

**BIRMINGHAM CITY COMMISSION AGENDA**  
**JULY 23, 2018**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**7:30 P.M.**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Andrew M. Harris, Mayor

**II. ROLL CALL**

J. Cherilynn Mynsberge, City Clerk

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

***Announcements:***

- The In The Park Concerts series continues on Wednesday, July 25<sup>th</sup> at 7:00 p.m. with The Invasion, playing Beatles hits.
- The Baldwin Public Library welcomes Brian Peterson of "Bees in the D" to discuss the practice and benefits of honey beekeeping. The event is on Tuesday, July 24 at 7:00 p.m.

**IV. 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 approving the City Commission meeting minutes of July 9, 2018.
- B. Resolution approving the warrant list, including Automated Clearing House payments, dated July 11, 2018 in the amount of \$235,324.60.
- C. Resolution approving the warrant list, including Automated Clearing House payments, dated July 18, 2018 in the amount of \$3,365,412.05.
- D. Resolution authorizing the City Manager to cast a vote, on the City's behalf, for the three incumbent members of the Michigan Municipal League Workers' Compensation Fund Board of Trustees for four year terms, beginning October 1, 2018.
- E. Resolution approving a request from the Piety Hill Chapter, National Society Daughters of the American Revolution to hold the Veteran's Day Wreath Laying Ceremony on November 11, 2018 at 11:00 a.m. pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.
- F. Resolution approving a request from the Birmingham Shopping District to revise the Day on the Town event in downtown Birmingham, to be held August 11, 2018, and to expand the footprint of the event to the total area depicted on Revised Diagram A. Approval is 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.



- G. Resolution awarding the Warwick Rd. Storm Sewer Tap, Contract #10-18(S) to Main Street Construction, Inc., in the amount of \$26,250.00, to be charged to the Sewer Fund, account number 591-536.001-981.0100, contingent upon execution of the agreement and meeting all insurance requirements. Further, approving an amendment to the 2018-19 fiscal year budget.
- H. Resolution authorizing the IT department to purchase the G-Suite licenses from Newmind Group Inc. the cost not to exceed \$11,500.00 using available funds from the Computer Maintenance fund 636-228.000-993.0600.

## **V. UNFINISHED BUSINESS**

## **VI. NEW BUSINESS**

- A. Public Hearing to consider the Special Land Use Permit Amendment and Final Site Plan Review – 260 N. Old Woodward – The Morrie.
  - 1. Resolution approving the Special Land Use Permit Amendment & Final Site Plan Review for 260 N. Old Woodward – The Morrie, to allow the operation of a restaurant, serving alcoholic liquors, and providing live entertainment with a dancing area.
- B. Public Hearing to consider the Special Land Use Permit Amendment and Final Site Plan Review – 33588 Woodward – Shell
  - 1. Resolution cancelling the public hearing to consider a Special Land Use Permit Amendment and Final Site Plan & Design Review for 33588 Woodward, Shell Gas Station.
- C. Public Hearing to consider the 2018 Local Streets Paving Special Assessment District Confirmation
  - 1. Resolution confirming Special Assessment Roll No. 883 to defray the cost of installing new water laterals on Oak Avenue. (Formal resolution included in packet).
- D. Resolution authorizing the continuation of the program requiring that monthly permit holders utilize the roof-top valet assist option and retain the 3 Hour Maximum parking signage in all garages as an on-going program at a cost of \$3,112 per month.
- E. Resolution approving the recommendation of the Advisory Parking Committee to accept the service proposal received from In-House Valet to continue the on-street valet program for a six month trial period post construction for a total cost of \$36,000 with a \$10,000 contribution from the Birmingham Shopping District and the remaining \$26,000 to be drawn from the Parking Fund 585-538.001-811.0000 to support two (2) valet stands in downtown Birmingham and evaluate the success of the program at the end of the six month period to consider establishing on street valet as a permanent program.



- F. Resolution approving the Residential Street Width Standards as recommended by the Multi-Modal Transportation Board on May 3, 2018, and as further refined and recommended on July 12, 2018.
- G. Resolution approving the Birmingham City Commission 2019 Meeting Schedule as submitted.
- H. Resolution to meet in closed session pursuant to Section 8(h) of the Open Meetings Act, MCL 15.261 – 15.275.  
**(A roll call vote is required and the vote must be approved by a 2/3 majority of the commission. The commission will adjourn to closed session after all other business has been addressed in open session and reconvene to open session, after the closed session, for purposes of taking formal action resulting from the closed session and for purposes of adjourning the meeting.)**

## **VII. REMOVED FROM CONSENT AGENDA**

## **VIII. COMMUNICATIONS**

- A. Communication from Ara Darakjian – TIR Equities

## **IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

## **X. REPORTS**

- A. Commissioner Reports
- B. Commissioner Comments
- C. Advisory Boards, Committees, Commissions' Reports and Agendas
- D. Legislation
- E. City Staff

## **XI. ADJOURN**

### **INFORMATION ONLY**

*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](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*



**BIRMINGHAM CITY COMMISSION MINUTES**  
**JULY 9, 2018**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**7:30 P.M.**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Harris called the meeting to order at 7:30 p.m.

**II. ROLL CALL**

ROLL CALL: Present,	Mayor Harris Mayor Pro Tem Bordman Commissioner Boutros Commissioner DeWeese Commissioner Hoff Commissioner Nickita Commissioner Sherman
Absent,	none

Administration: City Manager Valentine, City Attorney Currier, Planning Director Ecker, Assistant to the City Manager Haines, Building Official Johnson, City Clerk Mynsberge, City Engineer O'Meara, BSD Director Tighe

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

**07-190-18 ANNOUNCEMENTS**

Mayor Harris announced:

- Mark your calendars for upcoming In The Park Concerts: Jill Jack with folk music on Wednesday, July 11<sup>th</sup> at noon, followed by blues act Mainstreet Soul at 7:00 p.m. The following Wednesday, July 18, Magic Bus will play psychedelic 60's & 70's music beginning at 7:00 p.m.
- The Baldwin Public Library presents Music Explorers, with the Baldwin String Ensemble on Sunday, July 15 at 2:00 p.m. The program takes a close look at Franz Schubert's string quartet, "Death and the Maiden."
- The Birmingham Farmers Market takes place every Sunday, 9:00 AM - 2:00 PM in Lot 6 across from Booth Park. Come enjoy fresh produce, flowers, prepared foods, and other treats.
- The Birmingham Shopping District is hosting Birmingham Movie Night on Friday, July 20th at 7:30 PM in Booth Park featuring the 80's blockbuster "Back to the Future."

**07-191-18 APPOINTMENTS TO THE GREENWOOD CEMETERY ADVISORY BOARD**

The City Commission interviewed current members George Stern, Laura Schreiner, and Linda Peterson, and new applicant Charles McIntyre. New applicant Deborah Shinder was not present.



**MOTION:** Motion by Commissioner DeWeese:

To appoint George Stern to the Greenwood Cemetery Advisory Board as a regular member to serve a three-year term to expire July 6, 2021.

VOTE:        Yeas,     5  
              Nays,     0  
              Absent, 0

**MOTION:** Motion by Mayor Pro Tem Bordman:

To appoint Linda Peterson to the Greenwood Cemetery Advisory Board as a regular member to serve a three-year term to expire July 6, 2021.

VOTE:        Yeas,     7  
              Nays,     0  
              Absent, 0

**MOTION:** Motion by Commissioner Sherman:

To appoint Laura Schreiner to the Greenwood Cemetery Advisory Board as a regular member to serve a three-year term to expire July 6, 2021.

VOTE:        Yeas,     7  
              Nays,     0  
              Absent, 0

**MOTION:** Motion by Commissioner Sherman:

To appoint Charles McIntyre to the Greenwood Cemetery Advisory Board as a regular member to serve a three-year term to expire July 6, 2021.

VOTE:        Yeas,     1  
              Nays,     0  
              Absent, 0

Mayor Harris announced the three incumbents, Mr. Stern, Ms. Schreiner, and Ms. Peterson, would continue to serve.

#### **07-192-18                    APPOINTMENTS TO THE HISTORIC DISTRICT STUDY COMMITTEE**

Mayor Harris noted Mr. Milan withdrew his application due to competing priorities. The Commission interviewed current members Gigi Debbrecht and Patricia Lang.

Commissioner Hoff, noting the Committee only meets by resolution of the City Committee, voiced concern that the Committee is not being given more frequent opportunities to be active. She indicated she would raise the issue under the "Commissioner Comments" portion of the agenda.



**MOTION:** Motion by Commissioner Hoff:

To appoint Gigi Debbrecht to the Historic District Study Committee as a regular member to serve a three-year term to expire June 25, 2021.

VOTE:        Yeas,     7  
              Nays,     0  
              Absent, 0

**MOTION:** Motion by Commissioner DeWeese:

To appoint Patricia Lang to the Historic District Study Committee as a regular member to serve a three-year term to expire June 25, 2021.

VOTE:        Yeas,     7  
              Nays,     0  
              Absent, 0

**07-193-18    APPOINTMENT TO THE BOARD OF ZONING APPEALS**

The Commission interviewed current alternate Board of Zoning Appeals member Jason Canvasser.

**MOTION:** Motion by Mayor Pro Tem Bordman:

To appoint Jason Canvasser to the Board of Zoning Appeals as a regular member to serve a three-year term to expire June 25, 2021.

VOTE:        Yeas,     7  
              Nays,     0  
              Absent, 0

**07-194-18                    APPOINTMENT TO THE BIRMINGHAM SHOPPING DISTRICT BOARD**

City Manager Valentine asked the City Commission to concur with him in appointing Zachary Kay to the Birmingham Shopping District Board.

**MOTION:** Motion by Commissioner DeWeese:

To concur with the City Manager's appointment of Zachary Kay to the Birmingham Shopping District Board as a regular member representing, as an operator, a business located within the Birmingham Shopping District to serve the remainder of a four-year term to expire November 16, 2019.

VOTE:        Yeas,     7  
              Nays,     0  
              Absent, 0

The City Clerk administered the Oath of Office to the appointees.



#### **IV. CONSENT AGENDA**

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#### **07-195-18 APPROVAL OF CONSENT AGENDA**

The following items were removed from the Consent Agenda:

- Commissioner Hoff: Item B, Resolution Approving City Commission Meeting Minutes of June 25, 2018.  
Item L, Resolution Approving the Contract for Skating Director

**MOTION:** Motion by Commissioner Sherman, seconded by Commissioner Nickita:  
To approve the Consent Agenda, with Items B & L removed.

ROLL CALL VOTE:	Yeas,	Mayor Pro Tem Bordman Commissioner Boutros Commissioner DeWeese Mayor Harris Commissioner Hoff Commissioner Nickita Commissioner Sherman
	Nays,	None
	Absent,	None

- A. Resolution approving the Joint City Commission/Planning Board meeting minutes of June 18, 2018.
- C. Resolution approving the warrant list, including Automated Clearing House payments, dated June 27, 2018 in the amount of \$1,764,668.32.
- D. Resolution approving the warrant list, including Automated Clearing House payments, dated July 4, 2018 in the amount of \$696,231.58.
- E. Resolution approving the purchase of (32) Armor Express RAZOR vests in the amount of 19,542.52 from Kiesler Police Supply; further charge this this budgeted expenditure to account number 101- 301.000-743.0000; further authorizing the Mayor and City Clerk to sign the agreement on behalf of the city.
- F. Resolution approving the outside agency service agreement for services described in Attachments A and B of the agreement for fiscal year 2018-19 with Birmingham Bloomfield Community Coalition in the amount of \$3,000 from account number 101-301.000-811.0000, and further to direct the Mayor and City Clerk to sign the agreements on behalf of the City.
- G. Resolution authorizing the purchase of (14) Latitude 14 Rugged 5414 mobile data computers, power adapters and docking stations from Dell, Inc.; further waiving competitive bidding requirements and utilizing Oakland County CLEMIS cooperative purchasing for this equipment in the amount of \$35,584.18; further authorizing this budgeted expenditure from account number 265-302.002-971.0100.
- H. Resolution approving purchase of (10) Stalker DSR Enhanced dual antenna radar units from Applied Concepts, Inc. in the amount of \$19,950.00; further waiving competitive



bidding requirements for this sole source vendor purchase via State of Michigan purchasing contract # 071B4300042; further authorizing this budgeted expenditure from account number 265-302-002-971.0100.

- I. Resolution approving the purchase of (6) Taser X-2 CEW units form Axon Enterprise, Inc. in the amount of \$9,570.00; further to waive competitive bidding requirements as Axon Enterprises, Inc. is a sole source vendor; further charging this budgeted expenditure to account number 101- 301.000.734.0000; further authorizing the Mayor and City Clerk to sign the agreement on behalf of the City.
- J. Resolution approving the purchase of a traffic signal modernization for the intersection of Maple and Lakepark from the Road Commission for Oakland County in the amount of \$80,548.49; further waiving normal bidding requirements and authorizing this expenditure from account number 202-303-001-971.0100.
- K. Resolution of Election Commission approving the appointment of election inspectors, absentee voter counting board inspectors, receiving board inspectors and other election officials as recommended by the City Clerk for the August 7, 2018 Primary Election pursuant to MCL 168.674(1) and granting the City Clerk authority to make emergency appointments of qualified candidates should circumstances warrant to maintain adequate staffing in the various precincts, counting boards and receiving boards.
- M. Resolution setting a public hearing date for August 13, 2018 to consider the proposed rezoning of 469 – 479 S. Old Woodward from B3/D4 to B3/D5.
- N. To set a public hearing date for August 13, 2018 to consider approval of the Final Site Plan and Special Land Use Permit for 225 E. Maple, Social Kitchen and Bar, pursuant to Article 7, section 7.34, Zoning, of the Birmingham City Code.

## **V. UNFINISHED BUSINESS**

None.

## **VI. NEW BUSINESS**

### **07-196-18 PUBLIC HEARING TO CONSIDER NECESSITY FOR THE REPLACEMENT OF ALL SEWER AND WATER LATERALS NOT MEETING CURRENT CRITERIA LOCATED WITHIN THE 2018 LOCAL STREET PAVING PROGRAM AREA**

Mayor Harris opened the public hearing at 7:50 p.m.

City Engineer O'Meara:

- Reviewed his July 2, 2018 memo to City Manager Valentine regarding the issue; and
- Described the two-page letter that was sent, along with the public hearing notice, to all affected residents outlining the project and the unit rates. Residents may contact the Birmingham Engineering Department for a specific property rate.

Tommy Haji enquired about the unit rates as the two-page letter was not included in his mailing.

City Engineer O'Meara told Mr. Haji that the total rate for 990 Chapin would be \$1,910.

There being no further comment, Mayor Harris closed the public hearing at 7:53 p.m.



Commissioner DeWeese commented that the unit rate for each residence represents only a percentage of the actual cost of the replacements.

**MOTION:** Motion by Commissioner Sherman, seconded by Commissioner Nickita:  
To declare necessity for the replacement of all sewer and water laterals not meeting current criteria located within the 2018 Local Street Paving Program area:

Bennaville Ave.-Edgewood Ave. to Grant St.

Ruffner Ave. – Grant St. to Woodward Ave.

Chapin Ave. – Grant St. to Woodward Ave.

*(Formal resolution appended to these minutes as Attachment A.)*

VOTE:        Yeas,        7  
              Nays,        0  
              Absent,    0

**07-197-18                    ASSIGNMENT OF DEVELOPER’S BROWNFIELD REIMBURSEMENTS  
FOR 856 N. OLD WOODWARD**

On advice of counsel Mayor Harris recused himself, stating his firm has done business with the applicant.

Mayor Harris ceded the chair to Mayor Pro Tem Bordman at 7:54 p.m.

Planning Director Ecker:

- Reviewed her June 28, 2018 memo to City Manager Valentine regarding the issue.
- Confirmed the owner of 856 N. Old Woodward voluntarily seeks consent of the City to assign rights under agreement to their funder, Chemical Bank, and explained the Reimbursement Agreement does not require the developer to obtain the consent of the City to assign rights.
- Confirmed that with tax revenue financing, the owner of 856 N. Old Woodward does not receive revenue until the building is completed.
- Said every reimbursement agreement includes a payback period and recalled the payback period for this project is nine years.
- Said while the building does not need to be completed by a certain time, keeping the building permits active is part of the agreement, and in order to do that work must be performed on the building at least every six months.

**MOTION:** Motion by Commissioner Sherman, seconded by Commissioner DeWeese:  
To approve the developer’s request and consent to an assignment of the developer's reimbursements from the tax increment financing for 856 N. Old Woodward from FLC Properties #5 LLC to Chemical Bank.

VOTE:        Yeas,        6  
              Nays,        0  
              Absent,    0  
              Recused,   1 (Harris)

Mayor Harris resumed the chair at 7:58 p.m.



## **07-198-18 RFP FOR CITY LOGO BRANDING SERVICES**

Assistant to the City Manager Haines reviewed her June 15, 2018 memo to City Manager Valentine regarding the issue.

Commissioner Hoff clarified that the new contractor need not limit themselves to the designs already proffered and should be free to create new designs if they see fit.

Assistant to the City Manager Haines said that the design contractor could design new logos, but the RFP directs the contractor to consider the logo survey data already collected.

Commissioner Hoff replied the contractor should indeed integrate the feedback from the logo survey, but that the contractor should be permitted to create a new design which integrates that input.

City Manager Valentine said the Commission could choose to emphasize within the RFP the contractor's right to create new designs if the Commission sees fit to do so.

Commissioner Nickita stated:

- Staff should make the background work on this project clear to the contractor, including information regarding public engagement, studies, and presentations to the Commission; and,
- That work, along with further input from City staff and the Commission, should be synthesized into the logo design.
- If necessary, the RFP's description of the project's background could be elaborated further.

Assistant to the City Manager Haines noted:

- The last paragraph of the background section says updating the logo "could mean a subtle enhancement or a complete change," which provides a broad directive for designing the logo.
- The Commission could narrow the directive, but the Commission can also give further input and feedback when the contractor presents their eventual logo proposal.

Commissioner Hoff said:

- The sentence Assistant to the City Manager Haines references is on-target. The concern is that the Project Description directs the contractor to "take the information already gathered to finalize and present a new City logo," which seems to indicate that the contractor's scope is limited to finalizing the information and logo options already explored.
- Further emphasizing that the logo could be "a subtle enhancement or a complete change" in the Project Description section would remedy Commissioner Hoff's concern. The contractor's work should not be limited to the logo designs already available.

Mayor Pro Tem Bordman agreed with Commissioner Hoff, saying the RFP seemed to direct the contractor to take one of the logo options already available and merely update it. Mayor Pro Tem Bordman said this was undesirable because she did not like any of the previously presented logo options. She continued that if the selected contractor recommended updating



one of the logos, that would be fine, but the option of creating a new logo should not be prohibited. If the language allowing either “a subtle enhancement or a complete change” from the background section was reiterated in the project description section, that would remedy the issue.

Commissioner DeWeese recommended having three Commissioners on the subcommittee to evaluate proposals instead of two.

Commissioner Nickita said:

- That if enough in-depth background is provided, it should sufficiently indicate that none of the logos thus far were satisfactory and that is why a contractor is being solicited.
- He does not see a need for Commissioners to review submittals to the RFP; rather, he is comfortable allowing staff to review the submittals and make a recommendation to the Commission as is typically done.

**MOTION:** Motion by Commissioner Nickita, seconded by Commissioner Hoff:

To direct staff to issue the Logo Branding Services RFP with amendments as discussed to solicit a professional firm to build on the existing logo efforts, and to finalize the concepts for a new city logo;

**AND**

To direct staff to evaluate the proposals and provide a recommended firm to the Commission.

VOTE:        Yeas,        7  
              Nays,        0  
              Absent,    0

## **VII. REMOVED FROM THE CONSENT AGENDA**

### **07-199-18 RESOLUTION APPROVING THE CITY COMMISSION MEETING MINUTES OF JUNE 25, 2018 (ITEM B)**

Commissioner Hoff drew the Commission’s attention to page ten of the June 25, 2018 minutes, noting that the bullet reading “Stated the renovation and expansion of youth services is anticipated to be 9% of the total cost of the renovation project” should read “stated the design development of the renovation and expansion of youth services is anticipated to be 9% of the total cost of the renovation project”.

City Manager Valentine recommended returning to the audio to clarify.

Commissioner Hoff also ventured that, during the June 25 meeting, Commissioner DeWeese directed Elmwood to attend as many Greenwood Cemetery Advisory Board meetings as possible.

Commissioner DeWeese concurred, saying the intention of his comment was to say Elmwood should be at the GCAB meetings.

City Clerk Mynsberge verified that she would clarify both issues.



**MOTION:** Motion by Commissioner Hoff, seconded by Commissioner DeWeese:  
To approve the minutes from the June 25, 2018 Commission meeting as corrected, contingent on confirmation from the meeting's audio recording.

VOTE:        Yeas,        7  
              Nays,        0  
              Absent,    0

**07-200-18 RESOLUTION APPROVING THE CONTRACT FOR SKATING DIRECTOR WITH JILL KOLAITIS (ITEM L)**

Commissioner Hoff requested reassurance that having the same person serve as the skating director and the ice show director will not be a problem, since problems have arisen from the combination in the past.

City Manager Valentine explained:

- There were some issues with the operational practices being used in 2015-2016. At the time, the City changed those practices based on input from the parents' group.
- Now the Commission is being asked to appoint an individual to manage the program.
- The individual being recommended for the appointment has worked as the ice show director previously.

**MOTION:** Motion by Commissioner Hoff, seconded by Mayor Pro Tem Bordman:  
To approve the Contract for Skating Director with Jill Kolaitis effective July 10, 2018 up to and including May 10, 2019. Further, to authorize the Mayor and City Clerk to sign the Contract on behalf of the City of Birmingham upon receipt of all required insurances.

VOTE:        Yeas,        7  
              Nays,        0  
              Absent,    0

**VIII. COMMUNICATIONS**

Mayor Harris noted that the Commission received a letter sharing the concerns of homeowners at 1523 Maryland Blvd. regarding potential short-term rentals at 1509 Maryland Blvd., and Building Official Johnson's response to said letter. Some of the concerns raised by the resident are addressed by the current City ordinances including:

- Limiting occupancy to two or fewer individuals; and,
- Requiring homeowners who want to rent out their properties to receive licenses and be subject to inspections.

Mayor Harris continued that there are other issues raised by current short-term rental trends that City ordinances do not address, and he asked whether the Commission believes the issue should be explored further.

Commissioner DeWeese concurred that it would be prudent to look further into the relevant issues soon, including code and code enforcement.



Mayor Pro Tem Bordman suggested that staff could survey nearby communities similar to Birmingham to see how they are dealing with the issue in order to provide a further basis for discussion.

Commissioner Nickita said:

- The City must clarify its vision for Birmingham neighborhoods in order to determine the correct approach to short-term rentals.
- Part of the dialogue around this issue might occur during the Master Planning process, through the Planning Board, or through Commission discussion. It would be possible that certain parts of the City could be zoned for this use, depending on the City's intent. Additionally, the City could allow it in some areas by ordinance, but a building could choose not to permit it through the tenants association.

Commissioner Hoff said that while the issue could be part of the Master Plan process, it is also time-sensitive and should be explored in the short-term.

Mayor Harris summarized consensus to have staff investigate the issue in the short term, with potential additional consideration in the Master Plan.

## **IX. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

Ara Darakjian, representative for the TIR Equities Proposal for the N. Old Woodward/Bates Development, appeared before the Commission. Mr. Darakjian reported that the TIR Equities team is offering to build the parking deck at no cost to the City, retain the income until the investment is paid back, and then sell the deck to Birmingham for \$1, which would save the City between \$40 - \$50 million in bonds and expenses to build the parking deck. In addition, Mr. Darakjian reiterated that their proposal is negotiable, and that the team remains able to build the parking deck four levels underground and to a height determined by the City.

City Manager Valentine said he would like to have a conversation with Mr. Darakjian regarding the matter.

## **X. REPORTS**

### **07-201-18 COMMISSIONER REPORTS**

The City Commission will appoint three regular members to the Advisory Parking Committee on August 13, 2018.

The City Commission will appoint one resident member to the Ad Hoc Joint Senior Services Committee on August 13, 2018.

### **07-202-18 COMMISSIONER COMMENTS**

Commissioner Hoff asked whether there is a way to allow the Historic District Study Committee (HDSC) to be more active in the City, suggesting that perhaps the HDSC could work with the Museum Board on preservation and historic issues, in order to utilize their knowledge and desire to be involved.

Commissioner DeWeese recalled that the purpose of the HDSC was to do the due diligence in order to designate a Birmingham home 'historic'. He continued that perhaps staff could create a



resolution granting the HSDC an advisory capacity to the Commission regarding ways to make the City more historically-oriented in terms of preservation and designation.

Mayor Pro Tem agreed with the previous statements.

City Manager Valentine stated that:

- Matt Baka is the staff liaison to the HDSC.
- Their most recent project was considering the de-designation of 361 E. Maple.
- The scope of the HDSC was changed by the Commission approximately five years ago to be more narrow.
- The HDSC can be asked to assume more of an advisory role at the Commission's discretion.

Commissioner Hoff suggested Mr. Baka ask the HDSC for their feedback and insights regarding the HDSC's structure.

Commissioner DeWeese requested a contingency analysis performed by staff to determine the interconnections of the upcoming planned infrastructure projects, including whether it might be better to do phase three before phase two of the Old Woodward project, taking relevant factors such as Federal funding, planned projects on Bates Street and Maple, and effects on the business community into account.

#### **07-203-18 CITY STAFF**

The Commission received the Parking Utilization report submitted by Assistant City Manager Gunter.

City Manager Valentine explained:

- Staff is working with the vendor to find and verify all the information previously requested by the Commission, clarifying that there is no automatic way to retrieve the specific information requested.
- Staff is working on a dashboard to keep track of the most key considerations.

Mayor Pro Tem Bordman noted that cars parking beyond the three-hour short-term limit currently receive three warnings. Given the occasional monitoring of the issue, this demonstrates a larger problem. She suggested the City policy should allow for one warning followed by a ticket for a subsequent offense.

Commissioner DeWeese suggested that perhaps a third offense results in the loss of a parking permit.

City Manager Valentine confirmed staff would look at the issue further.

<b>XI. ADJOURN</b>
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Mayor Harris adjourned the meeting at 8:40 p.m.

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J. Cherilynn Mynsberge, City Clerk



**2018 Local Streets Paving Project  
Contract #4-18(P) Water & Sewer Lateral Replacement  
Special Assessment District  
2018**

- WHEREAS, The City Commission has established a policy requiring the replacement of undersized or lead water lateral lines and sewer laterals in excess of fifty years old when the City street is open for repairs or reconstruction; and
- WHEREAS, The City Commission is of the opinion that replacement of water and sewer laterals not meeting current criteria as a part of the planned road paving project is declared a necessity; and
- WHEREAS, Formal bids have been received and the actual cost per foot for replacement of the water and sewer laterals has been determined.
- RESOLVED, that all sewer and water and laterals not meeting current criteria located within the limits of the following streets shall be replaced as a part of the 2018 Local Streets Paving Project:
- Bennaville Ave. – Edgewood Ave. to Grant St. Ruffner Ave. – Grant St. to Woodward Ave.  
Chapin Ave. – Grant St. to Woodward Ave.
- RESOLVED, that at such time as the Assessor is directed to prepare the assessment roll, of which 100% of the contractor's charge to replace water and sewer lateral (calculated at the rate of \$36.50 per foot for water laterals and \$51 per foot for sewer laterals) shall be charged to the adjoining property owners benefiting from the said laterals,
- RESOLVED, that there be a special assessment district created and special assessments levied in accordance with benefits against the properties within such assessment district, said special assessment district shall be all properties, within the following district:
- "Parkside Subdivision"**  
Lots 1-5 inclusive, 8, 11, 12, 14-18 inclusive, 20, 22, 23.
- "Leinbach-Humphrey's Woodward Ave. Subdivision"**  
The easterly 17.00 ft. of lot 1077, lot 1078, 1083, 1084, 1091, 1095-1099 inclusive, 1103, 1123-1128 inclusive, 1132-1136 inclusive, 1142, 1145, 1147, 1148, 1290, 1292-1300 inclusive, 1302-1304 inclusive, 1321, 1324-1326 inclusive, 1329, 1330, 1332, 1334, 1336, 1337.
- RESOLVED, that the Commission shall meet on Monday, July 23, 2018, at 7:30 P.M., for the purpose of conducting a public hearing to confirm the roll for the replacement of water and sewer laterals within the 2018 Local Streets Paving Project.



I, J. Cherilynn Mynsberge, 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 July 9, 2018.

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J. Cherilynn Mynsberge, City Clerk



**City of Birmingham**  
**Warrant List Dated 07/11/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259406		MISC	4 EVER WATERTITE LLC	100.00
259407		MISC	4 WAY CEMENT	100.00
259408	*	000855	48TH DISTRICT COURT	100.00
259409	*	006965	7UP DETROIT	450.98
259410		002284	ABEL ELECTRONICS INC	423.06
259411	*	006998	STEVE ACHO	750.00
259412		008106	ACUSHNET COMPANY	587.41
259413		005686	ADVANCED MARKETING PARTNERS INC	1,228.83
259415		008667	APOLLO FIRE-APPARATUS REPAIR	138.54
259418		MISC	ASPEN CONSTRUCTION INC	500.00
259419	*	002342	ASTREIN'S	175.00
259420	*	006759	AT&T	153.51
259421	*	006759	AT&T	154.35
259422	*	006759	AT&T	145.78
259423		MISC	ATTO CONSTRUCTION	200.00
259425		006316	BAHL & GAYNOR, INC	7,080.62
259426		MISC	BALBES CUSTOM BUILDERS INC	200.00
259429		007345	BEVERLY HILLS ACE	111.21
259432		MISC	BIRMINGHAM SEALCOAT INC	200.00
259433	*	001086	CITY OF BIRMINGHAM	933.60
259436		MISC	BRIXNSTONE LLC	200.00
259441	*	000444	CDW GOVERNMENT INC	1,639.30
259443		006840	CHAPP & BUSHEY OIL CO. INC.	1,381.43
259444		008306	CHARTER TOWNSHIP OF BLOOMFIELD	343.58
259445		007710	CINTAS CORP	173.30
259446		000605	CINTAS CORPORATION	37.09
259447	*	008044	CLUB PROPHET	590.00
259448	*	007625	COMCAST	537.21
259449	*	000627	CONSUMERS ENERGY	66.22
259450		001367	CONTRACTORS CONNECTION INC	525.90
259452		MISC	CRANBROOK CONSTRUCTUAL SERVICES	100.00
259453		MISC	CRANBROOK CONTRACTUAL SERVICES	100.00
259456		006971	CYCLESAFE	565.00
259457		MISC	DAN LYNCH	1,900.00
259458		008766	DAVID ROOF	800.00
259459	*	004232	DEARBORN LITHOGRAPH INC	5,209.00
259460		000956	DELTA TEMP INC	920.50
259461		MISC	DESIGNER HOMES INC	1,368.75
259463		000847	DETROIT SALT COMPANY	23,036.01
259464	*	000179	DTE ENERGY	4,131.71
259465		MISC	ELITE PLUMBING & HEATING	75.00
259466		000995	EQUATURE	4,626.56
259467		008308	ERADICO PEST SERVICES	40.00
259469		000207	EZELL SUPPLY CORPORATION	1,358.04



**City of Birmingham**  
**Warrant List Dated 07/11/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259470	*	004514	FEDEX OFFICE	81.07
259471		MISC	FISHER, BENJAMIN ROSS	200.00
259473		MISC	FOUNDATION SYSTEMS OF MICHIGAN INC.	300.00
259474		008819	GALEANA'S VAN DYKE DODGE	25.00
259475		000592	GAYLORD BROS., INC	1,164.33
259477		MISC	GIANNETTI BUILDING DEVELOPMENT LLC	1,106.25
259478	*	004604	GORDON FOOD	1,369.52
259479	*	002917	GOVERNMENT FINANCE OFFICERS ASSN	425.00
259480		008818	GREAT DANE HEATING & COOLING	160.00
259482		MISC	GRZEGORZ S REJ	100.00
259484		MISC	HARTFORD ROOFING & WARRANTY CO LLC	100.00
259485		MISC	HOMESPEC	200.00
259486		MISC	HURON SIGN CO	200.00
259488		000948	HYDROCORP	1,315.00
259490		MISC	IDEAL BUILDERS AND REMODELING INC	3,000.00
259491		002407	J & B MEDICAL SUPPLY	1,488.52
259492		000261	J.H. HART URBAN FORESTRY	1,000.00
259493	*	002576	JAX KAR WASH	200.00
259494		003823	JAY'S SEPTIC TANK SERVICE	820.00
259494	*	003823	JAY'S SEPTIC TANK SERVICE	655.00
259495		MISC	JB CONTRACTORS	100.00
259496		MISC	KAHUNA CONSTRUCTION	200.00
259497	*	000891	KELLER THOMA	1,271.25
259498		MISC	KELLY BUILDING & DEVELOPMENT CO LLC	300.00
259499		004088	KGM DISTRIBUTORS INC	143.00
259500	*	005350	KLM BIKE & FITNESS INC	276.25
259501		000353	KNAPHEIDE TRUCK EQUIPMENT	604.35
259503		008081	MARK LAWRY	2,400.00
259504		005550	LEE & ASSOCIATES CO., INC.	385.80
259507		001669	MACP	25.00
259508	*	008467	MAGIC BUS BAND	1,900.00
259509	*	007273	MAINSTREET SOUL LLC	1,200.00
259510		MISC	MANDARINO CONSTRUCTION LLC	100.00
259511	*	008817	MARCO TECHNOLOGIES, LLC.	203.47
259514		MISC	MELISSA H CUTLER	100.00
259516		MISC	METROPOLITAN CONCRETE CORP	100.00
259517		MISC	MHRAC INC	100.00
259518		MISC	MICHAEL SAVINO CONCRETE	100.00
259519		MISC	MICHAEL SENESKI	100.00
259520		MISC	MICHIGAN ASPHALT PAVING	100.00
259521	*	004368	STATE OF MICHIGAN	10.00
259523		MISC	MILLS SIDING & ROOFING	200.00
259524	*	008160	MPARKS	735.00



**City of Birmingham**  
**Warrant List Dated 07/11/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259525	*	006371	MPELRA	150.00
259526		008592	NATIONAL HOSE TESTING SPECIAL. INC	918.25
259527	*	001194	NELSON BROTHERS SEWER	4,782.00
259528		008806	NELSON NYGAARD CONSULTING ASSOC.	12,097.10
259529	*	007856	NEXT	26,200.00
259530	*	007856	NEXT	2,451.00
259532		006359	NYE UNIFORM COMPANY	885.89
259533	*	000477	OAKLAND COUNTY	7,277.25
259535		000675	OAKLAND SCHOOLS	3,903.57
259536	*	004370	OCCUPATIONAL HEALTH CENTERS	108.00
259537	*	000481	OFFICE DEPOT INC	501.71
259539		MISC	PELLA WINDOWS & DOORS, INC.	500.00
259540	*	001753	PEPSI COLA	585.84
259541		MISC	PETERSON WIAND BOES & CO	1,400.00
259542	*	007775	THE PGA OF AMERICA	564.00
259544		MISC	PREMIER PET SUPPLY	73.98
259545		MISC	QUALITY SIGN	200.00
259546		006729	QUENCH USA INC	240.00
259547		003447	RAFT	380.00
259549		MISC	RENEWAL BY ANDERSEN	500.00
259550		002566	REYNOLDS WATER	216.60
259551		MISC	RICHARD M. HYMAN BUILDERS INC	300.00
259552		MISC	ROBERT R BRANDS	100.00
259553		MISC	RONALD ROSS	100.00
259555		001181	ROSE PEST SOLUTIONS	71.00
259556		MISC	ROYAL OAK AWNING	100.00
259557		000218	ROYAL OAK P.D.Q. LLC	90.00
259559		MISC	RUNNING RIGHT LLC	340.00
259560		MISC	S A SCRIPT INC	100.00
259563		003483	SHERWIN WILLIAMS COMPANY	57.80
259564		007142	SHERWIN-WILLIAMS COMPANY	9.21
259565		MISC	SITESCAPE	100.00
259569		MISC	SUN & SHADE DESIGNS, INC	100.00
259571		006749	SUPERIOR SCAPE, INC	690.00
259574		MISC	TANGO GROUP	100.00
259576	*	008748	TECHSEVEN COMPANY	1,630.00
259577	*	008748	TECHSEVEN COMPANY	343.50
259578	*	008748	TECHSEVEN COMPANY	77.00
259579	*	008748	TECHSEVEN COMPANY	145.00
259580	*	008748	TECHSEVEN COMPANY	85.00
259581	*	008748	TECHSEVEN COMPANY	196.00
259582	*	008748	TECHSEVEN COMPANY	145.00
259583	*	008748	TECHSEVEN COMPANY	727.00



**City of Birmingham**  
**Warrant List Dated 07/11/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259584	*	008748	TECHSEVEN COMPANY	318.00
259585	*	008748	TECHSEVEN COMPANY	80.00
259586	*	008748	TECHSEVEN COMPANY	62.00
259587	*	008748	TECHSEVEN COMPANY	65.00
259588	*	008748	TECHSEVEN COMPANY	283.00
259589	*	008748	TECHSEVEN COMPANY	58.00
259590	*	008748	TECHSEVEN COMPANY	198.00
259592		MISC	THE ASPHALT COMPANY	100.00
259597		008728	TWO THE RESCUE LLC	1,000.00
259598		MISC	UNIQUE CONCRETE	100.00
259599	*	003760	UNUM LIFE INSURANCE CO. OF AMERICA	20,385.50
259600	*	008768	UPHILL PRODUCTIONS	900.00
259601		007226	VALLEY CITY LINEN	357.85
259602		000931	VARSITY SHOP	16.60
259603	*	000158	VERIZON WIRELESS	716.08
259604	*	000158	VERIZON WIRELESS	1,737.79
259605	*	000158	VERIZON WIRELESS	375.29
259606	*	000158	VERIZON WIRELESS	541.90
259607	*	000158	VERIZON WIRELESS	151.59
259612		007278	WHITLOCK BUSINESS SYSTEMS, INC.	1,811.08
259613		MISC	WILLIAM MOLNAR ROOFING INC	100.00
259615		000306	WOLVERINE CONTRACTORS INC	2,790.55
259618		008391	XEROX CORPORATION	195.57
Sub Total Checks:				\$189,906.80
Sub Total ACH:				\$45,417.80
Grand Total:				\$235,324.60

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.



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7/23/2018

**City of Birmingham**  
**7/11/2018**

Vendor Name	Transfer Date	Transfer Amount
Automated Benefit Services, Inc.	7/9/2018	45,417.80
<b>TOTAL</b>		45,417.80



**City of Birmingham**  
**Warrant List Dated 07/18/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259621		MISC	4 WAY CEMENT	100.00
259622		MISC	4-EVER-WATER-TITE LLC	100.00
259623	*	000855	48TH DISTRICT COURT	100.00
259624	*	000855	48TH DISTRICT COURT	100.00
259625	*	000855	48TH DISTRICT COURT	100.00
259626	*	000855	48TH DISTRICT COURT	100.00
259627	*	006965	7UP DETROIT	181.20
259628		002284	ABEL ELECTRONICS INC	427.50
259630		MISC	ADRAY, DEBORAH	200.00
259631		003708	AIRGAS USA, LLC	205.17
259632		007745	ALL COVERED	1,192.00
259633		MISC	ALLEN INDUSTRIES INC	200.00
259634		001000	ALLIED INC	2,403.47
259635		008431	AMCOBI	14,400.00
259636		008667	APOLLO FIRE-APPARATUS REPAIR	46.42
259637		002229	ART VAN FURNITURE	3,149.88
259638		000500	ARTECH PRINTING INC	436.00
259639		007479	ASB DISTRIBUTORS	135.85
259640	*	006759	AT&T	1,161.28
259641	*	006759	AT&T	187.18
259642	*	006759	AT&T	229.05
259643	*	006759	AT&T	128.19
259644	*	006759	AT&T	65.14
259645	*	006759	AT&T	131.89
259646	*	006759	AT&T	65.32
259647		MISC	BABI CONSTRUCTION INC	2,500.00
259650		MISC	BAKER BUILDING COMPANY	100.00
259652	*	000517	BEIER HOWLETT P.C.	43,861.25
259654		007345	BEVERLY HILLS ACE	40.94
259655		008503	BIRDIE IMAGING SUPPLIES, INC	3,369.60
259656		000524	BIRMINGHAM LOCKSMITH	21.30
259657		007624	BIRMINGHAM OIL CHANGE CENTER, LLC	49.97
259657	*	007624	BIRMINGHAM OIL CHANGE CENTER, LLC	49.97
259658	*	001086	CITY OF BIRMINGHAM	285.02
259659	*	001086	CITY OF BIRMINGHAM	608.75
259660	*	001086	CITY OF BIRMINGHAM	347.25
259662		000542	BLUE WATER INDUSTRIAL	88.75
259664		MISC	BRET ANDRE VANDEPOLDER	100.00
259665		MISC	C & S CEMENT CONTRACTORS	100.00
259666		003907	CADILLAC ASPHALT, LLC	341.85
259667		000571	CAR TRUCKING INC	2,125.00
259668		000444	CDW GOVERNMENT INC	6,514.88
259668	*	000444	CDW GOVERNMENT INC	22,072.63
259671		002067	CENTRAL PARKING SYSTEM	10.00



**City of Birmingham**  
**Warrant List Dated 07/18/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259673		006840	CHAPP & BUSHEY OIL CO. INC.	996.40
259674		007284	CINCINNATI TIME SYSTEMS, INC.	105.00
259675		000605	CINTAS CORPORATION	316.95
259677	*	000912	MARK CLEMENCE	194.81
259678		004188	COFFEE BREAK SERVICE, INC.	40.25
259679	*	007774	COMCAST BUSINESS	254.85
259680		002668	CONTRACTORS CLOTHING CO	303.23
259681		006115	CORRIGAN MOVING SYSTEMS	660.00
259682		003802	CROSWELL GREENHOUSE	20,053.85
259684		000847	DETROIT SALT COMPANY	3,197.48
259685		MISC	DG RESIDENTIAL SALES LLC	400.00
259686		008641	DINGES FIRE COMPANY	2,181.97
259687		MISC	DREAMSCAPES	100.00
259688	*	000179	DTE ENERGY	2,005.34
259689		001077	DUNCAN PARKING TECH INC	234.74
259690		006090	DYNAMIC SYSTEMS, INC.	2,550.00
259691		008573	EARTH TO EARTH INC	253.50
259692		000493	ED RINKE CHEVROLET BUICK GMC	23.17
259693	*	007538	EGANIX, INC.	720.00
259695		MISC	EXCEL HOME CONSTRUCTION SERVICES LL	100.00
259696		008666	F J LAFONTAINE & SONS	5,891.00
259698		MISC	FATHER & SON CONSTRUCTION CO	200.00
259699		004514	FEDEX OFFICE	2,442.72
259701		007314	FLEIS AND VANDENBRINK ENG. INC	1,254.93
259702		007561	FLORENCE CEMENT	6,835.00
259702	*	007561	FLORENCE CEMENT	11,521.74
259703		MISC	FOUNDATION SYSTEMS OF MICHIGAN INC.	200.00
259704		MISC	FOUNDATIONS SYSTEMS OF MICHIGAN	110.00
259705		000217	FOUR SEASON RADIATOR SERVICE INC	409.95
259706		MISC	G & M GUTTER COMPANY INC	100.00
259707		001023	GABRIEL, ROEDER, SMITH & CO.	5,400.00
259709		008819	GALEANA'S VAN DYKE DODGE	19,488.74
259710		000223	GASOW VETERINARY	431.00
259711		000592	GAYLORD BROS., INC	117.34
259712	*	004604	GORDON FOOD	669.32
259713		MISC	GRAHAM MARTIN KUHN	20.00
259714		000243	GRAINGER	229.90
259715		008382	GREAT LAKES PORTABLE STORAGE LLC	169.00
259716		MISC	GREAT OAKS LANDSCAPE	100.00
259718		001531	GUNNERS METER & PARTS INC	5,736.00
259719		005959	H2O COMPLIANCE SERVICE INC	170.00
259720		001447	HALT FIRE INC	90.72
259721		006346	HARRELL'S LLC	276.12



**City of Birmingham**  
**Warrant List Dated 07/18/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259722		003938	HART PAVEMENT STRIPING CORP	46,690.00
259723		MISC	HEATHER GARDNER	198.00
259724		MISC	HIGHER GROUND LANDSCAPING	100.00
259726		001415	HORNUNG'S PRO GOLF SALES INC	123.53
259727		000331	HUBBELL ROTH & CLARK INC	989.16
259729		MISC	INGRAM ROOFING INC	200.00
259730		MISC	ITEC ENTERPRISES LLC	500.00
259731		002407	J & B MEDICAL SUPPLY	60.76
259732		000344	J.T. EXPRESS, LTD.	2,782.50
259733		MISC	JAMES R LIGHTBODY	200.00
259734		MISC	JASON MCBAIN	100.00
259736		003458	JOE'S AUTO PARTS, INC.	990.53
259738		004088	KGM DISTRIBUTORS INC	140.00
259739		005350	KLM BIKE & FITNESS INC	159.77
259740		MISC	L & S H OME IMPROVEMENTS LLC	200.00
259741		006127	LANDSCAPE FORMS, INC	3,745.80
259742		005550	LEE & ASSOCIATES CO., INC.	195.00
259743		006817	LEXISNEXIS RISK DATA MANAGEMENT INC	244.20
259745		MISC	LMB PROPERTIES LLC	6,400.00
259747		MISC	MAINSTREET RESTORATIONS & REMODELIN	200.00
259748		MISC	MASSIMO D AGOSTINO	100.00
259749		000888	MCKENNA ASSOCIATES INC	54,505.00
259750	*	008793	MERGE MOBILE, INC.	17.00
259751	*	007659	MICHIGAN.COM #1008	32.50
259755		008319	MKSK	1,727.21
259756		007163	MOBILE HEALTH RESOURCES	1,364.86
259757		MISC	MPB COMPANY	100.00
259759		MISC	NC CEMENT	100.00
259760		008806	NELSON NYGAARD CONSULTING ASSOC.	38,493.12
259761		MISC	OAK ELECTRIC SERVICE INC	200.00
259762	*	000477	OAKLAND COUNTY	412,718.85
259763	*	008214	OAKLAND COUNTY WATER DEPARTMENT	8,903.40
259764	*	004370	OCCUPATIONAL HEALTH CENTERS	512.50
259766	*	000481	OFFICE DEPOT INC	3,198.72
259769		001325	P.K. CONTRACTING INC	9,739.66
259771	*	001753	PEPSI COLA	440.85
259772		MISC	POTOROKA CONCRETE	100.00
259773		008269	PREMIER SAFETY	140.65
259774		000897	PRINTING SYSTEMS INC	19.65
259775		MISC	RAM RESIDENTIAL SPECIALISTS	100.00
259776		001197	RAVEN GOLF BALL CO	375.00
259777		001334	RECIPROCAL ELEC COUNCIL INC	50.00
259778		MISC	RENAISSANCE RESTORATIONS INC	100.00



**City of Birmingham**  
**Warrant List Dated 07/18/2018**

Meeting of 07/23/2018

Check Number	Early Release	Vendor #	Vendor	Amount
259779		MISC	RICHARD A HOYT	100.00
259782	*	002806	SAM'S CLUB/SYNCHRONY BANK	713.47
259783		MISC	SCOTT QUALITY HOMES II LLC	2,400.00
259785		006850	SHELBY AUTO TRIM, INC.	288.75
259786	*	008073	SITEONE LANDSCAPE SUPPLY, INC	312.29
259787		000256	SOMERSET BUICK GMC INC	219.46
259788		008796	SOULLIERE COMPANIES	5,500.00
259791		000260	SPARTAN DISTRIBUTORS INC	49.06
259792		MISC	STAR BUILDERS INC	2,000.00
259793	*	008507	SUPERFLEET MASTERCARD PROGRAM	385.89
259794		008748	TECHSEVEN COMPANY	700.00
259794	*	008748	TECHSEVEN COMPANY	452.00
259795		008748	TECHSEVEN COMPANY	50.00
259796		008748	TECHSEVEN COMPANY	85.00
259797		MISC	THOMAS SEBOLD & ASSOCIATES, IN	200.00
259798		MISC	TRADEMARK BUILDING COMPANY INC	900.00
259799		MISC	TYLER DEARING-MANNING	190.97
259802		007226	VALLEY CITY LINEN	73.85
259803	*	000158	VERIZON WIRELESS	120.12
259804	*	000158	VERIZON WIRELESS	194.79
259805	*	000158	VERIZON WIRELESS	76.02
259806	*	000158	VERIZON WIRELESS	376.09
259807		MISC	VICTORS HOME IMPROVEMENT LLC	200.00
259808	*	004334	VILLAGE CONEY	293.56
259809	*	MISC	VIRGINIA GEHEB	374.00
259812	*	003890	LAUREN WOOD	525.00
259813		008391	XEROX CORPORATION	1,180.13
Sub Total Checks:				\$819,906.39
Sub Total ACH:				\$2,545,505.66
Grand Total:				\$3,365,412.05

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.



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7/23/2018

**City of Birmingham**  
**ACH Warrant List Dated 7/18/2018**

Vendor Name		Transfer Amount
Automated Benefit Services, Inc.	7/16/2018	85,333.16
Birmingham Schools	7/16/2018	895,360.93
Oakland County Treasurer	7/16/2018	1,564,811.57
<b>TOTAL</b>		2,545,505.66





## MEMORANDUM

Office of the City Manager

**DATE:** July 15, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Joellen Haines, Assistant to the City Manager

**SUBJECT:** Michigan Municipal League (MML) Workers' Compensation Fund Board of Trustees Election

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The City of Birmingham is a member of the Michigan Municipal League Workers' Compensation Fund. The Michigan Municipal League is the state's leading provider of municipal workers' compensation and risk management services.

The Michigan Municipal League is holding an election for this year's Workers' Compensation Fund Board of Trustees. Three (3) incumbent Trustees have agreed to seek re-election. A brief biographical sketch of each candidate is attached for your review. The three incumbent Board members are:

Christine Burns, Village Manager, Village of Spring Lake  
Todd Campbell, City Manager, City of Saline  
Lee Kilbourn, Mayor, City of Auburn

A resolution is required to authorize the City of Birmingham's vote to be cast for the above persons to serve as Trustees of the Michigan Municipal League Workers' Compensation Fund. These three incumbents are the only three candidates seeking re-election to this Board.

### SUGGESTED RESOLUTION:

To authorize the City Manager to cast a vote, on the City's behalf, for the three incumbent members of the Michigan Municipal League Workers' Compensation Fund Board of Trustees for four year terms, beginning October 1, 2018.



to	Members of the MML Workers' Compensation Fund	from	Michael J. Forster
cc		date	June 25, 2018
pages	1	subject	2018 Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. Three (3) incumbent Trustees have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 10. You may also submit your ballot online by going to [www.mml.org](http://www.mml.org). Click on *Insurance*, then *Workers' Compensation Fund*; the official ballot is located in the left navigation bar under *Online Forms*.

Thank you for your membership in the Worker's Compensation Fund, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster

Fund Administrator



THE CANDIDATES  
Two-year terms beginning October 1, 2018



***Christine Burns, Village Manager, Village of Spring Lake***

Christine has more than 25 years of experience as a municipal official. Christine has been the village manager of Spring Lake since 2012 after serving the City of Cedar Springs for more than five years and the Village of Oxford for nearly two years. She also served the City of Clare for more than 14 years. Chris graduated from Central Michigan University with the BS in BA majoring in Management (1990) and earned her MSA in Public Administration from CMU in 2006. *Fire Up Chips!* Chris is a member of the Michigan Municipal Executives (MME), International City/County Management Association (ICMA) and holds a Certified Master Municipal Clerk designation; she has also served as the President for the West MI Local Government Management Association and has served on the Board of Directors for MME. Christine is seeking re-election to her third term.



***Todd Campbell, City Manager, City of Saline***

Todd has 20 years of experience as a municipal official, serving the City of Saline for the last 10 years. He has also served as Village Manager for the Village of Homer, Assistant City Manager for the City of Greenville and Assistant City Manager for the City of Sturgis. Todd has a Bachelor of Arts degree from Hope College and a Masters of Public Administration degree from Central Michigan University. Todd is a past president of the Rotary Club of Saline, past president of the Saline Coalition for a Quality Community, a member of the Saline Area Chamber of Commerce Board of Directors, a member of the Saline Main Street Board of Directors and a volunteer football coach for Saline High School. Todd is a member of the Michigan Municipal Executives and the International City Management Association. Todd is seeking election to his first full term.



***Lee Kilbourn, Mayor, City of Auburn***

Lee Kilbourn has been mayor of Auburn since 2011 and is past president of the Michigan Association of Mayors. He previously served as mayor when elected in 1981. Kilbourn has served on several community organizations and the Auburn-Williams Fire District for 25 years. He is currently a member of the Auburn-Williams Lions Club, the Auburn Downtown Development Authority, and the Auburn-Williams Intergovernmental Committee. Kilbourn graduated from Oral Roberts University with a bachelor's degree in business. He and his wife, Kathy, are second generation owners of their family's 57-year-old furniture business and proud grandparents of two children. Lee is seeking election to his first full term.





## MEMORANDUM

City Clerk's Office

**DATE:** July 16, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** J. Cherilynn Mynsberge, City Clerk

**SUBJECT:** Special Event Request  
Veteran's Day Wreath Laying

Attached is a special event application submitted by the Piety Hill Chapter, National Society Daughters of the American Revolution requesting permission to hold the Veteran's Day Wreath Laying Ceremony on November 11, 2018 at 11:00 AM in Shain Park.

The application has been circulated to the affected departments and approvals and comments have been noted.

The following November events are anticipated to be held in November and do not pose a conflict with the proposed event.

Event Name	Date	Location
Halloween Parade & Pumpkin Patch	Oct. 28	Shain Park
Nativity Display	Application not yet submitted	Shain Park

### SUGGESTED RESOLUTION:

To approve a request from the Piety Hill Chapter, National Society Daughters of the American Revolution to hold the Veteran's Day Wreath Laying Ceremony on November 11, 2018 at 11:00 a.m. pursuant to any minor modifications that may be deemed necessary by administrative staff at the time of the event.



18-00011288

**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 OFFICER 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 JUNE 12 2018

Name of Event Veterans Day Wreath Laying Ceremony

Detailed Description of Event (attach additional sheet if necessary) Veterans Day Wreath Laying at both monuments in Shain Park; Flag Ceremony

Location Shain Park

Date(s) of Event Nov 11, 2018                      Hours of Event 11:00 - 12:00

Date(s) of Set-up Nov 11, 2018                      Hours of Set-up 10:00-11:00

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

Date(s) of Tear-down Nov 11, 2018                      Hours of Tear-down 12:00 - 1:00

Organization Sponsoring Event Piety Hill Chapter, NSDAR

Organization Address 1235 Yorkshire Rd

Organization Phone 248-840-0762

Contact Person Holly Heiss

Contact Phone 248-840-0762

Contact Email holly.heiss@gmail.com




## II. EVENT INFORMATION

1. Organization Type Non-Profit Community Group  
(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. ) \_\_\_\_\_  
City of Birmingham  
\_\_\_\_\_  
\_\_\_\_\_
3. Is the event a fundraiser? YES ☐ NO ☒  
List beneficiary \_\_\_\_\_  
List expected income \_\_\_\_\_  
Attach information about the beneficiary.
4. First time event in Birmingham? YES ☐ NO ☒  
If no, describe 12th annual celebration  
\_\_\_\_\_  
\_\_\_\_\_
5. Total number of people expected to attend per day approx. 100
6. The event will be held on the following City property: (Please list)  
☐ Street(s) \_\_\_\_\_  
\_\_\_\_\_  
☐ Sidewalk(s) \_\_\_\_\_  
\_\_\_\_\_  
☒ Park(s) Shain Park  
\_\_\_\_\_  
\_\_\_\_\_
7. Will street closures be required? YES ☐ NO ☒  
**(Police Department acknowledgement prior to submission of application is required) (initial here)** [Signature]
8. What parking arrangements will be necessary to accommodate attendance? none



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 Piety Hill Board Members

10. Will the event require safety personnel (police, fire, paramedics)? YES ☒ NO ☐  
**(Police Department acknowledgement prior to submission of application is required.) (initial here)** 

Describe Police officers will assist in placing wreaths

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 ☐  
☒ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

Time music will begin 11:00 bagpipes/bugle

Time music will end 12:00

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 \_\_\_\_\_

Size of signs/banners \_\_\_\_\_

Submit a photo/drawing of the sign(s). **A sign permit is 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.**
- All food/beverage vendors must have Oakland County Health Department approval.
- Attach copy of Health Dept 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	/	6 for \$200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	/	\$4.00 each	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	/	\$200.00 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	/	Contact the Fire Department.	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.
Audio System	<i>Portable sound system</i>	\$200.00 per day	Must meet with City representative.
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 120 sq ft)		
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

*30 chairs +/-*



**SIGNATURE OF APPLICANT REQUIRED**

EVENT NAME Veterans Day Wreath Laying

EVENT DATE 11-11-18

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.

Hally Heins 6-12-18  
Signature Date

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

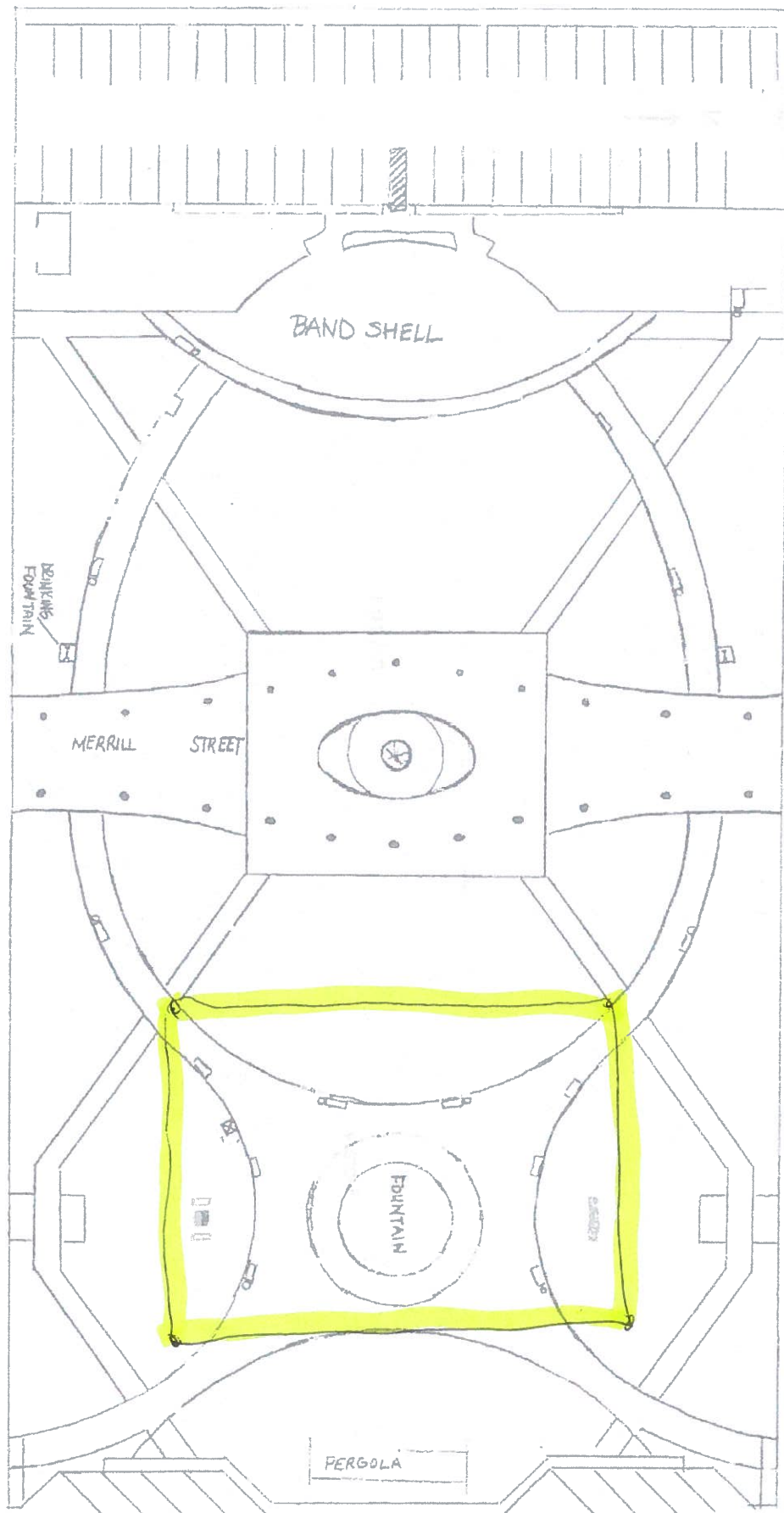
- Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. *(Sample letter attached to this application.)*
- Attach a copy of the proposed letter to this application. The letter will be reviewed 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.



TOWNSEND STREET

ST

HENRIETTA STREET



MARTIN STREET



**Piety Hill Chapter**  
*The National Society Daughters of the American Revolution*  
PO Box 285 Birmingham, MI 48012-0285

---

**SPECIAL EVENT REQUEST NOTIFICATION LETTER**

DATE: July 1, 2018  
TO: Residential Property or Business Owner

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: Veterans Day Wreath Laying

LOCATION: Shain Park

DATE(S) OF EVENT November 11, 2018      HOURS OF EVENT 11:00 am – 12:00 Noon

BRIEF DESCRIPTION OF EVENT/ACTIVITY: Veterans Day Ceremony with wreath laying by Piety Hill Chapter NSDAR (National Society Daughters of the American Revolution), bagpipes and bugle.

DATE(S) OF SET-UP Nov 11, 2018      HOURS OF SET-UP 10:00 – 11:00 am

DATE(S) OF TEAR-DOWN Nov 11, 2018      HOURS OF TEAR-DOWN 12:00 – 1:00 pm

DATE OF CITY COMMISSION MEETING: July 23, 2018

The City commission meets in room 205 of the Municipal Building at 151 Martin at 7:30PM. **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](http://www.bhamgov.org/events) for a complete list of special events.

EVENT ORGANIZER: Holly Heiss  
ADDRESS: 1235 Yorkshire Rd., Birmingham, MI  
PHONE: 248-840-0762

**FOR QUESTIONS ON DAY OF EVENT, CONTACT: Holly Heiss 248-840-0762**

---

**A map showing street closures must be attached.** (N/A)



## DEPARTMENT APPROVALS

EVENT NAME VETERANS DAY WREATH LAYING

LICENSE NUMBER #18-00011288

COMMISSION HEARING DATE: JULY 23, 2018

NOTE TO STAFF: Please submit approval by **JUNE 30, 2018**

DATE OF EVENT: NOV 11, 2018

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)
<b>PLANNING</b> 101-000.000-634.0005 248.530.1855		No Costs/No Comments			
<b>BUILDING</b> 101-000.000.634.0005 248.530.1850	MJM	No Building Department involvement		\$0	\$0
<b>FIRE</b> 101-000.000-634.0004 248.530.1900	JMC			\$0	\$0
<b>POLICE</b> 101-000.000.634.0003 248.530.1870	SG	On duty personnel to attend		\$0	\$0
<b>PUBLIC SERVICES</b> 101-000.000-634.0002 248.530.1642	Carrie Laird	1-Portable Audio System 1-Podium 30-folding chairs (chairs placed in Shain Park) Chairs and all flags placed around site. Large flag pole available to post colors with flags.		\$0	





## MEMORANDUM

City Clerk's Office

**DATE:** July 16, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** J. Cherilynn Mynsberge, City Clerk

**SUBJECT:** Revised Special Event Request  
Day on the Town

Attached is a revised special event application submitted by the Birmingham Shopping District (BSD) for Day on the Town in downtown Birmingham.

The original date for the event, as approved by the City Commission, was July 28, 2018 which would have allowed the event to take place after the estimated completion date of the construction project on S. Old Woodward and Maple. Completion of the road construction has been extended, and, therefore, the BSD is requesting to move the date of the Day on the Town event to August 11, 2018. The BSD plans to incorporate a celebration of the opening of the new streets at the beginning of the Day on the Town event.

In addition, the BSD is requesting an expanded footprint north and south on Old Woodward so that the event will encompass all merchants within the District.

The application has been circulated to the affected departments and approvals and comments have been noted.

Notices of the proposed revisions to the event were mailed to all residents and businesses who would be affected.

The following events have been approved by the Commission to be held in August. These events do not pose a conflict with the proposed event.

Event Name	Date	Location
Farmers Market	Every Sunday May - October	Lot 6 (North Old Woodward)
In the Park Concerts	Every Wednesday June - August	Shain Park
Seaholm Harriers & Oral Cancer Foundation 5K	<del>August 8</del> <b>August 5</b>	Seaholm High School and surrounding streets
Birmingham Cruise Event	August 18	South Old Woodward & Brown, portions of Frank, Bowers, Haynes & Landon
Movie Night	August 24	Booth Park



**SUGGESTED RESOLUTION:**

To approve a request from the Birmingham Shopping District to revise the Day on the Town event in downtown Birmingham, to be held August 11, 2018, and to expand the footprint of the event to the total area depicted on Revised Diagram A. Approval is 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.



<b>ENGINEERING</b> <b>101-000.000.634.0002</b> 248.530.1839	A.F.	No Comments	None	\$0	\$0
<b>SP+ PARKING</b>	A.F.	SP+ has been notified via email – 6/18/18	None	\$0	\$0
<b>INSURANCE</b> 248.530.1807	CA	City event	None	0	0
<b>CLERK</b> <b>101-000.000-614.0000</b> 248.530.1803		Notification letters mailed by applicant on 7/1/18. Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than (city event).	Applications for vendors license must be submitted no later than N/A	City event	
				<b>TOTAL DEPOSIT REQUIRED</b>  \$0.00	<b>ACTUAL COST</b>

**FOR CLERK'S OFFICE USE**

Deposit paid \_\_\_\_\_

Actual Cost \_\_\_\_\_

Due/Refund \_\_\_\_\_



**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 OFFICER 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

<b>FEES:</b>	<b>FIRST TIME EVENT:</b>	<b>\$200.00</b>
	<b>ANNUAL APPLICATION FEE:</b>	<b>\$165.00</b>

(Please print clearly or type)

Date of Application March 9, 2018

Name of Event Day on the Town

Detailed Description of Event (attach additional sheet if necessary) \_\_\_\_\_

All day shopping event in downtown Birmingham with family friendly activities

Location Downtown Birmingham

Date(s) of Event Sat., ~~July 28~~ <sup>Aug 11</sup>, 2018 Hours of Event 9 a.m. - 7 p.m.

Date(s) of Set-up Sat., ~~July 28~~ <sup>Aug 11</sup>, 2018 Hours of Set-up 7 - 9 a.m.

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

Date(s) of Tear-down Sat., ~~July 28~~ <sup>Aug 11</sup>, 2018 Hours of Tear-down 7 - 9 p.m.

Organization Sponsoring Event Birmingham Shopping District

Organization Address 151 Martin St.

Organization Phone 248-530-1200

Contact Person Jaimi Brook

Contact Phone 248-530-1200 office, 248-508-5518 cell.

Contact Email jbrook@bhamgov.org



## II. EVENT INFORMATION

1. Organization Type BSD  
(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. ) TBD  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is the event a fundraiser? YES ☐ NO ☒  
List beneficiary \_\_\_\_\_  
List expected income \_\_\_\_\_  
Attach information about the beneficiary.
4. First time event in Birmingham? YES ☐ NO ☒  
If no, describe This is an annual event  
\_\_\_\_\_
5. Total number of people expected to attend per day 10,000-15,000
6. The event will be held on the following City property: (Please list)  
☒ Street(s) Maple, Pierce, Henrietta, Martin, Old Woodward (see attached maps showing plan A - if construction is complete and Plan B - if it is not complete)  
☒ Sidewalk After 7p.m. stores may elect to move sale items from the street to the storefront sidewalks - allowing for pedestrians.  
☐ \_\_\_\_\_ Park(s)  
\_\_\_\_\_
7. Will street closures be required? YES ☒ NO ☐  
(Police Department acknowledgement prior to submission of application is required) (initial here) [Signature]
8. What parking arrangements will be necessary to accommodate attendance? We would like to provide free parking in all structures and at meters from 9 a.m. - 7 p.m. - pending staff approval.



A B C D E F G H I J K L M N O P Q R

Day on The Town Aug. 11, 2018

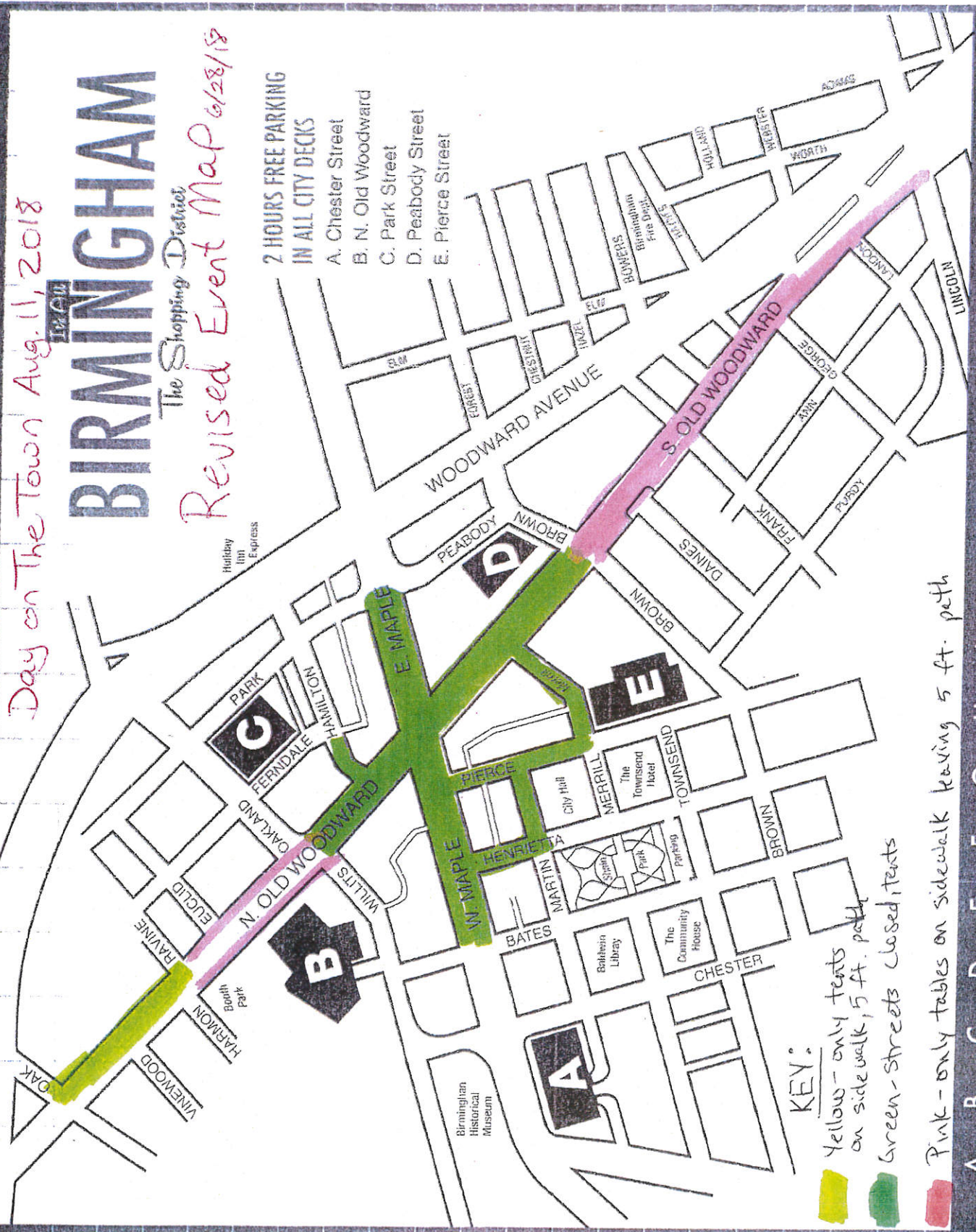
# BIRMINGHAM

The Shopping District

Revised Event Map 6/28/18

2 HOURS FREE PARKING  
IN ALL CITY DECKS

- A. Chester Street
- B. N. Old Woodward
- C. Park Street
- D. Peabody Street
- E. Pierce Street



**KEY:**

Yellow - only tents on sidewalk, 5 ft. path

Green - streets closed, tents

Pink - only tables on sidewalk leaving 5 ft. path

A B C D E F G H I J K L M N O P Q R

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 15 17 18 19 20



ORIGINAL FOOTPRINT FOR JULY 28, 2018

# THE BIRMINGHAM CRUISE EVENT 2018

Saturday, August 18 • 9 a.m. - 4 p.m.



## BIRMINGHAM

Cruise Event

AUGUST 18, 2018





## **REVISED DAY ON THE TOWN 2018 EVENT FOOTPRINT** *as of 6/28/18*

Day on the Town

August 11, 2018

**Event Area A** – (green) streets closed, tents in streets

Maple from Bates to Peabody

Old Woodward from Brown to Willits

Hamilton from N. Old Woodward to Ferndale

Henrietta from W. Maple to Martin

Martin from Henrietta to Pierce

Pierce from W. Maple to Merrill

Merrill from Pierce to S. Old Woodward

**Event Area B** – (yellow) streets open, tents on sidewalk/right of way leaving walking path at least 5 feet wide

N. Old Woodward from 526 N. Old Woodward (Antonio's Bridal Salon) to 588 N. Old Woodward (Birmingham Wine)

**Event Area C** – (pink) streets open, only tables on sidewalks leaving walking path at least 5 feet wide

S. Old Woodward from Brown to Lincoln

N. Old Woodward from Oak to 474 N. Old Woodward (Market North End)



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 BSD staff will be on-site throughout the event
10. Will the event require safety personnel (police, fire, paramedics)? YES ☒ NO ☐  
**(Police Department acknowledgement prior to submission of application is required.) (initial here)** [Signature] Describe On call status
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 X Recorded X Loudspeakers  
Time music will begin 12 noon  
Time music will end 7 p.m. on streets  
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 2 banners  
Size of signs/banners 14' x 5' (sample attached)  
Submit a photo/drawing of the sign(s). **A sign permit is 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.**
  - All food/beverage vendors must have Oakland County Health Department approval.
  - Attach copy of Health Dept 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?
TBD	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 \$200.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles	TBD	\$4.00 each	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		\$200.00 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)	TBD # of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		Contact the Fire Department.	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.
Audio System		\$200.00 per day	Must meet with City representative.
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 120 sq ft)	15-25	
Portable Toilets	TBD	
Rides		
Displays	TBD	
Vendors	TBD	
Temporary Structure (must attach a photo)		
Other (describe)		



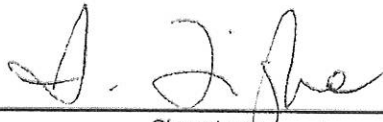
**SIGNATURE OF APPLICANT REQUIRED**


EVENT NAME Day on the Town

EVENT DATE July 28, 2018

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.

