Areas

- Areas without Sidewalks
- Areas with Sidewalk Gaps
- Areas with Majority Sidewalks

Web Survey Results:

- About 38% of respondents walk to work and/or the store daily or weekly
- About 80% of respondents walk for fun and/or exercise daily or weekly
- Around 79% of respondents feel a complete sidewalk system is very important to non-motorized trips actually happening in the future



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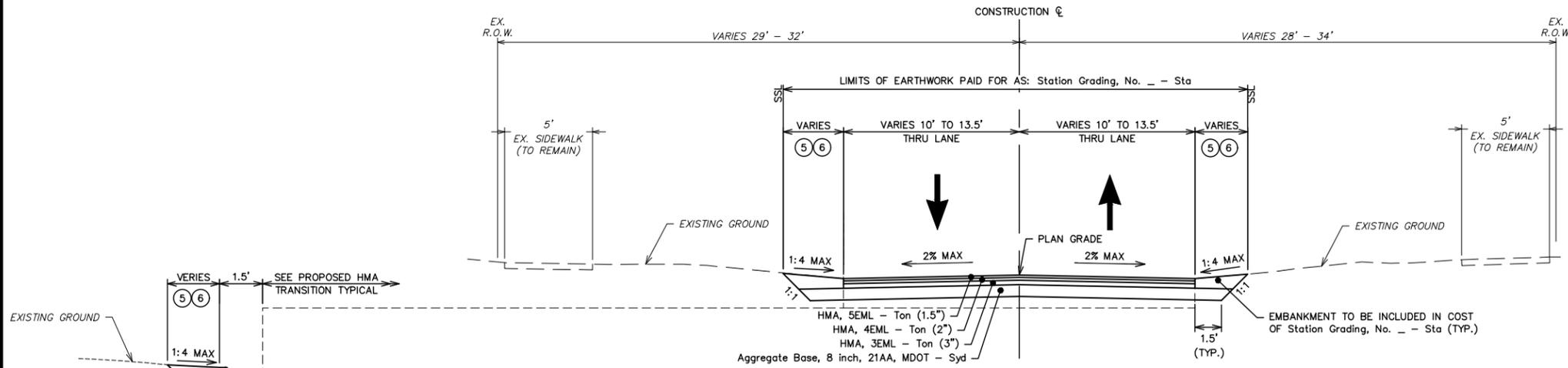
DESIGNED	RD/JJS/ALP
DRAWN	KJB/IMN
CHECKED	ALP
APPROVED	CEH



CITY OF BIRMINGHAM
REDDING ROAD
SEWER AND WATER
MAIN IMPROVEMENTS

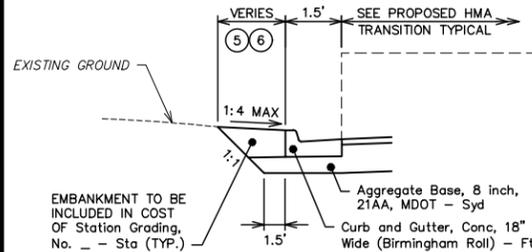
TYPICAL SECTION

HRC JOB NO. 20210961	SCALE NO SCALE
DATE June 2023	SHEET NO. 6 OF 66



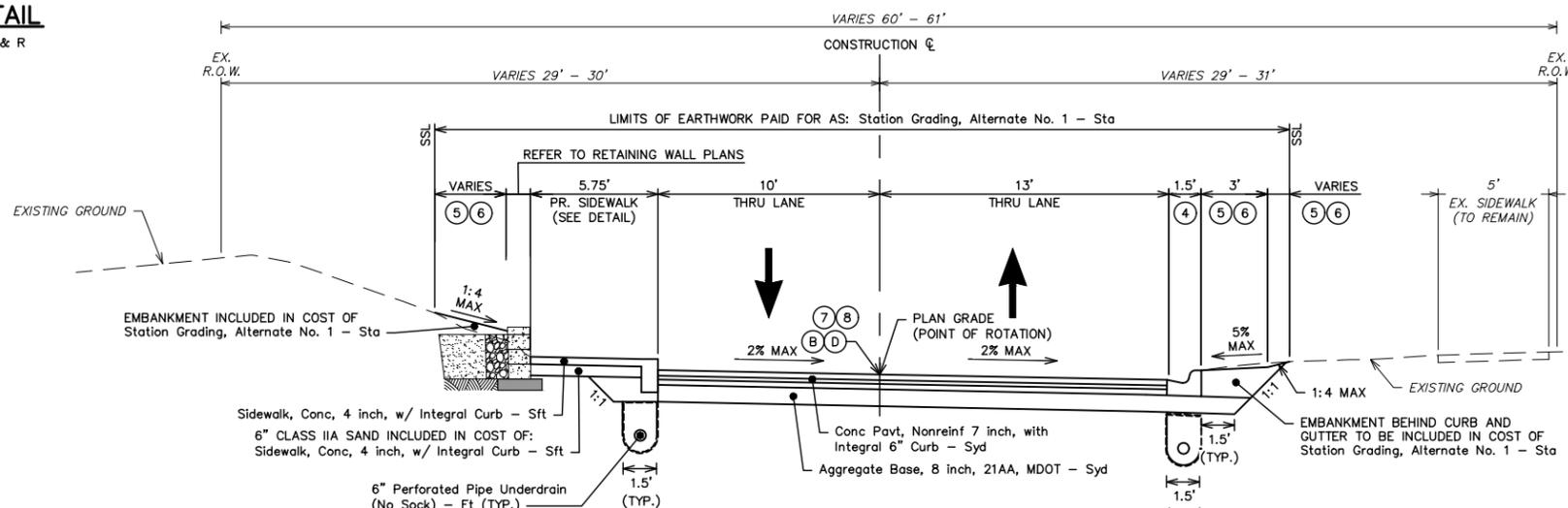
PROPOSED HMA TRANSITION - TYP CROSS SECTION

TO APPLY: REDDING ROAD: STA. 10+94 (P.O.B.) TO STA. 11+41
 LAKE PARK DRIVE: 40' TO 65' R OF CONSTRUCTION ϕ
 OLD SALEM COURT: 29' TO 53' L OF CONSTRUCTION ϕ
 WILLOW LANE: 40' TO 55' R OF CONSTRUCTION ϕ
 LAKESIDE DRIVE: 32' TO 53' L OF CONSTRUCTION ϕ
 33' TO 58' R OF CONSTRUCTION ϕ



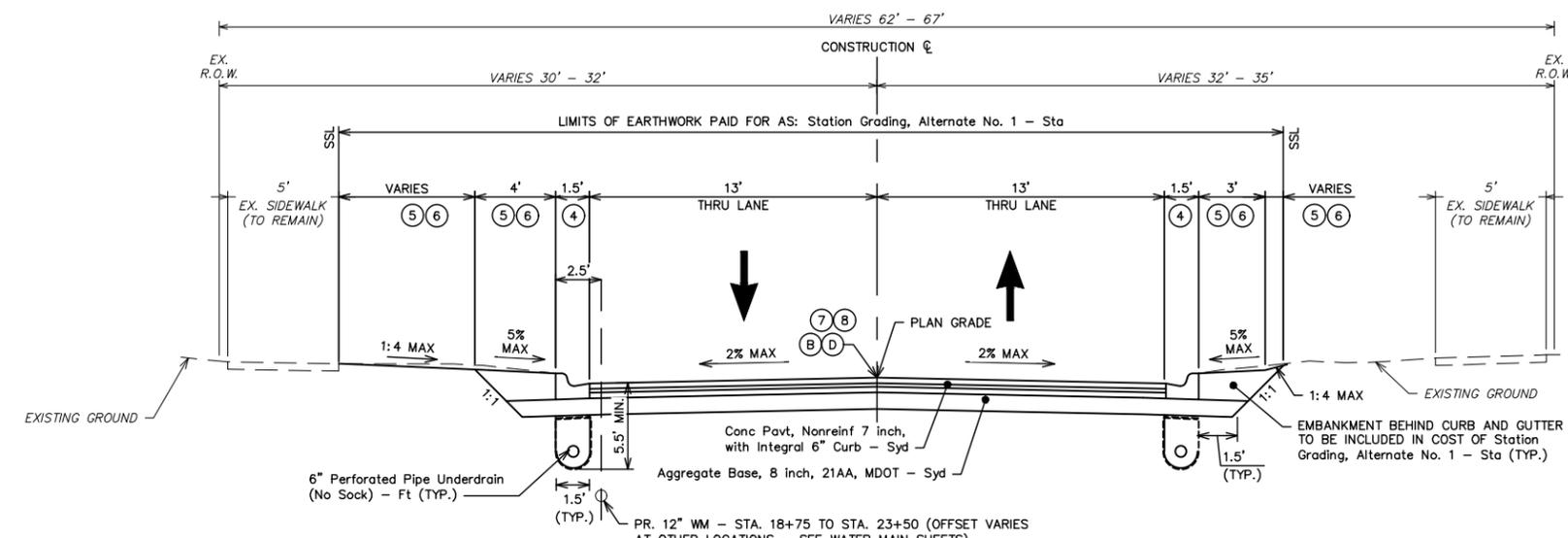
PROPOSED CURB DETAIL

TO APPLY: OLD SALEM ROAD: COURT L & R



PROPOSED REDDING ROAD - CONCRETE TYP CROSS SECTION ALTERNATE No. 1

TO APPLY: STA. 11+41 TO STA. 16+25



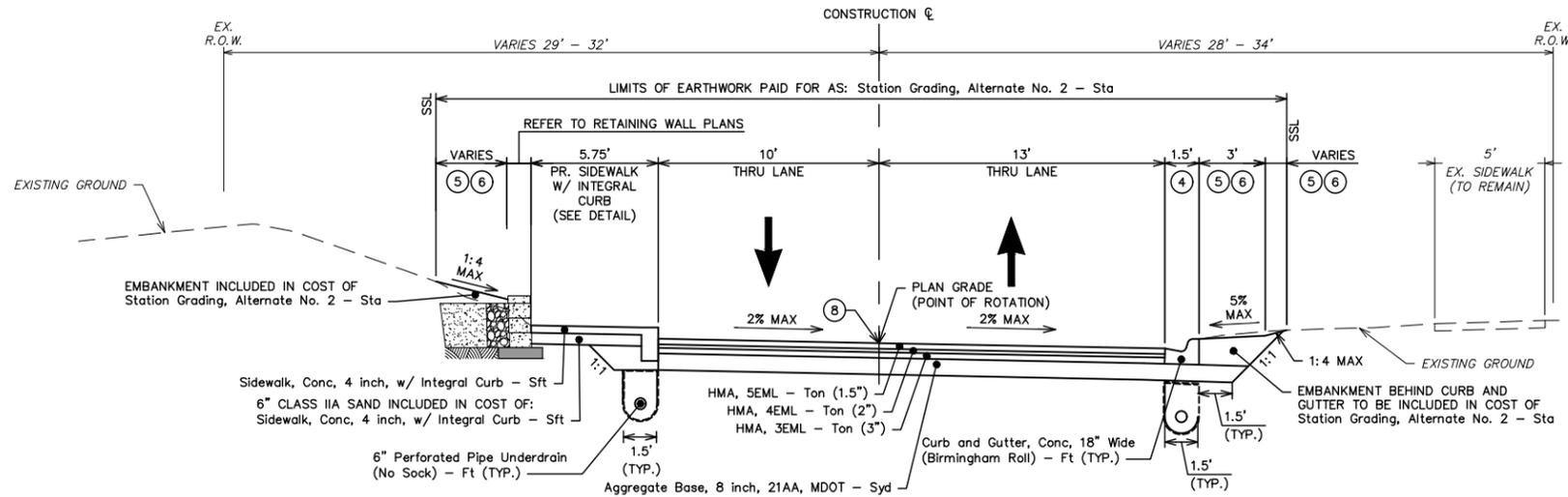
PROPOSED REDDING ROAD - CONCRETE TYP CROSS SECTION ALTERNATE No. 1

TO APPLY: STA. 16+52 TO STA. 22+25

- JOINT LEGEND:**
- (B) Longitudinal Bulkhead Joint OR
 - (D) Longitudinal Lane Tie Joint

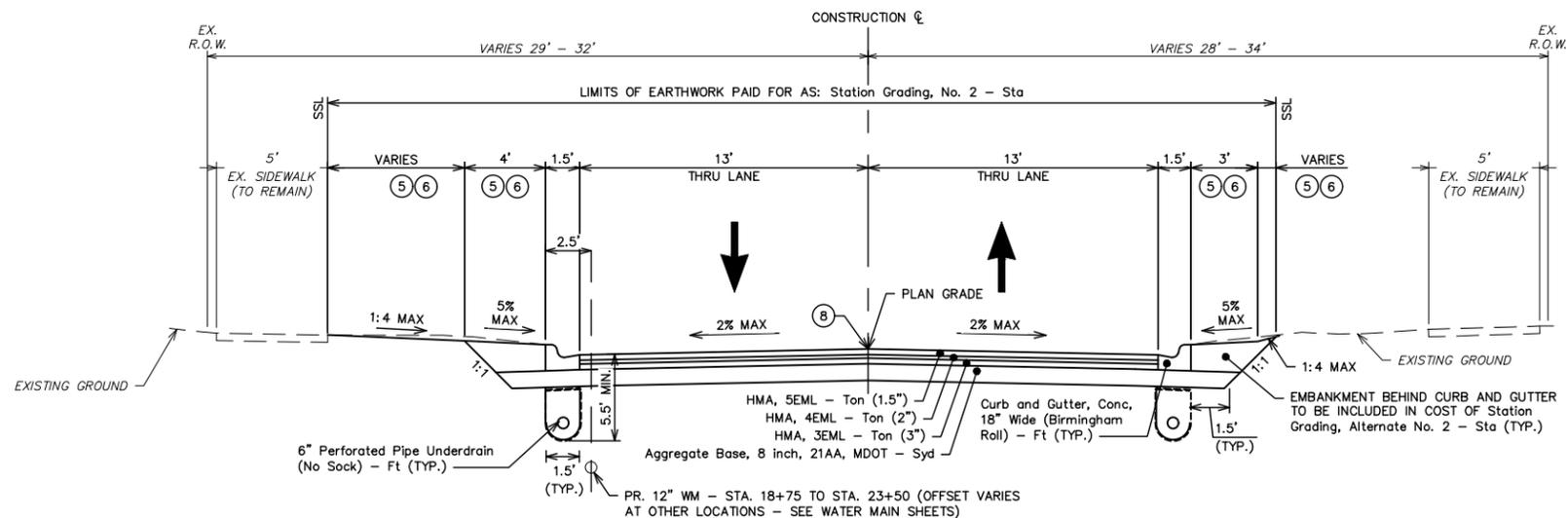
- NOTES:**
- 1 REFER TO BRIDGE PLANS FOR STA. 16+25 TO STA. 16+52
 - 4 USE INTEGRAL CURB AND GUTTER, 18" WIDE (BIRMINGHAM ROLL)
 - 5 6 INCHES OF TOPSOIL STRIPPING SHALL BE INCLUDED IN THE QUANTITY FOR Station Grading, Alternate No. - Sta.
 - 6 ROADSIDE RESTORATION TO BE PAID FOR AS: Turf Establishment - Syd
 - 7 CONTRACTOR TO SUBMIT JOINT LAYOUT FOR APPROVAL BY THE ENGINEER IN ACCORDANCE WITH MDOT STANDARD PLANS AND CONTRACT DOCUMENTS.
 - 8 SEE PROFILES FOR SUPERELEVATION INFORMATION AND TRANSITION

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PROPOSED REDDING ROAD - HMA TYP CROSS SECTION ALTERNATE No. 2

TO APPLY: STA. 11+41 TO STA. 16+25 (1)



PROPOSED REDDING ROAD - HMA TYP CROSS SECTION ALTERNATE No. 2

TO APPLY: STA. 16+32 TO STA. 22+95

HMA APPLICATION ESTIMATE

ITEM	RATE (Lb/Syd)	PERFORMANCE GRADE	REMARKS
HMA 5EML	165	64-22	TOP COURSE AWI=260 MIN. 17% MAX RAP (TIER 1)
HMA, 3EML	385	64-22	BASE COURSE
HMA, APPROACH	220 PER LIFT (440 TOTAL)	64-22	DRIVEWAYS (USE HMA, 36A) TWO 2-INCH LIFTS @ 220 LB/SYD PER LIFT
HAND PATCHING	330 MAX	64-22	USE HMA, 5EML
BOND COAT	0.05 TO 0.15 gal	N/A	N/A

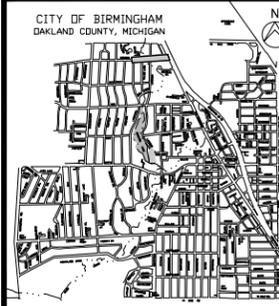
NOTES:

- ① REFER TO BRIDGE PLANS FOR STA. 16+25 TO STA. 16+52
- ⑤ 6 INCHES OF TOPSOIL STRIPPING SHALL BE INCLUDED IN THE QUANTITY FOR Station Grading, Alternate No. _ - Sta.
- ⑥ ROADSIDE RESTORATION TO BE PAID FOR AS: Turf Establishment - Syd
- ⑧ SEE PROFILES FOR SUPERELEVATION INFORMATION AND TRANSITION



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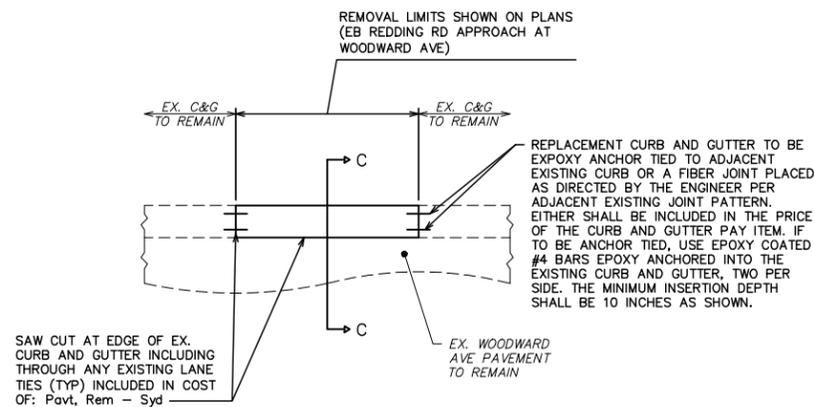
CITY OF BIRMINGHAM
REDDING ROAD
SEWER AND WATER
MAIN IMPROVEMENTS

TYPICAL SECTION

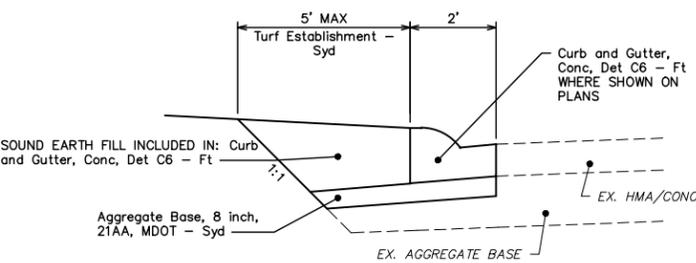


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HRC JOB NO. 20210961	SCALE NO SCALE
DATE June 2023	SHEET NO. 7 OF 66



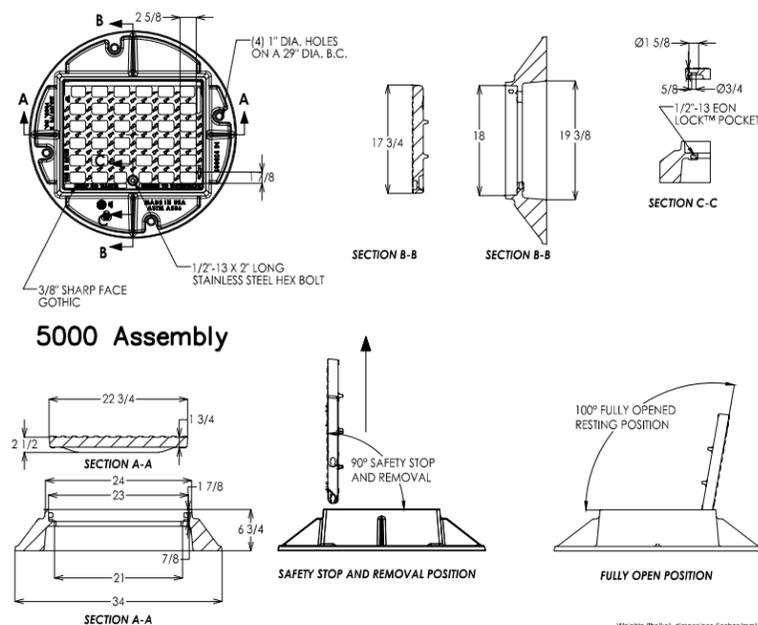
SAW CUT AT EDGE OF EX. CURB AND GUTTER INCLUDING THROUGH ANY EXISTING LANE TIES (TYP) INCLUDED IN COST OF: Pavt, Rem - Syd



SECTION C-C

WOODWARD AVE CURB AND GUTTER AT EXISTING EB REDDING APPROACH

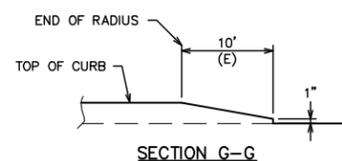
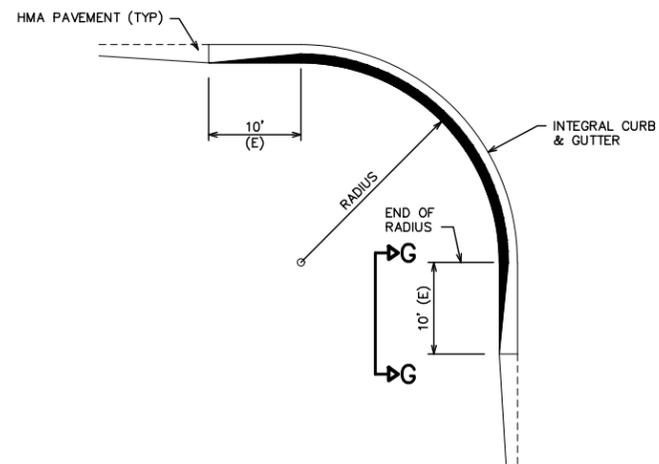
NO SCALE



5000 Assembly

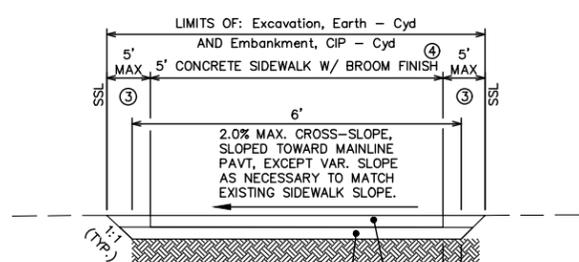
STANDARD CATCH BASIN GRATE - IN CURB LINE

NOT TO SCALE



CURB ENDING TREATMENT

NO SCALE



EXISTING SUBGRADE SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY PRIOR TO PLACING GRANULAR BASE

6" COMPACTED MDOT GRANULAR MATERIAL, CLASS IIA BASE TO 95% OF MAXIMUM DENSITY. INCLUDED IN COST OF SIDEWALK PAY ITEMS

Sidewalk, Conc, 6 inch, - Sft OR Sidewalk, Conc, 4 inch, - Sft AS SHOWN ON THE PLANS.

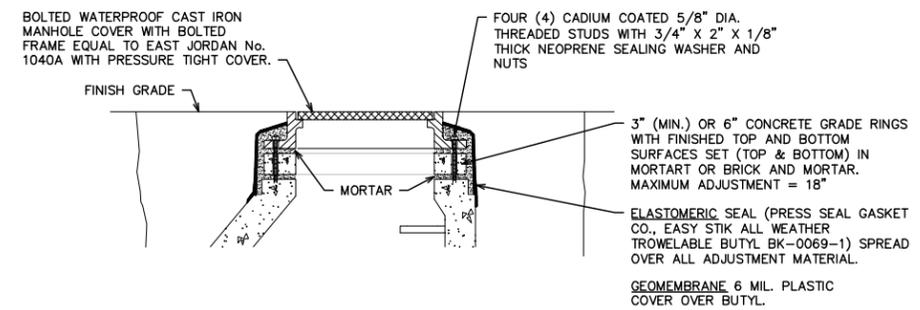
SIDEWALK NOTES:

- ADA RAMP AND LANDINGS SHALL BE CONSTRUCTED IN CONCRETE AND IN ACCORDANCE WITH CURRENT MDOT STANDARD DETAIL R-28 SERIES AND SHALL HAVE A MINIMUM CLEAR OPENING OF 6' WIDE.
- A CLEAN SAW CUT JOINT SHALL BE PROVIDED WHERE EVER NEW PAVEMENT MATCHES EXISTING PAVEMENT (INCLUDED IN THE COST OF SIDEWALK PAY ITEMS)
- Turf Establishment - Syd
- WIDTH VARIES AS SHOWN ON PLANS

CONCRETE SIDEWALK

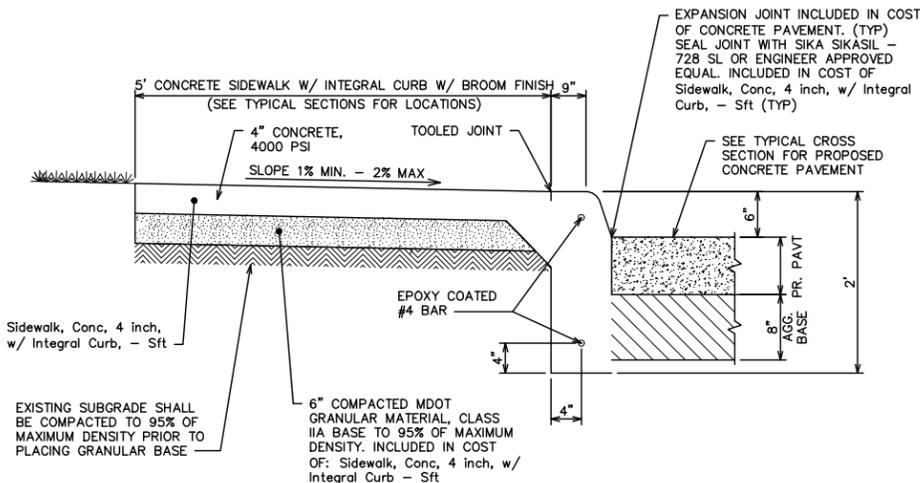
NOT TO SCALE

7B



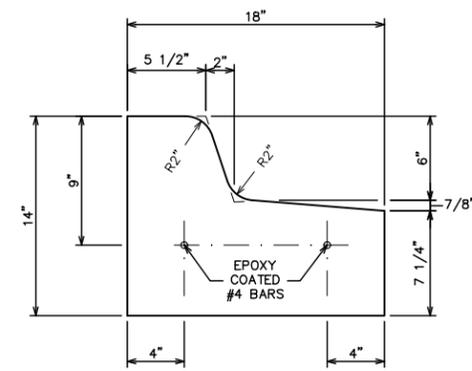
MANHOLE ADJUSTMENT SECTION

NO SCALE



CONCRETE SIDEWALK W/ INTEGRAL CURB

NO SCALE



NOTES:

CURB TO BE POURED INTEGRAL WITH CONCRETE PAVEMENT ALTERNATE NO. 1 AND SEPARATE WITH HMA PAVEMENT ALTERNATE NO. 2.