  
Signature

  
Date

**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.



Sample 14' x 5'

<p><b>The Premier Shopping Event of the Summer</b></p>	
	<p><b>When Upscale Goes On Sale!</b></p> 



# BIRKENHEAD

Day on the Town!

Saturday, July 28 • 9 a.m. - 7 p.m.

America's Dead • 100% Guaranteed

Children • Adults

FREE PARKING ALL DAY

For more information, call 1-800-888-8888

For more information, call 1-800-888-8888





NOTIFICATION—\*\*\*\*NEW INFORMATION\*\*\*\*

DATE: June 29, 2018

TO: Downtown Birmingham Business/Property Owner

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.

NAME OF EVENT: Day On The Town

LOCATION: Old Woodward from Oakland/Willits to Brown  
Hamilton from Old Woodward to Ferndale  
Martin from Pierce to Henrietta  
Henrietta from Maple to Martin—Pierce from Maple to Merrill  
Merrill from Pierce to Old Woodward - Maple from Bates to Peabody  
526 N. Old Woodward to 588 N. Old Woodward (no street closures)  
S. Old Woodward from Brown to Lincoln (no street closures)  
N. Old Woodward from Oak to 474 N. Old Woodward (no street closures)

DATES/TIMES: Saturday, August 11, 2018 from 9 a.m. until 7 p.m.

DATE/TIME OF CITY COMMISSION MEETING: Monday, July 23, 2018 at 7:30 p.m.

The City Commission meets in room 205 of the Municipal Building at 151 Martin. 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](http://www.bhamgov.org/enotify).

EVENT ORGANIZER: Birmingham Shopping District  
ADDRESS: 151 Martin  
PHONE: 248-530-1200

For questions on day of event, contact BSD Operations & Events Manager, Jaimi Brook at 248-508-5518

NOTIFICATION—\*\*\*\*NEW INFORMATION\*\*\*\*

DATE: June 29, 2018

TO: Downtown Birmingham Business/Property Owner

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BSD  
151 Martin Street  
Birmingham, MI 48009

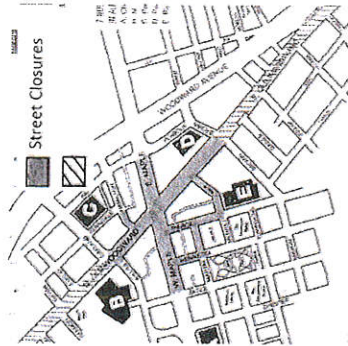
BSD  
151 Martin Street  
Birmingham, MI 48009

Revised

6/29/18

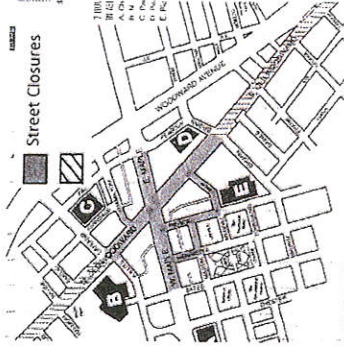
1936253014  
Occupant

763 ANN ST  
BIRMINGHAM, MI 48009



1936253016  
Occupant

787 ANN ST  
BIRMINGHAM, MI 48009

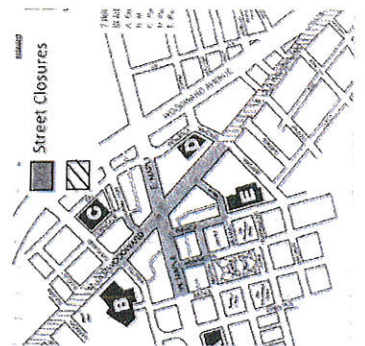


BSD  
151 Martin Street  
Birmingham, MI 48009

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Birmingham, MI 48009

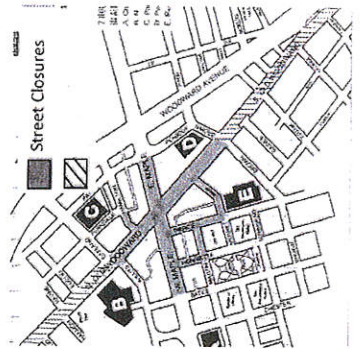
1936253025  
Occupant

750 S OLD WOODWARD AVE  
BIRMINGHAM, MI 48009



1936253026  
Occupant

772 S OLD WOODWARD AVE  
BIRMINGHAM, MI 48009







Michigan Municipal League

## Liability & Property Pool

### LIABILITY DECLARATIONS

IN RETURN FOR THE PAYMENT TO THE POOL AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE DOCUMENT, THE POOL AGREES WITH YOU TO PROVIDE COVERAGE AS STATED IN THIS CONTRACT. THESE COVERAGES ARE ALSO PROVIDED IN ACCORDANCE WITH THE INTERGOVERNMENTAL CONTRACT WHICH FORMS THE LEGAL BASIS FOR THE OPERATION OF THE POOL

Contract Number: MML001444016 Renewal of Number: MML001444015

Pool Member: City of Birmingham

Coverage Period From: 7/1/2017 To: 7/1/2018  
12:01 A.M. Standard Time

*(This policy applies to only those Coverage Parts marked with an "X")*

#### LIMITS OF INSURANCE

☒ MUNICIPAL GENERAL LIABILITY COVERAGE PART

EACH OCCURRENCE LIMIT \$10,000,000

FIRE DAMAGE LIMIT \$100,000 Any One Fire

MEDICAL EXPENSE LIMIT \$10,000 Any One Person

DEDUCTIBLE: \$125,000 Each Occurrence

☒ LAW ENFORCEMENT LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT \$10,000,000

DEDUCTIBLE: \$125,000 Each Wrongful Act

☒ PUBLIC OFFICIALS LIABILITY COVERAGE PART

EACH WRONGFUL ACT LIMIT \$10,000,000

DEDUCTIBLE: \$125,000 Each Wrongful Act



(This policy applies to only those Coverage Parts marked with an "X")

LIMITS OF INSURANCE

☒ EMPLOYEE BENEFIT LIABILITY COVERAGE PART

EACH CLAIM LIMIT \$1,000,000

DEDUCTIBLE: \$125,000 Each Claim

☒ AUTOMOBILE LIABILITY COVERAGE PART

EACH OCCURRENCE LIMIT \$10,000,000

DEDUCTIBLE: \$125,000 Each Occurrence

☒ THE COMBINED POLICY LIMIT \$10,000,000

Regardless of the number of Insureds, Claims made or Suits brought, persons or organizations making Claims or bringing Suits or coverages or coverage parts which may be applicable, the Combined Policy Limit shown above is the most we will pay for the sum of all Damages arising out of an Occurrence, Wrongful Act, act or omission and any series of related Occurrences, Wrongful Acts, acts or omissions.

The Combined Policy Limit is the most we will pay regardless of the number of Coverage Parts under which coverage may be sought.

FORMS AND ENDORSEMENTS applying to these Coverage Parts and made part of this policy at time of issue: MML200 (01/14), MML202 (11/99), MML233 (07/13), MML203 [11/99], MML208 [11/99], MML215 [02/00]

TOTAL LIABILITY PREMIUM

\$ INCLUDED

BY



Authorized Representative

Date:

6/19/2017

A SERVICE OF THE MICHIGAN MUNICIPAL LEAGUE

MMLB (02/10)

THESE DECLARATIONS ARE A PART OF THE COMMON POLICY DECLARATIONS.

- Page 2 of 2 -



# DEPARTMENT APPROVALS

EVENT NAME DAY ON THE TOWN

LICENSE NUMBER #18-00011294

COMMISSION HEARING DATE: 7/23/18

NOTE TO STAFF: Please submit approval by **7/9/18**

DATE OF EVENT: 8/11/2018

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)
<b>PLANNING</b> 101-000.000-634.0005 248.530.1855	BC	No Costs/No Comments		\$0	
<b>BUILDING</b> 101-000.000.634.0005 248.530.1850	MJM	1. All exits, exit accesses, and exit discharges must be maintained 2. Tents that require permits need a tent layout plan for review 3. All tents are required to have flame certification 4. Tents and canopies must be stabilized with weights 5. Electrical cords or water lines must be taped or matted to prevent trip hazards	Tents over 200 square feet require permits. Electrical and plumbing permits needed for generators and water connections.	\$166.11  Fees for required tent or canopy permits	
<b>FIRE</b> 101-000.000-634.0004 248.530.1900	JMC	1. Blocked streets must be able to be made readily accessible for emergency vehicles in the event of an emergency. 2. Fire Department Connections (FDC) on buildings cannot be blocked or obstructed. 3. Fire hydrants cannot be blocked or obstructed.		\$40	
<b>POLICE</b> 101-000.000.634.0003 248.530.1870	SG	Personnel and Barricades		\$1300	



<b>PUBLIC SERVICES</b> 101-000.000-634.0002 248.530.1642	CF	ADDITIONAL COST COULD OCCUR IF TRASH IS NEEDED TO BE PICKED UP AFTER THE EVENT		\$4,000	
<b>ENGINEERING</b> 101-000.000.634.0002 248.530.1839	A.F.	It is unclear at this time if the entire construction zone will be available on this date. However, every attempt will be made to open as much as possible. Any areas not available will be barricaded and secured prior to this date. All stores must maintain 5' clear pedestrian pathway on the sidewalks. No damage to pavements allowed for tents, tables, shelters, etc.	None	\$0	\$0
<b>SP+ PARKING</b>	A.F.	Emailed to SP+ on 06/29/18			
<b>INSURANCE</b> 248.530.1807	CA	APPROVED	NONE	\$0	\$0
<b>CLERK</b> 101-000.000-614.0000 248.530.1803		Notification letters mailed by applicant on 6/29/18. Notification addresses on file in the Clerk's Office. Evidence of required insurance must be on file with the Clerk's Office no later than (PROVIDED).	Applications for vendors license must be submitted no later than 7/27/18.	\$165	
				<b>TOTAL DEPOSIT REQUIRED</b> <b>\$5,671.11</b>	<b>ACTUAL COST</b>

**FOR CLERK'S OFFICE USE**

Deposit paid \_\_\_\_\_

Actual Cost \_\_\_\_\_

Due/Refund \_\_\_\_\_





## MEMORANDUM

Engineering Dept.

**DATE:** July 16, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** Warwick Rd. Storm Sewer Tap  
Contract #10-18(S)

In 2013, the existing home located at 600 Shepardbush Rd. was demolished. Since the original house was built on two lots, the owner, Great Lakes Building Co., had the opportunity to construct two homes, using the originally platted lot lines. The corner house (southeast corner of Warwick Rd.) was approved and constructed in 2013/14. The point where the back lot line meets Warwick Rd. represents a low point both for the block, as well as for Warwick Rd. As a result, a significant drainage area is directed to this location. On the survey, the site was designed to maintain an existing catch basin served by a 6" storm sewer, connected to the existing Oakland Co. drain that is located on this street. Because the drain was located adjacent to the City sidewalk, but was on private property, the plan implied that it was doing an adequate job of both taking rear yard drainage, as well as providing an outlet for the City sidewalk and right-of-way.

As shown on the plans, since the builder owned both lots and planned to proceed with the construction of a second house on what became 654 Shepardbush Rd., the builder planned to eventually construct a storm sewer extension across the back of 600 Shepardbush and build a second drain that would provide an outlet for the backyard of this property as well.

After 600 Shepardbush Rd. was constructed and occupied, the homeowner experienced several basement and backyard drainage issues. The builder stepped in to help, and the City was asked to assist as well. A closer look at the existing storm drain adjacent Warwick Rd. determined that the structure was just a shallow pipe turned sideways with no bottom. Further, the outlet was an undersized 4" trapped pipe (for gas fumes). Due to age and inferior construction, the pipe and trap had pulled away from the catch basin, such that it prevented our Dept. of Public Services staff from unclogging it. Since the new house's sump pump was connected to this structure, when there was standing water in the backyard, it also caused issues for the new house's basement, and backups occurred on more than one occasion.

Once it became evident that the storm sewer outlet on Warwick Rd. was inadequate, Great Lakes Building did not build a storm sewer extension from it. Rather, they later built a new storm sewer connection to drain the backyard of a third house they constructed (680 Shepardbush Rd.) to the sewer system on Shepardbush Rd. to help drain the backyards to the east.

Over the past two years, the homeowner and City staff have worked together with the builder in attempting to assist with the ongoing basement and backyard drainage problems. For our



part, our office considers this a unique condition in that the Warwick Rd. right-of-way depends on this inadequate drain to outlet storm water from a low point on this block. Since this spot drains both several backyards as well as the east half of the right-of-way on this whole block of Warwick Rd., we feel we have a duty to install a properly sized catch basin and storm sewer that can be maintained by the City well into the future. To do so, the attached plan was prepared and recently advertised for bid. The plan calls for the construction of a new 8" PVC storm sewer tap to the existing County drain, and a 3 ft. diameter catch basin properly trapped and sized for long term maintenance by the City's Dept. of Public Services. Once constructed, it will be added to the City's storm sewer map, so that it is clear to future staff that it is to be maintained by the City. (The City has acquired an easement for drainage along the rear of this property, making access to this area legal into the future.)

The attached RFP was advertised using the Michigan Intergovernmental Trade Network (MITN), the statewide bidding program being used by the majority of public agencies and contractors to disseminate information about construction bids. Bids were opened on June 14, 2018. A summary of the bid results is attached.

Two bids were received from this solicitation, with the low bidder being Main Street Construction, Inc., with their low bid of \$26,250. (The engineer's estimate was \$21,000.) The low bid being higher than estimated, as well as the low number of bids, is a symptom of the very high demand there is presently for excavating services. While we have never worked with Main Street in the past, a check of references verified that they have the capability to complete this project.

The builder of the three adjacent houses, James Weise of Great Lakes Custom Homes, acknowledges that this area is benefitting from this project, and has offered to pay 50% of the cost of this construction to the City. To that end, a check for \$13,125 has been received that will be applied to this cost.

Since this was not a planned project, no funds have been budgeted for this work. In order to provide appropriate drainage for this area, it is recommended that the cost be charged to the Sewer Fund, with a budget appropriation as follows:

#### SUGGESTED RESOLUTION:

To award the Warwick Rd. Storm Sewer Tap, Contract #10-18(S) to Main Street Construction, Inc., in the amount of \$26,250.00, to be charged to the Sewer Fund, account number 591-536.001-981.0100, contingent upon execution of the agreement and meeting all insurance requirements. Further, to approve an amendment the 2018-19 fiscal year budget as follows:

#### Sewer Fund

##### Revenues:

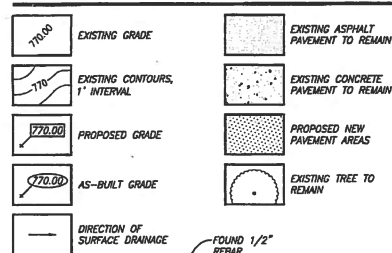
Draw from Net Position 590-000.000-400.0000	\$13,125
Other Revenue 590-000.000-677.0001 (Great Lakes Custom Homes)	<u>\$13,125</u>
Total Revenue Adjustments	<u>\$26,250</u>

##### Expenses:

Other Contractual Service 590-536.001-981.0100	<u>\$26,250</u>
Total Expense Adjustments	<u>\$26,250</u>



# LEGEND



## PROPERTY DESCRIPTION

PART OF PARCEL NO. 19-25-230-001  
LOT 17, "BIRMINGHAM FOREST HILLS", A SUBDIVISION OF A PORTION OF THE  
NORTHEAST 1/4 OF SECTION 25, TOWN 2 NORTH, RANGE 10 EAST,  
BLOOMFIELD TOWNSHIP (NOW CITY OF BIRMINGHAM), OKLAHOMA COUNTY,  
MICHIGAN AS RECORDED IN LIBER 36 OF PLATS, PAGE 26 OF OKLAHOMA  
COUNTY RECORDS.

## SITE CRITERIA

- ADDRESS: PART OF #600 SHEPARDSTREET
- PARCEL ID NO.: PART OF 19-25-230-001
- ZONING: R-1, SINGLE FAMILY RESIDENTIAL
- GRADE PLANE ELEVATION = 769.54
- REQUIRED FRONT SETBACK = 48.95' AS SURVEYED (CITY TO VERIFY)
- REQUIRED REAR SETBACK = 30'
- REQUIRED MINIMUM COMBINED FRONT AND REAR SETBACK = 55'
- REQUIRED MINIMUM SIDE SETBACK = 5'
- WARWICK ST. SIDE SETBACK = 10' MIN. (OR 11.25' AS REQUIRED BELOW)
- REQUIRED TOTAL SIDE SETBACK = 25X LOT WIDTH = 25X65' = 16.25'
- REQUIRED DISTANCE BETWEEN STRUCTURES = 16.25'
- PARCEL AREA: 9,098 S.F. (0.208 ACRES)
- LOT COVERAGE ALLOWED = 30% = 2,729 S.F.
- LOT COVERAGE PROPOSED = 2,366 S.F. (26.0%)
- OPEN SPACE REQUIRED = 40% = 3,639 S.F.
- OPEN SPACE PROPOSED = 6,733 S.F. (70.0%)
- FRONT YARD AREA = 3,182 S.F.
- FRONT YARD OPEN SPACE REQUIRED = 65% = 2,068 S.F.
- FRONT YARD OPEN SPACE PROPOSED = 2,068 S.F. (100%)

## NOTES

- SURVEY AND TOPOGRAPHY IS AS PERFORMED AND PROVIDED BY AZTEC LAND SURVEYORS INC., JOB NO. 13-135, DATED MAY 4, 2013, AND UPDATED TO REFLECT EXISTING UTILITIES, PAVEMENTS, AND REMOVAL OF TREES.
- THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.
- A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.
- ALL RAIN GUTTER DOWNSPOUTS MUST BE CONSTRUCTED IN A MANNER THAT DIRECTS WATER FLOW TO THE FRONT OF SUBJECT PROPERTY.
- ALL TREES IN THE EXISTING RIGHT OF WAY MUST BE PROTECTED DURING TIME OF CONSTRUCTION.
- ALL FOUNDATION DIMENSION AND FINISH FLOOR ELEVATIONS SHALL BE VERIFIED WITH THE FINAL APPROVED BUILDING PLANS PRIOR TO THE START OF CONSTRUCTION.

## BENCHMARK

CITY BENCHMARK #9  
ELEVATION = 770.36 (CITY DATUM)  
TOP OF BRASS MONUMENT ON THE SOUTHEAST CORNER OF WARWICK STREET AND SHEPARDSTREET.

## CONTRACTOR'S NOTE

The locations of existing underground utilities are shown in an approximate way only. The contractor shall determine the exact location of all existing utilities before commencing work. He agrees to be fully responsible for any and all damages which might be occasioned by his failure to exactly locate and preserve any and all underground utilities.

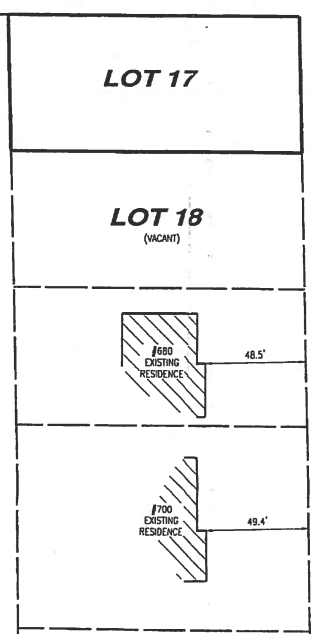
**3 WORKING DAYS BEFORE YOU DIG CALL MISS DIG**  
1-800-482-7171  
(TOLL FREE) for the location of underground utilities

The contractor shall be responsible for adhering to all applicable local, state, and federal standards, specifications, and guidelines for construction.

## LOCATION MAP

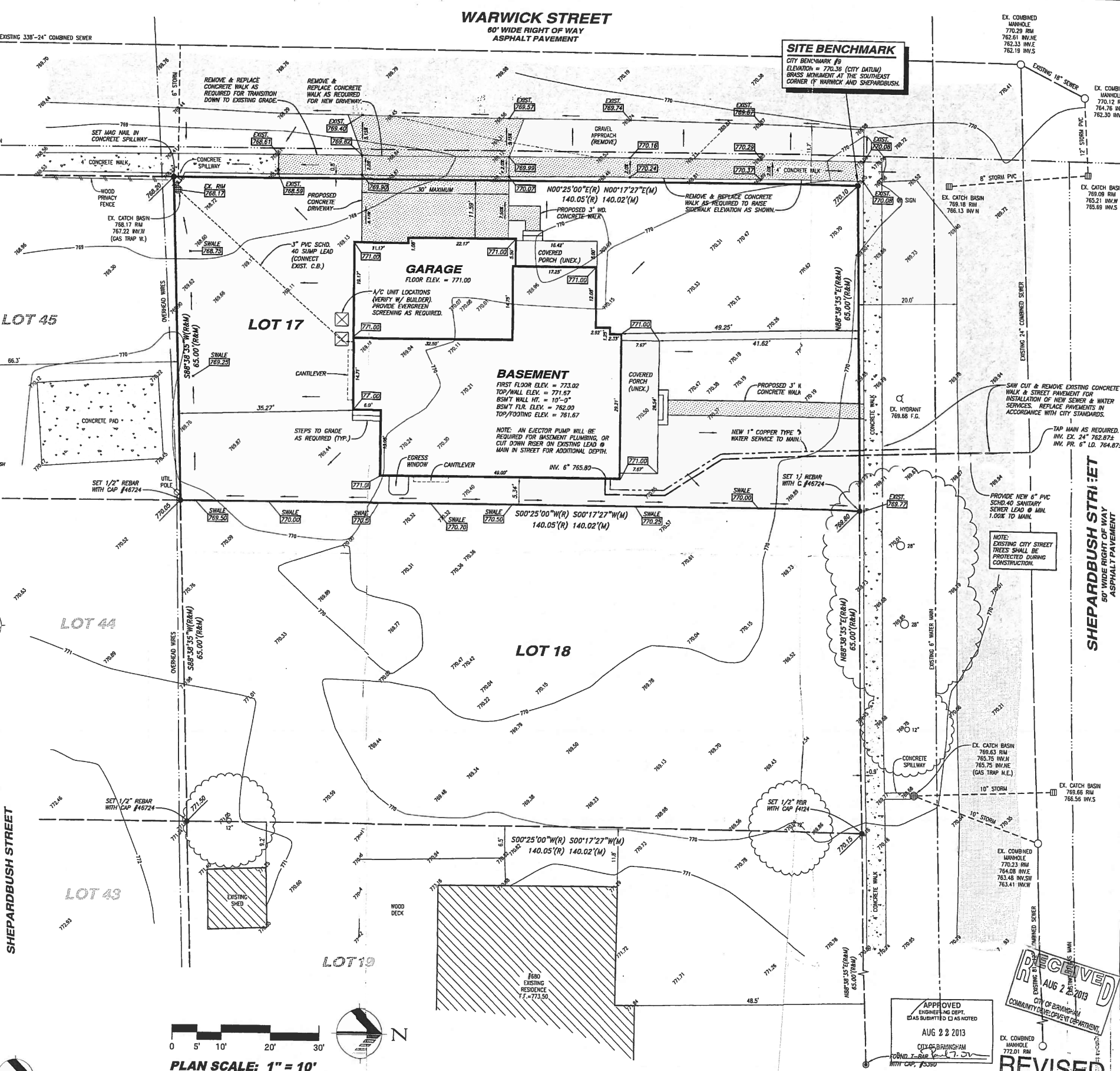
SCALE: 1"=2000'

## WARWICK STREET



## FRONT SETBACK SURVEY

SCALE: 1" = 40'



**HORIZON**  
ENGINEERING LLC  
CIVIL ENGINEERING, SITE PLANNING & LAND DEVELOPMENT CONSULTING  
P.O. Box 1821, Shelby Township, Michigan 48318  
Phone: 464.53.0097 Fax: 586.680.0053

**Lot 17**  
"Birmingham Forest Hills"  
PT. OF #600 SHEPARDSTREET  
PT. OF PARCEL NO. 19-25-230-001  
PART OF THE 1/4 OF SECTION 25, T.2N., R.10E,  
CITY OF BIRMINGHAM, OKLAHOMA COUNTY, MICHIGAN

**SITE PLAN & DRAINAGE PLAN**

**1**  
SHEET  
MUNICIPAL REVIEW NUMBERS:

**JOB NO:** 13-063  
**DATE:** 7-23-13  
**DRAWN BY:** N.P.R.

**REVISIONS:**  
REVISION NO. 1  
REVISION DESCRIPTION  
REVISION DATE  
REVISION BY



# TOPOGRAPHIC SURVEY

CERTIFIED TO: JAMES WIESE

SCALE: 1"=10'



NORTH

WARWICK STREET  
60' WIDE RIGHT OF WAY  
ASPHALT PAVEMENT

## PROPERTY DESCRIPTION: (AS FURNISHED BY CLIENT)

PARCEL NO. 19-25-230-001  
LOTS 17 AND 18, "BIRMINGHAM FOREST HILLS", A SUBDIVISION OF A PORTION OF THE  
NORTHEAST 1/4 OF SECTION 25, TOWN 2 NORTH, RANGE 10 EAST, BLOOMFIELD TOWNSHIP  
(NOW CITY OF BIRMINGHAM), OKLAHOMA COUNTY, MISSOURI AS RECORDED IN LIBER 36 OF PLATS,  
PAGE 26 OF OKLAHOMA COUNTY RECORDS

## PARCEL AREA

AS SURVEYED  
TOTAL = 18,195.07 SQUARE FEET = 0.418 ACRES

## BASIS OF BEARING

NORTH 88°35'53" WEST, BEING THE SOUTHERLY  
RIGHT OF WAY LINE OF SHEPARD BUSH ROAD AS  
PLATTED AND AS MONUMENTED IN FIELD

## BENCHMARK

CITY BENCHMARK #9  
ELEVATION = 770.36 (CITY DATUM)  
TOP OF BRASS MONUMENT ON THE  
SOUTHEAST CORNER OF WARWICK  
STREET AND SHEPARD BUSH STREET

## FLOOD NOTE

SUBJECT PARCEL LIES WITHIN  
ZONE X AREAS DETERMINED TO  
BE OUTSIDE OF THE 0.2%  
ANNUAL CHANCE (500-YEAR)  
FLOOD PLAIN AS SHOWN ON  
FLOOD INSURANCE RATE MAP  
NUMBER 26125C0537F, DATED  
SEPTEMBER 29, 2006 PUBLISHED  
BY THE FEDERAL EMERGENCY  
MANAGEMENT AGENCY

## LEGEND

- FOUND MONUMENT AS NOTED
- SET 1/2" REBAR WITH CAP #46724
- UTILITY POLE
- ELECTRIC METER
- GAS METER
- SIGN
- MANHOLE (AS NOTED)
- SQUARE CATCH BASIN
- ROUND CATCH BASIN
- CLEANOUT
- FIRE HYDRANT
- EXISTING TREE & D.B.H.
- EXISTING GROUND ELEVATION
- PARCEL BOUNDARY
- ADJACENT PARCEL
- EXISTING BUILDING
- CARPOT OVERHANG
- EXISTING PAVEMENT AS NOTED
- EXISTING FENCE
- EXISTING COMBINED SEWER
- EXISTING STORM SEWER
- EXISTING WATER LINE
- OVERHEAD LINES
- EXISTING GAS LINE
- GRADE CONTOUR, 1' INTERVAL

## SURVEYOR'S NOTES

- THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.
- ZONING - R1, SINGLE-FAMILY RESIDENTIAL.
- FRONT SETBACK AS SURVEYED = 48.95' (CITY TO VERIFY)
- GRADE PLANE = 769.99
- EXISTING GROUND COVERAGE = 13.4%
- EXISTING OPEN SPACE = 79.2%
- A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.

## CONTRACTOR'S NOTE

The locations of existing underground utilities are shown in an approximate way only. The contractor shall determine the exact location of all existing utilities before commencing any work. He agrees to be fully responsible for any and all damages which might be occasioned by his failure to exactly locate and preserve any and all underground utilities. The contractor shall be responsible for adhering to all applicable local, state, and federal standards, specifications, and guidelines for construction.

3 WORKING DAYS  
BEFORE YOU DIG  
CALL MISSOURI  
1-800-482-7171  
(TOLL FREE) for the location  
of underground utilities.

FRONT SETBACK SURVEY  
SCALE 1"=40'

## SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY HEREIN DESCRIBED. THE ELEVATIONS SHOWN HEREON ARE BASED ON A FIELD SURVEY AND THE DRAWING HEREON DELINEATED IS A CORRECT REPRESENTATION OF THE SAME.

Shane P. Azbell  
SHANE P. AZBELL, P.S.  
PROFESSIONAL SURVEYOR  
MISSOURI LICENSE NO. 46724

**RECEIVED**  
JUL 19 2015  
CITY OF BIRMINGHAM  
COMMUNITY DEVELOPMENT DEPARTMENT

**AZTEC**  
LAND SURVEYORS INC.  
P.O. BOX 353  
HOLLY, MI 48442  
PHONE: 586-306-1253  
FAX: 586-287-8799

PROJECT  
**TOPOGRAPHIC SURVEY**

CLIENT  
MR. JAMES WIESE  
1919 SI RD. #1  
ROCHESTER HILLS, MI 48307  
(586) 988-0888

REVISIONS

SEAL OF MISSOURI  
SHANE P. AZBELL  
PROFESSIONAL SURVEYOR  
LICENSE NO. 46724

SHEET  
**1**  
OF 1

MUNICIPAL REVIEW NUMBERS



# LEGEND

	EXISTING GRADE		EXISTING ASPHALT PAVEMENT TO REMAIN
	EXISTING CONTOURS, 1' INTERVAL		EXISTING CONCRETE & PAVERS TO REMAIN
	PROPOSED GRADE		AS-BUILT CONCRETE PAVEMENT AREAS
	AS-BUILT GRADE		DIRECTION OF SURFACE DRAINAGE

# PROPERTY DESCRIPTION

PARCEL NO. 19-25-230-026  
 LOT 18, "BIRMINGHAM FOREST HILLS", A SUBDIVISION OF A PORTION OF THE  
 NORTHEAST 1/4 OF SECTION 25, TOWN 2 NORTH, RANGE 10 EAST,  
 BLOOMFIELD TOWNSHIP (NOW CITY OF BIRMINGHAM), OAKLAND COUNTY,  
 MICHIGAN AS RECORDED IN LIBER 36 OF PLATS, PAGE 26 OF OAKLAND  
 COUNTY RECORDS.

# SITE CRITERIA

- ADDRESS: #654 SHEPARDUSH ST.
- PARCEL ID NO.: 19-25-230-026
- ZONING: R-1, SINGLE FAMILY RESIDENTIAL
- GRADE PLANE ELEVATION = 770.38
- REQUIRED FRONT SETBACK = 49.05' AS SURVEYED (CITY TO VERIFY)
- REQUIRED REAR SETBACK = 30'
- REQUIRED MINIMUM COMBINED FRONT AND REAR SETBACK = 55'
- REQUIRED MINIMUM SIDE SETBACK = 5'
- REQUIRED TOTAL SIDE SETBACK = 25% LOT WIDTH = 25% x 65' = 16.25'
- REQUIRED DISTANCE BETWEEN STRUCTURES = 16.25'
- PARCEL AREA: 9,098 S.F. (0.209 ACRE)
- LOT COVERAGE ALLOWED = 30% = 2,729 S.F.
- LOT COVERAGE PROPOSED = 2,564 S.F. (28.2%)
- OPEN SPACE REQUIRED = 40% = 3,639 S.F.
- OPEN SPACE PROPOSED = 5,671 S.F. (62.1%)
- FRONT YARD AREA = 3,188 S.F.
- FRONT YARD OPEN SPACE REQUIRED = 65% = 2,072 S.F.
- FRONT YARD OPEN SPACE PROPOSED = 2,403 S.F. (75.4%)

# NOTES

1. SURVEY AND TOPOGRAPHY IS AS PERFORMED AND PROVIDED BY AZTEC LAND SURVEYORS INC., JOB NO. 13-135, DATED MAY 4, 2013, AND UPDATED TO REFLECT DEMOLITION OF EXISTING STRUCTURES, PAVEMENTS, REMOVAL OF TREES, AND PROPERTY SPLIT.
2. THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES OTHER THAN THE STRUCTURE INVENTORY SHOWN HEREON.
3. A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.
4. ALL RAIN CUTTER DOWNSPOUTS MUST BE CONSTRUCTED IN A MANNER THAT DIRECTS WATER FLOW TO THE FRONT OF SUBJECT PROPERTY.
5. ALL TREES IN THE EXISTING RIGHT OF WAY MUST BE PROTECTED DURING TIME OF CONSTRUCTION.
6. ALL FOUNDATION DIMENSION AND FINISH FLOOR ELEVATIONS SHALL BE VERIFIED WITH THE FINAL APPROVED BUILDING PLANS PRIOR TO THE START OF CONSTRUCTION.

# BENCHMARK

CITY BENCHMARK #9  
 ELEVATION = 770.38 (CITY DATUM)  
 TOP OF BRASS MONUMENT AT THE SOUTHEAST CORNER OF WARWICK STREET  
 AND SHEPARDUSH STREET.

# CONTRACTOR'S NOTE

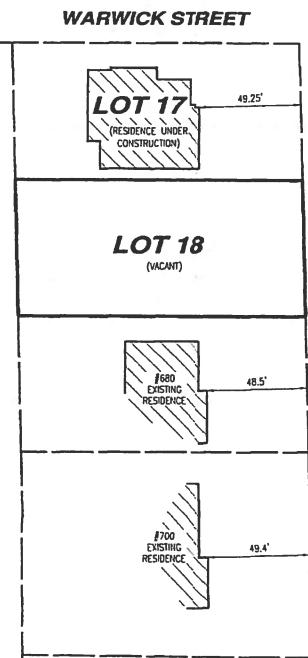
The locations of existing underground utilities are shown in an approximate way only. The contractor shall determine the exact location of all existing utilities before commencing work. He agrees to be fully responsible for any and all damages which might be occasioned by his failure to exactly locate and preserve any and all underground utilities.

3 WORKING DAYS  
**BEFORE YOU DIG**  
 CALL MISS DIG  
 1-800-482-7177  
 (TOLL FREE) for the location of underground utilities

The contractor shall be responsible for adhering to all applicable local, state, and federal standards, specifications, and guidelines for construction.

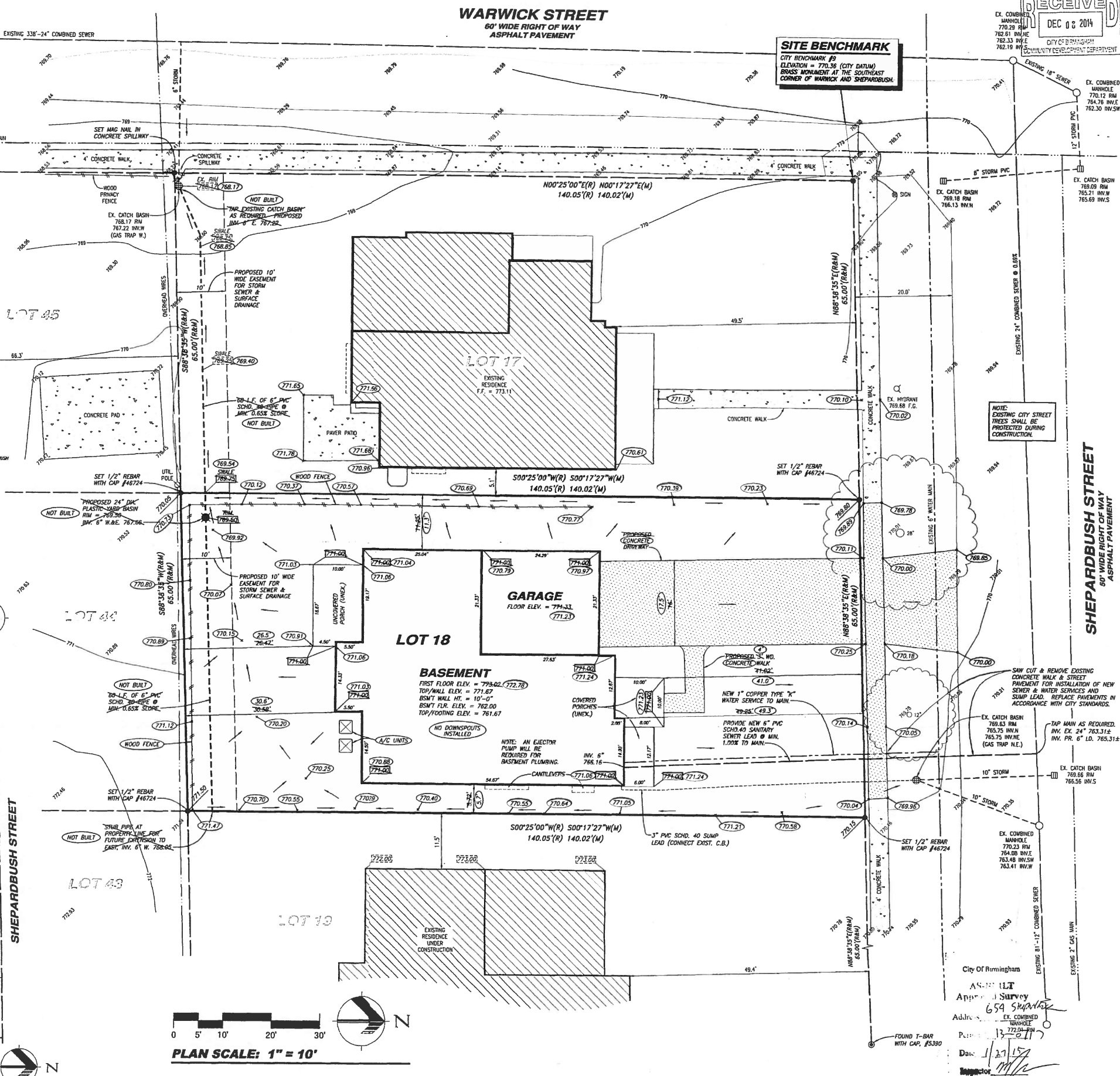
# LOCATION MAP

SCALE: 1"=2000'



# FRONT SETBACK SURVEY

SCALE: 1" = 40'



**HORIZON**  
 ENGINEERING LLC  
 CIVIL ENGINEERING, SITE PLANNING & LAND DEVELOPMENT CONSULTING  
 P.O. Box 182158, Shelby Township, Michigan 48318  
 Phone 588.453.8007 Fax 588.590.0053

**Lot 18**  
 "Birmingham Forest Hills"  
 #654 SHEPARDUSH STREET  
 PARCEL NO 19-25-230-026  
 PART OF THE NE 1/4 OF SECTION 25, TOWN 2 NORTH,  
 CITY OF BIRMINGHAM, OAKLAND COUNTY, MICHIGAN

**SITE PLAN**

SHEET: **1** OF: **1**  
 MUNICIPAL REVIEW NUMBERS

13-0096

RECEIVED  
 DEC 8 2014  
 CITY OF BIRMINGHAM  
 COMMUNITY DEVELOPMENT DEPARTMENT

REVISIONS:  
 10-12-13 UPDATED FOR NEW HOUSE  
 10-12-13 HOUSE REAR PORCH  
 10-12-13 HOUSE REAR PORCH  
 10-12-14 FINA AS-BUILT

CLIENT:  
 ARL JAMES WARE  
 1805 E. LAUREL RD.  
 BIRMINGHAM, MI 48007  
 (908) 688-0020

JOB NO: 13-063  
 DATE: 7-30-13  
 DRAWN BY: NTP/L

SEAL OF MICHIGAN PROFESSIONAL ENGINEER  
 JAMES WARE  
 LICENSE NO. 47409

PROJECT:  
 Lot 18  
 "Birmingham Forest Hills"  
 #654 SHEPARDUSH STREET  
 PARCEL NO 19-25-230-026  
 PART OF THE NE 1/4 OF SECTION 25, TOWN 2 NORTH,  
 CITY OF BIRMINGHAM, OAKLAND COUNTY, MICHIGAN

PLAN:  
**SITE PLAN**

SHEET: **1** OF: **1**  
 MUNICIPAL REVIEW NUMBERS

City of Birmingham  
 AS-BUILT  
 Approved Survey  
 654 SHEPARDUSH  
 Address: EX. COMBINED  
 MANHOLE  
 770.23 RM  
 770.23 INV.E  
 770.23 INV.SW  
 770.23 INV.W

Date: 12/17/14  
 Inspector: [Signature]









**REQUEST FOR PROPOSALS  
For WARWICK RD. STORM SEWER TAP**

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Sealed proposals endorsed **“WARWICK RD. STORM SEWER TAP – CONTRACT #10-18(SW)”**, will be received at the Office of the City Clerk, 151 Martin Street, PO Box 3001, Birmingham, Michigan, 48012; until June 14, 2018 at 2:00 PM, after which time bids will be publicly opened and read.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified contractors to provide services to eliminate sidewalk trip hazards in the location as specified herein and/or by the City Engineer. This work must be performed as specified accordance with the specifications contained in the Request For Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the City of Birmingham, 151 Martin St., Birmingham, Michigan, ATTENTION: Paul, O'Meara, City Engineer.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

<b>Submitted to MITN:</b>	May 31, 2018
<b>Deadline for Submissions:</b>	June 14, 2018 by 4:00 PM Eastern Standard Time
<b>Contact Person:</b>	Paul O'Meara P.O. Box 3001, 151 Martin Street Birmingham, MI 48012-3001 Phone: 248.530.1836 Email: <a href="mailto:pomeara@bhamgov.org">pomeara@bhamgov.org</a>





## REQUEST FOR PROPOSALS

### For WARWICK RD. STORM SEWER TAP

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## **INTRODUCTION**

For purposes of this request for proposals the City of Birmingham will hereby be referred to as "City" and the private firm will hereby be referred to as "Contractor."

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified firms to provide services pertaining to the removal and replacement of an existing catch basin and storm sewer located on Warwick Dr., south of Shepardsbush Rd.

The determination of the award of this contract will not be made solely based on the lowest cost bid. Each bidder is required to complete the reference sheet following the proposal herein, regarding from other similar customers, such as municipalities, are most relevant, and shall be submitted for consultation. The City shall pay for the contractor's services per the attached bid proposal.

This work must be performed as specified accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the bid evaluation process, the City reserves the right where it may serve the City's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

It is anticipated the selection of a firm will be completed by June 25, 2018 or sooner. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein for reference. The City shall have the right to negotiate final payment terms, expectations, and specifications with the successful Contractor prior to the final signing of said Agreement. Contract services will commence upon execution of the service agreement by the City. All work referenced within this Agreement shall be satisfactorily

## **REQUEST FOR PROPOSALS (RFP)**

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide storm sewer construction services in accordance with the terms of this RFP.

## **INVITATION TO SUBMIT A PROPOSAL**

Proposals shall be submitted no later than June 14, 2018 by 2:00 PM Eastern Standard Time to:

City of Birmingham  
Attn: City Clerk  
151 Martin Street  
Birmingham, Michigan 48009

One (1) original and one (1) copy of the proposal shall be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside,



**“WARWICK STORM SEWER TAP”**. Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

## **INSTRUCTIONS TO BIDDERS**

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor’s Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to: Paul O’Meara, City Engineer at [pomeara@bhamgov.org](mailto:pomeara@bhamgov.org) . Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. Each respondent shall review the Scope of Work and consider in his or her proposal the following items:
  - a. Cleanup process;
  - b. Vehicular and pedestrian traffic maintenance practices;
  - c. Work schedules/timeframes to complete work, with ability to complete the work no later than July 31, 2018;
  - d. Cost details to complete the work, using the unit price formatted proposal included herein;
  - e. Ability to complete the permitting process with the Oakland Co. Water Resources Commissioner’s office (OCWRC), with all permitting charges being reimbursed by the City;
  - f. Any other pertinent information to be used in the City’s bid evaluation.
5. The contract will be awarded by the City of Birmingham to the most responsive and responsible bidder based upon the City’s determination of the lowest price being the primary factor, with references confirming the ability to complete the work.
6. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful company with tax exemption information when requested.



7. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

## **EVALUATION PROCEDURE AND CRITERIA**

The evaluation panel will consist of City staff and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined.
2. Related experience with similar projects, Contractor background, and personnel qualifications.
3. Quality of the response to this RFP including a demonstrated understanding of the enclosed scope of work and the City's sidewalk system.
4. Overall Costs.
5. Processes/Methods of completing the work.
6. Cleanup process.
7. Details of impacts to vehicular and pedestrian traffic.
8. Details of work schedule and efficiency of completing the work.
9. Statement clarifying that all work shall be substantially completed by July 31, 2018, with the Contract remaining open until all lawn areas are satisfactorily germinated, or until October 31, 2018, whichever comes first.
10. Statement of understanding that the elimination of all existing trip hazards as specified within the Contract shall be completed no later than July 31, 2018, or the Contractor shall be fined an amount of \$200 per calendar day until the project is considered substantially complete, as determined by the City.
11. Other pertinent information provided by the Contractor.

## **TERMS AND CONDITIONS**

1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The City reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.
3. The City reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon notice to Contractor sufficient to indicate the City's desire to do so. In the case of



such a stoppage, the City agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.

4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the City.
6. Payment will be made within thirty (30) days after invoice. Acceptance by the City is defined as authorization by the designated City representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the City.
7. The Contractor will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.

## **CONTRACTOR'S RESPONSIBILITIES**

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
  - a. Bidder's Agreement (Attachment B - p. 16)
  - b. Cost Proposal (Attachment C - p. 17)
  - c. Iran Sanctions Act Vendor Certification Form (Attachment D - p. 18)
  - d. Agreement (p. 10 – **only if selected by the City**).
2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
4. Provide a list of sub-contractors and their qualifications, if applicable.
5. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for similar projects.



6. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Contractor will be available according to the proposed timeline. Contractor shall be aware that all work as designed on the plan and proposal shall be 100% complete within the designated work area no later than July 31, 2018.

## **CITY RESPONSIBILITY**

1. The City will provide a designated representative to work with the Contractor to coordinate both the City's and Contractor's efforts and to inspect and verify any work performed by the Contractor.

## **SETTLEMENT OF DISPUTES**

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **INSURANCE**

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONTINUATION OF COVERAGE**

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Birmingham shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

## **EXECUTION OF CONTRACT**

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the City until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandoned all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.



## **INDEMNIFICATION**

The successful bidder agrees to indemnify the City and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONFLICT OF INTEREST**

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **EXAMINATION OF PROPOSAL MATERIALS**

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

## **SCOPE OF WORK**

This section shall constitute the Scope of Work and the Contractor shall perform the following services in accordance with the requirements as defined and noted herein:

1. Project Coordination & Management: The Contractor shall attend a pre-construction meeting with the City staff prior to starting work to review the work plan, procedure, and any concerns that either party may have. The Contractor shall coordinate with designated City staff regarding schedule, deliverables and the scope of work. The Contractor shall provide a list of personnel to work on the project prior to commencement of work, including field supervisors and technicians. The designated field supervisor shall be always present during work operations.
2. Emergency Contacts/Safety Plan: Prior to commencement of the work, the Contractor shall submit a list of emergency contacts and safety plan to the City Engineer.
3. Perform Repairs: The Contractor shall remove the existing structure and piping built on Warwick Rd. located approximately 125 ft. south of Shepardsbush Rd. currently draining the right-of-way and adjacent yards, and install a new 8" storm sewer tap and catch basin structure as detailed on the attached plans.
  - a. Contractor shall have all materials available and ready to install when demolition commences so as to ensure that all work related to this project is completed in no less than 10 working days, once begun.



- b. The Contractor shall install 8" PVC pipe, SDR 26, in stone bedding as detailed on the plans. A three foot dia. structure with gas trap shall also be installed and backfilled accordingly. The gas trap shall consist of a 6" PVC elbow inserted into the 8" sewer at the catch basin structure, turned down and into the sump.
  - c. The Contractor shall provide a Type III barricade at each end of the block when working on site, complete with a ROAD CLOSED TO THROUGH TRAFFIC sign posted accordingly. The Contractor shall make the road safe at the end of each work day so as to allow traffic to resume.
  - d. The Contractor shall schedule for suitable asphalt repair using 2 layers of MDOT 13A mix laid at depths of 1.5 inches each, and placed on a minimum of 8 inches of 21AA crushed limestone aggregate. Backfill of the trench shall comply with the requirements of the City's density inspections, with compaction testing occurring at every 12 inches of backfill. Given the poor condition of the asphalt surface of this street in general, the contractor shall take effort not to unduly damage the existing pavement outside of the limits of the planned repair area. Undue damage to the existing road shall be repaired at no extra cost to the City.
  - e. The Contractor may leave the sidewalk area unfinished with 21AA crushed limestone, to be paved by others.
  - f. The Contractor shall be responsible for careful removal and replacement of the existing fences adjacent to the catch basin, at no extra cost to the City. If desired by the homeowners, a temporary snow fence shall be installed by the Contractor in order to keep pets in place.
  - g. The Contractor shall restore all lawn areas in accordance with whatever areas are damaged as a result of this project. The Contractor shall restore lawn areas as requested by the adjacent homeowners, with the understanding that sod shall be placed in areas that are going to be irrigated, and that seed and anchored mulch shall be placed in areas where irrigation is not provided.
  - h. Any damage to adjacent areas, including but not limited to lawns, trees, landscape, planting areas, fence, etc., caused by the work, shall be at the Contractor's expense.
  - i. The Contractor shall be prepared to schedule and work with the OCWRC inspector during the tap, as well as the City's inspector.
4. Equipment & Cleanup: The City reserves the right to inspect and approve or reject the Contractor's equipment and processes used in performing the repairs including cleanup of the work area, and as part of the work, the Contractor shall be responsible for the following:
- a. All excavation shall be done so in a safe and appropriate manner.
  - b. Clean up of the repair area and disposing or recycling of debris and dust generated from the repair shall be performed immediately after repair, in the cleanest manner to minimize spreading of dust. Blowing of debris and



dust shall be prohibited, and operations shall maintain a safe environment for the public and adjacent work areas at all times.

- c. In no way shall operations cause the creation of wet/slippery surfaces or a mix of dust, debris and water (slurry) from the repairs and cleanup. Also, the Contractor shall install soil erosion protection for the new catch basin structure once completed, but prior to restoration of the immediate area.
  - d. All disposal shall be performed in accordance with applicable laws. Submit disposal manifest records to City.
  - e. The Contractor shall endeavor to not damage any private property, such as landscape features, shrubs, trees, or irrigation equipment. Any damage noted shall be repaired to the City's and adjacent owner's expectations.
5. Traffic Maintenance/Storage: Vehicular and pedestrian traffic must be maintained at all times in a safe manner. The Contractor shall submit a plan to maintain access to roads, sidewalks and driveways to the City prior to construction. Also, equipment storage and contractor parking shall be in designated areas as approved by the City. Work on private property shall not be permitted without written permission from the landowner. The Contractor shall not have access to storage in the right-of-way, other than to park road legal vehicles in designated areas, with the understanding that such storage shall be moved on a regular basis, and not left in the same area on a routine basis.
6. Schedule: Generally, the work shall begin in accordance with this Contract. Contractor shall submit a schedule to complete the work to the City prior to construction. Contractor shall schedule daily operations to minimize disruption to the public, in accordance with this RFP.
7. Daily Work Items/Invoicing/Additional Services: The Contractor shall log all work completed on a daily basis. Quantities shall be agreed upon with the City's Field Inspector on a daily basis. A monthly invoice shall be submitted for the work that details quantities by day, per location, expressed in inch-feet of displaced joints repaired. Any work outside of the area of scope of work shall not be performed without written authorization from the City.
8. Work Coordination Clause: The Contractor shall be responsible for coordinating completion of the work with others performing construction that may be ongoing within the project limits, including but not limited to utility companies, home builders, or other City contracts, etc.
9. Payment for Services: As referenced in Appendix C, the Contractor shall be paid for services based on a unit price basis as outlined in the attached proposal sheet. If the Contractor works more days than that estimated, the Contractor shall be charged \$360 per work day. If the Contractor works less days than that estimated, and successfully completes the Contract, then they shall be paid a bonus of \$360 per work day.



10. This section and referenced documents shall constitute the Scope of Work for this project and as such all requirements must be met.



**ATTACHMENT A - AGREEMENT**  
**For WARWICK RD. STORM SEWER TAP**

---

This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between CITY OF BIRMINGHAM, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and \_\_\_\_\_, Inc., having its principal office at \_\_\_\_\_ (hereinafter called "Contractor"), provides as follows:

**WITNESSETH:**

**WHEREAS**, the City of Birmingham has heretofore advertised for bids for the procurement and performance of services required to perform a storm sewer tap, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

**WHEREAS**, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform storm sewer construction as outlined herein.

**NOW, THEREFORE**, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform storm sewer construction services and the Contractor's cost proposal dated \_\_\_\_\_, 2018 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.
2. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed \_\_\_\_\_, as set forth in the Contractor's \_\_\_\_\_, 2018 cost proposal.
3. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.
4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.
5. The Contractor and the City agree that the Contractor is acting as an independent Contractor with respect to the Contractor's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or



authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

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

9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.



11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.

12. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

- A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$3,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
- C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than **\$3,000,000** per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.
- E. Pollution Liability Insurance: Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than **\$1,000,000**, per occurrence preferred, but claims made accepted.
- F. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than **\$3,000,000** per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The



City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.

G. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.

H. Proof of Insurance Coverage: Contractor shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.

- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
- 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
- 4) Two (2) copies of Certificate of Insurance for Pollution Liability Insurance;
- 5) If so requested, Certified Copies of all policies mentioned above will be furnished.

I. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.

J. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor 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 and 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 Agreement. Such responsibility shall not be construed



as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

14. If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

Mr. Paul O'Meara  
City of Birmingham  
P.O. Box 151  
Birmingham, MI 48012-3001

Contractor Name & Address:

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. 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 the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

**IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.**



IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.

WITNESSES:

Carrie J. Lee

CONTRACTOR

By: [Signature]  
Steve McIntosh  
Its: President

CITY OF BIRMINGHAM

\_\_\_\_\_

By: \_\_\_\_\_  
Andrew Harris  
Its: Mayor

\_\_\_\_\_

By: \_\_\_\_\_  
Cherilynn Mynsberge  
Its: City Clerk

Approved:

Paul O'Meara  
Paul O'Meara, City Engineer  
(Approved as to substance)

[Signature]  
Timothy J. Currier, City Attorney  
(Approved as to form)

[Signature]  
Mark Gerber, Director of Finance  
(Approved as to financial obligation)

[Signature]  
Joseph A. Valentine., City Manager  
(Approved as to substance)



**ATTACHMENT B - BIDDER'S AGREEMENT**  
**For WARWICK RD. STORM SEWER TAP**

---

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

---

STEVE MCINTOSH

6-13-2018

**PREPARED BY (Print Name)**

**DATE**

  
**AUTHORIZED SIGNATURE**

6-14-2018

**PRESIDENT**

steve@mainstreetcontracting.com

**Title**

**E-MAIL ADDRESS**

MAIN STREET CONTRACTING, INC.

**COMPANY**

35915 CLINTON ST.

734-589-8636

**ADDRESS**

**PHONE**

**NAME OF PARENT COMPANY**

**PHONE**

**ADDRESS**



**ATTACHMENT C - COST PROPOSAL**  
**For WARWICK RD. STORM SEWER TAP**

---

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be priced as follows:

*Attach technical specifications for all proposed materials as outlined in the Contractor's Responsibilities section of the RFP (p. 6)*

*Additional Bid Item section is available for Contractor if pricing structure is not suited to cover all costs to be considered in Bid. Note that deviating from basic price structure may make proposal more difficult to compare to others.*

COST PROPOSAL	
ITEM	BID AMOUNT
TOTAL PRICE (AS SUMMED ON ATTACHED PROPOSAL)	\$26,250.00

Firm Name MAIN STREET CONTRACTING, INC.

Authorized signature X



Date 6-13-2018




**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**For WARWICK RD. STORM SEWER TAP**

---

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

---

STEVE MCINTOSH	6-13-2018
<b>PREPARED BY (Print Name)</b>	<b>DATE</b>
	steve@mainstreetcontracting.com
<b>AUTHORIZED SIGNATURE</b>	<b>E-MAIL ADDRESS</b>

---

PRESIDENT
<b>TITLE</b>

---

MAIN STREET CONTRACTING, INC.
<b>COMPANY</b>

---

35915 CLINTON ST.	734-589-8636
<b>ADDRESS</b>	<b>PHONE</b>

---

<b>NAME OF PARENT COMPANY</b>	<b>PHONE</b>
-------------------------------	--------------

---

<b>ADDRESS</b>
----------------

---

47-2228037
<b>TAXPAYER I.D.#</b>





# CERTIFICATE OF LIABILITY INSURANCE

MAINS-2 OP ID: MP

DATE (MM/DD/YYYY)

07/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Emily Dixon Howey & Associates Howey & Associates, Inc. 22333 Allen Road Woodhaven, MI 48183 Emily Dixon		<b>CONTACT NAME:</b> Emily Dixon <b>PHONE (A/C, No, Ext):</b> 734-676-6600 <b>FAX (A/C, No):</b> 734-676-1372 <b>E-MAIL ADDRESS:</b> edixon@howey-insurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Cincinnati Insurance Co.	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**INSURED** Mainstreet Contracting, Inc.  
Mainstreet Excavating, LLC  
35915 Clinton  
Wayne, MI 48184

NAIC #

10677

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>X,C &amp; U included</b> <input checked="" type="checkbox"/> <b>Contractual Liab</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		EPP0426318 EPP0426318 EPP0426318	03/12/2018 03/12/2018 03/12/2018	03/12/2019 03/12/2019 03/12/2019	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> <b>Emp Ben.</b> \$ <b>1,000,000</b>
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		EPP0426318	03/12/2018	03/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EPP0426318	03/12/2018	03/12/2019	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b> \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC0428283	03/12/2018	03/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
A	<b>Leased/Rented From</b>			EPP 0426318	03/12/2018	03/12/2019	<b>Ded \$1000</b> <b>500</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Contract# 4-18(P), See Holder Notes

**CERTIFICATE HOLDER****CANCELLATION**

CTYBIRM

City of Birmingham  
151 Martin Street  
P.O. Box 3001  
Birmingham,, MI 48012

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
Emily Dixon

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# NOTEPAD

INSURED'S NAME **Mainstreet Contracting, Inc.**

**MAINS-2**  
**OP ID: MP**

PAGE 2  
Date **07/17/2018**

GA233 09/15 - Contractors Commercial General Liability Broadened Endt.  
included



**NOTEPAD:**

HOLDER CODE CTYBIRM  
INSURED'S NAME Mainstreet Contracting, Inc.

MAINS-2  
OP ID: MP

PAGE 3

Date 07/17/2018

The certificate holder City of Birmingham, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board member including employees and volunteers thereof are listed as additional insured with regards to the Commercial General Liability, Commercial Automobile and Commercial Umbrella follow's form on a primary and non-contributory basis per written contract.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice. 30 day notice of cancellation does not apply to non-payment of premium.





# CERTIFICATE OF LIABILITY INSURANCE

MAINS-2

OP ID: MP

DATE (MM/DD/YYYY)

07/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Emily Dixon Howey & Associates Howey & Associates, Inc. 22333 Allen Road Woodhaven, MI 48183 Emily Dixon		<b>CONTACT NAME:</b> Emily Dixon <b>PHONE (A/C, No, Ext):</b> 734-676-6600 <b>FAX (A/C, No):</b> 734-676-1372 <b>E-MAIL ADDRESS:</b> edixon@howey-insurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Cincinnati Insurance Co.	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C & U included <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		EPP0426318 EPP0426318 EPP0426318	03/12/2018 03/12/2018 03/12/2018	03/12/2019 03/12/2019 03/12/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		EPP0426318	03/12/2018	03/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EPP0426318	03/12/2018	03/12/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC0428283	03/12/2018	03/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Leased/Rented From			EPP 0426318	03/12/2018	03/12/2019	Ded \$1000 500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See Holder Notes:

## CERTIFICATE HOLDER

CTYBIRM

City of Birmingham  
151 Martin Street  
P.O. Box 3001  
Birmingham,, MI 48012

## CANCELLATION

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AUTHORIZED REPRESENTATIVE  
Emily Dixon

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# NOTEPAD

INSURED'S NAME Mainstreet Contracting, Inc.

MAINS-2  
OP ID: MP

PAGE 2  
Date 07/17/2018

GA233 09/15 - Contractors Commercial General Liability Broadened Endt.  
included



**NOTEPAD:**

HOLDER CODE CTYBIRM  
INSURED'S NAME Mainstreet Contracting, Inc.

MAINS-2  
OP ID: MP

PAGE 3

Date 07/17/2018

The certificate holder The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards commissions and/or authorities and board members, including employees and volunteers thereof are listed as additional insured with regards to the Commercial General Liability, Commercial Automobile and Commercial Umbrella follow's form on a primary and non-contributory basis per written contract.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice. 30 day notice of cancellation does not apply to non-payment of premium.



**ATTACHMENT E**  
**PLAN (UNDER SEPARATE COVER)**

---

**ATTACHMENT F**  
**SEWER SPECIFICATIONS**  
(Following pages)



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## SEWERS AND RELATED STRUCTURES

### PART 1. GENERAL

#### 1.01 SUMMARY

- A. This work shall include the furnishing of all labor, materials and construction equipment necessary for the construction of sewers of the size and character shown on the drawings and specified herein including the furnishing and installing of the pipe and bedding and necessary testing. This work shall include the provision of all labor, materials, equipment, and supervision required, including excavation, bedding, backfill, testing and sterilization and other incidental work necessary for a complete system.
- B. The work of this section shall also consist of the furnishing and construction of manholes and catch basins including inlets as detailed on the Drawings and at the locations shown on the Drawings. Concrete, excavation and backfill shall be as specified in this section and other sections of the specifications. Manholes and catch basins shall be complete with frames, inlets, etc., to meet new or existing pavement surfaces, sidewalks, or grades and shall be included in the work under this section of the Contract.
- C. Contractor shall check entire length of route for acceptability of site conditions, up to and including soil conditions, to perform this work prior to bidding and again prior to mobilizing on the site to perform the various work items.

#### 1.02 REFERENCES

- A. Performance and material requirements shall meet specific Reference Standards as referred to hereinafter under individual items.
- B. Unless otherwise specified, all materials shall also conform to the latest edition of STANDARD SPECIFICATIONS FOR CONSTRUCTION, adopted by the Michigan Department of Transportation.

#### 1.03 CERTIFICATION AND INSPECTION

- A. All pipe and fittings delivered to the job shall be accompanied by certification papers showing that the pipe and fittings have been tested in accordance with the applicable Specifications for this project. All pipe and fittings will be inspected upon delivery to the jobsite. No cracked, broken or damaged pipe will be allowed in this work.
- B. Each piece of pipe and each fitting shall have its weight and class designation conspicuously painted or cast on it. All other pipe materials shall have the class designation painted thereon. Where required, other designation marks shall be painted on the pipe or fittings to indicate correct location in the pipe line in conformity to a detailed layout plan.

#### 1.04 SHOP DRAWINGS AND GUARANTEES

- A. Contractor shall furnish shop drawings and guarantees of the items to be furnished under this section of the Contract. Design details of joints and joint restraint shall be submitted to the Engineer for consideration and approval before ordering any pipe.



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## **PART 2. MATERIALS**

### **2.01 SEWER PIPE**

- A. All sewer pipe supplied and installed on this project shall be of the sizes and types called for on the drawings.
  - 1. Reinforced Concrete Sewer Pipe (RCSP): ASTM C 76, Class as designated on the drawings or special design conforming to ASTM C655;
  - 2. ABS Solid Plastic Pipe: ASTM D-2751, SDR 23.5;
  - 3. PVC Schedule 40 Sewer Pipe: ASTM D1785 "Standard Specification for Poly(Vinyl Chloride) (PVC) Plastic Pipe, Schedules 40, 80, and 120";
  - 4. Polyvinyl Chloride Pipe (PVC) - ASTM D-2241, SDR 26. PVC compounds to meet ASTM D-1784.
- B. Precast Concrete Pipe shall meet the requirements of ASTM C76.

### **2.02 SEWER POINT REPAIR MATERIALS**

- A. The materials acceptable for use in making a point repair are listed below:
  - 1. Sewer Pipe - The following types of sewer pipe may be used as replacement pipe for a point repair. They shall conform to the appropriate American Society for Testing Materials (ASTM) Specification as listed below and any other ASTM or other applicable specification:
    - a. PVC Schedule 40 Sewer Pipe for 10" and smaller only.
    - b. ASTM C76 Class IV Concrete Sewer Pipe for 12" diameter and larger.
    - c. Approved Equal
  - 2. Sewer Connections and Appurtenances
    - a. Service Connection - Any service connection replaced during a point repair shall conform to the pipe manufacturer's recommendations and specifications and applicable ASTM Specifications, for the service connection and for installation of such. The material of the connection shall be similar to the sewer pipe it will be connected to.

### **2.03 PIPE BEDDING**

- A. All sewer six (6) inches in diameter and larger laid on this project shall be installed in conformance with the bedding requirements established on the cross-section on the plan. The gradation requirements for the crushed stone chips shall be according to the following:
  - 1. Crushed stone chips shall be made from crushing sound limestone, dolomite ledge rock, or other materials as approved by the Engineer. Material shall be hard, tough, and durable. The crushing process shall produce material of which 85% to 100% of the particles shall have at least one machine fractured face. Crushed pea gravel will be acceptable if it meets this criteria:



- a. For sewer pipe 18" in diameter or less, crushed stone chips meeting the gradation requirements of the following table may be used:

GRADATION REQUIREMENTS FOR 3/8" CRUSHED STONE CHIPS  
(18" DIAMETER PIPER OR SMALLER)

<u>Sieve Size</u>	<u>Percentage Passing by Weight</u>
1/2"	100%
3/8"	90 - 100%
No. 8	0 - 15%
No. 30	0 - 3%

For purposes of this specification, MDOT Aggregate Mix No. 29A, using crushed limestone, will meet the requirements of this specification.

- b. For pipe larger than 18" in diameter, crushed stone chip bedding meeting the requirements of the following table may be used:

GRADUATION REQUIREMENTS FOR 3/4" CRUSHED STONE CHIPS  
(LARGER THAN 18" DIAMETER)

<u>Sieve Size</u>	<u>Percentage Passing by Weight</u>
1"	100%
3/4"	90 - 100%
3/8"	20 - 55%
No. 4	0 - 10%
No. 8	0 - 5%

For purposes of this specification, MDOT Aggregate Mix No. 17A, using crushed limestone, will meet the requirements of this specification.

## 2.04 STRUCTURES

- A. Unless otherwise noted on the drawings or in supplemental specifications, precast manhole sections shall be used for all new sewer structures, including manholes, catch basins, and inlets. All concrete shall be 4,000 pounds per square inch, as determined by core test or cylinders. All precast sections shall bear the stamp of an approved testing laboratory as having been tested and delivered from tested stock of the manufacturer, at the expense of the Contractor. Precast reinforced manhole sections shall meet the requirements of current A.S.T.M. C-478.
- B. The top section shall be an eccentric cone with one straight side (with manhole steps installed in straight side at the factory). The top section shall be set at an elevation to provide for three (3) courses of brick between the top face and the manhole frame when set to grade. All precast manholes shall be standard tongue and groove using mastic joint materials equal to DeWitt No. 10. All interior joints shall be pointed with mortar and all visible leaks must be stopped.



- C. Manhole frames and covers shall be E.J.I.W. #1040-A. Drainage structure frames and covers shall be E.J.I.W. #5080 with M1 grates, except where modified on the plan.
- D. Cast iron manhole steps shall be castings meeting the requirements of A.S.T.M. Specifications for "Gray Iron Castings," A48, Class No. 35B. The steps shall be approximately 10" x 10" x 3". Steps in precast manhole sections shall be cast in place at the plant.
- E. All manholes shall have channeled bottoms. For sewers 12" diameter or less, the channel shall be 3/4 depth of pipe. For sewers larger than 12" diameter, the channel shall be a minimum of 9" deep.

#### 2.05 GRANULAR BACKFILL

- A. Contractor shall install compacted sand backfill meeting MDOT Class II specifications, compacted to 95% maximum modified proctor density in the locations required per MDOT Standard Detail R-83-B, or where called for on the plans.

### PART 3. EXECUTION

#### 3.01 MEASUREMENT AND PAYMENT

- A. Where called for in the proposal, the compensation to the Contractor for the sewer installation of the diameter specified will be paid for at the contract unit price per lineal foot measured in place along the center of the pipe. The contract unit price for this work shall be payment in full for furnishing the materials including wyes and all necessary excavation, sheeting or bracing, draining, laying, jointing, bedding, backfilling, disposal of surplus materials, testing, and restoration, and all other work incidental to the construction of the sewer. Final measurements for sewer will be total lineal feet from center to center of standard manholes or center of manholes to face of tunnel sewers where connection only is made thereto.
- B. Junction chambers, gate chambers, and other special structures will not be included in measurements of the sewer. Sewer measurements at these structures will end and begin respectively at inside wall of outlet and inlet end respectively, unless otherwise indicated on the plans.
- C. Unless specified otherwise, manholes and drainage structures will be paid for at the contract unit price each, which price shall be payment in full for furnishing the materials, including the required fittings, frames, and full grates, steps, and for all labor, equipment and tools, all necessary excavation, backfilling, disposal of surplus material, and all work incidental to the completed structures.

#### 3.02 PIPE DELIVERY

- A. A test certificate from an independent testing laboratory showing strength of pipe when tested in accordance with the applicable A.S.T.M. Standards shall be submitted to the Engineer before pipe is delivered to the job site. One certificate shall be furnished for each size of pipe. The Engineer may require additional tests of pipe stored at the plant or delivered to the job, should he have reason to believe that inferior pipe is being delivered on the job. The cost of each test shall be borne by the Contractor. The pipe supplier shall also furnish a certificate stating that all pipe supplied was manufactured from substantially the same material and in the same manner as pipe tested and all pipe delivered to site shall have the test stamp of the testing laboratory making such tests.



- B. The pipe shall be distributed at the site by the Contractor as required, and care shall be exercised to prevent injury to the pipe in handling. Proper tools and implements, for safely handling the pipe and other materials, shall be provided by the contractor.
- C. Pipe must be protected from falling, either from truck to ground or into the trench, and when distributed along the line or stored near a road, must be kept clear of passing vehicles.
- D. The Contractor shall place the pipe so as to cause the least amount of interference to abutting property owners and traffic using the street. Barricades and lighting shall be provided at intersections and other locations where the pipe will interfere with pedestrian or vehicular traffic.
- E. All damage caused by storage of the pipe on the construction site shall be repaired by the Contractor, including but not limited to sidewalks, driveways, lawns, and shrubbery. No pipe shall be allowed to be stored longer than three days prior to beginning construction on the section of sewer.
- F. All materials will be inspected before placing in the trench, and if defective, marked "REJECTED" and removed from the site by the Contractor. All damaged materials shall be replaced by the Contractor at no additional cost to the City.

### 3.03 EXISTING STRUCTURES AND UTILITIES

- A. Underground structures and utilities are shown on the construction drawings as an aid to the contractor, but the owner does not guarantee their location or that other underground structures or utility services on the plans, and it shall be the Contractor's responsibility to locate them. The City will, whenever possible, and when requested by the Contractor, stake the location of sewer and water services at the street right-of-way line.
- B. In crossing over or under underground utilities, the Contractor shall use all possible care in protecting the utilities and to maintain their free unobstructed continuous use. The contractor will be required without additional compensation to repair, replace or rebuild any such improvement injured or damaged by him, and shall be responsible to the department, companies, individuals or corporation controlling such improvements.
- C. All underground utilities shall be supported on a foundation of sand or sand-gravel thoroughly compacted by mechanical tamping in order to prevent future settlement and possible failure of the utility. Under sewers and sewer services "cement reinforced sand backfill" rather than "sand or sand gravel" shall be used. Gas mains and gas services shall be supported in accordance with the requirements of the Consumers Power Company.

### 3.04 MAINTAINING FLOW

- A. All combined sewers will likely have continuous dry weather flows, all of which shall be diverted in a safe manner so as to cause no inconvenience to the public. Special care must be taken to ensure that no part of the work is built under water, and the work must remain dry until all concrete and/or mortar has set up.

### 3.05 EXCAVATION

- A. Excavation shall be open cut from the surface. All work shall be done to true line and grade. The Contractor shall remove all obstructions or encumbrances (except those which are specifically noted to be preserved) which may be in the proposed line of the sewer, the cost of doing such work shall be included in the contract unit price per lineal foot for laying sewer.
- B. Trenches shall not be excavated for a distance greater than fifty (50) feet in advance of completed sewer without the permission of the Engineer.



- C. Excavated material permitted to be used for backfill may be deposited along the line of work where space permits provided it does not cause damage to trees, shrubs, fences, etc., nor cause excessive inconvenience to public travel and adjoining property owners, nor endanger the bank of the trench by imposing too great a load thereon. All material in excess of the quantity permitted for backfilling and all materials unsuitable for backfilling shall be hauled away by the Contractor at his expense in an expeditious manner.
- D. Excavation shall be of sufficient widths and depths to provide adequate room for the construction and installation of the work to the lines, grades, and dimensions called for on the drawings, except the width of a trench from the invert to a height twelve inches above the top of the sewer barrel shall not be greater than as follows:

<u>Pipe Size</u>	<u>Maximum Trench Width</u>
12" or less	30"
15" to 36"	O.D. + 12"
42" or greater	O.D. + 24"

- E. If the trench width as specified above is exceeded, the Contractor shall install, at his own expense, concrete cradling or other approved bedding, to support the additional backfill load. In case the bottom of the trench is unsuitable as a foundation, it shall be further excavated and prepared. If the unsuitable condition of the foundation is caused by factors beyond the Contractor's control, the additional excavation and preparation will be paid for as extra work.
- F. Where, through the Contractor's construction procedure, or because of poor existing ground conditions, it is impossible to maintain alignment and grade properly, the Contractor shall, at his own expense, excavate below grade and replace with large size aggregate or slag in order to insure the pipe, when laid, will maintain correct alignment and grade.
- G. If the trench at any point along the line will be opened nearer than six (6) feet to the face of the trunk of an existing tree, and in the opinion of the Engineer the excavation would be injurious to the tree, he may require the Contractor to tunnel under the tree.
- H. Selected excavated material may be used for backfilling under trees and it shall be thoroughly tamped to completely fill the excavated space between the pipe and excavation by means of mechanical tampers.
- I. Where the trench must be cut through concrete or asphalt pavement, driveways, or sidewalk, particular care shall be taken not to unnecessarily damage adjoining areas. All cuts through existing concrete or asphalt pavement, sidewalks or driveways are to be resurfaced with like materials. Pavement breaking by the use of a drop weight is prohibited.
- J. Excavation shall be sheeted and braced as necessary to ensure complete working safety and to protect adjoining structures or conduits. If at any time the Engineer has reason to believe that the sheeting or bracing installed by the Contractor is insufficient, he may require that an additional amount shall be placed, but such requirement or failure to make such requirements shall not relieve the Contractor from his liability.
- K. No extra compensation shall be paid the Contractor for sheeting or bracing left in place, unless ordered left in place by the Engineer and then only a fair salvage value for the material left in place shall be paid. The Contractor shall receive no extra compensation for sheeting or bracing left in place in tunnels.



### 3.06 TUNNELING

- A. Tunneling under pavements or streets will not be allowed without the approval of the Engineer in writing, or unless noted on plans or in the Specifications. Where tunneling is permitted, there shall be a minimum clear space of not less than six (6) inches between the outside of the pipe in the tunnel and the face of the excavation or the sheeting or bracing that is nearest the pipe.
- B. All space outside the finished sewer wall shall be completely filled with 1:2 cement-sand grout applied under pressure.
- C. Facilities for ventilation and lighting shall be supplied as necessary for reasonable working conditions and for inspection.
- D. Any excess trench excavation made below the pipe shall be refilled with crushed stone, sand, or concrete as directed by the Engineer. Under all conditions, sewer pipe shall have a firm bearing which will insure permanent grade and alignment and proper support against crushing load.
- E. Upon completion of the construction work in tunnel, the sheeting and bracing, if any, shall be left in place and all the remaining space between the outside of the pipe and the excavation shall be filled with cement reinforced sand backfill and thoroughly compacted.
- F. When boring under pavement, the pit must be a minimum of ten (10) feet away from the pavement edge, unless previously approved by the Engineer.

### 3.07 LAYING PIPE

- A. Unless otherwise allowed under specific specifications for a particular type of sewer or unless permitted by the Engineer, construction shall begin at the outlet end of sewer and proceed upgrade.
- B. All pipe shall be laid true to line and grade and the ends of the pipe shall abut against each other with the bell end facing the direction of laying. Each pipe as laid shall be checked by the Contractor with line and a grade pole or a laser beam to insure that this result is obtained.
- C. Alignment of laser beams shall be checked with sufficient frequency to assure compliance with plans.
- D. Each pipe shall be inspected for defects prior to being lowered into the trench and inside of pipe and outside of spigot shall be cleaned of any dirt or foreign matter.
- E. Proper support and bedding of all pipe through the full length of the barrel shall be made by constructing bedding as required and detailed on the plans. Special care shall be observed to avoid load on bells of bell and spigot pipe. Each pipe shall be pushed firmly against pipe previously placed and carefully aligned.
- F. Mechanical means, consisting of a cable placed inside the pipe with a suitable winch, jack, or come-along for pulling the pipe home and holding the pipe in position, shall be used where the manual means will not result in pushing and holding the pipe in position.
- G. Work executed during the winter shall receive exceptional attention to avoid excessive backfill load on pipe. If sides of trench are frozen, the amount of selected material tamped above the pipe shall be increased to at least two feet. No frozen backfill material shall be used.
- H. At manholes the pipe shall be placed on a concrete cradle from the manhole to the point where the sewer trench does not exceed the specified width and shall be done in accordance with the City of Birmingham "Underground Structures and Water Main Standards".



### 3.08 JOINTS

- A. All sewer joints shall be sealed with flexible, watertight, rubber type gaskets; pre-cast die molded bituminous material as used on slip seal pipe; or an approved equal. Before placing the pipe in position in the trench adjusted to grade, the joint compound on both ends of the pipe shall be painted with suitable solvent or lubricant material. The spigot or tongue ends of the pipe to be laid shall be inserted and shoved home against the base of the socket last laid. Throughout this operation every effort shall be taken to prevent sand or gravel from entering the joint or pipe.
- B. Joint material shall be applied to the pipe on the day the pipe is placed in the trench. Joint material shall be stored in closed containers when unattended.
- C. Concrete pipe 36" and larger shall have all joints inside cement pointed, with cement mortar compound of one (1) part cement and two (2) parts of sand. Mastic compound or any foreign material within 3/4" below inside finish of pipe shall be thoroughly removed before cement grout is applied.

### 3.09 MANHOLES, DRAINAGE STRUCTURES

- A. Manholes and drainage structures shall be constructed of the type and in accordance with the details shown on the plans and at the locations shown on the plans. All necessary steps, frames, and covers shall be furnished and installed. Covers shall be set at the required final elevation so that no subsequent adjustment shall be necessary.
- B. Excavation shall be carried to the depth required to permit the construction of the required base and bottom of excavation shall be trimmed to a uniform horizontal bed. The excavation shall be sufficiently wide to allow for shoring, bracing, or form work, should any or all be necessary, and to allow for accessibility in plastering the exterior of brick masonry. The excavated section shall be completely de-watered before any concrete is placed thereon.
- C. Concrete shall be Grade A 3,000 pounds per square inch compressive strength, minimum content 1.375 barrels per cubic yard.
- D. Brick shall be made of clay or shale or concrete brick and shall be whole, thoroughly and evenly burned, of close and uniform texture, free from cracks and warps, with even faces and uniform texture, and uniform in shape and size. Brick shall show a minimum average compressive strength of 2,000 pounds per square inch and average absorption of water in twenty-four (24) hours of not more than 22 percent of dry weight.
- E. The brick shall be laid radially in courses in a full bed of mortar with interior joint not more than 1/4" in width. Whole bricks only shall be used except to effect closure and to fill in the outside portion of the radial joints. Each seventh course shall be laid in "stretchers," the intervening courses shall be composed of "headers". Below a depth of thirteen (13) feet, walls of brick manholes shall be laid in alternative stretcher and header courses.
- F. When completed, manholes and drainage structures shall have sand or gravel placed uniformly around the structure in one foot lifts, and compacted in place. No backfill shall be placed around manholes or structures for twenty-four (24) hours, if an outside plaster coat has been applied.
- G. Manholes and Structures shall not be placed under conditions which may be expedited to result in defective work. If the soil at the established grade is not sufficiently stable to properly support structures, the Contractor, at his own expense, shall excavate up to 24" below grade and refill the trench to the proper grade with compacted crushed stone chips. If stable support cannot be established in this manner, the work shall be discontinued until plans for change in construction



have been submitted by the Contractor to the Engineer for approval and approval has been granted.

### 3.10 SERVICE CONNECTIONS

- A. Service connections shall be made to sewers with "wyes" manufactured on the sewer pipe. Breaking holes in the pipe will not be allowed without specific authorization of the Engineer.

### 3.11 SHEETING AND BRACING

- A. Where necessary in order to construct the work called for by the contract, to insure the safety of the men, or to protect other things of value, the Contractor shall adequately sheet or brace all open excavation or tunnels. The Contractor shall install additional sheeting or bracing as directed by the Engineer, but such order, or failure to give such order, shall not release the Contractor from his liability for damage to person or property under this contract.
- B. All sheeting, shoring and bracing, unless left in place as ordered by the Engineer, shall be removed from open trench work progressively with the backfilling operations in order to prevent slides from the sides of the trench. All sheeting left in place shall be cut off five (5) feet below ground line.

### 3.12 PUMPING, BAILING AND DRAINING

- A. The Contractor shall provide and maintain adequate pumping and drainage facilities for removal and disposal of waste from trenches or other excavation.
- B. Where the work is in ground containing an excessive amount of water, the Contractor shall provide, install, maintain, and operate suitable well points, connecting manifolds, and reliable pumping equipment to operate same to insure proper construction of the work.
- C. In no case shall water be allowed to rise in or about the pipe before the joint has become thoroughly set. No walking on or over the pipes after they are laid, except as may be necessary in tamping the earth in refilling, will be permitted until they are covered with earth to a depth of twelve (12) inches.
- D. Drainage or discharge lines shall be connected to adjacent public storm sewers or extended to nearby watercourses wherever possible. In any event, all pumping and drainage shall be done without damage to any highway or other property, public or private, and without interference with the rights of the public or private property owners.
- E. The Contractor shall receive no extra compensation for providing, maintaining, or operating any de-watering or drainage facilities.

### 3.13 BACKFILLING

- A. It is the intent of these specifications that all of the excavation be backfilled with thoroughly consolidated, suitable material in such a manner that the alignment and grade of the construction work in the excavation be not disturbed and that the subsequent settlement of the surface over the excavation and adjacent thereto be avoided as far as possible.
- B. Insofar as practicable, without interfering with the progress of the work, the Contractor shall keep streets, driveways and sidewalks open to safe use by the public.
- C. All trenches and excavations under existing pavement, proposed pavement, existing roadways, driveways or sidewalk shall be backfilled with sand or gravel and thoroughly compacted by mechanical tamping or vibrating. Where the existing roadway or driveway is gravel surfaced, the top eight (8) inches of the backfill shall be road gravel. The Contractor will not be required to



replace any oil treatment or seal coat, however, he shall maintain the top of the trench in a dust free manner until completion of the project. No additional payment will be allowed for the sand or gravel backfill, the cost of which shall be included in the unit price bid for the installation of the pipe and structures.

- D. Backfill shall not be placed against any portion of a structure until it (structure) has passed inspection.
- E. Where the trench or excavation is located in the parkway between the roadway and the street line or in unimproved streets, excavated material may be used in completing the backfill. Care shall be taken in placing this backfill to make sure that all boulders, pieces of concrete and such other material that might damage the pipe or structure, or prevent consolidation are not allowed to remain in the backfill material and it shall be compacted by tamping, jetting, or by use of compacting equipment.
- F. If a bulldozer or other machine is used to place the backfill material, no material shall be pushed or dropped into the trench, but shall be placed on the sloping ends of the completed backfill and allowed to roll in place to the bottom of the trench.

### 3.14 EMERGENCY REPAIR

- A. When the Contractor is not actively performing work on a particular construction site, but where delayed construction operations, testing and/or surface restoration work yet remains to be completed to meet the requirements of the Specifications, situations may arise of an emergency nature as a result of such uncompleted work which may affect directly or indirectly public and/or private property or which may ultimately, either directly or indirectly, affect the health, safety, and welfare of individuals or the general public. While these situations can readily develop as emergencies, the Engineer shall direct field related operations and require immediate efforts by the Contractor to remedy the deficiency in a method of his choosing because of his expertise in the field, time being of the essence. The correction of the emergency which may arise when no construction activity exists on the construction site shall be handled in the following manner.
  - 1. The Engineer shall inspect the site, take any necessary photographs and/or prepare any necessary sketches of conditions at the site to determine that the situation constitutes an emergency.
  - 2. The Engineer then has three (3) alternate sources of manpower and equipment to be selected to remedy the emergency situation in the following order:
    - a. The Contractor under contract with the Owner to perform all work on the site location in question.
    - b. The City's Department of Public Services (DPS).
    - c. An independent contractor designated by the Engineer.
- B. Since the nature and extent of most unfinished work on a particular construction site is well known by both the Engineer's authorized agent and the Contractor at the time of declaring an "emergency situation" as set forth herein before the Contractor, under contract to the Owner for the particular project, the Contractor would be the first party notified and would be expected to respond immediately with necessary labor and equipment to remedy the problem.



- C. If a reasonable time to respond to the emergency notification is not evident, in the best judgment of the Engineer, then the Contractor shall be judged to have waived his rights to physically correct the problem, but not to his obligations to pay for such physical correction or damages resulting therefrom. The Engineer shall then contact the City's DPS for their assistance in correcting the "emergency situation". Where existing commitments by the DPS prohibits their immediate response to the request of the Engineer, the Engineer shall finally direct that corrective measures be performed by the independent contractor noted above to perform such work when so directed.
- D. Since the cost for all remedial work undertaken by the Contractor on this project shall be borne by the Contractor and it is necessary to engage the assistance of the DPS or an independent contractor, then all costs incurred shall be deducted from monies due and payable to the Contractor on the particular project as set forth on any ensuing regular job estimates.
- E. Typical costs which will be deducted from the contractor monies due would be as follows:
  - 1. Payroll wages, benefits, and taxes.
  - 2. Material bills.
  - 3. Equipment rental (Detroit area rates) and mobilization costs.
  - 4. 15% profit and overhead for independent contractor.
  - 5. Inspection costs.

### 3.15 POINT REPAIRS TO SEWER LINES

- A. It is the intent of the specifications to provide a basis by which a contractor can successfully and completely make a point repair to a sanitary sewer line. This basis shall cover all aspects of a point repair including methods, materials, and payment for work.
- B. A point repair to a sanitary sewer line shall be defined as a repair made at a specified location on a sanitary sewer line.
- C. A point repair shall be classified by the inside diameter of the pipe and the length of pipe replaced.
- D. Methods:
  - 1. The method by which a repair shall include all supervision, labor, equipment and materials necessary to perform and successfully complete the following items:
    - a. Excavating a trench deep enough to uncover a sanitary sewer line, wide enough to work in, and long enough to uncover up to twenty (20) linear feet of sewer pipe while providing protection of adjacent utilities, pavements, etc.
    - b. Remove any landscaping fences, asphalt, concrete, base material, storm sewer, etc., that interferes with the repair made at each specified point, and for the replacement of said landscaping, fences, asphalt, concrete, base materials, storm sewer, etc., in the same or better condition as found. Any such item not replaced in the same or better condition as found, as determined by the Engineer, shall be redone at the Contractor's expense.
    - c. De-water any trench where excess water accumulates and installation, as required, of compacted sand backfill under paved area.



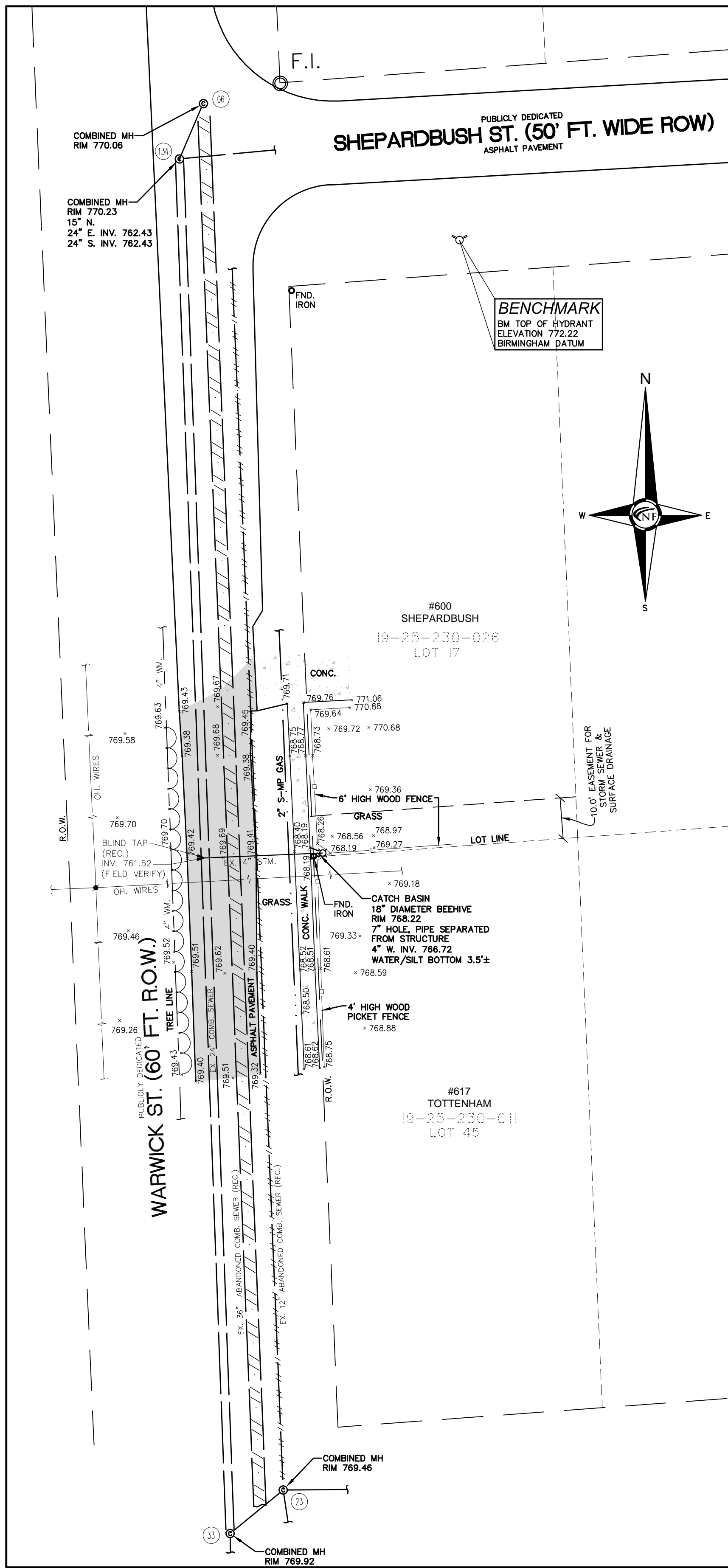
- d. Replace and reshape the bottom of the trench so that the grade of the pipe replaced will match that required for the existing sewer line. Any material replaced in the bottom of the trench shall be compacted so as to prevent sags in the sewer line due to settlement of the trench material.
- e. Repair and replace up to twenty (20) feet of the existing sewer pipe with the properly sized pipe the same as existing, as needed.
- f. Repair and replace any house service lateral encountered within the required twenty (20) linear feet of uncovered pipe with properly sized service, as specified and with enough sewer pipe to reconnect to the service line where it was severed.
- g. Tie all new laid sewer pipe to existing sewer pipe, main sewer lines and service lines, so that no possible source of infiltration/inflow (a leak in the line) may be created.
- h. Any sewer pipe broken by the Contractor, outside of the required twenty (20) linear feet of pipe, shall be replaced or repaired at the Contractor's expense. All such occurrences shall be pointed out by the Contractor to the Engineer when they happen. The materials to use for making the tie-in shall be properly sized.
- i. Backfill the open excavation so that the ground elevation will most nearly match the elevation before excavation.

E. Bypass Pumping:

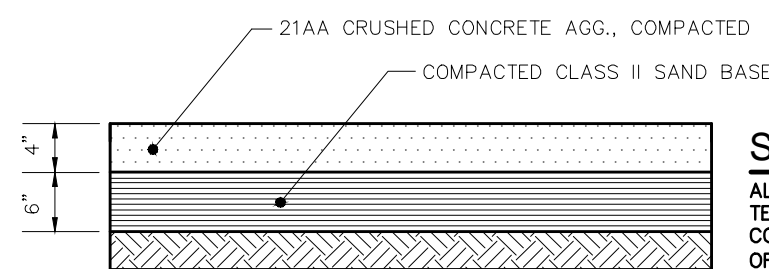
- 1. On all sewer lines in which a point repair is to be made, the normal flow of sewage shall be re-routed by bypass pumping.

**END OF SECTION**



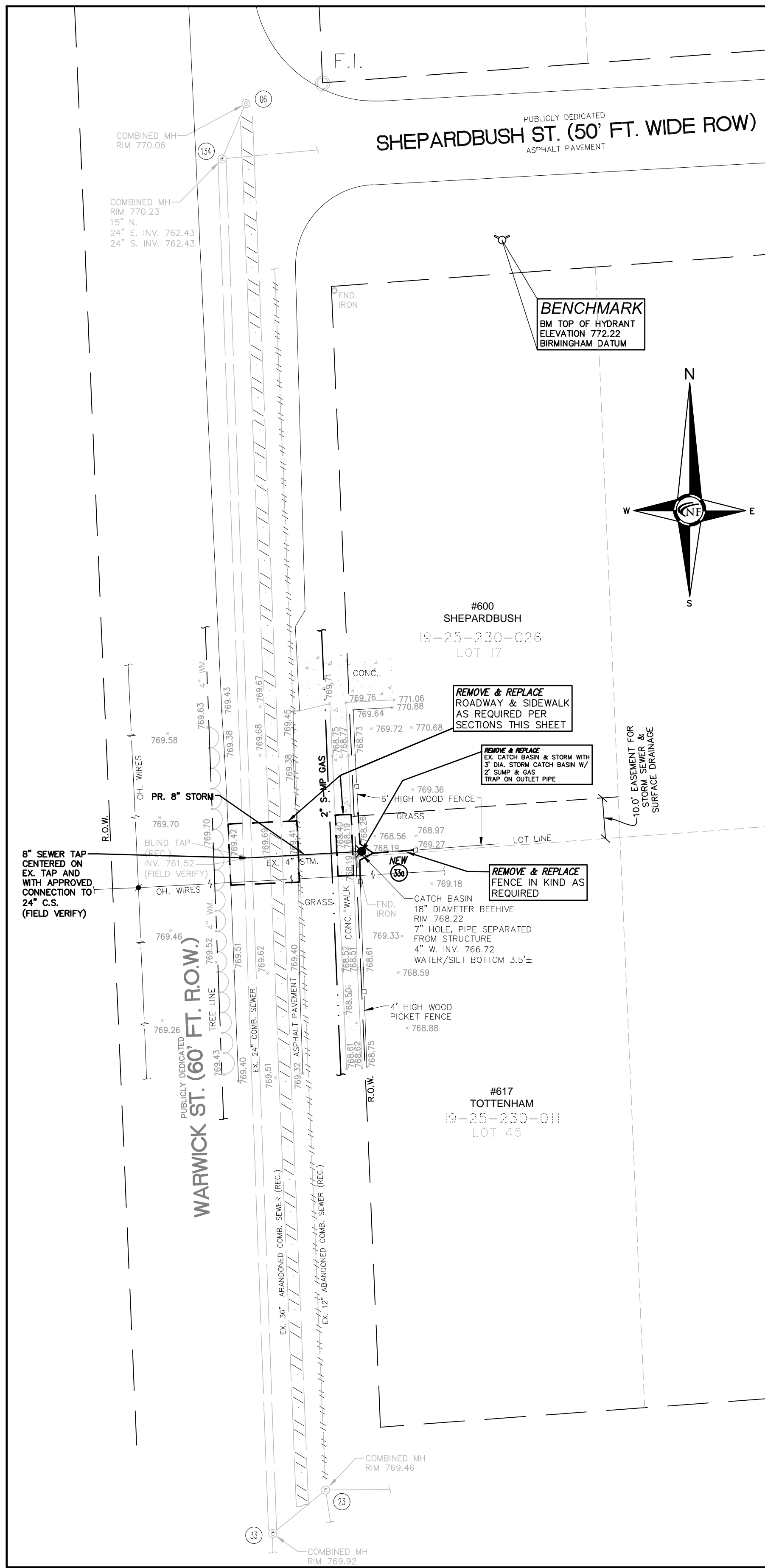


EXISTING CONDITIONS SURVEY  
SCALE: 1"=20'

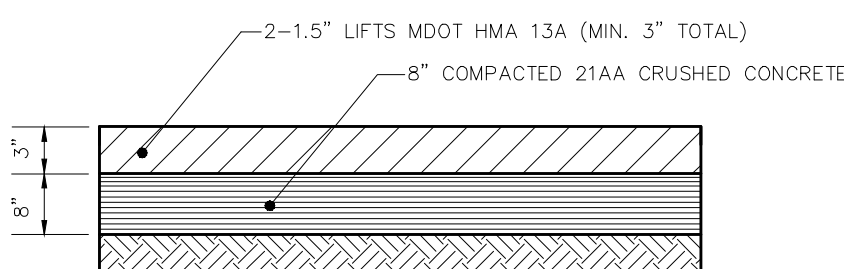


TEMP. SIDEWALK REPLACEMENT  
N.T.S.

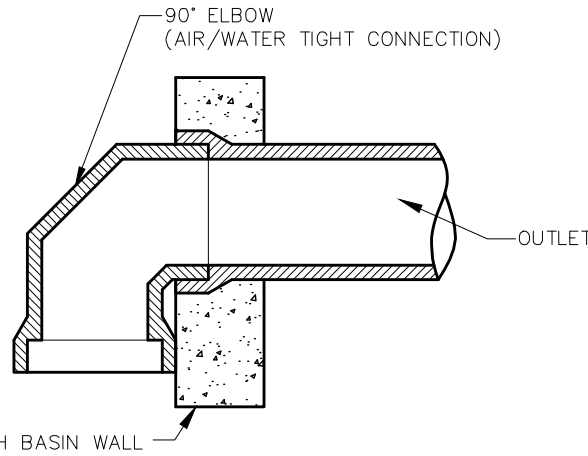
**SIDEWALK REPLACEMENT NOTE**  
ALL SIDEWALK REMOVED FOR STORM REPAIR SHALL BE TEMPORARILY REPLACED DURING RESTORATION BY STORM CONTRACTOR PER TEMP. SIDEWALK SECTION. FINAL REPLACEMENT OF CONCRETE SIDEWALK TO BE PERFORMED BY OTHERS (UNDER CITY SIDEWALK PROGRAM)



SITE PLAN  
SCALE: 1"=20'



ROADWAY PAVEMENT REPLACEMENT  
N.T.S.



SEWER TRAP  
N.T.S.

## GENERAL NOTES

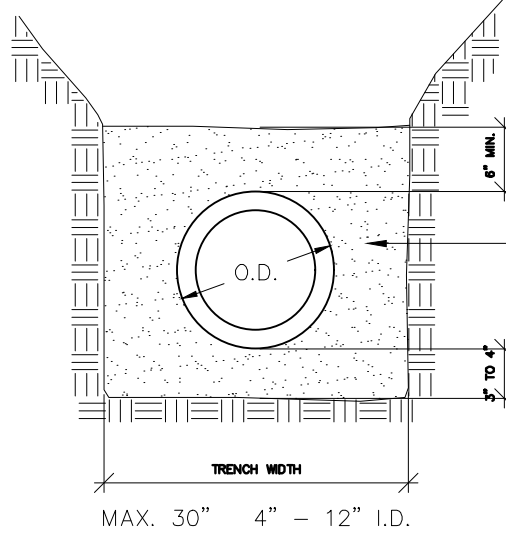
- FENCING TO BE REMOVED, SALVAGED & REPLACED IN KIND AND FREE FROM DAMAGE. ANY DAMAGED PARTS SHALL BE REPLACED IN KIND TO PRE-CONSTRUCTION CONDITIONS. ASSUMED TO BE IN MIN. 8-FOOT SECTIONS.
- ALL PAVEMENT TO BE REMOVED SHALL BE SAWCUT FULL DEPTH.
- NO TREES ARE INDICATED FOR REMOVAL. ALL TREES NEAR CONSTRUCTION SHALL BE PROTECTED DURING CONSTRUCTION. WHERE NECESSARY, TREE ROOTS SHALL BE CUT CLEANLY. AT NO TIME WILL RIPPING OR TEARING OF TREE ROOTS BE ACCEPTABLE.
- LAWN DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED WITH 3" CLASS A TOPSOIL, SEED AND MULCH RESULTING IN A NEAT LOOKING AND COMPLETE REPAIR.
- ROCKS, OR OTHER MISS. DEBRIS WHICH ARE REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE SITE, UNLESS DIRECTED OTHERWISE FROM THE CITY.
- ALLOW FOR AT LEAST 1 OR 2 BRICK ADJUSTMENT FOR PROPOSED PRECAST STRUCTURES.
- WORK AREA MUST BE MAINTAINED CLEAN AND FREE OF DEBRIS & ACCUMULATED SEDIMENT ON A DAILY BASIS. DO NOT ALLOW SEDIMENT TO ENTER STORM AND SEWER PIPES/STRUCTURES - REMOVAL SHALL BE THE CONTRACTOR'S RESPONSIBILITY AT HIS EXPENSE, AT THE DIRECTION OF THE PERMITTING AGENCY.
- MAINTAIN SAFE WORKING ENVIRONMENT FOR VEHICULAR AND PEDESTRIAN TRAFFIC AT ALL TIMES. IMPLEMENT ROAD & SIDEWALK CLOSURES IN WORK ZONE AS DIRECTED BY CITY, INCLUDING REQUIRED BARRICADES, CHANNELIZATION DEVICES AND TEMPORARY SIGNAGE, INCIDENTAL TO THE PROJECT.

## PAVING NOTES

- PAVING SHALL BE OF THE TYPE, THICKNESS AND CROSS SECTION AS INDICATED ON THE PLANS AND AS FOLLOWS:  
CONCRETE FLATWORK: PORTLAND CEMENT TYPE 1A (AIR-ENTRAINED), WITH A MINIMUM CEMENT CONTENT OF SIX SACKS PER CUBIC YARD, MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3,500 PSI AND A SLUMP OF 1.5 TO 3 INCHES. (BY OTHERS)  
ASPHALT: BASE COURSE - 21AA CRUSHED LESTERITE AGGREGATE (8" THICK)  
LEVELING- MDOT HMA MIXTURE NO. 13A (MAX. APPLICATION RATE 220 LBS./ SQUARE YARD)  
TOP COURSE-MDOT HMA MIXTURE NO. 13A (MAX. APPLICATION RATE 220 LBS./ SQUARE YARD)  
BOND COAT - MDOT SS-1H EMULSION AT 0.10 GALLON PER SQUARE YARD
- PAVEMENT BASE SHALL BE COMPACTED TO 95% OF THE MAXIMUM DENSITY (MODIFIED PROCTOR) PRIOR TO PLACEMENT OF PROPOSED PAVEMENT. EXISTING SUB-BASE SHALL BE PROOF-ROLLED IN THE PRESENCE OF THE ENGINEER TO DETERMINE STABILITY.
- ALL CONCRETE FLATWORK SHALL BE SPRAY CURED WITH WHITE MEMBRANE CURING COMPOUND IMMEDIATELY FOLLOWING FINISHING OPERATION.
- ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF THE MUNICIPALITY AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2012 EDITION.
- CONSTRUCTION OF A NEW OR RECONSTRUCTED DRIVE APPROACH CONNECTING TO AN EXISTING STATE OR COUNTY ROADWAY SHALL BE ALLOWED ONLY AFTER AN APPROVED PERMIT HAS BEEN SECURED FROM THE AGENCY HAVING JURISDICTION OVER SAID ROADWAY.
- FILL AREAS SHALL BE MACHINE COMPACTED IN UNIFORM LIFTS NOT EXCEEDING 9 INCHES THICK TO 95% OF THE MAXIMUM DENSITY (MODIFIED PROCTOR) PRIOR TO PLACEMENT OF PROPOSED PAVEMENT.

## STORM SEWER NOTES

- ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF THE MUNICIPALITY. THE MUNICIPALITY STANDARD NOTES, DETAILS AND SPECIFICATIONS SHALL BE INCORPORATED AS PART OF THESE PLANS.
- ALL STORM SEWER TRENCHES UNDER OR WITHIN THREE (3) FEET OF EXISTING OR PROPOSED PAVEMENT SHALL BE BACK-FILLED WITH MDOT CLASS II MATERIAL (SAND) AND BE MACHINE COMPACTED TO A MINIMUM OF 95% OF THE MATERIAL'S MAXIMUM DENSITY. PAVEMENT SHALL INCLUDE PARKING LOTS, DRIVE APPROACHES, 95 CURB & GUTTER AND ADJACENT WALKS.
- ALL STORM SEWER PIPE SHALL BE INSTALLED ON CLASS "B" BEDDING OR BETTER UNLESS OTHERWISE INCLUDED ON THE PLANS.
- STORM SEWER SHALL BE OF THE TYPE, SIZE & CLASS DESIGNATION INDICATED ON THE PLANS AND LIKEWISE BE INSTALLED AT THE PROPOSED LINE & GRADE INDICATED.
- ALL MAN HOLE, CATCH BASIN, INLET, REAR YARD DRAINAGE STRUCTURES AND COVERS SHALL BE AS INDICATED ON THE PLANS AND CONSTRUCTED IN ACCORDANCE WITH MUNICIPALITY STANDARDS.
- INSTALL TRAPS ON THE FIRST CATCH BASIN THAT IS UPSTREAM OF ITS CONNECTION TO A MAINLINE STORM OR SEWER MANHOLE, TO CAPTURE FLOATABLES AND TO MINIMIZE ESCAPE OF ODOR.
- THE CONTRACTOR SHALL NOTIFY MISS DIG (1-800-482-7171) A MINIMUM OF THREE (3) WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
- EXACT GRADES AND INVERTS OF PROPOSED STORM SEWER ARE TO BE CHECKED WITH THE FIELD ENGINEER PRIOR AND DURING INSTALLATION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE DESIGN ENGINEER OF ANY PLAN INCONSISTENCY AND/OR UTILITY CONFLICTS.
- ALL STORM SEWER PIPE JOINTS SHALL BE "PREMIUM JOINT" MODIFIED GROOVED TONGUE (M.G.T.) WITH SYNTHETIC RUBBER GASKETS CONFORMING TO ASTM SPECIFICATION C-443 & C-361, UNLESS OTHERWISE INDICATED ON THE PLANS.
- FACILITY MANUFACTURED PRECAST TEE SECTIONS SHALL BE FOR ROOF DRAINS AND/OR SUMP PUMP LEADS AND LATERALS WHERE INDICATED ON THE PLANS. BLIND TOP CONNECTIONS INTO STORM SEWER WILL NOT BE PERMITTED BY BREAKING PIPE WALL.
- THE CONTRACTOR SHALL PAY FOR AND SECURE ALL NECESSARY PERMITS AND LIKEWISE ARRANGE FOR ALL SITE INSPECTIONS.



STANDARD PIPE BEDDING  
N.T.S.

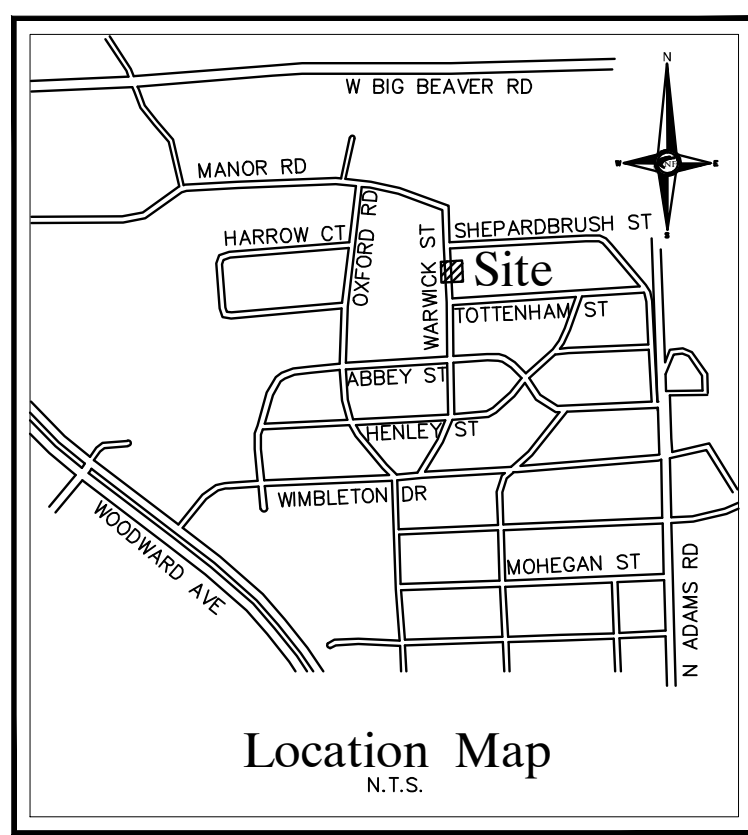
NOTE:  
APPROVAL MAY BE GIVEN TO ALTERNATE MATERIALS AND METHODS TO ACHIEVE CLASS B BEDDING.

## UTILITY NOTE

THE LOCATIONS AND ELEVATIONS OF SOME OF THE EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE SURVEY DRAWING WERE OBTAINED FROM MUNICIPAL AND UTILITY COMPANY RECORDS AND MAPS. THEREFORE, NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

## ESTIMATED QUANTITIES

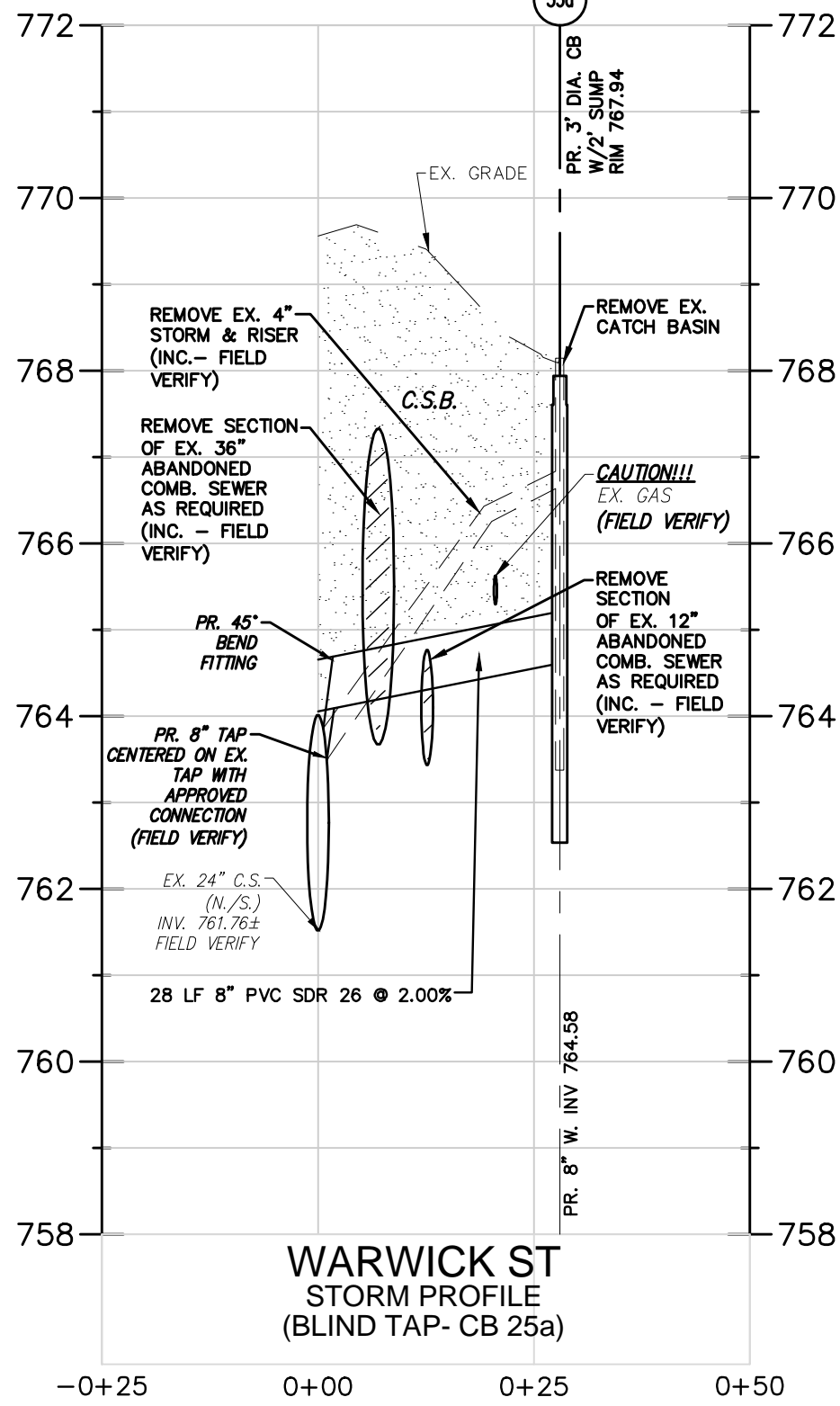
1	8" Storm Sewer, PVC SDR 26, Trench A	LF	28
2	New 3'-0" Diameter Rear Yard Catch Basin	EA	1
3	Sewer Tap, 8"	EA	1
4	Remove Ex. Drainage Structure	EA	1
5	Removing Concrete Sidewalk & Ramp (sawcutting included)	SY	7
6	Removing Asphalt Pavement Full Depth (sawcutting included)	SY	30
7	Thickness	TON	5
8	Aggregate Base, 21AA Crushed Concrete, 8"	SY	30
9	Temporary Sidewalk Repair, 21AA Crushed Concrete, 4"	SF	60
10	Remove & Replace Fencing, In Kind, Complete	LF	32
11	Topsoil, 3"	SY	25
12	Seed & Mulch	SY	25
13	Inlet Filter	EA	1
14	Inlet Sediment Pit	EA	1
15	Inspector Crew Days	DAYS	-
16	Traffic Maintenance & Control	LS	1



Location Map  
N.T.S.

## Storm Sewer Structure Schedule

Structure Name	Structure Details
#33a 3' DIAMETER REAR YARD PR. PRE-CAST STORM CATCH BASIN W/ 2 SUMP	PR. RIM 767.94 PR. 8" W. INV. 764.58 WITH TRAP (INC.) INSTALL WITH NEW LEW #1040 FRAME WITH BEEHIVE COVER. PROPOSED RIM ELEVATION IS SET AT BASE OF BEEHIVE COVER - INC.



## MISS DIG / UTILITY DISCLAIMER NOTE

A MISS DIG TICKET NUMBER B81031584, PURSUANT TO MICHIGAN PUBLIC ACT 174 WAS ENTERED FOR THE SURVEYED PROPERTY. DUE TO THE EXTENDED REPORTING PERIOD FOR UNDERGROUND FACILITY OWNERS TO PROVIDE THEIR RECORDS, THE SURVEY MAY NOT REFLECT ALL THE UTILITIES AT THE TIME THE SURVEY WAS ISSUED ON 04-24-18. THE SURVEY ONLY REFLECTS THOSE UTILITIES WHICH COULD BE OBSERVED BY THE SURVEYOR IN THE FIELD OR AS DEPICTED BY THE UTILITY COMPANY RECORDS FURNISH PRIOR TO THE DATE THIS SURVEY WAS ISSUED. THE CLIENT AND/OR THEIR AUTHORIZED AGENT SHALL VERIFY WITH THE FACILITY OWNERS AND/OR THEIR AUTHORIZED AGENTS, THE COMPLETENESS AND EXACTNESS OF THE UTILITIES LOCATION.

## TOPOGRAPHIC SURVEY NOTES

ALL ELEVATIONS ARE EXISTING ELEVATIONS, UNLESS OTHERWISE NOTED.

UTILITY LOCATIONS WERE OBTAINED FROM MUNICIPAL OFFICIALS AND RECORDS OF UTILITY COMPANIES, AND NO GUARANTEE CAN BE MADE TO THE COMPLETENESS, OR EXACTNESS OF LOCATION.

THIS SURVEY MAY NOT SHOW ALL EASEMENTS OF RECORD UNLESS AN UPDATED TITLE POLICY IS FURNISHED TO THE SURVEYOR BY THE OWNER.

## LEGEND

MANHOLE	EXISTING SANITARY SEWER
HYDRANT	EXISTING SAN. CLEAN OUT
GATE VALVE	EXISTING WATER MAIN
MANHOLE	EXISTING STORM SEWER
CATCH BASIN	EXISTING BURIED CABLES
EX. R.Y. CATCH BASIN	OVERHEAD LINES
UTILITY POLE	GUY WIRE
GUY WIRE	LIGHT POLE
SIGN	EXISTING GAS MAIN

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

SEAL

PROJECT  
Warwick Storm Renewal

CLIENT



Engineering Department  
151 Martin Street  
Birmingham, MI 48012

PROJECT LOCATION

Part of the Northeast 1/4  
of Section 25  
Town 2 North,  
Range 10 East  
City of Birmingham,  
Oakland County, Michigan

SHEET

Existing Conditions /  
Proposed Work Plan

SHEET INDEX:  
CI - EXISTING CONDITIONS/PROPOSED WORK  
CITY OF BIRMINGHAM SEWER DETAIL SHEET



Know what's below  
Call before you dig.

DATE ISSUED/REVISED  
05/04/18 CITY REVIEW  
05/21/18 BID/CONSTRUCTION

DRAWN BY:

C. Danielsen

DESIGNED BY:

B. Buchholz

APPROVED BY:

B. Buchholz

DATE:

04-24-2018

SCALE: 1" = 20'

20 10 0 10 20 30

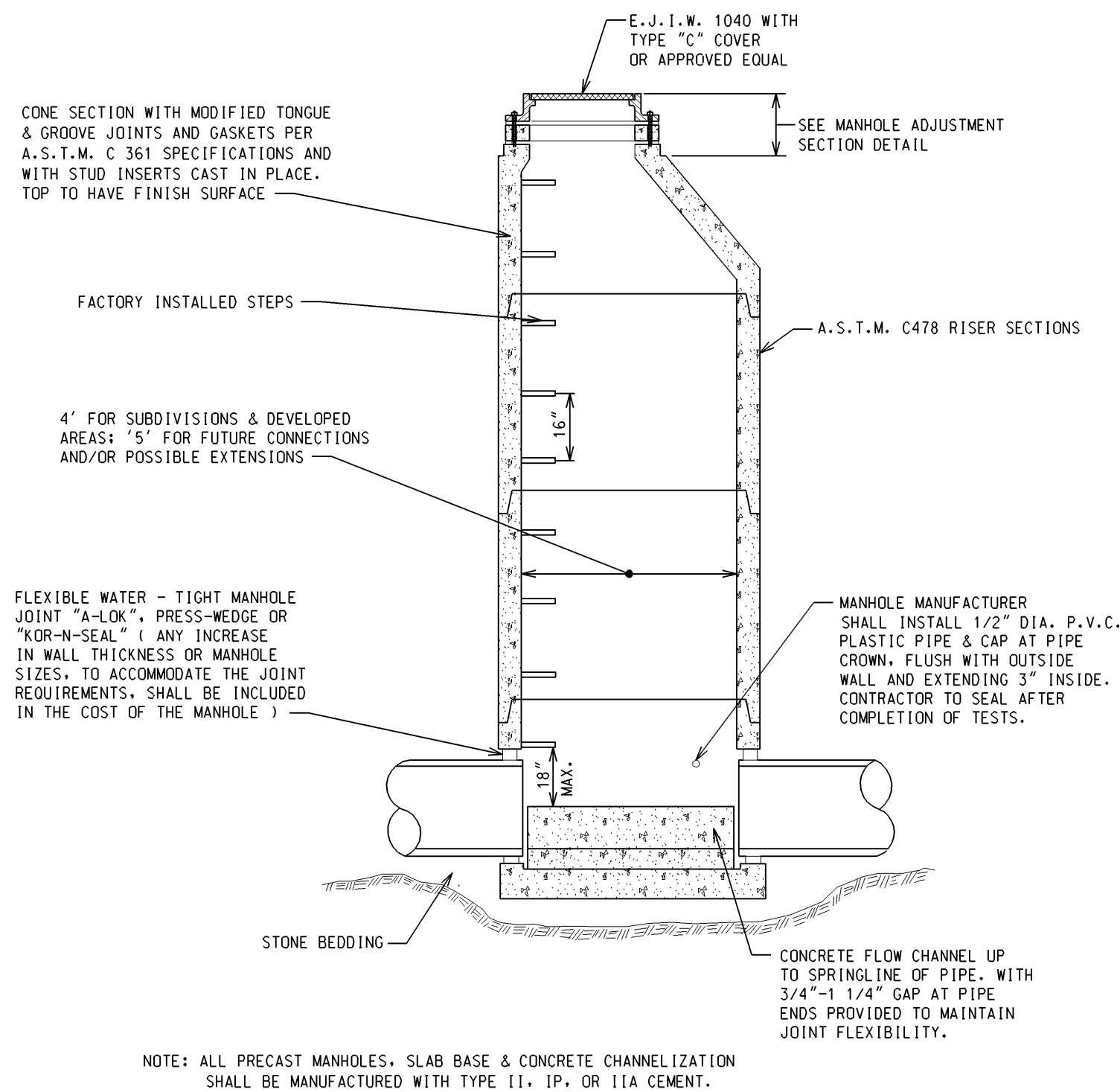
NFE JOB NO.

K376

SHEET NO.

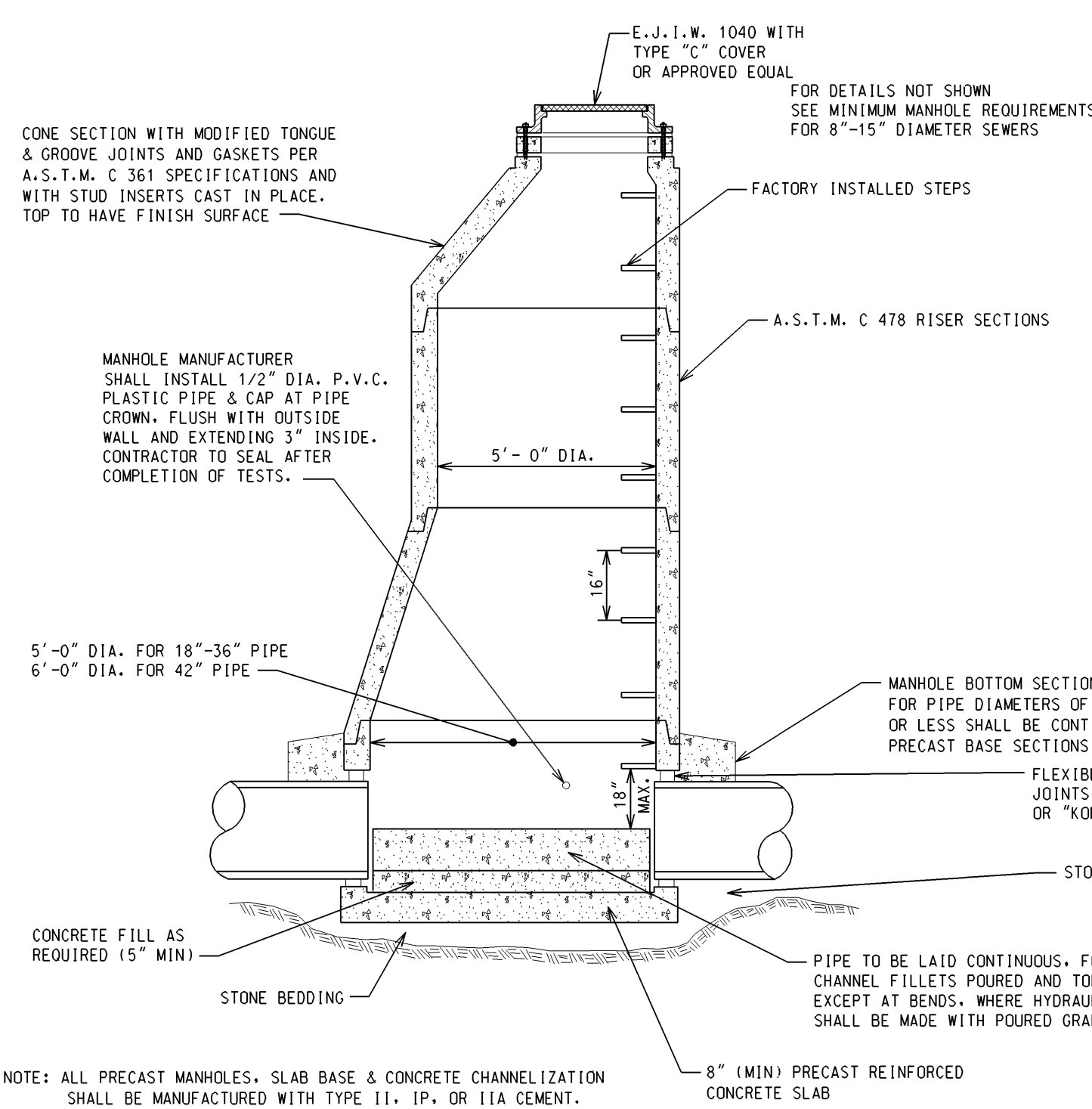
C1





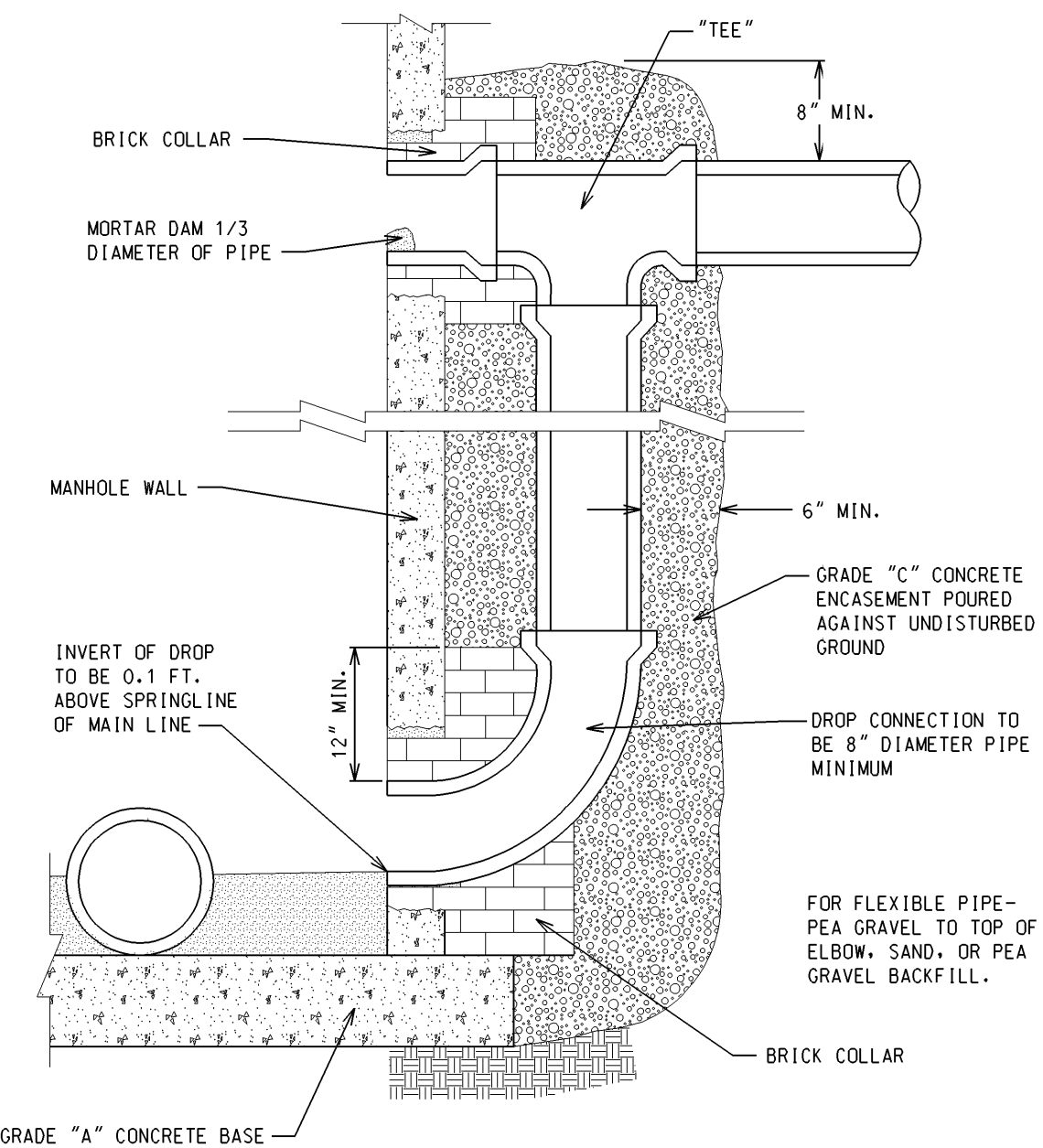
### SEWER MANHOLE

( 8" THRU 15" DIA. SEWERS )

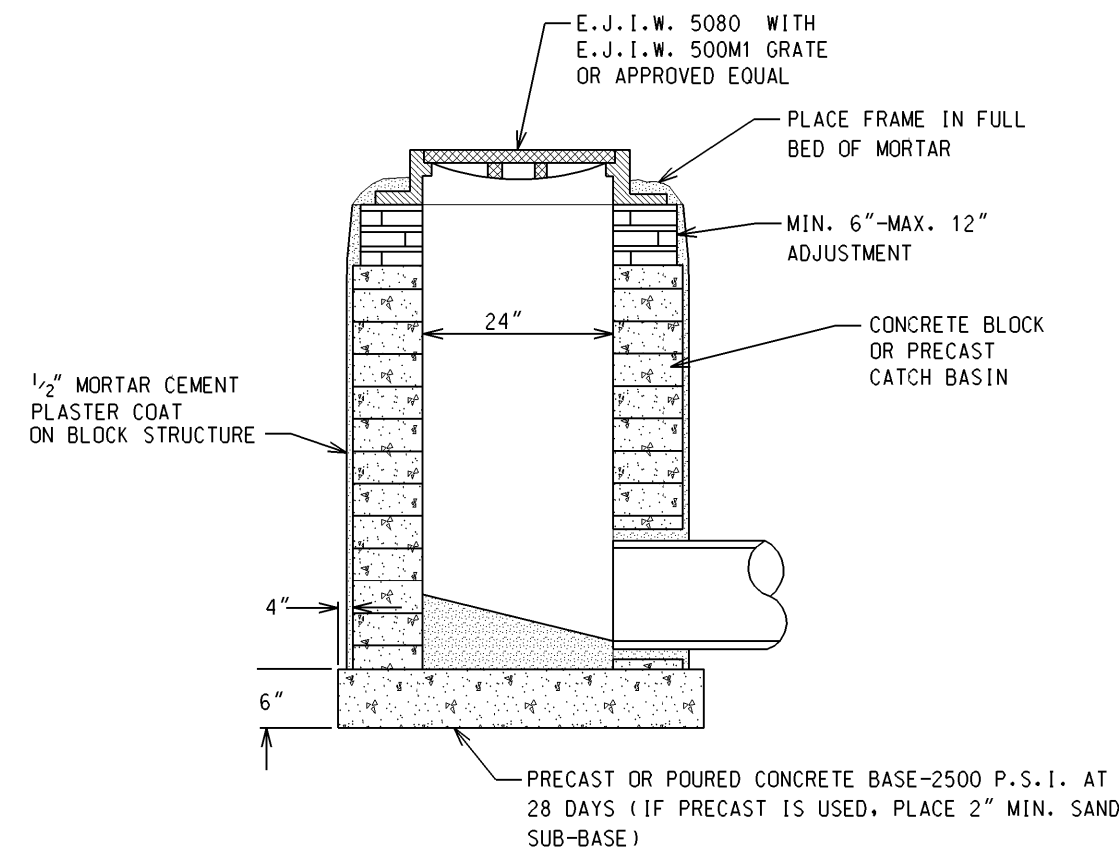


### SEWER MANHOLE

( 18" THRU 42" DIA. SEWERS )