ISLAND SPILLOUT CONCRETE CURB AND GUTTER

NO SCALE



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DRAWN	KJB/IMN
CHECKED	ALP
APPROVED	CEH

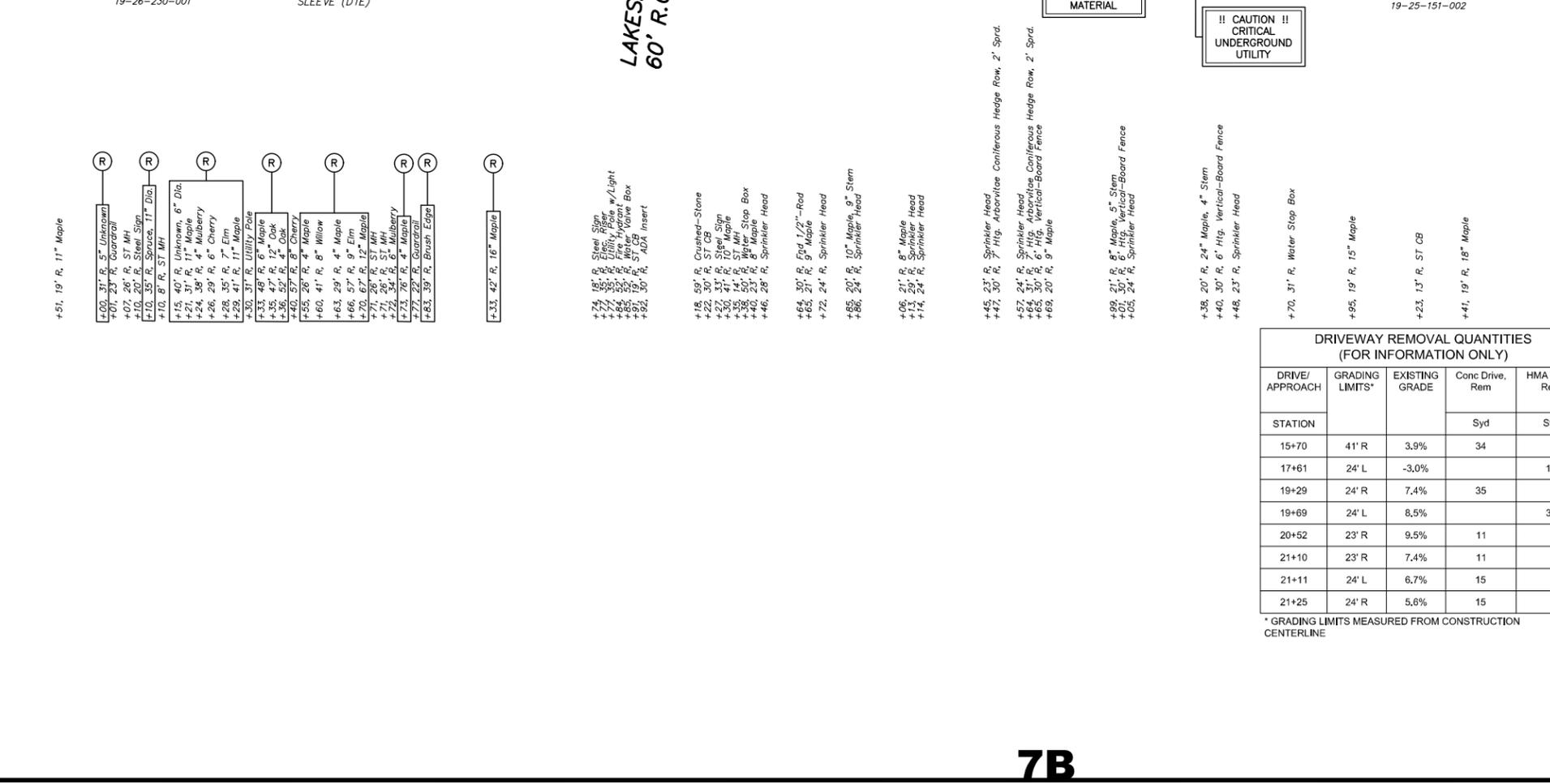
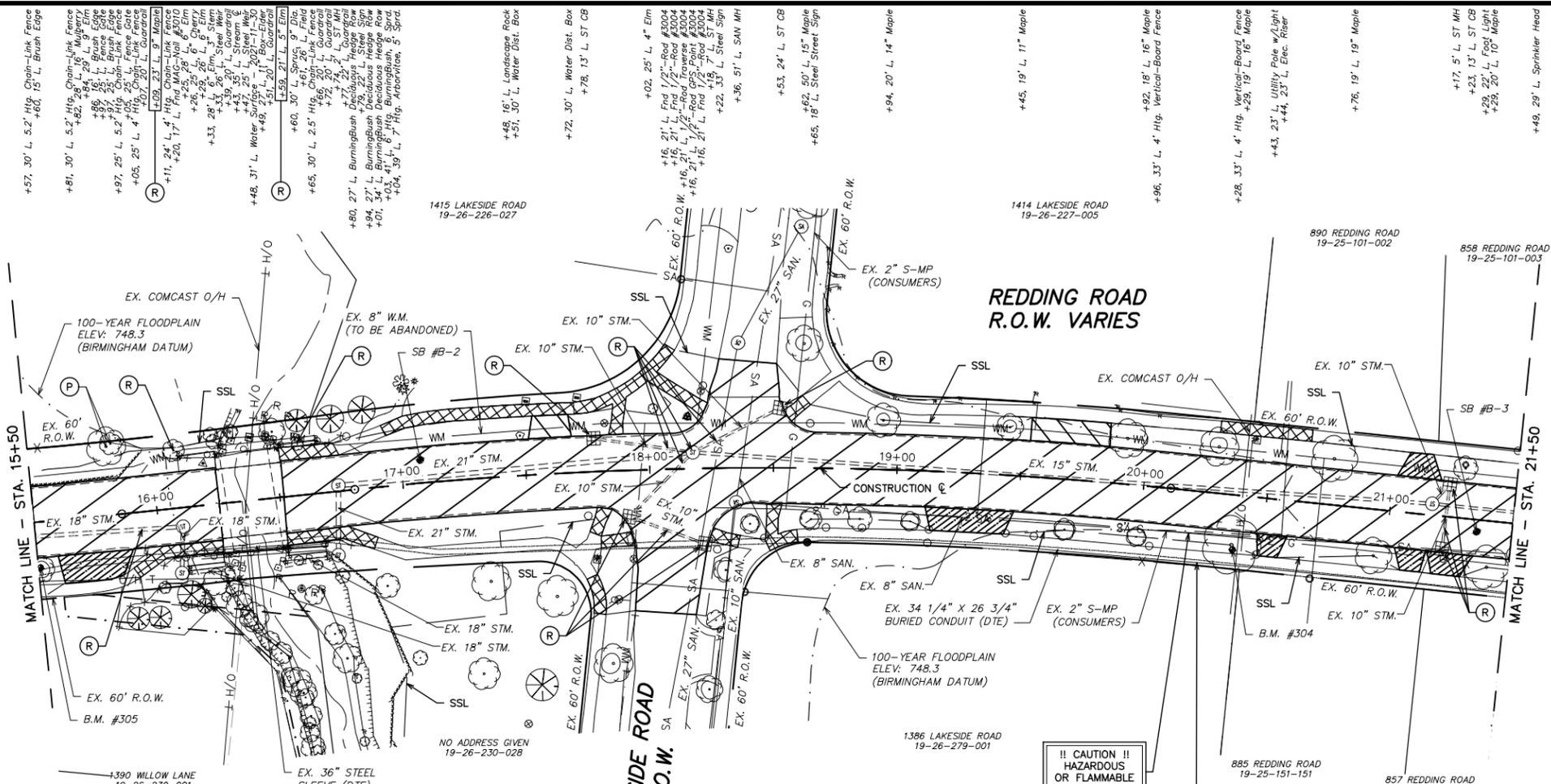


CITY OF BIRMINGHAM
REDDING ROAD SEWER AND WATER MAIN IMPROVEMENTS

PROJECT DETAILS

HRC JOB NO. 20210961	SCALE NO SCALE
DATE June 2023	SHEET NO. 11 OF 66

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BENCHMARK		
BM. #	DESCRIPTION	ELEV.
304	VERT MAG S. ROOT 24" MAPLE @ S. SIDE REDDING AT W. PL TO HSE 885 AND 887.	749.51
305	VERT MAG N. ROOT 11" MAPLE @ S. SIDE OF REDDING 50'+- E OF WILLOW LANE.	751.77

REMOVAL QUANTITIES - THIS SHEET		
PAY ITEM	QTY	UNIT
Pavt, Rem	2096	Syd
HMA Drive, Rem	51	Syd
Conc Drive, Rem	121	Syd
Dr Structure, Rem	6	Ea
Sewer, Rem, Less than 24 inch	295	Ft
Tree, Rem, 6 inch to 18 inch	17	Ea
Sidewalk, Rem	211	Syd

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NOTE:

SEE WATER MAIN SHEETS FOR WATER MAIN TO BE ABANDONED

REFER TO BRIDGE SHEETS FOR DETAILS AND PAY ITEMS

DRIVEWAY REMOVAL QUANTITIES (FOR INFORMATION ONLY)			
DRIVE/ APPROACH	GRADING LIMITS*		
STATION	EXISTING GRADE	Conc Drive, Rem	HMA Drive, Rem
		Syd	Syd
15+70	41' R 3.9%	34	
17+61	24' L -3.0%		17
19+29	24' R 7.4%	35	
19+69	24' L 8.5%		34
20+52	23' R 9.5%	11	
21+10	23' R 7.4%	11	
21+11	24' L 6.7%	15	
21+25	24' R 5.6%	15	

* GRADING LIMITS MEASURED FROM CONSTRUCTION CENTERLINE

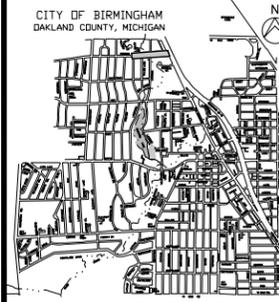
LEGEND

- [Hatched Box] Pavt, Rem
- [Hatched Box] HMA Drive, Rem
- [Hatched Box] Conc Drive, Rem
- [Hatched Box] Sidewalk, Rem
- (R) REMOVALS
- SLOPE STAKE LINE (SSL)



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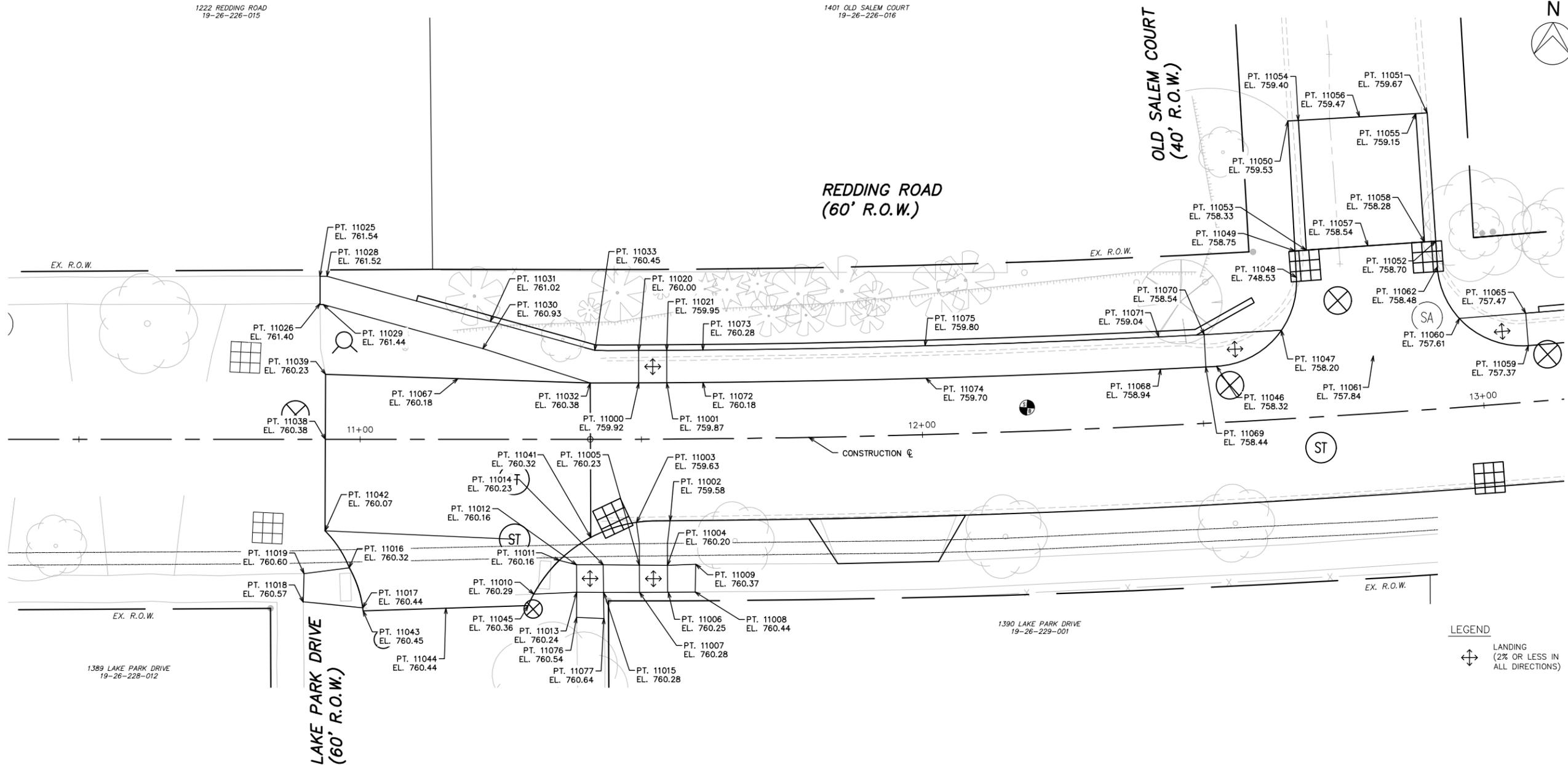


CITY OF BIRMINGHAM
REDDING ROAD
SEWER AND WATER
MAIN IMPROVEMENTS

REMOVAL PLAN
 REDDING ROAD
 STA. 15+50 TO STA. 21+50

HRC JOB NO. 20210961	SCALE 1" = 30'
DATE June 2023	SHEET NO. 26 OF 66

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DRAWN	KJB/IMN
CHECKED	ALP
APPROVED	CEH



CITY OF BIRMINGHAM
REDDING ROAD
SEWER AND WATER
MAIN IMPROVEMENTS

DETAILED GRADES

HRC JOB NO. 20210961	SCALE 1" = 10'
DATE June 2023	SHEET NO. 37 OF 66

LEGEND
 LANDING
 (2% OR LESS IN ALL DIRECTIONS)

POINT DESCRIPTION LEGEND
 BC BACK OF CURB
 CL CENTERLINE
 CI CENTER ISLAND
 PVMT PAVEMENT
 SW SIDEWALK

Pt. #	ELEV.	NORTHING EASTING	DESC.
11000	759.92	N: 387655.0627 E: 13429968.7251	SW
11001	759.87	N: 387655.3138 E: 13429973.6987	SW
11002	759.58	N: 387630.8691 E: 13429975.4013	SW
11003	759.63	N: 387630.3126 E: 13429969.4271	SW
11004	760.20	N: 387622.9428 E: 13429975.2869	SW
11005	760.23	N: 387622.7742 E: 13429970.2927	SW
11006	760.25	N: 387618.1959 E: 13429975.6590	SW
11007	760.28	N: 387617.9462 E: 13429970.5257	SW
11008	760.44	N: 387618.4627 E: 13429980.4090	SW
11009	760.37	N: 387623.3841 E: 13429980.2950	SW
11010	760.29	N: 387616.7845 E: 13429951.7692	SW

Pt. #	ELEV.	NORTHING EASTING	DESC.
11011	760.16	N: 387622.9688 E: 13429956.0656	SW
11012	760.16	N: 387622.3187 E: 13429959.1373	SW
11013	760.24	N: 387617.4510 E: 13429959.3758	SW
11014	760.23	N: 387622.5508 E: 13429963.8742	SW
11015	760.28	N: 387617.6250 E: 13429940.1842	SW
11016	760.32	N: 387619.9867 E: 13429918.7730	SW
11017	760.44	N: 387612.9888 E: 13429921.4800	SW
11018	760.57	N: 387613.4897 E: 13429910.8875	SW
11019	760.60	N: 387618.5757 E: 13429910.7827	SW
11020	760.00	N: 387660.8047 E: 13429912.4219	SW

Pt. #	ELEV.	NORTHING EASTING	DESC.
11025	761.54	N: 387671.4011 E: 13429911.2025	SW
11026	761.40	N: 387666.5667 E: 13429911.4527	SW
11028	761.52	N: 387671.4600 E: 13429912.4836	SW
11029	761.44	N: 387666.4341 E: 13429912.0342	SW
11030	760.93	N: 387659.8865 E: 13429940.7378	SW
11031	761.02	N: 387664.7613 E: 13429941.8497	SW
11032	760.38	N: 387654.6558 E: 13429960.1110	SW
11033	760.45	N: 387660.4760 E: 13429960.6362	SW
11038	760.38	N: 387642.5459 E: 13429913.4879	PVMT
11039	760.23	N: 387654.0599 E: 13429912.9997	PVMT
11041	760.32	N: 387627.2725 E: 13429961.4525	BC

Pt. #	ELEV.	NORTHING EASTING	DESC.
11042	760.07	N: 387626.3302 E: 13429914.1754	PVMT
11043	760.45	N: 387612.4313 E: 13429921.5679	PVMT
11044	760.44	N: 387613.5745 E: 13429936.2782	PVMT
11045	760.36	N: 387614.7082 E: 13429950.8650	PVMT
11046	758.32	N: 387662.6474 E: 13430071.2372	SW
11047	758.20	N: 387669.5662 E: 13430082.4461	SW
11048	748.53	N: 387679.0612 E: 13430084.6890	BC
11049	758.75	N: 387683.7523 E: 13430084.2219	BC
11050	759.53	N: 387706.7126 E: 13430081.9354	BC
11051	759.67	N: 387709.2677 E: 13430106.6118	BC
11052	758.70	N: 387686.6040 E: 13430109.1511	BC

Pt. #	ELEV.	NORTHING EASTING	DESC.
11053	758.33	N: 387683.9805 E: 13430086.2168	PVMT
11054	759.40	N: 387706.9075 E: 13430083.7661	PVMT
11055	759.15	N: 387709.0555 E: 13430104.5698	PVMT
11056	759.47	N: 387708.0244 E: 13430094.6112	PVMT
11057	758.54	N: 387685.2289 E: 13430097.1465	PVMT
11058	758.28	N: 387686.3790 E: 13430107.1638	PVMT
11059	757.37	N: 387668.8412 E: 13430126.4381	SW
11060	757.61	N: 387673.1039 E: 13430113.9747	SW
11061	757.84	N: 387665.7521 E: 13430098.9883	PVMT
11062	758.48	N: 387682.0706 E: 13430109.6590	BC
11065	757.47	N: 387674.5463 E: 13430125.7211	SW

Pt. #	ELEV.	NORTHING EASTING	DESC.
11067	760.18	N: 387654.3578 E: 13429936.5553	PVMT
11068	758.94	N: 387661.6645 E: 13430061.2856	SW
11069	758.44	N: 387662.4590 E: 13430069.3119	SW
11070	758.54	N: 387668.1808 E: 13430068.7521	SW
11071	759.04	N: 387667.4105 E: 13430060.7181	SW
11072	760.18	N: 387655.6555 E: 13429980.1187	SW
11073	760.28	N: 387661.3987 E: 13429979.8363	SW
11074	759.70	N: 387658.2011 E: 13430019.7081	SW
11075	759.80	N: 387663.9354 E: 13430019.2847	SW
11076	760.54	N: 387612.9938 E: 13429959.5371	SW
11077	760.64	N: 387613.0215 E: 13429964.4096	SW

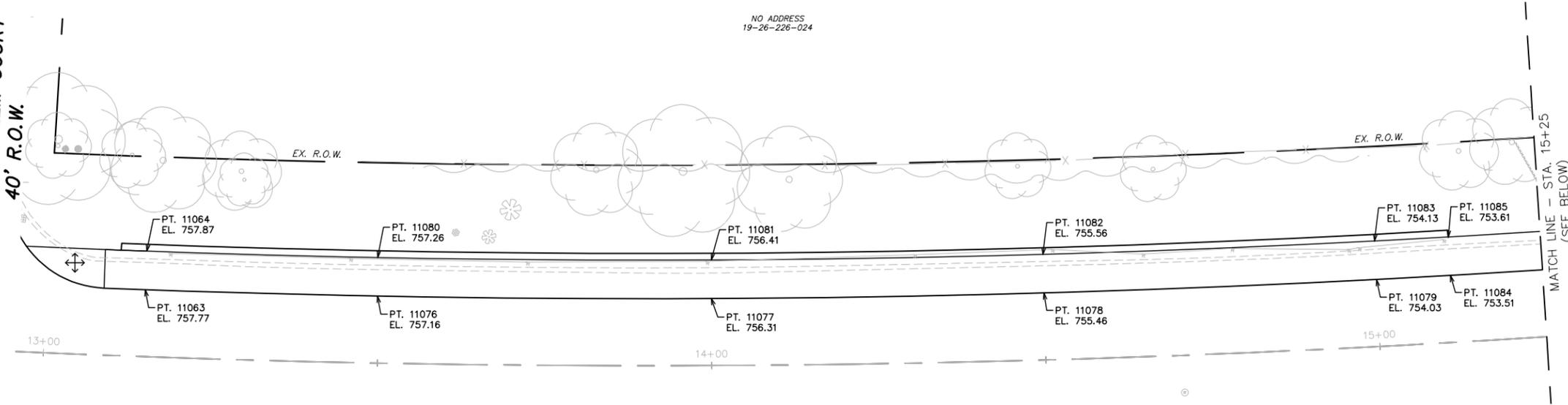
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REDDING ROAD (60' R.O.W.)

NO ADDRESS
19-26-226-024

OLD SALEM COURT
40' R.O.W.



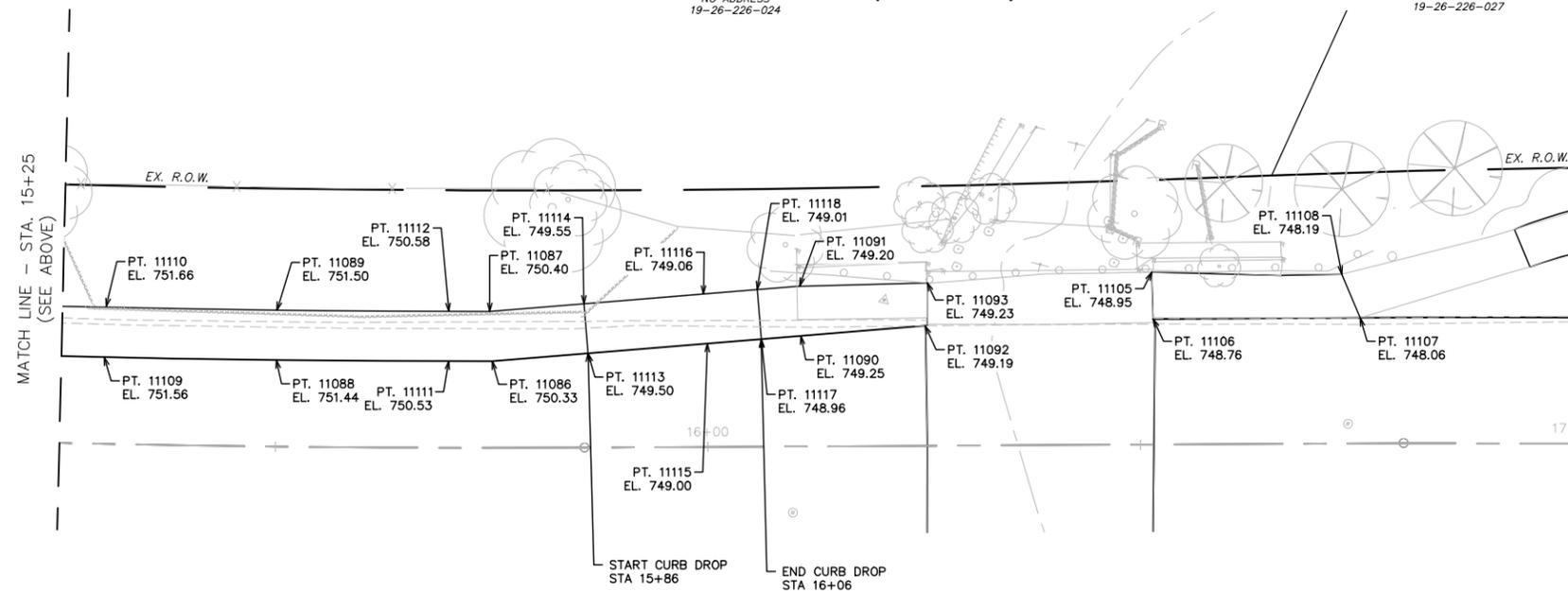
LEGEND

↕ LANDING
(2% OR LESS IN ALL DIRECTIONS)

REDDING ROAD (60' R.O.W.)

NO ADDRESS
19-26-226-024

1415 LAKESIDE ROAD
19-26-226-027



DETAILED GRADES			
PT. #	ELEV.	NORTHING EASTING	DESC.
11063	757.77	N: 387669.6218 E: 13430132.5753	SW
11064	757.87	N: 387675.3260 E: 13430131.8510	SW
11076	757.16	N: 387674.3433 E: 13430167.0013	SW
11077	756.31	N: 387682.1282 E: 13430216.3199	SW
11078	755.46	N: 387691.0571 E: 13430265.2742	SW
11079	754.03	N: 387701.1486 E: 13430314.0009	SW
11080	757.26	N: 387680.0192 E: 13430166.0756	SW
11081	756.41	N: 387687.7972 E: 13430215.3579	SW
11082	755.56	N: 387696.7011 E: 13430264.1752	SW
11083	754.13	N: 387706.7649 E: 13430312.7678	SW
11084	753.51	N: 387703.5548 E: 13430324.8234	SW
11085	753.61	N: 387709.1241 E: 13430323.5696	SW
11086	750.33	N: 387718.4671 E: 13430386.6579	SW
11087	750.40	N: 387723.9684 E: 13430384.9633	SW
11088	751.44	N: 387712.3974 E: 13430362.4735	SW
11089	751.50	N: 387717.9823 E: 13430361.1055	SW
11090	749.25	N: 387730.1705 E: 13430420.4998	SW

DETAILED GRADES			
PT. #	ELEV.	NORTHING EASTING	DESC.
11091	749.20	N: 387735.7077 E: 13430418.9178	SW
11092	749.19	N: 387734.8771 E: 13430434.1070	SW
11093	749.23	N: 387739.7442 E: 13430433.1173	SW
11105	748.95	N: 387747.3885 E: 13430457.9390	SW
11106	748.76	N: 387742.2196 E: 13430459.4566	SW
11107	748.06	N: 387748.2968 E: 13430482.5855	SW
11108	748.19	N: 387752.6197 E: 13430479.2908	SW
11109	751.56	N: 387707.7593 E: 13430343.1164	SW
11110	751.66	N: 387713.4753 E: 13430341.8739	SW
11111	750.53	N: 387717.2197 E: 13430381.7861	SW
11112	750.58	N: 387722.7917 E: 13430380.3665	SW
11113	749.50	N: 387722.0990 E: 13430397.1600	SW
11114	749.55	N: 387727.5354 E: 13430395.2804	SW
11115	749.00	N: 387726.6275 E: 13430410.2550	SW
11116	749.06	N: 387732.0629 E: 13430408.3757	SW
11117	748.96	N: 387728.6639 E: 13430416.1434	SW
11118	749.01	N: 387734.0989 E: 13430414.2644	SW

POINT DESCRIPTION LEGEND

BC BACK OF CURB
CL CENTERLINE
CI CENTER ISLAND
PVMT PAVEMENT
SW SIDEWALK

811 CALL MISS DIG
72 HOURS
(3 WORKING DAYS)
BEFORE YOU DIG
1-800-482-7171
or 811
(TOLL FREE)

HRC
HUBBELL, ROTH & CLARK, INC
CONSULTING ENGINEERS SINCE 1915
555 HULET DRIVE
BLOOMFIELD HILLS, MICH. P.O. BOX 824
48303 - 0824
PHONE: (248) 454-6300
FAX (1st Floor): (248) 454-6312
FAX (2nd Floor): (248) 454-6359
WEB SITE: [http:// www.hrcengr.com](http://www.hrcengr.com)

DATE	ADDITIONS AND/OR REVISIONS
11/6/2023	ISSUED FOR BIDS
10/23/2023	REVISED PER EGLE WM REVIEW
6/6/2023	75% PLANS FOR CITY REVIEW
5/8/2023	ISSUED FOR EGLE WM PERMIT
2/4/2022	PRELIMINARY PLANS TO CITY

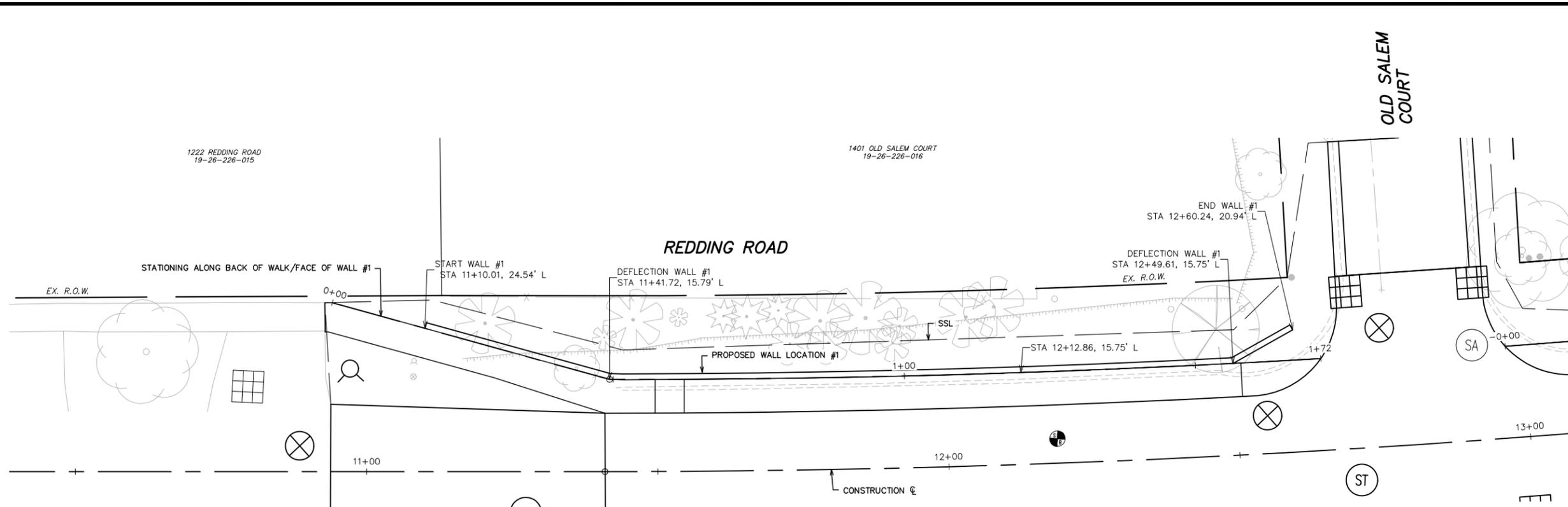
DESIGNED	RD/JS/ALP
DRAWN	KJB/IMN
CHECKED	ALP
APPROVED	CEH



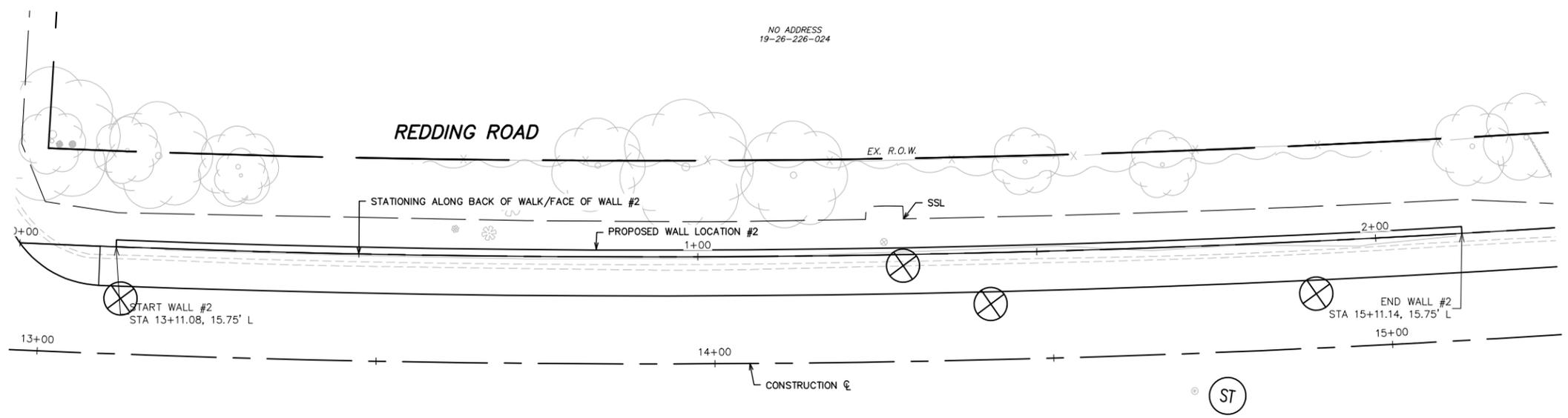
CITY OF BIRMINGHAM
REDDING ROAD
SEWER AND WATER
MAIN IMPROVEMENTS

DETAILED GRADES

HRC JOB NO. 20210961	SCALE 1" = 10'
DATE June 2023	SHEET NO. 38 OF 66



RETAINING WALL LOCATION 1 QUANTITIES		
PAY ITEM	QTY	UNIT
Modular Concrete Block Retaining Wall	534	Sft



RETAINING WALL LOCATION 2 QUANTITIES		
PAY ITEM	QTY	UNIT
Modular Concrete Block Retaining Wall	640	Sft



HRC
HUBBELL, ROTH & CLARK, INC
 CONSULTING ENGINEERS SINCE 1915
 555 HULEY DRIVE P.O. BOX 824
 BLOOMFIELD HILLS, MICH. 48303 - 0824
 PHONE: (248) 454-6300
 FAX (1st. Floor): (248) 454-6312
 FAX (2nd. Floor): (248) 454-6359
 WEB SITE: [http:// www.hrcengr.com](http://www.hrcengr.com)

DATE	ADDITIONS AND/OR REVISIONS
6/6/2023	75% PLANS FOR CITY REVIEW
5/8/2023	ISSUED FOR EGLE WM PERMIT
2/4/2022	PRELIMINARY PLANS TO CITY
DESIGNED	RD/JJS/ALP
DRAWN	KJB/IMN
CHECKED	ALP
APPROVED	CEH