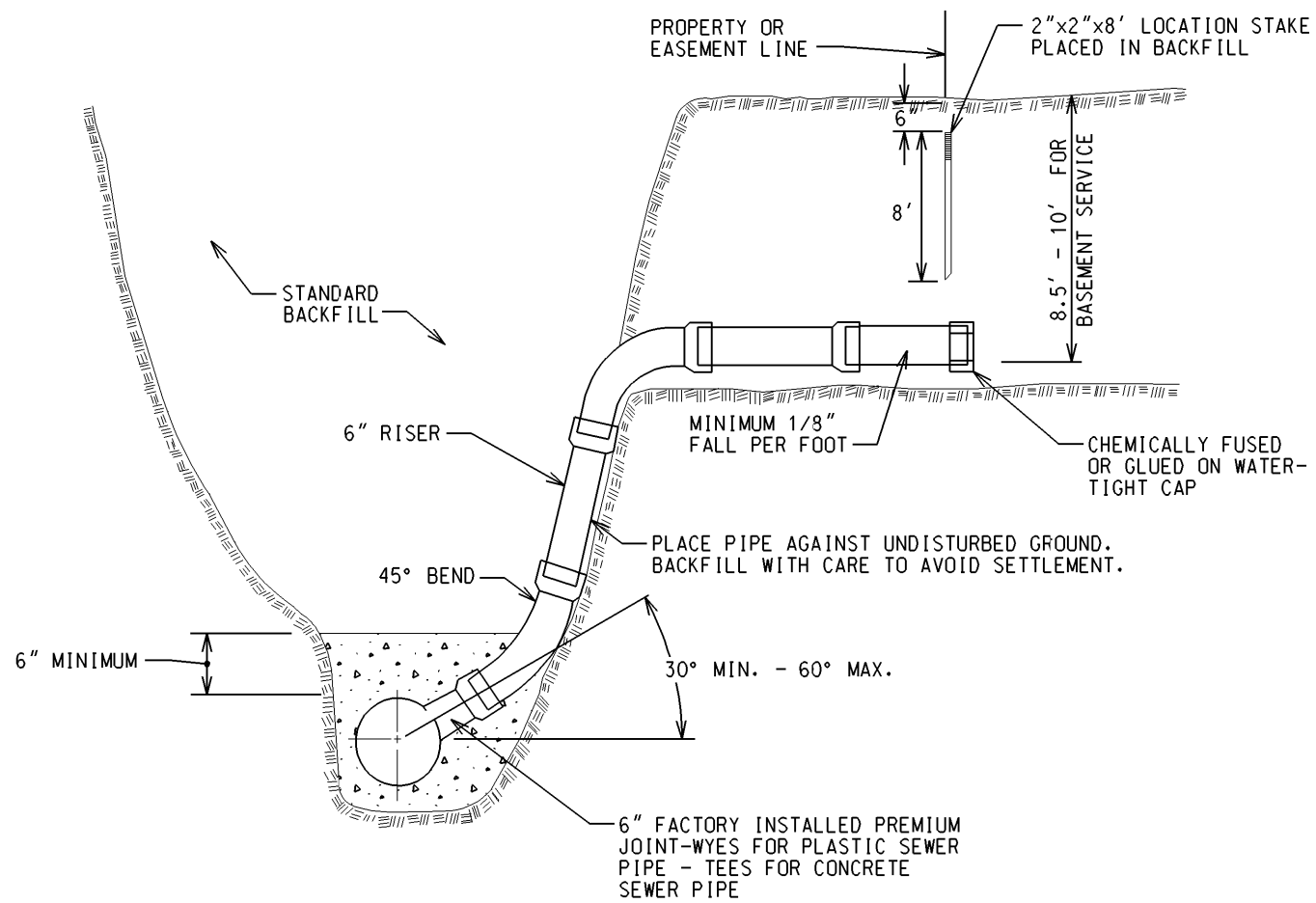


### EXTERNAL DROP CONNECTION



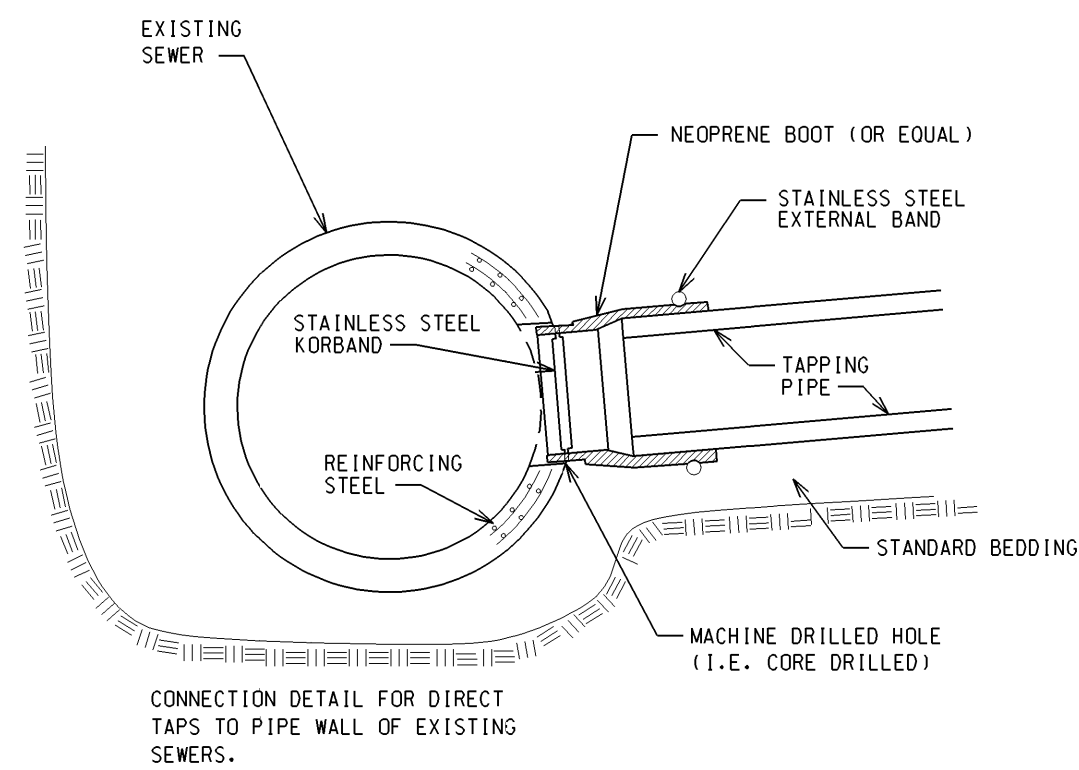
### 2 FT. DIAMETER INLET

NOTE: FOR CATCH BASINS OR INLETS WITHIN YARD AREAS USE E.J.I.W. 1040 WITH TYPE "N" COVER OR APPROVED EQUAL



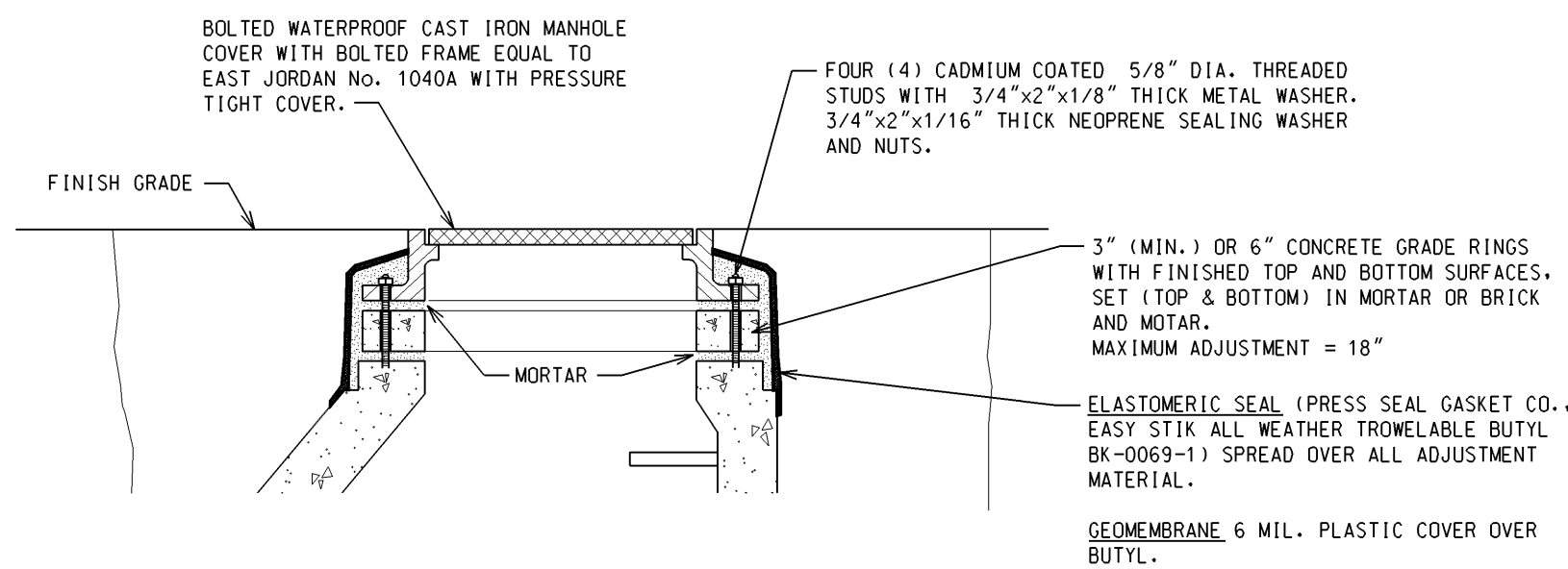
### BUILDING LEAD DETAIL

0" - 15" COVER

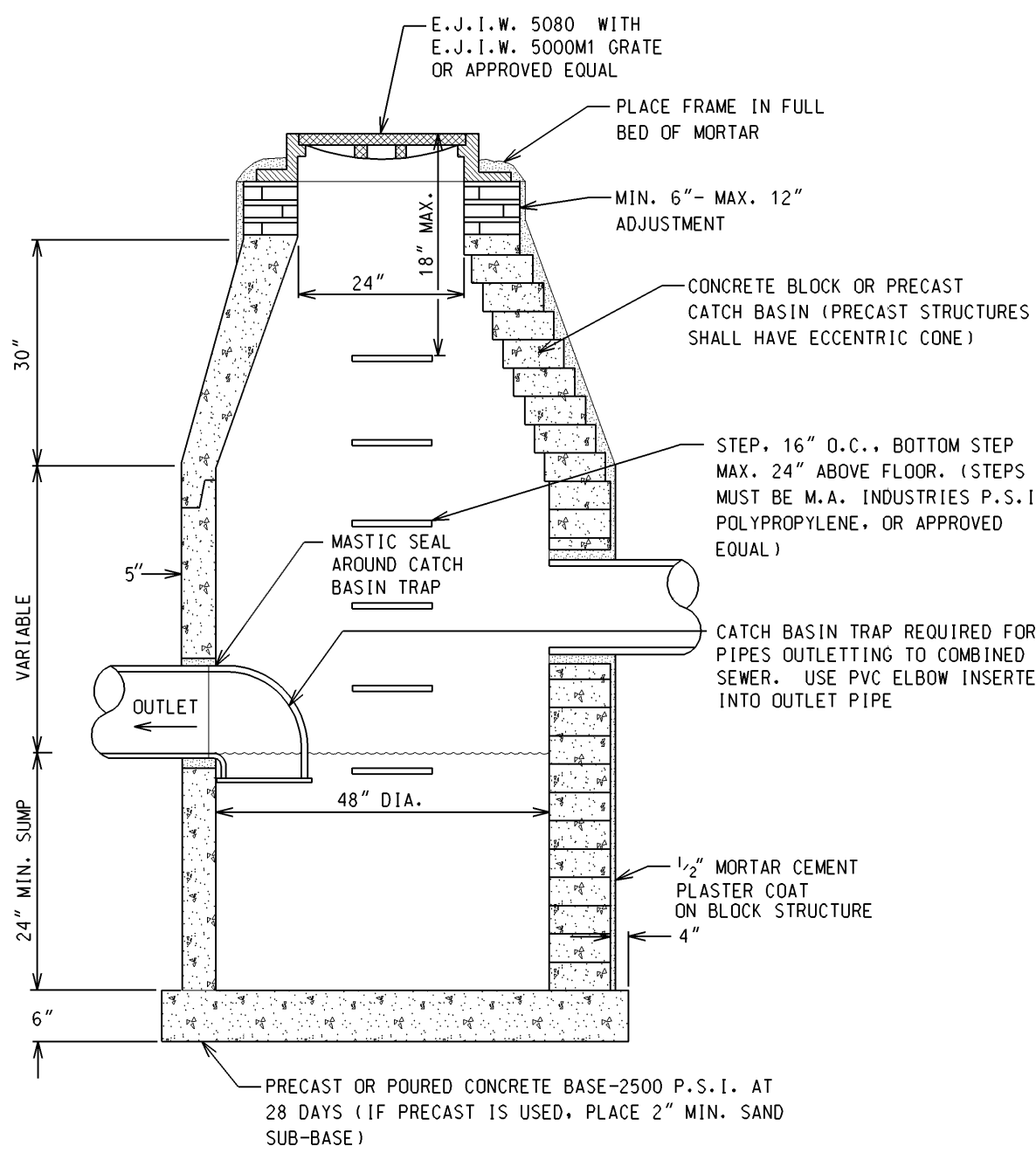


### KOR-N-TEE TAP FOR CONCRETE

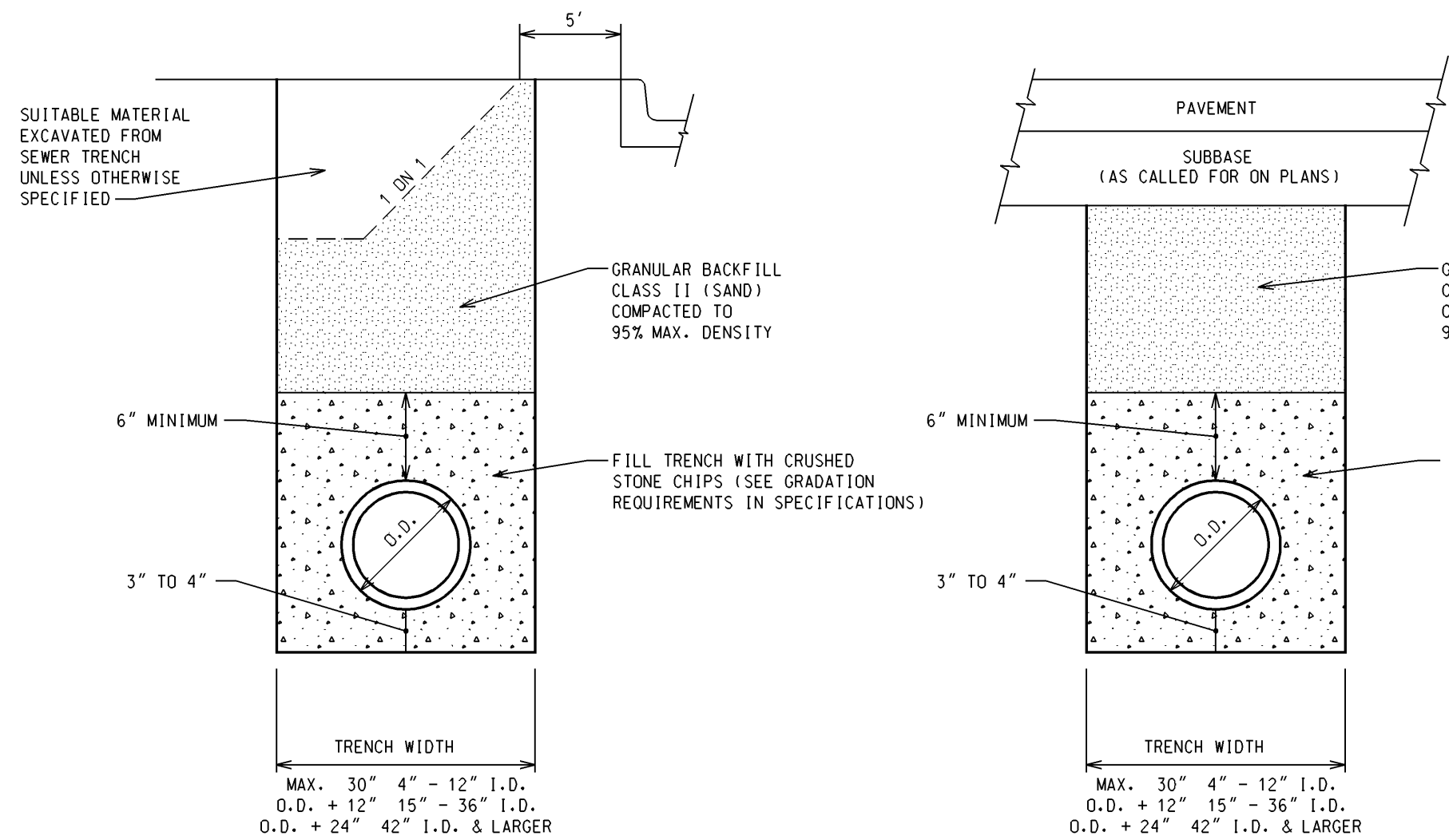
NO SCALE



### SANITARY MANHOLE ADJUSTMENT SECTION DETAIL



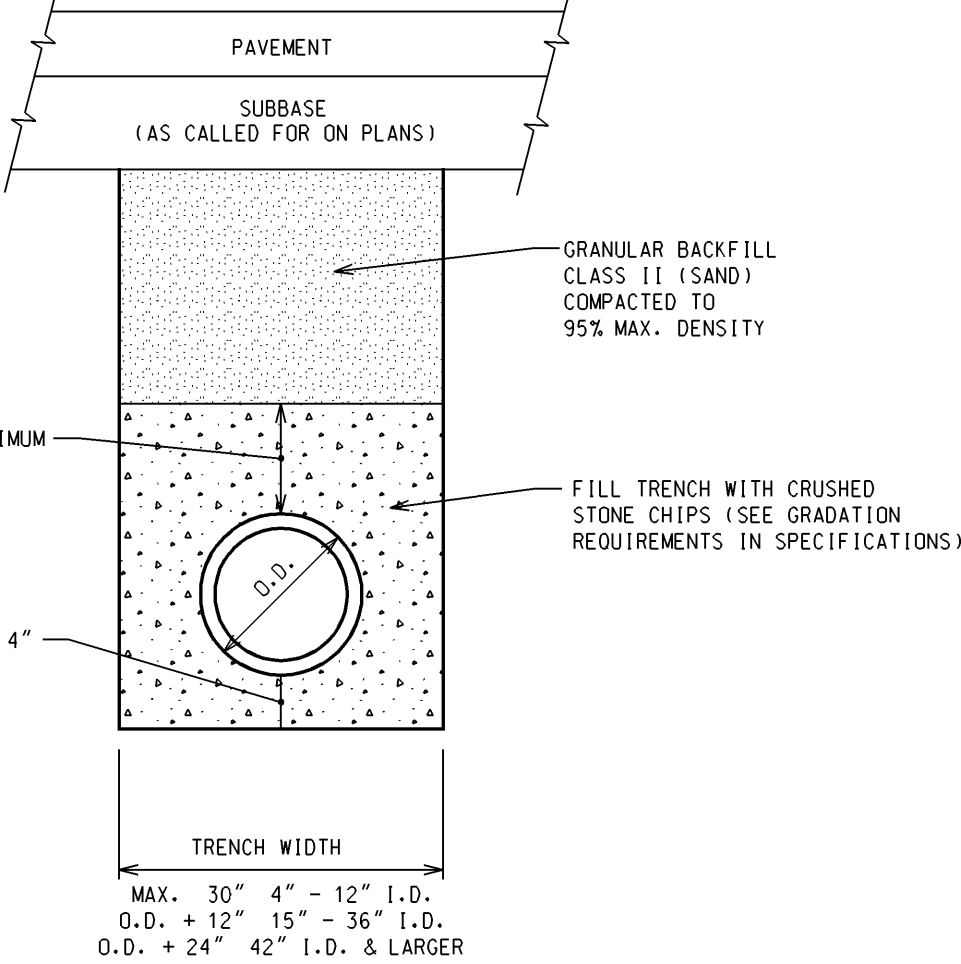
### 4 FT. DIAMETER CATCH BASIN



### TRENCH DETAIL "A"

SEWER UNDER ROAD BED OR WITHIN THE INFLUENCE OF ROAD BED

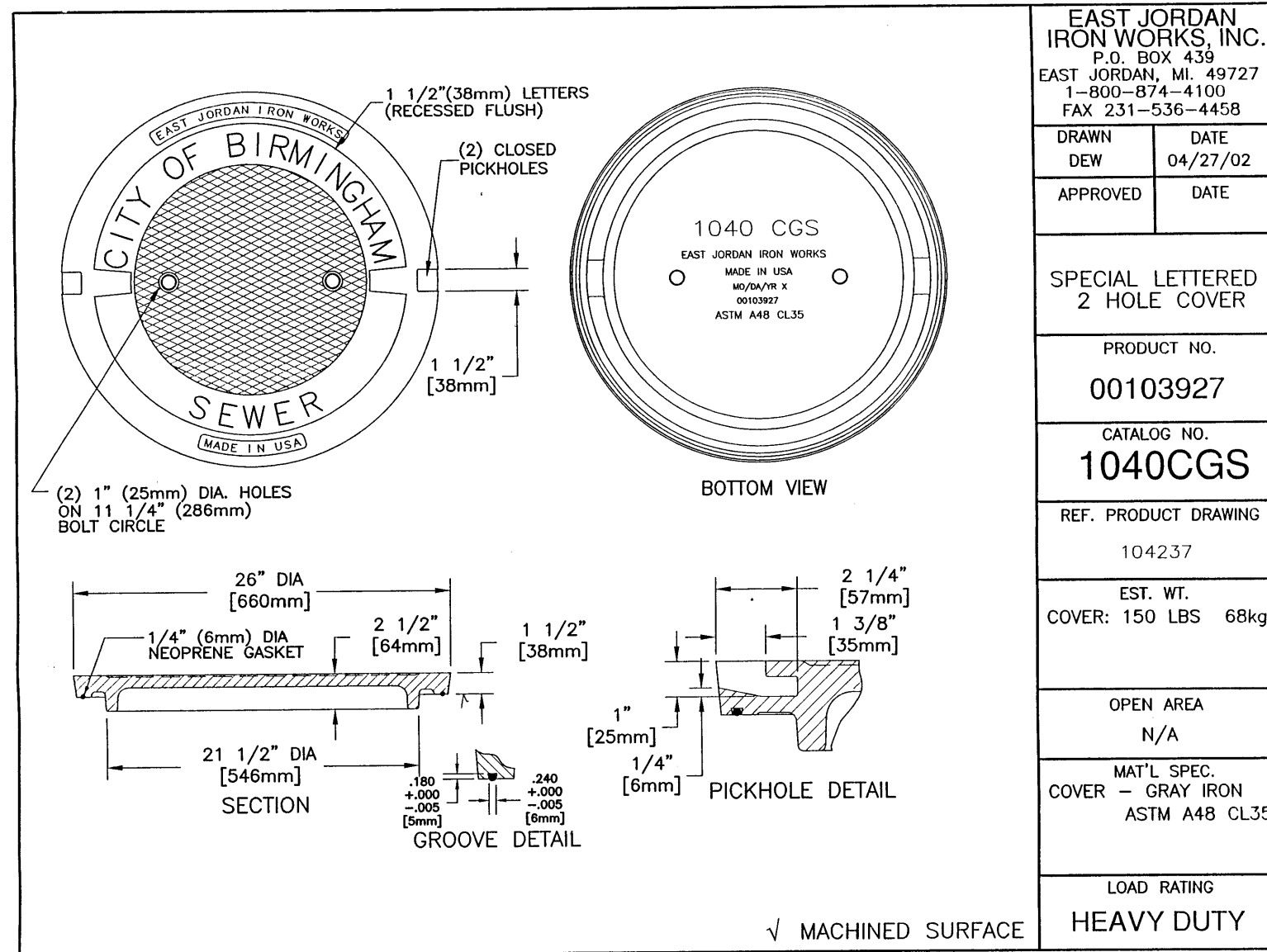
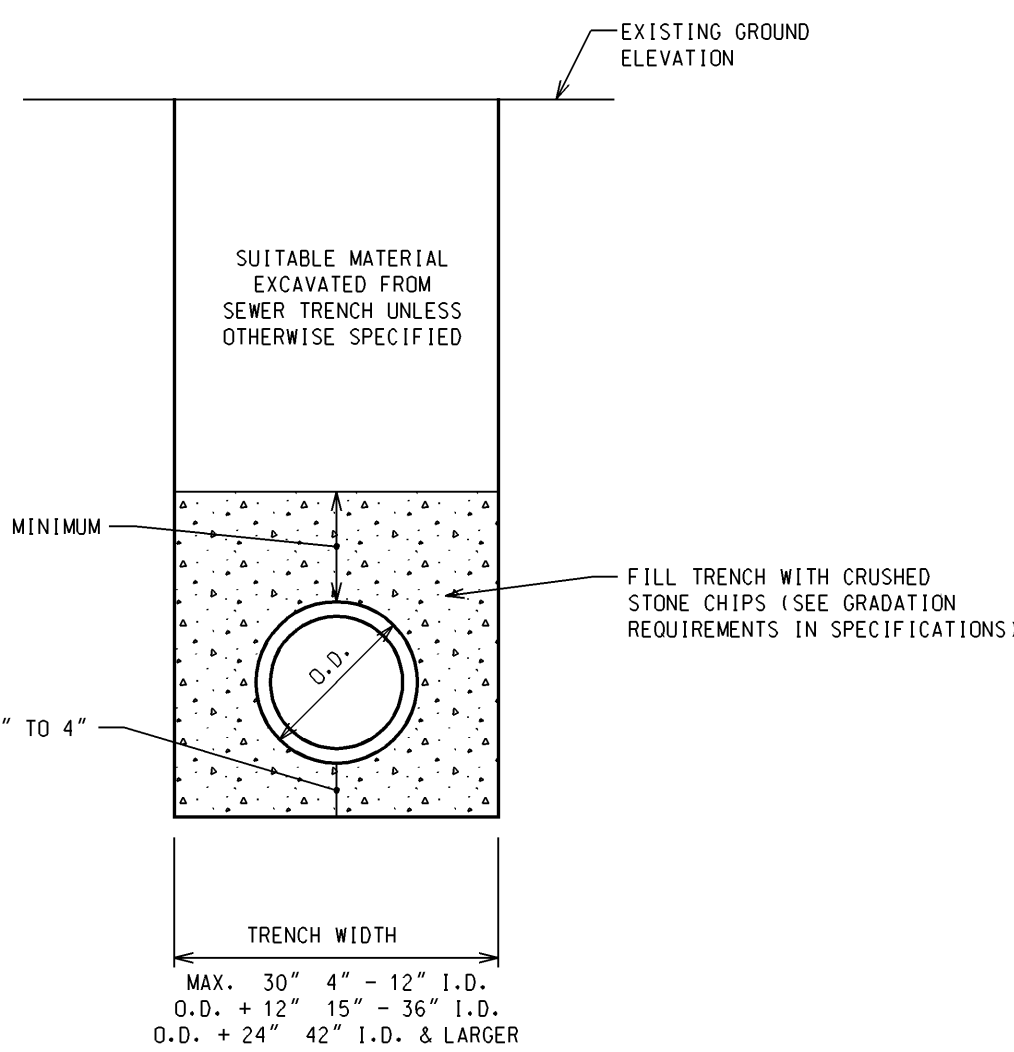
NOT TO SCALE



### TRENCH DETAIL "B"

SEWER NOT UNDER ROAD BED

NOT TO SCALE



151 MARTIN STREET BIRMINGHAM, MICHIGAN 48102

### SEWER STANDARD DETAILS

DATE:	ADDITION AND/OR REVISION	DRAWN	PROJECT NO.	SHEET NO.
		DESIGNED	DATE JANUARY 2007	
		APPROVED	SCALE	





## MEMORANDUM

IT Department

**DATE:** 07/23/2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Eric Brunk, IT Manager

**SUBJECT:** G-Mail License renewal

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The City of Birmingham is using G-Suite Basic from Google for its email platform. This suite gives us access to email, calendar, data applications, data storage and file sharing under the bhamgov.org domain. The reseller on record with Google inc. for our account is Newmind Group from Kalamazoo, Michigan. They process the purchasing of new accounts when needed, yearly license renewal and handle the troubleshooting of issues encountered with our google accounts outside of general administrator tasks performed by the IT department.

The G-Suite product license is an annual license and this year is due by the 3<sup>rd</sup> of August 2018. We currently have 230 licenses in use and each license costs \$50.00 a year.

Total cost for the Google G-Suite licenses through Newmind Group Inc. is \$11,500.00. Funds are available in the Computer Maintenance fund 636-228.000-993.0600

**SUGGESTED RESOLUTION:**

Authorize the IT department to purchase the G-Suite licenses from Newmind Group Inc. the cost not to exceed \$11,500.00 using available funds from the Computer Maintenance fund 636-228.000-993.0600



Newmind Group, Inc.  
P.O. Box 19246  
Kalamazoo MI 49019  
Phone: 269.492.0469

# INVOICE



City of Birmingham  
Eric Brunk  
151 Martin Street  
PO Box 3001  
Birmingham MI 48012

Invoice #:	2991484
Date:	June 3, 2018
Balance Due (USD):	\$11,500.00

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
GSuiteBasic	G Suite Basic (Annual User License) - bhamgov.org  License Period: August 3, 2018 - August 2, 2019  Due Date: August 3, 2018	50.00	230	11,500.00
Subtotal:				11,500.00
Total:				11,500.00
Amount Paid:				0.00
Balance Due (USD):				\$11,500.00
<p style="text-align: center;"><b>Prepay</b></p> <p style="text-align: center;"><b>BY ACCEPTING THIS ESTIMATE OR PAYING THE RESULTING INVOICE YOU AGREE TO THE TERMS AND CONDITIONS OF SERVICE DESCRIBED IN THE MASTER SERVICES AGREEMENT AVAILABLE AT:</b></p> <p style="text-align: center;"><a href="http://www.newmindgroup.com/terms">http://www.newmindgroup.com/terms</a></p> <p style="text-align: center;"><b>IN ADDITION, YOU REPRESENT THAT YOU HAVE ALL NECESSARY AUTHORITY TO ENTER INTO THE CONTRACT FORMED BY (i) THE MASTER SERVICES AGREEMENT, (ii) THIS ESTIMATE, AND (iii) ANY OTHER TERMS OR CONDITIONS IDENTIFIED ABOVE.</b></p>				



## NOTICE OF PUBLIC HEARING

### BIRMINGHAM CITY COMMISSION

#### SPECIAL LAND USE PERMIT AMENDMENT & FINAL SITE PLAN REVIEW

Meeting Date, Time, Location:	Monday, July 23, 2018 at 7:30 PM Municipal Building, 151 Martin Birmingham, MI
Location of Request:	260 N. Old Woodward – The Morrie
Nature of Hearing:	To consider the Special Land Use Permit Amendment & Final Site Plan to allow the operation of a restaurant, serving alcoholic liquors, and providing live entertainment with a dancing area.
City Staff Contact:	Jana Ecker 248.530.1841 <a href="mailto:jecker@bhamgov.org">jecker@bhamgov.org</a>
Notice Requirements:	Mailed to all property owners and occupants within 300 feet of subject address. Publish July 1, 2018
Approved minutes may be reviewed at:	City Clerk's Office
Persons wishing to express their views may do so in person at the hearing or in writing addressed to City Clerk, City of Birmingham, 151 Martin, Birmingham, MI 48009.	
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.	





## MEMORANDUM

Planning Division

**DATE:** July 11, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Jana L. Ecker, Planning Director

**SUBJECT:** Public Hearing for Special Land Use Permit Amendment & Final Site Plan Review for 260 N. Old Woodward – The Morrie

The subject site, 260 N. Old Woodward, is located within the Palladium Building in the former Au Cochon and Arthur Avenue restaurant spaces just north of the Hamilton Row and N. Old Woodward intersection. The applicant is proposing a restaurant serving alcoholic liquors, named The Morrie. The concept will be based on The Morrie concept currently based in Royal Oak, and will feature a casual dining style with eclectic roadhouse cuisine. The applicant is proposing the renovated 7,952 sq. ft. restaurant space to contain 214 indoor seats and 16 outdoor seats on a raised platform. Thirty-three of the proposed indoor seats will surround a bar and 240 sq. ft. raised performance stage for live entertainment. The owner of the building currently has a liquor license that may be utilized in this space, and The Morrie is proposing to utilize the license.

On March 28, 2018, the Planning Board conducted a public hearing on the above application for a Special Land Use Permit and Final Site Plan Review for The Morrie. After much discussion, the Planning Board voted unanimously to recommend approval to the City Commission of The Morrie at 260 N. Old Woodward.

On May 14, 2018 the City Commission held a public hearing to consider the above request for a Special Land Use Permit. At that time the applicant disclosed that they intended to have an area designated for dancing during the times when there were musical acts. The City Commission ultimately approved the proposal without the dancing area as it was not disclosed at the Planning Board review, nor shown on the plans. The City Commission felt that the proposal should be reviewed by the Planning Board again with the dancing area included as part of the proposal.

Accordingly, the applicant submitted an application for a SLUP Amendment to include a dancing area. The application was reviewed and recommended for approval by the Planning Board at their June 27, 2018 meeting with the condition that the applicant comply with Chapter 50, Noise, Division 4.

Please find attached the Planning Board staff report and application attachments for your review as well as the Planning Board minutes from March 28, 2018 and City Commission minutes from May 14 2018.



**SUGGESTED ACTION:**

To approve the Special Land Use Permit Amendment & Final Site Plan Review for 260 N. Old Woodward – The Morrie, to allow the operation of a restaurant, serving alcoholic liquors, and providing live entertainment with a dancing area.



**THE MORRIE  
260 N. OLD WOODWARD  
SPECIAL LAND USE PERMIT AMMENDMENT  
2018**

WHEREAS, The Morrie was approved by the City Commission on May 14, 2018 to operate a food and drink establishment in the B4 zone district in accordance Article 2, Section 2.37 of Chapter 126, Zoning, of the City Code;

WHEREAS, The land for which the Special Land Use Permit Amendment is sought is located on the east side of N. Old Woodward, north of Hamilton Row;

WHEREAS, The land is zoned B-4, and is located within the Downtown Birmingham Overlay District, which permits the operation of food and drink establishments serving alcoholic beverages 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 applicant submitted an application for a Special Land Use Permit Amendment and Final Site Plan to add a dancing area to the previously approved new restaurant, The Morrie;

WHEREAS, The Planning Board on June 27, 2018 reviewed the application for a Special Land Use Permit Amendment and Final Site Plan Review and recommended approval of The Morrie with a dancing area with the condition that the applicant comply with Chapter 50, Noise, Division 4;

WHEREAS, The Birmingham City Commission has reviewed The Morrie's Special Land Use Permit Amendment 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 The Morrie's application for a Special Land Use Permit Amendment and Final Site Plan at 260 N. Old Woodward is hereby approved;

BE IT FURTHER RESOLVED, That the City Commission determines that to assure continued compliance with Code standards and to protect public health, safety, and welfare,



this Special Land Use Permit Amendment is granted subject to the following conditions:

1. The Morrie shall comply with Chapter 50, Noise, Division 4;
2. The Morrie shall be permitted to provide entertainment in accordance with their entertainment permit issued by the MLCC;
2. The Morrie shall abide by all provisions of the Birmingham City Code; 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 including, but not limited to, violations of the state law or Birmingham City Code.

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, The Morrie 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 The Morrie to comply with all the ordinances of the City may result in the Commission revoking this Special Land Use Permit.

MAY IT BE FURTHER RESOLVED that The Morrie is recommended for the operation of a food and drink establishment serving alcoholic beverages on premises with a Class C Liquor License, at 260 N. Old Woodward, Birmingham, Michigan, 48009, above all others, pursuant to Chapter 10, Alcoholic Liquors, of the Birmingham City Code, subject to final inspection.

I, Cherilynn Mynsberge, 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 July 23, 2018.

---

Cherilynn Mynsberge, City Clerk





## Special Land Use Permit Application Planning Division

Form will not be processed until it is completely filled out.

### 1. Applicant

Name: AFB HOSPITALITY GROUP LLC  
Address: 27387 WOODWARD AVE  
BERKLEY MI 48072  
Phone Number: 248-629-9221 x201  
Fax Number: \_\_\_\_\_  
Email Address: AFB@AFBHOSPITALITYGROUP.COM

### Property Owner

Name: JORDAN JONNA  
Address: 4036 TELEGRAPH RD  
SUITE 201 BLOOMFIELD HILLS MI 48302  
Phone Number: 248-431-0350  
Fax Number: 248-593-6203  
Email Address: JJONNA@AFJONNA.COM

### 2. Applicant's Attorney/Contact Person

Name: KELLY ALLEN  
Address: 40950 WOODWARD AVE.  
BLOOMFIELD HILLS MI 48304  
Phone Number: 248-540-7400  
Fax Number: \_\_\_\_\_  
Email Address: KALLEN@ANAFIRM.COM

### Project Designer/Developer

Name: EDDISON ARCHITECTURE  
Address: 320 MARTIN ST LL10  
BIRMINGHAM MI 48009  
Phone Number: 248-554-9500  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### 3. Required Attachments

- Warranty Deed with legal description of property
- Required fee (see Fee Schedule for applicable amount)
- Fifteen (15) folded copies of plans including a certified land survey, color elevations showing all materials, site plan, landscape plan, photometric plan, and interior plan
- Photographs of existing site and buildings
- Samples of all materials to be used

- Catalog sheets for all proposed lighting, mechanical equipment & outdoor furniture
- An itemized list of all changes for which approval is requested
- Completed Checklist
- Digital copy of plans
- One (1) additional set of plans mounted on a foam board, including a color rendering of each elevation

### 4. Project Information

Address/Location of Property: 260 N. OLD  
WOODWARD AVE. BIRMINGHAM MI 48009  
Name of Development: \_\_\_\_\_  
Sidwell #: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: A-2 RESTAURANT  
Area in Acres: \_\_\_\_\_  
Current Zoning: D-4 OVERLAY  
Zoning of Adjacent Properties: D-4 OVERLAY/P  
Is there a current SLUP in effect for this site?: \_\_\_\_\_  
Is property located in the floodplain? \_\_\_\_\_

Name of Historic District site is in, if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of DRB approval, if any: \_\_\_\_\_  
Date of Last SLUP Amendment: \_\_\_\_\_  
Will proposed project require the division of platted lots? \_\_\_\_\_

### 5. Details of the Nature of Work Proposed (Site plan & design elements)

INTERIOR RENOVATION, EXISTING KITCHEN TO REMAIN,  
RESTROOM TO REMAIN, BACKROOM TO REMAIN, EXISTING  
STORE FRONT GLAZING TO REMAIN, EXTERIOR SIGNAGE  
TO BE RENOVATED



6. Buildings and Structures **ALREADY ESTABLISHED**

Number of Buildings on site: \_\_\_\_\_  
Height of Building & # of stories: \_\_\_\_\_

Use of Buildings: \_\_\_\_\_  
Height of rooftop mechanical equipment: \_\_\_\_\_

## 7. Floor Use and Area (in square feet)

### Commercial Structures:

Total basement floor area: \_\_\_\_\_  
 Number of square feet per upper floor: \_\_\_\_\_  
 Total floor area: 7,952 SF (NEW RESTAURANT)  
 Floor area ratio (total floor area divided by total land area): \_\_\_\_\_  
 Open space: \_\_\_\_\_  
 Percent of open space: \_\_\_\_\_

Office space: 59 SF  
Retail space: N/A  
Industrial space: N/A  
Assembly space: 4,741 SF  
Seating Capacity: 251  
Maximum Occupancy Load: 309

### Residential Structures:

Total number of units: N/A  
 Number of one bedroom units: \_\_\_\_\_  
 Number of two bedroom units: \_\_\_\_\_  
 Number of three bedroom units: \_\_\_\_\_  
 Open space: \_\_\_\_\_  
 Percent of open space: \_\_\_\_\_

Rental units or condominiums?: \_\_\_\_\_  
 Size of one bedroom units: \_\_\_\_\_  
 Size of two bedroom units: \_\_\_\_\_  
 Size of three bedroom units: \_\_\_\_\_  
 Seating Capacity: \_\_\_\_\_  
 Maximum Occupancy Load: \_\_\_\_\_

8. Required and Proposed Setbacks **ALREADY ESTABLISHED**

Required front setback: \_\_\_\_\_  
 Required rear setback: \_\_\_\_\_  
 Required total side setback: \_\_\_\_\_  
 Side setback: \_\_\_\_\_

Proposed front setback: \_\_\_\_\_  
Proposed rear setback: \_\_\_\_\_  
Proposed total side setback: \_\_\_\_\_  
Second side setback: \_\_\_\_\_

9. Required and Proposed Parking **ALREADY ESTABLISHED**

Required number of parking spaces: \_\_\_\_\_  
 Typical angle of parking spaces: \_\_\_\_\_  
 Typical width of maneuvering lanes: \_\_\_\_\_  
 Location of parking on the site: \_\_\_\_\_  
 Location of off site parking: \_\_\_\_\_  
 Number of light standards in parking area: \_\_\_\_\_  
 Screenwall material: \_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_  
 Typical size of parking spaces: \_\_\_\_\_  
 Number of spaces < 180 sq. ft.: \_\_\_\_\_  
 Number of handicap spaces: \_\_\_\_\_  
 Shared Parking Agreement?: \_\_\_\_\_  
 Height of light standards in parking area: \_\_\_\_\_  
 Height of screenwall: \_\_\_\_\_

10. Landscaping **ALREADY ESTABLISHED**

## Location of landscape areas:

Proposed landscape material:



### 11. Streetscape **EXISTING**

Sidewalk width: **MIN 5'-0"**  
Number of benches: \_\_\_\_\_  
Number of planters: \_\_\_\_\_  
Number of existing street trees: \_\_\_\_\_  
Number of proposed street trees: \_\_\_\_\_  
Streetscape Plan submitted?: \_\_\_\_\_

Description of benches or planters: \_\_\_\_\_  
\_\_\_\_\_  
Species of existing street trees: \_\_\_\_\_  
Species of proposed street trees: \_\_\_\_\_  
\_\_\_\_\_

### 12. Loading **EXISTING**

Required number of loading spaces: \_\_\_\_\_  
Typical angle of loading spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of loading spaces on the site: \_\_\_\_\_

Proposed number of loading spaces: \_\_\_\_\_  
Typical size of loading spaces: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

### 13. Exterior Trash Receptacles **EXISTING**

Required number of trash receptacles: \_\_\_\_\_  
Location of trash receptacles: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Proposed number of trash receptacles: \_\_\_\_\_  
Size of trash receptacles: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

### 14. Mechanical Equipment **ALREADY ESTABLISHED**

#### Utilities & Transformers:

Number of ground mounted transformers: \_\_\_\_\_  
Size of transformers (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of all utilities & easements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

Number of utility easements: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

#### Ground Mounted Mechanical Equipment: **EXISTING**

Number of ground mounted units: \_\_\_\_\_  
Size of ground mounted units (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

Screenwall material: \_\_\_\_\_

#### Rooftop Mechanical Equipment: **EXISTING**

Number of rooftop units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
Size of rooftop units (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Percentage of rooftop covered by mechanical units: \_\_\_\_\_  
Distance from units to rooftop units to screenwall: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Screenwall material: \_\_\_\_\_  
Location of screenwalls: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**15. Accessory Buildings** N/A

Number of accessory buildings: \_\_\_\_\_  
Location of accessory buildings: \_\_\_\_\_

Size of accessory buildings: \_\_\_\_\_  
Height of accessory buildings: \_\_\_\_\_

**16. Building Lighting** EXISTING CITY LIGHT POLES

Number of light standards on building: \_\_\_\_\_  
Size of light fixtures (LxWxH): \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_  
Height from grade: \_\_\_\_\_

Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Proposed wattage per fixture: \_\_\_\_\_  
Number & location of holiday tree lighting receptacles: \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan or Special Land Use Permit. The undersigned further states that they have reviewed the procedures and guidelines for site plan review and Special Land Use Permits in Birmingham and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

Signature of Owner: [Signature]  
Print Name: Jordan Jonna

Date: 2/1/2018

Signature of Applicant: [Signature]  
Print Name: Arron F. Bolen

Date: 2/1/2018

Signature of Architect: [Signature]  
Print Name: Kevin Biddison

Date: 2/1/18

*Office Use Only*

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Accepted by: \_\_\_\_\_





## SPECIAL LAND USE PERMIT APPLICATION CHECKLIST – PLANNING DIVISION

Applicant: AFB HOSPITALITY GROUP LLC Case #: \_\_\_\_\_ Date: 02.01.18

Address: 260 N. OLD WOODWARD AVE Project: THE MORRIS

All site plans and elevation drawings prepared for approval shall be prepared in accordance with the following specifications and other applicable requirements of the City of Birmingham. If more than one page is used, each page shall be numbered sequentially. All plans must be legible and of sufficient quality to provide for quality reproduction or recording. Plans must be no larger than 24" x 36", and must be folded and stapled together. The address of the site must be clearly noted on all plans and supporting documentation.

### Site Plan for Special Land Use Permit

A full site plan detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- ☒ 1. Name and address of applicant and proof of ownership;
- ☒ 2. Name of Development (if applicable);
- ☒ 3. Address of site and legal description of the real estate;
- NA 4. Name and address of the land surveyor;
- ☒ 5. Legend and notes, including a graphic scale, north point, and date;
- ☒ 6. A separate location map;
- NA 7. A map showing the boundary lines of adjacent land and the existing zoning of the area proposed to be developed as well as the adjacent land;
- NA 8. A list of all requested elements / changes to the site plan;
- ☒ 9. Any changes requested marked in color on the site plan and on all elevations of any building(s);
- NA 10. A chart indicating the dates of any previous approvals by the Planning Board, Board of Zoning Appeals, Design Review Board, City Commission, or the Historic District Committee ("HDC");
- NA 11. Existing and proposed layout of streets, open space and other basic elements of the plan;
- NA 12. Existing and proposed utilities and easements and their purpose;
- NA 13. Location of natural streams, regulated drains, 100-year flood plains, floodway, water courses, marshes, wooded areas, isolated preservable trees, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants and any other significant feature(s) that may influence the design of the development;
- NA 14. General description, location, and types of structures on the site;
- ☒ 15. Details of existing or proposed lighting, signage and other pertinent development features;
- NA 16. A landscape plan showing all existing and proposed planting and screening materials, including the number, size, and type of plantings proposed and the method of irrigation; and
- NA 17. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.

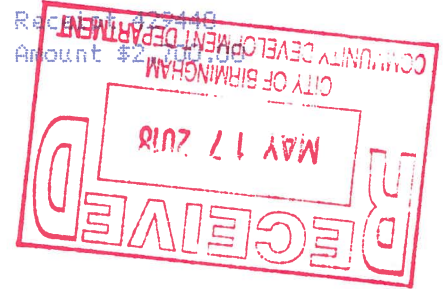
### Elevation Drawings



Complete elevation drawings detailing the proposed changes for which approval is requested shall be drawn at a scale no smaller than 1" = 100' (unless the drawing will not fit on one 24" X 36" sheet) and shall include:

- ☒ 18. Name and address of applicant and proof of ownership;
- ☒ 19. Name of Development (if applicable);
- ☒ 20. Address of site and legal description of the real estate;
- ☒ 21. A separate location map;
- ☒ 22. Legend and notes, including a graphic scale, north point, date and all relevant dimensions;
- ☒ 23. Color elevation drawings showing the proposed design for each façade of the building;
- ☒ 24. Itemized list of all materials to be used, including exact size specifications, color, style, and the name of the manufacturer; and
- NA 25. Elevation drawings of all screenwalls to be utilized in concealing any exposed mechanical or electrical equipment, trash receptacle areas and parking areas;
- NA 26. Details of existing or proposed lighting, signage and other pertinent development features;
- ☒ 27. A list of any requested design changes;
- NA 28. Location of all exterior lighting fixtures, exact size specifications, color, style and the name of the manufacturer of all fixtures, and a photometry analysis of all exterior lighting fixtures showing light levels to all property lines; and
- NA 29. Any other information requested in writing by the Planning Division, the Planning Board, or the Building Official deemed important to the development.





## Notice Signs - Rental Application Community Development

### 1. Applicant

Name: AFB HOSPITALITY GROUP LLC  
Address: 27387 WOODWARD AVE.  
BERKLEY MI 48072  
Phone Number: 248-629-9221x201  
Fax Number: \_\_\_\_\_

### Property Owner

Name: JORDAN JONNA  
Address: 4036 TELEGRAPH RD SUITE 201  
BLOOMFIELD HILLS MI 48302  
Phone Number: 248-431-0350  
Fax Number: 248-593-6203

### 2. Project Information

Address/Location of Property: 260 N. 2ND WOODWARD  
Name of Development: THE MORRIS  
Area in Acres: 0.18 ACRES

Name of Historic District site is in, if any: \_\_\_\_\_

Current Use: A-2 RESTAURANT

Current Zoning: D-4 OVERLAY

### 3. Date of Board Review

Board of Building Trades Appeals: \_\_\_\_\_  
City Commission: \_\_\_\_\_  
Historic District Commission: \_\_\_\_\_  
Planning Board: \_\_\_\_\_

Board of Zoning Appeals: \_\_\_\_\_  
Design Review Board: \_\_\_\_\_  
Housing Board of Appeals: \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to post the Notice Sign(s) at least 15 days prior to the date on which the project will be reviewed by the appropriate board or commission, and to ensure that the Notice Sign(s) remains posted during the entire 15 day mandatory posting period. The undersigned further agrees to pay a rental fee and security deposit for the Notice Sign(s), and to remove all such signs on the day immediately following the date of the hearing at which the project was reviewed. The security deposit will be refunded when the Notice Sign(s) are returned undamaged to the Community Development Department. Failure to return the Notice Sign(s) and/or damage to the Notice Sign(s) will result in forfeiture of the security deposit.

Signature of Applicant: \_\_\_\_\_

Date: 2/1/2018

#### Office Use Only

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



320 Martin Street Suite 10  
Birmingham, Michigan 48009  
t:248.554.9500  
Contact Person: Kevin Biddison  
e.mail: kb@biddison-ad.com

PROPOSED BUILDING RENOVATION FOR:

The Morrie

PROJECT LOCATION:

260 N OLD WOODWARD AVE,  
BIRMINGHAM, MI 48009  
ZONED: D-4 OVERLAY

APPLICANT INFORMATION

AFB HOSPITALITY GROUP LLC  
27387 WOODWARD AVE.  
BERKLEY MI 48072  
  
T. 248.629.9221X201.  
E. AFB@AFBHOSPITALITYGROUP.COM

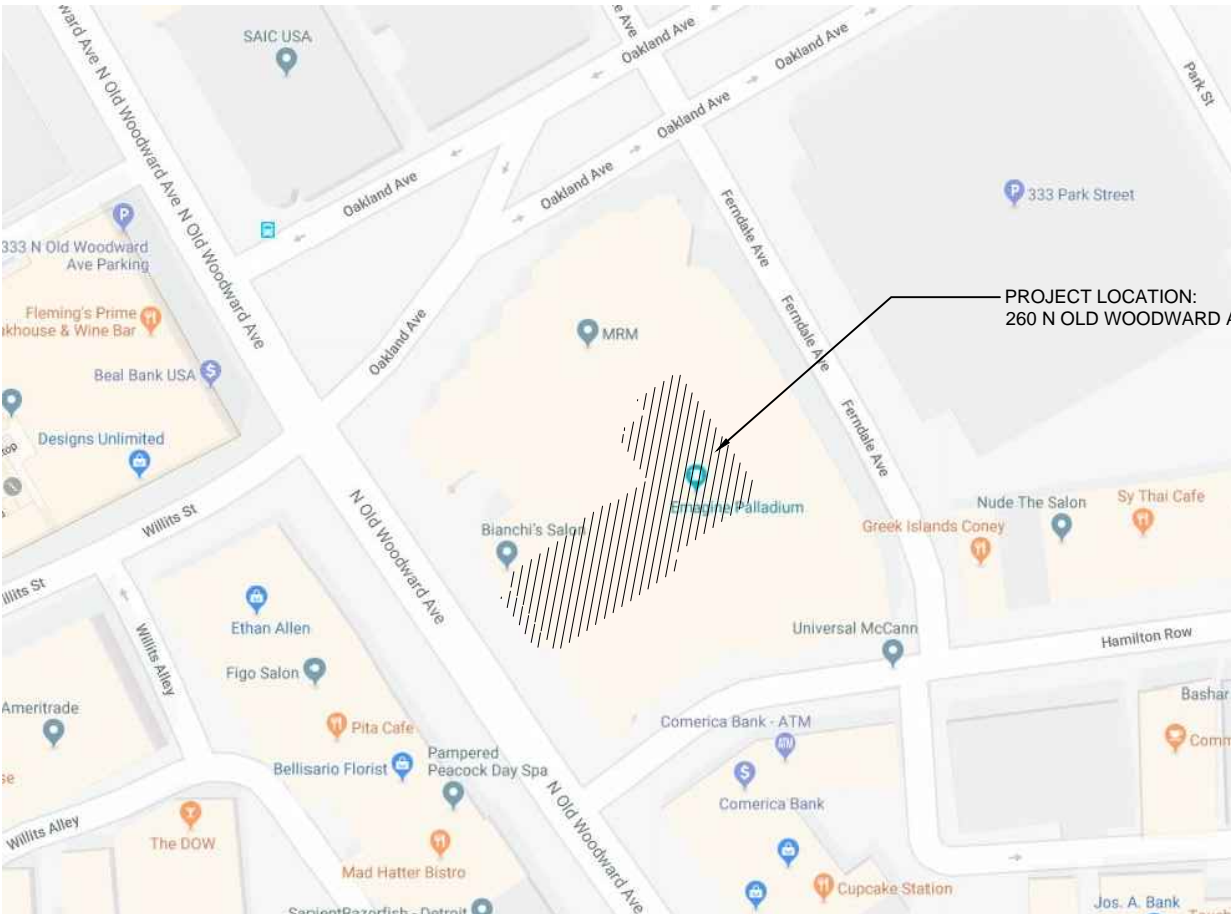
GENERAL CONTRACTOR:

TOWER CONSTRUCTION  
3883 TELEGRAPH RD., SUITE 200 .  
BLOOMFIELD TWP., MI 48302  
  
P. 248.287.8200  
F. 248.287.8203

SHEET INDEX:

T.101	TITLE SHEET
A.101a	FLOOR PLAN
A.101b	FLOOR PLAN - DANCE FLOOR
A.201	EXTERIOR ELEVATION
A.301	INTERIOR PERSPECTIVE IMAGES
A.302	INTERIOR PERSPECTIVE IMAGES
A.303	INTERIOR PERSPECTIVE IMAGES

FIRE SUPPRESSION NOTE:  
THE BUILDING IS PROVIDED WITH A FULLY AUTOMATIC FIRE PROTECTION SPRINKLER SYSTEM INSTALLED (FIRE SUPPRESSION SYSTEM) - WORK WILL BE DESIGNED TO MEET M.B.C. REQUIREMENTS AND CITY OF BIRMINGHAM INSPECTION & PERMIT APPROVAL. FACTORY MUTUAL STANDARDS AND SPECIFICATIONS SHALL ALSO BE USED WHERE NOT OTHERWISE IN CONFLICT WITH LOCAL STANDARDS. SPRINKLER CONTRACTOR SHALL BE FULLY LICENSED AND BE RESPONSIBLE FOR PREPARATION OF ENGINEERED DRAWINGS. SUBMISSION OF DRAWINGS TO ALL LOCAL AND STATE AGENCIES FOR APPROVAL AND FOR COORDINATION OF REQUIREMENTS WITH OWNERS AND TENANTS INSURANCE CARRIER.



Consultants

Project data

GOVERNING CODES: 2015 MICHIGAN BUILDING CODE  
2015 MICHIGAN PLUMBING CODE  
2015 MICHIGAN MECHANICAL CODE  
2015 MICHIGAN REHABILITATION CODE  
2015 INTERNATIONAL FUEL GAS CODE  
MICHIGAN ELECTRICAL CODE, 2014 N.E.C.  
W/ PART 8 STATE AMENDMENTS  
ICC/ANSI A117.1-2015 AND MICHIGAN  
BARRIER FREE DESIGN LAW OF PUBLIC  
ACT 1 OF 1966 AS AMENDED.  
MICHIGAN UNIFORM ENERGY CODE RULES  
PART 10 WITH ANSI/ASHRAE/IESNA  
STANDARD 90.1-2015  
2015 INTERNATIONAL FIRE CODE  
NFPA 13 - 2010  
NFPA 72 - 2010

TENANT AREA: 7,952 SQFT

BUILDING USE: A-2 RESTAURANT

TYPE OF CONSTRUCTION:  
  
2012 MBC: TYPE IIA (PROTECTED)  
NFPA 220: TYPE II-000

Issued for

SPECIAL LAND USE PERMITS 02.01.18  
SLUP AMENDMENT 05.16.18

Project no.

THE MORRIE 2010.17

Sheet no.



Consultant

Project title

PROPOSED BUILDING RENOVATION FOR  
**THE MORRIE**

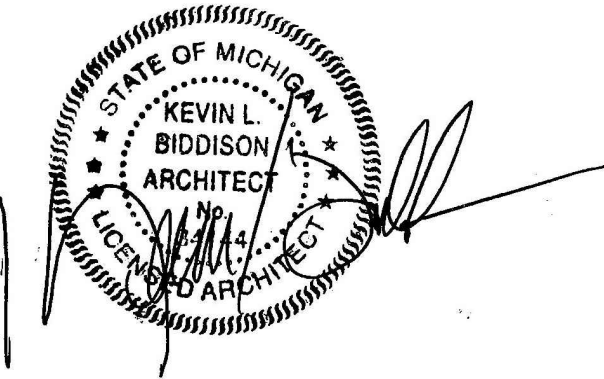
260 N OLD WOODWARD AVE,  
BIRMINGHAM, MI 48009

Issued dr/c

SPECIAL LAND USE  
PERMIT 02.01.18  
SLUP AMENDMENT 05.16.18

Sheet title

**FLOOR PLAN**

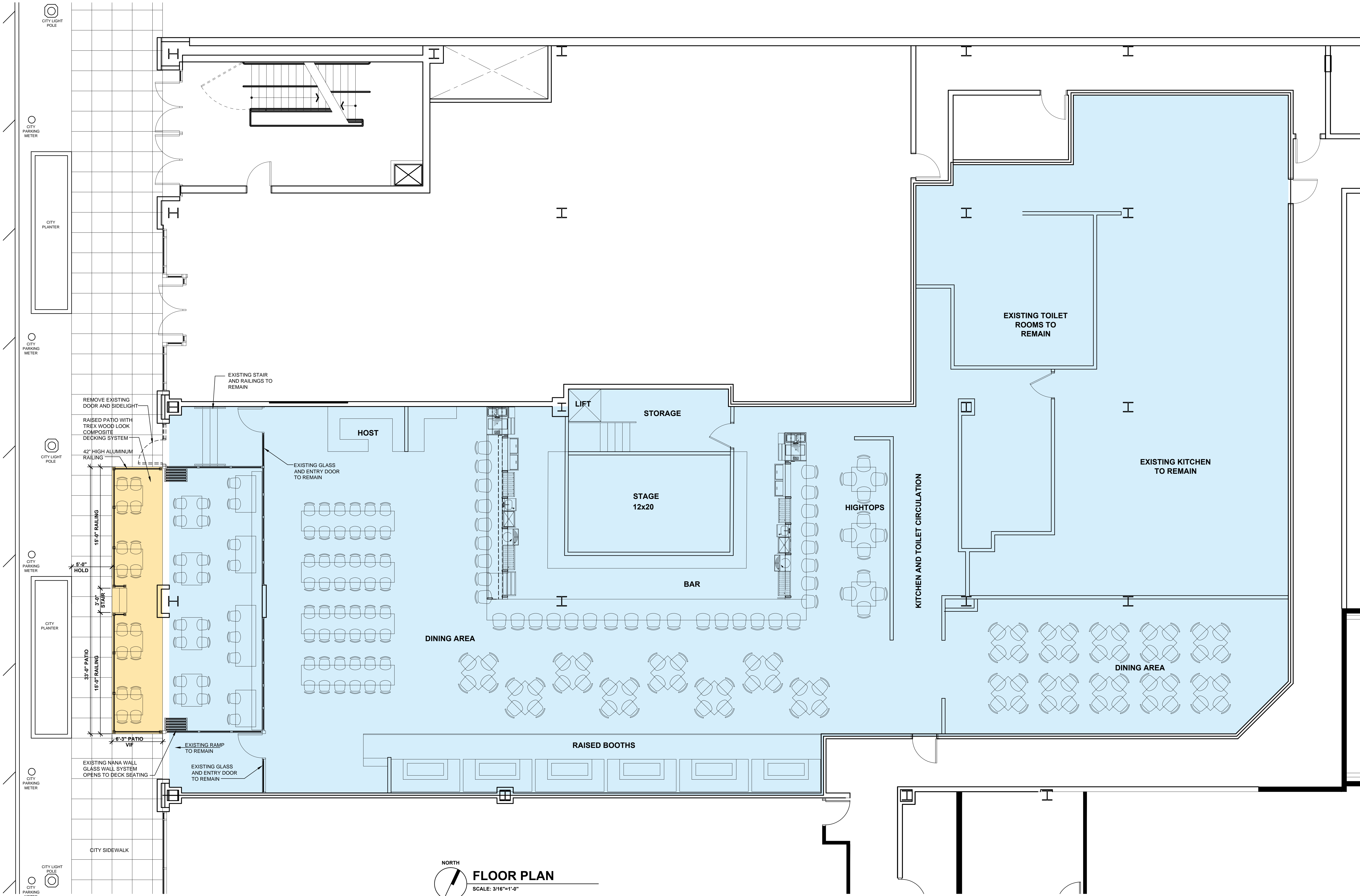


Project no

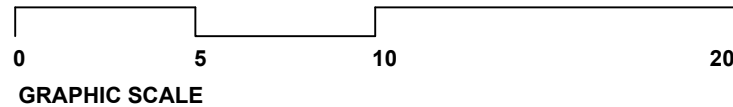
**2010.17**

Sheet no

**A.101a**



**FLOOR PLAN**  
SCALE: 3/16"=1'-0"





Consult

Project

PROPOSED BUILDING RENOVATION F

THE MORRIE

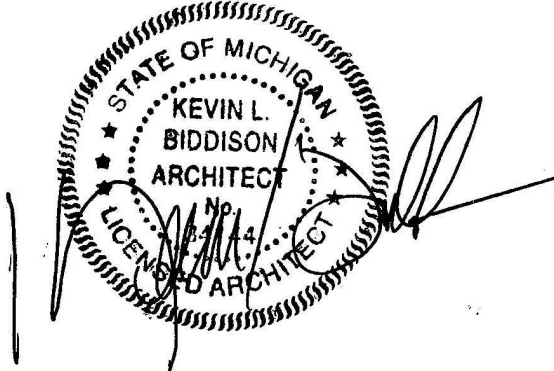
260 N OLD WOODWARD AVE,  
BIRMINGHAM, MI 48009

Issued c

SLUP AMENDMENT 05.16.18

Sheet

FLOOR PLAN  
- DANCE FLOOR

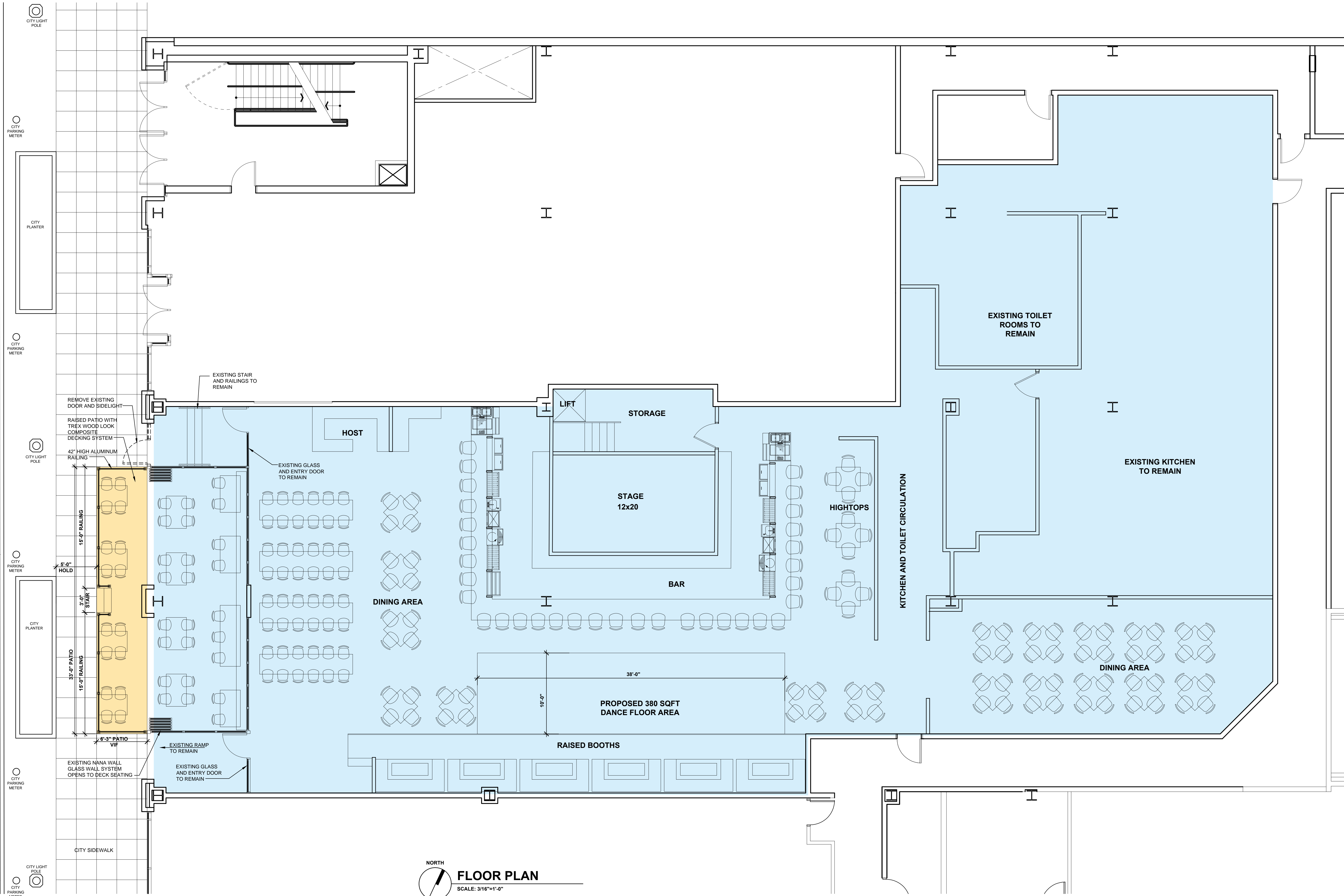


Project

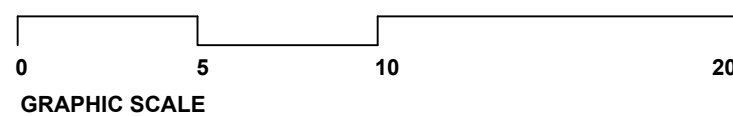
2010.17

Sheet

A.101b



NORTH  
**FLOOR PLAN**  
SCALE: 3/16"=1'-0"







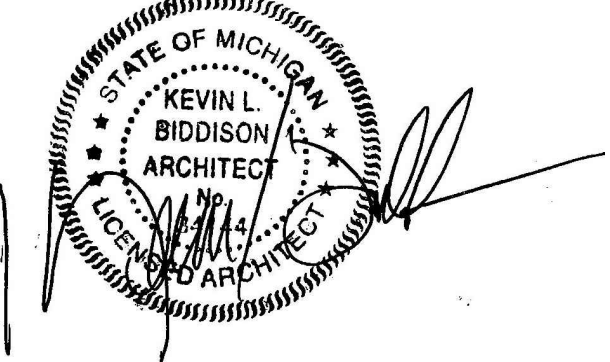
EXTERIOR PATIO PERSPECTIVE

FOR REFERENCE NOT TO SCALE



EXTERIOR ELEVATION

FOR REFERENCE NOT TO SCALE







INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE



INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE



INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE



INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE



PROPOSED BUILDING RENOVATION FOR  
THE MORRIE

260 N OLD WOODWARD AVE,  
BIRMINGHAM, MI 48009

SPECIAL LAND USE  
PERMIT 02.01.18  
SLUP AMENDMENT 05.16.18

INTERIOR  
PERSPECTIVE  
IMAGES



2010.17

A.302



INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE



INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE



INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE



INTERIOR PERSPECTIVE  
FOR REFERENCE NOT TO SCALE









# MEMORANDUM

Planning Department

**DATE:** June 7<sup>th</sup>, 2018

**TO:** Jana Ecker, Planning Director

**FROM:** Nicholas Dupuis, Planning Intern

**SUBJECT:** 260 N. Old Woodward – The Morrie – Special Land Use Permit  
Amendment & Final Site Plan Review

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## Executive Summary

The subject site, 260 N. Old Woodward, is proposed in the first floor of the Palladium building just north of the Hamilton Row and N. Old Woodward Intersection. The Morrie features a casual dining style while serving eclectic neighborhoods roadhouse cuisine. The applicant is proposing the renovated 7,952 sq. ft. restaurant space to contain 214 indoor seats and 16 outdoor seats on a raised platform. 33 of the proposed indoor seats will surround a bar and 240 sq. ft. raised performance stage for live entertainment.

On March 28<sup>th</sup>, 2018, the Special Land Use Permit application was recommended for approval unanimously by the Planning Board with the condition that the proposed signage shall be brought into compliance with the City's Sign Ordinance.

On May 14<sup>th</sup>, 2018, the applicant went before the City Commission, who determined that a dancing area was not in the original scope of work; therefore it must be re-reviewed by the Planning Board.

The applicant has submitted a Special Land Use Permit Amendment application with associated site plans depicting the location and size of a dancing area proposed in their dining room. The dance floor measures 10 ft. by 38 ft. and is located in front of the raised booth seating area. The applicant is proposing to relocate tables placed in the dancing area during evenings where the dance floor will be used to adjacent areas of the restaurant. The applicant has advised that the tables can be moved without creating unsafe clusters of tables while the dance floor is being used.

## 1.0 Land Use and Zoning

- 1.1 Existing Land Use – The existing land use is commercial, replacing a former Italian restaurant space.
- 1.2 Existing Zoning – The property is currently zoned B-4, Business-Residential, and D-4 in the Downtown Overlay District. The existing use and surrounding uses appear to conform to the permitted uses of each Zoning District.



- 1.3 Summary of Land Use and Zoning - The following chart summarizes existing land use and zoning adjacent to and/or in the vicinity of the subject site.

	North	South	East	West
<b>Existing Land Use</b>	Commercial / Retail	Commercial / Retail	Commercial / Retail	Commercial / Retail
<b>Existing Zoning District</b>	B-4, Business-Residential	B-4, Business-Residential	B-4, Business-Residential	B-4, Business-Residential
<b>Downtown Overlay Zoning District</b>	D-4	D-4	D-4	D-4

## 2.0 Screening and Landscaping

- 2.1 Screening – No screening is proposed at this time. However, if needed in the future, the applicant will be required to screen any additional mechanical equipment in accordance with the Zoning Ordinance.
- 2.2 Landscaping – No changes proposed.

## 3.0 Parking, Loading, Access, and Circulation

- 3.1 Parking – As the subject site is located within the Parking Assessment District, the applicant is not required to provide on-site parking.
- 3.2 Loading – No changes are proposed.
- 3.3 Vehicular Access & Circulation - Vehicular access to the building will not be altered.
- 3.4 Pedestrian Access & Circulation – Pedestrians will be able to access the restaurant from N. Old Woodward via two entry doors, one on the northern end of the façade and one on the southern portion of the façade. Patrons may enter the restaurant from the elevated outdoor patio as well through a retractable window wall system.



- 3.5 Streetscape – The previously approved outdoor dining platform is the only proposed change to the streetscape. The applicant has indicated that there will be 5 ft. of unobstructed pedestrian right of way available from the end of the dining platform to the edge of the new Old Woodward streetscape elements such as planters, parking meters and light poles.

#### **4.0 Lighting**

The applicant is not proposing any new lighting for the property. New pedestrian street lights will light the property once installed as part of the Old Woodward Reconstruction Project. The applicant has not indicated any illumination for the proposed signage. The applicant must submit any proposed signage lighting to the Planning Department for approval.

#### **5.0 Departmental Reports**

- 5.1 Engineering Division – The Engineering Department has no concerns at this time.
- 5.2 Department of Public Services – The Department of Public Services has no concerns at this time.
- 5.3 Fire Department –
- 5.4 Police Department – The Fire Department has no concerns at this time, but has provided the following comments:
- The Police Department will require the floor plans that are submitted for review, and approval, list the proposed occupant load, and egress travel distances. Also the seating spacing and aisles must comply with the IFC 2015.
- 5.5 Building Department –

#### **6.0 Design Review**

##### Exterior:

The applicant was previously approved for the façade to be comprised of existing stone, existing “Nana” wall glass wall system, existing glass entry doors, a new painted aluminum awning at northern entry, a new metal fascia mounted to the stone façade to replace the existing sign band, and new signage. The Trex Wood composite outdoor platform is proposed to be 10 in. off of the ground with 42 in. high aluminum railings.

##### Signage:

The applicant was previously approved for signage constructed of metal letters mounted atop the newly proposed metal fascia. The proposed signage reads “The Morrie” and measures 10 ft. long by 1 ft. 6 in. high (19.20 sq. ft.). The Overlay Sign Ordinance allows a *single* external sign band or zone to be applied to the facade of a building



between the first and second floors, provided that it shall be a maximum of 1.5 feet in vertical dimension by any horizontal dimension.

## **7.0 Downtown Birmingham 2016 Overlay District**

The site is located within the D-4 zone of the DB 2016 Regulating Plan, within the Downtown Birmingham Overlay District. The Planning Division finds the proposed site plan adequately implements the goals of the plan as they relate to outdoor café uses. The 2016 Plan states that outdoor dining space is in the public's best interest as it enhances street life, thus promoting a pedestrian friendly environment. The 2016 Plan also recommends that a 5' clear pedestrian passage be provided against the storefronts to ensure that merchants can display and sell their products and so as not to distort the flow of pedestrians.

## **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 not 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.

## **9.0 Approval Criteria for Special Land Use Permits**

Article 07, section 7.34 of the Zoning Ordinance specifies the procedures and approval criteria for Special Land Use Permits. Use approval, site plan approval, and design review are the responsibilities of the City Commission. This section reads, in part:



Prior to its consideration of a special land use application (SLUP) for an initial permit or an amendment to a permit, the **City Commission shall refer the site plan and the design to the Planning Board for its review and recommendation. After receiving the recommendation, the City Commission shall review the site plan and design of the buildings and uses proposed** for the site described in the application of amendment.

The City Commission's approval of any special land use application or amendment pursuant to this section shall constitute approval of the site plan and design.

## **10.0 Suggested Action**

Based on a review of the site plans submitted, the Planning Division recommends that the Planning Board recommend APPROVAL of the applicant's request for Final Site Plan and SLUP Amendment for 260 N. Old Woodward – The Morrie.

## **11.0 Sample Motion Language**

Based on a review of the site plans submitted, the Planning Division recommends that the Planning Board recommend POSTPONE the applicant's request for Final Site Plan and a SLUP for 260 N. Old Woodward – The Morrie.

**OR**

Motion to recommend POSTPONEMENT of the Final Site Plan and SLUP to the City Commission for 260 N. Old Woodward – The Morrie, for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_

**OR**

Motion to DENIAL of the Final Site Plan and SLUP for 260 N. Old Woodward – The Morrie, with the following conditions:

1. \_\_\_\_\_
2. \_\_\_\_\_



**CITY OF BIRMINGHAM  
REGULAR MEETING OF THE PLANNING BOARD  
WEDNESDAY, MARCH 28, 2018  
City Commission Room  
151 Martin Street, Birmingham, Michigan**

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Minutes of the regular meeting of the City of Birmingham Planning Board held on March 28, 2018. Chairman Scott Clein convened the meeting at 7:30 p.m.

**Present:** Chairman Scott Clein; Board Members Robin Boyle, Stuart Jeffares, Bert Koseck, Vice-Chairperson Gillian Lazar, Janelle Whipple-Boyce, Bryan Williams; Student Representatives Madison Dominato (arrived at 8:05 p.m.), Ellie McElroy (arrived at 7:45 p.m.)

**Also Present:** Alternate Board Members Nasseen Ramin, Daniel Share

**Absent:** Student Representative Sam Fogel

**Administration:** Matthew Baka, Sr. Planner  
Jana Ecker, Planning Director  
Carole Salutes, Recording Secretary

**03-48-18**

**2. 260 N. Old Woodward Ave.**

**The Morrie** (formerly Au Cochon and Arthur Avenue)

**Application for FINAL SITE PLAN REVIEW AND SLUP to allow a new restaurant with entertainment**

Ms. Ramin and Mr. Share gave up their places to Chairman Clein and Ms. Lazar who re-joined the board.

Mr. Baka advised that the subject site, 260 N. Old Woodward Ave., is proposed in the first floor of the Palladium Building just north of the Hamilton Row and N. Old Woodward Ave. Intersection. The existing zoning is B-4/D-4 in the Downtown Overlay. The Morrie features a casual dining style while serving eclectic neighborhood roadhouse cuisine. The applicant is proposing that the renovated 7,952 sq. ft. restaurant space will contain 214 indoor seats and 16 outdoor seats on a raised platform. Thirty-three of the proposed indoor seats will surround a bar and 240 sq. ft. raised performance stage for live entertainment.

Ms. Ecker noted discussion at the City Commission concluded that in general they want to know what the concept is for the entertainment. Ordinance amendments are in place now so that if a problem arises, the Police Chief can address it right away.

The applicant is seeking a SLUP to engage in the sale of liquor. The liquor license is currently with the tenant space, and the Morrie is proposing to utilize that license.



The applicant is also proposing new signage for the Morrie to be located above the restaurant windows.

#### *Design Review*

Exterior: The applicant is proposing the façade to be comprised of existing stone, existing “Nana” wall glass wall system, existing glass entry doors, a new painted aluminum awning at the northern entry, a new metal fascia mounted to the stone façade to replace the existing sign band, and new signage. The Trex Wood composite outdoor platform is proposed to be 10 in. off of the ground with 42 in. high aluminum railings. The applicant has not indicated the color or manufacturer of the newly proposed façade materials. The applicant must submit material specification sheets for all newly proposed materials to complete the design review, including any signage.

Signage: The proposed signage will be constructed of metal letters and mounted atop the newly proposed metal fascia. The proposed signage reads “The Morrie” and measures 10 ft. long by 2 ft. high (20 sq. ft.). The Overlay Sign Ordinance allows a single external sign band or zone to be applied to the facade of a building between the first and second floors, provided that it shall be a maximum of 1.5 ft. in vertical dimension by any horizontal dimension. **The proposed signage does not meet the sign standards outlined in Article 3, Section 3.04(F) of the Zoning Ordinance, as the sign height is greater than 1.5 ft.** The applicant must submit revised signage plans depicting proposed signage that measures no more than 1.5 ft. by any vertical dimension.

#### **Motion by Mr. Williams**

**Seconded by Ms. Whipple-Boyce to make two documents a part of the record:**

- 1. Letter from the City Manager dated January 23, 2018 addressed to Imagine Palladium dealing with changes to the Zoning Ordinance;**
- 2. An e-mail from Jana. Ecker to board members sent on March 26, 2018 in which she forwards an e-mail from Kelly Allen, Counsel to the applicant, where the applicant describes the types of entertainment that they envision at this location.**

**Motion carried, 7-0.**

#### VOICE VOTE

Yeas: Williams, Whipple-Boyce, Boyle, Clein, Jeffares, Koseck, Lazar

Nays: None

Absent: None

Mr. Kevin Biddison, Biddison Architecture, passed around samples of the materials. They feel that they are simplifying somewhat of a cluttered elevation and hopefully cleaning it up and making it a bit more visually interesting. They will be more than happy to comply with the Sign Ordinance on the height of the letters. The Morrie will have good food combined with fun and a family orientation.

Mr. Keith Schofield, Director of Operations for the company, described what will happen at the restaurant on a typical week-end. They feel there is a broad enough distance between their property in Royal Oak and this property. They predict that their demographic range in



Birmingham will skew between ages 30 to 32, whereas their Royal Oak restaurant attracts a younger crowd. In response to Mr. Jeffares, Mr. Schofield anticipated there would be times when the Nana walls would be open when music is playing. There will be a cover charge for bands on the week-ends.

Chairman Clein asked for comments from the public on the proposal at 8:50 p.m.

Mr. Kirk Karamanian, 655 Oakland, thought this is a great idea; a family restaurant that also has entertainment in the evening. He feels the Morrie in Royal Oak is a really well run establishment. He urged the Planning Board to approve the proposal.

Mr. Jordan Jonna said he is with Jonna Development Co., the company that redeveloped the Palladium four years ago. In his mind, this is the last key to their project. After visiting the Morrie in Royal Oak, he indicated that he is impressed with every aspect.

In response to Mr. Williams, Ms. Ecker assured him that if there is an issue with noise the City is prepared to deal with a situation where the noise might be considered by some residents to be excessive.

Ms. Whipple-Boyce said she visited the Morrie in Royal Oak and was pleasantly surprised by the atmosphere, by the food, and everything they have done. She thought this really can work in Birmingham. There are tools in place now in the event that something goes wrong. This is unlike anything else in town, and she is really supportive of it and hopes that it succeeds. She felt that it can with something a little different and more than just dining.

Mr. Jeffares added that he thinks the City has a dire need for this type of entertainment.

Mr. Koseck spoke in favor of the proposal but wished they had gone further with the facade treatment.

Mr. Boyle thought their website could be improved.

**Motion by Ms. Whipple-Boyce**

**Seconded by Mr. Williams to recommend approval of the applicant's request for Final Site Plan and a SLUP for 260 N. Old Woodward Ave., the Morrie, with the following condition:**

- 1. The applicant revises the proposed signage to comply with the Overlay Signage Standards.**

**At 8:57 p.m. there were no comments from the public on the motion.**

**Motion carried, 7-0.**

**VOICE VOTE**

Yeas: Whipple-Boyce, Williams, Boyle, Clein, Jeffares, Koseck, Lazar

Nays: None

Absent: None



## **BIRMINGHAM CITY COMMISSION MINUTES**

**MAY 14, 2018**

**MUNICIPAL BUILDING, 151 MARTIN**

**7:30 P.M.**

### **05-136-18 PUBLIC HEARING TO CONSIDER THE SPECIAL LAND USE PERMIT AND FINAL SITE PLAN REVIEW – 260 N. OLD WOODWARD – THE MORRIE**

Mayor Harris opened the public hearing at 8:04 p.m.

Planning Director Ecker reviewed her May 3, 2018 memo to City Manager Valentine regarding The Morrie. Planning Director Ecker confirmed the design accommodates the new sidewalk condition post construction, including the required five-foot clearance.

Aaron Bellin, the owner of The Morrie, appeared before the Commission. Mr. Bellin said there will be a dance floor between the bar and booth seating. Planning Director Ecker stated no dance floor was included in the plans submitted to the Planning Board. Kevin Biddison, architect for The Morrie, appeared before the Commission. Mr. Biddison explained:

- A ten-by-ten foot area in front of the bar that would occasionally be cleared of tables to make space for dancing;
- The flooring in the Morrie will be concrete; and
- Soundproofing material would be applied to the ceiling and walls.

Mr. Bellin said:

- The Morrie will be open seven days a week, from 12 p.m. until 11 p.m. on weeknights, and Friday and Saturday until 2 a.m.
- There may be a cover charge depending on the band, ranging from \$5 - \$20.

Planning Director Ecker confirmed that the applicant specifically told the Planning Board there would be no dance floor at the Birmingham location of The Morrie, and no tables would be cleared to create a dance floor.

John Jonna, co-owner of Vinoteca Wine Bar, appeared before the Commission and offered a statement in support of The Morrie's opening.

Jordan Jonna, representing AF Jonna Development, L.L.C., the owners of the property at 260 N. Old Woodward, appeared before the Commission. Mr. Jonna stated:

- The Morrie in Royal Oak is not a nightclub. Rather, it creates a sing-along atmosphere with the bands, and "soft dancing".



- The space was formerly a theater and so already has some soundproofing. City Manager Valentine said a recently adopted ordinance permits the City Manager to suspend activities at a business with a Special Land Use Permit (SLUP) and to require the owner to appear before the Commission for a public hearing should issues regarding the SLUP agreement arise.

Commissioner Boutros told the Commission that the Police Chief of Royal Oak wrote a complimentary email regarding The Morrie's operations in Royal Oak.

There being no further comment, Mayor Harris closed the public hearing at 8:21 p.m.

MOTION: Motion by Commissioner Boutros, seconded by Mayor Pro Tem Bordman: To approve the Special Land Use Permit and Final Site Plan Review for 260 N. Old Woodward – The Morrie, to allow the operation of a restaurant, serving alcoholic liquors, and providing live entertainment. (Formal resolution appended to these minutes as Attachment B.)

Mayor Pro Tem Bordman expressed concern with the discrepancy regarding the dance floor. Owner confirmed for Commissioner Hoff that there will be valet parking. Commissioner Nickita shared concern that the plans submitted are not fully accurate without depictions of the dance floor. When detail is missing from a SLUP, the City cannot assess a business' adherence to its permit in an on-going way.

Mayor Harris suggested a motion to amend to include the dance floor as part of the SLUP. Commissioner Boutros consented to this suggestion, and City Attorney Currier stated this would be legally valid. Mayor Pro Tem Bordman drew City Attorney Currier's attention to a clause on the second page of the proposed SLUP reading "1. The Morrie shall be permitted to provide entertainment in accordance with their entertainment permit issued by the MLCC". Mayor Pro Tem Bordman asked for clarification as to what is allowed under such a permit. City Attorney Currier said:

- Birmingham has either specifically licensed or prohibited dance floors, historically, as part of a business' SLUP. There have even been specific hours of permitted operation for dance floors required.
- Reliance on the general provisions of an entertainment permit to address the matter would be inadvisable.

Planning Director Ecker reiterated for Mayor Harris that The Morrie communicated in writing there would be no guest interaction with the band beyond singing.

Commissioner Sherman said the Commission could either send the application back to the Planning Board for review and possible amendment or adopt the SLUP with no dance floor and no dancing.

Mr. Bellin stated that he has been transparent about intended dancing within The Morrie throughout the application process.



Commissioner Sherman replied that the dance floor was not presented as part of the SLUP proposal. The Commission can only move forward on the information presented within an application.

Scott McDonald, general counsel to Mr. Bellin and stand-in for attorney Kelly Allen, clarified the MLCC requires a dance floor be clearly marked and suggested such delineation would be the second part of this application.

Commissioner Nickita replied that the SLUP must be specific because it is part of a contract with the City, and needs to be laid out clearly as part of the application. Commissioner Nickita then requested guidance from City Attorney Currier for the best way to move forward.

City Attorney Currier advised that:

- The Commission should approve the SLUP this evening if they see fit; and,
- Mr. Bellin should be required to appear before the Planning Board for the formulation of an amendment to the SLUP providing details regarding the dance floor and dancing at The Morrie.

Commissioner Sherman clarified this action would allow the applicant to move forward in their application process with the MLCC, while requiring the details necessary for a concrete SLUP with the City. City Attorney Currier concurred.

VOTE: Yeas, 7

Nays, 0

Absent, 0



**DRAFT Planning Board Minutes  
June 27, 2018**

**SPECIAL LAND USE PERMIT ("SLUP") AMENDMENT  
REVISED FINAL SITE PLAN AND DESIGN REVIEW**

**1. 260 N. Old Woodward Ave., The Morrie - Application for Special Land Use Permit ("SLUP") Amendment to allow the addition of a dance floor to the previously approved restaurant**

Mr., Baka recalled that this application has already been approved by the Planning Board and the applicant is coming back for one change. On May 14th, 2018, the applicant went before the City Commission and indicated that they were also proposing to move tables to clear a dance area when needed. The City Commission determined that a dancing area was not in the original scope or shown on the plans; therefore it must be re-reviewed by the Planning Board.