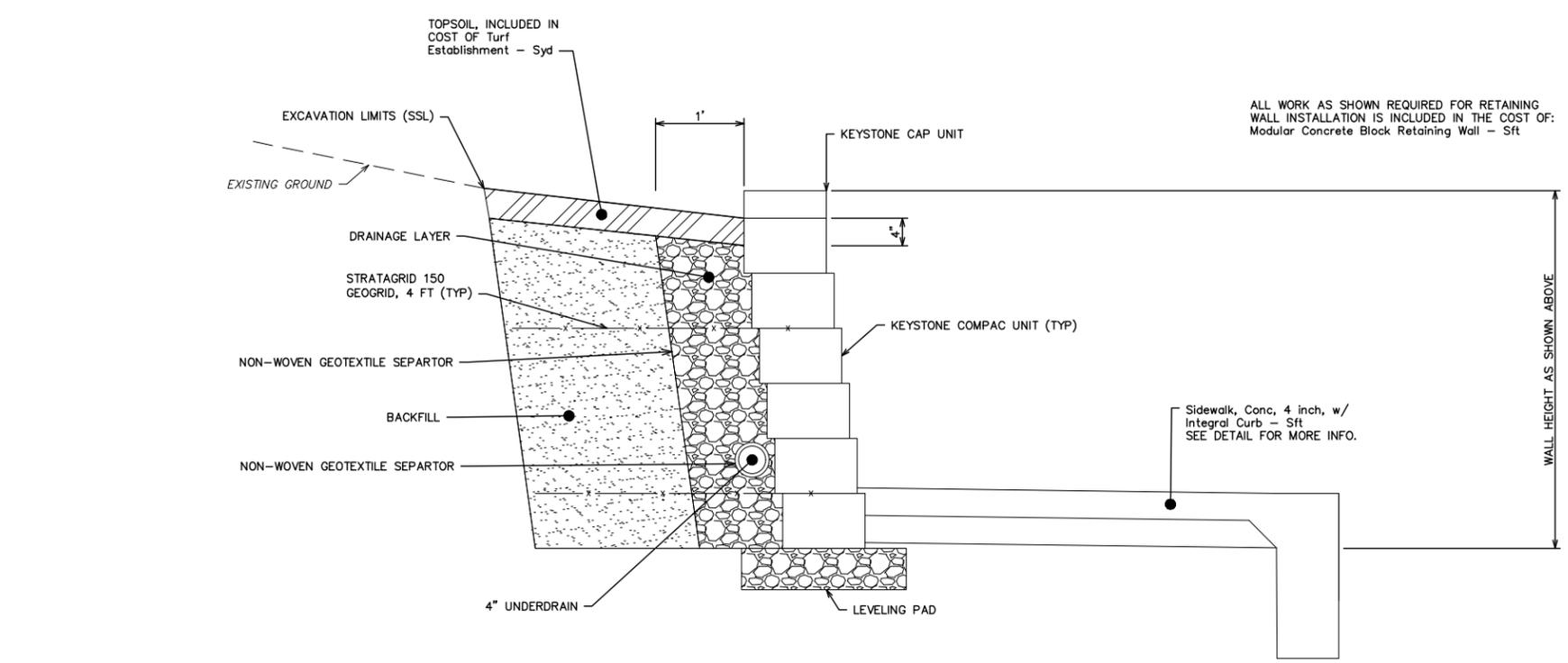
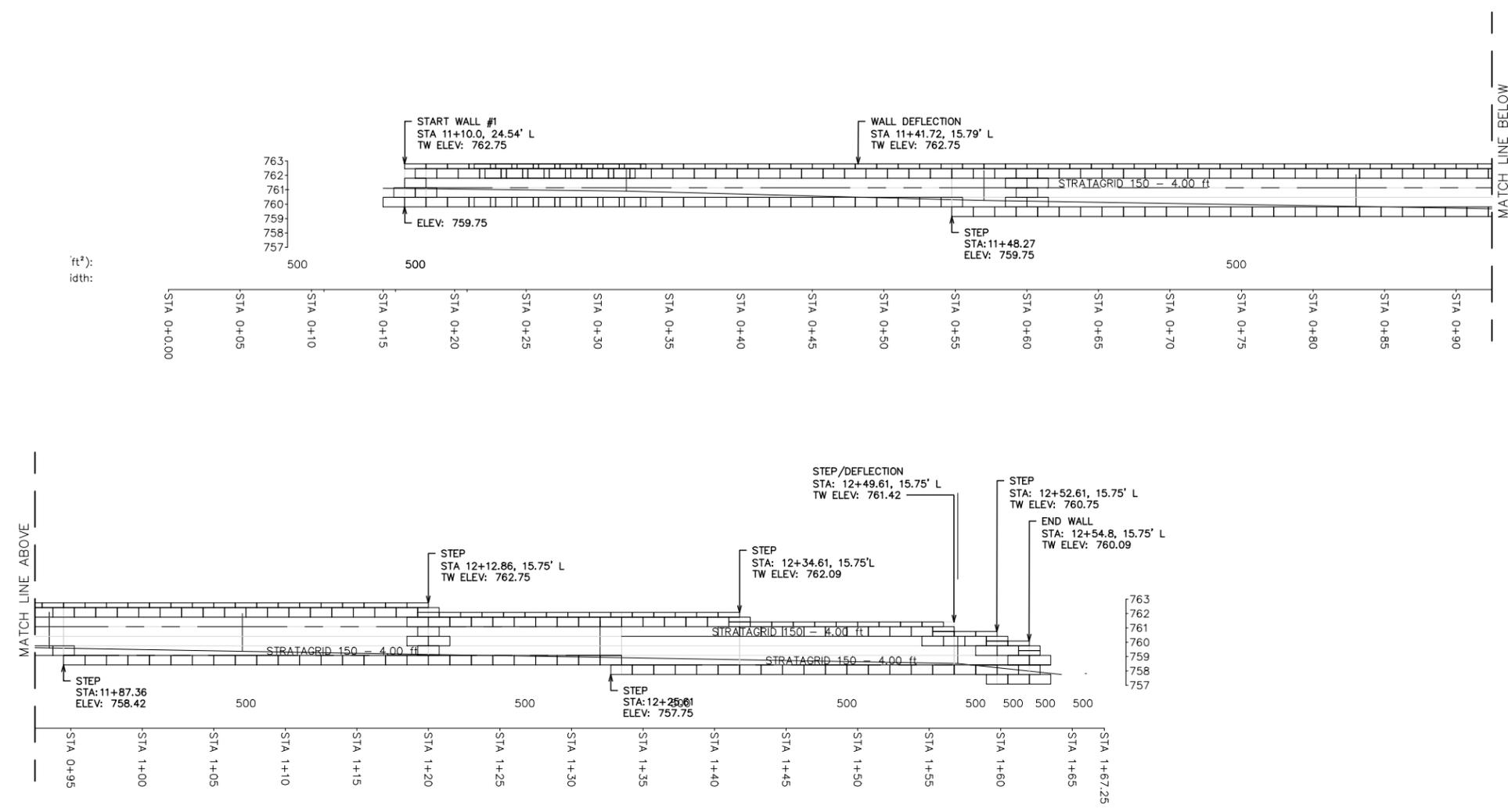
CITY OF BIRMINGHAM
REDDING ROAD
SEWER AND WATER
MAIN IMPROVEMENTS

RETAINING WALL PLAN

HRC JOB NO. 20210961	SCALE 1" = 10'
DATE June 2023	SHEET NO. 43 OF 66



HRC
HUBBELL, ROTH & CLARK, INC
 CONSULTING ENGINEERS SINCE 1915
 555 HULEY DRIVE P.O. BOX 824
 BLOOMFIELD HILLS, MICH. 48303 - 0824
 PHONE: (248) 454-6300
 FAX (1st Floor): (248) 454-8312
 FAX (2nd Floor): (248) 454-8359
 WEB SITE: [http:// www.hrcengr.com](http://www.hrcengr.com)



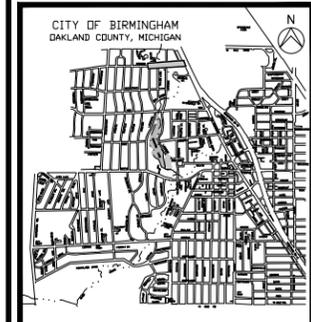
MODULAR CONCRETE BLOCK RETAINING WALL SECTION

NO SCALE

7B

DATE	ADDITIONS AND/OR REVISIONS
6/6/2023	75% PLANS FOR CITY REVIEW
5/8/2023	ISSUED FOR EGLE WM PERMIT
2/4/2022	PRELIMINARY PLANS TO CITY

DESIGNED	RD/JS/ALP
DRAWN	KJB/IMN
CHECKED	ALP
APPROVED	CEH



CITY OF BIRMINGHAM
REDDING ROAD
SEWER AND WATER
MAIN IMPROVEMENTS

RETAINING WALL #1
ELEVATION & SECTION

HRC JOB NO. 20210961	SCALE 1" = 5'
DATE June 2023	SHEET NO. 44 OF 66

**Redding Road Project
Sidewalk Special Assessment District (SAD)**

Parcel ID / Sidewell Number	Street Address	Side Street Sidewalk Length (ft)	Unit Costs for Assesment	SAD Cost Percentage	Estimated Cost
19-26-226-016	1401 Old Salem Ct	74	\$45.00	25%	\$ 832.50
19-26-226-024	N/A	161.0	\$45.00	25%	\$ 1,811.25



MEMORANDUM

Clerk's Office

DATE: November 20, 2023

TO: Melissa Coatta, City Engineer

FROM: Alexandria Bingham, City Clerk

SUBJECT: Clerk's Confirmation of Public Hearing Notice: Public Hearing of Necessity & Public Hearing of Confirmation for Special Assessment District - Redding Road

The public hearing notice process has been completed for Public Hearing of Necessity & Public Hearing of Confirmation for Special Assessment District - Redding Road.

Mailing Date: **11/09/2023**

Test Mail Return Date: **11/14/2023**

Publishing Dates in the Birmingham Eccentric: 11/17/2023 & 11/19/2023

Posted on www.bhamgov.org/publicnotices: 11/20/2023

Attachments:

1. Public Hearing Notice
2. Addresses
3. Mailing Letter
4. Postings from the Oakland Free Press- 11/17/2023 & 11/19/2023

NOTICE OF PUBLIC HEARINGS	
BIRMINGHAM CITY COMMISSION	
PUBLIC HEARING OF NECESSITY	
PUBLIC HEARING OF CONFIRMATION	
Meeting Date, Time, Location:	HEARING OF NECESSITY FOR SPECIAL ASSESSMENT DISTRICT Monday, November 27, 2023, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48009
Meeting Date, Time, Location:	HEARING FOR CONFIRMATION OF THE ROLL Monday, December 4, 2023, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48009
Project Location:	<p style="text-align: center;">Redding Road Sidewalk Special Assessment District</p> 
Nature of Improvement:	For the purpose of a Special Assessment District for a new sidewalk adjacent to all properties within the project area on Redding Road, from Lake Park Drive to Woodward Ave
City Staff Contact:	Melissa Coatta, City Engineer mcoatta@bhamgov.org , (248)530-1839
Notice Requirements:	Mail to affected property owners Publish 11/17/2023 and 11/19/2023
Approved minutes may be reviewed at:	City Clerk's Office or www.bhamgov.org/commissionagendas
Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through ZOOM: https://zoom.us/j/655079760 Meeting ID: 655 079 760	
<p>You or your agent may appear at the hearings to express your views; however, if you fail to protest either in person or by letter received on or before the date of the hearing, you cannot appeal the amount of the special assessment to the Michigan Tax Tribunal. Mail any correspondence to: City Clerk, P.O. Box 3001, Birmingham, MI 48012.</p> <p>The property owner may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the confirmation of the special assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll.</p> <p>All special assessments, including installment payments, shall, from the date of the confirmation thereof, constitute a lien on the respective lots or parcels assessed, and until paid shall be charged against the respective owners of the lots or parcels assessed.</p>	
Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk's Office at 248.530.1880 (voice) or 248.644.5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.	

SIDWELL	NAME	ADDRESS	CITY	STATE	ZIP
1925101002	BRADY BLAIN	890 REDDING RD	BIRMINGHAM	MI	48009
1925101003	LUCIA M LEHMAN TRUSTEE	858 REDDING RD	BIRMINGHAM	MI	48009
1925101004	THE SUSAN DICLEMENTE TRUST	846 REDDING RD	BIRMINGHAM	MI	48009
1925101014	JEANNE M PETZOLD LLC	798 REDDING RD	BIRMINGHAM	MI	48009
1925101015	WICO METAL PRODUCTS HOLDING COMPANY	23500 SHERWOOD AVE	WARREN	MI	48091
1925151002	MINNA LIVING TRUST	857 REDDING RD	BIRMINGHAM	MI	48009
1925151005	STUART FRANKEL	1334 MAPLELAWN DR	TROY	MI	48084
1925151151	LMB PROPERTIES LLC	36800 WOODWARD AVE STE 115	BLOOMFIELD	MI	48304
1925151151	TUSHAR VAKHARIYA	21649 A GODDARD RD STE A	TAYLOR	MI	48180
1926226015	PAUL K ROSS	1222 REDDING RD	BIRMINGHAM	MI	48009
1926226016	CATHERINE STOHLER BEER	1401 OLD SALEM CT	BIRMINGHAM	MI	48009
1926226024	JAMES H SHERMAN	1440 OLD SALEM CT	BIRMINGHAM	MI	48009
1926226027	JEFFREY A HELDT	1415 LAKESIDE RD	BIRMINGHAM	MI	48009
1926227005	SYDNEY M BRODER	1414 LAKESIDE RD	BIRMINGHAM	MI	48009
1926228012	EDWARD LIPPINCOTT	1389 LAKE PARK DR	BIRMINGHAM	MI	48009
1926229001	MICHAEL B SHER	1390 LAKE PARK DR	BIRMINGHAM	MI	48009
1926229011	SUNDEEP DHILLON	1395 WILLOW LN	BIRMINGHAM	MI	48009
1926230001	ADAM MERKEL	1390 WILLOW LN	BIRMINGHAM	MI	48009
1926279001	LYNDA MCFARLAN	1386 LAKESIDE RD	BIRMINGHAM	MI	48009
1925101013	Occupant	36801 WOODWARD AVE	BIRMINGHAM	MI	48009
1925151003	Occupant	831 REDDING RD	BIRMINGHAM	MI	48009
1925151004	Occupant	803 REDDING RD	BIRMINGHAM	MI	48009
1925151005	Occupant	36663 WOODWARD AVE	BIRMINGHAM	MI	48009
1925151151	Occupant	883 REDDING RD	BIRMINGHAM	MI	48009
1925151151	Occupant	885 REDDING RD	BIRMINGHAM	MI	48009
1925151151	Occupant	887 REDDING RD	BIRMINGHAM	MI	48009
	Birmingham	151 MARTIN ST	BIRMINGHAM	MI	48009



November 6, 2023

TO: 1925101002
BRADY BLAIN
890 REDDING RD
BIRMINGHAM, MI 48009

Re: Redding Road Project #9-23 (S)
Resident Meeting
Sidewalk Special Assessment District

To whom it may concern,

The City of Birmingham Redding Road Reconstruction Project will start in Spring 2024 and include the replacement of the water main and storm sewer repairs on Redding Road from Lake Park Drive to Woodward Ave.

Resident Meeting:

Please join the Engineering Department to discuss the upcoming reconstruction project at a resident meeting on **Thursday, February 16, 2023, from 5:30 – 7:00 p.m.** at Birmingham City Hall in the City Commission Room. This meeting will include a presentation of the in-depth construction work that will be performed.

Sidewalk Special Assessment District:

As part of the project, the city intends to install a sidewalk along the north side of Redding Road between Lake Park Drive to the Rouge River. A Sidewalk Special Assessment District (SAD) is created when the sidewalk is first installed. After installation, the City maintains the sidewalk at no cost to the homeowner in most circumstances. Enclosed is a map of properties subjected to the sidewalk SAD.

With this letter, you are receiving a notification for two public hearings regarding this project:

- The Public Hearing of the Necessity to form a Special Assessment District for sidewalk installation meeting the requirements as part of the Redding Road Project is Monday, November 27, 2023, at the regularly scheduled City Commission meeting at 7:30 p.m. in City Hall at 151 Martin St. Official estimate of sidewalk installation will be provided at the Hearing of Necessity.
- If necessity is determined at the November 27 hearing, a Public Hearing of Confirmation to confirm the Special Assessment District will follow on Monday, December 4, 2023, at the regularly scheduled City Commission meeting at 7:30 p.m. in City Hall at 151 Martin St.

Cost for sidewalk installation are as follows:

- 85% of the front-foot costs for sidewalk improvement are assessed on all properties fronting on the improvement. The city pays 15% of the costs
- 25% of the side-foot costs for improvement are assessed on all residential properties siding on the improvement. The city pays 75% of costs.

After the work is completed on the overall project, an invoice will be generated and sent to the property owner of record for the area of the sidewalk installed. Payment in full will be expected within 30 days of receipt. If you are not in a position to pay off the charge in one payment, it can be broken into as many as 5 annual payments. An annual interest charge on the remaining balance, currently about 9.50 percent, will apply.

Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760. You or your agent may appear at the hearings to express your views; however, if you fail to protest either in person or by letter received on or before the date of the hearing, you cannot appeal the amount of the special assessment to the Michigan Tax Tribunal. Mail any correspondence to: City Clerk, P.O. Box 3001, Birmingham, MI 48012. The property owner may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the confirmation of the special assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll. All special assessments, including installment payments, shall, from the date of the confirmation thereof, constitute a lien on the respective lots or parcels assessed, and until paid shall be charged against the respective owners of the lots or parcels assessed.

If you have any questions or concerns, please contact the Engineering Office at (248) 530-1850

Sincerely,



Melissa A. Coatta, P.E.
City Engineer

BUSINESS

Thousands of Starbucks workers go on a one-day strike on one of the chain's busiest days of year

By Dee-Ann Durbin
The Associated Press

NEW YORK Workers at more than 200 U.S. Starbucks locations walked off the job Thursday in what organizers said was the largest strike yet in the 2-year-old effort to unionize the company's stores.

The Workers United union chose Starbucks' annual Red Cup Day to stage the walkout since it's usually one of the busiest days of the year. Starbucks expects to give away thousands of reusable cups Thursday to customers who order holiday drinks.



BIRMINGHAM TRIBUNE — THE ASSOCIATED PRESS

A coalition of unions and supporters join Starbucks workers at a rally outside a midtown Manhattan Starbucks coffee store, calling for a "fair schedules and wages," on Thursday in New York.

The union said it was expecting more than 5,000 workers to take part in its "Red Cup Rebellion." Workers were expected to picket for part of the day and visit non-union stores the rest of the day, the union said. Around 50 stores also staged walkouts on Wednesday.

Juniper Schweitzer, who has worked for Starbucks for 16 years, said she loves the company and its ideals but believes it's not living up to them.

"They have promised the world to us and they have not delivered," said Schweitzer, who was picketing outside her Chicago store on Thursday.

Frequent promotions like Red Cup Day or buy-one-get-one-free offers put added stress on workers, who said they have no ability to switch off mobile orders or otherwise control the workflow.

"I mean, you can imagine the Starbucks orders. Decaf grande non-fat, three-and-a-half Splenda mycha with no whip. Multiply that by 100 and you have just drink, drink, drink, drink, drink, drink," she said. "We just have basically an

infinite amount of drinks and we're understaffed and we're sick of it."

Edwin Palmasolis, a Starbucks employee for more than two years, joined the picket line Thursday in front of his New York store. His store voted to unionize last year, but so far Starbucks and the union haven't started bargaining. He thinks a contract would help improve working conditions at his busy Manhattan store.

"It's been more of a downgrade than an uphill for us. It's been exhausting trying to deal with their retaliation and not much of a change has been made in the past year," he said.

Thursday's strike was the fifth major labor action by Starbucks workers since a strike in Buffalo, New York, became the first to unionize in late 2021. Workers at 110 stores walked out last year on Red Cup Day; most recently, a strike in June protested reports that Starbucks had removed Pride displays from its stores.

But the strikes have had little impact on Starbucks sales. For its 2023 fiscal year, which ended Oct. 1,

Starbucks reported its revenue rose 12% to a record \$38.6 billion.

Starbucks said Thursday that many of the stores with striking workers remained open, staffed by supervisors, managers and employees who chose not to strike or visited from nearby stores to pick up additional hours.

"We have nearly 10,000 stores open right now delighting our customers with the joy of Red Cup Day," the company said.

At least 363 company-operated Starbucks stores in 41 states have voted to unionize since late 2021. The Starbucks effort was at the leading edge of a period of labor activism that has also seen strikes by Amazon workers, auto workers and Hollywood writers and actors. At least 457,000 workers have participated in 315 strikes in the U.S. just this year, according to Johnnie Kallas, a Ph.D. candidate and the project director of Cornell University's Labor Action Tracker.

Starbucks opposes the unionization effort and has yet to reach a labor agreement with any of the stores that have voted to unionize. The process has been

contentious; regional offices with the National Labor Relations Board have issued 111 complaints against Starbucks for unfair labor practices, including refusal to bargain. Starbucks says Workers United is refusing to schedule bargaining sessions.

Starbucks noted that it has started bargaining with the Teamsters union, which organized a Starbucks store outside of Pittsburgh in June 2022. But the Starbucks have not reached a labor agreement. An employee answering the phone at the store Thursday said it wasn't participating in the strike.

Relations between Starbucks and Workers United have grown increasingly tense. Last month, Starbucks sued Workers United, saying a pro-Palestinian post on a union account was defamatory and demanding that the union stop using the name Starbucks Workers United. Workers United responded with its own lawsuit, saying Starbucks' lawsuit violated the law by suggesting it supports terrorism and violence.

But on Thursday, most strikers were focused on work issues and pay. Moonee Archley, who works as a mixologist at a Starbucks store in the company's hometown of Seattle, was picketing outside a non-union store near Pike Place Market, where the first Starbucks opened in 1971.

Achley said she often struggles to pay her rent and buy food on her Starbucks paycheck, even though she lives outside the city.

"The union is fighting for a better Starbucks. We want the best for this company," she said.

OAKLAND COUNTY

Local small businesses eligible to apply for CEED loans up to \$200K

By Kathy Blake
kblake@medianewsgrp.com

CEED Lending, a division of the Great Lakes Women's Business Council, wants to help small businesses grow.

CEED has \$4 million available to make loans ranging from \$50,000 to \$200,000 to for-profit small businesses in Oakland County that have been affected by COVID-19.

The funding is primarily for small businesses owned by minorities and/or women, or located in an economically disadvantaged area. However, all Oakland County small businesses are welcome to apply, according to a press release.

Belinda Turner-DuBois, manager of CEED Lending, said, "The Oakland County Revolving Loan Fund can help historically underserved small busi-

nesses reach their financial goals. CEED Lending is also committed to supporting businesses in economically disadvantaged areas, so we encourage small businesses to reach out for these OCELL dollars and learn about the other lending programs we offer throughout Michigan."

Two previous recipients of CEED Lending include Kimberly Craig and Karen Akouri.

Kimberly Craig, owner of Day to Day Necessities LLC, received a CEED loan for her Musashi Weeder garden tool. The tool was among five products selected by Lowe's in the national "Making It...With Lowe's" product-pitching competition for shelf space.

Karen Akouri, the owner of Drench Dressing, an all-natural salad dressing and marinade line, used her CEED loan to purchase equipment to diversify product packaging, she said. For more information, contact CEED Lending at 248-238-7880 or visit www.ceedlending.org.



Craig

BUSINESS

Walmart sinks on cautious consumer outlook, late-October dip

By Brendan Case and Jeannette Neumann
Bloomberg

Walmart Inc. skidded the most in more than a year as the retailer struck a cautious tone on its outlook for US shoppers after signs of weakness in the second half of October.

There was a "sharper fall-off" in sales during the last two weeks of the third quarter, which ended Oct. 31, said Chief Financial Officer John David Rainey. While November is known to be a good start thanks in part to promotions and holiday shopping, higher interest rates and student-loan repayments are weighing on

demand.

"We are more cautious on the consumer than we were 90 days ago at this time," Rainey said in an interview as Walmart reported financial results Thursday. "The outlook for us is that we're seeing strength, we're seeing share gains versus others, but there still is pressure on the consumer."

The October wobble underscores the uncertainty around consumer spending, a bulwark of the US economy, even as Walmart grabs more sales from many rivals. Excluding fuel, comparable sales at Walmart's US unit rose 4.9% during the three months ending in late October. Target

Corp. and Home Depot Inc. reported declines in that metric this week, as consumers continued to pull back from discretionary purchases.

Walmart fell as much as 8.1% in New York trading, the most since July 2022. The shares had climbed 20% this year through Wednesday, the second-biggest gain on an S&P 500 index of US consumer-staples companies.

"Results fell a bit light of very elevated expectations," Rupesh Parikh, an analyst at Oppenheimer & Co., said in a note to clients.

Walmart slightly raised its profit forecast, saying adjusted earnings for the fiscal year ending in early 2024 will be as much as \$6.48 a share. The world's largest retailer had previously capped its profit outlook at \$6.40 a share. Wall Street had been estimating \$6.48.

But the forecast for a 7% to 7.5% increase in operating income was little changed, and the final results will probably come in at the lower end

of that range, Rainey said. Among other pressures, Walmart faces costs in its sprawling Mexico business after a powerful hurricane in Acapulco hit 28 stores. Fewer than half have reopened.

But the third quarter, Walmart incurred unexpected US legal expenses that executives declined to elaborate on. More broadly, Chief Executive Officer Doug McMillon told Wall Street analysts that the Bentonville, Arkansas-based company "could have done a better job" at keeping a lid on costs. Walmart reported adjusted earnings of \$1.53 a share, a penny higher than the average of analyst estimates compiled by Bloomberg.

In the US, Walmart's caution points to a holiday shopping season that's likely to have greater discounts as rivals compete to boost sales a welcome respite for shoppers but tough on retailers' profitability. In addition, inflation is easing and prices in some key categories may be poised to deflate.

NOTICE OF PUBLIC HEARINGS
BIRMINGHAM CITY COMMISSION

PUBLIC HEARING OF NECESSITY
PUBLIC HEARING OF CONFIRMATION

Meeting Date, Time, Location:	HEARING OF NECESSITY FOR SPECIAL ASSESSMENT DISTRICT Monday, November 27, 2023, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48203
Meeting Date, Time, Location:	HEARING FOR CONFIRMATION OF THE ROLL Monday, December 4, 2023, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48203
Project Location:	Redding River Subarea, Special Assessment District

For the purpose of a Special Assessment District for a new sidewalk adjacent to all properties within the subject area on Redding Road, from Lake Park Drive to Woodward Ave.

City Staff Contact: Melissa Coats, City Engineer
mcoats@birmingham.gov (248)933-1830

Notice Requirements: Mail to affected property owners
Finalist 11/17/2023 and 11/19/2023

Approved minutes may be reviewed at:
City Clerk's Office or
www.birmingham.org/commissioners

Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/85507760>. Meeting ID: 855 077 760

This is your last opportunity to appear at the hearings to express your views. However, if you fail to protest either in person or by letter received on or before the date of the hearing, you cannot appeal the amount of the special assessment to the Michigan Tax Tribunal. Mail any correspondence to: City Clerk, P.O. Box 3001, Birmingham, MI 48202.

The property owner may file a written appeal of a special assessment with the State Tax Tribunal within 30 days after the confirmation of the special assessment and if that special assessment was protested at the hearing held for the purpose of confirming the roll.

All special assessments, including installment payments, shall, from the date of the confirmation decision, constitute a lien on the respective site or parcels assessed, and until paid shall be charged against the respective owners of the lots or parcels assessed.

Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk's Office at 248-930-1830 (voice) or 248-644-3115 (TDD) at least ten days in advance to request mobility, visual, hearing, or other assistance.

City of Rochester
400 Sixth Street
Rochester, MI 48307
P: (248) 733-3700
F: (248) 733-3170
www.rochestermi.org

City Council
NOTICE OF PUBLIC HEARING

400 Sixth Street November 27, 2023 7:00 pm

NOTICE IS HEREBY GIVEN THAT THE ROCHESTER CITY COUNCIL will hold a Public Hearing on the use of Community Development Block Grant Funds. The public hearing is scheduled for **Monday, November 27, 2023, at 7:00 pm** in the Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307.

All interested citizens are requested to attend the Hearing. Public comments may be submitted in writing or presented orally at the time of the hearing. To submit written comments in advance, or for assistance and questions about accessing and/or making public comment during the meeting, our Planning Commission can provide assistance; please reach out to Jeremy Packard at (248) 733-3700 or by email: jpackard@rochestermi.org.

If you are unable to be present at the Public Hearing, please submit your written comments to the Office of the City Manager, Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307. PRIOR to the scheduled Public Hearing.

For further information, please contact **Nik Banda, City Manager**, at 248-733-3700. See City Council Agenda Packet for Zoom participation information.

Rockets Oakland Press: Publish on or before November 17, 2023

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 248-733-3700 forty-eight (48) hours prior to the meeting. Staff will do their best to make necessary arrangements to provide necessary reasonable accommodations, including auxiliary aids and services, such as signers for the hearing report and audiotapes of printed materials being considered at the meeting.

7B ROCHESTER

FRANKLIN



PHOTO COURTESY OF THE OHIO STATE UNIVERSITY COLLEGE OF PHARMACY

Laura Lile, MD, RPh received the Distinguished Alumni Award. Front row, from left: Hannah Burtin (Lile's daughter), Nancy Lile (Lile's mother), Dr. Laura Lile, Chloe Morrow (Lile's daughter). Back row, from left: Levi Lile (Lile's father), Brad Shinevene, Jim Telfer (Lile's husband), Carson Smith (Lile's son) and Sara Smith (Lile's daughter-in-law).

Dr. Laura Lile receives Distinguished Alumni Award

By Kathy Blake
kblake@medianewsgrp.com

Laura Lile, MD, RPh received the Distinguished Alumni Award from her alma mater, The Ohio State University College of Pharmacy.

Dr. Lile received the award for her contributions in the fields of public health and public service, and her interest in the college and its students, according to a press release.

Lile, a physician and pharmacist, is the founder of Life Wellness Partners with a local office in Franklin, and locations in Atlanta, Georgia and Nash-

ville, Tennessee. She is also the founder of Island Compounding Pharmacy in Groesbe Ile.

Lile offers patients prescriptions and supplements that are customized specifically for each patient.

As a medical doctor and compounding pharmacist, Lile has the ability to prescribe and oversee the creation of individualized compounds, formulations, and students, according to the press release.

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NOTICE OF PUBLIC HEARING
CHARTER TOWNSHIP OF COMMERCE
Master Plan

Notice is hereby given that Commerce Township Planning Commission will hold a public hearing at 7:00 p.m. on December 4, 2023 in the Oak Conference Room at the Commerce Township Hall, located at 3000 Township Drive, Commerce Twp., MI 48396. The purpose of the hearing is to receive public comments on the proposed Commerce Township Master Plan Update.

Written information will be provided on the Township's website: www.commercewp.com.

The Master Plan includes fact, illustrations, charts, and maps that describe the Planning Commission's proposal for the long-range future development of the Township; it includes a Future Land Use Plan, Non-Municipal Transportation Plan and specific issues area plans. The Master Plan has been prepared under the authority vested in the Planning Commission by the Michigan Planning Enabling Act, Michigan Public Act 33 of 2006.

A Master Plan is a long-range policy plan for land use that helps guide Township officials when making land use and development decisions. The Master Plan is not a zoning map and does not change the zoning of individual properties.

A complete draft of the proposed Master Plan will be inspected prior to the hearing in the Planning Department at the Township Hall. The draft plan can also be viewed online at www.commercewp.com.

Written comments may be sent to the Township prior to the hearing at 3000 Township Drive, Commerce Twp., MI 48396 to the attention of the Planning Department or emailed to planning@commercewp.com or planning@commercewp.com. Oral comments will be taken during the public hearing.

This notice is published pursuant to the requirements of Michigan Public Act 33 of 2006.

ISRAEL-HAMAS WAR

Patients and staff leave Gaza's biggest hospital

Dozens are killed at a crowded refugee camp

By Najib Jobain, Bassem Mroue and Samy Magdy
The Associated Press

KHAN YOUNIS, GAZA STRIP — Patients, staff and displaced people left Gaza's largest hospital Saturday with one describing a panicked and chaotic evacuation as Israeli forces searched and face-scanned men among the evacuees and took some away. Israel's military has been searching the hospital for a Hamas command center that it alleges is located under the building — a claim Hamas and the hospital staff deny.

The evacuation from Gaza City's Shifa Hospital, which Israel says was voluntary, left behind only Israeli forces and a small number of health workers to care for those too sick to move.

"We left at gunpoint," Mahmoud Abu Auf told The Associated Press by phone earlier in the day. He said he saw Israeli forces enter three men.

Elsewhere in northern Gaza, dozens of people were killed in the urban Jabalya refugee camp when what witnesses described as an Israeli airstrike hit a crowded U.S. shelter in the main combat zone. It caused massive destruction in the camp's Palourah school, said wounded survivors Ahmed Radwan

and Yassin Starti. "The scenes were horrifying. Corpses of women and children were on the ground. Others were screaming for help," Radwan said by phone. AP photos from a local hospital showed more than 30 bodies crumpled in blood-stained sheets.

The Israeli military, which had warned Jabalya residents and others in a social media post in Arabic to leave, said only that its troops were active in the area "with the aim of hitting terrorists." It rarely comments on individual strikes, saying only that it targets Hamas while trying to minimize civilian harm.

"Rescuing horribly injured and footage of scores of people killed and injured in another UNRWA school sheltering thousands of displaced," Philippe Lazzarini, the commissioner general of the U.N. agency for Palestinian refugees, or UNRWA, said on X, formerly Twitter, pleading for a humanitarian cease-fire.

"Civilians cannot and should not have to bear this any longer," U.N. humanitarian chief Martin Griffiths said on X.

Attacks continued in southern Gaza. An Israeli airstrike hit a residential building on the outskirts of the town of Khan Younis, killing at least 26 Palestinians, according to a doctor at the hospital where the bodies were taken.

Defense Minister Yoav Gallant said Israel's forces have begun operating in eastern Gaza City while continuing



Palestinian rescuers evacuate an injured woman that was found under the rubble of a destroyed house following an Israeli airstrike in Khan Younis refugee camp, southern Gaza Strip, on Saturday.

ing its mission in western areas. "With every passing day, there are fewer places where Hamas terrorists can operate," he said, adding that the militants would learn that in southern Gaza "in the coming days."

His comments were the clearest indication yet that the military plans to expand its offensive to the southern areas of Gaza, where Israel had told Palestinian civilians to leave early in the war. The evacuation zone is already crisscrossed with displaced civilians, and it was not clear where they would go if the offensive moves closer.

It was not clear how the Shifa hospital evacuation operation, said Saturday, the military said it had been asked by the hospital's director to help those who would like to leave do so by a secure route.

Israel's military said it did not order any evacuation. But Medhat Abbas, a spokesman

for the Health Ministry in Hamas-controlled Gaza, said the military had ordered the hospital an hour to get people out.

A Shifa physician, Ahmed Mokhallat, said on social media that about 120 patients remained, including some in intensive care and premature babies, and he and five other doctors were staying.

It also was not clear where those who left the hospital had gone, with 25 of Gaza's hospitals non-functioning due to lack of fuel, damage and other problems, and the other 11 only partially operational, according to the World Health Organization.

Israel has said hospitals in northern Gaza were a key target of its ground offensive aimed at crushing Hamas, claiming they were used as militant command centers and weapons depots, which both Hamas and medical

staff deny. Israeli troops have encircled or entered several hospitals.

Internet and phone service were restored Saturday to the Gaza Strip, ending a telecommunications outage that forced the United Nations to shut down critical aid deliveries.

The war, now in its seventh week, was triggered by Hamas' Oct. 7 attack in southern Israel, in which militants killed about 1,200 people, mostly civilians, and abducted some 240 men, women and children. Fifty-two soldiers have been killed since the Israeli offensive began.

More than 11,500 Palestinians have been killed in the war, according to Palestinian health authorities. Another 2,700 have been reported missing, believed buried under rubble. The count does not differentiate between civilians and combatants, but more than two-thirds of those killed were women and children; Israel says it has killed thousands of militants.

Israeli Prime Minister Benjamin Netanyahu said Saturday that the Israeli military would have "full freedom" to operate within the territory after the war. The comments again put him in conflict with U.S. visions for a post-war era in Gaza.

U.S. Secretary of State Antony Blinken has said the U.S. supports an Israeli recapture of Gaza and envisions a unified Palestinian government in Gaza and the West Bank as a step toward a Palestinian state, long opposed

by Netanyahu's government.

Growing frustration

Gaza's main power plant shut down early in the war, and Israel has cut off electricity. That makes fuel necessary to power the generators needed to run the telecommunications network, water treatment plants, sanitation facilities, hospitals and other critical infrastructure for Gaza's 2.3 million people.

Juliette Touma, spokeswoman for the U.N. agency for Palestinian refugees, said 120,000 liters (31,700 gallons) of fuel arrived, meant to last for two days, after Israel agreed Friday to allow in that amount for the U.N.'s use. It is also allowing another 10,000 liters (2,642 gallons) to keep the telecommunications systems running.

The U.N. has warned that the amount of fuel being provided is only half of the daily minimum requirement.

It was not immediately clear when UNRWA would resume the delivery of aid that was put on hold Friday.

Gaza has received only 10% of its required food supplies each day in shipments from Egypt, according to the U.N., and the water system shutdown has left most of the population drinking contaminated water, causing an outbreak of disease. Dehydration and malnutrition are growing, with nearly all residents in need of food, according to the U.N.'s World Food Program.

CHARTER TOWNSHIP OF WATERFORD NOTICE OF PUBLIC HEARING 2024 BUDGET

A Public Hearing will be held on Wednesday, December 13, 2023 at 6:00 p.m. in the Waterford Township Hall Auditorium, 5200 Civic Center Drive, Waterford, Michigan, on the proposed Budget for the Charter Township of Waterford for the fiscal year of January 1, 2024 through December 31, 2024. A copy of the proposed Budget will be on file for inspection by the public at the Office of the Clerk and the Township Library during regular office hours.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE SUBJECT OF THIS HEARING. THE PROPOSED RATE IS 18.0115 MILLS.

2024 PROJECTED REVENUES & PROJECTED 2023 ENDING FUND BALANCES BY FUND

	2024 REVENUES	2023 FUND BALANCE (YTD)	2024 TOTAL FUNDS AVAILABLE
GOVERNMENTAL FUNDS			
GENERAL FUND	13,478,044	19,902,870	33,380,914
POLICE FUND	18,977,323	2,506,583	21,483,906
IRE FUND	23,881,556	9,072,738	32,954,294
LIBRARY FUND	3,029,633	1,838,489	4,868,122
PARKS & REC. FUND	2,181,981	1,861,166	4,043,147
TOTAL OPERATING	89,461,567	26,097,844	115,559,411

	2024 REVENUES	2023 FUND BALANCE (YTD)	2024 TOTAL FUNDS AVAILABLE
OTHER FUNDS			
POLICE RESTRICTED	44,000	1,143,162	1,187,162
EMERGENCY CARE	43,169	821,677	864,846
CABLE FUND	242,789	788,013	1,030,802
IMPROVEMENT & REVOLVING FUND	0	2,500,000	2,500,000
IRE PATH	0	0	0
LIBRARY DONATIONS	10,000	289,645	299,645
WORKER'S COMPENSATION	1,500	1,072,300	1,073,800
TOTAL OTHER FUNDS	2,717,158	5,814,810	8,531,968
TOTAL ALL FUNDS	92,178,725	31,912,654	124,091,379

	2024 EXPENDITURES
GENERAL FUND	12,567
TOWNSHIP BOARD	3,151,267
SUPERVISION & ASSESSOR	1,272,233
ELECTING	62,609
CLERK	1,916,593
PLANNING & HUMAN RESOURCES	411,749
GENERAL SERVICES	2,902,818
RETIRE BENEFITS	672,463
TREASURER	1,039,659
INFORMATION SYSTEMS	827,279
FACILITIES & OPERATIONS	1,612,260
DEVELOPMENT SERVICES	1,656,023
COMMUNITY PROMOTIONS	82,310
SCHOOL CROSSING GUARDS	84,770
INTEREST ON OTHER FUNDS (BOLLS & FACILITY)	6,000,568
TOTAL GENERAL FUND	21,443,691
TOTAL POLICE FUND	16,671,569
TOTAL FIRE FUND	23,930,016
TOTAL LIBRARY FUND	3,846,167
TOTAL PARKS & REC. FUND	2,158,622
TOTAL OPERATING BUDGET (EXCLUDES WATER/SEWER)	65,039,071
OTHER FUNDS	
POLICE RESTRICTED USE FUND	207,500
CHARTER FUND	258,116
CABLE FUND	1,046,100
IMPROVEMENT & REVOLVING FUND	0
IRE PATH FUND	0
LIBRARY DONATIONS	58,860
WORKER'S COMPENSATION FUND	200
TOTAL OTHER FUNDS	2,010,216
TOTAL ALL FUNDS	67,049,287

WATERFORD TOWNSHIP - PROJECTED DECEMBER 31, 2024 FUND BALANCES

GENERAL FUND	12,882,110
BUDGET STABILIZATION FUND	37,018
POLICE FUND	2,506,583
LIBRARY FUND	1,838,489
IRE FUND	9,072,738
PARKS & REC. FUND	1,861,166
POLICE RESTRICTED	1,143,162
CHARTER FUND	258,116
CABLE FUND	1,046,100
IMPROVEMENT & REVOLVING FUND	0
IRE PATH FUND	0
LIBRARY DONATIONS	32,860
WORKER'S COMPENSATION	1,072,300
TOTAL ALL GOVT FUNDS	38,890,845
ENTERPRISE FUND	0
WATER/SEWER	26,200,534

Prepared by: GARY HALL, TOWNSHIP SUPERVISOR
400 MARBLE ST. E. CHARTER TOWNSHIP OF WATERFORD

Jordan's foreign minister offers blistering criticism of Israel as its war on Hamas rages on

By Jon Gambrell
The Associated Press

Jordan's foreign minister offered blistering criticism Saturday of Israel's war on Hamas in the Gaza Strip, describing it as "blatant aggression" against Palestinian civilians that threatens to engulf the wider Middle East.

Ayman Safadi's harsh assessment, alleging Israel was committing "war crimes" by besieging the Gaza Strip and cutting off food, medicine and fuel shipments, shows how strained relations have become between Jordan and Israel — which reached a peace deal in 1994.

"All of us have to speak loud and clear about the catastrophe that the Israeli war is bringing, not just on Gaza, but in the region in general," Safadi told the International

Institute for Strategic Studies' Manama Dialogue summit in Bahrain. "This is not a time for mincing words. This is a time to state facts as they are."

He added, "This is not self-defense. This is a blatant aggression, the victims of which are innocent Palestinians."

Safadi did not immediately respond to Safadi's comments, which included a call for an immediate cease-fire and end to the fighting. However, on hand was Brett McGurk, the White House's National Security Council coordinator for the Middle East, who said that "a release of large number of hostages would result in a significant pause in fighting ... and a massive surge of humanitarian relief."

"There's no returning to them back into the Gaza Strip. It's true for Palestinians," McGurk said. "No country can live with the threats of terror like what we saw from Hamas unleashed, on Oct. 7 on their border. And at the same time, Palestinians deserve need and require safety and self-determination."

The war began with Hamas' unprecedented Oct. 7 attack in southern Israel. Hamas militants killed about 1,200 people, mostly civilians, and abducted some 240 men, women and children, taking them back into the Gaza Strip.

Israel responded with a pounding campaign of airstrikes, then a ground offensive that surrounded Gaza City to the Gaza Strip north. More than 11,400 Palestinians have been killed in the war, two-thirds of them women and minors, according to Palestinian health authorities. Another 2,700 have been reported missing, believed buried under rubble. The count does not differentiate between civilians and militants, and Israel says it has killed thousands of militants.

The annual Manama Dialogue in Bahrain typically focuses on Gulf Arab nations' fears about Iran in the region, something Borrell even joked about during his remarks. This year, however, the Israeli-Hamas war has taken center stage, in part as Bahrain and the United Arab Emirates reached diplomatic recognition deals with Israel in 2020.

"Let me be very clear. I know speaking on behalf of Jordan but having discussed this issue with many, almost all our brethren, there'll be no Arab troops going to Gaza. None. We're not going to be seen as the enemy," he said. "How could anybody talk about the future of Gaza when we do not know what kind of Gaza will be left once this aggression ends?"

Friday night, Bahrain's Crown Prince Salman bin Hamad Al Khalifa opened the summit with a call for a swap between Hamas and Israel for the hostages and a halt in the bloodshed.

"You want to call it a ceasefire. You want to call it a pause. You can call it whatever you want," the prince said. "The intention is to keep people on take-stock. People can bury their dead. People can finally start to grieve. And maybe people can start to ask themselves about the intelligence failure that led to this crisis in the first place."

Speaking before the summit Saturday, Safadi described the Israeli government now led by Prime Minister Benjamin Netanyahu, the hardest-right coalition ever to govern the country, as apparently aiming to dislodge Palestinians from the Gaza Strip. He said that "will be a direct threat to our national security" in Jordan and Egypt.

NOTICE OF PUBLIC HEARINGS BIRMINGHAM CITY COMMISSION PUBLIC HEARING OF NECESSITY PUBLIC HEARING OF CONFIRMATION

Meeting Date, Time, Location: HEARING OF NECESSITY FOR SPECIAL ASSESSMENT DISTRICT Monday, November 27, 2023, 7:00 PM Municipal Building, 151 Main, Birmingham, MI 48009

Meeting Date, Time, Location: HEARING FOR CONFIRMATION OF THE ROLL Monday, December 4, 2023, 7:30 PM Municipal Building, 151 Main, Birmingham, MI 48009

Project Location: Reducing Road Side Walk Special Assessment District

Notice of Improvement: For the purpose of a Special Assessment District for a new address adjacent to all properties within the project on Redding Road, from Lake Park Drive to Woodland Ave.

City Staff Contact: Melissa Coats, City Engineer melissa@birmingham.gov, (205) 330-1839

Notice Requirements: Mail to affected property owners. Publish 11/19/2023 and 11/14/2023.

Approved: Reviewer may be reviewed at: City Clerk's Office or www.birmingham.org/commissioners/pedagos

Should you have any statement regarding the above you are invited to attend the meeting on notice or virtually through Zoom: https://zoom.us/j/85877799 Meeting ID: 858 877 979

Notice of your agent will appear in the hearings to create your value. However, if you fail to provide either in person or by letter received on or before the date of the hearing, you cannot appeal the amount of the special assessment to the Michigan Tax Tribunal. Mail any correspondence to: City Clerk, P.O. Box 3007, Birmingham, MI 48017.

This project may be an appeal of the special assessment with the State Tax Tribunal within 30 days after the confirmation of the special assessment (all of that special assessment) was protested at the hearing held for the purpose of confirming the roll.

All special assessments, including established payments, owed from the project, will be due and payable on the date of the respective special assessment, and until paid will be charged against the respective owners of the lots or parcels assessed.

Persons with disabilities who need accommodations for effective participation in this meeting should contact the City Clerk's Office at 205.330.1839 before or on the day of the meeting to request mobility, sign language, or other assistance.

CITY OF FARMINGTON HILLS SUMMARY OF PROCEEDINGS CITY COUNCIL MEETING NOVEMBER 13, 2023

This meeting was called to order by Mayor Pro-Tem Bianca at 7:21 p.m. Council Present: Bianca, Briggs, Burns, Anzo and Hensley. Council Absent: Barnett and Massey. Officers Present: City Manager Melvin, City Clerk Smith, Director (Absence) Korth-Schwartz and Susan-Winn and City Attorney Joppet.

- Received:
 - Resolution by North Farmington High School on Reducing the Steps
 - Amended Street Management
 - Resolution recognizing November 2023 as Family Court Awareness Month
 - Resolution recognizing November 2023 as Native American Heritage Month
 - Resolution honoring America's Veterans in November 2023
 - Resolution recognizing November 13, 2023 as Puerto Rican's Day
 - Resolution recognizing November 25, 2023 as Small Business Saturday
 - Economic Development Committee Annual Update
 - Communications and Community Engagement Department Update
 - Alliance Report

Vicki Barnett, Mayor
Pamela B. Smith, City Clerk



MEMORANDUM

Legal – City Attorney

DATE: November 16, 2023

TO: Jana L. Ecker, City Manager

FROM: Mary M. Kucharek, City Attorney

SUBJECT: Short-term Rentals

INTRODUCTION:

The City Commission has been presented with memorandums and agenda items regarding short-term rentals as early as June 14, 2021 and as recent as September 7, 2023. The City Commission has directed the City Attorney's office and staff to bring the issue of short-term rentals back in front of the City Commission for discussion.

BACKGROUND:

The City Commission has heard from multiple residents regarding their concerns of short-term rentals in their neighborhoods and the disruptions that short-term rentals cause them. Currently, the City's rental requirements are the same for both short-term and long-term rentals. Current ordinances also require that a rental unit must receive an annual license in order to allow the rental of property. When permit applications are made, inspections are conducted in accordance with the International Property Maintenance Code. It is also required that all rental properties, whether short-term or long-term be maintained in conformance with the criteria set forth in the International Property Code.

This year we have examined the City's current ordinances regarding rentals as well as the current ordinances regarding illegal activity of all types. We have also examined current ordinances from surrounding communities. We have acknowledged the fact that the City may legally ban short-term rentals, although believed to be very problematic in the courts. We have also examined that the State of Michigan has pending legislation regulating short-term rentals through Michigan House Bill 4722, which continues at this time to be in legislative study.

Throughout these examinations, it has been the belief of the City Attorney's Office, as well as the Building Official, that we should not treat short-term rentals any differently than other rentals. We believe that all rental properties need to be inspected and follow the correct permit requirements. We also believe that we have adequate ordinances that allow us to act if there is disruption to the neighborhood. We have looked at other cities which have short-term rental

restrictions, but when we review their ordinances, we discovered that their restrictions are already legally provided for in our restrictions as well as Property Maintenance Codes, Fire Codes and our ordinances.

Today we come before the City Commission at the Commission's direction to once again discuss short-term rentals and whether the Commission is directing the staff to make any changes to the City's present ordinances.

LEGAL REVIEW:

In preparation for City Commission review, legal authority has been reviewed and House Bill 4722 has been reviewed for any change. There are no changes in the law today as compared to this past year's legal analysis.

FISCAL IMPACT:

The City still requires permit application and fees as appropriate and as dictated by the City's Schedule of Fees.

PUBLIC COMMUNICATIONS:

This agenda item has been properly noticed.

SUMMARY:

The current language of Birmingham's ordinances regulates short-term and long-term rentals equally. The City's ordinance does not currently ban or regulate short-term rentals specifically, but rather all rental properties are treated alike, which the City Attorney's office continues to believe to be appropriate. If the City Commission is interested in further regulation of short-term rentals, the City Attorney's office recommends that it be done through a zoning ordinance and refer the matter to the Planning Board to discuss and determine potential zoning ordinance changes in order to treat short-term and long-term rentals differently.

ATTACHMENTS:

- June 14, 2021 City Commission ID No. 655079760, Hyperlink: https://player.vimeo.com/progressive_redirect/playback/554567339/rendition/720p/file.mp4?loc=external&signature=94538ee9b822472307846614a5293f35fcbe90aac85a94b8022fcf587298188
- June 21, 2023 Memorandum regarding Short-term Rentals
- August 2, 2023 Memorandum – Short-term Rentals Follow-up
- September 7, 2023 Memorandum regarding Local Regulation of Short-term Rentals

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to determine that the present International, State, and Birmingham City Ordinances are adequate in order to protect residents from untoward results of rental properties in the City of Birmingham.

-or-

Make a motion adopting a resolution to direct that the Planning Board begin an analysis of potential zoning amendments regulating short-term rentals.



MEMORANDUM

Legal Department

DATE: June 21, 2023

TO: Jana Ecker, Acting City Manager and City Commission

FROM: Mary M. Kucharek

SUBJECT: Short-term Rentals

As you may be aware, the State of Michigan, for the last number of years has been working through the legislature to have statutory language that will strip municipalities of any control over short-term rentals. The MML has been challenging these statutory changes for years. As of this date, no statutory changes in Michigan law has occurred.

Last summer, and more recently, there have been complaints regarding a rental house at 1030 Wakefield. It was first brought to our attention after an incident of fireworks gone awry. As a result, the City did amend the fireworks ordinance, which gave the ordinance a little more teeth and the ability to better protect surrounding neighbors.

As a result of the complaints on Wakefield (which I will add is the only complaint of a short-term rental that I have received as City Attorney), the Building Department and the Legal Department spent a considerable amount of time reviewing the City's rental ordinances which can be found in the Birmingham Code of Ordinances at Sec. 22-331 through 22-375. The City's rental requirements are the same for both short-term and long-term rental properties. The owner of a rental unit or dwelling must apply for and receive an annual license for any property being offered for rent or lease. Inspections are conducted in accordance with the International Property Maintenance Code. The Building Official, pursuant to Sec. 22-335 shall not issue an annual license for any dwelling, unit, or room which is in violation of any provisions of the Article or provisions of the Code. The Birmingham City Code demands that all rental properties, whether short-term or long-term, be maintained in conformance with the criteria set forth in the International Property Maintenance Code.

Despite the State of Michigan attempting to remove the control of short-term rentals, we have examined our ordinances to determine if there is anything we could do to decrease negative impacts to surrounding neighborhoods where short-term rentals are involved. We must balance the rights of surrounding neighbors to peace and quiet enjoyment of their homes, and a person's individual rights to utilize their private property as they choose. We do believe the most thing

that we can do for the neighbors of any rental property is to increase police action when a complaint is made. Sanctions and penalties for violations of the Birmingham Code of Ordinances can be civil infractions or criminal misdemeanors. An officer can issue a ticket, which is a Complaint and Warrant for a misdemeanor committed in their presence. Officers can also issue tickets for civil infractions committed in their presence. The Police Department has always been supportive in responding to complaints made for violations of any of the City's Code of Ordinances, be it short-term rentals, long-term rentals, or any other abode in the City of Birmingham.

No changes to the City's ordinances are necessary, nor would any changes to the ordinances prevent a short-term rental from having potential behavioral issues. The City's Code of Ordinances provides the Building Department, Code Enforcement and Police Department the ability to address any sort of violation for prohibited activities and allows for routine inspections and minimum standards for all long and short-term rental properties.



INFORMATIONAL REPORT

DATE: August 2, 2023

TO: Jana L. Ecker, City Manager and City Commission

FROM: Mary M. Kucharek, City Attorney

SUBJECT: Short-term Rentals Follow-up

On June 21, 2023, the City Attorney's office provided a memorandum regarding short-term rentals, which is attached to this report. The City Commissioners directed the City Attorney to obtain ordinances from the cities of Ferndale and Ann Arbor in relation to short-term rentals. You will find attached to this Report the ordinances and writings regarding those legislations.

Upon first glance, it looks as though there is quite a bit of legislation regulating short-term rentals, but upon a careful read, the short-term rental ordinances that have been adopted in Ferndale and Ann Arbor are reflective of the rental property regulations here in the City of Birmingham. Birmingham City ordinances are constitutionally sound on their face, and are non-discriminatory between short-term and long-term rentals. Other City ordinances are ready and available to address any misconduct, noise violations, or any other wrongdoing, which is also similar to the Ferndale and Ann Arbor ordinances.

In conclusion, the information that was requested is attached to this Informational Report, and the City Attorney's office continues to believe, as well as the Building Official, that our current ordinances are sufficient. We need to address each complaint of conduct on a case-by-case basis and we always have the opportunity to review renewals of an annual license for any rental unit, and take any necessary and appropriate action.



MEMORANDUM

Legal

DATE: June 21, 2023
TO: Jana Ecker, Acting City Manager and City Commission
FROM: Mary M. Kucharek
SUBJECT: Short-term Rentals

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As a result of the complaints on Wakefield (which I will add is the only complaint of a short-term rental that I have received as City Attorney), the Building Department and the Legal Department spent a considerable amount of time reviewing the City's rental ordinances which can be found in the Birmingham Code of Ordinances at Sec. 22-331 through 22-375. The City's rental requirements are the same for both short-term and long-term rental properties. The owner of a rental unit or dwelling must apply for and receive an annual license for any property being offered for rent or lease. Inspections are conducted in accordance with the International Property Maintenance Code. The Building Official, pursuant to Sec. 22-335 shall not issue an annual license for any dwelling, unit, or room which is in violation of any provisions of the Article or provisions of the Code. The Birmingham City Code demands that all rental properties, whether short-term or long-term, be maintained in conformance with the criteria set forth in the International Property Maintenance Code.

Despite the State of Michigan attempting to remove local control of short-term rentals, we have examined our ordinances to determine if there is anything we could do to decrease negative impacts to surrounding neighborhoods where short-term rentals are involved. We must balance the rights of surrounding neighbors to peace and quiet enjoyment of their homes, and a person's individual rights to utilize their private property as they choose. We do believe the most

important thing that we can do for the neighbors of any rental property is to increase police action when a complaint is made. Sanctions and penalties for violations of the Birmingham Code of Ordinances can be civil infractions or criminal misdemeanors. An officer can issue a ticket, which is a Complaint and Warrant for a misdemeanor committed in their presence. Officers can also issue tickets for civil infractions committed in their presence. The Police Department has always been supportive in responding to complaints made for violations of any of the City's Code of Ordinances, be it short-term rentals, long-term rentals, or any other abode in the City of Birmingham.

No changes to the City's ordinances are necessary, nor would any changes to the ordinances prevent a short-term rental from having potential behavioral issues. The City's Code of Ordinances provides the Building Department, Code Enforcement and Police Department the ability to address any sort of violation for prohibited activities and allows for routine inspections and minimum standards for all long and short-term rental properties.

Sec 7-157 General Requirements

(1) Septic/Solid Waste.

- a. The Short Term Rental Unit must be connected to the City's water and sanitary sewer system.
- b. Disposal of solid waste must be disposed of consistent with the City's garbage and refuse ordinance. Garbage, refuse, or recycling shall be stored completely within designated refuse containers. The Owner or Owner's authorized agent of the Short Term Rental Unit shall provide sufficient trash storage containers and service to accommodate the demand of the occupants. Owner shall be responsible for placement and retrieval of garbage and refuse containers consistent with City's waste removal schedule.

(2) Occupancy.

- a. The overnight occupancy of a Short Term Rental Unit shall be limited to no more than two (2) adult (meaning over eighteen years of age) people per bedroom. The total overnight occupancy of a Short-Term Rental Unit shall not exceed eight (8) people.
- b. The occupancy of a Short Term Rental Unit shall, at no time, exceed the occupancy limit for the home, unit, apartment, condominium or similar residential building provided for in the Residential Building Code, as adopted by the City.
- c. Parking of recreational vehicles, tents, RV's, are prohibited at Short Term Rental Units.
- d. Licensee shall not advertise any Short Term Rental Unit as containing any more than the number of bedrooms identified on the license.
- e. Licensee shall not advertise a Short Term Rental Unit as available to more guests than the occupancy limit identified on the license.

(3) Noise. Information regarding the City's noise ordinance shall be provided in writing to occupants and the Owner and Owner's authorized agent of the Short Term Rental Unit shall inform occupants of noise requirements and provide a copy or reference to City's noise ordinance.

(4) Parking. Parking shall not restrict access by emergency vehicles or the traveling public and shall not impede any ingress or egress on any street, alley or highway. In addition, parking shall not encroach on any neighboring properties.

(5) Property Contact Information. The Owner or the Owner's Authorized Agent shall keep on file and shall notify each occupant, in writing, of the contact information for the Owner or Owner's Authorized Agent who shall be available 24 hours a day, seven (7) days a week, whenever a Short Term Rental Unit is being rented, with a copy to the City. The Owner or the Owner's Authorized Agent shall respond to an occupant regarding any issue or complaint raised within one (1) hour of any such point of contact or call from occupant. The Owner or the Owner's Authorized Agent shall post a copy of the Short Term Rental Unit license in a conspicuous place within the Short Term Rental Unit.

(6) License Fees. License fees shall be established by the City Council by Resolution for Residential Short Term Rental Units and Non-Residential Short Term Rental Units. A Short Term Rental Unit that obtains a license required under this ordinance that does not actually let or rent out such Short Term Rental Unit for more than fourteen (14) days in the calendar year shall be eligible, upon proof of such utilization to the City, for a refund of a portion of its license fee in an amount established by City Council

by Resolution.

(7) License Transfer. The Short Term Rental Unit license shall not be transferrable upon any change in ownership of the licensed property.

(8) The Short Term Rental Unit shall be subject to the International Property Maintenance Code adopted by the City, as amended.

(9) The Short Term Rental Unit owner or the owner's authorized agent shall maintain a record of the name, mailing address, e-mail address and telephone number of the principal renter of any Short Term Rental Unit for one (1) year from the occupancy.

(10) The Short Term Rental Unit shall be subject to the City's sign ordinance.

(11) Occupants of Short Term Rental Units are subject to all City codes and ordinances regulating the use of residential property.

HISTORY

Adopted by Ord. 1258 on 3/22/2021

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RESOURCE:

Short Term Rental

Ferndale City Council adopted an ordinance regulating short-term rentals (STRs) operating within City limits. The ordinance regulates STRs by requiring annual registration and inspections, which requires all properties to register with the City. Registration and inspection services are completed by the Ferndale Building Department.

[Short Term Rental Registration Form →](#)

PROPERTY REGISTRATION TIMELINE

1. Fill out the form and submit it for review in person or by mail to:
Building Department
300 E. Nine Mile Rd.,
Ferndale, MI, 48220

Applicants will be given the rules and regulations and a copy of the regulation ordinance upon

7D1

application. Applicants must pay all arrears owed to the address to be registered.

2. Inspections are scheduled with the Building Department at 248-546-2525 Ext. 115.
3. The property is inspected by a member of the Ferndale Building Department. The inspector will confirm the number of safe, occupiable bedrooms and the maximum occupancy based on the square footage per the 2015 Michigan Residential Code (MRC). Inspectors will ensure all life-safety items are in place and working as required by the MRC and the International Property Maintenance Code (IPMC), such as handrails, guardrails, smoke detectors, and operable windows.

Property Rules and Regulations

LIMIT PER NEIGHBORHOOD

Only 5% of the available housing units on a city block can be used as STRs. A housing unit is defined as a home, condo, or apartment.

GUESTS PER ROOM

Two adults are allowed per bedroom under this ordinance. No more than eight people are permitted in a short-term rental.

SUBSTANTIATED COMPLAINT

A substantiated complaint is when a property has violated the requirements of the ordinance and has

7D1

been verified by a City of Ferndale official. After three substantiated complaints during a calendar year, an STR will be at risk of losing their license, unable to operate for the remainder of the calendar year, and require a review by the City Manager’s Office.

VIOLATIONS

- Advertising over the legally-allowed amount of people
- Noise levels over the thresholds for occupancy and noise
- Cleanliness, parking illegally, and other code enforcement concerns

Contact the Building Official →



CITY CONTACT INFORMATION



EMPLOYMENT OPPORTUNITIES

Mayor Melanie Piana



DEPARTMENTS



PERMITS



REPORT A PROBLEM

CITY OF FERNDALE, MICHIGAN

300 EAST NINE MILE ROAD
FERNDALE, MICHIGAN
48220

248-546-2525

information@ferndalemi.gov

CITY HALL HOURS:

Monday-Thursday, 8:00 a.m.
To 5:30 p.m.

Chapter 97 - SHORT-TERM RENTALS

Footnotes:

--- (1) ---

Editor's note— Ord. No. 20-24, adopted Sept. 8, 2020, enacting Ch. 97, shall take effect on March 1, 2021.

7:650. - Legislative purpose.

The city has determined that regulation of short-term rentals is necessary to establish a community standard for the integration of short-term rental units in the city to ensure health, safety, and welfare of visitors and residents by re-affirming police, fire, and building safety guidelines. Towards that end, the city has determined that all persons or entities that desire to operate a short-term rental unit within the city must be issued a license pursuant to the requirements of this chapter.

(Ord. No. 20-24, § 1, 9-8-20, eff. 3-1-21)

7:651. - Definitions.

Guest means persons renting lodging from a short-term rental host, or through a hosting platform on behalf of the short-term rental host, for less than 30 consecutive days.

Host means a person engaged in providing a short-term rental unit.

Hosting platform means a marketplace in any form or format which facilitates short-term rental units, through advertising, matchmaking or any other means.

Permanent resident means the person(s) occupying a property as their principal residence.

Principal residence means the one dwelling unit where an owner of the property, or tenant of a period greater than 30 days, has their true, fixed, and permanent home to which, whenever absent, they intend to return and that shall continue as a principal residence until another principal residence is established.

Short-term rental unit means any dwelling unit that is rented wholly or partly for compensation, for periods of 30 consecutive days or less, by persons other than the permanent resident or owner including:

- (a) *Non-principal residence short-term rental (or commercial rental)* means an activity where the owner of a non-principal residence hosts visitors, for compensation, for periods of 30 consecutive days or less.
- (b) *Principal residence homestay* means an activity whereby the permanent resident(s) host visitors in their homes, for compensation, for periods of 30 consecutive days or less, while at least one of the permanent residents lives on-site in the dwelling unit, throughout the visitors' stay.

- (c) *Principal residence whole house* means an activity whereby the permanent resident(s) host visitors in their homes, for compensation, for periods of 30 consecutive days or less, while a residential dwelling unit is not occupied by the owner of record while the guest is present.

UDC means Unified Development Code (Chapter 55 of Ann Arbor City Code).