The applicant has submitted a SLUP Amendment application with associated site plans depicting the location and size of a dancing area proposed in their dining room. The dance floor measures 10 ft. by 38 ft. and is located in front of the raised booth seating area.

At 7:32 p.m., there were no comments from the audience on the proposal.

**Motion by Ms. Whipple-Boyce**

**Seconded by Mr. Koseck to recommend APPROVAL to the City Commission of the Final Site Plan and SLUP Amendment for 260 N. Old Woodward Ave., The Morrie, to add a dance floor to the previously approved plans with the condition that the applicant comply with Chapter 50, Noise, Division 4.**

**Motion carried, 7-0.**

There were no comments from the public on the motion at 7:35 p.m.

**VOICE VOTE**

Yeas: Whipple-Boyce, Koseck, Boyle, Clein, Emerine, Jeffares, Ramin

Nays: None

Absent: Share, Williams



## NOTICE OF PUBLIC HEARING

<b>BIRMINGHAM CITY COMMISSION</b>
<b>SPECIAL LAND USE PERMIT AMENDMENT &amp; FINAL SITE PLAN &amp; DESIGN</b>

Meeting Date, Time, Location:	Monday, July 23, 2018 at 7:30 PM Municipal Building, 151 Martin Birmingham, MI
Location of Request:	33588 WOODWARD – SHELL GAS STATION
Nature of Hearing:	To consider the Final Site Plan & Design and Special Land Use Permit amendment to allow the addition of a new accessible bathroom to the existing Shell gasoline service station.
City Staff Contact:	Jana Ecker 248.530.1841 <a href="mailto:jecker@bhamgov.org">jecker@bhamgov.org</a>
Notice Requirements:	Mailed to all property owners and occupants within 300 feet of subject address. Publish July 1, 2018
Approved minutes may be reviewed at:	City Clerk's Office
Persons wishing to express their views may do so in person at the hearing or in writing addressed to City Clerk, City of Birmingham, 151 Martin, Birmingham, MI 48009.	
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.	





## MEMORANDUM

Planning Division

**DATE:** July 18, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Jana Ecker, Planning Director

**SUBJECT:** Public Hearing for 33588 Woodward – Shell Gas Station, SLUP & Final Site Plan & Design

---

Earlier this year, the owner of the above-captioned property applied for approval of the Final Site Plan and Design and a Special Land Use Permit Amendment to allow the addition of a new bathroom to the existing Shell gasoline station. The Planning Board reviewed the matter and sent a recommendation to the City Commission, who then referred the matter back to the Planning Board for final design details on the sidewalk and ramp surrounding the addition.

Thus, on June 13, 2018, the Planning Board once again reviewed the proposed sidewalk improvements around an addition proposed for the above-captioned property. The Planning Board voted unanimously to recommend approval of the SLUP Amendment and Final Site Plan to the City Commission with the condition that all storefront glazing must comply with the original approval.

The City Commission set a public hearing date for July 23, 2018 to consider approval of the Final Site Plan and Design and a Special Land Use Permit Amendment to allow the addition of a new bathroom to the existing Shell gasoline station.

However, the applicant has now submitted the attached letter requesting that the public hearing on the matter scheduled for July 23, 2018 be cancelled. The letter states that the applicant wishes to reevaluate the proposed location of their building addition and the sidewalk changes that would be required.

**Suggested Action:**

To cancel the public hearing to consider a Special Land Use Permit Amendment and Final Site Plan & Design Review for 33588 Woodward, Shell Gas Station.





33477 Woodward Avenue, Ste. 800  
Birmingham, MI 48009  
Office: (248) 914-0444  
Fax: (248) 282-1314  
barbatorganization.com

July 18, 2018

The City of Birmingham  
Planning Department  
151 Martin St.  
PO Box 3001  
Birmingham, MI 48012

RE: 33588 Woodward Ave., Birmingham, MI 48009

To Whom It May Concern;

I am requesting to cancel Bham Shell, Inc./ B5 Investments, LLC appearance at City Commission meeting scheduled for July 23, 2018 regarding the property located at 33588 Woodward Ave., Birmingham, MI 48009. This request is due to our reevaluation of the proposed addition location in order to prevent an increase in traffic congestion within the parking lot.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Barbat", written over a horizontal line.

Chris Barbat  
Partner





## MEMORANDUM

Planning Division

**DATE:** July 11, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Jana L. Ecker, Planning Director

**SUBJECT:** Public Hearing for Final Site Plan & Special Land Use Permit  
Amendment at 33588 Woodward – Shell Gas Station

The subject property at 33588 Woodward is located in the B2B General Business zone district. The B2B zone lists gasoline service station as a permitted use requiring a Special Land Use Permit (SLUP). The applicant was approved for a SLUP by the City Commission on September 22, 2014. The applicant is now requesting an amendment to the existing SLUP to allow them to construct a small addition to the building to allow for a new accessible bathroom.

On January 24, 2018, the Planning Board conducted a public hearing to discuss a request by the applicant to construct the addition. The Planning Board voted unanimously to recommend approval of the Final Site Plan and Design and the Special Land Use Permit to the City Commission with the following conditions:

1. Confirm that the ice and propane storage units do not exceed 4'; and
2. Comply with the requests of City Departments, including making the required modifications to the site for an ADA compliant sidewalk around the building addition.

However, the applicant had not yet devised a solution to the issue by the time they reached the City Commission for the public hearing on March 12, 2018. At that time the City Commission voted to send the applicant back to the Planning Board for further clarification on the proposed layout of the new sidewalk around the proposed building addition. The City Commission stated they would like to have all issues resolve so that they could review a complete plan that would not be subject to further change after the public hearing.

On April 11, 2018 the applicant appeared before the Planning Board for review of the proposed pedestrian path that consisted of blue striping along the edge of the raised sidewalk abutting the building. At that time the Planning Board postponed the review and instructed the applicant to revise the plans so the existing raised curb is extended and reestablishes a pedestrian walkway along the building as currently exists. The applicant submitted a revised site plan that indicated an expanded sidewalk with a curb in the area by the new bathroom.

On May 9, 2018, the Planning Board once again postponed the SLUP application to June 13, 2018 as the applicant had not yet submitted a detailed site plan as requested by the board.



On June 13, 2018, the Planning Board once again reviewed the proposed sidewalk improvements around the proposed addition. At this time, the applicant submitted an engineered site plan including all topographic details on the site and the proposed sidewalk and ramps in the vicinity of the new addition to the building. The applicant also moved a portion of the outdoor storage from the southern elevation of the building to behind the screen wall that screens the row of parking along the alley from Woodward Avenue. Finally, the applicant provided a building elevation for the west elevation to show the existing ramp conditions and how the grades will match with the proposed sidewalk addition. The Planning Board voted unanimously to recommend approval of the SLUP Amendment and Final Site Plan to the City Commission with the condition that all storefront glazing must comply with the original approval.

Thus, the City Commission set a public hearing date for July 23, 2018 to consider approval of the Final Site Plan and Design and a Special Land Use Permit Amendment to allow the addition of a new bathroom to the existing Shell gasoline station. Please find attached the staff report presented to the Planning Board, along with the relevant plans and supporting documents.

#### SUGGESTED ACTION:

To approve the Final Site Plan & Design and a Special Land Use Permit Amendment at 33588 Woodward to allow the addition of a new accessible bathroom to the existing Shell gasoline service station and corresponding changes to the sidewalk along the front of the building.



**33588 WOODWARD  
SHELL GASOLINE SERVICE STATION/DUNKIN DONUTS  
SPECIAL LAND USE PERMIT AMENDMENT  
JULY 23, 2018**

**WHEREAS**, the Shell gasoline station with a convenience store and a Dunkin Donuts store was granted a Special Land Use Permit on September 22, 2014,

**WHEREAS**, B5 Investment LLC has now applied for a Special Land Use Permit Amendment, to construct a new accessible bathroom addition on site at 33588 Woodward,

**WHEREAS**, The land for which the Special Land Use Permit is sought is located at the southeast corner of Woodward Ave. and Chapin Ave.,

**WHEREAS**, The land is zoned B-2B General Business, which permits a gasoline service station with a convenience store 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 applicant now requests a Special Land Use Permit Amendment to allow for the construction of a new bathroom addition, such application having been filed pursuant to Article 7, section 7.34 of Chapter 126, Zoning of the City Code,

**WHEREAS**, The Planning Board reviewed the proposed Special Land Use Permit Amendment on January 24, 2018 and recommended that the City Commission approve with the following conditions:

1. Confirm that the ice and propane storage units do not exceed 4'; and
2. Comply with the requests of City Departments, including making the required modifications to the site for an ADA compliant sidewalk around the building addition.

**WHEREAS**, The Planning Board once again reviewed the proposed Special Land Use Permit Amendment to add a bathroom on June 13, 2018 and recommended that the City Commission approve with the condition that all storefront glazing must comply with the original approval;

**WHEREAS**, The City Commission requested that the applicant submitted detailed plans showing the sidewalk around the new addition for review by the Planning Board, the Planning Board reviewed the proposed Special Land Use Permit Amendment on June 13, 2018 at which time the Planning Board voted to recommend approval of the Final Site Plan and SLUP to the City Commission with the condition all storefront glazing must comply with the original approval.

**WHEREAS**, The applicant has agreed to comply with all conditions for approval as recommended by the Planning Board on June 13, 2018,



**WHEREAS**, The Birmingham City Commission has reviewed the B5 Investments LLC Special Land Use Permit application as well as the standards for such review as set forth in Article 7, section 7.34 of Chapter 126, Zoning of the City Code,

**BE IT FURTHER RESOLVED**, The Birmingham City Commission finds the standards imposed on B5 Investments LLC under the City Code have been met, subject to the conditions below and B5 Investments LLC's application for a Special Land Use Permit Amendment to construct a new accessible bathroom to the existing a gasoline service station, convenience store and Dunkin Donuts store on site at 33588 Woodward, is hereby approved, subject to the attached site plan, with the following conditions:

1. The ice and propane storage units do not exceed 4';
2. The applicant complies with the requests of City Departments; and
3. All storefront glazing must comply with the original approval.

**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, the B5 Investments LLC Company 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 B5 Investments LLC to comply with all the ordinances of the City, may result in the Commission revoking this Special Land Use Permit.

I, Cherilynn Mynsberge, 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 July 23, 2018.

---

Cherilynn Mynsberge, City Clerk





## Special Land Use Permit Application

### Planning Division

Form will not be processed until it is completely filled out.

#### 1. Applicant

Name: BS Investments, LLC  
Address: 33588 Woodward Ave.  
Birmingham, MI 48009  
Phone Number: 248-255-2090  
Fax Number: \_\_\_\_\_  
Email Address: Chris@barbatorganization.com

#### Property Owner

Name: BS Investments, LLC - Chris Barbat  
Address: 33477 Woodward Ave, Ste 800  
Birmingham, MI 48009  
Phone Number: 248-255-2090  
Fax Number: \_\_\_\_\_  
Email Address: Chris@barbatorganization.com

#### 2. Applicant's Attorney/Contact Person

Name: Chris Barbat  
Address: 33477 Woodward Ave, Ste 800  
Birmingham, MI 48009  
Phone Number: 248-255-2090  
Fax Number: \_\_\_\_\_  
Email Address: Chris@barbatorganization.com

#### Project Designer/Developer

Name: Same as Above  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

#### 3. Required Attachments

- Warranty Deed with legal description of property
- Required fee (see Fee Schedule for applicable amount)
- Two (2) folded copies of plans including a certified land survey, color elevations showing all materials, site plan, landscape plan, photometric plan, and interior plan
- Photographs of existing site and buildings
- Samples of all materials to be used

- Catalog sheets for all proposed lighting, mechanical equipment & outdoor furniture
- An itemized list of all changes for which approval is requested
- Completed Checklist
- Digital copy of plans

#### 4. Project Information

Address/Location of Property: 33588 Woodward Ave.  
Birmingham, MI 48009  
Name of Development: BHAM SKELL  
Sidwell #: 20-31-352-001  
Current Use: Gas station and Dunkin Donuts  
Proposed Use: same  
Area in Acres: .34  
Current Zoning: \_\_\_\_\_  
Zoning of Adjacent Properties: \_\_\_\_\_  
Is there a current SLUP in effect for this site?: YES  
Is property located in the floodplain? NO

Name of Historic District site is in, if any: \_\_\_\_\_  
Date of HDC Approval, if any: \_\_\_\_\_  
Date of Application for Preliminary Site Plan: \_\_\_\_\_  
Date of Preliminary Site Plan Approval: \_\_\_\_\_  
Date of Application for Final Site Plan: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of Revised Final Site Plan Approval: \_\_\_\_\_  
Date of Final Site Plan Approval: \_\_\_\_\_  
Date of DRB approval, if any: \_\_\_\_\_  
Date of Last SLUP Amendment: \_\_\_\_\_  
Will proposed project require the division of platted lots? NO

#### 5. Details of the Nature of Work Proposed (Site plan & design elements)

Relocation of bathroom within the building to include small addition  
of square footage to the building. (and new signage)



## 6. Buildings and Structures

Number of Buildings on site: 1  
Height of Building & # of stories: 18' - 1 story

Use of Buildings: Gas Station + Dunkin Donuts  
Height of rooftop mechanical equipment: \_\_\_\_\_

### 7. Floor Use and Area (in square feet)

### Commercial Structures:

Total basement floor area: \_\_\_\_\_  
 Number of square feet per upper floor: \_\_\_\_\_  
 Total floor area: 2600 sq. ft.  
 Floor area ratio (total floor area divided by total land area): \_\_\_\_\_  
 Open space: \_\_\_\_\_  
 Percent of open space: \_\_\_\_\_

Office space: \_\_\_\_\_  
Retail space: \_\_\_\_\_  
Industrial space: \_\_\_\_\_  
Assembly space: \_\_\_\_\_  
Seating Capacity: \_\_\_\_\_  
Maximum Occupancy Load: \_\_\_\_\_

**Residential Structures:** *N/A*

Total number of units: \_\_\_\_\_  
 Number of one bedroom units: \_\_\_\_\_  
 Number of two bedroom units: \_\_\_\_\_  
 Number of three bedroom units: \_\_\_\_\_  
 Open space: \_\_\_\_\_  
 Percent of open space: \_\_\_\_\_

Rental units or condominiums?: \_\_\_\_\_  
 Size of one bedroom units: \_\_\_\_\_  
 Size of two bedroom units: \_\_\_\_\_  
 Size of three bedroom units: \_\_\_\_\_  
 Seating Capacity: \_\_\_\_\_  
 Maximum Occupancy Load: \_\_\_\_\_

## 8. Required and Proposed Setbacks *N/A*

Required front setback: \_\_\_\_\_  
 Required rear setback: \_\_\_\_\_  
 Required total side setback: \_\_\_\_\_  
 Side setback: \_\_\_\_\_

Proposed front setback: \_\_\_\_\_  
 Proposed rear setback: \_\_\_\_\_  
 Proposed total side setback: \_\_\_\_\_  
 Second side setback: \_\_\_\_\_

### 9. Required and Proposed Parking *N/A*

Required number of parking spaces: \_\_\_\_\_  
 Typical angle of parking spaces: \_\_\_\_\_  
 Typical width of maneuvering lanes: \_\_\_\_\_  
 Location of parking on the site: \_\_\_\_\_  
 Location of off site parking: \_\_\_\_\_  
 Number of light standards in parking area: \_\_\_\_\_  
 Screenwall material: \_\_\_\_\_

Proposed number of parking spaces: \_\_\_\_\_  
 Typical size of parking spaces: \_\_\_\_\_  
 Number of spaces < 180 sq. ft.: \_\_\_\_\_  
 Number of handicap spaces: \_\_\_\_\_  
 Shared Parking Agreement?: \_\_\_\_\_  
 Height of light standards in parking area: \_\_\_\_\_  
 Height of screenwall: \_\_\_\_\_

10. Landscaping *N/A*

Location of landscape areas: \_\_\_\_\_

**Proposed landscape material:**



**11. Streetscape** *N/A*

Sidewalk width: \_\_\_\_\_  
Number of benches: \_\_\_\_\_  
Number of planters: \_\_\_\_\_  
Number of existing street trees: \_\_\_\_\_  
Number of proposed street trees: \_\_\_\_\_  
Streetscape Plan submitted?: \_\_\_\_\_

Description of benches or planters: \_\_\_\_\_  
\_\_\_\_\_  
Species of existing street trees: \_\_\_\_\_  
Species of proposed street trees: \_\_\_\_\_  
\_\_\_\_\_

**12. Loading** *N/A*

Required number of loading spaces: \_\_\_\_\_  
Typical angle of loading spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of loading spaces on the site: \_\_\_\_\_

Proposed number of loading spaces: \_\_\_\_\_  
Typical size of loading spaces: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**13. Exterior Trash Receptacles** *N/A*

Required number of trash receptacles: \_\_\_\_\_  
Location of trash receptacles: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Proposed number of trash receptacles: \_\_\_\_\_  
Size of trash receptacles: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**14. Mechanical Equipment** *N/A*

**Utilities & Transformers:**

Number of ground mounted transformers: \_\_\_\_\_  
Size of transformers (LxWxH): \_\_\_\_\_  
\_\_\_\_\_

Location of all utilities & easements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of utility easements: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Height of screenwall: \_\_\_\_\_

**Ground Mounted Mechanical Equipment:** *N/A*

Number of ground mounted units: \_\_\_\_\_  
Size of ground mounted units (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Screenwall material: \_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**Rooftop Mechanical Equipment:** *N/A*

Number of rooftop units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Location of screenwalls: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of all ground mounted units: \_\_\_\_\_  
Size of rooftop units (LxWxH): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Percentage of rooftop covered by mechanical units: \_\_\_\_\_  
Distance from units to rooftop units to screenwall: \_\_\_\_\_  
\_\_\_\_\_



**15. Accessory Buildings** *N/A*

Number of accessory buildings: \_\_\_\_\_  
Location of accessory buildings: \_\_\_\_\_

Size of accessory buildings: \_\_\_\_\_  
Height of accessory buildings: \_\_\_\_\_

**16. Building Lighting** *N/A*

Number of light standards on building: \_\_\_\_\_  
Size of light fixtures (LxWxH): \_\_\_\_\_

Type of light standards on building: \_\_\_\_\_  
Height from grade: \_\_\_\_\_

Maximum wattage per fixture: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_

Proposed wattage per fixture: \_\_\_\_\_  
Number & location of holiday tree lighting receptacles: \_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan or Special Land Use Permit. The undersigned further states that they have reviewed the procedures and guidelines for site plan review and Special Land Use Permits in Birmingham and have complied with same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

Signature of Owner: Chris Barbat

Date: 10/30/17

Print Name: Chris Barbat

Signature of Applicant: Chris Barbat

Date: 10/30/17

Print Name: Chris Barbat - member

Signature of Architect: ADA, LLC

Date: 10-30-17

Print Name: ADA, LLC John ASRO

*Office Use Only*

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Denial: \_\_\_\_\_ Accepted by: \_\_\_\_\_



**CHIRCO TITLE AGENCY, INC.**  
an agency for Fidelity National Title Insurance Company  
26800 Harper Ave.  
St. Clair Shores, MI 48081

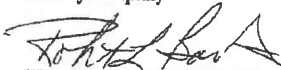
**WARRANTY DEED**  
Statutory Form  
R-128923

PHONE: 586-772-7020  
FAX: 586-772-3534

Barrick Properties #40, LLC, a Michigan limited liability company, Grantor, whose address is 4307 Delemere Ct., Royal Oak, MI 48073, conveys and warrants to B5 Investments, LLC, a Michigan limited liability company, Grantee, whose address is 10531 Highland Rd., White Lake, MI 48382, the following described premises situated in the City of Birmingham, County of Oakland, State of Michigan, to wit: Lots 544 through 550, LEINBACH-HUMPHREY'S WOODWARD AVENUE SUB., as recorded in Liber 27, Page 5, of Plats, Oakland County Records, commonly known as: 33588 Woodward Avenue, Birmingham, MI 48009, for the full consideration of Seven Hundred Seventy-Five Thousand and 00/100 (\$775,000.00). Subject to: Easements, restrictions and reservations of record, if any, and any acts or omissions by other than the Grantor herein from or after the 12th day of November, 2013, being the date of a certain Land Contract executed between the parties herein pursuant to which this deed is being given in complete fulfillment thereof.

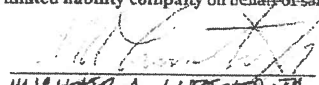
Dated this 12th day of November, 2013.

Barrick Properties #40, LLC, a Michigan limited liability company

  
Robert L. Barrick, Manager

STATE OF MICHIGAN     )  
                                  ) ss.  
COUNTY OF OAKLAND    )

The foregoing instrument was acknowledged before me this the 12th day of November, 2013 by Robert L. Barrick, Manager of Barrick Properties #40, LLC, a Michigan limited liability company on behalf of said Barrick Properties #40, LLC.

  
MICHAEL A. LUSENTO, JR. Notary Public,  
WAYNE County, Michigan  
Acting in OAKLAND County  
My Commission Expires: 6-1-2020

Instrument Drafted by:  
Robert L. Barrick  
4307 Delemere Ct.  
Royal Oak, MI 48073

When recorded return to:  
B5 Investments, LLC  
10531 Highland Rd.  
White Lake, MI 48382

Send subsequent tax bills to:  
B5 Investments, LLC  
10531 Highland Rd.  
White Lake, MI 48382

Tax Item No. 20-31-352-001

Recording Fee   \$           County Tr Tax: \$           State Tr Tax: \$           Total Tr Tax: \$

File Number: R-128923

128923.Sale.doc



# New Plans



ABRO DESIGN GROUP, INC.  
30600 NORTHWESTERN HWY.  
SUITE 310  
FARMINGTON HILLS, MI. 48334  
P. 248-254-3834 F. 248-671-2772  
WWW.ABRODESIGNGROUP.COM

PROJECT:  
BIRMINGHAM  
GAS STATION

- GAS STATION RENOVATIONS -

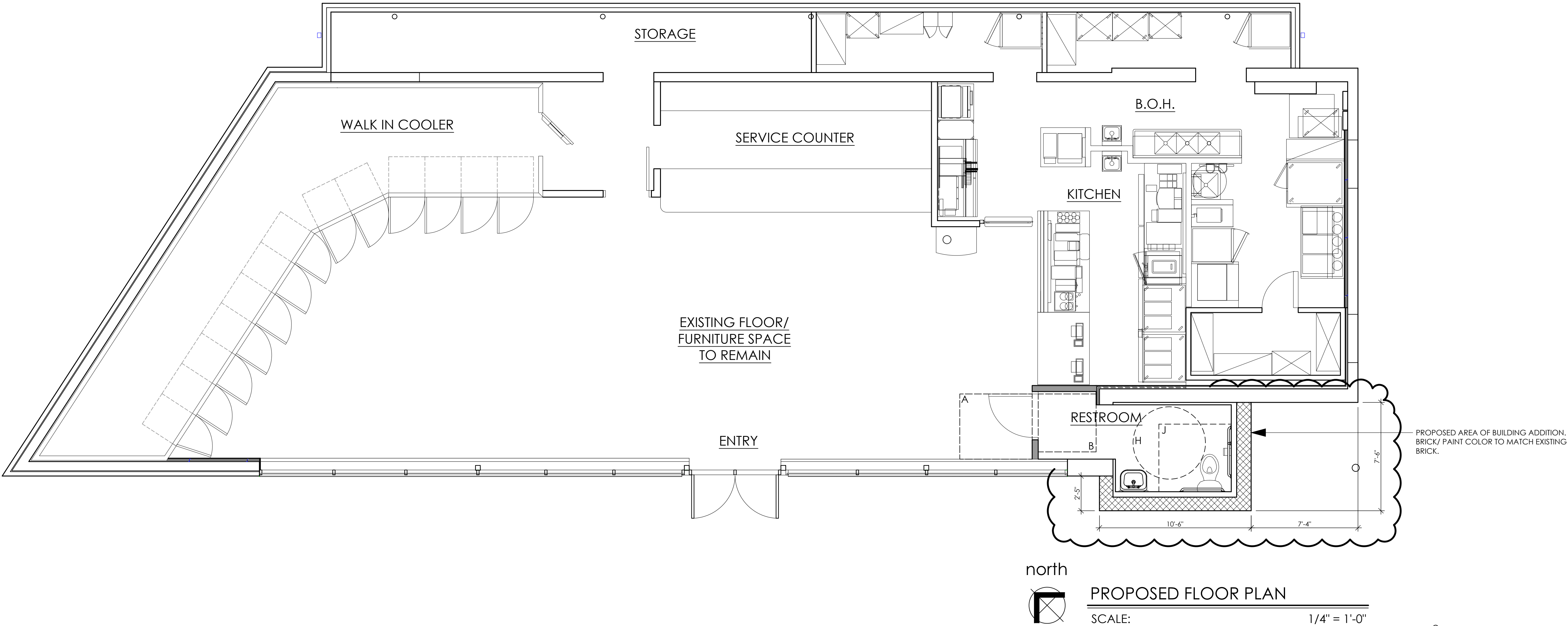
33588 WOODWARD AVE.,  
BIRMINGHAM, MI 48009

SHEET TITLE:  
PROPOSED  
FLOOR PLAN

DO NOT SCALE DRAWINGS  
USE FIGURED DIMENSIONS ONLY

DATE:	ISSUE:
01.10.18	CLIENT'S REVIEW

THESE PLANS ARE THE EXCLUSIVE PROPERTY OF ABRO DESIGN GROUP, INC. THESE PLANS ARE NOT TO BE MODIFIED, REPRODUCED, CHANGED OR COPIED IN ANY FORM OR MANNER WHATSOEVER. NOR ARE THEY TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT FIRST OBTAINING THE EXPRESS WRITTEN PERMISSION CONSENT OF ABRO DESIGN GROUP, INC.



PROJECT NO:  
033017

SHEET NO:  
A-100



TOPO. NOTES:

- THIS SURVEY WILL NOT SHOW ALL EASEMENTS OF RECORD UNTIL AN UPDATED TITLE POLICY HAS BEEN FURNISHED TO THE SURVEYOR BY THE OWNER.
- ALL ELEVATIONS ARE EXISTING ELEVATIONS
- SUBJECT PROPERTY IS NOT LOCATED IN A FLOOD ZONE.
- THE LOCATION OF THE EXISTING UTILITIES AS SHOWN WERE OBTAINED FROM MUNICIPAL AND UTILITY COMPANIES RECORDS. NO GUARANTEE CAN BE MADE REGARDING THE COMPLETENESS OR EXACTNESS OF THE UTILITIES LOCATION. IT IS THE CONTRACTORS RESPONSIBILITY TO VERIFY IN THE FIELD THE LOCATION OF ALL UTILITIES. ANY POTENTIAL CONFLICT SHALL BE REPORTED TO THE ENGINEER PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL CONTACT MISS DIG 3 WORKING DAYS PRIOR TO CONSTRUCTION.

CHAPIN

50 FT WD

4" WATERMAIN

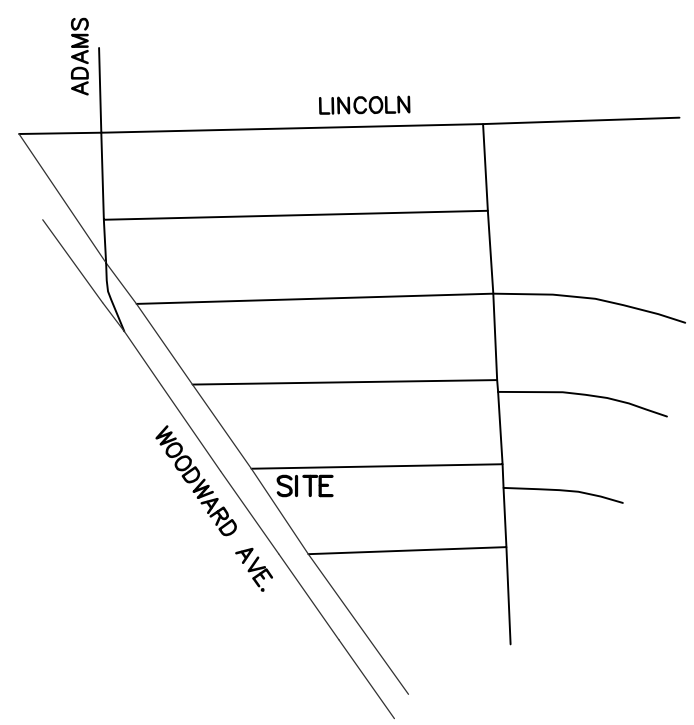
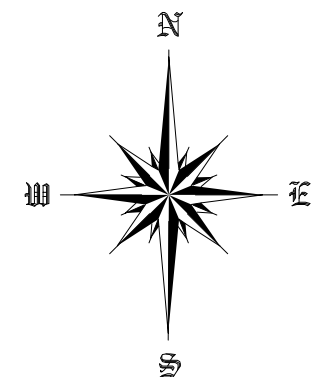
EX. MANHOLE  
RIM 740.51  
30" INV. 737.27 NW  
30" INV. 737.20 SE  
12" INV. 740.93 E

EX. CATCH BASIN  
RIM 746.31

EX. CATCH BASIN  
RIM 746.30  
12" INV. 742.50 N

EX. G.V. & WELL  
RIM 746.27

BENCHMARK  
TOP NUT/HYDRANT  
ELEV=749.48  
U.S.G.S. DATUM



LOCATION MAP

NO SCALE

SCALE: 1" = 10'

LEGEND

- EX. GRADE
- EX. CONTOUR
- EX. WATER MAIN
- EX. STORM SEWER
- EX. SANITARY SEWER
- EX. OVERHEAD
- EX. FENCE
- EX. GAS
- EX. UNDERGROUND UTILITY
- EX. HYDRANT
- EX. CATCH BASIN
- EX. MANHOLE
- EX. SIGN
- EX. GATE VALVE
- EX. LIGHT POLE
- EX. UTILITY POLE
- PR. GRADE
- PR. CONTOUR
- PR. WATER MAIN
- PR. STORM SWR.
- PR. SANITARY SWR.
- PR. COMPACTED SAND BACKFILL
- PR. HYDRANT
- PR. GATE VALVE
- PR. CATCH BASIN
- PR. MANHOLE
- PR. R.V.C.B.
- PR. REVERSE CURB
- PR. SILT FENCE
- PR. CONCRETE SIDEWALK
- PR. CONCRETE LOT
- PR. SILT SACK/INLET FILTER
- DRAINAGE ARROW
- VERIFY IN FIELD
- V.I.F.
- TOP OF CURB ELEV.
- TC.000.00
- GUTTER PAN ELEV.
- GU.000.00
- TOP OF WALK ELEV.
- TW.000.00
- TOP OF PAVEMENT
- TA.000.00
- EDGE OF SHOULDER ELEV.
- ES.000.00
- EDGE OF ROAD ELEV.
- EM.000.00
- MATCH EXISTING
- ME
- EX. GRADE (Partial Survey May 2018)+000.00

LEGAL DESCRIPTION:

LOTS 544 THROUGH 550, LEINBACH-HUMPHREY'S WOODWARD AVENUE SUBDIVISION, CITY OF BIRMINGHAM, OAKLAND COUNTY, MICHIGAN

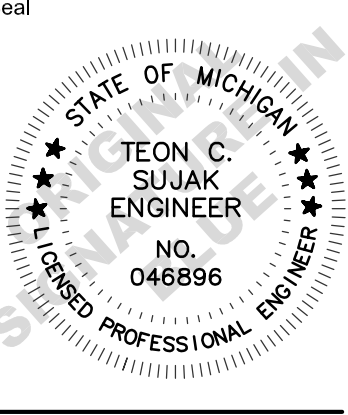
NOTES:

Site Plan Based on Previously Approved Engineering Construction Drawings with Survey. New Spot Elevation taken May of 2018 around area of Proposed Improvements.

Contractor shall perform Demolition as needed for installation of Proposed Building Addition & New Concrete Sidewalk.

Only Approved Architect's Foundation Plan shall be used for Staking Proposed Addition. See Architect's Plans for Addition Dimensions.

SE Sujak Engineering PLC



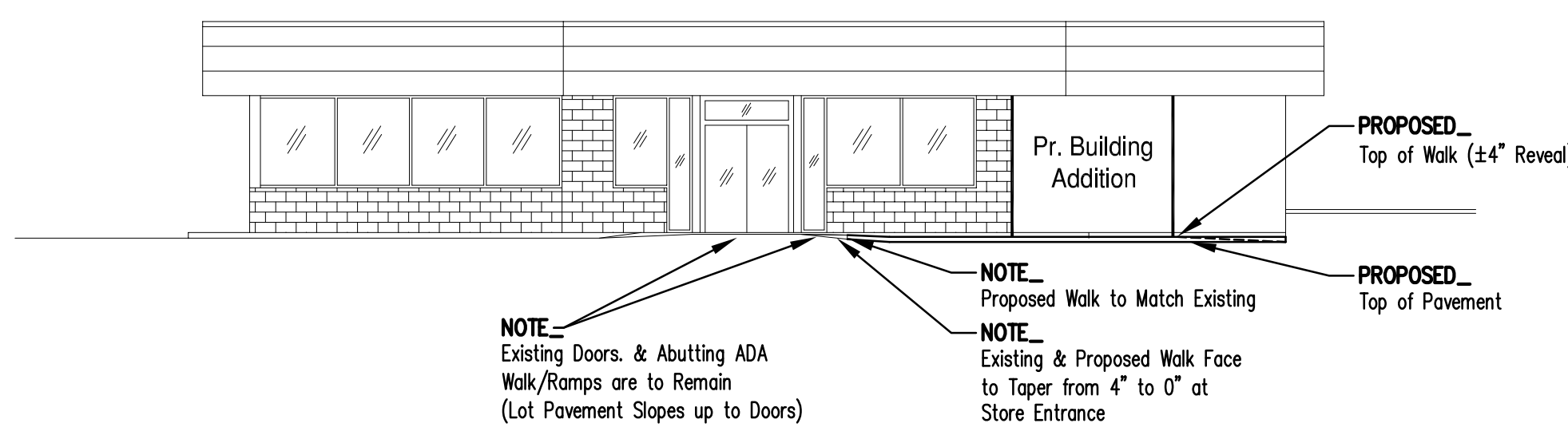
Shell Gas Station Renovations  
33588 Woodward Avenue  
Birmingham, MI

Paving & Grading  
Plan

Scale:	1"=10'
Drawn:	TCS
Checked:	TCS
Approved:	TCS
Date:	5/18/2018
Job no.	14-072B
Sheet No.	C1.0

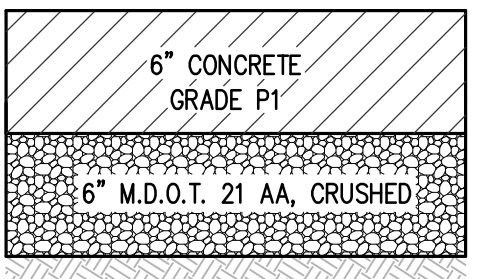


WOODWARD AVENUE  
VARIABLE RIGHT-OF-WAY



Building Elevation (Front)

NO SCALE

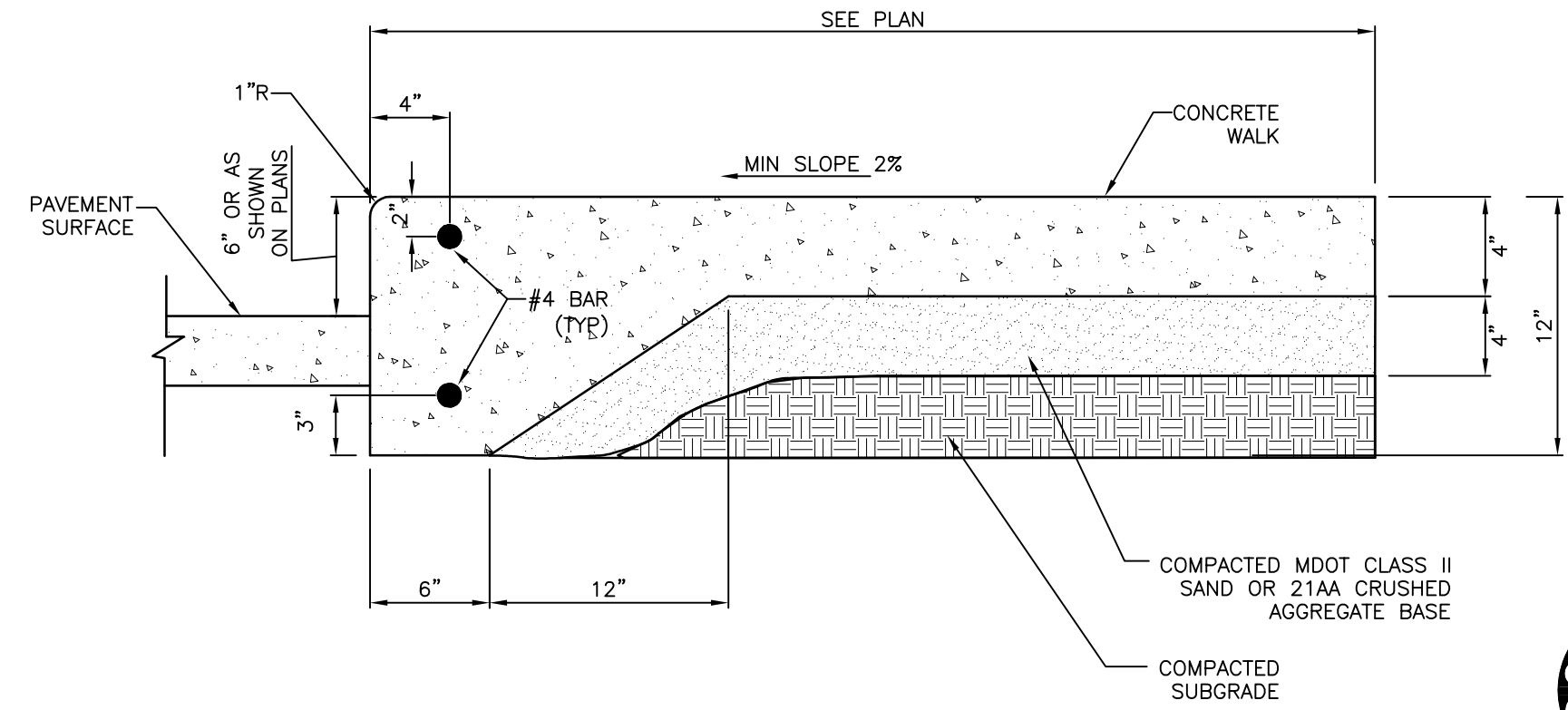


PROOF-ROLL EX. SUBBASE UNDERCUT. REMOVE & REPLACE ANY UNSUITABLE MATERIAL W/CRUSHED STONE

REWORK 12" OF EXISTING SUBGRADE AND COMPACT TO 95% MAX. DENSITY

6" CONCRETE PAVEMENT SECTION

(TO BE VERIFIED BY GEOTECHNICAL ENGINEER)



INTEGRAL CURB AND WALK DETAIL

NO SCALE





33588

LIQUOR



EXISTING CONCRETE  
WALKWAY

PROPOSED CONCRETE  
WALKWAY





# MEMORANDUM

Planning Division

**DATE:** January 18<sup>th</sup>, 2018

**TO:** Jana Ecker, Planning Director

**FROM:** Nicholas Dupuis, Planning Intern

**SUBJECT:** 33588 Woodward Ave – Birmingham Shell  
Final Site Plan and Special Land Use Permit Amendment

The 0.34 acre subject site, 33588 Woodward Avenue, is located at the corner of Woodward and Chapin. The applicant is seeking a Special Land Use Permit Amendment to relocate the bathroom within the building, which will include a small addition of square footage to the building. The total added area to the building is roughly 79 sq. ft. at the south-western portion of the building, facing the parking lot. The addition will displace the ice and propane storage machines, which are proposed to be relocated to the side of the building, adjacent to the rear parking area.

## 1.0 Land Use and Zoning

- 1.1 Existing Land Use – The land use at this parcel is commercial.
- 1.2 Zoning – The parcel is zoned B2-B, General Business.
- 1.3 Summary of Adjacent Land Use and Zoning - The following chart summarizes existing land use and zoning adjacent to and/or in the vicinity of the subject site, including the proposed 2016 Regulating Plan zones.

	North	South	East	West
Existing Land Use	Commercial	Commercial	Residential	Commercial
Existing Zoning District	B2-B, General Business	B2-B, General Business	R4, Two Family Residential	B2-B, General Business



<b>Downtown Overlay Zoning District</b>	N/A	N/A	N/A	N/A
---	-----	-----	-----	-----

## **2.0 Setback and Height Requirements**

Please see attached zoning compliance summary sheet for detailed setback and height requirements.

## **3.0 Screening and Landscaping**

- 3.1 Dumpster Screening – No changes proposed.
- 3.2 Parking Lot Screening – No changes proposed.
- 3.3 Mechanical Equipment Screening – No changes proposed.
- 3.4 Landscaping – No changes proposed.
- 3.5 Streetscape – No changes proposed.

## **4.0 Parking, Loading and Circulation**

- 4.1 Parking – No changes proposed.
- 4.2 Loading – No changes proposed.
- 4.3 Vehicular Circulation and Access – No changes proposed.
- 4.4 Pedestrian Circulation and Access – The proposed addition will displace the propane and bagged ice display units, and decrease the width of the current sidewalk along the front of the building where it will be located. The relocation of the propane and ice display units will decrease the sidewalk width significantly, but the applicant has not submitted dimensions for the two units. The proposed addition of the windshield washer fluid display will decrease the width of the sidewalk to 3 ft. 10 in. where it is proposed to be placed.

## **5.0 Lighting**

The applicant is not proposing any changes to the lighting of the property.

## **6.0 Outdoor Display Standards**

The proposed addition to the front of the building will displace the propane and bagged ice displays that currently exist in the space. The applicant is proposing to



relocate the display units to the south side of the building adjacent to the rear parking area, as well as add a windshield washer fluid display to the front of the building. According to Article 9, Section 9.02 of the Zoning Ordinance, Outdoor Display is defined as the placement of any item(s) outside a building for decorative display and/or accessible to the public for the purpose of sale, rent, lease or exhibit. Therefore, the propane and ice storage, as well as the proposed display for windshield washer fluid along the front of the building shall be regulated as outdoor displays.

Article 4, Section 4.67 outlines the requirements for an outdoor display in the B2-B zoning district. The proposed outdoor storage meets several of these standards, but falls short in a few key areas:

1. Outdoor displays shall not exceed a maximum of 4 feet in height.
  - **The applicant must confirm that the ice and propane storage units are no more than 4 feet in height, or obtain a variance from the Board of Zoning Appeals.** The submitted site plan does show the proposed windshield washer fluid display to be a maximum of four feet tall, meeting the Ordinance.
2. Furniture or shelving used to display goods outside shall be made of finished metal or wood or a material of comparable quality and maintained in a good condition.
  - The existing ice and propane storage units are constructed of metal, but the applicant has indicated that the proposed windshield washer fluid display will be constructed of plastic. **The applicant must submit plans showing a windshield washer fluid display unit constructed of metal or wood, or a material of comparable quality, or obtain a variance from the Board of Zoning Appeals.**
3. An unobstructed path not less than 5 feet in width shall be continuously maintained for pedestrian access to all business entrances and no point of access or egress from any building shall be blocked at any time.
  - Both the relocation of the ice and propane display units and the new windshield washer fluid display will subtract from the required 5 feet required for pedestrian access. **The applicant must submit plans showing an unobstructed continuously maintained 5 foot path for pedestrian access, or obtain a variance from the Board of Zoning Appeals.**

## **7.0 Departmental Reports**

- 7.1 Engineering Division – The Engineering Department has no concerns at this time.



- 7.2 Department of Public Services – No comments have been provided at this time, but will be provided by January 24, 2018.
- 7.3 Fire Department – No comments have been provided at this time, but will be provided by January 24, 2018.
- 7.4 Police Department – No comments have been provided at this time, but will be provided by January 24, 2018.
- 7.5 Building Division – The Building Department has examined the plans for the proposed project referenced above. The plans were provided to the Planning Department for site plan review purposes only and present conceptual elevations and floor plans. Although the plans lack sufficient detail to perform a code review, the following comments are offered for Planning Board and/or Design Review Board and applicant consideration:
1. The proposed addition is projecting into the accessible route (sidewalk) between the existing barrier free parking space and the entrance to the building. The accessible route cannot be reduced to less than 36.00 inches.
  2. The plans do not include proposed changes to the interior of the building. It appears that the existing toilet room located between the service counter and kitchen will be removed and the service counter made larger. The plans will need to detail these changes.

## **8.0 Design Review**

The proposed 79 sq. ft. addition to the south-west portion of the building will be for the relocation of a restroom to allow for more counter space for the establishment. The applicant has indicated on the site plan that the addition will be constructed with the same brick and paint as the existing building. The applicant has not submitted the elevations or material specifications necessary to complete a design review. **The applicant must submit scaled and colored elevations and material specifications for design review.**

## **9.0 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.

#### **10.0 Recommendation**

Based on a review of the site plan submitted, the Planning Division finds that the proposed Final Site Plan does not meet the requirements of Article 7, section 7.27 of the Zoning Ordinance and recommends that the Planning Board recommend POSTPONEMENT of the Final Site Plan and Special Land Use Permit Amendment for 33588 Woodward Ave – Birmingham Shell – pending receipt of the following:

- (1) The applicant submit scaled and colored elevations and material specifications for the proposed addition;
- (2) The applicant confirm that the ice and propane storage units are no more than 4 feet in height, or obtain a variance from the Board of Zoning Appeals;
- (3) The applicant submit plans showing an unobstructed continuously maintained 5 foot path for pedestrian access, or obtain a variance from the Board of Zoning Appeals; and
- (4) The applicant submit plans showing a windshield washer fluid display unit constructed of metal or wood, or a material of comparable quality, or obtain a variance from the Board of Zoning Appeals.

#### **11.0 Sample Motion Language**

Motion to recommend POSTPONEMENT of the Final Site Plan and Special Land Use Permit Amendment for 33588 Woodward Ave – Birmingham Shell – pending receipt of the following:

- (1) The applicant submit scaled and colored elevations and material specifications for the proposed addition;



- (2) The applicant confirm that the ice and propane storage units are no more than 4 feet in height, or obtain a variance from the Board of Zoning Appeals;
- (3) The applicant submit plans showing an unobstructed continuously maintained 5 foot path for pedestrian access, or obtain a variance from the Board of Zoning Appeals; and
- (4) The applicant submit plans showing a windshield washer fluid display unit constructed of metal or wood, or a material of comparable quality, or obtain a variance from the Board of Zoning Appeals.

**OR**

Motion to recommend APPROVAL the Final Site Plan and Special Land Use Permit Amendment to the City Commission for 33588 Woodward Ave – Birmingham Shell – with the following conditions:

- (1) The applicant submit scaled and colored elevations and material specifications for the proposed addition;
- (2) The applicant confirm that the ice and propane storage units are no more than 4 feet in height, or obtain a variance from the Board of Zoning Appeals;
- (3) The applicant submit plans showing an unobstructed continuously maintained 5 foot path for pedestrian access, or obtain a variance from the Board of Zoning Appeals; and
- (4) The applicant submit plans showing a windshield washer fluid display unit constructed of metal or wood, or a material of comparable quality, or obtain a variance from the Board of Zoning Appeals.

**OR**

Motion to recommend the DENIAL of the Final Site Plan and Special Land Use Permit Amendment to the City Commission for 33588 Woodward Ave – Birmingham Shell – for the following reasons:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_



**Zoning Compliance Summary Sheet  
Final Site Plan Review  
33588 Woodward – Birmingham Shell**

**Existing Site:** Gasoline Station & Dunkin Doughnuts

Zoning: B2-B, General Business

Land Use: Commercial

**Existing Land Use and Zoning of Adjacent Properties:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Existing Land Use</b>	Commercial	Commercial	Residential	Commercial
<b>Existing Zoning District</b>	B2-B, General Business	B2-B, General Business	R-4, Two-Family Residential	B2-B, General Business
<b>Overlay Zoning District</b>	N/A	N/A	N/A	N/A

<b>Land Area:</b>	Existing:	0.34 acres (14,810 ft <sup>2</sup> )
	Proposed:	0.34 acres (14,810 ft <sup>2</sup> ) ( <b>No change</b> )
<b>Dwelling Units:</b>	Existing:	0
	Proposed:	0
<b>Minimum Lot Area/Unit:</b>	Required:	1,000 ft <sup>2</sup> / unit (single story hotel or motel)
		2,000 ft <sup>2</sup> / unit (two/three story hotel or motel)
	Proposed:	N/A
<b>Min. Floor Area /Unit:</b>	Required:	N/A
	Proposed:	N/A
<b>Max. Total Floor Area:</b>	Required:	N/A

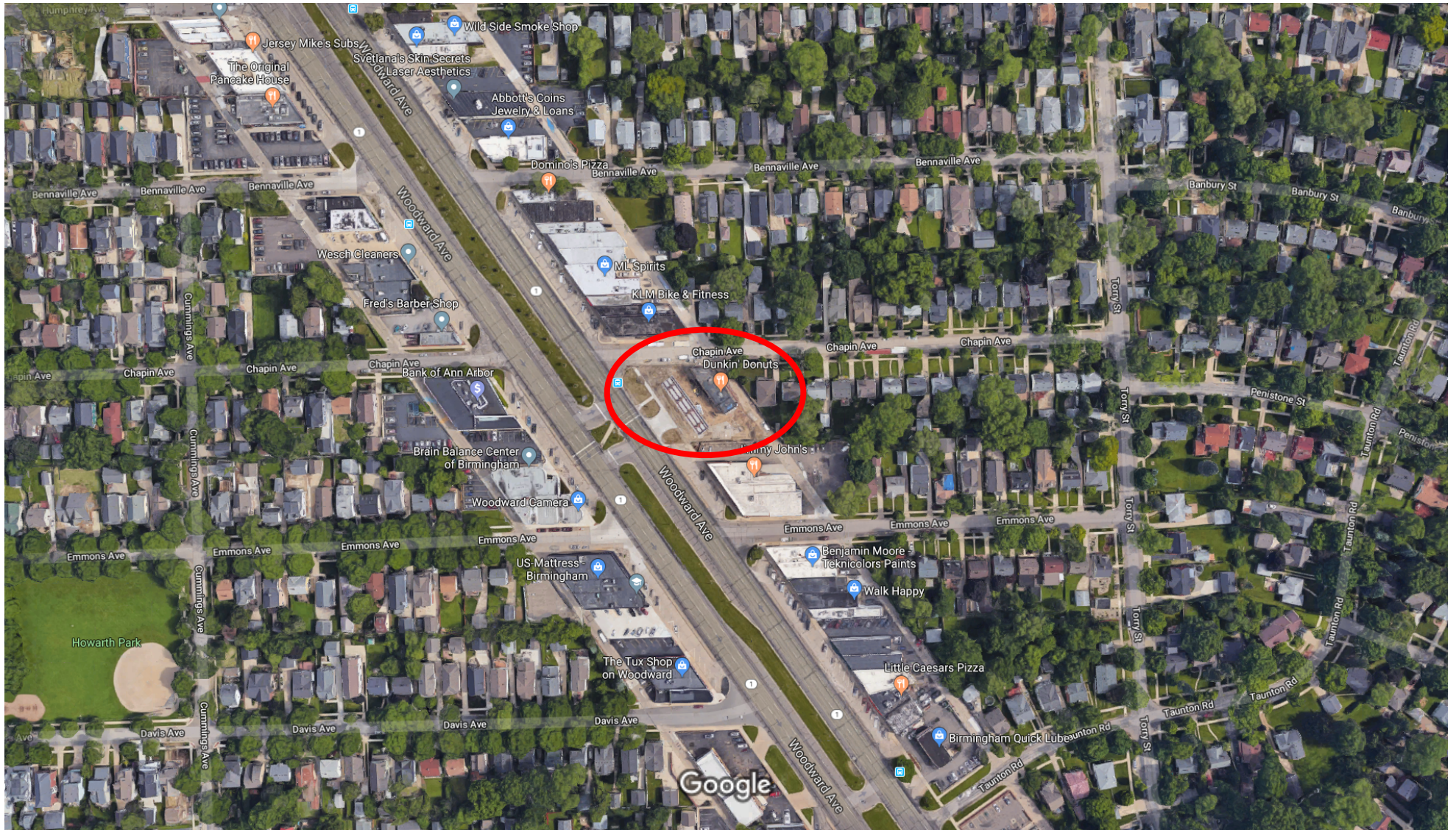


	Proposed:	N/A
<b>Min. Open Space:</b>	Required:	N/A
	Proposed:	N/A
<b>Max. Lot Coverage:</b>	Required:	N/A
	Proposed:	N/A
<b>Front Setback:</b>	Required:	N/A
	Proposed:	62 ft.
<b>Side Setbacks</b>	Required:	0 ft. from interior side lot line 10 ft. from side lot line abutting a single family district
	Proposed:	<b>No changes proposed</b> (0 ft. to the North, 52 ft. to the south existing)
<b>Rear Setback:</b>	Required:	10 ft. where abutting P, B1, B2, B2B, B2C, B3, B4, O1, O2 20 ft. when adjacent to a residential zoning district
	Proposed:	<b>No changes proposed</b> (10 ft. existing)
<b>Min. Front+Rear Setback</b>	Required:	N/A
	Proposed:	N/A
<b>Max. Bldg. Height:</b>	Permitted:	30 ft., 2 stories
	Proposed:	<b>No changes proposed</b> (18 ft., 1 story existing)
<b>Min. Eave Height:</b>	Required:	N/A
	Proposed:	N/A
<b>Floor-Ceiling Height:</b>	Required:	N/A
	Proposed:	N/A
<b>Front Entry:</b>	Required:	N/A
	Proposed:	N/A
<b>Absence of Bldg. Façade:</b>	Required:	N/A
	Proposed:	N/A
<b>Opening Width:</b>	Required:	N/A
	Proposed:	N/A
<b>Parking:</b>	Required:	8 spaces
	Proposed:	<b>No changes proposed</b> (17 spaces existing)
<b>Min. Parking Space Size:</b>	Required:	180 ft <sup>2</sup>



	Proposed:	<b>No changes proposed</b> (180 ft <sup>2</sup> existing)
<b>Parking in Frontage:</b>	Required:	N/A
	Proposed:	N/A
<b>Loading Area:</b>	Required:	1 (40 x 12 x 14)
	Proposed:	<b>No changes proposed</b> (1 existing)
<b>Screening:</b>		
<u>Parking:</u>	Required:	32 in. masonry screen wall
	Proposed:	N/A
<u>Loading:</u>	Required:	N/A
	Proposed:	N/A
<u>Rooftop Mechanical:</u>	Required:	Full screening to compliment the building
	Proposed:	<b>No changes proposed</b> (6 ft. 2 in. screen wall existing)
<u>Elect. Transformer:</u>	Required:	Fully screened from public view
	Proposed:	N/A
<u>Dumpster:</u>	Required:	6 ft. high capped masonry wall with wooden gates
	Proposed:	<b>No changes proposed</b> (6 ft. brick screen wall existing)









AREA OF BUILDING ADDITION



FRANK'S  
BEER/WINE



LIQUOR

33588

LIQUOR





FRANK'S  
R/WINE



33588

LIQUOR







33588

LIQUOR







QUOR

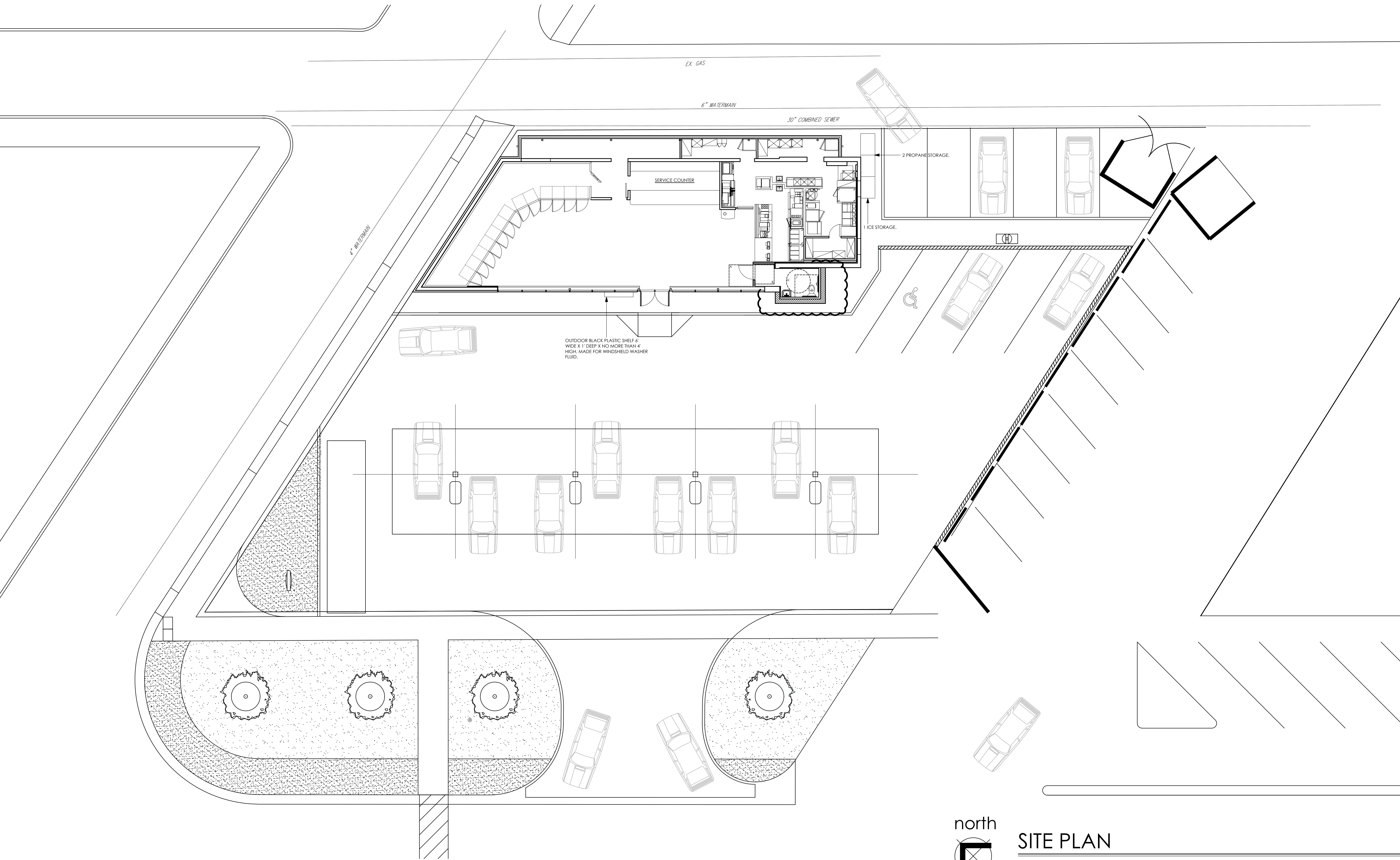
Ice

Air



SITE PLAN

33588 WOODWARD AVE.,  
BIRMINGHAM, MI 48009



ABRO DESIGN GROUP, INC.  
30600 NORTHWESTERN HWY.  
SUITE 310  
FARMINGTON HILLS, MI. 48334  
P. 248-254-3834 F. 248-671-2772  
WWW.ABRODESIGNGROUP.COM

PROJECT:  
BIRMINGHAM  
GAS STATION  
-GAS STATION RENOVATIONS-

33588 WOODWARD AVE.,  
BIRMINGHAM, MI 48009

SHEET TITLE:  
SITE PLAN

DO NOT SCALE DRAWINGS  
USE FIGURED DIMENSIONS ONLY

DATE:	ISSUE:
01.10.18	CLIENTS REVIEW

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PROJECT NO:  
033017

SHEET NO:  
S-100



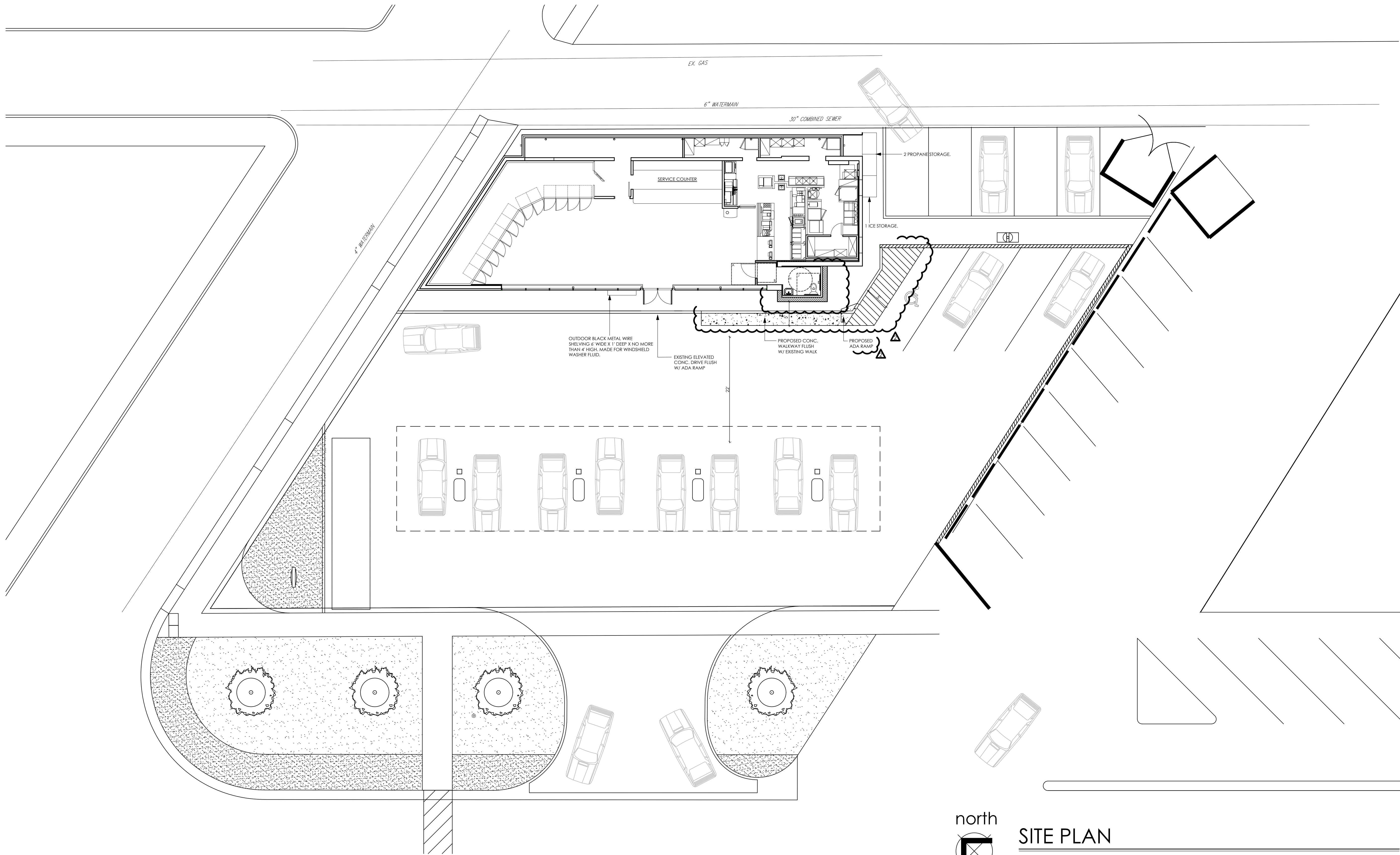




# BIRMINGHAM GAS STATION

## SITE PLAN

33588 WOODWARD AVE.,  
BIRMINGHAM, MI 48009



ABRO DESIGN GROUP, INC.  
30600 NORTHWESTERN HWY.  
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**PROJECT:**  
BIRMINGHAM  
GAS STATION  
-GAS STATION RENOVATIONS-

33588 WOODWARD AVE.,  
BIRMINGHAM, MI 48009

**SHEET TITLE:**  
SITE PLAN

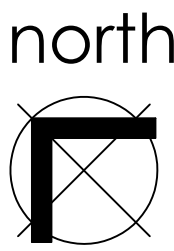
DO NOT SCALE DRAWINGS  
USE FIGURED DIMENSIONS ONLY

DATE:	ISSUE:
01.10.18	CLIENTS REVIEW
03.21.18	REVISION NO. 1
04.19.18	REVISION NO. 2

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**PROJECT NO:**  
033017

**SHEET NO:**  
S-100



**SITE PLAN**  
SCALE:

1" = 10'-0"



**Planning Board Minutes  
January 24, 2018**

1. **33588 Woodward Ave. (Shell Gas Station/Dunkin Donuts)**  
**Request for approval of a Revised Final Site Plan and Design to allow for construction of small addition for a restroom and new signage**

**Motion by Mr. Williams**

**Seconded by Ms. Lazar to receive and file the one-page document from Design Studio Interiors Planning. Project: Birmingham Gas Station Exterior Building Elevations.**

**Motion carried, 7-0.**

VOICE VOTE

Yeas: Williams, Lazar, Boyle, Clein, Jeffares, Koseck, Whipple-Boyce

Nays: None

Absent: None

Mr. Baka advised the 0.34 acre subject site is located at the corner of Woodward Ave. and Chapin. The gas station was formerly a Citgo that was renovated several years ago and is now a Shell/Dunkin Donuts. The applicant is seeking a SLUP amendment to relocate the bathroom within the building, which will include a small addition of square footage to the building. The total added area is roughly 79 sq. ft. at the southwestern portion of the building, facing the parking lot. The addition will displace the ice and propane storage machines, which are proposed to be relocated to the side of the building, adjacent to the rear parking area.

***The applicant must confirm that the ice and propane storage units are no more than 4 ft. in height, or obtain a variance from the Board of Zoning Appeals ("BZA").***

*Design Review*

The proposed 79 sq. ft. addition to the southwest portion of the building will be for the relocation of a restroom to allow more counter space for the establishment. The applicant has indicated on the site plan that the addition will be constructed with the same brick and paint as the existing building. The applicant has submitted scaled and colored elevations and material specifications for Design Review.

Responding to Mr. Boyle, Mr. Baka stated that Beer and Wine signage was previously approved by the Planning Board. The Liquor signs are considered window signage as long as it is within 18 sq. ft. Therefore, the signs are compliant.

Mr. John Abbro with ADG, Farmington Hills, MI was present for Scott and Chris Barbat, the gas station owners. He explained the proposed addition will match the building design. Mr. Chris Barbat indicated the reason for the addition is to expand the counter in order to relocate the spirits from the sales area to behind the counter where customers can't get to them. He asked to exchange the Beer and Wine channel letter sign with a liquor sign in the same style so they can get rid of the vinyl Liquor stickers on the windows.



The Chairman said he would be comfortable with an Administrative Approval for that, assuming tonight's proposal gets approved and everything else is in compliance.

Mr. Barbat added that relocating the bathroom to the front south side of the building results in a better flow of traffic where there is no conflict between the restroom line and the Dunkin Donuts line. As stated, it also allows them to take the spirits off the floor and locate them behind the counter which is safer.

Chairman Clein took public comments at 7:45 p.m.

Mr. Bob Chodum, 1408 Chapin, stated that construction of the gas station occurred after 7 p.m. week nights and on Sundays. The construction just about took over Chapin and he didn't have anywhere to park. The gas station is very close to residences and he feels it is too big for their neighborhood. Signs at the bicycle shop say to unload bicycles on Chapin and they are on City sign posts.

Ms. Joan Sutherland who also lives at 1408 Chapin asked if the proposal will alter parking at the gas station because they already park on her street and too close to the intersection.

Mr. Baka said the proposed construction will not displace any parking. Mr. Barbat stated they do not allow any of their employees to park in the street. They must park on the property. The small addition will not take out any of the parking spots. He will be very diligent in making sure the dumpster is always closed. This addition should be wrapped up within a week and in no way will they work before or after business hours.

Ms. Whipple-Boyce noted that if construction takes place other than from 7 a.m. to 7 p.m. Monday through Saturday the residents could notify the Police Dept.

Mr. Williams advised that the residents could attempt to handle some of the excess parking by petitioning for parking permits on their street. Also, they could pursue with the Police Dept. adding signs restricting right turns coming out of the gas station onto Chapin.

**Motion by Ms. Whipple-Boyce**

**Seconded by Mr. Boyle to recommend APPROVAL the Final Site Plan and Special Land Use Permit amendment to the City Commission for 33588 Woodward Ave., Birmingham Shell, with the following conditions:**

- (1) The applicant confirm that the ice and propane storage units are no more than 4 ft. in height, or obtain a variance from the BZA;**
- (2) The applicant meet the requirements of all City Departments.**

**Motion carried. 7-0.**

**VOICE VOTE**

Yeas: Whipple-Boyce, Boyle, Clein, Jeffares, Koseck, Lazar, Williams

Nays: None

Absent: None



**City Commission Minutes  
March 12, 2018**

**03-074-18 PUBLIC HEARING TO CONSIDER THE FINAL SITE PLAN &  
DESIGN AND A SPECIAL LAND USE PERMIT AMENDMENT33588  
WOODWARD – SHELL GAS STATION**

Mayor Harris opened the public hearing at 8:53 p.m.

Senior Planner Baka reported the applicant:

- Received a Special Land Use Permit (SLUP) from the City Commission on September 22, 2014.
- Seeks an amendment to the existing SLUP to allow them to construct a small addition to the building to allow for a new accessible 79 sq. ft. bathroom.
- Will bring all outdoor storage into compliance with the outdoor storage regulation ordinance passed since the granting of the original SLUP.
- Was approved for a SLUP amendment by the Planning Board on January 28, 2018 providing:
  - o The ice and propane storage units do not exceed 4'; and
  - o Compliance with the requests of City Departments.
- Plans to match the brick and exterior appearance to the current building. Propane and ice storage will go around the side of the building, and would be stored on black, metal racks that would be no taller than 4'.

Senior Planner Baka told Commissioner Sherman that:

- Window signage for businesses on Woodward is permitted at the rate of 18 sq. ft. per frontage.
- Some proposed window signage changes did not go before the Planning Board because the information was not yet available. Changes in window signage, however, do not require permit or approval from the City.

Commissioner Sherman asked to see the proposed window signage.

Senior Planner Baka provided it, and stated he did not originally include it in the Commission Packet since the plans had not been seen by the Planning Board first.

Applicant Chris Barbat:

- Appeared before the Commission and explained that the proposed sign changes had not been provided to the Planning Board because they had not been ready.
- Told Commissioner Hoff that the south side of the building is recessed, which means the bathroom will not extend much farther beyond the rest of the building. Currently the space is empty storage, and access to the restroom will be interior to the building. The purpose of



the addition is to alleviate congestion between the Dunkin' Donuts line and the line for the restroom. The restroom does not remain locked.

Commissioner Sherman reiterated that all the proposed changes should have been submitted to the Planning Board at once for consideration as part of the SLUP amendment.

Planning Director Ecker confirmed for Commissioner Nickita that:

- The sidewalk at 33588 Woodward would need to be expanded in order to meet the ADA requirements of a 5' width.
- The expansion would fall under the SLUP amendment requirement that there be "compliance with the requests of City Departments".
- The plans would not be approved without the sidewalk expansion.

Commissioner Nickita replied that the plans need to specifically reflect how the applicant will build an ADA-compliant sidewalk.

Planning Director Ecker stated that any method of bringing the sidewalk into ADA- compliance would be sufficient for the Planning Board.

Mr. Barbat confirmed for Commissioner DeWeese that the two large vinyl signs in the window reading 'Liquor' will be replaced by smaller signs within the gas station.

The Public Hearing was closed at 9:07 p.m.

**MOTION: Motion by Commissioner Hoff, seconded by Commissioner Boutros:**

**To approve the Final Site Plan & Design and a Special Land Use Permit Amendment at 33588 Woodward to allow the addition of a new accessible bathroom to the existing Shell gasoline service station as recommended by the Planning Board on January 24, 2018.**

Commissioner DeWeese specified that the applicant would be approved pursuant to all the discussion that occurred before the Commission this evening.

Commissioner Nickita reiterated concern at the lack of clarity regarding how the sidewalk would become ADA-compliant, since different strategies of rebuilding the sidewalk would have very different outcomes for the layout of the parcel.

Commissioner Nickita agreed with Commissioner Sherman that all of this information should have been included as part of the SLUP amendment.

Commissioner Hoff asked whether City staff would track ADA-compliance on this issue.



Mayor Harris asked whether City staff would only track ADA-compliance, or whether City staff would track some of Commissioner Nickita's concerns as well.

Senior Planner Baka told Mayor Harris that City staff would track, in addition to ADA compliance, pedestrian flow, accessibility from all the parking spots, and car safety and maneuverability that result from the parcel changes.

Commissioner Sherman stated that this SLUP amendment should go back before the Planning Board for further review since the plans, as submitted, are incomplete.

Commissioner Nickita agreed with Commission Sherman. Commissioner Nickita continued that incomplete SLUP amendment requests should not appear before the Commission; all relevant information should be submitted and reviewed by the Planning Board first.

**VOTE: Yeas, 7**

**Nays, 0**

**Absent, 0**

City Manager Valentine stated he would get this issue back before the Planning Board as quickly as possible.



**Planning Board Minutes**  
**April 11, 2018**

**1. 33588 Woodward Ave.**  
**Shell Gas Station**

Ms. Ecker explained the 0.34 acre subject site is located at the corner of Woodward Ave. and Chapin. The applicant is seeking a SLUP Amendment to relocate the restroom within the building, which will include a small 79 sq. ft. addition at the southwestern portion of the building, facing the parking lot. The addition will displace the ice and propane storage machines, which are proposed to be relocated to the side of the building, adjacent to the rear parking area.