(Ord. No. 20-24, § 1, 9-8-20, eff. 3-1-21; Ord. No. 21-13, § 1, 5-3-21)

7:652. - Short-term rental unit license and fee.

- (1) The city shall only issue a short-term rental license for a short-term rental unit to the owner or permanent resident of the property.
- (2) The city shall issue only 1 short-term rental license per dwelling unit.
- (3) The application for a short-term rental license shall at a minimum include the following:
 - (a) Address of the short-term rental unit.
 - (b) Type of dwelling unit (e.g., single-family home, apartment, condominium).
 - (c) Type of short-term rental unit (non-principal residence, principal residence homestay, principal residence whole house).
 - (d) For principal residence short-term rental unit, the permanent resident shall submit a sworn statement affirming that the licensed dwelling unit is and will remain the applicant's principal residence for the duration of the license.
 - (e) Number of bedrooms available for rent.
 - (f) Maximum permitted occupancy pursuant to section 5.16.1.A.2 of the UDC, "limits on occupancy of dwelling unit."
 - (g) The names, telephone numbers, and email addresses of 2 contact persons responsible for the short-term rental unit. For principal residence homestay and principal residence whole house short-term rental units at least 1 of the contact persons shall be a permanent resident of the property. Contact information shall be updated with the city as necessary.
- (4) Applicant shall pay the fee described in subsection (7).
- (5) The short-term rental license shall not be transferred or assigned to another person or address, nor shall the license authorize any person, other than the person named therein, to operate a short-term rental unit on the property.
- (6) Any licensee that has submitted a sworn statement pursuant to paragraphs (3) of this section as part of its original application shall complete the following each year within 30 days of the anniversary of the original issuance of the license:
 - (a) For principal residence short-term rental units, the permanent resident shall submit a sworn statement affirming that the licensed dwelling unit continues to be the applicant's principal residence.

(b) Pay the fee described in subsection (7) "short-term rental licensing fees."

(7) Short-term rental licensing fee.

(a) The applicant of the property shall be responsible for payment of a nonrefundable license fee, with the license fee amount to be determined by annual resolution of City Council.

(Ord. No. 20-24, § 1, 9-8-20, eff. 3-1-21)

7:653. - Short-term rental unit requirements.

- (1) Short-term rental units are prohibited unless the city has issued a short-term rental license for the unit.
- (2) The occupancy of a dwelling unit rented as a short-term rental shall not exceed the occupancy permitted pursuant to section 5.16.1.a.2 of the UDC, "limits on occupancy of dwelling unit."
- (3) No host shall rent a short-term rental unit in a manner that requires a person to sleep in an area that is not habitable as set forth in chapter 105 (Housing Code).
- (4) No host shall advertise a short-term rental unit, unless the advertisement includes the applicant's short-term rental unit license number and the maximum occupancy permitted in the unit.
- (5) The short-term rental unit host shall be responsible for all nuisance and enforcement complaints on their premises.

(Ord. No. 20-24, § 1, 9-8-20, eff. 3-1-21)

7:654. - Specific regulations by short-term rental type.

- (1) *Non-principal residence short-term rental (commercial rental).*
 - (a) *Registration and license.* Registration and license shall be required as set forth in section 7:652 of this chapter.
 - (b) *Chapter 105 (Housing Code).* All applicable provisions of Chapter 105 (Housing Code) shall apply.
- (2) *Principal residence homestay and principal residence whole house short-term rental units.*
 - (a) *Registration and license.* Registration and license shall be required as set forth in section 7:652 of this chapter.
 - (b) *Inspection.* Principal residence homestay or principal residence whole house short-term rental units shall not require an inspection.

(Ord. No. 20-24, § 1, 9-8-20, eff. 3-1-21; Ord. No. 21-13, § 2, 5-3-21)

7:655. - Prohibited acts and penalties.

- (1) *Prohibited acts.*

- (a) It shall be unlawful for any person to:
- i. Violate any provision of this chapter or any condition of any license granted pursuant to this chapter.
 - ii. Make any changes or allow any changes to be made in the operation of the short term rental unit as represented in the license application, without first notifying the city by amending the application.

(2) *License revocation.*

- (a) The city finds that the suspension or revocation of a license may be necessary when an owner fails to operate the short-term rental unit in accordance with the provisions of this chapter. A license issued under this chapter may be suspended or revoked for any of the following violations:
- i. A license holder is convicted of or found responsible for violating any provision of this chapter;
 - ii. A license application contains any misrepresentation or omission of any material fact, or false or misleading information, or the license applicant has provided the city with any other false or misleading information related to the short-term rental unit;
 - iii. The short-term rental unit is operated or is operating in violation of the specifications of the license application, any conditions of approval by the city or any other applicable state or local law, rule or regulation;
 - iv. The short-term rental unit is determined by the city to have become a public nuisance;

(3) *Revocation not exclusive penalty.*

- (a) Nothing in this chapter shall be deemed to prohibit the City Administrator or designee from imposing other penalties authorized by the Ann Arbor City Code or other ordinance or to file a public nuisance lawsuit or to take any other legal action authorized by law.

(4) *Penalty for violations of chapter 97*

- (a) Any person who violates a provision of this chapter shall be responsible for a civil infraction punishable by a civil fine of not more than \$500.00, plus costs and all other remedies available by statute. Each day of violation shall be a separate violation.

(Ord. No. 20-24, § 1, 9-8-20, eff. 3-1-21)

Short-Term Rentals

The City has determined that regulation of short-term rentals is necessary. We want to establish a community standard for the health, safety, and welfare of visitors and residents.

The City passed an ordinance that, all persons or entities that desire to operate a short-term rental within the city must, be issued a license. Pursuant to the requirements of Chapter 97 - Short-Term Rentals and the UDC Chapter 55. See UDC STR Permitted Use Table (pdf) for non-principal residence zones. Only principal residence properties are allowed to apply in residential zones (Zones that start with a R). **There is no refund for any application that is denied. Please read the application carefully before signing and submitting.** Applications must be paid in advance before a review can be started. The cost is \$500.00 per unit per year.

About Short-Term Rentals

Short-Term Rental is a dwelling or unit that is rented for less than 30 consecutive days to persons other than the permanent resident (someone that physically lives there) or the owner. **3rd party companies cannot apply for a STR License under an circumstances.**

General Requirements for All Short-Term Rentals

- A Short-Term Rental Unit cannot exceed the allowable occupancy for that unit. See Section [5.16.1.A.2](#) for occupancy in the UDC.
- A Short-Term Rental Unit is not permitted to be rented in a manner that requires a person to sleep in an area that is not habitable. See [Chapter 105](#) (Housing Code) for more information on sleeping requirements.
- **The Short-Term Rental license number and maximum occupancy must be included and visible in the advertisement of the property.**
- The Short-Term Rental Unit Host is responsible for all nuisance and enforcement complaints on their premises.
- See [Chapter 97 - Short-Term Rentals](#) for specific requirements for Short-Term Rental Units. Permitted Zones for non-owner-occupied properties can be found in the [UDC STR Permitted Use Table.pdf](#)
- **Non-owner-occupied properties must have a valid Certificate of Compliance (CofC) before applying for a STR license if, in the permitted zones defined in UDC table.**

Short-Term Rental Licensing

- Apply and pay online through [STREAM](#) under the license tab. Applications must be paid for before any review is started.
- Select short term rental license, apply. Choose the appropriate property structure Principal/Non-Principal.
- Licenses will be issued by the corresponding unit within the City of Ann Arbor. Please note the review process could take up to 21 business days.
- Properties with several units for rent will need a separate license for each unit. The fee for each license is \$500 to be paid at the time of application submission. There is no refund if denied for any reason.
- The application fee includes police, fire treasury and rental review, administration cost for processing and the certificate to post onsite.
- Each license will be renewed on an annual basis (one year from the date of issuance). Short Term rentals that fail to retain a valid

license will be subject to enforcement, including a ticket for each day in violation. STR Licenses and Certified Rental Licenses can be revoked.

 **Subscribe to Email Updates**

Rental Housing Services

Larcom City Hall

1st Floor

301 E. Huron St.

Ann Arbor, MI 48104

734.794.6268

ShortTermRentals@a2gov.org



REPORT

DATE: September 7, 2023
TO: Jana L. Ecker, City Manager
FROM: Mary M. Kucharek, City Attorney
SUBJECT: Local Regulation of Short-Term Rentals

INTRODUCTION:

The question presented is whether the City of Birmingham may ban short-term rentals within its jurisdiction. The short answer is “yes,” however there are many considerations regarding short-term rentals that need to be examined.

BACKGROUND:

In Michigan, Courts have upheld, and at times Courts have disfavored, local ordinances restricting short-term rentals. If there were a ban on short-term rentals, the City of Birmingham would have to consider whether it is advisable to have a ban on short-term rentals as part of the City's general ordinances which can regulate health, safety and welfare, or whether it is more appropriate to have a ban on short-term rentals as part of the City's zoning requirements. To date, the City's general ordinances regulate all rental units regardless of the amount of time of tenancy. Short-term rentals are often defined as less than thirty (30) days. All types of rentals are, indeed, regulated by the City's general ordinances at this time. In preparing for the draft of this memorandum, I was reminded that a workshop regarding short-term rentals occurred on Monday, June 14, 2021 Meeting ID: 655 079 760 with the City Commission. I have attached a copy of the materials that were presented that evening. It is interesting to note that the Zoning Ordinance at Chapter 126, Article 5.502 D. states, “D. Renting of Rooms: The renting of rooms is permitted to not more than 2 roomers or boarders per dwelling unit.” The Zoning Ordinance prescribes these specific uses and regulations regarding all of the City's zoning districts including residential districts and what uses are allowed. The City's Zoning Ordinance is silent as to short-term rentals, aside from the renting of rooms as noted.

LEGAL REVIEW:

While the current law allows for regulation, including bans of short-term rentals, in October of 2018, the Michigan Supreme Court published a decision that upheld the right of local ordinances to allow or restrict short-term rentals, however, this may not continue if pending litigation of House Bill 4722 passes in the Senate wherein it has been sent to a Senate Committee for study. Under the proposed amendment to the Michigan Zoning Enabling Act, the law would effectively

prohibit all local governments from enforcing zoning ordinances aimed at preventing short-term rentals. It would allow few regulations limiting the number of short-term rentals within a community's jurisdiction, and would continue to allow the City to enforce ordinances to abate nuisances such as noise and traffic. The new law, if passed by the Senate, would not allow special conditions or special permits regarding short-term rentals to be different from any other requirements of residential dwellings in the same zone. The Bill goes so far as to say that the renting of one's home for short-term rental purposes is not a commercial use. The Bill, however, makes clear that any changes will not prohibit a local unit of government from inspecting a residence for compliance with an ordinance provided that it is for the protection of public health and safety and is not a zoning ordinance, and does not have the effect of prohibiting short-term ordinances.

SUMMARY:

In conclusion, the current language of Birmingham ordinances regulates short-term and long-term rentals equally. The City's ordinances do not currently ban or regulate short-term rentals specifically, but rather treat all rentals alike, which I believe to be appropriate. If the City of Birmingham is interested in banning short-term rentals or treating short-term rentals differently, I would advise that it be done through the Zoning Ordinance, and go through the existing process for a Zoning Ordinance Amendment.

ATTACHMENTS:

1. Birmingham City Commission Special Meeting Agenda Workshop Meeting ID: 655 079 760, Monday June 14, 2021.
2. Article regarding short-term rentals in Michigan.



MEMORANDUM

Department of Public Services
Building Department

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Scott D. Zielinski, DPS Director
Bruce R. Johnson, Building Official

SUBJECT: Rodent Control Measures

At the October 2, 2023 City Commission meeting, a request was made for staff to prepare a report regarding current measures the City uses to control rat populations, and to explore potential methods other than poisonous baits. The following paragraphs will explain some rodent control policies and procedures in place regarding sewer and water main replacements, demolition of commercial buildings and at City and private facilities. Some alternative methods we are exploring will also be presented that are more environmentally friendly.

Experience has taught us that construction activities can displace rats from their burrows. Several rats were displaced during sewer and water main replacements in the Birmingham Estates subdivision in 2006. Since that time, the Engineering Department baits sewer mains at least 30 days prior to excavation work and we have not seen a large displacement of rats during water and sewer main replacements.

The old Barnum School building was demolished in 2008. This activity disturbed rat burrows and we received numerous complaints of rat sightings in the surrounding neighborhoods. Similar to neighborhood excavation work, it was decided the Building Department would require that rat bait be placed in commercial buildings at least 30 days prior to demolishing a commercial building and since that time we have not seen a large displacement of rats during commercial building demolition.

Rodent control procedures are in place at several City facilities and private property.

CITY FACILITIES:

City Hall:

City Hall has bait stations around the exterior of the building and some located in the interior at the basement level. The bait stations are checked and serviced by a pest control company every other month, and bait stations outside the building usually show signs of rodent activity.

Parking Decks:

The City's parking decks (except Chester and N. Old Woodward) have two bait stations in each facility that are checked and serviced monthly; these stations also show signs of rodent activity. Staff intends to add bait stations at the Chester and N. Old Woodward parking decks in the near future.

Baldwin Public Library, The Birmingham Museum and Fire Stations 1 & 2:

Rat activity has not been observed at the library, museum or fire stations, so bait stations are not utilized at these facilities.

Birmingham Ice Arena:

There are two bait stations at the Birmingham Ice Arena. These stations are serviced monthly but have not shown signs of rat activity.

Birmingham Golf Courses:

There are traps set up at Lincoln Hills and Springdale Golf Courses, however limited to no activity has been observed.

PRIVATE FACILITIES:**Birmingham Restaurants:**

The Oakland County Health Department inspects all food service establishments on a regular basis. Their code requires trapping and/or bait stations to be placed if they detect rodent activity during their inspection process. Several bait stations are located in the alleys near trash containers, so it appears most facilities are utilizing them.

Birmingham Neighborhoods:

The City receives a number of complaints regarding rat sightings in residential neighborhoods each year. When a complaint is received, a Code Enforcement officer will investigate and determine if enforcement action is necessary. If rat burrows are discovered the resident is required to hire an extermination company who will determine the necessary steps and methods to eliminate the rats. Residents are provided with the attached brochure containing general rodent information and explaining steps they can take to prevent and/or eliminate rats from their property.

ALTERNATIVE METHODS:

Alternative methods to poisoning that can be used to help control the rat population include:

- Trap killing (water bucket or spring action)
- Predator (cats or owls)
- Smoke bombs or dry ice (suffocation in den)
- Use of rat birth control
- Eliminating food sources
- Removing habitats for dens

Traditionally, poisoning of rats has been considered the most effective way to control rat populations as it is passive and highly effective. Trap killing is labor intensive, as it requires an individual to check the traps on a regular basis. Water bucket traps and spring loaded traps

require regular inspections and need to be reset after use. Predator use is passive but does not guaranty continuous elimination of rats.

If dens are discovered, smoke bombs or dry ice can be used to suffocate rats in the den. This method is highly effective if rats are in the den when the application is applied. Smoke bombs and dry ice produce CO₂ which causes the rats to pass away in their sleep, in a humane non-painful way.

Rat birth control is a newer product that is placed in conjunction with a traditional removal system such as rodenticides and is meant to help limit population growth of the remaining rats. The product is non-toxic and works by interfering with the reproductive processes in both female and male rats, thereby limiting number of offspring while the rats are actively consuming the product. There are case studies that show a reduction in rat populations when used in conjunction with lethal baiting programs could help reduce the usage of rodenticides over time.

SUMMARY:

The City has proactive procedures in place to help control rat populations. Sewers are baited in advance of utility work and commercial buildings are baited prior to demolishing them. These steps have proven to be effective in controlling rat populations when their burrows could be disturbed. In addition, bait boxes are utilized at several City facilities to help control rat populations.

Commercial properties appear to primarily utilize bait boxes as they are seen placed around trash containers in these areas. Residential property owners are provided the rodent information brochure and are instructed to contact a pest control company of their choosing to address rodent issues at their properties.

Alternative methods as mentioned above could be tested for their effectiveness and potentially included into our current rodent control procedures.

Attachment: Rodent Control Brochure

General Rodent Information

Pests like rodents can quickly become an unwelcome guest in any home or yard if appropriate measures are not taken. There are three main things that rodents look for in choosing a new home: food, water, and shelter. Eliminating any potential sources of these 3 items can greatly reduce the likelihood of an ongoing problem. Here are some steps that you can take to help prevent a problem:

- Seal all holes and openings larger than $\frac{1}{4}$ inch (rats can squeeze into openings of $\frac{1}{2}$ inch and mice can fit through $\frac{1}{4}$ inch openings) in diameter on buildings that are within 3 feet of the ground. Keep in mind that rodents can gnaw through wood, soft metals, cinder blocks, and other soft materials.
- Eliminate any potential food or water sources, including outdoor pet feeding stations. Pet food and water dishes should be kept inside if possible, or emptied at night.
- Keep bird feeders at least four feet from the ground and clean

the ground underneath feeders frequently.

- Clear weeds and debris away from buildings.
- Store all firewood, boxes, lumber, etc at least 18 inches off the ground.
- If you store garbage outside, make sure it is in water tight containers with tight fitting covers. Elevating the garbage containers 12-18" off the ground will also help.
- If you have a dog, make sure to clean out the doghouse frequently and pick up dog droppings daily.
- Compost piles should not contain any food items, only leaves, grass, and twigs.

If you suspect that you have some furry friends lurking about, taking the above steps can help make the environment less friendly towards rodents. Occasionally, other steps such as traps and poisons may be necessary. Make sure that these products are used as intended and

keep in mind that some poisons can harm both people and pets if used improperly. If you are not sure what to do, contact a professional pest control operator.

As rodents can travel up to 300 feet daily in search of food, water, and shelter, it is important that you should share information about suspected problems with your neighbors so that future problems can be averted. Disruptions such as sewer repairs, construction, and storms can lead to rodents traveling further to seek food, water, or shelter. It is important to keep in mind that even when all measures of prevention have been taken, rodents can still show up occasionally.

Learn more at
www.bhamgov.org/animalcontrol.

**City of Birmingham
Code Enforcement
151 Martin
P.O. Box 3001
Birmingham, MI 48012-3001
248.530.1859**



**NOTICE OF INTENTION TO APPOINT TO THE
MULTI-MODAL TRANSPORTATION BOARD**

At the regular meeting of Monday, December 18, 2023, the Birmingham City Commission intends to appoint to the Multi-Modal Transportation Board one regular member at large from a different geographical area of the city to complete a three-year term to expire March 24, 2025.

Interested citizens may submit an application available at the City Clerk’s office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk’s office on or before noon on Wednesday, December 13, 2023. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and vote on appointments.

In so far as possible, the seven member committee shall be composed of the following: one pedestrian advocate member; one member with a mobility or vision impairment; one member with traffic-focused education and/or experience; one bicycle advocate member; one member with urban planning, architecture or design education and/or experience; and two members at large living in different geographical areas of the City. Applicants for this position do not have to be a qualified elector or property owner in Birmingham.

Duties of the Multi-Modal Transportation Board

The purpose of the Multi-Modal Transportation Board shall be to assist in maintaining the safe and efficient movement of motorized and non-motorized vehicles and pedestrians on the streets and walkways of the city and to advise the City Commission on the implementation of the Multi-Modal Transportation Plan, including reviewing project phasing and budgeting.

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
<p>In so far as possible, members shall represent pedestrian advocacy, mobility or vision impairment, traffic-focused education/experience, bicycle advocacy, urban planning, architecture or design education/experience, or different geographical areas of Birmingham.</p> <p>Members may or may not be electors (registered voter) or property owners of the City of Birmingham.</p>	12/13/2023	12/18/2023

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.



MEMORANDUM

FINANCE

DATE: November 14, 2023

TO: Jana L. Ecker, City Manager

FROM: Mark Gerber, Director of Finance/Treasurer

SUBJECT: First Quarter Financial Reports

Background

Chapter 7, section 3(b) of the City Charter requires the Director of Finance to report on the condition of the City quarterly. Quarterly reports are prepared for the first 3 quarters of the year with the annual audit serving as the 4th quarter report. Only the following funds are reported quarterly because by State law they require a budget: General Fund, Greenwood Cemetery Perpetual Care Fund, Major and Local Street Funds, Solid Waste Fund, Community Development Block Grant Fund, Law and Drug Enforcement Fund, Baldwin Public Library Fund, Principal Shopping District Fund, Brownfield Redevelopment Authority Fund, Triangle District Corridor Improvement Authority Fund, and the Debt Service Fund.

Overview

Attached is the first quarter 2023-2024 fiscal year financial reports. The reports compare budget to actual for the current fiscal year and the prior fiscal year for the same quarter. The previous **year's budget and actual have been restated using the required State chart of account groupings**. This allows meaningful comparisons between fiscal years as well as percentage of budget received/spent for the year. The budget categories used for each fund are the same ones approved by the Commission when they adopted the 2023-2024 budget. Budget discussions that follow will focus on each fund individually.

At this point, 25% of the fiscal year has lapsed.

General Fund

Revenues are approximately \$2.6M higher than the previous year as a result of an increase in tax revenue of approximately \$3M and a decrease in licenses and permits of \$.5M. Taxes increased as a result of an increase in taxable value. Licenses and Permits decreased as a result of large scale construction permits in FY 2022-2023.

Federal, State, and Local Grant funds, Special Assessments and Fines and Forfeitures are below expected budget due to timing of when the revenues are received.

Total current year-to-date expenditures for the General Fund are higher than the prior year by approximately \$1.5M, or 18%. Most of the difference is the result of an increase in Judicial of \$.3M, Public Safety of \$.3M, and Transfers Out of \$.7M. The increase in Judicial is the result of a higher case load percentage at the 48th District Court. The increase in Public Safety is the result of higher personnel costs for police and fire departments. The increase in the Transfers Out is due to an increase in transfers to the Major and Local Street Funds.

Greenwood Cemetery Fund

Cemetery perpetual care revenues are approximately the same as the prior fiscal year. No expenditures have been budgeted for this fiscal year.

Major Street Fund

Total revenues are approximately \$.5M higher than the prior year as a result of higher budgeted transfers from the General Fund. State grant revenue is at 10% as a result of August and September road funding being received after the quarter ended.

Overall expenditures are approximately \$.4M higher than the previous year as a result of higher road construction and traffic control expenditures through the end of the quarter compared to the prior year.

Local Street Fund

Total revenues for the year are approximately \$.3M higher than the previous year as a result of higher transfers from the General Fund. As with the Major Street fund, State grants are generally received 2 months after the close of the month which explains the low budget to actual variance.

Total expenditures are approximately the same as the prior year. Maintenance of Streets and Bridges is higher due to a cape sealing project. This was partially offset by a decrease in Construction of Roads and Bridges.

Solid Waste Fund

Revenues are approximately \$.1M higher than the previous year as a result of higher property tax revenue.

Expenditures are approximately the same as the prior fiscal year.

Brownfield Redevelopment Authority Fund

Revenues are approximately \$.2M lower than the prior year. This is the result of lower property taxes being captured on brownfield sites.

Reimbursement to developers for site contamination were paid in October 2023 and October 2022.

Principal Shopping District

Revenues and expenditures are approximately the same as the prior fiscal year. Special assessments are normally billed in December or January.

Community Development Block Grant Fund

No CDBG expenditures have been recorded in the first quarter of the prior fiscal year.

Triangle District Corridor Improvement Authority

The City is attempting to re-engage with the County regarding tax capture for the district. To-date no property taxes have been captured and no funds spent on this activity.

Michigan Indigent Defense Fund

Revenues and expenditures are approximately the same as the prior fiscal year.

Baldwin Library

Revenue has increased approximately \$.25M. This is the result of an increase in property tax revenue of \$.3M and a decrease in Local Contributions of \$87,000 due to the timing of a payment from a contract municipality.

Expenditures are approximately \$.5M more than the prior fiscal year due to building construction for the next phase of building improvements in the current fiscal year.

Law and Drug Enforcement Fund

Revenues are dependent on receipt of forfeited property proceeds as a result of prosecution of drug cases. **Total expenditures for the quarter are at 1%.**

Debt Service Fund

Budgeted revenues and expenditures are based on scheduled debt service payments. Expenditures are at 95% spent for the year as a result of making a principal payment in September.

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 GENERAL FUND
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	2,842,327	-	0%	3,436,944	-	0%
TAXES	33,524,900	33,403,828	100%	30,327,140	30,291,361	100%
SPECIAL ASSESSMENTS	656,810	8,562	1%	1,265,360	106,885	8%
LICENSES AND PERMITS	2,720,510	734,906	27%	2,678,930	1,255,263	47%
FEDERAL GRANTS	53,000	32,700	62%	51,500	-	0%
STATE GRANTS	2,833,900	868	0%	2,446,470	41,871	2%
LOCAL CONTRIBUTIONS	151,650	1,711	1%	90,240	2,766	3%
CHARGES FOR SERVICES	3,557,890	776,530	22%	3,159,460	798,534	25%
FINES AND FORFEITURES	1,957,340	330,186	17%	1,672,250	228,698	14%
INTEREST AND RENT	756,500	204,634	27%	417,320	129,016	31%
OTHER REVENUE	250,130	32,176	13%	51,650	31,889	62%
TRANSFERS IN	100,000	25,000	25%	100,000	25,000	25%
TOTAL REVENUES	49,404,957	35,551,100	72%	45,697,264	32,911,283	72%
EXPENDITURES:						
GENERAL GOVERNMENT	6,596,920	1,285,554	19%	5,657,570.00	1,157,532	20%
JUDICIAL	1,999,280	648,269	32%	1,543,770.00	317,096	21%
PUBLIC SAFETY	19,988,155	4,271,082	21%	18,779,601.50	3,945,991	21%
PUBLIC WORKS	8,866,222	850,086	10%	11,649,819.28	985,604	8%
HEALTH AND WELFARE	217,630	33,609	15%	189,040.00	39,556	0%
COMMUNITY AND ECONOMIC DEVELOPMENT	784,658	135,326	17%	764,854.10	118,131	15%
RECREATION AND CULTURE	3,352,059	709,579	21%	3,276,641.30	587,583	18%
TRANSFERS OUT	7,600,000	1,750,000	23%	3,835,968.00	1,023,468	27%
TOTAL EXPENDITURES	49,404,923	9,683,506	20%	45,697,264	8,174,961	18%

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 GREENWOOD CEMETERY FUND
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	(58,000)	-	0%	(82,500)	-	0%
CHARGES FOR SERVICES	35,000	11,500	33%	60,000	12,250	20%
INTEREST AND RENT	23,000	3,817	17%	22,500	6,385	28%
TRANSFERS IN	-	-	0%	-	-	0%
TOTAL Revenues	<u>-</u>	<u>15,317</u>	0%	<u>-</u>	<u>18,635</u>	0%
EXPENDITURES:						
ENGINEERING AND PUBLIC SERVICES	-	-	0%	-	-	0%
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 MAJOR STREETS
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	5,174,957	0	0%	3,934,081	0	0%
SPECIAL ASSESSMENT	0	0	0%	31,900	0	
STATE GRANTS	1,841,950	187,830	10%	1,786,350	174,074	10%
INTEREST AND RENT	35,180	31,927	91%	38,590	20,247	52%
OTHER REVENUE	-	-	0%	-	-	0%
TRANSFERS IN	<u>3,500,000</u>	<u>875,000</u>	25%	<u>1,500,000</u>	<u>375,000</u>	25%
TOTAL REVENUES	<u><u>10,552,087</u></u>	<u><u>1,094,757</u></u>	<u>10%</u>	<u><u>7,290,921</u></u>	<u><u>569,321</u></u>	<u>8%</u>
EXPENDITURES:						
PUBLIC WORKS:						
ADMINISTRATIVE	19,670	4,190	21%	19,640	6,068	31%
TRAFFIC CONTROLS & ENGINEERING	1,347,407	148,982	11%	993,067	22,447	2%
CONSTRUCTION OF ROADS & BRIDGES	7,710,454	454,865	6%	4,861,734	218,621	4%
MAINTENANCE OF ROADS & BRIDGES	488,256	67,179	14%	447,520	61,681	14%
STREET CLEANING	236,050	38,916	16%	237,990	46,561	20%
STREET TREES	471,580	84,045	18%	456,420	71,531	16%
SNOW AND ICE REMOVAL	<u>278,670</u>	<u>9,896</u>	4%	<u>274,550</u>	<u>10,792</u>	4%
TOTAL EXPENDITURES	<u><u>10,552,087</u></u>	<u><u>808,073</u></u>	<u>8%</u>	<u><u>7,290,921</u></u>	<u><u>437,701</u></u>	<u>6%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 LOCAL STREETS
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	969,147	-	0%	638,782	-	0%
SPECIAL ASSESSMENT	237,740	9,671	4%	521,730	2,421	0%
STATE GRANTS	752,340	75,585	10%	729,630	69,976	10%
INTEREST AND RENT	42,000	19,501	46%	28,950	9,258	32%
OTHER REVENUE	5,000	3,500	70%	5,000	1,598	32%
TRANSFERS IN	<u>3,500,000</u>	<u>875,000</u>	25%	<u>2,250,000</u>	<u>562,500</u>	25%
TOTAL REVENUES	<u>5,506,227</u>	<u>983,258</u>	<u>18%</u>	<u>4,174,092</u>	<u>645,754</u>	<u>15%</u>
EXPENDITURES:						
PUBLIC WORKS:						
ADMINISTRATIVE	27,690	6,285	23%	28,960	7,895	27%
TRAFFIC CONTROLS & ENGINEERING	74,110	15,472	21%	68,700	13,535	20%
CONSTRUCTION OF ROADS & BRIDGES	2,762,265	59,992	2%	2,164,241	387,113	18%
MAINTENANCE OF ROADS & BRIDGES	1,214,002	322,083	27%	714,333	110,110	15%
STREET CLEANING	265,690	84,137	32%	255,550	46,944	18%
STREET TREES	982,950	233,118	24%	614,630	208,036	34%
SNOW AND ICE REMOVAL	<u>179,520</u>	<u>8,262</u>	5%	<u>173,780</u>	<u>9,001</u>	5%
TOTAL EXPENDITURES	<u>5,506,227</u>	<u>729,349</u>	<u>13%</u>	<u>4,020,194</u>	<u>782,635</u>	<u>19%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 SOLID WASTE
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	3,672	0	0%	(7,320)	-	0%
TAXES	2,343,860	2,344,783	100%	2,245,000	2,248,692	100%
STATE GRANTS	4,000	0	0%	3,990	-	0%
CHARGES FOR SERVICES	100	1,106	1106%	17,100	4,368	26%
INTEREST AND RENT	20,000	8,423	42%	15,440	5,910	38%
OTHER REVENUE	300	-	0%	-	-	0%
TOTAL REVENUES	<u>2,371,932</u>	<u>2,354,313</u>	<u>99%</u>	<u>2,274,210</u>	<u>2,258,970</u>	<u>99%</u>
EXPENDITURES:						
PUBLIC WORKS	<u>2,371,932</u>	<u>432,728</u>	<u>18%</u>	<u>2,274,210</u>	<u>411,554</u>	<u>18%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 BROWNFIELD REDEVELOPMENT FUND
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	(880)	-	0%	(770)	-	0%
TAXES	481,830	481,830	100%	627,240	700,557	112%
CHARGES FOR SERVICES	-	-	0%	-	-	0%
INTEREST AND RENT	880	1,508	171%	770	1,178	153%
OTHER REVENUE	20,000	810	4%	20,000	-	0%
TRANSFERS IN	-	-	0%	-	-	0%
TOTAL REVENUES	<u>501,830</u>	<u>484,148</u>	<u>96%</u>	<u>647,240</u>	<u>701,735</u>	<u>108%</u>
EXPENDITURES						
COMMUNITY DEVELOPMENT	<u>501,830</u>	<u>108</u>	<u>0%</u>	<u>647,240</u>	<u>216</u>	<u>0%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 PRINCIPAL SHOPPING DISTRICT
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	86,004	-	0%	173,135	-	0%
SPECIAL ASSESSMENTS	1,201,500	1,513	0%	1,101,370	1,765	0%
CHARGES FOR SERVICES	25,000	-	0%	25,000	-	0%
INTEREST AND RENT	5,420	6,562	121%	5,310	2,593	49%
OTHER REVENUE	<u>220,000</u>	<u>26,380</u>	12%	<u>160,000</u>	<u>47,222</u>	30%
TOTAL REVENUES	<u>1,537,924</u>	<u>34,456</u>	<u>2%</u>	<u>1,464,815</u>	<u>51,580</u>	<u>4%</u>
EXPENDITURES						
COMMUNITY DEVELOPMENT	<u>1,537,924</u>	<u>243,403</u>	<u>16%</u>	<u>1,464,815</u>	<u>245,388</u>	<u>17%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 COMMUNITY DEVELOPMENT BLOCK GRANT
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
FEDERAL GRANTS	<u>65,640</u>	<u>3,950</u>	<u>6%</u>	<u>36,670</u>	<u>-</u>	<u>0%</u>
EXPENDITURES						
HEALTH AND WELFARE	<u>65,640</u>	<u>3,950</u>	<u>6%</u>	<u>36,670</u>	<u>-</u>	<u>0%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 TRIANGLE DISTRICT CORRIDOR IMPROVEMENT AUTHORITY
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	(220)	-	0%	(190)	-	0%
PROPERTY TAXES	-	-	0%	-	-	0%
INTEREST AND RENT	<u>220</u>	<u>102</u>	46%	<u>190</u>	<u>56</u>	30%
TOTAL REVENUES	<u>-</u>	<u>102</u>	<u>0%</u>	<u>-</u>	<u>56</u>	<u>0%</u>
EXPENDITURES						
COMMUNITY DEVELOPMENT	<u>-</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>-</u>	<u>0%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 MICHIGAN INDIGENT DEFENSE FUND
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	-	-	0%	2,860	-	0%
STATE GRANTS	494,100	44,396	9%	493,960	38,346	8%
LOCAL CONTRIBUTIONS	17,600	-	0%	17,600	-	0%
INTEREST AND RENT	<u>3,000</u>	<u>1,745</u>	58%	<u>480</u>	<u>829</u>	173%
 TOTAL REVENUES	 <u>514,700</u>	 <u>46,140</u>	 <u>9%</u>	 <u>514,900</u>	 <u>39,175</u>	 <u>8%</u>
EXPENDITURES:						
HEALTH AND WELFARE	<u>514,700</u>	<u>89,379</u>	<u>17%</u>	<u>514,900</u>	<u>68,658</u>	<u>13%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 BALDWIN LIBRARY
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	2,203,880	-	0%	(478,930)	-	0%
TAXES	4,165,640	4,173,278	100%	3,854,880	3,867,673	100%
STATE GRANTS	42,000	-	0%	36,000	-	0%
LOCAL CONTRIBUTIONS	1,093,140	178,811	16%	1,062,390	248,142	23%
CHARGES FOR SERVICES	20,650	7,418	36%	21,000	8,562	41%
FINES AND FORFEITURES	5,000	1,606	32%	6,000	1,011	17%
INTEREST AND RENT	5,000	19,877	398%	30,000	11,916	40%
OTHER REVENUE	<u>260,000</u>	<u>24</u>	0%	<u>-</u>	<u>-</u>	0%
TOTAL REVENUES	<u>7,795,310</u>	<u>4,381,014</u>	<u>56%</u>	<u>4,531,340</u>	<u>4,137,305</u>	<u>91%</u>
EXPENDITURES:						
RECREATION AND CULTURE	<u>7,795,310</u>	<u>1,590,171</u>	<u>20%</u>	<u>4,531,340</u>	<u>1,066,109</u>	<u>24%</u>