On January 24, 2018 the application was reviewed by the Planning Board for the addition of a new restroom and new signage. However it bumped out in the front and cut into the pedestrian walk along the front of the store. The Planning Board recommended approval of the SLUP amendment to the City Commission with the condition that they make modifications to the site that would address the walking path along the front to the Commission's satisfaction.

However, the applicant had not yet devised a solution to the issue by the time they reached the City Commission for the public hearing. At that time, the City Commission voted to send the applicant back to the Planning Board to resolve the issue so that the Commission could review a complete plan that would not be subject to further change after the public hearing. Accordingly, the applicant has now submitted a new plan that meets ADA standards and proposes to apply blue paint striping to the area that leads from the handicapped space to the front entrance of the building. That is the only thing that has changed since the last time the applicant was before this board.

However, Ms. Ecker did not think this is what the Commission had in mind. She thought they wanted a final plan that would bump out the sidewalk and create a raised pedestrian path separate from the parking lot.

Chairman Clein was concerned that the sidewalk terminates directly in the flair of the ramp and the flair is not an accessible route. Therefore, the route doesn't get a person to the door. Also, there are no dimensions related to the barrier-free space. He doesn't think the plan is adequate or that it meets Code. Further, he has serious concerns about the ice and propane storage location with no details or dimensions of the parking space.

Ms. Ecker noted that one of the comments the Planning Dept. had is that it is very common for people to pull up along the curb, park there, and run into the store. The path doesn't really stop them from doing that. Therefore, the path may be blocked by a parked car.



Mr. Chris Barbat, the business owner, addressed the board's concerns:

- The striping is not adequate even though it meets Code. He proposed stamped concrete in a different color and a ramp from the parking spot to the stamped concrete area.
- In terms of the propane and ice storage, they complied with having each one of the boxes 4 ft. in height. They moved them to the current location which isn't a good idea because it is a walkway from the alley. He suggested moving them behind the fence which is out of site, does not obstruct vehicle doors opening and closing, and opens up the whole pathway to the rear of the building.

Mr. Koseck thought whether the path is striped or stamped concrete, people will be parking there. A curb would define the area. However, Mr. Barbat was concerned that a curb would prevent cars from turning to go north. They might have to stop, reverse, and go back around. Chairman Clein stated he does not want to see cars driving through the striping and he doesn't want to see cars parked there; it is for pedestrians, particularly pedestrians that are facing physical challenges.

Mr. Jeffares noted there is an area in front of the building that goes down to 2 ft., which is too narrow. It could be made 3 ft. or so by adding extra concrete. Chairman Clein agreed and it is less money for the applicant. He wanted to see that change and also confirmation that they are showing the proper striping for the barrier-free spaces and that they are in compliance.

**Motion by Mr. Williams**

**Seconded by Mr. Boyle to postpone consideration of 33588 Woodward Ave., Birmingham Shell, to April 25, 2018.**

**Motion carried, 7-0.**

**VOICE VOTE**

Yeas: Williams, Boyle, Clein, Jeffares, Koseck, Share, Whipple-Boyce

Nays: None

Absent: None

**Motion by Mr. Williams**

**Seconded by Mr. Koseck to suspend the rules for the Planning Board meeting of April 25th to consider more than five items.**

**Motion carried, 7-0.**

**VOICE VOTE**

Yeas: Williams, Koseck, Boyle, Clein, Jeffares, Share, Whipple-Boyce

Nays: None

Absent: None



**Planning Board Minutes**  
**April 25, 2018**

**UNFINISHED BUSINESS**  
**FINAL SITE PLAN AND DESIGN REVIEW**  
**SPECIAL LAND USE PERMIT ("SLUP") AMENDMENT**

**1. 33588 Woodward Ave. (postponed from April 11, 2018)**

**Shell Gas Station**

**Request for approval of a Revised Final Site Plan and Design to allow for construction of a small addition for a restroom and new signage**

Mr. Baka explained the 0.34 acre subject site is located at the corner of Woodward Ave. and Chapin. The applicant is seeking a SLUP Amendment to relocate the restroom within the building, which will include a small 79 sq. ft. addition at the southwestern portion of the building, facing the parking lot. The addition will displace the ice and propane storage machines, which are proposed to be relocated to the side of the building, adjacent to the rear parking area.

The applicant has appeared before the Planning Board several times and on April 11, 2018 he presented a plan that proposed a pedestrian path that consisted of blue striping along the edge of the raised sidewalk abutting the building. At that time the Planning Board postponed the review and instructed the applicant to revise the plans so the existing raised curb is extended and re-establishes a pedestrian walkway along the building as currently exists.

The applicant has now submitted a plan that extends the raised sidewalk out from the new bathroom addition to provide a 5 ft. unobstructed sidewalk at that point. However, it appears that there would be limited space for someone in a wheelchair or with otherwise limited mobility to maneuver around an open door at the front entrance without stepping off the curb. Also the revised plan shows the propane and ice storage moved to the back of the screenwall to create a more open pathway towards the alley.

The main concern is the sidewalk roughly ends the extension 5 or 6 ft. before the doorway and then goes back onto the original path. There is a concern that someone in a wheelchair could not maneuver around the door to enter the store.

Mr. Chris Barbat spoke on behalf of the applicant. He explained that it is level from the end of the new sidewalk to the ramp and someone in a wheelchair could roll right onto the ramp from the sidewalk.

Mr. Koseck recalled that the City Commission voted to send the applicant back to the Planning Board because they did not have enough information. He is afraid there still is not enough information. Maybe Mr. Barbat's architect needs to be present, or perhaps he needs a civil engineer. Mr. Koseck was concerned the ramp is not depicted in the drawing. Also, he noted the barrier free parking space doesn't meet the ADA requirement.

Chairman Clein stated that the applicant needs to have someone that understands ADA and can assure the board that the proposed plan meets it. The ramp is non-compliant; it needs a



landing. When the applicant comes back the board will need a completed site plan that shows how everything works. The photos are helpful.

Mr. Jeffares suggested that the applicant work with Ms. Ecker before returning because she has a good handle on what this board and the City Commission want.

**Motion by Mr. Boyle**

**Seconded by Mr. Jeffares to POSTPONE the hearing for 33588 Woodward Ave., Shell Gas Station, to the Planning Board meeting on May 9, 2018.**

There were no public comments at 7:42 p.m.

**Motion carried, 7-0.**

VOICE VOTE

Yeas: Boyle, Jeffares, Clein, Koseck, Ramin, Share, Williams

Nays: None

Absent: Whipple-Boyce



**Planning Board Minutes  
May 9, 2018**

**UNFINISHED BUSINESS  
FINAL SITE PLAN AND DESIGN REVIEW  
SPECIAL LAND USE PERMIT("SLUP")AMENDMENT**

**1. 33588 Woodward Ave  
Shell Gas Station**

**Request for approval of a Community Impact Study ("CIS"), Special Land Use Permit, Revised Final Site Plan and Design to allow for construction of a small addition for a restroom and new signage**

**Motion by Mr. Williams**

**Seconded by Ms. Whipple-Boyce to suspend the rules and postpone consideration of 33588 Woodward Ave. to Wednesday, June 13, 2018.**

**Motion carried, 5-0.**

**VOICE VOTE**

**Yeas: Williams, Whipple-Boyce, Klein, Jeffares, Share**

**Nays: None**

**Absent: Boyle, Koseck**



**Planning Board Minutes  
June 13, 2018**

**SPECIAL LAND USE PERMIT ("SLUP") AMENDMENT  
REVISED FINAL SITE PLAN AND DESIGN REVIEW**

**1. 33588 Woodward Ave. (Shell Gas Station/Dunkin Donuts)**

**Request for approval of a SLUP Amendment to allow for construction of a small addition for a restroom and new signage (postponed from May 23, 1018)**

Ms. Ecker recalled the 0.34 acre subject site is located at the corner of Woodward Ave. and Chapin. The applicant is seeking a SLUP Amendment to relocate the bathroom within the building, which will include a small addition of square footage to the building. The total added area to the building is roughly 79 sq. ft. at the south-western portion of the building, facing the parking lot. The addition will displace the ice and propane storage machines, which are proposed to be relocated to the side of the building, adjacent to the rear parking area.

On January 24, 2018 the Planning Board recommended approval of the SLUP Amendment to the City Commission with the condition that they make modifications to the site that would compensate for the lost pedestrian path. However, the applicant had not yet devised a solution to the issue by the time they reached the City Commission for the public hearing. The Commission voted to send the applicant back to the Planning Board to resolve the issue so they could review a complete plan that would not be subject to further change after the public hearing.

On April 11, 2018 the applicant appeared before the Planning Board for review of the proposed pedestrian path that consisted of blue striping along the edge of the raised sidewalk abutting the building. At that time the Planning Board postponed the review and instructed the applicant to revise the plans so the existing raised curb is extended and re-establishes a pedestrian walkway along the building as currently exists.

On May 9, 2018, the Planning Board once again postponed the SLUP application to June 13, 2018 as the applicant had not yet submitted a detailed site plan as requested by the board.

At this time, the applicant has submitted an engineered site plan including all topographic details on the site and the proposed sidewalk and ramps in the vicinity of the new addition to the building. The applicant has also moved the ice maker and propane outdoor storage from the southern elevation of the building to behind the screenwall that screens the row of parking along the alley from Woodward Ave. This will narrow the walkway along the screenwall; however it will now provide a clear walkway for adjacent neighbors to access the site from the alley. Finally, the applicant has provided a building elevation for the west elevation to show the existing ramp conditions and how the grades will match with the proposed sidewalk addition.

**Design Review**

The proposed 79 sq. ft. addition to the south-west portion of the building will be for the relocation of a restroom to allow for more counter space for the establishment. The applicant has indicated on the site plan that the addition will be constructed with the same brick and paint as the existing building.



Ms. Whipple-Boyce pointed out that that there are two solid blacked out panels to the left and right of the door.

Mr. Koseck noticed that "LIQUOR" on the glass underneath the Beer and Wine sign is larger than the sign.

Mr. Chris Barbat spoke for the applicant. He clarified that the Planning Board had approved getting rid of "Beer and Wine" and replacing it with "Liquor" in the same font and size. They would then take away the two vinyl stickers on the window. The glass is tinted to the left and right of the door because the back of some machinery is against the glass. Ms. Ecker did not believe that was approved and said the tinted glass is not allowed without approval of the board. Also furniture and equipment is not allowed to block the window. Board members stated that this should be corrected.

No one from the public wished to provide input at 7:43 p.m.

**Motion by Mr. Boyle**

**Seconded by Mr. Share to recommend approval to the City Commission of the SLUP Amendment and Final Site Plan approval for 33588 Woodward Ave., Birmingham Shell.**

There were no comments from the public on the motion.

Mr. Koseck indicated his support for the motion and thanked the applicant for easy to understand graphics. Chairman Clein suggested that the applicant be as clear as possible in front of the City Commission to make sure they understand the proposal.

**Motion carried, 7-0.**

**VOICE VOTE**

Yeas: Boyle, Share, Clein, Jeffares, Koseck, Ramin, Whipple-Boyce

Nays: None

Absent: Williams



**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, July 9, 2018, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI
Meeting Date, Time, Location:	HEARING OF CONFIRMATION FOR SPECIAL ASSESSMENT DISTRICT Monday, July 23, 2018, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI
Location:	Within Local Streets Paving Project area
Nature of Improvement:	Installation of sewer and water services within the Local Streets Paving Project area
City Staff Contact:	Paul O'Meara 248.530.1836 <a href="mailto:pomeara@bhamgov.org">pomeara@bhamgov.org</a>
Notice Requirements:	Mail to affected property owners Publish June 10 <sup>th</sup> and June 17 <sup>th</sup> , 2018
Approved minutes may be reviewed at:	City Clerk's Office

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.

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.





## MEMORANDUM

Finance Department

**DATE:** July 13, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Teresa Klobucar, Deputy Treasurer  
Mark Gerber, Finance Director/Treasurer

**SUBJECT:** Resolution for Confirming S.A.D. # 883 – 2018 Local Streets  
Water and Sewer Lateral Replacement

For purposes of installing new water and sewer laterals that would specially benefit properties within the limits of the 2018 Local Streets Paving Program, it is requested that the City Commission adopt the following resolution confirming S.A.D. No. 883 at the regular City Commission meeting of July 23, 2018. Comments during the hearing of confirmation are limited to those questions specifically addressing the assessment roll pursuant to Section 94-9 of the City Code. The hearing declaring the necessity of the Special Assessment District was held at the City Commission meeting of July 9, 2018

**SUGGESTED RESOLUTION:**

To confirm Special Assessment Roll No. 883, to defray the cost of installing new water laterals on Oak Avenue:

WHEREAS, Special Assessment Roll, designated Roll No. 883, has been heretofore prepared for collection, and

WHEREAS, notice was given pursuant to Section 94-7 of the City Code, to each owner or party-in-interest of property to be assessed, and

WHEREAS, the Commission has deemed it practicable to cause payment of the cost thereof to be made at a date closer to the time of construction and

Commission Resolution 07-196-18 provided it would meet this 23rd day of July 2018 for the sole purpose of reviewing the assessment roll, and

WHEREAS, at said hearing held this July 23, 2018, all those property owners or their representatives present have been given an opportunity to be heard specifically concerning costs appearing in said special assessment roll as determined in Section 94-9 of the Code of the City of Birmingham,

NOW, THEREFORE, BE IT RESOLVED, that Special Assessment Roll No. 883 be in all things ratified and confirmed, and that the City Clerk be and is hereby instructed to endorse said roll, showing the date of confirmation thereof, and to certify said assessment roll to the City Treasurer for collection at or near the time of construction of the improvement.



BE IT FURTHER RESOLVED, that special assessments shall be payable in ten (10) payments as provided in Section 94-10 of the Code of the City of Birmingham, with an annual interest rate of six percent (6.00%) on all unpaid installments.



SAD 883 2018 LOCAL STREETS  
WATER AND SEWER LATERAL REPLACEMENT

PARCEL NUMBER	ADDRESS	WATER	SEWER	TOTAL
19-36-403-017	411 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-403-018	425 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-403-019	441 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-403-020	459 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-403-021	473 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-403-024	533 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-403-027	577 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-403-028	583 Bennaville Ave	1,887.00	876.00	2,763.00
19-36-404-002	424 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-404-003	440 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-404-005	472 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-404-007	516 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-404-008	532 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-404-009	540 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-404-010	558 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-404-011	576 Bennaville Ave	1,173.00	1,314.00	2,487.00
19-36-426-021	683 Ruffner Ave	1,275.00	584.00	1,859.00
19-36-426-023	727 Ruffner Ave	1,275.00	584.00	1,859.00
19-36-426-025	765 Ruffner Ave	0.00	584.00	584.00
19-36-426-026	789 Ruffner Ave	1,275.00	584.00	1,859.00
19-36-426-029	843 Ruffner Ave	1,275.00	0.00	1,275.00
19-36-426-030	863 Ruffner Ave	1,275.00	584.00	1,859.00
19-36-426-031	883 Ruffner Ave	0.00	584.00	584.00
19-36-426-034	951 Ruffner Ave	0.00	584.00	584.00
19-36-426-035	967 Ruffner Ave	0.00	584.00	584.00
19-36-426-047	631 Ruffner Ave	1,275.00	0.00	1,275.00
19-36-426-048	647 Ruffner Ave	1,275.00	584.00	1,859.00
19-36-428-005	692 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-007	726 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-008	748 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-009	762 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-010	788 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-011	808 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-012	828 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-013	844 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-014	868 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-015	888 Ruffner Ave	1,275.00	0.00	1,275.00
19-36-428-017	928 Ruffner Ave	1,275.00	1,241.00	2,516.00
19-36-428-018	952 Ruffner Ave	1,275.00	0.00	1,275.00
19-36-428-019	Lot 1304 Ruffner Ave	1,275.00	0.00	1,275.00
19-36-430-032	715 Chapin Ave	0.00	1,241.00	1,241.00
19-36-430-033	731 Chapin Ave	0.00	1,241.00	1,241.00
19-36-430-035	767 Chapin Ave	1,224.00	1,241.00	2,465.00



SAD 883 2018 LOCAL STREETS  
WATER AND SEWER LATERAL REPLACEMENT

19-36-430-038	831 Chapin Ave	1,224.00	1,241.00	2,465.00
19-36-430-044	945 Chapin Ave	1,224.00	1,241.00	2,465.00
19-36-430-045	999 Chapin Ave	0.00	1,241.00	1,241.00
19-36-430-046	1011 Chapin Ave	1,224.00	1,241.00	2,465.00
19-36-430-047	1031 Chapin Ave	0.00	1,241.00	1,241.00
19-36-431-004	1103 Chapin Ave	1,275.00	1,241.00	2,516.00
19-36-431-005	1115 Chapin Ave	1,275.00	0.00	1,275.00
19-36-431-006	Lot 1126 Chapin Ave	1,275.00	0.00	1,275.00
19-36-432-002	646 Chapin Ave	1,326.00	584.00	1,910.00
19-36-432-008	768 Chapin Ave	1,326.00	584.00	1,910.00
19-36-432-009	792 Chapin Ave	1,326.00	584.00	1,910.00
19-36-432-015	908 Chapin Ave	1,326.00	584.00	1,910.00
19-36-432-019	990 Chapin Ave	1,326.00	584.00	1,910.00
19-36-432-020	1006 Chapin Ave	1,326.00	584.00	1,910.00
19-36-432-021	1028 Chapin Ave	0.00	584.00	584.00
19-36-432-022	1040 Chapin Ave	1,326.00	584.00	1,910.00
19-36-432-023	1066 Chapin Ave	1,326.00	584.00	1,910.00
19-36-433-003	1144 Chapin Ave	1,326.00	584.00	1,910.00
20-31-305-001	1151 Chapin Ave	1,275.00	1,241.00	2,516.00
20-31-305-002	1159 Chapin Ave	1,275.00	1,241.00	2,516.00
20-31-305-003	1175 Chapin Ave	1,275.00	0.00	1,275.00
<b>TOTAL</b>		74,460.00	54,677.00	129,137.00





## MEMORANDUM

Engineering Dept.

**DATE:** July 2, 2018

**TO:** Joseph Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** 2018 Local Streets Paving Project – Contract #4-18(P)  
Water & Sewer Lateral Replacement  
Special Assessment District Public Hearing

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At the Commission meeting of June 4, 2018, the City Commission set a date of July 9, 2018 to hold a public hearing of necessity for the replacement of water and sewer laterals located within the limits of the 2018 Local Streets Paving Project. Also at that meeting, a confirmation hearing date of July 23, 2018 was set, should the assessment district be authorized. Attached for your information are the previous report that was prepared on this subject, as well as the public hearing notice most recently sent out.

All owners in the district have been sent the attached letter. To date, our office has received a small number of calls asking for clarification. One homeowner is challenging the need to replace the sewer lateral, but has no proof that it has been replaced. We have agreed to excavate the pipe carefully in the event that it has been replaced with PVC. If replacement can be confirmed, then the City will not need to replace the sewer now, thereby waiving this expense for the affected homeowner.

A suggested resolution has been prepared below should the Commission wish to consider authorizing this project.

### SUGGESTED RESOLUTION (WATER & SEWER LATERAL REPLACEMENT):

WHEREAS, The City Commission has established a policy requiring the replacement of undersized or lead water lateral lines and sewer laterals in excess of fifty years old when the City street is open for repairs or reconstruction; and

WHEREAS, The City Commission is of the opinion that replacement of water and sewer laterals not meeting current criteria as a part of the planned road paving project is declared a necessity; and

WHEREAS, formal bids have been received and the actual cost per foot for replacement of the water and sewer laterals has been determined,



RESOLVED, that all sewer and water and laterals not meeting current criteria located within the limits of the following streets shall be replaced as a part of the 2018 Local Streets Paving Project:

Bennaville Ave. – Edgewood Ave. to Grant St.

Ruffner Ave. – Grant St. to Woodward Ave.

Chapin Ave. – Grant St. to Woodward Ave.

RESOLVED, that at such time as the Assessor is directed to prepare the assessment roll, of which 100% of the contractor's charge to replace water and sewer lateral (calculated at the rate of \$36.50 per foot for water laterals and \$51 per foot for sewer laterals) shall be charged to the adjoining property owners benefiting from the said laterals,

RESOLVED, that there be a special assessment district created and special assessments levied in accordance with benefits against the properties within such assessment district, said special assessment district shall be all properties, within the following district:

**"Parkside Subdivision"**

Lots 1-5 inclusive, 8, 11, 12, 14-18 inclusive, 20, 22, 23.

**"Leinbach-Humphrey's Woodward Ave. Subdivision"**

The easterly 17.00 ft. of lot 1077, lot 1078, 1083, 1084, 1091, 1095-1099 inclusive, 1103, 1123-1128 inclusive, 1132-1136 inclusive, 1142, 1145, 1147, 1148, 1290, 1292-1300 inclusive, 1302-1304 inclusive, 1321, 1324-1326 inclusive, 1329, 1330, 1332, 1334, 1336, 1337.

RESOLVED, that the Commission shall meet on Monday, July 23, 2018, at 7:30 P.M., for the purpose of conducting a public hearing to confirm the roll for the replacement of water and sewer laterals within the 2018 Local Streets Paving Project.





## MEMORANDUM

Engineering Dept.

**DATE:** May 25, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Paul T. O'Meara, City Engineer

**SUBJECT:** 2018 Local Streets Paving Project  
Water & Sewer Lateral Special Assessment District

In accordance with current policy, the Engineering Dept. plans to replace all older water and sewer laterals underneath the new proposed pavement on the above project, which includes sections of Bennaville Ave., Ruffner Ave., and Chapin Ave.

As recommended under separate cover, it is anticipated that this construction contract will be awarded to Angelo Iafrate Construction Co., with their low bid of \$2,689,473.00. In the past, the City has compared the low bidder's price for this work item with the other bidders, to ensure the price of this work, which will be assessed, reflects the actual value of the work. A list of the water and sewer lateral bid prices for all the bidders follows below:

<b>CONTRACTOR (in order of lowest to highest bidder based on total price)</b>	<b>BID PRICE (PER FOOT) WATER</b>	<b>BID PRICE (PER FOOT) SEWER</b>
Angelo Iafrate Construction Co.	\$36.50	\$51.00
FDM Contracting, Inc.	\$28.00	\$90.00
Pamar Enterprises, Inc.	\$18.00	\$50.00
<b>Average Price Per Foot</b>	<b>\$27.50</b>	<b>\$63.67</b>

Per the table, the low bidder's per foot price for a water lateral is \$9 higher than the average bid, while the sewer price per foot is \$12.67 lower than average. As shown on the attached chart, most of the properties in the assessment district will need both a new water and sewer lateral. The average cost to a homeowner obtaining both a new sewer and water lateral is \$2,108 per house, with the highest being charged \$2,763 (on Bennaville Ave.). Considering the replacement of these service laterals when done on an individual basis is typically approaching \$10,000, we feel that these costs are very reasonable, and add value to each property well in excess of the amount being charged.

It is recommended that a public hearing of necessity be scheduled at the Monday, July 9, 2018 City Commission meeting. It is further recommended that the public hearing to



confirm the roll be held on Monday, July 23, 2018 at the unit price of \$36.50 per foot for water laterals, and \$51.00 per foot for sewer laterals.

**SUGGESTED RESOLUTION:**

RESOLVED, that the City Commission shall meet on Monday, July 9, 2018, at 7:30 P.M., for the purpose of conducting a public hearing of necessity for the installation of water and sewer laterals within the 2018 Local Street Paving project area. Be it further

RESOLVED, that the City Commission meet on Monday, July 23, 2018, at 7:30 P.M. for the purpose of conducting a public hearing to confirm the roll for the installation of water and sewer laterals in the 2018 Local Streets Paving project area.



**Bennaville Ave. - Edgewood Dr. to Grant St.**

**NORTH SIDE**

Address	Street	Sewer	Date	SAD?	Estd Feet	Estd Cost	Water	Date	SAD?	Estd Feet	Estd Cost	TOTALS
411	Bennaville Ave.	CLAY	1947	Y	37	\$1,887	3/4" COPPER	1947	Y	24	\$876	<b>\$2,763</b>
425	Bennaville Ave.	CLAY	1947	Y	37	\$1,887	3/4" COPPER	1947	Y	24	\$876	<b>\$2,763</b>
441	Bennaville Ave.	ORANGEBURG	1947	Y	37	\$1,887	3/4" COPPER	1947	Y	24	\$876	<b>\$2,763</b>
459	Bennaville Ave.	ORANGEBURG	1947	Y	37	\$1,887	3/4" COPPER	1947	Y	24	\$876	<b>\$2,763</b>
473	Bennaville Ave.	ORANGEBURG	1947	Y	37	\$1,887	3/4" COPPER	1947	Y	24	\$876	<b>\$2,763</b>
499	Bennaville Ave.	SIDEYARD	2001	N	0	\$0	SIDEYARD	2001	N	0	\$0	<b>\$0</b>
525	Bennaville Ave.	SIDEYARD	2000	N	0	\$0	SIDEYARD	2002	N	0	\$0	<b>\$0</b>
533	Bennaville Ave.	ORANGEBURG	1948	Y	37	\$1,887	3/4" COPPER	1948	Y	24	\$876	<b>\$2,763</b>
541	Bennaville Ave.	PVC	2016	N	0	\$0	1"COPPER	2016	N	0	\$0	<b>\$0</b>
559	Bennaville Ave.	PVC	2005	N	0	\$0	1"COPPER	2005	N	0	\$0	<b>\$0</b>
577	Bennaville Ave.	ORANGEBURG	1948	Y	37	\$1,887	3/4" COPPER	1948	Y	24	\$876	<b>\$2,763</b>
583	Bennaville Ave.	ORANGEBURG	1948	Y	37	\$1,887	3/4" COPPER	1948	Y	24	\$876	<b>\$2,763</b>

**SOUTH SIDE**

Address	Street	Sewer	Date	SAD?	Estd Feet	Estd Cost	Water	Date	SAD?	Estd Feet	Estd Cost	TOTALS
410	Bennaville Ave.	PVC	2015	N	0	\$0	1" COPPER	2015	N	0	\$0	<b>\$0</b>
424	Bennaville Ave.	ORANGEBURG	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
440	Bennaville Ave.	ORANGEBURG	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
458	Bennaville Ave.	PVC	2011	N	0	\$0	1" COPPER	2011	N	0	\$0	<b>\$0</b>
472	Bennaville Ave.	ORANGEBURG	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
484	Bennaville Ave.	PVC	2012	N	0	\$0	1" COPPER	2012	N	0	\$0	<b>\$0</b>
516	Bennaville Ave.	ORANGEBURG	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
532	Bennaville Ave.	ORANGEBURG	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
540	Bennaville Ave.	ORANGEBURG	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
558	Bennaville Ave.	ORANGEBURG	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
576	Bennaville Ave.	UNKNOWN	1950	Y	23	\$1,173	3/4" COPPER	1950	Y	36	\$1,314	<b>\$2,487</b>
582	Bennaville Ave.	PVC	2013	N	0	\$0	1" COPPER	2013	N	0	\$0	<b>\$0</b>

**TOTALS**

**\$24,480**

**\$17,520**

**\$42,000**

<b>TOTAL PARTICIPATION</b>	<b>16/24</b>	<b>67%</b>
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**Ruffner Ave. - Grant Ave. to Cummings Ave.**
**NORTH SIDE**

Address	Street	Sewer	Date	SAD?	Estd Feet	Estd Cost	Water	Date	SAD?	Estd Feet	Estd Cost	TOTALS
611	Ruffner Ave.	PVC	2008	N	0	\$0	ON GRANT	1929	N	0	\$0	\$0
631	Ruffner Ave.	Unknown	1989	Y	25	\$1,275	1" COPPER	1989	N	0	\$0	\$1,275
647	Ruffner Ave.	Unknown	1947	Y	25	\$1,275	3/4" Copper	1947	Y	16	\$584	\$1,859
651	Ruffner Ave.	PVC	1989	N	0	\$0	1" COPPER	1989	N	0	\$0	\$0
683	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	1947	Y	16	\$584	\$1,859
707	Ruffner Ave.	PVC	2005	N	0	\$0	1" COPPER	---	N	0	\$0	\$0
727	Ruffner Ave.	CAST IRON	1945	Y	25	\$1,275	3/4" COPPER	1944	Y	16	\$584	\$1,859
745	Ruffner Ave.	PVC	2004	N	0	\$0	1" COPPER	2004	N	0	\$0	\$0
765	Ruffner Ave.	PVC	2008	N	0	\$0	3/4" COPPER	1963	Y	16	\$584	\$584
789	Ruffner Ave.	ORANGEBURG	1952	Y	25	\$1,275	3/4" COPPER	1952	Y	16	\$584	\$1,859
809	Ruffner Ave.	PVC	2004	N	0	\$0	1" COPPER	2004	N	0	\$0	\$0
819	Ruffner Ave.	PVC	2015	N	0	\$0	1" COPPER	2015	N	0	\$0	\$0
843	Ruffner Ave.	CAST IRON	1943	Y	25	\$1,275	1" COPPER	1988	N	0	\$0	\$1,275
863	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	---	Y	16	\$584	\$1,859
883	Ruffner Ave.	CLAY	1971	N	0	\$0	3/4" COPPER	---	Y	16	\$584	\$584
907	Ruffner Ave.	PVC	2006	N	0	\$0	1" COPPER	2005	N	0	\$0	\$0
937	Ruffner Ave.	PVC	2006	N	0	\$0	1" COPPER	2006	N	0	\$0	\$0
951	Ruffner Ave.	PVC	2005	N	0	\$0	3/4" COPPER	1952	Y	16	\$584	\$584
967	Ruffner Ave.	PVC	2005	N	0	\$0	3/4" COPPER	1953	Y	16	\$584	\$584
Lot 1307	Woodward Ave.	Vacant	---	N	0	\$0	Vacant	---	N	0	\$0	\$0

**SOUTH SIDE**

Address	Street	Sewer	Date	SAD?	Estd Feet	Estd Cost	Water	Date	SAD?	Estd Feet	Estd Cost	TOTALS
624	Ruffner Ave.	PVC	2003	N	0	\$0	1" COPPER	2003	N	0	\$0	\$0
632	Ruffner Ave.	PVC	2001	N	0	\$0	1" COPPER	2001	N	0	\$0	\$0
644	Ruffner Ave.	PVC	2001	N	0	\$0	1" COPPER	2001	N	0	\$0	\$0
656	Ruffner Ave.	PVC	2016	N	0	\$0	1" COPPER	2016	N	0	\$0	\$0
692	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	1947	Y	34	\$1,241	\$2,516
700	Ruffner Ave.	PVC	2001	N	0	\$0	1" COPPER	2001	N	0	\$0	\$0
726	Ruffner Ave.	Unknown	1958	Y	25	\$1,275	3/4" COPPER	1952	Y	34	\$1,241	\$2,516
748	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	---	Y	34	\$1,241	\$2,516
762	Ruffner Ave.	Unknown	1958	Y	25	\$1,275	3/4" COPPER	1958	Y	34	\$1,241	\$2,516
788	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	1942	Y	34	\$1,241	\$2,516
808	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	1951	Y	34	\$1,241	\$2,516
828	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	1940	Y	34	\$1,241	\$2,516
844	Ruffner Ave.	Clay	1942	Y	25	\$1,275	5/8" COPPER	1942	Y	34	\$1,241	\$2,516



868	Ruffner Ave.	ORANGEBURG	1951	Y	25	\$1,275	3/4" COPPER	1951	Y	34	\$1,241	<b>\$2,516</b>
888	Ruffner Ave.	Unknown	---	Y	25	\$1,275	1" COPPER	1971	N	0	\$0	<b>\$1,275</b>
916	Ruffner Ave.	PVC	2003	N	0	\$0	1" COPPER	2003	N	0	\$0	<b>\$0</b>
928	Ruffner Ave.	Unknown	---	Y	25	\$1,275	3/4" COPPER	---	Y	34	\$1,241	<b>\$2,516</b>
952	Ruffner Ave.	None	---	Y	25	\$1,275	Vacant	---	N	0	\$0	<b>\$1,275</b>
Lot 1304	Ruffner Ave.	None	---	Y	25	\$1,275	Vacant	---	N	0	\$0	<b>\$1,275</b>
Lot 1306	Ruffner Ave.	Vacant	---	N	0	\$0	Vacant	---	N	0	\$0	<b>\$0</b>
33877	Woodward Ave.	On Alley	2009	N	0	\$0	On Alley	2009	N	0	\$0	<b>\$0</b>

<b>TOTALS</b>						<b>\$25,500</b>					<b>\$17,666</b>	<b>\$43,166</b>
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TOTAL PARTICIPATION	<b>41/67</b>	<b>66%</b>
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**Chapin Ave. - Grant St. to Cummings Ave.**

**NORTH SIDE**

Address	Street	Sewer	Date	SAD?	Estd Feet	Estd Cost	Water	Date	SAD?	Estd Feet	Estd Cost	TOTALS
609	Chapin Ave.	PVC	2004	N	0	\$0	1' COPPER	2004	N	0	\$0	<b>\$0</b>
639	Chapin Ave.	PVC	2002	N	0	\$0	1' COPPER	2002	N	0	\$0	<b>\$0</b>
655	Chapin Ave.	PVC	2005	N	0	\$0	1' COPPER	2005	N	0	\$0	<b>\$0</b>
673	Chapin Ave.	PVC	2007	N	0	\$0	1' COPPER	2007	N	0	\$0	<b>\$0</b>
695	Chapin Ave.	CLAY	1974	N	0	\$0	1' COPPER	1974	N	0	\$0	<b>\$0</b>
715	Chapin Ave.	PVC	2010	N	0	\$0	3/4" COPPER	1955	Y	34	\$1,241	<b>\$1,241</b>
731	Chapin Ave.	PVC	2000	N	0	\$0	3/4" COPPER	1942	Y	34	\$1,241	<b>\$1,241</b>
747	Chapin Ave.	PVC	2010	N	0	\$0	1' COPPER	2010	N	0	\$0	<b>\$0</b>
767	Chapin Ave.	UNKNOWN	---	Y	24	\$1,224	3/4" IRON	---	Y	34	\$1,241	<b>\$2,465</b>
789	Chapin Ave.	PVC	2003	N	0	\$0	1' COPPER	2003	N	0	\$0	<b>\$0</b>
801	Chapin Ave.	PVC	2002	N	0	\$0	1' COPPER	2002	N	0	\$0	<b>\$0</b>
831	Chapin Ave.	UNKNOWN	---	Y	24	\$1,224	3/4" COPPER	1943	Y	34	\$1,241	<b>\$2,465</b>
853	Chapin Ave.	PVC	2007	N	0	\$0	1' COPPER	2007	N	0	\$0	<b>\$0</b>
875	Chapin Ave.	PVC	2004	N	0	\$0	1' COPPER	2004	N	0	\$0	<b>\$0</b>
899	Chapin Ave.	PVC	2001	N	0	\$0	1' COPPER	2001	N	0	\$0	<b>\$0</b>
915	Chapin Ave.	PVC	2001	N	0	\$0	1' COPPER	2002	N	0	\$0	<b>\$0</b>
935	Chapin Ave.	PVC	1994	N	0	\$0	1' COPPER	1994	N	0	\$0	<b>\$0</b>
945	Chapin Ave.	CLAY	1947	Y	24	\$1,224	3/4" COPPER	1947	Y	34	\$1,241	<b>\$2,465</b>
999	Chapin Ave.	PVC	2011	N	0	\$0	3/4" COPPER	1949	Y	34	\$1,241	<b>\$1,241</b>
1011	Chapin Ave.	UNKNOWN	---	Y	24	\$1,224	3/4" COPPER	1941	Y	34	\$1,241	<b>\$2,465</b>
1031	Chapin Ave.	PVC	1990	N	0	\$0	3/4" COPPER	1953	Y	34	\$1,241	<b>\$1,241</b>
1049	Chapin Ave.	PVC	2003	N	0	\$0	3/4" COPPER	2003	N	0	\$0	<b>\$0</b>
1051	Chapin Ave.	PVC	2003	N	0	\$0	1' COPPER	2003	N	0	\$0	<b>\$0</b>
1085	Chapin Ave.	PVC	2005	N	0	\$0	1' COPPER	2005	N	0	\$0	<b>\$0</b>
1103	Chapin Ave.	UNKNOWN	---	Y	25	\$1,275	3/4" COPPER	---	Y	34	\$1,241	<b>\$2,516</b>
1115	Chapin Ave.	UNKNOWN	1945	Y	25	\$1,275	1" COPPER	2013	N	0	\$0	<b>\$1,275</b>
Lot 1126	Chapin Ave.	None	---	Y	25	\$1,275	None	---	N	0	\$0	<b>\$1,275</b>
1151	Chapin Ave.	UNKNOWN	1939	Y	25	\$1,275	3/4" COPPER	1949	Y	34	\$1,241	<b>\$2,516</b>
1159	Chapin Ave.	UNKNOWN	1942	Y	25	\$1,275	3/4" COPPER	1942	Y	34	\$1,241	<b>\$2,516</b>
1175	Chapin Ave.	UNKNOWN	---	Y	25	\$1,275	ON ALLEY	1991	N	0	\$0	<b>\$1,275</b>
33601	Woodward Ave.	ON WOODWARD	1963	N	0	\$0	ON ALLEY	1963	N	0	\$0	<b>\$0</b>



## SOUTH SIDE

Address	Street	Sewer	Date	SAD?	Estd Feet	Estd Cost	Water	Date	SAD?	Estd Feet	Estd Cost	TOTALS
600	Chapin Ave.	PVC	2005	N	0	\$0	1" COPPER	2005	N	0	\$0	\$0
646	Chapin Ave.	CLAY	1943	Y	26	\$1,326	3/4" COPPER	1943	Y	16	\$584	\$1,910
674	Chapin Ave.	PVC	2007	N	0	\$0	1" COPPER	2007	N	0	\$0	\$0
694	Chapin Ave.	PVC	2004	N	0	\$0	1" COPPER	2004	N	0	\$0	\$0
708	Chapin Ave.	PVC	2015	N	0	\$0	1" COPPER	2015	N	0	\$0	\$0
732	Chapin Ave.	PVC	2008	N	0	\$0	1" COPPER	2008	N	0	\$0	\$0
746	Chapin Ave.	PVC	2007	N	0	\$0	1" COPPER	2007	N	0	\$0	\$0
768	Chapin Ave.	UNKNOWN	---	Y	26	\$1,326	3/4" COPPER	1952	Y	16	\$584	\$1,910
792	Chapin Ave.	UNKNOWN	---	Y	26	\$1,326	3/4" COPPER	1939	Y	16	\$584	\$1,910
810	Chapin Ave.	PVC	2007	N	0	\$0	1" COPPER	2007	N	0	\$0	\$0
836	Chapin Ave.	PVC	2005	N	0	\$0	1" COPPER	2005	N	0	\$0	\$0
856	Chapin Ave.	PVC	2016	N	0	\$0	1" COPPER	2016	N	0	\$0	\$0
870	Chapin Ave.	PVC	2017	N	0	\$0	1" COPPER	2017	N	0	\$0	\$0
888	Chapin Ave.	PVC	2014	N	0	\$0	1" COPPER	2014	N	0	\$0	\$0
908	Chapin Ave.	UNKNOWN	---	Y	26	\$1,326	3/4" COPPER	1947	Y	16	\$584	\$1,910
920	Chapin Ave.	PVC	2003	N	0	\$0	1" COPPER	2003	N	0	\$0	\$0
950	Chapin Ave.	PVC	1995	N	0	\$0	1" COPPER	1995	N	0	\$0	\$0
960	Chapin Ave.	PVC	2005	N	0	\$0	1" COPPER	2005	N	0	\$0	\$0
990	Chapin Ave.	CLAY	1947	Y	26	\$1,326	3/4" COPPER	1947	Y	16	\$584	\$1,910
1006	Chapin Ave.	CLAY	1947	Y	26	\$1,326	3/4" COPPER	1947	Y	16	\$584	\$1,910
1028	Chapin Ave.	PVC	2004	N	0	\$0	3/4" LEAD	---	Y	16	\$584	\$584
1040	Chapin Ave.	CLAY	1967	Y	26	\$1,326	3/4" COPPER	1967	Y	16	\$584	\$1,910
1066	Chapin Ave.	CLAY	1947	Y	26	\$1,326	3/4" COPPER	1947	Y	16	\$584	\$1,910
1082	Chapin Ave.	On Cummings	2007	N	0	\$0	1" COPPER	2007	N	0	\$0	\$0
1116	Chapin Ave.	PVC	2002	N	0	\$0	1" COPPER	2002	N	0	\$0	\$0
1128	Chapin Ave.	PVC	2002	N	0	\$0	1" COPPER	2002	N	0	\$0	\$0
1144	Chapin Ave.	UNKNOWN	---	Y	26	\$1,326	3/4" COPPER	1937	Y	16	\$584	\$1,910
1152	Chapin Ave.	CLAY	1973	N	0	\$0	1" COPPER	1973	N	0	\$0	\$0
1164	Chapin Ave.	PVC	2013	N	0	\$0	1" COPPER	2013	N	0	\$0	\$0
1186	Chapin Ave.	PVC	2016	N	0	\$0	1" COPPER	2016	N	0	\$0	\$0
1230	Chapin Ave.	PVC	2003	N	0	\$0	1" COPPER	2003	N	0	\$0	\$0
Lot 1108	Chapin Ave.	Vacant	---	N	0	\$0	Vacant	---	N	0	\$0	\$0
33583	Woodward Ave.	PVC	2007	N	0	\$0	ON ALLEY	2007	N	0	\$0	\$0
TOTALS						\$24,480					\$19,491	\$43,971

TOTAL PARTICIPATION	24/64	38%
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## MEMORANDUM

Office of the City Manager

**DATE:** July 23, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Tiffany J. Gunter, Assistant City Manager

**SUBJECT:** Continuation of Permit Rule Change: Valet Assist and Transient Parking 3 Hour Maximums

The Old Woodward construction project is nearing completion. In March 2018, the Advisory Parking Committee (APC) made a recommendation to overcome the loss of 130 on street parking spaces during the construction. In an effort to mitigate the impact on our transient parkers and ensure full utilization of the available roof top valet assist program, it was recommended that the City restrict the first levels of parking in the structures to a maximum of three hours and require that monthly permit holders use the roof top valet assist program to create additional capacity in the parking system by an additional 250 spaces whenever the garage reaches capacity. At the July 11, 2018 APC meeting a recommendation to continue this new policy as an on-going program was made.

The permit rule change requiring monthly permit holders to utilize the roof top valet assist began in April 2018. The roof top valet assist program has experienced a significant increase in usage when compared to the same period in 2017. The table below shows that the program is performing significantly better than the same three month period from April - June 2017:

	# of Cars – Roof Top Valet Assist
April 2017	5
April 2018	96
% Increase	1820%
May 2017	27
May 2018	234
% Increase	767%
June 2017	64
June 2018	239
% Increase	273%

Additionally, the recommendation called for a change in policy on the first levels of the parking structures moving from no parking between 7 am and 9 am/10 am to a maximum 3 hour parking Monday – Friday from 7am – 6pm. The goal of the program was to create higher turnover in the



most heavily sought after parking spaces in the garage. Under the former policy, the premium spaces were full by 9am/10am in many cases. Under the 3 hour maximum rule, SP+ and staff have observed that spaces remain available throughout the day, even during the “lunch rush.” See the table attached hereto for specifics regarding availability of 3 hour maximum parking spaces.

In March of 2017, the recommendation was made with the understanding that this action would represent a significant change in existing policy and the APC voted to approve the recommendation as a temporary option through the period of construction on Old Woodward and revisit the discussion as a potential for a longer term solution based on the results of this demonstration. The demonstration period has been positive. There were some growing pains felt during the first month. Monthly permit holders did complain early on that the policy wasn’t fair to them and that they didn’t understand the new rules, but through discussion they seemed to understand that the City does have the obligation to satisfy both long and short term parking in the structures. The complaint calls stopped after approximately three weeks into the new program. We have received positive feedback from individuals regarding the program. Specifically, the head of the Senior Men’s Club that meets every Friday at the Baldwin House has offered high praise for the change in policy. Over the last three months, the garages were pushed nearly to their maximum capacity and we found that in many instances we experienced utilization of 95% or higher during peak hours of the day, but continued to effectively manage the bulk of the demand consistently.

The APC has recommended that the City continue the program as a long term solution without a predetermined sunset. Staff and committee members are keenly aware of the limits on capacity during the peak periods and anticipate that with the reopening of Old Woodward and activating the on-street parking again that many of the issues we’ve faced in the garages since April 2018 with respect to capacity will be lessened substantially. The cost to maintain a sufficient level of enforcement for the 3 hour maximum parking is \$3,112 per month.

The roof top valet assist program was an existing program for the garages prior to the rule change; however, the requirement that monthly permit holders utilize the service is what has appeared to have increased its utilization as seen in the table on page one of this memo. Signage and other costs to implement the new rules and communicate them to users have already been incurred and no additional funding is needed at this time to continue this operation.

#### **SUGGESTED RESOLUTION:**

To authorize the continuation of the program requiring that monthly permit holders utilize the roof-top valet assist option and retain the 3 Hour Maximum parking signage in all garages as an on-going program at a cost of \$3,112 per month.





## MEMORANDUM

Office of the City Manager

**DATE:** March 7, 2018

**TO:** Advisory Parking Committee

**FROM:** Tiffany J. Gunter, Assistant City Manager

**SUBJECT:** Permit Rule Change: Valet Assist and Transient Parking 3 Hour Maximums

In the third week of March 2018, the City will undergo a major reconstruction of Old Woodward Avenue and will temporarily remove 130 on street parking spaces. Additionally, peak demand has historically been realized in May with the onset of consistently warmer weather and outdoor dining. In an effort to mitigate the impact on our transient parkers and ensure full utilization of the available roof top valet assist, staff has drafted the following recommendation for APC consideration. Today, the five city structures in Birmingham have white lined spaces (transient parking) and yellow lined spaces (monthly parking) available for parking. Staff requested that SP+ monitor the structures over the course of two weeks to determine the average utilization for each section. Our goal is to maximize availability of the first level parking spaces within the decks. The following pair of recommendations, if approved, would result in an increased capacity of 250 spaces in the existing structures and eliminate long term parking in the prime parking spaces, located on the first floors of each structure.

Table 1 below illustrates the existing spaces within the structures distinguishing between the transient and monthly parking spaces, the number of restricted parking spaces in three of the five structures, and the observed rates of utilization at 10 am.

**Table 1**

<b>Structure</b>	<b>Transient Parking Spaces (white lines)</b>	<b>Monthly Parking Spaces (yellow lines)</b>	<b>Restricted Parking Spaces (7AM to 9 or 10 AM)</b>	<b>%of Transient on average utilized at 10am</b>
Chester	425	560	0	100 %
N. Old Woodward	359	386	21	100 %
Park	348	463	31	90 %
Peabody	224	213	0	80 %
Pierce	370	336	270	70 %

We learned that the percentage of transient parking spaces that were utilized by 10 am ranged from 70-100%. Many of these vehicles remained parked throughout the day leaving the



perception that there is no available parking in the structures throughout the day. Staff wants to increase overall capacity in the parking structures to mitigate the impact of the parking spaces that will be lost during construction and increase the availability of desirable parking to our daily visitors during this period.

Further, we know from our monthly garage calendars that our Valet Assist services are not being utilized as expected. In January of 2018, the roof top valet parked a total of eight cars in the two decks where this service is currently available. During a period spanning five months in 2017 from January – May we know that of the 149 days, none of the parking structures were reported as full for more than nine (9) days.

Staff asked SP+ to calculate the additional capacity that would be created in the structures if the roof top valet assist were being fully utilized. Table 2 below tells us that we could increase capacity by **250** spaces.

**Table 2**

<b><u>Structure</u></b>	<b><u>Total Rooftop Spaces – Self Park</u></b>	<b><u>Additional Valet Spaces</u></b>	<b><u>Total Rooftop Spaces – Valet Assist</u></b>
<u>Chester</u>	<u>132</u>	<u>75</u>	<u>207</u>
<u>N. Old Woodward</u>	<u>122</u>	<u>50</u>	<u>172</u>
<u>Park St.</u>	<u>247</u>	<u>50</u>	<u>297</u>
<u>Peabody</u>	<u>67</u>	<u>N/A</u>	<u>67*</u>
<u>Pierce St.</u>	<u>146</u>	<u>75</u>	<u>221</u>

**\*The rooftop at the Peabody structure does not accommodate valet assist.**

Based on the observations gathered in Tables 1 and 2, staff would like the APC to consider a two part recommendation that will 1) open the most desired parking spaces for our transient parkers seeking to eat, dine, or recreate in the CBD while 2) simultaneously moving our monthly permit holders to higher levels within the parking structure and creating additional capacity during the reconstruction of Old Woodward.

Part 1 of the recommendation involves a change in strategy for the structures that will encourage greater turnover of parking spaces in the lower levels of the structure. Staff recommends that all garages will move away from the No Parking between 7 am and 9 am or 7 am and 10 am and replacing those signs with 3 hour maximum parking signs that exclude monthly permit holders from parking in these restricted spaces. A draft sign is attached at the end of this memo and would be applied in the structures as follows:

### **Chester Structure**

The Chester structure has 425 transient and 560 monthly parking spaces. On average at 10:00AM, approximately one hundred percent of the transient spaces are utilized; leaving only the roof and basement open for parking. Chester is a large monthly parking structure, which does not leave a lot of turn over for transient customers. The structure does not currently utilize any restricted parking signage. Staff recommends adding restricted 3-hour parking/no monthly parking signage on the L1 ramp ascending into the structure, on the south side of the building (42



spaces). While adding 42 restricted parking spaces at Chester, where there are currently no time specific restrictions, we are simultaneously increasing capacity for our monthly parkers through valet assist with the additional 75 parking spaces.

### **N. Old Woodward Structure**

The N. Old Woodward structure and lot has 359 transient and 386 monthly parking spaces. On average at 10:00AM, approximately one hundred percent of the transient spaces are utilized, leaving only the roof of the structure open for parking. The location includes 21 spaces on the surface lot that do not allow parking between 7:00 AM – 9:00 AM. Staff recommends adding restricted 3-hour parking/no monthly parking signage on the entire surface lot (156 spaces). There are currently 21 restricted parking spaces in the N. Old Woodward structure and we understand that increasing to 156 spaces is a substantial increase. Staff and SP+ agreed that communication and enforcement at this location would be difficult if there was an attempt to section off spaces within the existing surface lot. The assumption is that the need for transient parking within the structure would diminish as a result of this change in restricted parking and capacity would increase by 50 parking spaces with the use of valet assist. Staff would observe traffic flow to evaluate the success of the program and determine if the signage would need to be relocated inside of the structure after the initial roll out.

### **Park Structure**

The Park Structure has 348 transient and 463 monthly parking spaces in the structure. On average at 10:00 AM, approximately ninety percent of the transient spaces are utilized, leaving only the upper levels of the structure open for parking. The structure has 31 spaces on the first level that do not allow parking between 7:00 AM-10:00 AM. Staff recommends adding restricted 3-hour parking/no monthly parking signage on the entire first floor (78 spaces). While adding 47 restricted parking spaces at Park, we are maintaining capacity for our monthly parkers through valet assist with the additional 50 spaces.

### **Peabody Structure**

The Peabody structure has 224 transient and 213 monthly parking spaces in the structure. On average at 10:00 AM, approximately eighty percent of the transient spaces are utilized, leaving the upper levels of the structure open for parking. The structure does not currently utilize any restricted parking signage on any of the levels. Due to the number of open transient spaces at 10:00 AM and the physical fitness businesses in the area that see a large demand in the early morning hours, Staff recommends adding restricted parking signage on the descending first floor only, on the west side of the building (31 spaces).

### **Pierce Structure**

The Pierce Structure has 370 transient and 336 monthly parking spaces in the structure. On average at 10:00 AM, approximately 70 percent of the transient spaces are being utilized, leaving only partial first and upper levels of the structure open for parking. The structure utilizes 270 spaces on the first and second level that do not allow parking between 7:00 AM – 9:00 AM. Staff recommends adding restricted 3-hour parking/no monthly parking signage on the first level of the Piece Street Side to the right (43 spaces) and left (3 spaces). Staff also recommends adding restricted 3-hour parking/no monthly parking signage on the Pierce Brown side directly at the left entrance (8 spaces) and left side Level One Ramp B (23 spaces). Pierce would have a total of 77 restricted 3-hour/no monthly parking signage in the structure that accommodates both



entrances. Staff recognizes that there are significantly fewer time restricted spaces for Pierce. Staff and SP+ agreed that adding signs over time, with observations to support the increase, would be easier than taking those spaces away due to an overly aggressive initial roll-out. Transient parkers will continue to have access to all levels in all of the decks.

These restrictions will create the need for heavy enforcement of each restricted area for a time to ensure the spaces are being used properly during the initial roll-out. Enforcement personnel will need to identify monthly parkers and track parking duration of the parkers in these spaces.

Given APC's approval, staff requests that SP+ monitors and enforces these spaces, which will require hiring additional staff. We recommend utilizing a team of 3 attendants to monitor the structures for a period of 3 months with the hours of enforcement being 8:00 AM to 4:00 PM Monday -Friday. This will result in additional payroll of approximately \$9,336 per month. After the initial three month period, the enforcement levels can be reduced to one attendant at a cost of approximately \$3,112.

Part II of the recommendation involves a modification to the existing rules that require the use of roof top valet assist for monthly permit parkers when the structure is full. This change would be rolled out along with the parking signage suggestions, staff recommends changing the language on the monthly parking permit rules. Number 5 on the rules **currently** states the following:

5. **This permit authorizes parking only in designated areas on a first-come first serve basis.** Designated areas are striped with yellow lines. If no space is available in your designated area you may park in any available space in the structure. If the structure is full, you may park in designated areas in any other City Parking Structure (not surfaces lots).

To have the monthly parkers fully utilize their designated space in each structure staff would like to change the language to the following:

5. **This permit authorizes parking only in designated areas on a first-come first serve basis.** If all available spaces are full, you are required to use the rooftop valet service (if available) at no extra fee. If the rooftop valet is unavailable, you may park in designated areas in any other City Parking Structure. Parking spaces marked with a 3 hour time limit, as well as any parking meters on streets and surface lots do not qualify as monthly parking spaces at any time. Any monthly parker not utilizing the rooftop valet, when available, will be required to pay the daily rate at any other City Structure (except for permit holders at the Peabody structure, where valet assist is not available).

This recommendation will significantly increase the likelihood that transient spaces remain open for daily parkers and will help promote turnover when coupled with the time restrictions. Consistent and similar signage, enforcement, and change of rules in all the structures will give a more positive impression to daily parkers. Staff would work with SP+ to evaluate the effectiveness of these changes, if implemented, so that upon the completion of the Old Woodward reconstruction project, the APC would have data to consider the possibility of issuing additional permits to address the growing waitlist.



We recognize that the overall recommendation represents a significant change in policy. If approved, SP+ will begin an intense communication push with our monthly permit holders. SP+ will send emails and instruct staff to pass out flyers to drivers as they enter and exit the structure for at least a week prior to the changes taking effect.

The total cost to implement these changes in the first three months is estimated to be \$33,768 through the remainder of this current fiscal year. (Signage is estimated at \$5,760 and enforcement costs for three months totaling \$28,008.) After three months, the cost to maintain enforcement is \$3,112.

#### **SUGGESTED RECOMMENDATION:**

The Advisory Parking Committee recommends that the City Commission approves \$33,768 to support the implementation of the restricted 3-hour parking/no monthly parking signage at all of the existing parking structures and modification of the existing permit rules to require monthly permit holders to utilize the roof-top valet assist option with an ongoing enforcement cost of \$3,112 per month.



## "3 Hour Max/No Monthly Parking" Usage Survey

Chester				
Date	Scanned Time	Spaces	Spaces Occupied	Percentage Occupied
5/8/2018	10:55a	42	34	80.95%
5/8/2018	1:05p	42	32	76.19%
5/8/2018	5:17p	42	15	35.71%
5/9/2018	10:25a	42	18	42.86%
5/9/2018	8:20a	42	26	61.90%
5/9/2018	5:50p	42	19	45.24%
5/10/2018	10:50a	42	16	38.10%
5/10/2018	1:15p	42	31	73.81%
5/11/2018	8:20a	42	5	11.90%
5/11/2018	11:15a	42	40	95.24%
5/11/2018	1:30p	42	19	45.24%
5/11/2018	5:27p	42	12	28.57%
5/14/2018	8:20a	42	6	14.29%
5/14/2018	10:35a	42	24	57.14%
5/14/2018	12:45p	42	24	57.14%
5/14/2018	5:26p	42	20	47.62%
5/15/2018	8:20a	42	10	23.81%
5/15/2018	10:40a	42	30	71.43%
5/15/2018	1:05p	42	23	54.76%
5/15/2018	5:39p	42	19	45.24%
5/16/2018	8:15a	42	7	16.67%
5/16/2018	10:45a	42	40	95.24%
5/16/2018	12:50p	42	35	83.33%
5/16/2018	5:31p	42	23	54.76%
5/17/2018	8:20a	42	4	9.52%
5/17/2018	11:35a	42	40	95.24%
5/17/2018	12:50p	42	21	50.00%
5/17/2018	5:45p	42	18	42.86%
5/18/2018	8:15a	42	6	14.29%
5/18/2018	10:50a	42	32	76.19%
5/18/2018	12:55p	42	28	66.67%
5/18/2018	5:35p	42	23	54.76%



**N.O.W.**

Date	Scanned Time	Spaces	Spaces Occupied	Percentage Occupied
5/8/2018	11:30p	21	19	90.48%
5/8/2018	1:30p	21	20	95.24%
5/8/2018	4:25p	21	18	85.71%
5/9/2018	8:35a	21	4	19.05%
5/9/2018	11:00a	21	21	100.00%
5/9/2018	2:00p	21	21	100.00%
5/9/2018	4:43p	21	18	85.71%
5/10/2018	8:40a	21	5	23.81%
5/10/2018	11:20a	21	21	100.00%
5/10/2018	1:30p	21	21	100.00%
5/10/2018	4:33p	21	20	95.24%
5/11/2018	8:35a	21	5	23.81%
5/11/2018	11:45a	21	19	90.48%
5/11/2018	1:50p	21	20	95.24%
5/11/2018	4:20p	21	19	90.48%
5/14/2018	8:40a	21	5	23.81%
5/14/2018	10:55a	21	21	100.00%
5/14/2018	1:05p	21	20	95.24%
5/14/2018	4:15p	21	15	71.43%
5/15/2018	8:40a	21	6	28.57%
5/15/2018	10:55a	21	21	100.00%
5/15/2018	1:25p	21	19	90.48%
5/15/2018	4:30p	21	16	76.19%
5/16/2018	11:05a	21	20	95.24%
5/16/2018	12:50p	21	21	100.00%
5/16/2018	4:38p	21	18	85.71%
5/17/2018	8:40a	21	6	28.57%
5/17/2018	12:00p	21	18	85.71%
5/17/2018	1:10p	21	20	95.24%
5/18/2018	8:30a	21	5	23.81%
5/18/2018	11:15a	21	20	95.24%
5/18/2018	1:20p	21	18	85.71%
5/18/2018	4:15p	21	18	85.71%



Park				
Date	Scanned Time	Spaces	Spaces Occupied	Percentage Occupied
5/8/2018	12:10p	78	64	82.05%
5/8/2018	2:00p	78	68	87.18%
5/8/2018	4:59p	78	44	56.41%
5/9/2018	9:00a	78	16	20.51%
5/9/2018	11:40a	78	66	84.62%
5/9/2018	2:20p	78	70	89.74%
5/9/2018	5:05p	78	60	76.92%
5/10/2018	8:55a	78	5	6.41%
5/10/2018	11:50a	78	67	85.90%
5/10/2018	2:30p	78	69	88.46%
5/10/2018	5:08p	78	63	80.77%
5/11/2018	9:00a	78	21	26.92%
5/11/2018	12:40p	78	75	96.15%
5/11/2018	2:10p	78	68	87.18%
5/11/2018	5:10p	78	63	80.77%
5/14/2018	11:20a	78	67	85.90%
5/14/2018	1:35p	78	68	87.18%
5/14/2018	4:54p	78	67	85.90%
5/15/2018	9:00a	78	29	37.18%
5/15/2018	11:25a	78	75	96.15%
5/15/2018	1:45p	78	70	89.74%
5/15/2018	5:05p	78	69	88.46%
5/16/2018	9:00a	78	22	28.21%
5/16/2018	11:40a	78	70	89.74%
5/16/2018	2:00p	78	66	84.62%
5/17/2018	9:05a	78	24	30.77%
5/17/2018	12:15p	78	77	98.72%
5/17/2018	1:30p	78	72	92.31%
5/17/2018	5:39p	78	70	89.74%
5/18/2018	8:55a	78	21	26.92%
5/18/2018	11:45a	78	59	75.64%
5/18/2018	2:00p	78	78	100.00%
5/18/2018	5:00p	78	62	79.49%



Peabody				
Date	Scanned Time	Spaces	Spaces Occupied	Percentage Occupied
5/8/2018	11:43a	31	27	87.10%
5/8/2018	2:55p	31	30	96.77%
5/9/2018	9:20a	31	22	70.97%
5/9/2018	11:55a	31	29	93.55%
5/9/2018	3:02p	31	30	96.77%
5/10/2018	9:10a	31	21	67.74%
5/10/2018	12:00p	31	31	100.00%
5/10/2018	2:57p	31	30	96.77%
5/11/2018	9:25a	31	30	96.77%
5/11/2018	12:08p	31	29	93.55%
5/11/2018	3:09p	31	28	90.32%
5/14/2018	9:10a	31	16	51.61%
5/14/2018	11:56a	31	30	96.77%
5/14/2018	3:05p	31	29	93.55%
5/15/2018	9:20a	31	24	77.42%
5/15/2018	12:08p	31	30	96.77%
5/15/2018	3:10p	31	30	96.77%
5/16/2018	9:20a	31	28	90.32%
5/16/2018	12:05p	31	30	96.77%
5/16/2018	3:05p	31	26	83.87%
5/17/2018	9:10a	31	13	41.94%
5/17/2018	11:08a	31	31	100.00%
5/17/2018	1:00p	31	28	90.32%
5/17/2018	3:05p	31	25	80.65%
5/18/2018	9:15a	31	21	67.74%
5/18/2018	11:25a	31	28	90.32%
5/18/2018	1:25p	31	30	96.77%
5/18/2018	3:25p	31	27	87.10%

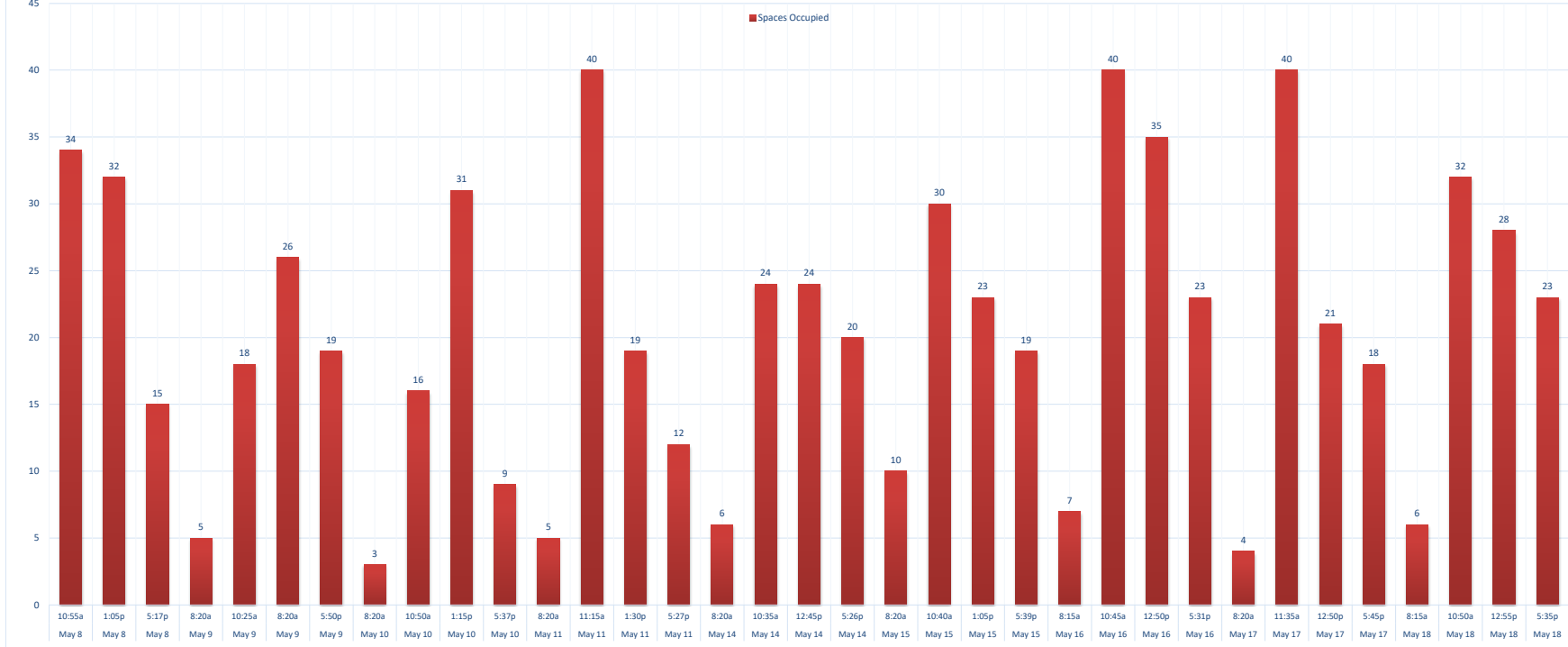


**Pierce**

Date	Scanned Time	Spaces	Spaces Occupied	Percentage Occupied
5/8/2018	12:35p	77	75	97.40%
5/8/2018	3:53p	77	59	76.62%
5/9/2018	9:40a	77	23	29.87%
5/9/2018	12:57p	77	74	96.10%
5/9/2018	4:15p	77	59	76.62%
5/10/2018	9:35a	77	52	67.53%
5/10/2018	12:43p	77	72	93.51%
5/10/2018	4:03p	77	52	67.53%
5/11/2018	9:50a	77	32	41.56%
5/11/2018	12:57p	77	67	87.01%
5/11/2018	3:59p	77	65	84.42%
5/14/2018	9:30a	77	8	10.39%
5/14/2018	12:50p	77	56	72.73%
5/14/2018	3:43p	77	52	67.53%
5/15/2018	9:40a	77	23	29.87%
5/15/2018	12:54p	77	73	94.81%
5/15/2018	4:00p	77	51	66.23%
5/16/2018	9:40a	77	40	51.95%
5/16/2018	12:45p	77	73	94.81%
5/16/2018	4:08p	77	50	64.94%
5/17/2018	9:35a	77	46	59.74%
5/17/2018	12:20p	77	66	85.71%
5/17/2018	2:20p	77	65	84.42%
5/18/2018	9:40a	77	22	28.57%
5/18/2018	12:00p	77	69	89.61%
5/18/2018	2:00p	77	67	87.01%

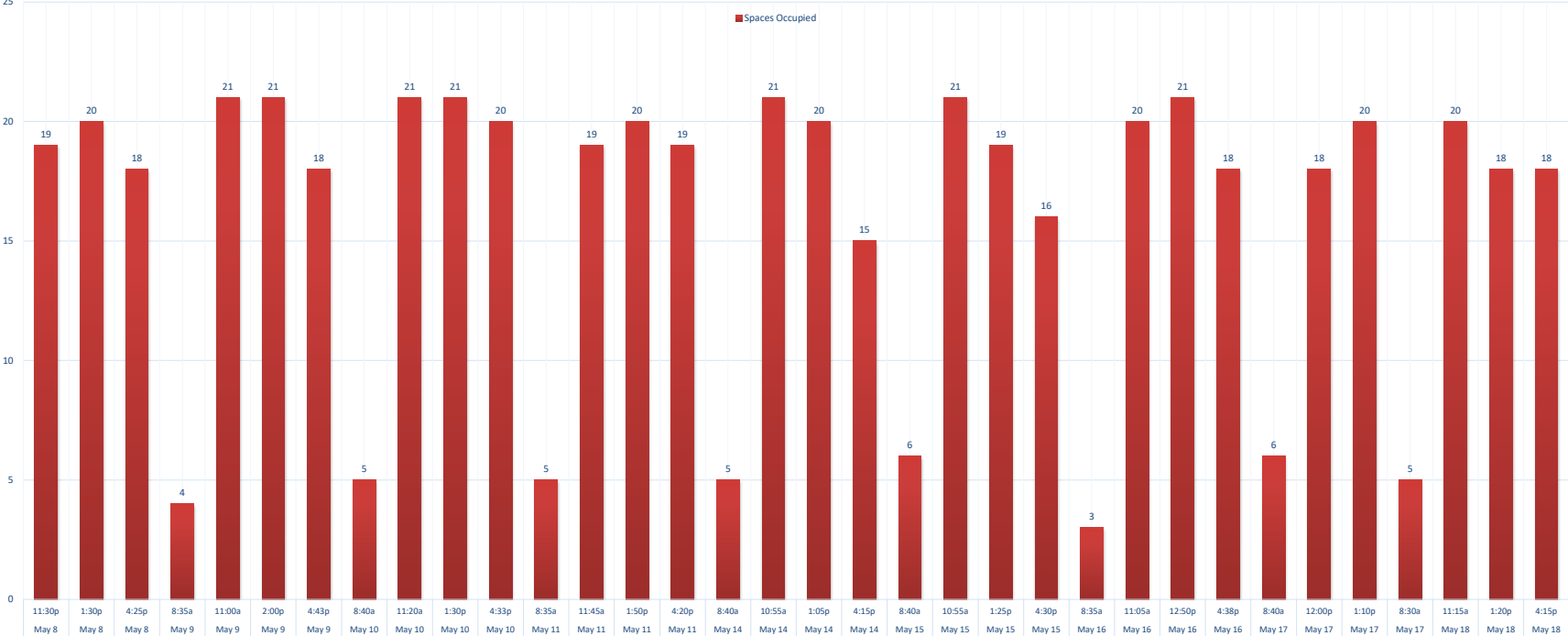


Chester 3 Hour Max/No Monthly Spaces Occupied  
42 Spaces





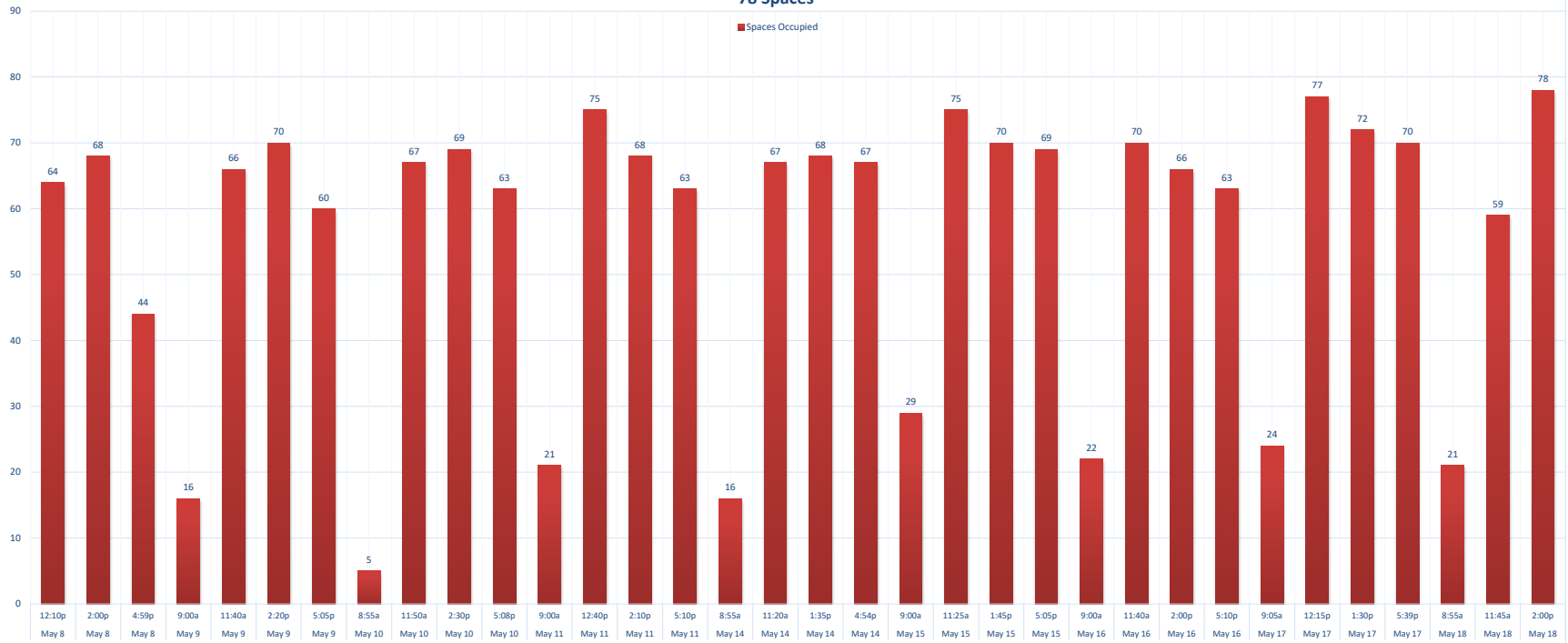
N.O.W. 3 Hour Max/No Monthly Spaces Occupied  
21 Spaces





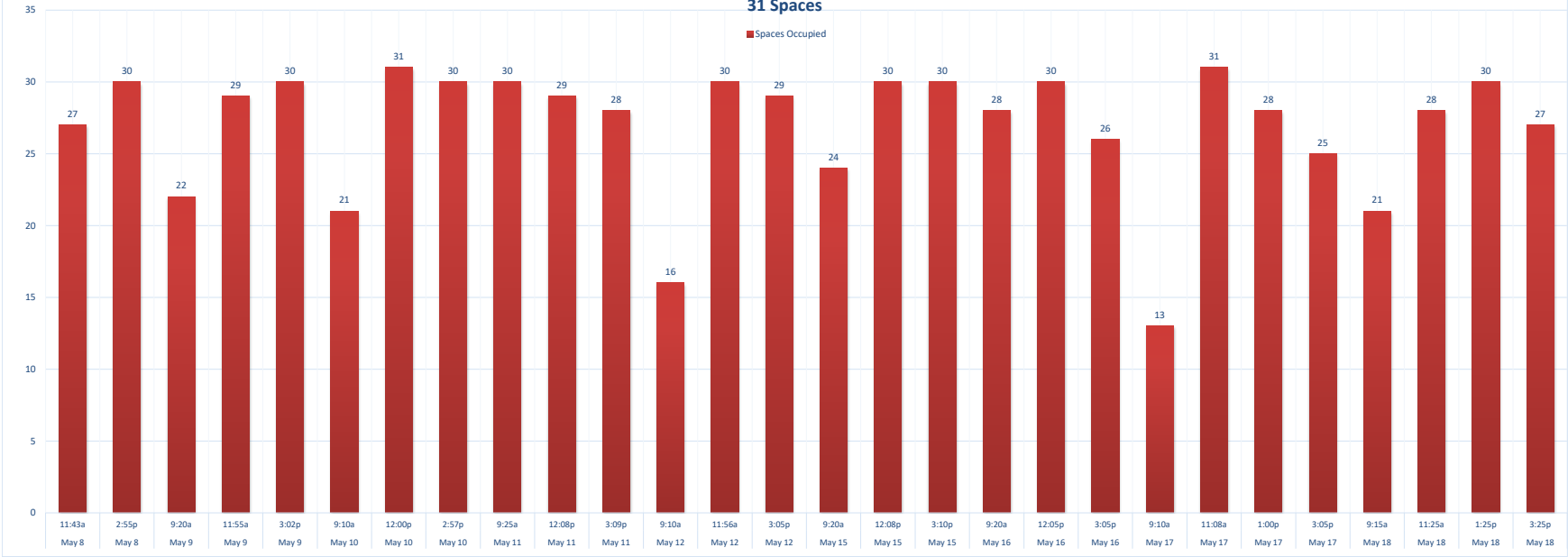
Park 3 Hour Max/No Monthly Spaces Occupied  
78 Spaces

■ Spaces Occupied



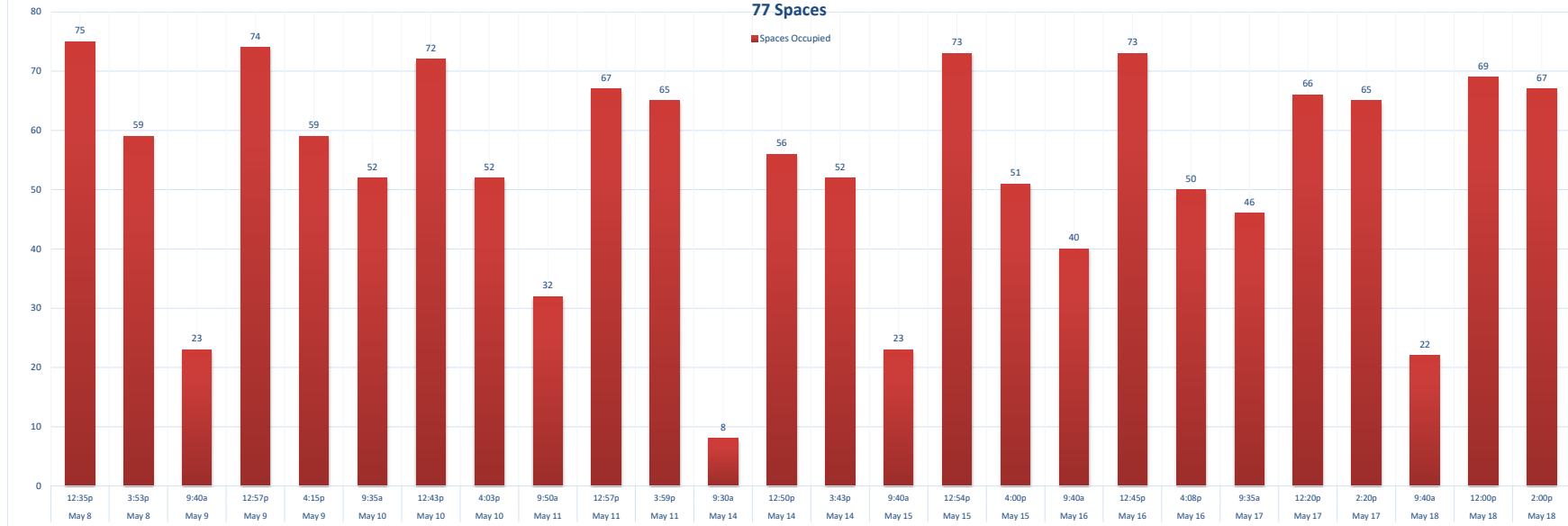


Peabody 3 Hour Max/No Monthly Spaces Occupied  
31 Spaces





Pierce 3 Hour Max/No Monthly Spaces Occupied  
77 Spaces







Tiffany Gunter &lt;tgunter@bhamgov.org&gt;

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**Max 3-Hour Parking Spaces in Structures**

2 messages

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**Larry Imerman** <lrimerma@gmail.com>  
To: tgunter@bhamgov.org

Thu, Jul 12, 2018 at 10:38 AM

Ms. Gunter,

As mentioned during our recent telephone conversation today, I am a member of the Birmingham Senior Men's Club and am responsible for parking and transportation issues. Our principal meeting occurs Friday morning at the Community House, at which 130 to 160 members attend. Many of those utilize the Chester Street or the Pierce Street Parking Structures.