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 LAW & DRUG ENFORCEMENT FUND
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	29,790	-	0%	(20,150)	-	0%
FINES & FORFEITURES	25,000	-	0%	25,000	-	0%
INTEREST AND RENT	-	1,107	0%	580	495	85%
OTHER REVENUE	-	-	0%	-	-	0%
TOTAL REVENUES	54,790	1,107	2%	5,430	495	9%
EXPENDITURES:						
PUBLIC SAFETY	54,790	768	1%	5,430	1,742	0%
CAPITAL OUTLAY	-	-	0%	-	-	0%
TOTAL EXPENDITURES	54,790	768	1%	5,430	1,742	32%

CITY OF BIRMINGHAM
 QUARTERLY BUDGET REPORT
 DEBT SERVICE FUND
 QUARTER ENDED: SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022
 % OF FISCAL YEAR COMPLETED: 25%

	2023-2024			2022-2023		
	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED	AMENDED BUDGET	YEAR-TO-DATE ACTUAL	% OF BUDGET USED
REVENUES:						
USE OF (CONTRIB. TO) FUND BALANCE	-	-	0%	-	-	0%
TAXES	1,637,910	1,639,832	100%	1,508,190	1,513,197	100%
STATE GRANTS	2,770	0	0%	5,200	-	0%
INTEREST AND RENT	<u>5,500</u>	<u>4,092</u>	74%	<u>1,740</u>	<u>1,863</u>	107%
TOTAL REVENUES	<u>1,646,180</u>	<u>1,643,925</u>	<u>100%</u>	<u>1,515,130</u>	<u>1,515,060</u>	<u>100%</u>
EXPENDITURES:						
DEBT SERVICE	<u>1,646,180</u>	<u>1,565,711</u>	<u>95%</u>	<u>1,515,130</u>	<u>1,398,411</u>	<u>92%</u>



MEMORANDUM

FINANCE

DATE: November 20, 2023

TO: Jana L. Ecker, City Manager

FROM: Mark Gerber, Finance Director/Treasurer

SUBJECT: 1st Quarter Investment Report

Public Act 213 of 2007 requires investment reporting on the City's general investments to be provided to the City Commission on a quarterly basis. This information is also required to be provided annually, which the City has and will continue to include within the audited financial statements.

General investments of the City are governed by State law and the City's General Investment Policy approved by the City Commission. The services of an outside investment advisor are utilized to assist the Treasurer in determining which types of investments are most appropriate and permitted under the investment policy, maximize the return on the City's investments within investment policy constraints and provide for cash flow needs.

The two primary objectives for investment of City funds are the preservation of principal and liquidity to protect against losses and provide sufficient funds to enable the City to meet all operating requirements that might be reasonably anticipated. Investment activities include all City funds except the retirement and retiree health-care funds as follows:

- General Fund
- Permanent Funds
- Special Revenue Funds
- Capital Projects Fund
- Enterprise Funds
- Debt Service Funds
- Component Unit Funds
- Internal Service Funds

Overall, the City has \$125.2 million invested in various securities according to its general investment policy as of September 30, 2023.

The City has two pooled funds (CLASS Pool and J-Fund), which are used to meet payroll, contractor and other accounts payable needs. As indicated on the attached schedule, there is approximately \$36.4 million invested in pooled funds at the end of September. A maximum of 50% of the portfolio may be invested in pooled funds that meet **State** guidelines. The amount currently invested in pooled funds is 29%.

The City also holds approximately \$45.8 million, or 37%, of its investments in treasury notes and bills, which are obligations of the United States. The maximum amount of investments that may be held in government securities is 100%.

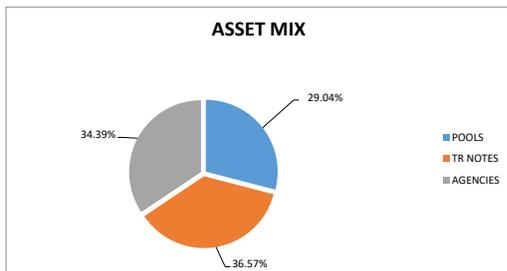
Investments in federal agencies total approximately \$43.0 million, or 34%, **of the City's** investments. The maximum amount of the portfolio that may be invested in federal agencies is 75%.

The Investment Policy requires that the average maturity of the portfolio may not exceed two and one-half years. The current average maturity of the portfolio is 1.2 years.

**CITY OF BIRMINGHAM
GENERAL INVESTMENT PORTFOLIO SUMMARY**

9/30/2023

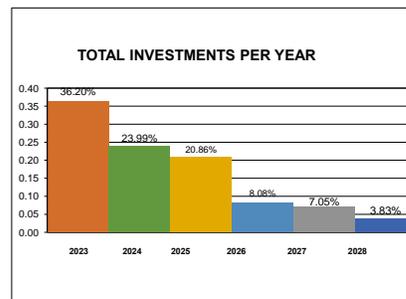
YEAR	MATURITY DATE	DESCRIPTION	% YIELD	*	ISSUER/BROKER	PAR VALUE	COST	CURRENT MARKET VALUE	YEARLY TOTAL	% OF TOTAL
2023	9/30/2023	CLASS POOL	5.470%		MICHIGAN CLASS	2,281,447.35	2,281,447.35	2,281,447.35		
	9/30/2023	J FUND	5.169%	CITY	COMERICA BANK	34,068,965.86	34,068,965.86	34,068,965.86		
	10/31/2023	TR NOTE	1.423%	INSIGHT	US	1,500,000.00	1,587,954.24	1,497,045.00		
	10/31/2023	TR NOTE	0.307%	INSIGHT	US	2,000,000.00	2,054,928.58	1,994,060.00		
	11/2/2023	AGENCY	0.320%	INSIGHT	FHLMC	1,500,000.00	1,500,000.00	1,493,580.00		
	11/15/2023	TR NOTE	1.572%	INSIGHT	US	1,500,000.00	1,570,258.93	1,495,080.00		
	11/15/2023	TR NOTE	0.320%	INSIGHT	US	2,000,000.00	1,997,037.95	1,987,620.00		
	11/27/2023	AGENCY	0.202%	INSIGHT	FNMA	500,000.00	500,690.00	496,115.00		
								45,313,913.21	36.20%	
2024	1/19/2024	AGENCY	0.241%	INSIGHT	FFCB	1,000,000.00	999,670.00	984,240.00		
	2/5/2004	AGENCY	1.572%	INSIGHT	FNMA	1,500,000.00	1,558,201.50	1,484,295.00		
	2/29/2024	TR NOTE	1.637%	INSIGHT	US	1,750,000.00	1,785,621.10	1,726,550.00		
	3/8/2024	AGENCY	4.396%	INSIGHT	FHLB	2,900,000.00	2,868,825.00	2,876,887.00		
	4/15/2024	TR NOTE	0.434%	INSIGHT	US	3,000,000.00	2,995,546.88	2,919,480.00		
	5/17/2024	AGENCY	0.360%	INSIGHT	FNMA	1,000,000.00	999,800.00	967,830.00		
	5/31/2024	TR NOTE	0.462%	INSIGHT	US	1,000,000.00	1,040,823.66	977,540.00		
	6/14/2024	AGENCY	0.377%	INSIGHT	FHLB	1,500,000.00	1,556,520.00	1,461,255.00		
	6/14/2024	AGENCY	4.343%	INSIGHT	FHLB	2,500,000.00	2,481,025.00	2,466,675.00		
	7/2/2024	AGENCY	1.719%	INSIGHT	FNMA	1,500,000.00	1,502,037.00	1,458,540.00		
	8/19/2024	AGENCY	0.450%	INSIGHT	FNMA	2,000,000.00	1,999,500.00	1,911,760.00		
	9/13/2024	AGENCY	1.729%	INSIGHT	FHLB	1,750,000.00	1,843,345.00	1,707,247.50		
	9/30/2024	TR NOTE	0.569%	INSIGHT	US	1,500,000.00	1,541,020.65	1,443,045.00		
	10/31/2024	TR NOTE	0.465%	INSIGHT	US	1,000,000.00	1,032,695.31	959,060.00		
	10/31/2024	TR NOTE	0.557%	INSIGHT	US	2,000,000.00	2,057,741.08	1,918,120.00		
	10/31/2024	TR NOTE	2.476%	INSIGHT	US	1,000,000.00	994,378.35	966,760.00		
11/15/2024	TR NOTE	0.560%	INSIGHT	US	1,500,000.00	1,578,637.84	1,449,030.00			
12/16/2024	AGENCY	0.500%	INSIGHT	FNMA	1,000,000.00	1,000,000.00	941,480.00			
12/30/2024	AGENCY	0.390%	INSIGHT	FHLMC	1,500,000.00	1,499,025.00	1,407,660.00			
								30,027,454.50	23.99%	
2025	1/7/2025	AGENCY	0.362%	INSIGHT	FNMA	1,500,000.00	1,580,434.50	1,431,495.00		
	1/28/2025	AGENCY	0.550%	INSIGHT	FHLB	1,500,000.00	1,500,000.00	1,409,115.00		
	2/12/2025	AGENCY	0.344%	INSIGHT	FHLMC	1,500,000.00	1,575,136.50	1,425,780.00		
	2/26/2025	AGENCY	0.680%	INSIGHT	FHLB	1,000,000.00	1,000,000.00	934,770.00		
	2/28/2025	TR NOTE	0.508%	INSIGHT	US	1,500,000.00	1,533,925.38	1,415,865.00		
	3/28/2025	AGENCY	1.250%	INSIGHT	FHLB	1,500,000.00	1,370,835.00	1,395,960.00		
	3/28/2025	AGENCY	0.450%	INSIGHT	FHLMC	1,500,000.00	1,500,000.00	1,392,780.00		
	3/31/2025	TR NOTE	0.669%	INSIGHT	US	1,500,000.00	1,491,215.96	1,397,760.00		
	6/30/2025	AGENCY	0.750%	INSIGHT	FHLB	2,000,000.00	2,000,000.00	1,847,380.00		
	7/15/2025	TR NOTE	4.233%	INSIGHT	US	3,000,000.00	2,903,095.99	2,891,010.00		
	8/15/2025	TR NOTE	3.037%	INSIGHT	US	2,000,000.00	1,937,506.70	1,889,760.00		
	9/15/2025	TR NOTE	4.187%	INSIGHT	US	3,000,000.00	2,942,939.74	2,912,100.00		
	10/15/2025	TR NOTE	4.457%	INSIGHT	US	1,500,000.00	1,491,386.71	1,476,510.00		
	10/31/2025	TR NOTE	3.167%	INSIGHT	US	2,500,000.00	2,487,020.09	2,400,575.00		
11/15/2025	TR NOTE	3.025%	INSIGHT	US	2,000,000.00	1,951,959.82	1,889,680.00			
								26,110,540.00	20.86%	
2026	2/25/2026	AGENCY	3.577%	INSIGHT	FFCB	1,500,000.00	1,487,659.50	1,441,665.00		
	3/31/2026	TR NOTE	4.144%	INSIGHT	US	3,000,000.00	2,816,142.86	2,815,320.00		
	6/16/2026	AGENCY	4.203%	INSIGHT	FFCB	3,000,000.00	2,928,240.00	2,889,000.00		
	7/27/2026	AGENCY	4.412%	INSIGHT	FFCB	1,500,000.00	1,504,590.00	1,480,515.00		
	8/14/2026	AGENCY	4.529%	INSIGHT	FFCB	1,500,000.00	1,490,415.00	1,485,150.00		
								10,111,650.00	8.08%	
2027	3/31/2027	TR NOTE	4.071%	INSIGHT	US	1,500,000.00	1,406,430.81	1,393,305.00		
	6/30/2027	TR NOTE	3.701%	INSIGHT	US	3,000,000.00	2,943,867.19	2,850,360.00		
	9/30/2027	TR NOTE	4.005%	INSIGHT	US	1,500,000.00	1,507,851.56	1,468,770.00		
	11/30/2027	TR NOTE	3.972%	INSIGHT	US	1,700,000.00	1,658,701.01	1,647,946.00		
	12/1/2027	AGENCY	3.803%	INSIGHT	FFCB	1,500,000.00	1,520,295.00	1,461,750.00		
								8,822,131.00	7.05%	
2028	3/10/2028	AGENCY	3.539%	INSIGHT	FHLB	1,575,000.00	1,641,386.28	1,566,526.50		
	6/30/2028	AGENCY	4.077%	INSIGHT	FHLB	1,500,000.00	1,471,840.50	1,456,200.00		
	8/28/2028	AGENCY	4.491%	INSIGHT	FFCB	1,800,000.00	1,803,792.60	1,776,276.00		
								4,799,002.50	3.83%	
			3.096%			128,325,413.21	128,342,364.98	125,184,691.21	125,184,691.21	100.00%



POOLS	\$36,350,413.21	29.04%
TR NOTES	\$45,782,351.00	36.57%
AGENCIES	\$43,051,927.00	34.39%
TOTAL	\$125,184,691.21	100.00%

COMPARATIVE RETURNS			
	City Portfolio	1-Yr TR	2-Yr TR
9/30/2023	3.78%	5.46%	5.30%
6/30/2023	2.36%	5.40%	4.87%
1 Year Ago	1.76%	4.50%	4.16%

AVERAGE MATURITY (YEARS): 1.23



* INSIGHT: \$88,834,278.00 70.96%
* ASSIGNED TO CITY: \$36,350,413.21 29.04%
\$125,184,691.21 100.00%



* Berkley * Beverly Hills * Bingham Farms * Birmingham
 * Clawson * Huntington Woods * Lathrup Village * Pleasant Ridge
 * Royal Oak * Southfield * Southfield Township

QUARTERLY REPORT October 2023

BOARD OF TRUSTEES	
Representative	Municipality
Shawn Young	City of Berkley
Jeff Campbell	Village of Beverly Hills
Kurt Jones	Village of Bingham Farms
Melissa Coatta	City of Birmingham
Trevor Zablocki	City of Clawson
Rocco Fortura	City of Huntington Woods
Karen Miller	City of Lathrup Village
Jim Breuckman	City of Pleasant Ridge
Aaron Filipski	City of Royal Oak
Pat Ryan	City of Southfield
Jeff Campbell	Township of Southfield

OFFICERS	
Chair:	Jim Breuckman
Vice Chairman:	Kurt Jones
Secretary:	Rocco Fortura
Advisory Committee:	Breuckman, Jones, Fortura, Filipski

Jeff McKeen	General Manager
Bob Jackovich	Operations Manager

Board of Trustees
Southeastern Oakland County Water Authority

Subject: Quarterly Report - October 2023

Board Members:

Attached is a copy of the Southeastern Oakland County Water Authority's Quarterly Report covering the first three month's operation of the fiscal year 2023/24. The report contains a financial statement of the Authority's operation and an outline of projects in progress or completed during the quarter. The report also contains statistical information and other information of general interest to the members of this Authority.

BOARD OF TRUSTEES

The governing body of the Authority is a Board of Trustees, consisting of one representative from each constituent municipality. The Board held its Organization Meeting on July 12, 2023, and members were elected to serve as Officers for the fiscal year beginning July 2023. The current Officers are:

Chairman: J. Breuckman
Vice Chairman: K. Jones
Secretary: R. Fortura

Representatives on the Board are entitled to one vote for each 200 million gallons, or major fraction thereof, of water purchased during the preceding fiscal year. The number of votes of each constituent member for the fiscal year, beginning July 2023 is as follows:

Municipality	Votes
Berkley	2
Beverly Hills	2
Bingham Farms	1
Birmingham	5
Clawson	1
Huntington Woods	1
Lathrup Village	1
Pleasant Ridge	1
Royal Oak	10
Southfield	15
Southfield Township	<u>1</u>
Total:	40

The Board meets in regular session on the second Wednesday of each month for the purpose of conducting all business coming before the Board.

The Authority has entered contracts with the individual members for an indefinite period of time, but at least to July 1, 2038. These contracts obligate the Authority to supply and sell water to the member municipalities, charging for this service a rate sufficient to pay the operating costs and capital improvements.

FINANCIAL STATEMENT

The total net income before depreciation for the first 3 months of 2023/24 was \$996,904. This was \$1,029,300 lower than budgeted and is substantially lower than the net income of \$2,220,562 for the first 3 months of 2022/23.

	Actual	Compared to Budget
Revenue	\$8,834,342	- \$1,864,376
Expenses	\$7,837,438	- \$ 835,076
Net Income (before depreciation)	\$ 996,904	- \$1,029,300

Net income at this time of year is planned to be high in order to accommodate the fixed/variable rates we are charged by GLWA. GLWA is collecting 60% of their revenue through a fixed monthly charge. This results in a high fixed monthly charge but a low cost per thousand cubic feet purchased. In the first quarter of the year, our GLWA water bills were significantly less than our water sales revenue. Our GLWA water bills will be higher than our water sales revenue in the colder months. We will be using some of the net income for the first quarter to pay these higher water bills later in the fiscal year.

The decrease in revenue was almost completely due to lower than planned water sales (-\$1,885,000). Expenses were lower than planned due to lower expenses for water purchases (-\$734,000), labor (-\$37,000), utilities (-\$26,000), non-labor Administrative & General (-\$12,000), miscellaneous expenses (-\$12,000), maintenance (-\$8,000) and supplies (-\$7,000).

Water sales volumes for the first 3 months of the fiscal year were 17.6% lower than budgeted and were 16.0% lower than the previous year. The water sales volumes for the first 3 months are summarized in the table below. Water sales were significantly lower than last year due to the cool, rainy weather during the quarter.

WATER SALES – DAILY AVERAGE (MGD)

Month	2019	2020	2021	2022	2023	Over or Under 2022
July	36.06	44.53	30.75	39.81	33.77	- 6.04
August	38.35	39.57	33.02	37.13	31.19	- 5.94
September	30.00	31.16	29.77	34.10	28.27	- 5.83
Million Gals./Day	34.85	38.50	31.20	37.05	31.11	- 5.94
Variance	+10.5%	-19.0%	+18.8%	-16.0%		

PRECIPITATION - INCHES

Month	2019	2020	2021	2022	2023
July	7.15	2.46	7.15	3.06	4.25
August	3.04	7.31	5.64	4.93	5.47
September	4.84	2.72	6.00	1.89	1.42
Total:	15.03	12.49	18.79	9.88	11.14

SOCWA incurred capital expenditures of \$98,497 in the first quarter of the year for the purchase of two vehicles (\$68,000) and the purchase of a pressure reducing valve (\$30,000).

Additional financial detail is attached.

MAJOR PROJECTS

GLWA RATE INCREASE

GLWA increased their water sales rate to SOCWA by 7.3% as of July 1, 2023. This increase was lower than projected because the GLWA Board removed the costs associated with Highland Park not paying their water bills from the final GLWA rates. SOCWA increased our water sales rate to the member communities by 4.35% as of July 1, 2023. SOCWA was able to absorb some of the GLWA rate increase due to operational efficiencies on the SOCWA system. SOCWA also passed along to the member and customer communities the decrease in GLWA rates that resulted from the removal of the Highland Park unpaid bills from the final GLWA rates.

SUMMER 2023 OPERATIONS

The summer of 2023 was very poor for water sales. The consistently rainy weather greatly reduced the amount of water sold for outdoor irrigation. SOCWA water sales for the first quarter decreased by 16.0% from last year. Our maximum day occurred on June 2 when we purchased 46.22 million gallons from GLWA. This was only 0.2% lower than the maximum day for 2022 and was 24% below our GLWA contract limit. The weather deteriorated after early June, and we had only 3 days with water sales over 40 million gallons during the summer of 2023 compared with 28 days with water sales over 40 million gallons during the summer of 2022.

GREAT LAKES WATER AUTHORITY (GLWA) ISSUES

GLWA became operational on January 1, 2016. The GLWA website, www.glwater.org, is a great source of information regarding GLWA. The agendas and minutes for all Board and Board Committee meetings are posted along with procurement information about all projects being performed by GLWA.

2024/25 Water Rates

The process that will result in the rates from GLWA for 2024/25 has begun. A series of meetings are being held this fall to communicate rate information. Our proposed 2024/25 rates will be delivered by GLWA in late January 2024. GLWA is continuing to provide a high level of communication with their customers by posting data on their website prior to each meeting and then reviewing the data at each meeting. SOCWA staff will be attending each of these meetings and we will report the results at the following Board meeting. We plan to have a rate projection for the SOCWA communities for review at the February 2024 Board meeting.

GLWA Customer Outreach Program

GLWA is continuing to utilize the same Customer Outreach Program that DWSD has used for many years. SOCWA staff is continuing to participate in the GLWA Customer Outreach Process. I have been serving as one of nine elected customer co-chairs of the One Water Partnership that guides this process. Significant progress has been made in improving the level of communication and understanding between GLWA and its customers through this process, which will be a continuing effort. SOCWA continues to be a strong proponent of GLWA's customer partnering process. The Customer Outreach Program continues to be very important in maintaining the good relationship between GLWA and its customers.

Highland Park

A settlement has been reached between GLWA, Highland Park and the State of Michigan that resolves the various court actions over Highland Park's unpaid water and sewer bills. As of June 30, 2023, Highland Park owed over \$54 million in unpaid bills for water service (\$12.1 million) and sewer service (\$42.2 million). As part of this settlement, Highland Park will be using a third party to set their water and sewer rates and all water and sewer revenue will be deposited into a trust account which will pay GLWA's bills before any remaining funds are provided to Highland Park. The State of Michigan will be providing \$25 million to GLWA for sewer infrastructure projects and \$5 million for water infrastructure projects. GLWA is evaluating whether they will be able to use a portion of this money to make refunds to their customers that have seen increased costs due to Highland Park not paying their GLWA bills.

Highland Park made an incremental \$1 million payment to GLWA during the summer of 2023 under court order. GLWA refunded this amount to their water and sewer customers based on the amount of money that had been included in previous rates for Highland Park's unpaid bills. Since Highland Park's sewer bills are much larger than their water bills, only 12% of that \$1 million was credited to water customers. SOCWA's share was only \$8,200. That amount is being refunded to SOCWA's customers on their bill for October water service based on their water usage during the 2022/23 fiscal year.

WEBSTER WATER TANK SEPARATION PROJECT

We have begun working on a project to separate the two large water storage tanks at Webster Station. This \$4 million project will result in increased operational flexibility and increase the resiliency of the SOCWA water storage system. The engineering design work for this project has been completed. We applied for and received an infrastructure planning grant from Oakland County that paid for a portion of the engineering costs of this project. We also applied for a low interest loan for this project from Michigan's Drinking Water State Revolving Fund. However, our project did not have high enough priority to be included in the 2023 or 2024 programs. We are currently revisiting the construction schedule for this project.

WATER SERVICE REPLACEMENT AND VERIFICATION CONTRACTS

SOCWA has contracts in place that can be used by the member communities for the replacement of lead water services and for verifying the material type for service lines of unknown material type. The member communities with lead water services will need to replace 5% to 7% of those services each year under the new State of Michigan lead and copper rules. Having a contractor available for all the member communities could help to reduce the cost of performing this required work. Several communities have begun to use the services of the lead service line replacement contractor.

SOCWA also has a contract in place that can be used by the member communities to verify water service line material type. The State of Michigan is requiring each community to verify the material type of a random sample of about 20% of the water service lines in the community. Several communities have begun to use the services of the service line verification contractor.

PENSION FUNDING

MERS completed their annual actuarial analysis of SOCWA's pension plans. The combined union and salaried pension plans were 102% funded as of December 31, 2022. This is a slight decrease from the 106% funded as of December 31, 2021. The funding levels were 98% for the union defined benefit (DB) plan, 107% for the salaried DB plan, 97% for the salaried hybrid plan and 93% for the union hybrid plan. SOCWA has contributed substantially above the actuarially required amounts to both the salaried DB and union DB plan for several years in order to eliminate the unfunded liabilities for the plans.

ANNUAL AUDIT

Representatives of Plante & Moran conducted their annual audit in our offices during September. We are awaiting their audit report. The final audit will be reviewed with the SOCWA Audit Committee during October 2022 and will be reviewed by the SOCWA Board at their November 8, 2023 meeting.

Audit standards require SOCWA to conduct an annual actuarial valuation of our liability for Other Post Employment Benefits (OPEB or retiree health insurance). We performed this year's valuation using a tool provided by Milliman, which was significantly less expensive and much quicker than having the analysis performed by our prior actuarial firm. The valuation as of June 30, 2023 showed that the OPEB plan for salaried employees was 186.0% funded and the OPEB plan for Union employees was 137.0% funded. We are now using the OPEB trust funds to pay for all of our retiree health insurance expenses.

Respectfully submitted,

Jeffrey A. McKeen, P.E.
General Manager

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
INCOME STATEMENT
07/01/23 -09/30/23

	Period Actual	Period Budget	Variance
REVENUES			
SALE OF WATER MEMBERS	5,238,783.05	6,041,377.00	-802,593.95
SALE OF WATER OTHERS	3,515,279.67	4,598,156.00	-1,082,876.33
TOTAL SALE OF WATER REVENUES	8,754,062.72	10,639,533.00	-1,885,470.28
RENTALS	15,002.76	19,185.30	-4,182.54
WATER ANALYSIS & MISC	317.83	2,500.00	-2,182.17
INTEREST ON INVESTMENTS	64,958.87	37,500.00	27,458.87
GRANT REVENUE	0.00	0.00	0.00
TOTAL OTHER REVENUES	80,279.46	59,185.30	21,094.16
TOTAL REVENUES	8,834,342.18	10,698,718.30	-1,864,376.12
LEAD SERVICE REPLACEMENT	73,299.60	750,000.00	-676,700.40
EXPENSES			
PURCHASE OF WATER FOR RESALE	0.00	0.00	0.00
POWER, PUMPING & GROUNDS WEBSTER	118,771.17	162,125.02	-43,353.85
POWER, PUMPING & GROUNDS	39,046.06	82,718.54	-43,672.48
COMPUTER OPERATIONS	25,796.79	26,249.66	-452.87
PURIFICATION	32,452.75	38,631.24	-6,178.49
METERS & MAINS	68,477.76	65,689.94	2,787.82
ADMINISTRATION & GENERAL	267,445.02	278,100.00	-10,654.98
WATER IN TRANSIT	7,285,448.83	8,019,000.00	-733,551.17
TOTAL EXPENSES	7,837,438.38	8,672,514.40	-835,076.02
LEAD SERVICE LINE REPLACEMENT	73,298.60	750,000.00	-676,701.40
NET INCOME BEFORE DEPRECIATION	996,903.80	2,026,203.90	-1,029,300.10

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
STATEMENT OF REVENUES AND EXPENDITURES COMPARED WITH TOTAL BUDGET
07/01/23 - 09/30/23

	Period Actual	Total Budget 2023-2024	Remaining Budget	% Received or Expended
REVENUES				
SALE OF WATER MEMBERS	5,238,783.05	19,015,100.00	-13,776,316.95	28%
SALE OF WATER OTHERS	3,515,279.67	10,686,200.00	-7,170,920.33	33%
TOTAL SALE OF WATER REVENUES	8,754,062.72	29,701,300.00	-20,947,237.28	29%
RENTALS	15,002.76	130,999.90	-115,997.14	11%
WATER ANALYSIS & MISC	317.83	10,000.00	-9,682.17	3%
INTEREST ON INVESTMENTS	64,958.87	150,000.00	-85,041.13	43%
GRANT REVENUE	0.00	0.00	0.00	
TOTAL OTHER REVENUES	80,279.46	290,999.90	-210,720.44	
TOTAL REVENUES	8,834,342.18	29,992,299.90	-21,157,957.72	29%
LEAD SERVICE REPLACEMENT	73,299.60	2,500,000.00	-2,426,700.40	3%
EXPENSES				
PURCHASE OF WATER FOR RESALE	0.00	27,357,000.00	-27,357,000.00	0%
POWER, PUMPING & GROUNDS WEBSTER	118,771.17	595,500.08	-476,728.91	20%
POWER, PUMPING & GROUNDS	39,046.06	314,240.16	-275,194.10	12%
COMPUTER OPERATIONS	25,796.79	103,499.63	-77,702.84	25%
PURIFICATION	32,452.75	154,524.96	-122,072.21	21%
METERS & MAINS	68,477.76	263,049.76	-194,572.00	26%
ADMINISTRATION & GENERAL	267,445.02	830,300.00	-562,854.98	32%
WATER IN TRANSIT	7,285,448.83	0.00	7,285,448.83	0%
TOTAL EXPENSES	7,837,438.38	29,618,114.59	-21,780,676.21	26%
LEAD SERVICE LINE REPLACEMENT	73,298.60	2,500,000.00	-2,426,701.40	3%
NET INCOME BEFORE DEPRECIATION	996,903.80	374,185.31	622,718.49	266%
DEPRECIATION	158,756.00			
NET INCOME	838,147.80			

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
COMPARATIVE STATEMENT
07/01/23 - 09/30/23

	Period Actual 2023/2024	Period Actual 2022/2023	Over/Under
REVENUES			
SALE OF WATER	5,238,783.05	5,720,530.61	-481,747.56
SALE OF WATER OTHERS	3,515,279.67	4,238,708.28	-723,428.61
TOTAL SALE OF WATER REVENUES	8,754,062.72	9,959,238.89	-1,205,176.17
RENTALS	15,002.76	20,084.90	-5,082.14
WATER ANALYSIS-LAB & MISC	317.83	530.03	-212.20
INTEREST ON INVESTMENTS	64,958.87	14,873.96	50,084.91
GRANT REVENUE	0.00	0.00	0.00
TOTAL OTHER REVENUES	80,279.46	35,488.89	44,790.57
TOTAL REVENUES	8,834,342.18	9,994,727.78	-1,160,385.60
LEAD SERVICE LINE REPLACEMENT	73,299.60	563,556.42	-490,256.82
EXPENSES			
WATER PURCHASED FOR RESALE	0.00	0.00	0.00
WATER PURCHASE IN TRANSIT	7,285,448.83	7,307,272.70	-21,823.87
OPERATING EXPENSES	551,989.55	466,892.93	85,096.62
FIXED CHARGES	0.00	0.00	0.00
TOTAL EXPENSES	7,837,438.38	7,774,165.63	63,272.75
LEAD SERVICE LINE REPLACEMENT	73,298.60	563,576.42	-490,277.82
NET INCOME BEFORE DEPRECIATION	996,903.80	2,220,562.15	-1,223,658.35
DEPRECIATION	158,756.00	160,357.75	-1,601.75
NET INCOME	838,147.80	2,060,204.40	-1,222,056.60

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
TOTAL CHARGES
07/01/23 - 09/30/23

MUNICIPALITY	WATER CONSUMPTION CUBIC FEET	TOTAL WATER CHARGES
MEMBERS		
BERKLEY	12,665.75	242,154.81
BEVERLY HILLS	12,472.80	235,134.53
BINGHAM FARMS	3,858.20	71,821.53
BIRMINGHAM	38,995.42	729,544.88
CLAWSON	9,444.77	179,270.70
HUNTINGTON WOODS	6,550.52	124,281.94
LATHRUP VILLAGE	3,858.21	76,711.67
PLEASANT RIDGE	3,540.70	66,482.48
ROYAL OAK	67,764.32	1,292,171.11
SOUTHFIELD	112,029.04	2,131,177.30
DETROIT ZOO & RACKHAM	4,799.60	90,032.10
MEMBERS TOTAL	275,979.33	5,238,783.05
NON MEMBERS		
BLOOMFIELD HILLS	22,179.87	725,170.58
BLOOMFIELD TOWNSHIP	84,420.84	2,790,109.09
NON MEMBERS TOTAL	106,600.71	3,515,279.67
GRAND TOTAL	382,580.04	8,754,062.72

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
INCOME STATEMENT WITH AVERAGE PER CUBIC FOOT
07/01/23 - 09/30/23

	Period Actual	2023-2024 Average Per 1,000 cubic feet	2022-2023 Average Per 1,000 cubic feet
REVENUES			
SALE OF WATER	5,238,783.05	18.9825	17.9219
SALE OF WATER OTHERS	3,515,279.67	32.9761	31.0637
TOTAL SALE OF WATER REVENUES	8,754,062.72	22.8817	21.8575
RENTALS	15,002.76	0.0392	0.0441
WATER ANALYSIS-LAB & MISC	317.83	0.0008	0.0012
INTEREST ON INVESTMENTS	64,958.87	0.1698	0.0310
GRANT REVENUE	0.00	0.0000	0.00
TOTAL OTHER REVENUES	80,279.46	0.2098	0.0763
TOTAL REVENUES	8,834,342.18	23.0915	21.9337
EXPENSES			
WATER PURCHASED FOR RESALE	0.00	0.0000	0.0000
POWER, PUMPING & GROUNDS WEBSTER	118,771.17	0.3104	0.2332
POWER , PUMPING & GROUNDS	39,046.06	0.1021	0.1194
COMPUTER OPERATIONS	25,796.79	0.0674	0.0577
PURIFICATION	32,452.75	0.0848	0.0899
METERS & MAINS	68,477.76	0.1790	0.0669
ADMINISTRATIVE & GENERAL	267,445.02	0.6991	0.4662
WATER IN TRANSIT	7,285,448.83	19.0429	16.0372
TOTAL EXPENSES	7,837,438.38	20.4857	17.0705
NET INCOME BEFORE DEPRECIATION	996,903.80		
DEPRECIATION	158,756.00		
NET INCOME	838,147.80		

SOUTHEASTERN OAKLAND COUNTY WATER AUTHORITY
CAPITAL EXPENSES
07/01/23 - 09/30/23

Fixed Asset Expenditures	
Vehicle Purchase 2023 Ford F150 Pick Up #1	32,213.00
PRV for 12 Mile Meter Station	30,204.00
Vehicle Purchase 2023 Ford F150 Pick Up #2	36,080.00
Total Expenditures	98,497.00



CITY MANAGER'S REPORT

November 2023

Baldwin Public Library

Library Board

The Library Board met on November 20, 2023 at 7:30 p.m. for its regular meeting. Board meetings are held in the second floor Board Room. The next board meeting will be held on Monday, December 18 at 7:30 p.m. At this meeting, the board will welcome its newest member, Wendy Friedman, vote on the next board president, and update committee assignments. The Library Board will also vote to approve a public call for art for a 2-dimensional piece of art to adorn the walls of the new cafe and collaboration space just inside the new front entrance.

Phase 3 Construction Project

After four months of interior remodeling, the center gallery of the library was reopened to the public on November 1. This new space includes four study rooms, an expanded staff workroom, and The Friends' Bookshop, which is a dedicated sale space for used books and media.

Exterior construction continues and the new garden bed forms and exterior concrete work are on track to be poured by December 1. Follow along with the library's construction project at www.baldwinlib.org/renovation. The November [2023 renovation report](#) is now available online.

Library Tour

If you would like to learn even more about the library, join Director Rebekah Craft for a Behind the Scenes Tour. You will visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the Library's Claudia Ireland room on Tuesday, December 5 at 4:00 p.m.

Upcoming events of interest

Idea Lab Event: Laser Cut Snowflake Names

Wednesday, December 6 — 7:00 p.m. to 8:00 p.m.

Visit The Idea Lab to make a beautiful custom snowflake ornament. Enter your name and use special software to generate a snowflake design. Then, the laser will etch and cut your name into crystal-clear acrylic. A perfect seasonal gift! Registration required.

Books and Blankets Family Story Time

Saturday, December 9 — 10:30 a.m. to 11:00 a.m.

Bring a blanket and enjoy a story time that is fun for the whole family. Story times use a first come, first served ticketing system. Tickets will be available 15 minutes before story time begins and will be handed out until 5 minutes after the scheduled start time.

Friends of the Baldwin Public Library Grand Opening Sale

Saturday, December 9 from 10 a.m. to 4 p.m.

Sunday, December 10 from Noon to 5 p.m. - \$5 bag day

The Friends are hosting a Grand Opening used book sale. Shop the shelves in the new bookshop and in the lower level. On Saturday, the first hour of the sale is for Friends of the BPL members only and memberships are available at the door.

The Birmingham Museum

Birmingham Museum Underground Railroad Project Receives Additional Funding for 2024

During most of 2023, the Birmingham Museum has been heading up a research project to study the Underground Railroad history of southern Oakland County. The one-year project, which is part of the **museum's effort** to collaborate with historical organizations in Farmington, Pontiac, Royal Oak, and Southfield, is funded through Michigan Humanities. In addition to conducting evidence-based research on the Underground Railroad, the project will create a traveling exhibit for use by schools, libraries and other public institutions throughout the county. It will also result in an educational interactive web map of local Underground Railroad history. The project is due to conclude in the coming months. However, due to high local interest and the importance of its findings, the museum applied for additional funding from Michigan Humanities to extend the project another year, and to include more of Oakland County.

The museum has learned that Michigan Humanities has awarded a 2024 grant in the amount of \$10,000 **to continue the project into a second phase. In addition to the traveling exhibit and web map, next year's** project will also produce classroom-ready lesson plans and a student reference book for educators countywide. Project partners include the Friends of the Birmingham Museum, Oakland Schools, and historical society volunteers throughout Oakland County. The funding will be distributed to the City on behalf of the museum in the coming weeks. The second phase of the project is expected to begin in early 2024. In the meantime, the Birmingham Museum will continue to collaborate with local historical organizations to study our shared history, and has extended our popular exhibit that features our area's historic diversity.

Birmingham Shopping District (BSD)

Events

Holidays

The holidays are almost here! The BSD will be hosting its Winter Markt, Small Business Saturday promotions, Santa Walk, Santa House and Carriage Ride activities again this year.

After the Santa Walk on November 25, stick around to enjoy Small Business Saturday festivities including free horse-drawn carriage rides sponsored by Lincoln of Troy, and hot chocolate courtesy of Hazel's. Parking is free in all municipal structures all day.

New this year is Thursday Late Night Shopping until 8 p.m. with participating merchants, as well as a trolley for families to ride and to encourage shoppers to visit all areas of the downtown. The dates are listed below.

The Winter Markt will feature over 70 vendors (the market is full), marshmallow roasting, live entertainment, food trucks/vendors and charitable beer/wine tents. The Tree Lighting Ceremony kicks it off on December 1 at 6 p.m.

Main Street Oakland County is also promoting the #LocalGemsOC sweepstakes for a chance to win \$1,000 while supporting your favorite local businesses! Just take a selfie at your favorite place to shop and enter to win. Follow [this link](#) for more information.

Post Event Recap

Summer events saw record attendance this year at Movies in the Park and the Farmers Market. An event recap will be provided at an upcoming Board meeting.

Business Development

Business Recruitment

The BSD presented its business recruitment strategy, market and business mix analysis, and consumer survey results to over 30 property owners and brokers on October 19, which is now [available online](#).

The BSD plans to host the next property owner and broker round table in the spring of 2024.

Business Anniversaries

The Board recently **recognized Antonio's Bridal for 25 years in Birmingham**. The Birmingham Shopping District recognizes and celebrates long-standing businesses with the Business Anniversary Recognition Program. [View a list](#) of businesses celebrating 10 years or more within the district.

Maintenance & Capital Improvements

Holiday Décor

New holiday banners will be installed along North Old Woodward and South Old Woodward this season. DPS is still in the process of hanging the lights, and the holiday planters will be installed within the next week.

Marketing & Advertising

Brand Extension

The BSD has a new winter logo that is now being used in its marketing materials for the holiday season.



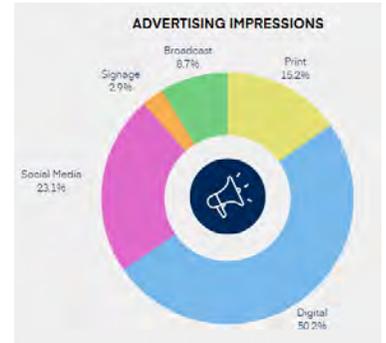
Holiday Marketing

The BSD invests over \$150,000 in marketing and event promotions for the holiday season. The BSD Holiday Gift Guide will be mailed out and in homes by December 1, featuring over 50 businesses, recipes from local business owners and a list of holiday activities. Digital marketing and social media are two key areas of marketing outreach now through the end of the holiday

season, as well as campaigns with WDIV, C&G News - Eagle, Downtown Publications, Grosse Pointe News, Little Guide Detroit, Metro Parent, Oakland County Moms, iHeart, WNIC, HOUR Detroit, CBS, and Michigan Radio/NPR.

Quarterly Marketing Report – Summer

The BSD reached over 5 million impressions with its marketing efforts this past summer, including live broadcasts, 20+ articles, and over 70 ad placements. **Year over year, the BSD’s marketing is performing well.** Other notable measures include almost 37,000 unique web visits and over 200,000 in social media reach.



Social Media Performance

- BSD Social Media: 163,081 reach (+77% YOY), 11,972 profile visits (+219% YOY), 779 new followers
- FM Social Media: 36,927 reach (+4% YOY), 14,366 profile visits (+138% YOY), 537 new followers

Website Performance

- Visitors: 36,978 unique visitors (+39% YOY), 75,463 page views (+9% YOY), 0:41 engagement time (0:38 in 2022). Top five pages: calendar, home, farmers market, DOTT, shop.
- Conversions: 6,723 partner referrals (-1% YOY), 205 email sign ups, 110 gift card clicks. All other conversion metrics showed no measurable difference YOY.

Organization

MDA Annual Conference & Award

The Michigan Downtown Association and BSD hosted their annual two-day conference here in Downtown Birmingham November 1-3 with over 100 people in attendance each day from across the State. Attendees were impressed with the exceptional services, environment and retailers in the downtown area, and thoroughly enjoyed a guided tour of the downtown by Planning Director Nick Dupuis and Museum Specialist Caitlin Donnelly highlighting the history and development in the downtown.

The MDA presents awards to downtowns for notable achievements each year, and the City of Birmingham and BSD were awarded the “Best Placemaking Project” award for its South Old Woodward Streetscape Project. Congratulations to all who made this project possible!



Board of Directors

The BSD recognized Steve Quintal of Fuller Central Properties for his 20 years of service as a Board of Director, and welcomed new board member Michele Taddei from Fuller Central Properties in his place. Quintal was an active and faithful member of the Board - helping out at events, being a resource for business development and always keeping a keen eye on the aesthetics downtown. Taddei will also serve on the Maintenance and Capital Improvement Committee.

MSOC Select Level

The BSD Board recently approved advancing forward with Main Street Oakland County (MSOC) Select Level. Birmingham will be able to take part in tech services annually valued at up to \$10,000, an In Your Town grant of \$1500, free conceptual design services for businesses, the Flagstar Bank grant of \$2500 and the Genisys Bank grant of \$2500, in addition to their trainings, **business resources and financial support of the BSD's attendance at the National Main Street Conference.** The BSD is a member of the National Main Street Center and currently considered at the Partner Level with MSOC. Reporting is required on a quarterly basis, including stats on annual budget, public and private sector investment, construction and rehabilitation projects, number of new housing units, vacancy and new business reports, number of events and volunteers, as well as total investment in marketing and promotions. The BSD will also be recognized with a proclamation at the Main Event in 2024. MSOC plans to grow their Next-Gen program for a limited number of Select Level communities, like Birmingham, who are advanced and looking for ways to sustain their programming and services by partnering with other organizations across State and international boundaries.

Volunteers Needed

The BSD hosts a number of events throughout the year in which volunteers are needed. This is a great opportunity to network with businesses and the community, as well as a great cause – supporting Birmingham! Volunteers are currently needed for the following events:

- Santa House - call for non-profit organizations to volunteer and raise funds! Every weekend in December up until Christmas.
- Winter Markt - December 1-3

Volunteer duties include event set-up, tear-down, information booth, check-in and monitoring kids activities. Please contact Jaimi Brook at jbrook@bhamgov.org for more information.

BSD Holiday Calendar of Events

Santa Walk & Small Business Saturday	November 25
Winter Markt	December 1-3
Tree Lighting Ceremony	December 1 at 6 p.m.
Late Night Thursday Shopping	November 30 and December 7, 14 and 21
Carriage Rides & Santa House	Saturdays & Sundays November 25 - December 24
Saturday Sweet Treats	Saturdays - December 9, 16 & 23

2023 Dashboard Metrics

Retail Occupancy Rate - 99% (out of 1.5 million sq.ft.)

Office Occupancy - 89% (out of 2 million sq.ft.)

19 New Business Openings in 2023 (7 more in process)

75/25% Local vs. National Mix

Commercial, Mixed-Use & Residential Development Projects In Construction/Planning - 15 projects totaling 827,727 sq. ft.

563 New Residential Units In Development

33 Active Volunteers (Board and Committee members)

Building Department

Board of Zoning Appeals

There were three cases on the agenda for the November 14, 2023 Board of Zoning Appeals regular meeting:

1. 1285 Ruffner: The owners requested a 0.20 foot side yard setback variance to construct a second story addition on an existing nonconforming home. The variance was approved 5/0.
2. 490 Berwyn: The owners are requesting a 10.07 foot variance from the minimum distance **between their home and the neighbor's house to the north. This case was postponed to the December meeting** due to lack of a quorum since one of the regular members needed to recuse himself for this case which left three regular members and one alternate. Four regular members are required for the BZA to conduct business.
3. **34745 Woodward: Last December the BZA made an interpretation of the term "parking facility"** and then applied it to Jax Car Wash site plan regarding the need for a screen wall. The BZA then denied the owners request for a variance to not install a screen wall. The owners appealed these decisions to the Oakland County Circuit Court who overturned them. The court ordered the BZA to reverse its rulings in this case which it did at this meeting.

Building Code and Ordinance Enforcement

At the recent joint meeting between the City Commission and Planning Board, a commissioner raised a concern that violations of zoning regulations at new house construction projects are not caught until the very end when it is too late to correct them. It is true that the as-built survey provided at the end of the project does occasionally reveal zoning violations. That is the purpose of requiring the survey. However, it not accurate to say that it is too late at that point to correct the deficiencies.

When zoning errors such as setbacks and building height are discovered, the property owner and/or builder are informed that the violation must be corrected. Depending on the severity of the violation and the cost to correct it, occasionally the first attempt at a resolution is to seek a variance through the Board of Zoning Appeals (BZA). However, in order to receive a variance, a practical difficulty must be demonstrated; a mistake made during construction is not one of the criteria the BZA considers to establish that. The BZA will hear these cases as if the building did not exist yet in determining if a practical difficulty exists. Variance attempts in these situations are rarely successful. More often than not, construction alterations are required to achieve compliance. The following list describes zoning violations that were discovered at new house construction projects and how they were resolved.

2023:

- 1500 block of Shipman, New House Project. The builder informed us that the garage was constructed 8-inches too close to the side property line. The builder is going to adjust the foundations and move the garage to comply with the required setback.
- 1300 block of Northlawn, New House Project. The as-built survey revealed that a small portion of the east side of the house did not comply with the minimum distance required by the Zoning Ordinance between it and the house to the east. The builder presented the case to the Board of Zoning Appeals, demonstrated a practical difficulty and was granted a variance.
- 400 block of Park, Addition & Renovation Project. During review of the as-built survey, staff determined that the impervious surfaces installed did not match the approved plan and exceeded

the maximum percentage allowed by the Zoning Ordinance. Staff informed the builder and the violations were corrected.

- 1200 block of Cole, New House Project. During review of the as-built survey and final building inspection, it was noticed that the overhang on the east side of the house projected further into the side yard setback than allowed. The builder cut the overhang back to comply with the Zoning Ordinance.

2022:

- 700 block of Ann, New House Project. The as-built survey revealed that the driveway installed was wider than shown on the approved plan and that the paved surfaces in the front open space had exceeded the allowable percentage per the Zoning Ordinance. The builder cut the driveway back to match the approved plan and comply with the ordinance.
- 1100 block of S. Bates, New House Project. During final inspections, it was noted that the front porch steps projected further into the required front setback than allowed by the Zoning Ordinance. The steps were removed and reinstalled in compliance with the ordinance.
- 1800 block of Melton, New House Project. During final inspection and review of the as-built survey, it was discovered that the driveway was poured wider than shown on the approved plan and exceeded the allowable percent of paved surfaces in the front open space. The builder cut the driveway back to comply.

2020:

- 1700 block of Stanley, New House Project. The detached garage was constructed too close to the street side yard property line as required by the Zoning Ordinance. The builder moved the garage back to conform to the zoning regulations.

2019:

- 900 block of S. Bates, New House Project. The as-built survey revealed that the new house was constructed 6-inches taller than approved and allowed by the Zoning Ordinance. The builder reengineered the roof trusses and lowered the roof to be in compliance with the ordinance.

2015:

- 1100 block of Emmons, New House Project. The detached garage was constructed too close to the side property line. The builder adjusted the footing and moved the garage over to comply with the Zoning Ordinance.

2014:

- 1500 block of W. Lincoln, New House Project. After the house was framed and the shingles installed, the builder realized the house was placed too close to front and side property lines. Prior to starting construction, the builder sought a front yard setback variance from the Board of Zoning Appeals and was denied. The builder chose to demolish the building and then sold the property.

2008:

- 800 block of Chapin, New House Project. The builder noticed during construction of the house that it was too close to the front and side property lines. A variance was attempted that was denied by the Board of Zoning Appeals. The builder lifted the house up, removed the basement walls and reinstalled a new basement in compliance with the setback requirements of the Zoning Ordinance.

The list of projects above are ones that staff could easily recall so it should not be considered all inclusive. They are good examples of violations discovered during final inspections and reviews of as-built surveys that occur towards the end of construction projects. While these issues are found at the end of the project, it is clearly not too late to correct them as was suggested. Builders correct the vast majority of these issues without seeking a variance.

There is a step the department has been considering adding that will catch setback errors sooner and could help point out building height issues earlier in the construction process. Requiring an initial as-built survey after the installation of the footings and basements would verify that the building is located in the correct location on the lot. We could also verify that the first floor elevation is in agreement with the approved plans, indicating that the building height should be correct. The actual height will still need to be verified on the final as-built survey after the house is constructed. An amendment to the City Code requiring an initial as-built survey will be presented to the City Commission early next year.

Online Permit Applications

In the month of October, we processed 449 permits online bringing this year's total permits processed electronically to 4,013.

Monthly Report

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted.

City Clerk's Office

November 7, 2023 Election Results

Official Election Results from the November 7, 2023 Election are available on the [Oakland County Elections and Voting website](#).

Re-elected Officials

Clinton Baller, City Commission

Brad Host, City Commission

Therese Longe, City Commission

Karen Gilbert Rock, Library Board

Jennifer Wheeler, Library Board

Newly Elected Officials

Anthony Long, City Commission

Wendy Friedman, Library Board

Proposals

Senior Millage Proposition - Passed

Ordinance Amending Prohibition of Marihuana Sales - Failed

Turnout

	# of Votes	% Turnout
Early	50	0.27%
In Person	1614	8.59%
Absentee	3444	18.33%
Total Votes	5108	27.18%
# of Registered Voters	18790	

Congratulations & Thanks

Pierre Boutros

Thank you, outgoing City Commissioner Pierre Boutros! We appreciate your years of service to our community.

Therese Longe

Thank you, outgoing Mayor Therese Longe! We appreciate your leadership and continued service to the City of Birmingham.

Elaine McLain

Congratulations Mayor Elaine McLain! Thank you for stepping into the role of Mayor and leading the City of Birmingham.

Katie Schafer

Congratulations Mayor Pro Tem Katie Schafer! Thank you for your dedication and service to the community as you step into your elevated leadership role as Mayor Pro Tem.

Early Voting Pilot

The November 2023 Early Voting Pilot was a total success with very favorable feedback from both our workers and voters. Clerks and State Officials from all over Michigan visited the Early Voting Sites to observe the great work of Oakland County, the City of Birmingham and all of the other partnering jurisdictions in the County-Wide Early Voting Agreement.

February 27, 2024 Presidential Primary

The Michigan Legislature adjourned on Tuesday, November 14, 2023, enabling [Public Act 2 of 2023/Senate Bill 13](#) to take effect.

Presidential Candidate List

Under [State law](#), the Secretary of State is required to issue [a list of individuals](#) “generally advocated by the national news media to be potential presidential candidates” for the Republican and Democratic parties for the presidential primary election.

The Secretary of State has identified the following candidates (listed alphabetically) as potential presidential candidates in 2024:

Democratic Party

- Joe Biden
- Dean Phillips
- Marianne Williamson

Republican Party

- Doug Burgum
- Chris Christie
- Ron DeSantis
- Nikki Haley
- Asa Hutchinson
- Vivek Ramaswamy
- Donald Trump

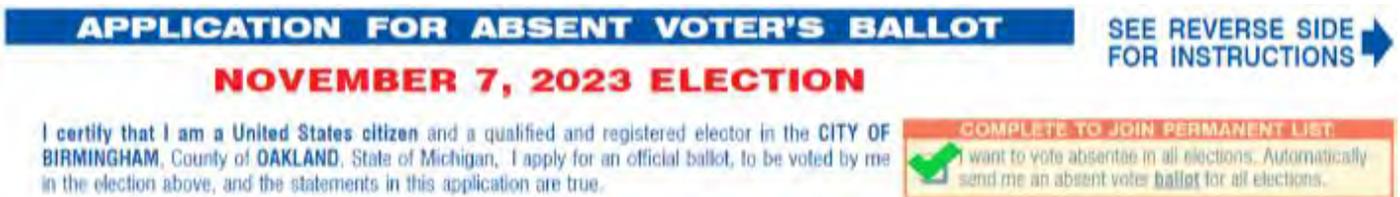
Overseas Voters

Voters who are in the military or will be overseas during the any of the 2024 elections must apply for a MOVE ballot at <https://www.fvap.gov/michigan>.

In 2023 the governor signed legislation that took immediate effect to allow additional time to receive absentee voter ballots from military and overseas voters. This change comes after Michiganders approved Ballot Proposal 22-2 to amend the State's **Constitution last year**. **The new law** States that absentee ballots from military and overseas voters will be counted if the ballot return envelope was postmarked on or before Election Day and received within six days following the election.

Permanent Ballot Voters

Since the passage of Proposal 2022-2, clerks now maintain a Permanent Ballot List. Birmingham voters began opting into the Permanent Ballot List by checking the box pictured below on their November 7, 2023 absentee ballot application.



Voters can opt in or out of the Permanent Ballot list at any time by sending a written request to the City Clerk's Office. **Voters on the Permanent Ballot List should make sure they keep current contact information on file with the City Clerk's Office including mailing address (especially for those who travel outside of Birmingham during times that ballots are being mailed) as well as phone and email contacts. Ballots are not allowed to be forwarded so the Clerk's Office will be contacting all voters whose absentee ballots bounced back to the Clerk's Office in the mail.**

*Permanent Absentee Ballot voters will also have to respond to a post card for the Presidential Primary Election to select a ballot style. The anticipated mailing date for these postcards is early December as the initial mailing of absentee ballots is scheduled for mid-January.

Permanent Absentee Ballot Application Voters

The Permanent Absentee Ballot Application List was a component of Proposal 18-3 which came into effect after the November 6, 2018 General Election. The Permanent (no-reason) Absentee Ballot application list will be phasing out over the next few elections as voters migrate over to the Permanent Ballot List which was established by Proposal 22-2.

The State is still finalizing the design of the 2024 absentee ballot applications. The City Clerk's Office is hoping to have applications available and in the mail in early December.

Initial Mailing of Absentee Ballots

The City Clerk's Office is hoping to schedule the initial mailing of the February 27, 2024 Presidential Primary ballots in mid-January.

Early Voting Dates

Early Voting Dates for the February 27, 2024 Presidential Primary:

Saturday	2/17	8:30 a.m. to 4:30 p.m.
Sunday	2/18	8:30 a.m. to 4:30 p.m.
Monday	2/19	8:30 a.m. to 4:30 p.m.
Tuesday	2/20	8:30 a.m. to 4:30 p.m.
Wednesday	2/21	8:30 a.m. to 4:30 p.m.
Thursday	2/22	12:00 p.m. to 8:00 p.m.
Friday	2/23	8:30 a.m. to 4:30 p.m.
Saturday	2/24	8:30 a.m. to 4:30 p.m.
Sunday	2/25	8:30 a.m. to 4:30 p.m.

Early Voting Locations:

- Waterford Oaks Activities Center, 2800 Watkins Lake Road, Waterford, MI 48328
- Bloomfield Township Public Library, 1099 Lone Pine Rd. Bloomfield Township, MI 48302

Early voting will look and feel just like voting on Election Day. The voter will fill out an application to vote, be checked into the poll book, receive a ballot, mark their ballot, and run their ballot through a tabulator just like voting in person on Election Day.

Early voting is a component of proposal 2022-2 and includes a constitutional right to no less than 9 days of early voting in each Statewide and federal election (even year election) for no less than 8 hours per day. The February 27, 2024 Presidential Primary election is a Statewide federal election. Oakland County Elections Division, the City of Birmingham, Bloomfield Township and Southfield Township have an agreement and plan in place to offer early voting at the Bloomfield Township Library. Oakland County is also providing a county-wide Early Voting Location at Waterford Oaks.

For more information on Early Voting check out bhamgov.org/vote.

2024 Election Dates

- State Primary - August 6, 2024
- General Election - November 5, 2024

No Postage Necessary!

Absentee ballot applications and absentee ballot return envelopes for the entire State of Michigan are equipped with a business reply mail permit that will cover the cost of postage for any ballot or application mailed within the United States.

Return Envelopes - What to look out for

Outgoing absentee ballots (to the voter) are **blue**.

All absentee ballot return envelopes (coming back to the Clerk) will be **purple**. The United States Post Office and Michigan Bureau of Elections worked to redesign these envelopes and changed the color from green to purple to increase the efficiency of processing election mail.

To be opened only by the
Precinct or Absent Voter
Ballot Counting Board

Office of the City Clerk
City of Birmingham
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012-3001



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Official Ballot Return Envelope



Drop off or mail your
ballot so that it is
returned by the deadline.

For deadline information,
drop box location(s),
or to track your ballot,
go to mi.gov/vote

FORM #695 www.PrintingSystems.us
(R 05/23) (P 05/23)

**SIGN BACK
OF ENVELOPE**



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 185 LANSING, MI

POSTAGE WILL BE PAID BY ADDRESSEE

OFFICE OF THE CITY CLERK
CITY OF BIRMINGHAM
151 MARTIN ST
PO BOX 3001
BIRMINGHAM MI 48012-9902



IMPORTANT! DID YOU...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return ballot to the local clerk or drop box by the deadline?
For deadline information or drop box location(s) go to mi.gov/vote

I assert that:

- I am a United States citizen.
- I am qualified and registered to vote at the address listed.
- I am voting in conformity with state election law.
- I marked my ballot and placed it in this envelope without showing it to anyone.
- I am returning my ballot to the local clerk or drop box by delivering it myself or a member of my immediate family or household, or sending it by public postal, express mail, parcel post service, or other common carrier.

I understand that knowingly making a false statement is a misdemeanor.

VOTER sign here in ink. Power of attorney is not acceptable.

X _____ Date ____/____/____
Signature of Absent Voter

This box must be signed or your vote will not be counted.

**VOTER
SIGNATURE
REQUIRED**

If someone assists you or helps you mark your ballot, they must sign and identify themselves.

I assisted the voter who is disabled or unable to mark their ballot according to their directions and without showing it to another person.

Signature of Person Assisting Voter

Print Name of Person Assisting Voter

Address of Person Assisting Voter City State Zip

A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

FOR CLERK'S USE ONLY

Returned: _____ Precinct No. _____
Date and Time _____ Ballot No. _____

Voter signature verified (Initials) _____

Rejected? Reason _____

Keep your ballot secure.

It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

Precinct No. _____

Greenwood Cemetery Advisory Board (GCAB)

The next meeting for the GCAB will be held on Friday, December 1, 2023. To view Greenwood Cemetery Advisory Board agendas and minutes visit www.bhamgov.org/GCAB.

Board of Ethics

The Board of Ethics will be scheduling meetings soon to hear cases 2023-03 and 2023-04. More information on the Board of Ethics is available at www.bhamgov.org/ethics.

Board Appointments

The City of Birmingham is looking for dedicated individuals who want to give back to their community by **serving on one of our many boards or commissions**. Birmingham's different boards and commissions make recommendations that shape the City's future. **Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact.** Visit www.bhamgov.org/boardopportunities to view all available openings and apply to make a difference.