Members have commented in the past about the scarcity of parking spots due to lots being filled near capacity with those possessing month parking parking. Such remarks have markedly declined with the introduction of the maximum three-hour parking spaces. Now, Club members need not arrive an hour early just to assure finding a parking space.

Speaking for our 600 members, I strongly support continuation of the three-hour parking spaces and the permanent use of valet assisted parking.

Larry Imerman

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**Tiffany Gunter** <tgunter@bhamgov.org>  
To: Larry Imerman <lrimerma@gmail.com>

Thu, Jul 12, 2018 at 6:53 PM

Larry,

Thank you for sharing your support. I will be sure to share your correspondence with the City Commission.

Take care,

Tiffany

Sent from my iPhone

[Quoted text hidden]





## MEMORANDUM

Office of the City Manager

**DATE:** July 23, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Tiffany J. Gunter, Assistant City Manager

**SUBJECT:** Continuation of On-Street Valet Parking Program

During the Old Woodward construction project, the Birmingham Shopping District began a robust on street valet parking program to support the merchants and enhance the shopping, dining and recreation experience for residents and visitors that wanted hassle free access to downtown Birmingham. The on street valet program featured five (5) valet stands at key entry points around downtown. In the first week of operation, there were 350 vehicles recorded using the service. Over the weeks, the usage has remained steady around 750 cars per week. That's approximately 3,000 cars per month. The City has received very positive feedback regarding the program and many requests have been made to continue the program post construction. Table 1 provides you with a summary of the average number of cars parked per week by station:

Valet Station	Average Number of Cars / Week
Hamilton	310
N. Old Woodward	199
Brown Street at S. Old Woodward	110
Henrietta	77

The program has offered complimentary valet services for the first two hours with a \$5 charge for each additional hour. The BSD has supported the complimentary service with a payment to In-House Valet of \$6,500 per week (\$26,000 per month). This includes five stands operating from 10 am – 6 pm Monday through Friday. As the City and staff consider the continuation of this service, there are a few relevant factors that are highlighted below for you to consider as you evaluate the recommendation to continue these services through the end of the year as an extended pilot program:

- 1) The cost to provide valet services would need to be reduced substantially. This will likely involve charging user fees for the first two hours.
- 2) The number of stands should be reduced from five (5) to two (2) to serve both sides of the downtown, because the intensity of demand will likely lessen post construction.
- 3) There were concerns that employees were using the service and based on the data collected by In-house valet, it has been determined that the average stay does not exceed two hours and the elimination of the complimentary 2 hours will reduce the likelihood of usage by employees.



- 4) Our goal is to monitor usage over the next six months to determine if the program will continue to perform well in a non-construction environment and then reevaluate the usefulness of the valet services under normal conditions.

In conversation with In-House Valet, staff has established a proposal that we believe will right-size the service and require minimal subsidy to achieve a high level of customer satisfaction.

Based on the activity of all 4 locations that In House Valet has been providing service during construction, they have recommended the following two (2) locations to best serve the needs of the City. First choice would be the Hamilton stand, because it produces the highest numbers and it is the most popular of all locations. Their recommendation for the second stand would be to set up in front of Keller Williams / Rivage Day Spa located next to Chase Bank. This location is centrally located and is in the heart of the downtown area.

In House Valet provided the following proposal to support post construction valet services that would reduce the cost from \$6,500 per week for five stands (equivalent to \$1,300 per stand as a complimentary service fully subsidized) to \$1,500 per week for two stands (equivalent to \$750 per stand for a paid valet service). To support the program for a six month period would cost \$36,000. The Birmingham Shopping District has committed funding for the six month period totaling \$10,000 as this program has a direct positive benefit to the merchants. The Parking Enterprise Fund would contribute the remaining \$26,000:

#### **PROPOSAL OF LOCATIONS**

1. In House Valet will provide valet parking services at 2 locations in the City of Birmingham, optimally one on the North side of town (proposing current Hamilton stand) and a second on the South end of Old Woodward ( 2<sup>nd</sup> location proposing in front of Keller Williams / Rivage Spa) to more equally spread out service throughout the city. Hours of operation will be Monday-Saturdays, 10:00Am-6:00PM. The first two hours of valet service will cost \$5 and an additional \$5 per hour thereafter. Employees will insert time of arrival on ticket to keep track of hours parked with city.
2. In House Valet will provide two (2) parking attendants for each valet parking location during the 10:00AM-6:00PM daily work shift.
3. In House Valet will track and report daily transactions for each location on a weekly basis
4. Based on history of current construction program, In House Valet has tracked all four current locations of valet program, below is the average per week since the inception of program:

Hamilton	= 310 vehicles per week
North Old Woodward	= 199 vehicles per week
Brown street a S Old Woodward	= 110 vehicles per week
Henrietta	= 77 vehicles per week

5. Drop Off and Pick Up



Procedures for Drop off and pick up of customer's vehicle's will be as follows:

Upon vehicle drop off, In House Valet will greet guests, mark tickets with arrival time, get customer name, phone number in case of needed contact, and inspect vehicle for any existing damage. All damage found will be pointed out to customer and marked on vehicle ticket in the appropriate area. Staff member will then park the vehicle at designated parking area for that particular stand. Staff member will also provide customer with a phone number for the ability to text ahead for customers vehicle. Staff will also not stage any vehicles in drop off and retrieval areas.

Upon Pick up of customer's vehicle, staff will either retrieve claim number from guest either via text or from the guest handing ticket stub to staff member where then he or she will retrieve vehicle from designated parking area. At this time staff member will calculate time of stay for customer and charge accordingly.

The plan for accommodating late returning customers will be as follows: It will be protocol for In House Valet Staff to inform guest hours of operation and inform them the procedure to retrieve their vehicle . Staff will also attempt to text or call customer to inform them where they can retrieve their vehicle if late. Any guest who returns past hours of operation will be instructed to pick up their vehicle at the Townsend Hotel or Cameron's Steak House. .Both properties are controlled by In House Valet. Signage will also have hours of operation posted.

6. Security

All vehicles parked by In House Valet will be securely locked at location and keys to be stored at the secure valet podium located at each valet location.

7. Valet Runners

In House Valet will be responsible for providing transportation for Valet staff, if necessary. Outline of operation as of now does not require any extra transportation for staff. If operation is amended, (by the City of Birmingham) pricing will be amended as needed for this service

8. Claim Tickets

In House Valet will provide a 3 part claim ticket for the Valet Parking program .

9. Vehicle and Key Accountability:

A daily accounting of all activity will be recorded and turned into the City of Birmingham on a weekly basis and keys will be kept in a secure valet podium

10. Claims

In House Valet will be responsible for any claims that arise from Valet Parking Program. A written report will be created from any incidents that arise from daily activity. In House Valet will not be responsible for any vehicle left over in designated areas where guest refuses or suggests we leave vehicle in any other area than the 2 said locations mentions in paragraph 5.

11. Customer Complaints



In House Valet will respond to all complaints and will copy the City of Birmingham on said complaints. In House Valet responds to all complaints on the same day as reported with a phone call to customer from a supervisor of In House Valet.

12. Driving Requirements

In House Valet Employees are trained to follow and obey all traffic laws, rules and regulations. All In House Valet are already licensed with the city of Birmingham.

13. Uniforms

In House Valet supplies all employees with uniforms for all seasons with In House Valet logo inserted on all gear

14. Storage of vehicles

Fortunately, In House Valet already operates out of several locations in the City of Birmingham, and will be utilizing its office space at the Townsend Hotel for all of its operations throughout the city. Location one ( Hamilton Stand would require the first level north side of the Park street garage as well as the Oakland street parking that In House Valet is currently utilizing for construction program. For the South Old Woodward Location ( Keller Williams/ Rivage Spa), In House Valet requests that we keep the 15-20 spaces on the first level of the southwest side of the Pierce Structure.

15. Signage & Equipment

In House Valet will provide the following for each valet stand location:

- 100 key Valet Podium stand with Umbrella inserted
- 1 A-Frame sign with customized signage inserted with City of Birmingham LOGO / IN HOUSE VALET LOGO
- 4 valet parking cones
- 3-part tickets for inventory

16. 3 client references from past projects:

City of Birmingham – 248-530-1200

Phenicia Restaurant- 248-644-3122

Townsend Hotel – 248-642-7900

17. Economics of proposal

In House Valet proposes to charge each vehicle parked \$ 5 per vehicle for the first two hours and an additional \$ 5 per hour thereafter.

In House Valet is requesting the City of Birmingham to supplement In House Valet \$ 750 for each location per week to be billed weekly to the City of Birmingham .



**SUGGESTED RECOMMENDATION:**

To approve the recommendation of the Advisory Parking Committee to accept the service proposal received from In-House Valet to continue to the on-street valet program for a six month trial period post construction for a total cost of \$36,000 with a \$10,000 contribution from the Birmingham Shopping District and the remaining \$26,000 to be drawn from the Parking Fund 585-538.001-811.0000 to support two (2) valet stands in downtown Birmingham and evaluate the success of the program at the end of the six month period to consider establishing on street valet as a permanent program.



Start of Week 26-Mar  
March 26- April 1

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	24	12	1						5	13
Tuesday	24	14	1						5	15
Wednesday	16	19	4						20	23
Thursday	16	19	4						20	23
Friday	16	24	5						25	29
Saturday	16	13	3						15	16
Totals	112	101	18	0	0	0	0	0	90	119

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	8	2						10	10
Tuesday	16	19	2						10	21
Wednesday	16	21	6						30	27
Thursday	17	19	3						15	22
Friday	20	36	1						5	37
Saturday	16	24	2						10	26
Totals	101	127	16	0	0	0	0	0	80	143

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	4							0	4
Tuesday	16	5							0	5
Wednesday	8	7							0	7
Thursday	8	11	2						10	13
Friday	8	9							0	9
Saturday	8	4							0	4
Totals	64	40	2	0	0	0	0	0	10	42

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	17	5	3	1					25	9
Tuesday	16	8	1						5	9
Wednesday	16	13	3						15	16
Thursday	16	8	2						10	10
Friday	16	5	1						5	6
Saturday	16	3							0	3
Totals	97	42	10	1	0	0	0	0	60	53



Start of Week  
April 2 - 8

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	2	1						5	3
Tuesday	16	15	2				1		35	18
Wednesday	16	16	1						5	17
Thursday	16	26	2						10	28
Friday	21	34	1				1		30	36
Saturday	17	29	1						5	30
Totals	102	122	8	0	0	0	2	0	90	132

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	17	14	1						5	15
Tuesday	16	11	1						5	12
Wednesday	17	12	1						5	13
Thursday	18	24	2			1			30	27
Friday	21.5	27	1		1				20	29
Saturday	19	25	2						10	27
Totals	108.5	113	8	0	1	1	0	0	75	123

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	7							0	7
Tuesday	8	3							0	3
Wednesday	8	5							0	5
Thursday	8	8	1						5	9
Friday	8	4	1						5	5
Saturday	8	13							0	13
Totals	48	40	2	0	0	0	0	0	10	42

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	7							0	7
Tuesday	16	8							0	8
Wednesday	16	5	2						10	7
Thursday	16.5	7	2						10	9
Friday	16	5							0	5
Saturday	25	47	2						10	49
Totals	105.5	79	6	0	0	0	0	0	30	85



Start of Week  
April 9-15

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	17	10							0	10
Tuesday	17	18	1						5	19
Wednesday	19	29	1	1					15	31
Thursday	23	48	1		1				20	50
Friday	18	31	2			1			30	34
Saturday	16	7							0	7
Totals	110	143	5	1	1	1	0	0	70	151

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	17	26	2						10	28
Tuesday	20	36	3						15	39
Wednesday	22	31	3	1					25	35
Thursday	24	43	3						15	46
Friday	26	57	6	2					50	65
Saturday	25	63	2	2					30	67
Totals	134	256	19	5	0	0	0	0	145	280

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	3	2						10	5
Tuesday	8	12							0	12
Wednesday	8	17	2						10	19
Thursday	10	19	1						5	20
Friday	15	18	1	1					15	20
Saturday	8	14							0	14
Totals	57	83	6	1	0	0	0	0	40	90

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	23	26	2						10	28
Tuesday	16	19							0	19
Wednesday	17	18	1						5	19
Thursday	17	11							0	11
Friday	16	23	1						5	24
Saturday	21	31	1						5	32
Totals	110	128	5	0	0	0	0	0	25	133



Start of Week

April 16-22

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	6							0	6
Tuesday	16	22							0	22
Wednesday	16	26	1						5	27
Thursday	19	46	2						10	48
Friday	20	47	2	4					50	53
Saturday	16	17	3						15	20
Totals	103	164	8	4	0	0	0	0	80	176

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	20.5	44	2						10	46
Tuesday	24	49	5						25	54
Wednesday	24	58	7						35	65
Thursday	28	67	3						15	70
Friday	25	58	5						25	63
Saturday	21	45	2						10	47
Totals	142.5	321	24	0	0	0	0	0	120	345

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	7							0	7
Tuesday	8.5	10	1						5	11
Wednesday	8	11							0	11
Thursday	8	13							0	13
Friday	9	21							0	21
Saturday	9	19	2						10	21
Totals	50.5	81	3	0	0	0	0	0	15	84

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	9							0	9
Tuesday	16	12							0	12
Wednesday	16	25							0	25
Thursday	17	27	4						20	31
Friday	21	31	4						20	35
Saturday	16	15	2						10	17
Totals	102	119	10	0	0	0	0	0	50	129



Start of Week  
April 23-29

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	11	1						5	12
Tuesday	16	26	4						20	30
Wednesday	18	39	4						20	43
Thursday	18	42	1						5	43
Friday	18	47	2						10	49
Saturday	16	19	1						5	20
Totals	102	184	13	0	0	0	0	0	65	197

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	21	29	2						10	31
Tuesday	24	51	4						20	55
Wednesday	25.5	64	4						20	68
Thursday	25.5	59	6						30	65
Friday	25	61	5						25	66
Saturday	22	52	5						25	57
Totals	143	316	26	0	0	0	0	0	130	342

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	7							0	7
Tuesday	8	7							0	7
Wednesday	8	4	1						5	5
Thursday	8	10	1						5	11
Friday	8	15	1						5	16
Saturday	7	9							0	9
Totals	47	52	3	0	0	0	0	0	15	55

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	14	3						15	17
Tuesday	16	17	1						5	18
Wednesday	22	29	3						15	32
Thursday	17	21	4						20	25
Friday	17	27	4						20	31
Saturday	15	10	1						5	11
Totals	103	118	16	0	0	0	0	0	80	134



Start of Week  
April 30- May 6

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	10							0	10
Tuesday	16	18							0	18
Wednesday	18	34	4						20	38
Thursday	18	39	3						15	42
Friday	17	44	2	1					20	47
Saturday	16	21	1						5	22
Totals	101	166	10	1	0	0	0	0	60	177

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	21	33	3						15	36
Tuesday	22.5	70	5						25	75
Wednesday	24	64	6						30	70
Thursday	25	56	6						30	62
Friday	26	67	5						25	72
Saturday	20	57	6						30	63
Totals	138.5	347	31	0	0	0	0	0	155	378

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	7							0	7
Tuesday	8.5	13	1						5	14
Wednesday	8	5							0	5
Thursday	9	17	1						5	18
Friday	8.5	9	1						5	10
Saturday	8	10	1						5	11
Totals	50	61	4	0	0	0	0	0	20	65

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	13	2						10	15
Tuesday	16	14	2						10	16
Wednesday	17	29	1						5	30
Thursday	21	34	1						5	35
Friday	20	17	3						15	20
Saturday	16	18	1						5	19
Totals	106	125	10	0	0	0	0	0	50	135



Start of Week  
May 7-13

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	12	2						10	14
Tuesday	18	37	5						25	42
Wednesday	17	33	4						20	37
Thursday	17	39	6						30	45
Friday	18	44	5						25	49
Saturday	16	22	2						10	24
Totals	102	187	24	0	0	0	0	0	120	211

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	22	49	4						20	53
Tuesday	21	54	5	2					45	61
Wednesday	25	56	7	3					65	66
Thursday	26	47	7	2					55	56
Friday	25	53	4						20	57
Saturday	27	64	7	4					75	75
Totals	146	323	34	11	0	0	0	0	280	368

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	6							0	6
Tuesday	8	10							0	10
Wednesday	8	5							0	5
Thursday	10	21	2						10	23
Friday	9	21	2						10	23
Saturday									0	0
Totals	43	63	4	0	0	0	0	0	20	67

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	21	3						15	24
Tuesday	16	23	3						15	26
Wednesday	16	17	3						15	20
Thursday	16	22	3						15	25
Friday	16	12	1						5	13
Saturday	16	15	2						10	17
Totals	96	110	15	0	0	0	0	0	75	125



Start of Week  
May 14-20

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	11							0	11
Tuesday	16	31	1						5	32
Wednesday	17	38	2						10	40
Thursday	17	41	5						25	46
Friday	18	51	3	2					35	56
Saturday	16	18	9						45	27
Totals	100	190	20	2	0	0	0	0	120	212

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	25	37	4						20	41
Tuesday	27	62	8	1					50	71
Wednesday	27	65	8	3					70	76
Thursday	26.5	58	8						40	66
Friday	25	47	3						15	50
Saturday	22	24	1	1					15	26
Totals	152.5	293	32	5	0	0	0	0	210	330

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	7							0	7
Tuesday	8	14							0	14
Wednesday	8	13							0	13
Thursday	8	15	4						20	19
Friday	8	19							0	19
Saturday	8	12							0	12
Totals	48	80	4	0	0	0	0	0	20	84

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	12	3						15	15
Tuesday	16	21	3						15	24
Wednesday	16	21	2						10	23
Thursday	16	23	3						15	26
Friday	16	11	2						10	13
Saturday	16	8	3						15	11
Totals	96	96	16	0	0	0	0	0	80	112



Start of Week

May 21-27

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	11	2						10	13
Tuesday	18	42	3						15	45
Wednesday	17	38	5						25	43
Thursday	18	37	8						40	45
Friday	16.5	31	5						25	36
Saturday	16	10	2						10	12
Totals	101.5	169	25	0	0	0	0	0	125	194

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	22	42	3						15	45
Tuesday	26	62	8						40	70
Wednesday	25	64	12						60	76
Thursday	25	52	5						25	57
Friday	25	55	6						30	61
Saturday	25	39	5						25	44
Totals	148	314	39	0	0	0	0	0	195	353

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	9							0	9
Tuesday	8	12	1						5	13
Wednesday	8	11	1						5	12
Thursday	8	16	1						5	17
Friday	8.5	25	2						10	27
Saturday	8	10	1						5	11
Totals	48.5	83	6	0	0	0	0	0	30	89

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	11	1						5	12
Tuesday	16	12	1						5	13
Wednesday	17	26	5						25	31
Thursday	16	16	3						15	19
Friday	17	23	2						10	25
Saturday	16	12							0	12
Totals	98	100	12	0	0	0	0	0	60	112



Start of Week  
May 28-June 3

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	0							0	0
Tuesday	16	22	3						15	25
Wednesday	18	53	2						10	55
Thursday	18	41	11						55	52
Friday	21	56	21						105	77
Saturday	16	17	10						50	27
Totals	97	189	47	0	0	0	0	0	235	236

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	13	2							0	2
Tuesday	25	39	4						20	43
Wednesday	24	44	6						30	50
Thursday	25	67	12						60	79
Friday	25	49	11						55	60
Saturday	23	43	4						20	47
Totals	135	244	37	0	0	0	0	0	185	281

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	2							0	2
Tuesday	0								0	0
Wednesday	16	13							0	13
Thursday	17	28	4						20	32
Friday	17	44	2						10	46
Saturday	16.5	39	4						20	43
Totals	74.5	126	10	0	0	0	0	0	50	136

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	1							0	1
Tuesday	16	14							0	14
Wednesday	16	23	3						15	26
Thursday	16	16	2						10	18
Friday	16	18	2						10	20
Saturday	16	10	2						10	12
Totals	88	82	9	0	0	0	0	0	45	91



Start of Week  
June 4-10

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	15	3						15	18
Tuesday	17	29	2						10	31
Wednesday	18	50	5						25	55
Thursday	17	41	7						35	48
Friday	17	30	14						70	44
Saturday	16	13	3						15	16
Totals	101	178	34	0	0	0	0	0	170	212

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	23	36	2						10	38
Tuesday	24	54	4						20	58
Wednesday	25	54	7						35	61
Thursday	26	61	5						25	66
Friday	23	48	5						25	53
Saturday	18	49	4						20	53
Totals	139	302	27	0	0	0	0	0	135	329

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	6	2						10	8
Tuesday	8	8							0	8
Wednesday	8	12	2						10	14
Thursday	8	14	1						5	15
Friday	8	19	2						10	21
Saturday	8	13	2						10	15
Totals	48	72	9	0	0	0	0	0	45	81

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	11	2						10	13
Tuesday	17	20	4						20	24
Wednesday	17.5	27	4						20	31
Thursday	16	21	5						25	26
Friday	16	17	3						15	20
Saturday	16	12	2						10	14
Totals	98.5	108	20	0	0	0	0	0	100	128



Start of Week  
June 11-17

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	15	5						25	20
Tuesday	16	40	10						50	50
Wednesday	16	46	15						75	61
Thursday	17	55	6	2					50	63
Friday	17	49	17						85	66
Saturday	16	18	5						25	23
Totals	98	223	58	2	0	0	0	0	310	283

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	25	42	6						30	48
Tuesday	26	59	8						40	67
Wednesday	28	64	11	2					75	77
Thursday	28	62	12	1					70	75
Friday	26	42	7	3					65	52
Saturday	25	45	5						25	50
Totals	158	314	49	6	0	0	0	0	305	369

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	9							0	9
Tuesday	8	14	1						5	15
Wednesday	8	7	1						5	8
Thursday	8	15							0	15
Friday	8	18	4						20	22
Saturday	8	20	5						25	25
Totals	48	83	11	0	0	0	0	0	55	94

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	9	2						10	11
Tuesday	16	12	1						5	13
Wednesday	16.5	21	3						15	24
Thursday	16	22	4						20	26
Friday	16	13	3						15	16
Saturday	16	11	2						10	13
Totals	96.5	88	15	0	0	0	0	0	75	103



Start of Week  
June 18-24

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	7	5						25	12
Tuesday	16	33	4						20	37
Wednesday	17	41	11						55	52
Thursday	17	49	7						35	56
Friday	16	38	8						40	46
Saturday	16	17	4						20	21
Totals	98	185	39	0	0	0	0	0	195	224

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	24	45	6						30	51
Tuesday	24	50	9						45	59
Wednesday	26.5	74	11						55	85
Thursday	24	51	5						25	56
Friday	27	47	8						40	55
Saturday	21	52	9						45	61
Totals	146.5	319	48	0	0	0	0	0	240	367

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	9							0	9
Tuesday	8	12	3						15	15
Wednesday	8	6	1						5	7
Thursday	8	13	2						10	15
Friday	8	14	3						15	17
Saturday	8	12	7						35	19
Totals	48	66	16	0	0	0	0	0	80	82

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	12							0	12
Tuesday	16	10	2						10	12
Wednesday	16	11	2						10	13
Thursday	16	17	4						20	21
Friday	16	13	3						15	16
Saturday	16	10	5						25	15
Totals	96	73	16	0	0	0	0	0	80	89



Start of Week  
June 25- July 1

North Old Woodward location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	18	4						20	22
Tuesday	18	37	10						50	47
Wednesday	18	42	12						60	54
Thursday	17.5	39	11						55	50
Friday	22	55	13						65	68
Saturday	16	14	5						25	19
Totals	107.5	205	55	0	0	0	0	0	275	260

Hamilton Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	25	49	5						25	54
Tuesday	27	62	13						65	75
Wednesday	25	57	9						45	66
Thursday	25	51	7						35	58
Friday	25	48	8						40	56
Saturday	21	27	4						20	31
Totals	148	294	46	0	0	0	0	0	230	340

Henrietta Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	8	7							0	7
Tuesday	8	11	3						15	14
Wednesday	8	11	2						10	13
Thursday	8	10	1						5	11
Friday	8	16	6						30	22
Saturday	8	9	0						0	9
Totals	48	64	12	0	0	0	0	0	60	76

Brown & S Old Woodward Location										
Day of Week	Total Employee Hrs	# of Cars - Free 2 Hrs	# of Cars 3 Hrs	# of Cars 4 Hrs	# of Cars 5 Hrs	# of Cars 6 Hrs	# of Cars 7 Hrs	# of Cars 8 Hrs	\$ for over first 2 hrs	Total # of cars
Monday	16	16	4						20	20
Tuesday	16	18	5						25	23
Wednesday	16	15	3						15	18
Thursday	16	21	3						15	24
Friday	16	17	2						10	19
Saturday	14	10	1						5	11
Totals	94	97	18	0	0	0	0	0	90	115





## MEMORANDUM

Engineering Dept.  
Planning Department  
Police Dept.

**DATE:** July 13, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Dept.  
Paul O'Meara, City Engineer

**SUBJECT:** Residential Street Width Standards

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On January 22, 2018, the City Commission considered future street widths for Bennaville, Chapin and Humphrey. Several residents appeared on behalf of Bennaville Ave., and additional residents appeared on behalf of the one block of Chapin Ave. After much discussion, the City Commission endorsed the recommendations of the Multi-Modal Transportation Board ("MMTB") with regards to the future street width. However, during the discussion, the Commission expressed confusion as to what the City's policy is for determining the width of a new street. As a result, the MMTB was asked to study the issue in further detail, and send information and policy direction back to the Commission.

In March 2018, the MMTB began their discussion by identifying goals for residential road width standards, and reviewed the national standards and best practices from professional organizations and peer cities. The board agreed that standards should be created, but that there may be factors to permit some modifications if certain criteria are met.

On May 3, 2018, the MMTB passed a unanimous motion to recommend approval of Residential Street Width Standards to the City Commission.

On June 4, 2018, the City Commission reviewed the proposed Residential Street Width Standards recommended by the MMTB. After much discussion, the City Commission directed the standards back to the MMTB for further refinement in the following areas:

- Expand on the introduction and policy goals section to clarify purpose of standards;
- Identify clearly the professional organizations on which the standards are based;
- Change language in (2) from mandatory (shall) to optional (may); and
- Emphasize the role of public involvement by adding language to (4).



Accordingly, City staff made the changes requested by the City Commission to the Residential Street Width Standards and took the issue back to the MMTB on July 12, 2018. Board members recommended minor revisions, and then voted unanimously to recommend approval of the revised standards to the City Commission.

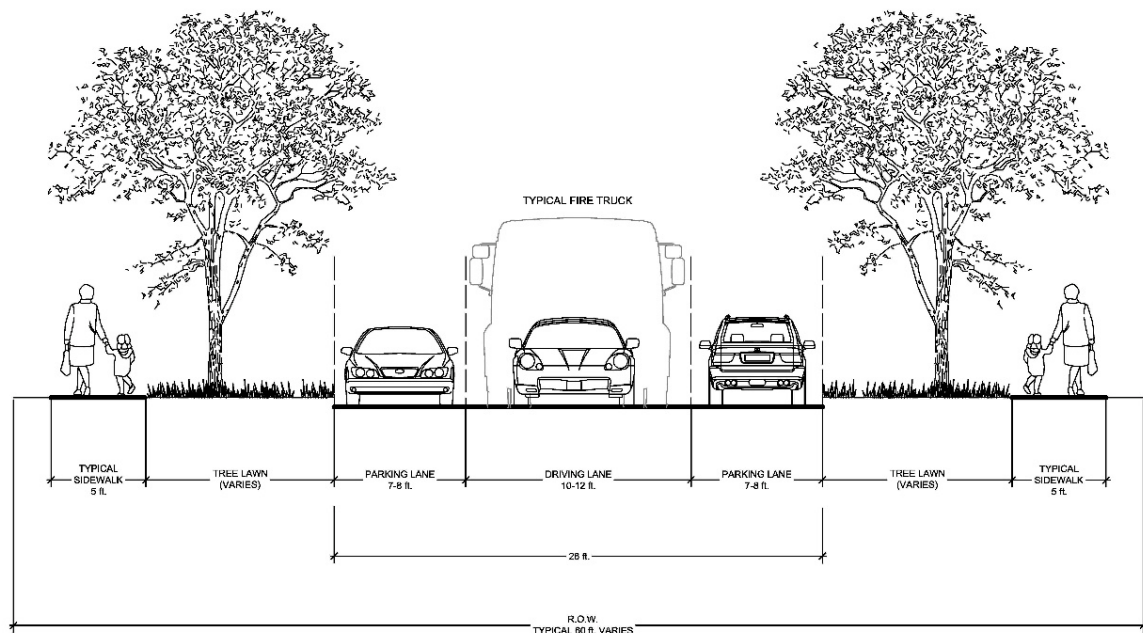
Please find attached all research considered by the MMTB, draft standards and all staff reports and minutes from the MMTB discussions for your review.

**Suggested Action:**

To approve the Residential Street Width Standards as recommended by the Multi-Modal Transportation Board on May 3, 2018, and as further refined and recommended on July 12, 2018.



## POLICY STATEMENT: BIRMINGHAM RESIDENTIAL STREET DESIGN STANDARDS



**INTRODUCTION:** The City Commission asked the Multi-Modal Transportation Board (MMTB) to establish a City policy for determining the width of a new street. Accordingly, the MMTB identified goals for residential road width standards, and reviewed the national standards and best practices from professional organizations and peer cities. The board created standards and allowed for modifications if certain criteria are met.

**INTENT:** The purpose of these standards is to provide consistent street widths throughout the city but with flexibility for very specific situations. The goals for identifying a standard road width for residential roads include the following:

- Functionality;
- Consistency **with adjacent streets;**
- Accident reduction **and public safety;**
- **Adhering to Complete Streets principles;**
  - **Enhancing walkability;**
- **Character of community;**
  - **Block length;**
  - **Size of lots;**
  - **Building setback and lengths;**
- Traffic calming;
- Expediency in planning and engineering;



- Infrastructure costs; and/or
- Storm water runoff management.

The following standards are based on residential street design recommendations published by **American Association of State Highway and Transportation Officials** (AASHTO), the Institute of Transportation Engineers (ITE), the Urban Land Institute (ULI), the Congress for New Urbanism, **National Association of City Transportation Officials** (NACTO), and those used by peer cities. Using those standards as a base, these standards are also based on emergency response access, winter weather, the existing street widths in the city, and the characteristics of different neighborhoods in the City. These widths typically allow for parking along both sides of the street with room for a vehicle to pass in one direction. When there is opposing traffic (vehicles going both ways) one of the motorists will need to yield to the other. This is commonly classified as a "Yield" or "Courtesy" Street.

#### **STREET DESIGN STANDARDS (see also attached flow chart):**

##### **1. NEW AND EXISTING, UNIMPROVED RESIDENTIAL STREETS THAT ARE BEING IMPROVED**

When streets are improved or newly constructed, the standards below shall be ~~strictly~~ **generally be** applied. **Exceptions may be considered when factors, such as those described in Section 4, are evident.**

- Standard Streets:** 26 ft. in width from curb to curb.
- If the right-of-way is less than 50 ft., the street width shall be a minimum of 20 ft. with parking allowed on one side only (generally the side without fire hydrants).

##### **2. EXISTING, IMPROVED RESIDENTIAL STREETS**

When previously built streets are reconstructed, this standard shall generally be applied. Exceptions may be considered when factors, such as those described in Section 4, are evident.

**Standard Streets:** 26 ft. in width from curb to curb.

**Existing Street is 28 feet or less in width:** If existing street width is 28 ft. or less in width, street ~~shall~~ **may** generally be reconstructed at the existing width **provided there is a reason present under section 4.**

##### **3. PUBLIC NOTICE AND PUBLIC HEARING**

Whenever there is a street project where a change in the existing width is being considered, the Multi-Modal Transportation Board shall have a Public Hearing to inform residents of the project and provide an opportunity for comment. The City shall post a sign along the street that announces street project. Design details shall be advertised and posted on the City's website. If residents express a desire for a non-



standard street width at a public meeting or through a public survey of street residents, those preferences shall be considered. However, engineering or safety factors listed in Section 4 must also be present to support a design exception.

#### **4. EXCEPTIONS AND MODIFICATIONS TO THE WIDTH STANDARDS**

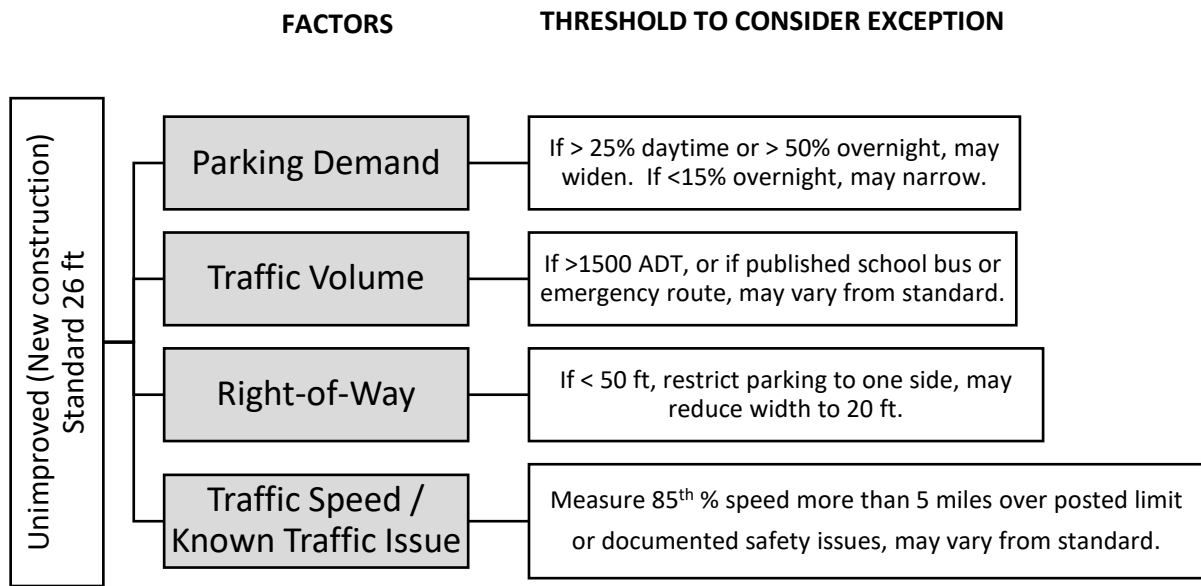
Any modification must be consistent with the Intent of these standards and the engineering publications upon which they are based. Street width exceptions may only be approved to a minimum of 20 ft. and a maximum of 30ft. **If residents express a desire for a non-standard street width at a public meeting or through a public survey of street residents, those preferences shall be considered (either wider or narrower)** ~~Modifications to street widths may~~ **only be considered if one or more of the following conditions exist:**

- a. High or low frequency of use of on-street parking. When surveyed on-street parking is utilized 15% or less overnight, the width may be reduced. When parking density is classified as highly utilized, defined as over 25% occupancy throughout the day or more than 50% of the available curb space used overnight, the width may be increased. For calculation of parking, a minimum length of 22 ft. shall be used and not include driveways, spaces adjacent to fire hydrants, or other locations where parking is not allowed.
- b. Daily traffic volumes exceed 1500 vehicles.
- c. The street is a published school bus route used by the Birmingham Public Schools or is a frequent emergency response route.
- d. Street is adjacent to a school, religious institution, City park, multiple-family residential development, or other use with access that generates higher traffic volumes.
- e. Presence of street trees, especially healthy, mature trees, such that rebuilding the road as proposed would result in the removal of two or more trees on any given block.
- f. A speed study confirms that the 85<sup>th</sup> percentile speed is more than 5 miles per hour over the posted speed limit and/or city police or engineering departments have documented operational or safety concerns related to traffic patterns along the street.
- g. Street may be as narrow as 20 ft. with parking on one side only if right-of-way is less than 50 ft.

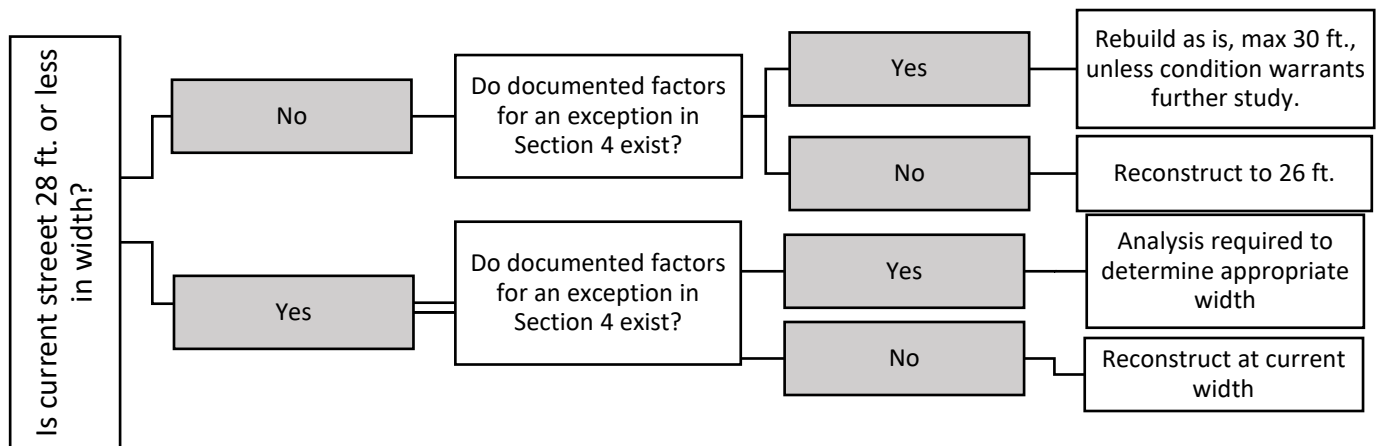
#### **5. BOULEVARD STREETS**

Reconstruction of streets with a boulevard, median, or other unique design feature, shall be reconstructed to match the current configuration unless geometric changes are needed based on safety or engineering analysis.





### RECONSTRUCTION OF IMPROVED STREET







## MEMORANDUM

Engineering Dept.  
Planning Department  
Police Dept.

**DATE:** July 3, 2018

**TO:** Multi-Modal Transportation Board

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Dept.  
Paul O'Meara, City Engineer

**SUBJECT:** Residential Street Width Standards

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On January 22, 2018, the City Commission considered future street widths for Bennaville, Chapin and Ruffner. Several residents appeared on behalf of Bennaville Ave., and additional residents appeared on behalf of the one block of Chapin Ave. After much discussion, the City Commission endorsed the recommendations of the Multi-Modal Transportation Board ("MMTB") with regards to the future street width. However, during the discussion, the Commission expressed confusion as to what the City's policy is for determining the width of a new street. As a result, the MMTB was asked to study the issue in further detail, and send information and policy direction back to the Commission.

Accordingly, in March 2018, the MMTB began their discussion by identifying goals for residential road width standards, and reviewed the national standards and best practices from professional organizations and peer cities. The board agreed that standards should be created, but that there may be factors to permit some modifications if certain criteria are met.

On May 3, 2018, the Multi-Modal Transportation Board passed a unanimous motion to recommend approval of Residential Street Width Standards to the City Commission. On May 18, 2018, Planning Director Ecker presented the revised Residential Street Widths Standards to the City Commission. The Commission concluded that the document should be returned to the MMTB to approve suggested edits to the document. The edits are presented in red in the document. Please find attached all research considered by the MMTB, draft standards and all staff reports and minutes from the MMTB and the City Commission discussions for your review.

### Suggested Action:

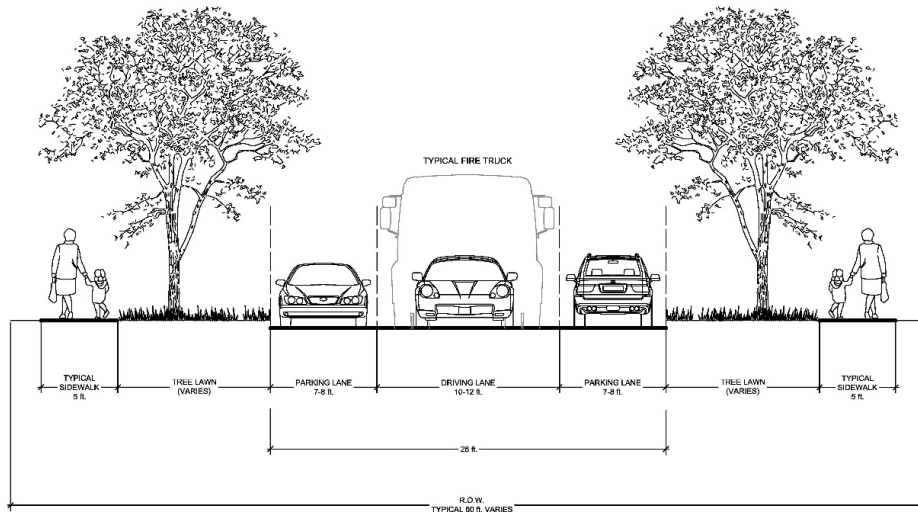
To recommend approval to the City Commission of the revised Residential Street Width Standards.



## **POLICY STATEMENT**

### **BIRMINGHAM RESIDENTIAL STREET DESIGN STANDARDS**

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## **INTRODUCTION**

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The City Commission asked the Multi-Modal Transportation Board (MMTB) to establish a City policy for determining the width of a new street. Accordingly, the MMTB identified goals for residential road width standards, and reviewed the national standards and best practices from professional organizations and peer cities. The board created standards and allowed for modifications if certain criteria are met.

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**INTENT:** The purpose of these standards is to provide consistent street widths throughout the city but with flexibility for very specific situations. The goals for identifying a standard road width for residential roads include the following:

- Functionality;
- Consistency with adjacent streets;
- Accident reduction and public safety;
- Complete streets;
  - Enhance walkability;
- Character of community;
  - Block length;
  - Size of lots;

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o Building setback and lengths;

- Traffic calming;
- Expediency in planning and engineering;
- Infrastructure costs; and/or
- Storm water runoff management.

The following standards are based on residential street design recommendations published by American Association of State Highway and Transportation Officials (AASHTO), the Institute of Transportation Engineers (ITE), the Urban Land Institute (ULI), the Congress for New Urbanism, National Association of City Transportation Officials (NACTO), and those used by peer cities. Using those standards as a base, these standards are also based on emergency response access, winter weather, the existing street widths in the city, and the characteristics of different neighborhoods in the City. These widths typically allow for parking along both sides of the street with room for a vehicle to pass in one direction. When there is opposing traffic (vehicles going both ways) one of the motorists will need to yield to the other. This is commonly classified as a "Yield" or "Courtesy" Street.

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## STREET DESIGN STANDARDS (see also attached flow chart):

### 1. NEW AND EXISTING, UNIMPROVED RESIDENTIAL STREETS THAT ARE BEING IMPROVED

When streets are improved or newly constructed, the standards below shall be strictly applied:

- a. **Standard Streets:** 26 ft. in width from curb to curb.
- b. If the right-of-way is less than 50 ft., the street width shall be a minimum of 20 ft. with parking allowed on one side only (generally the side without fire hydrants).

### 2. EXISTING, IMPROVED RESIDENTIAL STREETS

When previously built streets are reconstructed, this standard shall generally be applied. Exceptions may be considered when factors, such as those described in Section 4, are evident.

**Standard Streets:** 26 ft. in width from curb to curb.

**Existing Street is 28 feet or less in width:** If existing street width is 28 ft. or less in width, street ~~shall may~~ generally be reconstructed at the existing width provided there is a reason present under section 4.

### 3. PUBLIC NOTICE AND PUBLIC HEARING

Whenever there is a street project where a change in the existing width is being considered, the Multi-Modal Transportation Board shall have a Public Hearing to inform residents of the project and provide an opportunity for comment. The City shall post a sign along the street that announces street project. Design details shall be advertised and posted on the City's website. If residents express a desire for a non-standard street width at a public meeting or through a public survey of street residents, those preferences shall be considered. However, engineering or safety factors listed in Section 4 must also be present to support a design exception.

### 4. EXCEPTIONS AND MODIFICATIONS TO THE WIDTH STANDARDS

Any modification must be consistent with the Intent of these standards and the engineering publications upon which they are based. Street width exceptions may only be approved to a minimum of 20 ft. and a maximum of 30ft. If residents express a desire for a non-standard street width at a public meeting or through a public survey of street residents, those preferences shall be considered (either wider or narrower). ~~Modifications to street widths may only be considered if~~ one or more of the following conditions exist:

- a. High or low frequency of use of on-street parking. When surveyed on-street parking is utilized 15% or less overnight, the width may be reduced. When parking density is classified as highly utilized, defined as over 25% occupancy throughout the day or more than 50% of the available curb space used overnight, the width may be increased. For calculation of parking, a minimum length of 22 ft. shall be used and not include driveways, spaces adjacent to fire hydrants, or other locations where parking is not allowed.
- b. Daily traffic volumes exceed 1500 vehicles.

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- c. The street is a published school bus route used by the Birmingham Public Schools or is a frequent emergency response route.
- d. Street is adjacent to a school, religious institution, City park, multiple-family residential development, or other use with access that generates higher traffic volumes.
- e. Presence of street trees, especially healthy, mature trees, such that rebuilding the road as proposed would result in the removal of two or more trees on any given block.
- f. A speed study confirms that the 85<sup>th</sup> percentile speed is more than 5 miles per hour over the posted speed limit and/or city police or engineering departments have documented operational or safety concerns related to traffic patterns along the street.
- g. Street may be as narrow as 20 ft. with parking on one side only if right-of-way is less than 50 ft.

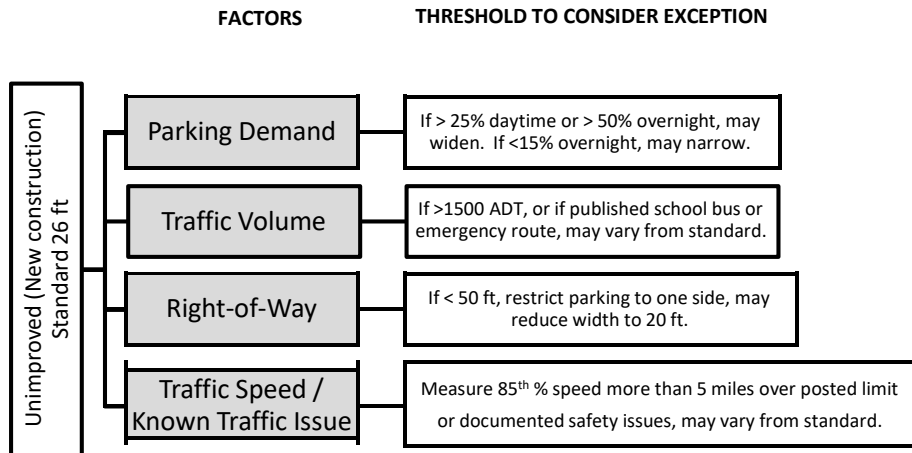
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## 5. BOULEVARD STREETS

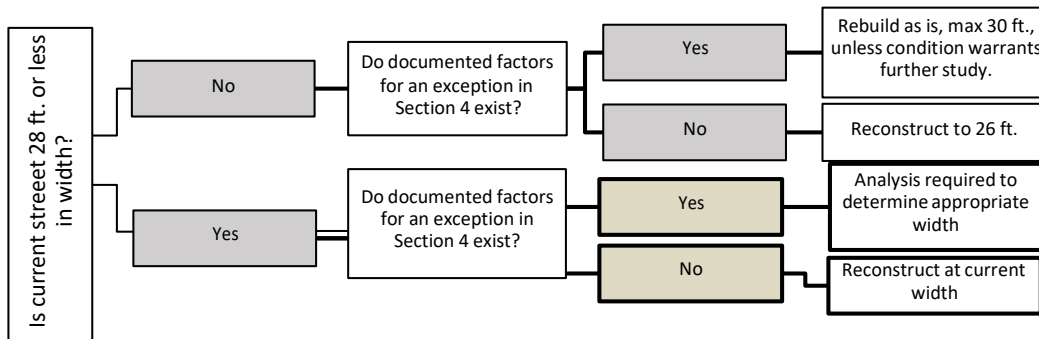
Reconstruction of streets with a boulevard, median, or other unique design feature, shall be reconstructed to match the current configuration unless geometric changes are needed based on safety or engineering analysis.



## BIRMINGHAM RESIDENTIAL STREET DESIGN STANDARDS



## RECONSTRUCTION OF IMPROVED STREET





2'



# PUBLIC NOTICE

STREET WIDTH PUBLIC HEARING SCHEDULED  
MULTI-MODAL TRANSPORTATION BOARD  
YOUR INPUT IS REQUESTED

248-530-1850

[www.bhamgov.org/publicnotices](http://www.bhamgov.org/publicnotices)



Notice Sign

Located on streets with speed limits of 25 mph





# MEMORANDUM

Engineering Dept.  
Planning Department  
Police Dept.

**DATE:** February 23, 2018

**TO:** Multi-Modal Transportation Board

**FROM:** Lauren Chapman, Assistant City Planner  
Scott Grewe, Police Dept.  
Paul O'Meara, City Engineer

**SUBJECT:** Street Widths- History

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The Multi-Modal Transportation Board (MMTB) recently reviewed conceptual designs for three local streets planned for reconstruction in 2018. A public hearing was held, and a final recommendation for the streets was passed on to the City Commission on a vote of 4-3. As you may recall, at the public hearing, several residents appeared before the Board asking that Bennaville Ave. not be reduced in width (as proposed). A smaller number of residents appeared asking that the block of Chapin Ave. east of Cummings St. also not be reduced in width.

When the City Commission reviewed the issue at their meeting of January 22, 2018 several residents again appeared on behalf of Bennaville Ave., and additional residents appeared on behalf of the one block of Chapin Ave. After much discussion, the City Commission endorsed the recommendations of the MMTB, also on a vote of 4-3. As a part of the discussion, the Commission expressed confusion as to what the City's policy is for determining the width of a new street. As a result, the MMTB was asked to study the issue in further detail, and send information and policy direction back to the Commission.

## GOALS

The goals for identifying a standard road width, for residential roads are: functionality, consistency, accident reduction, traffic calming, expediency in planning and engineering, infrastructure costs. A standard does not mean that all streets will be uniform; a standard creates a basis for consideration.

## HISTORY

The majority of the public rights-of-ways in Birmingham were created prior to World War II. In this era, cities accepted new public streets from developers with little investment. Streets were typically gravel, and often lacked drainage outlets. As subdivisions became more populated and expectations rose, residents looked to the City to get their street paved. As was standard practice then (as it is now), cities can



## Street Widths- History

construct a localized improvement such as a new street pavement, and charge the adjacent property owners for some or all of the cost. Under this guideline, some streets were paved as early as the 1910's, while others have never been paved. In Birmingham, unpaved streets began being oiled and then chip sealed starting in the late 1940's, removing many of the problems generally experienced with gravel roads.

In order to get a road paved, residents petition the City and request the improvement. The improvement is generally not considered until a petition showing that over 50% of the owners are in favor of the idea can be presented. High costs today continue to keep the number of streets being paved relatively low. Recently, the City Commission has authorized the formation of an Unimproved Streets Study Committee that will be meeting to discuss the special assessment procedure in detail, and potentially considering alterations to that policy as well.

In Birmingham, once a street has been constructed with a permanent pavement, the City has promised to maintain it into the future, at no additional cost to the adjacent property owners. Since a local street typically has a service life of 60 to 90 years, discussions pertaining to the policy of the width for a new street have always pertained to the construction of new streets that have never had a pavement with curbs. The current policy, passed in 1997, also focused exclusively on the construction of new streets. Since reconstruction of existing streets had not been frequent, even at that time, the unwritten expectation has been that the road would be reconstructed to match the road as it was built the first time.

The following describes the standards passed for new street paving projects, as of 1977:

### 1977

In 1977, the City Commission adopted Engineering Design Standards relating to pavements and street widths. These standards were in existence prior to this date and formalized by the Commission at that time. The City was substantially consistent with the city design standards when recommending street improvements.

These standards note the width of roads in relation to the level of use it gets. It was divided into three categories: streets in commercial areas, streets in residential areas, and cul-du-sacs. The adopted standard was for a 36 foot street in commercial areas, and 28 foot width in residential area. Residential cul-du-sacs maintain a 24 foot width.

### 1994

During the public hearing for Henrietta Street the City Commission directed city staff to examine the existing policy pertaining to street improvements as it relates to street widths. Goals included letting the public know what the benefits are to the property owners for making these street improvements, what the design standards are, and what options may be available to them when requesting this improvement.



## Street Widths- History

City Commissioners suggested that standards be set so these details need not be revisited each time a street is recommended for improvement. It was the Engineering Department's opinion there existed standards that the City has substantially followed when making recommendations throughout the years.

The City Commission reviewed which streets were fire routes and per the recommendation by the fire chief adopted a standard of 29 feet for residential streets.

### 1996

At the December 16, 1996 City Commission meeting three local streets were approved for permanent surface improvements. In conjunction with the discussion it was suggested the issue of residential street widths be placed on the agenda for the 1997 Long Range Planning Meeting.

### Downtown 2016 Plan

The Downtown Birmingham 2016 Plan is a master plan that was created in 1996 and was intended for use for the next twenty years. Pages in the appendix of the plan recommended street widths based on type and rationale for the widths in the form of a decision tree and examples from AASHTO and the City of Portland. The recommended width for a "subcollector" road (similar to the typical Birmingham residential street) was 28 ft.

### 1997

The City Commission voted to reduce the residential street width standard by 2 feet to 26 feet, with parking on two sides and 20 feet with parking on one side.

### 2013

In 2013, the City Commission created a steering committee to oversee the creation of a Multi-Modal Transportation Master Plan. The consultant The Greenway Collaborative was hired to prepare the plan. During this process, the steering committee not only worked with the consultant, they also helped direct the final cross-sections for the important collector streets planned for 2014:

Lincoln Ave. – Southfield Rd. to Woodward Ave.  
N. Eton Rd. – Derby Rd. to Yorkshire Rd.

The Multi-Modal Transportation Master Plan was adopted in 2014 as a long term guide to the City's transportation network. A new Multi-Modal Transportation Board was formed to help oversee the implementation of the new plan, as well as take over the duties of the former Traffic & Safety Board.

Since then, the new board has studied each of the City's upcoming street projects from a multi-modal perspective.



## Street Widths- History

### 2018 Local Street Paving Program

This year the City will be reconstructing three streets first paved in the late 1940's (Bennaville Ave., Ruffner Ave., and Chapin Ave.). Staff approached this study with two objectives:

1. The Master Plan did not provide any recommendations on the three streets. Even so, a closer discussion with input from the Board may result in possible refinements to the current conditions.
2. While the unwritten policy of rebuilding streets at their current widths should be used as a starting point, staff had identified some potential issues with following this approach on these three streets:
  - a) Bennaville Ave. was constructed at a width (32 ft.) much greater than current policy would dictate. The Board would provide an avenue to open the discussion about the benefits and/or drawbacks of reconstructing the street to match the current standard of 26 ft.
  - b) Portions of Ruffner Ave. and Chapin Ave. were first constructed at 28 ft. These same sections also had several mature trees growing immediately adjacent to, or on top of, the old curb. Reconstruction of the streets at this width would mean automatically removing several mature trees. However, reducing the widths to 26 ft. (thereby matching the current standard), would give us the ability to attempt to save the majority of them.

As discussed above, both the MMTB and the City Commission struggled with the decisions as to whether to narrow the streets for the reasons listed above. The recommendations of the Board stirred up strong feelings among residents on two of the streets. As a result, split votes resulted both at the Board level, as well as at the City Commission level. The Board is now being asked to research national standards for residential road widths, the advantages and disadvantages of narrow and wide streets, determine what other cities are using as standards for constructing or reconstructing streets, and to consider detailed standards for use in the City of Birmingham. The City Commission also asked for some guidance on when (or if) to allow variance from these standards. The following is meant to be a draft outline that is intended to stimulate input from the Board. Once the input is received, staff will attempt to finalize a new policy statement on this issue for the future.

### **CURRENT POLICY REGARDING STREET WIDTHS**

#### UNIMPROVED STREETS

From staff's perspective, the current standards for unimproved streets, now in place since 1997, have worked well.

As shown on the attached list at the end of this report, the current street width policy has been followed. Once a new street is constructed, very few, if any, complaints are



## Street Widths- History

ever received from residents relative to the street width used for their new street. Residential sections have been consistently built at 26 ft., and commercial sections have been built at 36 ft., as directed in the policy. An option for a 20 ft. street also exists, which residents can consider if they so desire. Unique circumstances such as needing to accommodate a student drop off area at a parochial school (on Harmon St.) have also worked well.

Given the positive track record of the past 20 years, staff would recommend that the current policy concerning street widths for unimproved streets continue to be the starting point in the discussion. If future streets are subject to changes by the MMTB, it will be important to consider that creating a petition that shows that over 50% of the residents are in favor of a special assessment can be a difficult and time consuming process. If the MMTB were to enter the discussion after the petition has been created, this may result in some signers no longer supporting the project, which could then jeopardize the whole project. How and when the MMTB is involved in this process needs to be considered.

### IMPROVED STREETS

The City is financially responsible for the reconstruction of improved street pavements that are nearing the end of their lifespan. Reconstruction offers the opportunity to review the current conditions in light of current standards, and consider if there is a potential need for change. Factors to consider in this discussion currently include, in alphabetical order:

1. **MULTI-MODAL IMPROVEMENTS** – A review of the Master Plan is required to be included with each street review. If ideas were provided in the Master Plan, the Board considers the recommendations in their totality to verify if they should be implemented as a part of the upcoming project. If there are no specific recommendations in the Master Plan, the Board will discuss improvements that can be included that would bring multi-modal improvements to the area.
2. **NEIGHBORHOOD DENSITY** – The board also considers the extent to which the land uses and density of uses on the street impact parking demand. The board reviews whether there are any unique conditions that would result in less or more than the usual parking demand. If parking demand is less than normal, should parking be limited to one side of the street, and if so, the board will consider which side of the street may be better for on-street parking

**OWNER PREFERENCE** – The board holds a public hearing on all proposed road improvements to gather input from adjacent residents and property owners. While the City may have established guidelines and attempt to follow current best practices in the industry, the property owners living on the street often have preferences that are counter to the direction that the best practice standards would dictate.



## Street Widths- History

3. RIGHT-OF-WAY – The board also considers the existing right-of-way for each street. Most local streets have an existing right-of-way between 50 and 60 ft., with which the current 26 ft. wide standard works well. If the right-of-way is less than 50 ft. however, the board may consider a narrower street in order to provide the required space for City sidewalks and street trees.

TRAFFIC ISSUES – The board will conduct a review of the history of traffic issues on a street, which typically includes a review of speeding and cut-through traffic complaints. Staff can provide speed and traffic count data with each street being studied.

4. TREES – Finally, the board will consider the location and health of the existing tree canopy when considering the width for a reconstructed street. Streets with 50 ft. rights-of-way (or less) tend to have conditions where trees are given less than ideal conditions to grow, due to lack of space. If a street has mature trees that can be damaged or require removal during a street reconstruction project, these factors need to be considered.

Attached are two lists that indicate the history of street construction going back to 2000. The first list documents local streets that have been reconstructed. Comments are added in the right column if unique circumstances dictated that the street be rebuilt at a width different than what was done the first time. The second list documents all local streets built with a new pavement for the first time since 2000. Comments added on the right column describe conditions where the pavement was built at a width other than the standard, due to unique circumstances.

## REVIEW OF BEST PRACTICES AND NATIONAL STANDARDS

Please find attached a letter from MKSK with attachments that summarize their research on national standards and best practices for residential street design. MKSK has reviewed numerous sources and compiled their findings for your review and discussion. In addition, MKSK has surveyed local peer communities to determine residential street standards for other Michigan communities.

As stated above, this is a topic that requires discussion and input from the Board before being finalized. The Board is encouraged to consider the factors above, as well as others that they may wish to introduce, to help finalize a final policy recommendation for the consideration of the City Commission.



(Previously Unpaved)						
Street Name	From	To	Year Built	Width, Face to Face (Feet)	Previous Width	Comments
Davis	Grant	Woodward Alley	2000	26	NA	
Davis	Woodward Alley	Woodward	2000	36	NA	Commercial Section
Willits	Greenwood	Chester	2000	26	NA	
Watkins	Brown	Lincoln	2001	20	NA	Width directed by Commission after resident survey was split 50/50
Stanley	Hanna	Wallace	2001	26	NA	
Henrietta	Frank	Lincoln	2001	26	NA	
Hazelwood	Oak	Vinewood	2003	26	NA	
Oak	Lakeview	Greenwood	2003	20	NA	40 Foot Right-of-Way
Knox	West End	Poppleton	2003	26	NA	
Humphrey	Grant	Woodward Alley	2004	26	NA	
Humphrey	Woodward Alley	Woodward	2004	36	NA	Commercial Section
S. Worth	Haynes	Alley	2005	36	NA	Commercial Section-Matches remainder of block
Harmon	Lakeside	West of Old Woodward	2005	26	NA	Except as noted on next two lines
Harmon	Greenwood	Woodland	2005	32	NA	Widened to accommodate bus loading area at Holy Name
Harmon	West of Old Woodward	Old Woodward	2005	36	NA	Adjacent Booth Park, contains metered parking
Washington	Lincoln	14 Mile	2005	26	NA	
Fairway	330 Ft. W. of Pleasant	Pleasant	2005	26	NA	
Northlawn	Stanley	Washington	2005	26	NA	
Greenwood	Harmon	Willits	2006	26	NA	
Wakefield	Southfield Alley	Southfield	2006	34	NA	Commercial section with head-in parking beyond
Greenwood	Oak	Harmon	2007	26	NA	
Baldwin	Harmon	Randall	2008	26	NA	
Baldwin	Randall	Maple	2008	20	NA	As requested by residents
Clark	George	Lincoln	2014	26	NA	



## Street Widths- History

(Reconstruction)						
Street Name	From	To	Year Built	Width, Face to Face (Feet)	Previous Width	Comments
Ruffner	Adams	Torry	2001	26	26	
Humphrey	Woodward	Torry	2001	26	26	
Bennaville	Woodward	Torry	2001	26	26	
Emmons	Grant	Cummings	2001	26	26	
Daines	Purdy	Old Woodward	2002	26	26	
Melton	Eton	14 Mile	2003	28	28	
Holland	Adams	Eton	2004	29	29	
Shipman	Southlawn	14 Mile	2005	28	28	
Birmingham	Lincoln	14 Mile	2005	32	32	
Henrietta	Lincoln	Northlawn	2005	28	28	
Northlawn	Shipman	Birmingham	2005	32	32	
Northlawn	Birmingham	Stanley	2005	28	28	
Northlawn	Washington	Pierce	2005	28	28	
Southlawn	Southfield	Shipman	2005	28	28	
Southlawn	Birmingham	Stanley	2005	28	28	
Yorkshire	Adams	East End	2006	24	24	
Rugby	Yorkshire	Maple	2006	24	24	
Cambridge	Dorchester	Maple	2006	24	24	
Southlawn	Pierce	Grant	2006	28	28	
Edgewood	Southlawn	14 Mile	2006	28	28	
Grant	Emmons	Davis	2006	28	28	
Buckingham	Adams	Cambridge	2007	24	24	
Dorchester	Adams	East End	2007	24	24	
Rugby	Buckingham	Yorkshire	2007	24	24	
Cambridge	Buckingham	Dorchester	2007	24	24	
Aspen	Maple	Hawthorne	2008	18	16	Staff discussed with residents, determined old road was too narrow
Hawthorne	Maple	Linden	2008	18	16	Staff discussed with residents, determined



# Street Widths- History

						old road was too narrow
Bowers	Adams	Hazel	2009	28	28	
Hazel	Bowers	Columbia	2009	28	28	
Pierce	Merrill	Brown	2009	40	40	
Townsend	Henrietta	Pierce	2009	32	32	
Bates	Martin	Brown	2010	36	36	
Henrietta	Martin	Brown	2010	32	32	
Townsend	Chester	Henrietta	2010	32	32	
George	Pierce	Old Woodward	2010	24	24	
St. Andrews	Pembroke	Maple	2011	28	28	
Graefield	Derby	Eton	2012	32	32	
Graefield Ct.	North End	Graefield	2012	26	26	
Pierce	Maple	Merrill	2013	40	40	
Merrill	Pierce	Old Woodward	2013	40	40	
Cole	Adams	Eton	2013	28	30	Narrowed in order to save large trees
Torry	Webster	Lincoln	2013	32	32	
Mohegan	Oxford	Adams	2014	24	24	
Kennesaw	Oxford	Adams	2014	24	24	
Oxford	Wimbledon	S. of Kennesaw	2014	24	24	
Poppleton	N. of Mohegan	S. of Kennesaw	2014	24	24	
Oak	Chesterfield	Lakepark	2015			

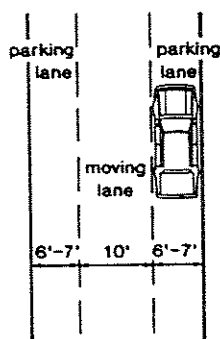


# Residential STREETS

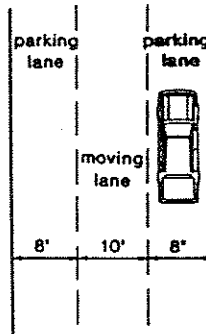
Second Edition

American Society of Civil Engineers  
National Association of Home Builders  
ULI—the Urban Land Institute

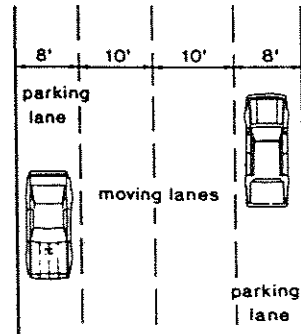
In 1986, the American Society of Civil Engineers (ASCE), the National Association of Home Builders (NAHB), and ULI—the Urban Land Institute (ULI) began discussing the need for a new book on residential streets to update and expand the general principles and design considerations outlined in the organizations' joint 1974 publication. Over the years, all three organizations have received inquiries into street design issues from developers, engineers, planners, and public officials. Agreeing on the need for a new book, ASCE, NAHB, and ULI established a task force composed of representatives of each organization. The task force members were charged with contributing material, reviewing and commenting upon drafts, and reaching consensus on the document. ASCE, NAHB, and ULI believe that their collaborative efforts will contribute to more appropriate residential street designs that balance considerations of safety and efficiency, cost effectiveness, livability, and community attractiveness.



access



subcollector



collector

EXCERPT FROM *RESIDENTIAL STREETS*



## AASHTO—Geometric Design of Highways and Streets

## Number of Lanes

On residential streets in areas where the primary function is to provide land service and foster a safe and pleasant environment, at least one unobstructed moving lane must be ensured even where parking occurs on both sides. The level of user inconvenience occasioned by the lack of two moving lanes is remarkably low in areas where single-family units prevail. Local residential street patterns are such that travel distances are less than 0.5 mi between trip origin and a collector street. In multifamily-unit residential areas a minimum of two moving traffic lanes to accommodate opposing traffic may be required. In many residential areas a 26-ft-wide roadway is typical. This curb-face-to-curb-face width provides for a 12-ft center travel lane and two 7-ft parking lanes. Opposing conflicting traffic will yield and pause on the parking lane area until there is sufficient width to pass.

In commercial areas where there will be several midblock left turns it may be advantageous to provide an additional continuous two-way left-turn lane in the center of the roadway.

## Width of Roadway

Street lanes for moving traffic preferably should be at least 10 ft wide. Where feasible they should be 11 ft wide, and in industrial areas they should be 12 ft wide.

## WHAT ARE SKINNY STREETS?

The City of Portland requires most newly constructed residential streets to be 30 or 26 feet wide, depending on neighborhood on-street parking needs. In the past, residential streets were required to be as wide as 32 feet. To achieve the benefits described below, the City reduced residential street widths.

### Why create skinny streets in neighborhoods?

Allowing newly-paved residential streets to be narrower provides many benefits to area residents. Skinny streets help preserve neighborhood livability, while improving access to homes. Some benefits are:

#### Maintain neighborhood character.

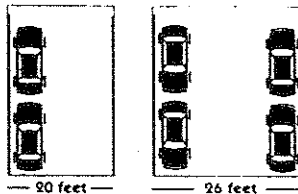
Construction of a wide paved street to replace a narrow unimproved road can change a neighborhood's atmosphere. Skinny streets reduce the impact on slopes and contours, on yards and on neighborhood self-image.

#### Lower construction costs.

Construction of narrower streets costs less. This means that residents who want to improve existing streets are able to do so for less money and developers can create new neighborhood streets less expensively.

#### Save vegetation & trees.

In existing neighborhoods, narrower paving widths reduce the need to cut trees and shrubs along the street.