Board	Openings	Application Due by Noon the Wednesday before the Monday City Commission Meeting	Interview/ Appointment at City Commission meeting 7:30 pm
Ad Hoc Aging in Place Committee	None		
Ad Hoc Environmental Sustainability Committee	None		
Advisory Parking Committee	1 regular member (retail) term ending 9/1/2026 1 alternate member term ending 9/1/2026	Until Filled	
Architectural Review Committee	1 regular member term ending 4/11/2025	Until Filled	
Birmingham Shopping District	1 member shall be a business operators or persons with interest in property located within the district, 4-year term ending 11/16/2026	Until Filled	
Birmingham Area Cable Board	1 regular Birmingham resident, term ending 3/30/24 1 regular Birmingham resident, term ending 3/30/26 1 alternate Birmingham resident, term ending 3/30/25	Until Filled	
Board of Building Trades Appeals	None		

Board of Review	2 regular members to serve a 3-year term expiring 12/31/2026 1 alternate member to serve 3-year term expiring 12/31/2026 1 alternate member to serve the remainder of a 3-year term expiring 12/31/2025	12/13/23	12/18/23
Board of Zoning Appeals	1 alternate members term ending 2/18/2026 1 regular member term ending 10/10/2026 (pending Ethics Board opinion)	Until Filled	
Brownfield Redevelopment Authority	1 Regular Members term ending 5/23/2026 1 regular member Term ending 5/23/2024	Until Filled	
Design Review Board			
Ethics Board	2 Alternate members term ending 6/30/2026	Until Filled	
Greenwood Cemetery Advisory Board	None		
Hearing Officer	None		
Historic District Commission	None		
Historic District Study Committee	1 Regular member term ending 6/25/2026	Until Filled	
Housing Board of Appeals	3 Regular Members, terms ending 5/4/2026	Until Filled	
Martha Baldwin Park Board	1 Regular member term ending 5/1/2024 1 Regular members term ending 5/1/2027	Until Filled	
Multi Modal Transportation Board	None		
Museum Board	None		
Parks & Rec Board	None		
Planning Board	None		
Public Arts Board	1 alternate member term ending 1/28/2025	Until Filled	
Retirement Board	None		
Stormwater Utility Appeals Board	3 regular member term ending 1/31/2026	Until Filled	

	2 alternate members 1/31/2025		
Triangle District Corridor Improvement Authority	1 regular business owner term ending 12/15/2026 1 regular business owner term ending 12/15/2027 1 resident of the developed area or area within 1/2 mile of the development area, term ending 12/15/2027	11/22/23	11/27/23

City Manager’s Office

GovPilot Reminder

City Commissioners are reminded not to submit GovAlert requests on behalf of citizens. Please refer residents to the GovAlert app when approached by residents who have a concern regarding the City. Concerns submitted via the GovAlert app are immediately distributed to the appropriate staff members for the most expedited response. The system enables the City to track data and provide a consistent, professional response to the complainant. When one commissioner delivers a concern to City staff on behalf of a resident, it may appear that the individual commissioner is personally solving the concern rather than as a part of a team of seven elected officials.

GovPilot instruction cards, sized to conveniently fit inside a wallet or pocket, continue to be available for distribution to residents and neighbors who wish to share a concern with the City. As always, residents are encouraged to use the GovAlert app or [website form](#) to submit non-emergency concerns to the City.

Senior/Recreation Building

The addition of a new 0.33 mill levy to collect approximately \$1,053,750 per year in revenue to be disbursed to the City for the purpose of making interim improvements and establishing a sinking fund for a senior center that will provide an array of services for older citizens for a three-year term ending **on July 1, 2027 was passed by residents on November 7, 2023, with 69% of residents voting “yes” and 29% of residents voting “no.”**

On November 17, 2023, the City issued a “Request for Proposal” on the City’s building located at 400 E. Lincoln (YMCA building) for assessment and conceptual designs for a renovation/expansion of the building. The combined senior/recreation center will be the new home for Next, on-going YMCA programming, other community uses and possibly the Parks and Recreation Division of the City’s Department of Public Services. Sealed bids are due to the City by January 5, 2024 and the selection of a contractor is expected to come before the City Commission in February of 2024 for consideration.

Ad Hoc Aging in Place Committee

On November 15, 2023, the City’s Ad Hoc Aging in Place Committee successfully completed their Aging in Place Community Survey. The Community Survey will be available for anyone, and may be completed in print form as well as online at engage.bhamgov.org/aginginplace. In an effort to reach as many residents as possible, the City will mail a print copy of the survey in every resident’s water bill. Water billing is completed over a three-month time period. There is a QR code in the upper right corner of the survey to take a respondent directly to the project on Engage Birmingham for completion in electronic form. The respondent may also complete the survey in print form and mail it back to the City or drop it off at City Hall, the Baldwin Public Library, The Birmingham Museum or Next. Printed copies of the Community Survey will also be available at all of the above locations.

On December 13, 2023, the Ad Hoc Aging in Place Committee will hold their regular meeting at 6:00 p.m. at the Baldwin Public Library to receive public input from residents as it relates to aging in place. The committee welcomes anyone who wishes to have input into the process of developing a Citywide Aging in Place Action Plan to attend and be heard.

SOCWA Update

The Southeastern Oakland County Water Authority (SOCWA) provides routine water testing, including water quality monitoring, as a service to Birmingham and other member communities. In September 2023, the City of Birmingham mailed a notice to all Birmingham residents as required by State law, advising one of ten water samples collected in June of 2023 by SOCWA resulted in an orthophosphate level slightly below the required Michigan Department of Environment, Great Lakes, and Energy (EGLE) standard. Orthophosphate is added to water to prevent pipe corrosion. The City and SOCWA believe the non-compliant sample produced a false low due to it being inadvertently collected from a utility sink that was no longer in use and had been sitting stagnant awaiting demolition. Standing water should not be used for water sampling. A subsequent sample collected at the same site from an active sink in July of 2023 was found to meet all EGLE requirements.

Despite efforts to contest the false low reading, the City was ultimately required to send out notices to all water customers within the City, although water remained safe to drink at all times. Accordingly, in September City Hall, DPS, Museum and Library employees all worked together to produce, print, fold, stuff, and mail out 13,524 notices to all water customers by the September 21, 2023 deadline. This effort cost the City just over \$30,000 in staff time, resources, postage and related expenses. As SOCWA is responsible for our water testing and inadvertently collected one of our water samples from an inactive sink, the City approached SOCWA for reimbursement of the costs of sending out the public notices.

I am pleased to report that SOCWA agreed to reimburse the City in the amount of \$20,000 for the use of City staff time and resources, and these funds were received by the City earlier this month.

Communications

Around Town e-Newsletter

December Edition

The communications team is working on the December edition of the Around Town e-Newsletter, which will include information about holiday events, Toys for Tots collection, open skating opportunities, new businesses and more. Follow [this link to view the November edition](#) of the Around Town e-Newsletter.



BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

In Progress

Meeting	Topic	Commissioner	Dates Addressed	Status (resolved/ongoing)
11/13/23	Historic Preservation		11/13/23	In progress
11/13/23	Next Community Integration	Haig	11/13/23	In progress
11/13/23	Bistros	M: Baller S: Host	11/13/23	In progress
10/2/23	Roberts Rules, OMA	McLain	10/2/23 Upcoming Workshop	In progress
10/2/23	Implementation of crosswalk standards	M: Baller S: Boutros	10/2/23 11/13/23	In progress
9/18/23	Short Term Rentals	M: Host S: Boutros	9/18/23 11/27/23	In progress
9/18/23	Infrastructure, Flooding Abatement	M: Host S: Baller	9/18/23 10/2/23	In progress
9/18/23	Remediation Strategies for Rodents and Vermin	M: Haig S: Host	9/18/23 10/2/23 11/27/23	In progress
8/28/23	City water and sewer system	M: McLain S: Host	8/28/23 9/11/23	In progress
8/28/23	Biodiversity	M: Haig S: Host	8/28/23 9/11/23 10/16/23	In progress
6/5/23	Discuss unimproved streets and infrastructure	M: Host S: McLain	10/2/23 Workshop	In progress
5/8/23	Parking operations	M: Baller S: Host	5/8/23 5/22/23	In progress
5/8/23	Woodward noise	M: Host S: McLain	5/8/23 6/5/23	In progress
2/27/23	Bench and Little Library for Pat Andrews	M: Host S: McLain	3/13/23 5/8/23	In progress
1/10/22	Leaf blowers	M: Baller S: Host	1/24/22 10/3/22 4/3/23 5/8/23 6/5/23	In Progress

			8/14/23 9/11/23	
8/15/22	Speed bumps & traffic mitigation efforts	Baller	8/29/22 8/14/23 11/13/23	In progress

Resolved

Meeting	Topic	Commissioner	Status
11/13/23	Citizen Commission Interaction	Host	Resolved, no further action
11/14/22	Renters Rights	M: Host	Resolved
12/5/22	Mayor/MPT Selection	McLain	Resolved
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Resolved
5/9/22	Pickleball	Baller, no vote	Installed on 6-3-22
1/24/22	Social Districts	M: Schafer S: Boutros	No formal action taken by the Commission
5/23/22	Commission Meeting Start Time	Baller	No changes for now
8/15/22	Birmingham Country Club	M: Host S: Haig	Resolved, letter sent
9/12/22	Banner	M: Baller S: Host	Completed
12/5/22	Lighting to sustainability board	Haig	To be explored by Sustainability Board
6/13/22	Sustainability Board	M: Schafer S: Host	Resolved
1/10/22	Food Trucks	M: Host S: Schafer	Staff monitoring
4/25/22	Improvements in Information Provision and Methodology	M: Haig S: Baller	Resolved
3/13/22	Community foundation	Baller	Resolved

	(review former letter from Kucharek)		
3/28/22	City Manager Selection Process	M: Host S: Boutros	Resolved
1/9/23	Ad Hoc Senior Services Committee	M: Baller S: Longe	Resolved
1/10/22	Commissioner Conduct	No vote	Resolved
8/28/23	Add an Alternate to Ad Hoc Aging in Place Committee	M: McLain S: Host	Resolved

Department of Public Services

The City of Birmingham is excited to announce the purchase of our first electric vehicle. Parking Manager Aaron Ford oversees the City’s parking decks, and he is the proud operator of the new Ford Lightning – a green initiative with lower emissions! You will see it in and out of City parking lots and decks as Aaron works to make the City’s parking experience smooth and user-friendly.



Engineering Department

2023 Construction Update

As the 2023 construction season comes to an end, the City will have the following projects toward the end of November and in December:

- 2023 Concrete Sidewalk Program: The contractor is continuing work on the following items: Downtown area 1A: Chester Road to N. Old Woodward, and Rouge River to Maple Road, ADA Ramps within the downtown area, miscellaneous repairs throughout the City.
- 2023 Sewer Rehabilitation Project: This project started and includes cleaning and televising the sewers and sewer lining at various locations throughout the City.

- Woodward Ave and Brown, and Woodward Ave and Forest Intersection Improvements (MDOT): This project is awaiting Mast Arm fabrication. The City will share information with the public about upcoming lane and road closures.

Illicit Discharge to Rouge River

On Thursday, October 19, 2023, the City received notification from the Friends of the Rouge that they noticed a suspicious discharge from a pipe that discharges to the Rouge River. The Oakland County Water Resource Commissioners (OCWRC) Office tested the discharge and the results indicated sanitary sewer discharge.

The City has reviewed the storm sewer televising completed in 2018, inspected nearby manholes, and collected a sample in one manhole on Thursday, November 18, 2023, to help verify the source. We have been keeping the Michigan Department of Environment, Great Lakes, and Energy (EGLE) aware of the City's progress in finding the source.

Once the source of the sanitary sewer discharge is found, it will be required to be disconnected from the storm sewer and properly connected to the sanitary or combined sewer. In the Rouge River Watershed, like all watersheds, illicit connections and discharges are discovered every year. Every community in southeast Michigan is required to monitor for illicit connections and discharges as part of their Municipal Separate Storm Sewer System (MS4) Permit with the State of Michigan. No additional precautions are necessary other than precautions that residents would normally take when entering a water body.

Lead Service Replacement Program

The City recently mailed information to property owners with known lead water services, prompting them to schedule the free replacement of their water service. Please follow the steps in the letter to schedule your water service replacement.

Affected property owners will receive information about these projects. For more information, please contact the Engineering Department at 248-530-1840.

Groundwater Energy Passive System

The City recently installed a Groundwater Energy Passive System (GEPS) at the southeast corner of Barnum Park. GEPS is a product from Exlterra, where small slotted tubes are installed into the ground to allow standing water to recharge and infiltrate into the existing ground. The tubes are not visible after it is installed and the process for infiltration can vary from 4 – 24 weeks depending on soil conditions, climate, and moisture conditions. Once it is acclimated, the GEPS system works indefinitely without any further intervention or maintenance. The City previously installed GEPS in Kenning Park and Fairway Park.



Fire Department

Congratulations

On Friday, October 20, 2023 Battalion Chief (BC) Tom Hughes graduated from Eastern Michigan University School of Fire Staff and Command Executive Leadership Program. The program is nine months long and only accepts the top candidates across the State each year. Tom was the only student of 40 from 39 different fire departments throughout **Michigan in this year's class to receive two** recognitions of achievement. BC Hughes ranked third in the class with a 98%, less than 1 percent from achieving first place in the class. Battalion Chief Hughes received an award recognizing excellence for his research paper and class presentation, which was on the topic of fire department ISO ratings. **Tom's work on the Birmingham Fire Department's (BFD) recent ISO** review was instrumental this past year in helping the BFD improve its score to a 2.

The department is very proud of Battalion Chief Hughes and his accomplishments; we look forward to his rising career within the fire service.



BC Tom Hughes pictured with wife Jenni Hughes

Fire Marshal Jeff Scaife recently finished the Michigan State Police Fire Investigation course and is now a certified State of Michigan Fire Investigator. Next Summer Jeff will apply for the advanced Fire Investigation course through the State of Michigan.

Trick-or-Treating at Fire Station 2

On Halloween, members of the Police and Fire Department promoted trick-or-treating at Fire Station 2. The event was a great success considering the short notice and the snowy weather. Jessica Rak, our new Community Risk Reduction/Fire Inspector, came up with the idea and coordinated the event. We look forward to seeing more visitors next year!



10E4

Human Resources

New Hires

The City of Birmingham extends warm congratulations to our newly hired employees from October 13, 2023 to November 12, 2023. Their skills, expertise, and enthusiasm are a valuable addition to our team. We welcome them to our team!

Department	Name	Position	Type
Clerks	Mya Brown	Deputy Clerk	Full Time
Clerks	Savannah Spangler	Clerk's Office Assistant	Part Time
Community Dev	Summer Aldred	Planning Intern	Part Time
DPS	Connie Folk	Ice Arena and Facilities Superintendent	Full Time
DPS	Chad Check	Garage Foreman	Full Time
Police	Christine Williams	Parking Enforcement Officer	Full Time
Police	Luxie Kouza	Police Officer	Full Time

November Hiring Anniversaries

The City of Birmingham celebrated the hiring anniversaries of several employees. We extend our heartfelt appreciation for their exceptional service and unwavering dedication. Their contributions are deeply valued and recognized.

Years Of Service	Employee	Department	Position
1	Block, Lindsey	Library	Substitute Librarian
1	Horn, Kanady	Library	Library Page
1	Turner, Michele	Library	Library Assistant
1	Parks, Joshua	DPS	Parks & Forestry Operator
2	Wayner, Lisa	Police	Police Officer
2	Holland, Courtney	Library	Idea Lab Assistant

2	Woods, Christina	HR	Human Resources Manager
2	Frederick, Brendt	Fire	Fire Paramedic
3	Drisko, Hanna	Library	Library Page
3	Burriss, Justin	DPS	SSW Operator
3	Meredith, Brenden	DPS	SSW Operator
4	Clifford, Lauren	Library	Library Assistant
4	Kennard, Cheyenne	Library	Library Page
4	Stratton, Robert	Library	Library Office Administrator
4	Kosciuk, Cailey	Library	Library Reference Assistant
5	Jackson, Brent	DPS	Parks & Forestry Operator
5	Mccanham, Kyle	Police	Police Sergeant
8	Scaife, Jeffrey	Fire	Fire Marshal
8	Schemansky, Jeffrey	Fire	Fire Paramedic
8	Wiseman, Ryan	Fire	Fire Paramedic
9	Toole, Melissa	Police	Police Dispatcher
10	Richards, James	Community Dev	PT Inspector
16	Check, Chad	DPS	Garage Foreman
16	Gioia, Bartolomeo	Library	Librarian
18	Dion, Susan	Library	Librarian
22	De Maggio, Lawrence	DPS	SSW Operator
25	White, Sherri	DPS	Office Coordinator

Employment Opportunities

The City is currently accepting applications for the following positions. To submit an application or for more information go to www.bhamgov.org/jobs.

Department	Position	Type	Application Closing
DPS	SSW Operator	Full Time (Teamsters)	Dec 7, 2023
Building	Plumbing Inspector	Full Time	Until Filled
DPS	Ice Arena Concessions & Maintenance	Part Time	Until Filled

Planning Department

Planning Board

A tentative Planning Board list of scheduled and/or recently completed items is provided below:

1. Triangle District Mixed-Use Standards – Study Session (December 13, 2023)
2. 720 S. Adams – Community Impact Study & Preliminary Site Plan Review (December 13, 2023)
3. The Birmingham Plan 2040 – Review of Goals and Recommendations (December 13, 2023)

Sustainability

The Environmental Sustainability Committee (ESC) recently met to “unpack” all of the public engagement that has been completed to date to better understand the concerns of the community and to provide for a strong foundation for the Sustainability and Climate Action Plan (SCAP). The ESC reviewed the results of the first community survey, municipal round tables, community visioning session, and heard about other engagements such as Day on the Town, Birmingham Farmers Market and City Newsletters. In addition, the ESC also began constructing the vision statement and objectives that will guide the drafting of the SCAP. As work continues with the ESC, the Planning Division maintains an active presence in groups and activities such as Michigan Green Communities, Catalyst Communities, SolSmart, SEMCOG’s Healthy Climate Task Force, RainSmart Rebates, and EV Smart Cities. In addition, the Planning Division recently attended the Michigan Sustainability Conference, as well as Oakland County’s Community Conversations: Sustainability event.

Police Department

Wellness Program

The Birmingham Police Department is in the final stages of launching a wellness program for the department. These programs can help to reduce stress-related incidents, on-duty injuries, and medical retirements, as well as preventing officer suicides. A recent study from Boston University Stated that police officers are more likely to die from suicide than from an in the line of duty death. According to this study, in 2020, 116 police officers died by suicide while 113 died in the line of duty. In 2021, that number rose to 150 officers dying by suicide. Tragically, law enforcement officers have a 54% increase in suicide risk when compared to the civilian population.

Officers are tasked with handling high-risk, dangerous events in the community daily. They are exposed to many traumatic events like suicides, injury accidents, violence against children, sexual offenses and families torn apart by domestic violence and other issues. Many of these events can have a negative emotional and mental impact on everyone involved, including our dispatchers who handle the initial calls and our clerical staff who read the reports and observe photographs.

The Police Department has taken an all-inclusive, holistic approach to employee wellness. We understand there is more to employee wellness than just an Employee Assistance Program (EAP). Our goal is to provide the Police Department staff with available resources at their fingertips, making it easy to access resources confidentially. The Police Department has purchased a wellness application called Cordico. This application can be added to the cell phone of all Police Department employees and will put these resources in the palm of their hands.

The application provides a platform for available resources to be listed which will include local counseling centers, peer support team contacts, and information on physical fitness, nutrition and spirituality. The **member's spouses also have access to all resources on the Cordico app including educational articles and videos.** Using the app is confidential, so no one will know what the officer or spouse is searching for or reading. Maintaining confidentiality is important to build trust with employees while encouraging use.

The wellness and resiliency of the Police Department staff is of utmost importance. Not only to ensure they live a long healthy life, but also to ensure they are in the best condition, both mentally and physically, to perform their duties as an employee of the Police Department to serve our community.

CoRe Program Update

Our mental health co-responder program is continuing to provide substance abuse and mental health crisis response and resources to our community. The Co-Response (CoRe) Crisis Outreach Program began in September of 2021 with a partnership between the City of Birmingham Police Department, Bloomfield Township Police Department and Auburn Hills Police Department. The program was developed in response to the increase in mental health and substance abuse cases our agencies were responding to and the acknowledgment we needed additional resources to help those within our communities.

After successfully contracting with Oakland Community Health Network (OCHN) and bringing on one clinician to assist our officers and citizens, it was determined our program could improve by increasing its ability to respond more quickly and efficiently. In October of 2022, the City of Rochester Police Department was added to our agreement with the condition that a second clinician would be hired to allow for improved coverage across the four agencies. The additional costs for this are currently covered by a SAMHSA grant that was obtained by OCHN at the start of this program.

Officers have been able to re-allocate their time to community patrols and response to criminal complaints with the clinicians, reducing police response to mental health crisis, most of which were from repeat complainants who are now more frequently connected to appropriate resources. From January through October 31, 2023, a total of 82 calls for service resulted in referral forms submitted from the City of Birmingham Police Department to our CoRe clinicians. However, these are not just referrals for follow-up, as our clinicians co-respond to calls for service and were on scene for many of these calls for service.

Our co-responders have been very successful in providing resources to our citizens, which has encouraged other local agencies to begin their own programs with OCHN. The City of Troy Police Department and Oakland County Sheriff Department have added co-responding clinicians to their team. The cities of Ferndale, Royal Oak, Madison Heights, Hazel Park, Waterford and Oakland University have all contacted our program as they begin the process of starting their own programs.

Crime Mapping Tool

The Birmingham Police Department (BPD) launched an online crime mapping tool that allows citizens to review incidents happening in the City. The new system, available at bhamgov.org/crime, is updated weekly and displays information including the date and time, general location, type of crime and a brief description of incidents to which BPD responded.

The new crime map was developed by the **City's** IT & Media Specialist, Jamil Kim, and will be maintained by the Police Department and communications team. Incidents are displayed with map icons to help residents visualize where incidents have taken place, and are also available in list view.

Rather than directing the community to an outside service, we now have the map housed within our own website for ease of use and one convenient location for all police information. View the new crime map at www.bhamgov.org/crime.

Parking Systems Update

Construction

Repairs are starting to wrap up for the season at the N. Old Woodard Garage. Repairs include concrete restoration, handrail repair, painting of ceilings, walls and stairwells. The exterior walls of the garage were also painted to help improve the look of the garage.

Some mechanical, electrical and plumbing repairs remain, including the installation of LED lights.

EV Charging

The City hosted a mandatory pre-bid walk for EV charging on November 2. The City is looking to pilot approximately 20 EV chargers – 10 in Lot 7 (also known as the Shain Park lot), and 10 in the Chester St. Garage. The City is looking for qualified vendors who are willing to design, build, and operate the EV chargers.

Occupancy

OCTOBER AVG CAPACITY	
Chester Garage (880)	13.00%
Old Woodward (745)	23.00%
Park Garage (811)	20.00%
Peabody Garage (437)	32.00%
Pierce Garage (706)	38.00%

Future Agenda Items

Download a summary of [future agenda items](#).

Future Workshop Items

Download a summary of [future workshop items](#).



November 6, 2023

Ms. Alexandria Bingham, Clerk
City of Birmingham
151 Martin St.
Birmingham, MI 48012-3001

RE: Programming Advisory

Dear Ms. Bingham:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying ShopHQ expired on November 2, 2023.

We always work to reach deals that make sense for our customers. To date, however, Comcast has been unable to reach an agreement to continue to carry ShopHQ content.

Since we are not currently authorized to carry ShopHQ programming, we have implemented a channel slate (advising of unavailability) on the channel and activated www.xfinity.com/programmingchanges to help keep our customers informed during this period. We will continue to provide updates to you and our customers as they become available.

Also, effective December 12, 2023, AXS TV HD channel 382 will no longer be available and AXS TV HD channel 1613 will require an X1 TV Box and Xfinity Internet or a compatible customer owned device to view. HD programming requires the HD Technology Fee.

Additionally, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report has been filed with the Michigan Public Service Commission.

Please feel free to contact me at 248-924-4917, if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Eric M. Woody".

Eric Woody
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170

INFORMATION ONLY

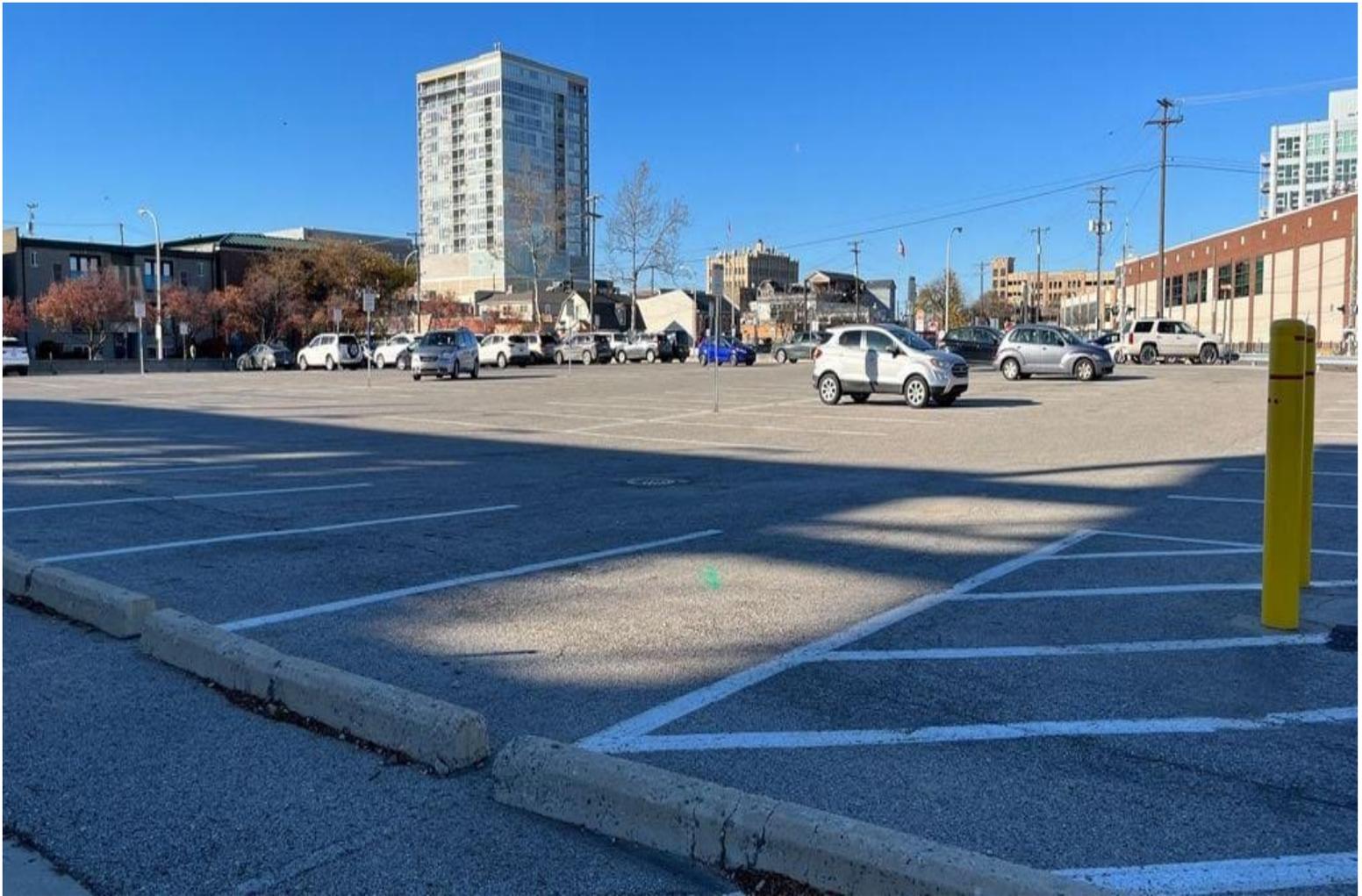
Fwd: YMCA Royal Oak

YMCA site with multi-story housing could be headed to downtown Royal Oak

By [Sherri Welch](#)

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Credit: Beth Reeber Valone / Crain's Detroit Business

YMCA is considering a city-owned parking lot at 600 S. Main Street, the main stage area for the annual Arts, Beats & Eats festival, adjacent to the location of the new Oakland Community College culinary school, as the site for its new branch.

November 13, 2023 04:47 PM **10 MINUTES AGO**

A new YMCA center with multi-story housing on the floors above it could be headed to downtown Royal Oak.

The mixed-use YMCA center — something that already exists in places like Toronto and Calgary — would be among the first in the U.S., said Helene Weir, president and CEO of the YMCA of Metropolitan Detroit.

The nonprofit is considering a city-owned parking lot at 600 S. Main Street, the main stage area for the annual Arts, Beats & Eats festival, adjacent to the location of the new Oakland Community College culinary school, as the site for its new branch.

The project is still in the early planning phase, but the YMCA envisions the construction of a three-story community center with onsite parking, an aquatic hall, a gymnasium, multi-purpose rooms, a fitness center and a licensed childcare facility, per city documents. Floors four and above would contain housing, including affordable units.

The Royal Oak City Commission is set to vote on Monday night on a one-year exclusivity agreement with the YMCA to give it time to create a development and purchase agreement and outline financing for the project.

INFORMATION ONLY

The commission will also weigh in on the YMCA's request for a \$25,000 matching grant to help fund planning for the project, something that would come from the \$1.5 million in ARPA funding the city committed in February to the project, should it move forward, the city said.

The early vision for the new center includes the possibility of shared ownership of the new center, Weir said. The YMCA would fund the center portion of the building at an estimated cost of \$27 million, and a yet-to-be-determined developer would fund the remaining cost tied to the housing.

"We've had some conversations with several (developers)," but nothing is firm, yet, and no final decisions have been made, Weir said.

A new type of center

A new YMCA site in Royal Oak has been in consideration since before the pandemic, Weir said. The South Oakland Family YMCA on West 11 Mile and Oak streets, roughly half a mile from the Main Street parking lot, is more than 50 years old and nearing the end of its lifespan as a YMCA branch. The site has about 6,000 members.

"For many years there's been an interest in the city of Royal Oak to have a new health and wellness facility. That was expressed to us by the mayor in 2019," she said. Those conversations were back-burnered during the pandemic but in August 2021, the city commission approved a memorandum of understanding to look at ways it could partner with the YMCA on a new community center in the city. After looking at several sites over the past year, the YMCA finally settled on the Main Street site, Deputy City Manager Todd Fenton said.

The YMCA is providing community programming for residents of Royal Oak and surrounding cities, he said.

"We definitely have heard from our residents both in internal comm programming and the value the YMCA as a nonprofit brings to the city," Fenton said.

There's also demand for housing, in general, in Royal Oak and for affordable housing in particular, something that's a strategic priority for the city, Fenton said.

"It's very early in the conceptual stage, (but) it appears this could be a win-win for the city and the YMCA. We're full steam ahead to see if we can make a project work with the YMCA here in Royal Oak."

Finances

For its part, the YMCA will plan on doing a capital campaign to fund its portion of the building debt, Weir said. "We will not be taking on an additional debt."

The organization has been working to pay down \$12 million in remaining debt tied to the opening of three new facilities in the region in the early 2000s and to find stable financial ground for years.

Weir joined the Detroit-based YMCA in 2019 to help turn around the financially struggling organization and membership declines that began after the 2008-09 recession. [She will depart the organization in the coming weeks](#), handing oversight to [incoming YMCA veteran Parrish Underwood](#).

Membership declines worsened during the pandemic when the [YMCA lost another 50 percent of its members](#).

Over the past five years, she reorganized the senior leadership team and the overall staff structure, closed three YMCA branches and updated seven facilities.

Just over two-thirds of a \$10 million gift from philanthropist MacKenzie Scott also helped the organization weather pandemic-spurred revenue losses tied to membership declines, Weir said, noting the YMCA still has \$3 million in reserve.

Weir and her team are in the last leg of a \$15 million campaign to fund facility upgrades and community initiatives, increased retirement contributions for staff, increased entry-level wages and full-time jobs. The

effort has raised \$14.3 million so far.

The YMCA is back up to 80 percent of the memberships it had in the region before COVID today, but Weir projects it will see about a \$1 million loss this year as it continues to recover.

It's operating on a \$24 million budget funded by paid memberships, program fees for something like swimming lessons and philanthropy.

The new site in Royal Oak could help bring in new members and revenue while also meeting need in the community, Weir said.

"New facilities are a part of getting us to a better place financially. I think a new facility will help us attract new people to our facility."