#### Reduce stormwater runoff.

Paved streets are a major source of stormwater runoff. Pollutants from autos, as well as fertilizer, pesticides and other contaminants, are collected in stormwater, which flows into storm sewers. Eventually, this dirty water reaches area streams and rivers. Reducing pavement reduces stormwater runoff and allows more water to soak directly into the ground.

#### Encourage traffic safety.

Narrower streets discourage non-neighborhood traffic and force drivers to slow down.

#### Encourage better land-use.

As stewards of our natural resources, we know that streets aren't the best use of existing undeveloped land. With skinny streets, in new developments we have more room to house our growing population while reducing the amount of land reserved for traffic use.

### Who decides on a street's width?

If you live on an unimproved street, you may be considering forming a Local Improvement District (LID) to complete your street. With an LID, you and the other property owners on your street would pay for improvements, and the City would be responsible for future maintenance.

In that case, you and other participating property owners can help design what your street will look like. Collectively, you can decide if you want parking on one or both sides of the street. This will determine how wide the street will be.

In new neighborhoods, developers will select the street width they believe to be most appropriate within the city guidelines.

### Can emergency vehicles reach my home?

The Fire Bureau participated in exercises in older neighborhoods with narrow streets. The Bureau found that street widths based on skinny street guidelines will provide adequate access for emergency vehicles.

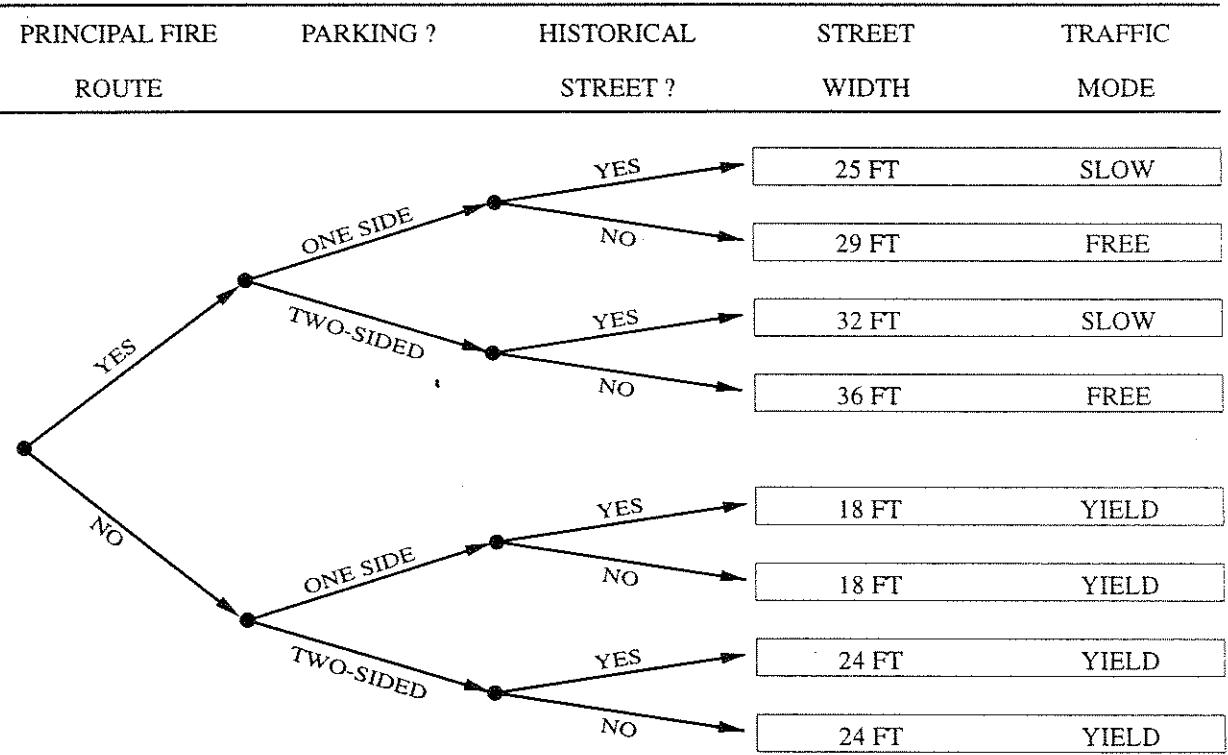
### How Can I Learn More About SKINNY STREETS?

The City of Portland's Office of Transportation has set up the Local Streets Outreach Program. If you would like more information, or if you're interested in a presentation about skinny streets, please contact:

(503) 823-7046

## EXCERPTS FROM THE AASHTO MANUAL AND SKINNY STREETS





STREET WIDTH DECISION TREE



# Legend

## Right\_of\_Way

<all other values>

## Right of Way

Non-Local

20 ft

30 ft

40 ft

50 ft

60 ft

66 ft

70 ft

75 ft

80 ft

86 ft

Alley

Private





## Legend

## Curb\_Face

— <all other values>

## Face To Face Widths

Unimproved Streets

\_\_\_\_\_ 16 ft

\_\_\_\_\_ 18 ft

\_\_\_\_\_ 20 ft

\_\_\_\_\_ 22 ft

———— 24 ft

 26 ft

\_\_\_\_\_ 28 ft

\_\_\_\_\_ 30 ft

\_\_\_\_\_ 32 ft

———— 34 ft

\_\_\_\_\_ 36 ft

38 ft

— 40 ft

44 ft

— Not Paved





To: City of Birmingham, City Commission  
From: Brad Strader, PTP, MKSK  
Date: February 22<sup>nd</sup>, 2016



4219 Woodward Avenue  
Suite 305  
Detroit, MI 48201  
313.652.1101

RE: Street Widths on Residential Streets

This memo is in response to a request by the City Commission to have the Multi-Modal Board research standards for curb-to-curb widths on residential streets. Specifically the request was for precedents and implications for different street width from.

We have begun research on this topic. This serves as an interim report on the information found thus far. There is limited data on street widths at this level of detail. Most information published is in regards to collector and arterial streets, not residential streets.

This packet of information includes:

1. Information we have found to-date from peer cities
2. Published recommendations for residential street width from national organizations
3. Background information and street width data for the City of Birmingham prepared by City Staff (under separate cover)

One of the questions asked was evidence of the safety related to various street widths, incrementally from 24 to 32 feet. Thus far we have not found that level of research in our review of published manuals, articles and contacts with organizations sources such as the Transportation Research Board, Institute of Transportation Engineers, Urban Land Institute and NACTO. The minimum residential street widths used by similar cities in Michigan varies, but the 26-foot standard used in Birmingham since 1996 seems to be the most common. Notably, a number of cities have recently or are currently evaluating their standards. We should be able to share some of their findings with you soon.

In summary, from our research this far, these are the general findings:

1. Generally traffic speeds are higher when the lane widths are higher (ULI, ITE, CNU). But other factors also influence the speed at least as much as the width.
2. Streets with on-street parking have lower speeds (Sources: TRB, ITE, ULI).





3. Streets with on-street parking have higher rates of collisions but those collisions are usually minor (source ITE).
4. Streets with trees and short setbacks tend to have lower speeds than those with fewer or no trees and deeper setbacks.
5. Some of the Michigan cities that allow the most narrow streets have significantly less snow than Birmingham.
6. The 26-foot width used by the City of Birmingham is pretty standard in comparable Michigan cities. Some cities allow and maintain 24-foot width, especially in historic neighborhoods where that width was long ago established. A 26-foot width seems to be the most common. Some cities, especially those in high snow zones, have a minimum of 30-32 foot width for new residential streets.
7. Most cities with a width standard have many streets that are wider or more narrow. Those cities tend to reconstruct streets to the new standard, but make modifications in specific situations (trees, block length, use of on-street parking, residential density, observed problems, and neighborhood preferences)
8. Some fire departments, like Grand Rapids, have established a minimum open lane width of 16 feet to be able to provide emergency response.
9. For on-street lane parking lane width along residential streets the most common dimension used is minimum 7-foot width, with 8-foot widths along transit or bike routes.

These findings and our continued research will be presented on Thursday, March 1<sup>st</sup> at the Multi-Modal Board meeting.

Sincerely,

Brad Strader, Principal

bstrader@mkskstudios.com



### Comparison to Standards of Comparable Michigan Cities

City	Minimum Street Width For Residential Streets	Average Snow Fall Per Year*
Birmingham	20-foot wide curb-to-curb for parking on one side of the street; 26-foot wide for parking on two sides.	36 inches
Royal Oak	27-foot wide (back of curb to back of curb) on local streets. Typical parking lane width: 8ft	33 inches
Pleasant Ridge	27-foot wide for parking on one side of the street; parking on both sides of streets being considered to slow traffic. Parking lane width: 7-9ft	32 inches
Ann Arbor	32-foot wide for streets with metered parking; 24-26 foot wide streets are also common. Travel lanes: 10-foot travel lanes in downtown, 9-foot lanes on very low volume residential streets. Parking lane width: 8ft (preferred), some are 7ft	53 inches
Grand Rapids	26-foot wide preferred, 24-foot wide minimum (e.g. in a historical district). Travel lanes: Typical had been 12-foot travel lanes, 10-foot travel lanes are now preferred; 16-foot minimum clear zone for emergency vehicles, low volume yield streets with parking on both sides. Parking lane width: 7-8ft (8ft preferred, especially when adj. to transit or bike lane) including the gutter pan.	68 inches
East Lansing	Travel lanes: 10-foot wide lanes, 11-foot preferred, especially adjacent to parking or bike lanes. Parking lane width: 7-8ft (8ft preferred)	45 inches
Traverse City	Minimum 27-foot width face-to-face parking on both sides, but only one side allowed in winter. 30-foot widths required for year-round parking	110 inches

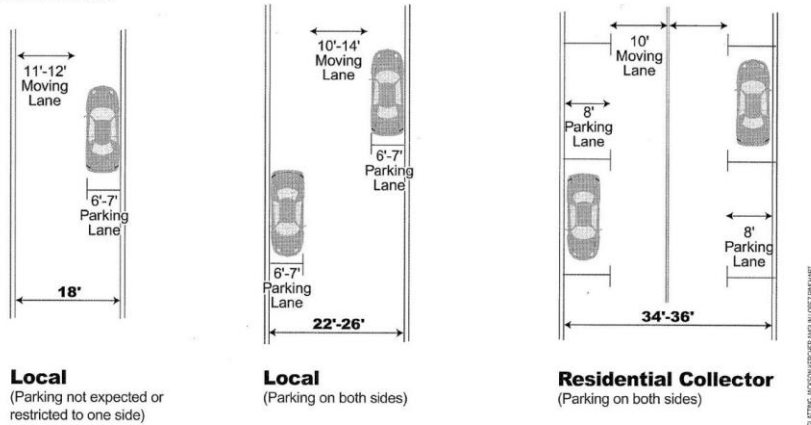
\*Snowfall noted because it was cited as a factor in the Commissioner's request. Source: Google

### Comparison to National Standards

The Institute of Transportation Engineers' (ITE's) 2001 publication, "Residential Streets, Third Edition," recommends an 18-foot pavement width for local streets with no parking expected, 22-24 foot pavement width for local streets with low or restricted parking, 24-26 foot pavement width for local streets with normal residential parking, and 32-36 foot pavement width for residential collector streets (See Figure 2-15 and Table 2-4). For local streets, the 18-foot width allows for a 6-7 foot on-street parking lane on one side and an 11-12 foot travel lane. The 22-26 foot pavement width allows for 6-7 foot parking lanes on both sides of the street with a 10-14 foot travel lane. The 34-36 foot pavement width of the residential collector street allows for two 8-foot on-street parking lanes with two 10-foot travel lanes.



**FIGURE 2-15**  
Street and lane widths.



RECOMMENDED PAVEMENT WIDTHS	
	Pavement Width
Local Streets	
• No Parking Expected	18 feet
• Low or Restricted Parking	22-24 feet
• Normal Residential Parking	24-26 feet
Residential Collector	32-36 feet

**TABLE 2-4**

ITE's 2003 "Neighborhood Street Design Guidelines" offers more specific recommendations for residential street curb-to-curb pavement widths based on neighborhood character, dwelling units per gross acre, and number of on-street parking lanes (refer to Table 3-1). For Low-Density Residential streets with 2.0 and fewer dwelling units per gross acre, ITE recommends 2 channels for traffic and parking, an 18-foot minimum curb-to-curb pavement width if parking is permitted on only one side, and a 20-22 foot curb-to-curb pavement width if parking is permitted on both sides. For Medium-Density Residential streets, defined as having between 2.1 and 6.0 dwelling units per gross acre, ITE recommends 3 channels for traffic and parking with a minimum of 24 feet of curb-to-curb pavement if parking is on one side, and 26-28 feet of curb-to-curb pavement width if parking is permitted on both sides of the street. For High-Density Residential streets with 6.1 to 10.0 dwelling units per gross acre, 4 channels for traffic and parking are recommended, with a minimum pavement width of 28 feet for parking on one side, or 30-32 feet of pavement width if parking is desired on both sides of the street. In Very High-Density Residential areas, ITE recommends 4 channels for traffic and parking with minimum 32 feet of pavement width for parking on one side and 34-38 feet of width for parking on both sides. The recommendation for Mixed-Use/Commercial districts is also 4 channels for traffic and parking with a minimum curb-to-curb pavement width of 32 feet for one-sided parking and at least 34 feet of width for parking on both sides.



**Table 3-1**  
Guidelines for Neighborhood Street Curb-to-Curb  
Pavement Width<sup>1</sup>

Neighborhood Character	Dwelling Units per Gross Acre <sup>2</sup>	Recommended Number of Channels for Traffic and Parking	Recommended Curb-to-Curb Width of Pavement with Parking Permitted on Either Side <sup>3</sup>	Minimum Curb-to-Curb Width of Pavement with Parking Permitted on One Side Only <sup>4</sup>
Low-Density Residential	2.0 and fewer	2	20–22 ft. <sup>5</sup>	18 ft.
Medium-Density Residential	Between 2.1 and 6.0	3	26–28 ft. <sup>5</sup>	24 ft.
High-Density Residential	Between 6.1 and 10.0	4	30–32 ft.	28 ft.
Very High-Density Residential	10.1 and higher	4	34–38 ft.	32 ft.
Mixed-Use/Commercial	Not applicable	4	At least 34 ft.	32 ft.

The National Association of City Transportation Officials (NACTO) Urban Street Design Guide (2013) refers to a study that estimated “each additional foot of lane width related to a 2.9 mph increase in driver speed.” NACTO recommends travel lane width of 10 feet for urban areas because they provide adequate safety while minimizing speeding behavior. For designated truck and transit routes, with the addition of one travel lane of 11 feet in each direction for. They also note that in some cases, narrower 9-9.5 foot lanes can be used in conjunction with a turning lane. NACTO also recommends parking lane width of 7-9 feet in urban areas.

The AASHTO’s “A Policy on Geometric Design of Highways and Streets” recommends that travel lanes be at least 10 feet wide, and where feasible, 11 feet wide. AASHTO describes a 26-foot wide pavement as a typical curb-to-curb dimension for residential streets that allows for two 7-foot parking lanes and a central 12-foot travel lane. The level of inconvenience caused by having only one travel lane and yielding traffic is minimal in most single-family residential areas.

The city of Portland, Oregon’s “Skinny Streets” policy calls for residential pavement width of 20 feet with one on-street parking lane or 26 feet with on-street parking on both sides.

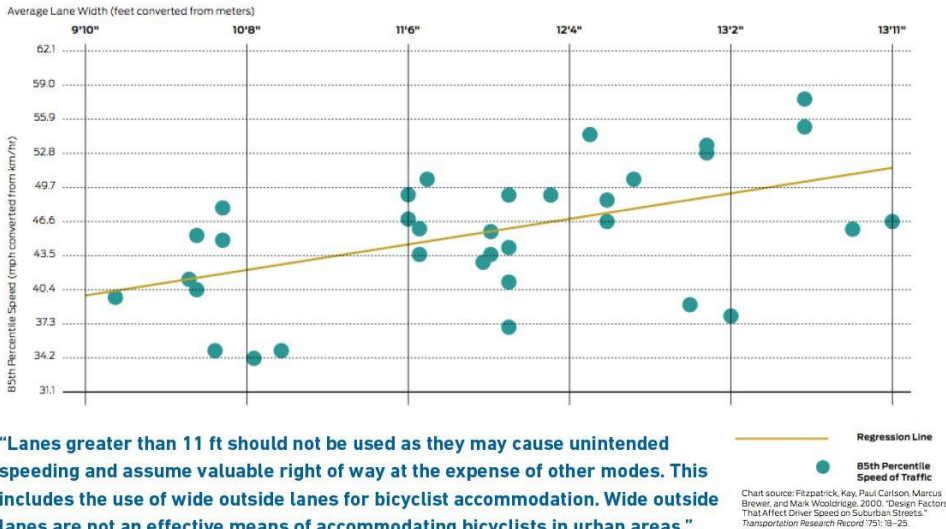
Additional Graphics:



# LANE WIDTH & SPEED

2017 CITY OF WYOMING  
MASTER PLAN

Wider travel lanes are correlated with higher vehicle speeds.

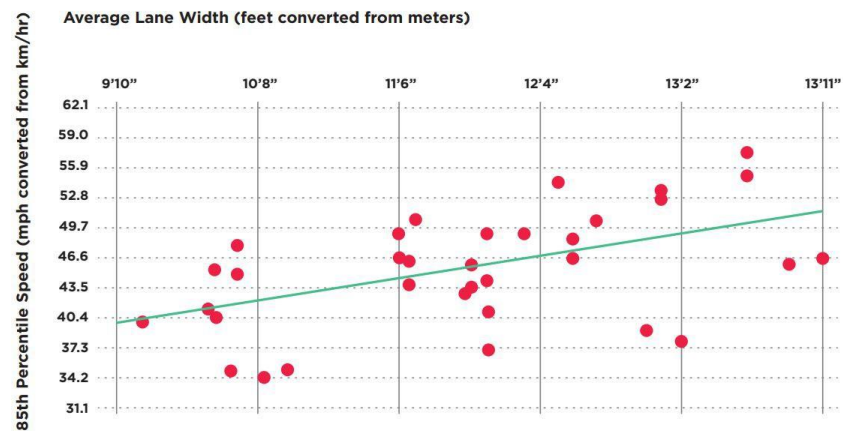


**"Lanes greater than 11 ft should not be used as they may cause unintended speeding and assume valuable right of way at the expense of other modes. This includes the use of wide outside lanes for bicyclist accommodation. Wide outside lanes are not an effective means of accommodating bicyclists in urban areas."**

- Urban Street Design Guide - NACTO (National Association of City Transportation Officials)



FIGURE 5 WIDE TRAVEL LANES ARE CORRELATED WITH HIGHER VEHICLE SPEEDS



As the width of the lane increased, the speed on the roadway increased...When lane widths are 1 m (3.3 ft) greater, speeds are predicted to be 15 km/h (9.4 mph) faster.

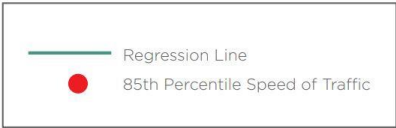


Chart source: Fitzpatrick, Kay, Paul Carlson, Marcus Brewer, and Mark Wooldridge, 2000. "Design Factors That Affect Driver Speed on Suburban Streets." Transportation Research Record 1751:18-25.

Engineering judgment must be used to determine if lane widths should be expanded or narrowed from the recommended widths below.

RECOMMENDED LANE OR TRAVELWAY WIDTHS IN THE CITY OF GRAND RAPIDS.

TRAVEL LANE / TRAVELWAY USE	RECOMMENDED WIDTH
Yield street (exclusive of on street parking generally required on at least one side)	16'
Travel lane directly adjacent to the curb	11'
Typical general purpose travel lane	10'
Turn lane	10'
Bicycle Facility	6'
Frequent transit bus lane or lane with high volume of heavy vehicles (>8%)	11'





## MEMORANDUM

Engineering Dept.  
Planning Department  
Police Dept.

**DATE:** March 29, 2018

**TO:** Multi-Modal Transportation Board

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Dept.  
Paul O'Meara, City Engineer

**SUBJECT:** Street Widths- History

---

The Multi-Modal Transportation Board (MMTB) recently reviewed conceptual designs for three local streets planned for reconstruction in 2018. A public hearing was held, and a final recommendation for the streets was passed on to the City Commission on a vote of 4-3. As you may recall, at the public hearing, several residents appeared before the Board asking that Bennaville Ave. not be reduced in width (as proposed). A smaller number of residents appeared asking that the block of Chapin Ave. east of Cummings St. also not be reduced in width.

When the City Commission reviewed the issue at their meeting of January 22, 2018 several residents again appeared on behalf of Bennaville Ave., and additional residents appeared on behalf of the one block of Chapin Ave. After much discussion, the City Commission endorsed the recommendations of the MMTB, also on a vote of 4-3. As a part of the discussion, the Commission expressed confusion as to what the City's policy is for determining the width of a new street. As a result, the MMTB was asked to study the issue in further detail, and send information and policy direction back to the Commission.

At the MMTB meeting on March 1, 2018, the board identified the goals for identifying a standard road width for residential roads, which include:

- Functionality;
- Consistency;
- Accident reduction;
- Traffic calming;
- Expediency in planning and engineering; and/or
- Infrastructure costs.

MKSK and F & V reviewed the national standards and best practices from a variety of sources regarding the recommended residential street width. Much discussion ensued, and the board directed staff to draft general standards for residential street widths, and to present criteria that could be used to determine if an exception should be granted. The board discussed the fact that there does not need to be a uniform street width standard, but there may be factors to permit modifications for different types of roads or in different development conditions.

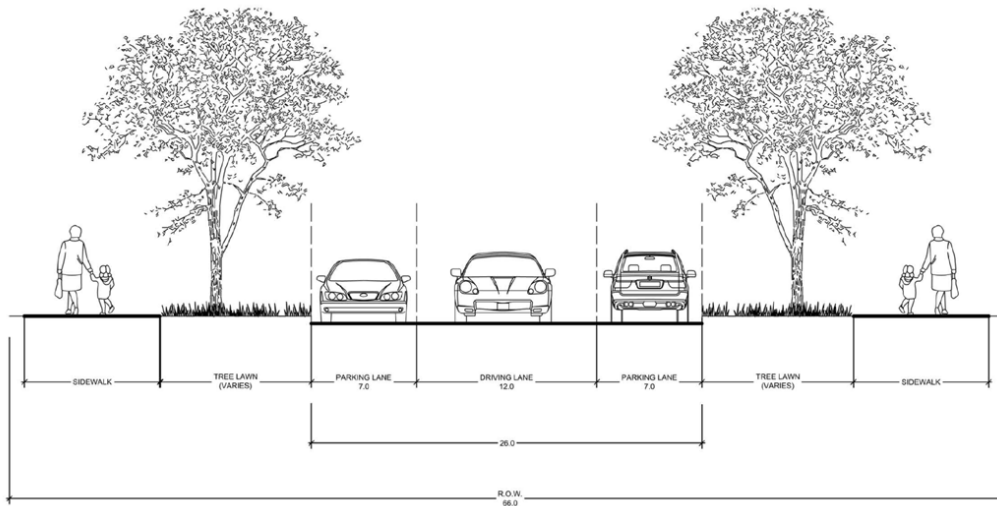


Accordingly, please see the attached options prepared for your consideration. It is anticipated that much discussion will still be needed before the MMTB is prepared to make a recommendation to the City Commission. A copy of the memo and research from last month's meeting is also attached to this memo for reference.



## OPTION ONE

### Birmingham Residential Street Design Standards



For Residential Streets, the design standard shall be 26 feet wide from curb to curb. This width typically allows for parking along both sides of the street with room for a vehicle to pass in either direction. When there is opposing traffic (vehicles going both ways) one of the motorists will need to Yield to the other. This is commonly classified as a "Yield" or "Courtesy" Street. Traffic in opposing directions shall generally require a curb-to-curb dimension of 32 feet or greater. On-street parking may be restricted during winter months to ease snow removal.

When streets are built, paved, or reconstructed, this standard shall generally be applied. Exceptions may be considered when factors such as the following are considered:

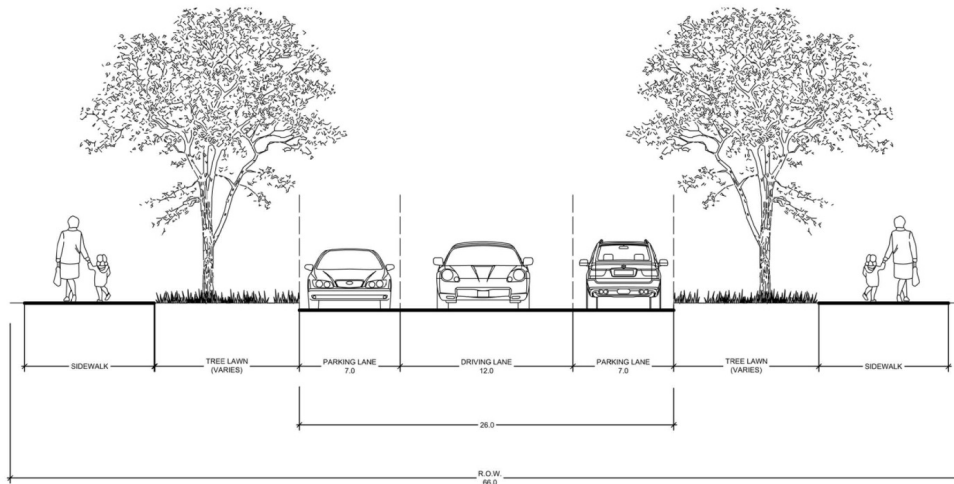
- Frequency of use of on-street parking (when parking density is classified as highly utilized such as over 25% occupancy throughout the day or more than 50% of the available curbspace used overnight, more width may be required or parking on some segments may need to be restricted).
- Use of the street by a higher volume than is typical for a residential street by school buses or other larger vehicles or as a frequent emergency response route.
- Proximity to a school, church, city park, funeral home, multiple-family residential, or other use with access that generates higher traffic volumes and/or on-street parking demand than is typical for a single family residential neighborhood.
- Presence of street trees, especially healthy, mature trees, especially when the right-of-way is 50 ft. or less.
- Block length (shorter blocks may need less width, long blocks may need more); width of a cul-de-sac may be reduced to 24 feet.
- Any documented operational or safety concerns noted with the street.
- Resident preferences as expressed at a public workshop or survey determined to be representative of the residents along the street.



## OPTION TWO

### Birmingham Residential Street Design Standards

#### (1) New Residential Streets



##### City Standard

**26' in width from curb to curb.**

##### Cul-de-sacs or Dead End Streets with no Exit

**24' in width from curb to curb.**

- This width typically allows for parking along both sides of the street with room for a vehicle to pass in either direction
- When there is opposing traffic (vehicles going both ways) one of the motorists will need to yield to the other ("Yield" or "Courtesy" Street)
- On-street parking can be restricted during winter months if needed for snow removal
- No exceptions

#### (2) Existing, Improved Residential Streets

##### City Standard

- If existing road width is 28' or less, maintain existing width.**
- If existing road width is over 28', reduce street to 26' in width curb to curb.**



## OPTION TWO

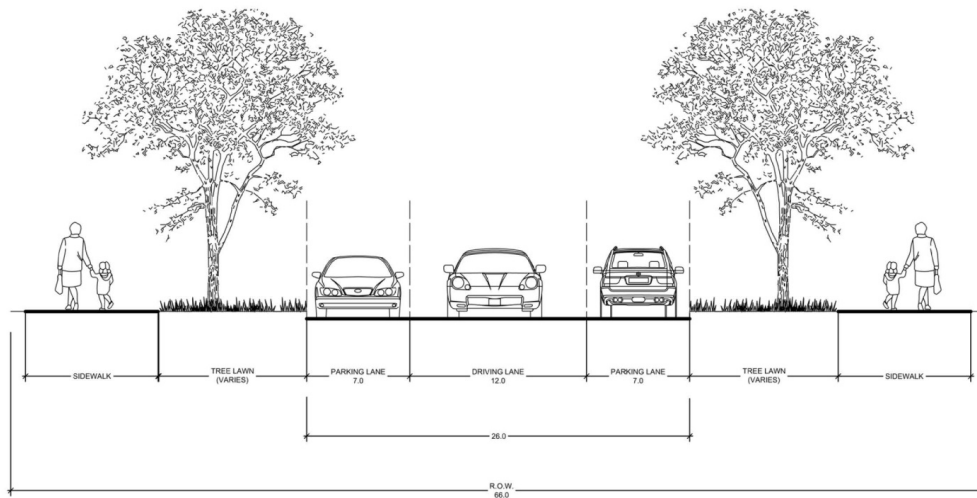
### **Cul-de-sacs or Dead End Streets with no Exit**

- (a) If existing road width is 26' or less, maintain existing width.  
(b) If existing road width is over 26', reduce street to 24' in width curb to curb.

Exceptions to the standard width of no more than 4' may be considered when three or more of the following conditions exist:

- When 25% or more of the available on-street parking is in use during the day, or more than 50% or more of the available on-street parking is in use overnight, which shall be determined by a parking study covering a minimum of two weeks;
- When the street is determined to be a frequent emergency response route by the Birmingham Fire Department, or is located on a published Birmingham Public Schools bus route;
- Two or more healthy, mature street trees must be removed or may be at risk if the City Standard road width was applied;
- Average block length varies more than 50% from the average block length of \_\_\_\_\_';
- There are documented operational or safety concerns for the street as determined by the Birmingham Police Department; and/or
- A majority of residents on the street segment to be repaved or reconstructed wish to seek approval for an exception to the standard street widths noted above.

### **(3)Existing, Unimproved Residential Streets To Be Improved**



### **City Standard**

**26' in width from curb to curb.**



## **OPTION TWO**

### **Cul-de-sacs or Dead End Streets with no Exit**

#### **24' in width from curb to curb.**

Exceptions to the standard width of no more than 4' may be considered when three or more of the following conditions exist:

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- When the street is determined to be a frequent emergency response route by the Birmingham Fire Department, or is located on a published Birmingham Public Schools bus route;
- Two or more healthy, mature street trees must be removed or may be at risk if the City Standard road width was applied;
- Average block length varies more than 50% from the average block length of \_\_\_\_\_';
- There are documented operational or safety concerns for the street as determined by the Birmingham Police Department; and/or
- A majority of residents on the street segment to be improved wish to seek approval for an exception to the standard 26' street width.



# OPTION 3

LOCAL STREET WIDTH DECISION FLOW CHART  
DRAFT

IMPROVED (RECONSTRUCTION) - 28 FT. WIDE OR LESS?

- YES >> REBUILD AS IS UNLESS CHANGED CONDITION WARRANTS FURTHER STUDY
- NO >> FOLLOW UNIMPROVED GUIDE

UNIMPROVED (NEW CONSTRUCTION) - STANDARD 26 FT.

- PARKING DEMAND ----- IF > 25% DAYTIME, OR IF > 50% OVERNIGHT, STUDY FOR POSSIBLE INCREASE  
IF < 10% OVERNIGHT, STUDY FOR DECREASE TO 24 FT.
- TRAFFIC VOLUME --- IF > \_\_\_\_\_ ADT, OR IF SCHOOL, CHURCH, BUS ROUTE, EMERGENCY ROUTE PRESENT, STUDY FOR INCREASE
- RIGHT-OF-WAY \_\_\_\_\_ IF < 50 FT., RESTRICT PARKING TO ONE SIDE, INSTALL 20 FT. WIDE PAVEMENT
- CUL-DE-SAC OR DEAD-END --- REDUCE TO 24 FT.
- TRAFFIC SPEED/OR \_\_\_\_\_ MEASURE 85TH % SPEED, STUDY TRAFFIC PROBLEMS FOR SPECIAL DESIGN FEATURES  
KNOWN TRAFFIC ISSUE
- PUBLIC SURVEY \_\_\_\_\_ IF A CHANGE FROM EXISTING OR OTHER THAN 26 FT. IS PROPOSED, A SURVEY TO ALL PROPERTY OWNERS TO COMMENT TO THE MMTB IS REQUIRED, PRIOR TO PUBLIC HEARING. SURVEY SHALL BE EASY TO RESPOND TO SO AS TO DEMONSTRATE TO CITY COMMISSION THAT GOOD FAITH EFFORT WAS MADE TO GET INPUT.





## MEMORANDUM

Engineering Dept.  
Planning Department  
Police Dept.

**DATE:** April 27, 2018

**TO:** Multi-Modal Transportation Board

**FROM:** Jana Ecker, Planning Director  
Scott Grewe, Police Dept.  
Paul O'Meara, City Engineer

**SUBJECT:** Residential Street Width Standards

---

The Multi-Modal Transportation Board (MMTB) recently reviewed conceptual designs for three local streets planned for reconstruction in 2018. A public hearing was held, and a final recommendation for the streets was passed on to the City Commission on a vote of 4-3. As you may recall, at the public hearing, several residents appeared before the Board asking that Bennaville Ave. not be reduced in width (as proposed). A smaller number of residents appeared asking that the block of Chapin Ave. east of Cummings St. also not be reduced in width.

When the City Commission reviewed the issue at their meeting of January 22, 2018 several residents again appeared on behalf of Bennaville Ave., and additional residents appeared on behalf of the one block of Chapin Ave. After much discussion, the City Commission endorsed the recommendations of the MMTB, also on a vote of 4-3. As a part of the discussion, the Commission expressed confusion as to what the City's policy is for determining the width of a new street. As a result, the MMTB was asked to study the issue in further detail, and send information and policy direction back to the Commission.

At the MMTB meeting on March 1, 2018, the board identified the goals for identifying a standard road width for residential roads, which include:

- Functionality;
- Consistency;
- Accident reduction;
- Traffic calming;
- Expediency in planning and engineering; and/or
- Infrastructure costs.

MKSK and F & V reviewed the national standards and best practices from a variety of sources regarding the recommended residential street width. Much discussion ensued, and the board directed staff to draft general standards for residential street widths, and to present criteria that could be used to determine if an exception should be granted. The board discussed the fact that there does not need to be a uniform street width standard, but there may be factors to



permit modifications for different types of roads or in different development conditions. A copy of the memo and research from the March MMTB meeting is attached for reference.

On April 5, 2018, the MMTB discussed three different options for residential street width standards. After much discussion, the MMTB directed staff to consolidate the options into a final version, including a preamble regarding the intent of the residential street width standards, establishing standards for improved and unimproved streets, establishing objective criteria to be met in order for a variance from the standards, and provisions for notifying the public and obtaining public input when existing street widths are recommended for change.

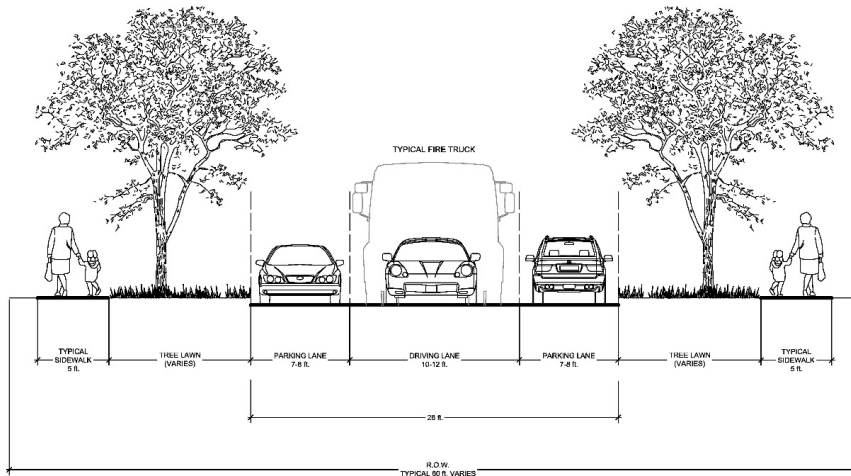
Please find attached the consolidated draft of the proposed standards and criteria for variance from the standards. Both the written out standards and the flow chart are proposed together to clarify the decision-making process. Meeting minutes are also attached for your review.

**Suggested Action:**

To recommend approval to the City Commission of the revised Residential Street Width Standards.



## BIRMINGHAM RESIDENTIAL STREET DESIGN STANDARDS



**INTENT:** The purpose of these standards is to provide consistent street widths throughout the city but with flexibility for very specific situations. These standards are based on residential street design recommendations published by AASHTO, the Institute of Transportation Engineers (ITE), the Urban Land Institute (ULI), the Congress for New Urbanism, NACTO and those used by peer cities. Using those standards as a base, these standards are also based on emergency response access, winter weather, the existing street widths in the city, and the characteristics of different neighborhoods in the city.

These widths typically allow for parking along both sides of the street with room for a vehicle to pass in one direction. When there is opposing traffic (vehicles going both ways) one of the motorists will need to yield to the other. This is commonly classified as a “Yield” or “Courtesy” Street.

### STREET DESIGN STANDARDS (see also attached flow chart):

#### 1. NEW AND EXISTING, UNIMPROVED RESIDENTIAL STREETS THAT ARE BEING IMPROVED

When streets are improved or newly constructed, the standards below shall be strictly applied:

- Standard Streets:** 26 ft. in width from curb to curb.
- If the right-of-way is less than 50 ft., the street width shall be a minimum of 20 ft. with parking allowed on one side only (generally the side without fire hydrants).

#### 2. EXISTING, IMPROVED RESIDENTIAL STREETS

When previously built streets are reconstructed, this standard shall generally be applied. Exceptions may be considered when factors, such as those described in Section 4, are evident.

**Standard Streets:** 26 ft. in width from curb to curb.

**Existing Street is 28 feet or less in width:** If existing street width is 28 ft. or less in width, street shall generally be reconstructed at the existing width.



### **3. PUBLIC NOTICE AND PUBLIC HEARING**

Whenever there is a street project where a change in the existing width is being considered, the Multi-Modal Transportation Board shall have a Public Hearing to inform residents of the project and provide an opportunity for comment. The City shall post a sign along the street that announces street project. Design details shall be advertised and posted on the City's website. If residents express a desire for a non-standard street width at a public meeting or through a public survey of street residents, those preferences shall be considered. However, engineering or safety factors listed in Section 4 must also be present to support a design exception.

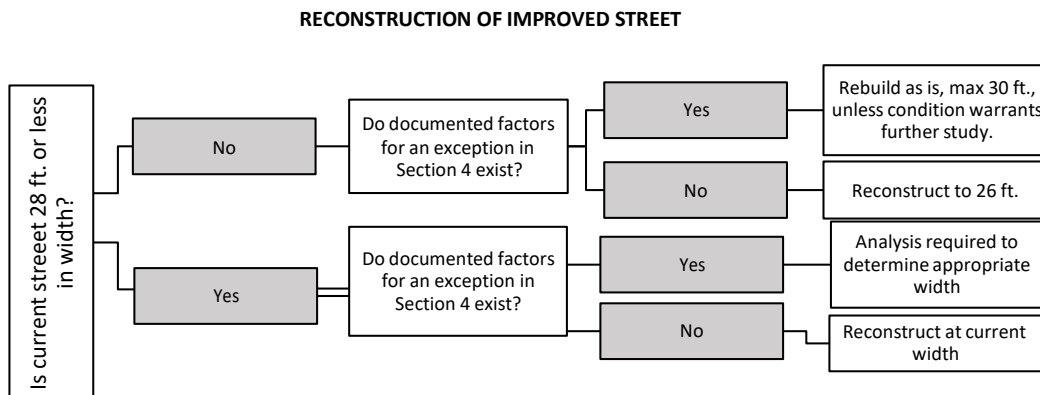
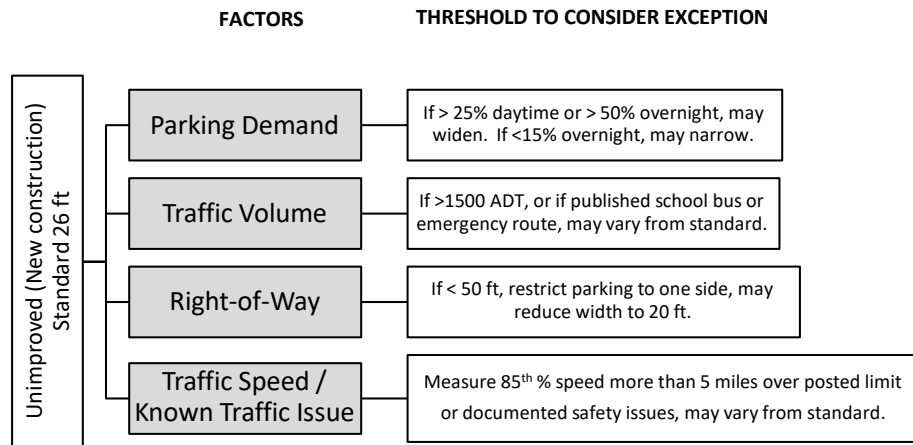
### **4. EXCEPTIONS AND MODIFICATIONS TO THE WIDTH STANDARDS** Any modification must be consistent with the Intent of these standards and the engineering publications upon which they are based. Street width exceptions may only be approved to a minimum of 20 ft. and a maximum of 30ft. Modifications to street widths may only be considered if one or more of the following conditions exist:

- a. High or low frequency of use of on-street parking. When surveyed on-street parking is utilized 15% or less overnight, the width may be reduced. When parking density is classified as highly utilized, defined as over 25% occupancy throughout the day or more than 50% of the available curb space used overnight, the width may be increased. For calculation of parking, a minimum length of 22 ft. shall be used and not include driveways, spaces adjacent to fire hydrants, or other locations where parking is not allowed.
- b. Daily traffic volumes exceed 1500 vehicles.
- c. The street is a published school bus route used by the Birmingham Public Schools or is a frequent emergency response route.
- d. Street is adjacent to a school, church, City park, multiple-family residential development, or other use with access that generates higher traffic volumes.
- e. Presence of street trees, especially healthy, mature trees, such that rebuilding the road as proposed would result in the removal of two or more trees.
- f. A speed study confirms that the 85<sup>th</sup> percentile speed is more than 5 miles per hour over the posted speed limit and/or city police or engineering departments have documented operational or safety concerns related to traffic patterns along the street.
- g. Street may be as narrow as 20 ft. with parking on one side only if right-of-way is less than 50 ft. If street width is less than

### **5. BOULEVARD STREETS**

Reconstruction of streets with a boulevard, median, or other unique design feature, shall be reconstructed to match the current configuration unless geometric changes are needed based on safety or engineering analysis.







## **Multi-Modal Transportation Board Minutes**

**March 1, 2018**

### **5. RESIDENTIAL STREET WIDTHS**

Mr. O'Meara recalled that recently the MMTB reviewed conceptual designs for three local streets planned for reconstruction in 2018. A public hearing was held, and a final recommendation for the streets was passed on to the City Commission on a vote of 4-3. At the public hearing, several residents appeared before the board asking that Bennaville Ave. not be reduced in width (as proposed). A smaller number of residents appeared asking that the block of Chapin Ave. east of Cummings St. also not be reduced in width.

When the City Commission reviewed the issue at their meeting of January 22, 2018, several residents again appeared on behalf of Bennaville Ave., and additional residents appeared on behalf of the one block of Chapin Ave. After much discussion, the City Commission endorsed the recommendations of the MMTB, also on a vote of 4-3. As a result, the Commission asked the MMTB to study the City's policy of street widths in detail, and to send information and policy direction back to the Commission.

Staff summarized some of the paving history. Going back to 1977, streets were typically paved at 28 ft. between the two curb faces. When Andres Duany came to town in 1996 he advocated going down to 26 ft. and after extensive discussion the City Commission agreed to adopt 26 ft. as the standard road width with parking on both sides. That policy has been working well.

#### **Unimproved Streets**

From Staff's perspective, the current standards for unimproved streets have worked well. The current street width policy has been followed and very few if any complaints have been received from residents. Residential sections have been built at 26 ft. and commercial sections have been built at 36 ft.

#### **Improved Streets**

Historically, streets were rebuilt to match the conditions the width constructed previously. Reconstruction offers the opportunity to review the current conditions in light of current standards and consider if there is a potential need for change. Issues to consider include the following:

- Multi-Modal Improvements - If there are no specific recommendations in the Master Plan, the board will discuss improvements that can be included that would bring multi-modal improvements.
- Neighborhood Density - The board also considers the extent to which the land uses and density of uses on the street impact parking demand.
- Owner Preference - While the City may have established guidelines and attempted to follow current best practices in the industry, the property owners living on the street



often have preferences that are counter to the direction that best practice standards would dictate.

- Right-of Way - If the right-of-way is less than 50 ft., the board may consider a narrower street in order to provide the required space for City sidewalks and street trees.
- Traffic Issues - The board will conduct a review of the history of traffic issues on a street, which typically includes a review of speeding and cut-through traffic complaints.
- Trees - If a street has mature trees that can be damaged or require removal during a street reconstruction project, these factors need to be considered.

Brad Strader from MKSK summarized their research on national standards and best practices for residential street design and provided it for the board's consideration.

Mr. Strader said they looked at publications by the Transportation Research Board, Institute of Transportation Engineers, Urban Land Institute, National Association of City Transportation Officials ("NACTO"), and AASHTO. The 26 ft. pavement width used in Birmingham since 1996 seems to be the most common. An additional standard to be considered along with those named by Mr. O'Meara is that if the road is a transit route with busses, another foot of width is required.

Mr. Strader explained that NACTO is a more progressive city-oriented guide that is used by engineers and generally preferred by urban planners. They recommend a travel lane width of 9.5 to 10 ft. for urban areas. AASHTO covers all the roads in the country and recommends that travel lanes be at least 10 ft. wide and where feasible, 11 ft. or wider. They describe a 26 ft. wide pavement as a typical curb-to-curb dimension for residential streets. However, on a collector route such as Eton Rd., NACTO and AASHTO both recommend a wider lane.

The general findings are:

- Presence of on-street parking lowers speeds. If there is no on-street parking, speeds are higher;
- Block length, density, setbacks, street trees, traffic calming measures or how the road is designed influence both speed, safety, and also the volumes.

Ms. Ecker stated that the Fire Dept.'s widest tower truck is 10 ft. in width.

Ms. Edwards thought that the board might want to consider calling one of the current conditions "Parking Density" rather than "Neighborhood Density."

Dr. Rontal felt it would be instructive to look at the effective curb distance in the wintertime. Also, to consider the option of having alternating one side only parking.

Mr. Isaksen suggested that if a street isn't on the neighborhood connector route, maybe it deserves different treatment. Ms. Ecker added that the average residential street probably won't have a lot of bike improvements.



Ms. Slanga noted that the average life span of the streets is 60-90 years. She wondered if there has been futuring on what happens when different modes of transportation are adopted. The future is dynamic and the City should recognize that.

Mr. Strader responded the general feeling is that the transition of the fleet will occur over 20 years but it is unknown what the vehicles will be or how they will change our streets. Most of the current feeling is that autonomous vehicles will mean the amount of vehicles moving around will go up instead of down, but there will be less demand on parking. Also, there will be more curbside activity with vehicles hovering or people waiting. Over time, that might sacrifice some on-street parking.

Mr. Isaksen said it seems the low traffic residential streets that are the topic of today's discussion are least sensitive to changes in transportation modes. Whereas, the big arterial roads will be the ones most impacted by such a change when it occurs. Mr. Strader did not think it would change the curb-to-curb, but it might change the management of the parking along the street edge.

It was discussed that an additional criterion to consider when deciding whether or not to change a residential road width would be a unique land use, such as a school, historical neighborhood, etc. Mr. O'Meara noted there is currently a policy of 26 ft. for newly built roads. However, there never has been a specific policy on rebuilding existing roads. Ms. Ecker added there might be different standards for unimproved roads to go to improved, versus roads that are already improved. So that everyone doesn't have their own different idea of what should be done, standards will help the City, along with having criteria to make it clear when to vary from the standard.

Mr. Strader suggested the consultants work with staff to put together a packet of what a general standard might look like, how it might be modified, along with the factors to consider and what qualifications are needed to meet those factors. He did not think continuing research would be that valuable. All were in agreement.



**Multi-Modal Transportation Board Minutes**  
**April 5, 2018**

**5. RESIDENTIAL STREET WIDTHS**

Mr. O'Meara recalled the Multi-Modal Transportation Board ("MMTB") recently reviewed conceptual designs for three local streets planned for reconstruction in 2018. A public hearing was held, and a final recommendation for the streets was passed on to the City Commission on a vote of 4-3. At the public hearing, several residents appeared before the board asking that Bennaville Ave. not be reduced in width (as proposed). A smaller number of residents appeared asking that the block of Chapin Ave. east of Cummings St. also not be reduced in width.

When the City Commission reviewed the issue at their meeting of January 22, 2018, after much discussion they endorsed the recommendations of the MMTB, also on a vote of 4-3. As a part of the discussion, the Commission expressed confusion as to what the City's policy is for determining the width of a new street. As a result, the MMTB was asked to study the issue in further detail, and to send information and policy direction back to the Commission.

At the MMTB meeting on March 1, 2018, the board identified the goals for identifying a standard road width for residential roads, which include:

- Functionality;
- Consistency;
- Accident reduction;
- Traffic calming;
- Expediency in planning and engineering; and/or
- Infrastructure costs.

MKSK and F & V reviewed the national standards and best practices from a variety of sources regarding the recommended residential street width. The board directed staff to draft general standards for residential street widths, and to present criteria that could be used to determine if an exception should be granted. Accordingly, three options have been prepared for the board's consideration.

Mr. Strader said the options are about 85% similar. Hopefully the items the board is looking for have been captured in one or more of the options. Option 1 that was prepared by MKSK states that the design standard shall be 26 ft. wide. It describes what a "Yield" or "Courtesy Street" is and then the factors for a variation from that.

Mr. O'Meara explained that Option 2 came from Ms. Ecker. She created a hybrid based on taking his ideas and Mr. Strader's ideas and adding separate categories for a new street that hasn't existed yet; rebuilding a previously paved street; and an existing street that has never had curbs. The one big difference is if a street is 26 to 28 ft. it wouldn't have to be changed to be 26 ft.



Option 3 was summarized by Mr. O'Meara. If a street is 26 or 28 ft., the recommendation is to put it back to the same width. Mr. Strader noted there really isn't that much difference between 28 and 26 ft. If the street is already built to one of those standards, just replace that standard. After comments from Ms. Folberg, it was agreed to remove the standard that cul-de-sacs or dead-end streets be reduced to 24 ft. in width. There were also questions relative to the distinction for a long block vs. shorter blocks. If a change from existing or other than 26 ft. is proposed, a survey to all property owners to comment to the MMTB is required before the public hearing.

Instances where streets have a lot of people parking versus those where there is almost no parking demand were considered. Ms. Folberg suggested if the street is between 26 and 28 ft., move forward with that unless there have been complaints about traffic or speeding.

Ms. Schafer talked about the phenomenon of people creating parking spaces within the right-of-way on unimproved streets. Mr. O'Meara thought that people feel it is dangerous to park in the actual pavement because it is usually only 20 ft. wide. This is allowed in the City if the street is uncurbed. He added that when streets get rebuilt with curbs, those parking areas are required to be removed.

In terms of notification to the residents, the board liked the idea of putting up a sandwich board at the entrance/exit to the neighborhood.

With regard to rebuilding a street, Ms. Folberg said she would tend to go with what people want except when those decisions are not based on urban planning practices and engineering standards and guidelines. Mr. O'Meara added it would help to have initial conversation with the board to identify where they want to go. Data could then be collected from the survey and outreach conducted in a second meeting prior to the public hearing in order to be well prepared.

Ms. Folberg said as part of the public survey, people should be educated about the reason for the proposal. Mr. Strader added maybe they ought to insert a preamble to the proposal saying the City understands all of the residents' concerns but the standards are based on nationally accepted design manuals; the fire code; consideration of safety for pedestrians and bicyclists; reducing crashes and appropriate speeds; and emergency exits. That would form the intent and basis for the proposal.

Mr. O'Meara confirmed that Ms. Ecker, Mr. Strader and he would sit down and consolidate the three options into one document.



**Multi-Modal Transportation Board Minutes May  
3, 2018**

**5. RESIDENTIAL STREET WIDTHS**

Chairman Rontal recalled the Multi-Modal Transportation Board ("MMTB") recently reviewed conceptual designs for three local streets planned for reconstruction in 2018. A public hearing was held, and a final recommendation for the streets was passed on to the City Commission on a vote of 4-3. At the public hearing, several residents appeared before the board asking that Bennaville Ave. not be reduced in width (as proposed). A smaller number of residents appeared asking that the block of Chapin Ave. east of Cummings St. also not be reduced in width.

When the City Commission reviewed the issue at their meeting of January 22, 2018, they endorsed after much discussion the recommendations of the MMTB, also on a vote of 4-3. As a part of the discussion, the Commission expressed confusion as to what the City's policy is for determining the width of a new street. As a result, the MMTB was asked to study the issue in further detail, and to send information and policy direction back to the Commission.

At the MMTB meeting on March 1, 2018, the board identified the goals for identifying a standard road width for residential roads, which include:

- Functionality;
- Consistency;
- Accident reduction;
- Traffic calming;
- Expediency in planning and engineering; and/or
- Infrastructure costs.

Ms. Ecker advised that on April 5, 2018, the MMTB discussed three different options for residential street width standards. After much discussion, the MMTB directed staff to consolidate the options into a final version. The consolidated draft of the proposed standards and criteria for variance from the standards is presented this evening. There are two portions of the draft; one is a cross-section that shows how wide the lanes would be, and it is written out. A flow chart is proposed as well so it is easy to understand how and why decisions are made. In addition, an intent section talks about the different standards that were referenced when coming up with the plan, and design standards are described for new, existing, and unimproved streets.

Ms. Folberg received confirmation that re-doing a street such as Wakefield which is not paved and doesn't have a curb requires a consensus of existing homeowners because an assessment is involved. The property owners only pay an assessment when their street goes from gravel or chip seal to fully built out.



Talking about improved streets, Ms. Ecker explained that sidewalks are treated separately from the pavement. Mr. O'Meara continued that an improved street must have permanent pavement along with a curb and gutter system.

#### STREET DESIGN STANDARDS:

**1. New And Existing, Unimproved Residential Streets that are Being Improved:** When streets are improved or newly constructed, the standards below shall be strictly applied:

- a. Standard Streets: 26 ft. in width from curb to curb.
- b. If the right-of-way is less than 50 ft., the street width shall be a minimum of 20 ft. with parking allowed on one side only (generally the side without fire hydrants).

**2. Existing, Improved Residential Streets:** When previously built streets are reconstructed, this standard shall generally be applied. Exceptions may be considered when factors, such as those described in Section 4 below, are evident.

- a. Standard Streets: 26 ft. in width from curb to curb.
- b. Existing Street is 28 ft. or less in width: Street shall generally be reconstructed at the existing width.

**3. Public Notice And Public Hearing:** Whenever there is a street project where a change in the existing width is being considered, the MMTB shall have a public hearing to inform residents of the project and provide an opportunity for comment. If residents express a desire for a non-standard street width at a public meeting or through a public survey of street residents, those preferences shall be considered. However, engineering or safety factors listed in Section 4 below must also be present to support a design exception.

**4. Exceptions and Modifications to the Width Standards:** Any modification must be consistent with the Intent of these standards and the engineering publications upon which they are based. Street width exceptions may only be approved to a minimum of 20 ft. and a maximum of 30 ft. Modifications to street widths may only be considered under certain specified conditions.

Board members made changes to the specified conditions as follows:

- Condition 4 (d) should read - "Street is adjacent to a school, religious institution, City park, multiple-family residential development, or other use with access that generates higher traffic volumes."
- Condition 4 (e) should read - "Presence of street trees, especially healthy, mature trees such that rebuilding the road as proposed would result in the removal of two or more trees in any given block."
- Condition 4 (g) reads - "Street may be as narrow as 20 ft. with parking on one side only if right-of-way is less than 50 ft."



5. Boulevard Streets: Reconstruction of streets with a boulevard, median, or other unique design feature shall be reconstructed to match the current configuration unless geometric changes are needed based on safety or engineering analysis.

The chairman voiced concern that a street's effective width gets narrower in the winter with snow plowing. There is no way a 10 ft. fire truck can get down his street in the winter. He thought the board should study effective widths of streets and decide whether emergency vehicles can get through streets under a certain width in the winter. If not, the side designated for parking can be alternated every other year. Ms. Ecker said the Fire Dept. has indicated there are really only a couple of streets where they have difficulty.

The discussion concluded that with this document the board is not boxed into one particular solution, but guidelines are given. Documented factors for an exception must exist.

The board agreed to add a seventh goal for identifying a standard road width for residential streets: Storm Water Runoff Management.

**Motion by Ms. Edwards**

**Seconded by Ms. Folberg to recommend approval to the City Commission of the revised Residential Street Width Standards with the inclusion of seven additional goals where the seventh is "Storm Water Runoff Management." Also, in section 4 (d) change "church" to "religious institution." In section 4 (e) add at the end of the sentence "on any given block." Finally, in section 4 (g) remove the typo at the end.**

There were no comments on the motion from members of the public at 6:35 p.m.

**Motion carried, 5-0.**

VOICE VOTE

Yeas: Edwards, Folberg, Rontal, Isaksen, Schafer

Nays: None

Absent: Slanga



**City Commission Minutes**  
**June 4, 2018**

**06-169-18 RESIDENTIAL STREET WIDTH STANDARDS**

Planning Director Ecker presented the May 18, 2018 memo to City Manager Valentine from Planning Director Ecker, Police Commander Grewe and City Engineer O'Meara.

Commissioner Nickita thanked staff for a very good foundation, and suggested:

- An introduction outlining goals for Birmingham infrastructure, with attention towards 'complete streets' and other guiding concepts.
- Making pedestrian safety, walkability, neighborhood enhancement, and building upon the goals of the master plan the express and primary objective of developing the City's infrastructure.
- Acronyms in the Birmingham residential street design standards should be spelled out for the benefit of people who may not be familiar with them.
- Cost or current potential for disruption should not be weighted very heavily as exceptions to the 26' standard since residential roads remain as-built for upwards of forty years.
- Street adherence to or deviation from the standards should also take the widths of neighboring streets into account. This means bullet point two under the second street design standards should say that the street width may remain the same, but exceptions should be provided for circumstances in which a street would not remain the same width.
- The lettered points under section four should include:
  - o Does it adhere with complete streets?
  - o Is it accommodating multi-modal and mobility issues?
  - o Did we consider the neighborhood context and character, identifying the adjacent street infrastructure and the potential effect of the proposed size?
  - o How is the overall neighborhood built, and how does the City want it to be built in the long term? How does this proposed street-width fit into those considerations?

Planning Director Ecker noted:

- Section four includes the requirement that any exceptions adhere to the Intent of the standards.
- The MMTB did not focus on multi-modal considerations here because those are separately considered in the multi-modal plan which primarily do not address residential streets.
- Agreement with Commissioner Nickita's feedback and said she would bring it back to the MMTB for addition.

Commissioner Sherman commended the MMTB and suggested:

- Deleting "Exceptions may be considered when factors, such as those described in Section 4, are evident" from section two.



- Rephrasing the second bullet point in section two as “Existing Street is 28 feet or less in width: If existing street width is 28 ft. or less in width, street may be reconstructed at the existing width provided there is a reason prescribed under section four.”
- Following Commissioner Nickita’s points for section four, with special focus on the nature and composition of the neighboring streets.

City Engineer O’Meara explained:

- Part of the reason for keeping existing 28’ streets at 28’ was to avoid debate and frustration on the part of the residents, since it was only a 2’ difference.
- Some streets are smaller than 24’, so the text was an attempt to not have to widen streets if there was no reason to do so.

Commissioner Sherman suggested that most of the time there will be an exception leading to a reduction in the street width from 28’, making the second bullet point in section two superfluous.

Mayor Harris agreed to changing the second point in section two to read “may” instead of “shall”, but said rephrasing the second point in section two to reference the exceptions in section four would have the undesired effect of precluding resident opinion from being a factor in a potential street width-change.

Mayor Pro Tem Bordman said:

- ‘Neighborhood characteristics’ should be made explicit including block length, sidewalks, size of public green space, right-of-way, the distance between sidewalks and the fronts of houses, the size of the lots themselves, the sizes of the homes, the length of time the road has been at its current width and other factors.
- Most studies show that a street-width range of 26’ to 28’ encompasses best practices; not a uniform application of a 26’ street-width.
- Neighborhood preference for street-width should have greater emphasis. It should not be the sole criterion considered, but should be more central than it currently is.

Planning Director Ecker explained that:

- Commercial standards will apply to both commercial blocks and fully commercial streets, and the residential standards will apply to both residential blocks and fully residential streets.
- The street-width standards were approved by the Fire Department.

Commissioner Hoff said changing ‘shall’ to ‘may’ is a positive change, and the exceptions should remain where they are in section two. She also agreed with Mayor Pro Tem Bordman in that resident preference should be a larger factor.

Planning Director Ecker clarified that, as it stands, resident opinion would not sway a decision



unless another reason for an exception existed.

Commissioner Nickita clarified this is a policy, not an ordinance, which can be deviated from should the City find it prudent.

Mayor Pro Tem Bordman suggested adding “Where neighbors have a preference for a particular street-width, that preference may only be considered if one or more of the following conditions also exist” as the last sentence in the introduction in section four.

Commissioners Nickita and Sherman suggested this point was identically included in section three.

City Engineer O'Meara said certain streets, such as ones with churches or schools, may have 1,500 vehicles pass through daily.

Planning Director Ecker said the 1,500-vehicle threshold was approved by the City's consultants and the Police Department.

Commissioner DeWeese:

- Thanked the MMTB and city staff for their work on this document.
- Suggested it would be most beneficial if this document were clear enough that the public could understand it.
- Said cost considerations can be addressed at the discretion of the Commission.
- Pointed out that sometimes more traffic, paradoxically, is better-handled with a narrower street.
- Concluded that the document should be returned to the MMTB and the edits made.

City Engineer O'Meara suggested that consideration of on-street parking utilization would reveal some of the 'neighborhood characteristics' Mayor Pro Tem Bordman wanted considered because on-street parking utilization would reveal information about a neighborhood's average lot-size: small lots likely lead to more frequent on-street parking, and larger lots likely lead to more infrequent on-street parking.

Mayor Harris said one conflict is whether neighborhood input is an equally-weighted criterion, or is only considered in conjunction with other criteria.

Planning Director Ecker recommended changing the second point in section two to read “Existing Street is 28 feet or less in width: If existing street width is 28 ft. or less in width, street may be reconstructed at the existing width,” which would have the intended effect of the exception-clause in the introduction to section two being applicable to this statement.



There was consensus that if the last two sentences from section three were moved to section four as a criterion, that would sufficiently resolve various Commissioners' concerns.





## MEMORANDUM

City Clerk's Office

**DATE:** July 11, 2018

**TO:** Joseph A. Valentine, City Manager

**FROM:** J. Cherilynn Mynsberge, City Clerk

**SUBJECT:** 2019 City Commission Meeting Schedule

Attached is the proposed 2019 City Commission meeting schedule.

The City Charter requires the Commission to meet regularly and "not less than twice a month". Typically the Commission meets on the second and fourth Mondays of each month except when a legal holiday coincides with those days.

Legal holidays were designated by resolution of the Commission on August 26, 2013 pursuant to Section 2-26 of the Birmingham City Code. Section 2-26 gives the Commission latitude to reschedule regular meetings which would otherwise fall on a legal holiday. The proposed meeting schedule avoids the eight legal holidays which fall on a Monday in 2019.

Once approved, the 2019 meeting schedule will be published in the City calendar, on the Citywebpage, and posted at the Municipal Building.

**SUGGESTED RESOLUTION:**

To approve the Birmingham City Commission 2019 Meeting Schedule as submitted.

MONTH	DAY	MEETING	LOCATION
January	14	Regular Meeting	Municipal Building
	26 (Sat)	Long Range Planning	8:30 AM Municipal Building
	28	Regular Meeting	Municipal Building
February	11	Regular Meeting	Municipal Building
	25	Regular Meeting	Municipal Building
March	11	Regular Meeting	Municipal Building
	25	Regular Meeting	Municipal Building
April	8	Regular Meeting	Municipal Building
	22	Regular Meeting	Municipal Building
May	4 (Sat)	Budget Hearing	8:30 AM Municipal Building
	6	Regular Meeting	Municipal Building
	20	Regular Meeting	Municipal Building
June	3	Regular Meeting	Municipal Building
	17	Joint Commission/Planning Bd.	DPS Facility
	24	Regular Meeting	Municipal Building
July	8	Regular Meeting	Municipal Building
	22	Regular Meeting	Municipal Building



August	5 19	Regular Meeting Regular Meeting	Municipal Building Municipal Building
September	16 23	Regular Meeting Regular Meeting	Municipal Building Municipal Building
October	7 17 (Thurs) 28	Regular Meeting Joint Commission/Planning Bd. Regular Meeting	Municipal Building DPS Facility Municipal Building
November	11 25	Regular Meeting Regular Meeting	Municipal Building Municipal Building
December	9 16	Regular Meeting Regular Meeting	Municipal Building Municipal Building

NOTE: City Commission meetings will be held at 7:30 PM in room 205 of the Municipal Building, 151 Martin. City Commission/Planning Board workshops will be held at 7:30 PM at the DPS Facility, 851 South Eton.



# January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day	2	3	4	5
6	7	8	9	10	11	12
13	14 City Commission Mtg.	15	16	17	18	19
20	21 Martin Luther King Jr.	22	23	24	25	26 Long Range Planning
27	28 City Commission Mtg.	29	30	31		



# February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	City Commission Mtg.					
17	18	19	20	21	22	23
24	25	26	27	28		
	City Commission Mtg.					



# March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
			Ash Wednesday			
10	11	12	13	14	15	16
	City Commission Mtg.					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	City Commission Mtg.					
31						



# April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 City Commission Mtg.	9	10	11	12	13
14	15	16	17	18	19 Good Friday Passover	20 Passover
21	22 City Commission Mtg.	23	24	25	26 Passover	27 Passover
28	29	30				



# May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
						Budget Hearing
5	6	7	8	9	10	11
	City Commission Mtg.			Government Day		
12	13	14	15	16	17	18
Mother's Day						
19	20	21	22	23	24	25
Celebrate Birmingham	City Commission Mtg.					
26	27	28	29	30	31	
	Memorial Day					



# June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 City Commission Mtg.	4	5 Eid al-Fitr	6	7	8 Shavuot @ sunset thru 6/9
9	10	11	12	13	14	15
16	17 Joint City Commission/ Planning Board Mtg.	18	19	20	21	22
23	24 City Commission Mtg.	25	26	27	28	29
30						



# July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Independence Day	5	6
7	8 City Commission Mtg.	9	10	11	12	13
14	15	16	17	18	19	20
21	22 City Commission Mtg.	23	24	25	26	27
28	29	30	31			



# August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
	City Commission Mtg.					
11	12	13	14	15	16	17
	Eid al-Adha					
18	19	20	21	22	23	24
	City Commission Mtg.					
25	26	27	28	29	30	31



# September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day	3	4	5	6	7
8	9 Ashura @ sunset thru 9/10	10	11	12	13	14
15	16 City Commission Mtg.	17	18	19	20	21
22	23 City Commission Mtg.	24	25	26	27	28
29 Rosh Hashana @ sunset thru 10/1	30					



# October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Last day of Rosh Hashana	2	3	4	5
6	7 City Commission Mtg.	8 Yom Kippur @ sunset thru 10/10	9	10	11	12
13 Sukkot @ sunset on 10/13 thru 10/15	14	15	16	17 Joint City Commission/ Planning Board Mtg.	18	19
20 Shmini Atzeret / Simchat Torah	21	22	23	24	25	26
27	28 City Commission Mtg.	29	30	31 Halloween		



# November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
		Election Day				
10	11	12	13	14	15	16
	Veterans Day City Commission Mtg.					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	City Commission Mtg.			Thanksgiving	City offices closed	



# December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 City Commission Mtg.	10	11	12	13	14
15	16 City Commission Mtg.	17	18	19	20	21
22 Hanukkah	23	24 Christmas Eve	25 Christmas	26 Kwanzaa	27	28
29	30	31 New Year's Eve				



**CITY OF BIRMINGHAM  
RESOLUTION TO ESTABLISH LEGAL HOLIDAYS**

Moved by Commissioner Sherman, seconded by Commissioner McDaniel:

To establish legal holidays pursuant to Section 2-26 of the Birmingham City Code:

BE IT RESOLVED, by the City Commission of the City of Birmingham, Michigan, as follows:

The City Commission does hereby designate the following as legal holidays pursuant to Section 2-26 of the Birmingham City Code:

<i>New Year's Day</i>	<i>Independence Day</i>	<i>Eid al-Adha</i>
<i>Martin Luther King, Jr. Day</i>	<i>Labor Day</i>	<i>Thanksgiving</i>
<i>Ash Wednesday</i>	<i>Eid al-Fitr</i>	<i>Day after Thanksgiving</i>
<i>Passover</i>	<i>Rosh Hashanah</i>	<i>Hanukkah</i>
<i>Good Friday</i>	<i>Yom Kippur</i>	<i>Ashura</i>
<i>Easter Sunday</i>	<i>Sukkot</i>	<i>Christmas Eve</i>
<i>Shavuot</i>	<i>Shemini Atzeret</i>	<i>Christmas</i>
<i>Memorial Day</i>	<i>Simchat Torah</i>	<i>Kwanzaa</i>
		<i>New Year's Eve</i>

AYES: 6

NAYS: None

ABSENT: 1 (Moore)

MOTION CARRIED.

I, Laura M. Broski, Clerk of the City of Birmingham, certify that the foregoing is a true and compared copy of a Resolution duly made and passed by the Birmingham City Commission at a meeting held on August 26, 2013.

Laura M. Broski, City Clerk



## ARTICLE II. - CITY COMMISSION

### Sec. 2-26. - Regular meetings.

Regular meetings of the city commission shall be held not less than twice a month on such days as the city commission shall determine. If a regular meeting should fall on a legal holiday, the city commission may cancel the meeting or hold the meeting on the next day that is not a legal holiday. For purposes of this section, legal holiday means any day designated as a state or national holiday and those days so designated by resolution of the city commission.

(Code 1963, § 1.700; Ord. No. 1524, 6-22-92; Ord. No. 2135, 8-26-13)

### Sec. 2-27. - Annual schedule of meetings.

At the beginning of each calendar year, the city clerk shall prepare, post in city hall, and make available to the public a notice containing the schedule of regular city commission meetings for the year.

(Code 1963, § 1.701; Ord. No. 1524, 6-22-92)

### Sec. 2-28. - Cancellation of meetings.

The city commission may cancel a future meeting by a majority vote.

(Code 1963, § 1.702; Ord. No. 1524, 6-22-92)

### Sec. 2-29. - Time and location of meetings.

City commission meetings shall be held in the commission room of city hall at 7:30 p.m., unless another location or time has previously been designated for a particular meeting and notice provided in accordance with the requirements of the Open Meetings Act (MCL 15.261 et seq.), as amended.

(Code 1963, § 1.703; Ord. No. 1524, 6-22-92; Ord. No. 1837, 6-28-04)

### Secs. 2-30—2-50. - Reserved.





## **MEMORANDUM**

Office of the City Manager

**DATE:** July 11, 2018

**TO:** City Commission

**FROM:** Joseph A. Valentine, City Manager

**SUBJECT:** Request for Closed Session pursuant to Section 8(h) of the Open Meetings Act, MCL 15.261 – 15.275

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It is requested that the city commission meet in closed session pursuant to Section 8(h) of the Open Meetings Act.

**SUGGESTED RESOLUTION:**

To meet in closed session pursuant to Section 8(h) of the Open Meetings Act, MCL 15.261 – 15.275.

(A roll call vote is required and the vote must be approved by a 2/3 majority of the commission. The commission will adjourn to closed session after all other business has been addressed in open session and reconvene to open session, after the closed session, for purposes of taking formal action resulting from the closed session and for purposes of adjourning the meeting.)



July 3, 2018

City of Birmingham Commissioners

Attn:  
151 Martin  
Birmingham, MI 48009

**TIR**

**RE: North Old Woodward Bates Parking Development**

Dear Commissioners,

I represent the applicant TIR Equities, which submitted a response to the RFP for the Bates Street Extension.


The RFP as written invited the diversity of responses that the City received, reflecting a variety of ideas about building heights and density. We believe our proposal represented a strong vision for the future of Birmingham and significant benefits to the citizens and taxpayers. Discussion at the Ad Hoc Parking Development Committee, the Planning Board, and the City Commission during the review of the submitted proposals provided additional guidance about what the City is seeking, and so we have improved our proposal to better meet your goals and aspirations. We hope you will agree to consider our revised proposal.

First, it became apparent that the City of Birmingham remained concerned about the financial investment the City would have to make in the parking deck and associated infrastructure; we understand this concern applies also to the proposal submitted by Woodward Bates Partners. Accordingly, we propose to fund the construction of the parking deck entirely, reducing the City's financial exposure, sparing the City from issuing and carrying bonds, and saving the City an estimated \$40 to \$50 million. Once built, we propose that the deck would be operated in the same manner as other City decks, but with the revenue, less an annual lease fee to be paid to the City, retained by us until our investment is recouped, at which time the deck would be sold to the City for \$1.00.

Second, there was concern about the building heights and the density envisioned in our original proposal. Accordingly, our revised proposal reduces the height of our tallest residential building and reduces the overall density.

We welcome the opportunity to present our revised proposal to the City Commission as well as to your development consultants at Jones Lang LaSalle and your legal and bonding counsel at Miller Canfield. We believe our revised proposal will significantly improve the benefits of the project to the City of Birmingham in both the short and the long term, and we look forward to your response.

Sincerely,



Ara Darakjian  
Managing Member





July 18, 2018

Ara Darakjian  
217 Pierce, Ste 209  
Birmingham, MI 48009

Dear Mr. Darakjian,

Thank you for your time yesterday in discussing your letter and proposal of July 3, 2018 to the City Commission. Your ongoing interest in having the City progress is welcomed and appreciated.

As we discussed, the City is still involved in the process it started with the North Old Woodward/Bates Street Parking and Site Development Request for Proposals (RFP). This process involved the issuance of the RFP with established parameters, an evaluation of the proposals, and currently the negotiations with the selected development team. Because this process is still ongoing, the City is unable to consider any new proposals by your team for this project at this time.

Thank you again for expressing your continued interest and ongoing support for this project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joseph A. Valentine".

Joseph A. Valentine  
City Manager

cc: City Commission